



INFORMATION ONLY COUNCIL REPORT
Chief Administrative Officer
For the May 14, 2019 Council Meeting

DATE: May 3, 2019
TO: Mayor and Council
FROM: Jim Zaffino, Chief Administrative Officer
RE: **2019 Priorities; First Quarter Update**
- 2019 Priorities
- Department Activities Update

EXECUTIVE SUMMARY:

This report provides an update to Council and the community on the progress being made to meet the priorities outlined in Council's *2019 Priorities*. Following are activities undertaken during the first quarter of 2019 (January to March). Departmental quarterly reports and statistics are included.

BACKGROUND:

This report focuses on the noteworthy achievements undertaken during the first quarter of 2019.

The 201 Priorities outlines West Kelowna Council's goals and objectives for the community. West Kelowna's key areas of emphasis are:



In the first quarter, the Chief Administrative Officer accomplished the following:

- Assisted Mayor at meetings:
 - **Westbank First Nation**
 - **District of Peachland**
 - **BC Hydro**
 - **Telus**
 - **MP Dan Albas**
 - **Premier Horgan**
- Met with outside agencies regarding items of interest to the community:
 - **Regional District of Central Okanagan**
 - **RCMP**
 - **Fortis**
 - **B.C. Active Transportation Strategy – Okanagan Forum**
 - **Ministry of Municipal Affairs and Housing**
 - **EMBC Regional Seasonal Hazard Preparedness Workshop**
 - **MP Stephen Fuhr**
- Participated in **Public Announcements, Public Outreach and Grant Announcements:**
 - **Budget Open House**
 - **Council Strategic Priorities**
 - **Mayor's Youth Forum**
 - **Rogers Hometown Hockey**
 - **GMS Job Interview Day**

Departmental activity updates are provided to Council, which provide an overview of the significant work items that were undertaken during this quarter and are attached to this report.

Respectfully submitted,



Jim Zaffino
Chief Administrative Officer

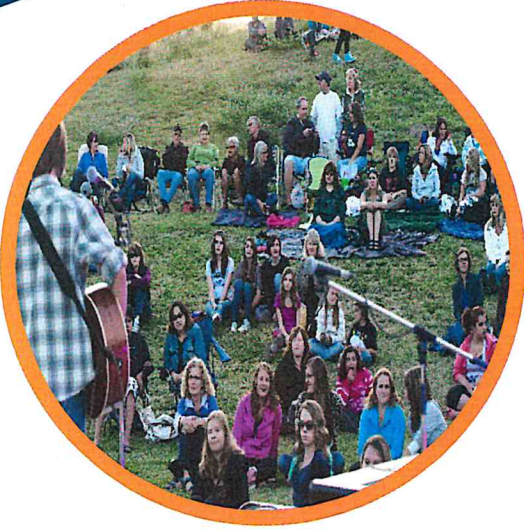
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Attachments:

- 2019 Priorities
- Finance, Administrative & Protective Services
 - Bylaw Enforcement
 - Communications and Legislative Services
 - Financial Services
 - West Kelowna Fire Rescue
- Development Services

- Engineering & Public Works
- Human Resources
- Information Services
- RCMP

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2019

PRIORITIES





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STAFF LEAD LEGEND:

CAO	DCAO	GMDS	GMEPW	MC
• Human Resources • Information Services • Policing	• Finance • Administrative and Protective Services • Fire Services	• Planning • Building Inspection • Economic Development • Development Engineering	• Roads • Parks and Recreation • Utilities • Facilities	• Mayor and Council

2019 FOCUS

The goals and objectives contained in this guiding document strive to meet West Kelowna Council's vision for this community.

West Kelowna Council conducts strategic planning every year and is provided quarterly updates on progress and initiatives. This allows West Kelowna Council to continue to engage with citizens and adjust its goals as needed as it works to make West Kelowna a beautiful place to live, work and play.



VISION

The City of West Kelowna is a responsive, solution-oriented local government that works in partnership with the community and others to create opportunities for growth and prosperity.

MISSION

Council's Mission is to plan for the future while taking care of today as it develops and operates a modern, urban city that retains its rural character.



CITY OF WEST KELOWNA COUNCIL 2018-2022

From left: Councillor Jason Friesen, Councillor Jayson Zilkie, Councillor Carol Zanon, Mayor Gord Milsom, Councillor Doug Findlater, Councillor Rick de Jong and Councillor Stephen Johnston

EXECUTIVE SUMMARY

Council's *Strategic Priorities* determines the corporate direction, objectives, and priorities and aligns the organization's resources to accomplish these goals. The intent of Council's strategic planning is to position the City of West Kelowna for future success.

2019 PRIORITIES

- **FOCUS ON COMMUNITY SAFETY**

- Provide clean, high quality water by beginning construction of the Rose Valley Water Treatment Plant.
- Improve community safety by reviewing current municipal policing levels and lobbying for a review of provincial policing levels.
- Design the upgrade to Glenrosa Road to a standard that will improve the safety of those using the road.

- **FOCUS ON COMMUNITY VISIONING AND INVOLVEMENT**

- Develop a Communications Plan that increases engagement with West Kelowna residents.
- Create a long-range community vision for West Kelowna by engaging with its citizens to discover what they want their community to be, now and into the future.
- Plan for future community recreational facility needs.



- **FOCUS ON ECONOMIC GROWTH**

- Improve building approval processes and timelines.

- **FOCUS ON RELATIONSHIPS**

- Foster mutual respect, trust and co-operation with Westbank First Nation and seek opportunities to work together.
- Continue to build relationships and collaborate with the communities of Kelowna and Peachland, with other local and regional, provincial and federal partner organizations.



- **FOCUS ON HEALTH, HOMELESSNESS AND HOUSING**

- Pursue an Urgent Care Centre to be established in West Kelowna for the benefit of West Kelowna and Greater Westside residents.
- Work with the Province and other organizations to improve access to supportive housing, health and social services for individuals experiencing homelessness.
- Continue to be a health advocate with the intent to improve health care services in our community.

2020 - 2022 PRIORITIES

- **FOCUS ON COMMUNITY SAFETY**
 - Establish a business plan that will include timelines and funding for a new fire hall that will replace the current main fire hall on Olalla Road.
- **FOCUS ON COMMUNITY VISIONING AND INVOLVEMENT**
 - Update the Recreational Trails Master Plan with the intent of establishing a long-term strategy that will create a comprehensive trail network with a clear vision for the enjoyment of residents and visitors.
- **FOCUS ON ECONOMIC GROWTH**
 - Develop a vibrant downtown core that will offer attractions for all West Kelowna residents.
- **FOCUS ON HEALTH, HOMELESSNESS AND HOUSING**
 - Establish an affordable housing strategy with the intent of providing direction to stakeholders in response to the affordable housing needs of the community.





Community Safety

Goal:

To ensure West Kelowna is a safe place for all residents and visitors.

Priorities				
PRIORITY	Status	Start Date	Completion Date	Lead
1. Rose Valley Water Treatment Plant	30%	Design Underway	November 2021	GMEPW
2. Rural RCMP Detachment Review		May 2019	December 2019	CAO
3. Glenrosa Road	10%	February 2019	December 2019	GMEPW
4. RCMP Municipal Review		April 2019	October 2019	CAO
5. New Main Firehall		January 2020	December 2023	DCAO





Community Visioning and Involvement

Goal:

To increase engagement with the community and develop long range plans that meet the needs of residents and visitors alike.

Priorities				
Project	Status	Start Date	Completion Date	Lead
1. Communications Plan		April 2019	December 2019	DCAO
2. Long Range Community Vision	5%	May 2019	December 2019	GMDS
3. Recreation Facilities Master Plan	10%	March 2019	December 2019	GMEPW
4. Trails Plan Review		April 2020	October 2020	GMEPW





Economic Growth

Goal:

To diversify the tax base in the City of West Kelowna and encourage economic prosperity.

Priorities				
Project	Status	Start Date	Completion Date	Lead
1. Development Services Review (Implementation)		September 2018	December 2019	GMDS
2. Downtown Revitalization		Ongoing	Ongoing	GMDS





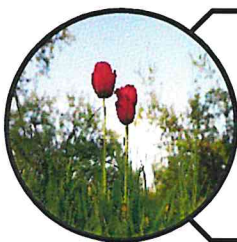
Relationships

Goal:

To foster good relations with important community partners.

Priorities				
Project	Status	Start Date	Completion Date	Lead
1. Westbank First Nation relationship building	Ongoing	Ongoing	Ongoing	Council & CAO
2. Regional, provincial and federal partners relationship building	Ongoing	Ongoing	Ongoing	Council & CAO





Health, Homelessness and Housing

Goal:

To provide support for efforts to address health, homelessness and housing in the community.

Priorities				
Project	Status	Start Date	Completion Date	Lead
1. Urgent Care Centre	Ongoing	Ongoing	Ongoing	CAO
2. Homelessness Strategy for the Westside	10%	March 2019	September 2019	GMDS
3. Affordable Housing Strategy		January 2020	September 2020	GMDS
4. Health Advocacy (Elder, etc.)	Ongoing	Ongoing	Ongoing	CAO



OPERATIONAL PLAN

2019 Departmental Projects





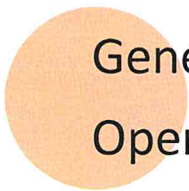
Chief Administrative Officer Operational Plan

Departmental Projects	Status	Start Date	Estimated Completion	Lead
CAO Operational Priorities		Ongoing	Ongoing	CAO
Water Treatment Plant – Extend Date		January 2019	March 2019	CAO
Municipal Policing Costs		January 2019	September 2019	CAO
Safe Downtown Plan		Ongoing	Ongoing	CAO
Urgent Care Centre		January 2019	September 2019	CAO
Succession Plan for Exempt Staff		January 2019	June 2019	CAO
Transit Review		January 2019	September 2019	CAO
Staff Review		January 2019	September 2019	CAO
Set up & Chair Customer Service Committee		Ongoing	Ongoing	CAO
Complete organizational base staffing assessment		April 2019	September 2019	CAO



Deputy Chief Administrative Officer Operational Plan

Departmental Projects	Status	Start Date	Estimated Completion	Lead
Electronic Agenda	50%	January 2019	June 2019	DCAO
Business Licence Review	25%	January 2019	December 2019	DCAO
Firefighter Recruitment/Training	50%	February 2019	November 2019	DCAO
Fire Station Renovations	10%	May 2019	November 2019	DCAO
Fire Department Capital Program	20%	February 2019	December 2019	DCAO
WKFR Command System		2017	July 2019	DCAO
Fire Department Performance Measurement and Metrics	50%	2018	2020	DCAO
Implementation of Online Bidding and Evaluation Tool Software	80%	May 2018	March 2019	DCAO
Implement e-Billing	80%	July 2018	February 2019	DCAO



General Manager of Development Services Operational Plan

Departmental Projects	Status	Start Date	Estimated Completion	Lead
Official Community Plan Review – Phase 1 (community engagement and establishing long range vision for West Kelowna)	5%	May 2019	December 2019	GMDS
Official Community Plan review phases 2 – 4 (policy development, mapping, agency referral and final round of consultation)		December 2019	December 2020	GMDS
Housing Needs Assessment (Official Community Plan requirement)	5%	November 2019	June 2020	GMDS
Zoning Bylaw Housekeeping Review	25%	October 2018	June 2019	GMDS
Building Bylaw Review and Further Step Code Consideration	15%	May 2019	December 2019	GMDS
Development Services Enhancements		Ongoing	Ongoing	GMDS
Host Builders Roundtable		April 2019	December 2019	GMDS
Host Development Industry Roundtable		April 2019	October 2019	GMDS
Parkland Acceptance Policy	5%	March 2018	November 2020	GMDS
Development Application Fees Review	60%	March 2018	June 2019	GMDS
STPCO Regional Transportation Plan	30%	January 2018	December 2020	GMDS
Westside Homeless Strategy	10%	March 2019	December 2019	GMDS
Establish Westside Situation Table	50%	January 2019	June 2019	GMDS
Farm Loop Wayfinding	80%	June 2017	July 2019	GMDS
Wine Trail Wayfinding	80%	June 2017	July 2019	GMDS
Cell Tower Policy	100%	January 2019	January 2019	GMDS
Establish Development Services Communication Policy		May 2019	June 2019	GMDS
Measure and Track Communication Benchmarks		Ongoing	Ongoing	GMDS
Communication Training with Continued Emphasis on Improvement		Ongoing	Ongoing	GMDS
Difficult Conversations Training		November 2019	November 2019	GMDS
Amend Development Application Agent Authorization Forms		January 2019	March 2019	GMDS
Implement the 2019 Economic Development and Tourism Strategy	100%	January 2019	December 2019	

General Manager of Engineering & Public Works Operational Plan

Departmental Projects	Status	Start Date	Estimated Completion	Lead
Rose Valley Water Treatment Plant	30%	January 2017	2021	GMEPW
2019 Road Rehab Program		April 2019	December 2019	GMEPW
Road Maintenance Contract Review	30%	January 2019	December 2019	GMEPW
Gellatly Road Design	10%	March 2019	October 2019	GMEPW
Glenrosa Road Design	10%	March 2019	December 2019	GMEPW
Powers Creek Bridge	50%	Underway	2020	GMEPW
Recreation Facilities Master Plan	10%	March 2019	December 2019	GMEPW
Keefe Creek Erosion Protection	10%	March 2019	October 2019	GMEPW
Glenrosa Drainage Assessment & Improvements		March 2019	October 2019	GMEPW
2019 Pedestrian Improvement Program	10%	February 2019	October 2019	GMEPW
Asset Management Plan Update	10%	February 2019	December 2019	GMEPW
Flood Recovery Work	80%	Underway	December 2019	GMEPW
Multi Sport Dome	30%	Underway	December 2019	GMEPW
Anders Park Design		May 2019	October 2019	GMEPW
Parks Upgrades		April 2019	September 2019	GMEPW
Parks Irrigation – Renewal & Replacement		May 2019	December 2019	GMEPW
Firehall Facility Improvements	10%	February 2019	October 2019	GMEPW
Royal LePage Place & Jim Lind Arena Upgrades	10%	February 2019	September 2019	GMEPW
Lions Hall Upgrades		February 2019	July 2019	GMEPW
Public Works Yard Design Drawings		February 2019	December 2019	GMEPW
Water Utility – Chlorine Gas Safety Improvements		February 2019	December 2019	GMEPW
Online Chlorine & Turbidity Monitoring Upgrade		February 2019	December 2019	GMEPW
Water Utility Dam Maintenance		May 2019	December 2019	GMEPW
Westbank Storage	10%	February 2019	December 2019	GMEPW
Water Meter Replacement Program	10%	February 2019	December 2019	GMEPW
Inverness Lift Station Decommissioning		April 2019	October 2019	GMEPW



Mayor and Council
City of West Kelowna
2760 Cameron Road
West Kelowna, BC
V1Z 2T6

mayorandcouncil@westkelownacity.ca
www.westkelownacity.ca



COUNCIL REPORT
Finance, Administrative and Protective Services
For the May 14, 2019 Council Meeting

DATE: May 7, 2019

TO: Jim Zaffino, Chief Administrative Officer

FROM: Shelley Schnitzler, Legislative Services Manager
Mike Cain, Senior Bylaw Enforcement Officer

RE: Strategic Plan – First Quarter 2019 – Bylaw Enforcement

Bylaw Enforcement

FILES/TICKETS	2019 1 st Quarter			2018 Total	2017 Total	2016 Total
	# Files	# Tickets	\$ Tickets			
Parking - General	73	17	1,000	5584 Files	3641 Files	2676 Files
Traffic - Other	51	3	600			
Parks	7					
Nuisance/Danger	2					
Vacation Rentals	1					
Business License	8					
Noise	13					
Property Maintenance	11	5	500			
Signs	5					
Suites	25					
Building	9	1	500			
Zoning	21					
Animal Control	3					
Snow Removal	16					
Dumping	3					
Solid Waste Mgnt.	2					
Assist Other Departments	27					
Vacant Buildings	4					
Other (sewer discharge into system & Fire Safety)	6	2	500			
Inspections: Lions Hall	77					
Inspections: Elliot and Boucherie Bus Loops	35					
Inspections: Skatepark	29					
Inspections: Parks	42					
Inspections: Town Centre	4					
TOTAL	474	28	\$3,100			

HOURS	Field	Office
Zoning:		
Noise	2.5	12.5
Unsightly Premises	10.0	2.5
Vacation Rentals	28.0	101.0
Suites	14.5	34.0
* Traffic:		
Parking- waterfront		
All other traffic	94.5	45.5
** Downtown Enforcement	73.5	18.0
Court Prep / Court Time	6.0	7.5
Business Licences	5.5	102.5
*** Other	43.5	145.0

* Traffic Enforcement includes works in road allowances with a permit, intersection sightlines, etc.

** Downtown Enforcement includes patrols around the Lions Hall, Elliott Road bus loop, Town Centre, Skateboard Park, etc.

*** Other may include files such as sprinkling, animal control, soil deposit, and assisting other departments.

Business Licenses

BUSINESS LICENSES	2019 1st Quarter	2018 Total	2017 Total	2016 Total
Issued: Commercial	13	426	377	347
Industrial/Inst.	17			
Home-Based	87			
Suites	10			
Carriage House	0			
Agricultural	1			
Non Resident	17			
TOTAL ISSUED	145			
Cancelled	188			

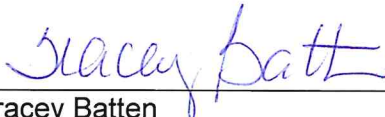
Total number of licensed businesses operating in CWK as of March 31, 2019: 2189.

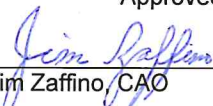
Total number of licensed businesses operating in CWK as of December 31, 2018: 2267

Respectfully submitted,


Shelley Schnitzler
Legislative Services Manager


Mike Cain
Senior Bylaw Enforcement Officer


Tracey Batten
Deputy CAO

Approved for Agenda	
 Jim Zaffino, CAO	May 7, 2019 Date



COUNCIL REPORT
Finance, Administrative & Protective Services
For the May 14, 2019 Council Meeting

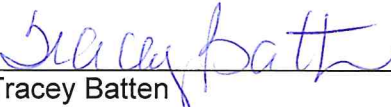
DATE: April 17, 2019
TO: Jim Zaffino, CAO
FROM: Tracey Batten, Deputy CAO
RE: Strategic Plan-1st Quarter-Communications and Legislative Services

<u>Communications</u>	<u>2019</u> <u>1st Qtr</u>	<u>2019</u> <u>Total</u>	<u>2018</u> <u>1st Qtr</u>	<u>2017</u> <u>1st Qtr</u>
Number of media releases	22	22	25	19
Facebook New Likes	108	108	89	85
Facebook Posts	59	59	58	73
Twitter Followers	56	56	95	72
Number of Tweets	55	55	60	76
Instagram Posts	114	114	18	40
Instagram New Followers	25	25	56	90
You Tube Posts	2	2	1	0
You Tube Views	683	683	1026	96
Community Surveys Conducted	0	0	1	2
Mayor/Council Correspondence Tracked	236	236	635	338
<u>Grants</u>				
Number of Grants Applied for	6	6	6	5
Dollar Amount Applied for	\$2,842,324	\$2,842,324	\$285,558	\$40,079
Number of Grants Approved	3	3	3	2
Dollar Amount Approved	\$51,750	\$51,750	\$174,492	\$41,012,000
Number of Grants Researched	6	6	7	4
<u>Legislative</u>				
Freedom of Information Requests	6	6	12	8
Hours to Process	17.5 hours	17.5 hours	28 hours	

Additional Information for the First Quarter (January to March):

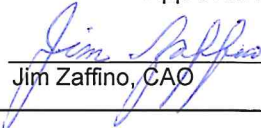
- Events Coordinated
 - Talk Budget with Council, Lion's Hall
 - Rose Valley Water Treatment Plant Land Announcement

Respectfully submitted,



Tracey Batten
Deputy CAO

Powerpoint: ___ Yes X No

Approved for Agenda	
 Jim Zaffino, CAO	May 7, 2019 Date

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COUNCIL REPORT
Finance, Administrative and Protective Services
For the May 14, 2019 Council Meeting

DATE: April 30, 2019

TO: Jim Zaffino, Chief Administrative Officer

FROM: Warren Everton, Chief Financial Officer
Lisa Siavashi, Revenue, Reporting and Risk Manager
Mike Ummenhofer, Purchasing Manager

RE: Finance Activities Update – First Quarter 2019

DEPARTMENTAL ACTIVITIES:

<u>Task/Project</u>	<u>2019 1st Quarter</u>	<u>2018 1st Quarter</u>	<u>2017 1st Quarter</u>
Purchase Orders & Tenders	Issued 81 purchase orders (exclusive of field PO's) totalling \$7,271,000 - as well as 9 tenders/proposals/quotes	Issued 125 purchase orders (exclusive of field PO's) totalling \$12,360,000 - as well as 23 tenders/proposals/quotes	Issued 73 purchase orders (exclusive of field PO's) totalling \$1,996,317.as well as 26 tenders/proposals/quotes.
Utility Billing	Issued 13,611 4 th quarter bills for \$3,712,885	Issued 13,370 4 th quarter bills for \$3,061,393	Issued 13,306 4 th quarter bills for \$2,950,621
Accounts Payable	Processed 2,490 invoices, issued 313 cheques and 342 Electronic Fund Transfer payments totalling \$6,985,017 Mastercard and Pre-Authorized Payments totalled \$2,538,617	Processed 2,488 invoices, issued 413 cheques and 345 Electronic Fund Transfer payments totalling \$8,613,892. Mastercard and Pre-Authorized Payments totalled \$2,234,935	Processed 1,800 invoices, issued 874 cheques totalling \$7,656,645 as well as MasterCard invoices totalling \$94,617
Accounts Receivable	Issued 119 Invoices totalling \$215,951	Issued 153 Invoices totalling \$198,166	Issued 126 Invoices totalling \$285,841
Property Tax	(2018 bills)	(2017 bills)	(2016 bills)
Bills issued	14,460	14,031	14,451
Total \$ levied	\$47,722,420	\$46,849,935	\$50,130,957
% collected by due date	92%	91%	91.5
Outstanding accounts by due date	1577	1,592	1,574
Penalties applied by July 5	\$297,193	\$246,965	\$304,334

DEPARTMENTAL PROJECTS:

Audit	Completed audit process with auditors from KPMG at the end of March 2019. Final financial statements will be presented at May 14 th Council Meeting for approval.
2019 – 2028 Financial Plan	Financial Plan presented to council on January 15 th , 2019. Public Open House for the Financial Plan was held on February 20 th , 2019.
E-billing	Final testing complete. Went live with 1 st quarter utility bills.
Purchasing Policy Revision	Final draft of updated purchasing policy adopted by council.

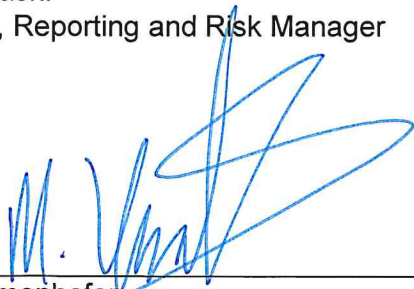
Respectfully submitted,



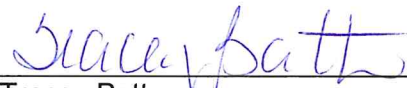
Lisa Siavashi
Revenue, Reporting and Risk Manager



Warren Everton
Chief Financial Officer

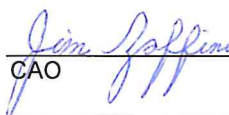


Mike Ummerhofer
Purchasing Manager



Tracey Batten
Deputy CAO

Approved for Agenda


CAO

May 7, 2019
Date



INFORMATION ONLY COUNCIL REPORT
Administrative and Protective Services
For the May 14th, 2019 Council Meeting

DATE: May 14th, 2019

TO: Jim Zaffino, Chief Administrative Officer

FROM: Jason Brolund, Fire Chief

RE: Activities Update – First Quarter 2019 – West Kelowna Fire Rescue

<u>DEPARTMENTAL ACTIVITIES:</u>	2019 First Quarter	2019 First Quarter WFN	2019 Total	2018 First Quarter	2017 First Quarter
Suppression					
First Response	330	95	330	479	477
Alarms	48	21	48	47	40
Burning Complaints	19	3	19	21	20
MVA	62	14	62	74	72
Fire – bush	1	0	1	2	0
Fire – minor	12	5	12	6	7
Fire – structure	3	0	3	3	2
Fire – vehicle	5	1	5	2	5
Public Service	59	14	59	75	46
Smoke Sighted	2	2	2	2	1
Recheck	0	0	0	1	0
Technical Rescue	4	3	4	2	2
Total	545	158	545	714	672
Total Fire Loss	\$ 517,625	\$ 16,025	\$ 517,625	\$ 174,600	\$ 1,242,000
Fire Prevention					
Fire Inspections	351	84	351	165	228
Wildfire Assessments	0		0	0	0
Burning Permits	32		32	33	29
Warning Tickets	0		0	0	0
Fines	0		0	0	0
Permits Revoked	1		1	0	0
Training Division					
Total Training Hours	2129		2129	2119	2823
Fire & Life Safety Education					
Public Education Events	35		35	29	55

Significant Achievements

- Recruitment for career firefighters was undertaken. Almost 400 resumes for career firefighter positions were received and written and swim tests were conducted. Physical testing, ride-alongs and interviews will continue in the second quarter, in order to meet a September start date for new positions recently approved.
- Resume review, physical testing and interviews for paid on call firefighters was completed. 20 new recruits were selected from across the community from a wide range of backgrounds including a Realtor, Plumber, Welder, Counsellor, Photographer, Nurse, Fitness Instructor, Military, Massage Therapist, Carpenters, Coach, Engineer and Pro Driver to name a few. Recruit class #25

commenced training on April 6th and the successful recruits will begin responding to calls at Station #33 (Rose Valley) and Station #34 (Glenrosa) on July 1st.

- Members of WKFR were present in Victoria at the BC Fallen Firefighters Memorial ceremony and parade in March. It was an especially important day as WKFR Capt. Troy Russell was honored among 15 firefighters that lost their lives in the line of duty in 2019.
- WKFR responded to a major structure fire involving 3 townhouse units on Hebert Rd. 15 townhouse units were saved due to quick action by responding fire crews. The City of Kelowna provided a fire engine to cover the rest of West Kelowna as all WKFR engines were committed to fighting the fire. WKFR also responded to a significant Hazardous Materials incident at a local hotel, when chemicals used in the pool were mixed together. The ensuing reaction resulted in injuries to the staff and the evacuation of the hotel overnight. Support was provided by the Regional Hazmat team.
- New flashing red traffic lights and associated lines and signs were placed in service in front of Station #31 (Westbank). This project came about as a result of safety concerns brought forward by the firefighters who rely on traffic stopping as the truck departs and arrives back at the station. A risk assessment was completed by a team from CWK and WKFR which resulted in a recommendation to install the flashing red stoplights. The public is reminded to stop behind the white lines on Old Okanagan Highway when the lights are flashing and expect the fire truck to be departing the station.
- WKFR met with local leadership from the BC Wildfire Service to discuss preparation for the upcoming flood and fire season. Continuing to build on our strong working relationship with the BC Wildfire Service is a priority.

Respectfully submitted,

Jason Brolund
Fire Chief

Tracey Batten
Deputy CAO

Approved for Council's Consideration

Jim Zaffino, CAO

May 7, 2019

Date



INFORMATION ONLY COUNCIL REPORT
Development Services
For the May 14th, 2019 Council Meeting

DATE: April 29, 2019
TO: Jim Zaffino, Chief Administrative Officer
FROM: Nancy Henderson, General Manager of Development Services
RE: First Quarter 2019

DEVELOPMENT SERVICES DIVISION ACTIVITY SUMMARY

APPLICATIONS RECEIVED	First Quarter 2019	2019 Year to Date	Active Apps.	First Quarter 2018	First Quarter 2017
Zoning Amendment (including Zoning applications with Official Community Amendments)	10	10	20	2	8
Official Community Plan Amendment (stand-alone)	0	0	0	0	0
Comprehensive Development Plan	0	0	2	0	0
Development Permits (New & Amendments)	6	6	26	13	6
Development Variance Permit	3	3	5	1	1
Subdivision (all application types)	9	9	43	8	4
Two Lot Subdivisions	3	3	19	5	0
Agricultural Land Reserve	0	0	3	0	1
Temporary Use Permit (Including Extensions)	1	1	3	2	0
Liquor License	0	0	2	1	0
Agricultural Land Reserve	0	0	3	0	1
Land Use Contract Amendment	0	0	0	1	0
Floodplain Exemption	0	0	2	0	0
Board of Variance	0	0	0	0	0
Total Development Services Applications Received in 2019: 27					

REFERRALS RECEIVED	First Quarter 2019	2019 Year to Date	First Quarter 2018	First Quarter 2017
Crown Land	2	2	0	1
RDCO	2	2	3	1
Land Title & Survey Authority – Accretion Referrals	0	0	0	0
Industry Canada – Telecommunication Tower	0	0	0	0

Westbank First Nation	0	0	0	0
Federal Government Referrals (INAC)	0	0	0	0
Referrals to AAC & APC	3	3	9	5

LONG RANGE PLANNING	First Quarter 2019
Zoning Bylaw Housekeeping Review	• Research and drafting of proposed bylaw amendments
Zoning Bylaw – Recreational Cannabis Retail Sales	• Completion of intake of rezoning applications for Non-Medical Cannabis Retail Stores (October 17 – January 2) • Review of 10 submitted applications as per the Council Policy for Non-Medical Cannabis Retail Stores • Preparation of the Council report to review the scoring of the applications and select applications to proceed to the rezoning stage (March 26)
Mar Fee Park Rezoning	• Council report for the Public Hearing for the OCP amendment bylaw and rezoning of Mar Fee Park to facilitate the development of a future multi-sport dome facility (January 8) • Third reading and adoption Council report (January 22)
Development Application Fees Review	• Review comments from the internal and external referrals of draft bylaw
Communications Tower Applications	• Council report for adoption of the Telecommunications Policy – Antenna Siting and Design Criteria (January 22)
Social Housing and Supports Update	• Council report regarding the establishment of a Westside Situation Table (HUB Model) in collaboration with Westbank First Nation and District of Peachland to provide coordinated, mobilized and integrated responses for vulnerable individuals facing elevated levels of risk (January 8) • Participation in Greater Westside Situation Table Community Engagement Event (April 2)
Westbank Centre Parking Strategy	• Worked with consultant regarding data collection for the parking strategy
West Kelowna Industrial Park and Boucherie Centre Parking Strategy	• Initiation of a project scope to review parking for West Kelowna Industrial Park/Boucherie Centre
Regional Growth Strategy Implementation	• Participation in RGS Steering Committee meeting to review preliminary indicators for Regional Growth Strategy Monitoring Program and preliminary draft for the Regional Housing Needs Assessment (March 13)

- Participated in background interviews with regional consultants for the Regional Housing Needs Assessment and RGS Monitoring Program

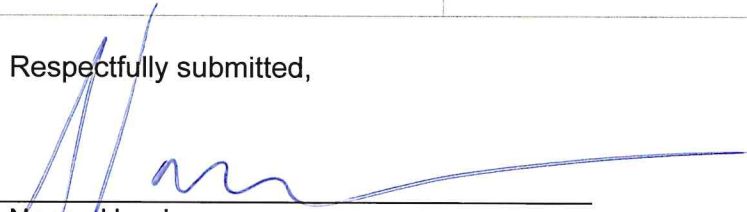
BUILDING INSPECTION	First Quarter 2019	2019 Year to Date	First Quarter 2018	First Quarter 2017
Building Permits Issued	115	115	129	148

ECONOMIC DEVELOPMENT PROJECT UPDATES	First Quarter 2019
Tourism	• Held "Customer Mapping" workshop for Wine Trail and Farmloop members • Initiated updates to Visit Westside Brochure & associated brochures for 2019 season • Collaborated with local Pickleball Club to host 2019 Super Seniors National Pickleball Championship in West Kelowna to include additional tourism experiences and activities.
Economic Development	• Presented 2019 Economic Development & Tourism Operational Plan to Council & FTE Request for Economic Development & Tourism Coordinator • Assisted numerous businesses & not-for-profits with site selection services and community information. • Appointed by Council to be new Ex-Officio representative for the Greater Westside Board of Trade Board of Directors • Attended GWBOT Collaborative Workshop Events to identify potential users • Attended numerous community events: Greater Westside Board of Trade, Central Okanagan Economic Development Commission,
Municipal Hall Projects	• Completed review of Cannabis Applications for Development Services Staff & Council • Supported the Recreation Department in Hosting Roger's Hometown Hockey event in January • Attended Smart Cities Conference with IT Department to identify opportunities and trends that could impact / benefit West Kelowna

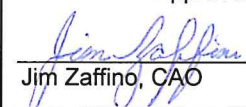
	Assisted in coordinating two staff events scheduled for the second quarter of 2019
Partnerships	- Attended International Council of Shopping Centre 2019 Trade Show in partnership with the COEDC, District of Lake Country, City of Kelowna, & City of Vernon - Attended Partners for a Healthy Downtown Meetings representing the City - Elected to role of Second-Vice Chair of the British Columbia Economic Development Association's Board of Directors

CITYVIEW UPDATE	- Ongoing training at Development Services staff meetings - Bluebeam Software installed on select staff's desktop to test out and start working on drawing markup. This will allow collaboration and efficiency between the applicants and staff. Training for staff using Bluebeam will begin in June. - Ongoing improvements are being carried out i.e. working with CityView to have an application created for Communication Towers.
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Respectfully submitted,


Nancy Henderson
General Manager of Development Services

Powerpoint: Yes ☐ No ☒

Approved for Agenda	
 Jim Zaffino, CAO	May 7, 2019 Date

Attachments:

- Development Permits Approved by GM for Q1
- Subdivision Median Days to Referral & Comp Response/PLR All Lots-Year to Date
- Subdivision Median Days to Referral & Comp Response/PLR 1-2 Lots – Year to Date
- Subdivision Median Days to Referral & Comp Response/PLR 3+ Lots – Year to Date
- Building Median Days to Permit Approval and Issuance for SFDS – Year to Date
- Building First Quarter Statistics
- Planning Median Days to Decision-Year to Date
- Planning Median Number of Processing Days (ALR, DP, DVP, TUP)-Year to Date
- Planning Median Number of Days to Council Consideration (ALR,DP,DVP,TUP) -Year to Date
- Planning Median Number of Days to Council (Zoning)-Year to Date
- Planning Application Status Report
- Subdivision Application Status Report
- Referrals to AAC and APC for Q1
- EDC Meetings Summary for Q1



City of West Kelowna - Planning

Development Permits Approved by the General Manager of Development Services



Printed 4/4/2019 for date range from 1/1/2019 to 4/4/2019

File Number	Owner	Address	Permit Summary
DP 18-01 PL20180000001	John Scott	1642 WEST KELOWNA RD	Minor Hillside and Sensitive Terrestrial Development Permit Application for proposed two lot subdivision.
DP 18-24 PL20180000096	Nathan R Morden	3961 BEACHVIEW DR	Minor Hillside Development Permit for the construction of a retaining wall and pool deck partially within a Geotechnical Covenant Area.
DP 18-38 PL20180000106	James E Tait	1316 GREEN BAY RD [PID:009-417-729]	Minor Development Permit for the construction of a swimming pool within the Aquatic Development Permit Area.
DP 18-39 PL20180000109	Sherry Heppell Stephen Heppell	3636 WIIG RD	Minor DP for addition to existing single detached dwelling. Addition to be located outside of the SPEA.
DP 14-12.04 PL20180000110	CERJ Shopping Centers Ltd., Inc. No. 0981860	ANDERS RD [PID:030-363-837]	Minor modification of form & character from original DP.

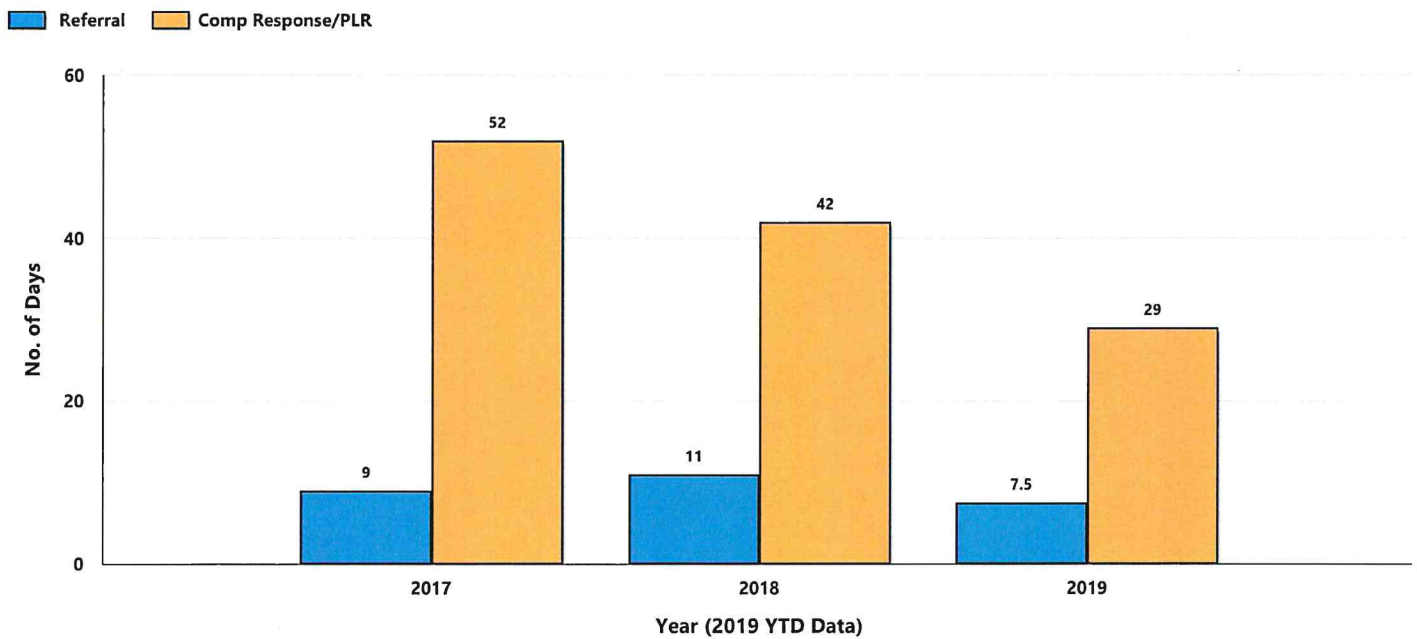
Attachment 2



City of West Kelowna - Subdivision

Median Number of Days to Referral and Comp. Response/PLR - Year-to-Date - All Lots

Printed 4/16/2019 for date range from 1/1/2017 to 3/31/2019

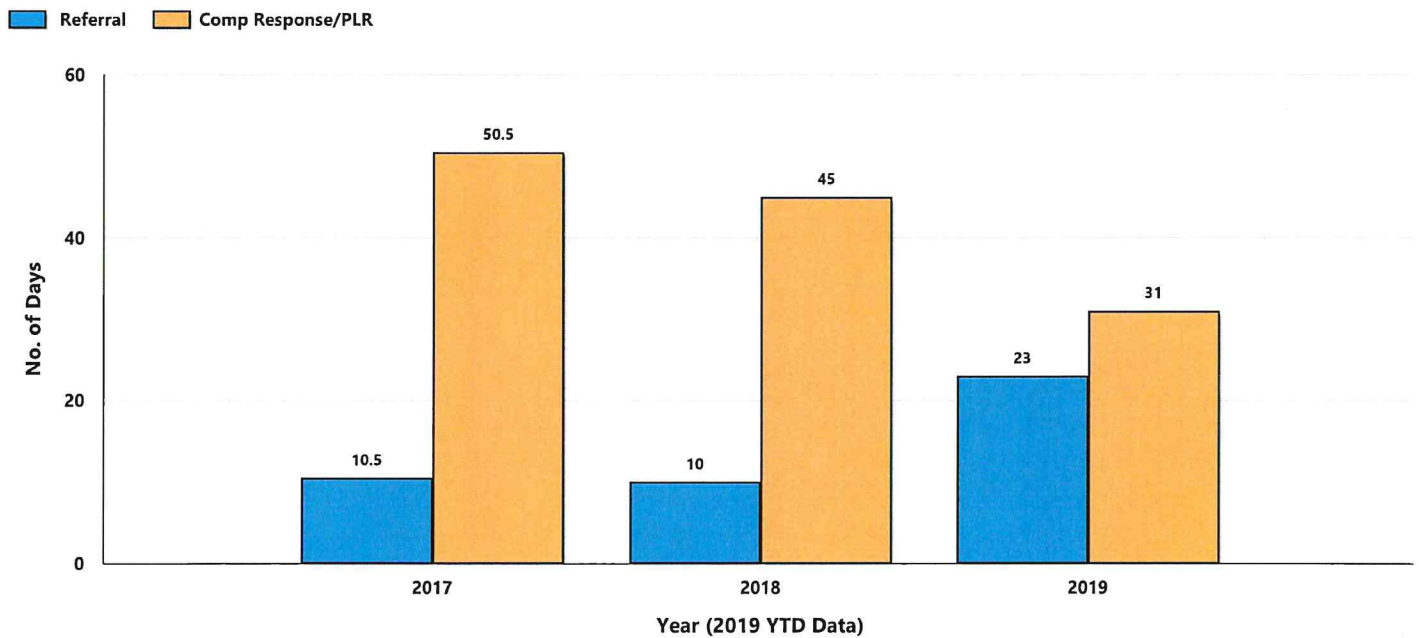




City of West Kelowna - Subdivision

Median Number of Days to Referral and Comp. Response/PLR - Year-to-Date - 1-2 Lots

Printed 4/8/2019 for date range from 1/1/2017 to 3/31/2019



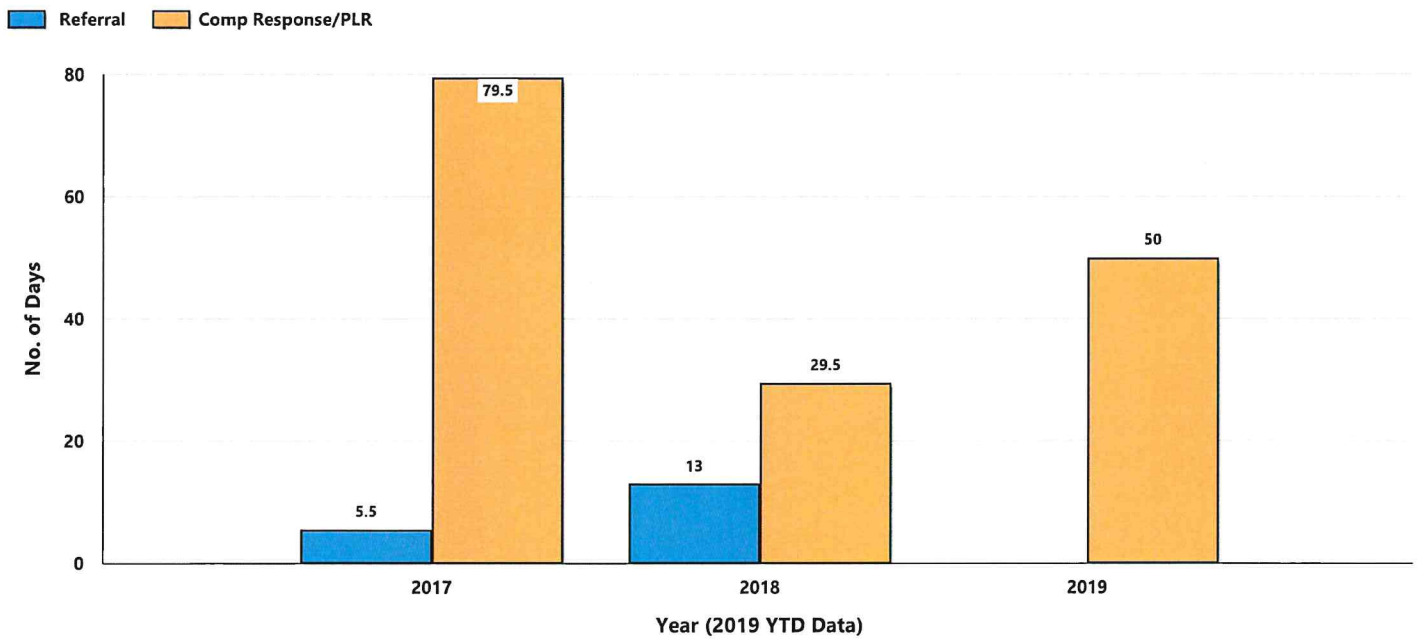
Attachment 4



City of West Kelowna - Subdivision

Median Number of Days to Referral and Comp. Response/PLR - Year-to-Date - 3 Lots or Greater

Printed 4/8/2019 for date range from 1/1/2017 to 3/31/2019



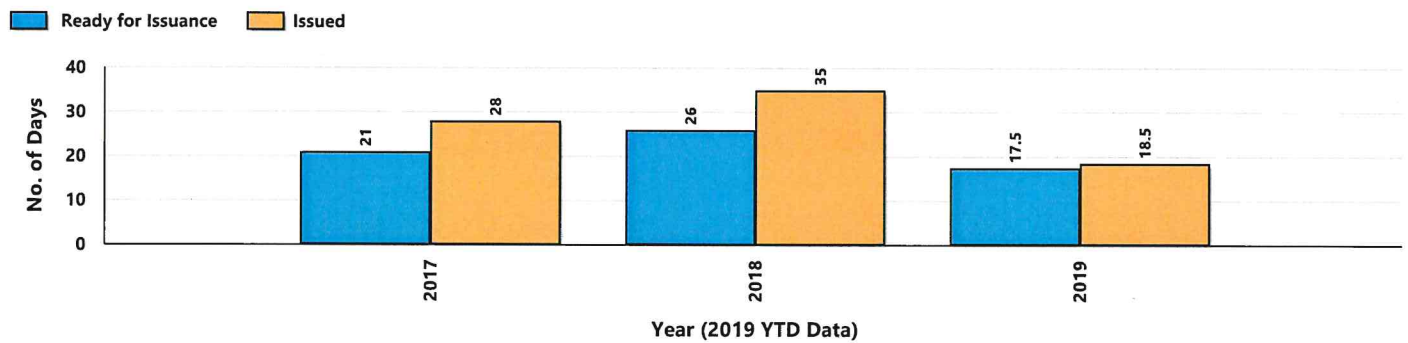
Attachment 5



City of West Kelowna - Building

Median Number of Days to Permit Approval and Issuance for SFDs - Year-to-Date

Printed 4/29/2019 for date range from 1/1/2017 to 3/31/2019





DEVELOPMENT SERVICES - BUILDING DEPARTMENT
1st QUARTER STATISTICS

January 1 - March 31, 2019

	BPs ISSUED			CONSTRUCTION VALUE \$	
	2019	2018		2019	2018
SINGLE FAMILY DWELLINGS	11	26	\$	4,455,000.00	\$ 12,808,000.00
SINGLE FAMILY - DWELLINGS W/SUITE	2		\$	830,000.00	
CARRIAGE HOUSES	0				
CARRIAGE HOUSE - CONVERSION TO	0				
CARRIAGE HOUSE - DECOMMISSION	0				
SECONDARY SUITES - ALTERATION TO INCLUDE	14		\$	420,500.00	
SECONDARY SUITES - DECOMMISSION	0				
MOBILE HOMES	0				
MULTI-FAMILY DWELLINGS	0	4	\$		3,770,000.00
RESIDENTIAL - DEMOLITIONS	6	6	\$	126,000.00	\$ 92,500.00
RESIDENTIAL - ADDITIONS / ALTERATIONS	37	49	\$	2,026,500.96	\$ 2,242,723.00
DETACHED ACCESSORY BUILDINGS	2	5	\$	280,000.00	\$ 71,500.00
RETAINING WALLS	4	3	\$	40,500.00	\$ 150,000.00
SIGNS	2	3	\$	12,000.00	\$ 4,800.00
SWIMMING POOLS	12	17	\$	652,515.00	\$ 609,115.00
SEWER CONNECTIONS - RESIDENTIAL	10	7	\$	29,600.00	\$ 20,675.00
SEWER CONNECTIONS - NON RESIDENTIAL	0				
WOOD BURNING APPLIANCES	2		\$	1,500.00	
COMMERCIAL - NEW	1	1	\$	450,000.00	\$ 10,000.00
COMMERCIAL - ADDITIONS / ALTERATIONS	5	4	\$	3,188,500.00	\$ 358,000.00
COMMERCIAL - DEMOLITIONS	0				
INDUSTRIAL - NEW	0				
INDUSTRIAL - ADDITIONS / ALTERATIONS	2		\$	709,000.00	
INDUSTRIAL - DEMOLITIONS	2		\$	27,000.00	
INSTITUTIONAL - NEW	0				
INSTITUTIONAL - ADDITIONS / ALTERATIONS	1	3	\$	75,000.00	\$ 215,000.00
INSTITUTIONAL - DEMOLITIONS	0				
FARM/AGRI - NEW CONSTRUCTION	0				
FARM/AGRI - ADDITIONS / ALTERATIONS	0	1	\$		\$ 18,645.00
BLASTING	2	1	\$	1.00	
YTD	115	129	\$	13,323,616.96	\$ 20,370,956.00

SUMMARY

BUILDING PERMITS	ISSUED	CONSTRUCTION VALUE \$	FEES COLLECTED	COMPLETED	INSPECTIONS
2019	115	\$ 13,232,616.96	\$ 234,410.09	123	842
2018	129	\$ 20,370,958.00	\$ 496,506.97	118	822
2017	148	\$ 25,300,105.14	\$ 877,637.82	93	803

SECONDARY SUITE	# OF UNITS CREATED	CONSTRUCTION VALUE YTD \$
NEW SFD W/SUITE	2	\$ 830,000.00
ALTERATION TO INCL./SUITES	14	\$ 386,000.00

MULTI FAMILY DWELLING UNITS	# OF UNITS CREATED YTD	CONSTRUCTION VALUE YTD \$
TOWNHOUSE UNITS		
APARTMENT UNITS		

NEW NON-RESIDENTIAL	NEW SQ. M. CREATED YTD
COMMERCIAL SQ. FT	896
INDUSTRIAL SQ. FT	464.5
INSTITUTIONAL SQ. FT	0

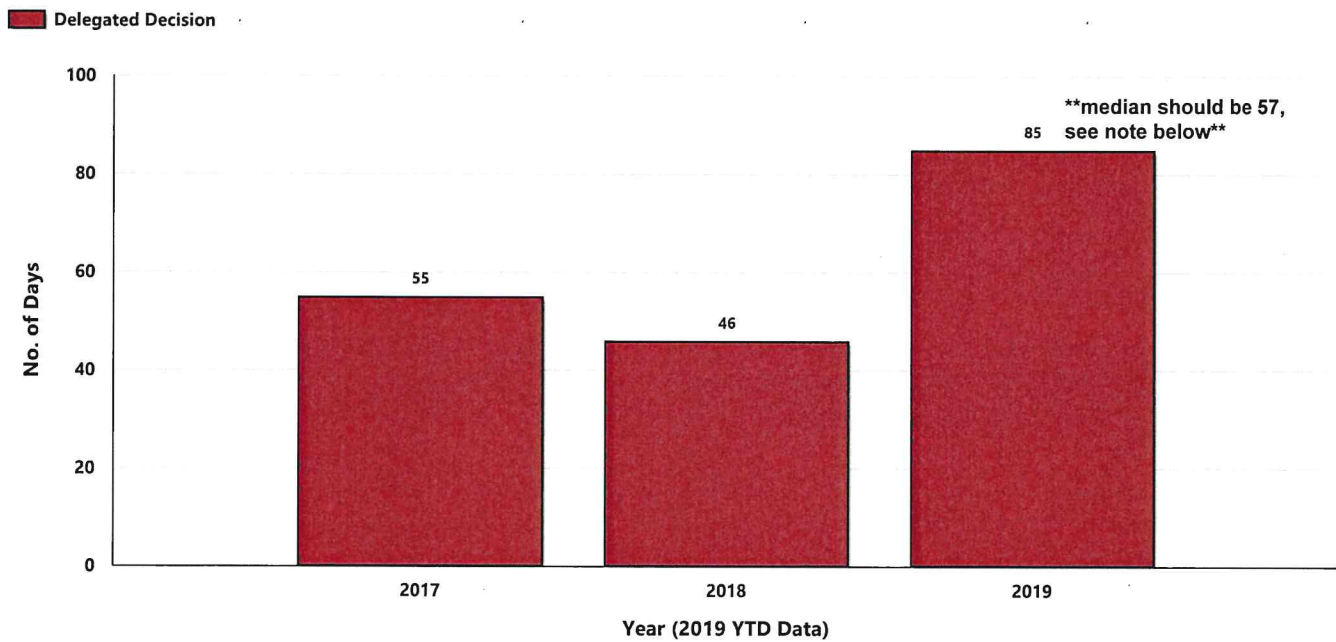
Total Residential Units created in 1st Quarter 2019: 27



City of West Kelowna - Planning

Median Number of Days to Decision (Delegated Authority) - Year-to-Date

Printed 4/4/2019 for date range from 1/1/2017 to 3/31/2019



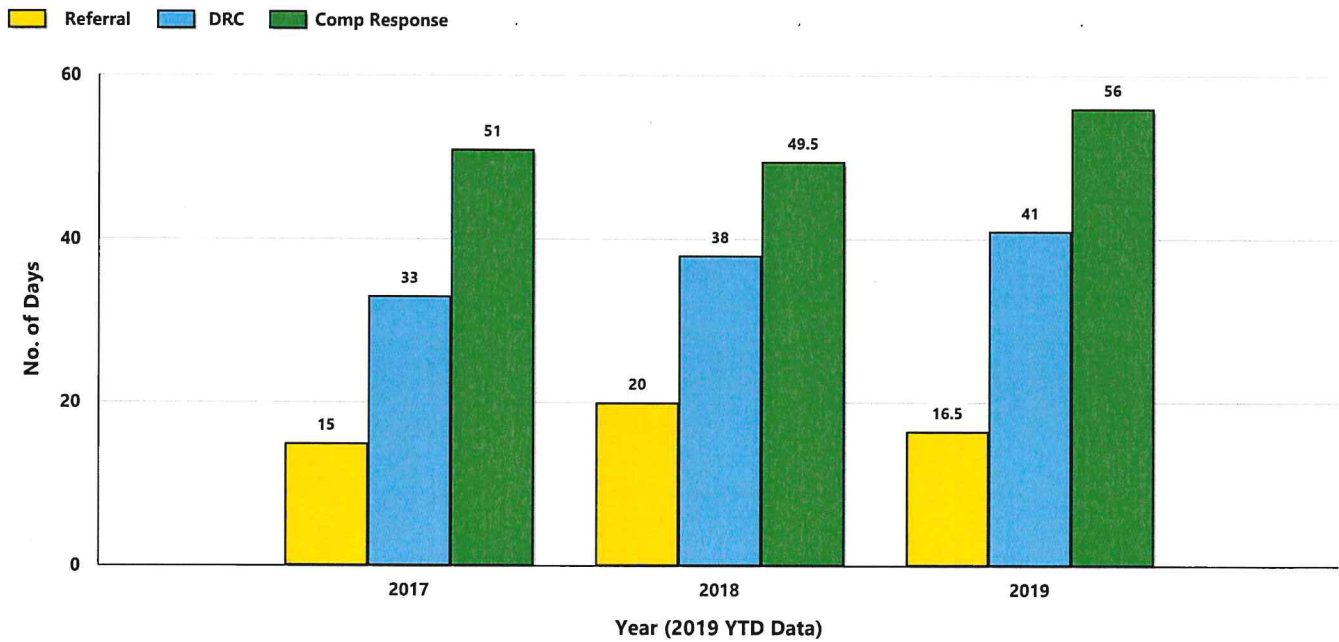
**** Median being driven up by 1 lengthy application (411 days) due to applicant placing on hold****



City of West Kelowna - Planning

Median Number of Processing Days (ALR,DP,DVP,TUP) - Year to Date

Printed 5/1/2019 for date range from 1/1/2017 to 3/31/2019



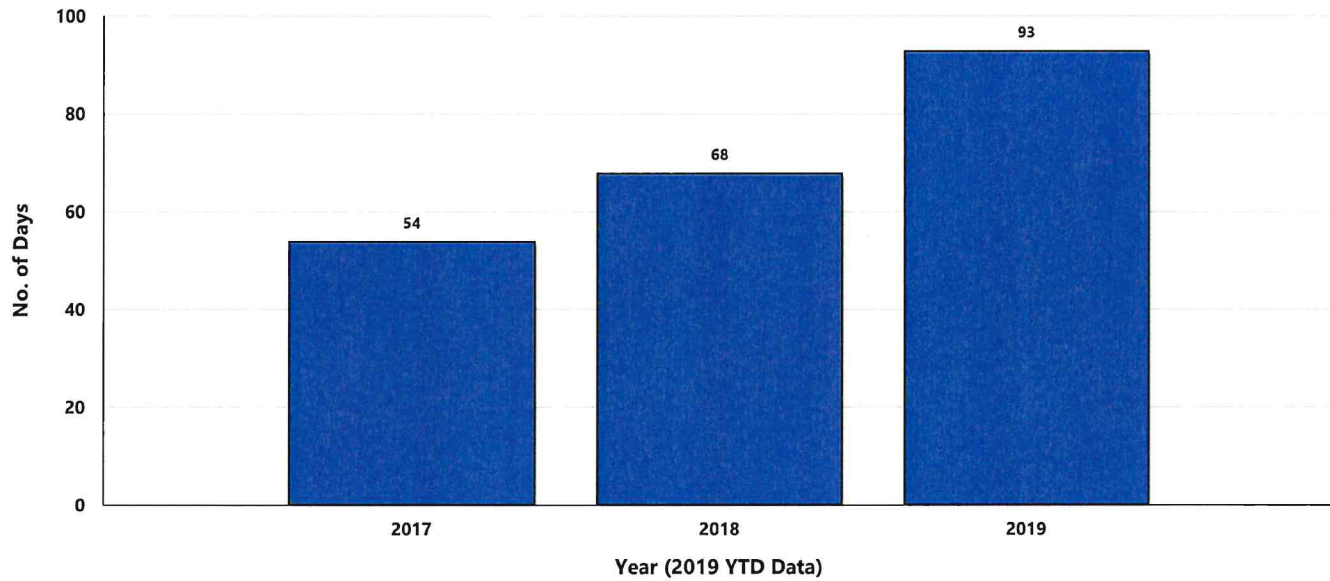


City of West Kelowna - Planning

Median Number of Days to Council Consideration (ALR,DP,DVP,TUP) - Year-to-Date

Printed 4/4/2019 for date range from 1/1/2017 to 3/31/2019

 Council Consideration

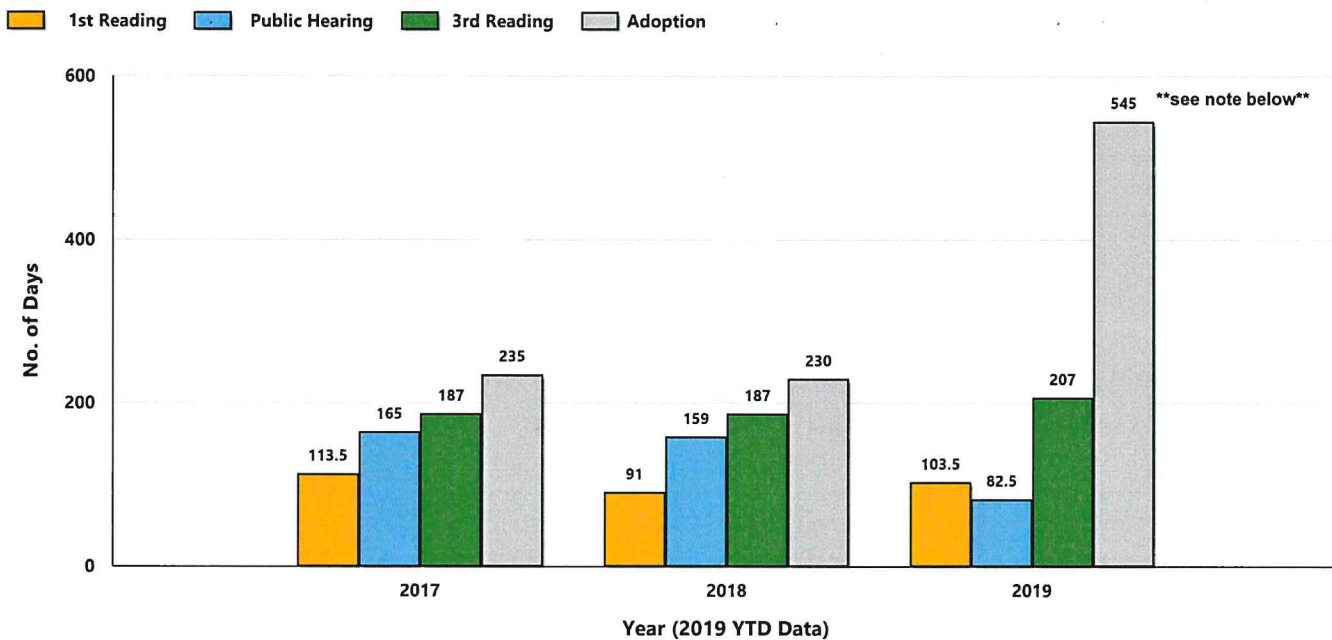




City of West Kelowna - Planning

Median Number of Days to Council (Zoning) - Year-to-Date

Printed 4/4/2019 for date range from 1/1/2017 to 3/31/2019



****Only two files adopted in 1st Quarter of 2019.**
File Z 16-05 (Shannon Way) took 1015 days to adopt; however
it took the applicant 469 days to fulfill conditions of third
reading. **



City of West Kelowna - Planning
Application Status (Council)

Printed 4/30/2019 for date range from 1/1/2017 to 3/31/2019

File Number	Owner/Agent	Address	Legal Description	Application Accepted Date	Public Notice Summary	Application Status	AAC Date	APC Date	Delegated Decision Date	Council Consideration Date	PH Date	1st Reading	2nd Reading	3rd Reading	Adoption
ALR (Agricultural Land Reserve)															
A 18-02 PL20180000036	OWNER(s): 1087032 BC Ltd. AGENT(s): Regency Consultants Ltd.	2211 CAMPBELL RD	All that portion of DL 522, Group 1, ODVD, more particularly described as follows: Commencing at the NW corner of said DL; thence South 11 Chains 61 Links more or less along the Westerly boundary; thence Easterly parallel to the Northerly boundary to Okanagan Lake, thence following the shore line of said lake in a North Easterly direction to the North East corner of said DL 522; thence Westerly along the North boundary to the point of commencement and containing by a measurement 16 acres more or less.	16-Apr-18	Application for a non-farm use for a proposed boat launch with a shared road access with the farm operation.	Under Review - Applicant	03-May-18								
A18-05 PL20180000078	OWNER(s): Central School District No. 23 AGENT(s): Shannon Tartaglia	1221 HUDSON RD 2829 INVERNESS RD 3044 SANDSTONE DR	Lot 45, DL 506, Plan KAP5381 HUDSON RD SCHOOL (37). ; Lot 111, DL 2599, Plan KAP27602 Except Plan 32367, SHANNON LAKE SCHOOL SITE (67). ; Lot 96, DL 3481, Plan KAP20022 (WEBBER RD SCHOOL SITE) (63).	10-Aug-18	To exclude the following existing Central Okanagan Public School sites from the ALR: Hudson Road Elementary, Webber Road Community Centre and Shannon Lake Elementary School. These sites are currently developed and functioning as Central Okanagan Public School operations.	Waiting on Outside Agency Decision	04-Oct-18		08-Nov-18						
Total Agricultural Land Reserve			2												
DEV (Development Permit)															
DP 19-01 PL20190000004	OWNER(s): Victor Projects Ltd AGENT(s): Cypress Land Services Inc.	PINOT NOIR DR	Lot A, DL 2045&4227, ODVD, Plan EPP75023	18-Jan-19	The proposal is for the construction of a Rogers Telecommunications Facility. It consists of a 42-metre monopine tower and an equipment shelter within a 13.5m x 13.5m fenced equipment compound area.	Under Review - Applicant									
DP 19-02 PL20190000012	OWNER(s): Green Bay Bible Camp AGENT(s): Kent-Macpherson	1449 GREEN BAY RD (PID010-024-115)	Lot 1, DL 434 & 523, ODVD, Plan 7108	12-Feb-19	Development permit for aquatic ecosystem considerations for the construction of a single building containing: a dining hall, kitchen, 8 suites and meeting rooms.	Approved - Not Issued			08-Apr-19						



City of West Kelowna - Planning Application Status (Council)

Printed 4/30/2019 for date range from 1/1/2017 to 3/31/2019

File Number	Owner/Agent	Address	Legal Description	Application Accepted Date	Public Notice Summary	Application Status	AAC Date	APC Date	Delegated Decision Date	Council Consideration Date	PH Date	1st Reading	2nd Reading	3rd Reading	Adoption
DP 19-03 PL20190000015	OWNER(s): West-Side Electric Co. Ltd., Inc. No. BC426044 Marta Ribeiro AGENT(s): John Ribeiro	2547 CASA PALMERO DR	Lot 22, DL 485, ODYD, Plan KAP75651	15-Feb-19	Minor Development Permit for a Retaining Wall.	Under Review - Internal									
DP 19-04 PL20190000018	OWNER(s): 0842071 BC Ltd. AGENT(s): Architecturally Distinct Solutions Inc.	1570 STEVENS RD	Lot 1, DL 505, ODYD, Plan KAP26247	27-Feb-19	Industrial Development Permit for 486 m2 addition to 820 m2 existing building with proposed similar exterior material, colour and finishes to match the existing building.	Under Review - Applicant									
DP 19-05 PL20190000021	OWNER(s): Steven Devries AGENT(s): Silverspan Trams Inc.	1075 WESTSIDE RD S	Lot 2, DL 3871, ODYD, Plan KAP12994	08-Mar-19	Hillside & Aquatic Ecosystem Development Permit application proposing the installation of a hillside tram.	Under Review - Internal									
DP 19-06 PL20190000024	OWNER(s): Kris Gibbs AGENT(s): NO LISTED AGENT	1207 TREVOR DR	Lot 10, DL 2687, ODYD, Plan KAP24398	20-Mar-19	Hillside and Terrestrial Ecosystem Development Permit application in support of a proposed 2 lot subdivision with access to both lots off a private lane below Trevor Drive.	Under Review - Applicant									
DP 18-01 PL20180000001	OWNER(s): John Scott AGENT(s): Wyatt Park D.E. Pilling and Assoc. Ltd.	1642 WEST KELOWNA RD	Lot 22, DL 3866, ODYD, Plan 32795	11-Jan-18	Minor Hillside and Sensitive Terrestrial Development Permit Application for proposed two lot subdivision.	Approved - Not Issued			26-Feb-19						
DP 18-12 PL20180000034	OWNER(s): Kerr Properties 002 Ltd. AGENT(s): Bert Friesen	GELLATLY RD [PID:017-480-841]	Lot 2, District Lots 487 and 3187, ODYD, Plan KAP45814	06-Apr-18	Multiple Family Development Permit Application for proposed apartment and townhome development.	Approved - Not Issued			09-Apr-19						
DP 18-13 PL20180000037	OWNER(s): Heritage Retirement Inc. AGENT(s): NSDA Architects	3630 BROWN RD	Lot A, DL 486, ODYD, Plan EPP67969	23-Apr-18	Commercial Development Permit for proposed addition. Proposed uses include: Care Facility, Major and Retail. General. Proposal also includes variances.	On Hold									
DP 18-19 PL20180000053	OWNER(s): LaCorp Holdings Ltd. AGENT(s): Helliwell & Smith Blue Sky Architecture	1905 JENNENS RD [PID:028-144-511]	Lot C, DL 434, Plan EPP5742 Lease/Permit/Licence # 346831, Osyoos Div of Yale Land District, COVERING ALL THAT UNSURVEYED CROWN FORESHORE BEING PART OF THE BED OF OKANAGAN LAKE AND FRONTING ON LOT C DL 434 PL EPP5742 FOR PRIVATE MOORAGE PURPOSES.	29-May-18	Aquatic Development Permit for the proposal to remove the existing single family dwelling/garage and construct a new single family dwelling, garage, pool & cabana.	Under Review - Applicant									



City of West Kelowna - Planning Application Status (Council)

Printed 4/30/2019 for date range from 1/1/2017 to 3/31/2019

File Number	Owner/Agent	Address	Legal Description	Application Accepted Date	Public Notice Summary	Application Status	AAC Date	APC Date	Delegated Decision Date	Council Consideration Date	PH Date	1st Reading	2nd Reading	3rd Reading	Adoption
DP 18-23 PL20180000067	OWNER(s): The Trails Development Inc. AGENT(s): New Town Planning Services	GLENROSA RD [PID:024-840-203]	Lot 2, DL 3482, ODVD, Plan KAP67438 Except Plan EPP18508.	26-Jun-18	Sensitive Terrestrial, Hillside/Wildfire Interface Development Permit to facilitate 112 Lot Subdivision of 109 R1/RC3 lots, 1 Commercial Lot & 2 Multi-Family Lots. Future Development Permit will be required for form & character of Commercial & Multi-Family Lots.	Under Review - Applicant									
DP 18-29 PL20180000083	OWNER(s): 1077915 BC LTD AGENT(s): Lenka Aligerova New Town Planning Services	1975 SHANNON LAKE RD	Lot A, DL 2602, ODVD, Plan KAP92694	27-Aug-18	Development Permit respecting the natural environment and form and character for a 97 unit townhouse development at 1975 Shannon Lake Road. This application includes a height variance to facilitate sheltered stairways accommodating rooftop terrace access.	Council Consideration			14-May-19						
DP 18-32 PL20180000087	OWNER(s): Victor Lima AGENT(s): Michelle A. Lima AGENT(s): NO LISTED AGENT	2074 HORIZON DR	Lot 13, DL 1117, ODVD, Plan KAP65991	14-Sep-18	The Hillside Development Permit application is a request to alter a previously disturbed slope to provide additional parking areas within the property while remediating the remaining disturbed areas.	Under Review - Applicant									
DP 18-33 PL20180000088	OWNER(s): Pelican Properties Ltd. AGENT(s): Lenka Aligerova New Town Planning Services	3746A WETTON RD	Lot A, ODVD, Plan EPP69264 District Lot 5059&5069.	19-Sep-18	Development Permit respecting the form and character for 24 stacked townhouse units contained within 3 standalone buildings. The application includes two (2) variance requests: #1. To reduce the number of required parking stalls from 53 to 46. #2. To increase the allowable building height from 9.0 m to 10.9 m to facilitate sheltered stairways to accommodate rooftop terrace access.	Under Review - Internal									
DP 18-35 PL20180000100	OWNER(s): Denciti Kyle Rd Holdings Ltd. AGENT(s): Urban Design Group Architects Ltd.	2648 KYLE RD	Lot 1, DL 2601, ODVD, Plan KAP7670 Except Plan 13775 14130 15302 15847 16899 19651 31194.	05-Nov-18	Industrial Development Permit to construct a six multi-unit, light industrial buildings.	Under Review - Applicant									
DP 18-36 PL20180000103	OWNER(s): Kisma Developments Inc. AGENT(s): Mara & Natha Architecture Ltd.	1990 UPPER SUNDANCE DR	Lot 1, DL 2044, ODVD, Plan EPP74050	14-Nov-18	Proposal for 25 townhomes and a variance to the interior side parcel boundary.	Under Review - Applicant									



City of West Kelowna - Planning Application Status (Council)

Printed 4/30/2019 for date range from 1/1/2017 to 3/31/2019

File Number	Owner/Agent	Address	Legal Description	Application Accepted Date	Public Notice Summary	Application Status	AAC Date	APC Date	Delegated Decision Date	Council Consideration Date	PH Date	1st Reading	2nd Reading	3rd Reading	Adoption
DP 18-37 PL20180000105	OWNER(s): 618701 BC Ltd AGENT(s): Gibson Contracting	1480 WESTERN RD	Lot 1, DL 506, ODYD, Plan KAP59896	19-Nov-18	Two applications: Minor Industrial Development Permit for additions to an existing building, and Development Variance Permit to reduce parking requirements and reduce the front parcel setback to address an existing non-conformity.	Approved - Not Issued			12-Mar-19						
DP 18-40 PL20180000111	OWNER(s): Rose Valley Ventures Ltd. AGENT(s): Nadean Ostrom	1506 ROSE MEADOW DR	Lot 1, DL 503, ODYD, Plan EPP77570	29-Nov-18	Development of three duplexes which involves consideration of a Development Permit for Hillside, Sensitive Terrestrial Ecosystem, Form and Character and a variance for an over height retaining wall at the rear of the parcel in order to increase useable backyard space.	Council Consideration			14-May-19						
DP 18-41 PL20180000116	OWNER(s): Ironclad Developments Elliott Inc. AGENT(s): Ironclad Developments Inc.	3623 ELLIOTT RD	Lot 1, DL 486, ODYD, Plan EPP16257 Except Plan EPS708 PH 1, PH 2, PH 3, PH 4, PH 5.	21-Dec-18	Development Permit construct four rental apartment buildings ranging from 3 to 6 storeys in height (193 units) with underground, under building, and surface parking located at 3623 Elliott Road; and A Development Variance Permit to allow: • An underground parking structure height to be increased from 0.6 m to 2.0 m above grade; • The number of loading spaces to be reduced from 7 to 4; and • The required amenity space area to be reduced from 4,255 m ² to 2,176 m ² .	Approved - Not Issued			23-Apr-19						
DP 18-42 PL20180000117	OWNER(s): 1021-400 BC Ltd. AGENT(s): Highstreet Carrington Ridge Apartments Ltd	2200 MAJOROS RD	Lot A, DL 5058, ODYD, Plan EPP23944	21-Dec-18	Multi-Family Residential and Hillside Development Permit application to facilitate the development of three (3) four-storey apartment buildings with 184 units and attached community amenity building. The application includes a Variance request to reduce the number of required loading spaces from 7 loading stalls to 1 loading stall.	Under Review - Applicant									



City of West Kelowna - Planning

Application Status (Council)

Printed 4/30/2019 for date range from 1/1/2017 to 3/31/2019

File Number	Owner/Agent	Address	Legal Description	Application Accepted Date	Public Notice Summary	Application Status	AAC Date	APC Date	Delegated Decision Date	Council Consideration Date	PH Date	1st Reading	2nd Reading	3rd Reading	Adoption
DP 17-18 PL20170000066	OWNER(s): 0999149 BC LTD E12K SYSTEMS INC 0746031 BC LTD SMITH CREEK RD 1068059 BC LTD 0746043 BC LTD AGENT(s): Grant Maddock	2802 SMITH CREEK RD SMITH CREEK RD [PID:003-397-564] SMITH CREEK RD [PID:011-344-709]	Lot A, DL 3478, Plan KAP56155 & Except Plan KAP56156 & KAP57629; DL 3478, Part E 1/2, Except Plan 6425, 10683, 12080, 15504, 40370, KAP56474; DL 3478, Part W 1/2, Except Plan KAP56155.	14-Jul-17	Development Permit for hillside, sensitive terrestrial and wildfire to create a 33 lot subdivision.	Under Review - Applicant									
DP 17-22 PL20170000074	OWNER(s): ROB ANDERSON TOR ANDERSON AGENT(s): Oasis Design	1310 GREEN BAY RD [PID:008-468-656]	Lot 38, DL 523, Plan KAP11988 Lease/Permit/Licence # 342160, Osoyoos Div of Yale Land District. ALL THAT UNSURVEYED CROWN FORESHORE BEING PART OF THE BED OF OKANAGAN LAKE.	04-Aug-17	Development permit for Aquatic Ecosystem and a DVP to the front setback from 6m to 0.762m to allow for proposed renovation and addition to the home. See Floodplain exemption permit (FEX 17-01) applied this date.	Approved - Not Issued			04-Sep-18						
DP 17-23 PL20170000078	OWNER(s): Perry Dumonceaux AGENT(s): Kirk Anderson OK Glacier Homes Inc.	LLOYD JONES DR	Lot 5 and an undivided 1/17 share in Lot 9, DL 4662, ODYD, Plan KAP48461 (see Plan as to limited access)	11-Aug-17	Hillside Development Permit application to allow site grading and construction of a new single family home.	Approved - Not Issued			09-Nov-17						
Total Development Permit			23												
DVP (Development Variance Permit)															
DVP 19-03 PL20190000017	OWNER(s): Loki Supply Ltd. AGENT(s): Kent-Macpherson	1305 INDUSTRIAL RD 1315 INDUSTRIAL RD	Lot C, DL 506, ODYD, Plan KAP19703 Except Plan H16956.	25-Feb-19	To vary the minimum required distance of a Cannabis Production Facility from a zone that permits dwellings and a P Zone, from 150m to 30m.	Under Review - Applicant									
DVP 18-05 PL20180000047	OWNER(s): Trails Development Inc. AGENT(s): Dale Pilling	GLENROSA RD [PID:024-840-203]	Lot 2, DL 3482 ODYD, Plan KAP67438 Except Plan EPP18508.	11-May-18	Variance request for minimum fire flow for commercial site.	Approved - Not Issued			04-Sep-18						
DVP 18-13 PL20180000094	OWNER(s): Mark W Smeltzer Carly D Newell AGENT(s): Urban Options	2245 BRIDGEVIEW RD	Lot A, DL 1118, ODYD, Plan KAP44656	11-Oct-18	Development variance permit to reduce the front yard setback from the required 4.5m to 1.0 metre for a garage with side entry.	Approved - Not Issued			26-Mar-19						
DVP 18-14 PL20180000114	OWNER(s): Marguerite J Alston AGENT(s): Novation Architecture	2625 CASA PALMERO DR	Lot 13, DL 485, ODYD, Plan EPP69635	18-Dec-18	Development variance for height of the home to from 9.0 m to 10.3m.	On Hold									



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Total Development Variance Permit			5												
FEX (Floodplain Exemption)															
FEX 17-01 PL20170000077	OWNER(s): JOSE M LIMA BERNADETTE A LIMA LASZLO GULYAS AGENT(s): D.E. Pilling and Assoc. Ltd.	3280 GLENROSA RD 3290 GLENROSA RD SALMON RD	Lot A, DL 3190, ODYD, Plan KAP68680; Block 105, DL 3190, ODYD, Plan 777; Lot B, DL 3190, ODYD, Plan KAP68680	01-Jun-17	Development Variance to construct a booster station vs a water reservoir for single family residential and multi-family residential development.	Approved - Not Issued				08-May-18					
FEX 18-02 PL20180000052	OWNER(s): LaCorp Holdings Ltd. AGENT(s): Helliwell & Smith Blue Sky Architecture	1905 JENNENS RD [PID:028-144-511]	Lot C, DL 434, ODYD, Plan EPP5742	29-May-18	Variance approved by Council May 8, 2018, issuance subject to adoption of the associated rezoning application (Zoning Amendment Bylaw No. 0154.56, 2017).	Under Review - Applicant									
FEX 17-01 PL20170000077	OWNER(s): ROB ANDERSON AGENT(s): Oasis Design	1310 GREEN BAY RD [PID:008-468-656]	Lot 38, DL 523, Plan KAP11988 Lease/Permit/Licence # 342160, Osoyoos Div of Yale Land District, ALL THAT UNSURVEYED CROWN FORESHORE BEING PART OF THE BED OF OKANAGAN LAKE.	03-Aug-17	Proposed renovation and addition to property within 15m lake setback. Application submitted for floodplain exemption permit.	On Hold				04-Sep-18					
Total Floodplain Exemption			2												
LL (Liquor License)															
LL 18-02 PL20180000085	OWNER(s): Frind Properties Ltd AGENT(s): Sue Kanciar	1475 PRITCHARD DR [PID:025-117-963]	Lot A, DL 434, ODYD, Plan KAP69814 Lease/Permit/Licence # 346759, Osoyoos Div of Yale Land District.	06-Sep-18	Application for a lounge endorsement to a manufacturing license for both indoor and outdoor lounge areas with a combined capacity of 130 persons. The proposed hours of operation are Monday to Sunday, 9:00am to 10:00pm.	Waiting on Outside Agency Decision				02-Oct-18					



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LL 18-03 PL20180000090	OWNER(s): 1067084 BC Ltd. AGENT(s): Craig McCulloch	829 DOUGLAS RD	Lot 66, DL 2687, ODVD, Plan 5381 Except Plan 23660.	20-Sep-18	Two Proposed Liquor License Applications: 1. Lounge Endorsement for both indoor and outdoor lounge areas with a combined capacity of 150 persons. The proposed hours of operation are 10:00am to 10:00pm Sunday to Thursday and 10:00am to 11:00pm Friday and Saturday. 2. Special Event Area Endorsement with a capacity of up to 150 persons (up to 10 times per year). The proposed hours of operation for special events are 10:00am to 10:00pm.	Waiting on Outside Agency Decision			27-Nov-18						
Total Liquor License		2													
TUP (Temporary Use Permit)															
TUP 15-02-01 PL20190000019	OWNER(s): Michelle M Martens AGENT(s): Blair J Savage NO LISTED AGENT	728 PETERSON RD	Lot 2, DL 3111, ODVD, Plan EPP34034	04-Mar-19	To permit the temporary, continued use of a second dwelling (manufactured home) on the subject property for up to three years.	Council Consideration				28-May-19					
TUP 18-04 PL20180000068	OWNER(s): Abraham Janse AGENT(s): Jack Janse	3275 SHETLER DR	Lot 8, DL 804, ODVD, Plan KAP64016	28-Jun-18	Temporary Use Permit proposal to permit the manufacturing of wood planter boxes within the workshop structure on the property.	Approved - Not Issued		18-Jul-18		14-Aug-18 11-Dec-18					
TUP 18-05 PL20180000093	OWNER(s): Green Bay Landing Inc. AGENT(s): NO LISTED AGENT	1375 GREEN BAY RD	Lot 8, DL 4348523, ODVD, Plan KAP76165	05-Oct-18	Temporary Use Permit to allow Recreational Vehicles to occupy sites 15A, 16B, and 19B in Green Bay Mobile Home Park.	Under Review		12-Dec-18							
Total Temporary Use Permit		3													
ZON (Zoning Amendment)															
Z 19-01 PL20190000005	OWNER(s): Sky High Metal Corp AGENT(s): Bear Land Development Services	3060 SECLUSION BAY RD [PID:008-406-146]	Lot 1, DL 3493, ODVD, Plan KAP17359 Except Plan 25556.	24-Jan-19	Rezoning & OCP Amendment to provide approx. 20 Eco-Villas, a new amenity space building, Re-zone waterfront to W2 to expand the existing dock to accommodate one boat slip per unit. Amend the OCP designation for a portion of the property from Resource Land to Tourist Commercial.	Council Consideration		15-May-19				23-Jan-18 28-May-19	28-May-19		



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Z 19-02 PL20190000011	OWNER(s): Green Bay Bible Camp AGENT(s): Kent-Macpherson	1449 GREEN BAY RD [PID:010-024-115]	Lot 1, DL 434 & 523, ODYD, Plan 7108	12-Feb-19	Site specific text amendment to the W2 Zone to allow 2 docks plus a swim platform (max 4 boat slips) to replace 2 existing docks of the same configuration.	Council Consideration					14-May-19	23-Apr-19	23-Apr-19		
Z 19-03 PL20190000013	OWNER(s): Callahan Construction AGENT(s): Callahan Property Group	1835 ROSS RD	Lot 1, DL 2601 & 3486, ODYD, Plan KAP39834	12-Feb-19	Site-specific text amendment to the Zoning Bylaw to allow for a Gasoline Service Station.	Under Review - Applicant									
Z 19-04 PL20190000014	OWNER(s): Elias G Ferreira AGENT(s): Kevin C Ferreira Rai Consulting Services Inc	2411 APOLLO RD	Lot 2, Block 2, DL 486, ODYD, Plan KAP761	14-Feb-19	Rezoning from R1 to C1 to permit a three storey building with ground floor commercial space and a minimum 8 residential units.	Council Consideration		15-May-19			28-May-19	09-Apr-19	09-Apr-19		
Z 19-05 PL20190000022	OWNER(s): Uday Development Inc AGENT(s): Protech Consulting (2012)	2370 TALLUS RIDGE DR	Lot 1, DL 2602, ODYD, Plan KAP85779 Except Plan EPP21757.	11-Mar-19	To rezone a portion of the R1 (Single Detached Residential) zone and the A1 (Agricultural) zone to the R3 (Low Density Multiple Residential) zone to accommodate a 26 unit strata townhouse development, leaving a split zoned remainder R1/A1 portion for one single family dwelling; and to amend the land use designation from Single Family Residential and Agricultural on a portion of the subject property to Medium Density Multiple Family to support the proposed R3 zone.	Under Review - Applicant	02-May-19	15-May-19							
Z 19-10 PL20190000030	OWNER(s): Prairieview Centre Ltd. AGENT(s): BC1128346	1192 INDUSTRIAL RD	Lot 1, DL 506, ODYD, Plan KAP46828	02-Jan-19	Site-specific text amendment to the Zoning Bylaw to permit a Non-Medical Cannabis Retail Store.	Council Consideration					14-May-19	23-Apr-19	23-Apr-19		
Z 18-07 PL20180000069	OWNER(s): 435133 BC Ltd. AGENT(s): Dale Pilling	LUCINDE RD	Lot A, DL 485, Plan 18429 except Plans 18846, 22092, 25856, KAP75651, KAP80934, EPP69635	03-Jul-18	OCF & Zoning Amendment Application to adjust the zoning boundaries for the existing R1 Single Detached Residential zone and R3 Low Density Multiple Residential zone to accommodate the proposed subdivision of 9 single family lots and 1 multiple family lot.	Council Consideration		15-Aug-18			03-Sep-19	27-Nov-18	27-Nov-18	22-Jan-19	
Z 18-08 PL20180000099	OWNER(s): D Lunelli Enterprises Ltd. AGENT(s): Grant Maddock Protech Consulting (2012)	2377 THACKER DR	Lot 108, DL 1118, ODYD, Plan KAP5381 Except Plan 43347	01-Nov-18	Amend the Official Community Plan Designation and rezoning to Single Family Residential (R1) to allow for single family development.	Council Consideration						12-Mar-19	12-Mar-19		



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Z 18-10 PL20180000113	OWNER(s): Jimmy D Tobin Katherine T Blanchard AGENT(s): D.E. Pilling and Assoc. Ltd.	3370 GATES RD	Lot A, DL 3190, ODYD, Plan 42906	12-Dec-18	Rezoning from RU1 to R1 to allow for two lot subdivision.	Council Consideration		16-Jan-19			26-Mar-19	26-Feb-19	26-Feb-19	14-May-19	14-May-19
Z 18-11 PL20180000118	OWNER(s): Allan S Patterson Janice L Patterson AGENT(s): Protech Consulting (2012)	3040 BOUCHERIE RD 3050 BOUCHERIE RD	Lot 1, DL 1934, ODYD, Plan KAP21560 Lot 3, DL 1934, ODYD, Plan KAP21560	21-Dec-18	Proposal to rezone from Large Parcel Residential (R1) to Single Detached Residential (R1) to accommodate single family development.	Under Review - Internal									
Z 19-06 PL20190000026	OWNER(s): Pervative Otter Farm & Home Co-O AGENT(s): 1184962 BC Ltd.	2528 MAIN ST	Lot 28, DL 486, ODYD, Plan KAP19995 Except Plan 40663.	24-Dec-18	Site-specific text amendment to the Zoning Bylaw to permit a Non-Medical Cannabis Retail Store.	Council Consideration					14-May-19	23-Apr-19	23-Apr-19		
Z 19-07 PL20190000027	OWNER(s): 0778967 BC Ltd. AGENT(s): Flora (Dawson Creek) Enterprises Inc.	3710 HOSKINS RD	Lot A, DL 486, ODYD, Plan KAP84320	24-Dec-18	Site-specific text amendment to the Zoning Bylaw to permit a Non-Medical Cannabis Retail Store.	Council Consideration					14-May-19	23-Apr-19	23-Apr-19		
Z 19-08 PL20190000028	OWNER(s): Canada West Realty Ltd AGENT(s): Hazel Christy	1812 BYLAND RD	Lot 7, ODYD, Plan KAP50056 District Lot 507&2601	17-Dec-18	Site-specific text amendment to the Zoning Bylaw to permit a Non-Medical Cannabis Retail Store.	Council Consideration					14-May-19	23-Apr-19	23-Apr-19		
Z 19-09 PL20190000029	OWNER(s): BMK133 Holdings Inc AGENT(s): 1143782 BC Ltd.	1195 INDUSTRIAL RD	Lot 2, DL 506, ODYD, Plan KAP18464 Except Plan H16956	21-Dec-18	Site-specific text amendment to the Zoning Bylaw to permit a Non-Medical Cannabis Retail Store.	Council Consideration					14-May-19	23-Apr-19	23-Apr-19		
Z 17-02 PL20170000006	OWNER(s): 595338 BC Ltd. Keith and Gail Boswell Bernadette Lima Gail Gulyas Jose Lima Laszlo Gulyas AGENT(s): Dale Pilling and Assoc. Ltd.	3280 GLENROSA RD 3290 GLENROSA RD SALMON RD	Lot A, DL 3190, ODYD Plan KAP66800; Lot B, DL 3190, ODYD Plan KAP66800; Block 105, DL 3190, ODYD Plan KAP777	15-Feb-17	To rezone 3 lots in Upper Glenrosa from the current Rural Residential Large Parcel zone (RU4) to Parks and Institutional zone (P1), Single Detached Residential zone (R1), Low Density Multiple Residential zone (R3).	Under Review - Applicant					27-Feb-18	22-Aug-17	22-Aug-17	08-May-18	



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Z 17-07 PL20170000024	OWNER(s): 1087032 BC Ltd. AGENT(s): Stephen Shawcross Robert Moskovitz Domenic Rampone IBI Group	2211 CAMPBELL RD	All that portion of DL 522, Group 1, ODYD, more particularly described as follows: Commencing at the NW corner of said DL, thence South 11 Chains 61 Links more or less along the Westerly boundary; thence Easterly parallel to the Northerly boundary to Okanagan Lake, thence following the shore line of said lake in a North Easterly direction to the North East corner of said DL 522; thence Westerly along the North boundary to the point of commencement and containing by a measurement 16 acres more or less.	23-Mar-17	Proposal to amend the Official Community Plan land use designation from Agricultural to Tourist Commercial and to rezone from Agricultural (A1) to Comprehensive Development Zone (CD8). The proposed mixed use CD8 zone includes orchard with supporting agricultural facilities (agricultural equipment storage, managers quarters, restaurant, farm retail shop, winery); a marina complex and boat launch; and a mixed use area with various housing types (townhouses and apartment buildings) and hotel.	Council Consideration	05-Jul-18	13-Jun-18				13-Feb-18 26-Jun-18			
Z 17-14 PL20170000101	OWNER(s): Kenneth Slonski Sharon Slonski AGENT(s): Dale Pilling D.E. Pilling and Assoc. Ltd.	3545 MCIVER RD	Lot A, DL 3189, ODYD, Plan 16849	14-Sep-17	To rezone from Country Residential Zone (RU1) to Single Family Residential Zone (R1) to facilitate a 4 lot subdivision.	Council Consideration		18-Oct-17			14-Aug-18	14-Nov-17	14-Nov-17	11-Dec-18	
Z 17-18 PL20170000129	OWNER(s): 1109808 BC LTD AGENT(s): Protech Consulting (2012)	2734 LOWER GLENROSA RD 2736 LOWER GLENROSA RD	Lot A, DL 3188, ODYD Plan KAP31219; Lot 2, DL 3188, ODYD Plan KAP23537 Except Plan 31219 33513 H18608.	11-Dec-17	Application to amend the Official Community Plan and rezone to the low density multi-family zone to allow consolidation of two lots to allow the construction of 24 townhouses. The application includes park dedication.	Under Review - Applicant		21-Feb-18			14-Aug-18	10-Jul-18	10-Jul-18	02-Oct-18	
Total Zoning Amendment		18													
Total Number of Applications:		55													



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File Number	Owner/Agent	Public Notice Summary	Address	Legal Description	Application Accepted Date	Number of New Lots Proposed	Referral Date	Comp. Response	Initial PLR Date	Application Status
SUB 11-16 PLSUB11-16	OWNER(s): 1091094 BC LTD 1091094 B.C. Ltd., Inc. No. BC1091094 AGENT(s): Lisa Van Zanden D.E. Pilling and Assoc. Ltd.	Proposed 51 lot subdivision	2796 BENEDICK RD	DL 521, ODYD, Except Plan 7784, 9264, 12153, 13075, 15854, 16046, 22092, 25478, 27025, 41547, & KAP50429; DL 521, Except Plans 7784, 9264, 12153, 13075, 15854, 16046, 22092, 25478, 27025, 41547, and KAP50429.	07-Nov-11	51		12-Jan-12		Under Review - Applicant
SUB 14-08 PLSUB14-08	OWNER(s): 1971160 Alberta Ltd. AGENT(s): D.E. Pilling and Assoc. Ltd.	Proposal to create 10 lots	3110 BOUCHERIE RD	Lot 142, DL 1934, ODYD Plan 5381, Except Plan KAP90471	26-Mar-14	10	05-May-14		03-May-16	Certificate to Commence Construction Issued
SUB 14-12 PLSUB14-12	OWNER(s): 1167486 BC Ltd AGENT(s): D.E. Pilling and Assoc. Ltd.	31 Lot Bare Land Strata.	HIGHWAY 97 [PID:011-194-707]	Lot A, DL 1117, ODYD Plan 39701, Except Plans 40417, 40418, KAP48045, KAP51939, KAP55153, KAP56266 & KAP74459	03-Jun-14	31	01-Aug-14		18-Jan-16	PLR Issued
SUB 15-03 PLSUB15-03	OWNER(s): 1004026 BC Ltd. AGENT(s): Protech Consulting (2012)	R1 - 2 lot subdivision	2655 THACKER DR	Lot 21, DL 2689, ODYD, Plan KAP18263	23-Jan-15	1	29-Jan-15		19-Mar-15	PLR Issued
SUB 15-09 PLSUB15-09	OWNER(s): The Trails Development AGENT(s): D.E. Pilling and Assoc. Ltd.	76 lot subdivision	GLENROSA RD [PID:024-840-203]	Lot 2, DL 3482, ODYD Plan KAP67438, Exc. PL EPP18508	28-Apr-15	76	24-Aug-15		08-Jul-16	PLR Issued
SUB 15-17 PLSUB15-17	OWNER(s): Gellatly Waters Development Inc. 1031007 BC Ltd. AGENT(s): NO LISTED AGENT	First Phase of three Phase Strata (2 lot sub)	Lot 1, DL 487, ODYD Plan KAP84789		22-Jul-15	0	04-Aug-15	22-Dec-16		Under Review - Applicant
SUB 15-25 PL2015000005	OWNER(s): Sudarshana Gidda Sarwan Gidda AGENT(s): Bobby Gidda Volcanic Hills Vineyards & Cellars Ltd.	This is a Home Site Severance within the ALR.	3175 SMITH CREEK RD	Lot 11, DL 804, ODYD Plan KAP1414 Except Plan 18841.	27-Oct-15	1	20-Nov-15		05-Jan-16	PLR Issued
SUB 16-13 PL2016000044	OWNER(s): Uday Development Inc. AGENT(s): Protech Consulting (2012)	To create 9 R1 single family lots & 1 R3 multi-family lot plus remainder lot.	2370 TALLUS RIDGE DR	Lot 1, DL 2602, ODYD Plan KAP85779, Except Plan EPP21757	18-May-16	10	25-May-16	21-Jul-16	19-Jun-17	PLR Issued



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SUB 16-32 PL20160000115	OWNER(s): Carol Murphy AGENT(s): Rob MacDonald Runnalls Denby British Columbia Land Surveyors	Proposed 2 lot subdivision.	1081 SUSSEX RD	Lot 19, DL 505, ODYD, Plan KAP22924	02-Nov-16	1	10-Nov-16		19-Dec-16	PLR Issued
SUB 16-33 PL20160000120	OWNER(s): Ryser Developments Ltd. AGENT(s): Kelsey Ramsden Damien Burggraave Tallus Developments Ltd.	3 Lot subdivision, two parent parcels creating one new lot.	TALLUS RIDGE DR (PID:011- 343-508] TALLUS RIDGE DR (PID:011- 343-664]	DL 3793, ODYD Shown on Plan KAP44536 Except Plans KAP82097, KAP84074, KAP88415, EPP5533, EPP8982, EPP8955, EPP8432, EPP16895, EPP31244, EPP35191, EPP41898, EPP37384, EPP53780 & EPP56818 & DL 2600, ODYD Shown on Plan KAP44535, Except Plans 5781, H17317, 18545, KAP59806, KAP82097, KAP82099, KAP84074, KAP85482, KAP88415, EPP8982 & EPP56818.	17-Nov-16	2	23-Nov-16		22-Dec-16	PLR Issued
SUB 16-35 PL20160000128	OWNER(s): Ryser Developments Ltd. AGENT(s): Damien Burggraave Tallus Ridge Developments Ltd.	Proposed subdivision of 2 lots into 3 lots.	TALLUS RIDGE DR (PID:011- 343-508] TALLUS RIDGE DR (PID:011- 343-664]	DL 3793, ODYD, Shown on Plan KAP44536, Except Plans KAP82097, KAP84074, KAP88415, EPP5533, EPP8982, EPP8955, EPP8432, EPP16895, EPP31244, EPP35191, EPP41898, EPP37384, EPP53780 and EPP56818 & DL 2600, ODYD, Except Plans 5781, H17317 and 18545, Shown on Plan KAP 44535 Except Plans KAP59806, KAP82097, KAP82099, KAP84074, KAP85482, KAP88415, EPP8982 and EPP56818.	15-Dec-16	2	19-Dec-16	17-Jan-17		Under Review - Applicant
SUB 17-06 PL20170000041	OWNER(s): Wendy Jobs Stephan Jobs AGENT(s): NO LISTED AGENT	2 lot subdivision.	1115 MENU RD	Lot B, DL 1934, ODYD, Plan EPP68865	27-Apr-17	1	02-May-17	07-Jul-17	07-Nov-17	PLR Issued



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SUB 17-08 PL20170000055	OWNER(s): 498498 BC LTD Buy Buy Investments Ltd. AGENT(s): Randy Runzer Urban Systems Ltd.	Lot Line Adjustment & Highway dedication through ALR land to provide a collector road to connect the proposed Goat's Peak Development.	2789 HIGHWAY 97	Lot A, DL 3188, ODYD, Plan KAP26860 Except Plan KAP63607.	30-Jun-17	0	30-Jun-17		20-Jul-17	Certificate to Commence Construction Issued
SUB 17-09 PL20170000056	OWNER(s): Ana Kraljevic Andrija Kraljevic Robert Andjelic Emily Andjelic AGENT(s): Dale Pilling D.E. Pilling and Assoc. Ltd.	2 lot subdivision of Agricultural Land	3790 GELLATLY RD S	Lot A, Plan KAP50458, ODYD, District Lot 3187&3188, Except Plan KAP63608.	22-Jun-17	1	24-Jul-17		16-Nov-17	PLR Issued
SUB 17-12 PL20170000068	OWNER(s): 0999149 BC LTD E12K SYSTEMS INC 0746031 BC LTD 1068059 BC LTD 0746043 BC LTD AGENT(s): Grant Maddock Protech Consulting (2012)	Subdivision to create 33 new lots.	2802 SMITH CREEK RD SMITH CREEK RD [PID:003-397-564] SMITH CREEK RD [PID:011-344-709]	Lot A, DL 3478, ODYD, Plan KAP56155 Except Plan KAP56156 & KAP57629; DL 3478, Part W 1/2, Except Plan KAP56155; DL 3478, Part E 1/2, Except Plan 6425, & Except Plan 10683, 12080, 15504, 40370, KAP56474.	24-Jul-17	33	28-Jul-17	16-Oct-17	27-Mar-18	PLR Issued
SUB 17-14 PL20170000085	OWNER(s): 20732380 Alberta Ltd., Inc. No. A0065846 Valley West Homes Inc. AGENT(s): Arda Consultants Ltd.	Proposal to create 30 single family lots and one R3 lot.	2422 REECE RD 2446 REECE RD	The West 1/2 of Lot 35, DL 805, ODYD, Plan 761; and The East 1/2 of Lot 35, DL 805, ODYD, Plan 761 except Plan 17215	16-Aug-17	29	22-Aug-17		28-Sep-17	PLR Issued
SUB 17-15 PL20170000083	OWNER(s): 1039593 BC LTD AGENT(s): Urban Options	2 lot subdivision	3037 MCBAIN RD	Lot 28, District Lots 2697 & 3796, ODYD, Plan KAP24547	14-Aug-17	1	21-Aug-17		13-Oct-17	Certificate to Commence Construction Issued
SUB 17-16 PL20170000087	OWNER(s): David Stew Geraldine Surinak AGENT(s): Lynn Welder	2 lot subdivision	2400 THACKER DR	Lot 1, DL 1118, ODYD, Plan KAP60975	18-Aug-17	1	29-Sep-17		04-Oct-18	PLR Issued



City of West Kelowna - Subdivision Application Status (Council)

Printed 4/26/2019 for date range from 1/1/2011 to 3/31/2019

File Number	Owner/Agent	Public Notice Summary	Address	Legal Description	Application Accepted Date	Number of New Lots Proposed	Referral Date	Comp. Response	Initial PLR Date	Application Status
SUB 17-19 PL20170000097	OWNER(s): Victor Projects Ltd AGENT(s): Ron Boyer Protech Consulting (2012)	80 single family lot subdivision	MISSION HILL RD [PID:006-515-924] MT BOUCHERIE [PID:006-515-878]	The Most Northernly 40 chains of DL 2045, ODYD, Except Plans H18375, KAP54203, KAP55424, KAP66235, KAP68394, KAP70127, KAP72237, KAP72629, KAP74009, KAP74033, KAP77451, KAP82957, KAP89461, EPP42072, EPP19310 & DL 4227, ODYD, Except Plans H18375, KAP82957, KAP89461, EPP42072, EPP19310. ; Lot A, Plan EPP75023 District Lot 2045&4227.	31-Aug-17	80	13-Sep-17		20-Nov-17	Certificate to Commence Construction Issued
SUB 17-20 PL20170000100	OWNER(s): Chahnaz Djoneidi AGENT(s): Jace Albrecht	Proposed single family 2 lot subdivision.	3125 THACKER DR	Lot 1, DL 1934, ODYD, Plan KAP33500	18-Sep-17	1	29-Sep-17		08-Nov-17	Certificate to Commence Construction Issued
SUB 17-23 PL20170000111	OWNER(s): Holly McDonald AGENT(s): Rob MacDonald Runnalls Denby British Columbia Land Surveyors	Proposed 3 lot single family subdivision.	911 STEVENSON RD	Lot 10, DL 2689, ODYD, Plan 14269	31-Oct-17	2	10-Nov-17		22-Dec-17	PLR Issued
SUB 17-25 PL20170000116	OWNER(s): Patricia Stephenson AGENT(s): John Donnelly NO LISTED AGENT	Proposed subdivision of 2 lots	3818 GELLATLY RD S	Lot A, DL 3187, ODYD, Plan KAP63589	02-Nov-17	1	15-Nov-17		22-Dec-17	PLR Issued
SUB 18-01 PL20180000007	OWNER(s): John Scott AGENT(s): Wyatt Park D.E. Pilling and Assoc. Ltd.	Proposal to subdivide existing one lot into two lots. The current zoning & OCP will be maintained during subdivision process.	1642 WEST KELOWNA RD	Lot 22, DL 3866, ODYD Plan KAP32795	11-Jan-18	1	23-Jan-18		20-Feb-18	Certificate to Commence Construction Issued
SUB 18-02 PL20180000013	OWNER(s): Kelly Holowinko AGENT(s): NO LISTED AGENT	Proposal for subdivision to create a total of two lots.	1383 SCOTT CRES	Lot 20, DL 3866, ODYD, Plan KAP21285	31-Jan-18	1	13-Feb-18		18-Mar-18	PLR Issued



City of West Kelowna - Subdivision

Application Status (Council)

Printed 4/26/2019 for date range from 1/1/2011 to 3/31/2019

File Number	Owner/Agent	Public Notice Summary	Address	Legal Description	Application Accepted Date	Number of New Lots Proposed	Referral Date	Comp. Response	Initial PLR Date	Application Status
SUB 18-03 PL20180000018	OWNER(s): Kayla Westie AGENT(s): Michael Westie NO LISTED AGENT	Two-lot subdivision.	2633 APPLEWOOD RD	Lot 43, DL 506, ODYD Plan KAP18830	08-Feb-18	1	27-Feb-18	20-Mar-18	17-May-18	Certificate to Commence Construction Issued
SUB 18-04 PL20180000023	OWNER(s): 1085411 BC Ltd, INC No. 1085411 AGENT(s): Ryser Developments Ltd. Damien Burggraeve Tallus Developments Ltd.	Proposal for subdivision of 34 single family dwelling lots, 1 multi-family lot and 1 remainder.	TALLUS RIDGE DR (PID:011-343-664)	DL 2600, ODYD Plan KAP44535 EXC Plans 5781, H17317, 18545, KAP59806, KAP82097, KAP82099, KAP84074, KAP85482, KAP88415, EPP8982, EPP56818, EPP72151, EPP73006, EPP75219.	20-Feb-18	35	26-Feb-18	09-Mar-18	26-Apr-18	PLR Issued
SUB 18-05 PL20180000025	OWNER(s): Eightland Properties Inc. AGENT(s): William Kruijer	Subdivide one lot into two R1 lots.	3507 ASHLEY CRT	Lot 12, DL 3189, ODYD Plan KAP43166	02-Mar-18	1	19-Mar-18		27-Apr-18	PLR Issued
SUB 18-06 PL20180000028	OWNER(s): 1032852 BC Ltd. DOJA Cannabis Ltd. AGENT(s): Bear Land Development Services Ltd.	Proposed Subdivision of 2 lots into 3 lots.	2322 DOMINION RD, Unit:6 2322 DOMINION RD, Unit:7	Lot 1, DL 2683, ODYD Plan EPP29446; Strata Lots 1, 2, 3, 4, 5, 6, DL 2683, ODYD Strata Plan KAS1290 together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on Form 1	06-Mar-18	1	15-Mar-18		18-Apr-18	PLR Issued
SUB 18-08 PL20180000033	OWNER(s): Emil Anderson Construction Co. Ltd. AGENT(s): Matthew Temple	Proposed bare land strata to subdivide one R1 lot into 19 lots (12 R3 lots, 6 R1 lots and 1 common property lot)	BOUCHERIE RD (PID:023-946-130)	Lot C, DL 2045, ODYD Plan KAP60462	21-Mar-18	18	10-Apr-18		02-May-18	Certificate to Commence Construction Issued
SUB 18-10 PL20180000061	OWNER(s): Christopher Crowe Shirley Crowe AGENT(s): NO LISTED AGENT	Proposed 2 lot subdivision.	1562 BLACKWOOD DR	Lot 19, DL 3866, ODYD Plan 30253	18-Jun-18	1	28-Jun-18		13-Sep-18	PLR Issued
SUB 18-11 PL20180000062	OWNER(s): TL1932 Holdings Ltd. AGENT(s): Denciti Development Corp.	Proposed 2 lot subdivision.	2648 KYLE RD	Lot 1, DL 2601, ODYD Plan 7670 except Plans 13775, 14130, 15302, 15847, 16899, 19651 and 31194.	15-Jun-18	1	25-Jun-18		27-Jul-18	PLR Issued



City of West Kelowna - Subdivision Application Status (Council)

Printed 4/26/2019 for date range from 1/1/2011 to 3/31/2019

File Number	Owner/Agent	Public Notice Summary	Address	Legal Description	Application Accepted Date	Number of New Lots Proposed	Referral Date	Comp. Response	Initial PLR Date	Application Status
SUB 18-14 PL20180000076	OWNER(s): Donald Victor Campbell Sherri Kathleen Lampman AGENT(s): NO LISTED AGENT	Proposed subdivision from 1 lot to 3 lots.	3130 ADDISON RD	Lot 6, DL 1934, ODYD, Plan KAP23522	07-Aug-18	2	14-Aug-18		21-Sep-18	PLR Issued
SUB 18-15 PL20180000077	OWNER(s): 1067083 BC LTD AGENT(s): Ciccozzi Architecture Inc.	Proposed subdivision from 1 lot to 3 lots.	811 DOUGLAS RD	Lot A, DL 2687, ODYD, Plan KAP23660	07-Aug-18	2	13-Aug-18		21-Sep-18	Certificate to Commence Construction Issued
SUB 18-16 PL20180000095	OWNER(s): 1133174 BC LTD AGENT(s): Westurban Developments Ltd.	Multi-Family Apartments. Latercomer Agreement for Gosset Road.	3641 ELLIOTT RD	Lot A, DL 486, ODYD, Plan KAP85701	12-Oct-18	0			26-Oct-18	PLR Issued
SUB 18-17 PL20180000101	OWNER(s): Brent L Laing Doug W Salberg Amanda L Salberg Susan Laing AGENT(s): NO LISTED AGENT	Lot line adjustment	3197 PINOT NOIR PL 3201 PINOT NOIR PL	Lot 50, DL 2045, ODYD, Plan KAP89461 Lot 51, DL 2045, ODYD, Plan KAP89461	06-Nov-18	0	13-Nov-18		03-Dec-18	PLR Issued
SUB 18-18 PL20180000107	OWNER(s): Sohayl Ghadirian AGENT(s): NO LISTED AGENT	2 lot subdivision	2870 OURTOLAND RD	Lot 2, DL 2687, ODYD, Plan KAP21649	22-Nov-18	1	05-Dec-18		11-Jan-19	PLR Issued
SUB 19-02 PL20190000002	OWNER(s): Trails Development Inc. AGENT(s): Paul Teeuwen	Phased Subdivision	GLENROSA RD [PID:024-840-203]	Lot 2, DL 3482, Plan KAP67438 Except Plan EPP18508.	03-Jan-19	4			22-Feb-19	Certificate to Commence Construction Issued
SUB 19-03 PL20190000007	OWNER(s): Stephen C Staggs Carrie E Staggs Denise A Jacques Gilbert J Jacques AGENT(s): NO LISTED AGENT	Dividing two lots to three.	2425 CRESTVIEW RD 2445 CRESTVIEW RD	Lot A, DL 1118, ODYD, Plan KAP32171 ; Lot 4, DL 1118, ODYD, Plan KAP23881	24-Jan-19	1	01-Feb-19		22-Feb-19	PLR Issued
SUB 19-04 PL20190000009	OWNER(s): Stephen P Carr Cathryn A Carr AGENT(s): NO LISTED AGENT	Lot Line Adjustment	2563 HEBERT RD 2571 HEBERT RD	Lot 7 & Lot 8, DL 486, ODYD, Plan KAP3706 Except Plan EPP77721	28-Jan-19	0	07-Feb-19		15-Mar-19	PLR Issued



City of West Kelowna - Subdivision

Application Status (Council)

Printed 4/26/2019 for date range from 1/1/2011 to 3/31/2019

File Number	Owner/Agent	Public Notice Summary	Address	Legal Description	Application Accepted Date	Number of New Lots Proposed	Referral Date	Comp. Response	Initial PLR Date	Application Status
SUB 19-05 PL20190000010	OWNER(s): Anne Wolfe AGENT(s): Klaas Wolfe NO LISTED AGENT	2 Lot Subdivision	2557 HILLSBOROUGH PL	Lot 5, DL 2689, ODYD, Plan KAP15082	31-Jan-19	1	07-Feb-19		05-Mar-19	PLR Issued
SUB 19-06 PL20190000016	OWNER(s): D J Kim Holdings Ltd 1596562 Alberta Ltd. AGENT(s): Katherin L Kim	2 Lot Subdivision	2235 THACKER DR	Lot 1 & 2, DL 1118, ODYD, Plan KAP32511	20-Feb-19	1	25-Feb-19		15-Mar-19	PLR Issued
SUB 19-07 PL20190000020	OWNER(s): Ryser Developments Ltd. AGENT(s): Damien Burggraave	Phased Subdivision 10A Tallus Ridge - 15 Lots	TALLUS RIDGE DR (PID:011-343-664)	DL 2600, ODYD, Plan KAP44535	05-Mar-19	15			16-Apr-19	PLR Issued
SUB 19-08 PL20190000023	OWNER(s): Kris Gibbs AGENT(s): NO LISTED AGENT	2 Lot Subdivision	1207 TREVOR DR	Lot 10, DL 2687, ODYD, Plan KAP24398	20-Mar-19	1	29-Mar-19			Under Review - Internal
Total Number of Applications:						423	Total Number of New Lots Proposed:			

Referrals to AAC and APC
January 1, 2019 – March 31, 2019

File No. / Project	Description	Resolution/Comments (Detailed Minutes available online under Council Committees)
Agricultural Advisory Committee (AAC)		
No AAC meetings took place in the first Quarter of 2019.		

File No. / Project	Description	Resolution/Comments (Detailed Minutes available online under Council Committees)
Advisory Planning Commission (APC)		
No APC meetings took place in the first Quarter of 2019.		

EDC Meetings Summary

January 1, 2019 – March 31, 2019

File No. / Project	Description	Resolution/Comments <i>(Detailed Minutes available online under Council Committees)</i>
Economic Development Activity Update	The Economic Development Officer (EDO) provided an update to the committee on the following: - Hometown Hockey was a great success -The super senior pickleball tournament will be hosted in West Kelowna again -Continuing to improve the Business Licensing processes and identify why to expedite the process. -Economic Development Operational Plan Review Complete, 5 main goals established -Create Economic Development specific communications channels -Assist businesses and investors with accessing City services and navigating processes -Ensure City projects consider business impacts -Focus on businesses retention and expansion programs -Strengthen the City's role as a tourism destination manager and developer -The EDC reviewed and endorsed the West Kelowna Economic Development Operational Plan included within the City of West Kelowna 2019 Operational Plan	-February 22, 2019
Development Activity Update	The Planner attending provided an update on numerous development and planning applications.	-February 22, 2019
Economic Development Activity Update	The EDO provided an update to the committee on the following: -Supported the Mayor with the State of the City presentation -Participated in the Smart Cities Symposium in Kelowna -A new committee member was appointed by Council: Michael Porter -Chair Lorrie Whiteway presented to Council	-March 12, 2019
Tourism Update	Tourism showcase was held March 6, 2019 -Wine tours, cidery tours & winemakers dinner for the 2019 Super Seniors Pickleball Tournament (August 8-10) being organized -Upcoming Community Events: - March 14 – Visit Westside Farmloop Workshop: 9:00am @ City Hall - March 14 – GWBOT After Hours: 5:00pm @ Shannon Lake Golf - March 26 – EDC Council Presentation: 6:00pm @ City Hall - March 26 – GWBOT Business Before Hours: 7:30am @ GWBOT	-March 12, 2019

	- o April 4 – GWBOT Luncheon “State of City”: 11:30am @ Shannon Lake - o April 11 – GWBOT After Hours: 5:00pm at EMCO Showroom - o May 10 – GWBOT Golf Tournament: Noon @ Shannon Lake	
Development Activity Update	The Planner attending provided an update on long-range planning projects as well as development & planning applications.	-March 12, 2019



INFORMATION ONLY COUNCIL REPORT
Engineering & Public Works Department
For the May 14th, 2019 Council Meeting

DATE: April 29, 2019
TO: Jim Zaffino, Chief Administrative Officer
FROM: Allen Fillion, General Manager of Engineering and Public Works
RE: Engineering & Public Works – First Quarter Report 2019 – Activities

DEPARTMENTAL ACTIVITIES:

Project #	Project Name	Status
<u>ROAD</u>		
C 2018 - 0001	Road Rehabilitation Program	Watermain replacement on Chieftain Road still to be completed this spring.
C 2018 - 001.1	Flood Remediation Work	Powers Creek intake pond work completed. Other flood recovery work still waiting on Provincial approvals.
C2018 - 0002	Boucherie Road Upgrade - Stuart to Ogden	Landscape work being finalized this spring.
C2019 - 0002	Road Maintenance Contract	Review underway.
C2019 - 0003	Gellatly Road Phase 4 Upgrade (Carrington to Boucherie)	Design work underway.
C2019 - 0004	Glenrosa Road Upgrade (Glen Abbey to McGinnis)	RFP process complete and consultant hired.
C2019 - 0006	Powers Creek Bridge on Gellatly Road	Design underway.
<u>STORM DRAINAGE</u>		
C 2019 - 0021	Covington Key Drainage Improvements	Consultant hired and design underway.
C 2019 - 0023	Glenrosa Drainage Improvements - McTaggart Road	RFP process complete and consultant hired.

Project #	Project Name	Status
PEDESTRIAN INFRASTRUCTURE		
C2019 - 0024	Pedestrian Improvement Program - Ross Rd Construction	Tender awarded.
C2019 - 0024	Pedestrian Improvement Program - McIver Road Design	RFP process complete and consultant hired.
PARKS & RECREATION		
C2018 - 025.1	Multi Sports Dome Construction	Construction underway.
C2019 - 0005	Recreation Programming & Facilities Master Plan	RFP issued.
FACILITIES		
C2019 - 0054	Public Works Yard Drawing	Design underway.
WATER UTILITY		
C2017 - 73	Rose Valley Water Treatment Plant	Site purchased, design underway.
C2018 - 58	Back up generator for pump stations	Installations underway.
C2019 - 0066	Watermain replacement - Westlake to McDougall	Construction underway.
C2019 - 0067	Westbank Storage	Design underway.
C2019 - 0072	Replace Domestic Water Meters	Installs to start this spring.
SEWER UTILITY		
C2018 - 0061	SCADA System Upgrades	Planning work underway.

COMMITTEES	
1. Sewer Plant Stakeholder Committee	
2. UDI Liaison Committee	
3. Sustainable Transportation Partnership Inter-Municipal of the Central	
4. Solid Waste Technical Committee	
5. SWAC - Arts Council	

Recreation Stats							
Category	1st Quarter						
	# of Programs		Attendance		Revenue		
	2018	2019	2018	2019	2018	2019	% Increase
Drop in Programs	34	34	7302	7711	\$29,612	\$31,128	5.12%
General Rec Program	135	115	713	659	\$38,876.09	\$41,874.35	7.71%
Arena Rentals	n/a	n/a	n/a	n/a	\$179,021.75	\$177,148.37	-1.05%

1st Quarter Reporting (Engineering, PW, & Parks)

Task	2019 First Quarter (Q1)			2019 Year-to-date			2018 First Quarter (Q1)			2018 Year-to-date		
	ENG	OP	UTIL	ENG	OP	UTIL	ENG	OP	UTIL	ENG	OP	UTIL
Complaint Tracker:												
• Enquires Received		351	128		351	128		474	163	-	474	163
• Enquiries Resolved		244	115		244	115		266	140	-	266	140
• Total # of Phone Calls*	-	986	824		986	824		564	877		564	877
BC One Call Program	-		338	-		338	-	-	320	-	-	320
Road Permits	31			31			55	-	-	55	-	-

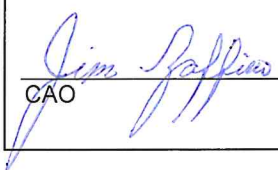
*** As per IT current numbers for: Utilities & Op/Roads last 8 days of Jan, Feb & March
Op/Parks March only**

Respectfully submitted,



Allen Fillion
General Manager of Engineering and
Public Works

Approved for Agenda



CAO

May 7, 2019
Date



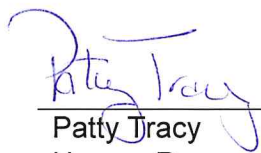
INFORMATION ONLY COUNCIL REPORT
Human Resources
For the May14, 2019 Council Meeting

DATE: April 24, 2019
TO: Jim Zaffino, Chief Administrative Officer
FROM: Patty Tracy, Human Resources Manager
RE: Activities Update – First Quarter 2019 – Human Resources Department

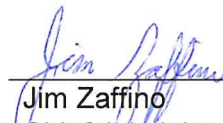
BACKGROUND:

Task/Project	Status	2019 1 st Qtr	2018 1 st Qtr	2017 1 st Qtr
Staffing	Total 2019 budget FTE complement:	188.7	185.70	178.60
	Total current FTE complement:	181.7	172.20	168.60
Competition Activity				
	Number of full-time positions posted:	17	18	6
	Number of student positions posted:	18	21	1
	Number of resumes received:	777	969	391
	Number of interviews conducted:	60	55	16
	Number of positions filled:	5	4	4

Respectfully submitted,


Patty Tracy

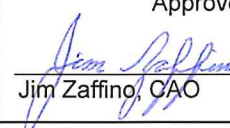
Human Resources Manager


Jim Zaffino

Chief Administrative Officer

PowerPoint: ___ Yes ___X_ No

Attachments:

Approved for Agenda	
 Jim Zaffino, CAO	May 7, 2019 Date



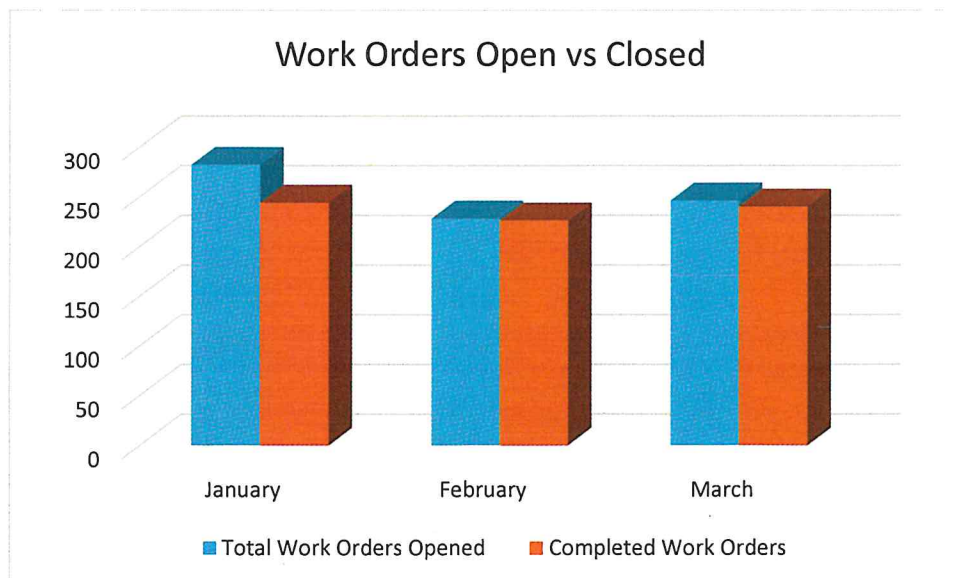
DATE: April 30th 2019
TO: Jim Zaffino, Chief Administrative Officer
FROM: Matthias Koch, IS Manager
RE: 1th Quarter 2019 Update

Information Services 1th Quarter 2019 Report

Helpdesk

Completed Work Orders vs Closed

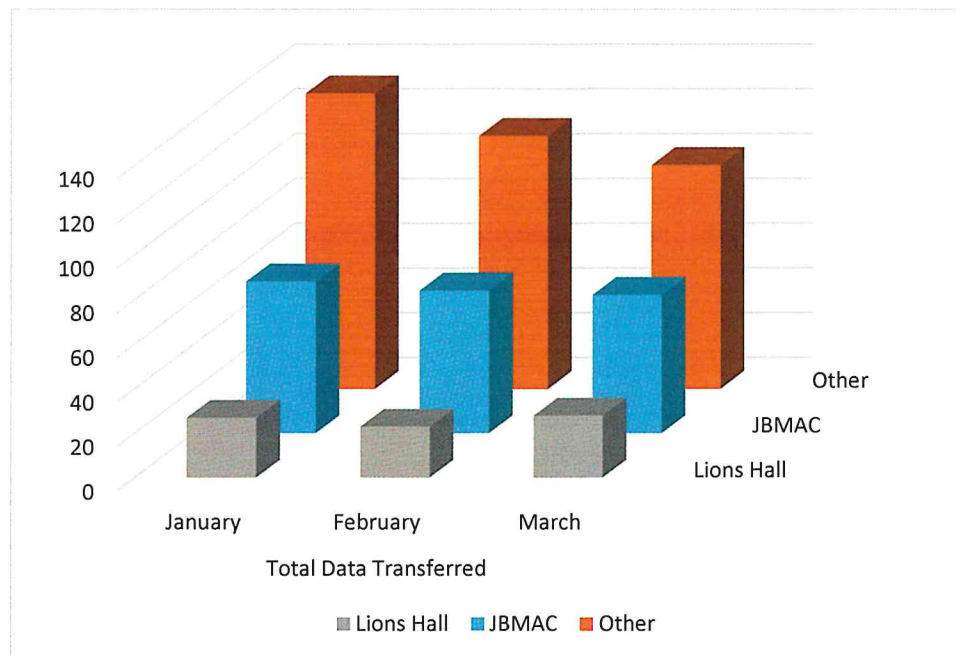
	January	February	March
Total Work Orders Opened	282	228	246
Completed Work Orders	244	226	240



Public WiFi

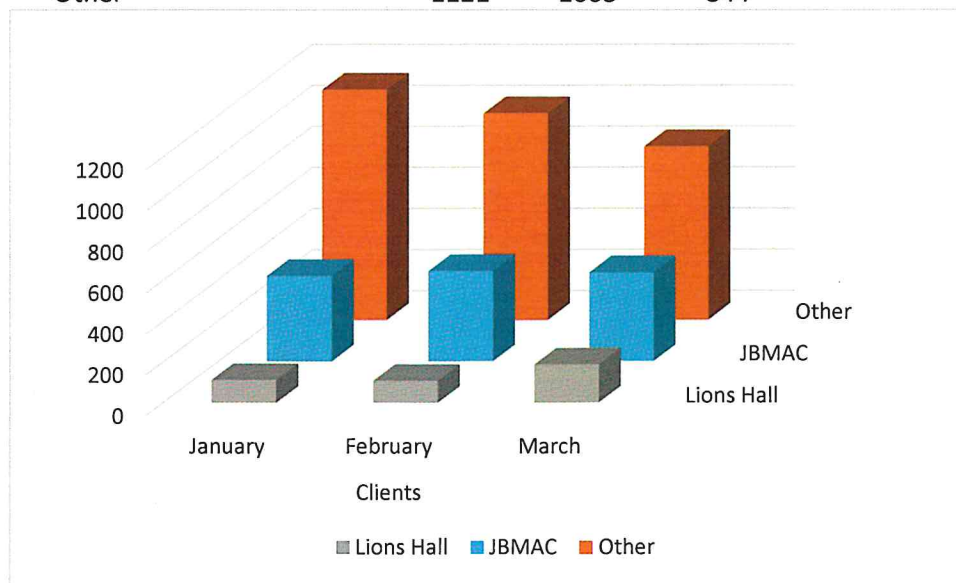
Total Data Transferred

	January	February	March
JBMAC	68	64	62
Lions Hall	27	23	28
Other	132	113	100



Clients

	January	February	March
JBMAC	418	441	434
Lions Hall	112	108	188
Other	1121	1005	844



Projects

Completed:

- **Westbank Lions Community Centre Sound, Video and Control Systems Upgrade**
- **Office 2016/Windows 10 upgrade**
- **eBilling**
 - eBilling is now operational within the online services portal. West Kelowna clients can now choose to receive their Utility Bills online.

In Progress:

- **Lakeview Village Satellite Office** – Expected completion Q4 2018 *revised* Q1 2019
 - Backup AirFibre - Outstanding
- **Network Access Control** – 60% complete
 - Improving network security by implementing Network Access Control appliance. Only trusted individuals and devices allowed to access internal network, all others redirected to public WiFi/Internet
- **Council Chambers and Lions Hall AV Upgrade – 99% complete**
 - All remaining deficiencies/work that were in the original scope of work for this project has been completed.
 - Awaiting final documentation from contractor.
 - Expected completion Q2 2019
- **Disaster Recovery Plan – 80% complete**
 - Continued work on documentation and recovery procedures
 - Expected completion of the plan and documentation is targeted for Q4 2019, updates to the plan will be on an ongoing basis.
- **Power's Creek WTP Corporate Network – 80% complete**
 - Improving Power's Creek WTP staff experience by providing corporate network connectivity and telephone integration to CWK's main system
 - Expected Completion Q2 2019
- **Email Archiving – 70% Complete – Delayed to 2019**
 - Install and Configure email Message Archiver to ensure secure, long-term storage
- **Office 365/Azure at JB Pool – 30% Complete – Expected completion 2018.. Revised Q3 2019**
 - Proof of Concept for cloud based Office Software
- **Multifactor Authentication – 75% Complete – Expected completion Q4 2018. Revised Q2 2019**
 - System configuration complete
 - Start applying this technology to other system
- **GIS Software upgrade – 95% complete**
 - Upgraded External system (WestMap) to ArcGIS 10.6.1 as well as Geocortex to latest version.
 - Migrated Internal system to new Enterprise architecture at ArcGIS 10.6.1 as well as moved our internal sites to the latest version of Geocortex.
- **Email System Upgrade – 95% complete**
 - The majority of work on this project has been
- **Staff Intranet Portal – revised Q2 2019**
 - Migration of the Staff Intranet site to leverage the current investment in SharePoint
 - Working with Consultant did not deliver expected results. This project has now been taken back in house and a revised timeline is being determined.

New Projects Started:

- **2019 Orthophotos**
 - RFP process complete : McElhanney successful proponent
 - Flight watch is on : May 1 – May 7 likely window for acquiring aerial imagery.
 - Deliverables expected end of September.
- **OBWB LiDAR Data and Floodplain Mapping**
 - Received first iteration of LiDAR data from the province.
- **SmartCities initiatives**
 - Working with various Telecommunication providers on exploring opportunities for Smart Cities initiatives (ongoing)

Respectfully submitted,



Matthias Koch
Information Services Manager

Powerpoint: ___ Yes __X_ No

Approved for Agenda


Jim Zaffino / CAO

May 7, 2019
Date

REPORT TO WEST KELOWNA COUNCIL



WEST KELOWNA / KELOWNA RURAL RCMP DETACHMENT

April 29, 2019

S/Sgt. Duncan Dixon
NCO i/c RCMP
West Kelowna Municipal/Rural Detachment
2390 Dobbin Road
West Kelowna, BC
V4T 2H9

Mayor and Council
City of West Kelowna

April 29th, 2019

Dear Mayor and Council:

January 1, 2019 to March 31, 2019

This reporting period encompasses the first quarter of the 2019 Calendar Year. It is designed to provide the Mayor and Council with a brief overview of policing operations as they pertain to the City of West Kelowna. It will also provide a general overview of policing operations within the Detachment area including the Westbank First Nations, Peachland and the Rural Community Areas.

Brief Summary of Crime Statistics:

In West Kelowna, during the first quarter of 2019, overall calls for service had a rise of roughly 3%, compared to the same time period last year. The West Kelowna Detachment attended to 1,741 calls for service, slightly up from the previous 2018 first quarter by 44 calls. From the fourth quarter (October / November / December) compared to the current quarter there was a decrease of 66 calls which is normal in the cycle for calls to service with the First quarter being generally less busy than the other periods in the year. The largest increase in statistics this quarter compared to last year were in the area of break and enter business(29 vs. 9), break and enter residential (16 vs. 11) Theft from auto (100 vs. 70) and Stolen Autos (22 vs. 9).

Annual Performance Plan/Priorities:

Traffic Safety:

West Kelowna Detachment continues to conduct traffic law enforcement in the municipality together with Central Okanagan Traffic Services (COTS) and the Integrated Road Safety Unit (IRSU) to keep our roads and highways safe. During this quarter West Kelowna Detachment members/reservists issued 328 violation tickets, which is an increase from the 291 violation tickets issued for the same period last year. There were 121 warnings issued this quarter which is a decrease from 254 warnings issued in the same period last year. Encouragingly there were reductions in motor vehicle incidents, Injury and Non Injury accidents.

Crime Reduction:

West Kelowna Detachment continues to target prolific offenders. Many prolific offenders are released on specific conditions where police make efforts to ensure these conditions are being adhered to. During this quarter West Kelowna members continued to conduct curfew checks of the offenders on condition to ensure compliance. Several were in breach of their conditions and were charged accordingly. West Kelowna Detachment Members as with last quarter also made significant arrests of prolific offenders. A prolific offender is a person who causes the most harm in a community.

West Kelowna Detachment also ran a street level drug enforcement project with 13 trafficking charges to be put forward on five separate individuals.

Violence in Relationships:

Kelowna Regional Detachment received a grant to implement a program called S.T.O.P. (Stop Taking it out on your Partner – Domestic Violence Prevention Program). The program is administered and delivered by the John Howard Society and is designed to teach techniques that can be used to address violence in relationships and to promote personal growth. During this quarter there were 53 Violence in relationship charges compared with 74 charges in 2018.

Police/Community Relations and Visibility:

Our School Resource Officer (SRO) continues to be in each of the schools in our community building relationships between police and youth. Programs include prevention programs such as the DARE program. Our SRO also continues to be involved with Mount Boucherie Tours, Secondary School (MBSS) Law Classes, P.A.R.T.Y. Program, Stranger Danger, Detachment MBSS Career Spotlight and MAPS Presentations, drug talks, MBSS Grad, PHD Committee, and the Vernon Youth Academy.

At this report writing volunteer hour stats are not available. They have continued to be involved in the Auto Theft Prevention Program, traffic watch and the Subpoena Program this quarter.

Crime Prevention Coordinator- 1st Quarter January – March 2019

Involved in reviewing the 10 applications for Cannabis retail stores in the City of West Kelowna for council, assessing the CPTED security issues.

Chairs monthly West Kelowna Partners in a Healthy Community group meetings.

3 Block Watch program evening presentations and created 3 new Block Watch programs in West Kelowna. Coordinate a 98 programs in RDCO / RCMP coverage area, **49 in West Kelowna.**

Attended Big White resort Community residents meeting and spoke about introducing the Blockwatch program to the resort

Crime Prevention Fraud Cons & Scams / Seniors personal safety talk at Terravita AGM residents meeting, West Kelowna.

Crime Prevention / Seniors Safety Fraud Cons & Scams / Home Security safety talk at Lions Hall, West Kelowna Walk & Talk Group.

Crime Prevention / Seniors Safety Fraud Cons & Scams / Home Security safety talk at Sage Creek Community hall West Kelowna.

Security assessment of 4 Residential properties in the Smith Creek area.

Security assessment at Okanagan Library new facility at Learning Lab, Okanagan Lake Shopping Centre West Kelowna.

Security assessment and report of City of West Kelowna Lions Hall Centre.
Security assessment and report of RDCO Recycling center, West Kelowna.
Security assessment and report to Mira Vista Strata Council West Kelowna.
Security assessment referral from DVU RCMP Kelowna of Domestic Assault Client in Glenrosa, West Kelowna.
Visited 4 Victims of crime referrals RCMP & RDCO Victim Services and advised them regarding Crime Prevention measures to assist them in not becoming repeat victims.

Attachments: Quarterly Statistics for West Kelowna RCMP Detachment

This concludes the 1st quarter report for 2019.

S/Sgt. Duncan Dixon
Detachment Commander
West Kelowna/Rural RCMP Detachment

City of West Kelowna - RCMP Statistics

Statistics of Note	Jan-Mar 2019	Jan-Mar 2018	Percent of Change
Total Calls for Service	1741	1697	3%
Homicides	0	0	0%
Attempt Murders	1	0	100%
Violent Offences	152	146	4%
Property Offences	342	269	27%
Robbery	4	1	300%
Assault w/Weapon or CBH	5	6	-17%
Uttering Threats/Harassment	22	43	-49%
Common Assault	30	27	11%
Violence in Relationship Charges	53	74	-28%
Sexual Assaults	5	2	150%
B & E (Business)	29	9	222%
B & E (Residential)	16	11	45%
Stolen Vehicles	22	9	144%
Theft from Auto	100	70	43%
Drug Investigations	12	57	-79%
Disturbing the Peace/Cause a Disturbance	77	55	40%
Noise Bylaws	10	19	-47%
Motor Vehicle Incidents	29	73	-60%
MVA - Fatal	0	0	0%
MVA - Injury	3	12	-75%
MVA - Non Injury	26	61	-57%
Immediate Roadside Prohibitions	7	9	-22%
Traffic VT's Issued	328	291	13%
Traffic Warnings Issued	121	254	-52%
24 Hour Driving Suspensions - Drugs	3	0	300%
Liquor Act	11	37	-70%
Sudden Deaths	16	16	0%
Missing Persons	18	12	50%
Frauds	17	32	-47%
False Alarms	89	95	-6%
Mental Health Files	39	60	-35%

Dropped 911 Calls (False/Abandoned)	93	109	-15%
Other Jurisdictions Calls for Service			
District Of Peachland	267	261	2%
Westbank First Nations	940	805	17%
Ouside Rural Area	388	452	-14%