



CITY OF WEST KELOWNA
MINUTES OF THE ADVISORY PLANNING COMMISSION MEETING

Wednesday, November 18, 2020
COUNCIL CHAMBERS
2760 CAMERON ROAD, WEST KELOWNA, BC

MEMBERS PRESENT: Wayne Kubasek, Chair
Anthony Bastiaanssen, Vice Chair
Julian Davis
Joe Gluska
Nicole Richard
Katalin Zsufa

MEMBER ABSENT: Bea Kline

Staff Present: Hailey Rilkoff, Planner II
Dallas Clowes, Senior Planner
John Perrott, Economic Development and Tourism Manager
Natasha Patricelli, Recording Secretary

1. CALL THE ADVISORY PLANNING COMMISSION MEETING TO ORDER

The meeting was called to order at 9:30 a.m.

This meeting was open to the public. In accordance with COVID-19 protocols, a viewing area that could accommodate three members of the public was available.

2. INTRODUCTION OF LATE ITEMS

3. ADOPTION OF AGENDA

It was moved and seconded

THAT the agenda be adopted as presented.

CARRIED UNANIMOUSLY

4. ADOPTION OF MINUTES

4.1 Minutes of the Advisory Planning Commission meeting held October 21, 2020 in the City of West Kelowna Council Chambers

It was moved and seconded

THAT the minutes of the Advisory Planning Commission meeting held October 21, 2020 in the City of West Kelowna Council Chambers be adopted.

CARRIED UNANIMOUSLY

5. PRESENTATIONS

6. DELEGATIONS

7. UNFINISHED BUSINESS

8. REFERRALS

8.1 P20-01, West Kelowna Community Vision (Phase 1 OCP Review)

Highlights of the presentation include:

- Community Visioning - one of Councils Strategic Priorities 2020-2022;
- March 2020: Initially planned to start Community Engagement;
- June 2020: Redesigned project and launched engagement (in context of COVID-19 physical distancing requirements);
- Current Official Community Plan was reviewed and updated in 2011;
- Visioning is the first step of our OCP Update:
 - Community Visioning process;
 - Options;
 - Draft Policy and Mapping;
 - Final OCP Bylaw;
- Process timeline - completed listening phase, compiled feedback information and now we're building our vision;
- Following this refinement document will come back to council committees and Council for final consideration;
- Engagement Summary document currently on our website;
- Snapshot of Round 1 engagement participation submissions: 25 postcards (stations at City Hall and JB Mac), 29 photo contest, 37 participants in online topic meetings, 58 participants in three online stakeholder meetings, 107 ideas in kids activity book, 469 weekly topic questionnaires completed, 1,409 community idea questionnaires completed, in total 5,290 comments received through direct input;

- Phase 1 engagement activities in digital and print advertising and presence;
- Tracked who participated in the process - most people were full time residents, then time in West Kelowna (shopping/working);
- Council wanted to hear from long time residents and new comers to the community;
- Neighbourhood participation - well represented across the community;
- Tracked age of participants - struggled with under 19 and over 75 demographic;
- Compiled feedback and put it into the first draft community vision document - working document and open to feedback;
- Very important that this document is reflected of all the voices in the community;
- Vision statement is a forward thinking snapshot of what West Kelowna wants to become in 2040;
- Five foundational elements: our people, our connectivity, our adaptability, our prosperity and our places;
- Twenty key directions include: overview of what we heard, what we see in 2040 and signs of success.

Round 2 Engagement

- Hear from the community and reach out to the under represented neighbourhoods;
- Key activity: online feedback forms;
- Choose your own adventure feedback time varies from five minutes to a few hours;
- Key activity: online vision review workshop (December 1 and December 2) afternoon and evening sessions;
- Key activity: youth activities;
 - Partnering with Mt. Boucherie Secondary School for youth engagement;
 - Collaboration with student who has tailored materials for in-school opportunities;
 - Working with high schools and middle schools;
- Outreach to seniors centre and information drop with hard copies of documents;

- Interior Health is helping us spread the word and including it in their newsletters as well;
- Round 2 Engagement Outreach includes both online and digital;
- New engagement item is borrowing road sign and placing it in lesser participation neighbourhoods;
- Working Schedule: wrapping up this round of engagement before Christmas and going forward with refined draft vision before the new year;
- How can the APC help?
 - Word of mouth;
 - Please share with your personal and professional networks;
 - Social media network;
- In the last round most people found out about the process through Facebook;
- Engagement kits were provided to all members.

Highlights of the discussion include:

- Very well and thought through project. A great document and a terrific set of goals;
- It shows that West Kelowna is really good and a really nice place but where does it say that we are the best at something? It would be good for West Kelowna to establish ourselves as a place that is known for something. Did that come out at all in this project? We've heard such varied feedback on what West Kelowna means to people. One of our Councillors said "West Kelowna has something for everyone". We included "We celebrate and express our unique sense of place". Council feels were not just a place of one thing. We are a place to offer more things. It was asked of us to be more broad. Everyone has a different interpretation of what West Kelowna means to them. There is no one showcase item for West Kelowna.
- Suggestion to be more bold with signs of success. Aspirations of what we want West Kelowna to be.
- Suggestion to see more emphasis on tourism development. A tourist commercial development to have tourists come here and stay here to see the wineries and trails.
- Suggestion for something around water conservation and zero scaping our lots and parks as an aspirational goal.
- Was participation tracked through statistics of household income? We did not track statistics on household income that through this round of engagement.

8.2 Z 20-07, Zoning Amendment Bylaw No. 154.95 (APC), Unaddressed Asquith Road

Highlights of the presentation include:

- Unaddressed Asquith Road (end of road);
- Between east side of Smith Creek and south end of Tallus Ridge neighbourhoods;
- Adjacent to former landfill site;
- Not within the ALR;
- Surrounding Uses:
 - North: Compact Single Detached Residential (RC3) and Agricultural (A1);
 - East: Rural Resource (RU5) - former landfill site;
 - South: Single Detached Residential (R1);
 - West: Single Detached Residential (R1);

Proposal - Zoning Amendment

- Designated: single family residential;
- Proposed to amend zoning RU2 to R1 to facilitate a subdivision (approximately 23 lots);
- Proposed development includes the extension of Asquith Road through to future connection of Smith Creek Road and Tallus Heights Drive;

Policy and Bylaw Review

Official Community Plan:

- Residential policy for Single Family Residential designation supports traditional single family housing form and encourages the sensitive integration of housing forms that complement the type, scale and character of the neighbourhood;
- Proposed R1 zone consistent with the land use designation;

Development Permit Areas:

- Hillside and Sensitive Terrestrial Ecosystem Development Permit areas will be addressed prior to the future subdivision process;
- Site regrading anticipated over entire site;

Zoning Bylaw:

- Proposed R1 zone is intended to accommodate low density single family residential use on parcels 550m² and larger;

Technical Review

Transportation and Access:

- Access through extension of Asquith Drive;
- Frontage improvements to full urban standard;
- Connection to future Smith Creek Road and Tallus Heights Drive;
- Consistent with Master Transportation Plan;
- Proposed road closure and road dedication under review;
- Prior to Public Hearing - confirm impact on potential off-site road improvements;

Site Servicing:

- Confirmed site can be adequately serviced;
- Water - site can be adequately serviced with existing infrastructure but off-site improvements anticipated to address water looping;
- Sanitary sewer - not anticipated to trigger upgrades to existing system based on Sanitary Master Plan;
 - downstream capacity and off-site improvements will be confirmed prior to public hearing;
- Stormwater - new detention or pond proposed for on-site;
 - off-site improvements to downstream infrastructure will be confirmed prior to public hearing;

Geotechnical:

- Confirmed that site is safe for use intended;

Environmental:

- Rezoning area identified as ESA-3 and ESA-4;
- Areas are so impacted by human disturbance that there is little or no chance for recovery or rehabilitation;

Park Analysis:

- Future subdivision triggers park dedication requirements under *LGA*, Sec. 510;

- Subject property does not meeting City of West Kelowna criteria for suitable parkland (Parks Acceptance Policy);
- Anticipated cash-in-lieu of park dedication at time of future subdivision;

Pedestrian Connectivity:

- Anticipated to be addressed partly through inclusion of sidewalks within proposed road network but may include consideration of rights of way to connect future road networks;

Referral Comments

- No concerns noted with the proposed amendment but comments:
 - BC Hydro requires an SRW;
 - BC Transit recommends sidewalks, higher densities in support of future transit service in the neighbourhood;
 - Interior Health recommends consideration of providing continuous and connected pedestrian and cycling pathways between cul de sacs and neighbourhoods to reduce travel distances;
 - RDCO noted adjacent former landfill has monitoring requirements to address safe levels;

Key Considerations:

- Residential policies encourage sensitive integration of different housing forms in all residential growth areas in support of neighbourhood diversity and healthy communities;
- Infill development makes more efficient use of community services and reduces development pressures at the urban fringes;
- Future development permit process will address hillside and environmental mitigation;
- Proposed zoning boundary amendments and proposed development is consistent with the City's master planning processes.

Highlights of the discussion include:

- Is the adjacent lot is already zoned R1? That is correct, the adjacent lot to the West is already zoned R1 residential.

It was moved and seconded

THAT the APC recommends support for file Z 20-07 as presented.

CARRIED UNANIMOUSLY

9. CORRESPONDENCE AND INFORMATION ITEMS

9.1 Economic Development Presentation

Highlights of the presentation include:

- Presentation by John Perrott, Economic Development and Tourism Manager for the City of West Kelowna;
- Previously Economic Development programs and services included working with local and existing businesses, recruitment and start ups of local businesses;
- Currently Economic Development is much broader focus and integrates talent and placemaking;
 - Talent Development - retention, development and recruitment;
 - Placemaking - support talent and businesses;
 - Business Development - retention, expansion, recruitment and start up;
- Lots of opportunities for collaboration - front person to coordinate our business community;
- Census reports by neighbourhood provide detailed data for people wanting to open a business in a certain neighbourhood;
- Layers of service for Regional Economic Development and Tourism Delivery Model:
 - Macro Region - Thompson Okanagan Tourism Association;
 - Regional - Central Okanagan Economic Development Commission, Tourism Kelowna;
 - Local - individual municipalities from Peachland through to Lake Country;
- Important to realize a broader network of participants is required for successful Economic Development;
- Number of support organizations and industry groups;
- Importance of a network of community lenders;
- Question on the presentation: Does West Kelowna and WFN have the same desires? Great staff level relationships. Senior management and John working in collaboration with WFN tourism projects. This past summer made a Public Service Announcement with Mayor Milsom and Chief Derickson to

invite people to the community. Finding more and more areas to collaborate on. We are not in competition with other communities in the region but we grow together. Benefits of regional collaboration and alignments between the communities.

- Community Vision Sets the Stage - Community that is built here will attract the talent and entrepreneurs who will come here to do that. How does sense of place impact and benefit businesses or detract? What young professionals do you want here? What connections and programs do they need to stick around? What does the community look like as they advance in their careers or are they preparing for semi-retirement?;
- We want businesses to be involved and share their input on the community vision as it directly impacts their organizations;
- Question on the presentation: In terms of the visioning process - waterfront, agriculture, vineyards, wineries, trails, regional parks. How can we take those advantages (without being competitive) and brand it and encourage business organizations to flow with that. What do we want to be and how can we brand that? Over the last decade there have been a lot of discussions around that. intuitive awareness and quality of life here. Tourism is our promotion and calling card to get people in here. Broader outreach is something we're regionally continuing working on;
- Something to identify West Kelowna specifically;
- Deeper question between community branding and organizational branding. Community Visioning is to build stronger community brand;
- Does West Kelowna have an official slogan or are we working to have one? Not aware of a corporate or a community level one;
- It would be nice to have something;
- Question on the presentation: The recreation sport industry is huge generation of revenue. For example. Kelowna tourism and Kelowna city flag football event 2300 children and youth. Children travel with their parents, stay in hotels, eat food at restaurants, visit wineries. What are the tourism marketing concepts in place for events? Answer: Without having a local sales tax, municipalities and organizations may not see outside of rental fees a direct benefit of hosting sporting events in the community. Funding of those facilities relies on funding from residential and commercial taxes. We recognize the importance of these public facilities helps contribute to support of hotels and restaurants in the community;
- Vibrant business community needs to attract new business opportunities;

- People will come back to explore the community because of the positive experiences they had while here for an event;
- Opportunities for municipalities to help link events, example hockey tournament. Get in touch with organizers to make connections to subsequent experiences and businesses throughout the community;
- Economic Development approach for 2021 draft operational plan;
- Workshop for Council in the new year:
 - Business Communication & Outreach: enhance our abilities to connect and communicate with our businesses. Goal is present a quarterly update and newsletter to those businesses in the community as well as those interested in the community. Better gauge of what is happening here in West Kelowna. Meet with members in the community and understanding their challenges in the community and provide support;
 - Community & Business Assistance: to help businesses make an investment in the community. Ex. business plan or site selection. Help them navigate through our business processes. Help provide direction to the correct departments. Economic Development to be the first point of contact for the groups;
 - Film Production Support: number of movies happening here. Working to develop guidelines in conjunction with the Okanagan Film Commission. Help coordinate them through the process and ensuring they have all necessary permits that may be required. Help recognize economic activity by connecting them to hotels, food, etc;
 - Tourism Marketing & Management: help improve the destination as a place. We do not have a resort municipality status. Visit Westside brand. We do not have a hotel tax at this time but we will move forward with this to bring us some funding. Visitor guide and independent brochures:
 - Wine trail (7-14 and possibly 8 more) craft beverage industry is significant in this community;
 - Westside Farm Loop - improvements: barrel stacks to tie in wineries and farm loop, banners and improved signage to come;
 - 3rd area is the trail system for hiking and mountain biking. Help connect them and raising awareness for where to park - Instagram, Facebook and media;
 - 4th area in collaboration is indigenous collaboration. Share their stories - museum opening with their gift store. This makes us special as it is unique within our community;

- Encourage to join our community digital pages - [instagram.com/visitwestside](https://www.instagram.com/visitwestside); twitter.com/VisitWestside; facebook.com/VisitWestside;
- Short Term Rentals: West Kelowna specific had a 95% rate. In a good position to continue to see growth with a new hotel being built;
- Internal Organization Support: to help connect departments to businesses. to help improve City Department engagement and lessen impacts of projects on West Kelowna businesses. Growing work with Recreation network for business opportunities and activities. Sport tourism - finding the gaps in our tourism seasons and expanding the shoulder seasons. Example. Pickleball event in August couldn't get a discount at the hotel because they were already at capacity. Had a mobile visitor centre on site to help assist with reservations, booking hotels, restaurants, wineries, etc;
- Help quantify the inbound service develops to better manage our resources;
- Operational plan to council is a starting point. Council will have a workshop in the first 8 weeks of 2021. Identify some multi year goals and consultation with the community visioning. Document will be modified and then go back to Council;
- Difficulty with Economic Development. There isn't an industry that we can't support.

Highlights of the discussion include:

- Insightful presentation;
- Bringing in tourism - peaches fruit and vegetables important for our community but those types of farms are being bulldozed and wineries are going up. Is there anything going on to protect those types of farms? Farm Loop program was brought in to help generate more visitation to the farms and with the majority of the farms it is a secondary income focus for them;
- Tourism bringing in for trails and great recreational networking. Through COVID it's been noticed that ALR properties are becoming far more recreational. Is the city working with wineries for recreational opportunities? Access for agricultural lands some are okay with it and some are not. Uses are close to one another like residential and farms it is up to the farm owner;
- Great presentation;
- Post secondary educational opportunities in West Kelowna, have we ever looked at the opportunity to have satellite locations for Okanagan College? Funding challenges to provide the right window of opportunity - City facilities are pretty maxed out for utilization. We're not quite there yet to have a satellite campus. Discuss previously with the Continuing Education department with Okanagan College opportunities and options here - based

on funding mechanism. Funding models for purchasing new buildings and buying land is a long process there. Would definitely like to see something here in the future. Because of our proximity to Kelowna.

- Linkage of something like a connection with Alpine helicopters for a program/co-op educational opportunity would keep talent being developed here in West Kelowna.

10. OTHER BUSINESS

10.1 Advisory Planning Commission Meeting Schedule 2021

THAT the APC adopt the 2021 APC Meeting Schedule as presented.

11. ADJOURNMENT OF THE MEETING

The meeting adjourned at 11:07 a.m.

CHAIR

RECORDING SECRETARY