



COUNCIL REPORT

To: Mayor and Council

Date: March 24, 2026

From: Ron Bowles, Chief Administrative Officer

Subject: **UBCM Development Approvals Program – Grant Application**

Prepared by: Evan Sun, Infrastructure Engineer

Reviewed by: Rob Hillis, Senior Manager of Engineering and Capital Projects

RECOMMENDATION:

THAT Council endorse the grant application to the Union of B.C. Municipalities Local Government Development Approvals Program seeking 100 per cent funding to a maximum of \$200,000 in grant funding;

AND THAT Council consider amendments to the 2026 to 2030 Financial Plan in the event grant funding is awarded;

AND THAT Council authorize the Mayor and/or corporate officer and/or other authorized signatories that may be required to execute a contribution agreement in the event grant funding is awarded:

AND FURTHER THAT Council support the City of West Kelowna utilizing the grant and providing overall grant management, if the funding application is successful.

STRATEGIC AREA(S) OF FOCUS

Invest in Infrastructure – We will invest in building, improving and maintaining infrastructure to meet the needs of, and to provide a high quality of life for, current and future generations.

BACKGROUND

This report seeks Council's approval of the City's application to the Union of B.C. Municipalities (UBCM) for the Local Government Development Approvals Program (LGDAP), which staff submitted by the March 13 deadline. For the City of West Kelowna to be eligible for UBCM funding, a Council resolution indicating support for the application and willingness to provide overall grant management must be submitted.

The LGDAP, established following the Province's 2019 Development Approvals Process Review, is administered by UBCM to fund local projects improving development approvals efficiency for faster housing supply. There have been three grant intakes, 2021, 2024, and 2026, with the latest intake being a \$9 million provincial investment offering up to 100 per cent funding to cover eligible costs to a maximum of \$200,000.

DISCUSSION

A key challenge affecting the efficiency and predictability of development approvals process is the need to assess and coordinate infrastructure capacity to support new development. Much of West Kelowna's infrastructure was constructed prior to the City's incorporation. As the City continues to grow and accommodate additional housing, a better understanding of infrastructure related to fire flow, water servicing, sanitary capacity, frontage improvements, stormwater capacity, and traffic capacity in targeted areas will optimize opportunities for infill and higher-density development.

LGDAP funds would support a *Development Approvals Readiness and Infrastructure Coordination Study* that will identify areas within West Kelowna with existing infrastructure capacity to support development, enabling staff to more efficiently guide growth to suitable areas and streamline the approvals process. This work would build on recent master planning initiatives, development process improvements advanced through the Housing Accelerator Fund (HAF), and internal knowledge gathered through Functional Servicing Reports and infrastructure studies completed as part of the development approvals process.

Specific, grant-eligible project activities would include:

1. Conducting a Development Approvals Readiness and Infrastructure Coordination Study utilizing the City's recently completed utility master plans to identify areas with adequate infrastructure capacity to streamline development and reviewing potential areas for pre-zoning opportunities.
2. Reviewing and updating internal approvals processes, including guidelines and the Works and Services Bylaw No. 0249, to support the efficient approval of projects using standardized designs or modern methods of construction.
3. Developing supporting materials to streamline development approvals processes including application submission requirement information and early servicing guidance for applicants.
4. Planning, training, and facilitating to improve collaboration between departments to streamline development approvals processes.

5. Facilitating collaboration or coordination with external partners (e.g., development community, provincial Ministry, First Nations, other local governments) through materials, guidelines, training, and coordination for consistent approvals processes.

This marks the City of West Kelowna's first application to the LGDAP program, with no prior submissions to previous intakes. In preparation for advancing development process improvements, the City has already undertaken several foundational initiatives to strengthen its development approvals framework, including:

- Developing an Infill Housing Strategy that incorporated a broad review of infrastructure considerations to inform potential neighbourhoods for infill housing.
- Initiating a series of development approvals process improvements through the Housing Accelerator Fund (HAF) such as:
 - Adopting pre-reviewed building plans and designs in alignment with Provincial Guidelines and the Federal design catalogue
 - Establishing fast-tracked development approvals for priority housing types and standardized designs

As part of its HAF commitments and ongoing work, the City is also implementing expansion of e-permitting to all development and building permit types, development of a Development Application Procedures Manual, a comprehensive audit of development-related website information, and exploration of opportunities to increase delegated authority to support more timely decision-making. Together, these actions establish a strong foundation for further process improvements that could be supported through LGDAP funding.

FINANCIAL IMPLICATIONS

The LGDAP covers up to 100% of eligible costs to a maximum of \$200,000 per application, fully funding the recommended activities above, which is within the project budget submitted in the application.

CONCLUSION

If the City is successful in its grant application to UBCM, a Development Approvals Readiness and Infrastructure Coordination Study will be completed by 2027, in support of complementary and synergistic work that is already in existing staff's queue.

PowerPoint: Yes No

Attachments: None.