

## CITY OF WEST KELOWNA REGULAR COUNCIL AGENDA

# Tuesday, June 13, 2023, 1:30 P.M. COUNCIL CHAMBERS 2760 CAMERON ROAD, WEST KELOWNA, BC

			Pages	
1.	CALL THE REGULAR COUNCIL MEETING TO ORDER			
	It is acknowledged that this meeting is being held on the traditional territory of the Syilx/Okanagan Peoples.			
	This meeting is open to the public. All representations to Council form part of the public record. This meeting is being webcast live and will be archived on the City's website.			
2.	INTRODUCTION OF LATE ITEMS			
3.	ADOPTION OF AGENDA			
4.	ADOPTION OF MINUTES			
	4.1	Minutes of the Special Council Meeting held Tuesday, May 23, 2023 in the City of West Kelowna Council Chambers	7	
	4.2	Minutes of the Regular Council Meeting held Tuesday, May 23, 2023 in the City of West Kelowna Council Chambers	9	
5. MAYOR A		OR AND COUNCILLOR'S REPORTS		
	5.1	Regional District of Central Okanagan Highlights from the Thursday, May 18, 2023 Regional Board Meeting	14	
	5.2	Regional District of Central Okanagan Highlights from the Thursday, June 1, 2023 Regional Board Meeting	15	
6.	DELEGATIONS			
7.	UNFINISHED BUSINESS			
8.	DIVIS	SION REPORTS		
	8.1	CHIEF ADMINISTRATIVE OFFICER		

8.1.1	Emergency Preparedness Update	16
	Information Report from the Fire Chief	
8.1.2	New Select Committee of Council: Accessibility and Inclusion Committee	26
	Recommendation to Consider and Resolve: THAT Council considers, provides input, and approves the Accessibility and Inclusion Committee's Terms of Reference; and	
	THAT Council directs staff to seek the new Accessibility and Inclusion Committee's membership through means of public advertisements and recruitment.	
8.1.3	Sufficiency Report for the Owner Initiated Local Area Service for Green Bay Dredge Project Phase 1	35
	Recommendation to Consider and Resolve:  THAT Council receives for information, the report from the CAO pertaining to the receipt of owner initiated Local Area Service (LAS) petitions for the Green Bay Dredge Project Phase 1 for the engineering, biological, and environmental work required to obtain the necessary permits required to complete Phase 2 which would dredge the mouth of the bay; and	
	THAT Council authorize the work to be conducted by Arsenault Environmental Consulting Ltd and Tetra Tech Canada Inc. to provide the affected owners with a refined estimate on the work to be done for the dredging of the Green Bay Area; and	
	THAT Council receives the Certificate of Sufficiency from the Corporate Officer pertaining to the owner initiated Local Area Service (LAS) petitions for the Green Bay Dredge Project Phase 1; and	
	<b>THAT</b> Council give first, second and third reading to Bylaw No. 0309 being the Green Bay Dredging Project - Phase 1 Establishment Bylaw.	
8.1.4	Casa Loma Multi Use Path Construction	43
	Information Report from the Fleet Operations and Projects Manager	
8.1.5	Site Selected Fire Hall #32	46

Information Report from the Fleet Operations and Project Manager

## 8.1.6 Establishment of the West Kelowna Economic Development Corporation

72

#### Recommendation to Consider and Resolve:

**THAT** Council approve the formation of a West Kelowna Economic Development Corporation, created pursuant to section 185 of the *Community Charter* as a municipal corporation wholly-owned by the City of West Kelowna;

**THAT** Council direct the Director of Legal Services and Risk Management to request and obtain the approval of the Inspector of Municipalities to establish the Corporation; and

**THAT** Council direct staff to report back with confirmation of the approval from the Inspector of Municipalities, and outline next steps in establishing the Board of Directors.

#### 8.2 FINANCIAL SERVICES

### 8.2.1 2023-24 BC Transit Annual Operating Agreement

334

### Recommendation to Consider and Resolve:

**THAT** Council authorize the Mayor and Corporate Officer to execute the 2023-24 Annual Operating Agreement (AOA) between British Columbia Transit and the City of West Kelowna.

### Recommendation to Consider and Resolve:

THAT Council authorize the Mayor and Corporate Officer to execute the 2023-2024 Amended Annual Operating Agreement (AOA) with additional amendments between British Columbia Transit and the City of West Kelowna.

## 8.2.2 Growing Communities Reserve Establishment

350

#### Recommendation to Consider and Resolve:

**THAT** Council adopt "Growing Communities Reserve Establishment Bylaw No. 0310, 2023".

#### 8.3 DEVELOPMENT SERVICES

## 8.3.1 P 21-01; Official Community Plan Bylaw No. 300, 2023 (1st Reading)

353

#### Recommendation to Consider and Resolve:

**THAT** Council give First Reading to the "City of West Kelowna Official Community Plan Bylaw No. 0300, 2023"; and

THAT Council direct staff to schedule the Public Hearing for Bylaw No. 0300, 2023, following Council's consideration of the Official Community Plan (OCP) in conjunction with the City's Financial and Waste Management Plans, and referral of the OCP to the Agricultural Land Commission.

## 8.3.2 P 21-01; Official Community Plan Bylaw No. 300, 2023 (Consideration of Financial and Waste Management Plan)

599

#### Recommendation to Consider and Resolve:

**THAT** Council considers "City of West Kelowna Official Community Plan Bylaw No. 0300, 2023" in conjunction with the Financial Plan as per *Local Government Act* Section 477(3)(a)(i); and

**THAT** Council considers "City of West Kelowna Official Community Plan Bylaw No. 0300, 2023" in conjunction with the Waste Management Plan as per *Local Government Act* Section 477(3)(a)(ii).

### 8.3.3 Additional Construction Requirements for Construction Sites

602

#### Recommendation to Consider and Resolve:

**THAT** Council gives first, second, and third reading to the City of West Kelowna Building Regulation Bylaw Amendment No. 0086.07, 2023; and

**THAT** Council gives first, second, and third reading to the City of West Kelowna Fees and Charges Amendment Bylaw No. 0028.75, 2023; and

**THAT** Council gives first, second, and third reading to the City of West Kelowna Good Neighbour Amendment Bylaw No. 0151.03, 2023; and

**THAT** Council gives first, second, and third reading to the City of West Kelowna Ticket Information Utilization Amendment Bylaw No. 0095.49, 2023; and

**THAT** Council gives first, second, and third reading to the City of West Kelowna Ticket Information Utilization Amendment Bylaw No. 0095.50, 2023; and

THAT Council gives first, second, and third reading to the City

of West Kelowna Bylaw Enforcement Notice Bylaw Amendment Bylaw No. 0093.51, 2023; and

**THAT** Council gives first, second, and third reading to the City of West Kelowna Bylaw Enforcement Notice Bylaw Amendment Bylaw No. 0093.52, 2023.

### 8.3.4 Complete Communities Program Application

644

#### Recommendation to Consider and Resolve:

**THAT** Council direct staff to apply to the Complete Communities Program, seeking \$150,000, to support the creation of the City of West Kelowna's Infill Housing Strategy; and

**THAT** Council agree to amend the 2023 to 2027 Financial Plan, as may be required, to reflect any grant funding contributed towards the City's Infill Housing Strategy; and

**THAT** Council direct staff to manage the grant in accordance with the Complete Community Program's requirements; and

**THAT** Council authorize the Mayor and/or the Chief Administrative Officer to execute the required contribution agreement for a successful grant application.

## 8.3.5 A 23-02; Non-Farm Use Application; 1221 Hudson Road and 3044 Sandstone Drive

648

#### Recommendation to Consider and Resolve:

THAT Council support the Non-Farm Use Application to allow for all school district-related uses at 1221 Hudson Road and 3044 Sandstone Drive for as long as the properties are owned and operated by the School District; and

**THAT** Council direct staff to forward the application to the Agricultural Land Commission for consideration.

## 8.3.6 P 22-03; Development Application Process Review Streamlining – Bill 26 Phase 2 (Adoption)

668

#### Recommendation to Consider and Resolve:

THAT Council decides a public hearing will not be held for a Zoning Bylaw which is consistent with the Official Community Plan pursuant to the *Local Government Act*, subject to requirements in the City of West Kelowna Development Applications Procedures Bylaw; and

THAT Council adopt to City of West Kelowna Development

THAT Council adopt City of West Kelowna Public Notice Bylaw No. 0303, 2023. **RECREATION AND CULTURE** 8.4 675 8.4.1 **Update on Summer Community Events** Information Report from the Recreation and Culture Supervisor 8.5 **ENGINEERING / PUBLIC WORKS / PARKS** 8.6 **CORPORATE INITIATIVES** 8.7 FIRE RESCUE SERVICES 677 8.7.1 Fire Rescue Establishment and Operations Amendment Bylaw (Adoption) Recommendation to Consider and Resolve: THAT Council adopt the "City of West Kelowna Fire Rescue Establishment and Operations Amendment Bylaw No. 0114.04. 2023"; and THAT Council adopt the "City of West Kelowna Ticket Information Utilization Amendment Bylaw No. 0095.48, 2022". CORRESPONDENCE AND INFORMATION ITEMS **NOTICE OF MOTION** ADJOURNMENT OF THE REGULAR MEETING The next Council meeting is scheduled for June 27, 2023.

Applications Procedures Amendment Bylaw No. 0260.02, 2023;

and

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11.



## CITY OF WEST KELOWNA MINUTES OF THE SPECIAL MEETING OF COUNCIL

Tuesday, May 23, 2023 COUNCIL CHAMBERS 2760 CAMERON ROAD, WEST KELOWNA, BC

MEMBERS PRESENT: Mayor Gord Milsom

Councillor Tasha Da Silva Councillor Jason Friesen Councillor Stephen Johnston Councillor Garrett Millsap Councillor Carol Zanon

MEMBER ABSENT: Councillor Rick de Jong

Staff Present: Paul Gipps, CAO

Allen Fillion, Director of Engineering / Operations

Warren Everton, Director of Finance / CFO

Sandy Webster, Director of Corporate Initiatives

Jason Brolund, Fire Chief

Brad Savoury, Director of Legal Services

Brent Magnan, Director of Development Approvals

Corinne Boback, Legislative Services Manager/Corporate Officer

#### 1. CALL THE SPECIAL COUNCIL MEETING TO ORDER

The Special Council meeting was called to order at 2:34 p.m.

It was acknowledged that this meeting was held on the traditional territory of the Syilx/Okanagan Peoples.

This meeting was open to the public. All representations to Council form part of the public record.

#### 2. ADDITIONS OR CHANGES TO PROCEDURAL MOTION

#### 3. ADOPTION OF AGENDA

It was moved and seconded

Resolution No. C214/23

**THAT** the agenda be adopted as presented.

CARRIED UNANIMOUSLY

#### 4. PROCEDURAL MOTION

It was moved and seconded

Resolution No. C215/23

**THAT** Council close the meeting in accordance with Section 90(1) of the *Community Charter* for:

- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED UNANIMOUSLY

#### 5. ADJOURNMENT OF THE SPECIAL COUNCIL MEETING

The Special Council meeting adjourned at 5:42 p.m.

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MAYOR				
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LEGISLATIVE SERVICES MANAGER/CORPORATE OFFICER



#### CITY OF WEST KELOWNA

#### MINUTES OF THE REGULAR MEETING OF COUNCIL

Tuesday, May 23, 2023 COUNCIL CHAMBERS 2760 CAMERON ROAD, WEST KELOWNA, BC

MEMBERS PRESENT: Mayor Gord Milsom

Councillor Tasha Da Silva Councillor Jason Friesen Councillor Stephen Johnston Councillor Garrett Millsap Councillor Carol Zanon

MEMBER ABSENT: Councillor Rick de Jong

Staff Present: Paul Gipps, CAO

Warren Everton, Director of Finance / CFO

Sandy Webster, Director of Corporate Initiatives

Jason Brolund, Fire Chief

Brad Savoury, Director of Legal Services

Brent Magnan, Director of Development Approvals

Duncan Dixon, Staff Sgt., RCMP Rob Pikola, Inspector, RCMP

Corinne Boback, Legislative Services Manager/Corporate Officer

Rob Hillis, Engineering Manager

Nilton Praticante, Engineering Supervisor Trevor Paille, Engineering Technologist II

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#### 1. CALL THE REGULAR COUNCIL MEETING TO ORDER

The meeting was called to order at 6:08 p.m.

It was acknowledged that this meeting was held on the traditional territory of the Syilx/Okanagan Peoples.

This meeting was open to the public. All representations to Council form part of the public record. This meeting was webcast live and archived on the City's website.

#### 2. INTRODUCTION OF LATE ITEMS

#### 3. ADOPTION OF AGENDA

It was moved and seconded

Resolution No. C216/23

**THAT** the agenda be adopted as presented.

CARRIED UNANIMOUSLY

#### 4. ADOPTION OF MINUTES

## 4.1 Minutes of the Special Council Meeting held Tuesday, May 16, 2023 in the City of West Kelowna Council Chambers

It was moved and seconded

Resolution No. C217/23

**THAT** the minutes of the Special Council Meeting held Tuesday, May 16, 2023 in the City of West Kelowna Council Chambers be adopted.

CARRIED UNANIMOUSLY

## 4.2 Minutes of the Regular Council Meeting held Tuesday, May 16, 2023 in the City of West Kelowna Council Chambers

It was moved and seconded

Resolution No. C218/23

**THAT** the minutes of the Regular Council Meeting held Tuesday, May 16, 2023 in the City of West Kelowna Council Chambers be adopted.

CARRIED UNANIMOUSLY

#### 5. MAYOR AND COUNCILLOR'S REPORTS

#### 5.1 Mayor's Recognition of the RCMP's 150th Anniversary

On behalf of Council, Mayor Milsom congratulated the Royal Canadian Mounted Police, who celebrated 150 years of service on May 23. He thanked the many RCMP officers and support staff who have served over the decades, and who continue to serve today, with pride and honour. He thanked them for keeping us safe in our community and across the country.

The Mayor presented Rob Pikola and Duncan Dixon with a plaque and they thanked Mayor and Council for the recognition.

Mayor Milsom encouraged residents to join West Kelowna Fire Rescue at FireSmart Family Day on Saturday, May 27 from 11 a.m. to 2 p.m. at Fire Hall No. 31 located at 3651 Old Okanagan Highway.

#### 6. PRESENTATIONS

## 6.1 Troy Clifford, Ambulance Paramedics & Emergency Dispatchers of BC - Verbal Update

Troy Clifford, Ambulance Paramedics & Emergency Dispatchers of BC did not present due to illness and the update has been forwarded to a future meeting date.

#### 6.2 MOTI Central Okanagan Integrated Transportation Strategy

The Engineering Supervisor introduced guest speakers, Lisa Amminson, Senior Project Manager for Parsons and James Donnelly from Urban Systems who provided a PowerPoint presentation for the Ministry lead initiative for the Central Okanagan Integrated Transportation Strategy and were available for questions and comments from Council.

#### 7. UNFINISHED BUSINESS

#### 8. DIVISION REPORTS

#### 8.1 CHIEF ADMINISTRATIVE OFFICER

#### 8.1.1 Growing Communities Fund (GCF)

#### It was moved and seconded

Resolution No. C219/23

**THAT** Council direct staff to establish a segregated reserve by bylaw under section 188 of the Community Charter; and

**THAT** the ten million two hundred and twelve thousand (\$10,212,000) grant funds received from the Province under the Growing Communities Funds be placed in that reserve; and

**THAT** staff be directed to develop a draft process for the use of those funds to be considered by Council at the next Strategic Priorities Workshop this fall.

#### CARRIED UNANIMOUSLY

#### 8.2 FINANCIAL SERVICES

#### 8.2.1 Growing Communities Reserve Establishment

#### It was moved and seconded

Resolution No. C220/23

**THAT** Council give first, second and third reading to "Growing Communities Reserve Establishment Bylaw No. 0310, 2023".

#### CARRIED UNANIMOUSLY

#### 8.3 DEVELOPMENT SERVICES

#### 8.4 RECREATION AND CULTURE

#### 8.5 ENGINEERING / PUBLIC WORKS / PARKS

#### 8.5.1 2017 Flood Recovery – Rock Ridge Phase II

#### It was moved and seconded

Resolution No. C221/23

**THAT** Council direct staff to amend the 2023 Budget to include an additional two hundred twenty-seven thousand three hundred four dollars and ninety-five cents (\$227,304.95) in the 2017 Flood Recovery budget from the Reserve for Wildfire/Emergencies; and

**THAT** Council award the construction contract to Cabin Resources Management for eight hundred fifty-seven thousand three hundred sixteen dollars and ninety-one cents (\$857,316.91).

#### CARRIED UNANIMOUSLY

#### 8.6 CORPORATE INITIATIVES

#### 8.7 FIRE RESCUE SERVICES

#### 8.7.1 Fire Rescue Establishment and Operations Amendment Bylaw

#### It was moved and seconded

Resolution No. C222/23

**THAT** Council give first, second and third reading to the "City of West Kelowna Fire Rescue Establishment and Operations Amendment Bylaw No. 0114.04, 2023"; and

**THAT** Council give first, second and third reading to the "City of West Kelowna Ticket Information Utilization Amendment Bylaw No. 0095.48, 2022".

## **CARRIED UNANIMOUSLY**

- 9. CORRESPONDENCE AND INFORMATION ITEMS
- 10. NOTICE OF MOTION
- 11. ADJOURNMENT OF THE REGULAR MEETING

The meeting adjourned at 7:47 p.m.

MAYOR	
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LEGISLATIVE SERVICES MANAGER/CORPORATE OFFICER



## The Board Reports

Regional District of Central Okanagan 1450 KLO Rd., Kelowna, BC, V1W 3Z4 Phone: 250-763-4918

> rdco.com facebook.com/regionaldistrict info@rdco.com

## Highlights of the Regional Board meeting – May 18, 2023

#### **Reiswig Regional Park Land License Renewal**

The Regional Board approved the renewal of a 30-Year Foreshore License of Occupation with the Province of British Columbia for Reiswig Regional Park. Reiswig Regional Park is located at the South end of Wood Lake in the District of Lake Country.

#### **Lake Country Septage Agreement**

The Regional Board approved the new 2023 Regional Septage Facility Agreement with the District of Lake Country and adopted the Septic Tank Effluent Regulation Amendment Bylaw No. 1530. New septage rates come into effect July 1, 2023, and are estimated to result in an increase of \$20-40/year for homes with septic systems.

#### **Community to Community Grant Application**

The Regional Board supported an application to the Union of BC Municipalities (UBCM) Community to Community (C2C) Program. The grant would be used to jointly host a forum with Westbank First Nation (WFN) on Reconciliation, the United Nation Declaration on the Rights of Indigenous Peoples (UNDRIP), and BC's Declaration on the Rights of Indigenous Peoples Act (DRIPA).

#### **FireSmart Grant Application**

The Regional Board supported an application to the UBCM for 2024 RDCO FireSmart programing. The FireSmart Community Funding & Supports program provides funding to local governments and First Nations to increase community resiliency by undertaking community based FireSmart planning and activities that reduce the community's risk from wildfire.

## **Community Emergency Preparedness Fund Application**

The Regional Board supported an application to the UBCM Community Emergency Preparedness Fund. Funding would support a Public Notification & Evacuation Route Planning exercise involving multiple agencies and focusing on pre-planning for evacuation routes during an emergency.

#### Joe Rich and Ellison Fire Protection Local Service Area Establishment Amendment Bylaws

The Regional Board adopted the Joe Rich Fire Protection Local Service Area Establishment Amendment Bylaw No. 1508 and Ellison Fire Protection Local Service Area Establishment Amendment Bylaw No. 1509. Bylaw No. 1508 expands the service area in Joe Rich, and Bylaw No. 1509 expands and removes a property from the service area in Ellison. The aforementioned properties have been receiving fire protection services from the RDCO since September 8, 2022.

#### **Regional Board meetings**

Regional District office – 1450 KLO Road, Kelowna (Woodhaven Boardroom)

- Thursday, June 1 8:30 a.m.
- Thursday, June 8 Committee of the Whole 8:30 a.m.

A live stream video link will be available for each meeting in the Upcoming Meeting agenda section of rdco.com/agenda. When available, a link to the Video recording will be posted in the Past Meetings section for the individual meeting date.

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The Board Report is published after each regular meeting of the Board of the Regional District of Central Okanagan.

The Regional Board meets twice a month in regular session in the Woodhaven Boardroom at the Regional District office.

The Regional Board meets twice a month in regular session in the Woodhaven Boardroom at the Regional District office, 1450 KLO Road. The public is welcome to attend.



## **The Board Reports**

Regional District of Central Okanagan 1450 KLO Rd., Kelowna, BC, V1W 3Z4 Phone: 250-763-4918

rdco.com

facebook.com/regionaldistrict info@rdco.com

## Highlights of the Regional Board meeting – June 1, 2023

#### **BC SPCA Service Agreement**

The Regional Board received an update regarding the service agreement with the BC Society for the Prevention of Cruelty to Animals (BC SPCA). For over 30 years the RDCO has been in a contractual partnership with BC SPCA. Under the current contract, the Kelowna SPCA Branch rehomes animals that end up in the care of Regional Dog Control staff and, with support of the RDCO Dog Licensing program, helps ensure pets are reunited with their families. The latest contract was updated in January 2022 to ensure that the service continues to meet the needs of the community.

#### Rezoning for secondary suite - 851 Firwood Rd

The Regional Board approved a rezoning amendment for 851 Firwood Road to permit a secondary suite.

#### **Bylaw Officer/Park Ranger Appointment**

The Regional Board approved the appointment of Chris Sochan and rescinded the appointments of Charlie Scholl and Tanya Brunelle as Park Rangers/Bylaw Enforcement Officers. Under the Police Act, the Regional Board is required to appoint or rescind, by resolution, staff members as Park Rangers/Bylaw Enforcement Officers for the Regional District of Central Okanagan.

## **CAO Performance Review and Salary Administration Policy**

The Regional Board adopted the Chief Administrative Officer (CAO) Performance Review and Salary Administration Policy. To establish parameters of an effective performance review and salary administration process for the CAO, the Board Chair requested staff review Board Policy 8.10 CAO Performance Review and Goal Evaluation and the associated administrative process and provide recommendations. Staff were guided by an audit of RDCO past practice, Board requirements expressed in the recent CAO recruitment process, policies of similar organizations and best practice methods and resources such as those provided by the Canadian Association of Municipal Administrators (CAMA).

#### **Regional Board meetings**

Regional District office – 1450 KLO Road, Kelowna (Woodhaven Boardroom)

- Thursday, June 8 Committee of the Whole 8:30 a.m.
- Thursday, June 15 6:00 p.m.
- Thursday, July 6 8:30 a.m.

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### INFORMATION ONLY COUNCIL REPORT



To: Mayor and Council Date: June 13, 2023

From: Paul Gipps, CAO

Subject: Emergency Preparedness Update

Report Prepared by: Jason Brolund, Fire Chief

#### STRATEGIC AREA(S) OF FOCUS

**Foster Safety and Well-Being** – We will pursue through direct action, advocacy, and collaboration with local and regional service providers, investments in community health, needs-based housing, emergency preparedness, policing, and other services that foster safety and well-being in West Kelowna.

#### **BACKGROUND**

The purpose of this report is to inform Council and the public of the City of West Kelowna's Emergency Preparedness plans associated with flooding and heat as well as an update on the 2023 FireSmart wildfire mitigation program.

Staff will provide a PowerPoint presentation discussing each threat. Staff will also provide an update and summary on the current flood, heat and wildfire risks and seasonal forecast.

For further information the summaries of the heat and flood emergency response plan are attached.

#### **REVIEWED BY**

Erin Goodwin, Facilities & Recreation Manager

Stacey Harding, Fleet Operations & Project Manager

Mark Roberts, Parks Manager

Bryce Stirling, FireSmart and Wildfire Mitigation Specialist

Corinne Boback, Legislative Services Manager / Corporate Officer

Allen Fillion, Director of Engineering & Operations	
Sandy Webster, Director of Corporate Initiatives	
Carray Webster, Birector of Corporate militatives	
APPROVED FOR THE AGENDA BY	
APPROVED FOR THE AGENDA BY	
Paul Gipps, CAO	
	Powerpoint: Yes ⊠ No □
	·
Attachments:	
1. Heat Response Plan Summary	
2. Flood Response Plan Summary	
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## City of West Kelowna Heat Response Plan



## Heat Response Plan Summary

### Background

In response to the 2021 heat dome, the Province created a BC Heat Committee to support the planning and response efforts related to heat events in British Columbia. Multiple levels of government, organizations, and agencies are now tasked with a variety of rolls and responsibilities to assist in supporting the response plan and recommendations created by the Province.

The purpose of this report is to inform Council and the Public the Heat Response Plan that has been created for West Kelowna.

#### Introduction

The City of West Kelowna Heat Response Plan is a guiding document outlining the City's response to extreme heat events and provides additional support to the Province of British Columbia's Heat Alert Response System (HARS). This plan follows the key messaging and actions identified in the BC Heat Alert Response System and is intended to respond to heat warnings and declared emergencies at a basic local emergency level. The City acknowledges that extensive emergencies, such as large scale power loss, will be deferred to the Regional Emergency Operations Center for response.

It is recognized that several levels of government, organizations, and agencies play a significant roll outside or run concurrently with local City response efforts. For the safety of residents and staff, response efforts will stay within the City's recognized scopes of expertise with other necessary efforts falling to other agencies with the required expertise.

The City of West Kelowna Heat Response Plan will include a list of appendices showing additional operation documents that have been created by each individual department to support the City's Heat Response Plan. This list will be reviewed and updated as operations plans are amended over time.

## Heat Alert Response System (HARS)

HARS is a two-tiered alert system initiated by the province, in collaboration with Environment and Climate Change Canada, intended to inform and guide all levels of government on how to respond to extreme heat events. Environment Canada issues notifications and alerts when moderate to extreme heat events are predicted. These alerts can be obtained by registering with <a href="Public Weather Alerts for Canada">Public Weather Alerts for Canada</a>, or with the <a href="WeatherCAN">WeatherCAN</a> app. Extreme heat event criteria is unique to individual regions within British Columbia including the BC interior and specifically the Central Okanagan.

See below link for additional information on the BC Heat Alert Response System:

http://www.bccdc.ca/resource-

gallery/Documents/Guidelines%20and%20Forms/Guidelines%20and%20Manuals/Health-Environment/Provincial-Heat-Alerting-Response-System.pdf

## Heat Warning (Level 1)

A heat warning will be issued for West Kelowna when the following criteria is met: A heat warning is a moderate public health risk.

- ✓ Two or more consecutive days in which daytime maximum temperatures are expected to reach or exceed 35°C
- ✓ Nighttime minimum temperatures are expected to be above the regional temperature threshold of 18°C or warmer

## Heat Emergency (Level 2)

A heat emergency will be issued for West Kelowna when the following criteria is met: A heat emergency is a public health risk.

- ✓ Heat warning criteria have been met
- ✓ Forecast indicates that daily highs will subsequently increase day-over-day for three or more consecutive days

## Implementation and Response

City of West Kelowna staff have developed a Heat Response Committee that is structured and based on the BC Emergency Management System, as listed below:

#### **Emergency Operations Centre (EOC)** Site Support Organization Chart **Policy Group** Provincial Regiona EOC Director (PREOC) Agency Representative **Deputy Director** Operations Finance/Admin Logistics Section Fine Police DOC's Cost Accounting Personnel Incident Commander(s) Site Level

The City's Heat Response plan has a modified organizational structure consisting of program Chairman, Emergency Response Advisors, and key personnel to assist with all four levels of planning. The size of the committee will be staffed in line with the severity of the event and the needs of the activated heat response plan.

## Roles and Responsibilities

Environment Canada	Initiates environmental heat warnings and
	emergencies
Province of British Columbia	Initiates Heat Alert Response System
Interior Health Authority	Public messaging and education
Emergency Operating Centre (EOC)	Public messaging, education, and support
BC Housing	Shelters for vulnerable population
City of West Kelowna	Public messaging, education, support, and local
	response plan
BC Transit	Transportation assistance
School District #23	Potential cooling center sites
CWK Heat Planning Committee	Oversee and implement plan as required
CWK Liaison	Liaison with partnering agencies
CWK Communications	Implement and adjust communication plans as
	needed
CWK Operations	Prepare and implement operational activities as
	needed
CWK Finance	Track/Monitor/Keep records of all costs.
CWK Logistics	Source/Purchase and see to the implementation of
	needed resources.

## Key Messaging and Action Plans

The issuing of a Heat Warning or Extreme Heat Emergency will activate a series of actions by different ministries, public health organizations, and levels of government, including the City of West Kelowna. It is recommended that key messaging and action plans follow the guidelines and suggestions as listed in the BC Heat Alert Response System.

The HARS document recommends four (4) different levels of planning during a heat season.

- 1. Pre-Season
- 2. Heat Warning
- 3. Heat Emergency
- 4. Post Season

## Preseason Preparedness (Early Spring)

Committee members meet to discuss heat season planning. This meeting includes the discussion of a public statement to remind West Kelowna residents that our heat season is approaching. Preplanning of third-party outreach will take place during the preseason phase and includes reaching out to partnering agencies

such as the Emergency Operations Centre, Emergency Social Services, BC Housing, School District 23, BC Transit, churches, local businesses, etc.

During this time, committee members' individual responsibilities and roles will be reviewed. Additionally, the Heat Action Plan will be reviewed and any outstanding items will be updated.

## Heat Warning (Level 1)

- The committee will meet when Environment Canada first forecasts heat warning conditions.
- Communications will advise the public by using the City's public education and notification tools for a Heat Warning.
- City staff will be reminded of 'Working in Heat' protocols and education reminders will be distributed.
- Committee will discuss strategies on key messaging and action plans associated with a Heat Warning, including how to assist the vulnerable populations and those at higher risk of serious illness or death.
- Other measures will be implemented if conditions warrant.

## Heat Emergency (Level 2)

- The committee will meet when Environment Canada first forecasts Heat Emergency conditions.
- Communications will advise the public by using the City's public education and notification tools for a Heat Emergency.
- City staff will be reminded of 'Working in Heat' protocols and education reminders will be distributed.
- Committee will discuss strategies on key messaging and implement action plans associated with a Heat Emergency, including how to assist the vulnerable populations and those at higher risk of serious illness or death (homeless, seniors, or others as identified in the Heat Alert Response System)
- City to implement Heat Emergency Operation Plan that may include, but not be limited to the following:
  - o Seek funding approvals from the Emergency Operations Centre.
  - o Consider setting up Hydration stations.
  - o Consider opening a cooling center or centers.
  - o Consider third-party partnerships to provide additional assistance.
  - o Consider misting stations at various City locations.
  - o Implement strategy on ways to assist high risk and vulnerable populations.
  - o Pre planning behind heat related power loss.
  - o Consider adjusting park schedules to provide additional access to waterfront, spray parks, or other amenities that could assist with cooling opportunities.
  - o Adjusted work schedules for City employees to limit hours of work during peak heat hours of the day.
- Committee members will complete a daily debrief during each Heat Emergency event to enhance, refine, and continue to improve the plan, if required.
- Other measures will be developed and implemented as conditions warrant.

## Post Season (debrief)

- The committee will meet after each heat season to examine the effectiveness of West Kelowna's Heat Response Plan and discuss potential changes or areas for improvement.
- The Heat Response Plan will be amended after each season, if necessary.
- Financial strategies for future planning will be discussed, in preparation for annual budget deliberations.



## City of West Kelowna

Flood Response Plan



## Flood Response Plan Summary

## Background

Since 2017, the City of West Kelowna has had an active flood preparedness and response committee with action plans for each type of event. Members of the committee train through the Emergency Management Program annually. The committee is comprised of staff from many different departments as flood preparedness, response and recovery is, or can be, a momentous project as was the case in 2017 and 2018. The committee has representation from Parks, Public Works, Communications, Fire Rescue, Planning and Finance. For larger regional events, West Kelowna is supported by the Regional Emergency Operations Centre. West Kelowna has been recognized for its outstanding flood response abilities and has been called out to other regions for emergency assistance most recently to Merritt BC in 2021.

#### How it Works

The program commences in late winter annually. Members on the Operations side of the committee meet to review regional snowpack, short- and long-term weather forecast, inventories of sandbags and key trigger dates anticipated in the upcoming weeks prior to a flood event. Soil conditions in the previous fall are also considered for the soils ability to hold the expected melt and rain moisture. The committee meets each month moving into spring and the frequency increase if threats are determined. For example, the committee will have met four times by this reports date in 2023. If flood conditions worsen additional departments and staff are brought into the committee.

There are two distinctly different planning and response areas for flooding. Those being creek flooding associated with spring freshet and then later the eventual crest of Okanagan Lake.

Staff are mindful of large spring rainstorms particularly 'rain on snow' events in the surrounding hills, as this can produce very heavy rapid stream flows. Key staff have access to what's called the water level 'Dash Board' which shows stream and lake level real time flow and levels.



The communications group works with operations to issue advisories that assist the community with flood preparation and response through its regular communication channels (ads, news releases and PSA's, issuing e-news, social media and website updates, use of street readers boards and more). They also work in collaboration with regional communications for consistent messaging focused on preparedness, safety and the status of water levels and action plans.

#### How are current 2023 Conditions?

Staff had some creek challenges in 2023, but the experience staff have acquired alleviated damages. The snowpack on the west side of Lake Okanagan is mostly gone now and creek flooding concerns are over.

Okanagan lake remains over one metre below what is considered "full pool." Full Pool is the recognized 342.48 meters above sea level that considers Okanagan Lake as full. Okanagan lake is lowered through the Penticton dam to accommodate the coming snow melt accumulations. In 2017, crews held back nearly one full metre above full pool with hundreds of thousands of sandbags.

Currently staff can report we are in good shape for 2023.



Example of pumping ground water out of the Green Bay neighbourhood.

#### **COUNCIL REPORT**



To: Mayor and Council Date: June 13, 2023

From: Paul Gipps, CAO

Subject: New Select Committee of Council: Accessibility and Inclusion Committee

Report Prepared by: Corinne Boback, Legislative Services Manager / Corporate Officer

#### **RECOMMENDATION** to Consider and Resolve:

**THAT** Council considers, provides input, and approves the Accessibility and Inclusion Committee's Terms of Reference; and

**THAT** Council directs staff to seek the new Accessibility and Inclusion Committee's membership through means of public advertisements and recruitment.

### STRATEGIC AREA(S) OF FOCUS

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

**Pursue Economic Growth and Prosperity -** We will work with stakeholders throughout the region to advocate for and support efforts aimed at helping West Kelowna businesses prosper. With a focus on the future, we will advance opportunities to expand our economy, increase employment, and develop the community in ways that contribute towards prosperity for all.

**Strengthen Our Community -** We will provide opportunities for the residents of West Kelowna to build connections, celebrate successes, embrace the community's strengths and diversity, address shared needs, and contribute to shaping the community's future.

**Foster Safety and Well-being -** We will pursue through direct action, advocacy, and collaboration with local and regional service providers, investments in community health, needs-based housing, emergency preparedness, policing, and other services that foster safety and well-being in West Kelowna.

#### **BACKGROUND**

At the November 1, 2022, Inaugural Council meeting, Council appointed Councillor Millsap as the representative and Councillor Zanon as the alternate representative for the new Accessibility and Inclusion Committee ("AIC"). The AIC is a select Committee of Council, which requires an appointed Councillor to participate in the committee along with members of the community. Further, a select Committee of Council requires Council to consider and approve the Committee's Terms of Reference (TOR). The Community Charter as defined in Section 142, states that at least one member of Council must be appointed for select committees. West Kelowna Council has one Councillor appointee and one alternate Councillor who shall fulfil this obligation. Staff is now seeking Council's direction on development of the TOR and public participation.

The Accessibility B.C. Act prescribes that organizations must establish an accessibility committee by their deadline date of September 1, 2023. Additionally, organizations must create an accessibility plan and a tool to receive feedback no later than September 1, 2024. As a result, staff is seeking Council's approval to finalize the draft TOR noted in Attachment 1, and to publicize the opportunity for the appropriate West Kelowna community members to join the AIC as described in the TOR.

As per the *Accessibility B.C. Act*, half the committee membership should include representatives with disabilities or individuals who support, or are from organizations that support people with disabilities, and at least one of the committee members should be an Indigenous person. The committee should reflect the diversity of people with particular attention paid to ensure a cross-disability perspective.

The purpose of the AIC is to work collaboratively with the City of West Kelowna staff to discuss, develop, improve, promote, and sustain community accessibility and inclusion. This includes removing barriers associated with accessibility, focusing on experiences of people with disabilities and foster and all-encompassing community. The AIC will also advise Council on strategies to reduce social, physical, and sensory barriers that prevent people from fully participating in all aspects of community life. West Kelowna is a city where everyone is welcome, and the AIC will further Council's vision, mission and strategic priorities that increase the accessibility and inclusivity in our community.

#### DISCUSSION

The AIC will begin by establishing an Accessibility Plan and review best practices for means of receiving feedback from our West Kelowna community that guides our way forward. This includes how the City can increase the methods in which those with disabilities can provide feedback to the City where, for example, an individual cannot complete a survey.

The Accessibility Plan will be a continually updated document which will help support decision making and improvements for the City of West Kelowna to increase its accessibility and inclusivity across the city.

For those who may not be familiar, and as defined in the *Accessibility BC Act*, a barrier is anything that hinders full and equal participation in society of a person with an impairment caused by environment, attitudes, practices, policies, information, communication, technology may be affected by intersecting forms of discrimination.

An impairment, as also defined in the *Accessibility BC Act*, can be a physical, sensory, mental, intellectual, or cognitive impairment, whether permanent, temporary, or episodic.

A disability, as defined in the *Accessibility BC Act*, can be the inability to participate fully and equally in society due to interaction of an impairment and a barrier.

The AIC will first need to understand the diverse needs in our community and align a strategy, priorities, processes, and resources to begin to meet those needs. For example, this includes creating a survey in a format that all members of our community can participate in. Having a group of individuals who face accessibility and inclusion barriers is a valuable resource to effectively and collectively work with staff to determine the best way to collect information on barriers.

Staff have consulted with the CNIB (formerly known as the Canadian National Institute for the Blind) to gather information about different types of disability challenges for residents in West Kelowna who are blind.

Mrs. Vittoria Spindor with the CNIB is a West Kelowna resident who has worked with staff identifying concerns and providing quality feedback on how to reduce our community barriers. Mrs. Spindor, has also attended many of the City of West Kelowna's open houses and reached out to staff regarding accessibility concerns on how to address them at a preliminary stage with current projects.

In March 2023, the City established an accessibility working group of five City staff who provided feedback on current accessibility accomplishments the City has successfully completed in recent years.

#### Current accomplishments include:

- accessible ramp, handrails, door buttons, door handles, washroom, parking, signage, and accessible public counter heights;
- tactile warning strips;
- handsfree faucets;
- handsfree hand dryers;
- motion activated lights;
- accessible doors on the washroom at Westbank Centre Park / Julia's Junction / Spray Park located at 2569 May St;
- relocated soap and towel dispensers at Westbank Centre Park / Julia's Junction / Spray Park located at 2569 May St;
- installed accessible pathway;
- purchased waterproof wheelchair;
- constructed storage/changing shed; and
- installed accessible swimming dock at beechnut park.

The accessibility working group will functionally report to the AIC, as they will continue to have the direct interface between the AIC and other departmental staff.

In June, staff and Mayor Milsom met with Mrs. Spindor and Mr. Tommy Leung from CNIB to discuss the City's AIC draft TOR to incorporate their input prior to presenting to Council at the June 13 Regular Council Meeting. As the AIC evolves, additional input from a wider range of those with disabilities will further build the strategies to meet the needs of our diverse community. The draft TOR is attached, and staff is seeking Council's consideration, input, and approval (with amendments at the direction of Council).

#### FINANCIAL IMPLICATIONS

It is important to note that funding for projects that include accessibility requirements and recommendations will need to be considered as part of the annual financial planning process. Legislative and Finance staff will collaborate with the AIC regarding their recommendations and staff will present the budget implications for Council's future consideration.

#### **COUNCIL REPORT / RESOLUTION HISTORY**

Date	Report Topic / Resolution	Resolution No.
November 1, 2023	THAT Council appoint Councillor Millsap as the Representative to the Accessible Committee for a four-year term; and that Councillor Zanon be appointed as the Alternate; and THAT staff appointed to the Accessible Committee create a Terms of Reference.  CARRIED UNANIMOUSLY	C285/22

#### CONCLUSION

Staff is requesting Council's approval of the attached draft TOR, and for Council to direct staff to seek applications for membership by publicly advertising and connecting with organizations that fit with the accessibility and inclusion participation criteria.

Staff will report back to Council with recommended appointments early July.

REVIEWED BY		
Warren Everton, Director of Finance/CFO		
APPROVED FOR THE AGENDA BY		
Paul Gipps, CAO		
Power	Point: Yes □ No ⊠	
Attachments:  1) City of West Kelowna Draft Accessibility and Inclusion Cor Reference June 2023	mmittee Terms of	
Reference durie 2020		



#### TERMS OF REFERENCE

#### Accessibility and Inclusion Committee

#### **ESTABLISHMENT AND AUTHORITY:**

Select Committees of Council are established under the authority of Section 142 of the *Community Charter*. It is the general purpose of select committees to inquire into any matter and to report its findings and recommendations to the Council for determination.

#### PURPOSE OF COMMITTEE:

An Accessibility Committee is a requirement of the *Accessibility B.C. Act* in which organizations must establish an Accessibility Committee, an accessibility plan, and a tool to receive feedback on Accessibility.

Council established the Accessibility and Inclusion Committee ("AIC") in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference and the Committee recommendations are non-binding and intended to be advisory in nature.

The AIC will collaboratively work with City of West Kelowna staff to discuss, develop, improve, promote, and sustain community accessibility and inclusion. As well, work to free barriers, focusing on experiences of people with disabilities, and encompass the community.

The AIC will advise Council on strategies to reduce social, physical, and sensory barriers that prevent people from fully participating in all aspects of community life.

#### MEMBERSHIP OF THE COMMITTEE:

As per the *Accessibility B.C. Act*, half the Committee membership should include representatives with disabilities or individuals who support, or are from organizations that support people with disabilities, and at least one of the committee members should be an Indigenous person. The Committee should reflect the diversity of people in West Kelowna. Particular attention will be paid to ensure a cross-disability perspective.

#### **Voting Members:**

The AIC shall consist of up to **seven (7) voting members**, with the majority of composition aligning with the requirements of the *Accessible British Columbia Act*.

The term for Voting Members will be two (2) years from the date of their appointment from Council, with an option to renew for another two (2) year term with Council's approval.

Organizations that support people with disabilities, may appoint their respective Committee representatives, who can alternate from meeting to meeting. There are no minimum or maximum time periods for representatives serving the Committee from external organizations.

#### *Non-Voting Members:*

One City of West Kelowna Councillor and one Alternate member shall be appointed by the Mayor and will run concurrently with their Council term, or until determined otherwise at the discretion of the Mayor.

One staff person shall be appointed as a liaison to fulfill each council term.

#### ROLES AND RESPONSIBLITIES:

The Chair's roles and responsibilities includes:

The Chair shall preside at all meetings of the committee, preserve order, and decide all points of order, ensuring business can be carried out efficiently and effectively.

The AIC roles and responsibilities includes:

- a) Advise on a process for receiving public comments about accessibility;
- b) Establish and maintain an Accessibility Plan;
- c) Work collaboratively to identify and implement initiatives to enhance accessibility and inclusion in the community;
- d) Provide guidance and advice regarding accessibility within our organization and municipal events, including how we may become more inclusive in our operations;
- e) To work cooperatively with agencies representing people with disabilities, in order to provide input on matters affecting people facing barriers within the community;
- f) Receive referrals from staff, Council and Committees for review and recommendations;
- g) Recognize that the Committee's comments and recommendations represent one of a series of decision-making processes that enable members of Council to fully understand the issues under review, including their policy and budget consequences and potential impact on the public; and
- h) Investigate funding opportunities available with respect to inclusion and accessibility.

#### **MEETING PROCEDURES:**

Meetings will be conducted in an orderly and business-like manner consistent with legislation and the City of West Kelowna Procedure Bylaw No. 0258, 2018, as amended, or replaced from time to time.

Members will elect a Chairperson at their first meeting each year. This vote requires the participation of no less than two thirds of the Committee Membership present.

In the absence of the Chairperson, the Committee may elect an Acting Chairperson from those members present at that individual meeting.

Appointments to the Committee must be made by Council.

The Legislative Services Department will coordinate the process for appointments including advertising for applicants, review of applications, and bringing appointment recommendation to Council for approval.

The AIC will meet at a minimum of four times a year and additional meetings will be held at the call of the Chair.

Meetings will be held at the City West Kelowna Council Chambers, unless other wise noted by the Chair.

Meetings are open to the public unless otherwise posted as a closed meeting per S. 90 of the *Community Charter*.

Quorum shall consist of half the total number of members plus one (1).

All Committee meetings shall commence at the stated time as advertised.

All names of members of the AIC are made public and will become part of the public record at meetings of Council.

Each voting member shall have one vote.

Members will adhere to the City of West Kelowna's Code of Conduct Policy and ensure anonymity; names are not associated with comments.

The Chairperson in collaboration with the Legislative Services Assistant shall prepare an Agenda for each meeting.

Agenda items and supporting material must be submitted to the Chair with a copy emailed to <a href="mailto:legislative.services@westkelownacity.ca">legislative.services@westkelownacity.ca</a> prior to the agenda cut-off to be placed on the Committee agenda.

Late items (after the agenda has been circulated) will only be considered if the item is emergent in nature and cannot wait until the next meeting. Acceptance of late items must be approved by the Committee at the meeting.

Agendas and Late Items will be circulated by the Legislative Services Assistant to each Committee member via email.

#### **MINUTES:**

Minutes for the AIC meetings will be prepared by the Legislative Services Assistant in accordance with City of West Kelowna Procedure Bylaw No. 0258, 2018, as amended, or replaced from time to time.

Recommendations from the Committee will be forwarded to Council for consideration by the appropriate staff person.

#### **REMUNERATION:**

AIC members serve as volunteers and shall serve without remuneration. Committee meeting expenses shall be undertaken by the City of West Kelowna, as deemed acceptable.

#### **ACCOUNTABILITY:**

AIC members are expected to act in in accordance with City of West Kelowna Procedure Bylaw No. 0258, 2018, as amended, or replaced from time to time; and

- arrive prepared by reviewing agenda packages in advance to support informed dialog; and
- attend meetings regularly.

If an AIC member finds it necessary to resign, a letter to that effect should be sent to the Chair of the AIC and copied to the Legislative Services Assistant at <a href="mailto:legislative.serivces@westkelownacity.ca">legislative.serivces@westkelownacity.ca</a>.

City Council shall have the power to remove any member of the Committee from office at any time.

#### **CONFLICT OF INTEREST GUIDELINES:**

AIC members have a responsibility to make decisions based on the best interests of the City at large.

It's the responsibility of the AIC members to acknowledge at the meeting that they deem themselves to have a conflict of interest. Such as, but not limited too, any member whose personal or financial interest could conflict with the subject matter discussed should immediately disclose this information. The AIC member must remove themselves from discussions or decision making by leaving the meeting for that item.

This shall be recorded in the Minutes of Committee meetings.

Members shall not knowingly take advantage of, or benefit from, information that is obtained through their Committee duties and responsibilities and which is not generally available to the public.

#### **COMMUNICATIONS:**

Staff will work with the AIC and the accessibility working group to issue all public communications regarding the progress of the AIC.

#### **COUNCIL REPORT**



To: Mayor and Council Date: June 13, 2023

From: Paul Gipps, CAO

Subject: Sufficiency Report for the Owner Initiated Local Area Service for Green

**Bay Dredge Project Phase 1** 

Report Prepared by: Corinne Boback, Legislative Services Manager / Corporate Officer

#### **RECOMMENDATION** to Consider and Resolve:

**THAT** Council receives for information, the report from the CAO pertaining to the receipt of owner initiated Local Area Service (LAS) petitions for the Green Bay Dredge Project Phase 1 for the engineering, biological, and environmental work required to obtain the necessary permits required to complete Phase 2 which would dredge the mouth of the bay; and

**THAT** Council authorize the work to be conducted by Arsenault Environmental Consulting Ltd and Tetra Tech Canada Inc. to provide the affected owners with a refined estimate on the work to be done for the dredging of the Green Bay Area; and

**THAT** Council receives the Certificate of Sufficiency from the Corporate Officer pertaining to the owner initiated Local Area Service (LAS) petitions for the Green Bay Dredge Project Phase 1: and

**THAT** Council give first, second and third reading to Bylaw No. 0309 being the Green Bay Dredging Project - Phase 1 Establishment Bylaw.

### STRATEGIC AREA(S) OF FOCUS

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

**Strengthen Our Community** – We will provide opportunities for the residents of West Kelowna to build connections, celebrate successes, embrace the community's strengths and diversity, address shared needs, and contribute to shaping the community's future.

#### **BACKGROUND**

Owners of the Green Bay community approached the City of West Kelowna to inquire about utilizing a Local Area Service process (LAS) to undertake a two (2) phase approach to evaluate and potentially dredge a portion of Green Bay. Staff worked directly with the appointed resident who spearheaded the project outlining the process of petitioning Council. The LAS affects 40 properties in total as outlined in Bylaw No. 0309.

Phase 1 of the program would evaluate the environmental, financial and construction probabilities of the dredging project. Residents worked with both Arsenault Environment Consulting Ltd and Tetra Tech Canada Inc to determine the work to be completed for Phase 1 of the Green Bay Dredging project as follows:

Arsenault Environmental Consulting Ltd (Biological and permit application) will be responsible for:

- 1. Apply for a provincial Water Sustainability Act Section 11 Change Approval to dredge an area where sand deposits at the mouth of the bay. Use former Section 9 approval as a template.
- 2. Collect data required to write an environmental impact assessment and environmental protection plan to support the application.
- 3. Provide a work scope for engineering to a qualified professional to complete the necessary hydrotechnical studies. Facilitate and manage the study.
- 4. Do not include a groyne in Okanagan Lake as part of the plan.
- 5. Investigate options for water quality improvements in the bay.
- 6. Investigate dredging options and provide feasibility recommendations.
- 7. Apply for other permissions that may be needed to dredge the mouth of the bay including a Fisheries and Oceans Canada (DFO) "request for review" and a Transport Canada Minor Works notification.

Tetra Tech Canada Inc (Engineering) will be responsible for:

- 1. Site visit.
- 2. Determination of dredgeate volumes and dredge design.
- 3. Dredge site profiles and site plan.
- 4. Hydrotechnical impact assessment
- 5. Technical memorandum

Under the *Community Charter*, s. 212, for a petition to be sufficient, over 50% of total affected owners and more than 50% of the total values must be submitted. The Corporate Officer must determine the sufficiency and validity of a petition to Council and must certify this determination.

As of 4pm, Friday, May 19, 2023 the Corporate Officer received signatures representing 33 properties. Out of the signatures submitted on owner-initiated petitions forms, 32 are valid and 1 invalid. The petition deemed invalid is because the majority of the property owners did not sign.

As the requirements of the *Community Charter* have been met, Council may consider the details of the proposed project for the affected property owners.

This project will be overseen and managed through the City Engineering department to ensure that the work plan is completed, and the outcome of the evaluation is carefully reviewed.

A report will be brought back to Council for their information once phase 1 is completed. No determination of phase 2 of the project needs to be considered at this time.

### FINANCIAL IMPLICATIONS

The entire capital costs of the project will be the responsibility of the benefiting area, as stipulated in Bylaw No. 0309. Payment will commence once the work conducted by Arsenault Environmental Consulting Ltd and Tetra Tech Canada Inc. is completed. The estimated total cost for Phase 1 is \$115,000. These costs will be recovered through a local service tax parcel tax, outlined under s. 216 of the *Community Charter*, and will be divided equally among the affected property owners. It's important to note that Phase 1 costs will not be borrowed externally; instead, they will be internally tracked and recorded with interest.

There are a total of 40 affected properties, and each property will be required to pay an estimated upfront fee of \$2,875. Alternatively, property owners can choose to pay \$207 annually over a 20-year period, based on current Municipal Finance Authority rates (subject to change). It's important to note that two of the affected properties of the 40 are owned by the City.

# CONCLUSION

Council must receive the LAS petition for consideration and determine whether to advance with this project or not.

# Alternate Recommendation to Consider and Resolve:

**THAT** Council receives for information, the report from the CAO pertaining to the receipt of owner initiated Local Area Service (LAS) petitions for the Green Bay Dredge Project Phase 1 for the engineering, biological, and environmental work required to obtain the necessary permits required to complete Phase 2 which would dredge the mouth of the bay; and

**THAT** Council not authorize the work to be conducted by Arsenault Environmental Consulting Ltd and Tetra Tech Canada Inc. to provide the affected owners with a refined estimate on the work to be done for the dredging of the Green Bay Area; and

**THAT** Council not receive the Certificate of Sufficiency pertaining to the owner initiated Local Area Service (LAS) petitions for the Green Bay Dredge Project Phase 1; and further

**THAT** Council not give first, second and third reading to Bylaw No. 0309 being the Green Bay Dredging Project - Phase 1 Establishment Bylaw.

# **REVIEWED BY**

Allen Fillion, Director of Engineering & Operations Warren Everton, Director of Finance/CFO

# APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

PowerPoint: Yes □ No ☒

# Attachments:

- 1. Certificate of Sufficiency
- 2. Bylaw No. 0309 being the Green Bay Dredging Project Phase 1 Establishment Bylaw.

# **CITY OF WEST KELOWNA**

# CORPORATE OFFICER CERTIFICATE OF SUFFICIENCY

I hereby certify that the Legislative Services Department received **sufficient** signatures and assessed values in relation to the Owner Initiated Local Area Service opportunity for owner initiated Local Area Service (LAS) petitions for the Green Bay Dredge Project Phase 1.

The Local Area Service is for the engineering, biological, and environmental work required to obtain the necessary permits required to complete Phase 2 which would dredge the mouth of the bay.

Dated this 22<sup>nd</sup> day of May, 2023.

Corinne Boback, Legislative Services Manager / Corporate Officer

Counne Boback

Green Bay Dredge Project Phase 1 **Local Area Service for** the engineering, biological, and environmental work required to obtain the necessary permits required to complete Phase 2 which would dredge the mouth of the bay

Total No.  Of Affected  Parcels –  (Excluding two (2) City owned parcels.)	No. of Required Valid Petitions to Create the LAS (More than 50% of Total Parcels Affected) (19+1)	Total No. of Valid Petitions Received	Total Assessed Value of Land and Improvements for the Affected Parcels	Total Assessed Value Required to Create the LAS (More than 50% of Total) (\$37,943,750.00 +1)	Total Petitioners' Assessment
38	20	32	\$75,887,500.00	\$37,943,751.00	\$70,345,300.00

### DISTRICT OF WEST KELOWNA

### **BYLAW NO. 0309**

Green Bay Dredging Project - Phase 1 Establishment Bylaw

A bylaw of the City of West Kelowna to establish the Local Area Service for Arsenault Environmental Consulting Ltd and Tetra Tech Canada Inc. to be conducted for the Green Bay Dredging Project - Phase 1

WHEREAS pursuant to the provisions of Section 210 of the Community Charter, and amendments thereto, empowers the Council of the City of West Kelowna with the authority to adopt a local area service bylaw to recover costs from property owner's pursuant to Section 216 of the Community Charter and amendments thereto, who derive a benefit from the service provided from local improvement works;

AND WHEREAS pursuant to the provisions of Section 211 of the Community Charter, and amendments thereto, states that the Council of the City of West Kelowna must adopt a bylaw to establish a local area service;

AND WHEREAS pursuant to the provisions of Section 211 of the Community Charter, and amendments thereto, the local area service works proposed by this bylaw include the work to be conducted by Arsenault Environmental Consulting Ltd and Tetra Tech Canada Inc., for the engineering, biological, and environmental work required to obtain the necessary permits required to complete Phase 2 which would dredge the mouth of the Green Bay to provide the affected owners with a refined estimate on the work to be done for the dredging of the Green Bay Area only;

AND WHEREAS pursuant to the provisions of Section 148 and 212 (4) and (5) of the Community Charter, and amendments thereto, the Corporate Officer assigned responsibility has certified the sufficiency of the petition and the petitions received in favor of the proposed work was sufficient:

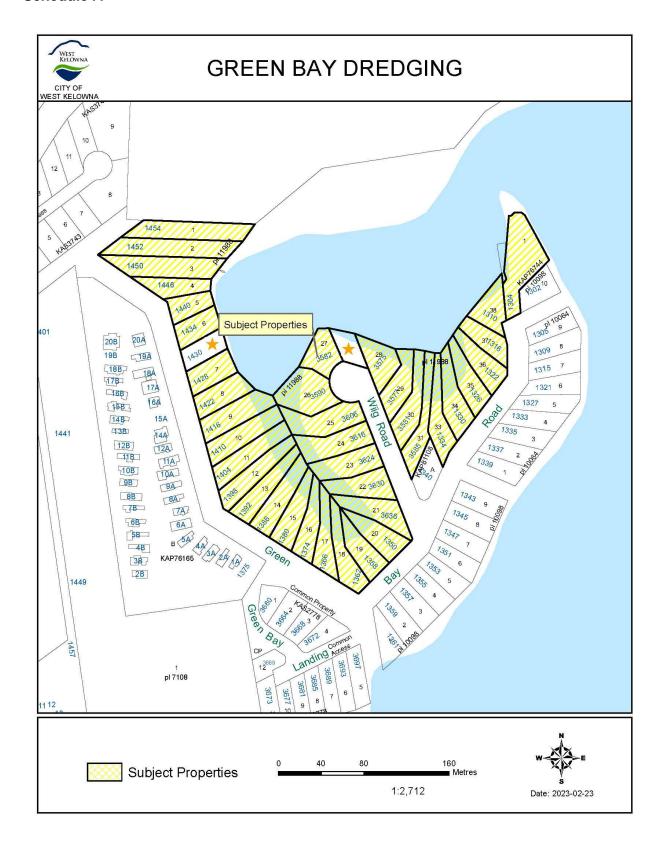
AND WHEREAS the Council of the City of West Kelowna has been advised through a report prepared by the Corporate Officer that the elector responses submitted by the affected property owners of the Local Area Service, requesting that Council to proceed the work to be conducted by Arsenault Environmental Consulting Ltd and Tetra Tech Canada Inc. for the Green Bay dredging are sufficient;

NOW THEREFORE the Municipal Council of the City of West Kelowna, in open meeting assembled, enacts as follows:

- 1. This Bylaw may be cited as the "Green Bay Dredging Project Phase 1 Establishment Bylaw No. 0309, 2023."
- 2. There shall be and is hereby established a Local Area Service (LAS) under the provision of the Community Charter, and amendments thereto, to be known as the "Green Bay Dredging Project Phase 1 Local Are Service";
- 3. The boundaries of the City of West Kelowna Green Bay Dredging Project Phase 1 Local Area Service project is outlined in Schedule "A" attached to and forming part of this bylaw;

- 4. The City of West Kelowna is hereby authorized to move forward with the work to be conducted by Arsenault Environmental Consulting Ltd and Tetra Tech Canada Inc., for the engineering, biological, and environmental work required to obtain the necessary permits required to complete Phase 2 which would dredge the mouth of the Green Bay to provide the affected owners with a refined estimate on the work to be done for the dredging of the Green Bay Area LAS as outline in Schedule "A" attached to and forming part of this bylaw;
- 5. The entire capital costs of the work shall be borne by the benefiting area, as identified in Schedule A, and shall be raised by way of a local service parcel tax under Section 216 of the Community Charter, levied in 20 annual instalments commencing after completion of construction;
- 6. Upon completion of the local area service works, the actual construction cost will be specially charged against the parcels benefiting from, being the parcels shown on Schedule A as attached to and forming part of this bylaw;
- 7. Should the sums recovered through the levy of the local service parcel tax at any time be insufficient to meet the costs of repayment of the debt, the Council may levy and impose within the benefiting area an additional rate on land and improvements over and above all other rates sufficient to meet such deficit in the same manner and time as other general municipal levies;
- 8. Any person whose parcel is subject to being specially charged under Section 4 of this bylaw, may elect to make a one-time payment of the portion of the cost of construction assessed upon their parcel within sixty days of receipt of written instructions from the Collector.

READ A FIRST, SECOND AND THIRD TIME THIS	
ADOPTED THIS	
	MAYOR
	CORPORATE OFFICER



# INFORMATION ONLY COUNCIL REPORT



To: Mayor and Council Date: June 13, 2023

From: Paul Gipps, CAO

Subject: Casa Loma Multi Use Path Construction

Report Prepared by: Stacey Harding, Operations & Projects Manager

### INFORMATION SUMMARY

On May 9<sup>th</sup>, 2023 Council requested staff to provide a report indicating the proposed project timeline for construction.

# STRATEGIC AREA(S) OF FOCUS

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

**Strengthen Our Community** – We will provide opportunities for the residents of West Kelowna to build connections, celebrate successes, embrace the community's strengths and diversity, address shared needs, and contribute to shaping the community's future.

**Foster Safety and Well-Being** – We will pursue through direct action, advocacy, and collaboration with local and regional service providers, investments in community health, needs-based housing, emergency preparedness, policing, and other services that foster safety and well-being in West Kelowna.

# **BACKGROUND**

The City has been working to identify a secondary emergency egress for the Casa Loma neighbourhood for some time. Concurrently staff have also been busy identifying a connective trail and multi-use path network throughout the community and brought these two needs together utilizing a trail through Casa Palmero Park for both purposes.

The Multi Use Path and Emergency access route will be a 3.5-meter-wide path which will start from Casa Palmero Drive and generally follow an existing hiking trail up the slope to Lakeview Road. There are a couple steeper grades at either end, with the center stretch offering gentle grades. A more gradual climb will assist with a less challenging and more

organized emergency egress should that ever be needed but also a more gradual climb for cyclists and pedestrians.

A considerable amount of work has been completed and continues on this project, some of which includes:

- Completing a detailed tender ready design.
- Meeting with community members.
- Conducting geotechnical assessments
- Consulting with Westbank First Nation
- Meeting with construction contractors

Staff have also requested approval from Westbank First Nation to adjust the right of way agreement with respect to their archaeological site to facilitate this egress. Arrangements are in process and with their assistance and guidance during the development to ensure there is no disturbance to their interests this project will be come a reality.

The Design and Request for Quotation have been completed, issuing a Request for Quotation, and constructing the project, are represented in the table below.

Action Item	Date
Design	Complete
Issue Tender	June 15,2023
Tender closes	July 10, 2023
Award contract	July 17, 2023
Start Construction	August 8, 2023
Complete Construction	October 31, 2023
Complete the Emergency Egress Plan	Winter 23/24.

The project costs have been updated to include the costs of land purchase/acquisition and some contingency.

Anticipated Project budget - \$1,000,000

Expense Item	Cost
Property Purchases	\$ 127,000
General Requirements	\$ 90,000
Earthworks	\$ 389,000
Road & Site Improvements	\$ 172,000
Utilities	\$ 77,000
Contingency	\$ 140,000
Total:	\$ 995,000

# FINANCIAL IMPLICATIONS

This project will be funded from the Infrastructure Reserve Fund at 84% or \$802,000 with the developer contributing 16% or \$153,000.

# **COUNCIL REPORT / RESOLUTION HISTORY**

Date	Report Topic / Resolution	Resolution No.
May 9, 2023	THAT Council direct staff to amend the 2023 Annual Budget to include the Casa Loma Multi-Use Path and Emergency Egress; and THAT Council direct staff to report back on the timing of the project; and further THAT the funds for the Casa Loma Multi-Use Path and Emergency Egress be allocated from the Infrastructure Reserve Fund.	C194/23

# **REVIEWED BY**

Allen Fillion, Director of Engineering & Operations

Warren Everton, Director of Finance, CFO

Corinne Boback, Legislative Services Manager / Corporate Officer

# APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

PowerPoint: Yes □ No ⊠

# INFORMATION ONLY COUNCIL REPORT



To: Mayor and Council Date: June 13, 2023

From: Paul Gipps, CAO

Subject: Site Selected Fire Hall #32

Report Prepared by: Stacey Harding, Fleet Operations & Project Manager

# INFORMATION SUMMARY

The City of West Kelowna has identified the location of the replacement Fire Hall #32 in the Lakeview Heights neighbourhood, and to provide an update about the next phase of planning for the project.

# STRATEGIC AREA OF FOCUS

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

### **BACKGROUND**

The previous-term and current Council's have identified the need to replace Fire Hall #32, built in 1971, as one of its Strategic Priorities. The 2012 Fire Hall Study formed a list of recommendations; however, rather than investing significant capital expenditures into an essential facility that was rated in poor condition, the Facilities Master Plan outlined that Fire Hall #32 should be replaced. The functional capacity to serve the community had exceeded its lifespan. As outlined in the City's March 2022 Fire Rescue Facilities Update brochure, (Attachment 1 and 2) operational challenges are significant at this location, including the building neither meeting the BC Building Code nor the requirements of WorkSafe BC.

The assessment was very clear that Fire Hall #32 needed to be replaced – the building is undersized to house the fire apparatus, insufficient post-fire hazardous turn-out gear processing and storage, temporary portables and tents have been installed to house 24/7 fire fighters, apparatus and equipment and more. At the direction of the previous and current Council, staff continued to evaluate the feasibility of where the new Fire Hall #32

would be located that would meet the many operational requirements associated with fire hall.

# New Site Selected in Lakeview Heights

Each Fire Department is strategically located throughout the community to provide a rapid response to emergencies. Having single family residences, no more than 8km from a fire station and no multifamily or commercial structure more than 5km ensures an insurance grading of "protected status," keeping insurance rates low. When selecting the site as the new location from the existing Fire Hall #32, preference was given to keep the site as close as possible to the existing site to maintain this balance. The City did not want to take away this level of protection from any existing parcel or home.

The City initiated an Underwriters Study to confirm that the location of the new fire hall had to be close to its current location, in the Lakeview Heights neighbourhood, to ensure minimal impact to property insurance and risk. Multiple sites were investigated, and it was determined that the most effective and efficient location for the new Fire Hall #32 would be at 860 Anders Road (in the Anders Park Area). This City-owned site provides for colocation of the new fire hall along with maintaining park space and amenities that the community would continue to enjoy. The future concept plan would then identify how and where the new fire hall would be incorporated on the site, the opportunities to preserve, modify and/or add park amenities, site and frontage betterments and more.

As this stage confirms the site selection only, staff would prepare a business case that outlines the project definition, scope and budget estimates, concept design, stakeholder and public consultation and many other project elements for Council's consideration in the coming months. (FAQ Document – Attachment 3)



# COUNCIL REPORT / RESOLUTION HISTORY

Date	Report Topic / Resolution	Resolution No.
May 9, 2023	<b>THAT</b> Council confirm the Fire Hall #32 replacement be located at 860 Anders Road; and	IC048/23
	<b>THAT</b> staff rise and report on this decision at the next available meeting of Council.	

# Next Steps

Following Council's direction, a business case that outlines the project definition would be provided to Council for their consideration. This includes a design development team to determine more specifically how the site can be best used to accommodate the new Fire Hall #32 and incorporate existing, modified and/or enhanced uses in the park area. A Request for Proposal (RFP) is envisioned to be issued for a team of qualified professionals to confirm the cost and timing needed to construct the replacement fire hall along with other project management details.

Once more technical and project management detail has been developed, the City will continue its consultation with the neighbourhood association, with the surrounding neighbourhood and with the public as the overall project scope and concept plan begins to take shape and after Council's consideration to proceed. The purpose of this report is to highlight that a site has been selected and that once the project definition has been established staff will report back to Council for their consideration of next steps.

### **REVIEWED BY**

Jason Brolund, Fire Chief

Warren Everton, CFO

Corinne Boback, Legislative Services Manager / Corporate Officer

# APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

PowerPoint: Yes □ No ⊠

### Attachments:

- 1. West Kelowna Fire Rescue Facilities Update March 2022
- 2. West Kelowna Fire Rescue Facilities Update #2 June 2023
- 3. Frequently Asked Questions (FAQ) Document for Site Selection June 2023

# West Kelowna Fire Rescue Facilities Update March 2022





# What's Inside

- Introduction
- Centralization of WKFR Administration
- Fire Hall #32 Replacement Update
- Replacement Plan Underway





# Introduction



West Kelowna Fire Rescue (WKFR) provides emergency response, fire prevention and rescue services for the West Kelowna and Westbank First Nation area. As a growing region, WKFR and City staff continue to address public safety and ongoing operations and administrative needs within its current facilities to protect local communities and its natural assets.

The purpose of this update will provide an overview of WKFR facilities and their condition and address measures to centralize administrative functions within existing facilities to reduce immediate pressures on operations.

WKFR fire stations range in age from 18 to 46 years. Several of these facilities require a wide range of repairs,

renovations or replacement to ensure safety, accommodate ongoing operations and support future growth in the City. As a young municipality, West Kelowna must continue to address the absent and/or aging infrastructure across the City for all of its facilities.

Fire Halls identified in this update noted in 'fair' or 'good' condition will not be the focus of this update, but remain important to help provide context of protection services geographically and to address aging WKFR assets for administrative and operational functions for Council's decision-making.



# Centralizing WKFR Administration

On Feb. 1, 2022, the City acquired a residential dwelling at 2406 Drought Road, which is slated to be the future home of Fire House #30. This move to centralize WKFR administration from Fire Hall #32 and other satellite locations to Fire House #30 will help prepare for the eventual replacement of Fire Hall #32, while keeping operations functional.

Although the Fire House #30 administration facility will help alleviate some space pressures, the overdue replacement of Fire Hall #32 operations remains a priority for this service.

# THE PURPOSES OF FIRE HOUSE #30 ARE TO:



PROVIDE ONE CENTRAL LOCATION FOR WKFR ADMINISTRATIVE STAFF THAT WILL RESULT IN INCREASED EFFICIENCIES;



ELIMINATE ADMINISTRATIVE STAFF WORKING AT VARIOUS SATELLITE LOCATIONS AS WE KEEP UP WITH THE GROWING NEEDS OF OUR COMMUNITY;



CENTRALIZE STAFF MORE RAPIDLY AS OTHER FIRE HALL FACILITIES ARE BUILT AND/OR RENOVATED IN THE MONTHS AND YEARS AHEAD;



REDUCE THE COST TO REPLACE FIRE HALL #32; AND



ALLOW COUNCIL TO DETERMINE WHAT OTHER USES ARE MORE SUITABLE FOR THE HARMON ROAD SITE BASED ON THE OUTCOME OF THE OFFICIAL COMMUNITY PLAN UPDATE CURRENTLY UNDERWAY.

WKFR administration staff will serve the public in obtaining burning permits and the delivery of public education programs. Minor renovations are required and once complete this summer, Fire House #30 will provide workspaces for 12 WKFR staff and serve the public from 8 a.m. to 4 p.m. Monday to Friday. The administrative offices for WKFR will not have any heavy apparatus located at Fire House #30.





# West Kelowna Fire Rescue Facilities

February 2022 (DRAFT in progress)



- ► Constructed in 1989
- Good condition
- ➤ 25 paid on-call firefighters assigned to this location

Smith Creek

Glenrosa

Fire house 30 - 2406 Drought Road, Westbank Centre



- ► Constructed in 1940
- Good condition
- ► Administrative building
- ► Up to 12 administrative staff working at this location

Page 54 of 681



# Fire Hall #32 Replacement Update

The existing Fire Hall #32 was built in 1971 and is no longer adequate to serve the operational needs of WKFR. The long overdue replacement is essential to accommodate additional firefighting apparatus and training of crews.

Currently, Fire Hall #32 acts as both an administration building and manned operational fire station with four firefighters on duty 24 hours a day, seven days a week. As WKFR and Lakeview Heights community has grown over the past 40+ years, so have the demands on Fire Hall #32. Centralizing and relocating fire rescue administration into Fire House #30 better enables Council to move forward with a more cost effective replacement of Fire Hall #32.

Fast fact: The pre-engineered lean-to-style steel building was constructed in 1971, with a small addition in 1976. The station was constructed to serve as a vehicle garage for two fire apparatus with small office space and common area for volunteer firefighters at that time.



# Fire Hall Study Recommends Replacement

The 2012 Fire Hall Study formed a list of recommendations; but, rather than investing capital dollars into this facility, the Facilities Master Plan recommended that it be replaced due to its poor condition and costly upgrades to any kind of vertical expansion.

Challenges have increased, prompting operational issues to be addressed:

- Emergency response vehicles are stored in temporary tents on the property.
- The facility is not accessible for employees or visitors with disabilities.
- There is insufficient space for training, which is necessary to meet legislative requirements of staff working at this station.
- There is insufficient space for administrative and fire rescue staff, equipment and apparatus.
- Among other base-building deficiencies, it has heating and cooling issues; and, in the winter, to minimize drafts, the windows are heat-sealed with plastic. The roof also leaks.
- The existing structure does not comply with the BC Building Code's post-disaster requirements or WorkSafe BC requirements related to the health and safety of the firefighters. There is no provision in place for emergency backup power.
- A temporary portable building has been added to the site to accommodate staff, resulting in an increased operating cost.



# New Fire Hall Location Assessment

In 2020, staff completed a Space Needs Assessment for the new Fire Hall #32 and evaluated existing and future land options. The new Fire Hall #32 needs to be built close to the existing location to accommodate fire response times, fire underwriter/insurance requirements and other factors that constrict land options. Further, land options in the area are limited due to ALR land and covenants that will not allow a fire hall to be built in adjacent areas.

Now that the WKFR administrative function will be centralized across the City, the Harmon Road site, previously identified for a future fire hall administration/operational facility has now become unsuitable for the function of a strictly operational Fire Hall #32. As the City is undertaking its Official Community Plan (OCP) update, the future land use as an outcome of the OCP update may guide Council as to a more suitable use for land at that location.



# **Replacement Plan Underway**

The concept design for the new Fire Hall #32 is underway. The outcome of that design will guide the financial model; and, the next update for Council, with the budget and concept design, is anticipated for late spring. Future updates will also include a look-ahead for public engagement on site design and local area use and function to ensure the City considers input through stakeholder meetings and with the public. Once staff considers Council and community input, detailed drawings will be completed in preparation for Council to initiate this project when ready.





# **Stay Informed**

Subscribe to e-News as project updates become available at westkelownacity.ca/subscribe



Email your inquiries to communications@westkelownacity.ca

**Contract** Phone for more information 778-797-1234





# WEST KELOWNA FIRE RESCUE FACILITIES UPDATE #2 JUNE 2023





# What's Inside

- Introduction
- Fire Hall #32 Site Selected
- What's Next





# **INTRODUCTION**



West Kelowna Fire Rescue (WKFR) provides emergency response, fire prevention and rescue services for the West Kelowna and Westbank First Nation area. As a growing region, WKFR and City staff continue to address public safety and ongoing operations and administrative needs within its current facilities to protect local communities and its natural assets.

Building on the first West Kelowna Fire Rescue Facilities Update issued in March 2022, the purpose of this second update is to highlight that the site for Fire Hall #32 (FH #32) in the Lakeview Heights neighbourhood has been selected, and to outline our next steps.

As described in Update #1 issued in March 2022, the existing FH #32 was built in 1971 and is no longer adequate to serve the operational needs of WKFR. Council and staff have been evaluating opportunities and constraints that come with replacing the fire hall.

An underwriters study determined that the location of the new fire hall had to be close to its current location to ensure minimal impact to property insurance and risk. Multiple sites were investigated and City-owned land in the immediate area of the current fire hall was determined to be the most suitable. The site at 860 Anders Road underwent a feasibility assessment beginning in 2020, which determined this site would meet the requirements.

Fire hall facilities are deployed strategically throughout West Kelowna to provide a rapid response to emergencies. Having single family residences no more than 8 km from a fire station and no multifamily or commercial structure more than 5 km away ensures an insurance grading of "protected status" keeping insurance rates low. When selecting the site as the new location from the existing Fire Hall #32, preference was given to keep the new site as close as possible to the existing site to maintain this balance, and not to take away this level of protection from any existing parcel. To ensure that fire and life safety services are maintained around the clock, decommissioning of the existing FH #32 would need to occur after the replacement fire hall is built.



# FIRE HALL #32 SITE SELECTED



Multiple sites in West Kelowna were investigated, and it was determined that the most effective and efficient location for the Fire Hall #32 replacement would be at 860 Anders Road. This site is the current location of Anders Park and the concept identifies that the existing site could co-locate a Fire Hall and maintain the existing uses as a park. As this is a city-owned site no land costs are required.

The park area is currently comprised of a small turf play field, small playground, a sport court and an eight-court tennis facility. Upgrades and modifications to the park and amenities will form part of the overall concept design as the next stages of the project proceeds. Continued stakeholder and public consultation remains a priority as the project takes shape, and project updates will be widely publicized and posted on our OurWK.ca engagement portal.

The new fire hall site provides for a relatively level building surface reducing substantial regrading costs or retaining walls and offers an elevated view of the court features. The location is also in the heart of the rapidly growing urbanizing Lakeview Heights community. Upgrades to the Anders Road frontage west of the fire hall would be enhanced with landscaping and trees and shrubs making the facility frontage much more pleasing than currently exists.

For more information and to review our Frequently Asked Questions document, please visit westkelownacity.ca/firerescue.





# **WHAT'S NEXT**



At this stage, only the site selection has been completed. Future project phases that would be developed for Council's consideration generally include business case development, concept design for the site, facilities and park amenities that include stakeholder and public consultation, estimates and budget planning, detailed design with continued consultations that all form part of the planning process.

Once the next phases of the project have been developed, staff will provide Council with a report that outlines the overall scope of the project, each phase and anticipated timing for their consideration. Please visit the back page of this document to learn more and stay connected with us as the project is developed.





# **CONNECTING WITH OUR COMMUNITY**



As a young city, we are planning for the future while taking care of today. We're investing in infrastructure, our economic growth and prosperity, strengthening our community and fostering safety and well-being. As each initiative within Council's four Strategic Priority pillars is planned and implemented, we'll be working closely with stakeholders and the public so issues and opportunities are included at every step of the way.

From updating our Official Community Plan to capital project consultations, we're aligning our operational plan communication and consultations to better coordinate and enhance our service levels. Your opinion matters and we want to hear from you!

We need your involvement to help make West Kelowna one of the most desirable places to live, work and play. Have your say and please stay connected with us.



# Phone

778-797-1000



# **Engage**OurWK.ca



# **Email**

info@westkelownacity.ca



# Subscribe

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# WEST KELOWNA FIRE RESCUE FACILITIES UPDATE JUNE 2023



# Replacement of Fire Hall #32: Frequently Asked Questions

# What are the main reasons for replacing Fire Hall #32 in the Lakeview Heights Area?

- 1. Built in 1971, Fire Hall #32 has long exceeded its functional lifespan and does not meet a number of the mandatory standards and the BC Building Code. This includes the building not meeting WorkSafe BC requirements, there's no provision for emergency backup power, increasing operating costs, repeated roof leaks and ongoing heating/cooling issues.
- 2. There are not enough apparatus bays that house heavy trucks, equipment and toxic turnout gear and many other functional limitations. Fire apparatus (trucks) today are also longer and the existing Fire Hall #32 has inadequate truck space. Trucks are also being stored under temporary outdoor dome tents. Daily equipment use and checks are also performed in extremely inadequate conditions.
- 3. Fire fighters are using temporary site trailers as the building far exceeded the capacity to keep up with a growing fire rescue service. The facility is no accessible for employees or visitors with disabilities.
- 4. Additional space is needed for support areas, sleeping quarters for night shift fire fighters, training (legislatively required) and fitness performance conditioning in the existing building.

# Why was this site within Lakeview Heights selected?

The insurance underwriters study determined that the location of the new hall had to be close to its current location in the Lakeview Heights neighbourhood. This is to ensure minimal impact to property insurance and risk. Multiple sites were investigated and the Anders Park area directly across the street from current Fire Hall was the most suitable land that met the requirements. Further, in 2020, the City was approached by the Lakeview Heights Neighbourhood Society to consider the 860 Anders Road (Anders Park area) as an option. For additional information, refer to the March 2022 and the June 2023 Fire Rescue Facilities Update documents on OurWK.ca.





# Will my fire coverage or insurance costs change as a result of the relocation?

No. We do not expect that the slight shift in location (within 100 metres) would have an impact on the existing fire response time. We cannot predict how this will be handled by the insurance industry, but anticipate it should not cause an impact.

# Were there any land costs with this site?

No. The City owns the site so no additional land costs are required. This helps reduce the cost to replace Fire Hall #32 as opposed to purchasing new land.

# What other measures have been used to reduce the cost to replace Fire Hall #32 so far?

In the existing Fire Hall #32, the administration group is co-located with fire fighters that requires a larger building to accommodate both groups. In early 2023, the West Kelowna Fire Rescue administration staff moved from the existing Fire Hall #32 to Fire House #30 to reduce the size of the future building that would be required to replace the existing Fire Hall #32.

# How will the building be integrated into the Anders Park area?

Once the business case is developed, a concept design would outline the anticipated footprint of the building on the site, the floors and use on each floor, the apparatus (truck) bays, the park area amenities (existing, modified and/or new), site improvements and more. Based on the site assessments completed to date, it's been determined that this site will accommodate the new Fire Hall #32. Working with park and area stakeholders, along with community input, will be an important part of the design process. More information will be widely posted to the community once the timing of next steps is determined.

# Why was the Harmon Road site deemed to be a less viable site for the new fire hall?

As noted in the City's West Kelowna Fire Rescue Facilities Update brochure in March 2022, by centralizing the fire rescue administrative function at Fire House #30, the previously identified Harmon Road site has become unsuitable for the function of a strictly operational fire hall.

# What are the next steps for the project?

At this stage, only the site selection has been completed. Future project phases for Council's consideration include business case development, concept design for the site, facilities and park amenities that include stakeholder and public consultation, estimates and budget planning, detailed design with continued consultations that form part of the planning process.





# How to stay connected with the project?



**Phone** 778-797-1000



**Email** info@westkelownacity.ca



**Website** westkelownacity.ca



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# **COUNCIL REPORT**



To: Mayor and Council Date: June 13, 2023

From: Paul Gipps, CAO

Subject: Establishment of the West Kelowna Economic Development Corporation

Report Prepared by: Allan Neilson, Neilson Strategies Inc.

### **RECOMMENDATION** to Consider and Resolve:

**THAT** Council approve the formation of a West Kelowna Economic Development Corporation, created pursuant to section 185 of the *Community Charter* as a municipal corporation wholly-owned by the City of West Kelowna;

**THAT** Council direct the Director of Legal Services and Risk Management to request and obtain the approval of the Inspector of Municipalities to establish the Corporation; and

**THAT** Council direct staff to report back with confirmation of the approval from the Inspector of Municipalities, and outline next steps in establishing the Board of Directors.

### **PURPOSE**

This report:

- 1) Provides an overview of the work undertaken by staff on the review of the City's existing economic development service model;
- 2) Seeks Council's approval to form a West Kelowna Economic Development Corporation as the preferred service model going forward;
- 3) Seeks Council's direction to request and obtain the approval of the Inspector of Municipalities to establish the Corporation.

### **BACKGROUND**

The City of West Kelowna currently provides an in-house municipal economic development service alongside a local tourism function. The municipality is also a participant in the Central Okanagan Economic Development Commission (COEDC), which exists as an in-house regional service of the Regional District of Central Okanagan. Strong development coupled with new economic opportunities in West Kelowna prompted the City in late 2021 to examine its local and regional economic development service

efforts. Two facilitated workshops were held with Council on alternative models to consider. At the end of the second workshop Council made the following decisions:

- to separate the delivery of the City's economic development service from its tourism function, and to focus the service review on economic development
- to confirm the City's ongoing participation in and support for the COEDC
- to explore the establishment of an arm's-length, City of West Kelowna economic development corporation (WKEDC) as the vehicle to deliver an enhanced West Kelowna-focused local economic development service

Public information materials and consultations about Council's strategic priority to explore an external economic development model began in 2021 as outlined in Attachment IV. Council directed that staff engage the business sector, industry associations, public and non-profit economic development agencies, post-secondary institutions, the Westbank First Nation Economic Development Commission and other stakeholders on the potential establishment of a corporation. Stakeholder engagement, which occurred in early 2022, confirmed that there was considerable support for the corporation model and the creation of a separate corporation for West Kelowna. Stakeholders pointed to several advantages of an arm's-length WKEDC, including:

- an ability to act quickly in the pursuit of economic development opportunities without being incumbered by the process and other constraints that can govern inhouse departments
- a governance structure with an autonomous board of directors, populated by business leaders and others with key stakes in the local economy
- an ability to ensure confidentiality to potential investors and new businesses interested in establishing or expanding operations in West Kelowna
- an ability to interact effectively with City administration, despite being a separate entity
- an ability to take on mandates and initiatives that would be difficult, if not impossible, to pursue within City Hall

Important factors required for the success of an EDC were also identified, including some based on the experiences of existing arm's-length economic development agencies in other jurisdictions (e.g., Chilliwack, Kamloops). Factors emphasized the need for:

- a West Kelowna economic development strategy, led by the corporation but with strong Council and industry input, to help inform the EDC mandate
- strategic planning for the corporation to set strategic priorities
- a clear understanding of the relationship between, roles and responsibilities of, and boundaries between the EDC and the City
- a strong level of collaboration with the region
- a board of directors with senior people from industry and business
- the value of formal protocols to set out the relationship with the municipality, but also the relationship between a West Kelowna EDC, the COEDC, the Westbank First Nation Economic Development Commission, and others

- stable, base funding (e.g., five-year agreements) from the City to enable the corporation to do its work (funding for key projects and initiatives can be raised from other sources)
- clear and reasonable metrics to assess and report on performance

Based on this feedback, as well as on the findings from the City's own research and discussions on service models, West Kelowna Council resolved to proceed with the creation of a WKEDC. Over the remainder of 2022, City staff created a proposed business plan (*Corporation Charter*) for the Corporation and the *Articles of Incorporation* required for establish and register the company. These documents were used as the basis for public information materials that were presented to the community over the course of a two-week consultation period in April 2023. Feedback provided by the public during this period — including feedback given at a public open house — was reported to Council in May 2023. This feedback provided further support for the formation of a WKEDC.

## DISCUSSION

To establish a WKEDC the City must submit and *Incorporation Application*, complete with the *Articles of Incorporation* and an *Incorporation Agreement*, to British Columbia's Corporate Registry. Before submitting the *Application*, however, the City must request and obtain the approval of British Columbia's Inspector of Municipalities to form the corporation.

The City's request to the Inspector must include a variety of documents and information materials, including:

- a resolution from Council that directs staff to seek incorporation
- the final draft Articles of Incorporation
- a legal opinion from the City's Solicitor (Director of Legal Services and Risk Management) to confirm that the Articles do not cause the City to incur any liability for the debts, obligations and action of the Corporation, and further than that Corporation, which is to be wholly-owned by the City, will be subject to the provisions of the Freedom of Information and Protection of Privacy Act
- a background report from the City's Solicitor to outline the rationale for the formation of the Corporation, comment on the duty of Council members to avoid conflicts of interest in interactions with the Corporation, outline the share ownership structure of the Corporation, and confirm that the City must adhere to the prohibition against providing assistance to the Corporation as a business
- background reports prepared by staff and used by Council in deciding to pursue the establishment of a corporation, and in structuring the Corporation
- information on the City's efforts to engage the public and stakeholder groups on the proposed WKEDC

This report speaks to the materials required for the City's submission. The report also introduces additional materials, not required by the Inspector, that have or that will need to be developed by the City to operationalize the WKEDC should it be approved by the Inspector.

# **Resolution from Council**

If approved by Council, the proposed resolutions in the Recommendation section of the report would be included, in certified form, in the submission to the Inspector.

**THAT** Council approve the formation of a West Kelowna Economic Development Corporation, created pursuant to section 185 of the *Community Charter* as a municipal corporation wholly-owned by the City of West Kelowna;

**THAT** Council direct the Director of Legal Services and Risk Management to request and obtain the approval of the Inspector of Municipalities to establish the Corporation; and

**THAT** Council direct staff to report back with confirmation of the approval from the Inspector of Municipalities, and outline next steps in establishing the Board of Directors.

# **Articles of Incorporation**

The Articles of Incorporation (Attachment I) is the chief legal document required to incorporate and register the Corporation, pursuant to the Business Corporations Act. The Articles deal with the Corporation's share structure and changes to the structure, borrowing powers, shareholder meetings and meeting procedures, the appointment/removal of directors and the powers of directors, procedures for board meetings, the creation of board committees, the appointment of officers, financial matters including the payment of dividends and the appointment of an auditor. The Corporation's purpose and restrictions on its activities are also listed in the Articles.

# **Legal Opinion and Solicitor's Report**

The City's Solicitor has provided the required legal opinion and background report. Both documents will be included in the submission to the Inspector.

# **Background Reports**

Attachment II presents the range of background reports and workshop materials used by Council in selecting the municipal corporation option as the preferred service model for the City's local economic development service.

Attachment III presents the *Corporation Charter*. The *Charter* is a non-legal document that serves as the business plan for the WKEDC. It provides a full overview of the agency including:

- its purpose as the strategic business development agency created by the City of West Kelowna to lead efforts aimed at building West Kelowna's economy
- its list of responsibilities, which highlight the creation of a *West Kelowna Economic Development Strategy*, efforts to attract business, employers and investment to West Kelowna, the development of West Kelowna branding, the coordination of economic development activities taken by a range of other groups, the creation of programs to retain and expand existing businesses, and the provision of advice to the City to ensure that its policies, regulations and services support business growth
- the legal structure of the WKEDC as a City of West Kelowna local government corporation, created under section 185 of the Community Charter, and incorporated under British Columbia's Business Corporations Act
- the Corporation's ownership structure, which identifies the City of West Kelowna as the sole shareholder
- the range of decisions on the Corporation that are the prerogative of the City as shareholder, including decisions related to mandate, ownership, governance, expansion and funding of the Corporation
- all information on the WKEDC's autonomous board of directors, including the board's structure, duties and responsibilities, use of committees, method of reporting to the shareholder
- the Corporation's funding model, which provides for base funding through under the terms of a service agreement, and which sets out expectations for raising project funding
- the role and responsibilities of the Corporation's chief executive officer
- other operating considerations
- the expectation of a five-year review

Appended to the *Charter* are estimates of annual base costs and start-up costs that would be incurred by the Corporation.

# **Stakeholder and Public Engagement**

As noted earlier in the Background section, the City began providing preliminary information about Council's consideration of an external model for economic development in 2021. The City subsequently engaged stakeholder groups and the public in 2022 to explore the concept of an economic development corporation in greater detail. The support received from groups at that time informed Council's decision to pursue the establishment of a corporation for West Kelowna. In 2023, the City also engaged the

broader community on the proposed WKEDC to inform and seek input for Council's consideration. A public *Information Package* was made available online and in hardcopy form at a public open house. The availability of the *Package*, the details on the open house, and the means for providing input were announced through news releases, paid advertisements, posted on the City's website, broadcast through social media channels and more.

The *Information Package*, news releases and other materials are provided in Attachment IV. Also provided are the full results of input received from the community.

## Other Documents

A Service Agreement (Attachment V) has been drafted to allow the City to contract the WKEDC (once incorporated) to provide specific, enumerated services to the community. The Agreement requires the Corporation to deliver a work plan and budget to the City each year, and to present to Council on work undertaken and outcomes achieved. The City is required under the Agreement to provide a set level of annual funding (i.e., payment) to the Corporation in exchange for the services provided.

The Service Agreement, it should be made clear, is between the City and the WKEDC. It would only be entered into once the Corporation were incorporated, and once the agency had its own board of directors appointed (the board would need to sign the Agreement). The Agreement is included here because of its importance to the WKEDC's proposed funding model which relies on funds, paid by the City in exchange for services provided, to cover all annual base costs.

An additional document that would be developed following approval by the Inspector is a *Shareholder Agreement*. This *Agreement* would set out the rights and obligations of the City as the sole shareholder, and of the Corporation's board of directors. Among other provisions, the *Shareholder Agreement* would reserve for the City the authority to:

- amend to the *Articles* (subject to approval by the Inspector), and amend or repeal the bylaws
- appoint and remove board directors
- · appoint officers of the Corporation
- approve the annual business plan and budget
- · set limits on borrowing
- approve the issuance of shares
- approve any transaction out of the ordinary course of business
- approve changes to the authorized signing officers
- undertake certain other significant matters

The rights of the City set out in a *Shareholder Agreement* would supersede certain sections of the *Articles of Incorporation*, including (for example) those on the issuance and transfer of shares.

One final document that Council may wish to create, post-incorporation, is a *Partnering Agreement*. This *Agreement* would enable the City to provide assistance to the Corporation in the form of City assets, provision of office space, loans, debt guarantees or other forms. To comply with the restrictions in the *Community Charter* on providing assistance to a business, the *Partnering Agreement* would set out the services provided by the Corporation to the City. Section 21 of the *Community Charter* provides for partnering agreements for the provision of a service on behalf the municipality.

## **NEXT STEPS**

If Council supports the recommended resolutions, the City's Director of Legal Services and Risk Management will submit the required materials to the Inspector of Municipalities and seek the Inspector's approval. If approval is provided, the City will need to:

- finalize, for signing by the City and the Corporation, the Services Agreement
- prepare a *Shareholder Agreement* and a *Partnering Agreement*, also for signing by the City and the Corporation
- update Council on approvals and next steps
- begin the process to recruit the inaugural Board of Directors and CEO

Additionally, the CEO, once in place, will be responsible for securing office space and putting in place the foundational elements to enable the WKEDC to begin business. The CEO will also play an important role in Board orientation and strategic planning.

# FINANCIAL IMPLICATIONS

The Finance department has confirmed a budget of \$227,000 allocated for economic development expenses in 2023. Currently, the year-to-date spending stands at just under \$15,000. Taking into account the estimated operating costs of the WKEDC and considering the timing of its implementation, there appears to be a reasonable amount of budget available to support its activities this year. Funds from the 2022 budget of \$115,000 were carried forward to assist with start-up costs. Further analysis will be done during the 2024 budget process to incorporate annual costs going forward.

## **REVIEWED BY**

Brad Savoury, Director of Legal Services and Risk Management Sandy Webster, Director of Corporate Initiatives Corinne Boback, Legislative Services Manager / Corporate Officer Warren Everton, Director of Finance / CFO

	Gipps, CAO		
		PowerPoint: Yes ⊠	No □
Attach	iments:		
2) 3) 4)	Incorporation Agreement and Articles of Incorporation Background Reports and Workshop Materials Corporation Charter Information Package and Engagement Materials Service Agreement	1	

# **INCORPORATION AGREEMENT WITH ARTICLES**

# **INCORPORATION AGREEMENT**

The undersigned incorporator wishes to form a company under the *Business Corporations Act* (British Columbia) in accordance with the terms of this agreement.

1.	The name of the Company will be "West Ke	lowna Economic Development Corporation".			
2.	The articles of the Company will be those a agreement.	orticles signed by the incorporator and attached to this			
3.	The authorized capital of the Company will	consist of:			
4.	The incorporator agrees to take the number and kind of shares in the Company set out opposite their name [optional—at an issue price of \$[amount] per share].				
	Dat	e:			
Sig	gnature of Incorporator				
Na	ame of Incorporator:	Number and kind of shares taken:			

*Incorporation number: [number]* 

# West Kelowna Economic Development Corporation (the "Company")

# **ARTICLES**

- 1. Interpretation
- 2. Shares and Share Certificates
- 3. Issue of Shares
- 4. Share Registers
- 5. Share Transfers
- 6. Transmission of Shares
- 7. Acquisition of Company's Shares
- 8. Borrowing Powers
- 9. Alterations
- 10. Meetings of Shareholders
- 11. Proceedings at Meetings of Shareholders
- 12. Votes of Shareholders
- 13. Directors
- 14. Election and Removal of Directors
- 15. Powers and Duties of Directors
- 16. Interests of Directors and Officers
- 17. Proceedings of Directors
- 18. Executive and Other Committees
- 19. Officers
- 20. Indemnification
- 21. Dividends
- 22. Accounting Records and Auditors
- 23. Notices
- 24. Seal
- 25. City of West Kelowna as Shareholder Business Restriction and Accountability

# 1. Interpretation

## 1.1 Definitions

In these Articles, unless the context otherwise requires:

- (1) "appropriate person" has the meaning assigned in the Securities Transfer Act;
- (2) "board of directors", "directors", and "board" mean the directors or sole director of the Company for the time being;
- (3) "Business Corporations Act" means the Business Corporations Act (British Columbia) from time to time in force and all amendments thereto and includes all regulations and amendments thereto made pursuant to that Act;

- (4) "Interpretation Act" means the Interpretation Act (British Columbia) from time to time in force and all amendments thereto and includes all regulations and amendments thereto made pursuant to that Act:
- (5) "legal personal representative" means the personal or other legal representative of a shareholder;
- (6) "protected purchaser" has the meaning assigned in the Securities Transfer Act;
- (7) **"registered address"** of a shareholder means the shareholder's address as recorded in the central securities register;
- (8) **"resolution"** refers, for clarity, to a resolution of the shareholders of the applicable type, unless otherwise expressly stated in these Articles to be a directors resolution;
- (9) "seal" means the seal of the Company, if any; and
- (10) "Securities Transfer Act" means the Securities Transfer Act (British Columbia) from time to time in force and all amendments thereto and includes all regulations and amendments thereto made pursuant to that Act.

## 1.2 Business Corporations Act and Interpretation Act Definitions Applicable

The definitions in the *Business Corporations Act* and the definitions and rules of construction in the *Interpretation Act*, with the necessary changes, so far as applicable, and unless the context requires otherwise, apply to these Articles as if they were an enactment. If there is a conflict between a definition in the *Business Corporations Act* and a definition or rule in the *Interpretation Act* relating to a term used in these Articles, the definition in the *Business Corporations Act* will prevail in relation to the use of the term in these Articles. If there is a conflict or inconsistency between these Articles and the *Business Corporations Act*, the *Business Corporations Act* will prevail.

## 2. Shares and Share Certificates

## 2.1 Authorized Share Structure

The authorized share structure of the Company consists of shares of the class or classes and series, if any, described in the Notice of Articles of the Company.

#### 2.2 Form of Share Certificate

Each share certificate issued by the Company must comply with, and be signed as required by, the *Business Corporations Act*.

#### 2.3 Shareholder Entitled to Certificate or Acknowledgment

Unless the shares of which the shareholder is the registered owner are uncertificated shares within the meaning of the *Business Corporations Act*, each shareholder is entitled, without charge, to (a) one share certificate representing the shares of each class or series of shares registered in the shareholder's name

or (b) a non-transferable written acknowledgment of the shareholder's right to obtain such a share certificate, provided that in respect of a share held jointly by several persons, the Company is not bound to issue more than one share certificate or acknowledgment and delivery of a share certificate, or an acknowledgment to one of several joint shareholders or to a duly authorized agent of one of the joint shareholders will be sufficient delivery to all.

# 2.4 Delivery by Mail

Any share certificate or non-transferable written acknowledgment of a shareholder's right to obtain a share certificate may be sent to the shareholder by mail at the shareholder's registered address and neither the Company nor any director, officer, or agent of the Company is liable for any loss to the shareholder because the share certificate or acknowledgement is lost in the mail or stolen.

# 2.5 Replacement of Worn Out or Defaced Certificate or Acknowledgement

If the directors are satisfied that a share certificate or a non-transferable written acknowledgment of the shareholder's right to obtain a share certificate is worn out or defaced, they must, on production to them of the share certificate or acknowledgment, as the case may be, and on such other terms, if any, as they think fit:

- (1) order the share certificate or acknowledgment, as the case may be, to be cancelled; and
- (2) issue a replacement share certificate or acknowledgment, as the case may be.

# 2.6 Replacement of Lost, Destroyed, or Wrongfully Taken Certificate

If a person entitled to a share certificate claims that the share certificate has been lost, destroyed, or wrongfully taken, the Company must issue a new share certificate, if that person:

- (1) so requests before the Company has notice that the share certificate has been acquired by a protected purchaser;
- (2) provides the Company with an indemnity bond sufficient in the Company's judgment to protect the Company from any loss that the Company may suffer by issuing a new certificate; and
- (3) satisfies any other reasonable requirements imposed by the directors.

A person entitled to a share certificate may not assert against the Company a claim for a new share certificate where a share certificate has been lost, apparently destroyed, or wrongfully taken if that person fails to notify the Company of that fact within a reasonable time after that person has notice of it and the Company registers a transfer of the shares represented by the certificate before receiving a notice of the loss, apparent destruction, or wrongful taking of the share certificate.

#### 2.7 Recovery of New Share Certificate

If, after the issue of a new share certificate, a protected purchaser of the original share certificate presents the original share certificate for the registration of transfer, then in addition to any rights under the

indemnity bond, the Company may recover the new share certificate from a person to whom it was issued or any person taking under that person other than a protected purchaser.

## 2.8 Splitting Share Certificates

If a shareholder surrenders a share certificate to the Company with a written request that the Company issue in the shareholder's name two or more share certificates, each representing a specified number of shares and in the aggregate representing the same number of shares as represented by the share certificate so surrendered, the Company must cancel the surrendered share certificate and issue replacement share certificates in accordance with that request.

#### 2.9 Certificate Fee

There must be paid to the Company, in relation to the issue of any share certificate under Articles 2.5, 2.6, or 2.8, the amount, if any and which must not exceed the amount prescribed under the *Business Corporations Act*, determined by the directors.

# 2.10 Recognition of Trusts

Except as required by law or statute or these Articles, no person will be recognized by the Company as holding any share upon any trust, and the Company is not bound by or compelled in any way to recognize (even when having notice thereof) any equitable, contingent, future, or partial interest in any share or fraction of a share or (except as required by law or statute or these Articles or as ordered by a court of competent jurisdiction) any other rights in respect of any share except an absolute right to the entirety thereof in the shareholder.

#### 3. Issue of Shares

#### 3.1 Directors Authorized

Subject to the *Business Corporations Act* and the rights of the Shareholder and the Company, the Company may issue, allot, sell, or otherwise dispose of the unissued shares, and issued shares held by the Company, to the Shareholder, in the manner, on the terms and conditions and for the issue prices (including any premium at which shares with par value may be issued) that the directors may determine. The issue price for a share with par value must be equal to or greater than the par value of the share.

## 3.2 Conditions of Issue

Except as provided for by the *Business Corporations Act*, no share may be issued until it is fully paid. A share is fully paid when:

- (1) consideration is provided to the Company for the issue of the share by one or more of the following:
  - (a) past services performed for the Company;
  - (b) property;

- (c) money; and
- (2) the value of the consideration received by the Company equals or exceeds the issue price set for the share under Article 3.1.

## 4. Share Registers

# 4.1 Central Securities Register

As required by and subject to the *Business Corporations Act*, the Company must maintain a central securities register. The directors may, subject to the *Business Corporations Act*, appoint an agent to maintain the central securities register. The directors may also appoint one or more agents, including the agent which keeps the central securities register, as transfer agent for its shares or any class or series of its shares, as the case may be, and the same or another agent as registrar for its shares or such class or series of its shares, as the case may be. The directors may terminate such appointment of any agent at any time and may appoint another agent in its place.

## 4.2 Closing Register

The Company must not at any time close its central securities register.

#### 5. Share Transfers

# 5.1 Registering Transfers

The Company must register a transfer of a share of the Company if either:

- (1) the Company or the transfer agent or registrar for the class or series of share to be transferred has received:
  - (a) in the case where the Company has issued a share certificate in respect of the share to be transferred, that share certificate and a written instrument of transfer (which may be on a separate document or endorsed on the share certificate) made by the shareholder or other appropriate person or by an agent who has actual authority to act on behalf of that person;
  - (b) in the case of a share that is not represented by a share certificate (including an uncertificated share within the meaning of the Business Corporations Act and including the case where the Company has issued a non-transferable written acknowledgment of the shareholder's right to obtain a share certificate in respect of the share to be transferred), a written instrument of transfer made by the shareholder or other appropriate person or by an agent who has actual authority to act on behalf of that person; and
  - such other evidence, if any, as the Company or the transfer agent or registrar for the class or series of share to be transferred may require to prove the title of the transferor or the

transferor's right to transfer the share, that the written instrument of transfer is genuine and authorized and that the transfer is rightful or to a protected purchaser; or

(2) all the preconditions for a transfer of a share under the *Securities Transfer Act* have been met and the Company is required under the *Securities Transfer Act* to register the transfer.

# **5.1A** Waivers of Requirements for Transfer

The Company may waive any of the requirements set out in Article 5.1(1) and any of the preconditions referred to in Article 5.1(2).

#### **5.2** Form of Instrument of Transfer

The instrument of transfer in respect of any share of the Company must be either in the form, if any, on the back of the Company's share certificates or in any other form that may be approved by the Company or the transfer agent for the class or series of shares to be transferred.

#### 5.3 Transferor Remains Shareholder

Except to the extent that the *Business Corporations Act* otherwise provides, the transferor of shares is deemed to remain the holder of the shares until the name of the transferee is entered in a securities register of the Company in respect of the transfer.

#### 5.4 Signing of Instrument of Transfer

If a shareholder or other appropriate person or an agent who has actual authority to act on behalf of that person signs an instrument of transfer in respect of shares registered in the name of the shareholder, the signed instrument of transfer constitutes a complete and sufficient authority to the Company and its directors, officers, and agents to register the number of shares specified in the instrument of transfer or specified in any other manner, or, if no number is specified but share certificates are deposited with the instrument of transfer, all the shares represented by such share certificates:

- (1) in the name of the person named as transferee in that instrument of transfer; or
- (2) if no person is named as transferee in that instrument of transfer, in the name of the person on whose behalf the instrument is deposited for the purpose of having the transfer registered.

#### 5.5 Inquiry as to Title Not Required

Neither the Company nor any director, officer, or agent of the Company is bound to inquire into the title of the person named in the instrument of transfer as transferee or, if no person is named as transferee in the instrument of transfer, of the person on whose behalf the instrument is deposited for the purpose of having the transfer registered or is liable for any claim related to registering the transfer by the shareholder or by any intermediate owner or holder of the shares, of any interest in the shares, of any share certificate representing such shares, or of any written acknowledgment of a right to obtain a share certificate for such shares.

#### 5.6 Transfer Fee

There must be paid to the Company, in relation to the registration of any transfer, the amount, if any, determined by the directors.

#### 6. Transmission of Shares

# 6.1 Legal Personal Representative Recognized on Death

In the case of the death of a shareholder, the legal personal representative of the shareholder, or in the case of shares registered in the shareholder's name and the name of another person in joint tenancy, the surviving joint holder, will be the only person recognized by the Company as having any title to the shareholder's interest in the shares. Before recognizing a person as a legal personal representative of a shareholder, the directors may require the original grant of probate or letters of administration or a court certified copy of them or the original or a court certified or authenticated copy of the grant of representation, will, order, or other instrument or other evidence of the death under which title to the shares or securities is claimed to vest.

# 6.2 Rights of Legal Personal Representative

The legal personal representative of a shareholder has the same rights, privileges, and obligations that attach to the shares held by the shareholder, including the right to transfer the shares in accordance with these Articles, if the appropriate evidence of appointment or incumbency within the meaning of the *Securities Transfer Act* has been deposited with the Company. This Article 6.2 does not apply in the case of the death of a shareholder with respect to shares registered in the shareholder's name and the name of another person in joint tenancy.

# 7. Acquisition of Company's Shares

#### 7.1 Company Authorized to Purchase or Otherwise Acquire Shares

Subject to Article 7.2, the special rights or restrictions attached to the shares of any class or series of shares and the *Business Corporations Act*, the Company may, if authorized by special resolution, purchase or otherwise acquire any of its shares at the price and upon the terms determined by the directors.

# 7.2 No Purchase, Redemption, or Other Acquisition When Insolvent

The Company must not make a payment or provide any other consideration to purchase, redeem, or otherwise acquire any of its shares if there are reasonable grounds for believing that:

- (1) the Company is insolvent; or
- (2) making the payment or providing the consideration would render the Company insolvent.

#### 7.3 Sale and Voting of Purchased, Redeemed, or Otherwise Acquired Shares

If the Company retains a share redeemed, purchased, or otherwise acquired by it, the Company may, if authorized by special resolution, sell, gift, or otherwise dispose of the share, but, while such share is held by the Company, it:

- (1) is not entitled to vote the share at a meeting of its shareholders;
- (2) must not pay a dividend in respect of the share; and
- (3) must not make any other distribution in respect of the share.

# 8. Borrowing Powers

The Company, if authorized by special resolution, may:

- (1) borrow money in the manner and amount, on the security, from the sources, and on the terms and conditions that the directors consider appropriate;
- (2) issue bonds, debentures, and other debt obligations either outright or as security for any liability or obligation of the Company or any other person and at such discounts or premiums and on such other terms as the directors consider appropriate;
- (3) guarantee the repayment of money by any other person or the performance of any obligation of any other person; and
- (4) mortgage, charge, whether by way of specific or floating charge, grant a security interest in, or give other security on, the whole or any part of the present and future assets and undertaking of the Company.

#### 9. Alterations

#### 9.1 Alteration of Authorized Share Structure

Subject to Article 9.2 and the Business Corporations Act, the Company may by special resolution:

- (1) create one or more classes or series of shares or, if none of the shares of a class or series of shares are allotted or issued, eliminate that class or series of shares;
- (2) increase, reduce, or eliminate the maximum number of shares that the Company is authorized to issue out of any class or series of shares or establish a maximum number of shares that the Company is authorized to issue out of any class or series of shares for which no maximum is established;
- (3) subdivide or consolidate all or any of its unissued, or fully paid and issued, shares;
- (4) if the Company is authorized to issue shares of a class of shares with par value:
  - (a) decrease the par value of those shares; or
  - (b) if none of the shares of that class of shares are allotted or issued, increase the par value of those shares;

- (5) change all or any of its unissued, or fully paid and issued, shares with par value into shares without par value or any of its unissued shares without par value into shares with par value;
- (6) alter the identifying name of any of its shares; or
- (7) otherwise alter its shares or authorized share structure when required or permitted to do so by the *Business Corporations Act*,

and, if applicable, alter its Notice of Articles and, if applicable, its Articles, accordingly.

# 9.2 Special Rights or Restrictions

Subject to the *Business Corporations Act*, the Company may by special resolution:

- (1) create special rights or restrictions for, and attach those special rights or restrictions to, the shares of any class or series of shares, whether or not any or all of those shares have been issued; or
- vary or delete any special rights or restrictions attached to the shares of any class or series of shares, whether or not any or all of those shares have been issued,

and alter its Articles and Notice of Articles accordingly.

# 9.3 Change of Name

The Company may by special resolution authorize an alteration to its Notice of Articles in order to change its name and may, by ordinary resolution or directors' resolution, adopt or change any translation of that name.

#### 9.4 Other Alterations

If the *Business Corporations Act* does not specify the type of resolution and these Articles do not specify another type of resolution, the Company may by special resolution alter these Articles.

# 10. Meetings of Shareholders

## 10.1 Annual General Meetings

Unless an annual general meeting is deferred or waived in accordance with the *Business Corporations Act*, the Company must hold its first annual general meeting within 18 months after the date on which it was incorporated or otherwise recognized, and after that must hold an annual general meeting at least once in each calendar year and not more than 15 months after the last annual reference date at such time and place as may be determined by the directors.

## 10.2 Resolution Instead of Annual General Meeting

If all the shareholders who are entitled to vote at an annual general meeting consent by a unanimous resolution to all of the business that is required to be transacted at that annual general meeting, the annual general meeting is deemed to have been held on the date of the unanimous resolution. The

shareholders must, in any unanimous resolution passed under this Article 10.2, select as the Company's annual reference date a date that would be appropriate for the holding of the applicable annual general meeting.

## 10.3 Calling of Meetings of Shareholders

The directors may, at any time, call a meeting of shareholders to be held at such time and place as may be determined by the directors.

#### **10.4** Notice for Meetings of Shareholders

The Company must send notice of the date, time, and location of any meeting of shareholders (including, without limitation, any notice specifying the intention to propose a resolution as an exceptional resolution, a special resolution, or a special separate resolution and any notice to consider approving an amalgamation into a foreign jurisdiction, an arrangement, or the adoption of an amalgamation agreement, and any notice of a general meeting, class meeting, or series meeting), in the manner provided in these Articles, or in such other manner, if any, as may be prescribed by ordinary resolution (whether previous notice of the resolution has been given or not), to each shareholder entitled to attend the meeting, to each director, and to the auditor of the Company, unless these Articles otherwise provide, at least 10 days before the meeting.

# 10.5 Notice of Resolution to Which Shareholders May Dissent

The Company must send to each of its shareholders, whether or not their shares carry the right to vote, a notice of any meeting of shareholders at which a resolution entitling shareholders to dissent is to be considered specifying the date of the meeting and containing a statement advising of the right to send a notice of dissent together with a copy of the proposed resolution at least 10 days before the meeting.

#### 10.6 Record Date for Notice

The directors may set a date as the record date for the purpose of determining shareholders entitled to notice of any meeting of shareholders. The record date must not precede the date on which the meeting is to be held by more than two months or, in the case of a general meeting requisitioned by shareholders under the *Business Corporations Act*, by more than four months. The record date must not precede the date on which the meeting is held by fewer than 10 days.

If no record date is set, the record date is 5:00 p.m. on the day immediately preceding the first date on which the notice is sent or, if no notice is sent, the beginning of the meeting.

#### 10.7 Record Date for Voting

The directors may set a date as the record date for the purpose of determining shareholders entitled to vote at any meeting of shareholders. The record date must not precede the date on which the meeting is to be held by more than two months or, in the case of a general meeting requisitioned by shareholders under the *Business Corporations Act*, by more than four months. If no record date is set, the record date is 5:00 p.m. on the day immediately preceding the first date on which the notice is sent or, if no notice is sent, the beginning of the meeting.

#### 10.8 Failure to Give Notice and Waiver of Notice

The accidental omission to send notice of any meeting of shareholders to, or the non-receipt of any notice by, any of the persons entitled to notice does not invalidate any proceedings at that meeting. Any person entitled to notice of a meeting of shareholders may, in writing or otherwise, waive that entitlement or agree to reduce the period of that notice. Attendance of a person at a meeting of shareholders is a waiver of entitlement to notice of the meeting unless that person attends the meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called.

#### 10.9 Meetings by Telephone or Communications Medium

The directors may determine that a meeting of shareholders must be held entirely by means of telephonic, electronic, or other communication facilities that permit all participants to communicate with each other during the meeting. A meeting of shareholders may also be held at which some, but not necessarily all, persons entitled to attend may participate by means of such communication facilities, if the directors determine to make them available. A person who participates in a meeting in a manner contemplated by this Article 10.9 is deemed for all purposes of the *Business Corporations Act* and these Articles to be present at the meeting.

## 10.10 Notice of Special Business at Meetings of Shareholders

If a meeting of shareholders is to consider special business within the meaning of Article 11.1, the notice of meeting must:

- (1) state the general nature of the special business; and
- (2) if the special business includes considering, approving, ratifying, adopting, or authorizing any document or the signing of or giving of effect to any document, have attached to it a copy of the document or state that a copy of the document will be available for inspection by shareholders:
  - (a) at the Company's records office, or at such other reasonably accessible location in British Columbia as is specified in the notice; and
  - (b) during statutory business hours on any one or more specified days before the day set for the holding of the meeting.

## 11. Proceedings at Meetings of Shareholders

# 11.1 Special Business

At a meeting of shareholders, the following business is special business:

- at a meeting of shareholders that is not an annual general meeting, all business is special business except business relating to the conduct of or voting at the meeting;
- (2) at an annual general meeting, all business is special business except for the following:
  - (a) business relating to the conduct of or voting at the meeting;

- (b) consideration of any financial statements of the Company presented to the meeting;
- (c) consideration of any reports of the directors or auditor;
- (d) the setting or changing of the number of directors;
- (e) the election or appointment of directors;
- (f) the appointment of an auditor;
- (g) the setting of the remuneration of an auditor;
- (h) business arising out of a report of the directors not requiring the passing of a special resolution or an exceptional resolution; and
- (i) any other business which, under these Articles or the *Business Corporations Act*, may be transacted at a meeting of shareholders without prior notice of the business being given to the shareholders.

## 11.2 Special Majority

The majority of votes required for the Company to pass a special resolution at a general meeting of shareholders is two-thirds of the votes cast on the resolution.

#### 11.3 Quorum

Subject to the special rights or restrictions attached to the shares of any class or series of shares and to Article 11.4, the quorum for the transaction of business at a meeting of shareholders is two persons who are, or who represent by proxy, shareholders who, in the aggregate, hold at least 50% of the issued shares entitled to be voted at the meeting.

# 11.4 One Shareholder May Constitute Quorum

If there is only one shareholder entitled to vote at a meeting of shareholders:

- (1) the quorum is one person who is, or who represents by proxy, that shareholder; and
- (2) that shareholder, present in person or by proxy, may constitute the meeting.

# 11.5 Persons Entitled to Attend Meeting

In addition to those persons who are entitled to vote at a meeting of shareholders, the only other persons entitled to be present at the meeting are the directors, the president (if any), the secretary (if any), any lawyer for the Company, the auditor of the Company, any persons invited to be present at the meeting by the directors or by the chair of the meeting, and any persons entitled or required under the *Business Corporations Act* or these Articles to be present at the meeting; but if any of

those persons does attend the meeting, that person is not to be counted in the quorum and is not entitled to vote at the meeting unless that person is a shareholder or proxy holder entitled to vote at the meeting.

#### 11.6 Requirement of Quorum

No business, other than the election of a chair of the meeting and the adjournment of the meeting, may be transacted at any meeting of shareholders unless a quorum of shareholders entitled to vote is present at the commencement of the meeting, but such quorum need not be present throughout the meeting.

## 11.7 Lack of Quorum

If, within one-half hour from the time set for the holding of a meeting of shareholders, a quorum is not present:

- (1) in the case of a general meeting requisitioned by shareholders, the meeting is dissolved; and
- in the case of any other meeting of shareholders, the meeting stands adjourned to the same day in the next week at the same time and place.

#### 11.8 Lack of Quorum at Succeeding Meeting

If, at the meeting to which the meeting referred to in Article 11.7(2) was adjourned, a quorum is not present within one-half hour from the time set for the holding of the meeting, the person or persons present and being, or representing by proxy, one or more shareholders entitled to attend and vote at the meeting, constitute a quorum.

#### 11.9 Chair

The following individual is entitled to preside as chair at a meeting of shareholders:

- (1) the chair of the board, if any; or
- (2) if the chair of the board is absent or unwilling to act as chair of the meeting, the president, if any.

#### 11.10 Selection of Alternate Chair

If, at any meeting of shareholders, there is no chair of the board or president present within 15 minutes after the time set for holding the meeting, or if the chair of the board and the president are unwilling to act as chair of the meeting, or if the chair of the board and the president have advised the secretary, if any, or any director present at the meeting, that they will not be present at the meeting, the directors present must choose one of their number to be chair of the meeting or if all of the directors present decline to take the chair or fail to so choose or if no director is present, the shareholders entitled to vote at the meeting who are present in person or by proxy may choose any person present at the meeting to chair the meeting.

#### 11.11 Adjournments

The chair of a meeting of shareholders may, and if so directed by the meeting must, adjourn the meeting from time to time and from place to place, but no business may be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

# 11.12 Notice of Adjourned Meeting

It is not necessary to give any notice of an adjourned meeting of shareholders or of the business to be transacted at an adjourned meeting of shareholders except that, when a meeting is adjourned for 30 days or more, notice of the adjourned meeting must be given as in the case of the original meeting.

#### 11.13 Decisions by Show of Hands or Poll

Subject to the *Business Corporations Act*, every motion put to a vote at a meeting of shareholders will be decided on a show of hands unless a poll, before or on the declaration of the result of the vote by show of hands, is directed by the chair or demanded by any shareholder entitled to vote who is present in person or by proxy.

#### 11.14 Declaration of Result

The chair of a meeting of shareholders must declare to the meeting the decision on every question in accordance with the result of the show of hands or the poll, as the case may be, and that decision must be entered in the minutes of the meeting. A declaration of the chair that a resolution is carried by the necessary majority or is defeated is, unless a poll is directed by the chair or demanded under Article 11.13, conclusive evidence without proof of the number or proportion of the votes recorded in favour of or against the resolution.

#### 11.15 Motion Need Not be Seconded

No motion proposed at a meeting of shareholders need be seconded unless the chair of the meeting rules otherwise, and the chair of any meeting of shareholders is entitled to propose or second a motion.

#### 11.16 Casting Vote

In the case of an equality of votes, the chair of a meeting of shareholders does not, either on a show of hands or on a poll, have a second or casting vote in addition to the vote or votes to which the chair may be entitled as a shareholder.

#### 11.17 Manner of Taking Poll

Subject to Article 11.18, if a poll is duly demanded at a meeting of shareholders:

- (1) the poll must be taken:
  - (a) at the meeting, or within seven days after the date of the meeting, as the chair of the meeting directs; and
  - (b) in the manner, at the time and at the place that the chair of the meeting directs;

- (2) the result of the poll is deemed to be the decision of the meeting at which the poll is demanded; and
- (3) the demand for the poll may be withdrawn by the person who demanded it.

### 11.18 Demand for Poll on Adjournment

A poll demanded at a meeting of shareholders on a question of adjournment must be taken immediately at the meeting.

#### 11.19 Chair Must Resolve Dispute

In the case of any dispute as to the admission or rejection of a vote given on a poll, the chair of the meeting must determine the dispute, and the chair's determination made in good faith is final and conclusive.

# 11.20 Casting of Votes

On a poll, a shareholder entitled to more than one vote need not cast all the votes in the same way.

## 11.21 No Demand for Poll on Election of Chair

No poll may be demanded in respect of the vote by which a chair of a meeting of shareholders is elected.

#### 11.22 Demand for Poll Not to Prevent Continuance of Meeting

The demand for a poll at a meeting of shareholders does not, unless the chair of the meeting so rules, prevent the continuation of the meeting for the transaction of any business other than the question on which a poll has been demanded.

#### 11.23 Retention of Ballots and Proxies

The Company must, for at least three months after a meeting of shareholders, keep each ballot cast on a poll and each proxy voted at the meeting, and, during that period, make them available for inspection during normal business hours by any shareholder or proxy holder entitled to vote at the meeting. At the end of such three month period, the Company may destroy such ballots and proxies.

## 12. Votes of Shareholders

# 12.1 Number of Votes by Shareholder or by Shares

Subject to any special rights or restrictions attached to any shares and to the restrictions imposed on joint shareholders under Article 12.3:

on a vote by show of hands, every person present who is a shareholder or proxy holder and entitled to vote on the matter has one vote; and

on a poll, every shareholder entitled to vote on the matter has one vote in respect of each share entitled to be voted on the matter and held by that shareholder and may exercise that vote either in person or by proxy.

# 12.2 Votes of Persons in Representative Capacity

A person who is not a shareholder may vote at a meeting of shareholders, whether on a show of hands or on a poll, and may appoint a proxy holder to act at the meeting, if, before doing so, the person satisfies the chair of the meeting, or the directors, that the person is a legal personal representative or a trustee in bankruptcy for a shareholder who is entitled to vote at the meeting.

## 12.3 Votes by Joint Holders

If there are joint shareholders registered in respect of any share:

- (1) any one of the joint shareholders may vote at any meeting of shareholders, personally or by proxy, in respect of the share as if that joint shareholder were solely entitled to it; or
- (2) if more than one of the joint shareholders is present at any meeting of shareholders, personally or by proxy, and more than one of them votes in respect of that share, then only the vote of the joint shareholder present whose name stands first on the central securities register in respect of the share will be counted.

#### 12.4 Legal Personal Representatives as Joint Shareholders

Two or more legal personal representatives of a shareholder in whose sole name any share is registered are, for the purposes of Article 12.3, deemed to be joint shareholders registered in respect of that share.

#### 12.5 Representative of a Corporate Shareholder

If a corporation that is not a subsidiary of the Company is a shareholder, that corporation may appoint a person to act as its representative at any meeting of shareholders of the Company, and:

- (1) for that purpose, the instrument appointing a representative must be received:
  - (a) at the registered office of the Company or at any other place specified, in the notice calling the meeting, for the receipt of proxies, at least the number of business days specified in the notice for the receipt of proxies, or if no number of days is specified, two business days before the day set for the holding of the meeting or any adjourned meeting; or
  - (b) at the meeting or any adjourned meeting, by the chair of the meeting or adjourned meeting or by a person designated by the chair of the meeting or adjourned meeting;
- (2) if a representative is appointed under this Article 12.5:
  - (a) the representative is entitled to exercise in respect of and at that meeting the same rights on behalf of the corporation that the representative represents as that corporation could

exercise if it were a shareholder who is an individual, including, without limitation, the right to appoint a proxy holder; and

(b) the representative, if present at the meeting, is to be counted for the purpose of forming a quorum and is deemed to be a shareholder present in person at the meeting.

Evidence of the appointment of any such representative may be sent to the Company by written instrument, email, fax, or any other method of transmitting legibly recorded messages.

## 12.6 When Proxy Holder Need Not Be Shareholder

A person must not be appointed as a proxy holder unless the person is a shareholder, although a person who is not a shareholder may be appointed as a proxy holder if:

- (1) the person appointing the proxy holder is a corporation or a representative of a corporation appointed under Article 12.5;
- (2) the Company has at the time of the meeting for which the proxy holder is to be appointed only one shareholder entitled to vote at the meeting; or
- (3) the shareholders present in person or by proxy at and entitled to vote at the meeting for which the proxy holder is to be appointed, by a resolution on which the proxy holder is not entitled to vote but in respect of which the proxy holder is to be counted in the quorum, permit the proxy holder to attend and vote at the meeting.

#### 12.7 Appointment of Proxy Holders

Every shareholder of the Company, including a corporation that is a shareholder but not a subsidiary of the Company, entitled to vote at a meeting of shareholders may, by proxy, appoint one or more proxy holders to attend and act at the meeting in the manner, to the extent and with the powers conferred by the proxy.

## 12.8 Alternate Proxy Holders

A shareholder may appoint one or more alternate proxy holders to act in the place of an absent proxy holder.

#### 12.9 Deposit of Proxy

A proxy for a meeting of shareholders must:

(1) be received at the registered office of the Company or at any other place specified, in the notice calling the meeting, for the receipt of proxies, at least the number of business days specified in the notice, or if no number of days is specified, two business days before the day set for the holding of the meeting or any adjourned meeting; or

(2) unless the notice provides otherwise, be received at the meeting or any adjourned meeting, by the chair of the meeting or adjourned meeting or by a person designated by the chair of the meeting or adjourned meeting.

A proxy may be sent to the Company by written instrument, email, fax, or any other method of transmitting legibly recorded messages.

#### 12.10 Validity of Proxy Vote

A vote given in accordance with the terms of a proxy is valid notwithstanding the death or incapacity of the shareholder giving the proxy and despite the revocation of the proxy or the revocation of the authority under which the proxy is given, unless notice in writing of that death, incapacity, or revocation is received:

- (1) at the registered office of the Company, at any time up to and including the last business day before the day set for the holding of the meeting or any adjourned meeting at which the proxy is to be used; or
- (2) at the meeting or any adjourned meeting, by the chair of the meeting or adjourned meeting, before any vote in respect of which the proxy has been given has been taken.

## **12.11** Form of Proxy

A proxy, whether for a specified meeting or otherwise, must be either in the following form or in any other form approved by the directors or the chair of the meeting:

[name of company]
(the "Company")

The undersigned, being a shareholder of the Company, hereby appoints [name] or, failing that person, [name], as proxy holder for the undersigned to attend, act, and vote for and on behalf of the undersigned at the meeting of shareholders of the Company to be held on [month, day, year] and at any adjournment of that meeting.

Number of shares in respect of which this proxy is given (if no number is specified, then this proxy is given in respect of all shares registered in the name of the undersigned):

Signed [month, day, year]

[Signature of shareholder]

[Name of shareholder—printed]

## 12.12 Revocation of Proxy

Subject to Article 12.13, every proxy may be revoked by an instrument in writing that is received:

- (1) at the registered office of the Company at any time up to and including the last business day before the day set for the holding of the meeting or any adjourned meeting at which the proxy is to be used; or
- at the meeting or any adjourned meeting by the chair of the meeting or adjourned meeting, before any vote in respect of which the proxy has been given has been taken.

# 12.13 Revocation of Proxy Must Be Signed

An instrument referred to in Article 12.12 must be signed as follows:

- (1) if the shareholder for whom the proxy holder is appointed is an individual, the instrument must be signed by the shareholder or the shareholder's legal personal representative or trustee in bankruptcy;
- (2) if the shareholder for whom the proxy holder is appointed is a corporation, the instrument must be signed by the corporation or by a representative appointed for the corporation under Article 12.5.

## 12.14 Chair May Determine Validity of Proxy

The chair of any meeting of shareholders may determine whether or not a proxy deposited for use at the meeting, which may not strictly comply with the requirements of this Part 12 as to form, execution, accompanying documentation, time of filing, or otherwise, will be valid for use at the meeting, and any such determination made in good faith will be final, conclusive, and binding upon the meeting.

## 12.15 Production of Evidence of Authority to Vote

The chair of any meeting of shareholders may, but need not, inquire into the authority of any person to vote at the meeting and may, but need not, demand from that person production of evidence as to the existence of the authority to vote.

## 13. Directors

# 13.1 First Directors;

The first directors are the persons designated as directors of the Company in the Notice of Articles that applies to the Company when it is recognized under the *Business Corporations Act*.

As soon as is reasonably practicable after these Articles come into effect and thereafter, the number of directors is set at:

- subject to paragraph (2) the number of directors that is equal to the number of the Company's first directors;
- (2) the most recently set of:

- (a) the number of directors set by ordinary resolution (whether or not previous notice of the resolution was given); and
- (b) the number of directors set under Article 14.4.

## 13.2 Change in Number of Directors

If the number of directors is set under Articles 13.1(2)(a) or 13.1(3)(a):

- (1) the shareholders may elect or appoint the directors needed to fill any vacancies in the board of directors up to that number;
- (2) if the shareholders do not elect or appoint the directors needed to fill any vacancies in the board of directors up to that number contemporaneously with the setting of that number, then the directors may appoint, or the shareholders may elect or appoint, directors to fill those vacancies.

## 13.3 Directors' Acts Valid Despite Vacancy

An act or proceeding of the directors is not invalid merely because fewer than the number of directors set or otherwise required under these Articles is in office.

#### 13.4 Qualifications of Directors

A director is not required to hold a share of the Company as qualification for their office but must be qualified as required by the *Business Corporations Act* to become, act, or continue to act as a director.

#### 13.5 Remuneration of Directors

The directors are not entitled to any remuneration for acting as directors, except if authorized by special resolution. If the shareholders so authorize, the remuneration of the directors, if any, will be determined by the shareholders.

## 13.6 Reimbursement of Expenses of Directors

The Company must reimburse each director for the reasonable expenses that such director may incur in and about the business of the Company.

#### 14. Election and Removal of Directors

# 14.1 Election at Annual General Meeting

At every annual general meeting and in every unanimous resolution contemplated by Article 10.2:

(1) the shareholders entitled to vote at the annual general meeting for the election of directors must elect, or in the unanimous resolution appoint, a board of directors consisting of the number of directors for the time being set under these Articles; and

all the directors cease to hold office immediately before the election or appointment of directors under paragraph (1), but are eligible for re-election or re-appointment.

#### 14.2 Consent to be a Director

No election, appointment, or designation of an individual as a director is valid unless:

- (1) that individual consents to be a director in the manner provided for in the *Business Corporations*Act;
- (2) that individual is elected or appointed at a meeting at which the individual is present and the individual does not refuse, at the meeting, to be a director; or
- (3) with respect to first directors, the designation is otherwise valid under the *Business Corporations*Act.

## 14.3 Failure to Elect or Appoint Directors

If:

- (1) the Company fails to hold an annual general meeting, and all the shareholders who are entitled to vote at an annual general meeting fail to pass the unanimous resolution contemplated by Article 10.2, on or before the date by which the annual general meeting is required to be held under the *Business Corporations Act*; or
- (2) the shareholders fail, at the annual general meeting or in the unanimous resolution contemplated by Article 10.2, to elect or appoint any directors,

then each director then in office continues to hold office until the earlier of:

- (3) when the director's respective successor is elected or appointed; and
- (4) when the director otherwise cease to hold office under the *Business Corporations Act* or these Articles.

## 14.4 Places of Retiring Directors Not Filled

If, at any meeting of shareholders at which there should be an election of directors, the places of any of the retiring directors are not filled by that election, those retiring directors who are not re-elected and who are asked by the newly elected directors to continue in office will, if willing to do so, continue in office to complete the number of directors for the time being set pursuant to these Articles until further new directors are elected at a meeting of shareholders convened for that purpose. If any such election or continuance of directors does not result in the election or continuance of the number of directors for the time being set pursuant to these Articles, the number of directors of the Company is deemed to be set at the number of directors actually elected or continued in office.

#### 14.5 Remaining Directors' Power to Act

The directors may act notwithstanding any vacancy in the board of directors, but if the Company has fewer directors in office than the number set pursuant to these Articles as the quorum of directors, the directors may only act for the purpose of appointing directors up to that number or of calling a meeting of shareholders for the purpose of filling any vacancies on the board of directors or, subject to the *Business Corporations Act*, for any other purpose.

# 14.6 Shareholders May Fill Vacancies

If the Company has no directors or fewer directors in office than the number set pursuant to these Articles as the quorum of directors, the shareholders may elect or appoint directors to fill any vacancies on the board of directors.

#### 14.7 Ceasing to be a Director

A director ceases to be a director when:

- (1) the term of office of the director expires;
- (2) the director dies;
- (3) the director resigns as a director by notice in writing provided to the Company or a lawyer for the Company; or
- (4) the director is removed from office pursuant to Articles 14.8 or 14.9.

#### 14.8 Removal of Director by Shareholders

The Company may remove any director before the expiration of that director's term of office by special resolution. In that event, the shareholders may elect, or appoint by ordinary resolution, a director to fill the resulting vacancy. If the shareholders do not elect or appoint a director to fill the resulting vacancy contemporaneously with the removal, then the directors may appoint or the shareholders may elect, or appoint by ordinary resolution, a director to fill that vacancy.

#### 14.9 Removal of Director by Directors

The directors may remove any director before the expiration of that director's term of office if the director is convicted of an indictable offence, or if the director ceases to be qualified to act as a director of a company and does not promptly resign, and the directors may appoint a director to fill the resulting vacancy.

#### 15. Powers and Duties of Directors

# 15.1 Powers of Management

The directors must, subject to the *Business Corporations Act* and these Articles, manage or supervise the management of the business and affairs of the Company and have the authority to exercise all such powers of the Company as are not, by the *Business Corporations Act* or by these Articles, required to be exercised by the shareholders of the Company.

# 15.2 Appointment of Attorney of Company

The directors may from time to time, by power of attorney or other instrument, under seal if so required by law, appoint any person to be the attorney of the Company for such purposes, and with such powers, authorities, and discretions (not exceeding those vested in or exercisable by the directors under these Articles and excepting the power to fill vacancies in the board of directors, to remove a director, to change the membership of, or fill vacancies in, any committee of the directors, to appoint or remove officers appointed by the directors, and to declare dividends) and for such period, and with such remuneration and subject to such conditions as the directors may think fit. Any such power of attorney may contain such provisions for the protection or convenience of persons dealing with such attorney as the directors think fit. Any such attorney may be authorized by the directors to sub-delegate all or any of the powers, authorities, and discretions for the time being vested in the attorney.

#### 16. Interests of Directors and Officers

#### 16.1 Obligation to Account for Profits

A director or senior officer who holds a disclosable interest (as that term is used in the *Business Corporations Act*) in a contract or transaction into which the Company has entered or proposes to enter is liable to account to the Company for any profit that accrues to the director or senior officer under or as a result of the contract or transaction only if and to the extent provided in the *Business Corporations Act*.

#### 16.2 Restrictions on Voting by Reason of Interest

A director who holds a disclosable interest in a contract or transaction into which the Company has entered or proposes to enter is not entitled to vote on any directors' resolution to approve that contract or transaction, unless all the directors have a disclosable interest in that contract or transaction, in which case any or all of those directors may vote on such resolution.

# 16.3 Interested Director Counted in Quorum

A director who holds a disclosable interest in a contract or transaction into which the Company has entered or proposes to enter and who is present at the meeting of directors at which the contract or transaction is considered for approval may be counted in the quorum at the meeting whether or not the director votes on any or all of the resolutions considered at the meeting.

#### 16.4 Disclosure of Conflict of Interest or Property

A director or senior officer who holds any office or possesses any property, right, or interest that could result, directly or indirectly, in the creation of a duty or interest that materially conflicts with that individual's duty or interest as a director or senior officer, must disclose the nature and extent of the conflict as required by the *Business Corporations Act*.

# 16.5 Director Holding Other Office in the Company

No director may hold any office or place of profit with the Company, other than the office of director, unless authorized by special resolution.

# **16.6** Director Contracts with Company

No director may contract with the Company as vendor, purchaser, or otherwise, unless authorized by special resolution.

# 16.7 Professional Services by Director or Officer

Subject to the *Business Corporations Act*, a director or officer, or any person in which a director or officer has an interest, may, if authorized by special resolution, act in a professional capacity for the Company, except as auditor of the Company, and the director or officer or such person is entitled to remuneration for professional services as if that director or officer were not a director or officer.

## 17. Proceedings of Directors

# 17.1 Meetings of Directors

The directors may meet together for the conduct of business, and adjourn and otherwise regulate their meetings as they think fit, and meetings of the directors held at regular intervals may be held at the place, at the time, and on the notice, if any, as the directors may from time to time determine.

## 17.2 Voting at Meetings

Questions arising at any meeting of directors are to be decided by a majority of votes and, in the case of an equality of votes, the chair of the meeting does not have a second or casting vote.

# 17.3 Chair of Meetings

The following individual is entitled to preside as chair at a meeting of directors:

- (1) the chair of the board, if any;
- (2) in the absence of the chair of the board, the president, if any, if the president is a director; or
- (3) any other director chosen by the directors if:
  - (a) neither the chair of the board nor the president, if a director, is present at the meeting within 15 minutes after the time set for holding the meeting;
  - (b) neither the chair of the board nor the president, if a director, is willing to chair the meeting; or
  - (c) the chair of the board and the president, if a director, have advised the secretary, if any, or any other director, that they will not be present at the meeting.

## 17.4 Meetings by Telephone or Other Communications Medium

A director may participate in a meeting of the directors or of any committee of the directors by means of telephone, electronic, or other communication facilities that permit all participants to communicate with each other during the meeting. A meeting of the directors may also be held at which some, but not necessarily all, persons entitled to attend may participate by means of such communications facilities. A director who participates in a meeting in a manner contemplated by this Article 17.4 is deemed for all purposes of the *Business Corporations Act* and these Articles to be present at the meeting.

## 17.5 Calling of Meetings

A director may, and the secretary or an assistant secretary of the Company, if any, on the request of a director must, call a meeting of the directors at any time.

# 17.6 Notice of Meetings

Other than for meetings held at regular intervals as determined by the directors pursuant to Article 17.1 or as provided in Article 17.7, reasonable notice of each meeting of the directors, specifying the place, day, and time of that meeting, must be given to each of the directors and the alternate directors by any method set out in Article 23.1 or orally or by telephone.

#### 17.7 When Notice Not Required

It is not necessary to give notice of a meeting of the directors to a director or an alternate director if:

- (1) the meeting is to be held immediately following a meeting of shareholders at which that director was elected or appointed, or is the meeting of the directors at which that director is appointed; or
- (2) the director or alternate director, as the case may be, has waived notice of the meeting.

#### 17.8 Meeting Valid Despite Failure to Give Notice

The accidental omission to give notice of any meeting of directors to, or the non-receipt of any notice by, any director or alternate director, does not invalidate any proceedings at that meeting.

#### 17.9 Waiver of Notice of Meetings

Any director or alternate director may send to the Company a signed document waiving notice of any past, present, or future meeting or meetings of the directors and may at any time withdraw that waiver with respect to meetings held after that withdrawal. After sending a waiver with respect to all future meetings and until that waiver is withdrawn, no notice of any meeting of the directors need be given to that director or, unless the director otherwise requires by notice in writing to the Company, to that director's alternate director, and all meetings of the directors so held are deemed not to be improperly called or constituted by reason of notice not having been given to such director or alternate director. Attendance of a director or alternate director at a meeting of the directors is a waiver of notice of the meeting unless that director or alternate director attends the meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called.

# 17.10 Quorum

The quorum necessary for the transaction of the business of the directors is set at a majority of the directors or, if the number of directors is set at one, is deemed to be set at one director, and that director may constitute a meeting.

## 17.11 Validity of Acts Where Appointment Defective

Subject to the *Business Corporations Act*, an act of a director or officer is not invalid merely because of an irregularity in the election or appointment or a defect in the qualification of that director or officer.

#### 17.12 Consent Resolutions in Writing

A resolution of the directors or of any committee of the directors may be passed without a meeting:

- (1) in all cases, if each of the directors entitled to vote on the resolution consents to it in writing; or
- (2) in the case of a resolution to approve a contract or transaction in respect of which a director has disclosed that they have or may have a disclosable interest, if each of the other directors who have not made such a disclosure consents in writing to the resolution.

A consent in writing under this Article 17.12 may be by any written instrument, fax, email, or any other method of transmitting legibly recorded messages in which the consent of the director is evidenced, whether or not the signature of the director is included in the record. A consent in writing may be in two or more counterparts which together are deemed to constitute one consent in writing. A resolution of the directors or of any committee of the directors passed in accordance with this Article 17.12 is effective on the date stated in the consent in writing or on the latest date stated on any counterpart and is deemed to be a proceeding at a meeting of the directors or of the committee of the directors and to be as valid and effective as if it had been passed at a meeting of the directors or of the committee of the directors that satisfies all the requirements of the *Business Corporations Act* and all the requirements of these Articles relating to meetings of the directors or of a committee of the directors.

#### 18. Executive and Other Committees

#### 18.1 Appointment and Powers of Executive Committee

The directors may, by resolution, appoint an executive committee consisting of the director or directors that they consider appropriate, and during the intervals between meetings of the board of directors all of the directors' powers are delegated to the executive committee, except:

- (1) the power to fill vacancies in the board of directors;
- (2) the power to remove a director;
- (3) the power to change the membership of, or fill vacancies in, any committee of the directors; and
- (4) such other powers, if any, as may be set out in the resolution or any subsequent directors' resolution.

#### 18.2 Appointment and Powers of Other Committees

The directors may, by resolution:

- (1) appoint one or more committees (other than the executive committee) consisting of the director or directors that they consider appropriate;
- (2) delegate to a committee appointed under paragraph (1) any of the directors' powers, except:
  - (a) the power to fill vacancies in the board of directors;
  - (b) the power to remove a director;
  - (c) the power to change the membership of, or fill vacancies in, any committee of the directors; and
  - (d) the power to appoint or remove officers appointed by the directors; and
- (3) make any delegation referred to in paragraph (2) subject to the conditions set out in the resolution or any subsequent directors' resolution.

#### **18.3** Obligations of Committees

Any committee appointed under Articles 19.1 or 19.2, in the exercise of the powers delegated to it, must:

- (1) conform to any rules that may from time to time be imposed on it by the directors; and
- report every act or thing done in exercise of those powers at such times as the directors may require.

#### 18.4 Powers of Board

The directors may, at any time, with respect to a committee appointed under Articles 19.1 or 19.2:

- (1) revoke or alter the authority given to the committee, or override a decision made by the committee, except as to acts done before such revocation, alteration, or overriding;
- (2) terminate the appointment of, or change the membership of, the committee; and
- (3) fill vacancies in the committee.

# 18.5 Committee Meetings

Subject to Article 18.3(1) and unless the directors otherwise provide in the resolution appointing the committee or in any subsequent resolution, with respect to a committee appointed under Articles 18.1 or 19.2:

(1) the committee may meet and adjourn as it thinks proper;

- (2) the committee may elect a chair of its meetings but, if no chair of a meeting is elected, or if at a meeting the chair of the meeting is not present within 15 minutes after the time set for holding the meeting, the directors present who are members of the committee may choose one of their number to chair the meeting;
- (3) a majority of the members of the committee constitutes a quorum of the committee; and
- (4) questions arising at any meeting of the committee are determined by a majority of votes of the members present, and in the case of an equality of votes, the chair of the meeting does not have a second or casting vote.

#### 19. Officers

# 19.1 Directors May Appoint Officers

The directors may, from time to time, appoint such officers, if any, as the directors determine and the directors may, at any time, terminate any such appointment.

#### 19.2 Functions, Duties, and Powers of Officers

The directors may, for each officer:

- (1) determine the functions, and duties of the officer;
- (2) delegate to the officer any of the powers exercisable by the directors on such terms and conditions and with such restrictions as the directors think fit; and
- (3) revoke, withdraw, alter, or vary all or any of the functions, duties, and powers of the officer.

# 19.3 Qualifications

No officer may be appointed unless that officer is qualified in accordance with the *Business Corporations Act*. One person may hold more than one position as an officer of the Company. Any person appointed as the chair of the board or as a managing director must be a director. Any other officer need not be a director.

#### 19.4 Remuneration and Terms of Appointment

All appointments of officers are to be made on the terms and conditions that the directors think fit and are subject to termination at the pleasure of the directors. Officers are not entitled to remuneration (whether by way of salary, fee, commission, participation in profits, or otherwise), unless authorized by special resolution.

#### 20. Indemnification

#### 20.1 Definitions

In this Article 20:

- (1) "eligible penalty" means a judgment, penalty, or fine awarded or imposed in, or an amount paid in settlement of, an eligible proceeding;
- "eligible proceeding" means a legal proceeding or investigative action, whether current, threatened, pending, or completed, in which a director, former director, or alternate director of the Company (an "eligible party") or any of the heirs and legal personal representatives of the eligible party, by reason of the eligible party being or having been a director or alternate director of the Company:
  - (a) is or may be joined as a party; or
  - (b) is or may be liable for or in respect of a judgment, penalty, or fine in, or expenses related to, the proceeding; and
- (3) "expenses" has the meaning set out in the *Business Corporations Act*.

### 20.2 Mandatory Indemnification of Directors

Subject to the *Business Corporations Act*, the Company must indemnify a director, former director, or alternate director of the Company and their heirs and legal personal representatives against all eligible penalties to which such person is or may be liable, and the Company must, after the final disposition of an eligible proceeding, pay the expenses actually and reasonably incurred by such person in respect of that proceeding. Each director and alternate director is deemed to have contracted with the Company on the terms of the indemnity contained in this Article 20.2.

### 20.3 Permitted Indemnification

Subject to any restrictions in the Business Corporations Act, the Company may indemnify any person.

### 20.4 Non-Compliance with Business Corporations Act

The failure of a director, alternate director, or officer of the Company to comply with the *Business Corporations Act* or these Articles or, if applicable, any former *Companies Act* or former Articles, does not invalidate any indemnity to which such person is entitled under this Part 20.

### 20.5 Company May Purchase Insurance

The Company may purchase and maintain insurance for the benefit of any person (or their heirs or legal personal representatives) who:

- (1) is or was a director, alternate director, officer, employee, or agent of the Company;
- is or was a director, alternate director, officer, employee, or agent of a corporation at a time when the corporation is or was an affiliate of the Company;

- (3) at the request of the Company, is or was a director, alternate director, officer, employee, or agent of a corporation or of a partnership, trust, joint venture, or other unincorporated entity;
- (4) at the request of the Company, holds or held a position equivalent to that of a director, alternate director, or officer of a partnership, trust, joint venture, or other unincorporated entity,

against any liability incurred by such person as such director, alternate director, officer, employee, or agent or person who holds or held such equivalent position.

### 21. Dividends

### 21.1 Payment of Dividends Subject to Special Rights

The provisions of this Part 21 are subject to the rights, if any, of shareholders holding shares with special rights as to dividends.

### 21.2 Declaration of Dividends

Subject to the *Business Corporations Act* and the rights of the holders of the issued shares of the Company, the directors may from time to time declare and authorize payment of such dividends as they may consider appropriate.

### 21.3 No Notice Required

The directors need not give notice to any shareholder of any declaration under Article 21.2.

### 21.4 Record Date

The directors may set a date as the record date for the purpose of determining shareholders entitled to receive payment of a dividend. The record date must not precede the date on which the dividend is to be paid by more than two months. If no record date is set, the record date is 5:00 p.m. on the date on which the directors pass the resolution declaring the dividend.

### 21.5 Manner of Paying Dividend

A resolution declaring a dividend may direct payment of the dividend wholly or partly in money or by the distribution of specific assets or of fully paid shares or of bonds, debentures, or other securities of the Company or any other corporation, or in any one or more of those ways.

### 21.6 Settlement of Difficulties

If any difficulty arises in regard to a distribution under Article 21.5, the directors may settle the difficulty as they deem advisable, and, in particular, may:

(1) set the value for distribution of specific assets;

- (2) determine that money in substitution for all or any part of the specific assets to which any shareholders are entitled may be paid to any shareholders on the basis of the value so fixed in order to adjust the rights of all parties; and
- (3) vest any such specific assets in trustees for the persons entitled to the dividend.

### 21.7 When Dividend Payable

Any dividend may be made payable on such date as is fixed by the directors.

### 21.8 Dividends to be Paid in Accordance with Number of Shares

All dividends on shares of any class or series of shares must be declared and paid according to the number of such shares held.

### 21.9 Receipt by Joint Shareholders

If several persons are joint shareholders of any share, any one of them may give an effective receipt for any dividend, bonus, or other money payable in respect of the share.

### 21.10 Dividend Bears No Interest

No dividend bears interest against the Company.

### 21.11 Fractional Dividends

If a dividend to which a shareholder is entitled includes a fraction of the smallest monetary unit of the currency of the dividend, that fraction may be disregarded in making payment of the dividend and that payment represents full payment of the dividend.

### 21.12 Payment of Dividends

Any dividend or other distribution payable in money in respect of shares may be paid by cheque, made payable to the order of the person to whom it is sent, and mailed to the registered address of the shareholder, or in the case of joint shareholders, to the registered address of the joint shareholder who is first named on the central securities register, or to the person and to the address the shareholder or joint shareholders may direct in writing. The mailing of such cheque will, to the extent of the sum represented by the cheque (plus the amount of the tax required by law to be deducted), discharge all liability for the dividend unless such cheque is not paid on presentation or the amount of tax so deducted is not paid to the appropriate taxing authority.

### 21.13 Capitalization of Retained Earnings or Surplus

Notwithstanding anything contained in these Articles, the directors may from time to time capitalize any retained earnings or surplus of the Company and may from time to time issue, as fully paid, shares or any bonds, debentures, or other securities of the Company as a dividend representing the retained earnings or surplus so capitalized or any part thereof.

### 22. Accounting Records and Auditor

### 22.1 Recording of Financial Affairs

The directors must cause adequate accounting records to be kept to record properly the financial affairs and condition of the Company and to comply with the *Business Corporations Act*.

### 22.2 Inspection of Accounting Records

Unless the directors determine otherwise, or unless otherwise determined by ordinary resolution, no shareholder of the Company is entitled to inspect or obtain a copy of any accounting records of the Company.

### 22.3 Remuneration of Auditor

The directors may set the remuneration of the auditor of the Company.

### 23. Notices

### 23.1 Method of Giving Notice

Unless the *Business Corporations Act* or these Articles provide otherwise, a notice, statement, report, or other record required or permitted by the *Business Corporations Act* or these Articles to be sent by or to a person may be sent by any one of the following methods:

- (1) mail addressed to the person at the applicable address for that person as follows:
  - (a) for a record mailed to a shareholder, the shareholder's registered address;
  - (b) for a record mailed to a director or officer, the prescribed address for mailing shown for the director or officer in the records kept by the Company or the mailing address provided by the recipient for the sending of that record or records of that class; and
  - (c) in any other case, the mailing address of the intended recipient;
- (2) delivery at the applicable address for that person as follows, addressed to the person:
  - (a) for a record delivered to a shareholder, the shareholder's registered address;
  - (b) for a record delivered to a director or officer, the prescribed address for delivery shown for the director or officer in the records kept by the Company or the delivery address provided by the recipient for the sending of that record or records of that class; and
  - (c) in any other case, the delivery address of the intended recipient;
- (3) unless the intended recipient is the auditor of the Company, sending the record by fax to the fax number provided by the intended recipient for the sending of that record or records of that class;

- (4) unless the intended recipient is the auditor of the Company, sending the record by email to the email address provided by the intended recipient for the sending of that record or records of that class: or
- (5) physical delivery to the intended recipient.

### 23.2 Deemed Receipt

A notice, statement, report, or other record that is:

- (1) mailed to a person by ordinary mail to the applicable address for that person referred to in Article 23.1 is deemed to be received by the person to whom it was mailed on the day (Saturdays, Sundays, and holidays excepted) following the date of mailing;
- (2) faxed to a person to the fax number provided by that person referred to in Article 23.1 is deemed to be received by the person to whom it was faxed on the day it was faxed; and
- (3) emailed to a person to the email address provided by that person referred to in Article 23.1 is deemed to be received by the person to whom it was emailed on the day it was emailed.

### 23.3 Certificate of Sending

A certificate signed by the secretary, if any, or other officer of the Company or of any other corporation acting in that capacity on behalf of the Company stating that a notice, statement, report, or other record was sent in accordance with Article 23.1 is conclusive evidence of that fact.

### 23.4 Notice to Joint Shareholders

A notice, statement, report, or other record may be provided by the Company to the joint shareholders of a share by providing such record to the joint shareholder first named in the central securities register in respect of the share.

### 23.5 Notice to Legal Personal Representatives and Trustees

A notice, statement, report, or other record may be provided by the Company to the persons entitled to a share or shares in consequence of the death, bankruptcy, or incapacity of a shareholder by:

- (1) mailing the record, addressed to them:
  - (a) by name, by the title of the legal personal representative of the deceased or incapacitated shareholder, by the title of trustee of the bankrupt shareholder, or by any similar description; and
  - (b) at the address, if any, supplied to the Company for that purpose by the persons claiming to be so entitled; or

(2) if an address referred to in paragraph (1)(b) has not been supplied to the Company, by giving the notice in a manner in which it might have been given if the death, bankruptcy, or incapacity had not occurred.

### 23.6 Undelivered Notices

If on two consecutive occasions, a notice, statement, report, or other record is sent to a shareholder pursuant to Article 23.1 and on each of those occasions any such record is returned because the shareholder cannot be located, the Company will not be required to send any further records to the shareholder until the shareholder informs the Company in writing of their new address.

### 24. Seal

### 24.1 Who May Attest Seal

Except as provided in Articles 25.2 and 25.3, the Company's seal, if any, must not be impressed on any record except when that impression is attested by the signatures of:

- (1) any two directors;
- (2) any officer, together with any director;
- (3) if the Company has only one director, that director; or
- (4) any one or more directors or officers or persons as may be determined by the directors.

### 24.2 Sealing Copies

For the purpose of certifying under seal a certificate of incumbency of the directors or officers of the Company or a true copy of any resolution or other document, despite Article 24.1, the impression of the seal may be attested by the signature of any director or officer or the signature of any other person as may be determined by the directors.

### 24.3 Mechanical Reproduction of Seal

The directors may authorize the seal to be impressed by third parties on share certificates or bonds, debentures, or other securities of the Company as they may determine appropriate from time to time. To enable the seal to be impressed on any share certificates or bonds, debentures, or other securities of the Company, whether in definitive or interim form, on which facsimiles of any of the signatures of the directors or officers of the Company are, in accordance with the *Business Corporations Act* or these Articles, printed or otherwise mechanically reproduced, there may be delivered to the person employed to engrave, lithograph, or print such definitive or interim share certificates or bonds, debentures, or other securities one or more unmounted dies reproducing the seal, and such persons as are authorized under Article 24.1 to attest the Company's seal may in writing authorize such person to cause the seal to be impressed on such definitive or interim share certificates or bonds, debentures, or other securities by the use of such dies. Share certificates or bonds, debentures, or other securities to which the seal has been so impressed are for all purposes deemed to be under and to bear the seal impressed on them.

### 45.4 Execution of Documents Generally

The directors may from time to time by resolution appoint any one or more persons, officers, or directors for the purpose of executing any instrument, document, or agreement in the name of and on behalf of the Company for which the seal need not be affixed, and if no such person, officer, or director is appointed, then any one officer or director of the Company may execute such instrument, document, or agreement.

### 25. City of West Kelowna as Shareholder – Restricted Purposes and Accountability Provisions

### 25.1 Company Purpose

The business of the Company is restricted to the provision of economic development services for the benefit of West Kelowna in order to attract business and investment to the community, build a diverse non-residential tax base and enhance the community's prosperity, including, without liming the foregoing, by undertaking the following activities:

- (1) attract business, employers and investment to West Kelowna;
- (2) establish and keep current an economic development strategy;
- (3) develop branding aimed at identifying West Kelowna as a distinct community within the Central Okanagan, British Columbia and Canada;
- (4) coordinate sector-specific and broader economic development activities undertaken by or in collaboration with business and development entities and agencies;
- (5) develop support programs to retain and expand existing businesses; and
- (6) advise the City of West Kelowna on development services, infrastructure, bylaws, polices and regulations to support business growth and expand the non-residential assessment base.

### 25.2 Annual Information Meeting

The Company must hold an annual information meeting open to the public at least once each calendar year as such time and place may be determined by the directors in order to update the public as to the activities of the Company.

### 25.3 Fiscal Year

The Company's fiscal year end is December 31.

### 25.4 Auditor

The Company must have an auditor, who must be a person authorized by the *Business Corporations Act* (British Columbia) to act as an auditor, and the auditor must report on the Company's financial statements in accordance with the requirements of the *Business Corporations Act* (British Columbia).

### 25.5 Public Inspection of Financial Statements and Articles

If and for so long as the City of West Kelowna is a shareholder, the Company's audited financial statements and these Articles must be available for public inspection at the municipal office of City of West Kelowna, without any need for a person to make a request for records pursuant to the *Freedom of Information and Protection of Privacy Act* (British Columbia).

### 25.6 Disposal of Local Government Assets

If the City of West Kelowna transfers property to the Company for less than market value consideration, the Company must not dispose of such property without the prior written approval of the City.

### 25.7 No Subsidiaries without Approval of Inspector of Municipalities

The Company must not incorporate a subsidiary corporation or acquire shares of any other corporation without the prior approval of the Inspector of Municipalities.

### 25.8 Inspector Approval Required for Amendments to Certain Articles

Articles 25.7 to and including this Article 25.8 may not be amended, without prior approval of the Inspector of Municipalities.

### 25.9 Authorized Investments

If and for so long as the City of West Kelowna is the sole shareholder of the Company, money held by the Company that is not immediately required may only be invested or reinvested in accordance with section 183 of the *Community Charter* (British Columbia).

### **25.10** City Appointed Observers

The City of West Kelowna, as shareholder, may appoint one or more observers who shall have the same rights as directors to attend and participate at directors meeting but, for clarity, shall not be directors or entitled to vote at such meetings.

25.11	Applicability	of Freedom o	f Information and	Protection o	f Privacy Act

If and for so long as the City of West Kelowna is the shole shareholder of the Company, the Freedom of		
Information and Protection of Privacy Act (British Columbia) applies to the Company.		
Dated:[month, day,year]		
[Full name of incorporator]		























**April 2022** 



CITY OF WEST KELOWNA
2022 STRATEGIC PRIORITIES

# **MESSAGE FROM THE MAYOR**

the past three years, our Council has successfully moved forward representing 2022 and the final year of our Council term. Over with unprecedented and long overdue investments that will Once again, on behalf of West Kelowna City Council, it is my honour to present our annual Strategic Priorities, this time benefit our community, and 2022 will be no different.

contributed to the success of our projects and initiatives over the welcome and look forward to the continued participation of our community in providing input into this year's draft document as This document, which is an annual update to Council's strategic priorities, was drafted by Council with input from senior staff in past three years, especially those who provided their input to the fall of 2021. Our Council sincerely thanks everyone who help shape our strategic priority initiatives. We very much we continue to move forward together.

affecting goods, services and projects here at home. As we remain committed to doing what we can to help our community recover, Our Council recognizes the challenges that continue to affect key focused on West Kelowna's longer-term future. The priorities set out in this document, and in Council's previous strategic priority witnessed not only a sense of renewed hope and optimism, but many tangible signs of true economic and community recovery. challenges and uncertainties for many. We have also, however, documents, continue to position West Kelowna for long-term Council has always emphasized the importance of remaining sectors globally, including the impacts to the supply chain This past year has seen a continuation of COVID-related success and prosperity.

time to reflect on the major projects and investments made in the consultation and site servicing phases for the first City Hall/Library the Rose Valley Water Treatment Plant, new sidewalks and active community accomplishments, including construction progress of building also took place as well as our ongoing priority for strong collaboration and relationship-building with our good neighbour transportation initiatives, and ongoing major roadworks such as In our strategic planning discussions this past fall, Council took the Gellatly/Carrington Roundabout. During 2021, community community over the past year. Council highlighted several the Westbank First Nation.

Community Visioning initiative from the Union of British Columbia Municipalities — a major honour for the whole community to be participated in the creation of our first-ever community Vision. Community Excellence Award in Governance for the OurWK In September, the City was awarded the prestigious 2021 proud of. Council is grateful to our many residents who

Kelowna's Council and staff, and to our community members who The priorities set out in this 2022 Strategic Priorities document build on these significant accomplishments and more. As I look contribute in different ways to make West Kelowna truly the toward a continued bright future, I remain grateful to West place to be.

**Gord Milsom** 



CITY OF WEST KELOWNA, 2022 STRATEGIC PRIORITIES • PAGE 1

# Solution-Oriented OCal The City is a "can do" organization focused on making things work.

Council does not simply respond to events

after they have arisen.

Council anticipates and takes action to

KEY TERMS Proactive address the needs of the community.

### Leads

Council is the elected governing body put in place to lead the community. Council is not content to sit back and wait for others to act.

### In Partnership

The City can achieve more for the community when it works with others.

### Creating Opportunities

The City creates the foundation and environment for success.

### **Prosperity**

Aiming for a high quality of life for everyone in the community.

### NOIS

government that, on its own and in partnership with others, leads efforts The City of West Kelowna is a proactive, solution-oriented local aimed at creating opportunities for growth and prosperity.

### **KEY TERMS**

### Plan for the Future

Council sets a direction for the community and local government, puts in place what is needed to succeed, and exercises the discipline to stay focused.

### Taking Care of Today

The City must address present needs and challenges while looking ahead.

### Modern Urban City

The community expects urban service levels; the City exists to provide them.

### Agricultural Character

The community recognizes the importance of agriculture to West Kelowna's past, present and future.

### Natural Beauty

West Kelowna cherishes the community's setting in nature.

### MISSION

To plan for the future while taking care of today as the City develops and operates as a modern urban city that celebrates and supports its agricultural character and natural beauty.

section of the document. Council will remain flexible and accountable in adapting action plans to deliver these strategic priorities in The City of West Kelowna Municipal Council has identified four pillars to help guide the use of City resources, and to organize the City's strategic priorities. These four pillars, updated from earlier versions of Council's Strategic Priorities, are introduced in this ways that most benefit the community.



nfrastructure

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



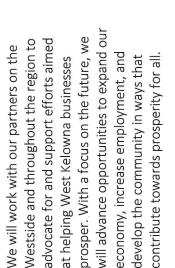
embrace the community's strengths and contribute to shaping the community's We will provide opportunities for the diversity, address shared needs, and esidents of West Kelowna to build connections, celebrate successes,



services that foster safety and well-being nealth, needs-based housing, emergency Westbank First Nation and local service We will pursue through direct action, providers, investments in community oreparedness, policing, and other advocacy, and partnerships with in West Kelowna.



Foster Safety and Well-being





**Economic Growth** and Prosperity



# INVEST IN INFRASTRUCTURE

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

### COUNCIL PRIORITIES

We will invest in annual capital programs that maintain our core assets, further extend sidewalk and active transportation networks, improve roadways, provide parks and recreation opportunities, and support numerous other infrastructure needs.

In addition to these ongoing investments, we will direct resources to the following projects over the remainder of this term:

- ▶ Rose Valley Water Treatment Plant Construction Oversight and Approvals
- ➤ City Hall/Library Building Construction
- Creek Bridge on Shannon Lake Rd; sidewalks on Westlake Rd from Rose Valley Elementary to Active Transportation Projects – sidewalks *on Stevens Road from Westlake Rd to McDougal* Parkinson Rd; sidewalks on Shannon Ridge Drive from Shannon Lake Rd to Shannon Place
- also includes initiatives such as the Road Rehabilitation Program and the Transportation Master Lake Rd upgrades from IR#9 to Swite Rd; upgrades to the Old Okanagan/Butt Rd intersection; Major Roadworks — Shannon Lake Rd/Stevens Rd/Bartley Rd roundabout; design of Shannon Plan Update
- ➤ Operations Yard (Public Works Yard) Design and begin building
- Fire Hall #32: Plan, design and advance Identify the specific site to replace Hall #32, design the replacement of the Fire Hall #32 facility and prepare construction contracts; and advance the relocation of the Fire-Rescue administration component into the Westbank area
- Mt. Boucherie Community Centre Community Engagement; Facility Plan



# **ECONOMIC GROWTH AND PROSPERITY**

We will work with our partners on the Westside and throughout the region to advocate for and support efforts aimed at helping West Kelowna businesses prosper. With a focus on the future, we will advance opportunities to expand our economy, increase employment, and develop the community in ways that contribute towards prosperity for all.

### COUNCIL PRIORITIES

agriculture, wineries, natural beauty, amenities, rich culture, and other attributes that position West We support initiatives that promote the community's livability, local business recovery and growth, Kelowna as a place to live, invest, work and play.

During the remainder of this term we will:

- Review and potentially design, in consultation with key economic development agencies and stakeholders, new service and governance model options for West Kelowna's Economic Development function
- Complete a review of the municipality's Development Cost Charges to generate sufficient funds for development's share of important infrastructure project costs A
- Pursue, following the completion of the City's new Official Community Plan, efforts to revitalize the Westbank Town Centre to promote increased vitality and growth in the City's core A



# STRENGTHEN OUR COMMUNITY

We will provide opportunities for the residents of West Kelowna to build connections, celebrate successes, embrace the community's strengths and diversity, address shared needs, and contribute to shaping the community's future.

### **COUNCIL PRIORITIES**

Council supports efforts to engage residents of all ages and backgrounds in community programs and longterm community planning.

During the remainder of this term, Council will focus resources on:

- Nurturing community-building partnerships with Westbank First Nation, local governments and organizations in the region; along with inter-governmental partnerships involving Federal and Provincial agencies
- across the community, including in City's parks, Westbank Centre, neighbourhood centres and Incorporating a celebration of culture and heritage into civic programs, events and festivals elsewhere
- ➤ Completing the City's Official Community Plan initiative
- Engaging the community in the design of a facility plan and programming use for the Mt. Boucherie Community Centre



# FOSTER SAFETY AND WELL-BEING

nealth, needs-based housing, emergency preparedness, increased policing, and other services that foster partnerships with Westbank First Nation and other local service providers, investments in community We will pursue through direct action and advocacy with federal and provincial governments, and safety and well-being in West Kelowna.

### COUNCIL PRIORITIES

Council supports efforts, taken by the City itself and in collaboration with federal and provincial ministries, Interior Health, BC Housing, Westbank First Nation, non-profit societies, and others, aimed at creating a safe and healthy community for all residents.

During the remainder of this term, Council will direct resources to support:

- Initiatives, guided by the results of the recent policing service review, aimed at increasing police resource levels, effectiveness and presence in West Kelowna
- · Wildfire preparation, mitigation and adaptation measures
- Partnerships and initiatives aimed at meeting the supportive and other housing needs of West Kelowna's residents along the market housing spectrum
- Infrastructure investments in active transportation, including sidewalks and other types of pedestrian pathways
- Continued advocacy efforts aimed at securing a redundant power supply for West Kelowna and the greater Westside
- Advocacy for additional services connected to the West Kelowna Urgent and Primary Care
- The development of a Climate Action Plan, with a Green Fleets Strategy, and alset of performance measures to track progress and bolster accountability



### CITY OF WEST KELOWNA ECONOMIC DEVELOPMENT CORPORATION PROJECT SUMMARY OF CONSULTATIONS

ENTITY CONSULTED	PROFILE OF ENTITY	THEMES AND FEEDBACK			
Economic Development Agencies	Economic Development Agencies				
Greater Westside Board of Trade Heather Robinson, Exec. Director	<ul> <li>Chamber of Commerce</li> <li>400 members</li> <li>works through BC Chamber to advocate to governments</li> <li>supports members with benefits plans, discounts on purchases, marketing &amp; promotion</li> <li>provides networking opportunities</li> </ul>	The discussion with Heather Robinson focused on three questions:  > How does the Board of Trade interact with the City? > Is there a need for a City of West Kelowna economic development function? If so, what should it do? > Should the function be based in the City Administration, or exist at arm's-length?  The following points were made in response to these questions:  - City has appointee on the BoT Board (voice of local government at the table) - City and BoT exchange information and support one another - BoT advocates to City on a few matters (e.g., short-term rentals), but not many - City could be more proactive in supporting businesses — sense that too reactive - City could help to better make the case for investing in West Kelowna - there is a need for City function — West Kelowna / Westside Economic Development Strategy is needed, City should lead - arm's-length corporation would raise profile of West Kelowna economy and opportunities; could be effective at bringing together all players - excited about corporation model; would like to participate in stakeholder workshop			
Central Okanagan Economic Development Commission Krista Mallory, Manager Corie Griffith, Director (RDCO)	<ul> <li>regional economic development agency</li> <li>provides economic/industry data</li> <li>supports existing businesses</li> <li>attracts investment</li> <li>addresses workforce needs</li> </ul>	Separate discussions with held with Krista Mallory and Corie Griffith. Both discussions focused on role and mandate  — specifically, is there a role for an enhanced City function; and if so, what would it do?  The following points were made:  — the City's current economic development committee is not perceived as being effective; it lacks a clear purpose, and it has members who are not perceived to represent business community			



ENTITY CONSULTED	PROFILE OF ENTITY	THEMES AND FEEDBACK
		<ul> <li>important role for a City function is to help businesses and business groups navigate City Hall (i.e., understand requirements and processes; access the right people in the right departments; move through processes smoothly)</li> <li>there is a role, as well, to develop a West Kelowna economic development strategy — a strategy that needs to be consistent with that of the COEDC</li> <li>Krista and Corie support the idea of a local function, in addition to regional one</li> <li>there is a need to set local goals and provide local focus</li> <li>new, enhanced function needs to be proactive and strategic; set priorities that are consistent with those of Council</li> <li>need to be supported financially by the City or will not be stable enough</li> <li>important parts of mandate to consider include:</li> <li>bring together (galvanize, coordinate) the various players in West Kelowna economy to identify and collaborate in pursuit of shared priorities</li> <li>complete "assets map" for West Kelowna</li> <li>help businesses (new and existing) navigate City Hall</li> <li>lead development of West Kelowna Economic Strategy</li> <li>continue with site visits (work with COEDC on them, as well)</li> <li>provide input to City policies (economic/business lens)</li> <li>intrigued with idea of arm's-length corporation; initially dismissive, then receptive</li> <li>not sure if corporation would be better than in-house, but might be</li> </ul>
Community Futures Central Okanagan Larry Widmer, GM	<ul> <li>provides advice to start-ups and small businesses throughout Central Okanagan</li> <li>alternative source of loan financing for small businesses</li> <li>makes investments through \$7 million investment fund in targeted businesses that meet community needs (e.g., jobs)</li> </ul>	The discussion with Larry Widmer focused on the three questions that were explored with the Board of Trade:  > How does Community Futures interact with the City?  > Is there a need for a City of West Kelowna economic development function? If so, what should it do?  > Should the function be based in the City Administration, or exist at arm's-length?  The following points were made in response to these questions:  - Community Futures introduces businesses to City Hall (EDO)  - City (EDO) sends businesses to Community Futures to access lending and start-up support programs



ENTITY CONSULTED	PROFILE OF ENTITY	THEMES AND FEEDBACK
		<ul> <li>Community Futures follows closely the wine trail development (target businesses for Community Futures)</li> <li>would be great value in having an enhanced economic development function at the City level — "boots on the ground", and focused attention on West Kelowna needs and priorities</li> <li>very helpful to have a contact on City matters with whom to connect</li> <li>need for a service with a business / economy mandate</li> <li>Larry is supportive of the idea of a separate corporation, provided the entity has a secure source of revenue and does not need to spend its time finding money (cannot be strategic if chasing revenue sources)</li> <li>significant need for a West Kelowna Economic Development Strategy — big gap at present</li> <li>value in being part of COEDC and having a strong local function — a regional focus without a complementary local function has the potential to hurt economic development at the community level</li> <li>regional focus important, but regional programs too high level to have huge value on the ground with local businesses</li> <li>find a way, if possible, to give a local economic development corporation an endowment or capital base so that can function strategically, free of revenue concerns</li> <li>corporation could be a player in driving the development of affordable housing and density — where the private market has failed</li> <li>potential for tech community in West Kelowna — corporation could find a way to attract investment in tech to the community</li> <li>corporation cannot be only about marketing and PR — needs to be involved in driving investment</li> </ul>
Women's Enterprise Centre  Danielle Andrews, Outreach	<ul> <li>provides support to women business owners</li> <li>flexible loans, advice, skills training, mentoring, marketing &amp; promotion, networking</li> </ul>	Danielle Andrews lives in West Kelowna and knows the community well. She has spent considerable time thinking about the small business landscape in the City. Discussion with her focused on three questions:  > How does the Women's Enterprise Centre interact with the City?  > Is there a need for a City of West Kelowna economic development function? If so, what should it do?  > Should the function be based in the City Administration, or exist at arm's-length?  The following points were made in response to these questions:
		<ul> <li>not directly involved with City Hall — involvement with local government is through COEDC</li> <li>lack of direct involvement with the City characterized as a gap</li> </ul>



ENTITY CONSULTED	PROFILE OF ENTITY	THEMES AND FEEDBACK
		<ul> <li>a West Kelowna economic development corporation could play an important role as a catalyst to identify opportunities and bring groups such as WEC to the table</li> <li>excited with idea of connecting with enhanced function</li> <li>likes idea of a separate corporation; reasons not explored</li> </ul>
Westbank First Nation Economic Development Commission Mandi Carroll, Director	<ul> <li>attract investment to WFN lands</li> <li>increase awareness of opportunities</li> <li>support existing business; help with expansion</li> <li>collaborate with COEDC, Board to Trade and other economic development agencies</li> </ul>	The discussion with Mandi Carroll focused on the three questions that were explored with others:  > How does the WFN Economic Development Commission interact with the City? > Is there a need for a City of West Kelowna economic development function? If so, what should it do? > Should the function be based in the City Administration, or exist at arm's-length?  The following points were made in response to these questions:  - have had some discussions with the existing West Kelowna Committee; some joint initiatives such as have business walks with West Kelowna EDO and BoT  - WFN EDC and City's existing committee make presentations to one another; keep each other in the loop interacts with BoT and COEDC  - overall, not significant amount of interaction  - would like to have more; efforts being made at elected official and senior staff levels to build strong relationship  - want to find new ways to collaborate  - sees BoT as very useful body to bring groups together  - interested in idea of a City economic development corporation if it would provide new opportunities for collaboration, and another way to strengthen relationships  - not sure if corporation would be more effective than in-house
Westside Wine Trail Lindsay Kelm, Director	<ul> <li>promote Greater Westside as wine destination</li> <li>promote member wineries through collective marketing and profile</li> </ul>	The discussion with Lindsay Kelm focused on the three questions that were explored with others:  > How does the Westside Wine Trail interact with the City?  > Is there a need for a City of West Kelowna economic development function? If so, what should it do?  > Should the function be based in the City Administration, or exist at arm's-length?



ENTITY CONSULTED	PROFILE OF ENTITY	THEMES AND FEEDBACK
Economic Trust Southern Interior Laurel Douglas, CEO	<ul> <li>provides grants to local governments, first nations, post-secondary institutions, and not-for-profit business support organizations</li> <li>grants support efforts to build economic development functions, support research, support entrepreneurial development, and advance key sectors in South Interior</li> </ul>	The following points were made in response to these questions:  - interaction with City has been on improvement of Boucherie Rd., signage, routing, etc.  - at times, City perceived in business community as being less than proactive  - great value in having a West Kelowna economic development strategy developed — led by the City, created by and for the community  - local economic development corporation would help to create unity among players in the Westside economy  - business community needs a clear understanding of the City's goals; wants to move hand in hand with City  - kudos to City on the visioning process — emulate the effort for economic development  - Westside Wine Trail would be most willing to participate in a stakeholder workshop to help shape the corporation
Urban Development Institute Okanagan Chapter Jennifer Dixon, Exec. Director	<ul> <li>professional association for real estate development industry</li> <li>advocates to local government on behalf of members</li> <li>seeks to create favourable environment for development of housing, commercial and industrial development</li> </ul>	The discussion with Jennifer Dixon was very brief.  — the UDI would be interested in participating in a process that helped to develop a new corporation — a greater focus on economic development would be beneficial
Academic / Consulting		
University of Waterloo Economic Development Program Brock Dickinson, Asst. Director	<ul> <li>provides professional development programming to economic development professionals</li> <li>offers practical instruction on new approaches to economic development of communities</li> </ul>	Brock Dickinson has worked in economic development as an instructor/academic, as a consultant in the development of economic development strategies and initiatives, and as a practitioner in both the in-house and arm's-length corporation service models. The discussion with Brock focused on his views of the two models.  — fan of the arm's-length model; prefers it to the in-house model  — functions more effectively outside of City Hall — less constrained by processes and requirements that are in place (for good reason) inside the administration  — also notes that the economic cycle that shapes economic development needs and priorities is different from the political cycle



ENTITY CONSULTED	PROFILE OF ENTITY	THEMES AND FEEDBACK
West Kelowna Businesses		<ul> <li>mandate matters to the choice of model — if broad, less-focused mandate, better to bring in house; corporation model works best when mandate clear and limited</li> <li>an in-house EDO tends to be viewed as "in City Hall, but not part of the team"</li> <li>can be easier to influence from the outside than it is from the inside</li> <li>arm's-length corporation better able to access provincial and federal funding programs</li> <li>make sure to make it not-for-profit</li> <li>arm's-length status more effective at bringing in broader group of stakeholders</li> <li>funding model is important — find a way to ensure stable revenues</li> <li>develop protocol with regional body to ensure that clear on who is doing what (avoid overlap, duplication and competition)</li> <li>possible mandate topics — focus on downtown revitalization (Kitchener), investment attraction (Waterloo)</li> <li>step one needs to be development of a West Kelowna economic development strategy — inclusive process, buy-in critical</li> <li>develop strong performance measures; show value for money</li> </ul>
Mt. Boucherie Winery Craig McCulloch, VP & CEO	<ul> <li>long-time winery in West Kelowna; began in 1968</li> <li>bought Rust Winery</li> <li>opened Modest Butcher restaurant during pandemic</li> </ul>	Most of the discussions with the businesses were brief (The Cove was the exception). Themes included:  > experience in dealing with the City > economic development needs in West Kelowna > views on an enhanced economic development City function  The following points were offered by Craig McCulloch:  - excellent interaction with the City; Council forward-looking, staff very good - definitely role for City to play in helping to grow local economy - particular value in setting out an economic development strategy (gap at present) — necessary for future generations - his son, 22, very keen to see the West Kelowna economy grow, provide more opportunities, invest in infrastructure — not interested in Kelowna; focus on West Kelowna



ENTITY CONSULTED	PROFILE OF ENTITY	THEMES AND FEEDBACK
The Cove Lakeside Resort  Bobby Bissessar, Director Mktg	> independent lakeside resort > full service property; high end	The following points were offered by Bobby Bissessar:  - very bullish on West Kelowna - City could be doing more to help key sectors — tourism and hospitality, in particular - West Kelowna has tremendous potential as a destination for tourists, and as a focus for investment - sites on BoT Board - need for a West Kelowna economic development strategy - lots of players in West Kelowna; considerable cross-over — need to have everyone moving in the same direction, complementing and supporting each other - City corporation could coordinate and align everyone; harness the considerable potential and energy that exists but that is now unharnessed - would help to raise profile of West Kelowna - value in focusing on our community and its economic growth; but be sure to work with the regional bodies as well — COEDC, Tourism Kelowna - still a strong need for the regional bodies and their initiatives — West Kelowna needs to stay involved at that level
Smith Creek Cycle Brian McClelland, Owner	<ul> <li>family-owned bike shop located on Main Street</li> <li>community-based</li> </ul>	The following points were offered by Brian McClelland:  - struggling with downtown crime and drug-related issues - not satisfied with interaction with City to date - need more action on development of "proper downtown core" - difficult to operate a business there - there is a need for a strong economic development function — need for a business lens in decision-making - Kamloops has done a great job growing the local business community — guided by a strategy that coordinates actions of City, business groups, post-secondary and others - need to attract investment into West Kelowna to generate growth, create jobs - function should be arm's-length; cannot be in-house — more ability to influence and more clout if arm's-length - businesses need help to navigate City Hall



ENTITY CONSULTED	PROFILE OF ENTITY	THEMES AND FEEDBACK
Volcanic Hills Winery Bobby Gidda, President	<ul> <li>&gt; family-owned winery (long-time West Kelowna family)</li> <li>&gt; established in 2010</li> <li>&gt; includes Blu Saffron Bistro</li> </ul>	The following points were offered by Bobby Gidda:  - very well-served by previous EDO — able to help businesses get to the right people (navigate City Hall)  - meetings with elected officials and key City staff to hear about projects and priorities are very useful  - need to have someone or some function in place to help access City Hall; and to make sure that the needs of business are "on the radar"  - City doing very well — has come a long way  - would help to have strategy to align interests and make sure businesses are supported  - liked the in-house person; but could see value in corporation — provided could help businesses navigate City Hall and connect with decision-makers (elected and appointed)





To:

Mayor and Council

Date: March 31, 2021

From:

Sandy Webster, Director of Corporate Initiatives

Subject: Economic Development and Tourism Vision and Discussion with Neilson

Strategies Inc.

### PURPOSE

The purpose of this report is to provide Council with the history and current structure of the City's Economic Development and Tourism Department, and to conduct an exploratory discussion led by Allan Neilson of Neilson Strategies Inc. to seek Council's vision that would best support the direction of Council's 2021 – 2022 Strategic Priorities.

### BACKGROUND

The City's Economic Development and Tourism Department has evolved from 2010 (District of West Kelowna) to present day as noted in the attached milestone timeline table. Further, organizations that are primarily involved with the Economic Development and Tourism Department are noted in the mapping charts attached to this report.

Staff are seeking Council's input into how the structure, responsibilities and budget over the past 11 years may inform Council's vision to achieve its strategic priorities in the years to come.

Departmental staff currently include a Manager and a Co-ordinator of Economic Development and Tourism. The total operating budgets, including staffing, includes the following breakdown:

### 2021 Budget

Ec Dev Budget	\$140,138	Of that, \$124,388 is for staffing with benefits
Tourism Budget	\$170,926	Of that, \$82,926 is for staffing with benefits
Total Ec Dev & Tourism	\$311,064	Of that, \$207,314 is for staffing with
		benefits

In 2021, The City of West Kelowna will also pay **\$192,911** into the Central Okanagan Economic Development Commission (COEDC) for its annual tax levy.

In addition to consider the existing departmental structure and services, staff would like to bring awareness to and obtain Council's input for the value for money invested in the local and regional economic development and tourism function based on existing conditions (notwithstanding our continued COVID-19 recovery phase).

Staff has retained Allan Neilson of Neilson Strategies Inc. to discuss with Council current and future considerations of the Economic Development and Tourism function. The intent of the session is to obtain Council's input into:

- The Role of Economic Development and Tourism with brief discussion of what's working, what's not working and Council's vision for the future;
- The Economic Development and Tourism services provided by the City versus other government/partner organizations who also lead and/or support these services;
- Alternative Delivery Models awareness of the types of vehicles that could be considered in future;
- The timing of the City's OCP process, data collection and using community inputs that may inform the future structure, strategy, tactics, timing (etc); and
- Discussion regarding Council's preferred next steps and timing should Council wish a follow-up session that explores potential alternative service models, stakeholder consultations, strategic planning decisions, etc.

The 2021 draft Economic Development and Tourism Operational Plan will subsequently be completed and reviewed with Council based on next steps.

MAR 31, 2021

Date

### APPROVED FOR THE AGENDA BY

Attachments:

Paul Gipps, &AC

1) Milestone Timeline Table

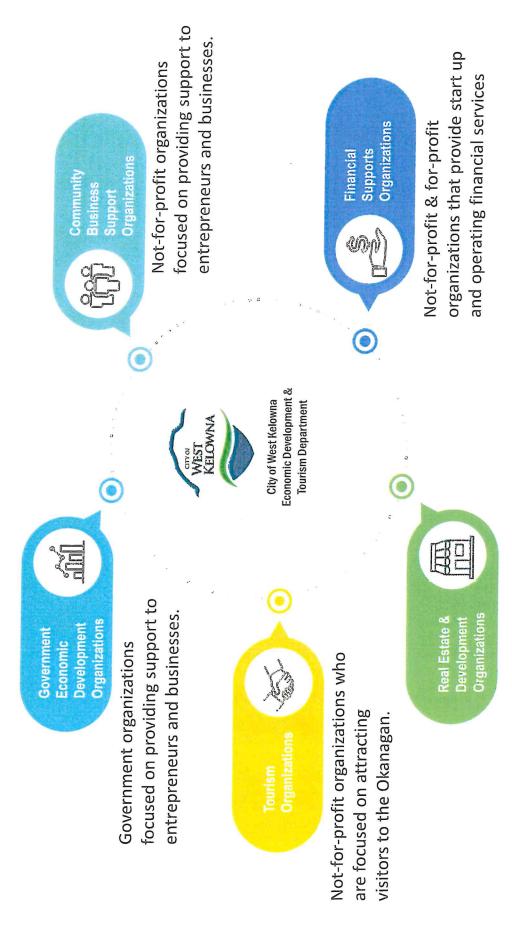
2) Network Mapping Charts

<u>Date</u>	Economic Development Milestones/Highlights
Fall 2009	Tourism Westside (under the GWBOT) presented to the Councils' at West
	Kelowna, WFN, and RDCO a 3-year tourism plan focused on product
	development through a joint partnership.
August 2010	Council endorses a District of West Kelowna Economic Development
	Strategy, prepared by Lions Gate Consulting. One recommendation was for
	the CWK to hire a Business Development Officer position on a 24 month trial.
September 2010	Tourism planning workshop was held with TOTA, Destination BC, and
	representatives from the local government partnerships and area
	stakeholders regarding the long-term vision for tourism marketing on the
	Westside.
Daga	
December 2010	CWK's Business Development Officer (BDO) trial position begins (John
	Perrott's role) who reported to the CAO to focus on the following areas:
	Business development guide
	2. Building and land inventory
	3. Employment land
	4. Cooperation with WFN
	5. Tourism services
	6. Service improvements
	7. Town centre development
	8. Public services
	9. Gateway visitor and cultural centre
January 2011	The Greater Westside Board of Trade notified the City that it would no longer
•	look after Tourism Marketing activities on behalf of the three funders (District
	of West Kelowna, Westbank First Nation, Westside Electoral Area). The
	Chamber indicated it would continue to operate the Visitor Information
	Centre.
February 2011	The City's BDO confirms continued funding support as a partnership with
,	Westbank First Nation & Westside Electoral Area for tourism marketing under
	the newly created Visit Westside brand.
March 2011	The Greater Westside Board of Trade notified the City that it would not be
Watch 2011	·
	providing Visitor Information Services going forward as it began its own
April 2011	service review.
Aprii 2011	City of West Kelowna hires tourism contractor (Salina Curtis' role) to provide
	support for the development and implementation of new Visit Westside
	tourism marketing activities.
June 2011	Visitor Service Agreement is completed with the newly opened Westbank
	Museum to provide seasonal Visitor Services. This was seen as a benefit to
	the municipality and the Museum to help attract visitors to the Museum.
Fall 2011	City begins supporting the development of the Westside Wine Trail marketing
	and events effort with local wineries.
Fall 2011	The BDO role is reorganized to become part of the Development Services
	Department and reported to the General Manager. This move was
	anticipated in the 2010 Economic Development Strategy.
anuary 2012	First time attending the International Council of Shopping Centre Trade show
,	in Whistler to market retail and investment opportunities in West Kelowna
	plus reach out to out-of-town property owners.
	plus reach out to out-of-town property owners.

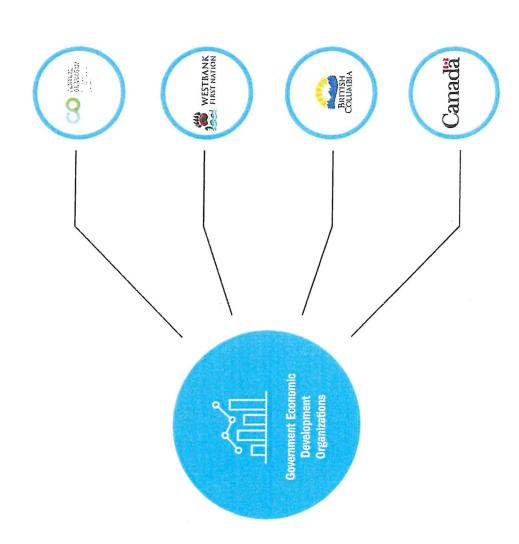
Spring 2012	Monthly Business Walk program with Mayor and members of Council
	introduced.
Summer 2012	City of West Kelowna receives grant from Destination BC to support operating the Visitor Services.
July 2012	First Progress Report Update provided to Council.
Fall 2012	BDO coordinated the first "Breakfast with Business Event," which brought together business license holders and members of Council to better understand their needs and challenges. Event report to Council provided in November.
Fall 2012	Business Development Officer position made permanent role within the City.
Spring 2013	After consulting with the City's Agricultural Advisory Committee, initiated outreach and the coordination of the Westside Farm Loop modeled after the success of the Westside Wine Trail effort.  • Website and social media handles created under the management of the Visit Westside.  • Brochure and signage developed to highlight farm locations.
Summer 2013	Economic Development Office was provided additional support with a
	summer student. Summer students were part of the office through to 2018.
October 2013	West Kelowna participates in the Regional Business Walks initiative lead by the COEDC.
January 2014	Council was presented with the 2014 Economic Development Strategy – Operational Plan which highlighted 2013 activity highlights and activities planned for 2014.
Early 2014	Supported the wineries to incorporate the Westside Wine Trail into a not-for- profit society with the purpose of marketing and promoting Westside wineries through events and promotions.
Mid 2014	Business Development Officer title changed to Economic Development Officer (EDO).
Spring 2014	In collaboration with other regional Economic Development offices, the EDO attended home shows in Ft. Murray and Edmonton to help attract new residents to the Okanagan – focus on the workforce who are working in camps in the energy sector.
October 2014	As part of 2014 Council Strategic Priorities, Council directed staff to consider the creation of an Economic Development Committee to strengthen the connection between Council and the West Kelowna Business Community.
March 2015	2015 Economic Development Strategy and operational details presented to Council for consideration & adoption. Multi-year goals stated in that document included:  1. Encourage population growth in West Kelowna
	Encourage development/investment activity in West Kelowna
	Support West Kelowna businesses to grow and flourish
	Continuous communication improvement with internal and external stakeholders
	<ol> <li>Continuous improvement and collaboration with regional Economic Development agencies.</li> </ol>
Summer 2015	EDO began presentations to Provincial Nominee Program Investor sessions in Vancouver to highlight opportunities for investment in West Kelowna.

February to May	Economic Development Committee Terms of Reference was developed and
2015	reviewed by Council before being adopted in May. Council wanted this first
	term to be a trial to determine if there was benefits to having a new Council
	Committee.
August 2015	Council Appointed members to the first Economic Development Committee
	for the term of September 2015 to August 2017.
September 2015	First meeting of the Economic Development Committee was held.
February 2016	Council Report of the 2016 Economic Development and Tourism Operational
	Plan outlining activities to be undertaken for the year and to initiate the
	development of a new multi-year strategy.
2017	EDO works with the EDC members to develop a new multi-year Economic
	Development Strategy.
September 2017	Council presented with new multi-year Economic Development Strategy and
	adopted it. Areas of focus were:
	Create economic development specific communication channels
	2. Assist businesses and investors with accessing city services and
	navigating processes
	3. Ensuring City projects consider business impacts and opportunities
	4. Focus on business retention and expansion programs
	5. Strengthen the City's role as a tourism destination manager and
	developer.
October 2017	Council votes to continue with the Economic Development Committee and
	made several small updates the EDC's Terms of Reference. A call for new
	members was put out to the community for the term of 2018 to 2020.
Fall 2018	Business case developed for hiring a FTE Economic Development and Tourism
	Coordinator developed and presented as part of the 2019 Budget
	considerations.
Early 2019	Council appointed the Economic Development Officer to serve as a non-
	voting City representative to the GWBOT's Board of Directors to help
	strengthen the City's relationship with the Board of Trade
Spring 2019	Joint presentation to Council by COEDC, Tourism Kelowna, WFN and the EDO
	to provide high level overview of individual programs and services, areas of
	responsibility, and how we collaborate.
July 2019	Economic Development & Tourism Coordinator hired (Salina Curtis, FTE).
August 2019	EDO title changed to Economic Development & Tourism Manager.
August 2019	Economic Development & Tourism Office reorganized under the newly
	created Corporate Initiatives Department.
May 2020	Report to Council regarding the end of Term for the Economic Development
	Committee activity highlights. Members of the committee were reappointed
	through 2022 due to COVID.
June 2020	Council was provided with a COVID-19 Activity Update report.
September 2020	Council provided with a second COVID-19 Activity Update report.
November 2020	Draft 2021 Economic Development & Tourism Operational Plan.

# Economic Development & Tourism Network Map



Organizations & individuals who provide land and buildings for entrepreneurs and businesses.



# Central Okanagan Economic Development

### Commission (Regional District

The Central Okanagan Economic Development Commission (COEDC) is a service of the Regional District of Central Okanagan providing economic development services to the communities of Lake Country, Kelowna, Westbank First Nation, West Kelowna, Peachland and Electoral Areas East and West.

The COEDC leads a range of business attraction and retention services within the Central Okanagan – when business inquires need to progress to the local level, the COEDC hands off the client to the local municipality.

The City of West Kelowna contributed \$176,878 funding to the COEDC in 2020.

### Nestbank First Nation

Westbank First Nation has it's own Economic Development focused Staff member to provide business referrition and attraction supports to entrepreneurs and businesses who are seeking open on WFN lands similar to the City's Economic Development staff. West Kelowna staff will refer clients who are considering to locate their business on WFN lands to WFN staff. West Kelowna staff have also worked in partnership to showcase the Greater Westside at tradeshows in the past.

The City of West Kelowna received \$6,500 in funding from WFN for tourism marketing in

# Province of British Columbia - Various Ministries

The Province of British Columbia's various ministries provide services to support economic development & tourism including educational resources, grantfunding, statistics, international business and talent attraction, and policies and programs for entrepreneurs. City of West Kelowna staff interface with various Provincial Staff in a range of Ministries to maintain working relationships, access programs and funding, and provide local intelligence.

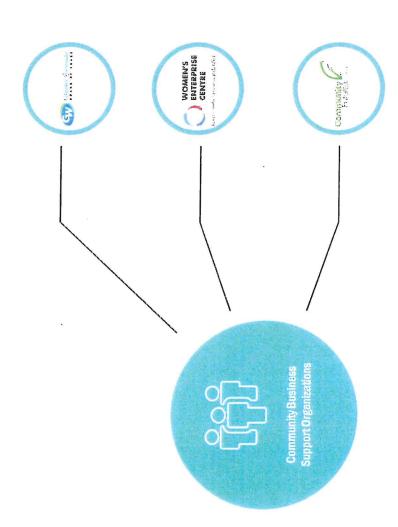
The City of West Kelowna does not pay for any of these services.

### Federal Government of Canada

The Federal Government of Canada provides a range of financial supports, statistics, direct and indirectly provided programs and services (i.e. BDC, Western Diversification, etc) focused on helping and attracting businesses and talent to Canada.

The City of West Kelowna has limited direct engagement with the Government of Canada's staff/representatives, but does utilize data and other services provided by the Federal Government on a regular basis.

fhe City of West Kelowna does not pay for any of these services.



### Greater Westside Board of Trade

The Greater Westside Board of Trade is the voice of business that advocates to all levels of government, offering member to member trade discounts, networking and promotional opportunities to all sectors of business.

The GWBOT provides independent support services and promotion of local businesses that the City cannot. The GWBOT also provides advocacy to the City on issues facing businesses in the community.

The City of West Kelowna provide indirect financial support through a no cost land use for their building, sponsoring events, and attending events.

### Women's Enterprise Centre

Women's Enterprise Centre is a non-profit organization devoted to helping BC women start, lead and grow their own business.

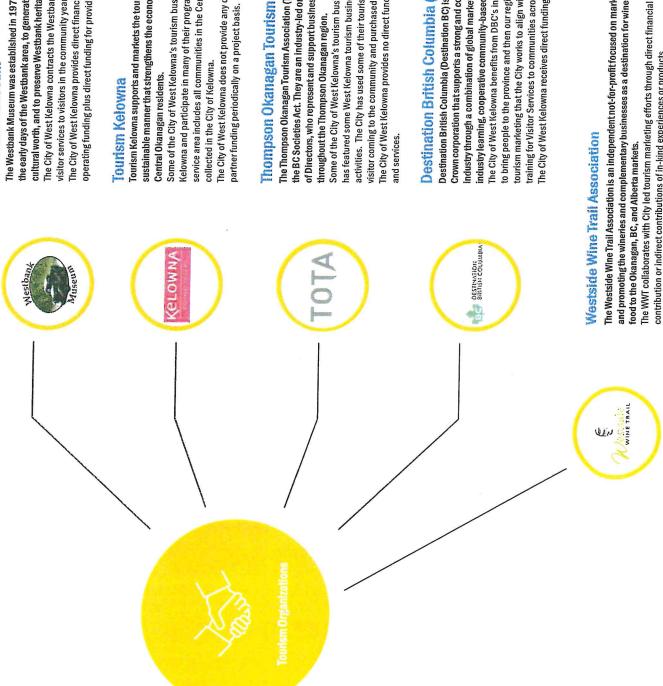
The City of West Kelowna's Economic Development staff will often refer female entrepreneurs to WEC for business assistance including financing, business coaching, and business plan development/refinement. During COVID, WEC administered some specific COVID business grants.

The City of West Kelowna does not provide any financial support to WEC.

# Community Futures Development Corporation

Community Futures is a community based organization that contributes to the social and economic well being of the Central Okanagan by providing small business owners and aspiring entrepreneurs access to services tallored to individual needs. From financing to training programs, Community Futures is a full support centre for new and existing businesses.

The City of West Kelowna's Economic Development Staff will often refer clients interested in self employment to CFDC for their programs to develop business plans, entrepreneurs to access funding, or for COVID specific lending. The City of West Kelowna does not provide any financial support to CFDC.



### Westbank Museum

the early days of the Westbank area, to generate community programs of historical and The Westbank Museum was established in 1978 to provide a repository for artifacts of cultural worth, and to preserve Westbank heritage.

The City of West Kelowna contracts the Westbank Museum to provide static and mobile visitor services to visitors in the community year round.

The City of West Kelowna provides direct financial support to the museum for annual operating funding plus direct funding for providing visitor services.

### Fourism Kelowna

sustainable manner that strengthens the economy and enriches the quality of life for Tourism Kelowna supports and markets the tourism destination of Kelowna in a Central Okanagan residents.

Some of the City of West Kelowna's tourism businesses are stakeholder with Tourism Kelowna and participate in many of their programs and services. Tourism Kelowna's service area includes all communities in the Central Okanagan – but only MRDT is collected in the City of Kelowna.

The City of West Kelowna does not provide any direct financial support, but does provide partner funding periodically on a project basis.

# Thompson Okanagan Tourism Association (TOTA)

The Thompson Okanagan Tourism Association (TOTA) is a not-for-profit society governed by the BC Societies Act. They are an industry-led organization, governed by an elected Board of Directors, who represent and support business and community tourism interests throughout the Thompson Okanagan region.

activities. The City has used some of their tourism research services to better understand The City of West Kelowna provides no direct funding, but does purchase specific products has featured some West Kelowna tourism businesses and experiences in their marketing visitor coming to the community and purchased advertising with some of their initiatives. Some of the City of West Kelowna's tourism businesses are stakeholders with TOTA. and services.

## Destination British Columbia (DBC)

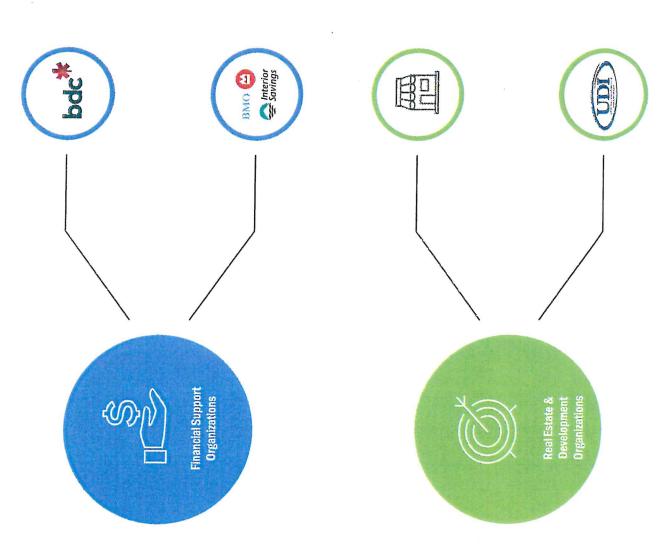
The City of West Kelowna benefits from DBC's international marketing and promotion to bring people to the province and then our region. Primarily, DBC sets the tone for Destination British Columbia (Destination BC) is a provincially funded, industry-led Crown corporation that supports a strong and competitive future for BC's tourism industry learning, cooperative community-based programs, and visitor servicing. industry through a combination of global marketing, destination development, tourism marketing that the City works to align with. DBC provides funding and training for Visitor Services to communities across BC.

The City of West Kelowna receives direct funding from DBC for Visitor Services.

### Westside Wine Trail Association

The Westside Wine Trail Association is an independent not-for-profit focused on marketing and promoting the wineries and complementary businesses as a destination for wine and food to the Okanagan, BC, and Alberta markets.

The City does not provide any direct funding to the WWT but does partner with the contribution or indirect contributions of in-kind experiences or products. Association for marketing and promotional activities.



# **Business Development Bank of Canada**

The Business Development Bank of Canada provides lending to entrepreneurs in all stages of businesses with lower lending thresholds than traditional charter banks and credit unions. The BDC also provides a range of business consulting services to support entrepreneurs.

The City of West Kelowna's Economic Development staff often refer businesses in the community to the BDC when they are seeking financing or have indicated that they have challenges with their traditional banks.

The City of West Kelowna provides no direct funding and doesn't receive any funding from the BDC.

# Charter Banks & Credit Unions (eg. CIBC, BMO, Interior Savings)

Traditional charter banks and credit unions provide day-to-day banking and lending to local businesses in West Kelowna. Additionally, local banks provide unique inslghts into the economic health of the local businesses.

The City of West Kelowna's Economic Development staff will refer business to various banks and credit unions for banking services and lending.

The City receives no direct support from any of these institutions.

# Commercial Realtors/Leasing Representatives & Commercial Property Owners / Developers

Commercial Realtors and Leasing Agents help to find and represent properties for businesses to locate in, assist property owners with assessing development opportunities for properties, and help prospective tenants find space.

The City of West Kelowna staff work with these agents and property owners through various departments to help ensure that there are safe and adequate spaces for businesses to operate in within the community. Further, Economic Development Staff will work with these Agents and Owners to help businesses to find locations within the community to locate their businesses in.

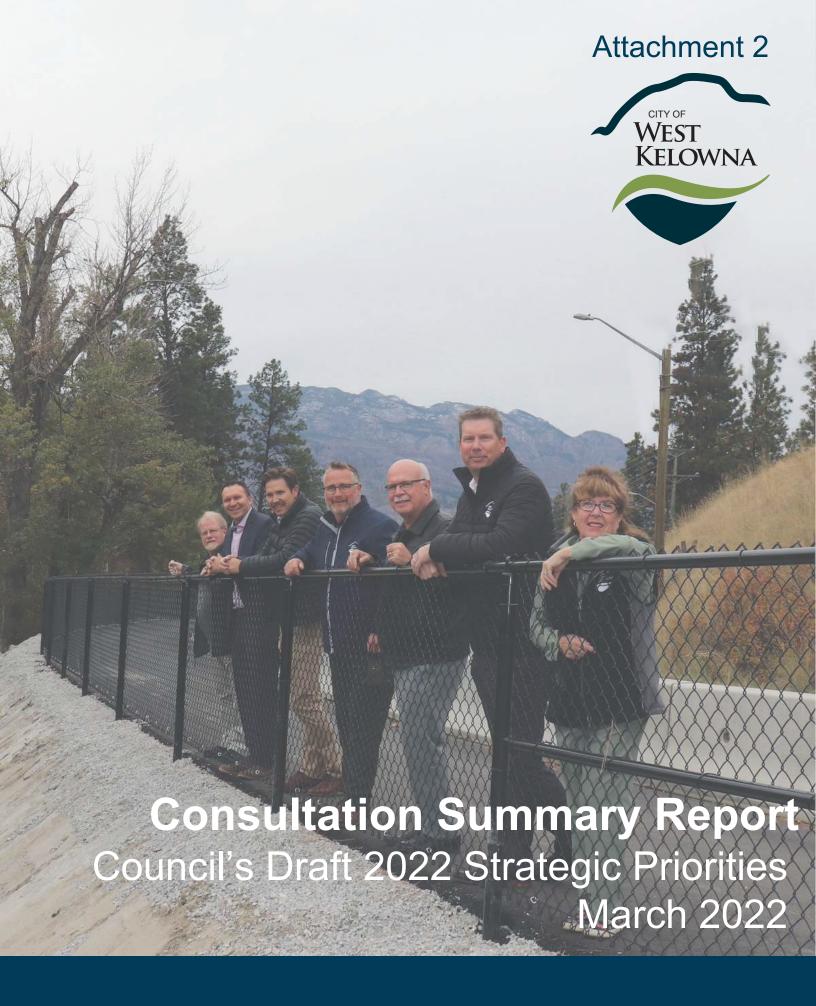
The City receives no direct financial support (outside of property taxes) from these organizations and individuals.

### Urban Development Institute

The Urban Development Institute (UDI) is a non-profit association of the development industry and its related professions and is non-partisan in its activities.

The City of West Kelowna primarily engages with UDI and its membership through the Development Services Department. This group helps to advocate on issues important to development in the community and identify challenges to development investment activities.

The City receives no financial support from UDI, the City provides indirect support by attending events.



### **Background**

Council's 2022 Strategic Priorities establish the framework to move forward with short-term and long-term key objectives. By establishing and implementing Council's priorities, the City positions itself for future community success as the Greater Westside grows and evolves.

On Nov. 13 Council directed staff to post the Council's 2022-Strategic Priorities for early public input prior to staff finalizing the document for Council's consideration, in conjunction with the 2022 Budget and Five-Year Financial Plan consultation program.

#### Summary

Two rounds of public consultation were held from Nov. 2021 to Feb. 2022. Notice of the public input opportunity was extended through the publishing of Council Highlights on Nov. 23 and further e-News updates to Community Neighbourhood Associations on Dec. 15. Additional consultation opportunities were promoted as part of the Draft 2022 Budget, open from Dec. 2021 to Feb. 2022. The community was invited to ask questions and comment on the document by completing a questionnaire on **OurWK.ca** and outcomes are highlighted below.

#### Round one: Early input

From **Nov. 23, 2021 to Jan. 19, 2022** the Draft 2022 Strategic Priorities document was made public through the City's website. On Dec. 13, the documents was posted on **OurWK.ca** for early feedback as part of the first round of consultation of the Draft 2022 Budget. Initial feedback was shared with Council at the Jan. 25 regular Council meeting.

See Round One: Summary at-a-glance at the end of this report or read the full report online.

#### Round two

The last round of public input was held from **Jan. 31 to Feb. 13, 2022**. The consultation provided an opportunity for residents and stakeholders to share their priorities via a questionnaire, ask questions and learn more about *Council's 2022 Strategic Priorities*. Results of the final round of input are highlighted in this report.

In light of COVID-19 restrictions, both rounds of consultation took place virtually.



#### What we heard - highlights

The primary methods to provide input included:

- Online engagement platform OurWK.ca/council (link from the City's website westkelownacity.ca)
  - Online questionnaire
  - Ask us a question
- Invitation to attend a Question and Answer Session
  - Feb. 3 (12 p.m. 1:30 p.m.)
  - Feb. 10 (6 p.m. 8 p.m.)
- In person:
  - By visiting a pop-up display at the Westbank Library and Royal LePage Place Arena
  - Completing a printed questionnaire (available at pop-up displays and City Hall)
- Contacting the engagement team via email or telephone for additional information

During the engagement period, there were 94 visitors to the online engagement website (OurWK.ca/council):

- 13 people were informed (clicked through the content)
- 91 people were aware (visited at least one page)
- 39 people completed the questionnaire
- 4 people submitted comments

The following information was submitted through the questionnaire (hosted on Survey Monkey and via paper copies).

Of the 39 respondents:

- 58% said they do not work in West Kelowna (19 people)
- 29% have lived in West Kelowna for over 21 years (10 people)
- 21% live in Westbank Centre (7 people)

When asked to rank the following initiatives in order of importance from 1 (being the highest priority) to 4 (being the lowest priority), respondents said:

- 1. Major roadworks (Shannon Lake ATC, Road Rehab, TMP update)
- 2. Active Transportation Projects (sidewalk/bike lane projects)
- 3. Fire Hall #32 plan, design and advance
- 4. Operations Yard (Public Works Yard) Design and begin building

#### Other outreach included:

- Emails to neighbourhood community groups to help spread the word
- Contacting the communications and engagement team via email or telephone for additional information
- Stakeholders and the community were notified about the public engagement opportunities using several notification methods all of which included the link to the online engagement website (**OurWK.ca/council**) and the email address (info@westkelownacity.ca).





### **COUNCIL'S 2022 STRATEGIC PRIORITIES**

Round Two: Summary at-a-glance Jan. 31, 2022 - Feb. 13, 2022

## Who we heard from



39

questionnaires received on OurWK.ca



4

comments received

#### How we connected



94

visitors to online engagement platform **OurWK.ca** 

Aware: 91 (viewed the project page)

Informed: 13 (clicked through content)

Responses total: 43 (contributed to an online tool)



2,907

unique pageviews to City's main webpage



2

e-News updates issued



3,358 recipients of e-News

#### Social media interactions



7,602

social media impressions



6,824 total views of our posts

**345** post clicks, likes, shares, reactions and comments



778 viewed our posts

14 link clicks from Tweet



1,228 total views of our posts

24 post likes and comments

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#### Social media (combined with 2022 Budget)

Weekly posts were shared on the City's social media channels to create awareness of the engagement and how to participate, including: Facebook, Instagram and Twitter. During the engagement period, nine posts were shared across all channels, and two social media ads ran on Facebook and Instagram.

#### Highlights:

- 7,602 total social media impressions
- Facebook: 6,824 post views, 345 engaged with the post (likes, comments, shares, reactions)
- Twitter: 778 post views, 14 engaged with the post (likes, retweets, comments)
- Instagram: 1,228 post views, 24 likes

#### Print and electronic advertising (combined with 2022 Budget)

During the engagement period, we ran four print newspaper Feb. 2 and Feb. 9 ads in local West Kelowna weekly papers to promote the engagement period.

To help further inform residents, a leaderboard ad ran on the West Kelowna page on Castanet from Feb. 6-12. Total impressions or ad views was 471,810.

#### Pop-up displays (combined with 2022 Budget)

Two informal pop-up engagement displays were held at Westbank Library and Royal LePage Place Arena to provide information on the budget. Due to COVID-19 restrictions, no in-person events took place. Paper copies of the questionnaire and postcards advertising the engagement period were provided at the display.

#### What we heard - online engagement results

Strategic Priorities questionnaire was open from **Jan. 31 to Feb. 13, 2022**. During this time, the City's engagement platform gained 69 new subscribers.

The qualitative outcomes of the feedback reflect the opinions of those that participated in the process. Results of what we heard are summarized below.

The questionnaire was made available online at **OurWK.ca** and paper copies, along with engagement materials toolkits were also available at City Hall, Westbank Library, Royal LePage Place Arena or by request by email or phone.



A total of 43 submissions were received (includes four comments received). It is important to note that responses could be completed anonymously and participants were not required to answer all questions.

There were four methods that members of our community could provide feedback:

- completing a questionnaire (online or a paper copy)
- asking a question via the online Question and Answer portal
- attending an Online Interactive Question and Answer Session
- contacting the staff via email or telephone for additional information

The primary goal was to hear from members of our community to understand priorities, preferences for taxation and feedback into Council's Draft 2022 Strategic Priorities.

When asked to rank invest in infrastructure initiatives in order of importance from 1 (being the highest priority) to 4 (being the lowest priority), respondents said:

- 1. Major Projects
- 2. Active Transportation
- 3. Fire Hall #32 Plan: Plan, design and advance
- 4. Operations Yard (Public Works Yard)

When asked to rank economic growth and prosperity initiatives in order of importance from 1 (being the highest priority) to 3 (being the lowest priority), respondents said:

- 1. Pursue efforts to revitalize the Westbank Town Centre
- 2. Complete a review of the municipality's Development Cost Charges
- 3. Review/design new service and governance model options for Economic Development

When asked to rank community-related initiatives in order of importance from 1 (being the highest priority) to 4 (being the lowest priority), respondents said:

- Completing the City's Official Community Plan initiative (a plan that guides our long term growth)
- 2. Nurturing community-building partnerships with Westbank First Nation, local governments and organizations in the region; along with inter-governmental partnerships involving Federal and Provincial agencies
- 3. Engaging the community in the design of a facility plan and programming use for the Mt. Boucherie Community Centre
- 4. Incorporating a celebration of culture and heritage into civic programs, events and festivals across the community, including in City's parks, Westbank Centre, neighbourhood centres and elsewhere



When asked to rank safety and well-being initiatives in order of importance from 1 (being the highest priority) to 7 (being the lowest priority), respondents said:

- 1. Infrastructure investments in active transportation, including sidewalks and other types of pedestrian pathways
- 2. Continued advocacy efforts aimed at securing a redundant power supply for West Kelowna and the Greater Westside
- 3. Wildfire preparation, mitigation and adaptation measures
- 4. Initiatives, guided by the results of the recent policing service review, aimed at increasing police resource levels, effectiveness and presence in West Kelowna
- 5. Advocacy for additional services connected to the West Kelowna Urgent and Primary Care Centre
- 6. Partnerships and initiatives aimed at meeting the supportive and other housing needs of West Kelowna's residents along the market housing spectrum
- 7. The development of a Climate Action Plan, with a Green Fleets Strategy, and a set of performance measures to track progress and bolster accountability

#### Age demographics:

• 65+: 18%

• 55-64: 24%

• 45-54: 26%

• 35-44: 24%

• 25-34: 9%

• 18-24: 0%

• Under 18: 0%

#### Neighbourhoods that provided the most feedback:

Westbank Centre: 21%Lakeview Heights: 18%

Shannon Lake: 18%

Glenrosa: 15%

West Kelowna Estates/Rose Valley: 9%



#### **Comments**

Participants had the option to provide feedback via 12 open comment boxes. Commenting was optional and not all respondents opted to provide input. There were a total of 232 comments from respondents.

#### Common themes included:

- Safety enhancements to roads
- Adding walkable areas in the city, including Westbank Centre
- Prioritizing the Fire Hall #32 project
- Indigenous relations and partnership opportunities
- Business development

When asked about the greatest challenge West Kelowna will face in 2022, the following themes were mentioned by respondents:

- Wildfires and fire response
- Cost of living and housing supply
- Crime and policing
- Older infrastructure and the cost of replacement

For a full list of comments, see **Attachment 5: Questionnaire Summary Report**.

#### **Next steps**

Results of both rounds of engagement for the Council's 2022 Draft *Strategic Priorities* were shared with Council for their consideration. Feedback from the public will be used to support Council's decision-making that balances taxation and demand for services prior to the second reading of the 2022-2026 Financial Plan Bylaw expected in the spring. To stay updated, subscribe for e-updates at **westkelownacity.ca/subscribe**.





# **2022 BUDGET CONSULTATION**

Round One: Summary at-a-glance Dec. 10, 2021 - Jan. 19, 2022

# Who we heard from



questions/comments made on **OurWK.ca** 



2 emails received

### How we connected



168

visitors to online engagement platform OurWK.ca

Aware: 108 (viewed the project page)

Informed: 59 (clicked through content)

Engaged: 7 (questions/comments made)



7,166
unique pageviews to
City's main webpage



e-News updates issued



3,325

recipients of e-News

### Social media interactions



2,279

social media impressions



2,172 viewed our posts

**69** post clicks, likes, shares, reactions and comments



757 viewed our posts

6 link clicks from Tweet

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# Questionnaire Summary Report 31 January 2022 - 15 February 2022

**Draft 2022 Strategic Priorities** 

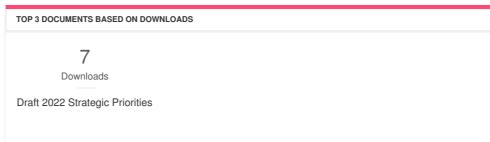
#### **PARTICIPANT SUMMARY**

ENGAGED	4 ENGAGED PARTICIPANTS	S			(%)
ENGAGED		Registered	Unverified	Anonymous	Causailla 0000 Chuatania Dri
	Contributed on Forums	0	0	0	Council's 2022 Strategic Pri 4 (4.3%)
NEODMED	Participated in Surveys	2	0	0	
INFORMED	Contributed to Newsfeeds	0	0	0	
	Participated in Quick Polls	0	0	0	
	Posted on Guestbooks	0	0	0	
	Contributed to Stories	0	0	0	
AWADE	Asked Questions	0	2	0	
AWARE	Placed Pins on Places	0	0	0	
	Contributed to Ideas	0	0	0	
	* A single engage	ed participant ca	an perform m	nultiple actions	* Calculated as a percentage of total visits to the Project
ENGAGED	13 INFORMED PARTICIPAN	ITS			(%)
ENGAGED				Participants	12 /12 99/\
	Viewed a video			1	Council's 2022 Strategic Prio 13 (13.8%)
INFORMED	Viewed a photo			0	
INFORMED	Downloaded a document			7	
	Visited the Key Dates page			1	
	Visited an FAQ list Page			0	
	Visited Instagram Page			0	
AWARE	Visited Multiple Project Pages			8	
AWAILE	Contributed to a tool (engaged	l)		4	
	* A single informe	ed participant ca	an perform m	nultiple actions	* Calculated as a percentage of total visits to the Project
ENGAGED	94 AWARE PARTICIPANTS				
				Participants	Council's 2022 Strategic Pri 94
	Visited at least one Page			94	
INFORMED					
AWARE	<b>\</b>				
	* Aware user could have also p	performed an Ir	formed or F	ngaged Action	* Total list of unique visitors to the project
	Aware user could have also p	onomica an II	.Simou oi E	.gagoa AollOll	. Star not or anique visitors to the project

#### **INFORMATION WIDGET SUMMARY**

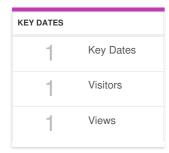


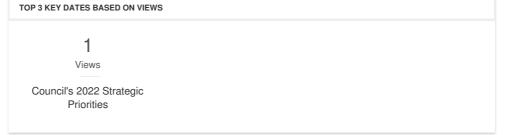




VIDEOS	
1	Videos
1	Visitors
1	Views



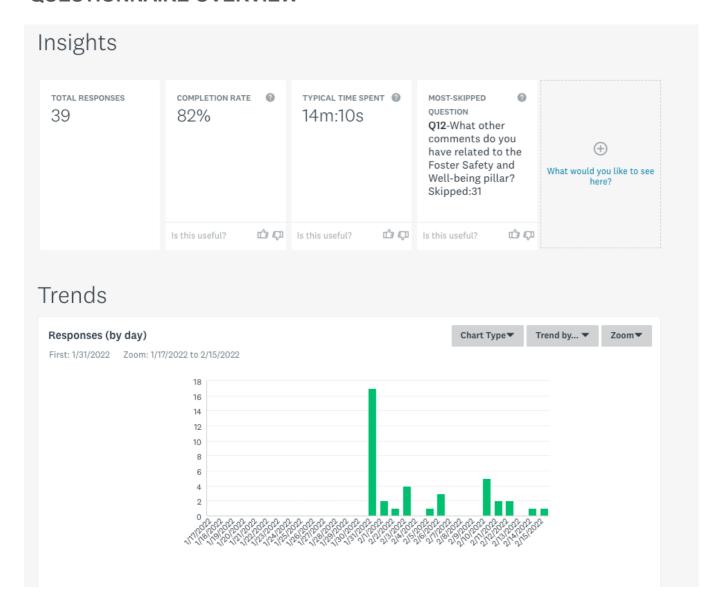




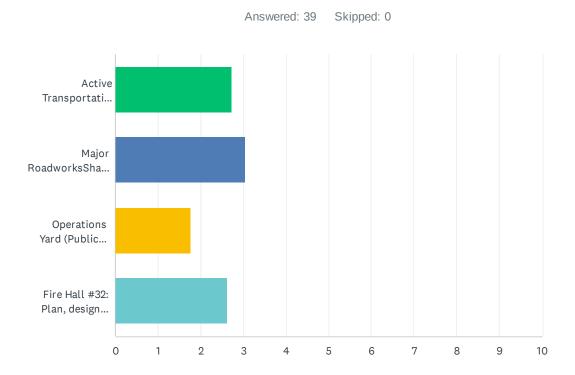
#### TRAFFIC SOURCES OVERVIEW

REFERRER URL	Visits
www.westkelownacity.ca	13
www.castanet.net	11
lm.facebook.com	3
t.co	3
linktr.ee	2
www.bing.com	1
www.google.com	1
www.kelownacapnews.com	1
www.kelownanow.com	1
android-app	1

#### **QUESTIONNAIRE OVERVIEW**



# Q1 Rank the following initiatives in order of importance to you, 1 meaning 'most important', to 4 meaning 'least important'. (Drag and drop each section or use the drop-down function.)



	1	2	3	4	N/A	TOTAL	SCORE
Active Transportation ProjectsSidewalks on Stevens Road from Westlake Rd to McDougall Creek Bridge on Shannon Lake Rd; sidewalks on Westlake Rd from Rose Valley Elementary to Parkinson Rd; sidewalks on Shannon Ridge Drive from Shannon Lake Rd to Shannon Place	33.33%	20.51%	23.08%	17.95% 7	5.13% 2	39	2.73
Major RoadworksShannon Lake Rd/Stevens Rd/Bartley Rd roundabout; design of Shannon Lake Rd upgrades from IR#9 to Swite Rd; upgrades to the Old Okanagan/Butt Rd intersection; also includes initiatives such as the Road Rehabilitation Program and the Transportation Master Plan Update	33.33% 13	41.03% 16	12.82% 5	7.69%	5.13%	39	3.05
Operations Yard (Public Works Yard)Design and begin building	7.69% 3	7.69% 3	30.77% 12	43.59% 17	10.26% 4	39	1.77
Fire Hall #32: Plan, design and advanceIdentify the specific site to replace Hall #32, design the replacement of the Fire Hall #32 facility and prepare construction contracts; and advance the relocation of the Fire-Rescue administration component into the Westbank area	25.64% 10	28.21%	25.64%	17.95% 7	2.56%	39	2.63

## Q2 Tell us which projects are most important to you and why.

Answered: 30 Skipped: 9

#	RESPONSES	DATE
1	The Fire Hall Plan as with climate change and increased fire hazards, we need to be prepared.	2/15/2022 1:09 PM
2	I am interested in additional sidewalks and bike lane projects as we move to a more "active citizen" model for our city.	2/14/2022 7:21 AM
3	Major Roadwork for better and safer accessibility to all West K has to offer.	2/12/2022 10:53 AM
4	Major roadwork upgrades due to increased congestion in WK negatively impacting economic growth, increasing commuter frustration, and a concern for public safety.	2/12/2022 10:30 AM
5	Roundabouts! The traffic is getting out of hand - no way to turn left from Shannon Place onto Old Okanagan. Sidewalks - would be nice not to fear being hit by a car for simply walking/riding bike	2/11/2022 4:07 PM
6	Okanagan and Butt road as well as Brown road MUST be addressed for walking safely!! As well Butt road is too traffic heavy and gets backed up. This is part of the westbank core and it still looks like the 1970s!! My kids are not safe walking to school even because of the lack of sidewalks on busy roads.	2/10/2022 4:57 PM
7	roads and sidewalks - safety	2/10/2022 4:34 PM
8	Ability to move about efficiently in West Kelowna is helpful for everyone.	2/10/2022 4:21 PM
9	SIDEWALKS: If West Kelowna wants to claim it is a family-oriented community, it must invest in sidewalks in residential neighborhoods, particularly near elementary schools and park (i.e., Rose Valley Elementary School).	2/10/2022 4:05 PM
10	In addition to "Active Transportation Projects" - add a roundabout at Shannon Lake Rd and Tallus Ridge Dr. (Branch of Shannon Lake Rd.)	2/10/2022 10:37 AM
11	N/A	2/6/2022 2:34 PM
12	Major Roadworks and Active Transportation Projects very important to me - but none of the projects listed affect me in Lakeview Heights.	2/6/2022 11:29 AM
13	Give access to public facilities regardless of vaccination status, end mandates on a local level, stop discrimination towards fellow community members	2/6/2022 10:17 AM
14	Sidewalks in the "downtown core". If you want to encourage people and business to the couplet area then make it accessible. Sidewalks on Brown Road to Gossett, but none the other direction? Anyone try walking at night on Elliott Rd north of Bering? Why build sidewalks in affluent neighbourhoods that rarely get used when there should be some in the areas where people actually do walk to catch a bus or get groceries.	2/5/2022 5:36 PM
15	I am mostly vested in the water infrastructure being that I am on water advisory for more than half the year.	2/3/2022 11:21 AM
16	Sidewalks that go somewhere, and do not just end.	2/3/2022 10:19 AM
17	The roadway and walkway from 97 to 97 on Shannon Lake Road is an embarrassment. The roads & walkways are in poor condition or none at all. With the current developments near Shannon Lake the current infrastructure is non existent. Further housing development should be reviewed and or halted before a solid infrastructure plan is approved	2/3/2022 10:18 AM
18	Replace the fire hall and expand the road network and sidewalks.	2/3/2022 8:37 AM
19	I think sidewalks on other roads are as important as some of the ones on this list. Elliot Road for example.	2/1/2022 8:33 PM
20	roads need work. difficult to get anywhere due to traffic	2/1/2022 8:56 AM

21	Any initiative which increases community resilience to natural events, for example improved fire facilities, flood/drought (restoring & conserving natural infrastructure, demanding better green corridor buffers in development such as that around Shannon Lake and creeks); initiatives which keep traffic moving while incorporating sustainable transportation methods; and initiatives which look to WFN for guidance/collaboration; developing sustainable building structures for new and updating existing city buildings; incorporating wildlife passage at major roadways where possible (ie increase safety for people and wildlife of all sizes many of our SAR are small).	1/31/2022 8:37 PM
22	The lack of sidewalks is dangerous in this growing community as well as the inadequate roads. The city keeps approving development around Shannon lake so needs to upgrade the roads to suit.	1/31/2022 8:31 PM
23	Sidewalks to Hudson elementary school on Brentwood road	1/31/2022 8:08 PM
24	Safe walking. Fire preparedness.	1/31/2022 7:56 PM
25	I believe work environment has a direct relationship to production and a positive work ethics. It was not easy picking the Operations Yard as first.	1/31/2022 5:18 PM
26	I strongly feel that active transportation needs to be the number 1 priority. These pathways promote greener travel, SAFER travel and help connect the community.	1/31/2022 4:08 PM
27	Active Transportation projects are most important so residents can safely commute within the communities of West Kelowna. There is not enough protected cycling infrastructure in West Kelowna at this time.	1/31/2022 4:05 PM
28	fire hall essential services need priority	1/31/2022 1:24 PM
29	Safety and security. Parks, recreation.	1/31/2022 12:51 PM
30	Road upgrades and sidewalks on main arterial roads, namely Elliott. Huge and on going residential development has increased traffic and pedestrian use, but the City has not improved the roads. Where is the developer money to help with these costs?	1/31/2022 12:02 PM

# Q3 What other comments do you have related to Invest in Infrastructure pillar?

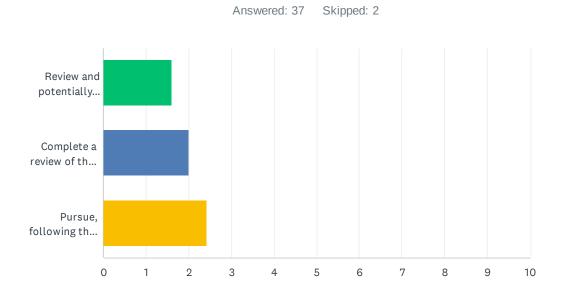
Answered: 22 Skipped: 17

#	RESPONSES	DATE
1	The initiatives are excellent and much needed. However, Lower Glenrosa needs sidewalks as it is dangerous seeing teenagers and adults and elders walking along the smallest off-shoulder area. Perhaps this is an initiative to be considered by Council. Especially with the current developments along that corridor and its proximity to the Westbank Mall.	2/15/2022 1:09 PM
2	n/a	2/14/2022 7:21 AM
3	1) Snow removal service and effectiveness (based on this winter) needs significant improvement. Mt Boucherie area was not safe to drive. 2) line painting on roads and highways needs to be refreshed with reflective paint/ ore eyelets for improved safety of motorists - Hwy 97 and other main roads at night and in poor weather have extremely poor visibility 3) Hwy 97 has significant grooves in it that in poor weather create safety issues - needs re-paving and improved lighting - ROI on reduction in motor vehicle accidents 4) Prioritize investment in removing ALL graffiti immediately after it appears from Infrastructure (Buildings, Parks, Roadways, Mountain faces (Mt Boucherie) Trails etc) to live to the Natural Beauty highlighted in the city's mission. As the City of Kelowna has recognized Graffiti impacts our city's image, discourages support of commercial areas and negatively effects investment potential and maximum return on residential real estate. If not immediately removed, graffiti serves as an invitation to littering, loitering, additional graffiti and other forms of crime and acts of violence. Graffiti on public and private properties, without property owner permission, is vandalism. There is a substantial amount of graffiti in West Kelowna and Westbank.	2/12/2022 10:53 AM
4	What future projects are being considered? E.g. swimming pool and additional recreational facilities in the Rose Valley/Lakeview Heights area.	2/12/2022 10:30 AM
5	NOISE BYLAWS that are enforce! TRUCKS/MOTORCYCLES in the summer make this beautiful area not so beautiful to exist in	2/11/2022 4:07 PM
6	The core or downtown of westbank should be safe for walking as there are so many who live in central westbank and there are many children and older people who need to be safe as they enjoy this neighborhood. We live here and it's so unsafe walking with my kids. It's crazy that there are no crosswalks on old okanagan or Elliot road to cross from residential to commercial areas. There are more and more apartments going up and not much has been done to improve walk ability.	2/10/2022 4:57 PM
7	Build more sidewalks!	2/10/2022 4:05 PM
8	NB!!! Butt Road from Elliott to Old Okanagan Hwy is in terrible dispair, too narrow and extremely well used by people each day! Please act on this road soon.	2/10/2022 10:37 AM
9	Sidewalks on Boucherie down to Frind.	2/6/2022 2:34 PM
10	So important to Invest in Infrastructure, love that this is a pillar and primary focus of the Strategic Priorities.	2/6/2022 11:29 AM
11	Finish the sewer project that was started over a decade ago!!!!!!	2/5/2022 5:36 PM
12	I would like to see the trails and nature parks as part of our infrastructure. Many people move to West Kelowna to be closer to nature and watching the endless construction lay waste to the places people walk, hike, bike, and run is utterly depressing and undermines why I personally live here (and same for many of my friends). If you want a liveable city, we need to prioritize the wild space and stop paving it.	2/3/2022 11:21 AM
13	A safe walking or biking route from Glenrosa to down town.	2/3/2022 10:19 AM
14	Would be fantastic to see how city staff and consultants are looking to other places around the world which have dense populations in small spaces. Let's be ahead of the sustainability	1/31/2022 8:37 PM

game. We also have fantastic local research centers and collaboratives to look to, ex UBC, OBWB,  $\sf ONA$ 

	·	
15	An upgrade on the pool would be nice for the growing community. There are currently very few public swim times and not a very exciting facility for the younger crowd.	1/31/2022 8:31 PM
16	None	1/31/2022 8:08 PM
17	Let's keep in mind all the climate changes coming and how best to be prepared	1/31/2022 7:56 PM
18	Make sure infrastructure comes before development.	1/31/2022 5:18 PM
19	how can we not be planning and completing Boucherie road with sidewalks etc. much busier than any other with people walking in the ditches, wow???	1/31/2022 1:24 PM
20	With the new city hall and surrounding area. It is our 1 chance to shape our downtown into pedestrian and cafe/restaurants small business friendly way	1/31/2022 12:51 PM
21	We seem to have problems looking after what we have, eg gellatley walkway is under serviced	1/31/2022 12:49 PM
22	Green Space! The City needs to develop more green space within our City core. Where are the parks and safe walk ways for families? How are we as a community supporting green space and opposing global warming.	1/31/2022 12:02 PM

# Q4 Rank the following initiatives in order of importance to you, 1 meaning 'most important', to 3 meaning 'least important'. (Drag and drop each section or use the drop-down function.)



	1	2	3	N/A	TOTAL	SCORE
Review and potentially design, in consultation with key economic development agencies and stakeholders, new service and governance model options for West Kelowna's Economic Development function	13.51% 5	21.62% 8	45.95% 17	18.92% 7	37	1.60
Complete a review of the municipality's Development Cost Charges to generate sufficient funds for development's share of important infrastructure project costs	24.32%	37.84% 14	24.32% 9	13.51% 5	37	2.00
Pursue, following the completion of the City's new Official Community Plan, efforts to revitalize the Westbank Town Centre to promote increased vitality and growth in the City's core	48.65% 18	27.03% 10	10.81%	13.51% 5	37	2.44

## Q5 Tell us which projects are most important to you and why.

Answered: 20 Skipped: 19

#	RESPONSES	DATE
1	Promotion and revitalization of Westbank Town Centre to increase growth, employment and profits.	2/15/2022 1:09 PM
2	Communication/PR: What are we doing well and what do we need to improve in order to tell THE WORLD West Kelowna is open for business /is pro-business and is one of the greatest places for companies to locate/invest.	2/12/2022 10:59 AM
3	Business development (and taxed) for WK to ensure that opportunities aren't being diverted to other municipalities and jurisdictions.	2/12/2022 10:31 AM
4	Revitalize town centre by encouraging a significant attraction. Costco would have really put west k on the map!	2/11/2022 3:39 PM
5	Make Westbank a place residents can be proud of. It would be lovely if it had a theme or 'look' such as pandosy or summerland. Create more of a connection to the lake as well with a place for a coffee shop such as in Bilss Bakery in Peachland	2/10/2022 5:01 PM
6	West Kelowna seems to sprawl somewhat and needs to be more compact in design with adequate parking combined.	2/10/2022 4:25 PM
7	Increase development costs to fund sidewalk construction. Not every lot should be developed. Open space is very important, particularly in low-density neighborhoods like West Kelowna Estates.	2/10/2022 4:13 PM
8	N/A	2/10/2022 10:38 AM
9	N/A	2/6/2022 2:35 PM
10	Important to develop a new OCP, but not focused on revitalizing the Westbank Town Centre. Would have marked the new OCP as 2 otherwise.	2/6/2022 11:31 AM
11	Forgive me but all of these seem more like fluff at this point. I think we need to decide what our community will be known for and then decide how to accomplish it. Personally I am here for nature, not a downtown core or governance.	2/3/2022 11:23 AM
12	It is hard to force vitality in an old city core	2/1/2022 8:35 PM
13	pay citizens a living wage	2/1/2022 8:57 AM
14	Developers have to pay for infrastructure and these costs have to be forecasted for the future as well. Include future costs.	1/31/2022 5:23 PM
15	Westbank Town Centre is a main focal point of town and deserves significant focus, resources and efforts. The tone and success of the Centre radiates outwards to other areas and will drive future success.	1/31/2022 5:09 PM
16	Revitalizing the Westbank Town Centre as a downtown hub with new, taller buildings (both commercial and residential accommodations). Start Increasing density within Westbank Town Centre.	1/31/2022 4:14 PM
17	city core is number 1, the window into our community, run down, old no planning consideration, ad hoc etc	1/31/2022 1:27 PM
18	Roads and sidewalks and bike trails	1/31/2022 12:55 PM
19	Downtown city centre	1/31/2022 12:53 PM
20	Developers should contribute a larger share towards parks, green spaces, sidewalks and improved road infrastructure. We live here, they develop, make their money and move on. Land is valuable, once we loose it to development we cann't afford to buy it in the future to	1/31/2022 12:09 PM

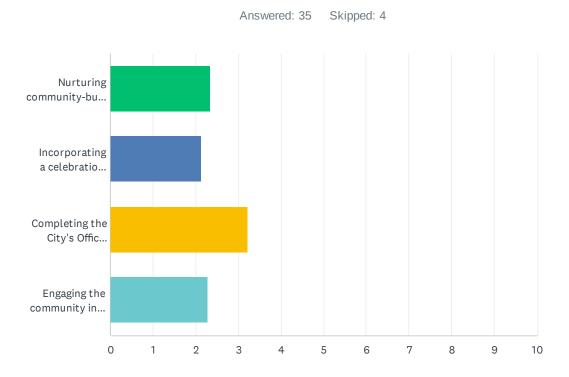
create parks and green space. What vision is our City focused on for future generations? It appears to be cement.

# Q6 What other comments do you have related to the Economic Growth and Prosperity pillar?

Answered: 11 Skipped: 28

#	RESPONSES	DATE
1	N/A	2/15/2022 1:09 PM
2	WK needs to put additional emphasis on the attraction of primary industry for the promotion of jobs in the while balancing the advancement of our tourism industry	2/14/2022 7:23 AM
3	How do we attract world class companies ie) Tech to West Kelowna (based on great place to live) to diversify the business landscape and provide significant revenue growth to all businesses in the area along with increased tax revenue	2/12/2022 10:59 AM
4	N/A	2/12/2022 10:31 AM
5	City Council shouldn't sacrifice low-density neighborhoods like those along Bear Creek Road in exchange for the illusion that "growth" purports to offer the city budget. "Filling-in" low density neighborhoods negatively impacts long-term residents who have paid taxes for decades to live in a low-density neighborhood. Don't sell-out long-term residents merely because a new developer (who doesn't live here) promises to build new houses.	2/10/2022 4:13 PM
6	Econic growth happens when you end mandate inforcement and allow businesses to open at full capacity without medical restrictions	2/6/2022 10:21 AM
7	If you want to revitalize the Town Centre, make it more pedestrian friendly. Lay sidewalks, on at least one side of the roadways, within a 2 km area of the Town Centre.	2/5/2022 5:40 PM
8	Look to other municipalities around the globe for inspiration; incorporate local academic resources such as UBC	1/31/2022 8:38 PM
9	There is a lot of potential for growth in West Kelowna. We just need to focus on rebuilding our town centre to make it a desirable place for residents to live and frequent.	1/31/2022 4:14 PM
10	We have studied westbank town centre to death, even the rdco studied it before the city came into being, I don't know how much we have given to consultants but nothing has actually happened, the brown toad to nowhere is an example of money for nothin	1/31/2022 12:55 PM
11	The City says it is focused on less traffic, more walking to improve our impact on global warming. Where are the safe side walks, children's parks and green spaces to beautify our City?	1/31/2022 12:09 PM

# Q7 Rank the following initiatives in order of importance to you, 1 meaning 'most important', to 4 meaning 'least important'. (Drag and drop each section or use the drop-down function.)



	1	2	3	4	TOTAL	SCORE
Nurturing community-building partnerships with Westbank First Nation, local governments and organizations in the region; along with inter-governmental partnerships involving Federal and Provincial agencies	28.57% 10	17.14% 6	14.29% 5	40.00% 14	35	2.34
Incorporating a celebration of culture and heritage into civic programs, events and festivals across the community, including in City's parks, Westbank Centre, neighbourhood centres and elsewhere	11.43% 4	14.29% 5	51.43% 18	22.86%	35	2.14
Completing the City's Official Community Plan initiative (a plan that guides our long term growth)	45.71% 16	40.00% 14	5.71% 2	8.57% 3	35	3.23
Engaging the community in the design of a facility plan and programming use for the Mt. Boucherie Community Centre	14.29% 5	28.57% 10	28.57% 10	28.57% 10	35	2.29

# Q8 Tell us which projects are most important to you and why.

Answered: 15 Skipped: 24

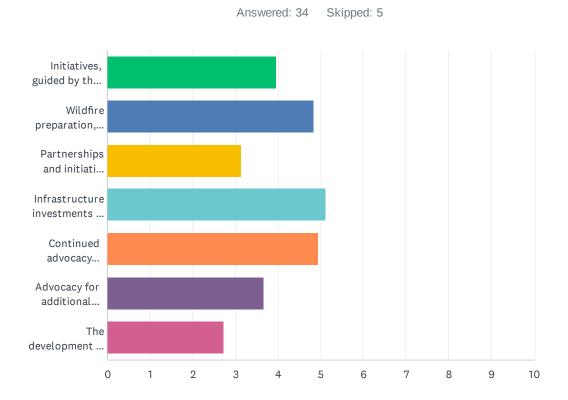
#	RESPONSES	DATE
1	Engaging in partnerships with out Westbank First Nations, local government and organizations in the region because without input of the locals, governments and First Nations there is no growth.	2/15/2022 1:13 PM
2	<ol> <li>Maximize extraction of funds/grants from Provincial and Federal Government agencies to reduce tax impact on local residents and to increase funds for capital intense projects and community building initiatives.</li> </ol>	2/12/2022 11:24 AM
3	I think focus should be given to the overarching strategic vision of this pillar. It would prioritize the initiatives falling under 2-4, or others that have not been considered.	2/12/2022 10:36 AM
4	Creating an appreciation for west Kelowna history and more opportunities for culture and the arts.	2/10/2022 5:04 PM
5	we need a plan to address to obvious problems with the downtown core and transportation bottlenecks	2/10/2022 4:37 PM
6	Having a long range plan that all can agree on is a most important first step.	2/10/2022 4:28 PM
7	Strong communities need safe sidewalks and open spaces to enjoy. Stop trying to grow low-density neighborhoods into higher-density areas by "filling-in" every last lot with houses or condos. Higher-density urban areas (like the downtown core) should be used for that purpose. Protect the low-density neighborhoods like those in West Kelowna Estates.	2/10/2022 4:20 PM
8	Where is this Community Centre?	2/10/2022 10:40 AM
9	increase awareness, equality.	2/1/2022 8:59 AM
10	Looking to neighbors and the syilx Nation for collaboration and insoirarion; engaging community in official community plan.	1/31/2022 8:40 PM
11	The OCP is the guide to our future. I think that trumps all.	1/31/2022 5:26 PM
12	Nurturing a partnership with WFN will help us build our community the way we intend to. Be as inclusive as possible and focus on projects that benefit our increasing demographic.	1/31/2022 4:19 PM
13	We must develop a partnership and reconciliatory relationship our West Bank Syilx Community. Many of us are here as uninvited settlers and should be looking to our indigenous communities and stewards for how we can create meaningful partnerships and projects.	1/31/2022 4:12 PM
14	Sidewalks an bike paths and a bunch more traffic circles	1/31/2022 1:00 PM
15	OCP If the City does not control residential and business development we will never have a City people want to visit and walk around. We are losing our opportunities to demand the development of walking & hiking trails, green spaces and parks if we do not demand the developers contribute to beautifying and providing a larger contribution towards these very important infrastructures.	1/31/2022 12:18 PM

# Q9 What other comments do you have related to the Strengthen Our Comunity pillar?

Answered: 9 Skipped: 30

#	RESPONSES	DATE
1	N/A	2/15/2022 1:13 PM
2	What is our success rate in securing grants and funding for key initiatives from the provincial and federal government? How does our success compare to other neighbouring cities and municipalities? What is required to over-index? How well are our local MP and MLA representing our city and area performing? What kind of visibility is the City providing to its residents on their performance vs asks to apply more pressure to these representatives?	2/12/2022 11:24 AM
3	With respect to #2, I believe that due to our shared geography there should be a focus on fostering partnerships with WFN. We need to start building a common, joint vision of the future for our communities rather than dividing us among different groups. It could be a model for the rest of the Province and Canada.	2/12/2022 10:36 AM
4	At the moment community centres etc are a bit null while there is a vax pass in place. Some of us pay for services that we are not allowed to us. And no. It's not a choice- it's coercion. Please make community opportunities available to all no matter their heritage or medical choices!	2/10/2022 5:04 PM
5	If you want to strengthen our community, the prioritize the rights and wishes of long-term, tax-paying residents (instead of prioritizing what developers and real estate speculators want) whenever it comes to decide whether the character of an older and more established low-density neighborhood should be irrevocably altered to "make way" for more housing. "Growth" for the sake of growth is the "business plan" of the cancer cell.	2/10/2022 4:20 PM
6	Create a facility for social activity, dining, meetings at the old Municipal Hall.	2/10/2022 10:40 AM
7	First Nations has to be involved at a higher level. They seem not to want to participate with the city. Disappointing!!	1/31/2022 5:26 PM
8	We seem to be consolidating public and social services in the westbank town centre, nothing permanent going in to boucherie, lakeview heights,or other designated town centres	1/31/2022 1:00 PM
9	Developing places to gather as families. The City of West Kelowna chose to build on the natural amphitheatre where families gathered for concerts and family activities. Did the City replace that green space with alternate green space? I don't see where.	1/31/2022 12:18 PM

# Q10 Rank the following initiatives in order of importance to you, 1 meaning 'most important', to 7 meaning 'least important'. (Drag and drop each section or use the drop-down function.)



	1	2	3	4	5	6	7	N/A	TOTAL	SCORE
Initiatives, guided by the results of the recent policing service review, aimed at increasing police resource levels, effectiveness and presence in West Kelowna	8.82%	14.71% 5	20.59%	14.71% 5	11.76%	20.59% 7	8.82%	0.00%	34	3.97
Wildfire preparation, mitigation and adaptation measures	20.59%	20.59%	32.35% 11	0.00%	2.94%	11.76% 4	8.82%	2.94%	34	4.85
Partnerships and initiatives aimed at meeting the supportive and other housing needs of West Kelowna's residents along the market housing spectrum	2.94%	5.88%	2.94%	26.47%	20.59%	20.59%	14.71%	5.88%	34	3.13
Infrastructure investments in active transportation, including sidewalks and other types of pedestrian pathways	29.41%	17.65% 6	20.59%	2.94% 1	17.65% 6	8.82%	0.00%	2.94%	34	5.12
Continued advocacy efforts aimed at securing a redundant power supply for West Kelowna and the greater Westside	26.47%	26.47%	8.82%	8.82%	8.82%	11.76% 4	5.88%	2.94%	34	4.94
Advocacy for additional services connected to the West Kelowna Urgent and Primary Care Centre	8.82%	0.00%	11.76% 4	32.35% 11	23.53%	14.71% 5	5.88%	2.94%	34	3.67
The development of a Climate Action Plan, with a Green Fleets Strategy, and a set of performance measures to track progress and bolster accountability	2.94%	14.71% 5	2.94%	11.76%	8.82%	5.88%	47.06% 16	5.88%	34	2.72

## Q11 Tell us which projects are most important to you and why.

Answered: 16 Skipped: 23

#	RESPONSES	DATE
1	Housing needs of West Kelowna residents along the market housing spectrum because housing needs to be affordable for all and pricing residents out of homes will lead to locals leaving for better affordability areas.	2/15/2022 1:15 PM
2	1) Getting international ride sharing services (Uber/Lyft) activated in West K to provide safe and efficient transportation for local residents and the influx of seasonal tourists that visit and enjoy the wine/ale trail who expect it to already be here and continue to be surprised, disappointed and frankly embarrassed for us that its not here. With the importance of Tourism and the Food & Wine Industry to our city and the quantifiable safety benefits that reduce DUIs/ Car Accidents that come with these services it is a pretty easy decision to implement - I am sure the RCMP would be for it as well to allocate their resources to higher priorities. For example, researchers from University of Texas Health Science Center analyzed DUI arrests and serious motor vehicle traumas in Houston between 2007 and 2019. They found: - After Uber came to Houston, motor vehicle collision traumas decreased by 23.8% on Friday and Saturday nights for all ages, and 38.9% for individuals under 30 years old DUI arrests decreased across the board, with the greatest reduction on Fridays, Saturdays, and Sundays Impaired driving arrests declined overall in Houston's city center where there was higher Uber utilization compared to the suburbs 80% of riders with Uber say Uber has helped them personally avoid drinking and driving. Additionally, MADD conducted a survey in 2015 and found that 78% of respondents agree that their friends are less likely to drive drunk if rideshare is available, and 93% of respondents recommend ridesharing to friends instead of driving after drinking. I can't understand with these type of safety and health facts and benefits why the option for these types of services has not been a top priority for Council? Uber has been expanding internationally since 2011 that is now 11 years ago and it's still not here as a ride service? Uber is in over 30 markets in Canada (including Kamloops and the Niagara Region ON, an area with a similar business profile to West K) Implementation would demonstrate both residen	2/12/2022 11:41 AM
3	Most important are policing, wildfire and disaster mitigation and prevention, and health are resources. With respect to the first, I would want to see concrete action plans from the WK RCMP on how they are measuring effectiveness and how they would increase that. Specifically, what evidence-based policing solutions of proven "what works" rather then on subjective belief and solely on experience. With respect to wildfire/flood/disaster preparation, I would hope to see a very robust emergency plan, tabletop exercises, a dedicated coordinator, and emergency drills to plan for that event.	2/12/2022 10:40 AM
4	SAFETY! I do not feel safe - the crime is through the roof. The fact that W. Kelowna RCMP covers Big White baffles me.	2/11/2022 4:10 PM
5	We need sidewalks!!!!! Brown road is only half done! When I walk with my kids along Brown half way down the road my anxiety goes way up as the sidewalks end. People drive fast down Brown road and Butt road. Also Old okanagan and Elliot road NEED crosswalks!! Lots of traffic and no other safe crossings except at the lights. When we walk to Blendz or another business	2/10/2022 5:10 PM

we wait and run across or eventually cars will stop to let us cross. So dangerous. There are children and elderly that need to be able to access their community safely.

infrastructure is the foundation	2/10/2022 4:44 PM
Reliable power and adequate policing is a high priority.	2/10/2022 4:33 PM
If West Kelowna is going to claim it is a vibrant and family-oriented community of responsible citizens, then actions must back-up those clever marketing slogans. Build more sidewalks; keep more space undeveloped (and wild), and care for that open space with effective and proactive wildfire mitigation efforts. Implement responsible climate change policies and smart water management policies based upon the evidence and peer-reviewed scientific literature.	2/10/2022 4:27 PM
Sidewalks important but don't need to be absolutely everywhere on all streets.	2/6/2022 11:34 AM
Sidewalks. See previous comments.	2/5/2022 5:49 PM
Climate action plan- if done well will increase resilience and community safety for fire/flood/drought. Active transportation and social service/health care advocacy- related initiatives- if done well people thrive better when they don't need to focus on struggling to simply survive day to day.	1/31/2022 8:45 PM
Side walks to and from Hudson road elementary school	1/31/2022 8:13 PM
Fire protection & power security! Why buy an electric car if we can't charge it?	1/31/2022 8:05 PM
Wildfire safety includes the public's ability to leave the emergency area in a safe and efficient manner. This means not overpopulating an egress system.	1/31/2022 5:32 PM
When is West Kelowna going to adopt the Step Code for residential construction? Most neighbouring communities have already done so.	1/31/2022 4:14 PM
Creating green spaces within our City to encourage walking/biking. Our responsibility to fight global warming.	1/31/2022 12:27 PM
	Reliable power and adequate policing is a high priority.  If West Kelowna is going to claim it is a vibrant and family-oriented community of responsible citizens, then actions must back-up those clever marketing slogans. Build more sidewalks; keep more space undeveloped (and wild), and care for that open space with effective and proactive wildfire mitigation efforts. Implement responsible climate change policies and smart water management policies based upon the evidence and peer-reviewed scientific literature.  Sidewalks important but don't need to be absolutely everywhere on all streets.  Sidewalks. See previous comments.  Climate action plan- if done well will increase resilience and community safety for fire/flood/drought. Active transportation and social service/health care advocacy- related initiatives- if done well people thrive better when they don't need to focus on struggling to simply survive day to day.  Side walks to and from Hudson road elementary school  Fire protection & power security! Why buy an electric car if we can't charge it?  Wildfire safety includes the public's ability to leave the emergency area in a safe and efficient manner. This means not overpopulating an egress system.  When is West Kelowna going to adopt the Step Code for residential construction? Most neighbouring communities have already done so.  Creating green spaces within our City to encourage walking/biking. Our responsibility to fight

# Q12 What other comments do you have related to the Foster Safety and Well-being pillar?

Answered: 8 Skipped: 31

#	RESPONSES	DATE
1	N/A	2/15/2022 1:15 PM
2	Should be the highest pillar of government.	2/12/2022 10:40 AM
3	Stop with the bogus climate alarmist pseudo-science. Have the courage to support open and transparent debate. As an Earth Scientist (30 + years) it is absolutely shocking to see such complete and utter disregard for scientific methodology. Where is the empirical evidence that demonstrates GHG (Co2) is causing climate change. This has become a political/religious cult that is harming efforts to address important environmental issues so those promoting to virtue signal or achieve hidden political agendas.	2/10/2022 4:44 PM
4	Everyone could be encouraged to lean about and use the FireSmart program.	2/10/2022 10:43 AM
5	Investigate Tesla Energy. With our own power source we take control. If cities in Australia can do it, why can't we? It can start with power storage, to mitigate outages, and then grow from there.	2/5/2022 5:49 PM
6	Research initiatives in other countries, look to syilx nation for integration of human well being and environmental safety/resilience.	1/31/2022 8:45 PM
7	Smart development for the safety of residents already in West Kelowna.	1/31/2022 5:32 PM
8	The City has allowed residential development where natural wildfires occur. The City ought to demand the developers implement fire protection barriers to provide a layer of protection agains wild fires. To encourage harmony in our community we should create opportunities to learn and support each others cultures.	1/31/2022 12:27 PM

# Q13 What are the opportunities you see for West Kelowna in 2022?

Answered: 34 Skipped: 5

#	RESPONSES	DATE
1	Re-opening after planning, research, design, consultation of Crystal Mountain Ski Hill or an equal ski area in West Kelowna. Because commuting from Glenrosa to Big White is (insert hair pulling emoji).	2/15/2022 1:17 PM
2	Continued growth and stabilization as we begin to come out of the pandemic	2/14/2022 7:29 AM
3	1)Continue to lead vs follow. 2) Apply greater pressure and visibility to the performance of the MP and MLA on key asks of the City and its residents 3) Think BIG ie) world class destination and place to live with strategic initiatives, capital projects	2/12/2022 11:51 AM
4	Ideally geographically situated between major transportation routes between Calgary-Kelowna-Vancouver, and US. The weather and environment promote an active lifestyle. These make WK a desirable place to live and develop businesses thereby promoting economic development, immigration, and citizen happiness.	2/12/2022 10:45 AM
5	Please increase policing - I do not feel safe. Please see if you can influence the "catch and release" model.	2/11/2022 4:11 PM
6	Revitalization of the town centre, upgrading store fronts, give travels a reason to stop!	2/11/2022 3:45 PM
7	More community events with no discrimination. The Christmas light up was amazingly unifying.	2/10/2022 5:14 PM
8	Become more self sustaining (i.e. less need to cross the bridge)	2/10/2022 4:46 PM
9	The "filling-in" neighborhoods plan should be abandoned. Once open space is lost it can never be regained. Once a low-density neighborhood has been opened up to higher-density development, it can't be undone. West Kelowna is unique in the lifestyle has offered to long-term tax-paying residents who enjoy living in low-density neighborhoods like those in the West Kelowna Estates area.	2/10/2022 4:39 PM
10	Development of a first class waterfront as we see in Peachland.	2/10/2022 4:35 PM
11	Entice more business, accounting and light manufacturing and high tech.	2/10/2022 10:46 AM
12	Developing the wine region better; making it a world class destination	2/6/2022 2:37 PM
13	Prioritizing infrastructure investments is setting us up for long term success as a community	2/6/2022 11:36 AM
14	To use the lakefront (and lake) to increase tourism. Use the tools so readily available. Expand beaches, encourage watersports, etc. Why can't we have our own "tech sector"? Build it, and they will come. (eg. see Landmark area in Kelowna)	2/5/2022 6:05 PM
15	Water security Fire protection Food security	2/3/2022 11:27 AM
16	Fire smart programs for residents	2/3/2022 10:36 AM
17	I would like to see more jobs on this side of the lake.	2/3/2022 10:25 AM
18	Growth and development that is connected and purpose-built to enhance Westbank centre.	2/3/2022 8:40 AM
19	Revitalizing downtown West Kelowna center	2/2/2022 8:10 AM
20	always opportunities depends on leadership	2/1/2022 9:57 AM
21	Learning from others for how to do better we have the chance to get off the ground in a manner which incorporates human safety-well being with environmental safety and well-being.	1/31/2022 8:48 PM
22	Economic development to increase tax base. Enhance community services for growing community.	1/31/2022 8:38 PM

23	More active policing	1/31/2022 8:14 PM
24	Promoting the positive! Good scenery, pleasant and positive residents. Hope we can make the best of it!	1/31/2022 8:11 PM
25	Let West Kelowna lead the way in public safety. Don't follow the unsafe practices of the past.	1/31/2022 5:38 PM
26	-attract development money in an expanding economy and hot real estate market, seize the opportunity to update the Core area	1/31/2022 5:12 PM
27	Start looking at improvements to the Westbank Town Centre. If we approve one new building that brings commercial and residential space, then that would be a success for the year. There is also plenty of opportunity to increase active transportation. Hope we can continue this trend into 2022.	1/31/2022 4:31 PM
28	I think we need to focus on building community connection and partnerships	1/31/2022 4:18 PM
29	partnerships	1/31/2022 2:25 PM
30	complete the wine trail for the full length of Boucherie	1/31/2022 1:31 PM
31	Develop city core	1/31/2022 1:19 PM
32	More ATC works and more emergency service upgrades (training/etc)	1/31/2022 1:11 PM
33	We need a lot more rental apartments in lakeview heights	1/31/2022 1:08 PM
34	We have an opportunity to create a City full of walk ways, green space, a place people want to walk around, which encourages supporting local businesses. The City owns land on the corner of Gossett & Elliott, which we are told would be developed as a park, given the amount of families/seniors who reside in the immediate 3 block radius. The City has an obligation to retain land for parks/green spaces, not cement.	1/31/2022 12:36 PM

# Q14 What is the greatest challenge that you feel West Kelowna is facing in 2022?

Answered: 34 Skipped: 5

#	RESPONSES	DATE
1	Lower growth in business organizations and diversity.	2/15/2022 1:17 PM
2	Housing both inventory and pricing coupled with sustainable development within a limited taxpayer capacity	2/14/2022 7:29 AM
3	Residential tax base is relatively small so to make/speed up progress towards the City's vision, mission and strategic initiatives we need: 1) out of the box thinking to attract world class organizations to invest and relocate here to improve revenues and city tax base required 2) Get more than our fair share of provincial and federal funding/grants etc	2/12/2022 11:51 AM
4	Lower economic growth due to inflation, housing crash, and job losses; increased serious crimes and volume of crimes; and a major disaster(s) threatening multiple structures and people.	2/12/2022 10:45 AM
5	Crime	2/11/2022 4:11 PM
6	Extreme heat and fires. Better forestation fire prevention techniques need to be undertaken	2/11/2022 3:45 PM
7	There is a lack of beauty and safety in our town centre	2/10/2022 5:14 PM
8	traffic, short term greed based development	2/10/2022 4:46 PM
9	Learning how to reverse the false belief that higher-density "growth" is the best way to balance the budget and grow the tax base. West Kelowna should stop trying to be an "urban" center bedroom community full of short-term rentals and tiny houses and explore more creative ways to generate revenue to pay for services.	2/10/2022 4:39 PM
10	Keeping property taxes down (ie. controlling spending).	2/10/2022 4:35 PM
11	Look for progressive ideas to make our city clean, attractive to visitors, like Peachland has done. Also include more affordable accommodation for visitors.	2/10/2022 10:46 AM
12	Crime, run down areas	2/6/2022 2:37 PM
13	Skyrocketing costs for everyone. Inflation and supply chain problems for City purchases. Cost of living for residents rising.	2/6/2022 11:36 AM
14	Attracting younger workers. West Kelowna is becoming unaffordable, unless you are a senior with a private pension.	2/5/2022 6:05 PM
15	Same as above	2/3/2022 11:27 AM
16	Not to allow overbuilding of residential land	2/3/2022 10:36 AM
17	Trafic problems.	2/3/2022 10:25 AM
18	Facilities replacement and ongoing costs to replace and repair.	2/3/2022 8:40 AM
19	People from other cities buying homes for investment to rent	2/2/2022 8:10 AM
20	economy, equality	2/1/2022 9:57 AM
21	Rapid growth before appropriate infrastructure/roads prepared, and uniting the diversity of opinions and priorities from community members.	1/31/2022 8:48 PM
22	Attracting businesses to occupy the existing spaces.	1/31/2022 8:38 PM
23	More sidewalks to keep our youth safe	1/31/2022 8:14 PM
24	Outside forces! Not everything is under the cities control	1/31/2022 8:11 PM

25	Not trying to be Kelowna. Keep our fingerprint our own.	1/31/2022 5:38 PM
26	-increased traffic and the couplet, with no additional infrastructure or transit	1/31/2022 5:12 PM
27	Housing supply is becoming an issue. We need more new multi-use builds. Particularly in Westbank Town Centre.	1/31/2022 4:31 PM
28	The community does not have a lot gathering places to bring folks together. Everything is incredibly spaced out, or on private properties like wineries. West Kelowna is in serious need of a local hub	1/31/2022 4:18 PM
29	housing	1/31/2022 2:25 PM
30	moving forward, actually completing things	1/31/2022 1:31 PM
31	Huge current cost of city hall area and water treatment.	1/31/2022 1:19 PM
32	Old infrastructure and limited budget to replace	1/31/2022 1:11 PM
33	We have no large commercial developement sites available, and nothing has changed since I moved back here 27 years ago	1/31/2022 1:08 PM
34	The control of residential and business development in conjunction with improved arterial roads and sidewalks. The City has failed to demand new or the improvement of existing roads and transit systems accessing the major residential developments occurring within our City.	1/31/2022 12:36 PM

# Q15 What other priorities should the City consider over the next several years that are important to you?

Answered: 23 Skipped: 16

#	RESPONSES	DATE
1	Building low-rise apartments to decrease city spread. Ensuring the ALR are kept as ALR, not converted to residential because eventually climate dictates we shall need the land for Agriculture.	2/15/2022 1:17 PM
2	Water treatment in Rose Valley on-time & on-budget, shedding the "drive through" image we have as people travel to Kelowna	2/14/2022 7:29 AM
3	Ride Sharing Grafitti Removal Road/Hwy visibility safety improvements (leveling, line painting, lighting, effective snow removal)	2/12/2022 11:51 AM
4	Recognition of community volunteers and leaders, advertising positive stories from the community, focusing on increasing population growth.	2/12/2022 10:45 AM
5	Property Crime	2/11/2022 4:11 PM
6	Improving the new walkway down gellatly with landscaping. More parking options for boaters so they don't take over the parking!! A green space in the town centre with park benches, flowers and walking paths.	2/10/2022 5:14 PM
7	Prioritize sidewalk construction, park and trail maintenance, PRESERVATION of open space.	2/10/2022 4:39 PM
8	Development of biking and hiking trail networks.	2/10/2022 4:35 PM
9	Tie together the different parts of the city with creative signage, planting trees and flowers. Too many "dead" spaces between section of town.	2/10/2022 10:46 AM
10	Making this a beautiful & cute spot	2/6/2022 2:37 PM
11	Watch your own budget. Run a lean business. Don't hire staff that truly isn't required, just because you have a new works yard. If something isn't working, get rid of it. Even if you've invested a lot of money in it. Don't throw good money after bad.	2/5/2022 6:05 PM
12	Focus on protecting the natural spaces by requiring developments to build trails and/or maintain the existing trails. Get residents around Shannon Lake and the Shannon Lake Golf Course to build a trail that wraps around the lake. There is no viable walking loop in west kelowna.	2/3/2022 11:27 AM
13	Walkways on roads	2/3/2022 10:36 AM
14	More parks	2/2/2022 8:10 AM
15	economy, fair wages, homelessness, mental health, equality	2/1/2022 9:57 AM
16	Partnerships and collaborations with WFN to share and leverage resources.	1/31/2022 8:38 PM
17	Better emergency health care	1/31/2022 8:14 PM
18	Grow gradually and smart. Don't eat the whole cake in one sitting.	1/31/2022 5:38 PM
19	Complex care housing for addiction/homelessness services.	1/31/2022 4:31 PM
20	Step Code implementation, Reconciliatory relations with the WBFN, community hub, more small retail industry-enough with the big box stores	1/31/2022 4:18 PM
21	City core. Parks and recreation	1/31/2022 1:19 PM
22	As more apartments are being built there is an excessive amount of street parking eg Elliott rd	1/31/2022 1:08 PM
23	Green spaces for families to gather and enjoy the outside, either walking or cycling. We need to develop and maintain a strategy to improve and beautify our communities.	1/31/2022 12:36 PM

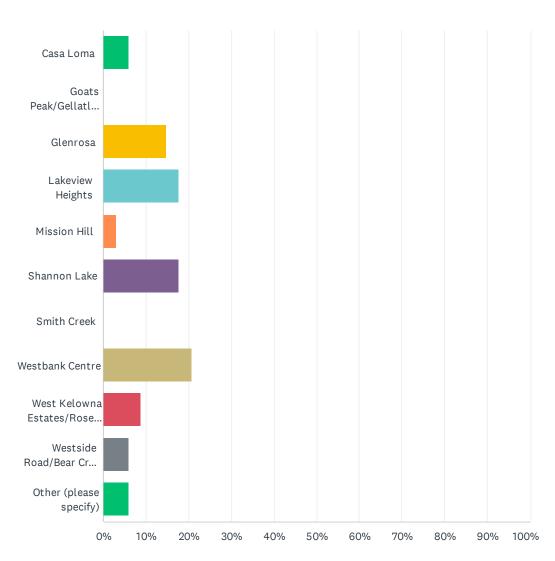
### Q16 Any other comments you would like to share?

Answered: 10 Skipped: 29

#	RESPONSES	DATE
1	Paper copy.	2/15/2022 1:17 PM
2	Property Crime	2/11/2022 4:11 PM
3	I have been impressed with the City Employees I have met and interacted with over the years; very helpful, responsive, and courteous. Keep up the good work, but beware the false promises of higher-density "growth" made by real estate developers who don't live in our community. Raise developer fees to finance City services.	2/10/2022 4:39 PM
4	Lower the speed limit to 70 when entering Westbank from Peachland at Gorman;s Mill. The speed is too high when merging from a bumpy, potholed roadway. By that I mean entrance ramp to Hwy 97.	2/10/2022 10:46 AM
5	Thank you for this opportunity	2/6/2022 11:36 AM
6	Don't let politics override common sense.	2/5/2022 6:05 PM
7	It is difficult to answer questionnaires on your site as they all lock you out if you don't remember your password. As a busy working tax paying community member, I would prefer to be able to answer without having to password protect everything. Just ask for name and email instead of all the other rigamarole	2/3/2022 11:27 AM
8	Do not allow high-rises in this city. You are asking for an infrastructure nightmare. Your emergency services are not able to handle them at the present staffing. It costs a lot to do this.	1/31/2022 5:38 PM
9	My family has lived in West Kelowna for 2 years and we are looking forward to seeing our community reach it's potential. We seem to be a little behind the curve (likely due to budget constraints) but our potential is limitless.	1/31/2022 4:31 PM
10	I am very disappointed that we as a young City are not addressing global warming and not developing a plan to encourage walking/movement within our community.	1/31/2022 12:36 PM

### Q17 Which neighbourhood do you live in?





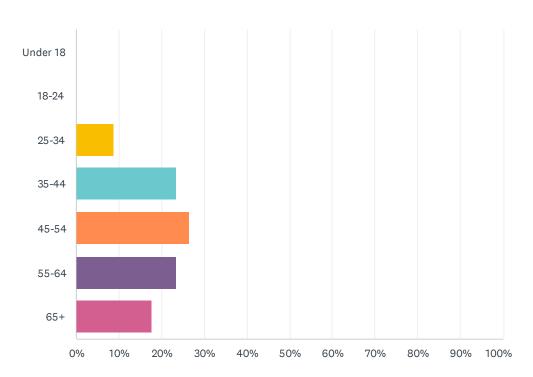
#### Draft 2022 Strategic Priorities

ANSWER CHOICES	RESPONSES	
Casa Loma	5.88%	2
Goats Peak/Gellatly Bay	0.00%	0
Glenrosa	14.71%	5
Lakeview Heights	17.65%	6
Mission Hill	2.94%	1
Shannon Lake	17.65%	6
Smith Creek	0.00%	0
Westbank Centre	20.59%	7
West Kelowna Estates/Rose Valley	8.82%	3
Westside Road/Bear Creek Road	5.88%	2
Other (please specify)	5.88%	2
TOTAL		34

#	OTHER (PLEASE SPECIFY)	DATE
1	west habour	2/1/2022 9:58 AM
2	Summerland	1/31/2022 1:12 PM

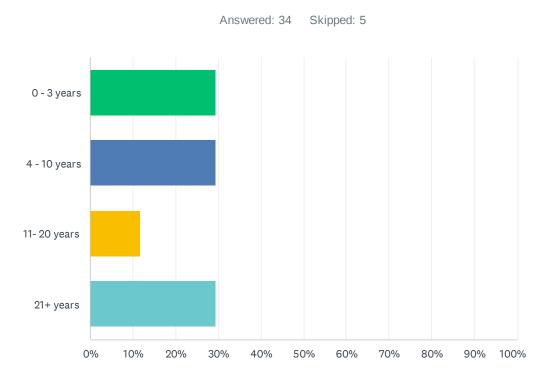
### Q18 What is your age group?

Answered: 34 Skipped: 5



ANSWER CHOICES	RESPONSES	
Under 18	0.00%	0
18-24	0.00%	0
25-34	8.82%	3
35-44	23.53%	8
45-54	26.47%	9
55-64	23.53%	8
65+	17.65%	6
TOTAL		34

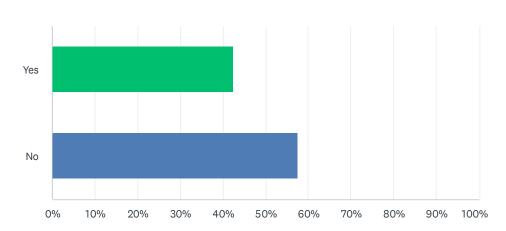
### Q19 How many years have you lived in West Kelowna



ANSWER CHOICES	RESPONSES	
0 - 3 years	29.41%	10
4 - 10 years	29.41%	10
11- 20 years	11.76%	4
21+ years	29.41%	10
TOTAL		34

### Q20 Do you work in West Kelowna?

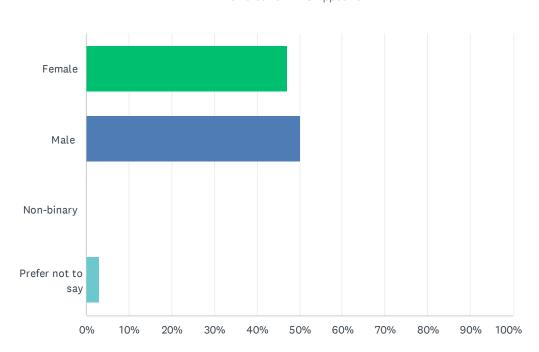
Answered: 33 Skipped: 6



ANSWER CHOICES	RESPONSES	
Yes	42.42%	14
No	57.58%	19
TOTAL		33

### Q21 I identify my gender as

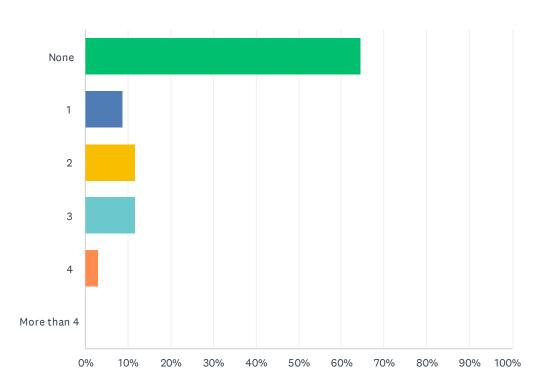
Answered: 34 Skipped: 5



ANSWER CHOICES	RESPONSES	
Female	47.06%	16
Male	50.00%	17
Non-binary	0.00%	0
Prefer not to say	2.94%	1
TOTAL		34

# Q22 How many children are you parent or guardian for and live in your household (aged 17 or younger only)?





ANSWER CHOICES	RESPONSES	
None	64.71%	22
1	8.82%	3
2	11.76%	4
3	11.76%	4
4	2.94%	1
More than 4	0.00%	0
TOTAL		34

#### **COUNCIL REPORT**



To: Mayor and Council Date: May 17, 2022

From: Sandy Webster, Director of Corporate Initiatives

Subject: Economic Development Review

#### RECOMMENDATION

**THAT** Council consider and resolve to direct staff to begin establishing an Economic Development Corporation for the City of West Kelowna, and report back to Council with progress updates regarding the development of a Corporation Charter, budget and legal documents under the Community Charter and Business Corporations Act.

#### STRATEGIC AREA(S) OF FOCUS

**Economic Growth and Prosperity** 

#### **PURPOSE**

The purpose of this report is to:

- 1) Provide Council with the outcome of Council's direction to undertake a review of the City's economic development function;
- Outline the recommended third-party Corporation model that would move the City's in-house economic (primarily administrative) function to meet Council's strategic priority for more robust economic development outcomes; and
- 3) Seek Council's approval to begin establishing an Economic Development Corporation under the direction of the CAO.

#### **BACKGROUND**

In August of 2010, the District of West Kelowna Council endorsed its first Economic Development Strategy, prepared by Lions Gate Consulting. Over the past twelve years, incorporation of the City occurred along with continued growth and changing economic conditions in West Kelowna. This resulted in the current City of West Kelowna Council directing staff to evaluate the scope and delivery model of the City's economic development function.

As part of Council's 2021 Strategic Priorities review and creation of its 2022 Strategic Priorities, Council directed staff to review its in-house economic development model and assess current and future considerations of its function. The City's existing in-house economic development role primarily resulted in administrative and liaison responsibilities as opposed to strategic growth and development of West Kelowna's economy.

As a 14-year old City with significant economic development opportunities ahead, Council directed staff to conduct a review of the scope of the City's economic development, and the model in which the City uses, for Council's consideration in achieving its vision for economic development. This included departmental human resource, legal and budget considerations that required workshops with Council, staff and its consultant prior to engaging external key stakeholders in preparation for this report.

A third-party economic development model, a strategic plan that truly reflects development of West Kelowna's economy, including an annual work plan, resources and budget, that supports Council's *Economic Growth and Prosperity* goals, and one that aligns with the Central Okanagan Economic Development Commission (COEDC) and other economic development partners, is recommended. This would also consider economic development strategies across the Greater Westside with our good neighbour Westbank First Nation and the District of Peachland, in conjunction with other levels of governments and agencies that lead and support economic development.

The expertise of Neilson Strategies Inc. was retained to guide Council and staff throughout the review process. This included examples of other successful third-party models such as in other BC municipalities and across Canada. Several workshops were held in stages to seek input into the best model that would advance Council's vision for economic development. Thus, a corporation model has been recommended with further information from Neilson Strategies attached to this report and will be presented by Mr. Neilson at the May 17 regular Council meeting.

It should be noted that based on the outcome of this review, the City's in-house tourism function would remain unchanged within the City as the Corporation becomes established. Should a future recommendation be to transition the City's in-house tourism function to the Corporation in the longer-term (to keep Economic Development and Tourism together), staff will provide a report for Council's consideration.

#### DISCUSSION

In the review of the economic development function at the City, staff retained Neilson Strategies Inc. to evaluate considerations such as:

 The role of economic development identifying what's working, what's not working and Council's vision for the future:

- The economic development services provided by the City versus other government/partner organizations who also lead and/or support these services;
- Consideration of in-house versus alternative delivery models;
- The timing of the City's Official Community Plan (OCP) process, data collection and using business/community inputs that may inform an enhanced service model, strategy, tactics, timing (etc) for further developing the City's economy;
- Maintaining the economic development and tourism function during Council's review process; and
- Discussion regarding next steps and timing based on the outcome of the review.

Based on the outcome of the analysis, Council directed staff to provide a proposal for Council's consideration in establishing a mandate for a third-party economic development model in West Kelowna (a Corporation). Several workshops with Council and staff were facilitated by Neilson Strategies followed by two rounds of key economic development stakeholder meetings that would help inform the recommendation in this report and next steps.

Throughout the review process, staff also ensured the appropriate modifications were made to the City's administrative functions as highlighted below.

#### **City's Economic Development Budget**

The City's 2022 economic development budget remains unchanged. The existing Economic Development Officer position has remained vacant. Staff will have surplus budget estimates in the budget forecast report anticipated this summer.

#### **Council's Economic Development Committee (EDC)**

In early 2022 and while the review was underway, staff sought Council's direction whether to continue with EDC meetings until the Committee's term expired this fall, or to discontinue the committee pending the outcome of the review. In April 2022, the Committee was discontinued and members were sincerely thanked by the Mayor for their contribution.

# City Non-voting Member of the Greater Westside Board of Trade (GWBOT), Board of Director's

City staff was a non-voting member on the GWBOT Board of Director's and, as the GWBOT is a key stakeholder in the City's economic development, staff removed its participation from the Board and transitioned to provide the GWBOT with monthly (or as-required) updates to the Board. This also allowed the Board to openly provide its input for Council's consideration of a potential new economic development model and mandate during the review process.

#### City's Participation with Regional COEDC Meetings/Initiatives

During the pandemic, most of the COEDC meetings were held virtually that City staff and members of Council participated in. Should Council proceed with an

Economic Development Corporation, Council's participation in COEDC meetings and initiatives are envisioned to remain unchanged. This includes advertising campaigns that the City already contributes funding to the COEDC for, business walks and other regional initiatives. For staff participation with COEDC meetings/initiatives, the CAO would become the designated representative.

#### FINANCIAL IMPLICATIONS

Should Council proceed with the recommended motion, staff will develop a Corporation Charter that will inform a draft budget for Council's consideration. The draft budget would also from part of the 2023 budgeting process, and annually thereafter, which is also considered by Council.

The next staff report is anticipated over the summer months that would also include the Articles of Incorporation under the Business Corporations Act and other legal documents required under the Community Charter.

#### CONCLUSION

The City of West Kelowna plays an important economic development role in the delivery of its services and infrastructure, but it also creates strategies that provide our community with the benefits of developing our economy through service reviews and modifications such as this. The outcome of this review and the recommendation in this report focuses on the transition to a new and enhanced economic development model for Council's consideration. The corporation would report to the CAO and staff anticipate that the next update to Council would occur this summer.

#### **REVIEWED BY**

Brad Savoury, Director of Legal Services
Paul Gipps, CAO

#### APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

Powerpoint: Yes ⊠ No □

#### Attachments:

1) Economic Development Corporation – Summary and Proposed Next Steps, Neilson Strategies Inc. May 2022





#### **MEMORANDUM**

TO: Sandy Webster

**Director of Corporate Initiatives** 

City of West Kelowna

**CC:** Paul Gipps

Chief Administrative Officer City of West Kelowna

FROM: Allan Neilson

Principal, Neilson Strategies Inc.

**DATE:** May 12, 2022

SUBJECT: ECONOMIC DEVELOPMENT CORPORATION — SUMMARY AND PROPOSED NEXT STEPS

#### **BACKGROUND**

The City of West Kelowna today provides a municipal economic development service alongside a local tourism function through the City's Corporate Initiatives Department. The municipality is also a participant in the Central Okanagan Economic Development Commission (COEDC) which exists as an in-house service of the Regional District of Central Okanagan (RDCO).

Strong development coupled with new economic opportunities and challenges in West Kelowna prompted the City in 2021 to examine its local and regional economic development service efforts, as well as its role in the tourism promotion. Staff reports and briefings on the existing in-house service model were provided in the first half of the year, followed by two facilitated workshops with Council on alternative service models to consider. At the end of the second workshop Council made the following decisions:

- to separate the delivery of the City's local economic development service from the tourism function, and to focus the service review on economic development
- to confirm the City's participation in and support of the regional COEDC service
- to undertake a review aimed at exploring the establishment of an arm's-length, City of West Kelowna economic development corporation (EDC) as the vehicle through which to deliver West Kelowna's local economic development service

Council emphasized the importance of engaging economic development stakeholders in discussions on the establishment of a corporation, including business and industry associations, public and non-profit economic development bodies, significant West Kelowna-based businesses, post-secondary institutions, Westbank First Nation Economic Development Commission and others. To that end, the



City's consultant conducted fifteen interviews with stakeholder organizations in late 2021. The results of these interviews were presented to Council on January 25, 2022. The consultant then facilitated a workshop with representatives of stakeholder organizations on April 27, 2022.

#### STAKEHOLDERS' WORKSHOP

The purpose of the Workshop was threefold:

- to explore the merits and challenges of establishing a stand-alone, arm's-length City of West Kelowna EDC
- to help shape the mandate, scope of services, governance, funding model, staffing model and other elements of the corporation's structure
- to help position the corporation to complement the work of the Central Okanagan Economic Development Commission (COEDC) and other economic development agencies in which West Kelowna is an important stakeholder

Participants were advised that the City had examined various models and was now interested in establishing an arm's-length corporation. The Workshop was an opportunity to help participants understand the model and provide input on key elements of the corporation's structure.

Invitations to the Workshop were sent to representatives of a variety of organizations and stakeholder groups, including:

- Greater Westside Board of Trade
- Westside Wine Trail
- major employers and businesses from key industry sectors
- financial institutions
- Central Okanagan Economic Development Commission
- Accelerate Okanagan
- economic development organizations (e.g., Community Futures, Economic Trust Southern Interior)
- Kelowna International Airport
- Okanagan College
- other arm's-length economic development agencies in British Columbia namely, Chilliwack Economic Partners (CEPCO) and Venture Kamloops

West Kelowna's Mayor introduced the event with the CAO in attendance; an economic development leader from Waterloo University's Economic Development Program participated (virtually) as a resource. In total, there were 20 attendees.

#### **Workshop Findings**

The discussions at the Stakeholders' Workshop confirmed earlier research findings and the feedback from the interviews conducted in late 2021: there is considerable value in and support for the proposal to establish a City-owned, arm's-length West Kelowna Economic Development Corporation.



Support for an EDC was based on a variety of points, including a corporation's:

- ability to act quickly without being encumbered by the process and other constraints that can constrain in-house departments
- governance model with an autonomous board of direct, populated by business leaders and others with key stakes in the local economy
- ability to ensure confidentiality to potential investors and new businesses interested in establishing or expanding operations in West Kelowna
- ability to interact effectively with City administration, despite being separate from the administration
- ability to take on mandates and initiatives that would be difficult, if not impossible, to pursue within City Hall

Important factors required for the success of an EDC were also identified, including some based on the experiences (successes and challenges) of existing arm's-length agencies. Factors emphasized the need for:

- a West Kelowna economic development strategy, led by the corporation but with strong Council and industry input, to help inform the mandate of the corporation, along with efforts of key partners
- strategic planning for the corporation to set out its mission, strategic directions and goals
- a clear understanding of the relationship between, roles and responsibilities of, and boundaries between the corporation and the City
- a strong level of collaboration with the region there is both "space" and the need for efforts at the regional and local levels
- a board of directors with senior people from industry and business sectors, as well as other major stakeholder groups
- the value of formal protocols or MOUs to set out the relationship with the municipality, but also the relationship between a West Kelowna EDC and the COEDC
- stable, base funding (e.g., five-year agreements) from the City to enable the corporation to do its work (funding for key projects and initiatives can be raised from other sources)
- clear and reasonable performance measures to assess performance, and to report to the municipality

#### PROPOSED NEXT STEPS

The service review was designed to seek Council direction, following the stakeholder consultation, on the establishment of a West Kelowna Economic Development Corporation. If Council decides to proceed with establishment, staff and the City's consultant will develop a detailed *West Kelowna EDC Charter* to outline all proposed aspects of the corporation, including its mission (purpose) and mandate, legal structure, share structure, board of directors composition and powers, operating/staffing model, funding model, start-up costs, and all other elements. The contents of the *Charter* will be informed by the stakeholder feedback, but also by the research and discussions with Council undertaken earlier in the review process.



The *Charter* will set the stage for the corporation's *Articles of Incorporation*, as well as any other documents (e.g., bylaw, letter to Inspector of Municipalities) required by the City to establish the corporation, pursuant to the *Community Charter* and *Business Corporations Act*.

#### **RECOMMENDATIONS**

The recommendations are contained in the staff report for Council's consideration.







# **PRESENTATION**

- ➤ Economic development context
- Review of service models
- ➤ Stakeholder input
- Proposed next steps





- Services provided, investments made and activities performed to increase prosperity
- Generating wealth; providing economic opportunities for whole of community
- Prosperity, participation, opportunity determining factors in achieving quality of life and healthy community





- Local governments contribute to economic development through regulations, processes, investments, choices
- Strong case as well for more direct role in supporting business sector growth





- West Kelowna created economic development office in 2010; service still in place with tourism added
- West Kelowna is participant in regional economic service, COEDC
- West Kelowna strong supporter of GWBOT
- West Kelowna building close relationship with Westbank First Nation (Economic Development Commission)





- West Kelowna experiencing strong development, with new economic opportunities and challenges
- Community in new phase of its evolution; epitomized by setting of long-term vision
- Council interested in proactive, strategic economic development service





# **SERVICE MODELS**

➤ In-house Economic Development Office

















# **SERVICE MODELS**

- ➤ In-house Economic Development Office
- Economic Development Contractor

















# **SERVICE MODELS**

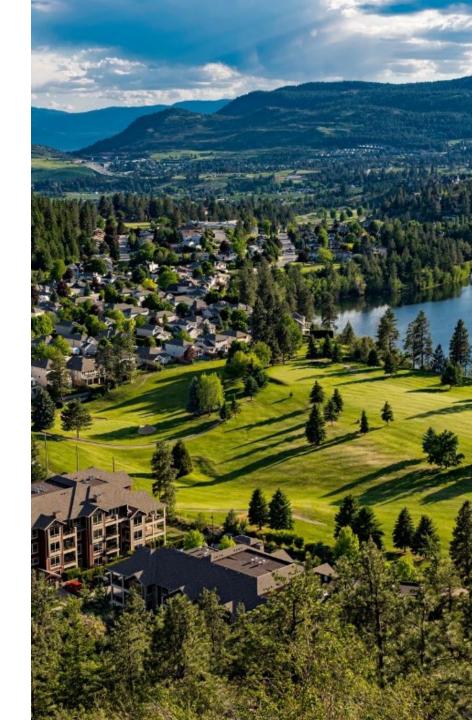
- ➤ In-house Economic Development Office
- ➤ Economic Development Contractor
- ➤ Economic Development Corporation















Fifteen interviews conducted





























### STAKEHOLDER INPUT

Stakeholders' Workshop



















# STAKEHOLDER INPUT

- Stakeholders' Workshop
  - ✓ economic development strategy to guide
  - ✓ strategic planning to refine mandate and scope
  - ✓ focus on initiatives that City cannot do through in-house model
  - ✓ stable, base funding to allow corporation to get to work





# STAKEHOLDER INPUT

- Stakeholders' Workshop
  - ✓ Board of senior representatives from industry and business
  - ✓ clear understanding with COEDC of roles, spheres, relationship, collaboration
  - ✓ clear understanding with City of roles and responsibilities
  - reasonable and meaningful performance measures and reporting process





# PROPOSED NEXT STEPS

- Recommended that Council endorse City of West Kelowna EDC
- ➤ Set out detailed Charter
- Proceed to incorporation







2760 Cameron Road West Kelowna, B.C. V1Z 2T6 Tel (778) 797-1000 Fax (778) 797-1001 Email info@westkelownacity.ca

### **Council Highlights**

Special Meeting Tuesday, May 17, 2022

#### **Council thanks employees during National Public Works Week**

National Public Works Week is May 15-21 and the 2022 theme is Ready and Resilient, highlighting the superhero-like qualities of crews that serve communities across Canada, making sure that equipment, facilities and infrastructure are operating at peak efficiency for our everyday use and in case of emergencies. Council thanked all West Kelowna Public Works staff who build, operate, maintain and repair facilities, parks, fleet, roads, sewers, waste management, water and other municipal services, systems and assets.

#### Central Okanagan Hospice Association celebrates 40 years of service

Council received a presentation from the Central Okanagan Hospice Association, which has been offering quality care, comfort and support for four decades to those who are dying or grieving in our community. See the presentation on webcast archives at westkelownacity.ca/webcasts.

#### Council receives update on future options for solid waste management

The Regional District of Central Okanagan gave a presentation on the urgent need to reduce the amount of materials that are misplaced in blue curbside carts and contaminating the recycling process. If not resolved, the contamination will lead to waste being diverted from recycling to the landfill, and will result in provincially enforced fines that the municipality would need to pass on to customers. View the presentation via webcast archives at <a href="https://www.westkelownacity.ca/webcast">www.westkelownacity.ca/webcast</a>.

#### West Kelowna to explore municipal Economic Development corporation model

Council directed staff to create a City of West Kelowna Economic Development Corporation and report on progress including the creation of an annual work plan, budget, deliverables and operations. The City's existing in-house economic development service is administrative and supportive in nature, and Council wants to create an organization that proactively seeks opportunities and works closely with partners and business stakeholders throughout the region to grow West Kelowna's economy.

Council seeks amendments to winery dock proposal in South Boucherie neighbourhood

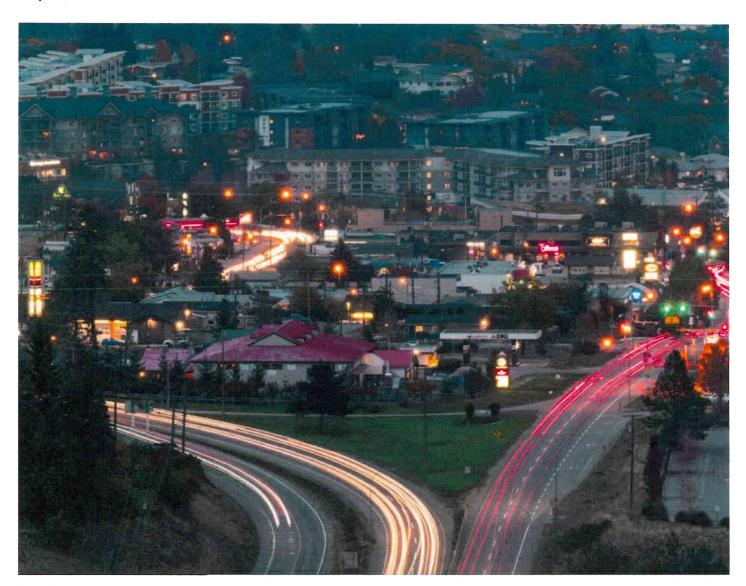
Following a public hearing, Council chose to postpone third reading of a Zoning Bylaw amendment that, if approved, would formalize commercial access to an existing dock at Frind Winery, at 3725 Boucherie Road. Council asked staff to work with the applicant to ensure that the bylaw amendments clearly limit the dock to six temporary moorage slips, the same number as is currently there.

https://www.kelownadailycourier.ca/news/article\_21d3be7c-d534-11ec-ac17-7fc9bb3e3e60.html

FEATURED

### West Kelowna eyes its own economic development commission

RON SEYMOUR May 16, 2022



Calls for police assistance in certain crime categories have steadily declined in West Kelowna in each of the past three summers, a new police report shows.

City of West Kelowna

West Kelowna needs its own economic development commission, city councillors will hear Tuesday.

The proposed agency would also work to support economic progress in neighbouring Westside communities, city officials say.

"This would also consider economic development strategies across the Greater Westside with our good neighbour Westbank First Nation and the District of Peachland, in conjunction with other levels of government and agencies that lead and support economic development," reads part of a staff report to council from city manager Paul Gipps.

A consultant, Allan Neilson, was recently engaged by the city to examine the feasiblity of creating a Westside economic development agency, separate from the long-established Central Okanagan Economic Development Commission, based in Kelowna.

Neilsen says the idea is supported by many in the Westside business community, as evidenced by feedback from 15 interviews and two workshops, and that further study is warranted.

Reasons given for establishing a new city-owned but arm's length economic development commission include its ability "act quickly" to pursue opportunities, ensure confidentiality of potential investors considering doing business in West Kelowna, and focusing on a strategy that "truly reflects" West Kelowna's interested.

If council on Tuesday gives preliminary approval to the plan, a future report would contain more details, such as the commission's potential budget and specific objectives.



### West Kelowna Economic Development Corporation January 2023

### **CORPORATION CHARTER**

NAME: West Kelowna Economic Development Corporation

**PURPOSE:** The West Kelowna Economic Development Corporation is the strategic

business development agency created by the City of West Kelowna to lead

efforts aimed at building West Kelowna's economy.

**MANDATE:** The West Kelowna Economic Development Corporation has the following

responsibilities:

> to develop and keep current a West Kelowna Economic Development Strategy

- > to attract businesses, employers and investment to West Kelowna
- > to develop appropriate branding aimed at identifying West Kelowna as a distinct community within the Central Okanagan, British Columbia and Canada
- > to coordinate sector-specific and broader economic development activities undertaken by or in collaboration with business and development agencies
- > to develop and support programs aimed at retaining and expanding existing businesses
- > to advise the City on the development of services, infrastructure, bylaws, policies and regulations to support business growth and expand the non-residential assessment base

LEGAL STRUCTURE: The West Kelowna Economic Development Corporation is a City of West Kelowna local government corporation, created pursuant to section 185 of the *Community Charter*. The Corporation is incorporated under the British Columbia *Business Corporations Act*, and qualifies as a non-profit corporation under the *Income Tax Act* of Canada, exempt from paying

income taxes.

SHAREHOLDER: The West Kelowna Economic Development Corporation is an arm's-length

entity established and owned by the City of West Kelowna. The City is the

sole shareholder in the Corporation with one (1) share.

# SHAREHOLDER DECISIONS:

Key decisions related to the mandate, ownership, governance, expansion, and funding of the Corporation are made by the City of West Kelowna Council in its capacity as the governing body of the Corporation's sole shareholder.

Council makes decisions on matters related to:

- > the Corporation's purpose, mandate and name
- > the composition of, and method of appointment to, the Corporation's Board of Directors
- > the Corporation's funding model, including the definition of costs that fall under base funding
- > the inclusion of additional shareholders, including governments, First Nations, not-for-profit entities and others
- > the lending of municipal funds to the Corporation
- > the imposition of any limits to the Corporation's authority to borrow funds and hold debt without shareholder approval
- > the appointment of an independent auditor to prepare the Corporation's annual financial statements
- > the imposition of any limits to the Corporation's authority to enter into contracts and agreements
- > the transfer of municipal assets to the Corporation
- > the disposal by the Corporation of assets previously transferred to the Corporation by the municipality
- > the dissolution of the Corporation

# BOARD OF DIRECTORS (Composition):

The West Kelowna Economic Development Corporation exists as an autonomous, arm's-length local government corporation, governed by its own Board of Directors.

The Board is comprised of seven (7) voting Directors and two (2) non-voting Directors, all of whom are appointed by Council. The seven (7) voting Directors on the inaugural Board of are selected from among persons who apply to the City through a public call for applications. In selecting Directors, Council takes into consideration:

- > existing and targeted economic sectors and industries in West Kelowna, including wineries and viticulture, tourism and hospitality, construction, agriculture, manufacturing, forestry, post-secondary education, and digital enterprises
- > the skills and experience necessary for effective corporate governance

Subsequent appointments (i.e., beyond the inaugural Board) of the seven (7) voting Directors are also made by Council, but are nominated for Council consideration by the Board of Directors based on the Board-adopted recommendations of the Board's Governance & Nominations Committee. The Governance & Nominations Committee selects its nominees from among persons who apply through a public call for applications.

The two (2) non-voting Directors include one (1) member of the City of West Kelowna Council, and one (1) senior manager from the City. Whenever possible the Mayor and the Chief Administrative Officer, respectively, are appointed by Council to these positions.

# BOARD OF DIRECTORS (Term of Office):

Each voting Director is appointed for a term of two (2) years, and may be reappointed by the shareholders for two (2) consecutive additional terms, for a maximum period of six (6) years. Additional rules on term of office intended to promote continuity in Corporation governance are as follows:

- > Four (4) of the seven (7) voting Directors of the inaugural Board are appointed for a three (3) year term; these Directors may be reappointed for an additional two (2) consecutive terms, each of which is two (2) years in duration.
- Directors are appointed (or reappointed, as the case may be) on a staggered basis beginning at the end of the second year when three
   (3) voting Director positions become open.

# BOARD OF DIRECTORS (Officers):

At the first Board meeting of every second calendar year the Board of Directors elects from among its numbers a Chair and Vice Chair, both of whom serve two (2) year terms. The duties of the Chair include:

- > presiding at all meetings of the Board, and ensuring that the Board follows its own rules of order and rules imposed by legislation
- > setting agendas for Board meetings, with the assistance of the Corporation's Chief Executive Officer
- > providing leadership to the Board, including by recommending resolutions
- > ensuring that the Board has the information necessary to make decisions on matters within its mandate
- > providing on behalf of the Board general direction to the Chief Executive Officer
- > acting as the Board's chief liaison with the City, stakeholders and partners, the media, and external agencies
- > signing contracts and other legal documents in accordance with Board decisions
- > carrying out other duties assigned by the Board

The Vice Chair acts in place of the Chair when the Chair is absent.

BOARD OF DIRECTORS (Remuneration):

All Board members serve without remuneration. Expenses incurred to conduct business of the Corporation may be claimed in accordance with Board policies.

BOARD OF DIRECTORS (Duties):

The Board of Directors is an autonomous decision-making body, appointed to direct and oversee the activities of the West Kelowna Economic Development Corporation. The Board's duties include:

- > setting strategic priorities for the Corporation, and adopting and keeping current the Corporation's *Strategic Plan*
- > defining, within the context of the Service Agreement with the City of West Kelowna as well as the Corporation's Articles of Incorporation and Bylaws, the Corporation's mission, values and guiding principles
- establishing polices and protocols necessary to govern the Corporation effectively, including providing the direction and oversight necessary to plan, budget, assess and report on performance, manage risk, communicate and advocate, recruit and develop Board Directors, and attend to other matters
- > initiating and leading, on behalf of the City, the development of a West Kelowna Economic Development Strategy
- > securing adequate funding, in addition to that which is provided by the City (i.e., base funding), to pursue the strategic priorities and achieve objectives
- > approving the Corporation's annual operating and capital budgets
- > hiring the Chief Executive Officer to manage the Corporation
- > annually reviewing the performance of the Chief Executive Officer against objectives set by the Board in collaboration with the Chief Executive Officer
- > entering into agreements and contracts, and terminating agreements and contracts as necessary
- > initiating projects and programs to implement the Board's *Strategic Plan*
- > establishing standing and select advisory committees, including those required by statute
- > appointing Directors and non-Directors to serve on committees
- > reporting to the City of West Kelowna annually on the services provided by the Corporation, and on the use of City funds pursuant to the *Service Agreement*

All voting Directors vote on all decisions of the Board; each Director including the Chair holds one vote. Decisions in favour of a resolution require a straight majority of voting Directors present. A quorum of five (4) voting members is required for meetings to be held and voting to occur.



# BOARD OF DIRECTORS (Committees):

The Board of Directors establishes advisory committees to provide advice on new and ongoing initiatives, to attend to the business of the Board, to meet statutory requirements and to involve stakeholders in Corporation governance. The list of specific committees is determined by the Board, but includes at a minimum the following two (2):

- > Audit & Finance Committee (audit committee is required by section 224(1) of the *Business Corporations Act*)
- > Governance & Nominations Committee

All committee members are appointed by the Board as a whole. Non-Directors may be appointed by the Board in an effort to include stakeholders in economic development decisions, and to provide specialized input into the development of recommendations to the Board. The Board appoints a Chair and Vice Chair for each committee.

# BOARD OF DIRECTORS (Reporting):

The Board is accountable to the City of West Kelowna — the Corporation's sole shareholder — and, through the City, the residents of West Kelowna for the operation and performance of the West Kelowna Economic Development Corporation. Accountability is achieved through:

- > the presentation to City Council of annual financial statements prepared by an independent auditor
- > the presentation to Council at the Annual General Meeting of an Annual Report that:
  - reports on the service initiatives and programs undertaken pursuant to the Service Agreement with the City
  - assesses the Corporation's past year performance using specified progress measures
  - sets out important initiatives and events that are planned for the upcoming year, within the context of the Service Agreement, the Corporation's Strategic Plan and any West Kelowna Economic Development Strategy in place
- > semi-annual briefings to Council
- > other means, formal and informal, that the City of West Kelowna may request

# FUNDING MODEL (Base Funding):

Base funding for the West Kelowna Economic Development Corporation is in place to provide the support and certainty required by the Corporation to function effectively, particularly during its early years. Base funding is intended to cover:

- > staffing costs
- > the operation of the Board of Directors



- > office expenses including rent
- > an amount for marketing, investment attraction, business development and other initiatives aimed at attracting business and investment to West Kelowna
- > the annual audit and preparation of financial statements
- > other costs identified by the Board and approved as "base funding" by the City of West Kelowna

The City of West Kelowna, as the sole shareholder, provides all annual base funding each year for a five-year renewable period, pursuant to the terms of the *Service Agreement*.<sup>1</sup>

# FUNDING MODEL (Projects):

Project funding is provided in the form of initiative-related grants from governments, public not-for-profit agencies and businesses. Funding may also be raised by the Corporation through fundraising efforts, and in the form of returns on Corporation initiatives. In identifying the need for project funding, and in pursuing sources of funds, the Corporation is guided by the *Service Agreement* with the City, the Corporation's *Strategic Plan* and the *Economic Development Strategy*.

## CHIEF EXECUTIVE OFFICER:

The responsibility and authority for administering the West Kelowna Economic Development Corporation is assigned by the Board of Directors to a Chief Executive Officer. The Chief Executive Officer is hired by and accountable to the Board. The Chief Executive Officer has a number of responsibilities, including:

- > preparing and presenting, for approval by the Board, the Corporation's annual operating and capital budgets
- > reviewing and approving all expenditures as approved in the budgets
- working with the Board to establish strategic priorities within the context of the Servicing Agreement and Economic Development Strategy
- > directing the initiatives and programs of the Corporation
- > monitoring initiatives and programs to ensure value and impact
- > supporting the Board and its committees in their work
- > presenting monthly reports to the Board
- > directing and overseeing the work of Corporation staff, contractors, and consultants
- > recommending to the Board the development of new staff and contract positions
- > creating and fostering relationships with businesses, associations, agencies and stakeholders

<sup>&</sup>lt;sup>1</sup> Attachment I provides estimates of the annual base costs funded by the City, as well as the costs the Corporation would incur at start-up.



JANUARY 2023 PAGE 6

- > liaising with senior staff at the City of West Kelowna, as well as key representatives of stakeholders and partners
- > representing the Corporation at various events inside and outside of West Kelowna

#### **OPERATIONS:**

The West Kelowna Economic Development Corporation leases its own office space in Westbank Centre. The Corporation attends to its own operational needs, including those related to financial management and accounting, legal matters, human resources, purchasing, information technology, and others.

Where cost-effective and practicable, the Corporation may contract the City of West Kelowna to provide corporate and other services required for the Corporation's operations.

## FIVE-YEAR REVIEW:

The City of West Kelowna is committed to the long-term success of the West Kelowna Economic Development Corporation. The City understands the need for certainty in the Corporation's base funding, for a high degree of autonomy in the Corporation's governance and operations, and for the ongoing support by Council and staff. To that end, the City guarantees to provide adequate base funds for the Corporation for a five-year renewable term, pursuant to the *Service Agreement*.

In the second half of the fifth year of the *Agreement*, the City will initiate and fund an independent review of the Corporation that:

- examines the Corporation's mandate, structure, funding, performance, and other factors that, taken together, help to assess the effectiveness and success of the Corporation in fulfilling its purpose
- > assesses the level of community and stakeholder support for the Corporation
- > identifies changes to the Corporation, its mandate, structure or other attributes for consideration by the City

Changes identified will inform the development of the second five-year *Service Agreement* and adjustments to the model.



# West Kelowna Economic Development Corporation Attachment I

# **COST ESTIMATES**

#### **Annual Base Costs**

Under the funding model the City of West Kelowna would provide annual funding to the WKEDC, under the terms of the *Service Agreement*, to cover all base operating costs for a period of five years (renewable). Figure Al.1 presents an estimate of these costs (2023 dollars).

Figure Al.1
Estimated Annual Base Costs (2023 Dollars)

Annual Costs	Estimate	Comments
Salaries & Benefits	\$250,000	Chief Executive Officer and Bus. Dev. Coordinator
Office Administration	\$20,000	shared reception and administration
Office Lease	\$18,000	<ul> <li>reception, offices, boardroom (shared)</li> </ul>
Telephone / Internet	\$6,000	VOIP office lines, unlimited data, mobiles
IT Support / Web Hosting	\$5,000	<ul> <li>potential to contract City in start-up</li> </ul>
Software Licences	\$1,500	<ul> <li>office, accounting, CRM, other</li> </ul>
Office Supplies / Board Support	\$7,000	
Accounting	\$7,500	preparation of annual financial statements
Memberships & Education	\$2,000	
Insurance (Commercial)	\$5,000	<ul> <li>general liability, non-owned /rented vehicles, E&amp;O</li> </ul>
Insurance (Directors & Officers)	\$6,000	
WorkSafe BC & Business Licence	\$2,000	
Travel	\$5,000	
Marketing	\$25,000	<ul> <li>general marketing (not as part of projects)</li> </ul>
Professional Costs	\$20,000	<ul> <li>legal and other</li> </ul>
Contingency	\$20,000	
Total Estimate	\$400,000	

## **Start-up Costs**

The WKEDC would face certain start-up costs, in addition to the annual base costs, that the City would be expected to fund. Figure Al.2 presents an estimate of these costs. Costs incurred by the City directly (e.g., legal framework costs) are not included. Also not included is the cost to create a *West Kelowna Economic Development Strategy*. It is expected that while the new WKEDC would lead the development of the *Strategy*, the City would fund the *Strategy* as a separate project.

Figure Al.2
Estimated Start-up Costs (2023 Dollars)

Annual Costs	Estimate	Comments
CEO Recruitment	\$30,000	<ul> <li>recruitment firm</li> </ul>
Office Furniture	\$15,000	<ul> <li>three individual offices, storage, other</li> </ul>
Office Equipment	\$10,000	<ul> <li>computers, printer</li> </ul>
Office Update	\$20,000	
Identity / Brand	\$12,500	<ul> <li>logo, theme, fonts, stationery design, templates</li> </ul>
Website Development	\$12,500	VOIP office lines, unlimited data, mobiles
Board Recruitment & Training	\$15,000	<ul> <li>orientation and materials</li> </ul>
WKEDC Strategic Plan	\$20,000	<ul> <li>strategic plan by the Board and CEO for the WKEDC</li> </ul>
Contingency	\$15,000	
Total Estimate	\$150,000	



# In your community

Provide your input into Council's draft
Strategic Priorities, a proposed West Kelowna
Economic Development Corporation and let's
talk Boucherie Road Multi-Use Pathway
construction

# FOR IMMEDIATE RELEASE Monday, April 17, 2023

From Council's draft strategic priorities to construction beginning next month to build a safe multi-use pathway on Boucherie Road, West Kelowna Council wants to hear from you!

From **April 17 to 28**, the public is invited to provide input into Council's Draft 2022 – 2026 Strategic Priorities that will guide the City's investments, resources and energy over the next four years. This includes providing input about the proposed West Kelowna Economic Development Corporation as just one of Council's goals to further pursue economic growth and prosperity. And, while we're at it, let's get talking about upcoming construction both on and off Boucherie Road as part of expanding the City's active transportation network.

"Our new Council for the 2022 – 2026 term is eager to hear from the community as we set the course for this term," says Mayor Gord Milsom. "These priorities derive from the community and we couldn't get to where we are today without their continual input. We urge our residents and our business community to drop in and talk to us on **April 26** about what is important to them now and in the future. Or, take a few minutes to visit <u>OurWK.ca</u> to learn more and provide input about priorities for this term, about the proposed Economic Development Corporation and to learn about upcoming construction for the Boucherie Multi-use Pathway. All three are major initiatives and keeping the community well informed and engaged as we go along remains critically important to us," says Milsom.

In addition to seeking public input into Council's draft strategic priorities, the second initiative includes hearing from stakeholders and the public about what's most important to them in establishing a proposed Economic Development Corporation in West Kelowna.

"Key economic growth opportunitles are affect of 681 at third-party Corporation to strategize, attract and retain large and sustainable businesses, new development

opportunities and expanded local employment is a priority that Council is really looking forward to hearing from the community about," says Milsom.

Information about the role and function of the proposed Corporation and other details will be available at the **April 26 Open House** and online at <a href="OurWK.ca/ecdev">OurWK.ca/ecdev</a>.

The third initiative is providing information about construction of the Boucherie Multi-use Pathway that begins next month. At the **April 26 Open House**, the project team will have illustrations, construction and traffic management plans, phased scheduling information and other look-ahead details to assist residents, businesses and visitors before and during construction.

"Once built, the Boucherie Multi-Use Pathway will provide safer and enjoyable travel for those who walk, stroll and roll on Boucherie Road from Ogden to Green Bay Roads, but the public must know how important it will be to slow down and expect travel delays during construction," says Mayor Milsom. "That stretch of Boucherie Road must be regarded as a destination for locals and visitors, and not a thoroughfare for commuters," says Milsom.

Please join us to learn more and provide your input at the City's Open House:

- Date: Wednesday, April 26
- Location: West Kelowna Yacht Club (4111 Gellatly Road)
- Drop-in event from 3 p.m. − 7 p.m.

Your feedback is important! If you can't make it in person, take a closer look online anytime from April 17 - 28:

- Visit OurWK.ca to visit each dedicated project page and provide your input
- Share your ideas or comments through the Ideas portal
- Stop by Municipal Hall at 2760 Cameron Road to pick up an engagement toolkit

Not online? Not a problem. Contact the Communications and Engagement Department at 778-797-1234 to request paper copies.

Next steps will include the What We Heard consultation summary report that is anticipated to go to Council at the May 9 Regular Council Meeting. Subscribe for updates about these initiatives and more at <a href="weetkelownacity.ca/subscribe">weetkelownacity.ca/subscribe</a>.

Submit a service request here: <a href="https://forms.westkelownacity.ca/Service-Request">https://forms.westkelownacity.ca/Service-Request</a>

City of West Kelowna | 778-797-1000| www.westkelownacity.ca







# **OPEN HOUSE**





# Come join us!

The City of West Kelowna is hosting an in-person Open House and we want to hear from you. We are looking for your feedback on the following initiatives:



Council's Draft 2022 - 2026 Strategic Priorities



**Proposed Economic Development Corporation** 

# **In-person Open House:**



Wednesday, April 26, 2023



3:00 p.m. to 7:00 p.m.



West Kelowna Yacht Club 4111 Gellatly Road, West Kelowna

# **Construction communications**



Boucherie Multi-use Pathway Project - Come and learn more as we prepare for construction.



# Why it matters

Your input matters. Come join us to learn more about some of the major initiatives underway in the beautiful City of West Kelowna.



Can't make it in-person? Visit us online at OurWK.ca to provide your feedback.

# **Proposed Economic Development Corporation in West Kelowna**





# Tell us what you think!

West Kelowna Council is considering the establishment of a West Kelowna Economic Development Corporation as the City's strategic business development agency and we want to hear from you.

From April 17 – 28, we are looking for feedback from the community about the Proposed Economic Development Corporation model, function and priorities to further pursue economic growth and prosperity in West Kelowna.



# How to get involved

- Visit OurWK.ca/ec-dev to read the Information Package and complete the feedback form
- Join us in-person at our Open House on Wed. April 26



## **In-person Open House:**



Wednesday, April 26, 2023



3:00 p.m. to 7:00 p.m.



West Kelowna Yacht Club 4111 Gellatly Road, West Kelowna



# Why it matters

Feedback from the community will be gathered and provided to Council in May 2023 for their consideration as they consider establishing a future Economic Development Corporation in West Kelowna.



Can't make it in-person? Visit us online at **OurWK.ca/ec-dev** to provide your feedback.

# Sandy Webster

From: Greater Westside Board of Trade <admin+gwboardoftrade.com@ccsend.com>

Sent: April 24, 2023 9:22 AM

To: Sandy Webster

Subject: Member Eblast: City of West Kelowna

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# **Member E-Blast**

# OPEN HOUSE





#### Come join us!

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Council's Draft 2022 - 2026 Strategic Priorities



**Proposed Economic Development Corporation** 

#### Construction communications



In-person Open House:

3:00 p.m. to 7:00 p.m.

Wednesday, April 26, 2023

West Kelowna Yacht Club 4111 Gellatly Road, West Kelowna

k Boucherie Multi-use Pathway Project - Come and learn more as we prepare for construction.

Why it matters



Your input matters. Come join us to learn more about some of the major initiatives underway in the beautiful City of West Kelowna.

Can't make it in-person? Visit us online at OurWK.ca to provide your feedback.

Feedback open until April 28, 2023.

OurWK.ca

# Proposed Economic Development Corporation in West Kelowna





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West Kelowna Council is considering the establishment of a West Kelowna Economic Development Corporation as the City's strategic business development agency and we want to hear from you.

From April 17 - 28, we are looking for feedback from the community about the Proposed Economic Development Corporation model, function and priorities to further pursue economic growth and prosperity in West Kelowna.



#### How to get involved

- · Visit OurWK.ca/ec-dev to read the Information Package and complete the feedback form
- · Join us in-person at our Open House on Wed. April 26

#### In-person Open House:



Wednesday, April 26, 2023



3:00 p.m. to 7:00 p.m.



West Kelowna Yacht Club 4111 Gellatly Road, West Kelowna



#### Why it matters

Feedback from the community will be gathered and provided to Council in May 2023 for their consideration as they consider establishing a future Economic Development Corporation in West Kelowna.



Can't make it in-person? Visit us online at OurWK.ca/ec-dev to provide your feedback.

Feedback open until April 28, 2023.

OurWK.ca/ec-dev

# **Learn More and Provide Feedback**

Greater Westside Board of Trade | 2372 Dobbin Road, West Kelowna, British Columbia V4T 2H9 Canada

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# **Sandy Webster**

From: Sandy Webster

**Sent:** April 26, 2023 1:15 PM

**To:** Sandy Webster

Subject: Proposed West Kelowna Economic Development Corporation (public consultation remains open)

**Attachments:** CWK\_Ad-19-APRIL-23-WestKNews.pdf

Hi everyone,

Thank you for your previous stakeholder participation with the City of West Kelowna's review of its Economic Development function and proposed Economic Development Corporation.

In addition to having received your stakeholder input, the City is hosting a public open house tonight at the West Kelowna Yacht Club (3 – 7 pm) in the event you have an interest in attending (information attached). This open house covers three topics, one of which is the proposed Economic Development Corporation. Our public consultation period remains open through Friday, April 28<sup>th</sup> if you'd like to expand on any previous input you've provided to date. As some of you are not located in West Kelowna, you could also provide any other input through our Engage portal at OurWK.ca.

Once again, thank you for your input to date and please don't hesitate to reach out with any questions.

Kind regards Sandy



### SANDY WEBSTER | DIRECTOR OF CORPORATE INITIATIVES | CITY HALL

2760 Cameron Road, West Kelowna, BC V1Z 2T6 778.797.2213 | www.westkelownacity.ca

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## **Sandy Webster**

From: Greater Westside Board of Trade <admin+gwboardoftrade.com@ccsend.com>

**Sent:** April 26, 2023 11:08 AM

**To:** Sandy Webster

**Subject:** This Weeks News from Your Board of Trade

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**May Business After Hours** 



<sup>3</sup> Page 234 of 681







Is your business interested in donating a prize? Please contact executivedirector@gwboardoftrade.com

**Register Now** 

# What's on the Mind of BC Business?



Every year, the BC Chamber of Commerce conducts its Collective Perspective survey, BC's most comprehensive economic snapshot that identifies issues that matter most to businesses across the province. Join us for the Thompson/Okanagan virtual Regional Roadshow, where 2022 Collective Perspective data from our region will be shared to help you inform future plans for your organization.

The BC Chamber of Commerce's Collective Perspectives Survey identifies the issues that matter to business across the province, This session will be a deep dive into the minds (and data) of business leaders in the Thompson Okanagan.

This event will be chaired by President and CEO, Fiona Famulak, who will be joined by guest speaker and research specialist, Mario Canseco, President, Research Co. and Columnist for Business in Vancouver.

**Register Now** 





# **Thank You to Our Corporate Sponsor**



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# **Mission Statement**

The Greater Westside Board of Trade will impact growth and prosperity of the local Business Community by advocating opportunities, economic sustainability and collaboration among Greater Westside businesses and various levels of government.

See More....

GREATER WESTSIDE BOARD OF TRADE 2372 Dobbin Road, West Kelowna 250-768-3378









Greater Westside Board of Trade | 2372 Dobbin Road, West Kelowna, V4T 2H9 Canada

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# In your community

# Join us in person on April 26, West Kelowna!

# FOR IMMEDIATE RELEASE Friday, April 21, 2023

Don't miss your chance to help shape Council's Strategic Priorities and the future of economic development in West Kelowna, and to learn more about construction of a safe multi-use pathway on Boucherie Road.

The City of West Kelowna is inviting the community to drop by the West Kelowna Yacht Club, 4111 Gellatly Road on **Wednesday**, **April 26** between **3 p.m. and 7 p.m.** to learn more about construction of the Boucherie Multi-use Pathway, and to provide feedback on Council's Draft *2022-2026 Strategic Priorities* and the proposed Economic Development Corporation in West Kelowna.

Attendees will have the opportunity to:

- Meet with staff and ask questions
- View the display boards
- Complete the feedback forms
- Learn more about the Boucherie Road Multi-use Pathway construction schedule and detours

Public engagement for Council's Draft 2022-2026 Strategic Priorities and the proposed Economic Development Corporation in West Kelowna remains open until Friday, April 28. Construction of the pathway is scheduled to begin in May.

If you cannot make it in person, take a closer look online anytime until April 28:

- Visit <u>OurWK.ca</u> to visit each dedicated project page and provide your input
- Stop by Municipal Hall at 2760 Cameron Road to pick up an engagement toolkit

Not online? Not a problem. Contact the Communications and Engagement Department at 778-797-1234 to request paper copies.

About the West Kelowna Yacht Club: Open house is a drop-in format; RSVP is not required; and ample parking is available on site and is fully accessible.

Subscribe for updates about these initiatives and more at <u>westkelownacity.ca/subscribe</u>.











Kassidie Cornell <Kassidie.Cornell@westkelownacity.ca>

To: West Kelowna Neighbourhood Associations

Yesterday at 9:01 AM

Hello there,

I hope this email finds you well!

I'm reaching out to ask if you could help share these public consultation opportunities for two City initiatives:

- Council's Draft 2022 2026 Strategic Priorities
- Proposed West Kelowna Economic Development Corporation

# Construction communication:

Boucherie Multi-use Pathway Project

We are hoping to get the word out as much as possible about these engagement opportunities as well as our Open House taking place tomorrow (April 26) at the West Kelowna Yacht Club (4111 Gellatly Road) from 3 p.m. to 7 p.m. Please see the trailing email for more details.

We appreciate your support and hope to see you there!

If I can be of assistance, please feel free to contact me.

Sincerely, Kassidie



KASSIDIE CORNELL | COMMUNICATIONS AND ENGAGEMENT SPECIALIST | CITY HALL

2760 Cameron Road, West Kelowna, BC V1Z 2T6

778.797.8807 | www.westkelownacity.ca

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**Economic Development Corporation specific** 

- Paid Facebook ad
- Ad ran from April 18 28, 2023



Tell us what you think!

West Kelowna Council is considering the establishment of a West Kelowna Economic Development Corporation.

From April 17 – 28, we are looking for feedback from the community about the Proposed Economic Development Corporation model, function and priorities to further pursue economic growth and prosperity in West Kelowna.

To learn more, join us at our in-person Open

- Wednesday, April 26
- West Kelowna Yacht Club (4111 Gellatly Road)
- 3 p.m. 7 p.m.

Can't make it in person? Visit www.ourwk.ca/ecdev to review the display boards and complete the online feedback forms. Deadline for input is April 28.



ourwk.ca

Tell us what you think Council's Strategic Prioriti...

Learn more

**General Open House content** 

- Paid boosted Facebook post
- Boosted from April 18 28, 2023



Come join us! 🕵

The City of West Kelowna is hosting an inperson Open House and we want to hear from you. We are looking for your feedback on the following initiatives:

Council's Draft 2022 - 2026 Strategic Priorities

■ Proposed Economic Development Corporation

Construction communications:

Boucherie Multi-use Pathway Project come and learn more as we prepare for construction.

In-person Open House:

- Wednesday, April 26
- West Kelowna Yacht Club (4111 Gellatly Road)
- 🥱 3p.m. 7 p.m.

Can't make it in person? Visit www.OurWK.ca to review the display boards and complete the online feedback forms. Deadline for input is April 28.



ourwk.ca

**Engage West Kelowna** Stay informed by joining E...

Learn more

**General Open House content** 

- Posted to Facebook, Twitter and Instagram
- April 25, 2023



City of West Kelowna

Join us tomorrow to tell us what you think! We're hosting an in person Open House on Council's Draft 2022-2026 Strategic Priorities, the proposed West Kelowna Economic Development Corporation and the Boucherie Multi-use Pathway Project.

- Tomorrow Wednesday, April 26
- West Kelowna Yacht Club (4111 Gellatly Road)
- 🥱 3 p.m. 7 p.m.

To learn more about these initiatives, visit www.OurWK.ca to review the information packages/fact sheets, check out the display boards and complete the online feedback forms.

Feedback closes April 28.



**Economic Development Corporation specific** 

- Posted to Facebook, Twitter and Instagram
- April 26, 2023



City of West Kelowna

Apr 26

Tell us what you think!

West Kelowna Council is considering the establishment of a West Kelowna Economic Development Corporation.

Until April 28, we are looking for feedback from the community about the Proposed Economic Development Corporation model, function and priorities to further pursue economic growth and prosperity in West Kelowna.

Visit www.ourwk.ca/ec-dev to review the display boards, the information package and complete the online feedback form. Show Less



Proposed Economic Development Corporation

Council's Strategic Priorities: Pursue Economic

#### **General consultation content**

- Posted to Facebook, Twitter and Instagram
- April 28, 2023



City of West Kelowna

Apr 26

Today is your last chance to provide feedback!

Consultation closes Friday, April 28 for Council's Draft 2022-2026 Strategic Priorities and the proposed West Kelowna Economic Development Corporation.

Your input matters. All feedback from the community will be gathered and provided to Council in May.

Getting involved is easy - visit www.OurWK.ca to get started:

- View the Open House materials Read the information package
- Complete the online feedback forms

Subscribe for project updates and future engagement opportunities at www.westkelownacity.ca/subscribe

Show Less



Comment



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# PROPOSED WEST KELOWNA ECONOMIC DEVELOPMENT CORPORATION



# Council's Strategic Priorities: Pursue Economic Growth & Prosperity

# **APRIL 2023**

West Kelowna Council is considering the establishment of an arm's-length, City of West Kelowna economic development corporation (WKEDC) as the vehicle to deliver an enhanced West Kelowna-focused local economic development service. Council would like to hear from stakeholders and the community about the future WKEDC model, function and priorities that advances Council's priority to further pursue economic growth and prosperity in West Kelowna.



# **Economic Development Service**

Council's Draft 2022 – 2026 Strategic Priorities include the following Economic Development Service priorities:

We will engage with stakeholder groups and the business community to optimize the impact of the City's economic development efforts on West Kelowna's economic activity. Among other initiatives, we will:

- Finalize establishment of the new West Kelowna Economic Development Corporation
- Create a West Kelowna Economic Development Strategy in partnership with the Economic Development Corporation
- Develop a Property Acquisition Strategy to identify and acquire lands for use in civic projects, including those in support of economic development



# How to get involved

An Information Package is available on **OurWK.ca/ec-dev**, at the Open House and available at City Hall to provide more detail about the structure, function and priorities of a future WKEDC.

Please review the Information Package and complete the feedback form. Your feedback continually informs Council of what's important to you during each stage of the process.







# ABOUT THE PROPOSED ECONOMIC DEVELOPMENT CORPORATION

Strong development coupled with new economic opportunities in West Kelowna prompted the City in late 2021 to examine its own local and regional economic development service efforts. As part of the review, which included two Council workshops with its consultant Neilson Strategies Inc., Council directed staff to engage the business sector, industry associations, public and non-profit economic development agencies, post-secondary institutions, the Westbank First Nation Economic Development Commission and other stakeholders. Stakeholder engagement, which occurred in 2022, confirmed that there was considerable support for the creation of a separate corporation.

The proposed West Kelowna Economic Development Corporation would be the strategic business development agency, created by the City of West Kelowna, to lead efforts aimed at building West Kelowna's economy.

The Corporation would work to:

- Develop a West Kelowna Economic Development Strategy
- Attract businesses, employers and investment to West Kelowna
- Develop branding aimed at identifying West Kelowna as a distinct community within the Central Okanagan, British Columbia and Canada
- Coordinate sector-specific and broader economic development activities undertaken by or in collaboration with business and development agencies
- Develop and support programs aimed at retaining and expanding existing businesses
- Advise the City on the development of services, infrastructure, bylaws, policies and regulations to support business growth and expand the non-residential assessment base

The development of a strategic plan, complete with a set of priorities, would be one of the Corporation's first acts. Council would be involved in the process, as would the business community and other stakeholders.

Five years after the establishment of the WKEDC, the City would initiate an independent review of the Corporation to assess the agency's performance. Decisions on the Corporation or the corporation model would be informed by the results of the review.

To learn more about the organizational structure, Board of Directors, estimated budget and other considerations, please read the Information Package provided and speak with our project team.

Thank you for taking the time to provide your input!





# INFORMATION PACKAGE

# Proposed West Kelowna Economic Development Corporation April 2023

#### **OVERVIEW**

The City of West Kelowna currently provides an in-house municipal economic development service. The City is also a participant in the Central Okanagan Economic Development Commission (COEDC), which exists as an in-house regional service of the Regional District of Central Okanagan. Strong development coupled with new economic opportunities in West Kelowna prompted the City in late 2021 to examine its own local and regional economic development service efforts. Two facilitated workshops were held with Council on alternative models to consider. At the end of the second workshop Council made the following decisions:

- To separate the delivery of the City's economic development service from its tourism function, and to focus the service review on economic development
- To confirm the City's participation in and support for the COEDC
- To undertake a review aimed at exploring the establishment of an arm's-length, City of West Kelowna Economic Development Corporation (WKEDC) as the vehicle to deliver an enhanced West Kelowna-focused local economic development service

As part of the review, Council directed staff to engage the business sector, industry associations, public and non-profit economic development agencies, post-secondary institutions, the Westbank First Nation Economic Development Commission and other stakeholders. Stakeholder engagement, which occurred in 2022, confirmed that there was considerable support for the creation of a separate corporation. Stakeholders pointed to several key advantages of an arm's-length WKEDC, including:

- An ability to act quickly without being encumbered by the process and other constraints that can govern in-house departments
- A governance structure with an autonomous board of directors, populated by business leaders and others with key stakes in the local economy
- An ability to ensure confidentiality to potential investors and new businesses interested in establishing or expanding operations in West Kelowna
- An ability to interact effectively with City administration, despite being a separate entity
- An ability to take on mandates and initiatives that would be difficult, if not impossible, to pursue within City Hall.







Based on this feedback, as well as on the findings from the City's own research on service models, West Kelowna Council is moving forward as part of Council's strategic priorities to consider the creation of a West Kelowna Economic Development Corporation (WKEDC).

#### CONTINUED STAKEHOLDER AND PUBLIC CONSULTATION

The next step is to seek stakeholder and public input into the proposed WKEDC and, as part of and in conjunction with, Council's draft 2022 – 2026 Strategic Priorities consultation. Previous proposed WKEDC consultations have occurred during the 2021 and 2022 Council Strategic Priorities consultation and this next phase builds on feedback received to date.

**From April 17 – 28, 2023**, stakeholders and the public are encouraged to provide their input into the proposed WKEDC for Council's continued consideration. This phase provides more information about the mandate, structure, Board, estimated budget, staffing and review process as part of next steps.

This Overview document outlines the proposed Corporation for comment by the community. City officials will be available at the upcoming public open house to discuss the initiative and receive feedback from the community. The Open House is scheduled for:

## Wednesday, April 26, from 3 – 7 p.m. at the West Kelowna Yacht Club, 4111 Gellatly Road

## WKEDC MANDATE

The proposed West Kelowna Economic Development Corporation would be the strategic business development agency, created by the City of West Kelowna, to lead efforts aimed at building West Kelowna's economy.

The Corporation would work to:

- ▶ Develop a West Kelowna Economic Development Strategy
- ► Attract businesses, employers and investment to West Kelowna
- ▶ Develop branding aimed at identifying West Kelowna as a distinct community within the Central Okanagan, British Columbia and Canada
- ► Coordinate sector-specific and broader economic development activities undertaken by or in collaboration with business and development agencies
- Develop and support programs aimed at retaining and expanding existing businesses
- ► Advise the City on the development of services, infrastructure, bylaws, policies and regulations to support business growth and expand the non-residential assessment base

The development of a strategic plan, complete with a set of priorities, would be one of the Corporation's first acts. Council would be involved in the process, as would the business community and other stakeholders.







# LEGAL STRUCTURE

The WKEDC would be established by the City as a local government corporation, incorporated under the British Columbia's Corporation's Act. The Corporation would be structured to qualify as a non-profit corporation, exempt from paying income taxes.

# BOARD OF DIRECTORS

The Corporation would be owned by the City of West Kelowna, but would operate as an autonomous, arm's-length agency, governed by its own Board of Directors. The Board would be comprised of seven (7) voting Directors and two (2) nonvoting Directors. All Directors would be appointed by Council, and all would serve without payment. In selecting the voting Directors, Council would seek to ensure representation from existing and targeted economic sectors and industries in West Kelowna, including viticulture, tourism and hospitality, construction, agriculture, manufacturing, forestry, post-secondary education and digital enterprises.

The two (2) non-voting Director would include one (1) member of Council, and one (1) senior manager from the City. It is anticipated that the Mayor and the Chief Administrative Officer, respectively, would be appointed to these positions, for at the least the inaugural Board.

The Board would be an autonomous decision-making body, appointed to direct and oversee the activities of the WKEDC. The Board would be expected to:

- ► Set strategic priorities for the Corporation
- ▶ Define, within the context of Corporation's Articles of Incorporation, the agency's mission, values and guiding principles
- ► Establishing polices and protocols necessary to govern the Corporation effectively
- ► Initiate and lead, on behalf of the City, the development of a West Kelowna Economic Development Strategy
- ► Approving the Corporation's annual operating and capital budgets
- ► Hire and direct the Chief Executive Officer to manage the Corporation
- ► Enter into agreements and contracts
- ► Initiate projects and programs to implement the Board's priorities
- ► Report to the City annually on the WKEDC's financial statements, programs, use of public funds, and upcoming initiatives

The Board would be expected, as well, to engage with the community through their communication and engagement plan that includes annual public information meetings.







# FUNDING MODEL

Base funding for the Corporation would be provided by the City of West Kelowna, through a stable, five-year service agreement, to cover staffing costs, the operation of the Board, office expenses including rent, certain investment attraction and business development programs, and any other costs approved by the City. The anticipated annual cost to the City would not be expected to exceed \$400,000 (2023 dollars). Additional funds to support specific programs and investments would be raised by the Corporation.

#### **STAFFING**

The WKEDC would be headed by a Chief Executive Officer (CEO), hired by and accountable to the Board. It is anticipated that an economic development specialist and possibly one (1) additional staff member would join the CEO. The Corporation would lease its own office space in West Kelowna, and attend to its own operational needs. Where cost-effective and practicable, the Corporation could choose to contract the City to provide basic corporate services.

#### **REVIEW**

Five years after the establishment of the WKEDC, the City would initiate an independent review of the Corporation to assess the agency's performance. Decisions on the Corporation or the corporation model would be informed by the results of the review.







# FREQUENTLY ASKED QUESTIONS

The City of West Kelowna is proposing to establish a West Kelowna Economic Development Corporation (WKEDC) as the City's strategic business development agency. The City is reaching out to the community to explain the initiative, answer questions and receive feedback that helps to inform next steps. This FAQ section is part of the Information Package the City has put together for residents and businesses that wish to learn more.

## 1. What is the proposed West Kelowna Economic Development Corporation?

The WKEDC would be established as a local government corporation by the City of West Kelowna to deliver the City's local economic development service. The Corporation would be incorporated under British Columbia's Business Corporations Act. It would be owned by the City of West Kelowna, but would operate as an autonomous entity at arm's-length to the City. The Corporation would be governed by its own Board of Directors.

#### 2. What would the WKEDC do?

The WKEDC would be created as the City's business development and investment attraction agency for West Kelowna. The Corporation would replace the City's current in-house economic development function, and would focus on needs that the region's economic development function — the Central Okanagan Economic Development Agency (COEDC) — is not set up to address. In specific terms, the Corporation would work to:

- Develop a West Kelowna Economic Development Strategy
- Attract businesses, employers and investment to West Kelowna
- Develop branding aimed at identifying West Kelowna as a distinct community within the Central Okanagan, British Columbia and Canada
- Coordinate sector-specific and broader economic development activities undertaken by or in collaboration with business and development agencies
- Develop and support programs aimed at retaining and expanding existing businesses
- Advise the City on the development of services, infrastructure, bylaws, policies and regulations to support business growth and expand the non-residential assessment base

It is important to emphasize that the City fully supports the work of the region's COEDC. The proposed West Kelowna Economic Development Corporation, focused on West Kelowna specifically, would complement and benefit from the broader regional initiatives of the COEDC.







## 3. Why is a new economic development agency needed?

West Kelowna's prosperity is ultimately dependent on having a robust, diverse and resilient business sector, a broad tax base, increased levels of investment in the community, and a strong local economy with opportunities for employment and growth. The proposed Economic Development Corporation, supported by (but autonomous from) the City, would help to create these conditions in West Kelowna. In focusing entirely on West Kelowna's economy, the Corporation would fill a need that is not currently being addressed.

## 4. Who would run the proposed Corporation?

The Corporation would be owned by the City of West Kelowna, but would operate as an autonomous, arm's-length agency, governed by its own Board of Directors. The Board would be comprised of seven (7) voting Directors and two (2) non-voting Directors. All Directors would be appointed by Council, and all would serve without payment. In selecting the voting Directors, Council would seek to ensure representation from existing and targeted economic sectors and industries in West Kelowna, including viticulture, tourism and hospitality, construction, agriculture, manufacturing, forestry, post-secondary education and digital enterprises.

The two (2) non-voting Director would include one (1) member of Council, and one (1) senior manager from the City. It is anticipated that the Mayor and the Chief Administrative Officer, respectively, would be appointed to these positions, for at the least the inaugural Board.

The Board would be an autonomous decision-making body, appointed to direct and oversee the activities of the WKEDC. The Board would be expected to:

- Set strategic priorities for the Corporation
- Define, within the context of Corporation's Articles of Incorporation, the agency's mission, values and guiding principles
- Establishing polices and protocols necessary to govern the Corporation effectively
- Initiating and leading, on behalf of the City, the development of a West Kelowna Economic Development Strategy
- Approving the Corporation's annual operating and capital budgets
- Hire and direct the Chief Executive Officer to manage the Corporation
- Enter into agreements and contracts
- Initiate projects and programs to implement the Board's priorities
- Report to the City annually on the WKEDC's financial statements, programs, use of public funds, and upcoming initiatives

The Board would be expected, as well, to engage with the community through their communication and engagement plan, that includes holding public information meetings.







#### 5. What would it all cost?

Base funding for the Corporation would be provided by the City of West Kelowna, through a stable, five-year service agreement, to cover staffing costs, the operation of the Board, office expenses including rent, certain investment attraction and business development programs, and any other costs approved by the City. The anticipated annual cost to the City would not be expected to exceed \$400,000 (2023 dollars). Additional funds to support specific programs and investments would be raised by the Corporation.

## 6. When would the proposed Corporation be in place?

After a period of public comment, the City will need to complete drafting the legal documents required for incorporation. These documents need to be submitted to the Inspector of Municipalities as part of the Inspector's approval process. Once Council receives approval Council would consider their next steps should they proceed, including appointing the inaugural Board of Directors. As one of its first courses of action, the Board will need to hire a CEO who, with the support of the Board, will put in place the pieces required to begin operations. The City could anticipate that operations could begin in late 2023.

## 7. Have other cities created economic development corporations?

City-owned economic development corporations exist in many cities across Canada (and beyond). There are many examples in Ontario (e.g., in London, Kingston, Waterloo and several other places), but also in Western Canada. The Calgary Economic Development Corporation is considered a particularly successful corporation in Alberta.

Economic development corporations are less common in British Columbia, but are not entirely absent from the landscape. The Chilliwack Economic Partners Corporation (CEPCO) is an example of a successful agency that has helped to attract significant investment to the local community, and that has partnered with others to transform Chilliwack's downtown core. Venture Kamloops offers another success story. On the Island, the City of Nanaimo just recently established the Nanaimo Prosperity Corporation.

For more information or to connect with staff who could answer any additional questions, please visit **OurWK.ca/ec-dev** or call 778-797-1000 and ask to be connected with the Chief Administrative Office.







# Proposed Economic Development Corporation Feedback Form

# Welcome

West Kelowna Council is considering the establishment of an arm's-length, City of West Kelowna Economic Development Corporation (WKEDC) as the vehicle to deliver an enhanced West Kelowna-focused local economic development service.

Council would like to hear from stakeholders and the public about a Proposed Economic Development Corporation aimed at supporting Council's priority to further pursue economic growth and prosperity in West Kelowna. It's important that our community is continually represented during the consideration of a future WKEDC.

Thank you for your input as we make West Kelowna truly the place to be!

This feedback form should take approximately 10 minutes to complete. The results will be compiled and provided to Council in May for their consideration as they complete their initial and annual strategic priorities review.







Economic Development Corporation?				
Please add your comment below:				
2. Do y	you have any concerns with the proposed Corporation?			
Ō	No			
0	Yes, please describe below:			





3. What do you think the WKEDC should focus its efforts on over the next 5 years?
Please add your comments below:
4. How can the corporation best help to grow West Kelowna's economy?
Please add your comments below:
5. Are there areas of activity that you think the WKEDC should avoid?
Please add your comments below:





<u>-</u>	nous Board of Directors?
Please add your commen	ts below:
7. Do you have an interes Corporation?	t in learning more about the proposed West Kelowna Economic Development
○ No	
Yes, please descr	ibe below:
	dded to the City's stakeholder list to receive information and updates about the future nic Development Corporation?
O No	
Yes. Please provid	de your name and email address below:
purpose of project notification	the City of West Kelowna pursuant to the Freedom of Information and Protection of Privacy Act for the of the Proposed Economic Development Corporation. Any questions regarding the collection of personal communications@westkelownacity.ca, 2760 Cameron Avenue, West Kelowna, BC V1Z 2T6.
Name:	Email:







9. Do	you currently own a busin	ess within the City of West Kelowna?	•
0	No		
0	If yes, please share the	industry type:	
10. D	emographics - Select your	age category.	
0	Under 18	<b>45 - 54</b>	
0	18 - 24	<b>55 - 64</b>	
0	25 - 34	<b>○</b> 65+	
0	35 - 44	~	
11. W	Glenrosa Goats Gell	Smith Creek  Shannon Lake  West Manual Manua	WEN
0	Glenrosa	Bartley North	West Kelowna Estates/Rose Valley
0	Goats Peak/Gellatly	West Kelowna Business Park	Casa Loma
0 '	Westbank Centre	O South Boucherie	Westside Road/Bear Creek Road
0 '	Westbank	Boucherie Centre	Westbank First Nation
0 :	Smith Creek	C Lakeview Heights	Outside West Kelowna
0 :	Shannon Lake		

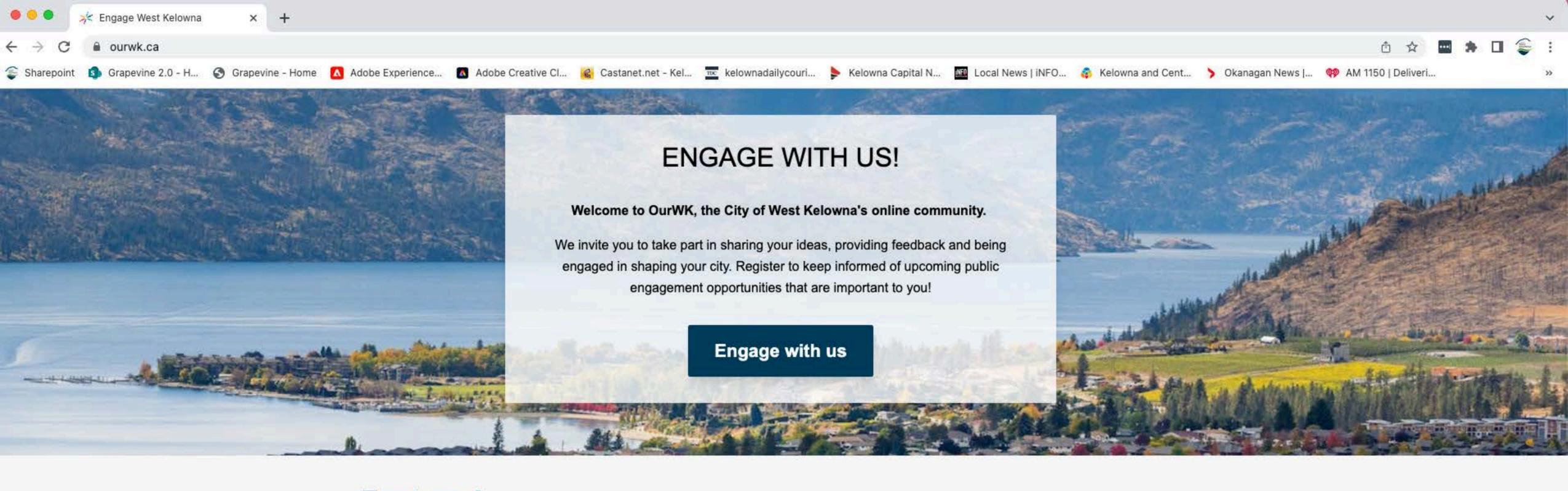




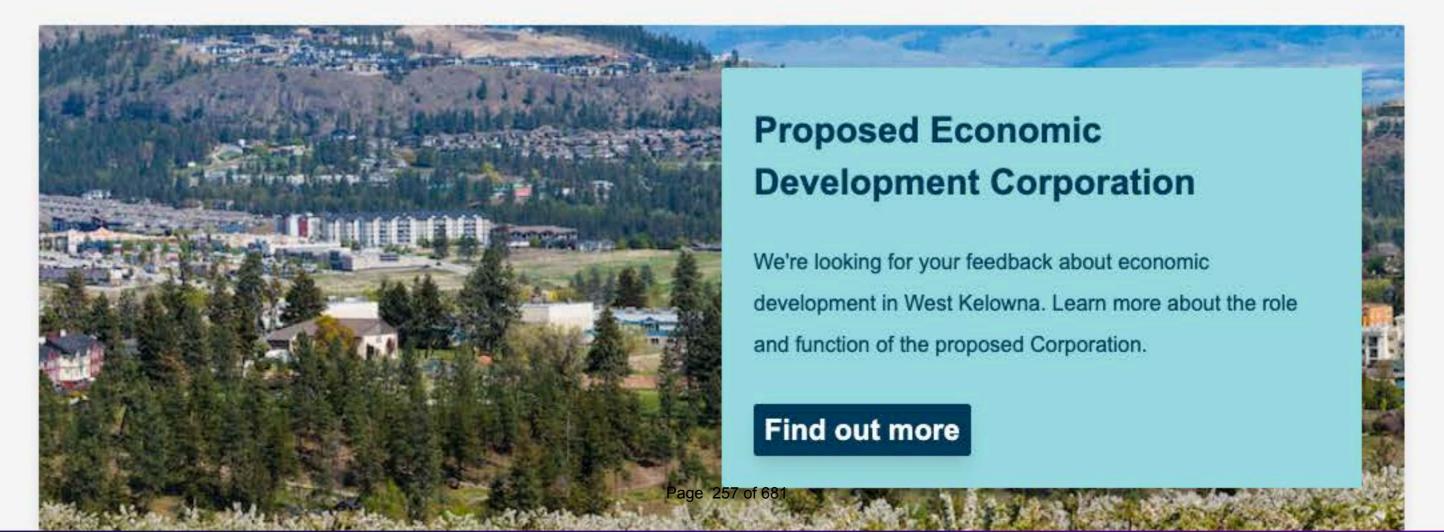
2. Communications: How did you hear about public consultation for the Proposed Economic Development Corporation? (select all that apply)
O Printed materials (posters, mailed letter)
O Social media (Facebook, Twitter, Instagram etc.)
Cocal news (online, television, newspaper)
Communications from the City (e-news, Public Service Announcements, News Releases etc.)
Thank you for completing this feedback form.







## **Featured**



# Proposed Economic Development Corporation

# 

## Council's Strategic Priorities: Pursue Economic Growth & Prosperity

West Kelowna Council is considering the establishment of an arm's-length, City of West Kelowna Economic Development Corporation (WKEDC) as the vehicle to deliver an enhanced West Kelowna-focused local economic development service.

The City of West Kelowna currently provides an in-house municipal economic development service. The municipality is also a participant in the Central Okanagan Economic Development Commission (COEDC), which exists as an in-house regional service of the Regional District of Central Okanagan. Strong development coupled with new economic opportunities in West Kelowna prompted the City in late 2021 to examine its own local and regional economic development service efforts.

## Tell us what you think!

From April 17-28, we are looking for feedback from the community about the Proposed Economic Development Corporation model, function and priorities to further pursue economic growth and prosperity in West Kelowna.

Council would like to hear from stakeholders and the community about a future Economic Development Corporation aimed at supporting Council's priority to further pursue economic growth and prosperity in West Kelowna.



**GROWTH AND** 

PROSPERITY

## How to get involved

- Review the <u>Information Package</u> and <u>display boards</u>
- Complete the <u>feedback form</u>
- Join us at an Open House on Wednesday, April 26
- Pick up an engagement package at City Hall to submit your feedback on paper

## Key dates

- April 17 28: Feedback open
- April 26: Open House at West Kelowna Yacht Club, 3 p.m. 7 p.m., 4111 Gellatly Road
- May 2023: Feedback from the community is gathered and provided to Council for their consideration as they consider establishing a future economic development Corporation in West Kelowna

# About the Proposed Economic Development Corporation

The proposed West Kelowna Economic Development Corporation would be the strategic business development agency, created by the City of West Kelowna, to lead efforts aimed at building West Kelowna's economy.

The Corporation would work to:

- Develop a West Kelowna Economic Development Strategy
- Attract businesses, employers and investment to West Kelowna
- Develop branding aimed at identifying West Kelowna as a distinct community within the Central Okanagan, British Columbia and Canada
- Coordinate sector-specific and broader economic development activities undertaken by or in collaboration with business and development agencies
- Develop and support programs aimed at retaining and
- expanding existing businesses Advise the City on the development of services,

infrastructure, bylaws, policies and regulations to support business growth and expand the non-residential assessment base

Stakeholder and public input throughout the process remains very important to Council. Thank you for taking the time to review the information and provide your feedback.

# Attend the Open House

Come join us! On Wednesday, April 26, City staff will be holding an Open House to receive feedback on economic development in West Kelowna. You'll have the opportunity to meet with City staff and Council and tell them what is most important to you.

Date: Wed. April 26

**Time:** 3 p.m. to 7 p.m.

Location: West Kelowna Yacht Club, 4111 Gellatly Road, West Kelowna

This is a drop-in event and RSVP is not required.

The Open House will also cover other topics of public interest such as Council's Draft 2022-2026 Strategic Priorities and preconstruction information for the **Boucherie Multi-use Pathway Project**.

# Ask us

Have questions about this initiative? Ask them below.

Complete the feedback form

Ask a question

# Proposed Economic Development Corporation

# Welcome

West Kelowna Council is considering the establishment of an arm's-length, City of West Kelowna Economic Development Corporation (WKEDC) as the vehicle to deliver an enhanced West Kelowna-focused local economic development service.

Council would like to hear from stakeholders and the public about a Proposed Economic Development Corporation aimed at supporting Council's priority to further pursue economic growth and prosperity in West Kelowna. It's important that our community is continually represented during the consideration of a future WKEDC. Thank you for your input as we make West Kelowna truly the place to be!

This feedback form should take approximately 10 minutes to complete. The results will be compiled and provided to Council in May for their consideration as they complete their initial and annual strategic priorities review.

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# COMPLETE FORM







## Who's Listening

## Paul Gipps

Chief Administration Officer City of West Kelowna



## Lifecycle



## Consultation underway from April 17 - 28

West Kelowna residents can provide feedback on the Future Economic Development Corporation.



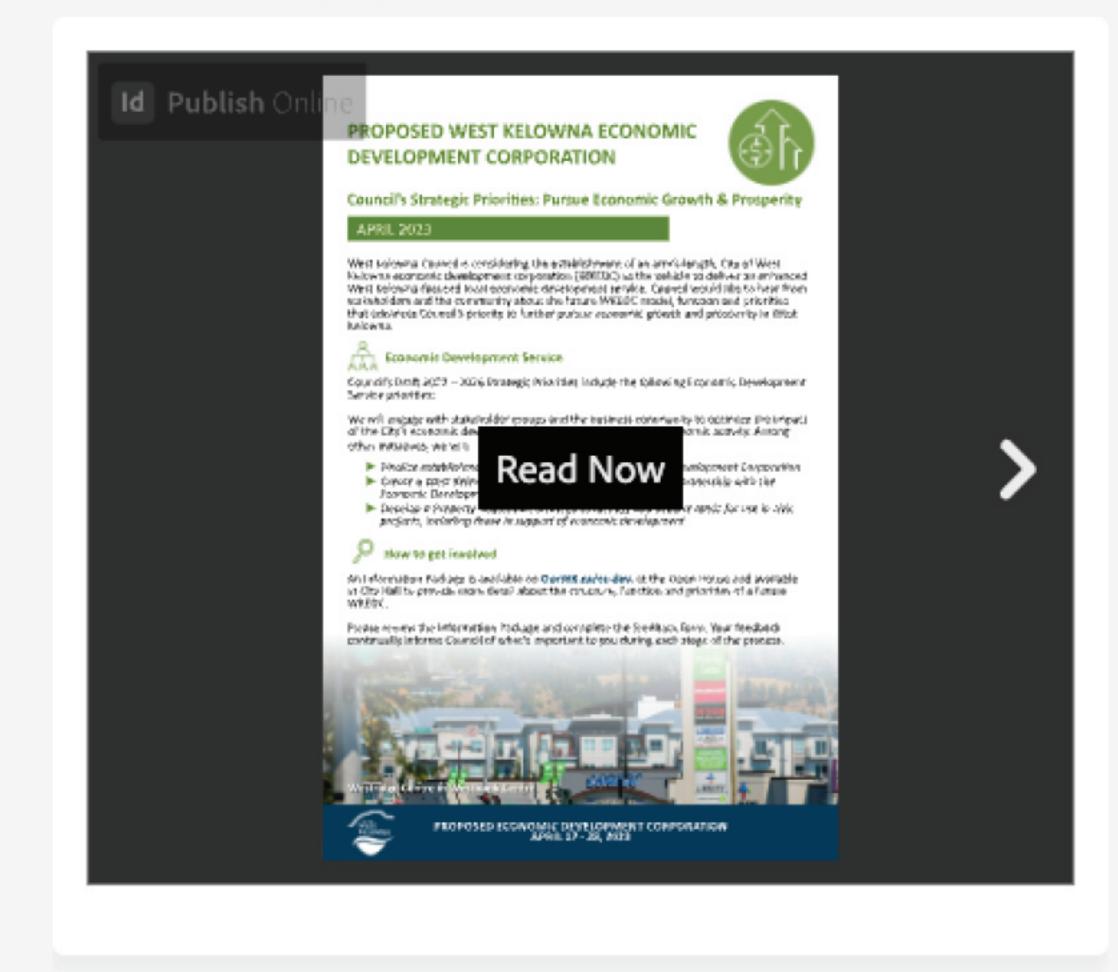
May 2023: Final Report - What we heard and adoption consideration

## Key dates



Open House: West Kelowna Yacht Club - 3 p.m. to 7 p.m. April 26 2023

## Review the display boards



# Key documents

WKEDC Information Package (297 KB) (pdf)

WKEDC Display Boards.pdf (6.19 MB) (pdf)

# Subscribe to City news and alerts



# Engagement level for this project:

CONSULT

To obtain feedback on analysis, issues, alternatives and decisions.

Visit the International Association of Public Participation for more information.



### **West Kelowna Economic Development Corporation**

**April 17 - 28, 2023** 

### Who we heard from



21
feedback forms received on OurWK.ca



112

comments from respondents on feedback forms

### How we connected



476

total visitors to online engagement platform OurWK.ca

Aware: **434** (viewed the project page)
Informed: **128** (clicked through content)
Engaged: **18** (questions/comments made)



13

total social media posts over engagement period



273

People attended the in person Open House on April 26 at the West Kelowna Yacht Club



3

e-News updates issued and direct notification to residents' associations and stakeholders



3,600

recipients of e-News

### Social media interactions



7,183 total unpaid social media impressions



2,726 viewed our posts



**611** viewed our posts



3,846 viewed our posts

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### Council's Draft 2022 - 2026 Strategic Priorities

April 17 - 28, 2023

### Who we heard from



54

feedback forms received on **OurWK.ca** 



1

question asked on OurWK.ca



X

emails received

### How we connected



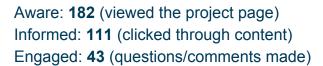
222

total visitors to online engagement platform OurWK.ca



253

People attended the in person Open House on April 26 at the West Kelowna Yacht Club





9

total social media posts over engagement period



3

e-News updates issued and direct notification to residents' associations and stakeholders



3,600

recipients of e-News

### Social media interactions



5,632 total unpaid social

media impressions



2,478 viewed our posts



473 viewed our posts



2,681 viewed our posts

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## Appendix A: Feedback Summary Report

# Engage West Kelowna

**Proposed Economic Development Corporation** 





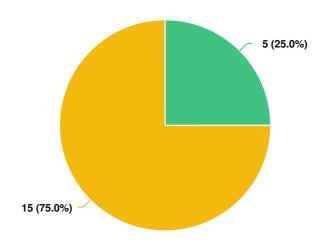
Aware Participants	434	Engaged Participants		18	
Aware Actions Performed	Participants	Engaged Actions Performed	Registered	Unverified	Anonymous
Visited a Project or Tool Page	434				,,,
Informed Participants	128	Contributed on Forums	0	0	0
Informed Actions Performed	Participants	Participated in Surveys	2	0	15
Viewed a video	0	Contributed to Newsfeeds	0	0	0
Viewed a photo	0	Participated in Quick Polls	0	0	0
Downloaded a document	74	Posted on Guestbooks	0	0	0
Visited the Key Dates page	0	Contributed to Stories	0	0	0
Visited an FAQ list Page	0	Asked Questions	0	1	0
Visited Instagram Page	0	Placed Pins on Places	0	0	0
Visited Multiple Project Pages	109	Contributed to Ideas	0	0	0
Contributed to a tool (engaged)	18				

#### **ENGAGEMENT TOOL: SURVEY TOOL**

### **Proposed Economic Development Corporation**



Do you have any concerns with the proposed Corporation?



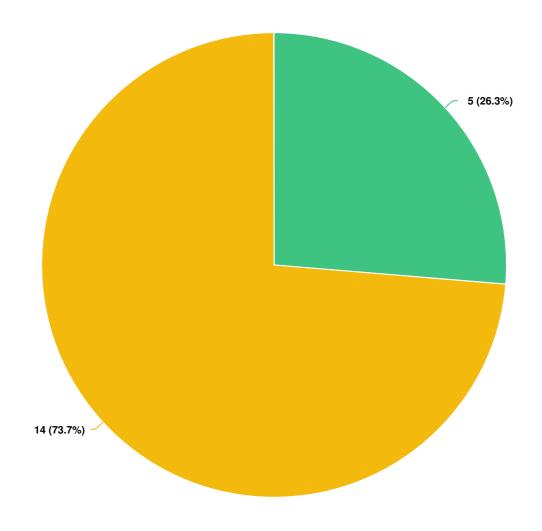
#### **Question options**

No Yes, please describe below.

Optional question (20 response(s), 1 skipped)

Question type: Radio Button Question

## Do you have an interest in learning more about the proposed West Kelowna Economic Development Corporation?

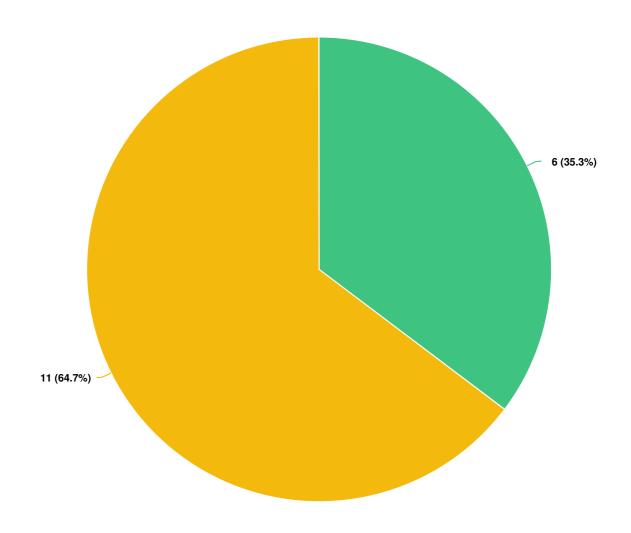




Optional question (19 response(s), 2 skipped)

Question type: Radio Button Question

Would you like to be added to the City's stakeholder list to receive information and updates about the future West Kelowna Economic Development Corporation?



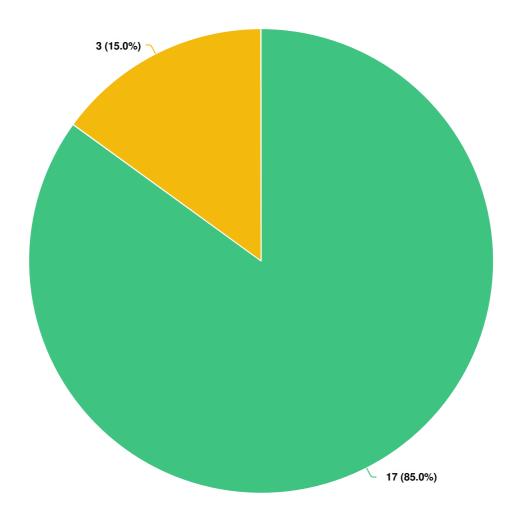
#### **Question options**

No Yes. Please provide your name and email address below.

Optional question (17 response(s), 4 skipped)

Question type: Radio Button Question

#### Do you currently own a business within the City of West Kelowna?

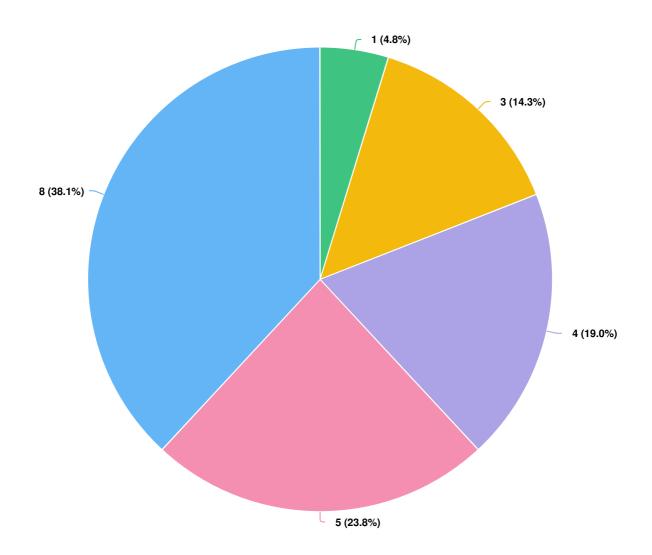


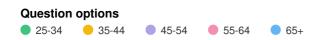
#### **Question options**

No
 If yes, please share the industry type below.

Optional question (20 response(s), 1 skipped)
Question type: Radio Button Question

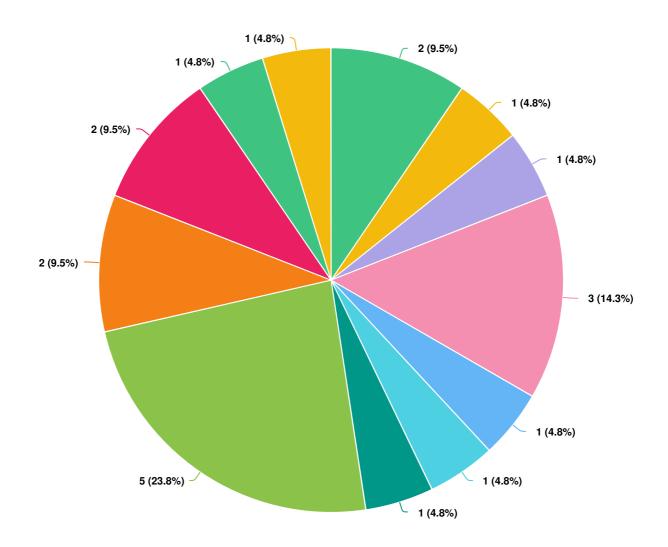
#### **Demographics - Select your age category.**





Optional question (21 response(s), 0 skipped)
Question type: Radio Button Question

#### What neighbourhood do you live in?

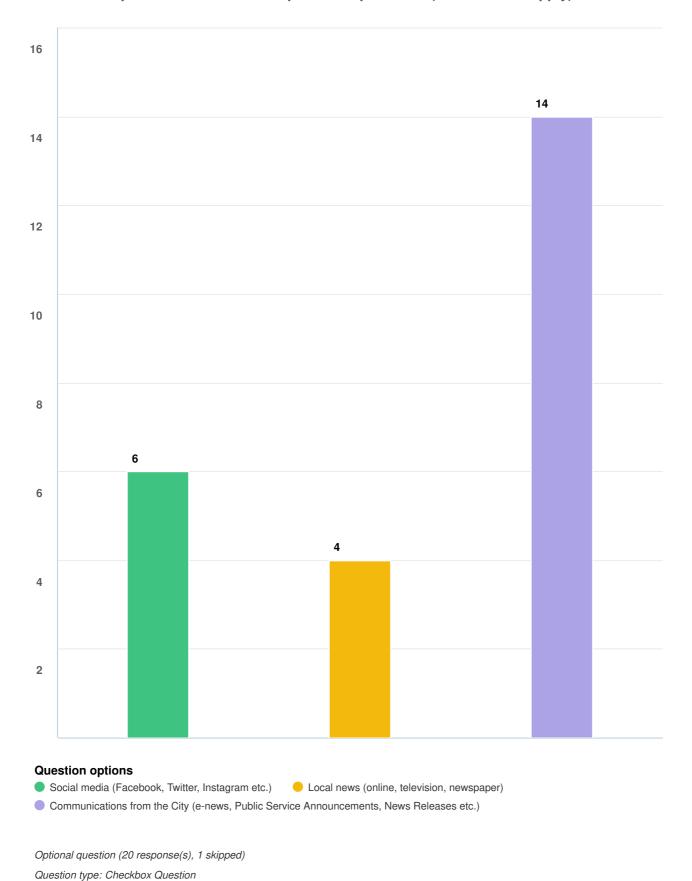




Optional question (21 response(s), 0 skipped)

Question type: Radio Button Question

## Communications: How did you hear about public consultation for the Proposed Economic Development Corporation? (select all that apply)



### Appendix B: Feedback Form Response

# Proposed Economic Development Corporation

# Engage West Kelowna

**Proposed Economic Development Corporation** 



		visi 6	TORS		
C	ONTRIBUTOR	S		RESPONSES 21	
2 Registered	<b>O</b> Unverified	15 Anonymous	6 Registered	<b>O</b> Unverified	15 Anonymous



Respondent No: 1
Login: Admin

**Responded At:** Apr 27, 2023 13:49:24 pm **Last Seen:** May 03, 2023 18:52:35 pm

Q1. After reading the Information Package provided, what do you like about the proposed West Kelowna Economic Development Corporation?

A fresh set of eyes on council

Q2. Do you have any concerns with the proposed Corporation?

Yes, please describe below.

More "projects" parachuted in

Q3. What do you think the WKEDC should focus its efforts on over the next 5 years?

Effects of world wide depression on citizens

Q4. How can the corporation best help to grow West Kelowna's economy?

not answered

Q5. Are there areas of activity that you think the WKEDC should avoid?

not answered

Q6. Are there specific economic sectors, stakeholder groups or voices that you think should be represented on the Corporation's autonomous Board of Directors?

Senior taxpayers young people

Q7. Do you have an interest in learning more about the proposed West Kelowna Economic Development Corporation?

Yes, please describe below

Membership

Q8. Would you like to be added to the City's stakeholder list to receive information and updates about the future West Kelowna Economic Development Corporation?

Yes. Please provide your name and email address below.

Response removed due to personal information provided.

Q9. Do you currently own a business within the City of West Kelowna?

No

Q10. Demographics Select your age category.

65+

Q11. What neighbourhood do you live in?

Lakeview Heights

Q12. Communications: How did you hear about public consultation for the Proposed Economic Development Corporation? (select all that apply)



Respondent No: 2 Login: Anonymous **Responded At:** Apr 17, 2023 18:28:20 pm **Last Seen:** Apr 17, 2023 18:28:20 pm

Q1. After reading the Information Package provided, what do you like about the proposed West Kelowna Economic Development Corporation?

The scope, mandate, duration and cost described.

Q2. Do you have any concerns with the proposed Corporation?

Yes, please describe below.

A break down of the annual cost of \$400,000/year is needed.

Q3. What do you think the WKEDC should focus its efforts on over the next 5 years?

Light industry as well as other commercial companies but not service industries.

Q4. How can the corporation best help to grow West Kelowna's economy?

Find industries and commercial companies who will find the location and costs of doing business in West Kelowna beneficial.

Q5. Are there areas of activity that you think the WKEDC should avoid?

Heavy industry and 'service' industries such as restaurants, car dealerships, etc.

Q6. Are there specific economic sectors, stakeholder groups or voices that you think should be represented on the Corporation's autonomous Board of Directors?

not answered

Q7. Do you have an interest in learning more about the proposed West Kelowna Economic Development Corporation?

Yes, please describe below

Selection of Directors and senior staff.

Q8. Would you like to be added to the City's stakeholder list to receive information and updates about the future West Kelowna Economic Development Corporation?

Yes. Please provide your name and email address below.

Response removed due to personal information provided.

Q9. Do you currently own a business within the City of West Kelowna?

No

Q10. Demographics Select your age category.

65+

Q11. What neighbourhood do you live in?

Lakeview Heights

Q12. Communications: How did you hear about public consultation for the Proposed Economic Development Corporation? (select all that apply)



Respondent No: 3 Login: Anonymous

**Responded At:** Apr 17, 2023 19:45:31 pm **Last Seen:** Apr 17, 2023 19:45:31 pm

## Q1. After reading the Information Package provided, what do you like about the proposed West Kelowna Economic Development Corporation?

It proposes to help support businesses and the community.

Q2. Do you have any concerns with the proposed Corporation?

Yes, please describe below.

Often suburban communities take the clichéed approach of promoting "big city convenience with small town friendliness". It's over used and a turn off most often.

Q3. What do you think the WKEDC should focus its efforts on over the next 5 years?

Establishing a strong brand for West Kelowna. Follow in the Footsteps of Sausalito, Astoria or Dartmouth (the "Brooklyn of Halifax").

Q4. How can the corporation best help to grow West Kelowna's economy?

Identify all the community niche cultures and counter cultures. Nothing wrong with being a "Bridge Babe". Safe communities are where you can celebrate your individuality in the streets.

Q5. Are there areas of activity that you think the WKEDC should avoid?

Small town cliches. That just implies that everyone is nosy and doesn't mind their is business.

Q6. Are there specific economic sectors, stakeholder groups or voices that you think should be represented on the Corporation's autonomous Board of Directors?

Agriculture BEYOND the wine industry, Westbank First Nation, disability organizations beyond just retirement communities.

Q7. Do you have an interest in learning more about the proposed West Kelowna Economic Development Corporation?

Yes, please describe below

What the vision is.

Q8. Would you like to be added to the City's stakeholder list to receive information and updates about the future West Kelowna Economic Development Corporation?

Yes. Please provide your name and email address below.

Response removed due to personal information provided.

Q9. Do you currently own a business within the City of West Kelowna?

No

 ${\tt Q10.} \textbf{DemographicsSelect your age category.}$ 

35-44

Q11. What neighbourhood do you live in?

Boucherie Centre

Q12. Communications: How did you hear about public consultation for the Proposed Economic Development Corporation? (select all that apply)



Respondent No: 4 Login: Registered **Responded At:** Apr 17, 2023 22:42:01 pm **Last Seen:** Apr 18, 2023 04:28:32 am

## Q1. After reading the Information Package provided, what do you like about the proposed West Kelowna Economic Development Corporation?

If you are TRULY listening to the views of voters and not find questionable avenues to get what has been democratically been decided.

Q2. Do you have any concerns with the proposed Corporation?

Yes, please describe below.

EXPANSION OF 1000 NEW RESIDENCES IN 3 YEARS, WHEN ARE WE GOING TO HAVE ENOUGH RESERVOIR CAPACITY TO SERVICE ALL THIS WITHOUT RESTRICTIONS?

#### Q3. What do you think the WKEDC should focus its efforts on over the next 5 years?

Publishing financial statements yearly showing incoming sources and expenditures, like total water charges received, spent on water distribution, and how much of receivables is kept for water necessities. NOT put in a slush fund for other uses or "wish lists".

#### Q4. How can the corporation best help to grow West Kelowna's economy?

Improve existing infrastructure. Some main water lines are a mix of old 4" main lines and 6" off feeds. Boucherie-Ogden should have been a roundabout, what we got was a \$160,000 old intersection. Where did the dedicated pathways go to? Pedestrian walkway from Montigney up through Britt and Hawthorn to Olalla? These items added to the quality of life to many who jog, dog walk, exercise walk, and visit and make friends. I feel Council should listen to the ratepayers more and less to some of those who appear in charge of some departments. Some of the building codes appear to be randomly applied or exercised, such decking not allowed, but neighbouring residence has been approved a few months prior. Seems somewhat questionable. Suggesting good neighbour items be more than less. Listening to complainers who have agendas apparently self serving. City has to be more open about finances to ratepayers, listen to their opinions, not override voted items, and take more items to voters where there is a lot of controversy.

#### Q5. Are there areas of activity that you think the WKEDC should avoid?

Constant building code regulation changes, Snow plowing-why sand then plow two hours later? And not plowing dedicated road because it still hasn't been paved since opened in 1967?

## Q6. Are there specific economic sectors, stakeholder groups or voices that you think should be represented on the Corporation's autonomous Board of Directors?

Community associations particularly what's applicable to their areas and impacting their areas.

Q7. Do you have an interest in learning more about the proposed West Kelowna Economic Development Corporation?

Yes, please describe below

Public publishing financials in full, more display of each council members thinking.

Q8. Would you like to be added to the City's stakeholder list to receive information and updates about the future West Kelowna Economic Development Corporation?

No

Q9. Do you currently own a business within the City of West Kelowna?

No

Q10. DemographicsSelect your age category.	65+
Q11. What neighbourhood do you live in?	Lakeview Heights
Q12. Communications: How did you hear about public consultation for the Proposed Economic Development Corporation? (select all that apply)	Local news (online, television, newspaper)



Respondent No: 5 Login: Anonymous **Responded At:** Apr 18, 2023 08:16:02 am **Last Seen:** Apr 18, 2023 08:16:02 am

Q1. After reading the Information Package provided, what do you like about the proposed West Kelowna Economic Development Corporation?

I like the plan that West Kelowna have a robust tax base but unfortunately this project is destined to fail.

Q2. Do you have any concerns with the proposed Corporation?

#### Yes, please describe below.

How can a corporation funded and owned by the City be at arms length away? Procedurally and administratively there is no prudent way this can be facilitated. Your comparable cities that use such a model are not comparable to West Kelowna in population, geography and other variables. Where do you place these businesses? On first nations land? What's the plan? Where's the land?

Q3. What do you think the WKEDC should focus its efforts on over the next 5 years?

Stimulating growth in the business sector.

Q4. How can the corporation best help to grow West Kelowna's economy?

Attracting real corporations and businesses that will stimulate the economy.

Q5. Are there areas of activity that you think the WKEDC should avoid?

Avoid the creation of this entity. Save the costs and repurpose the money into better causes.

Q6. Are there specific economic sectors, stakeholder groups or voices that you think should be represented on the Corporation's autonomous Board of Directors?

It can't be autonomous - it's funded by the City.

Q7. Do you have an interest in learning more about the proposed West Kelowna Economic Development Corporation?

#### Yes, please describe below

Who is the brains behind this? Where do you find these people?

Q8. Would you like to be added to the City's stakeholder list to receive information and updates about the future West Kelowna Economic Development Corporation?

No

Q9. Do you currently own a business within the City of West Kelowna?

No

Q10. Demographics Select your age category.

45-54

Q11. What neighbourhood do you live in?

Shannon Lake

Q12. Communications: How did you hear about public consultation for the Proposed Economic Development Corporation? (select all that apply)



Respondent No: 6 Login: Anonymous **Responded At:** Apr 18, 2023 08:23:49 am **Last Seen:** Apr 18, 2023 08:23:49 am

Q1. After reading the Information Package provided, what do you like about the proposed West Kelowna Economic Development Corporation?

Absolutely nothing, a total waste of money.

Q2. Do you have any concerns with the proposed Corporation?

Yes, please describe below.

Another example of government waste of taxpayers money.

Q3. What do you think the WKEDC should focus its efforts on over the next 5 years?

not answered

Q4. How can the corporation best help to grow West Kelowna's economy?

not answered

Q5. Are there areas of activity that you think the WKEDC should avoid?

not answered

Q6. Are there specific economic sectors, stakeholder groups or voices that you think should be represented on the Corporation's autonomous Board of Directors?

not answered

Q7. Do you have an interest in learning more about the proposed West Kelowna Economic Development Corporation?

No

Q8. Would you like to be added to the City's stakeholder list to receive information and updates about the future West Kelowna Economic Development Corporation?

not answered

Q9. Do you currently own a business within the City of West Kelowna?

not answered

Q10. Demographics Select your age category.

65+

Q11. What neighbourhood do you live in?

West Kelowna Estates/Rose Valley

Q12. Communications: How did you hear about public consultation for the Proposed Economic Development Corporation? (select all that apply)

Local news (online, television, newspaper)



Respondent No: 7 Login: Anonymous **Responded At:** Apr 18, 2023 08:48:03 am **Last Seen:** Apr 18, 2023 08:48:03 am

Q1. After reading the Information Package provided, what do you like about the proposed West Kelowna Economic Development Corporation?

It's a bad idea

Q2. Do you have any concerns with the proposed Corporation?

Yes, please describe below.

The proposed Corporations' mandate seems redundant and its development a bad use of tax funds.

Q3. What do you think the WKEDC should focus its efforts on over the next 5 years?

not answered

Q4. How can the corporation best help to grow West Kelowna's economy?

not answered

Q5. Are there areas of activity that you think the WKEDC should avoid?

not answered

Q6. Are there specific economic sectors, stakeholder groups or voices that you think should be represented on the Corporation's autonomous Board of Directors?

not answered

Q7. Do you have an interest in learning more about the proposed West Kelowna Economic Development Corporation?

not answered

Q8. Would you like to be added to the City's stakeholder list to receive information and updates about the future West Kelowna Economic Development Corporation?

not answered

Q9. Do you currently own a business within the City of West Kelowna?

No

Q10. DemographicsSelect your age category.

45-54

Q11. What neighbourhood do you live in?

Smith Creek

Q12. Communications: How did you hear about public consultation for the Proposed Economic Development Corporation? (select all that apply)



Respondent No: 8 Login: Anonymous **Responded At:** Apr 18, 2023 08:57:22 am **Last Seen:** Apr 18, 2023 08:57:22 am

## Q1. After reading the Information Package provided, what do you like about the proposed West Kelowna Economic Development Corporation?

I think that this is a fantastic vision and this concept will be able to really promote what great things West Kelowna has to offer, it has things that no other cities have

Q2. Do you have any concerns with the proposed Corporation?

No

Q3. What do you think the WKEDC should focus its efforts on over the next 5 years?

bringing a campus of Okanagan College to West Kelowna, transportation hub for semi's to park, have lodging, fuel facility and food outlets. with our close proximity to the connector, it would be a hit... working on the bypass so that a real town centre can happen, facility the move of the Agriculture Facility of UBC to the Okanagan, more retail shops

Q4. How can the corporation best help to grow West Kelowna's economy?

Facilitate out of the box thinking, we have so much to offer the world and we should pushing this real hard. West Kelowna has some fantastic thinkers and we have to tap into them more

Q5. Are there areas of activity that you think the WKEDC should avoid?

organizing events

Q6. Are there specific economic sectors, stakeholder groups or voices that you think should be represented on the Corporation's autonomous Board of Directors?

Manufacturing , Agriculture ,, Tourism ,education ,home businesses ,construction

Q7. Do you have an interest in learning more about the proposed West Kelowna Economic Development Corporation?

Yes, please describe below

I would be honored to serve on the board

Q8. Would you like to be added to the City's stakeholder list to receive information and updates about the future West Kelowna Economic Development Corporation?

Yes. Please provide your name and email address below. Response removed due to personal information provided.

Q9. Do you currently own a business within the City of West Kelowna?

If yes, please share the industry type below.

I am the Business Development Officer for West Manufacturing

 ${\tt Q10.} \textbf{DemographicsSelect your age category.}$ 

65+

Q11. What neighbourhood do you live in?

Westbank First Nation

Q12. Communications: How did you hear about public consultation for the Proposed Economic Development Corporation? (select all that apply)



Respondent No: 9
Login: Anonymous

**Responded At:** Apr 18, 2023 10:03:12 am **Last Seen:** Apr 18, 2023 10:03:12 am

## Q1. After reading the Information Package provided, what do you like about the proposed West Kelowna Economic Development Corporation?

NOTHING.

Q2. Do you have any concerns with the proposed Corporation?

#### Yes, please describe below.

This is a waste of money when the city has in-house staff and the regional development body. Expand the in-house staff function and give people who live in West Kelowna high-paying unionized jobs to work on economic development. Emphasize drawing in high paying sectors like tech, manufacturing, etc. UNION jobs with benefits and pensions. No more gas stations and MacDonalds. I'm tired of rich (usually baby-boomer aged people with an old-fashioned mindset) and business owners being valued over other citizens. This smacks of setting up a "special" board, without adequate oversight, of "favoured" people to make decisions about economic development that affects an entire community. Only people with a lot of money or who are seeking to drive development decisions to their own benefit will have the time or money to sit on this board. West Kelowna doesn't need to be branded. Everyone knows the Okanagan and wants to come here. The fact that the city has restrictive residential zoning bylaws PREVENTS people from coming here because they can't afford it!. The fact that business owners want to keep workers' wages low to enhance profit prevents people from coming here. The description is very vague. What do you mean by "the ability to ensure confidentiality to potential investors"? Why can't things be confidential at city hall? And why can't these processes be transparent anyway unless there are "special deals" being struck behind the scenes that benefit no one but the minority of business owners?

#### Q3. What do you think the WKEDC should focus its efforts on over the next 5 years?

Attract high paying jobs. People want to live here but can't because there aren't good jobs. We need large companies setting up shop here. Emphasize the lifestyle and that their employees will want to live here, we don't need more strip malls with fast food restaurants. People need careers.

#### Q4. How can the corporation best help to grow West Kelowna's economy?

I don't agree with this corporation so I can't answer this question. I've told you what an in-house city department can do. I'm sure those staff are well aware of options. Perhaps tax breaks to attract large companies with guarantees of how many staff will be employed for a certain amount of time at high paying wages.

#### Q5. Are there areas of activity that you think the WKEDC should avoid?

Avoid the WKEDC idea entirely.

## Q6. Are there specific economic sectors, stakeholder groups or voices that you think should be represented on the Corporation's autonomous Board of Directors?

This survey is pretty much written so that you're getting answers that reinforce the fact that the city is setting up this Board no matter what. I'm sure the Board will be filled with fancy people who have made a lot of money owning MacDonalds (btw my dad owned a MaDonalds so I know what I'm speaking of) while employing people at low wages under poor conditions who can't afford to live in West Kelowna. I'm sure these people will be lauded for their business acumen and how much they've helped the community. There will not not be any social workers, nurses, students, fast food workers, etc on the board because what do they know?

Q7. Do you have an interest in learning more about the proposed West Kelowna Economic Development Corporation?	No
Q8. Would you like to be added to the City's stakeholder list to receive information and updates about the future West Kelowna Economic Development Corporation?	No
Q9. Do you currently own a business within the City of West Kelowna?	No
Q10. DemographicsSelect your age category.	45-54
Q11. What neighbourhood do you live in?	Casa Loma
Q12. Communications: How did you hear about public consultation for the Proposed Economic Development Corporation? (select all that apply)	Communications from the City (e-news, Public Service Announcements, News Releases etc.)



Respondent No: 10 Login: Anonymous

**Responded At:** Apr 18, 2023 14:36:07 pm **Last Seen:** Apr 18, 2023 14:36:07 pm

Q1. After reading the Information Package provided, what do you like about the proposed West Kelowna Economic Development Corporation?

Nothing.

Q2. Do you have any concerns with the proposed Corporation?

Yes, please describe below.

Why do governments think they can do business better than business? Obviously the information materials were written by an external consultant. There are no specific goals stated for this Corporation that progress could ever be measured against. You reference the Nanaimo example. Over the decades, Nanaimo municipal economic groups have wasted time and money on a variety of boondoggles. Given its arms length status, the WKEDC will never be accountable to the tax payers. Spend the \$2M cost over the next five years on infrastructure that the tax payers want.

Q3. What do you think the WKEDC should focus its efforts on over the next 5 years?

Nothing

Q4. How can the corporation best help to grow West Kelowna's economy?

It won't. Let private business do their own thing.

Q5. Are there areas of activity that you think the WKEDC should avoid?

The WKEDC should be avoided.

Q6. Are there specific economic sectors, stakeholder groups or voices that you think should be represented on the Corporation's autonomous Board of Directors?

It you insist on proceeding with this, tax payers should be represented

Q7. Do you have an interest in learning more about the proposed West Kelowna Economic Development Corporation?

No

Q8. Would you like to be added to the City's stakeholder list to receive information and updates about the future West Kelowna Economic Development Corporation?

No

Q9. Do you currently own a business within the City of West Kelowna?

No

Q10. DemographicsSelect your age category.

55-64

Q11. What neighbourhood do you live in?

Shannon Lake

Q12. Communications: How did you hear about public consultation for the Proposed Economic Development Corporation? (select all that apply)



Respondent No: 11 Login: Anonymous

**Responded At:** Apr 21, 2023 09:11:32 am **Last Seen:** Apr 21, 2023 09:11:32 am

## Q1. After reading the Information Package provided, what do you like about the proposed West Kelowna Economic Development Corporation?

I like that it's a separate company invested in developing West Kelowna's economy. We're missing out on so many opportunities that other cities have using a third-party company.

Q2. Do you have any concerns with the proposed Corporation?

No

#### Q3. What do you think the WKEDC should focus its efforts on over the next 5 years?

Increased stay and play opportunities like a hotel and conference centre together. Events that attract people to come to our city and help local businesses. We're not on the map and should be.

#### Q4. How can the corporation best help to grow West Kelowna's economy?

Work with developers and big organizations to bring them in to invest in West Kelowna. They need a solid plan and the most experienced team/board that is skilled at chasing/attracting investments, not just existing. So much can be done on this side of the bridge.

#### Q5. Are there areas of activity that you think the WKEDC should avoid?

not answered

Q6. Are there specific economic sectors, stakeholder groups or voices that you think should be represented on the Corporation's autonomous Board of Directors?

Development community, large organizational experience, not just locals.

Do you have an interest in learning more about
the proposed West Kelowna Economic
<b>Development Corporation?</b>

#### Yes, please describe below

I'd like to watch how the success of other corporations will be applied to our city. This is a good idea for West Kelowna.

Q8. Would you like to be added to the City's stakeholder list to receive information and updates about the future West Kelowna Economic Development Corporation?

No

Q9. Do you currently own a business within the City of West Kelowna?

No

 ${\tt Q10.} \textbf{DemographicsSelect your age category.}$ 

35-44

Q11. What neighbourhood do you live in?

West Kelowna Estates/Rose Valley

Q12. Communications: How did you hear about public consultation for the Proposed Economic Development Corporation? (select all that apply)

Social media (Facebook, Twitter, Instagram etc.)
Local news (online, television, newspaper)
Communications from the City (e-news, Public Service

Announcements, News Releases etc.)



Respondent No: 12 Login: Anonymous

**Responded At:** Apr 23, 2023 13:56:03 pm **Last Seen:** Apr 23, 2023 13:56:03 pm

## Q1. After reading the Information Package provided, what do you like about the proposed West Kelowna Economic Development Corporation?

I like the fact that it is independent of the city. I also like the fact that stakeholders from outside, the city are involved in developing the new economic opportunities. These stakeholders offer diversity in thought processes that will benefit the city moving forward. I think the cost is a little high for the city at this young stage, but could provide financial recovery in the short term of implementing new strategies.

Q2. Do you have any concerns with the proposed Corporation?

Yes, please describe below.

The cost in its first year.

#### Q3. What do you think the WKEDC should focus its efforts on over the next 5 years?

I think it should focus on the downtown area and buckle area first. When cities have built the downtown area to be attractive in nature, it brings more business because of the robust downtown Corredor. This area slowly expands because of businesses, wanting to join in to a thriving area.

#### Q4. How can the corporation best help to grow West Kelowna's economy?

The corporation Hass to think outside the box and not get trapped into the way. Things have been done. This is why the cities involvement should be, and will be at arms length. When the city is involved, it seems to get trapped in a very myopic approach, outside the box that processes bring in outstanding new ideas and can benefit a young city quickly.

#### Q5. Are there areas of activity that you think the WKEDC should avoid?

I think once the corporation is formed, and the stakeholders involved to get their feet wet, they will see areas that may not conform to their agenda. Too early to tell.

## Q6. Are there specific economic sectors, stakeholder groups or voices that you think should be represented on the Corporation's autonomous Board of Directors?

Diversity is a strengths, so make sure you involve all sectors from business to the informed general public. Be careful not to put weight on one side of the spectrum.

Q7. Do you have an interest in learning more about the proposed West Kelowna Economic Development Corporation?

Yes, please describe below

I would love to see how it is formed and evolved

Q8. Would you like to be added to the City's stakeholder list to receive information and updates about the future West Kelowna Economic Development Corporation?

Yes. Please provide your name and email address below.

Response removed due to personal information provided.

Q9. Do you currently own a business within the City of West Kelowna?

No

Q10. DemographicsSelect your age category.

55-64

Q11. What neighbourhood do you live in?

Casa Loma

Q12. Communications: How did you hear about public consultation for the Proposed Economic Development Corporation? (select all that apply)



Respondent No: 13 Login: Anonymous

**Responded At:** Apr 24, 2023 18:50:49 pm **Last Seen:** Apr 24, 2023 18:50:49 pm

Q1. After reading the Information Package provided, what do you like about the proposed West Kelowna Economic Development Corporation?

Attracting businesses, employers, and investors.

Q2. Do you have any concerns with the proposed Corporation?

No

Q3. What do you think the WKEDC should focus its efforts on over the next 5 years?

The Westbank Downtown core needs to be a point of focus. This city lacks identity. When people think of West Kelowna, people typically think of strip malls and chains (which is actually WFN). The downtown core is old, unsafe, and visually appalling. This core needs to be refaced, and revitalized. Developers need to come in, assemble land, demolish, and build commercial buildings/multi family of substance to help reface this city. The downtown core should be a place for residents and tourists to visit mom and pop shops, locally owned restaurants and shops. It needs to offer something new, something currently missing from this city: an identity. Once a major core piece is laid, this should spur further development. The City of West Kelowna plays a role in this. They need to attract and work with developers in delivering a major core piece that will help reface the City of West Kelowna for the next 50 years. Any development needs to accommodate the removal of the highway couplet.

Q4. How can the corporation best help to grow West Kelowna's economy?

Increase density, attract developers, and build a strong commercial core in the downtown area.

Q5. Are there areas of activity that you think the WKEDC should avoid?

not answered

Q6. Are there specific economic sectors, stakeholder groups or voices that you think should be represented on the Corporation's autonomous Board of Directors?

not answered

Q7. Do you have an interest in learning more about the proposed West Kelowna Economic Development Corporation?

No

Q8. Would you like to be added to the City's stakeholder list to receive information and updates about the future West Kelowna Economic Development Corporation?

Yes. Please provide your name and email address below. Response removed due to personal information provided.

Q9. Do you currently own a business within the City of West Kelowna?

No

 ${\tt Q10.} \textbf{DemographicsSelect your age category.}$ 

35-44

Q11. What neighbourhood do you live in?

South Boucherie

Q12. Communications: How did you hear about public consultation for the Proposed Economic Development Corporation? (select all that apply)



Respondent No: 14 Login: Anonymous **Responded At:** Apr 26, 2023 17:24:17 pm **Last Seen:** Apr 26, 2023 17:24:17 pm

Q1. After reading the Information Package provided, what do you like about the proposed West Kelowna Economic Development Corporation?

Support our growing city

Q2. Do you have any concerns with the proposed Corporation?

Yes, please describe below.

Not sure how this works with our unique WFN partners

Q3. What do you think the WKEDC should focus its efforts on over the next 5 years?

Bridging the gap of WFN & amp; WKC to share the same vision

Q4. How can the corporation best help to grow West Kelowna's economy?

A planned anchor approach to plazas & Discourse street amp; business areas where they support & Discourse to go in the spot that same one didn't survive. I am not sure if this will help or enable growth versus the organic momentum already present.

Q5. Are there areas of activity that you think the WKEDC should avoid?

I love the wineries maybe we have enough as well as restaurants

Q6. Are there specific economic sectors, stakeholder groups or voices that you think should be represented on the Corporation's autonomous Board of Directors?

WFN, recruit for diversity of equal make female multi sectors

Q7. Do you have an interest in learning more about the proposed West Kelowna Economic Development Corporation?

Yes, please describe below

All above question

Q8. Would you like to be added to the City's stakeholder list to receive information and updates about the future West Kelowna Economic Development Corporation?

No

Q9. Do you currently own a business within the City of West Kelowna?

No

Q10. DemographicsSelect your age category.

45-54

Q11. What neighbourhood do you live in?

Goats Peak/Gellatly

Q12. Communications: How did you hear about public consultation for the Proposed Economic Development Corporation? (select all that apply)

Social media (Facebook, Twitter, Instagram etc.)



Respondent No: 15 Login: Anonymous **Responded At:** Apr 28, 2023 02:00:42 am **Last Seen:** Apr 28, 2023 02:00:42 am

# Q1. After reading the Information Package provided, what do you like about the proposed West Kelowna Economic Development Corporation?

It's a great initiative. This will bring experience to staff and council that will be objective impartial opinions, vision and advice that will facilitate the city to fulfill it's potential to attract business, create employment, expand the tax base and reduce costs to tax payers.

Q2. Do you have any concerns with the proposed Corporation?

No

#### Q3. What do you think the WKEDC should focus its efforts on over the next 5 years?

Bring constructive proposals to council with advice, experiences and suggestions that are directly obtained from out business community.

#### Q4. How can the corporation best help to grow West Kelowna's economy?

Reduce red tape, communicate short commings, bring new ideas, opinions, and suggestions from the realities and challenges that businesses endure in our city

#### Q5. Are there areas of activity that you think the WKEDC should avoid?

Influence from large corporations.

# Q6. Are there specific economic sectors, stakeholder groups or voices that you think should be represented on the Corporation's autonomous Board of Directors?

Civil construction contractors, land developers, builders, manufacturers, service, tourism, wine, agriculture, engineers and architects.

Q7.	Do you have an interest in learning more about
	the proposed West Kelowna Economic
	<b>Development Corporation?</b>

#### Yes, please describe below

Review draft terms of reference for input.

# Q8. Would you like to be added to the City's stakeholder list to receive information and updates about the future West Kelowna Economic Development Corporation?

### Yes. Please provide your name and email address below.

Response removed due to personal information provided.

Q9. Do you currently own a business within the City of West Kelowna?

If yes, please share the industry type below.

Industrial park Sand & Gravel, trucking, heavy equipment, land development and grapes

Q10. Demographics Select your age category.

55-64

Q11. What neighbourhood do you live in?

Bartley North

Q12. Communications: How did you hear about public consultation for the Proposed Economic Development Corporation? (select all that apply)

Communications from the City (e-news, Public Service Announcements, News Releases etc.)



Respondent No: 16 Login: Anonymous **Responded At:** Apr 28, 2023 10:39:33 am **Last Seen:** Apr 28, 2023 10:39:33 am

# Q1. After reading the Information Package provided, what do you like about the proposed West Kelowna Economic Development Corporation?

Not alot for the city council is not looking at what needs to be fixed first in this town.

Q2. Do you have any concerns with the proposed Corporation?

Yes, please describe below.

Who will he on the board for the councilors and workers now don't know what they are doing

Q3. What do you think the WKEDC should focus its efforts on over the next 5 years?

Fix problems that are needed. Sidewalks for people to walk on in areas such as glenrosa where there are none. Fix the terrible condition of the roads such as lines and pot holes. Many intersections are unsafe for you have to pull out in traffic to see around the cars that are parked too close to the intersection. Fix intersection lights as the timing isn't long enough and only 3-4 cars are able to get through causing a back up due to the amount of traffic, thus causing 2-3 cars running lights. Stop putting roundabouts in places not needed or too close to intersections where everything and every direction gets blocked. We need a real urgent care centre where you can actually access it before 5 pm and there are actual doctors available, the place you deem urgent care is a joke

Q4. How can the corporation best help to grow West Kelowna's economy?

Incentives for more manufacturing to bring more livable wage jobs. More affordable housing. Bring in places for teenagers and kids to go and do things, indoor roller skating ect..

 ${\tt Q5.}\,$  Are there areas of activity that you think the WKEDC should avoid?

No everything brings business and people

Q6. Are there specific economic sectors, stakeholder groups or voices that you think should be represented on the Corporation's autonomous Board of Directors?

The general public and store owners

Q7. Do you have an interest in learning more about the proposed West Kelowna Economic Development Corporation?

No

Q8. Would you like to be added to the City's stakeholder list to receive information and updates about the future West Kelowna Economic Development Corporation?

Yes. Please provide your name and email address below. Response removed due to personal information provided.

Q9. Do you currently own a business within the City of West Kelowna?

No

Q10. DemographicsSelect your age category.

55-64

Q11. What neighbourhood do you live in?

Glenrosa

Q12. Communications: How did you hear about public consultation for the Proposed Economic Development Corporation? (select all that apply)

Social media (Facebook, Twitter, Instagram etc.)



Respondent No: 17 Login: Anonymous

**Responded At:** Apr 28, 2023 16:38:59 pm **Last Seen:** Apr 28, 2023 16:38:59 pm

Q1. After reading the Information Package provided, what do you like about the proposed West Kelowna Economic Development Corporation?

not answered

Q2. Do you have any concerns with the proposed Corporation?

Yes, please describe below.

The budget is too low. How will this position and funding work with the RCDC ec dev commission. Why not increase staff component there? Collaboration and pooling of resources and efforts seems to make more sense than each community going it alone.

Q3. What do you think the WKEDC should focus its efforts on over the next 5 years?

not answered

Q4. How can the corporation best help to grow West Kelowna's economy?

not answered

Q5. Are there areas of activity that you think the WKEDC should avoid?

not answered

Q6. Are there specific economic sectors, stakeholder groups or voices that you think should be represented on the Corporation's autonomous Board of Directors?

Agriculture/viticulture

Q7. Do you have an interest in learning more about the proposed West Kelowna Economic Development Corporation?

Yes, please describe below

Yes because I believe economic development is more difficult when it is siloed.

Q8. Would you like to be added to the City's stakeholder list to receive information and updates about the future West Kelowna Economic Development Corporation?

Yes. Please provide your name and email address below. Response removed due to personal information provided.

Q9. Do you currently own a business within the City of West Kelowna?

No

 ${\tt Q10.} \textbf{DemographicsSelect your age category.}$ 

55-64

Q11. What neighbourhood do you live in?

Outside West Kelowna

Q12. Communications: How did you hear about public consultation for the Proposed Economic Development Corporation? (select all that apply)

Social media (Facebook, Twitter, Instagram etc.)



Respondent No: 18 Login: Admin **Responded At:** May 01, 2023 12:45:50 pm **Last Seen:** May 03, 2023 18:52:35 pm

Q1. After reading the Information Package provided, what do you like about the proposed West Kelowna Economic Development Corporation?

A fresh set of eyes on council

Q2. Do you have any concerns with the proposed Corporation?

Yes, please describe below.
more "projects" parachuted in

Q3. What do you think the WKEDC should focus its efforts on over the next 5 years?

Effects of world wide depression on citizens

Q4. How can the corporation best help to grow West Kelowna's economy?

not answered

Q5. Are there areas of activity that you think the WKEDC should avoid?

not answered

Q6. Are there specific economic sectors, stakeholder groups or voices that you think should be represented on the Corporation's autonomous Board of Directors?

Senior taxpayers Young people

Q7. Do you have an interest in learning more about the proposed West Kelowna Economic Development Corporation?

Yes, please describe below

Membership

Q8. Would you like to be added to the City's stakeholder list to receive information and updates about the future West Kelowna Economic Development Corporation?

Yes. Please provide your name and email address below.

Response removed due to personal information provided.

Q9. Do you currently own a business within the City of West Kelowna?

No

Q10. Demographics Select your age category.

65+

Q11. What neighbourhood do you live in?

Lakeview Heights

Q12. Communications: How did you hear about public consultation for the Proposed Economic Development Corporation? (select all that apply)

Communications from the City (e-news, Public Service

Announcements, News Releases etc.)



Respondent No: 19

Login: Admin

**Responded At:** May 01, 2023 12:54:24 pm **Last Seen:** May 03, 2023 18:52:35 pm

Q1. After reading the Information Package provided, what do you like about the proposed West Kelowna Economic Development Corporation?

I like the potential that West Kelowna has to create its own identity, instead of just being a suburb of Kelowna

Q2. Do you have any concerns with the proposed Corporation?

Yes, please describe below.

There seems to be a lot of potential for conflict of interest depending on who gets appointed on the board. There could be self serving individuals

Q3. What do you think the WKEDC should focus its efforts on over the next 5 years?

Focus on attracting tourists to the area. Better hotels and services. The waterfront area of West Kelowna is under utilized

Q4. How can the corporation best help to grow West Kelowna's economy?

It could help by having one contact person for new businesses, to help navigate city hall bureaucracy.

Q5. Are there areas of activity that you think the WKEDC should avoid?

not answered

Q6. Are there specific economic sectors, stakeholder groups or voices that you think should be represented on the Corporation's autonomous Board of Directors?

Small businesses

Q7. Do you have an interest in learning more about the proposed West Kelowna Economic Development Corporation?

Yes, please describe below

N/a

Q8. Would you like to be added to the City's stakeholder list to receive information and updates about the future West Kelowna Economic Development Corporation?

Yes. Please provide your name and email address below.

Response removed due to personal information provided.

Q9. Do you currently own a business within the City of West Kelowna?

No

Q10. DemographicsSelect your age category.

25-34

Q11. What neighbourhood do you live in?

Glenrosa

Q12. Communications: How did you hear about public consultation for the Proposed Economic Development Corporation? (select all that apply)

Social media (Facebook, Twitter, Instagram etc.)

Local news (online, television, newspaper)



Respondent No: 20 Login: Admin **Responded At:** May 01, 2023 12:58:58 pm **Last Seen:** May 03, 2023 18:52:35 pm

Q1. After reading the Information Package provided, what do you like about the proposed West Kelowna Economic Development Corporation?

not answered

Q2. Do you have any concerns with the proposed Corporation?

not answered

Q3. What do you think the WKEDC should focus its efforts on over the next 5 years?

Cycling Paths Road resurfacing and better shoulders to roads Compost pick up at curbside in our green bin

Q4. How can the corporation best help to grow West Kelowna's economy?

It has grown far too fast Denser housing and not enough primary roads to address increased traffic Residential area with longer lots should remain this way. Not subdivided into 12-14 lots

Q5. Are there areas of activity that you think the WKEDC should avoid?

See above

Q6. Are there specific economic sectors, stakeholder groups or voices that you think should be represented on the Corporation's autonomous Board of Directors?

Seriously need to address homeless. Not house them in the city center. Tired of all the stealing of bikes household property

Q7. Do you have an interest in learning more about the proposed West Kelowna Economic Development Corporation?

not answered

Q8. Would you like to be added to the City's stakeholder list to receive information and updates about the future West Kelowna Economic Development Corporation?

not answered

Q9. Do you currently own a business within the City of West Kelowna?

If yes, please share the industry type below.

Short term rental

Q10. DemographicsSelect your age category.

65+

Q11. What neighbourhood do you live in?

Lakeview Heights

Q12. Communications: How did you hear about public consultation for the Proposed Economic Development Corporation? (select all that apply)

Social media (Facebook, Twitter, Instagram etc.)

Communications from the City (e-news, Public Service

Announcements, News Releases etc.)



Respondent No: 21
Login: Admin

**Responded At:** May 01, 2023 13:08:42 pm **Last Seen:** May 03, 2023 18:52:35 pm

# Q1. After reading the Information Package provided, what do you like about the proposed West Kelowna Economic Development Corporation?

The fact that steps are being made to address many of the concerns I have had since retiring here 17 years ago. 1 - Improvements and progress in the infrastructure of West Kelowna is being addressed 2 - Bike lane expansion and improvements are in the plan 3 - Cultural progression us being expressed (ie; an area where our West Kelowna theatre) crossing creek community theatre may practise and present productions

Q2. Do you have any concerns with the proposed Corporation?

No

- Q3. What do you think the WKEDC should focus its efforts on over the next 5 years?
  - 1 Infrastructure 2 Affordable Housing 3 Improved bike and pedestrian trails 4 More awareness of the importance of the arts Children need access to music, dance and theatre
- Q4. How can the corporation best help to grow West Kelowna's economy?

Make housing more affordable to maintain the younger population; raising families

Q5. Are there areas of activity that you think the WKEDC should avoid?

Not sure at this point

Q6. Are there specific economic sectors, stakeholder groups or voices that you think should be represented on the Corporation's autonomous Board of Directors?

not answered

Q7. Do you have an interest in learning more about the proposed West Kelowna Economic Development Corporation?

#### Yes, please describe below

Continued emails that bring awareness to what's going on in our community. This was great; today was very informative

Q8. Would you like to be added to the City's stakeholder list to receive information and updates about the future West Kelowna Economic Development Corporation?

not answered

Q9. Do you currently own a business within the City of West Kelowna?

No

 ${\tt Q10.} \textbf{DemographicsSelect your age category.}$ 

65+

Q11. What neighbourhood do you live in?

Shannon Lake

Q12. Communications: How did you hear about public consultation for the Proposed Economic Development Corporation? (select all that apply)

not answered

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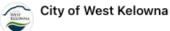
## **Social Media Comments**

# Proposed West Kelowna Economic Development Corporation

April 17 – 28, 2023

## April 18

• Paid Facebook ad



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Tell us what you think! 🛼

West Kelowna Council is considering the establishment of a West Kelowna Economic Development Corporation.

From April 17 – 28, we are looking for feedback from the community about the Proposed Economic Development Corporation model, function and priorities to further pursue economic growth and prosperity in West Kelowna.

To learn more, join us at our in-person Open House:

- Wednesday, April 26
- West Kelowna Yacht Club (4111 Gellatly Road)

Can't make it in person? Visit www.ourwk.ca/ec-dev to review the display boards and complete the online feedback forms. Deadline for input is April 28.





#### Brenda Hauser

We need more boat and trailer parking at the boat launch.

Like Reply Hide 1w





#### Tami George

You know what I think? I think I will be moving away from this traffic chaos 👍

Like Reply Hide Send Message 4d



#### Courtney Blondheim

Definitely in dire need of more sidewalks pretty dangerous walking out there! Lighting also someone mentioned I wagree.

Like Reply Hide Send Message 4d



#### Lynne Drapeau

Courtney Blondheim welcome to city life

Like Reply Hide Send Message 4d



#### Courtney Blondheim

Lynne Drapeau oh this isn't a city lol

Like Reply Hide Send Message 4d



#### Jason Arthur Wing

Build a tunnel under Westbank, overpasses to the bridge and all is good, then shove it to Kelowna to do their part lol

Like Reply Hide 1w Edited





#### Laurie Paynter

I'd also like to see the "back alley" between the couplet made into a walking street with business and restaurant access and have food trucks and make it pedestrian friendly

Like Reply Hide Send Message 4d



#### Mike Hixson

Not so much about economic growth but I'd like to chime in and mention the fabulous dog park and successful community gardens by George Pringle that are in threat of being closed down for the new school. WK needs more of these locations for community members to recreate





#### Bea Kline

I agree with a lot of the comments but I also watch the news and we are no different than other areas for pot holes and insufficient parking for new builds like apartments but what about our Urgent Care Operation times? What about not enough for youth to do , what about more tax dollars by selling our area for large business like Costco, a Casino something that brings money back into the City beside wineries ... what about working with First Natuons to make this City great for all ...

Like Reply Hide Send Message 5d





#### Laurie Paynter

I'd like to see more bike lanes in the downtown and also more sidewalks in the outlying areas and have them painted so people realize they are not an extra driving lane. Also be nice to have some public education around safe biking so people feel safer when riding their bicycles on the road and not feel like they need to ride on the sidewalks to keep safe.

Like Reply Hide Send Message 4d Edited



#### Ty Chisholm

How about you do something about the rampant crime ravaging our small businesses?

Like Reply Hide 1w





#### Jason Pettyjohn

I think we should have a naming contest for all the potholes on Shannon Lake road. I am fond of "Holey McWheel Bender" near Asquith Road.

Like Reply Hide Send Message 6d





#### Doug Dickson

Who ever is okaying some designs of some building is out to lunch!for example the eyesore on Brown Rd. Looks like a prison !!! They call it a woman shelter I believe.

Like Reply Hide 1w Edited





#### **Rosie Breault**

A proper bus system - maybe we have to help fund it for it to be more functional. Helping lower income people with better services... and it's not even just lower income people anymore... life is too expensive!! We need everyone. More help for getting young people off to a better start, such as more flexible bus schedules/times - so that they & others are able to depend on the bus to get to and from work & or school. More street monitoring so everyone can feel safer.... Other suggestions are at a higher level I think. Re-open a hospital for the mentally ill (maybe should be Kelowna's job). Sure nice to cut costs but at what humanitarian cost. If you are born with a disability... you're out on the street & on your own? Disgusting. We should start there. It shouldn't be up to the untrained general public to try and deal with it which largely falls on the shoulders of small business owners that are dealing with the emotional & financial consequences. They can't afford to this way for their own sanity and their dwindling pocket books. It's not their responsibility & it's not fair. Need to use the power of the group to take care of our own... not let the costs fall on innocent victimized shoulders. Sure doesn't make me want to have a small business here. Not brick & mortar anyway! Forget that. Forget your extra taxes from brick & mortar. No one wants to set up shop here due to that. Maybe more taxes will be made if the right ethical structures are put in place.



#### Jlynn Quesnel

You need to STOP approving buildings without adequate parking. There has been so many apartments go up with no parking and then they clog up all the near by residential streets. It's not fair to the houses near by that now no longer have street pa...

#### See more

Like Reply Hide Send Message 6d





#### **Gary Stoutenburg**

We have three roads running north south, Hwy 97

Boucheron

Old Okanagan Hwy

Usually 2 of the 3 have some sort of construction on them making traffic a nightmare. How about we start think about traffic throughput before thinking about new housing developments. This is not sustainable. Stop catering to wineries along Boucherie and start thinking about traffic movement.





Make it easy for entrepreneurs to do business with the city (reduce red tape and fees). There is a reason most large corporations and small businesses are on native land vs city land.

Like Reply Hide 1w Edited



#### Author

#### City of West Kelowna

Hi George Klonarakis, thanks for your feedback. We have captured your comments. You can provide your input on the Proposed Economic Development Corporation online at www.OurWK.ca. We're also holding an in person, drop-in Open House at the West Kelowna Yacht Club (4111 Gellatly Road) from 3 p.m. to 7 p.m. this Wednesday (April 26) which will be an opportunity for you to learn more about some of our current initiatives and provide your feedback in person. We hope you can provide your input online or join us this week!



#### OURWK.CA

Engage West Kelowna





Remove Preview 1



#### Sandra Arthur

George Klonarakis just found out about this open house the day of. Hopefully you will have a second one.

Like Reply Hide Send Message 50



#### **Dustin Herbst**

ROADS.. I drove on better condition roads in the side streets of Mexico...

Follow the same rules for water restrictions on city property that you put on us..

Sidewalks to and around schools..

Better lighting on community streets. You guys sure made the wine trail look nice, but thunk that you forgot about the rest of your city and tax payers..

Shall I go on??.....

But I think these suggestions will fall on deaf ears, you asked in the past and nothing happens.. look at the new city hall.. you asked for our opinion and we STRONGLY voted NO.. and what did you do anyways?????







#### Heather Adams

Dustin Herbst the City Hall vote was actually very close and it is much needed.

Like Reply Hide 1v



#### Sheri Holoien

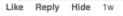
Dustin Herbst I've seen the grass by Bucketfields and down the one west road watered at 1:00 weekdays





#### Kerry Leclerc

Isn't that the job of city council? You know, our elected officials who set borders, boundries and economic zones. We don't need a corporation to plan anything in this town. All they care about is next quarter profits.





i



#### Author

#### City of West Kelowna

Hi Kerry Leclerc, thanks for your feedback. We have captured your comments. You can provide your input on the Proposed Economic Development Corporation online at www.OurWK.ca. We're also holding an in person, drop-in Open House at the West Kelowna Yach... See more



Like Reply Remove Preview 1w



#### John Leonard

Some of the highest residential water rates in Canada yet we've had to take our plastic jugs down to the village water spigot like in the undeveloped world for several years now. And to get there we drive on third world roads! They just announced a delay to our new water treatment plant but I bet their swanky new City Hall offices (monument to themselves) won't be delayed.



#### Author

#### City of West Kelowna

Hi John Leonard, the Rose Valley Water Treatment Plant (RVWTP) is Mayor and Council's top-priority project and we are moving forward to deliver clean and reliable water this fall to approximately 8,000 properties with room to grow. Visit us online at

www.westkelownacity.ca/rvwtp to see the progress through our videos and photos. We will be issuing regular updates on the progress as construction continues and when the commissioning of the water treatment facility begins this fall.



#### WESTKELOWNACITY.CA

Rose Valley Water Treatment Plant

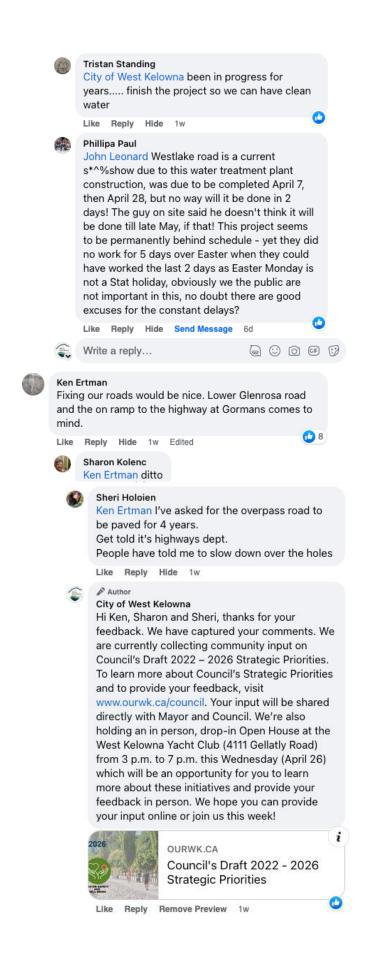
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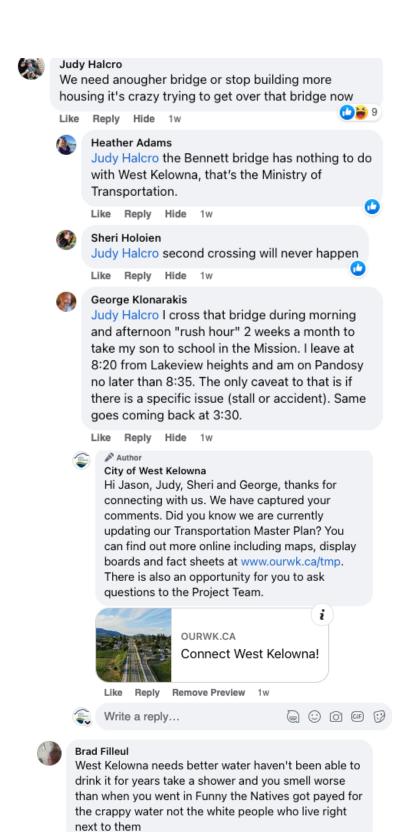
Like Reply Remove Preview 1w



#### Matt Adams

John Leonard Seems like you've never been to a "3rd world" country. And the road from the airport to the all inclusive resort doesn't count". Just saying.







#### Author

#### City of West Kelowna

Hi Brad Filleul, the Rose Valley Water Treatment Plant (RVWTP) is Mayor and Council's toppriority project and we are moving forward to deliver clean and reliable water this fall to approximately 8,000 properties with room to grow. Visit us online at www.westkelownacity.ca/rvwtp to see the

www.westkelownacity.ca/rvwtp to see the progress through our videos and photos. We will be issuing regular updates on the progress as construction continues and when the commissioning of the water treatment facility begins this fall.



#### April 26

#### Unboosted/organic Facebook post



#### City of West Kelowna

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Until April 28, we are looking for feedback from the community about the Proposed Economic Development Corporation model, function and priorities to further pursue economic growth and prosperity in West Kelowna.

Visit www.ourwk.ca/ec-dev to review the display boards, the information package and complete the online feedback form.



#### OURWK.CA

#### Proposed Economic Development Corporation

Council's Strategic Priorities: Pursue Economic Growth & Prospe...



#### **Doug Findlater**

City of West Kelowna, I am very familiar with the EC Dev Corporation. One very strong suggestion is that there be strong and enforceable Conflict of Interest requirements for Board members. Members need to act in the best interests of West Kelowna at all times.





Like Reply Hide Send Message 2d



# CITY OF WEST KELOWNA 2022-2026 STRATEGIC PRIORITIES

May 2023





INVEST IN INFRASTRUCTURE



PURSUE ECONOMIC GROWTH AND PROSPERITY



STRENGTHEN OUR COMMUNITY



FOSTER SAFETY AND WELL-BEING

Page 313 of 681

#### MESSAGE FROM THE MAYOR

On behalf of West Kelowna Council, it remains my honour to present our *2022-2026 Strategic Priorities* for our new Council Term. The priorities set out in this document build on that of the previous Council, and reflect the forward-thinking vision of our 2022 – 2026 Council.

Council has identified and will continue to assess the strategic priorities that are important to our community. These priorities will guide the City's investments, resources and energy over the next four years. We are excited to work together as a new Council, with our staff and with our community, as we continue to make West Kelowna the place to be.

With many ongoing community-building projects set out by the previous Council, our current Council recognized that the four key strategic pillars



remained both important and relevant to moving our community forward: Invest in Infrastructure, Pursue Economic Growth & Prosperity, Strengthen Our Community, and Foster Safety & Well-being. These pillars, along with the focus areas and initiatives connected to them, capture what is most important to our growing community. They reflect our current state of development, respond to important community needs, and capitalize on opportunities available to us. They chart the paths for the City to take in our efforts to make positive and lasting differences. Most importantly, they speak to Council's vision for West Kelowna as a welcoming, safe and inclusive place, resilient in the face of challenges, and rich with opportunity for all ages.

Significant progress has been made on several major projects including the Rose Valley Water Treatment Plant, the new City Hall/Library building in Westbank Town Centre, several road and active transportation improvements, the award-winning *OurWK* Community Visioning initiative, and a new Official Community Plan that will guide future growth. Considerable work to establish a soon-to-be-incorporated West Kelowna Economic Development Corporation was undertaken; and efforts to make our community more accessible to all abilities were initiated. Several other achievements, too numerous to list here, only underscore the tremendous energy and commitment of all involved.

The priorities in this 2022-2026 Strategic Priorities document will take West Kelowna forward in meaningful and positive ways. I am grateful to our new Council, the City's hard-working staff, and all members of our community who contribute so much to make West Kelowna a truly amazing place to live, work and enjoy.

Gord Milsom Mayor

#### VISION

A progressive local government, committed to engaging the community to make West Kelowna a welcoming, safe and inclusive place, resilient in the face of challenges, and rich with opportunity for all ages.

#### **KEY TERMS**

#### Progressive

Council anticipates and responds to the needs of the community. Council is focused on the future; focused on creating a high quality of life for all.

#### **Engaging Community**

The City taps into the energy and ideas of West Kelowna's citizens, stakeholder groups, businesses and social development organizations to build community.

#### Welcoming & Inclusive

People from all cultures, age groups, lifestyles, backgrounds and abilities belong in West Kelowna.

#### Resilient

The City and the community work through and learn from challenges, emerging stronger than before.

#### Rich With Opportunity

West Kelowna is a complete community. Opportunities to work, play, connect and prosper are available to all.

#### **MISSION**

To plan for the future while taking care of today, striving to create and capitalize on opportunities for the community to prosper.

To provide, in fiscally-responsible ways, the facilities, infrastructure and services required to meet the evolving needs of the community.

To advocate for West Kelowna at a variety of decision-making tables and with a range of partners, working to get the tools and resources necessary for community success.

To protect and preserve the natural environment, celebrate and promote the community's agricultural setting, and honour its rich cultural heritage.

#### **KEY TERMS**

#### Plan for the Future

Council sets a direction for the community, and exercises the discipline to stay focused.

#### Taking Care of Today

The City addresses present needs and challenges while looking ahead.

#### Fiscally-Responsible

The City prides itself on strong fiscal management. Council is committed to financial solutions that minimize property tax impacts.

#### Advocate

The City seeks opportunities on its own and in collaboration with others to promote the community and its needs.

#### Natural Environment

More than ever, protection for the natural environment and its natural assets is critical.

#### **Agricultural**

Agriculture in all of its forms is central to the City's economy and character.

#### Cultural Heritage

The community's diverse heritage provides the foundation on which to build.

#### **PILLARS**

Four years ago, the previous West Kelowna City Council identified a set of pillars to help guide the use of resources and organize the City's strategic priorities. These pillars have stood the test of time, and are reaffirmed by our Council for the 2022-2026 Strategic Priorities.



#### Invest in Infrastructure

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



#### Pursue Economic Growth and Prosperity

We will work with stakeholders throughout the region to advocate for and support efforts aimed at helping West Kelowna businesses prosper. With a focus on the future, we will advance opportunities to expand our economy, increase employment, and develop the community in ways that contribute towards prosperity for all.



#### Strengthen Our Community

We will provide opportunities for the residents of West Kelowna to build connections, celebrate successes, embrace the community's strengths and diversity, address shared needs, and contribute to shaping the community's future.



#### Foster Safety and Well-being

We will pursue through direct action, advocacy, and collaboration with local and regional service providers, investments in community health, needs-based housing, emergency preparedness, policing, and other services that foster safety and well-being in West Kelowna.



#### STRATEGIC PRIORITY

### Invest in Infrastructure

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

#### **FOCUS AREAS**

#### Municipal Water

We will plan and provide for the community's current and long-term needs for clean, safe and reliable water. We will invest in a range of initiatives, such as:

- > the construction, commissioning and opening of the new *Rose* Valley Water Treatment Plant
- > an Upland Watershed and Storage Protection Strategy
- > an update to the Water Master Plan
- > upgrades to the Powers Creek Water Treatment Plant

#### **Civic Facilities**

We will invest in the civic facilities needed to meet the service needs of West Kelowna's residents and businesses. Resources will support key projects, such as:

- > the new City Hall/Library Building, which will open early in the term
- > the replacement of Fire Hall #32
- > the establishment of a new Operations Yard

#### Parks & Recreation

We will invest in the parks, trails and recreation facilities required to support an active and growing community. We will undertake projects such as:

- > the upgrade and expansion of the *Johnson Bentley Memorial*Aquatic Centre
- > planning for new Sports Fields and additional Dog Parks
- > an Interconnected Pathways Strategy
- > an update to the Parks Masterplan and Culture Plan
- > the development of *Accessible Recreational Spaces* in our parks and recreation facilities

#### Transportation

We will improve the City's network of roads, sidewalks, cycling paths, transit infrastructure and multi-use trails to optimize connectivity throughout West Kelowna. We will pursue initiatives such as:

- > an update to the *Transportation Master Plan*
- > continued advocacy in support of the Ministry of Transportation and Infrastructure's planned intersection improvements and removal of the *Highway 97 Couplet* through Westbank Town Centre
- > upgrades to the Old Okanagan/Butt Road Intersection
- > implementation of a *Stormwater Drainage Program* for older neighbourhoods
- > planning and construction of a Boucherie Road Multi-Use Trail
- > Pedestrian Improvements, including those aimed at making sidewalks more accessible
- > upgrades to Shannon Lake Road from IR #9 to Swite Road
- > improvements to Elliott Road from Smith Creek Road to Reece Road
- > projects under the Pavement Management Plan

#### Infrastructure Planning

We will also prepare for funding opportunities by developing shelf-ready infrastructure plans during this Council term.



#### STRATEGIC PRIORITY

## Pursue Economic Growth & Prosperity

We will work with stakeholders throughout the region to advocate for and support efforts aimed at helping West Kelowna businesses prosper. With a focus on the future, we will advance opportunities to expand our economy, increase employment, and develop the community in ways that contribute towards prosperity for all.

#### **FOCUS AREAS**

#### **Economic Development Service**

We will engage with stakeholder groups and the business community to optimize the impact of the City's economic development efforts on West Kelowna's economic activity. Among other initiatives, we will:

- > finalize establishment of the new *West Kelowna Economic*Development Corporation
- > create a West Kelowna Economic Development Strategy in partnership with the Economic Development Corporation
- > develop a *Property Acquisition Strategy* to identify and acquire lands for use in civic projects, including those in support of economic development

#### Support for Local Businesses & Entrepreneurs

We will engage the Economic Development Corporation, business sector, post-secondary institutions and other orders of government in efforts designed to encourage businesses and entrepreneurs. We will support measures such as:

> the development of a *West Kelowna Innovation Centre*, complete with opportunities for post-secondary services, co-work facilities and business accelerator services

#### Westbank First Nation

We will work with Westbank First Nation to pursue common economic development goals and joint actions.

#### Tourism

We will work with the Greater Westside Board of Trade, Westside Wine Trail and other tourism stakeholders to promote West Kelowna as a destination for tourism. We will direct resources to initiatives such as:

> a review of the City's *Tourism Function* to ensure that it meets the needs of the City's hospitality, viticulture and other tourismfocused industries



#### STRATEGIC PRIORITY

## Strengthen Our Community

We will provide opportunities for the residents of West Kelowna to build connections, celebrate successes, embrace the community's strengths and diversity, address shared needs, and contribute to shaping the community's future.

#### **FOCUS AREAS**

#### **Community Growth**

We will plan for the future, guided by *Our Community Vision: 2020-2040*, in ways that encourage positive growth and respect the community's values. Examples of projects we will undertake include:

- > the completion of the City's new Official Community Plan
- > a review of the *Zoning Bylaw* in response to directions set out in the *Official Community Plan*
- > a review of, and revisions to, the Westbank Town Centre Revitalization Plan
- > the completion of the West Kelowna Housing Strategy to foster a diversity of housing options
- > an exploration of opportunities for new revenue generation

#### **Gathering Places**

We will invest in creating and/or expanding places for people to gather, connect and celebrate community. We will direct resources to initiatives such as:

- > returning the Mt. Boucherie Community Centre to public use
- > expanding the offerings at *Memorial Park*
- > opening the new City Hall/Library Building

#### Accessibility

We will work to ensure that residents and visitors with different abilities are able to use and enjoy our sidewalks, pathways, parks, trails, facilities, beaches and other attractions. We will formalize Council's *Accessibility Committee* and, in collaboration with the *Committee*, work towards expanding accessibility options.

#### Art & Events

We will create opportunities for cultural, music, performing arts and other events across the community. We will support a range of efforts, such as:

- > the development of a *Festivals and Events* policy to guide the City in its support for existing and new events in West Kelowna
- > an exploration of opportunities for public art



#### STRATEGIC PRIORITY

## Foster Safety and Well-being

We will pursue through direct action, advocacy, and collaboration with local and regional service providers, investments in community health, needs-based housing, emergency preparedness, policing, and other services that foster safety and well-being in West Kelowna.

#### **FOCUS AREAS**

#### **Community Health**

We will advocate on our own and in collaboration with our regional partners for investments in public health, primary, urgent and acute care services in West Kelowna and within our region. We will direct resources to efforts such as:

- > continued advocacy for additional services connected to the West Kelowna Urgent and Primary Care Centre, and to other health service providers in the community
- > completing the *West Kelowna Housing Strategy* to facilitate the development of a range of housing types, including housing options for target groups (e.g., low income seniors), to address issues of attainability and homelessness
- > identifying and supporting the building of Low Income Housing

#### **Public Safety**

We will invest in protective services to provide an enhanced level of public safety to residents and businesses in West Kelowna. We will direct resources to a range of initiatives, such as:

- > the design and build of Fire Hall #32
- > the opening of *Fire House #30* as the hub for West Kelowna Fire Service Administration
- continued advocacy for increased *Police Services* dedicated to West Kelowna, and for provincial recognition of and resourcing for its rural policing responsibilities
- > completing the *Fire Services Plan* to ensure that the service is keeping pace with growth
- > continued investment in *Wildfire Mitigation* efforts
- > continuing to advocate for a *Redundant Power Supply* for West Kelowna and the Greater Westside

#### **Truth & Reconciliation**

We will continue dialogue and action that further develop respectful and trusting relationships with all Indigenous Peoples as we work to advance reconciliation.

#### Climate Action

We will take action to protect and preserve our natural assets and environment, reduce greenhouse gas emissions and adapt to the impacts of climate change. We will take measures such as:

- > developing a *Natural Asset Management Plan* to identify natural resources and ecosystems that are incorporated by the City into its delivery of municipal services
- > updating (as necessary) and implementing the *Green Fleets*Strategy for City of West Kelowna vehicles and equipment
- > updating the *Transportation Master Plan* to provide, and help the community shift towards, additional sustainable travel options
- > creating a Corporate Climate Action Plan, followed by a Community Climate Action Plan



# West Kelowna Economic Development Corporation January 2023

# SERVICE AGREEMENT

#### **BETWEEN**

CITY OF WEST KELOWNA, a municipality incorporated under the Local Government Act, R.S.B.C. 1996, c. 323, and having its municipal office at 2760 Cameron Road, West Kelowna, BC, V1Z 2T6

("West Kelowna")

WEST KELOWNA ECONOMIC DEVELOPMENT CORPORATION, a company incorporated under the Business Corporations Act, S.B.C 2002, c. 57, under Incorporation No. [TBD] and having its registered and records office at [TBD]

("WKEDC")

#### **WHEREAS**

- A. West Kelowna recognizes the importance of and is committed to securing economic and business development services within West Kelowna.
- B. West Kelowna wishes to contract with WKEDC to provide on behalf of West Kelowna economic and business development services for the benefit and betterment of the municipality, its residents and businesses.
  - C. WKEDC wishes to provide economic and business development services on behalf of West Kelowna.
- D. West Kelowna is empowered to enter into the *Agreement* under s. 8(2) of the *Community Charter* and WKEDC is empowered to enter into this *Agreement* under its Charter and Articles.

NOW THEREFORE, in consideration of the premises and mutual covenants and agreements contained in this *Agreement*, the parties covenant and agree as follows:

#### **INTERPRETATION**

- 1. (a) Reference in this *Agreement* to:
  - (i) the singular includes a reference to the plural and a reference to the plural includes a reference to the singular, unless the context otherwise requires
  - (ii) a particular numbered paragraph, article or section, or lettered appendix, is a reference to the correspondingly numbered paragraph, article or section, or lettered appendix, of this *Agreement*
  - (iii) an "enactment" is a reference to that enactment as amended, revised, consolidated, or replaced
  - (iv) any enactment is a reference to an enactment of British Columbia or West Kelowna, as the case may be
  - (v) a party is a reference to a part of this Agreement
  - (b) The headings given to paragraphs, articles, and sections in this *Agreement* are for convenience of reference only. They do not form part of this *Agreement* and must not be used in the interpretation of this *Agreement*.
  - (c) If any clause or portion of this *Agreement* is declared or held invalid for any reason, the invalidity shall not affect the validity of the remainder of that clause or this *Agreement*, and the terms and provisions of this *Agreement* shall continue to be in force and in effect and be construed as if it had been executed without the invalid portion.
  - (d) This *Agreement* shall be governed and construed in accordance with the laws of the Province of British Columbia.

#### **TERM OF AGREEMENT**

- 2. Subject to section 3, this *Agreement* takes effect on January 1, 2024, and shall continue in effect unless terminated as provided herein, until 11:59 pm on December 31, 2028.
- 3. Provided WKEDC has performed the services required of it hereunder and subject to the *Local Government Act* and the *Community Charter*, the parties hereby express their intention to renew this *Agreement* for a further term of five (5) years and to negotiate in good faith the fees to be paid by West Kelowna to WKEDC to continue the services required of it hereunder during such renewal term.

- 4. This Agreement may be terminated by
  - (a) mutual agreement of West Kelowna and WKEDC, or
  - (b) either party with one (1) year's written notice.

#### **SERVICES**

- 5. WKEDC shall provide economic development services to West Kelowna in order to attract business and investment to the community, build a diverse non-residential tax base, and both lead and contribute to efforts designed to enhance the community's prosperity.
- 6. Specific services to be provided by WKEDC include:
  - (a) initiate, lead the development of, monitor progress under, and oversee updates to a West Kelowna Economic Development Strategy
  - (b) develop, in collaboration with others, programs and initiatives aimed at attracting businesses, employers and investment to West Kelowna
  - (c) develop appropriate branding aimed at identifying West Kelowna as a distinct community for business and investment within the Central Okanagan, British Columbia and Canada
  - (d) coordinate sector-specific and broader economic development activities undertaken by or in collaboration with business and economic development groups
  - (e) develop and support programs aimed at retaining and expanding existing businesses
  - (f) advise the City on the development of, or changes to, services, infrastructure, bylaws, policies and regulations to support business growth and expand the non-residential tax base
  - (g) serve as the City's primary liaison to the Central Okanagan Economic Development Commission, the Greater Westside Chamber of Commerce, the Westbank First Nation Economic Development Commission, and other Central Okanagan business and economic development agencies

#### REPORTING TO CITY

7. On or before December 31 of each year during the term of this *Agreement*, WKEDC shall deliver to West Kelowna a work plan and budget for the ensuing calendar year, complete with proposed services, expected revenues and anticipated expenses (including staffing costs) for the period.

8. During the term of this *Agreement*, the Chair of WKEDC's Board of Directors (or his/her designate) and WKEDC's Chief Executive Officer shall meet with West Kelowna City Council, upon request by the City, to review the services provided under this *Agreement*.

#### **PAYMENT**

- 9. For the services to be provided by WKEDC, West Kelowna shall pay in each year during the term of this *Agreement* pay WKEDC a Base Fee of \$400,000.00.
- 10. The Base Fee shall be adjusted each year by an amount equal to the change in the Consumer Price Index (British Columbia) from January 1 to December 31 in the previous year.
- 11. The Base Fee shall be reduced by West Kelowna by an amount equal to the value of support services provided by West Kelowna to WKEDC, upon request of WKEDC, and as included in WKEDC's budget as an expense of the corporation.
- 12. The Base Fee shall be increased by West Kelowna to fund any additional services provided by WKEDC at the request of West Kelowna, or as agreed by West Kelowna.
- 13. The Base Fee shall be paid in quarterly instalments by West Kelowna to WKEDC.

#### **RETURN OF MONIES**

- 14. In the event that this *Agreement* is terminated prior to the expiration of its term, West Kelowna shall be released of its obligations under this *Agreement* to further fund WKEDC.
- 15. WKEDC shall, if required by West Kelowna:
  - (a) refund to West Kelowna such monies that have been advanced by West Kelowna pursuant to the terms of this *Agreement*, and that are in excess of amounts that are contractually or otherwise irrevocably committed by WKEDC in respect of the services being provided under this *Agreement* by WKEDC
  - (b) deliver to West Kelowna any WKEDC's assets, including any title or interest WKEDC may have in any property or right, as relate to the services being provided by WKEDC under this *Agreement*
- 16. If West Kelowna exercises its rights pursuant to section 14:
  - (a) West Kelowna shall assume all obligations and commitments of WKEDC that relate to West Kelowna's exercise of such rights pursuant to section 14

(b) West Kelowna shall save WKEDC, its Directors and Officers harmless from such obligations and commitments, save and except in respect of matters in which a Director or Officer has acted in willful contravention of the *Business Corporations Act*, WKEDC's *Articles* or the *Criminal Code*, or has acted in bad faith or pursuant to an undisclosed conflict of interest

#### **COOPERATION**

17. West Kelowna agrees to provide WKEDC with such assistance as may be reasonably required of it from time to time to enable WKEDC to carry out its economic development services as set out in sections 5 and 6.

#### **INDEPENDENCE**

- 18. Notwithstanding West Kelowna's status as the sole shareholder and owner of WKEDC, West Kelowna recognizes WKEDC as a separate and distinct entity, and acknowledges that WKEDC is free to carry out its services under this *Agreement* and conduct its other business activities in such a manner as its Board of Directors may determine and direct.
- 19. WKEDC shall be free and is expected to raise additional funding for its business purposes as its Board of Directors may determine.
- 20. Additional funding raised by WKEDC shall not affect West Kelowna's obligations set out in sections 9 through 13 of this *Agreement*.

#### **INSURANCE**

- 21. WKEDC shall maintain and keep in force until termination of this *Agreement* a Commercial General Liability Policy with minimum coverage of \$5,000,000.00 per occurrence, a maximum deductible of \$50,000.00, and West Kelowna as an additional insured.
- 22. The Policy must include, at a minimum:
  - (a) premises and operations
  - (b) blanket contractual
  - (c) cross liability
  - (d) contingent employers liability
  - (e) personal and advertising liability
  - (f) non-owned auto
  - (g) other extensions that may be required or should be included now or at a later date during the term of this *Agreement* as agreed by WKEDC and West Kelowna

- 23. Insurance policies must not be amended in any material way or cancelled until after West Kelowna receives 30-days' prior written notice of such amendment or cancellation.
- 24. WKEDC shall submit to West Kelowna certificates of insurance as required by this *Agreement* and shall provide West Kelowna, upon request by the municipality, satisfactory proof that all insurance remains in full force and effect, and that all premiums have been paid.
- 25. WKEDC shall maintain and keep in force until the end of the term of this *Agreement* automobile insurance on all owned, rented or leased vehicles in an amount of not less than \$5,000,000.00 if the vehicle is to be used to conduct work on behalf of WKEDC.
- 26. WKEDC shall maintain and keep in force a Directors and Officers Liability Policy with minimum coverage of \$5,000,000.00 per occurrence, and with a maximum deductible of \$50,000.00 to protect Directors, Officer and members of boards of committees for which WKEDC is responsible pursuant.
- 27. In the event that WKEDC leases or rents office space to carry out its day to day business operations, WKEDC shall obtain a Tenants Legal Liability Policy suitable, in the opinion of an insurance broker who is licensed to conduct business in the Province of British Columbia, to cover any risks associated with such lease or rental.

#### **GENERAL**

- 28. Time shall be of the essence in this *Agreement*.
- 29. Nothing in this *Agreement* affects West Kelowna's rights and powers in the exercise of its statutory functions under provincial statute, bylaws, resolutions, orders or regulations, all of which may be fully exercised as if this *Agreement* had not been executed and delivered by West Kelowna and WKEDC.
- 30. In the event of a dispute or disagreement arising from this *Agreement* or its interpretation, or in respect of the obligations of the parties hereunder, the matter in dispute may, at the initiative of either party, be submitted to a court of competent jurisdiction, or arbitration pursuant to this section. Notice of arbitration shall be given in writing. West Kelowna and WKEDC shall each appoint one arbitrator; the two arbitrators so appointed must appoint a third arbitrator or, failing agreement as to the appointment of a third arbitrator, such arbitrator must be appointed by a judge of the Supreme Court of British Columbia. The decision of the arbitration panel is final and binding in all respects; the cost of the arbitration process will be borne equally by West Kelowna and WKEDC. The arbitration will be governed in accordance with the provisions of the *Commercial Arbitration Act* of British Columbia or such replacement statute that is in force as at the date of the notice of arbitration.

- 31. Every reference to the parties in this *Agreement* is deemed to include the successors and permitted assigns of the parties.
- 32. WKEDC may not assign its interest in this *Agreement* without the express written consent of West Kelowna.
- 33. West Kelowna and WKEDC shall do and cause to be done all things and execute and cause to be executed all documents which may be necessary to give proper effect to the intention of this *Agreement*.
- 34. It is mutually understood, agreed and declared by and between the parties that neither West Kelowna nor WKEDC has made to the other party any representations, covenants, warranties, guarantees, promises or agreements, oral or otherwise, express or implied, other than those contained in this *Agreement*.
- 35. Any notice or other communication required or contemplated to be given or made by any provision of this *Agreement* shall be given or made in writing and either delivered personally (and if so, deemed to be received when delivered) or mailed by prepaid registered mail in any Canada Post office (and if so shall be deemed to be delivered on the sixth business day following such mailing except that, in the event of interruption of mail service, notice shall be deemed to be delivered only when actually received by the party to whom it is addressed), so long as the notice is addressed to:

WKEDC at:

[TBD]

and to WKEDC's solicitors:

[TBD]

and to West Kelowna at:

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

Attention: Paul Gipps, Brad Savoury, Director of Legal Services

and to West Kelowna's solicitors:

Lidstone & Company 1300-128 Pender Street West Vancouver, BC, V6B 1R8 Attention: [TBD]



- or to such other address to which a party from time to time notifies the other party in writing.
- 36. No amendment or waiver of any portion of this *Agreement* shall be valid unless in writing and executed by the parties to this *Agreement*.
- 37. Waiver of any default by any party shall not be deemed to be a waiver of any subsequent default by that party.
- 38. The parties represent and warrant to each other that:
  - (a) all necessary corporate actions and proceedings have been taken by each of the parties to authorize its entry into and performance of this *Agreement*
  - (b) upon its execution and delivery on behalf of the parties, this *Agreement* constitutes a valid and binding obligation on each of the parties
  - (c) neither the execution and delivery nor the performance of this *Agreement* will breach any other agreement or obligation, or cause either of the parties to be in default of any other agreement or obligation with or to each other
  - (d) each of the parties has the corporate capacity and authority to enter into and perform this *Agreement*
- 39. West Kelowna from time to time shall do everything reasonably necessary to cause WKEDC to perform its obligations under this *Agreement*, including the passage of such WKEDC shareholder resolutions as may be necessary to enable WKEDC to perform its obligations under this *Agreement*.
- 40. This *Agreement* enures to the benefit of and is binding on the parties and their respective successors, subcontractors, trustees, administrators and receivers, despite any rule of law or equity to the contrary.
- 41. This *Agreement* is the entire agreement between the parties; it terminates and supersedes all previous communications, representations, warranties, covenants and agreements, whether verbal or written, between the parties with respect to the subject matter of this *Agreement*.

IN WITNESS WHEREOF the parties have executed this Agreement.

# **COUNCIL REPORT**



To: Mayor and Council Date: June 13, 2023

From: Paul Gipps, CAO

Subject: 2023-24 BC Transit Annual Operating Agreement

Report Prepared by: Warren Everton, Director of Finance/CFO

#### RECOMMENDATION

**THAT** Council authorize the Mayor and Corporate Officer to execute the 2023-24 Annual Operating Agreement (AOA) between British Columbia Transit and the City of West Kelowna.

# STRATEGIC AREA(S) OF FOCUS

Financial planning including contractual obligation is an integral component in achieving the objectives of Council's 2023 Strategic Priorities. Careful management of the City's revenues, expenses, capital and reserves ensures a healthy and progressive community.

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

**Pursue Economic Growth and Prosperity** – We will work with stakeholders throughout the region to advocate for and support efforts aimed at helping West Kelowna businesses prosper. With a focus on the future, we will advance opportunities to expand our economy, increase employment, and develop the community in ways that contribute towards prosperity for all.

**Strengthen Our Community** – We will provide opportunities for the residents of West Kelowna to build connections, celebrate successes, embrace the community's strengths and diversity, address shared needs, and contribute to shaping the community's future.

**Foster Safety and Well-Being** – We will pursue through direct action, advocacy, and collaboration with local and regional service providers, investments in community health, needs-based housing, emergency preparedness, policing, and other services that foster safety and well-being in West Kelowna.

#### **BACKGROUND**

Each year BC Transit provides an Annual Operating Agreement (AOA), which outlines the provisions of the Public Passenger Transportation System. The partners in this agreement are the City of West Kelowna (the Municipality), and the British Columbia Transit Authority (the Authority). The agreement covers the conventional and community (paratransit) transit systems. Once approved and executed the AOA is deemed incorporated into the 2023 Transit Service Agreement (TSA). The TSA is the principal overarching agreement for providing public transportation to the City of West Kelowna.

#### DISCUSSION

In the annual AOA BC Transit confirms the budgeted service levels, revenue projections and cost structure for the City's transit system. Similar to previous year's agreements the 2023-2024 transit agreement straddles two financial planning years (2023 and 2024), which creates challenges when matching budgets. The City's budget for transit is typically completed before receiving the AOA documents and is therefore based on estimates and previous year's actuals. The City's Financial Plan is normally not amended as variances naturally occur due to timing differences between the transit budget (April to March) and the City Financial Plan (January to December).

The 2023-2024 AOA contains similar wording to the 2022-2023 agreement with no additional sections or schedules. The budget schedule is updated from the previous year's agreement and reflects a return to 90% of pre-pandemic revenue levels. Expenses, however, continue to be affected by inflationary pressures including rising fuel costs, maintenance, information systems, insurance and labour costs.

#### FINANCIAL IMPLICATIONS

The 2023-2024 AOA budget of \$1,846,795 represents a decrease of \$20,190 after the City saw a \$453,389 increase in the previous contract year. This small variance actually reflects an 11% increase in costs mitigated by the local transit reserve and administration recoveries. The previous year also saw a combination of the cost increases mentioned above but most of its variance was due to the loss of the Safe Restart Transit funding which ended in 2021-22. This one factor alone represented a 24% increase to the 2022-23 budget.

Comparatively, the City's budget for transit in 2023 is \$1,789,989 including an offset of \$620,385 for fare revenue, which is received outside the AOA agreement. The difference between the contract and the City's budget is relatively immaterial but dependent on conservative revenue estimates. Actual results will be tracked and monitored for any unexpected variances. The new contract affects the second through fourth quarters of the current fiscal year and carries over into the first quarter of 2024.

City of West Kelowna								
Transit Services Operating Agreement								
	2023-2024 2022-2023 YOY Variance 2023 CWK Budge							
Direct Operating	3,099,598	2,810,483	289,115	2,005,007				
Fixed Operating Costs	440,031	423,246	16,785	445,367				
Less Transit reserve fund & recoveries	-331,795	-104,869	-226,926	-40,000				
Total Operating Costs	3,207,834	3,128,860	78,974	2,410,374				
Provincial Share	-1,652,653	-1,509,829	-142,824					
Lease Fees	291,614	247,954	43,660					
Fare Revenue Budgeted				-620,385				
CWK Share	1,846,795	1,866,985	-20,190	1,789,989				

#### **Alternate Recommendation**

**THAT** Council authorize the Mayor and Corporate Officer to execute the 2023-2024 Amended Annual Operating Agreement (AOA) with additional amendments between British Columbia Transit and the City of West Kelowna.

#### **REVIEWED BY**

Corinne Boback, Legislative Services Manager / Corporate Officer

#### APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

PowerPoint: Yes □ No ⊠

#### Attachments:

BC Transit and City of West Kelowna Annual Operating Agreement April 1, 2023

# ANNUAL OPERATING AGREEMENT

between

City of West Kelowna

and

**British Columbia Transit** 

Effective April 1, 2023

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#### **ANNUAL OPERATING AGREEMENT**

April 1, 2023 - March 31, 2024

BETWEEN: City of West Kelowna

(the "Municipality")

AND: British Columbia Transit

(the "Authority")

WHEREAS the Authority is authorized to contract for transit services for the purpose of providing and maintaining those services and facilities necessary for the establishment, maintenance and operation of a public passenger transportation system in the Transit Service Area;

WHEREAS the Municipality is authorized to enter into one or more agreements with the Authority for transit services in the Transit Service Area;

WHEREAS the parties hereto have entered into a Transit Service Agreement which sets out the general rights and responsibilities of the parties hereto;

WHEREAS the Municipality and the Authority are authorized to share in the costs for the provision of a Public Passenger Transportation System pursuant to the *British Columbia Transit Act*;

AND WHEREAS the parties hereto wish to enter into an Annual Operating Agreement which sets out, together with the Transit Service Agreement, the specific terms and conditions for the Public Passenger Transportation System for the upcoming term.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and of the covenants hereinafter contained, the parties covenant and agree with each other as follows:

#### **SECTION 1: DEFINITIONS**

Unless agreed to otherwise in the Annual Operating Agreement, the definitions set out in the Transit Service Agreement shall apply to this Annual Operating Agreement including:

- a) "Annual Operating Agreement" shall mean this Annual Operating Agreement and any Annual Operating Agreement Amendments negotiated and entered into by the parties subsequent hereto;
- b) "Transit Service Agreement" shall mean the Transit Service Agreement between the parties to this Annual Operating Agreement, including any amendments made thereto;
- c) "Incurred" means an event or transaction has taken place for which an obligation to pay exists, even if an invoice has not been received, such that the underlying evidence indicates there is little or no discretion to avoid the obligation. The value of the obligation is to be calculated in accordance with recognized Canadian accounting standards.

#### SECTION 2: INCORPORATION OF SCHEDULES

All schedules to this agreement are incorporated into the agreement, and form part of the agreement.

#### SECTION 3: INCORPORATION OF TRANSIT SERVICE AGREEMENT

Upon execution, this Annual Operating Agreement shall be deemed integrated into the Transit Service Agreement and thereafter, the Transit Service Agreement and Annual Operating Agreement shall be read together as a single integrated document and shall be deemed to be the Annual Operating Agreement for the purposes of the *British Columbia Transit Act*, as amended from time to time.

#### SECTION 4: TERM AND RENEWAL

- a) The parties agree that the effective date of this agreement is to be April 1, 2023, whether or not the agreements have been fully executed by the necessary parties. Once this agreement and the associated Transit Service Agreement are duly executed, this agreement will replace all provisions in the existing Transit Service Agreement and Master Operating Agreement with respect to the rights and obligations as between the Authority and the Municipality.
- b) Upon commencement in accordance with Section 4(a) of this agreement, the term of this agreement shall be to March 31, 2024, except as otherwise provided herein. It is acknowledged by the parties that in the event of termination or non-renewal of the Annual Operating Agreement, the Transit Service Agreement shall likewise be so terminated or not renewed, as the case may be.
- c) Either party may terminate this agreement as follows:
  - Cancellation by the Authority: In the event that the Authority decides to terminate this
    Agreement for any reason whatsoever, the Authority shall provide at least one hundred and
    eighty (180) days prior written notice. Such notice to be provided in accordance with
    Section 12.
  - ii. Cancellation by the Municipality: In the event that the Municipality decides to terminate this Transit Service Agreement for any reason whatsoever, and by extension, the Annual Operating Agreement, the Municipality shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 12.

#### SECTION 5: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

This Agreement and the parties hereto are subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Any information developed in the performance of this Agreement, or any personal information obtained, collected, or stored pursuant to this Agreement, including database information, shall be deemed confidential and subject to the provisions of FOIPPA, including the handling, storage, access and security of such information. Confidential information shall not be disclosed to any third party except as expressly permitted by the Authority or pursuant to the requirements of FOIPPA.

#### **SECTION 6: SETTLEMENT OF DISPUTES**

In the event of any dispute arising between or among the parties as to their respective rights and obligations under this Agreement, or in the event of a breach of this Agreement, the parties agree to use their best efforts to find resolution through a mediated settlement. However, in the event that mediation is not successful in finding a resolution satisfactory to all parties involved, any party shall be entitled to give to the other notice of such dispute and to request arbitration thereof; and the parties may, with respect to the particular matter then in dispute, agree to submit the same to a single arbitrator in accordance with the applicable statutes of the Province of British Columbia.

#### SECTION 7: MISCELLANEOUS PROVISIONS

- a) Amendment: This agreement may only be amended in writing as signed by the Municipality and the Authority and specifying the effective date of the amendment.
- b) Assignment: This Agreement shall not be assignable without prior written consent of the parties.
- c) Enurement: This Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.
- d) The parties agree that this agreement is in substantial compliance with all relevant legislative requirements to establish the rights and obligations of the parties as set out in the *British Columbia Transit Act*.

#### SECTION 8: LOCAL CONTRIBUTIONS AND RESERVES

British Columbia Transit service is provided using a cost-sharing model. Where any transit-related contributions are received and/or third-party revenues are earned that are in excess of expenses, the Authority is required to hold these excess funds in a reserve account for use against transit-related expenditures in future years. When unanticipated expenditures occur that were not included in the budget and cannot be covered by reserves, the Authority will seek to recover these based on the cost-sharing ratios between the Municipality and the Authority.

#### **Eligible Operating Expenses**

The Authority will invoice the Municipality and collect on monthly invoices based on incurred eligible operating expenses to provide Transit Service. Eligible operating expenses are comprised of the following costs of providing Public Passenger Transportation Systems:

- a) For Conventional Transit Service:
  - i. the operating costs for providing Conventional Transit Service excluding interest and amortization;
  - ii. the amount of any operating lease costs of BC Transit for Conventional Transit Services;
  - iii. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement;
  - iv. an amount of the Annual Operating Costs of the Authority not exceeding 8% of the direct operating costs payable under an Annual Operating Agreement.
- b) For Custom and Paratransit Transit Service:
  - the operating costs for providing Custom Transit Service excluding interest and amortization, but including the amount paid by the Authority to redeem taxi saver coupons issued under the Taxi Saver Program after deducting from that amount the amount realized from the sale of those coupons;
  - ii. the amount of any operating lease costs of the Authority for Custom Transit Service;
  - iii. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement; and
  - iv. an amount of the Annual Operating Costs of the Authority not exceeding 8% of the direct operating costs payable under an Annual Operating Agreement.
- c) Eligible operating expenses exclude the costs of providing third-party 100%-funded services.
- d) Annual operating costs of the Authority are operations, maintenance and administration costs that are for the shared benefit of all transit systems operated by the Authority. These costs are allocated to each transit system on a pro rata basis, based on the nature of the costs.

## **Lease Fees**

The Authority will invoice the Municipality and collect on monthly invoices for lease fees on tangible capital assets owned by the Authority that are used in the provision of transit service. Lease fees are comprised of the following:

- The Municipality's fee for use of the asset, including for the costs of acquisition, construction, development and betterment of the asset and the costs of installing the asset at the location and condition necessary for its intended use;
- b) Debt financing and risk-related charges or costs payable on assets;
- c) Payment into a reserve fund for preventative maintenance and major repair of assets owned or leased by the authority;
- d) Amounts sufficient for the Authority to recover all other costs relating to the asset, including, but not limited to taxes and administrative charges.

Where lease fees are received that exceed actual asset-related expenses in any given period, these will be placed in a pooled reserve. This reserve will be used to offset against future lease fees as outlined above.

#### **Reserve Funds**

The Authority will establish the following for each transit system to record the contributions that have been received but not yet earned as follows:

- a) **Local Transit Fund:** Contributions by the Municipality towards eligible operating expenses that have been received but not matched with a Provincial share contribution will be deferred in the Local Transit Fund.
  - i. Any expenditure of monies from the Local Transit Fund will:
    - 1. only be credited towards the Municipality's share of expenses for the transit system for which it was collected.
    - 2. be applied to reduce Municipal invoices at the discretion of the Municipality as agreed to under the Annual Operating Agreement or amendments as required.
  - ii. The Local Transit Fund may be used towards lease fees.
  - iii. The Authority will provide a quarterly statement of account of the Local Transit Fund balance including contributions, amounts utilized and interest earned.

#### SECTION 9: SAFE RESTART CONTRIBUTION

Under the Safe Restart Program, the federal and provincial governments provided joint, non-recurring contributions to transit systems in British Columbia (the "Safe Restart Contribution") in 2020/21 and 2021/22.

The Authority applied the Safe Restart Contributions as follows:

- a) As an allocation towards the Municipality's share of eligible operating expenses in the fiscal year of the contribution:
- b) After applying the allocation of Safe Restart Contribution, any excess contributions received from the Municipality were deferred to the Local Transit Fund;
- c) The Authority will apply the remaining Local Transit Fund balance to reduce 2022/23 and future municipal invoices at the discretion of the Municipality as agreed to under an Annual Operating Agreement or amendments as required.

It is expected that by receiving the Safe Restart contribution, the Municipality will work with the Authority to maintain targeted essential transit service levels by not reducing transit service below existing planned service levels and maintain affordability by limiting annual fare increases to an average of 2.3% from April 1, 2020 through March 31, 2025.

#### **SECTION 10: GOVERNING LAW**

This agreement is governed by, and shall be construed in accordance with, the laws of the Province of British Columbia, with respect to those matters within provincial jurisdiction, and in accordance with the laws of Canada with respect to those matters within the jurisdiction of the Government of Canada.

#### **SECTION 11: COUNTERPARTS**

This contract and any amendment hereto may be executed in counterparts, each of which shall be deemed to be an original and all of which shall be considered to be one and the same contract. A signed facsimile or PDF copy of this contract, or any amendment, shall be effective and valid proof of execution and delivery.

#### **SECTION 12: NOTICES AND COMMUNICATIONS**

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a designated officer of the parties hereto to whom it is addressed where an electronic signed document is emailed to the parties or if mailed by prepaid registered mail to the Authority at:

British Columbia Transit c/o Executive Assistant, Strategy and Public Affairs PO Box 9861 520 Gorge Road East Victoria, BC V8W 9T5

and to the Municipality at:

City of West Kelowna 2760 Cameron Road West Kelowna, BC V1Z 2T7

and, if so mailed, shall be deemed to have been received five (5) days following the date of such mailing.

, ITAIISILT TZUZ4 AIIIUA	KEL
this day of _	, 2023.
	this day of _

Vice President, Finance and Chief Financial Officer

#### SCHEDULE A: TARIFF AND FARES

**APPENDIX 1: TARIFF NOTES** 

#### **Conventional Transit Fares:**

Effective as of Sept. 1, 2021

a) Single Cash Fares:

i) Adult/College Student \$2.50

ii) Senior \$2.50 iii) Student \$2.50

iv) Child 12 and under

v) Accessible Transit Attendant - Free

b) Tickets (sheet of 10):

i) Adult/College Student \$22.25

ii) Senior/Student\* \$20.25

c) One Day Pass:

i) Adult/College Student \$ 6.50

ii) Senior \$6.50

iii) Student \$6.50

d) Monthly Pass:

i) Adult \$70.00

ii) Senior\* \$45.00 iii) Student\* \$45.00

iv) College Student\*\* \$55.00

v) College Semester Pass\*\* \$176.00

e) U-Pass per semester \$63.00

- f) Transfers: allow for unlimited travel for up to 90 minutes from the time of issue.
- g) BC Bus Pass valid for the current calendar year and available through the Government of British Columbia BC Bus Pass Program.

- h) CNIB Identification Card available from the local office of the CNIB.
- i) BC Transit Employee Bus Pass.
  - \* Reduced fare with valid ID for seniors aged 65 and over, and students in full-time attendance to grade 12.
- \*\* Reduced fare for full-time registered college students available only at Okanagan College and Sprott-Shaw Community College.

#### SCHEDULE B: SERVICE SPECIFICATIONS

#### **Kelowna Conventional Transit Service:**

The <u>Local Transit Service</u> Area for Kelowna Conventional transit service shall be: shall be the municipal boundaries of the Corporation of the City of Kelowna in effect September 25, 1980, the corporate boundaries of the City of West Kelowna, the District of Peachland of the Regional District of Central Okanagan, the corporate boundaries of the District of Lake Country, and Central Okanagan West Electoral Area IR# 9 and IR# 10 and a portion Central Okanagan East Electoral Area (Ellison) only.

The <u>Annual Service Level</u> for the City of West Kelowna's share of the Kelowna Conventional transit service shall be **16,900** Revenue Service Hours.

The Exception Days recognized annually for the Kelowna Conventional transit service are:

Exception Days	Service Level
Good Friday	Sunday
Easter Monday	Monday
Victoria Day	Sunday
Canada Day	Saturday
BC Day	Sunday
Labour Day	Sunday
Truth and Reconciliation Day	Regular Service
Thanksgiving Day	Sunday
Remembrance Day	Sunday
Christmas Day	Sunday
Boxing Day	Saturday
New Year's Day	Sunday
Family Day	Sunday

# **Kelowna Community Transit Service:**

The <u>Local Transit Service</u> Area for Kelowna Community transit service shall be: shall be the municipal boundaries of the Corporation of the City of Kelowna in effect September 25, 1980, the corporate boundaries of the City of West Kelowna, the District of Peachland of the Regional District of Central Okanagan, the corporate boundaries of the District of Lake Country, and Central Okanagan West Electoral Area IR# 9 and IR# 10 and a portion Central Okanagan East Electoral Area (Ellison) only.

The <u>Annual Service Level</u> for the City of West Kelowna's share of the Kelowna Community transit service shall be **11,200** Revenue Service Hours.

The Exception Days recognized annually for the Kelowna Community transit service are:

Exception Days	Service Level
Good Friday	Sunday
Easter Monday	Monday
Victoria Day	Sunday
Canada Day	Saturday
BC Day	Sunday
Labour Day	Sunday
Truth and Reconciliation Day	Regular Service
Thanksgiving Day	Sunday
Remembrance Day	Sunday
Christmas Day	Sunday
Boxing Day	Saturday
New Year's Day	Sunday
Family Day	Sunday

# SCHEDULE C: BUDGET

#### KELOWNA/CENTRAL OKANAGAN CONVE

	OFFICAL AOA 2023/24	CITY OF KELOWNA	CITY OF WEST KELOWNA	WESTBANK FIRST NATION	DISTRICT OF LAKE COUNTRY	RDCO / ELLISON
TOTAL REVENUE	7,436,380	7,436,380	-	-	-	-
TOTAL OPERATING COSTS	24,795,426	20,470,594	2,407,435	480,338	1,388,022	49,037
TOTAL COSTS (including Local Government Share of Lease Fees)	27,036,600	22,322,349	2,623,014	523,165	1,514,565	53,507
NET LOCAL GOVERNMENT SHARE OF COSTS	7,378,738	5,040,291	1,175,834	292,235	846,170	24,208
	REVENUE SHARE	100.00%	0.00%	0.00%	0.00%	0.00%
	COST SHARE	82.62%	9.62%	1.91%	5.65%	0.20%
	MAJOR OPERATING PROJECT	100.00%	0.00%	0.00%	0.00%	0.00%
	BRT SHARE	67.15%	26.34%	6.51%	0.00%	0.00%

KELOWNA COMMUNITY BUS CONVENTIONAL							
	OFFICAL AOA 2023/24	CITY OF KELOWNA	DISTRICT OF WEST KELOWNA	WESTBANK FIRST NATION	DISTRICT OF PEACHLAND	DISTRICT OF LAKE COUNTRY	
TOTAL OPERATING COSTS	3,499,438	1,503,472	1,132,194	521,543	143,231	198,998	
TOTAL COSTS (including Local Government Share of Lease Fees) NET LOCAL GOVERNMENT SHARE OF COSTS	3,734,453 <b>2,073,843</b>	1,604,442 <b>890,990</b>	,,	556,569 <b>309,078</b>	152,850 <b>84,882</b>	,	

# **COUNCIL REPORT**



To: Mayor and Council Date: June 13, 2023

From: Paul Gipps, CAO

Subject: Growing Communities Reserve Establishment

Report Prepared by: Warren Everton, Director of Finance/CFO

#### RECOMMENDATION

**THAT** Council adopt "Growing Communities Reserve Establishment Bylaw No. 0310, 2023".

# STRATEGIC AREA(S) OF FOCUS

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

#### **BACKGROUND**

The *Community Charter* s.188 allows Council to establish by bylaw, a reserve for a specified purpose and direct that money be placed to the credit of the reserve fund.

As per Bylaw 0310, 2023 net proceeds received from the Province of British Columbia under the Growing Communities Funding Agreement and interest earned on the fund balance shall be placed to the credit of the "Growing Communities Reserve".

#### DISCUSSION

The principal objective of the Growing Communities Fund (GCF) is to support community growth with investments in infrastructure and amenities. The funding provided through the GCF is limited to one-off costs needed to build required infrastructure and amenities rather than funding ongoing or operational activities. These funds are to be incremental to currently planned investments and should accelerate the delivery of capital projects.

#### FINANCIAL IMPLICATIONS

The City of West Kelowna received \$10,212,000 under the Growing Communities Fund and has placed the funds in a daily high-interest investment account with the City's bank currently earning 5.25%. Longer term equally secure investment vehicles are being researched for the appropriate term and interest.

#### **COUNCIL REPORT / RESOLUTION HISTORY**

Date	Report Topic / Resolution	Resolution No.
May 23, 2023	THAT Council direct staff to establish a segregated reserve by bylaw under section 188 of the Community Charter; and THAT the ten million two hundred and twelve thousand (\$10,212,000) grant funds received from the Province under the Growing Communities Funds be placed in that reserve; and THAT staff be directed to develop a draft process for the use of those funds to be considered by Council at the next Strategic Priorities Workshop this fall.	C219/23
May 23, 2023	<b>THAT</b> Council give first, second and third reading to "Growing Communities Reserve Establishment Bylaw No. 0310, 2023".	C220/23

## **REVIEWED BY**

Corinne Boback, Legislative Services Manager / Corporate Officer

#### APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

PowerPoint: Yes □ No ⊠

Attachments:

Growing Communities Reserve Establishment Bylaw No. 310, 2023

#### CITY OF WEST KELOWNA

#### BYLAW NO. 310, 2023

#### A BYLAW TO ESTABLISH A GROWING COMMUNITIES RESERVE

WHEREAS, the Council of the City of West Kelowna desires to establish a reserve fund for the funds received from the Province of British Columbia according to the terms of the Growing Communities Funding Agreement;

WHEREAS the Council of the City of West Kelowna may by bylaw, pursuant to Section 188(1) of the *Community Charter* establish a reserve fund for a the funds received from the Province of British Comunbia be directed the "Growing Communities Reserve Fund";

THEREFORE BE IT RESOLVED that the Council of the City of West Kelowna, in open meeting assembled, hereby enacts as follows:

#### 1. Title

1.1 This Bylaw may be cited as the "Growing Communities Reserve Establishment Bylaw No. 310, 2023".

#### 2. Source of Funds

- 2.1 There shall be and is hereby established a reserve fund, in accordance with Section 188 of the *Community Charter*, to be known as the "Growing Communities Reserve Fund":
- 2.2 Net proceeds received from the Province of British Columbia under the Growing Communities Funding Agreement and interest earned on the fund balance shall be placed to the credit of the "Growing Communities Reserve Fund".

#### 3. Use of Funds

3.1 All money in the "Growing Communities Reserve Fund", and interest earned on it, will be solely used for the purposes allowed under the Growing Communities Funding Agreement.

READ A FIRST, SECOND AND THIRD TIME THIS 23<sup>RD</sup> DAY OF MAY, 2023 ADOPTED

MAYOR
CORPORATE OFFICER

# **COUNCIL REPORT**



To: Mayor and Council Date: June 13, 2023

From: Paul Gipps, CAO File No: P 21-01

Subject: P 21-01; Official Community Plan Bylaw No. 300, 2023 (1st Reading)

Report Prepared By: Carla Eaton, Senior Planner (Long Range)

#### **RECOMMENDATION:**

**THAT** Council give First Reading to the "City of West Kelowna Official Community Plan Bylaw No. 0300, 2023"; and

**THAT** Council direct staff to schedule the Public Hearing for Bylaw No. 0300, 2023, following Council's consideration of the Official Community Plan (OCP) in conjunction with the City's Financial and Waste Management Plans, and referral of the OCP to the Agricultural Land Commission.

# STRATEGIC AREA(S) OF FOCUS

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

**Pursue Economic Growth and Prosperity** – We will work with stakeholders throughout the region to advocate for and support efforts aimed at helping West Kelowna businesses prosper. With a focus on the future, we will advance opportunities to expand our economy, increase employment, and develop the community in ways that contribute towards prosperity for all.

**Strengthen Our Community** – We will provide opportunities for the residents of West Kelowna to build connections, celebrate successes, embrace the community's strengths and diversity, address shared needs, and contribute to shaping the community's future.

**Foster Safety and Well-Being** – We will pursue through direct action, advocacy, and collaboration with local and regional service providers, investments in community health, needs-based housing, emergency preparedness, policing, and other services that foster safety and well-being in West Kelowna.

#### **BACKGROUND**

# Summary of Key Updates

Based on consideration of the most recent public, stakeholder, agency, and Council input, the draft OCP has been updated to reflect this feedback and is now ready for formal consideration by Council as a bylaw, including referral to the Agricultural Land Commission and Public Hearing. Proposed Bylaw No. 0300, and the updated document which also forms Schedule A to Bylaw No. 0300 is provided as *Attachment 1 and 2*.

Key updates based on Public and Referral Feedback and Internal Review: The following is a summary of revisions made to the OCP since the public information session held on February 1, 2023. See *Attachment 3* for a full list of the changes.

- Revised to address new Council direction received on May 16th related to heights, growth boundary, and related implications to land use projections (see additional detail below).
- Revised to ensure all LGA requirements were met.
- Revised for to address clarity, duplication, errors, and omissions.
- Revised to support agriculture and food security, as well as natural areas and parks policies including consideration of enhanced recreational and cultural needs.
- Revised to enhance coordinated transportation planning.
- Revised to include enhanced cultural considerations such as heritage and archaeology.
- Revised to enhance a broader perspective on education and childcare.
- Revised to clarify housing continuum in support of a diversity of housing needs and connection to the Housing Strategy.
- Revised mapping to address Council direction, errors and omissions, including labeling and additional map layers for clarification to acknowledge items such as school sites and parks.

Key Updates based on Council Feedback:

The following is a summary of changes made to the draft OCP following Council feedback received at the Council OCP Workshop held on May 16, 2023:

# 1) Building Heights

Heights in urban and neighbourhood centres have been adjusted to accommodate additional opportunity for growth in these areas. Based on Council's feedback, the following heights have been incorporated into the OCP:

Development Area	Proposed Building Heights*
Westbank Urban Centre – Mixed Use Corridor	19 Storeys
Westbank Urban Centre – Commercial Core	15 Storeys
Westbank Urban Centre - Residential Shoulder	12 Storeys
Boucherie Urban Centre	12 storeys
Neighbourhood Centre(s)	6 storeys

\*With Density Bonusing

# 2) Extraordinary Community Benefit

Based on significant public feedback, Council removed the "extraordinary community benefit" language from the OCP, in lieu of a more structured density bonusing program that is consistent with the proposed building heights (above). This is intended to be more transparent and predictable, with the density bonusing program being implemented as part of the upcoming Zoning Bylaw Update.

# 3) Land Use Designation(s)

The Westbank Urban Centre Commercial Core Land Use Designation has been expanded to include the east side of Brenda Lee Road within Westbank Centre. This is to accommodate additional heights (up to 15 storeys) that have been identified.

# 4) Growth Boundaries

- a. Raymer Comprehensive Development Plan Area has been reverted to previous versions which anticipate growth to the northern extent of the municipal boundaries in the Bear Creek Road area.
- b. Goat's Peak Neighborhood Centre has been expanded to include lands on the west side of Gellatly Road to provide additional mixed use development opportunities. Additional feedback from the applicant has resulted in an amendment to the location of the growth area expansion to the south, which provides more realistic growth opportunities than previously presented to Council. The overall area of expansion, however, is largely consistent with Council's previous direction.

#### Council Committee Feedback

The **Advisory Planning Commission (APC)** reviewed the Draft OCP at their February 15, 2023, meeting and provided the following feedback to staff:

- Impact on housing and amenities with projected age demographics.
- Concern with the realistic implementation of green technology and impact on the community.
- Noted options to either restrict growth and impact to housing, policing and servicing costs and lifestyle versus accommodating growth and impact to built form and housing costs.
- Questions around impact of density increases and related constraints such as no second electrical source and no medical facility.
- Concern regarding higher density near the waterfront.
- Concern with the style of built form within low density residential (basement living), as well as if only options for high rise (apartment living) as we need a variety of forms to meet peoples needs.

The **Agricultural Advisory Committee (AAC)** reviewed the Draft OCP at their March 1, 2023, meeting and provided the following feedback to staff:

- Consider acknowledging the agricultural lands located within the Industrial and Business Park areas.
- Generally, support the exclusion policy but note it does not hold the City to no net loss of ALR lands.
- Consider language to support inclusion of lands into the ALR.
- Support climate action policies but concerned that the City monitors for whatever targets are set.
- Consider additional support for small farm, farmer's market and farm gate to support viability of small-scale business.
- Consider green roof for agricultural production and composting to reduce GHG and provide soil enhancements locally.
- Concern with parking from increased density to adjacent farm areas.

#### Legal/Statutory Procedural Requirements

Council has the authority under Part 14, Section 472 of the *Local Government Act* to create and amend the Official Community Plan.

Local Government Act Section 477(3) specifies that after first reading (and prior to Public Hearing) of an Official Community Plan bylaw the local government must do the following in the indicated order:

- (a) first, consider the proposed official community plan in conjunction with
  - (i) its financial plan, and
  - (ii) any waste management plan under Part 3 [Municipal Waste Management] of the Environmental Management Act that is applicable in the municipality or regional district;
- (b) next, if the proposed official community plan applies to agricultural land, refer the plan to the Provincial Agricultural Land Commission for comment;
- (c) next, hold a public hearing on the proposed official community plan in accordance with Division 3 [Public Hearings on Planning and Land Use Bylaws] of this Part.

The financial and waste management report is being presented to Council under separate cover.

In addition to the initial referral of the draft OCP to the Agricultural Land Commission (ALC) on February 7, 2023, the ALC will be referred the OCP following first reading for their formal comment to address the legislative requirement.

Pending confirmation of the completion of the first two items, a public hearing will be scheduled.

#### DISCUSSION

#### Next Steps

Should Council give 1<sup>st</sup> reading of the OCP bylaw and direct staff to hold a public hearing, the following options are available:

# Public Hearing Option 1: June 27, 2023 at 3:00 PM

This option intends to hold the hearing before the regularly scheduled Council meeting. This option focuses on ensuring the public is available and not impacted by summer break. Although minimum public notice requirements can be met, additional notice to the public on the hearing will not be able to be accommodated.

# Public Hearing Option 2: June 29, 2023 at 3:00 PM (time flexible)

This option provides the first option for a stand alone public hearing date, but coincides with the last day of class for Central Okanagan Public Schools. Although minimum public notice requirements can be met, additional notice to the public on the hearing will not be able to be accommodated.

# Public Hearing Option 3: July, 2023 – date and time to be determined

This option provides the best opportunity to schedule a stand alone public hearing date with additional public notice which provide the community the greatest ability to participate in the hearing. As it would be occurring during summer break, there is potential for residents to be unavailable for the hearing; however, with additional notice, opportunity to provide written representations to be reviewed at the hearing are available.

# Public Hearing Option 4: September, 2023 - date and time to be determined

This option provides the greatest opportunity for public participation due to ample notification opportunities, and the return of residents to the community for the resumption of school. This option does include a significant delay in the process.

In addition, the remainder of the adoption process is as follows:

- Council to consider the Financial Plan and Waste Management Plan (proposed June 13<sup>th</sup>, 2023);
- Refer the OCP to the Agricultural Land Commission;
- Hold Public Hearing (subject to Council direction);
- Amend OCP as necessary to reflect Council and Public feedback (noting that substantive amendments may require repeating the previous steps); and
- Council to consider 2<sup>nd</sup>, 3<sup>rd</sup>, and final readings of the OCP, as applicable, noting that all three readings may be given at the same meeting.

# Next Steps - Existing Policy and Implementation

Once endorsed by Council, the implementation of the Official Community Plan is contingent first on the formal adoption of the plan as a bylaw, and secondly on ensuring that appropriate related regulations, policy, guidelines and systems are in place to properly administer the plan.

As part of the adoption process it is necessary to repeal the previous OCP as established in Bylaw No. 100. If approved, there are also a number of consequential amendments to other bylaws that will be pursued, as soon as practical after OCP adoption, to bring them into alignment and to implement portions of the new OCP. Bylaws that will be amended include:

- Zoning Bylaw No. 265 tentative 1st draft summer 2023, to commence following adoption of OCP
- Works and Services Bylaw No. 249 to be determined
- Development Application Procedures Bylaw No. 260 to be determined
- Ticket Information Utilization Bylaw No. 0095 to be determined

In addition, there are other bylaws, policies and processes that may need review and amendment in order to support the basic implementation of the proposed plan. As the OCP identifies a number of possible action items related to various levels of implementation, these actions remain dependent on Council priority, budgetary constraints, and staff workload. Council has the opportunity to provide feedback on the individual action items identified within the Summary of Identified OCP Actions as part of this holistic review associated with the consideration of first reading, but further opportunity will also be provided to consider each action item during future strategic and budgetary planning processes.

# **Active Application Transition**

Any development permit applications received prior to the adoption of the new OCP will be processed in accordance with the regulation and policies in effect at the time of their receipt. All zoning amendment applications must conform to the current OCP at time of adoption regardless of date of application.

#### FINANCIAL IMPLICATIONS

As noted above, the local government must consider the OCP in conjunction with its financial plan (being presented under separate cover – proposed June 13<sup>th</sup>). Implementation of the OCP suggests the consideration of a number of actions, policies and processes, such as zoning amendments to bring existing City regulations into alignment with new policy. However, there are an additional number of action items identified within the OCP for possible future implementation at the discretion of Council. Future consideration of staff capacity to implement the various plan, policy and operational objectives is also imperative to the successful implementation of the OCP.

The implementation plan will provide direction to staff in formulating the budget for Council's consideration. However, Council has the opportunity to review the annual contribution to the affected department each year through the budget deliberation process.

#### **COUNCIL REPORT / RESOLUTION HISTORY**

Date	Report Topic / Resolution	Resolution No.
May 16, 2023	Council workshop where they received the Phase 4 What We Heard Report, and summary of the formal referral responses.	N/A
November 22, 2022	Council received the Official Community Plan Update Report for information purposes.	N/A
May 24, 2022	Council received the Ideas in Place (Phase 3) What We Heard Report for information purposes.	N/A
December 14, 2021	THAT Council direct staff to proceed with development of a draft land use plan and initiate policy development based on the preferred Growth Concept – Vibrant Centres and Complete Neighbourhoods.	C382/21
October 26, 2021	Council received the Phase 2 What We Heard Report for information purposes.	N/A
September 28, 2021	Council received the Phase 2 Status Update for information purposes.	N/A
June 8, 2021	Council received the Engagement Plan Overview for information purposes.	N/A
April 6, 2021	Council received the 2021 Long Range Planning Work Plan for information purposes.	N/A
February 23, 2021	THAT Council endorse the West Kelowna, OurWK Community Vision Final Draft.	C093/21

#### CONCLUSION

Based on input received from the community and agencies during the Official Community Plan formal referral process, and in consideration of any feedback received from Council, it is recommended that Council give first reading to "West Kelowna Official Community Plan Bylaw No. 0300, 2023", subject to further amendment from Mayor and Council pending public hearing.

#### Alternate Recommendation:

1. **THAT** Council postpone consideration of First Reading to the "City of West Kelowna Official Community Plan Bylaw No. 0300, 2023".

Should Council postpone consideration of First Reading, it is requested that Council provide specific direction as to which changes should be made to the Bylaw prior to reconsideration.

#### **REVIEWED BY**

Brent Magnan, Director of Development Approvals

#### APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

Powerpoint: Yes ⊠ No □

#### Attachments:

- 1. West Kelowna Official Community Plan Bylaw No. 0300, 2023
- 2. Schedule 'A' Draft West Kelowna Official Community Plan (text and schedules)
- 3. Summary of Changes to Draft OCP

#### CITY OF WEST KELOWNA

#### OFFICIAL COMMUNITY PLAN BYLAW NO. 0300

WHEREAS the Council of the City of West Kelowna may by bylaw, as provided by Section 472 of the *Local Government Act*, adopt an official community plan;

THEREFORE BE IT RESOLVED that the Council of the City of West Kelowna, in open meeting assembled, hereby ENACTS AS FOLLOWS:

### 1. Title

This Bylaw may be cited as the "CITY OF WEST KELOWNA OFFICIAL COMMUNITY PLAN BYLAW NO. 0300, 2023".

## 2. <u>City of West Kelowna Official Community Plan</u>

The document attached hereto as Schedule 'A' is hereby adopted as the Official Community Plan of the City of West Kelowna.

### 3. Effective Date

This Bylaw will come into effect following the adoption of the Bylaw.

#### 4. Severability

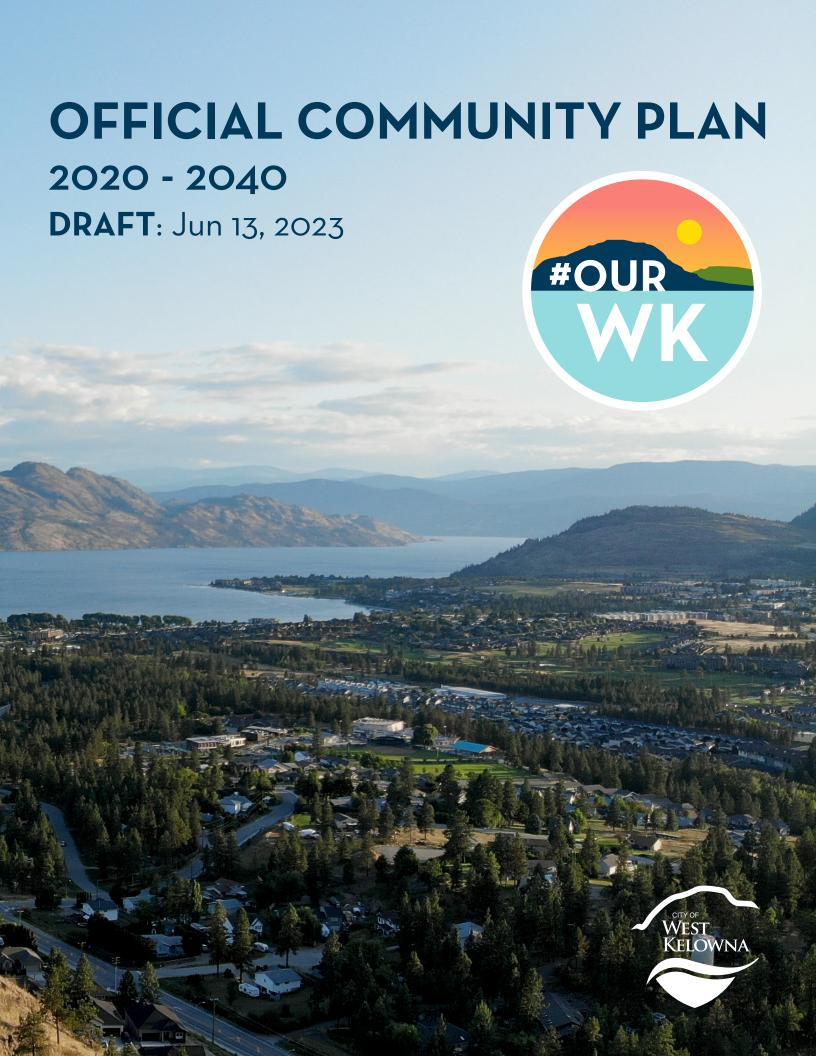
If any section, subsection, paragraph, schedule, figure or map (or part thereof) forming part of this Bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, the invalid portion shall be severed from the Bylaw without affecting the validity of the Bylaw or any remaining portions of the Bylaw.

## 5. Repeal

City of West Kelowna Official Community Plan Bylaw No. 0100, 2011, and all amendments, and Westside Official Community Plan Bylaw No. 1050, Schedule B, Appendix B-6, and all amendments are hereby repealed.

READ A FIRST TIME THIS PUBLIC HEARING HELD THIS READ A SECOND TIME THIS READ A THIRD TIME THIS ADOPTION THIS	
	MAYOR
	CORPORATE OFFICER

## Schedule A





# **OVERVIEW**

The City of West Kelowna is a growing and vibrant community located on the traditional territory of the Sylix/Okanagan Peoples. Between 2020 and 2040, we anticipate welcoming over 12,000 new residents. The Official Community Plan is the road map that will help us guide how and where we will shape this growth in the future.

This document contains objectives and policies that will guide the decisions of our Council and City staff towards creating a city that is reflective of the #OurWK Community Vision, a separate document that sets the vision for West Kelowna in 2040.



# DOCUMENT OVERVIEW

## **SECTION 1 - INTRODUCTION & COMMUNITY VISION**

Includes background information on the Official Community Plan, provides an overview of West Kelowna today, forecasts our future growth, and sets out a growth strategy.

## **SECTION 2 - LAND USE DESIGNATIONS**

Includes objectives and policies that direct growth within an identified Land Use Plan to positively impact our community.

### **SECTION 3 - POLICIES**

Includes objectives, policies and action items over a variety of topics to guide decisions and set the road map to fulfilling the OURWK vision.

## **SECTION 4 - DEVELOPMENT PERMIT GUIDELINES**

Establishes development permit areas and details guidelines to support development consistent with the OUR-WK vision.

### **SECTION 5 - IMPLEMENTATION AND MONITORING**

Outlines how this plan will be implemented and how it relates to other municipal bylaws and processes.



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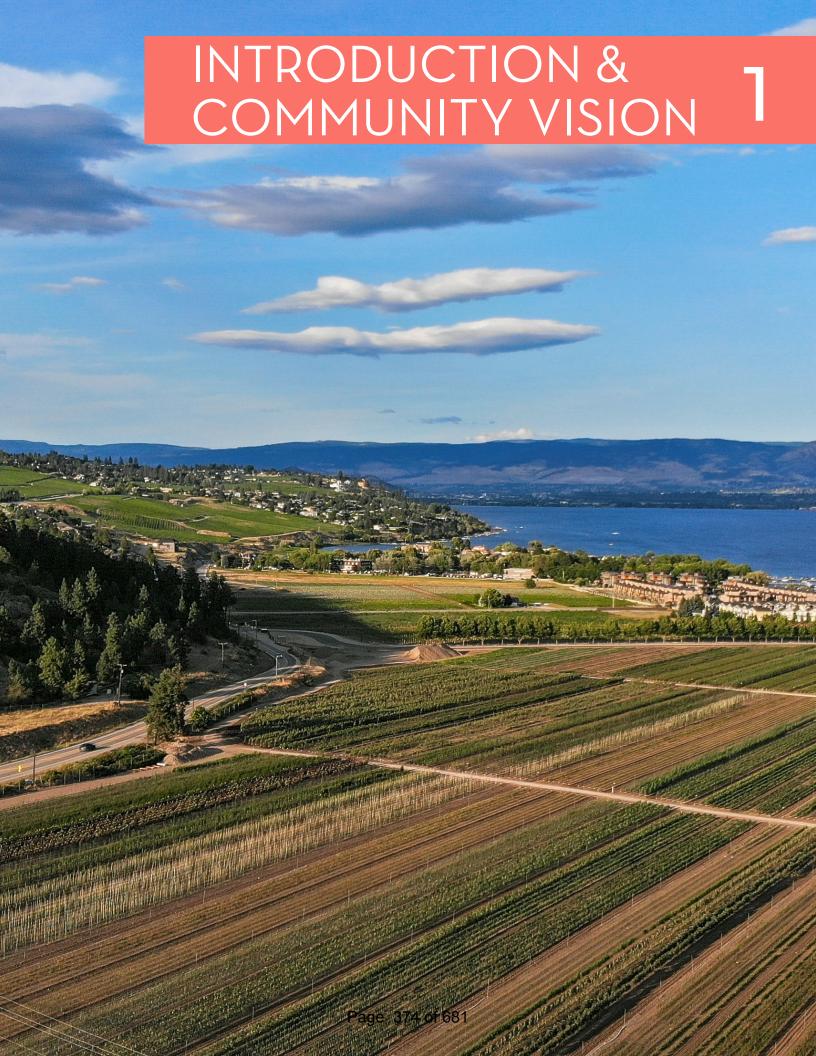
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## 1.1 PURPOSE OF THE OCP

Today, West Kelowna is home to 36,078 residents, and by 2040, our population is expected to be more than 48,000. This growth will bring both opportunities and challenges, and strategic planning is essential to ensure West Kelowna can continue to grow in ways that reflect the vision for the community.

To accommodate our growth over the next 20 years, we need to create and implement plans and policies that clearly identify where development will be prioritized and supported with infrastructure and amenities. The City's Official Community Plan (OCP) is one way that we can help direct growth to positively impact our community.

OCP's are documents that describe the long-term vision for a municipality and have objectives and policies that will guide its decisions for the long term. The Local Government Act (LGA) provides the legal authority for local governments, like The City of West Kelowna, to adopt an OCP. The LGA lists content that must be included in a municipality's OCP, as well as optional content that a municipality can include.

Once approved, this OCP will be the key guide for West Kelowna City Council and Staff for decision making on community planning and land management issues. This OCP is also an important document for residents of West Kelowna, as it will guide how the community changes and operates as we approach 2040.



# 1.2 FREQUENTLY ASKED QUESTIONS

## Why Is The OCP Important?

The OCP ensures that the many interests such as sustainability, land use, and investment in a community are directed towards a common vision and that change is managed and coordinated. The OCP provides certainty for residents, landowners, developers and the City about the future.

Without an OCP, individuals pursuing their own interests could make separate and uncoordinated decisions which may generate undesirable consequences. For example, if a fast food restaurant with a 24 hour drivethrough were to locate in the middle of a quiet residential neighbourhood, it could generate complaints that the City would be asked to solve. With an OCP, these situations can be avoided.

#### Who Uses An OCP?

Residents, property owners, community groups, developers and investors use the OCP to learn about where and how future growth may occur and then make decisions and prepare development proposals that conform to it.

Council and staff are also guided by the OCP when making decisions about zoning, development and servicing.

#### How Does the OCP Function?

#### Preparation and Adoption

· Council authorizes the preparation of an OCP. It is adopted after study, analysis, public consultation and a Public Hearing.

#### Implementation

- The OCP is implemented as lands within the City develop and redevelop.
- · Residents, property owners, community groups, developers and investors prepare proposals that are to conform to the OCP, if they are to be approved.
- · Council's actions, future bylaws and works are to be consistent with the OCP; however, the OCP bylaw does not commit Council to proceed with specific projects identified in the OCP.

### Amending, Reviewing and Updating The OCP

- · Amending: An OCP may be amended at any time. Council usually amends it periodically over the life of the document to keep it relevant and effective in light of changing social, environmental and economic needs, public and Council preferences and legislation.
- · Reviewing: An OCP must be reviewed every 5 years.

## What Is The Difference Between The OCP and The Zoning Bylaw?

The implementation of the OCP occurs partially through the City's Zoning Bylaw. The Zoning Bylaw includes specific requirements that development must comply with (e.g. permitted density, site coverage and setbacks, land use and parking). The OCP establishes policies, guidelines and designates lands for specific uses that are supported by Council and the community. This includes Development Permit Areas and related design guidelines which provide additional direction and guidance for development.

In addition to the City's Zoning Bylaw, the OCP is supported by other City plans, policies and bylaws such as the City's Annual Budget, 10 Year Capital Plan, Works and Services Bylaw, Development Cost Charges Bylaw, Building Bylaw, and more.

# 1.3 PLAN CREATION PROCESS

In the (date TBD), City Council adopted the OCP, which replaces the former OCP adopted in 2011. The process reaffirmed strategies contained in the previous OCP, provided new strategies for managing growth and reflects West Kelowna's community values.

The update process began in 2020 with the formation of the #OurWK Community Vision, a document that outlines our community aspirations for what West Kelowna will be like in 2040. Following the foundational Community Vision, in 2021 and 2022 a detailed review process began with the goal of taking the community's vision and making it a reality.

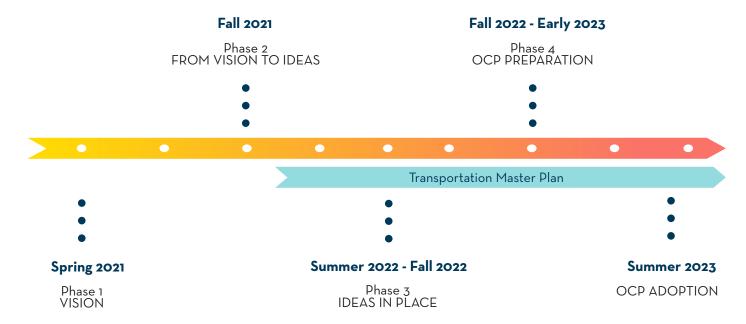


Figure 1. Plan Creation Process

**Phase 1 – VISION**: To provide an overall direction to guide the development of West Kelowna's OCP, a visioning document, titled #OurWK Community Vision, was created. This document sets out what West Kelowna wishes to be by the year 2040, and is based on five foundations and 23 key directions to provide a balanced grounding to support the vision.

**Phase 2 – FROM VISION TO IDEAS:** With a clear vision set, we engaged residents and stakeholders to discuss how the #OurWK vision looks like when implemented. We forecasted how and by how much West Kelowna will grow by 2040, and looked at how that growth can reflect the #OurWK vision.

**Phase 3** – **IDEAS IN PLACE:** In Phase 3 we began to draft and refine the contents of the OCP, continuing to engage with the public and other stakeholders.

**Phase 4 - PLAN ADOPTION:** In Phase 4 we created the implementation plan and mapping for the OCP, before approaching City Council for approval.

On		_, City Council passed first reading of the 2040 Official Community Plan (OCP), anc
on .	, O	it passed second and third readings. The Plan was then adopted by Council on
	_, 2023.	

# 1.4 #OURWK COMMUNITY VISION

The #OurWK Community Vision is the document that speaks to our goals and aspirations as a City for the year 2040. This OCP has objectives and policies that put this vision to work in our community. The #OurWK Community Vision is broken into five Foundations, which are described below:

#### **#OURWK VISION OVERVIEW**

In West Kelowna...

- We live in harmony with these lands and waters, with one another, and with our neighbours.
- · We maintain a deep connection with our agricultural roots and we celebrate the one-of-a-kind character of our community.
- We prepare for and welcome change through innovation and collaboration.
- We are inclusive and supportive of one another, and we are ready to create our future together.

#### **OUR PEOPLE**

OUR PEOPLE is about creating a community for all of us. West Kelowna wishes to be a place where you say hello to your neighbours, where you raise your children, where you can find a home that fits your unique needs and stage of life, and where you live a healthy, fulfilling lifetime surrounded by friends and family. Our West Kelowna is a city that is inclusive and welcoming to all.

#### **OUR CONNECTIVITY**

OUR CONNECTIVITY is how we experience our community. Our physical connections make it easy and enjoyable to move around and our social and spiritual connections link us with one another, with our neighbours, and with the region.

## **OUR ADAPTABILITY**

OUR ADAPTABILITY is how we work together to help our city be successful. This is where we commit to collaboration and making the best possible choices that will keep West Kelowna healthy, green, safe, and resilient for years to come.

### **OUR PROSPERITY**

OUR PROSPERITY starts with taking care of the lands and waters that support us. It is also about supporting businesses that will provide good jobs and places to shop, keeping our city thriving. It involves defining West Kelowna's unique sense of place and sharing it proudly with the world.

#### **OUR PLACES**

OUR PLACES are the neighbourhoods and destinations we love. This is where we commit to maintaining what's great and catalyzing improvements that will make places like Westbank Centre, our waterfronts, and our neighbourhoods even better, augmenting community pride.

Each of these five Foundations encompasses more specific Key Directions, as shown in the following figure.



# 1.5 OUR WEST KELOWNA TODAY AND TOMORROW

The City of West Kelowna is located on the western shore of Okanagan Lake, on the traditional territory of the Sylix/Okanagan people. The City of West Kelowna has an area totaling approximately 12,353 hectares (123.53 square kilometers) and spans from Highway 97C in the south to Rose Valley and Bear Creek Road in the north. This OCP encompasses the entirety of the City.

Our City has many neighbours, who we seek to collaborate with in implementing our vision:

- · North: Westbank First Nation (WFN) Community Forest, the Regional District of Central Okanagan, including rural Crown land and large private land holdings.
- · East: Westbank First Nation, Okanagan Lake, The City of Kelowna
- South: The District Municipality of Peachland
- West: Regional District of Central Okanagan

West Kelowna shares adjacent boundaries with Westbank First Nation (WFN), as our closest neighbour, on the west side of the lake, including WFN's two reserve areas. These areas, established in 1860 and overseen by WFN since 1963 are known as Tsinstikeptum Indian Reserves 9 and 10, respectively (referred to as IR#9 and IR#10 in this document). This comprises a total of approximately 980 hectares (2,420 acres) and includes an approximate population of 10,000. WFN has been self-governing since 2005 and their administration operates independently.

West Kelowna values these neighbours as collaborative partners, as our combined population of approximately 47,000 people may interact with both jurisdictions. As more people move to establish a career, develop connections with their neighbours and invest in the future of their community in the Okanagan Valley, our collaboration with neighbours to manage this growth is essential in fostering healthy, sustainable, and thriving communities while protecting our natural areas. A coordinated, collaborative planning approach, founded upon a shared vision, will enable West Kelowna to direct growth and manage change for the long-term health of the community, and the Okanagan Valley.

#### **OUR PEOPLE**

The City of West Kelowna is a vibrant and growing community. Our People is a foundation of the #OurWK vision as it reflects the people of West Kelowna's contributions to creating a more welcoming, equitable and sustainable community. The following section explores West Kelowna's anticipated population trends, as a baseline for the policies in the OCP.

## **Population Statistics**

West Kelowna's growth has been a continuous story. According to the 2021 Statistics Canada Census, the population of West Kelowna is 36,078, which represents an increase of just over 10% from the 2016 Statistics Canada Census population of 32,655, and 32.3% from the 2008 population of 27,261.

It is estimated that the population of West Kelowna will grow an average of 1.5% every year until 2050. This translates into an estimated future population of 41,961 in 2030, 48,223 in 2040, and 54,147 in 2050. These projections represent a slight increase from those made in the last version of the OCP. A growing population means that as we continue to grow as a community, we will need to create places to live, work, and play for existing residents and the approximately 12,000 additional people we anticipate welcoming by 2040.

West Kelowna, like many cities in Canada, has an aging population. In 2021, the median age of West Kelowna was 44, a slight decrease from the 2016 median age of 45.2. Further to this trend, 21.4% of residents are over the age of 65, with an additional 15% aged 55 to 64. This is slightly higher than the provincial average. By 2050, these percentages are expected to increase.

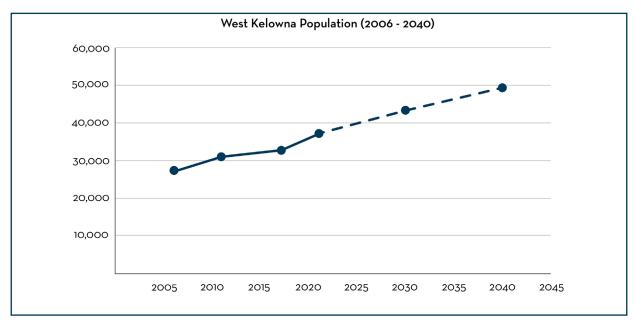


Figure 3. West Kelowna Population Projections

In 2040, those aged 65 and over will make up 27% of the population and additional 12% will make up those aged 55 to 64. Those aged 35 to 54, which are typically at the peak of their career and are also the highest income earners will make up 26% of the total population, this is expected to decrease to 23% by 2050. In consideration of the unique housing needs and interests of our community, a range of housing types and tenures must be provided. The considerable number of people over 55 requires special attention when planning housing, infrastructure, transportation and recreational uses we build and operate.

City of West Kelowna Population Projections by Age Cohort (2016 - 2050)					
Age	2016	2021	2030	2040	2050
Under 15	5472	5,880	6,423	6,730	6,959
Officer 15	16%	16%	15%	14%	13%
15 - 24	3,683	3,655	4,387	5,160	5,896
15 24	11%	10%	10%	11%	11%
25 74	3,725	4,105	4,417	4,917	4,987
25 - 34	11%	12%	11%	10%	9%
75 44	4,082	4,770	5,361	5,572	5,640
35 - 44	12%	13%	13%	12%	11%
45 54	4,874	4,575	5,273	6,632	7,204
45 - 54	15%	13%	13%	14%	13%
FF 64	5,158	5,395	5,737	5,979	6,003
55 - 64	15%	15%	14%	12%	11%
45.	6,758	7,705	10,363	13,233	17,458
65+	20%	21%	25%	27%	32%
Total	33,752	36,085	41,961	48,223	54,147

Table 1. Population Projection by Cohort\*

<sup>\*</sup> Projections developed with information from the 2021 Colliers Real Estate Inventory and Growth Projections report and updated with the known 2021 Federal Census data.

## **Housing Projections**

In order to accommodate a growing population, more housing is needed in West Kelowna. To better inform how West Kelowna grows and what housing typologies are most appropriate, research on trends in the housing market was completed in conjunction with the population projections.\*

## **Current Housing Typology Mix**

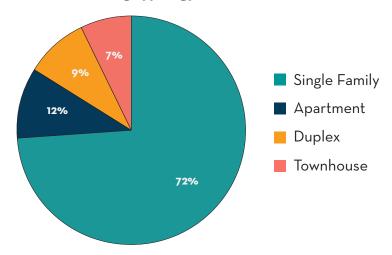


Figure 4. Current Housing Proportion by Typology

## **West Kelowna Housing Now**

There are approximately 14,146 housing units in West Kelowna based on the 2021 Federal Census and housing completions since 2016. West Kelowna's housing, broken down by tenure and type, is displayed in Figure 5.

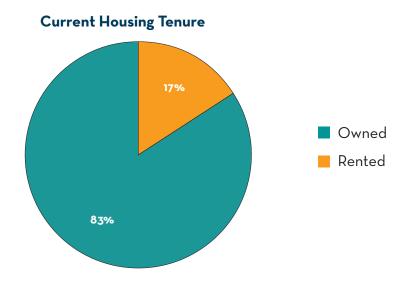


Figure 5. Current Housing Tenure

## West Kelowna Housing in the Future

West Kelowna is projected to meet at least 16% of Central Okanagan's housing needs by 2036. Between 2021 and 2040, West Kelowna is projected to experience demand for approximately 5,383 additional dwelling units, or 299 new units per year. In 2021, there were 2,902 residential units in various stages of development in West Kelowna; accordingly, to meet projected demand at least 2,481 additional units should be provided.

If built on undeveloped land, approximately 56 to 81 hectares of land would be required to accommodate those 2,481 units, assuming a split of 54.6% single family homes, 31.6% apartments, and 13.8% duplexes, townhouses, and other attached housing types. Characterized by its hillsides, steep slopes, agricultural lands, and its proximity to Okanagan Lake, West Kelowna has many topographical and geographical constraints that makes development in the community limited. By focusing development within the identified Centres, the cost of development and service demand can be more easily managed and will satisfy the need for future population growth. Additionally, opportunities for redevelopment and **infill** in existing neighbourhoods, while not a focal point for future development opportunity, will be another source of housing supply to satisfy growing housing demand in a variety of housing types and tenures.

<sup>\*</sup> All housing data collected from the 2021 Colliers Real Estate Inventory and Growth Projections, and City of West Kelowna Housing Needs Assessment. Where available, data was updated to reflect the 2021 Federal Census using the methodology from Colliers reporting. Page 382 of 681 City of West Kelowna | Official Community Plan



## 20 Year Housing Distribution

There are an estimated 13,975 households in West Kelowna, of which the average household size is 2.6 people, which is slightly higher than the provincial average of 2.4 people. Notably, 41% of total units are two-person households and 21% are single-person households. The majority of families are two persons, 56%, with only 19% of families being 3 person and 25% of 4 persons or more. This indicates that the majority of future homes should be built to accommodate families of 3 or less persons in order to meet demand.

Over the next 20 years West Kelowna is expected to require an additional 5383 additional dwelling units by 2040. The anticipated population growth and related future housing demands are based on the assumption of a 2.6 person household size for new build or redevelopment and a population growth rate of 1.5% per year.

To accommodate the anticipated housing demand and population growth, various growth models were examined that considered variable rates of growth,

## **Projected Future Housing Typology Mix**

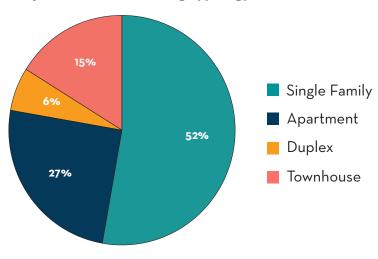


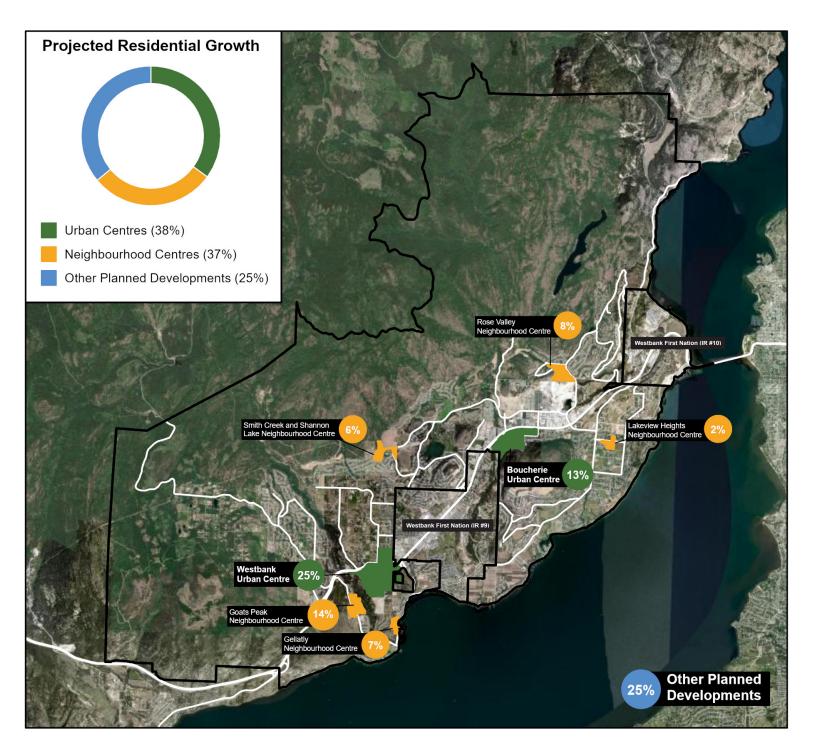
Figure 6. Projected Housing Mix Proportion by Typology

the type of growth, and the locations where growth might occur. This resulted in the development of a growth concept that identified focused growth areas, outlined generally in Section 1.6 below. Further reviews of the growth models have examined the effect of proposed maximum building heights and potential corresponding densities to adjust the maximum housing potential for the growth concept, as outlined in Table 2 below.

Based on the adjusted growth models, the City will have the ability to accommodate a more aggressive growth rate into 2040 if necessary, and to accommodate housing potential in accordance with the growth concept. Additionally, while potential **infill** and redevelopment areas were not included in the growth model, these areas remain as an additional opportunity to permit a range of low density residential options, including single detached, carriage house, secondary suite, and duplex dwellings. It is difficult to determine how much **infill** may be completed, but based on ongoing community interest, there is reason to believe that this will continue in years ahead. Additionally, the 2040 OCP does not introduce any new suburban neighbourhoods to ensure future growth is concentrated in areas that are already serviceable, and integrated within established or planned neighbourhoods.

Housing distribution (Table 2) is expected to be 38% within two urban centres, 37% within five neighbourhood centres, and the remaining development located in the Smith Creek and Goat's Peak Comprehensive Development Plan areas (Map 1). Housing types within the centres are anticipated primarily as apartments and townhouses, whereas housing types within the remaining development areas are likely to consist of single detached dwellings, low-rise apartments, townhouses and duplexes.

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**Projected Residential Growth** Map 1.



By over planning anticipated growth, the City may be better positioned for future housing demand and may improve housing diversity and attainability for residents in the future. Overall, the land use, servicing and financial plans reflect a distribution of projected housing units to 2040 based on the focused growth areas and the anticipated housing distribution below (Table 2) was used to establish long-term servicing requirements as well as key projects for the City's Transportation Master Plan and other master plans. The distribution has also informed the land use designations and policies to ensure alignment with planning policy in the OCP. The unit targets, provided in Table 2, will need to be monitored to inform key decisions as some areas may achieve their growth targets sooner than others.

Potential Housing Distribution within Centres*					
Location	Number of Dwellings	Number of People			
Urban Centres	4561	11857			
Westbank Urban Centre	3030	7876			
Mixed Use Corridor	600	1559			
Commercial Core	648	1684			
Residential Shoulder	1782	4633			
Boucherie Urban Centre	1531	3981			
Neighbourhood Centres	4433	11529			
Goats Peak	1771	4606			
Gellatly	782	2033			
Smith Creek / Shannon Lake	650	1691			
Rose Valley	949	2468			
Lakeview Heights	281**	731			
Future Planned Development	2953	7678			
Total	11947	31064			

Table 2. Potential Housing Distribution within Centres

<sup>\*</sup>This table is based on preliminary densities, geographic boundaries of each area and a maximum build scenario. It is recognized that each area may have limitations and not all Centres may build out to the maximum potential based on market, topographical and other factors. It is also important to recognize that each Centre will not be solely residential but also may include commercial, institutional, recreational and other community uses impacting the number of dwellings and people that could be accommodated in each Centre. The numbers in this table illustrate an over-projection of population and number of dwellings for planning purposes.

<sup>\*\*</sup> Does not include the approximately 300 units already planned in lakeriew Heights.

## **West Kelowna Housing Trends**

Affordability: Like many areas of BC, the housing prices in the Central Okanagan area are increasing rapidly. Between 2013 and 2021, the price of housing increased by 56% for single-family homes, 61% for townhouses, and 49% for apartments. However, the 2021 Census states that 21.6% of West Kelowna's population spent over 30% of its income on shelter costs, which is less than the British Columbia proportion of 25.4%.

Maintaining adequate housing supply in the face of West Kelowna's growing population is a key component of housing attainability and affordability, as supply shortfalls can result in upward pressure on housing costs.

Smaller Units: In recent years, supply and demand of new units have increasingly favoured apartments, townhouses, duplexes and units smaller than single-detached houses. Since 2017, the proportion of new unit construction that are apartments has been increasing. In 2018 new apartment unit construction outnumbered new single-detached home construction for the first time. Demand for apartments is expected to continue to rise leading up to 2040, and the demand for single-detached units is anticipated to fall. However, it is anticipated that single-detached homes will still be the most desired housing type in 2040.

Secondary Dwellings: The West Kelowna Housing Needs Assessment identified an issue in the supply of secondary suites. While there has been an increase in supply of such units, some are used for short-term rentals (e.g., vacation rentals), and other units aid the long-term rental market. With a significant portion of the renter population living in secondary suites and the secondary rental market (suites and carriage houses), short term rental units may remove housing from the general rental housing stock and reduce overall supply of available rental housing in the city. In 2022, building permit data indicated that single-detached homes with suites were on track to outnumber stand alone single-detached homes. Suites and carriage homes will continue to be an important element in supporting a variety of housing options in West Kelowna.

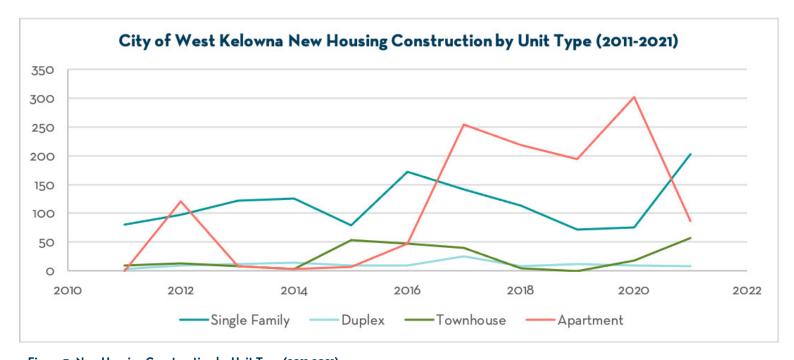


Figure 7. New Housing Construction by Unit Type (2011-2021)

#### **OUR ECONOMY**

West Kelowna's working age population in 2021 was 30,205, with 18,975 of those participating in the labour force (63% of the total working population). As West Kelowna grows, so will its labour force. It is estimated that the labour force will increase to 22,246 in 2030, and 25,583 by 2040.

Attracting, retaining, and expanding businesses that create meaningful jobs close to home is a key direction of the #OurWK Community Vision. As we grow, it is important that we plan for the spaces and conditions that support attractive employment opportunities for residents. Our estimated demand for retail, office, and industrial space is discussed below.

#### Retail

The rapid adoption of online shopping and delivery services is continuing to change the retail market. Currently, West Kelowna's retail supply must be considered alongside the retail supply within WFN lands, as both serve the same populations (estimated combined population of approximately 47,000).

According to the Colliers Real Estate Inventory and Growth Projections report from 2021, it was estimated that West Kelowna and WFN have a combined total of 147,716 square metres of retail space, and a vacancy rate of 6.5%, representing a healthy retail market. WFN land contains 64% of this retail space, which holds the majority of the big box stores. Smaller-scale retailers are more concentrated in West Kelowna, particularly in the Westbank Centre. While opportunities for big box retail are limited in West Kelowna, there is an opportunity to develop lifestyle and experience-oriented retail nodes. These often take the form of blocks of small, street-orientated shops.

## Introducing small-scale Retail in Neighbourhoods

West Kelowna is estimated to see a demand for an additional 10,219 square metres of retail space by 2030, and 30,379 square metres by 2040. As West Kelowna's population continues to grow, and communities densify, opportunities begin to emerge to introduce small-scale commercial centres in neighbourhoods other than Westbank Urban Centre. These types of uses can support the daily needs of residents within walking distance, reducing dependence on the automobile and enriching the neighbourhood experience.

## Mixed-Use Development

West Kelowna's developable land is limited by topography and agricultural uses. Providing more opportunities for mixed-use development that combines commercial, office, entertainment, and residential in the same building is a way to supply West Kelowna with more retail space, while conserving land for other uses.

## Office

The rise in working remotely has softened the demand for office space in many jurisdictions across the country. West Kelowna currently has 33,972 square metres of office space with a vacancy rate of 5.9%. This market is relatively small, with ambulatory healthcare services, professional services, and public administration being the largest occupiers.

West Kelowna is estimated to see demand for 8,826 square metres of additional office space by 2030, and 14,493 square metres by 2040.



#### Industrial

West Kelowna is located between the two major centres of Vancouver and Calgary. Convenient transportation access via the Highway 97 Connector provides efficient connection to the Lower Mainland while access to Highway 97 connects West Kelowna to other locations to the north, east and south. In addition to convenient transportation connections, a growing skilled labour pool positions West Kelowna as an ideal location for industrial businesses.

In 2021, the City of West Kelowna had approximately 208 hectares of land designated for industrial use. Of this total amount, 61.3 hectares was occupied industrially zoned land, with 21.4 hectares of available floor space, which is at a 3.1% vacancy rate. Wholesale trade, repair and maintenance, manufacturing, and storage uses are the largest occupiers of this space. The majority of this supply is located within the West Kelowna Industrial and Business Park and it is projected that West Kelowna will experience demand for 59 hectares of additional Industrial land by 2030, and 92 hectares by 2040.

However, West Kelowna's most recent Vacant and Underutilized Lands Inventory from 2017 found a total of 75.7 hectares of vacant or underutilized industrially zoned land that may provide for some of the expected additional demand. Assuming 50% (37.8 hectares) of the existing vacant or underutilized land is suitable for industrial development or intensification, the City would require an additional 21 hectares of industrial land by 2030, and 54 hectares by 2040. This highlights the need for additional industrial land in the future and support for utilization of existing industrial lands, both of which may benefit from updated industrial land studies.

City of West Kelowna Industrial Demand Projections (2021-2040)					
Statistic	2021	2030	2040		
Total Working Age Population	29,875	35,657	42,642		
In the Labour Force	18,975	22,246	25,583		
Employed	17,545	20,745	24,272		
Unemployed	1,430	1,470	1,287		
Participation Rate	63.5%	62%	60%		
Employment Rate	59%	59%	57%		
Unemployment Rate	8%	5%	5%		
Industrial Employment Rate (%)	37%	37%	37%		
Industrial Employment Total <sup>1</sup>	6,491	7,676	8,981		
Industrial Employment Per Hectare <sup>2</sup>	4.9	4.9	4.9		
Projected Industrial Land Requirements (hectares)	231.9	251.3	294.2		
Additional Industrial Floorspace Requirements (hectares)		59.1	92.3		
Vacant and Underutilized Industrial Land (hectares) - 75.7 ha <sup>3</sup>	37.8	37.8	37.8		
Estimated Additional Industrial Land Requirements (hectares)		21.3	54.5		

Table 3. City of West Kelowna Industrial Demand Projections (2021-2040)

- 1) 100% of the City's industrial based industries, 20% of population-based industries, and 10% of primary industries
- 2) Estimate of industrial-related employees per acre of industrial designated land
- 3) Assumes 50% of vacant or underutilized industrial zoned land is suitable for industrial redevelopment without any significant constraints

<sup>\*</sup>Information in this table was updated as per the 2021 Federal Census where possible and using the same methodology from the Real Estate Inventory and Growth Projections (2021) report from Colliers. Additional Industrial Floorspace Requirements, Vacant and Underutilized Industrial Land and Estimated Additional Industrial Land Requirements were not updated.

# 1.6 LAND AS A FRAMEWORK FOR GROWTH

## 1.6.1 Growth Strategy

West Kelowna is a growing city. By 2040, we expect over 12,000 new residents, representing an increase of over 33%. This growth is an opportunity to help transform our City and create a healthy, economically sustainable and thriving community. The OCP and its land use designations intentionally direct residential, commercial, and industrial growth in key areas to set up a framework for future development (see map 2 Growth Concept).

By focusing future growth and increased density in strategic areas contained within the **Growth Boundary**, this plan will enable the City to manage development sustainably while bringing life to the community's vision for a vibrant, walkable and connected West Kelowna. Using the OCP and following the direction of the growth strategy will be key to ensuring the City achieves the objectives outlined in the #OurWK Community Vision.

#### Overview

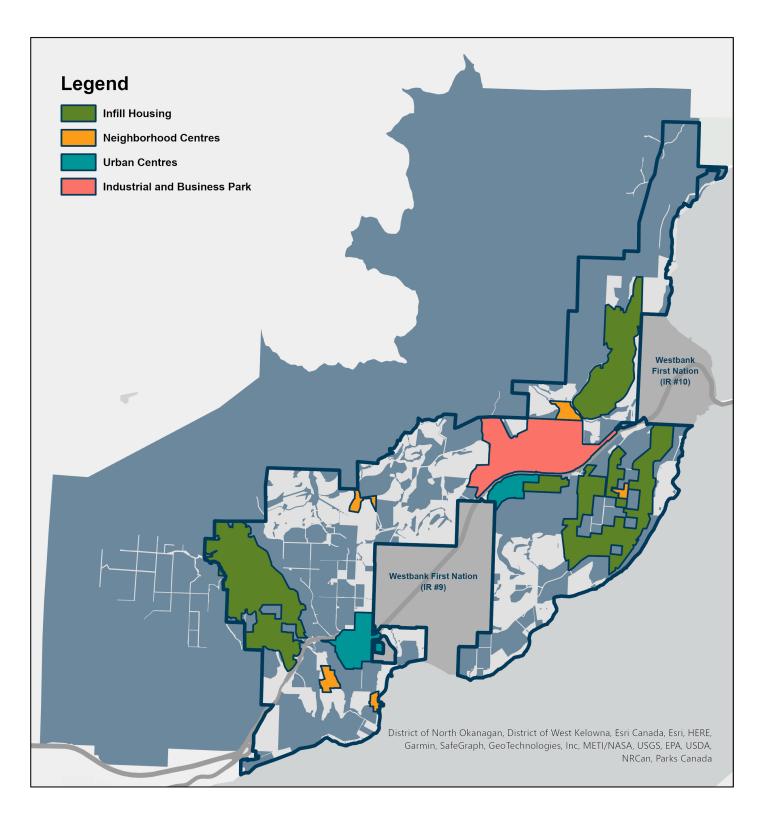
To accommodate our growth, we are concentrating on new development in two **Urban Centres**, five **Neighbourhood Centres** and the **Industrial and Business Park** area.

Additionally, we are promoting **infill** housing development — a sensitive form of new construction that will enable more people to live, work and take advantage of services in existing neighbourhoods — to encourage a balanced and sustainable quality of life in locations throughout the community. Overall, the growth strategy projection exceeds the current estimated target population in 2040, with the goal of increasing our community's flexibility and capacity to absorb growth, and broadening housing attainability across West Kelowna.

## What is density?

Density speaks to the amount of activity within a specific area. More dense areas feature buildings that are taller or cover more of their land and hold more households and jobs than less dense areas.





Map 2. Growth Concept - Vibrant Centres and Complete Neighbourhoods

# HOW DOES DENSITY IMPACT COMMUNITIES?

The concentration of activity, people, jobs and services has a direct impact on livability, accessibility and the economic, social and environmental sustainability of a given area.



### **High Density Areas**

Feature larger buildings that contain a higher intensity of uses such as households, offices, and retail space than lower density areas. Because there is a higher concentration of people in high density areas, these areas tend to better support public transit, a variety of employment, shopping, and other amenities. Higher density areas generally have a smaller environmental footprint per person.

Along with taller or larger buildings, higher density areas often have less space between buildings and less private outdoor space per household.



## **Medium Density Areas**

Feature low- to mid-rise buildings that may include a mix of uses including multi-unit residential, retail or office. Such areas can offer services for residential populations and support public transit and walkability at a **human scale**. Buildings may be represented in a variety of forms and styles, and often engage directly with the street at the ground level.



Figure 8. Urban Densities

## **Low Density Areas**

Feature smaller buildings that are typically limited to a single household or commercial use. As there is a lower concentration of people, it is more difficult to support frequent transit service, a variety of employment, shopping and other amenities in low density areas. Lower density areas generally have a larger environmental footprint per person.

Low density areas also have more space between buildings, and often more private outdoor space for households.

# **GROWTH CONCEPT AREAS**

## **Urban Centres - Mixed-Use City Centres**

The two **Urban Centres** of this Land Use Plan are Westbank and Boucherie **Urban Centres**. These two Centres, each within immediate proximity to Highway 97, are well-positioned to welcome new residential development, commercial services, community and civic amenities, and the infrastructure to support this growth. The **Urban Centres** will not only serve the many residents in these areas, but also provide a range of services and amenities to the wider community.

## Neighbourhood Centres - Complete Neighbourhoods

Complementing the two **Urban Centres** are five **Neighbourhood Centres** located throughout West Kelowna, addressing gaps within our community. While not as dense as the **Urban Centres**, these areas will see a range of higher density housing and commercial development, providing destinations and services to the surrounding neighbourhoods. These Centres will provide more walkable and bikeable destinations, increase housing diversity and facilitate more convenient access to local services for areas on the periphery of the larger **Urban Centres**.

## The five **Neighbourhood Centres** include:

- Rose Valley
- · Smith Creek and Shannon Lake
- · Lakeview Heights
- Gellatly
- · Goats Peak

## Industrial and Business Park - An Economic Core

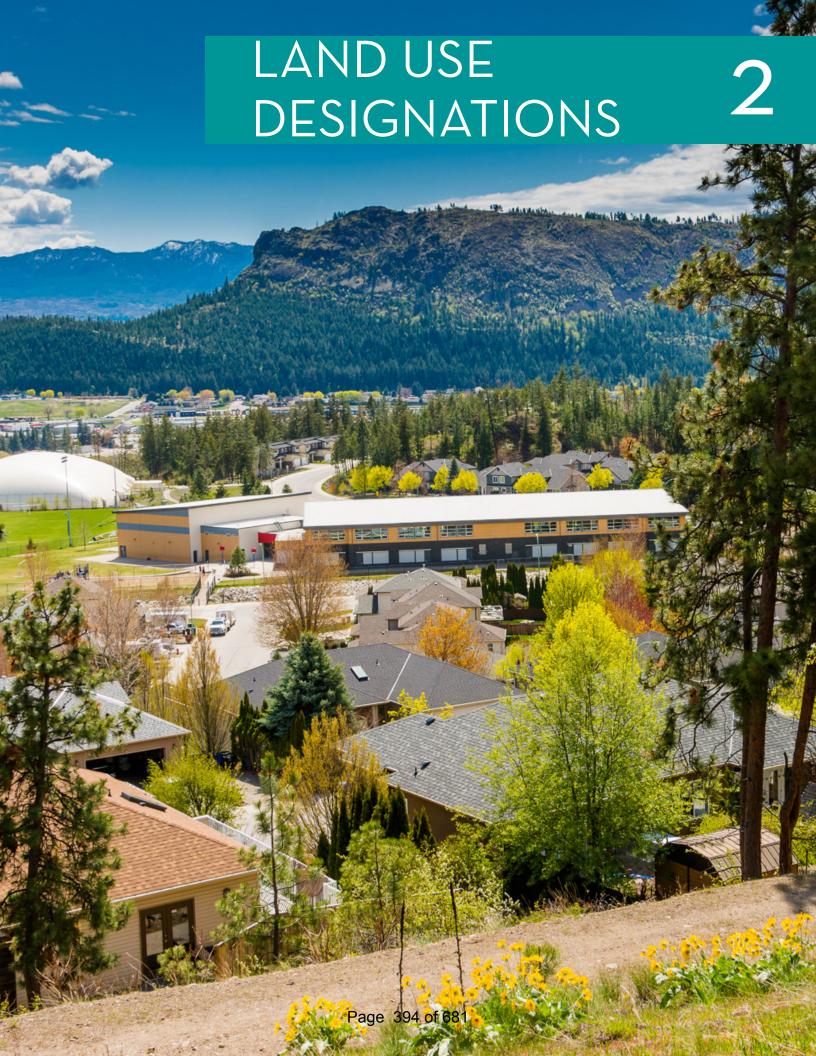
West Kelowna has a healthy demand for new industrial and commercial sites. The **Industrial and Business Park** and its employment lands are well positioned along Highway 97 to support the City and the Greater Westside, including WFN lands. The OCP recognizes the significance of this area as an employment and economic core, and sets out to strengthen this function as the City continues to grow.

The **Industrial and Business Park** growth concept area is anchored by many existing employment uses including aggregates, agriculture, aerospace, manufacturing and general industry. Future development will look to build on and diversify existing industries to create resilience and adapt to shifting economic landscapes. Future uses within this area may include offices, studios, laboratories, manufacturing and processing, and technology. Additionally, this plan encourages opportunities to expand the Business Park area and strengthen the presence of industrial uses in West Kelowna.

## Infill Housing - Enhancing Our Unique Neighbourhoods

As West Kelowna grows, we should continue to celebrate and support the evolution of our existing neighbourhoods. Part of accommodating our future growth will include integrating additional housing in our established neighbourhoods. Infill housing forms and densities can vary widely, from carriage house and secondary suite construction, to zoning amendments for smaller lot sizes. When constructed in a sensitive manner, infill development can be seamless, while making efficient use of existing service investments and enriching our neighbourhoods. Infill housing is primarily addressed through policy within the OCP to address housing diversity and attainability. While infill development areas outlined in the Growth Concept identify areas of highest infill potential, policies in this OCP will allow for consideration of infill development in existing low density residential areas in the form of single detached dwellings, secondary suites, carriage houses, smaller lot sizes and duplexes.

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# 2.1 LAND USE DESIGNATIONS

The Land Use Designations identified in this OCP determine the range of uses and densities permitted within each category. The designations are general in nature and direct future land use in the City by guiding planning applications and decisions. The General Land Use Summary (Table 4) on the next page provides a quick overview of all designations in the City along with the general intent and characteristics of each. For the full details and policies applying to each land use designation, refer to the individual sections beginning after Table 4.

While the OCP designations identify what is generally supportable from a land use perspective, the City's Zoning Bylaw identifies what is permitted on a site-specific basis. All applications to amend the City's Zoning Bylaw must be consistent with the Land Use Designations identified in the OCP.

## The Zoning Bylaw will:

- Regulate the types of uses and densities that are permissible for specific properties. Additionally, the Zoning Bylaw will include regulations that define permitted height, setbacks, lot coverage, parking requirements, and other site characteristics.
- Include regulations to ensure that the intensity of development is appropriate for individual sites.
- Be applied to ensure an intensity of development that is appropriate for the neighbourhood context, utilizing standards for such characteristics as building height, floor area ratio (FAR), gross floor area (GFA), lot coverage, lot frontage, parking, and building setbacks.
- Establish structured density bonusing provisions that allow for development up to the height maximums established in the OCP, which may include provisions of non-surface parking, rental housing, non-market housing, community amenities, etc.

### 2.1 General Land Use Policies

The General Land Use Policies apply to all Land Use Designations in West Kelowna, and therefore cover the entire West Kelowna area.

- 1. The housing forms and associated densities outlined in the Land Use Designations are not necessarily achievable in all areas. Consideration should be given to surrounding context, optimizing infrastructure capacities, and being in accordance with applicable urban design and development guidelines, as well as structured density bonusing provisions outlined with the Zoning Bylaw, or as otherwise guided by City policy.
- 2. Parks, public open spaces, pathways, community gardens and other recreation uses that do not result in significant increases in traffic, parking demand or noise, while promoting community wellbeing are permitted in all land use designations.
- 3. New development must be appropriate and sensitive to the surrounding context including land use, form and character of the area, and must promote a highly walkable, accessible, and desirable environment for residents and visitors alike.
- 4. Where higher density is proposed within the City that affects existing rental properties, special consideration should be given to the displacement of existing residents with a priority to include purpose built rentals within new developments.
- 5. Green building strategies will be encouraged for all development to reduce the usage and waste of water and energy resources, and to reduce greenhouse gas (GHG) emissions.
- 6. New development will integrate low impact development standards where possible, including the identification of existing mature trees for preservation during early site design, and incorporating the planting of new trees on private lands.
- 7. New development will promote design that incorporates the principles of **Crime Prevention Through Environmental Design** (CPTED).
- 8. New development will promote design that incorporates FireSmart Principles to mitigate the negative impacts of wildfire, where possible.
- 9. Privately owned publicly-accessible spaces (POPS), as well as extensive pedestrian connections, will be encouraged through new development within Urban and Neighbourhood Centres, to enhance the public realm and provide additional amenities.

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- 10. Where parking demand, traffic and noise impacts have been considered, childcare space as a community service is supported in all land use designations except Agricultural, Industrial, and Resource Lands,
- 11. Agricultural Land Reserve (ALR) exclusion applications will generally not be supported, except at the discretion of the City consideration may be given to specific circumstances where there is significant community benefit consistent with the objectives and policies of the OCP and Community Vision. This may include the consideration of the City's key transportation and infrastructure corridors with noted significant deficiencies affected by lands within the ALR, and existing City owned lands historically and currently operated as parks within the ALR.
- 12. Where school sites are located within the **ALR**, the City supports their continued use and maintenance as educational facilities, including support for potential additional non-farm uses related to necessary upgrades or expansions within their site to allow for education service to the community's changing demographics.
- 13. Discourage plantings that may harbour diseases and insects that affect commercial agricultural operations through the administration of applicable Development Permit Guidelines and other regulation, such as the Okanagan-Kootenay Sterile Insect Release (OKSIR) Program and Noxious Weed Control Bylaws.
- 14. New commercial land uses involving drive-through facilities will be discouraged, especially in identified Urban and Neighbourhood Centres, except where well integrated within a site design with consideration for access and parking areas.
- 15. Notwithstanding any designated land use, support and maintain community uses on City-owned properties in accordance with existing agreements, while providing additional opportunity to meet broader City objectives where possible.
- 16. Prior to the consideration of amendments to OCP Land Use Designations or to the City's Zoning Bylaw, the City may require preparation of an Area Plan or Comprehensive Development Plan (See Section 5.4 for additional detail).
- 17. Where an Area Plan or Comprehensive Development Plan has been approved by the City, these plans will further inform policy planning and review of any development proposal in the identified area in concert with the OCP.



## 2.2 LAND USE DESIGNATIONS SUMMARY

The following table provides a high-level summary of the different land use designations in West Kelowna. Full descriptions of each designation can be found later in this section.

With regard to the land use designations identified in this plan, building height is generally defined as follows:

Low-rise: 1-3 StoreysMid-rise: 4-6 StoreysHigh-rise: 7- 19 storeys

\*Building height will ultimately be determined on a site-specific basis through the applicable Zoning Bylaw and structured density bonusing provisions or as otherwise guided by City policy.

With regard to the intensity of land use identified in this plan, development density is generally defined as follows:

- Low density features smaller buildings more typically limited to single households or single uses
- Medium density features low to mid-rise buildings that may include a mix of uses, forms and styles
- High density features larger (taller and higher) buildings with a higher intensity of use and a concentration of people

\*\*Maximum Density within a Land Use Designation is defined by this plan, but may be further regulated on a site-specific basis through the applicable Zoning Bylaw up to the identified maximum.

#### What are building typologies?

Building typology refers to a specific type of building with similarities in function or form. Types of buildings can range from a single-detached house to a multi-unit highrise, as well as commercial, industrial or other building types.

#### How is density measured?

Density is often measured by a calculation of how many units or buildings that occur within a specified area, or by a floor area ratio (FAR) which refers to the ratio of a building's total floor area to the size of the piece of land on which it is built. Both forms of density regulation will be found within the Zoning Bylaw, with specific provisions for structured density bonusing. The OCP will refer to density more generally as low, medium and high, with corresponding maximum heights established with each land use designation.

LAND USE DESIGNATION SUMMARY			
DESIGNATION	PURPOSE / DENSITY**	USES	BUILDING HEIGHT*
Westbank Urban Centre -     Mixed-Use Corridor (Area     A)	To promote a high-density downtown core with a mix of residential, commercial/ retail and office uses, with integrated open space and public amenities.	<ul> <li>Mixed-use buildings</li> <li>Institutional, and ancillary housing initiatives</li> <li>Live-work units</li> </ul>	<ul><li>High-rise</li><li>Up to 19 storeys</li></ul>
Westbank Urban Centre – Commercial Core (Area B)	To promote a high- density district with a high concentration of commercial and office uses, while allowing for some mixed-use residential and public and private amenities.	<ul> <li>Commercial, including office and retail</li> <li>Mixed-use buildings</li> <li>Institutional, and ancillary housing initiatives</li> <li>Live-work units</li> </ul>	<ul> <li>Mid-rise to high-rise</li> <li>Up to 15 storeys</li> </ul>

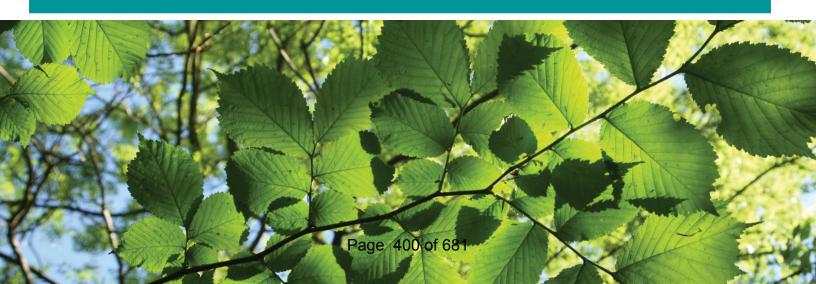
LAND USE DESIGNATI	LAND USE DESIGNATION SUMMARY			
DESIGNATION	PURPOSE / DENSITY**	USES	BUILDING HEIGHT*	
Westbank Urban Centre - Residential Shoulders (Area C)	To promote a medium- density residential area that transitions the downtown Westbank Centre to the surrounding neighbourhoods. The primary focus is on residential uses, while allowing for some retail/services, public or private amenities and some community uses.	<ul> <li>Multi-unit housing</li> <li>Mixed-use buildings</li> <li>Townhouses (located at grade or in podium levels)</li> <li>Commercial (located at grade or in podium levels)</li> <li>Institutional (located at grade or in podium levels), and ancillary housing initiatives</li> <li>Live-work units</li> </ul>	<ul> <li>Mid-rise to high-rise with potential low-rise at the edges</li> <li>Up to 12 storeys</li> </ul>	
Boucherie Urban Centre	To promote a second urban centre that focuses on a mix of residential, commercial/ retail, and office uses, while providing generous open space and public amenities.	<ul> <li>Mixed-use buildings</li> <li>Commercial, including office and retail</li> <li>Multi-unit housing</li> <li>Townhouses</li> <li>Institutional, and ancillary housing initiatives</li> <li>Live-work units</li> </ul>	<ul> <li>Mid-rise to high-rise</li> <li>Up to 12 storeys</li> </ul>	
Neighbourhood Centre	To promote smaller centres in various neighbourhoods in West Kelowna, allowing for diverse types of housing, retail/services, and some office uses, as well as open space amenities.	<ul> <li>Small-scale commercial uses</li> <li>Institutional, and ancillary housing initiatives</li> <li>Mixed-use buildings</li> <li>Multi-unit housing</li> <li>Townhouses</li> <li>Live-work units (grade-related)</li> </ul>	<ul> <li>Low-rise to mid-rise</li> <li>Up to 6 storeys</li> </ul>	
Medium Density Residential	To allow for low-rise housing forms including townhouses up to three storeys and multi- unit buildings (greater than three units) up to four storeys.	<ul><li>Townhouses</li><li>Duplexes</li><li>Multi-unit housing</li></ul>	<ul> <li>Low-rise (townhouses/ duplex) up to 3 storeys</li> <li>Multi-unit housing up to 4 storeys</li> </ul>	
Low Density Residential	To allow for a variety of low- rise residential uses that are limited to 1-2 units.	<ul> <li>Single-detached dwellings, including secondary suites, carriage houses and clustered housing</li> <li>Duplexes</li> </ul>	<ul><li>Low-rise</li><li>Up to 3 storeys</li></ul>	
• Commercial	To allow for a variety of commercial and mixed-uses including retail/services, office, and residential in low- and mid-rise forms.	<ul> <li>Commercial, including office, retail, and services</li> <li>Mixed-use buildings</li> <li>Institutional</li> <li>Live-work units (grade-related)</li> </ul>	<ul><li>Low-rise to mid-rise</li><li>Up to 4 storeys</li></ul>	

LAND USE DESIGNAT	ION SUMMARY		
DESIGNATION	PURPOSE / DENSITY**	USES	BUILDING HEIGHT*
• Industrial	To maintain and reinforce industrial lands to allow for a variety of primary industrial uses including aerospace, aggregate processing, agricultural supply, distribution, general and/or heavy industry, manufacturing, research and technology, warehousing/ storage, and directly related services in low-rise buildings. May include some secondary uses such as offices and show rooms where directly related to a primary use.	<ul> <li>Industrial (focus on primary use)</li> <li>Ancillary commercial/office/retail, where directly related to or to support the primary Industrial use</li> <li>Ancillary caretaker unit</li> </ul>	Low-rise     Up to 3 storeys with greater floor to ceiling heights for industrial use
• Business Park	To allow a diversity of employment uses with potential impacts more appropriate to a Business Park context such as equipment sales, light production/ manufacturing, offices, show rooms, and warehousing/ storage. This includes exploring opportunities to accommodate new and emerging employment types, which may include research and technology/ biotechnology laboratories, media production and studios (film/television/news). Ancillary light Industrial uses may be permitted where appropriate and impacts to adjacent properties can be mitigated	<ul> <li>Commercial/Retail/ Research/Technology/ Biotechnology appropriate to a Business Park or where supporting adjacent Industrial uses</li> <li>Limited ancillary Commercial (convenience retail and restaurants), serving the needs of local employees where appropriate</li> <li>Secondary uses may include limited light industrial, where appropriate</li> <li>Ancillary caretaker unit</li> </ul>	Low-rise     Up to 3 storeys with greater floor to ceiling heights for business park or industrial use
• Educational/ Institutional	To provide suitable areas for schools, government buildings and other institutions in buildings ranging from low to mid-rise heights. May include ancillary social housing, where appropriate.	<ul> <li>Institutional</li> <li>Educational</li> <li>Ancillary housing initiatives</li> <li>Parks and open space</li> <li>Related recreational uses</li> </ul>	<ul><li>Low-rise to mid-rise</li><li>Up to 4 storeys</li></ul>
Tourist Commercial	To foster local economic development, provide a sense of place, and opportunities for public spaces and community and tourist accommodation, services and amenities.  se Summary Table	<ul> <li>Hotel and resort         accommodation,         services, and amenities,         including commercial         and residential uses         associated with tourism</li> </ul>	Low-rise to mid-rise up to 4 storeys

DESIGNATION	PURPOSE / DENSITY**	USES	BUILDING HEIGHT*
• Rural Residential	<ul> <li>To support agricultural production, other land intensive uses and home based business consistent with rural lands, as well as residential use</li> </ul>	<ul> <li>Single-detached dwellings, including secondary suites and carriage houses</li> <li>Agriculture (non- intensive) and home industry uses</li> </ul>	<ul><li>Low-rise</li><li>Up to 3 storeys</li></ul>
• Resource Land	To designate lands for resource extraction, forestry and agriculture, with interim or post-extraction use as parks and open space.	<ul> <li>Natural resource extraction and forestry</li> <li>Recreation</li> <li>Agricultural uses</li> <li>Parks and open space</li> </ul>	<ul><li>Low-rise</li><li>Up to 3 storeys</li></ul>
• Agriculture	To encourage diverse, prosperous, and adaptable agricultural uses.	<ul> <li>Agricultural uses</li> <li>Residential (principal and secondary farm dwellings)</li> <li>Ancillary agricultural retail</li> </ul>	<ul><li>Low-rise</li><li>Up to 3 storeys</li></ul>
<ul> <li>Natural Areas and Public Parks</li> </ul>	To provide suitable land for environmental conservation and public recreation.	<ul> <li>Publicly accessible greenspace/parks</li> <li>Protected natural areas and privately held greenspace</li> <li>Low impact recreation</li> </ul>	<ul> <li>Low-rise (structures permitted only within government-owned parks)</li> <li>Up to 3 storeys</li> </ul>
Comprehensive     Development Area	<ul> <li>To align development opportunities with the City's Land Use Analysis and Growth Concept; and to protect visually prominent, hillside, and environmentally sensitive areas.</li> </ul>	Pending further study	Pending further study

Table 4. Continued - General Land Use Summary Table

The following section provides more detailed description of the specific Land Use Designations, including their objectives, policies, permitted uses, maximum heights, density and appropriate building types. The descriptions in this section should be read in conjunction with the Land Use Designation Map to determine where specific designations and policies apply across the City. More detailed and site-specific land use and built form regulations can be found in the City's Zoning Bylaw, which responds to the higher-level direction of these Land Use Designations.



# 2.3 WESTBANK URBAN CENTRE - MIXED-USE CORRIDOR (AREA A)

The Westbank Urban Centre - Mixed-Use Corridor land use designation applies to a specific sub-area within the Westbank Urban Centre, generally the lands located directly east and west of Brown Road between Gossett Road and Ingram Road.

The designation is intended to promote a high density, mixed-use precinct that encourages a walkable, pedestrian- scale experience through thoughtful urban design and active street-oriented uses. A high density of residential and office use in this area will support a successful and attractive **public realm**. This designation supports development with public-facing uses such as retail, hospitality and entertainment at the ground level, with more private uses such as office and residential on the upper storeys.

USES	DENSITY	BUILDING HEIGHT
Mixed-use buildings	High density	<ul><li>High-rise</li><li>Up to 19 storeys</li></ul>
<ul><li>Institutional, and ancillary housing initiatives</li><li>Live-work units</li></ul>		• Up to 19 storeys
<ul> <li>Parks and open space, and pedestrian connections</li> </ul>		

### 2.3.1 Objectives

- To provide convenient access to services that meet the needs of residents for employment, shopping and amenities in the Mixed-Use Corridor by encouraging densities necessary to promote transitsupportive development within a well-connected and walkable area.
- 2. To provide a centralized service centre that meets a range of community needs and which is conveniently accessible for the whole City.
- 3. To encourage purpose-built rental and new multiunit housing in the Mixed-Use Corridor.
- 4. To have Brown Road develop into a **high street**, thereby being the most prominent area for a mix of activities with street fronting commercial uses.
- 5. To secure and develop high-quality park and plaza space in Westbank Urban Centre.

#### 2.3.2 Policies

- With the exception of Institutional uses, only mixeduse, mid- to high-rise development containing ground level commercial or office, which may include residential or hotel uses above, shall be permitted in the Mixed-Use Corridor. While permitted at the ground level, office use is encouraged to be located above ground level to ensure an activated street corridor.
- 2. All development should design the building mass, form and details to create an interesting and pedestrian-oriented environment at the street level that is focused on active uses.

#### What does "mixed-use" mean?

Mixed-use refers to buildings that allow for more than one purpose. These buildings commonly consist of mid-rise or high-rise buildings with retail or commercial uses on the lower floors, and residential uses above, noting the residential component is a key element in the City's context.

- Provide a variety of housing layout, bedroom configuration, and types of tenure within mixed-use buildings with residential development.
- 4. Incorporate **transit-oriented** and active transportation design elements.
- Mixed-use development should create an appropriate transition from less intense to more intense land uses through design.
- 6. Support a mix of uses that encourage both daytime and evening activity.
- 7. Consider the protection of views to Okanagan Lake and Mount Boucherie through any potential zoning amendment as applicable, and through building design during the development permit stage.
- 8. Support uses and structures that are temporary and transportable to enliven streets, public spaces, and **privately owned publicly-accessible open space**.
- Encourage uses which support and complement existing and planned institutional and civic functions within Westbank Urban Centre including City Hall and municipal facilities.

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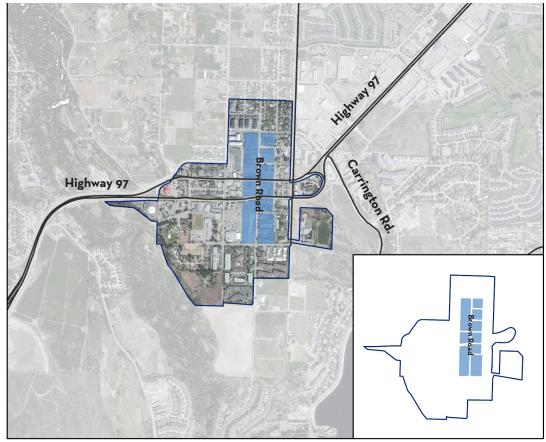


Figure 9. Westbank Urban Centre - Mixed-Use Corridor

- 10. As a condition of potential rezoning within the Westbank Urban Centre Mixed-Use Corridor, consider the acquisition of land to create a centrally located park and plaza space. This feature should include high quality landscaped areas and encourage future festivals and programming, as directed by any new Urban Design Guidelines, or Parks Master Plan.
- 11. Consider additional residential uses in combination with the institutional use, where the proposed residential use supports housing initiatives with a broader community interest such as supportive, transitional, community, affordable or non-market housing. **Social housing** initiatives related to additions, mental health, or corrections will only be considered as part of Provincially or Federally led housing facilities and must include on-site support services.



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# 2.4 WESTBANK URBAN CENTRE - COMMERCIAL CORE (AREA B)

The Westbank Urban Centre - Commercial Core land use designation applies to the areas east and west of the Mixed-Use Corridor, with Ingram Road as its southern boundary and includes lands fronting Old Okanagan Highway at its northernmost extent.

The designation is intended to promote the development and redevelopment of higher density commercial uses and mixed-use buildings that contribute to active street frontages and a strong urban core.

USES	DENSITY	BUILDING HEIGHT
<ul> <li>Commercial, including office and retail</li> <li>Mixed-use buildings</li> <li>Institutional, and ancillary housing initiatives</li> <li>Live-work units</li> </ul>	• High density	<ul><li>Mid-rise to high-rise</li><li>Up to 15 storeys</li></ul>
<ul> <li>Parks and open space, and pedestrian connections</li> </ul>		



### 2.4.1 Objectives

- To encourage existing lots that are used for low density commercial to be redeveloped as high density commercial or mixed-use to better utilize existing areas, improve street fronting design, and the pedestrian experience.
- To encourage future growth in this area to contribute to the creation of a transit-oriented employment and service centre for the community.
- 3. That development in this area contributes to the overall vibrancy of the Westbank Urban Centre.
- 4. To provide convenient access to services to meet the daily needs of residents and visitors.
- 5. To secure and develop high-quality park and plaza space in Westbank Urban Centre.

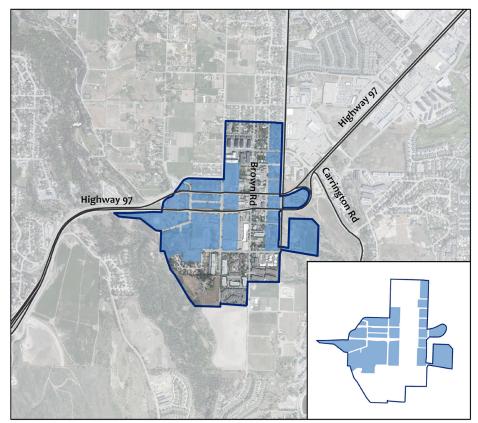
What is a "pedestrian focused environment" or "pedestrian scale"?

These terms refers to designing buildings and spaces that specifically consider the needs and perspective of pedestrians and how people interact with the building and space, encouraging safer and more visually interesting places.

#### 2.4.2 Policies

- Development should be primarily commercial or mixed-use in a form that supports a transition to the residential shoulders from more intense land uses to less intense.
- 2. All development should design the building mass, form and details to create an interesting and

Page 403 op684 strian-focused environment at the street level.



Westbank Urban Centre - Commercial Core Figure 10.

- 3. Incorporate **transit-oriented** and active transportation design elements.
- 4. No new low-density residential zones or low density commercial zones are to be created or permitted within areas designated as Westbank Urban Centre - Commercial Core.
- 5. Support uses and activities that encourage both daytime and evening activities.
- 6. Consider appropriate design and transition for development adjacent to WFN lands in collaboration with WFN through the development review process.
- 7. Consider the protection of views to Okanagan Lake and Mount Boucherie through any potential zoning amendment as applicable, and through building design during the development permit stage.
- 8. Support pop-up uses and structures that are temporary and transportable in order to enliven streets, public areas, and privately owned publicly-accessible open spaces.
- 9. Discourage auto-oriented commercial development in the Westbank Urban Centre Commercial Core in favour of the establishment of compact, complete, pedestrian centres with a well-defined **streetscape** that supports pedestrian, bike and transit mobility.
- 10. Encourage uses which support and complement existing and planned institutional and civic functions within Westbank Urban Centre including City Hall and municipal facilities.
- 11. Consider additional residential uses in combination with the institutional use, where the proposed residential use supports housing initiatives with a broader community interest such as supportive, transitional, community, affordable or non-market housing. Social housing initiatives related to additions, mental health, or corrections will only be considered as part of Provincially or Federally led housing facilities and must include on-site support services.

# 2.5 WESTBANK URBAN CENTRE - RESIDENTIAL SHOULDERS (AREA C)

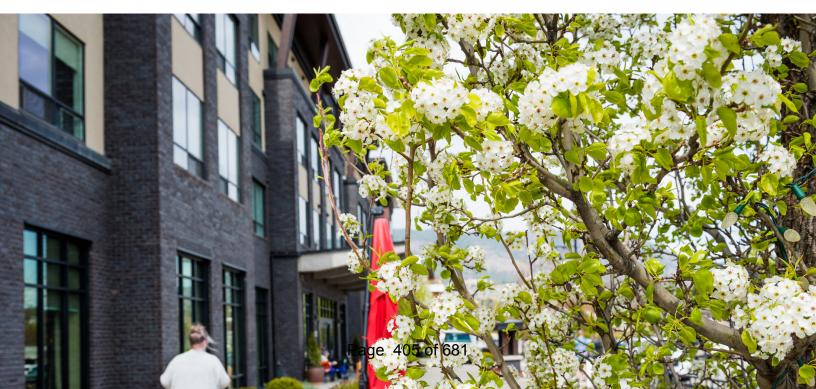
The Westbank Urban Centre - Residential Shoulders land use designation applies to the northern and southern edges of the Westbank Urban Centre.

The designation is intended to allow for a range of multi-unit residential and mixed-use housing options that will accommodate a sensitive transition between the Westbank Urban Centre to the adjacent lower-density neighborhoods. This designation will allow for development that contributes to West Kelowna's housing diversity and provide population that will support the commercial uses in the Westbank Centre. Mid-rise residential developments are encouraged to include uses that are accessible to the public on the ground floor.

USES	DENSITY	BUILDING HEIGHT
<ul> <li>Multi-unit housing</li> <li>Mixed-use buildings</li> <li>Townhouses (located at grade or in podium levels)</li> <li>Commercial (located at grade or in podium levels)</li> <li>Institutional (located at grade or in podium levels), and ancillary housing initiatives</li> <li>Live-work units</li> <li>Parks and open space, and pedestrian connections</li> </ul>	• High Density	<ul> <li>Mid-rise to high-rise with potential low-rise at the transition areas</li> <li>Up to 12 storeys</li> </ul>

### 2.5.1 Objectives

- 1. To promote development that delivers a diversity of multi-unit housing forms, tenures and levels of affordability in the Westbank Urban Centre.
- 2. To encourage the establishment of a larger residential base to support the greater Westbank Urban Centre, while also providing opportunity for smaller neighbourhood scale commercial uses.
- 3. To secure and develop high-quality park and plaza space in Westbank Urban Centre
- 4. To sensitively transition from the Westbank Urban Centre to the surrounding neighbourhoods.



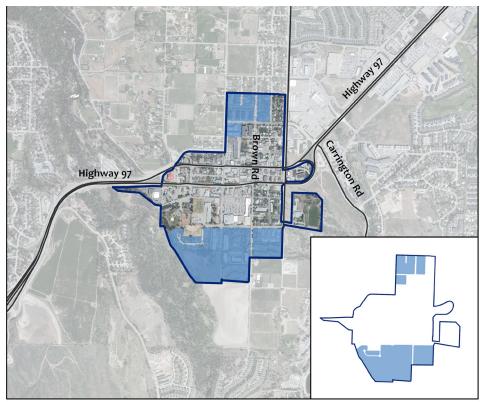


Figure 11. Westbank Urban Centre - Residential Shoulders

#### 2.5.2 Policies

- 1. Low-rise residential development should take the form of townhouses (3 or greater units). New singledetached homes or duplexes are not permitted.
- 2. All multi-unit development should design the building mass, form and details to create an interesting and pedestrian-focused environment at the street level.
- 3. Heights will transition downwards towards the edges of the Residential Shoulders to sensitively integrate with surrounding and anticipated development density.
- 4. Mixed-use development should create an appropriate transition from less intense to more intense land uses. Incorporate transit-oriented and active transportation design elements.
- 5. Use ground-oriented residential uses as a component to create sensitive transitional areas where the designation occurs next to lower scale uses, including institutional use such as a school.
- 6. Consider appropriate design and transition for development adjacent to WFN lands in collaboration with WFN through the development review process.
- 7. Mitigate the impact of residential uses on non-compatible agricultural sites and ensure adequate buffering measures are utilized.
- 8. Encourage uses that support the existing and planned institutional uses within Westbank Urban Centre.
- 9. Consider additional residential uses in combination with the institutional use, where the proposed residential use supports housing initiatives with a broader community interest such as supportive, transitional, community, affordable or non-market housing. Social housing initiatives related to additions, mental health, or corrections will only be considered as part of Provincially or Federally led housing facilities and must include on-site support services.

# 2.6 BOUCHERIE URBAN CENTRE

The Boucherie Urban Centre land use designation applies to the parcels generally in the area between Mount Boucherie and Highway 97, between Ross Road and the west of Capri Road.

The designation is intended to allow for the redevelopment of the area into a secondary Urban Centre in West Kelowna, providing residential and employment densities that, while lower than the Westbank Urban Centre, support commercial and recreational opportunities and a pedestrian-friendly environment. Higher densities are encouraged to focus around the transit hub adjacent to Highway 97 and near the Mount Boucherie Community Centre, before transitioning towards more medium and low-density forms to ensure compatibility with the surrounding context.

USES	DENSITY	BUILDING HEIGHT
<ul> <li>Mixed-use buildings</li> <li>Commercial, including office and retail</li> <li>Multi-unit housing</li> <li>Townhouses</li> <li>Institutional, and ancillary housing initiatives</li> <li>Live-work units</li> <li>Parks and open space, and pedestrian connections</li> </ul>	• High Density	<ul> <li>Mid-Rise to high-rise with potential low-rise at the transition areas</li> <li>Up to 12 storeys</li> </ul>

### 2.6.1 Boucherie Urban Centre Objectives

- 1. To promote a distinct and unique area, by focusing development characteristics that are appropriate and supportive of local civic services, parks, and natural amenities.
- 2. To promote a diverse mix of housing to address housing accessibility and attainability.
- 3. To promote mixed-use, commercial and high or medium density multi-residential development in Boucherie Centre as a secondary service hub for West Kelowna that is transit-supportive, walkable, and connected.
- 4. To encourage a **complete neighbourhood** with commercial and mixed-use buildings offering convenient access to services to meet the needs of residents for employment, shopping and personal services in Boucherie Urban Centre by encouraging residential densities necessary to support walkable service.
- 5. To provide services and amenities that support **infill** housing in the broader Boucherie neighbourhood outside of the Boucherie Urban Centre.
- 6. To encourage lot consolidation to promote high or medium density multi-unit residential developments, as well as opportunities for commercial or mixed-use.
- 7. To discourage auto-oriented commercial development in Boucherie Centre in favour of the establishment of compact, complete pedestrian centres with a well-defined **streetscape** that supports pedestrian, bike and transit transportation.
- 8. To secure and develop high-quality park and plaza space in Boucherie Urban Centre.

### 2.6.2 Boucherie Urban Centre Policies

- 1. Provide a variety of housing layout, configuration, and tenure within mixed-use and multi-residential development that includes a focus on high-rise or mid-rise buildings, where ground oriented townhouses are encouraged in podiums of mid-rise and taller buildings, where appropriate.
- 2. Low-rise residential development may be considered to create a sensitive transition to areas of lower intensity use and form, but should take the form of townhouses (3 units or greater). No new low density, single-detached residential zones are to be created or permitted within areas designated as Boucherie Urban Centre.
- 3. All multi-unit residential development should design the building mass, form and details to create an interesting and pedestrian-focused environmental the street level.
- City of West Kelowna | Official Community Plan



**Boucherie Urban Centre** 

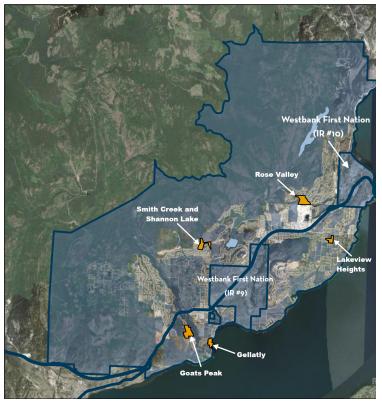
- 4. The tallest buildings in Boucherie Urban Centre should generally be located near the transit hub adjacent to Highway 97, along Ross Road, and near the Mount Boucherie community centre, and transitioning down toward the edges of the Urban Centre.
- 5. Mixed-use development should create an appropriate transition from less intense to more intense land uses.
- 6. Incorporate transit-oriented and active transportation design elements.
- 7. Consider appropriate design and transition for development adjacent to WFN lands in collaboration with WFN through the development review process.
- 8. Ross Road, Westgate Road and Cameron Road should be promoted as a high street that encourages pedestrian mobility and access to businesses and community uses, while being compatible with vehicle travel.
- 9. Support uses and activities that encourage both daytime and night time activation, especially near the identified high streets.
- 10. Support pop-up uses and structures that are temporary and transportable to enliven streets, public areas, and publicly accessible private spaces.
- 11. Evaluate opportunities to create a public plaza at the Mount Boucherie Community Centre in consultation with residents. This area should feature a variety of seating and gathering areas and should encourage future activities and programming.
- 12. Consider additional residential uses in combination with the institutional use, where the proposed residential use supports housing initiatives with a broader community interest such as supportive, transitional, community, affordable or non-market housing. Social housing initiatives related to additions, mental health, or corrections will only be considered as part of Provincially or Federally led housing facilities and must include on-site support services.

## 2.7 NEIGHBOURHOOD CENTRES

The Neighbourhood Centre land use designation applies to areas throughout West Kelowna that are well-suited to provide residential densities that support a range of small-scale local commercial uses.

The designation is intended to promote small areas of medium-density residential and some retail and service uses providing the surrounding neighbourhoods with walkable destinations and amenities. Retail/commercial uses will typically be located at-grade and in the lower levels of buildings, with residential or office space located above.

USES	DENSITY	BUILDING HEIGHT
<ul> <li>Small-scale commercial uses serving the surrounding neighbourhoods</li> <li>Institutional, and ancillary housing initiatives</li> <li>Mixed-use buildings</li> <li>Multi-unit housing</li> <li>Townhouses</li> <li>Live-work units (grade-related)</li> <li>Parks and open space, and pedestrian connections</li> </ul>	• Medium Density	<ul> <li>Low-rise to mid-rise</li> <li>Up to 6 storeys</li> </ul>



#### Figure 13. **Neighbourhood Centres**

### 2.7.1 Neighbourhood Centre Objectives

- 1. To promote development that supports the creation of a complete community by providing services that are important to the daily life and activities and meet the daily needs of residents.
- 2. To promote development at a density and location conveniently located in the existing and planned transportation network that supports alternative modes of transportation, and that is built at a scale that is pedestrian friendly to create a built environment that is walkable and bikeable to meet the needs of people of all ages and abilities.
- 3. To encourage lot consolidation to promote medium density multi-unit residential developments in Neighbourhood Centres, as well as opportunities for commercial or mixed-use.
- 4. To encourage the development of neighbourhood commercial centres to provide local services and employment opportunities.

### Acknowledging Neighbourhood Legacies....

Many neighbourhoods within the community benefit from the significant historical contribution of farming families throughout the Westside. This includes the Mar (Marr) family with a long pioneer and community service history, and whose specific land donations and ongoing developments have contributed to the establishment of the Rose Valley Neighbourhood Centre.



### 2.7.2 Neighbourhood Centre Policies

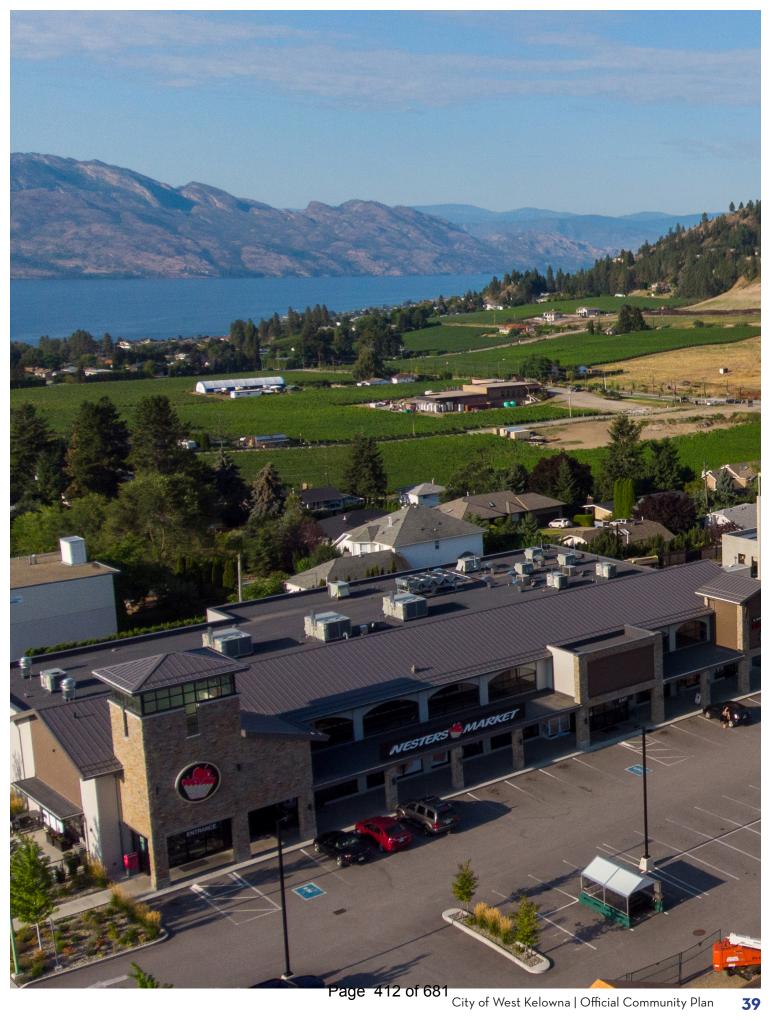
- 1. Provide a variety of housing layout, configuration, and tenure within mixed-use and multi-residential development that includes a focus on mid-rise buildings, where ground oriented townhouses or commercial uses are encouraged in podiums of mid-rise and taller buildings, where appropriate.
- 2. Encourage mid-rise, mixed-use development that permits convenience commercial and community services compatible with and in support of residential use in locations near collector or arterial roads and within a walkable distance for the majority of residents within Neighbourhood Centres.
- 3. Low-rise residential development should take the form of townhouses (3 units or greater) and be used to create sensitive transition to areas of lower intensity use and form. No new low density, single-detached residential zones are to be created or permitted within areas designated as Neighbourhood Centres.
- 4. All multi-unit residential development should design the building mass, form and details to create an interesting and pedestrian-focused environment at the street level.
- 5. Support uses and activities that encourage both daytime and night time activation.
- 6. Support pop-up uses and structures that are temporary and transportable to enliven streets, public areas, and publicly accessible private spaces.
- 7. Consider additional residential uses in combination with the institutional use, where the proposed residential use supports housing initiatives with a broader community interest such as supportive, transitional, community, affordable or non-market housing. Social housing initiatives related to additions, mental health, or corrections will only be considered as part of Provincially or Federally led housing facilities and must include on-site support services.

### 2.7.3 Gellatly Neighbourhood Centre Policies

- 1. Where residential development along the waterfront is permitted, strive to maintain partial view corridors to the Okanagan Lake from inland locations, as well as from the Okanagan Lake to prominent hillsides and Mount Boucherie.
- 2. All waterfront development should promote ground oriented mixed-uses that provide services and amenities to both residents and the general public to support and promote enjoyment of the public waterfront.
- 3. Development in the Gellatly Neighbourhood Centre must use site design and massing to minimize the impact on publicly accessible areas, such as shading and traffic impacts.
- 4. Development in the Gellatly Neighbourhood Centre must consider the potential for enhanced access between the waterfront and Westbank Urban Centre, especially for pedestrian traffic and the potential to connect to Brown Road and/or other more direct routes.
- 5. Development in the Gellatly Neighbourhood Centre is encouraged to consider the provision of additional public parking as a much needed amenity within the area, and in support of any commercial uses proposed within the development.



Figure 14. **Gellatly Neighbourhood Centre** 



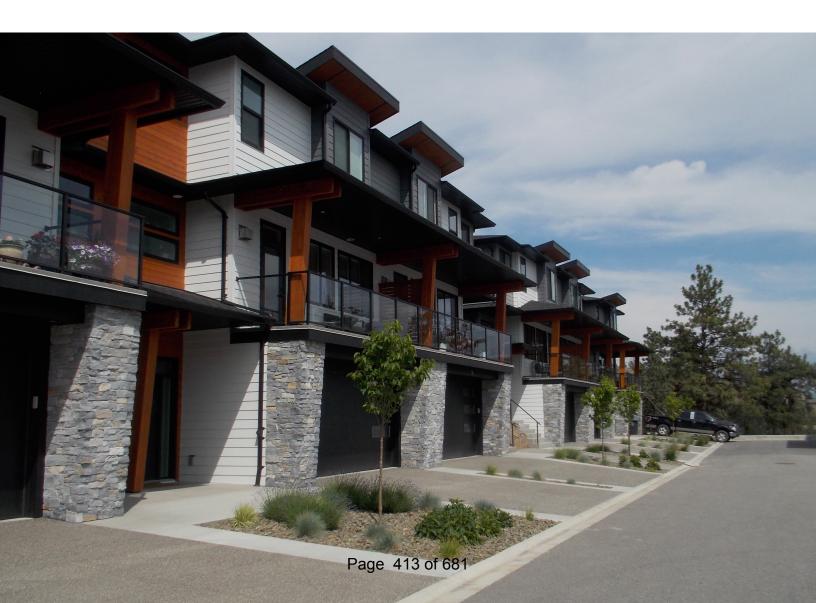
# 2.8 MEDIUM DENSITY RESIDENTIAL

Medium Density Residential land use designation applies to neighbourhoods in West Kelowna outside Centres where a strategic location might be well-suited to support higher density populations than what is typically found in low-density, single-detached residential neighbourhoods.

The Medium Density Residential designation will provide a range of low-rise multi-unit dwelling options to meet West Kelowna's housing needs, and will allow for low-rise housing forms including townhouses up to three storeys, and multi-unit housing (greater than three units) up to four storeys. Typically, this scale is used to transition between very low- and higher-density areas or to increase densities through residential development in appropriate locations.

Medium Density Residential environments will be pedestrian-scaled, and be located near amenities to serve residents' daily needs or the location will encourage existing or future transit connections in order to provide access to local amenities.

USES	DENSITY	BUILDING HEIGHT
<ul><li>Townhouses</li><li>Duplexes</li><li>Multi-unit housing</li><li>Parks and open space, and pedestrian connections</li></ul>	Medium density	<ul> <li>Low-rise (townhouses/duplex) up to 3 storeys</li> <li>Multi-unit housing (greater than 3 units) up to 4 storeys</li> </ul>



### 2.8.1 Medium Density Residential Objectives

- 1. To encourage more diverse housing forms which help reduce our carbon footprint, improve opportunities for alternative modes of transportation, and create more active, healthier communities.
- 2. To focus medium density residential development by matching the intensity of development with the intensity of the road classification to promote transit supportive growth and variety in housing options, where appropriate. Consider more intense development along main arterial roads and less intense development on collector or local roads.
- 3. To provide an opportunity for residential development to modestly increase densities within existing singledetached residential neighbourhoods outside of Urban and Neighbourhood Centres, where appropriate.
- 4. To demonstrate how medium density development can be introduced into very low-density, single-detached neighbourhoods to support the evolution and growth of the area through sensitive integration of new and compatible housing forms.

### 2.8.2 Medium Density Residential Policies

- 1. Where appropriate, consider residential development of ground-oriented multi-unit housing within existing neighbourhoods on larger lots, as well as appropriately scaled multi-unit housing greater than three units on appropriate lots along main arterial roads, through zoning amendment applications.
- 2. Low-rise multi-unit residential development located within existing neighbourhoods on collector or local roads should be in ground-oriented forms such as semi-detached or attached townhouses, with at-grade private
- 3. No new low-density, single-detached residential zones are to be created or permitted within areas designated as Medium Density Residential.
- 4. Ensure more intense residential housing is sited to complement the type, form, scale, use and character of adjacent buildings and ensure private outdoor spaces are respected.
- 5. All multi-unit residential development should design the building mass, form and details to create an interesting and pedestrian-focused environment at the street level as well as supporting modes of transportation other than motor vehicles.
- 6. Where residential development along the waterfront is permitted, strive to maintain public view corridors to the Okanagan Lake from inland locations, as well as from the Okanagan Lake to prominent hillsides or other view corridors. Ensure that public enjoyment of the lakefront is enhanced as a result of the development by securing public access.
- 7. Mitigate the impact of residential uses on any adjacent non-compatible industrial sites or agricultural sites, ensuring adequate buffering measures are employed.

# 2.9 LOW DENSITY RESIDENTIAL

Low Density Residential land use designation applies across many neighbourhoods in West Kelowna.

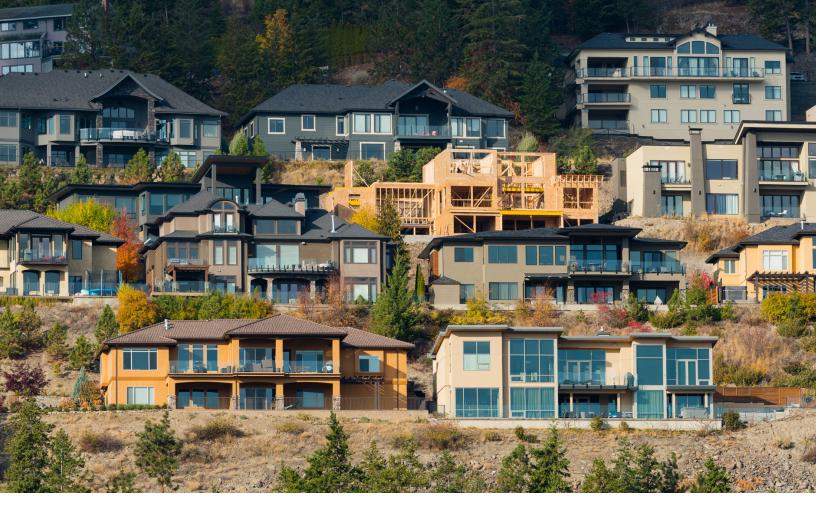
The Low Density Residential designation will provide for a range of ground-oriented housing with flexibility in lot size, width and typology to accommodate a mix of housing options. More land-efficient and compact housing forms will be encouraged through **infill** development, including secondary suites, carriage houses and duplexes.

USES	DENSITY	BUILDING HEIGHT
<ul> <li>Single-detached dwellings, including secondary suites, carriage houses, and clustered housing</li> <li>Duplexes</li> <li>Parks and open space, and pedestrian connections</li> </ul>	• Low density	<ul><li>Low-rise</li><li>Up to 3 storeys</li></ul>

### 2.9.1 Low Density Residential Objectives

- To provide traditional single family housing opportunities and encourage the sensitive densification of existing low-density neighbourhoods through infill development that promotes a more efficient use of land and infrastructure..
- 2. To promote more compact and diverse low density housing forms for families, including the consideration of smaller lot sizes, secondary suites, carriage houses, duplexes, and clustered single-detached housing in support of neighbourhood diversity and healthy communities.
- 3. To promote high-quality development that contributes to livable neighbourhoods.





### 2.9.2 Low Density Policies

- 1. Where appropriate and impacts can be minimized, **infill** development can be considered within existing neighbourhoods to permit smaller lot sizes, duplexes, clustered housing, secondary suites, and carriage houses.
- 2. Low density housing forms with more than 1 unit, such as duplexes or secondary suites, located within neighbourhoods will be ground-oriented with private entrances.
- 3. Infill opportunities will be considered in established residential areas that are well serviced by existing infrastructure, transit and other services.
- 4. Zoning amendment applications to accommodate **infill** housing opportunities, or conversions to properties that have up to two separate units, maintain suitable setbacks and do not require variances, are encouraged with sensitive integration.
- 5. Duplexes are considered an appropriate form of infill housing within neighbourhoods, but are also encouraged at a higher density as the neighbourhoods transition to Urban or Neighbourhood Centres.
- 6. Where residential development along the waterfront is permitted, ensure that public enjoyment of the lakefront is enhanced as a result of the development by securing public access.
- 7. Mitigate the impact of residential uses on non-compatible industrial sites or agricultural sites and ensure adequate buffering measures are utilized.
- 8. Consider opportunities for additional infill development at higher densities near Urban Centres.

# 2.10 COMMERCIAL

The Commercial land use designation applies to strategic locations for a variety of businesses and complementary mixed-use development located outside Centres.

The Commercial designation will provide for a variety of employment, entertainment, retail, service and institutional uses, along with integrated residential within mixed-use buildings. This designation is focused in key areas with access to populations that can support such uses. A variety of building types will be encouraged to reflect a diversity of opportunities and amenities.

USES	DENSITY	BUILDING HEIGHT
<ul> <li>Commercial, including office, retail, and services</li> <li>Mixed-use buildings</li> <li>Institutional</li> <li>Live-work units (grade-related)</li> <li>Parks and open space, and pedestrian connections</li> </ul>	• Low Density	<ul> <li>Low-rise to mid-rise</li> <li>Up to 4 storeys</li> </ul>



### 2.10.1 Commercial Objectives

- To provide convenient access to a range of services and employment opportunities to meet the daily needs of residents.
- To provide locations supportive of businesses that offer a variety of quality employment options for residents and enrich West Kelowna's economy.
- 3. To encourage a mix of uses within the commercial area and easy access for nearby residents using alternative modes of transportation.
- 4. To encourage businesses to use available technology to reduce/eliminate the impacts of noise, odours, greenhouse gases, and other emissions that may affect adjacent residential uses.

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#### 2.10.2 Commercial Policies

- 1. Improve the form, character and **public realm** of existing and future commercial and mixed-use development.
- 2. Discourage auto-oriented commercial development in favour of more compact, pedestrian-scaled, and mixeduse formats with well-defined **streetscapes** supportive of pedestrian, bike and transit modes.
- 3. Where appropriate, incorporate accessible green space in site planning and require appropriate landscaping, as per the applicable urban design and development guidelines.
- 4. The public realm, including sidewalk and landscaped areas, should enhance and create a positive and attractive environment for pedestrians.
- 5. Where commercial and mixed-use development along the waterfront is permitted:
  - a. Strive to maintain public view corridors to the Okanagan Lake from inland locations, as well as from the Okanagan Lake to prominent hillsides or other view corridors; and
  - b. Ensure that public enjoyment of the lakefront is enhanced as a result of development by securing public access.
- 3. Retain compatible service and commercial uses that are essential elements of a liveable community within mixed-use development.

### 2.11 INDUSTRIAL

The Industrial land use designation applies to areas that are well suited for a variety of primary industrial activities such as processing, manufacturing, supply/distribution, warehousing/storage, and research/technology. Directly related services, and some secondary uses to support the primary use may be appropriate.

The Industrial designation provides opportunities to these uses in areas with convenient access to Highway 97, and where appropriate **buffering** can be provided to adjacent uses so as to limit noise and pollution trespass.

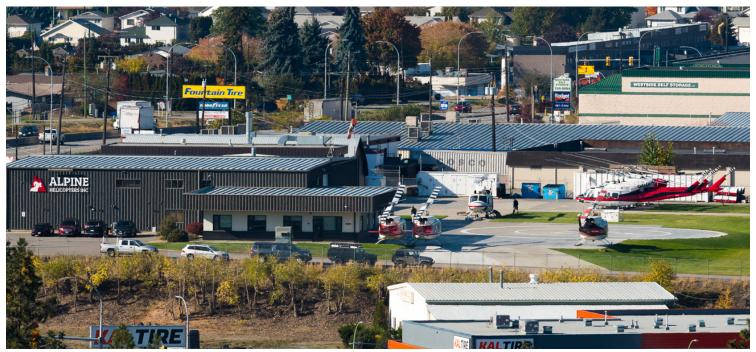
The Industrial designation supports initiatives to maintain and reinforce the area for primary industrial uses, and to promote the development of innovative technologies and emerging industries to strengthen and diversify West Kelowna's economy. It encourages development to have an attractive built form particularly in areas visible to the public.

USES	DENSITY	BUILDING HEIGHT
<ul> <li>A broad range of primary industrial uses including processing, manufacturing, supply/distribution, warehousing/storage, and research/technology</li> <li>Ancillary commercial/office/retail/caretaker unit, where directly related to or to support the primary industrial use</li> </ul>	• Low Density	<ul> <li>Low-rise</li> <li>Up to 3 storeys with greater floor to ceiling heights for industrial use</li> </ul>



### 2.11.1 Industrial Objectives

- To preserve and optimize the industrial land base, so that it becomes the economic core of the City, by supporting existing industry and encouraging new industrial business, as well as encouraging land use decisions consistent with policies and objectives for a broad range of industrial and industrial-related uses in industrial areas.
- 2. To preserve and enhance the employment land base that supports existing and emerging high-tech industries.
- To encourage high quality building and landscape design to attract investment, new uses and a skilled, diverse labour force.
- 4. To encourage industrial businesses to use available technology to reduce/eliminate noise, odours, greenhouse gas and other emission and to protect the environment through consideration of the impact on air, water and land quality as a result of new uses, redevelopment or additions to existing industrial properties.
- 5. To improve the form and character of industrial areas through promotion of redevelopment and revitalization of the **built environment** in accordance with applicable development permit guidelines.



#### 2.11.2 Industrial Policies

- Preserve the industrial focus of the primary industrial area north of Highway 97 between Westlake Road and Daimler Road.
- 2. Industrial uses, including but not limited to manufacturing, processing, laboratory and warehousing, should be the primary focus of the land, with limited ancillary commercial uses permitted.
- 3. Industrial lands are to promote land uses which:
  - a. Generate only limited shopping and retail traffic;
  - b. May have a public retail sales area for products manufactured or assembled on site;
  - c. Require large enclosed display and storage areas;
  - d. Require access to major roads for supply and distribution; and
  - e. Are not compatible with residential uses.
- 4. Bartley Road, Byland Road, Jennens Road, Ross Road, Stevens Road, Shannon Lake Road, or Westlake Road, where located or partially located within the Industrial area, should be promoted as a **high street** that encourages pedestrian mobility and access to businesses and community uses, while being compatible with vehicle travel. Sidewalk and landscape design should enhance and create a positive and attractive environment along the identified **high streets**.
- 5. Recognize the needs of local entrepreneurs by considering smaller lots and the development of small scale "incubator" facilities.
- 6. Discourage non-industrial land uses in the area of Gorman Bros. Mill that would lead to long-term conflict with the operation of the mill. Any proposed non-industrial development in this vicinity should consider a **buffer** area, including at minimum landscaping, fencing and/or the consideration of spatial separation depending n the specific land uses and established as a potential condition of zoning amendment.
- 7. Support businesses in developing and maintaining an eco-industrial network to build efficiencies in energy, resource use and waste management.
- 8. Where appropriate, incorporate accessible green space in site planning and require appropriate landscaping, as per the applicable development permit guidelines.
- 9. Continue to participate in the development of a comprehensive management strategy for the aggregate industry within the Central Okanagan, which will inform designated aggregate supply areas for West Kelowna, including the potential conversion of areas currently within the Industrial designation.
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## 2.12 BUSINESS PARK

The Business Park land use designation applies to areas that are well suited to allow a diversity of employment uses with potential impacts more appropriate to a Business Park context where it is adjacent to and **buffered** by West Kelowna's largest area of in industrial lands and with convenient access to Highway 97.

The Business Park designation provides opportunities for uses such as equipment sales, light production/ manufacturing, offices, show rooms, and warehousing/storage, including limited ancillary commercial that serves the employees of nearby industrial and employment areas, like convenience retail and restaurants. Secondary light Industrial uses may be permitted where appropriate and impacts to adjacent properties can be mitigated.

The Business Park designation seeks to support the economy of West Kelowna by providing opportunities for more diverse, lower-impact and emerging industries such as media, technology, and research and development, while also supporting a vital employment centre with amenities and services for local employees. Development within the Business Park is encouraged to present an attractive frontage along public streets, especially Highway 97.

USES	DENSITY	BUILDING HEIGHT
<ul> <li>Commercial/Retail/Research/Technology/ Biotechnology appropriate to a Business Park or where supporting adjacent Industrial uses, such as equipment sales, light production/ manufacturing, media production/studios, offices, research laboratories, show rooms, warehousing/ storage</li> <li>Limited ancillary Commercial (convenience retail and restaurants), serving the needs of local employees where appropriate</li> <li>Secondary uses including light industrial may be permitted where appropriate and impacts to adjacent properties can be mitigated</li> <li>Ancillary caretaker unit, where directly related to or to support the primary business park use</li> </ul>	• Low Density	Low-rise     Up to 3 storeys with greater floor to ceiling heights for business park or industrial use



### 2.12.1 Business Park Objectives

- 1. To create opportunities for lower-impact industries to set up flexible commercial and industrial operations.
- 2. To create a pedestrian-friendly service centre for employees in and around the area.
- 3. To encourage high quality building and landscape design to attract investment, new uses and a skilled, diverse labour force.
- 4. To improve the form and character of the business park through promotion of redevelopment and revitalization of the built environment in accordance with applicable development permit guidelines, and encouraging new development with advanced technical and lower-impact industrial related uses as a transition from the higher intensity Industrial land use designation.



#### 2.12.2 Business Park Policies

- 1. Maintain and enhance the Business Park as a hub for various employment uses and ancillary services, including but not limited to lower-impact industrial and related commercial uses such as manufacturing, distribution, technology, agricultural support services, aerospace, showrooms and storage.
- 2. Explore opportunities to accommodate new and emerging employment types which may include research and technology, light manufacturing and production, commercial offices, studios, and laboratories.
- 3. Commercial uses that are supportive and provide amenities to the local employees, such as convenience retail and restaurants, should be located on the ground level to promote easy access.
- 4. Any industrial uses permitted within the Business Park must be able to demonstrate a low level of impact on adjacent areas, including from any resulting noise, light, freight traffic, pollution or odour.
- 5. Commercial and industrial uses, which have their primary purpose as office, retail, and/or showroom are to be approved at the City's discretion at any zoning amendment, and should generally be directed to sites closer to Highway 97 or along designated highstreets in the Business Park.
- 6. Bartley Road, Byland Road, Jennens Road, Ross Road, Stevens Road, Shannon Lake Road, or Westlake Road, where located or partially located within the Business Park, should be promoted as a high street that encourages pedestrian mobility and access to businesses and community uses, while being compatible with vehicle travel. Sidewalk and landscape design should enhance and create a positive and attractive environment along the identified high streets.
- 7. Recognize the needs of local entrepreneurs by considering smaller lots and the development of small scale "incubator" facilities.
- 8. Where appropriate, incorporate accessible green space in site planning and require appropriate landscaping, as per the applicable urban design and development guidelines.
- 9. Support businesses in developing and maintaining an eco-industrial network to build efficiencies in energy, resource use and waste management.
- 10. All development should present an attractive frontage to the primary public street, especially frontages that face Highway 97.
- 11. Low-rise within the Business Park designation may include consideration for higher overall building heights appropriate for the specific use where taller floor-to-ceiling heights may be necessary to accommodate a use.

# 2.13 EDUCATIONAL / INSTITUTIONAL

The Educational/Institutional land use designation applies to lands that have been designated for the City, senior levels of government or other key institutions to offer their services to the community outside Centres, noting that Educational/Institutional uses are also permitted within Centres.

The Educational/Institutional designation recognizes the importance of providing land for these uses in a growing City, and the areas under the designation are selected in co-ordination with relevant jurisdictions to foster locations that are suitable to effective service delivery across the entire City.

USES	DENSITY	BUILDING HEIGHT
<ul> <li>A broad range of institutional uses including community and recreation centres, fire halls, police stations, hospitals, places of worship, and other related uses</li> <li>Educational uses</li> <li>Ancillary housing initiatives</li> <li>Parks and open space</li> <li>Related recreational uses</li> </ul>	• Low Density	<ul> <li>Low-rise to mid-rise</li> <li>Up to 4 storeys</li> </ul>

### 2.13.1 Educational/Institutional Objectives

- 1. To support institutional uses in areas that are accessible to the broader community and which complement neighbouring uses in terms of form and character, and potential user groups.
- 2. To support the flexible and adaptable use of institutional lands in response to changing community demands.
- 3. To encourage institutional uses to use available technology to reduce or eliminate noise, odours, **greenhouse** gases and other emissions.

### 2.13.2 Educational/Institutional Policies

- 1. Future school sites should be located appropriately based on the size and composition of the school age population, as well as the ability of children and families to travel safely to and from the site. Area Plans must consider future school sites, as applicable.
- 2. Where possible, explore partnerships between institutions and the surrounding neighbourhood for the provision of joint community uses including public parks or open space and indoor community/recreation facilities.
- 3. Explore the potential for provincial and federal governments to locate offices and/or service facilities within lands designated Educational / Institutional.
- 4. Consider additional residential uses in combination with the institutional use, where the proposed residential use supports housing initiatives with a broader community interest such as supportive, transitional, community, affordable or non-market housing. **Social housing** initiatives related to additions, mental health, or corrections will only be considered as part of Provincially or Federally led housing facilities and must include on-site support services.



# 2.14 TOURIST COMMERCIAL

The Tourist Commercial land use designation applies to lands that have been established outside Centres to accommodate appropriate tourism related commercial and residential uses that recognize surrounding uses and do not generate adverse impacts.

The Tourist Commercial designation recognizes the importance of providing lands for a growing tourism industry, where locations are suitable by complementing neighbouring uses in terms of form and character, and potential user groups.

The Tourist Commercial designation supports development that provides opportunity for local employment and services, and encourages development to have an attractive built form that is sensitive to the environment.

USES	DENSITY	BUILDING HEIGHT
<ul> <li>Hotel and resort accommodation, services and amenities associated with tourism, including commercial and residential uses associated with tourism, where appropriate to the waterfront, or within an appropriate location with sensitive integration</li> <li>Campgrounds, Tourist Cabins and Motels</li> </ul>	Medium Density	Low-rise to mid-rise up to 4     storeys

### 2.14.1 Tourist Commercial Objectives

- 1. To foster local economic development, provide a **sense of place**, and opportunities for public spaces.
- 2. To support commercial tourism by promoting a variety of uses and built forms appropriate for accommodations, services and amenities available to both local residents and the travelling public.
- 3. Improve the form, character and **public realm** amenities of existing and future Tourist Commercial developments.

#### 2.14.2 Tourist Commercial Policies

- 1. Ensure that all Tourist Commercial development includes the creation of facilities and amenities for the tourists that they draw to the area as well as for the benefit of the surrounding local community. They should also generate opportunities for interaction with and employment for members of the community.
- 2. Create and maintain public access to West Kelowna's waterfront, consistent with the Waterfront Plan and encourage tourist commercial development on the waterfront that enhances the community's natural assets.
- 3. Mitigate any negative impacts of new development and ensures public enjoyment of the waterfront is maintained and significantly enhanced as a result.
- 4. Projects developed primarily for tourist use should be sensitive to the environmental impacts of their placement and primary emphasis should be placed on high quality green building design and extensive well-maintained landscaping. Buffering of abutting uses and services areas as well as transit and pedestrian connectivity will be encouraged.
- 5. Projects should promote economic development, consider provision of amenities and personal services open to the public, and the development should provide an extremely high design standard as a key tourist destination within the City.
- 6. Avoid zoning that would result in tourist accommodation uses on Crown or private lands abutting the road between Upper Glenrosa area and Crystal Mountain Resort.
- 7. Consider new tourist commercial development, where appropriate to the waterfront, or within an appropriate location with sensitive integration and consistent with the policies, through zoning amendment applications.



# 2.15 RURAL RESIDENTIAL

The Rural Residential land use designation applies to existing areas and neighbourhoods primarily defined by their blend between residential and rural character, as evidenced by clusters of non-farm settlement and limited farming operations. These areas are characterized by single-detached housing on large parcels which may also support limited agricultural production and home industries.

The Rural Residential designation supports non-intensive farming operations that do not generate adverse impacts such as noxious odours or excessive dust. These areas are not considered growth areas and will be restricted to infill uses that can be served by on-site water and wastewater treatment systems.

USES	DENSITY	BUILDING HEIGHT
<ul> <li>Single-detached dwellings, including secondary suites and carriages houses</li> <li>Agricultural (non-intensive or agricultural activities on ALR land where consistent with the Agricultural Land Commission Act) and home industry uses</li> </ul>	• Low density	<ul><li>Low-rise</li><li>Up to 3 storeys</li></ul>

### 2.15.1 Rural Residential Objectives

- 1. To ensure that housing development is appropriate and sensitive to the surrounding uses and the existing form and character of this area, including single-detached houses on large lots with generous open space.
- 2. To preserve natural resources and landscapes while allowing for functional and productive rural/residential areas and farming operations.

#### 2.15.2 Rural Residential Policies

- 1. Development within the Rural Residential landscape should have no significant impact on adjacent natural areas or on the operations of adjacent agricultural areas, including consideration of storm water, transportation, setback and orientation impacts, as well as limiting trespass potential.
- 2. Development will respect the **Growth Boundary** and protect environmental resource and values. Zoning amendments allowing parcel sizes less than 30 hectares are not supported outside the Growth Boundary. Subdivision is not supported on lands outside the **Growth Boundary**, except where zoning amendments or variances are not required and minimum parcel size can be met.
- 3. Rural Residential areas located within the Growth Boundary and along the Okanagan Lake waterfront and where they are also outside the Agricultural Land Reserve (ALR) may be considered for potential Tourist Commercial development, where appropriate and impacts to adjacent properties are minimized to the satisfaction of the City, and development is consistent with the policies of the Tourist Commercial land use designation.

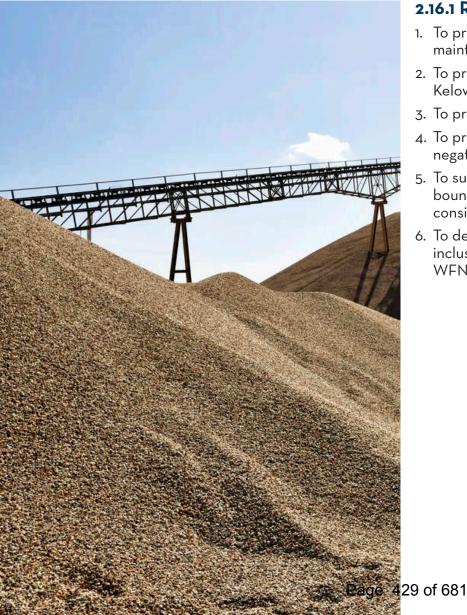


# 2.16 RESOURCE LAND

The Resource Land land use designation applies generally to areas suitable for recreation, agriculture or forest or mineral extraction.

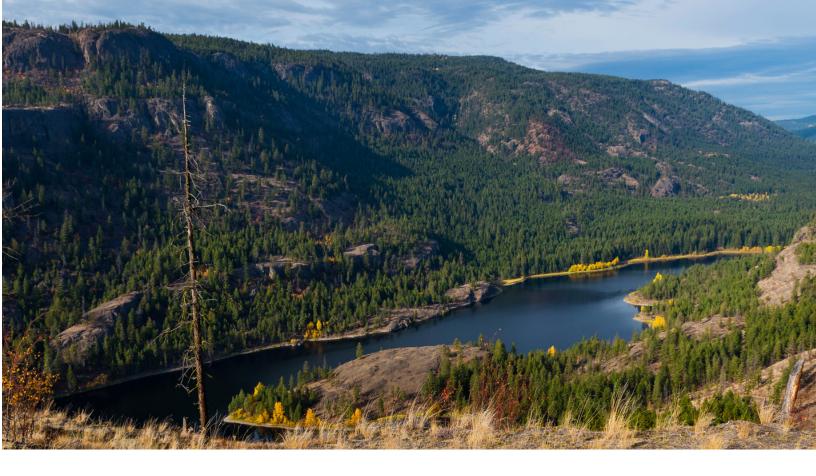
The developed areas of West Kelowna are bounded by private and publicly owned (Crown) lands which the OCP designates as Resource Land. Provincial forest, community watersheds, recreation tenures, open grazing, transportation networks and mineral resources are managed by provincial resource agencies through consultation with the local community and resource operators. The management of Resource Lands is complex, involving local, regional, provincial and WFN jurisdictions and multiple regulatory requirements.

USES	DENSITY	BUILDING HEIGHT
<ul> <li>Natural resource extraction and forestry</li> <li>Recreation</li> <li>Agricultural uses</li> <li>Parks and open space</li> </ul>	• Low density	<ul><li>Low-rise</li><li>Up to 3 storeys</li></ul>



### 2.16.1 Resource Land Objectives

- 1. To protect environmentally sensitive areas to maintain their ecological function.
- 2. To preserve significant view sheds of West Kelowna's natural areas.
- 3. To protect and enhance agricultural resources.
- 4. To protect community water resources and prevent negative downstream impacts.
- 5. To support the use of Crown lands within the City boundary for rural resource values where they are consistent with the community's values.
- 6. To demonstrate and encourage transparent and inclusive decision- making for Resource Lands with WFN and other government agencies.



#### 2.16.2 Resource Land Policies

- 1. The Resource Land designation allows for agricultural and rural resource uses, including agriculture, forestry, sand and gravel extraction, as well as park and open space uses, including natural parks, recreation areas and environmentally sensitive areas (ESAs).
- 2. Support and seek to protect agricultural land and agricultural activities in Resource Land areas.
- 3. In order to minimize road access and to protect resource and environmental values, subdivision is not supported within the Resource Land designation, where lands are outside the Growth Boundary and require any zoning amendment allowing parcel sizes less than 30 hectares.
- 4. Provincial resource development activities will be considered in this designation subject to compatibility with tenure holders, consideration of neighbouring land uses and adherence to Development Permit Guidelines, as well as consideration of the impact on transportation infrastructure and view corridors, where applicable.
- 5. Sand and gravel extraction and forestry activities in or adjacent to environmentally sensitive areas, in areas with prominent community views to the site or within riparian areas are not supported.
- 6. Any transition of land from Crown to private tenure requires zoning amendment approval to appropriately review impacts on the environment, public services, roads, sewage and waste disposal and community water resources.
- 7. Where subdivision, long-term lease or transfer of tenure to private ownership is proposed in the Resource Land area, encourage the boundaries to be defined by natural terrain features.
- 8. Continue to participate in the development of a comprehensive management strategy for the aggregate industry within the Central Okanagan, which will inform designated aggregate supply areas for West Kelowna.
- 9. Work with relevant provincial agencies to develop a long-range plan for Crown land that supports growth in West Kelowna consistent with community values and vision.

## 2.17 AGRICULTURE

The Agriculture land use designation applies to areas that are an essential and celebrated aspect of West Kelowna's character. These areas, often protected by the Provincial Agricultural Land Reserve (ALR), are designated primarily for agriculture and agricultural-related activities.

This designation encourages diverse, prosperous, and adaptable agricultural uses to support a productive agricultural hub in the City. Sustainable farm practices (protection of surface and groundwater resources, aquatic habitat, woods, wetlands, wildlife habitat, and other natural characteristics) that do not place unreasonable constraints on the farming community, are also encouraged. As a result of the importance of agriculture in the City of West Kelowna, the protection of agricultural capacity, production and access to agricultural products is supported by this OCP.

USES	DENSITY	MAXIMUM BUILDING HEIGHT
<ul> <li>Agricultural uses</li> <li>Residential uses (principal and secondary farm dwellings)</li> <li>Ancillary agricultural retail for on-farm grown and/or produced goods</li> </ul>	• Low density	<ul><li>Low-rise</li><li>Up to 3 storeys</li></ul>



### 2.17.1 Agriculture Objectives

- 1. To support the preservation and enhancement of the agricultural land base through land use decisions consistent with identified agricultural policies, Agricultural Land Commission (ALC) policies and decisions where applicable, and the Agricultural Plan.
- 2. To promote and support innovative community agricultural activities and their connection to local and regional markets.
- 3. To support consultation with the Agricultural Land Commission regarding the use of ALR land for community land use needs, as described in the Agricultural Land Commission Act and the Local Government Act.
- 4. To encourage innovative agricultural practices and secondary activities that contribute to farm income.
- 5. To encourage sustainable soil and water management practices as a key component of food security and agricultural sustainability.

### 2.17.2 Agriculture Policies

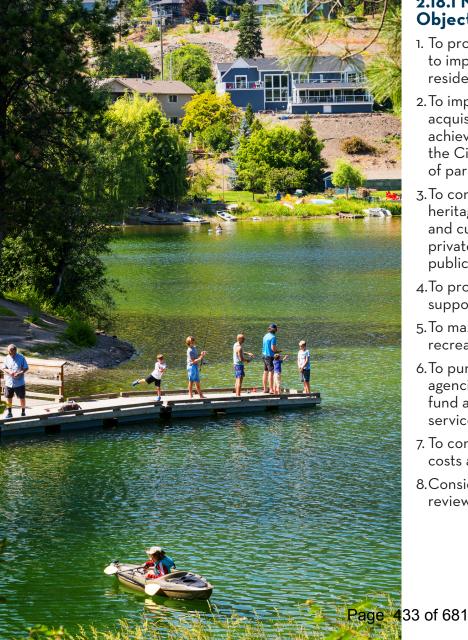
1. Support in principle the diversification of the agricultural economy in the City of West Kelowna through such activities as farm-gate marketing and other agri-tourism opportunities, which are ancillary to primary farming activities and do not impact the agricultural capability of farmland.

- 2. Where conflict exists between non-agriculture uses and agriculture, attempt to resolve the conflict with minimal negative effect on agriculture, consistent with the Farm Practice Protection (Right to Farm) Act, where the City works in collaboration with the Agricultural Land Commission and Ministry of Agriculture and Food staff. The City more generally supports education around agricultural practices and referrals to these agencies.
- 3. Support cultivation, production, improvement, processing or marketing of plants and animals, agri-tourism and other agricultural industries in support of the agricultural sector and a diverse use of agricultural lands.
- 4. Preserve agricultural land by directing development into designated Urban and Neighbourhood Centres, Residential, Commercial or Industrial land use designations.
- 5. With regard to Agricultural Land Use Designation outside of the ALR, the City will:
  - a. Prefer retention of these lands for agricultural use that is in accordance with the City's Zoning Bylaw;
  - b. Consider trail development, low intensity recreation activities and open space areas in conjunction with agri-tourism uses.
- 6. Notwithstanding the policy above, Agricultural areas immediately adjacent to Okanagan Lake may be considered for potential Tourist Commercial development only where:
  - a. Located within the **Growth Boundary** along the Okanagan Lake waterfront;
  - b. Located outside the Agricultural Land Reserve (ALR) and have low agricultural potential;
  - c. Considered appropriate and impacts to adjacent properties are minimized to the satisfaction of the City; and
  - d. Development is consistent with the policies of the Tourist Commercial land use designation.
- 7. In order to minimize impact to agricultural lands and to protect resource and environmental values, subdivision is not supported within the Agriculture designation. Although the City endeavours to protect larger lot sizes, it also fully recognizes the contribution and viability of all sizes of farms, including existing small farms, in its jurisdiction.
- 8. Require an Official Community Plan amendment to a Land Use Designation other than "Agriculture" if land is excluded from the ALR in order for further non-agricultural development to occur. (See General Land Use Policies for additional policy related to **ALR** exclusion.)
- 9. Agricultural operators are encouraged to consider the effect of any drainage patterns that would be altered through their farm practice to limit impact to downstream properties consistent with best practice established by the Province.
- 10. Support commercial agricultural operations through the administration of applicable Development Permit Guidelines that discourage plantings that may harbour diseases or insects harmful to agricultural operation, as well as programs such as the RDCO Sterile Insect Release Program and Noxious Weed Control Bylaws.
- 11. Support the ALC objective of retaining agricultural lands in larger parcels to maintain their viability for agricultural use, and further support consolidation of farmland where possible.
- 12. New roads and utility corridors should not be located on agricultural lands unless no suitable alternative exists. In those cases where no suitable alternative exists, land excluded from the ALR should be replaced with land of equal or greater agricultural value.
- 13. Discourage the proliferation of non-farm residential development or use, except as provided for by the Homesite Severance Policy within the ALR. Accessory homes and other housing will be limited according to Provincial ALR policies and regulations within the City's Zoning Bylaw.
- 14. Encourage lower intensity and complementary agricultural uses as a transition between existing urban development and farm operations. Consideration of such uses should not be construed as support for subdivision to smaller parcels, or a restriction on uses permitted in the ALR where located within the ALR.
- 15. Encourage innovative farming practices on smaller parcels within agricultural areas.
- 16. Encourage farms to participate in the Environmental Farm Plan Program.

# 2.18 NATURAL AREAS AND PUBLIC PARKS

The Natural Areas and Public Parks land use designation applies to lands throughout West Kelowna within a well-connected system of publicly accessible and diverse parks and greenspace as a valued amenity in West Kelowna and serves a joint mandate of environmental conservation and diverse public recreation opportunities. The designation also includes other privately held natural areas and greenspace that augments the protection of **sensitive ecosystems** and strengthens the natural assets of West Kelowna where the preservation of West Kelowna's natural heritage is paramount.

USES	DENSITY	MAXIMUM BUILDING HEIGHT
<ul> <li>Publicly accessible greenspace/parks</li> <li>Protected natural areas and privately held greenspace</li> <li>Low-impact recreation</li> </ul>	• Low Density	<ul> <li>Low-rise (structures permitted only within government-owned parks)</li> <li>Up to 3 storeys</li> </ul>



## 2.18.1 Natural Areas and Public Parks **Objectives:**

- 1. To provide adequate recreational opportunities to improve the health and well-being of all CWK residents.
- 2. To improve access to parks and open space through acquisition of lands for future parks in ways that achieve an equitable distribution of parks throughout the City, linkages between natural areas and a variety of park types.
- 3. To conserve West Kelowna's natural and cultural heritage through the acquisition of environmentally and culturally significant areas for protection as privately held greenspace or natural areas, or as publicly accessible park or greenspace.
- 4. To provide adequate parks and open space to support both residential and visitor use.
- 5. To maximize opportunities for indoor and outdoor recreation programs and services.
- 6. To pursue partnerships, joint uses with other agencies and other opportunities to provide and fund additional parks and recreational facilities and services.
- 7. To consider a variety of alternatives to help offset costs associated with purchasing parkland.
- 8. Consider the protection of water sources when reviewing proposed natural areas and public parks.



#### 2.18.2 Natural Areas and Public Parks Policies

- 1. Apply the principles of Crime Prevention Through Environmental Design (CPTED) to parks and open space so that they are accessible in a safe and convenient manner.
- 2. Consider the policy and implementation direction established by the Parks Master Plan and Rec Trails Master Plan..
- 3. Upon subdivision, the minimum 5% dedication of land or funds in lieu of dedication for parks will be used to complement the City's park system in accordance with the provincial regulations of the Local Government Act, and the City's Parks Master Plan, Rec Trails Master Plan and Park Land Acceptance Policy.
- 4. Seek to protect natural areas for its conservation value and where it complements the existing park and trail system through park dedication above the maximum 5% at subdivision, in line with the criteria and guidance provided by the Park Land Acceptance Policy.
- 5. Through a variety of strategies aim for 20% of land area within West Kelowna to be in the form of natural areas and publicly accessible open spaces such as parks, trails, and plazas. As areas develop, ensure sufficient open space is provided to offset the increased densities. (Refer also to Schedule 2, Greenbelt and Greenways Data table, which outlines the current area attributed to each of the seven types of greenbelt or greenway that contribute to the 20% goal within the Growth Boundary of the City of West Kelowna.)
- 6. Require Area Plans and Development Applications to include parks, open space, pedestrian and linear corridors and major recreation facilities. These must include consideration of the City's Parks Master Plan, Rec Trails Master Plan, park pre-plans, community and staff input.
- 7. Encourage efforts by community organizations, Trusts and Service Groups to partner in the acquisition, maintenance or management of publicly owned spaces including parks, boulevards, foreshore, community gardens, trails, greenways and greenbelts.
- 8. Coordinate park and recreation planning initiatives with WFN and other regional partners to ensure the efficient and effective provision of parks and recreation services, and to ensure that, whenever possible, linear parks connect across municipal boundaries.
- 9. Where appropriate, consider negotiation with agricultural landowners and appropriate provincial ministries and agencies, for provision of linear park linkages and public right of ways adjacent to or along the edge of, but not necessarily within, agricultural lands.
- 10. Consider acquiring significant large natural areas through purchase, donation, negotiation at the time of zoning or use of density bonusing, where such action is believed in the City of West Kelowna's best interest, and the land and processes comply with the Park Land Acceptance Policy.
- 11. At time of subdivision for all development types, and at time of zoning amendment for mixed-use, multiresidential, commercial, industrial and institutional developments, secure a Statutory Right of Way (SRW) for public access, up to 10 metres in width, where trails are included in a Greenways and Greenbelt Plan, or adjacent to creek corridors, or as otherwise identified during the development application process. The 10 metre corridor may be in addition to, and outside, any riparian management area requirements imposed through Environmental Development Permit Guidelines.
- 12. Continue working with WFN, RDCO, BC Parks and other community partners to foster the preservation and enhancements of West Kelowna's parks and open spaces.

# 2.19 COMPREHENSIVE DEVELOPMENT AREA

The Comprehensive Development Area (CDA) designation applies to lands identified through historical neighbourhood planning processes where Council may consider development interests in the area, but where the lands have not been thoroughly assessed for development potential. In these areas, significant constraints may affect their development potential, such as infrastructure, servicing, access, topography, visual impact or environmentally sensitive areas.

For these reasons, these areas must be planned on a comprehensive basis which may require collaboration/ joint applications between adjoining landowners as a Comprehensive Development Plan (CDP). Although the identified Comprehensive Development Area designated lands lie within the **Growth Boundary**, consideration of any development application for these lands may only be authorized through resolution of Council (see Section 5.4 for additional detail regarding the CDP process).

USES	DENSITY	MAXIMUM BUILDING HEIGHT
<ul><li>Publicly accessible greenspace/parks</li><li>Protected natural areas and privately held</li></ul>	pending further study	pending further study
greenspace Low-impact recreation Other uses pending further study		

# 2.19.1 Comprehensive Development Area Objectives

- 1. Align potential development opportunities in consideration of the City's growth concept strategies, and ongoing Land Use Analysis.
- 2. Ensure that the planning of new neighbourhoods and design of community infrastructure occurs in advance of individual or site-specific official community plan, zoning amendment and subdivision applications, including consideration of emergency services (fire and police).
- 3. Identify and evaluate impacts (both short and long term) to the community, and provide a thorough understanding of potential implications in these areas prior to consideration of development.
- 4. Ensure that proposed land uses are responsive to the topography and servicing challenges of the site.
- 5. Protect visually prominent hillsides, ridgelines and environmentally sensitive areas.
- 6. Support the preservation and enhancement of the agricultural land base in consideration of the City's identified agricultural policies within the OCP and Agricultural Plan.
- 7. Ensure that new development provides clear and substantial benefits to the community.
- 8. Minimize unacceptable impacts to the community or the environment.
- 9. Support the principle of complete neighbourhoods, including commercial areas provided they fit well with the neighbourhood, promote walkability, are compatible with services and other land uses in the area, and are viable given the location and community size.

# 2.19.2 General Comprehensive Development Area Policies

- 1. Consider applications for development only where community infrastructure (particularly network roads, community sewer, and community water supply) may be extended in a sequential and cost effective manner.
- 2. Prior to commencement of development application for a Comprehensive Development Area, terms of reference will be prepared by the Director of Development and brought forward to Council for consideration. The Terms of Reference will outline the general and specific requirements for the Comprehensive Development Area, consistent with the requirements outlined further in Section 5.4 related to the preparation of a Comprehensive Development Plan.

- 3. Where a Comprehensive Development Plan (CDP) has been completed for a CD Area and endorsed by Council, the City will consider amendments to the OCP Bylaw to ensure consistency with the approved CDP. Following the OCP amendment, the City will consider support of individual Zoning Bylaw amendment applications that are consistent with the CDP and OCP.
- 4. Proposals within the CD Areas to amend the OCP or Zoning Bylaws prior to the completion of a Comprehensive Development Plan or contrary to a CDP are unlikely to receive support. However, the application remains subject to Council discretion and Council would consider the application in accordance with Section 460(2) of the Local Government Act.
- 5. Should development within a CD Area be considered independent of the completion a full Comprehensive Development Plan, development should only be considered where:
  - a. The proposed development area lies immediately adjacent to existing municipal services and transportation infrastructure and the proposed urban expansion is based on a coordinated, phased approach in conjunction with the timely or phased extension of services in a continuous, sequential and cost effective manner; and
  - b. Detailed studies have been completed as part of the application process regarding:
    - i. The City's anticipated growth in relation to land use inventories indicating the need for further community development based on absorption rates within the City, and where:
    - ii. An evaluation of the site specific constraints for the proposed development area indicates feasibility of the site to meet the proposed development;
    - iii. An evaluation of the proposal indicates alignment with the City's Housing Strategy; and
    - iv. An evaluation of how the proposed development meets the broader objectives of the CD Area.

#### 2.19.3 Goat's Peak CD Area Policies

The Goat's Peak CD Area is comprised of a number of parcels with multiple landowners, and is comprised of the remaining privately held lands within the Goat's Peak CD area. As such, revised policies reflect this refined area.

- 1. Consider the provision of additional community infrastructure, such as services, access, and amenities, to enhance existing and proposed regional and municipal parks and trails within the Goat's Peak area.
- 2. Provide a coordinated transportation and servicing infrastructure plan for all of the remaining identified lands within the Goat's Peak CDA for any application within the area.
- 3. Provide a detailed evaluation of the City's anticipated growth and land use inventory that confirms the necessity of the proposed development within the Goat's Peak area, including consideration of the phasing of development and timing of infrastructure and servicing extensions.

# 2.19.4 Raymer CD Area Policies

The Raymer CD Area is comprised of a number of parcels with multiple landowners, and is subject to significant review and evaluation based on an analysis of transportation options, community infrastructure requirements, environmental, geotechnical, archaeological and other constraints. As the site presents numerous challenges from a servicing and infrastructure perspective, this area is currently undergoing further study to determine to what extent it can accommodate any urban expansion and as to potential land uses.

Should the determination be made that the area can sustain urban expansion, development should be based on a coordinated, phased approach in conjunction with the timely expansion of services. This will ensure the expansion occurs in a sequential and cost effective manner.

- 1. Notwithstanding the specific Comprehensive Development Plan requirements noted as per Section 5.4.3, the potential development of the Raymer CD Area may include a more focused consideration of the following requirements:
  - a. The City's Land Use Inventory;

- a. The City's growth management strategy:
  - i. Growth projections consistent with the City's Land Use Analysis;
  - ii. Absorption rates within the other identified growth management areas (including the City, WFN, and regionally);
  - iii. The City's overall growth management objectives, as outlined in the OCP; and
  - iv. The City's Asset Management Plan and the financial implications of extension of City infrastructure to this area.
- b. A coordinated phased approach in conjunction with the timely extension of services and community amenities:
- c. A review of the City's annual growth management policies. The policy review will assist in determining what kinds and amounts of additional development, if any, are appropriate, necessary or regarded as likely to yield benefits to the community;
- d. An evaluation to determine the potential impact on the adjacent Crown parcels (i.e. Regional parklands, potential acquisition for road, servicing and infrastructure connections, or WFN interests) and potential management considerations;
- e. A recreational trail network between Crown land, provincial and regional parks and connection to existing neighbourhoods and other Centres, as well as the potential protection of natural areas for its conservation values through park dedication, where appropriate;
- Should zoning amendment be contemplated for the Raymer CD Area, density transfer and bonusing concepts may be explored where it is in the City's interest to achieve community goals through such things as protection of environmentally sensitive areas and the provision of community amenities;
- The Raymer CD Area, as delineated on Schedule 1, indicates an agricultural overlay which reflects the current lands in the ALR. Any development of the Raymer CD Area must:
  - i. Include identification of ALR lands and appropriate use of the Agricultural land use designation (Section 2.17) in consideration of the Agricultural Land Commission Act;
  - ii. Include an evaluation of the necessity of buffering and setbacks between urban uses and ALR lands to help manage expectations of residents adjacent to working farmlands (with regard to odour, noise and spraying), including consideration of the Ministry of Agriculture and Food's "Guide to Edge Planning", and the ALC's "Landscape Buffer Specifications"; and
- h. The identification and consideration of other technical items such as:
  - i. Community water supply and connection to community sewer, including wastewater collection and treatment, and water supply and water quality protection;
  - ii. Important viewscapes, such as those from Okanagan Lake and Kelowna City Centre;
  - iii. Environmentally sensitive areas, wildlife corridors and ecosystem connectivity maintenance and protection;
  - iv. Access, including: identification of additional access routes and the impact of traffic on existing roads and neighbourhoods; upgrading of affected access routes; road network improvements as outlined in West Kelowna's Transportation Master Plan, and the transportation section of the OCP; Emergency access/egress;
  - v. Wildfire hazards;
  - vi. The direction of surface and ground water drainage including assessment of water table and ground water hydrology; stormwater discharge considerations; consideration of raising of Rose Valley reservoir to "full pool", in order to protect the Rose Valley drainage basin; hydrological survey to identify natural springs;
  - vii. Historic and archaeological site identification and preservation; and
  - viii. Institutional requirements as part of a compact, complete community philosophy.



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# **OCP POLICIES**

The British Columbia Local Government Act allows Municipalities to set out policies for a variety of items within their Official Community Plans (OCPs) to guide the decisions and operations of the local government. While these policies do not commit the local government to proceed with any works or projects mentioned in the OCP, all other bylaws and works undertaken by the local government must be consistent with the content in the OCP.

The policies in this OCP seek to achieve the #OURWK Vision as West Kelowna approaches the year 2040. They cover topics ranging from land use and planning, to the environment and sustainability, culture and recreation, and the economy.

In addition to policies, this section of the OCP contains action items which identify actions that the City may undertake in order to accomplish the objectives and policies of the OCP.

These policies also reflect the #OURWK Community Vision, which is summarized by its Foundations and Key Actions in the graphic below. Each policy section contains icons relating to the Key Actions represented in the Community Vision.



# BUILT FORM AND COMMUNITY CHARACTER

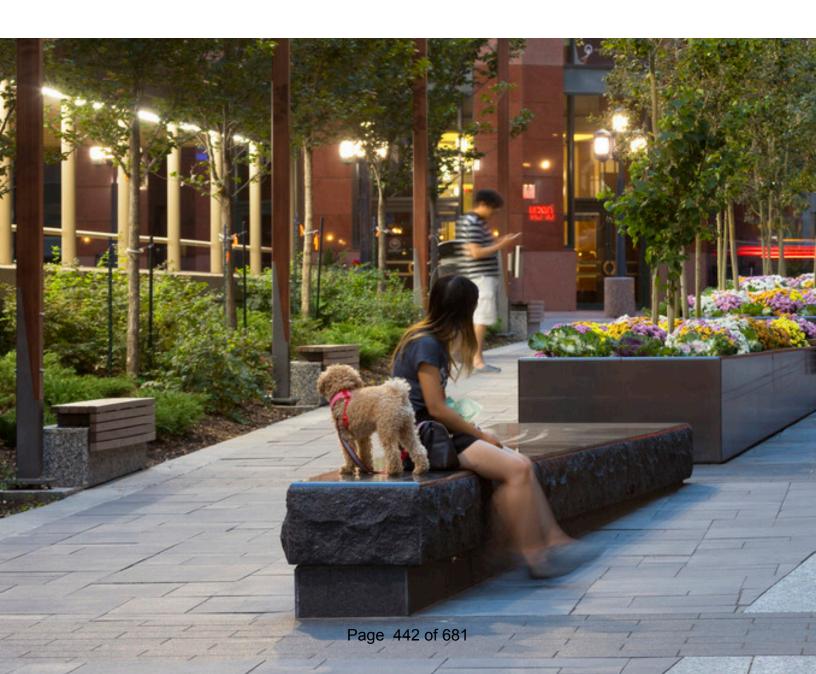






As West Kelowna grows, developing a city that is attractive, livable and sustainable is essential to achieving our community vision. The directions in this section are used to encourage development that supports successful and healthy communities. The objectives and policies in this section are set out to establish a high-quality standard of development, and assist in expressing our unique **sense of place**.

The Land Use Designations section provides direction on future location, scale and type of growth in West Kelowna, shaping a broad pattern of (re)development envisioned for the City's future. In the Built Form and Community Character, the focus is more so on individual buildings, blocks, public spaces and the overall character of communities. Growth and development have a role in creating and reinforcing a community's **sense of place**, including through thoughtful, human-scaled urban design. The architectural form and character of private development is implemented specifically through the Development Permit Guidelines (See Section 4).



# 3.1 URBAN DESIGN AND THE PUBLIC REALM







The public realm—areas that are accessible to the general public—includes the spaces between privately-owned buildings or properties as well as plazas, the municipal network of streets and boulevards, sidewalks, parks and trails, natural areas and scenic vistas, civic buildings and community facilities. West Kelowna will focus on creating streets for people, expressing our unique sense of place, and protecting and connecting green and blue spaces for generations to come.

Urban design addresses the form and character of the built environment, development sites and their context within the public realm across a variety of districts and neighbourhoods. Successful urban design creates places that are beautiful, functional and accessible to all, contributing to the "look and feel" of an area, and which may incorporate elements of both the natural and built environment.

High quality, contextual built form and **public realm** design is important to developing a distinct character and vibrancy in the Boucherie and Westbank Urban Centres, and across the five Neighbourhood Centres of West Kelowna. As redevelopment occurs in these areas, the Objectives and Policies of this section will serve to define the quality and character of new buildings and spaces, promoting successful integration with existing communities.



## 3.1.1 Urban Design and the Public Realm **Objectives**

- 1. To promote a vibrant, mixed-use character in the Westbank and Boucherie Urban Centres, including development which supports a broad range of housing, commercial and employment options.
- 2. To facilitate development in the Neighbourhood Centres that contributes to diverse nodes of housing and retail/service opportunities at a lower scale than the Urban Centres.
- 3. To provide well-integrated parks, open spaces and natural areas throughout the community which are safe and accessible for all residents and visitors.
- 4. To encourage opportunities for privately-owned publicly accessible spaces (POPS) and a wide variety of amenities as part of new development.
- 5. To ensure high quality urban design and built form that considers the natural landscape, drawing on the attributes of regional architecture and context.
- 6. To promote animation of the **public realm** through a mix of active, grade-related uses that support walkability and an engaging pedestrian experience.
- 7. Enhance the character of neighbourhoods through high-quality, visually appealing infill design.
- 8. To encourage high-density development that respects nearby agricultural uses, by limiting impacts to existing or future agricultural operations.
- 9. To encourage design that promotes universal accessibility and to strive to remove and prevent barriers to access of buildings and services within

City of West Kelowna | Official Community Plan



#### 3.1.2 Built Form Policies

- 1. Where appropriate, more creative, innovative, and diverse forms of development will be considered to achieve specific goals including mixed-use intensification, affordable housing, sustainable building standards and new community facilities.
- 2. The design of all new buildings and the **public realm** will be attentive to the **pedestrian scale** and street-level experience, including through architectural treatment of street walls and consideration of building massing impacts.
- 3. In support of urban agriculture, biodiversity and pollinator species, new buildings will be encouraged to incorporate the use of edible landscaping and/or vertical and rooftop gardens.
- 4. The design of the public realm must consider long-term operation and maintenance, and agreements put in place where these areas are to be maintained by private development.
- 5. Continue to support infill housing through existing or new regulatory controls related to built form and neighbourhood character, such as:
  - a. Ensuring all secondary suite conversions should maintain the appearance of the principal dwelling as a single-detached house;
  - b. Requiring all **infill** projects to demonstrate the ability to accommodate appropriate parking for the development;
  - c. Encouraging the sensitive integration of **infill** projects, which may include utilizing design elements found within the neighbourhood to support the existing character of the area; and
  - d. Encouraging design that incorporates FireSmart Principles.

# 3.1.3 Urban Design Policies

- 1. Where possible, design of new development should integrate visible links to the community's natural setting and cultural heritage.
- 2. New development should enhance the safety and security of community members by preventing and reducing opportunities for criminal activity through informed urban design, such as **Crime Prevention Through Environmental Design (CPTED)** principles.
- 3. New development should incorporate principles of universal accessibility.

#### 3.1.4 Land Use along Major Roads Policies

- 1. Site design will generally orient primary building frontage to Major Roads, with parking and 'back-of-house' or servicing functions located to the rear.
- 2. Land uses adjacent to roads will be encouraged to enhance the visual character of the street through architecture, and urban design, including landscaping.
- **3. Buffering** between Major Roads and other land uses will be required, where appropriate, such as through landscaping, plantings and open space.
- 4. Coordination with the Ministry of Transportation and Infrastructure is encouraged, where appropriate, to improve the pedestrian environment along Highway 97 within the Westbank and Boucherie Urban Centres and at all major intersections and crossings.
- 5. Encourage the coordination of land use planning with WFN along all shared roads and transportation connections.
- 6. Encourage the development of community gateways to include appropriate community signage, cultural and art displays within landscaped features, where possible through adjacent development application processes, or through City initiatives.
- 7. A Neighbourhood Identification Strategy and Signage Plan will be considered for implementation, where appropriate, across West Kelowna.



#### 3.1.5 Landscaping City Streets Policies

- 1. New development will contribute to the enhancement of the streetscape, especially in the Urban and Neighbourhood Centres, including through the installation of street trees, landscaped boulevards and centre medians with consideration for ongoing operation and maintenance. Where possible, xeriscaping and drought resistant native plant species should be incorporated and the use of extensive retaining walls along street frontage should be avoided.
- 2. Existing trees will be protected and maintained on public property, and on private lands where possible, including rights-of-way and highways, and through road improvements and upgrading.
- 3. New development will engage with the Ministry of Transportation and Infrastructure, where appropriate, regarding increased funding for streetscape improvements in the Boucherie and Westbank Urban Centres and to provide boulevard maintenance on tourist routes such as Highway 97.
- 4. New development will work with the Province and utility agencies, as needed, to develop and implement programs for the removal and relocation of existing overhead wiring in the Urban and Neighbourhood Centres.

# 3.1.6 Urban Design and Public Realm Action Items:

- 1. Update the Westbank Centre Revitalization Plan to reflect the new goals and priorities established in the OCP. This may include an updated set of Urban Design Guidelines for the Westbank Urban Centre to address specific public realm elements, energy and water efficiency standards to an adequate level of detail within the Development Permit Area guidelines. New guidelines may also include the Boucherie Urban Centre and Neighbourhood Centres to reflect a consistent implementation of the Community the specifics of the expanded Urban Design Guidelines for inclusion in the Works and Services Bylaw.
- 2. Develop and implement a Boucherie Centre Plan, which follows the guidance provided in this OCP's Land Centre review with the Westbank Centre Revitalization Plan update.
- 3. Existing roads and locations in the Urban and Neighbourhood Centres will be identified for improvements to promote increased active transportation and universal accessibility to implement new road and walkway design standards as outlined in the TMP. These will be implemented through new street-related development, including City infrastructure projects.
- 4. Development of City requirements for boulevard street tree and planting programs will be considered through review of the Works and Services Bylaw, consistent with applicable Development Permit Guidelines in Section 4.
- 5. Continue to explore incentives for public participation in tree planting programs in new and existing developed areas with a shortage of street trees.
- 6. A review of fencing and street interface policies within the Development Permit Guidelines will be conducted to ensure they reflect best practices and the proposed Urban Forest Strategy, once developed.

# 3.2 TRANSPORTATION







Transportation and land use are fundamentally connected. The way we grow as a city will significantly impact the way we move. Cities which are made up of communities that have a mix of densities, including centres with residential, business and recreational opportunities, result in shorter trips for residents more likely to be taken through walking, cycling or transit, resulting in less traffic volume and vehicle emissions. Additionally, areas that have denser and more concentrated residential and commercial land uses tend to be more successful in supporting frequent and reliable transit service, as well as a wider range of businesses.

As West Kelowna grows, we are committed towards shifting to sustainable transportation options. While the Transportation Master Plan outlines the path forward for our transportation infrastructure, the OCP outlines land use and development strategies that can promote a shift towards more trips being taken through active modes or public transit. Shifting to more sustainable transportation options is not only an effective way to reduce our carbon emissions, but it results in cleaner air for residents, healthier lifestyles, and oftentimes a tighter-knit community.

Policies and objectives that help to address transportation issues including traffic calming, transit priority, improved cycling and pedestrian infrastructure, and parking management will also help to achieve a more efficient and safer transportation system.

This OCP was developed alongside with the latest Transportation Master Plan, and both share a consistent vision for West Kelowna. The Transportation Master Plan includes detail on how the transportation network in the City will evolve, and additional policies to support the OCP and overall vision of the City.



#### 3.2.1 Transportation Objectives

- 1. Make it easier for everyone to choose sustainable and affordable options for traveling to, from and within West Kelowna.
- 2. Improve the overall experience, convenience, and safety for all modes and residents through the design of streets and neighbourhoods.
- 3. Promote development in the Urban and Neighbourhood Centres that contributes to a critical mass of population to make walking, cycling and public transit viable.
- 4. Improve the safety and reliability for people and goods to move around West Kelowna.
- 5. Reduce greenhouse gas emissions through the design and operation of the transportation network, in coordination with provincial mandates.
- 6. Design and adapt transportation infrastructure to be resilient to climate changes and natural disasters.

# 3.2.2 General Transportation Policies

- 1. All development must consider the Transportation Policies within the OCP, as well as applicable policies within the Transportation Master Plan.
- 2. Develop and maintain a traffic model of the City's transportation network.

- 3. Collaborate with WFN to create a coordinated and connected trail and greenway network that benefits the entire westside from a community and regional perspective.
- 4. Implement a Transportation Master Plan (TMP) that addresses current and future needs for all transportation modes, including pedestrian, bicycle, public transportation and automobile while continuing to improve transportation safety through the implementation of infrastructure, design, traffic calming and construction best practices. See Schedules 5 - 8 for additional detail regarding the City's road, transit, bicycle and pedestrian networks.
- 5. Promote a higher degree and intensity of mixed land uses within identified growth centres to reduce the need for vehicular travel and longer trips, and support frequent public transit service, and encourage high density and affordable housing near the transit network, particularly the Route 97 transit exchanges.
- 6. Create enabling conditions to make active transportation and public transit competitive with driving, especially within the Urban and Neighbourhood Centres, including locating higher and medium density residential uses near jobs and services.
- 7. In Westbank Urban Centre, the Brown Road corridor will serve as a focal point for urban design through new developments and traffic calming, ensuring this area is walkable, accessible, and attractive.
- 8. Promote recreation and active transportation through the development of greenway trails.
- 9. At subdivision and zoning amendment stages of development, ensure that walking and cycling paths and lanes for all users link to adjacent major natural areas, parks, schools, other public institutions, employment nodes, transit stops, and community activity areas, and within and between new and established neighbourhoods. Streets created by subdivision will be integrated with existing roads and planned out in ways that are conducive to walking and cycling.
- 10. Support regulations that require pedestrian and cycling facilities as part of new developments, including bicycle parking, lockers and shower/change rooms, as appropriate.
- 11. New development will introduce new or enhance existing pedestrian connections, including through financial contributions to off-site pedestrian network improvements, where appropriate.
- 12. Promote the creation of a car-share policy, zero-emission vehicles, EV charging stations, and measures aimed at maximizing transportation options in new development, including through reductions to minimum parking requirements.
- 13. Explore shared public-private parking facilities and other efficiency strategies such as car-share spaces.
- 14. Leverage proposed development in Urban and Neighbourhood Centres to improve the active transportation network.
- 15. Development applications need to consider emergency access/egress, where appropriate.
- 16. Encourage an enhanced investment in pedestrian, cycling, and transit connections to and around schools and other locations with vulnerable users.
- 17. Continue work to reduce active transportation crossing barriers at key locations, such as intersections, creeks, and highways to increase options for people's movement in an effort to enhance community and regional connectivity.

# 3.2.3 Greenways and Linear Trails Policies:

Greenbelts and Greenways have been identified as part of a concept for an interconnected network of existing and proposed community-wide linear trails, parks, greenspaces and/or protected areas (see Schedule 2 - Greenbelts and Greenways Concept map). The goal is to preserve natural areas and significant landscape features, buffer development edges, strengthen recreation opportunities and support multi-modal transportation alternatives. Greenbelts and Greenways consisting of trees and climate- appropriate vegetation serve to improve community health and livability. Additional linear trails may also be identified as part of the Transportation Plan, or at time of application review. Linear trails, and lands within proposed Greenbelts and Greenways may be protected, preserved, dedicated, or acquired at the time of zoning amendment and/or subdivision.

1. Linear trails and Greenways should significantly contribute to the City's goal for 20% of land area within West Kelowna to be in the form of protected natural areas and/or publicly accessible parks, trails, and greenspaces Page 448 of 681

- to ensure sufficient open space is provided to offset increased densities.
- 2. As a key component of the City's transportation network, support the protection and acquisition of linear trails and **Greenways** at the zoning amendment and subdivision stage, where:
  - a. Protection and acquisition may include some form of right of way dedication, registration of a Section 219 covenant, or zoning the area as park, as applicable; and may even include parkland dedication subject to the City's Park Land Acceptance Policy; and
  - b. Where a linear trail or **Greenway** has been identified as a key component of the overall transportation network within the City's master plans, it is not eligible as credit towards Local Government Act parkland dedication requirements at time of development, except at the City's discretion.
- 3. While not directly connected to transportation goals, consideration of any linear trails and Greenways should also consider connectivity to potential lands identified as Greenbelts in Schedule 2, which is further noted in Section 3.5.2.
- 4. Support the development of pathways and rest areas within Greenbelts and Greenways.
- 5. Ensure the linkage of natural areas with parks, **watercourses**, and **Greenbelts** in adjacent neighbourhoods to provide connectivity for recreation, active transportation, and wildlife and habitat features.
- 6. Work with WFN, supporting agencies and interest community groups to promote and develop community **Greenways** that consider coordinated and connected community and regional networks.

# 3.2.4 Transportation Action Items

- Explore new and expanded initiatives through BC Transit Kelowna Regional Transit System which respond
  to the OCP Growth Concept, supporting transit-oriented development and potential for regional
  connections in conjunction with the recommendations of the Transportation Master Plan.
- 2. Support the Greenbelt and Greenways Concept by identifying implementation steps for the potential acquisition, development and maintenance of Greenways identified in the OCP on Schedule 2, Community Greenbelt and Greenway Concept, or as integrated within the City's Transportation Master Plan, as well as the Parks Master Plan and Rec Trails Master Plan which may also identify additional Greenbelts.
- 3. Create and sustain a network of parks, linear corridors and green spaces within West Kelowna through designation of Greenbelts and Greenways.
- 4. Prioritize and develop the active transportation network as outlined in the Transportation Master Plan.
- 5. Work with the Ministry to shift Highway 97 in Westbank Urban Centre to advocate to transition Dobbin Road to a two-way highway to allow Main Street to convert to a two-way town centre street with a community / commercial focus.
- 6. Develop mobility hubs at Westbank and Boucherie Mountain transit exchanges to increase transportation options and transit ridership.
- 7. Develop guidelines or a process to accommodate shared parking in Urban and Neighbourhood Centres.

#### What are Greenways?

Greenways are publicly accessible corridors over protected open space or linear parks that are maintained for conservation, recreation and non-motorized transportation to connect other parks and destinations, where the common element is that the area includes some form of preserved greenspace. You may note that a "linear trail" is not always a Greenway, as it could be a fully urbanized trail with no greenspace components.

How is a Greenbelt different from a Greenway?

Greenbelts are defined open natural spaces protected from urban development by covenant, development permit areas, or other mechanisms, and maintained for conservation or passive recreation which may either private or public space. Greenbelts are not typically a linear configuration.



# 3.3 COMMUNITY INFRASTRUCTURE AND SERVICING







Our infrastructure: the water, sewer, stormwater, communications, and energy networks form the backbone of the City. As West Kelowna grows into the vibrant city of the future, strategic investment and long-term planning for infrastructure and it's operation and maintenance is required to support this evolution. Future growth and development are integrally linked to infrastructure capacity as well as to the environmental resiliency of our community.

### 3.3.1 General Infrastructure Objectives

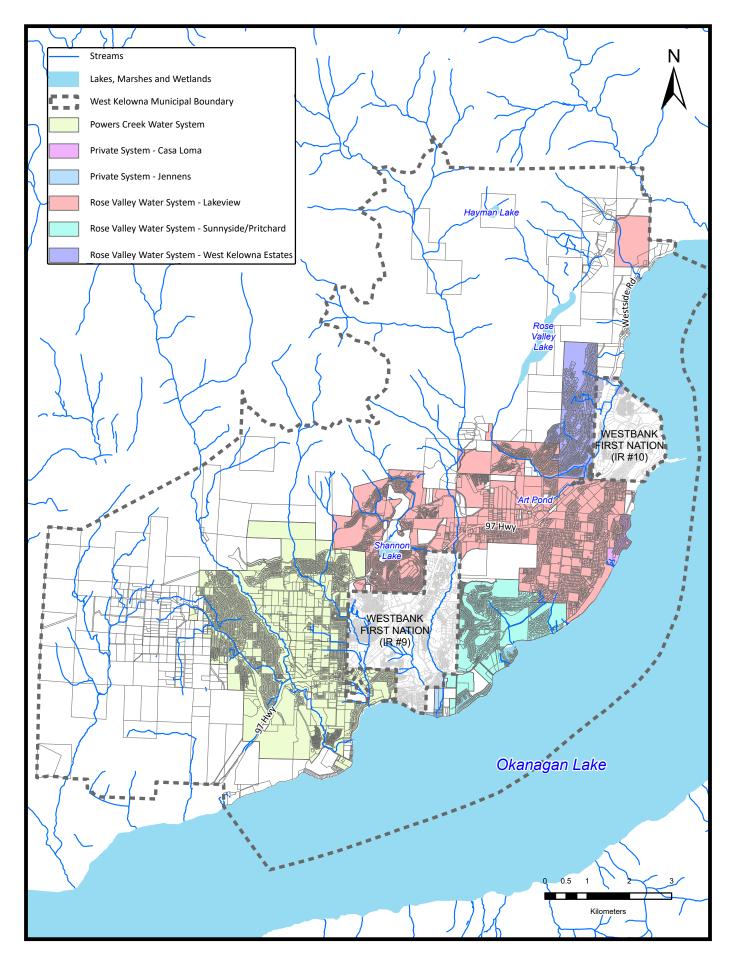
- 1. Create and maintain infrastructure and services that are resilient to the impacts and risks of climate change.
- 2. Prioritize infrastructure and operation and maintenance investment decisions that align with community growth priorities, focusing on efficient and strategic development.
- 3. Align and partner with WFN and other surrounding municipalities in the development and implementation of infrastructure, including third party providers where appropriate.
- 4. Ensure development supplies infrastructure that contributes towards the goals of this OCP.

#### 3.3.2 General Infrastructure Policies

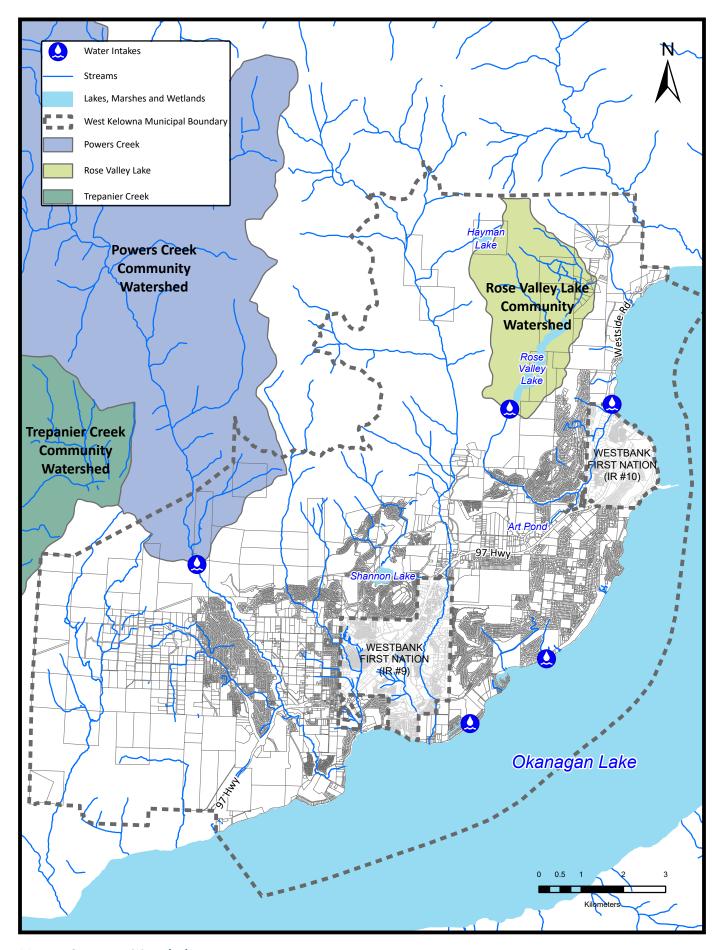
- 1. Support alternative development standards to permit green infrastructure, public amenity or active transportation infrastructure on public land where such opportunities are technically feasible, where operations and maintenance considerations have been identified and are supported, and where such infrastructure is in accordance with the vision and goals of the OCP.
- 2. Make infrastructure planning, investment, operations and maintenance decisions from an asset management perspective that considers long-term life-cycle full cost accounting. This includes the design, maintenance and renewal of infrastructure and utilities, including natural assets.
- 3. Design infrastructure to serve multiple purposes, wherever appropriate. This includes coordinating between City divisions, other levels of government and utility service providers to ensure all infrastructure expansion and renewal projects consider multiple community objectives and agency needs.
- 4. Explore cost-sharing opportunities and other funding sources to provide the required infrastructure in Urban and Neighbourhood Centres to encourage redevelopment and intensification. These can include:
  - a. Grants from other levels of government,
  - b. Public-private partnership agreements,
  - c. City-as-developer schemes, or
  - d. Other innovative financing mechanisms.
- 5. Explore opportunities to provide interim servicing capacity for initial developments in the Westbank and Boucherie Urban Centres to potentially defer full-system upgrades.
- 6. Collaborate with utility companies to coordinate the development and delivery of reliable, safe, and efficient electricity, natural gas, and other energy and communications infrastructure (e.g. solar, geothermal, etc.) to leverage efficiency, minimize costs, and mitigate negative impact to the community and to the environment.

#### 3.3.3 Water

Water is a precious resource in the Okanagan Valley; the lifeblood that supports the agricultural, economic, and environmental vitality of the region. The vision for Our Adaptability speaks to the need for proactive management and protection of the City's water supply and associated natural habitats. The Water Utility Master Plan adopted in 2014, and the Water Conservation Plan adopted in 2012, focused efforts on simplification of the water systems under the City's jurisdiction, meeting water demands and applicable water quality regulations within a reliable system that considered the economic sustainability of providing the service, as well as conservation efforts aimed at both reduced financial and environmental impacts. Existing water service areas and their watershed are shown on Map 3 and Magade 451 of 681



Map 3. Water Service Areas



Map 4. Community Watersheds

An update to the Water Utility Master Plan is proposed for the near term and is necessary to address capacity and servicing levels associated with existing and projected water demands within the community. Key elements to be reviewed including timing for increased treatment capacity at the Powers Creek Plant, watershed yield, asset management, and capital planning.

# 3.3.3.1 Water Objectives

- 1. Supply high quality, protected drinking water to all residents.
- 2. Protect natural water courses, watersheds, wetlands, and shorelines.
- 3. Continue to implement the Water Conservation Plan, and consider updates as necessary, to support water conservation and water quality objectives through educational tools and programs, water restriction policies, water loss management, rate and billing analysis, and others methods.
- 4. Reduce water and energy consumption by the City, residents, and businesses.
- 5. Continue to provide a cost-effective, safe, and sustainable supply of drinking water.

#### 3.3.3.2 Water Policies

- 1. Ensure a safe supply of drinking water, including collaboration with WFN regarding water service connections to the City's water system.
- 2. Balance the needs of a growing city with water availability for agriculture.
- 3. Explore the implementation of a range of measures to reduce community water consumption including outdoor water use restrictions, development and building bylaws, universal water metering, rainwater harvesting and conservation-oriented water rates.

#### 3.3.4 Stormwater

The City owns, operates, and maintains the stormwater collection system within its boundary. As part of the vision for Our Adaptability to address the impacts of climate change and planning ahead for infrastructure needs, an increased emphasis on sustainable stormwater management is needed. This includes the proactive design of stormwater systems to protect natural habitats and water quality and mitigate flooding and other damage to public or private assets. The community seeks to manage stormwater through capture and ecological treatment, mimicking natural systems and demonstrating the City's leadership in sustainable design and asset management.

The City's Master Drainage Plan (MDP) completed in 2011 holistically reviewed local hydrology, hydraulics, environmental and hydrogeological issues within the City to assist planning and funding storm water infrastructure needs. The underlying goal is to manage an effective municipal drainage network that provides protection for public safety, property and the environment from loss, injury or degradation caused by flooding, erosion or other hazards associated with stormwater. The MDP was augmented by the Storm Water Best Management Practices Manual in 2012 that provided additional guidance for the design and implementation for stormwater management, as well as an internal review of the master plan in 2017. Updates to the master plan are recommended in the 10-year capital plan for 2025.

# 3.3.4.1 Stormwater Objectives

- 1. Proactively reduce the impact of stormwater runoff to downstream terrain, infrastructure and watercourses through planning and design.
- 2. Promote the benefits of low impact design and stormwater infiltration through educational initiatives and programs.
- 3. Consider watershed health and sustainability objectives at the beginning of all land use planning processes, to ensure policies support resiliency and water quality improvement.

#### 3.3.4.2 Stormwater Policies

- 1. Ensure the design and management of storm water will avoid impact to downstream properties, and coordinate with WFN where stormwater, creeks and streams cross jurisdictional boundaries.
- 2. Support the integration of rainwater detention, infiltration and conveyance systems with community or natural amenity space where possible. Promote park and streetscape designs that serve as temporary rainwater detention and encourage rain gardens and other forms of low-impact development. Where a surface drainage system has been approved and designed to function within a park area or natural open space, it is not eligible as credit towards Local Government Act parkland dedication requirements at time of development, except at the City's discretion; and must include appropriate maintenance access and landscaping of the feature.
- 3. Reduce runoff through promoting permeable surfaces and discouraging impermeable surfaces.
- 4. Design new rainwater infrastructure to manage flows to pre-development rates including future climate change projections. This includes preventing frequently occurring small rainfall events from becoming surface run-off and ensuring the maintenance of minimum base flows, and in some instances augmented base flows, in water bodies.
- 5. Mimic natural ecosystem processes in rainwater system design and construction as much as possible. This includes minimizing runoff, maximizing infiltration, preserving and protecting the water absorbing capabilities of soil, vegetation and trees particularly along riparian corridors and minimizing impervious surfaces on both private and public lands.
- 6. Ensure stormwater meets applicable BC surface water objectives at the time it is discharged into receiving water bodies.
- 7. Apply best practices to land use management to prevent erosion and sedimentation during construction and for agricultural practices.

#### 3.3.5 Wastewater

The City owns, operates, and maintains the wastewater collection system within its boundary, with the exception of Regional District of Central Okanagan (RDCO) trunk mains. The system consists of a pipe network and associated lift stations, force mains, and appurtenances. This system has been under the direct control and management of the City since 2010.

Wastewater that is collected from the City system is conveyed to the Westside Regional Wastewater Treatment Plant (WRWTP), which also treats wastewater from the Peachland and WFN areas. The RDCO operates and maintains the WRWTP and the regional trunk mains, and related forcemains and lift stations. The cost of the shared services are assessed and collected by the RDCO on a flow monitoring basis.

The Sanitary Sewer Utility Master Plan completed in 2014 assessed the sanitary sewer utility system to determine the capacity of the system to service the existing and future development of the City. The plan established the basis for setting priorities for improvements to the utility based on the projected growth within the 2010 OCP and construction standards current at that time. While the existing sanitary sewer system currently meets the capacity needs of the residents in West Kelowna, an update of the master plan is recommended in 2024 to align with the anticipated growth in the OCP.

# 3.3.5.1 Wastewater Objectives

- 1. Protect potable water and natural watercourses from contamination from wastewater.
- 2. Encourage the strategic expansion of community sewer systems within growth areas in support of the removal of septic systems.
- 3. Encourage efficient wastewater practices. Page 455 of 681



#### 3.3.5.2 Wastewater Policies

- 1. Restrict septic system development, especially within growth boundaries.
- 2. Collaborate with private industry and other levels of government to retrofit and replace existing septic with new connections to waste water systems.
- 3. Restrict expansion of the wastewater system into rural or agricultural lands unless required for the protection of the natural environment or public health.

#### 3.3.6 Solid Waste

Solid waste management refers to the collection and disposal of garbage, and the promotion of recycling, composting, and landfill diversion. Waste Management is presently coordinated and managed by the RDCO under the Solid Waste Management Plan, with an overarching goal of reducing landfill bound waste below 600kg/capita/year.

The Westside Residential Waste Disposal and Recycling Centre also known as the Westside Transfer Station (formerly the Westside Landfill) is owned and operated by the RDCO. All garbage and green waste from the City is disposed of at the Glenmore Landfill in Kelowna, which is a regional facility, owned and operated by the City of Kelowna.

As part of solid waste service, the City of West Kelowna pays into the RDCO who provides residents with weekly curb-side garbage pickup and biweekly curb-side collection for a variety of recyclables. Green waste is also collected on a biweekly basis between March and December.

# 3.3.6.1 Solid Waste Objectives

- 1. Reduce the generation of solid waste, and increase waste diversion from the landfill, with:
  - a. Enhanced focus on reducing food, agricultural, and construction waste; and
  - b. Support education to reduce cross contamination in the collection system.
- 2. Reduce littering and illegal dumping on public and private land.
- 3. Support and educate on a circular economy that values the reuse of materials and resources.

#### 3.3.6.2 Solid Waste Policies

- 1. Continue to implement and participate in the RDCO Solid Waste Management Plan in cooperation with other regional stakeholders to ensure a regionally consistent approach to reduce waste in alignment with the goals, principles and strategies outlined in the plan.
- 2. Support the continued review and expansion of garbage, yard waste, recycling, and kitchen organic waste collection services to all land uses.
- 3. Support local and regional programs to significantly decrease the amount of waste generation and increase the amount of landfill diversion and recycling.
- 4. Work with regional stakeholders on a long term strategy for the waste management and reduction.

#### 3.3.7 Communication Infrastructure

The City owns, operates, and maintains a communications system to support the City's internal operations and infrastructure. The City also works to support reliable communications systems provided to residents and local businesses.

## 3.3.7.1 Communication Infrastructure Objectives

- 1. Support third party communication providers that are reliable, safe, and efficient.
- 2. Embrace and support the establishment of new technologies in support of enhanced and new approaches to public engagement, information sharing and consultation.

#### 3.3.7.2 Communication Infrastructure Policies

- 1. Support the creation and maintenance of high quality and assured communications links, including dark fiber infrastructure to support the development of a Smart Cities approach and to provide City facilities with enhanced communication reliability and security, as well as reduced costs.
- 2. An enhanced fiber network may also provide opportunities to support economic development within our commercial, business park and industrial areas, and potential revenue generation may be possible where excess network capacity can support advanced technology agreements or partnerships with other government agencies or institutions.
- 3. Support the development of enhanced standards for telecommunications towers where the infrastructure is designed to blend with the natural landscape, and includes the consideration of coordination between operators to reduce the proliferation/duplication of communication infrastructure.

# 3.3.8 Community Infrastructure and Servicing Action Items:

- 1. Regularly review the **Development Cost Charges** Bylaw to ensure new development fairly funds growth related infrastructure.
- 2. Explore options to support low density residential **infill** development to increase housing availability with subsidized or reduced utility and development charge expense for water, stormwater, and sewer upgrades.
- Investigate infrastructure systems and technologies to improve energy efficiency and resource reuse. Look for opportunities for capturing waste heat, heat exchange, energy generation, and rainwater reuse.
- 4. Evaluate opportunity for green infrastructure specifications and best management practices for incorporation into regulatory tools such as zoning and subdivision and development servicing bylaws.
- 5. Update the Stormwater Master Plan in support of the proposed growth concept in the OCP.
- 6. Update the Sanitary Sewer Master Plan in support of the proposed growth concept in the OCP and in consideration of unserviced areas within the growth boundary.

# 3.4 CLIMATE AND ENVIRONMENTAL RESILIENCY









West Kelowna is a community of choice; a place where quality of life and quality of the environment intersect in a unique way. The vision for the West Kelowna of the future acknowledges the role and contribution that each citizen has to play, and identifies the need to take bold action to address the impacts of climate change. The increasing frequency and intensity of climate events, such as more dramatic flooding in spring and longer fire seasons, highlights the City's vulnerability and the need to address the related impacts.

Actions taken by the community to address climate change support community wellbeing and the local economy; protecting the long term vibrancy of the City.

#### 3.4.1 Climate Change

Climate Change has the potential to significantly impact the quality of life envisioned in #OURWK, and the community recognizes that and expects continued movement towards a more robust and resilient future.

# 3.4.1.1 Climate Change Objectives

- 1. Fulfill the requirements of the British Columbia Climate Action Charter.
- 2. Promote, demonstrate, and adopt a shift to clean energy sources.
- 3. Commit to a target for greenhouse gas emissions that meets or exceeds the requirements of the British Columbia **Climate Action Charter**.
- 4. Prioritize climate resiliency in City decision making regarding policy, maintenance, and operations.
- 5. Support building a corporate and community culture with an emphasis on climate action.

# 3.4.1.2 Climate Change Policies

- 1. Ensure long range planning processes, as well as the review of current development applications, considers specific climate change risks such as increased intensity of wildfire, flood, drought, and extreme heat and cold events.
- Ensure risk assessments include analysis of changes expected due to climate change, such as
  forecasting of rainfall intensity-duration-frequency curves, lake level rise to assess the magnitude of
  climate change effects, wildfire, drought and quantify that change over time.
- 3. Consider developing policies related to mitigating the impact of extreme climate events that result in immediate health hazards to City residents associated within risks such as extreme heat, air quality, etc.





# 3.4.2 Building Performance, Energy, and Emissions

Buildings contribute significantly to the energy consumption and greenhouse gas emissions of the City. As part of the vision to take bold action on climate change, promoting, designing, and retrofitting buildings is an integral part of creating a more resilient West Kelowna.

# 3.4.2.1 Building Performance Objectives

- 1. Support building performance objectives toward net-zero emissions standards by setting an example through the design and construction standards of new municipal buildings.
- 2. Upgrade and retrofit existing municipal buildings to higher standards of building performance and energy consumption.
- 3. Promote, encourage, and incentivize private developments to adhere to the same standards of **green building** design with either new construction or retrofitting during major renovations.
- 4. Support radon awareness and construction practices to help mitigate its negative health impacts.

# 3.4.2.2 Building Performance Policies

- 1. Implement the BC Energy Step Code for all new non-City buildings as per Provincial targets:
  - a. Part 9 buildings to achieve Step 4 by 2027 and Step 5 by 2032; and
  - b. Part 3 buildings to achieve Step 3 by 2027 and Step 4 by 2032.
- 2. Encourage life-cycle tracking for carbon.
- 3. Public buildings should demonstrate leadership in environmental design to a similar or equivalent standard such as net-zero emission or **Leadership in Energy and Environmental Design (LEED)**Silver.
- 4. Encourage residents to test homes for radon exposure and to take appropriate mitigation measures as necessary, where the City will provide supporting information on radon and radon mitigation opportunities.

# 3.4.3 Energy and Emissions Management

The Government of BC continues to advance legislative and policy actions in support of increased energy efficiency and the reduction of **greenhouse gas emissions (GHG)**. The City's community emissions stem largely from buildings (commercial, residential, industrial), transport, and solid waste, and the corporate emission are related more specifically to buildings, infrastructure and fleet that the City has direct influence over. The City of West Kelowna vision for the future supports these actions, as our community knows and understands the essential and time sensitive action that climate change requires. As a participant in the British Columbia **Climate Action Charter**, the City committed to:

- Becoming carbon neutral in our corporate operations;
- Measuring and reporting on the community's GHG emissions; and
- Creating complete, compact, and energy-efficient rural and urban- communities.

These core commitments form the basis for the City's energy emissions objectives and policies.

#### 3.4.3.1 Energy and Emissions Management Objectives

- 1. Promote compact, walkable, energy efficient and higher density new development in alignment with the Growth Concept.
- 2. Reduce municipal **GHG** emissions, and support, educate, and promote the reduction of privately contributed **GHG** emissions.
- 3. Encourage alternative forms of energy that reduce GHG emissions and energy costs and support job creation and the vitality of the local economy.

#### 3.4.3.2 Energy and Emissions Management Policies

- 1. Overall targets for community GHG emission reduction should reflect provincial targets, and achieve:
  - a. Target a 40% reduction in **GHG** emission by 2030 from 2007 levels;
  - b. Target a 60% reduction in GHG emissions by 2040 from 2007 levels; and
  - c. Target an 80% reduction in **GHG** emissions by 2050 from 2007 levels.
- 2. Support and participate in a regional air quality program.
- 3. Incorporate greenhouse gas reduction evaluation and pricing criteria in both modeling and procurement for all municipal infrastructure.
- 4. Encourage the investigation and development of renewable energy supply options, such as City energy, ground source heat pumps, solar and heat recovery systems.
- 5. Where an energy system is planned, implement a Service Area Bylaw to ensure new buildings in the service area are required to connect to the City energy system.
- 6. Consider Clean BC targets for reduced emissions, such as EV charging stations and EV ready buildings in new construction, when reviewing development applications, and considering infrastructure planning.

# 3.4.4 Climate Change and Environmental Resiliency Action Items

- 1. Develop and implement a Community Climate Action Plan that addresses the unique needs, opportunities and challenges of the City of West Kelowna, which may consider potential collaboration with RDCO climate action planning initiatives that contribute to the City's goals.
- 2. Complete the Corporate Climate Action Plan to explore opportunities to reduce GHG emissions in an effort to become corporately carbon neutral, and implement the Plan once finalized.
- 3. Develop, support and maintain an active staff-based Climate Action Committee, with consideration for future Climate Action Coordinator position.
- 4. Conduct a City-wide risk and vulnerability analysis of municipally owned and operated infrastructure at the asset class and system level to determine the climate change impact vulnerability of municipal infrastructure and identify priority assets for adaptation interventions, incorporating existing analyses conducted to date.
- infrastructure, according to the priority established in the risk assessments. Ensure that the program
- risk and vulnerability analysis.
- Energy Audits, as applicable.

# 3.5 NATURAL ENVIRONMENT AND HAZARDS









The Okanagan is recognized and revered as one of Canada's most ecologically rich and diverse areas of Canada. Sensitive ecosystems such as the open grasslands, rocky outcroppings, pine savannas, and dry benchlands are nourished by watercourses and are critical arteries for the health and wellbeing of the land and the lake.

The Okanagan has more threatened endangered and rare species than any other area of the Province. Both scenic and fragile, the natural environment is sensitive to the pressures associated with community development and the City of West Kelowna has such a wide diversity of affected landscapes ranging from aquatic to hillside. The health of the natural environment - ecosystems, biodiversity, and water and air quality - is a shared responsibility. The choices we make in managing the environment, such as the amount of water we use, the type of plants we landscape with, how we manage attractants to avoid conflicts with wildlife, how and when we burn debris, the types of buildings we build and how we heat them and the way we design our community will directly affect the quality of our lives in the future.

#### 3.5.1 Biodiversity and Environmentally Sensitive Areas

The biodiversity and unique and special habitats of the West Kelowna landscape are critical aspects of its intrinsic value to the community.

#### 3.5.1.1 Biodiversity and Environmentally Sensitive Areas Objectives

- 1. Integrate measures to identify, protect, enhance and restore environmentally significant areas and local biodiversity in all land use decisions.
- 2. Encourage development and land uses that respond to the natural context of West Kelowna and are sensitive to existing environmental features.
- 3. Protect the natural look and appeal of West Kelowna's prominent natural features.

# 3.5.1.2 Biodiversity and Environmentally Sensitive Areas Policies

- 1. Protect sensitive natural areas, while focusing growth in strategic areas.
- 2. Protect the natural look and appeal of West Kelowna's prominent natural features.
- 3. Protect the shoreline of Lake Okanagan, and maintain functional and visual access to the waterfront for the community.
- 4. New development along the shoreline, riparian areas, or other ecologically sensitive areas will require the protection of sufficient land needed to maintain protection and conservation of the area.
- 5. Require by way of development, restoration of already degraded ecosystems or sites and ensure ecological restoration work occurs on already disturbed sites.
- 6. Require that development plans consider and complement the natural topography of West Kelowna, while also considering universal accessibility and the retention of existing topographic features.
- 7. Encourage the preservation of culturally significant indigenous vegetation. Work with WFN and other traditional knowledge holders to seek opportunities to identify, preserve, and celebrate culturally significant places, plants and ecology.
- 8. Encourage private stewardship of significant ecosystems through private property conservation tools such as conservation covenants, land trusts, and eco-gifting.

#### 3.5.2 Greenbelts, Urban Forest, Parks and Natural Assets

Our Places celebrate the special areas that define the character and sense of community for West Kelowna and acknowledges that the green and blue spaces of the City must be protected and connected for future generations. The blue spaces consist of the City's watercourses (lakes, creeks, etc), and the spaces that connect to them. The green spaces consist of the City's natural areas, protected areas, as well as parks and linear trails. Greenbelts and Greenways (also noted in Section 3.2.4 and shown on Schedule 2 - Greenbelts and Greenways Concept map) identify much of these green spaces as part of a concept for an interconnected network of existing and proposed community-wide linear trails, parks, greenspaces and/or protected areas. Beyond the transportation goals tied to Greenways, Greenbelts form an integral part of the City's goal to preserve natural areas and/or provide recreational opportunities to mitigate increased density and anticipated population increases within the City and region. Protection of trees and climate- appropriate vegetation serve to improve community health and livability. Lands within proposed Greenbelts and Greenways may be protected, preserved, dedicated, or acquired at the time of zoning amendment and/or subdivision.

#### 3.5.2.1 Greenbelts, Urban Forest, Parks and Natural Assets Objectives

- 1. Strive for 20% of land area within West Kelowna to be in the form of protected natural areas and/ or publicly accessible parks, trails, and greenspaces to ensure sufficient open space is provided to offset increased densities and anticipated population growth within the City.
- 2. Connect existing and planned blue and green spaces to help establish a sustainable and significant natural asset network, including collaboration with other agencies to ensure completion of existing and future Greenbelts and Greenways within West Kelowna and to the region as a whole.
- 3. Work with community partners in protecting natural areas and waterways, including the Regional District of Central Okanagan, WFN, and the Provincial Government.
- 4. Manage trees and forested areas within City owned or City controlled lands for the safety of residents.

# 3.5.2.2 Greenbelts, Urban Forest, Parks and Natural Assets Policies

- 1. Implement Parks Master Plan priorities and policies, including any updates to the plan and related amendments affecting the OCP, such as the Greenbelts and Greenways Concept Schedule 2.
- 2. As a key component of the City's green space goals, support the protection and potential acquisition of lands identified as **Greenbelts**, at the zoning amendment and subdivision stage, where:
  - a. Protection and acquisition may include some form of right of way dedication, registration of a Section 219 covenant, or zoning the area as park, as applicable; and may even include parkland dedication subject to the City's Park Land Acceptance Policy; and
  - b. Where consideration of any **Greenbelts** should also consider connectivity goals identified within the Transportation Section 3.2.4 Greenways and Linear Trails for additional related transportation network policies, as well as the Parks Master Plan update.
- 3. Designate publicly owned land, or support the acquisition of land to create a centrally located park and plaza space within the Westbank Urban Centre. The centrally located park/plaza space should be coordinated with policies and objectives of the Parks Master Plan, and/or updates to the Greenbelts and Greenways Concept Schedule 2 and related Greenways and Linear Trails policies, or Greenbelts, Urban Forests and Natural Assets policies.
- 4. Maintain existing vegetated areas in **Greenbelts** and **Greenways**, and restore vegetative cover to naturally forested hillside areas for the purposes of controlling erosion, providing habitat, and enhancing the natural beauty of the City utilizing wildfire best management practices.
- 5. Provide habitat and linkages within **Greenbelts** and **Greenways** for rare and native plants associated with the Okanagan Valley.
- 6. Encourage the use of native plant and tree species in landscaping and restoration on public and private lands, where appropriate. Page 462 of 681

  City of West Kelowna | Official Community Plan

- 7. Incorporate natural assets as part of the City's Asset Management Planning.
- 8. Collaborate with WFN and the Okanagan Basin Water Board to develop strategies to preserve and enhance the supply and quality of water and lands surrounding water bodies in West Kelowna.
- 9. Protect the natural appearance and ecological function of Mount Boucherie, with the exception of essential public infrastructure, where any visible components must be sufficiently screened using landscaping or printed wraps.
- 10. Encourage the development of **Greenbelts** and **Greenways** that assist in the retention of natural areas, and enhance views of natural areas when viewed from Okanagan Lake and various neighbourhoods within the City.
- 11. Where the City proposes improvements to greenspace, ensure that the improvements consider and incorporate the natural asset value of the site, wherever possible.

#### What are Greenbelts?

Greenbelts are defined open natural spaces protected from urban development by covenant, development permit areas, or other mechanisms, and maintained for conservation or passive recreation which may either private or public space. Greenbelts are not typically a linear configuration.

How is a Greenway different from a Greenbelt?

Greenways are publicly accessible corridors over protected open space or linear parks that are maintained for conservation, recreation and non-motorized transportation to connect other parks and destinations, where the common element is that the area includes some form of preserved greenspace. You may note that a "linear trail" is not always a Greenway, as it could be a fully urbanized trail with no greenspace components.

- 12. City projects must look for opportunities to preserve and enhance West Kelowna's urban tree canopy and sustainable stormwater management systems.
- 13. Support the development of zoning options that encourage residential cluster development so units or parcels are concentrated within a portion of a development site and the remainder of the site is left in its natural state.
- 14. Consider developing a Waterfront Acquisition Strategy to complement the Parks Master Plan, and the Waterfront Plan.

#### 3.5.3 Natural Hazards and Wildlife Conflicts

When development is proposed, a variety of natural hazards must be assessed, such as fire, flooding, steep slopes or rock slide. Development should be sensitive to the risk context of the site, and strategies for risk mitigation and impact integrated into the proposed design. Additionally, as the City is surrounded by natural spaces and includes many parks and natural wildlife corridors, it is expected that wildlife will be passing through our community and actions taken to prevent human-wildlife conflicts will lead to a more sustainable and respectful relationship with wildlife for the benefit of all.

# 3.5.3.1 Natural Hazard and Wildlife Conflict Objectives

- 1. Identify potential and existing natural hazards and avoid or mitigate the impacts on people, property, and the environment.
- 2. Raise awareness of wildlife-human conflicts, and wildfire, flooding, unstable slopes, and other natural hazards through public education.

#### 3.5.3.2 Natural Hazard and Wildlife Conflict Policies

- 1. Require **FireSmart** landscape design principles for all new developments within Development Permit areas, and encourage property owners to apply them to existing private properties.
- 2. Restrict new public development to areas above the floodplain and retrofit critical civic infrastructure to withstand increased risk of flooding.

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3. Work with provincial partners and community stakeholders to monitor human-wildlife conflicts and develop management strategies.

### 3.5.4 Natural Environment and Hazards Action Items

- 1. Develop an Urban Forest Strategy for public lands that:

  - b. Includes an annual and long-term implementation and maintenance plan, including an inventory of existing trees;

  - e. Includes criteria for the identification of significant urban trees for protection.
- 2. Consider developing a Tree Management Bylaw for private lands that requires the protection of significant
- Emergency Plan and/or individual operational plans (i.e. Flood and Environmental Emergencies).
- identify priority assets for adaptation interventions.
- 5. Consider the acquisition of parks and natural assets in accordance with applicable master plans and policy
- 6. Continue an analysis of community egress routes throughout all of West Kelowna to identify deficiencies
- 7. Inventory, identify, and protect sensitive ecosystems and environmentally sensitive areas (ESAs), including wildlife corridors, natural shoreline, riparian areas, pine savannas, grasslands, and steep or unstable slopes, including consideration of the 2022-2024 Central Okanagan Sensitive Ecosystem Inventory update.
- 9. Update the 2018 Community Wildfire Protection Plan with a new Community Wildfire Resiliency Plan. including risk assessments that may be used to update the Wildfire Development Permit Area mapping, and

# 3.6 SOCIAL SUSTAINABILITY











A socially sustainable city is one that promotes the physical and mental wellbeing of its residents, encourages healthy relationships between neighbours, and provides an accessible environment for all ages and abilities. The City of West Kelowna recognizes the importance of promoting a socially sustainable community. The #OURWK vision highlights several Key Actions which contribute to our City's social sustainability, as we strive to focus on Our People, Our Connectivity and Our Adaptability. While the responsibility for financing health and social programs rests with senior levels of government, The City of West Kelowna will support initiatives designed to meet the needs of all residents in the community for a range of social considerations, such as arts, culture, recreation and community services, heritage, public heath and safety, food security, schools and housing attainability.

As West Kelowna grows, creating an equitable distribution of services in facilities throughout the City is essential to its social sustainability. Social, recreational and cultural opportunities should be widely available in family, child, youth and elderly-friendly settings. There should be no barriers to access - physical, social or economic including access to effective public transportation.

#### 3.6.1 Arts, Culture, Community Services and Recreation

Arts, cultural and recreational development are key elements that add to the quality of community life. The City of West Kelowna recognizes the integral community contributions generated by these activities to local social and economic progress, as well as the value of artistic expression and enjoyment by its residents.

Cultural organizations are instrumental in further developing the aesthetic environment and rich diversity of ideas, activities and backgrounds that make communities interesting and thrive. The City of West Kelowna is committed to growing our cultural scene to connect us with one another and our community, including partnerships with organizations that promote and provide cultural programs and development. As we grow, we are committed to the provision of a range of recreational opportunities for residents through community programs and facilities and will consider investment in the arts and culture of our community.

# 3.6.1.1 Arts, Culture, Community Services and Recreation Objectives

- 1. Foster community interaction and bring together people of diverse backgrounds, lifestyles, generations, abilities, and interests through a variety of inclusive leisure, arts, cultural and recreational opportunities, including the arts and culture of Indigenous Peoples.
- 2. Create a network of community and recreational facilities which are conveniently accessible to all neighbourhoods, adaptable to changing needs, and with no barriers to entry (age, ability, religion, gender, etc.).
- 3. Encourage investments and partnerships in arts and culture for the purposes of strengthening the economic base, improving quality of life and enhancing community identity and pride.
- 4. Develop partnerships with government and non-government organizations to maximize the use and value of facilities through cooperative use arrangements.
- 5. Supply educational, recreational and cultural programming throughout the City that provides a full range of opportunities that encourages barrier-free access at all stages of a person's life, regardless of socio-economic status.
- 6. Pursue other, innovative opportunities that supply, encourage and fund additional arts and recreational facilities and services that contribute to or augment the public system.
- 7. Generate new opportunities for creativity and vibrancy in the **public realm**, including through public art, cultural programming, festivals and other events.
- 8. Strengthen the role of Urban Centres and Neighbourhood Centres as hubs for cultural and communal activity.



#### 3.6.1.2 Arts and Culture Policies

- 1. In the Westbank and Boucherie Urban Centres, new development will support diverse community-oriented amenities including public art, cultural space and activities programming.
- 2. Development in Neighbourhood Centres, which are intended as nodes of local services and amenities, should consider facilitating opportunities for diverse businesses and spaces conducive to the arts and cultural sector.
- 3. Development will seek to integrate public art and culture opportunities with new and upgraded infrastructure or other improvements related to the project.
- 4. Where possible, locally sourced public art reflective of the region should be integrated with civic infrastructure, public spaces, plazas and in private development.
- 5. Where possible, design of new development will integrate links to the community's natural and cultural heritage, especially its Indigenous history, to expand cultural, educational and recreational opportunities.
- 6. Support the efforts of volunteers and organizations that operate community facilities and services which strengthen West Kelowna's arts, cultural and historical character.
- 7. Pursue and continue to support public, community and private partnerships in facilities and services that maximize community benefit and promote artistic, cultural and recreational initiatives in West Kelowna.

#### 3.6.1.3 Community Services and Recreation Policies

- 1. Support the expansion of a community facilities precinct, either in the Boucherie Urban Centre or Westbank Centre, while supporting smaller services within Neighbourhood Centres.
- 2. Support efforts to redesign the open space surrounding and between the Johnson Bentley Memorial Aquatic Center and City Hall as a public plaza and gathering space.
- 3. Continue to work with RDCO, BC Parks and other community partners to foster the preservation and enhancements of West Kelowna's parks and open spaces.
- 4. Provide public recreation and community facilities, including neighbourhood halls, in convenient locations, particularly within Urban and Neighbourhood Centres.
- 5. Encourage new development to contribute to or deliver, where appropriate, universally accessible community spaces and facilities including for childcare, recreation, and youth programming.
- 6. Continue the partnership with Central Okanagan Public Schools (School District No. 23) for the joint use of school and West Kelowna facilities to maximize their value in the community.
- 7. Encourage government services and civic facilities, including schools, to remain and/or locate within identified Urban and Neighbourhood Centres, or in other areas within close proximity to transit.
- 8. Support the RDCO's Crime Stoppers Program, Crime Prevention Program, and Victim Witness Services Program.





# 3.6.2 Heritage and Archaeology

West Kelowna's heritage resources include historical and architecturally significant places, buildings, structures, trees, natural landscapes and archaeological features. These resources significantly contribute to the expression of our unique sense of place. West Kelowna recognizes the importance of identifying and protecting its natural and cultural heritage resources.

As West Kelowna grows, identifying and protecting our heritage will become more important. Heritage and conservation efforts cannot happen without our neighbours, WFN, who are a valuable source of history.

# 3.6.2.1 Heritage and Archaeology Objectives

- 1. Foster a sense of our past and a vision for our future through recognition of, and appreciation for, our natural and built heritage, including the City's rich agricultural history and contribution to its development.
- 2. Create a deeper understanding of the history Indigenous Peoples and respect archaeological features.
- 3. Identify and protect significant cultural and natural heritage resources.
- 4. Explore innovative and collaborative heritage conservation techniques that balance conservation with adaptability and growth.

# 3.6.2.2 Heritage and Archaeology Policies

- 1. Continue to support and encourage the continued growth and development of the Westbank Museum.
- 2. Celebrate West Kelowna's agricultural heritage by supporting agricultural festivals and events.
- 3. Increase public awareness, understanding and appreciation of West Kelowna's history through promotional and educational materials such as interpretive signage and brochures.
- 4. Continue to protect our heritage resources using applicable land use tools.
- 5. Identify and advise of conflicts with protected archaeological sites during the development approvals process to avoid contraventions of the Heritage Conservation Act, development delays, and negative impacts to heritage resource 468 of 681

# 3.6.3 Attainable Housing

As West Kelowna grows, fostering a city where housing is attainable is key to providing opportunities for each of us to feel at home. Attainable housing is a supply that is affordable, has diverse types and tenures, including emergency shelters, **social housing**, and **affordable housing**, and works to remove barriers people face when seeking to attain housing. Beyond housing supply and diversity goals for market housing, the City of West Kelowna supports a full housing continuum with the goal to provide attainable housing for all in our community, including:

Emergency Shelters - play a key role in aiding people's transition to reaching housing. Supplying shelters that accommodate a range of needs allows unhoused people to have shelter until a more permanent accommodation can be provided.

**Social housing** (Transitional, Supportive, Community) - refers to housing that is designed to accommodate those with different abilities and is sometimes operated by or in partnership with social and medical service providers. This could include seniors specific housing, ranging from independent housing through assisted living to long term care and hospice, housing for those struggling with or at risk of homelessness, low-income seniors, and families, those displaced by domestic violence, individuals with diverse abilities, and countless other members of our community who need help to sustain a safe and secure home.

**Affordable housing** - according to the Canada Housing and Mortgage Corporation can be defined as housing that costs a household less than 30% of its after-tax income per year, including basic utilities. **Affordable housing** can take a variety of forms, and may include subsidies from government and non-government organizations.

Housing diversity - refers to supplying housing of different forms (e.g. single-detached, duplexes, townhouses, multi-unit buildings, etc.) and tenures (e.g. ownership, rental, cooperative). Providing a wide variety of housing options allows our City to support people with various lifestyles, social and financial status, and at all stages of life.

In combination, these four aspects of housing supply are critical to providing attainable housing for all residents. Working together with other levels of government, and community-based organizations, West Kelowna will strive to create and maintain a community with housing types and tenures suitable for residents from a range of incomes, ages and abilities.



# 3.6.3.1 Attainable Housing Objectives

- 1. Actively encourage a greater range of housing choice and attainability through a diversity of form and tenure, and by removing barriers to new supply and consideration of potential displacement.
- 2. Following completion of the 2023 Housing Strategy, consider any OCP, Zoning, or other regulatory amendments necessary to implement the strategy's recommendations in an effort to align housing with the key directions outlined in the Community Vision.

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- 3. Promote denser forms of housing in Urban and Neighbourhood Centres to contribute to more complete and compact neighbourhoods.
- 4. Actively support the provision of a full spectrum of housing, from emergency and transitional housing to affordable home ownership, inclusive of all income levels to help end the cycle of homelessness in an effort to address the results of the 2022 West Kelowna Housing Needs Assessment.
- 5. Encourage the private market to increase the supply of attainable housing, including through development incentives and more permissive controls.
- 6. Explore new opportunities to partner with various government and non-governmental organizations to supply emergency shelters, social housing, affordable housing, including the pursuit of innovative funding and financing mechanisms.
- 7. Promote complete neighbourhoods that enable people to remain in their neighbourhood and community through all life stages, even as their housing needs or economic circumstances shift, such as seniors housing that supports "aging in place".

# 3.6.3.2 Attainable Housing Policies

- 1. Support the inclusion of secondary suites or other forms of **infill** development to increase housing supply and provide more attainable options in accordance with an Infill Strategy that is responsive to our unique neighbourhoods.
- 2. Continue and extend the practice of permissive tax exemptions for housing which is governed by a non-profit society in accordance with the Community Charter.
- 3. Continue to build relationships and foster and support partnerships with the WFN, community partners, service providers, the Interior Health Authority, the development community, non-profit housing organizations and BC Housing that assist in the development of attainable housing within the community.
- 4. Work with government and non-government partners to communicate and distribute information about grants, tax programs, and other incentives that aid in the development of attainable housing.
- 5. Encourage and support the development of attainable seniors housing.
- 6. Encourage and support the development of rental housing within and near identified Urban and Neighbourhood Centres, where a higher level of priority may be placed on the provision of the following types of rental units:
  - a. Below-market rental units;
  - b. Non-market rental units;
  - c. Accessible rental units; and
  - d. A mix of unit types, including three-plus bedroom rental units.
- 7. Explore various incentives to provide increased affordable and special needs housing, including but not limited to density bonusing and development controls such as inclusionary zoning.
- 8. Encourage the development of creative and innovative models to promote affordable housing, such as mixed-income developments or co-operative housing targeted to household income levels.
- 9. Explore opportunities to expedite infill development in West Kelowna that contributes to a greater diversity and supply of housing in the City where in alignment with the policies in this OCP, such as an expedited approvals process or delegated authority to City staff.
- 10. Explore opportunities for the City to purchase properties, buildings or units for the purpose of securing affordable or special needs housing.
- 11. Where large-scale redevelopment requires a zoning amendment and has the potential for displacing residents within existing rental developments, the City may require additional consideration of potential housing alternatives for the displaced residents, and/or in accordance with the City's Housing Strategy as developed 470 of 681

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#### 3.6.4 Education and Childcare

West Kelowna recognizes the importance of engaging children who will become future leaders and creating a healthy community that supports healthy individuals. Schools, early learning, and childcare settings are critical as the central places for our younger population to grow, learn, and engage with their community.

As West Kelowna grows, we will continue to partner with Central Okanagan Public Schools (School District (SD) No. 23) in order to supply an accessible and successful education system, that fosters partnerships and participation in joint initiatives to foster the best possible use of land and facilities. The City of West Kelowna will work together with Central Okanagan Public Schools (SD No. 23) and early learning and childcare community partners to determine the need and location of future schools, addressing trends in school enrollments, wait lists, and integrating the use of school lands and facilities into the recreational and cultural fabric of the community.

# 3.6.4.1 Education and Childcare Objectives

- 1. Work with Central Okanagan Public Schools (SD No. 23), early learning and childcare community partners to create an education system that is accessible throughout the community and maximizes the use of school sites for the benefit of the community.
- 2. Work collaboratively with Central Okanagan Public Schools (SD No. 23), early learning and childcare community partner regarding the planning and provision of new and expanded schools.
- 3. Form partnerships and joint-use agreements to recognize and support the role of schools as neighbourhood focal points and social centres.
- 4. Work collaboratively with early years community partners, childcare service and program providers, and the Central Okanagan Public Schools (SD No. 23) to support the development and creation of additional childcare spaces.

#### 3.6.4.1 Education and Childcare Policies

- Maintain a close, collaborative relationship with Central Okanagan Public Schools (SD No. 23), early learning and childcare community partners to maximize the use of school facilities and services for the benefit of the community, including childcare.
- 2. Consider the following when selecting a location for new school facilities:
  - a. Location near as practical to the centre of the area being served near or on a collector road, but not on a major road such as an arterial road;
  - b. Joint use for neighbourhood park or athletic facility;
  - c. Connection to pedestrian walkways, sidewalks or local roads providing safe pedestrian access and access to public transit;
  - d. Service boundaries that do not require primary age students to cross Highway 97;
  - e. Avoid sites immediately adjacent to **ALR** lands where agricultural operations may include spray drift or operation of machinery that impedes pedestrian access; and
  - f. Preference for relatively flat sites (less than 5% slope) with adequate soils for building foundations and rectangular in shape, approximately 2.4 hectares (6 acres) in size for primary, 4.0 to 4.8 hectares (10 to 12 acres) for middle schools and 5.7 hectares (14 acres) for secondary schools, or as guided by the City in collaboration with the School District to ensure the space meets the needs for the community.
- 3. The planning and development of sidewalks, crosswalks, cycle routes and trails shall take into account the need to provide safe routes to and from schools, early learning and childcare facilities.
- 4. Lobby the Province and School District to maintain an effective portfolio of school sites and encourage Central Okanagan Public Schools (SD No. 23) to engage in meaningful consultation with the City when considering sellinger 4-pasing sites that are no longer optimal for schools, or

- converting them to a more suited community use.
- 5. Promote community partnerships and joint-use arrangements for schools and community facilities.
- 6. Work on streamlining regulatory processes (business licensing and zoning) and work with Interior Health Authority Community Care Licensing to improve childcare applications and referral steps.
- 7. Promote and consider developing incentives for childcare providers.
- 8. Align policy documents that are inclusive of childcare.
- 9. Look at joint-use agreements between public institutions to help facilitate the creation of additional childcare space.
- 10. Work to identify, review and assess underutilized physical space within the community suitable for childcare through community partnerships.



# 3.6.5 Public Health and Safety

Creating a healthy community that supports healthy individuals is a Key Action that West Kelowna is taking as it looks to the future. Safe and healthy communities are diverse, convenient and sustainable. They have a sense of place and neighbourliness, a clean, accessible, attractive and stable built environment, and good access to health services, housing, education, employment, and various mobility options. They offer a wide variety of community-based services that are intergenerational, accessible, prevention-oriented, supportive, coordinated, responsive to change and effective. They provide protection and enhancement of the natural environment.

As West Kelowna grows, it will continue to provide all the services of a healthy community and continue working towards being prepared to face future emergencies. This requires close collaboration with the community and service providers, and strategic investment to protect the public health and safety of residents today and tomorrow. Page 472 of 681 City of West Kelowna | Official Community Plan

# 3.6.5.1 Public Health and Safety Objectives

- 1. Support emergency service providers in the provision of emergency services, and help anticipate and plan for expansion of those services to the City as necessary, including participation in regional emergency response and planning.
- 2. Strengthen the role of Urban Centres and Neighbourhood Centres as convenient hubs for the provision of public heath and medical facilities.
- 3. Encourage a built form conducive to healthy and active lifestyles, by connecting residents to recreation and other destinations that are easily accessible through active transportation.
- 4. Foster the development of a city that is healthy, safe, diverse and inclusive and where social interaction, physical activity, sense of place and neighbourliness are actively promoted and supported.

#### 3.6.5.2 Public Health Policies

- Support the expansion of public health and medical facilities to support a community facilities precinct, either in the Westbank or Boucherie Urban Centres, while supporting smaller medical and health services within Neighbourhood Centres to provide local support for the City's expanding population, and to reduce the need for residents to travel to other communities to receive care.
- 2. Explore options to work with development applications to address missing links and promote the active transportation network to support healthy mobility options.
- 3. Support developments that are in line with the BC Centre for Disease Control's Healthy Built **Environment Linkages Toolkit.**
- 4. Encourage park design that provides opportunities for residents of all ages and abilities to relax, play, and exercise.

# 3.6.5.3 Public Safety Policies

- Support the capital, operational, and maintenance requirements of the City's emergency response services necessary to accommodate the potential increase in density and heights associated with the Urban and Neighbourhood Centres identified in the Growth Concept, as well as overall related population increases.
- 2. Support the ongoing training and development of the City of West Kelowna's staff and emergency services personnel in support of the Regional District of Central Okanagan's Emergency Response Plan and Program.
- 3. Work with residents, neighbourhood associations, emergency response services, and the Interior Health Authority to address public health and safety, and crime prevention.
- 4. Increase community disaster preparedness through public awareness and education, including advocating for increased awareness of FireSmart Principles.
- Aim to reduce new development on the peripheries of the West Kelowna boundary that are at the highest risk to wildfires, and set development standards for waterfront development to increase flood readiness.
- 6. Work with Central Okanagan Public Schools (SD No. 23) to provide safe routes to school, including walking and cycling options.
- Continue to prioritize enhanced public safety in the design and construction of City servicing and transportation infrastructure.
- 8. Consider the Fire Underwriters Survey implications and potential to limit or minimize impacts to insurance grading when considering development applications for multiple family residential, commercial, industrial and low density residential development.

# 3.6.6 Food Security and Agriculture

As a city, West Kelowna is committed to maintaining and celebrating our agricultural roots. These roots are present in the agricultural lands integrated within our community. Growing food and non-food crops in and near our City contribute to healthy communities by engaging residents in work and recreation that improves individual and public well-being.

As West Kelowna grows and begins to take bold action to address the impacts of climate change, producing food locally - both within farm scale operations and garden scale urban agriculture, is becoming increasingly important.

# 3.6.6.1 Food Security and Agriculture Objectives

- 1. Protect and enhance the existing agricultural land and character of West Kelowna as the City continues to grow.
- 2. Foster opportunities to provide local food production and consider food security as part of community emergency response planning.
- 3. Engage residents in the local agricultural process, connecting them to the agricultural lands, people and products.
- 4. Support economic development opportunities for local food production.

# 3.6.6.2 Food Security and Agriculture Policies

- 1. Continue to implement the Agricultural Plan, including support for the protection of ALR lands. **ALR** exclusion applications will generally not be supported, except at the discretion of the City consideration may be given to specific circumstances where there is significant community benefit consistent with the objectives and policies of the OCP and Community Vision. This may include the consideration of the City's key transportation and infrastructure corridors with noted significant deficiencies affected by lands within the ALR, and existing City owned lands historically and currently operated as parks within the ALR.
- 2. Minimize negative impacts of urban land uses on neighbouring agricultural land, including shade, wind tunnels, pollution, and consideration of buffering. As a resource, the Ministry of Agriculture and Food's Guide to Edge Planning is intended to promote urban/rural compatability.
- 3. Support secondary and tertiary agricultural activities that contribute to diversification of farming income (farmers markets, agri-tourism, secondary processing and others), which are ancillary to primary farming activities and do not impact the agricultural capability of farmland.
- 4. Support efforts of farm operators and other agencies to enhance farmland and increase crop yield by improving water supply, undertaking drainage improvements and improving soil capabilities, while considering environmental impact.
- 5. Continue to support backyard farming and opportunities for small-scale hobby farming within non-**ALR** or non-agriculturally zoned land.
- 6. Continue to encourage community food access opportunities, introduce new techniques for assimilating agriculture into the urban experience, the wholesaling and retailing of horticultural plants and related gardening items, agri-tourism and on-farm product sale.
- 7. Encourage the development of agricultural market locations as part of ongoing planning and development.
- 8. New institutional buildings and uses such as schools, hospitals, residential care facilities, cultural facilities and fire or police services should not be located within the ALR.
- 9. Encourage opportunities for community gardens in all commercial and residential zones and in public places that are highly accessible to all ages and abilities regardless of social or financial status.

- special event areas that enable people to build community and celebrate food.
- 11. Support consultation with the Ministry of Agriculture and Food to ensure the City's bylaws support agriculture in the community.
- 12. Continue to support an Agricultural Advisory Committee to advise Council on land use and economic development matters relating to agriculture and agri-business, and to act as a liaison between Council and the agri-business community.
- 13. Support innovative farming and local marketing techniques such as vacant residential lot nonintensive farming and pocket farm markets, which help improve the economic viability of food production in the community.

# 3.6.7 Social Sustainability Action Items

- Create a public art program that supports and implements art throughout West Kelowna funded by the City
  and through other funding sources, as appropriate.
- 2. Review and update the Cultural Master Plan, including engagement with community cultural stakeholders to ensure the plan enhances **sense of place** within the City and supports evolving community needs.
- 3. Allocate resources to respond to the recommendations from the 2020 Central Okanagan Community Childcare Planning report and create a Community Childcare Action Plan.
- 4. Expand existing and provide new community facilities and recreation services to meet the needs of a growing and changing population, in a manner that distributes services equally to neighbourhoods throughout the City, including consideration of a review and study of the current recreational facilities.
- 5. Review accessibility options for barrier-free access to recreation, arts and culture programs.
- 6. In consultation with community stakeholders, continue to identify heritage sites that warrant inclusion or the heritage register, if aligned with stated community values.
- 7. Explore funding opportunities for heritage planning initiatives.
- 8. Create an Attainable Housing Strategy, and consider creation of an Attainable Housing Committee, that outlines policies, incentives and controls to guide provision of a full spectrum of housing options in West Kelowna.
- 9. Review and amend/repeal any policies that reduce housing attainability or diversity in West Kelowna, where appropriate.
- 10. Consider the development of a program to fast-track the approval of low- rise, **infill** housing forms that contribute to the affordability and diversity of supply in neighbourhoods.
- 11. Explore a program of incentives for providing below-market rate housing in growth areas, including the Urban and Neighbourhood Centres, where developers can leverage increased density permissions to financially offset the below-market component.
- 12. Work regionally to implement a Comprehensive Emergency Preparedness Strategy involving emergency services, municipal staff, business and neighbourhood associations, including evacuation planning.



# 3.7 ECONOMIC SUSTAINABILITY









A robust, sustainable local economy that provides good, rewarding employment, attracts investment, and contributes to a fiscally strong local government is essential to quality of life in West Kelowna. Economic sustainability in this OCP means the growth and diversification of our local economic tax base that provides resiliency to changing market conditions, provides new opportunities for our community, and generates a sustainable infrastructure budget that contributes to a high quality of life for all.

As West Kelowna grows, it is essential to recognize that our environment, community and economy are linked to each other. All three should be taken into account in land use planning, infrastructure design and planning for the provision of public amenities.

The Westbank and Boucherie Urban Centres, Industrial lands, and the Business Park will continue on as West Kelowna's economic centres. West Kelowna will continue its work in attracting, retaining, and expanding businesses that create meaningful jobs close to home, integrating our industrial economy, and embracing change and technology, to build a strong, diversified and resilient local economy.

# 3.7.1 Economic Sustainability Objectives

- 1. Increase the diversity of the local economy in order to be economically resilient, to contribute to social diversity and to create employment opportunities in a wide variety of sectors and occupations, while building stability during differing market conditions.
- 2. Encourage employment generating land uses that provide a balanced mix of jobs and housing in the community.
- 3. Encourage a tourism economy that encourages all- season opportunities and business success.
- 4. Encourage more service and goods providers near residential communities, particularly in Urban and Neighbourhood Centres, to connect neighbourhoods to businesses.
- 5. Support growth and new development in industrial businesses by expanding and optimizing the use of industrial lands to meet future demands, including consideration of long term aggregate resources to meet the community's future needs.
- 6. Support growth and change in the local economy so that it contributes positively to the quality of life and the quality of the natural environment.
- 7. Encourage development with a diverse tax base that supports a long-term sustainable infrastructure budget.
- 8. Create business-friendly permitting and approval processes that focus on positive customer service and efficiency.
- 9. Promote opportunities for business and meaningful employment in West Kelowna to audiences outside of the City.

# 3.7.2 Economic Sustainability Policies

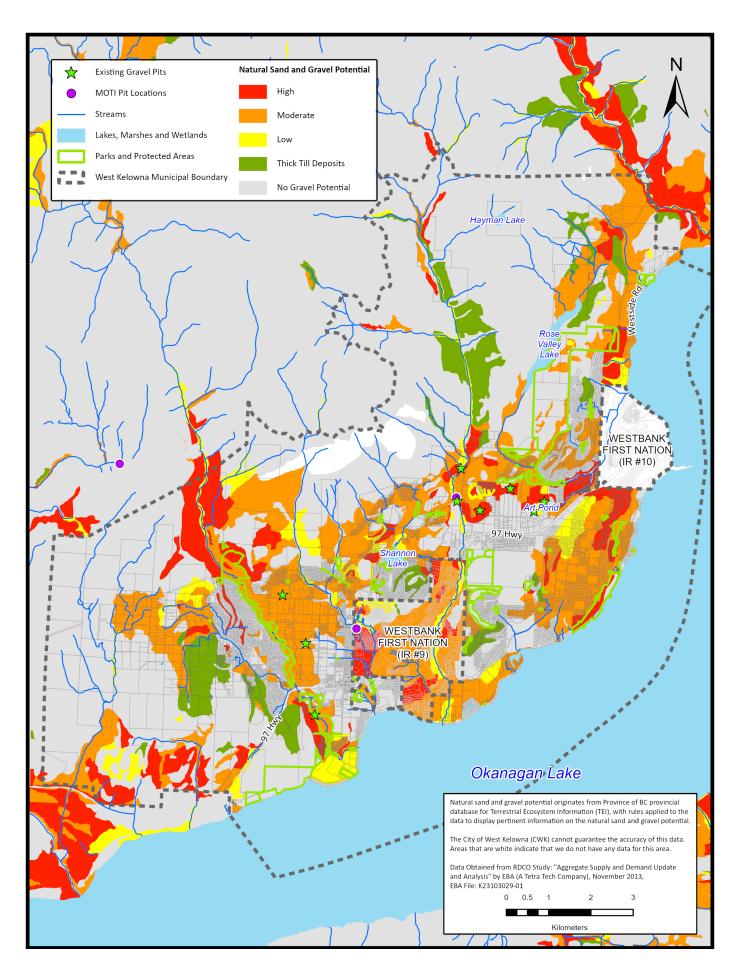
- 1. Encourage new commercial and residential development specifically in the Neighbourhood and Urban Centres to create vibrant, pedestrian-friendly centres that encourage economic vitality.
- 2. Limit business park uses to areas closest to Highway 97 and along the major road network, leaving the majority of the Business Park and Industrial lands for primary industrial purposes, and explore



- opportunities to accommodate new and emerging employment types in the Business Park which may include research and technology, light manufacturing and production, commercial offices, studios, and laboratories.
- 3. Support the Chamber of Commerce, Business Improvement Area Societies and Tourism Functions in local community and business development, improvement projects, implementation of local initiatives and the promotion of community identity as they align with Economic Development plans.
- 4. Encourage improved efficiency for all modes of transportation and servicing within the community, including the continued upgrading of electronic communications infrastructure that supports hightechnology businesses and industry.
- 5. Ensure that all new development contributes to the necessary upgrading of municipal services, including, but not limited to, roads, bicycle paths, pedestrian sidewalks and trails and utilities.
- 6. Support affordable housing initiatives that facilitate worker relocation and retention.
- 7. Support the development and operation of diverse agricultural businesses as a key economic driver within the City, which supports tourism and maintains the agricultural characteristics of the community.
- 8. Support economic development that recognizes, promotes and protects West Kelowna's natural assets.
- 9. As sand and gravel is a non-renewable resource essential to the economic sustainability of the City (housing, infrastructure, etc.), continue to participate in the development of a comprehensive management strategy for the aggregate industry regionally which will inform designated aggregate supply areas for West Kelowna. This may include updates to the RDCO's Aggregate Supply and Demand Analysis (see Map 5 - Community Natural Sand and Gravel Potential).
- 10. Approach infrastructure projects through a sustainability lens that seeks to maximize local economic development.
- 11. Support the development of festivals and community events that will build West Kelowna as a tourist destination for a broad range of visitors.
- 12. Actively seek innovative funding approaches and sources to create **public realm** enhancements and spur economic development.
- 13. Work with WFN toward a comprehensive approach for economic development, the sharing of relevant information and clarification and pursuit of common interests. This may include potential collaboration with RDCO as they complete a Regional Employment Lands Inventory Project.

# 3.7.3 Economic Sustainability Action Items

- 2. Evaluate West Kelowna's existing Industrial lands and identify opportunities to intensify or optimize to allow for more use within the same footprints.
- 3. Evaluate the existing road network in Industrial and Business Park lands to identify long-term changes that
- 4. Evaluate non-industrial lands (lands being used for uses such as commercial, resource extraction, and better suited as industrial.
- and Area Plans.
- 6. Review business licensing and commercial/industrial development application processes and find ways festivals, markets, and community events.



# 3.8 COLLABORATION AND PUBLIC INTERFACE









The City of West Kelowna values collaboration and partnership with its residents, neighbours, and other organizations that contribute to our community. We value engaging to make important decisions together and collaborating with our Central Okanagan Neighbours. As we continue to grow, we will utilize technology, best practices, and a transparent approach when working with others.

# 3.8.1 Collaboration and Public Interface Objectives

- 1. Continue dialogue and action that further develop respectful and trusting relationships with all Indigenous Peoples as we work to advance reconciliation.
- 2. Continue to build upon and expand partnership and consultation opportunities with WFN.
- 3. Support educational and socially oriented partnerships in the community, particularly across young and older generations.
- 4. Engage with the community on decisions and projects that are significant and where public input can influence outcomes.
- 5. Improve and streamline application processes and other workflows at City Hall.

#### 3.8.2 Collaboration and Public Interface Policies

- 1. Before the initiation of a City project or initiative that may have a direct or indirect impact to WFN's land, operation, or the overall environment, the City will consult with WFN to discuss partnership and collaboration opportunities.
- 2. Support the involvement of Youth Ambassadors in policy/program development processes.
- 3. Explore integrating new allowances provided by the Local Government Act, including:
  - a. Processing zoning amendment applications that are consistent with policies in this OCP without a Public Hearing.
  - b. Consider permitting relevant City Administration staff to approve minor development variance applications that are consistent with the goals and objectives of this OCP.
- 3. Continue to utilize online and other innovative methods to engage and communicate with the public and stakeholders on City projects and initiatives.
- 4. Explore the use of digital notifications for zoning amendment and development processes.
- 5. Utilize digital technologies to communicate with and listen to the public.

# 3.8.3 Collaboration and Public Interface Action Items

1. Create a centralized online service portal for payments and other services, such as property taxes, permit perform activities at City Hall.

# 3.9 FINANCIAL FRAMEWORK

The City's financial planning framework is anchored upon the five-year financial plan which is prepared, debated and updated annually. That process is guided by provincial regulations and involves multiple opportunities for public input with consultation sessions (typically scheduled for the January/March time frame). The initial community visioning process as well as ongoing consultation with the public indicate that residents place a high value on an affordable community, which balances the need for new and improved facilities and services with fiscal prudence. Achieving this balance involves a variety of strategies designed to create a realistic and long-term financial planning framework while seeking ongoing opportunities to use alternative to traditional forms of revenue generation and expense containment.

Traditional funding sources for municipal services, facilities and programs centre on property taxation and a wide range of permit, license and user fees. While it is recognized that, in the municipal environment, not all programs and services can realistically involve full cost recovery, subsidies from other sources such as property taxation ought to be fully evaluated and justified. Balancing economic and fiscal realities with service expectations and growth needs requires partnerships, alternate sources of funding from other levels of government as well as the private sector, new or increased fees and charges as well as existing levels of cost recovery.

Ultimately, the annual results achieved by the City of West Kelowna are reported in the provincially-mandated Annual Report which is required to include the annual audited financial statements. The Annual Report is presented to Mayor and Council in the spring of each year and made available to the public for review and comment culminating in adoption by Council.

# 3.9.1 Financial Framework Objectives

- 1. Manage public funds to effectively balance available resources and community priorities.
- Diversify revenue sources and look at innovative funding techniques to reduce dependency on revenue from other levels of government while maintaining a well-serviced, safe and livable community.
- 3. Maximize the cost-effectiveness of City services, while maintaining a level of taxation and other revenue that supports a financially sustainable and resilient future.
- 4. Encourage a built-form that provides positive tax returns and contributes to a surplus infrastructure budget such as through focused growth at higher density within serviced areas.
- 5. Offer excellent customer service, and provide many avenues for obtaining municipal information and flexibility in how payments to the municipality can be made.



#### 3.9.2 Financial Framework Policies

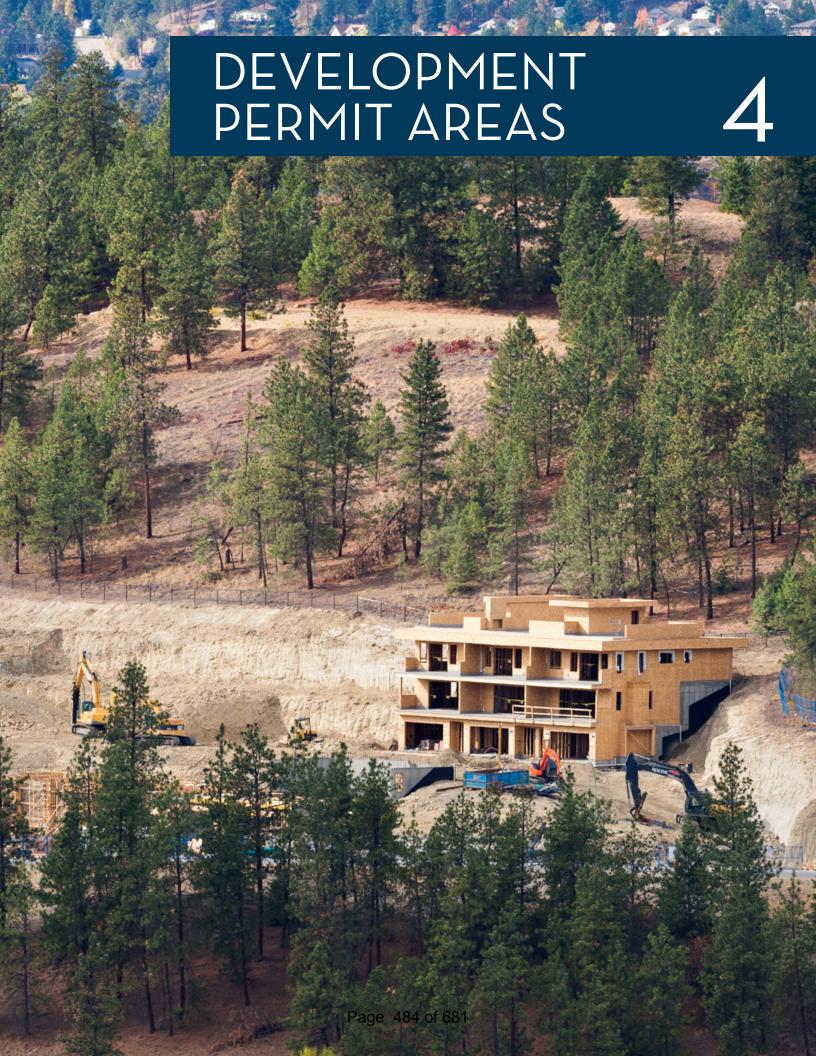
- 1. Provide for public involvement in ongoing financial planning and budgeting, including the development of capital and business plans as follows:
  - a. Conduct a comprehensive annual budget, which includes a five year operating and ten year capital planning process culminating in a public consultation component;
  - b. Annually review and update all current and long-term financial plans based on current conditions:
  - c. Provide meaningful documentation of all financial plans, budgets and long-term tax policies; and
  - d. Ensure that the policies and priorities identified in the OCP are consistent with municipal financial planning.
- 5. Provide funding for effective infrastructure renewal and replacement that occurs on an appropriate basis by reviewing and amending five- and ten-year infrastructure maintenance plans as part of the annual budget process.
- 6. Factor in the full life cycle cost of infrastructure when accessing the necessary funding and project budgets.
- 7. Monitor and participate in decision-making at a regional level by continuing to be involved at both the staff and political levels in regional forums and organizations, and to assume leadership roles on regional issues that affect the City.
- 8. Set standards and processes that require new developments to pay for their on-site and off-site impacts, including transportation upgrades (roadway, sidewalks, bike paths, transit) and utility services, these can include:
  - a. Development Cost Charges that should be reviewed on an annual basis, and amended as necessary to position them to be equitable and adequate to cover the associated costs of development; and
  - b. Reviewing OCP and zoning amendment proposals for financial impact, especially as they relate to expanding the tax base and provision of new community amenities.
- 3. Ensure service levels, fees, and charges respond to changing community demographics and needs through an annual review.
- 4. Actively pursue alternative revenue sources such as grants, levies, and user-pay schemes to minimize reliance on property tax for revenue generation.
- 5. Update and implement the City of West Kelowna's Surplus Funds, Debt and Reserve Fund Policies in respect of capital expenditures, potential borrowing, debt repayment, stabilization of property tax and utility rates and other financial matters as these policies are set in place for the protection of the taxpayer and community values.

# 3.9.3 Financial Framework Action Items

- 3. As part of the annual financial review, consider the OCP Action Items in an effort to support OCP
- maintain to inform the City's financial planning, once completed.

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# 4.1 DEVELOPMENT PERMIT AREA GUIDELINES

The Local Government Act (LGA) gives authority to local governments to create Development Permit Areas, which contain guidelines for development to achieve certain objectives or address specific conditions. Development Permit Areas may be established for:

- Protection of the natural environment, its ecosystem and biological diversity
- Protection of development from hazardous conditions
- · Protection of farming
- Revitalization of an area in which commercial use is permitted
- Establishment of objectives for the form and character of intensive residential development, commercial, industrial or multi-family residential development, and development in a resort region
- · Promotion of energy and water conservation
- Promotion of the reduction of greenhouse gas emissions

West Kelowna has General Development Permit Guidelines that apply to all Development Permit Areas (DPAs), as well as ten specific DPAs that are described as follows:

- 1. Commercial DPA
- 2. Industrial and Business Park DPA
- 3. Westbank Urban Centre DPA
- 4. Boucherie Urban Centre DPA
- 5. Neighbourhood Centre DPA
- 6. Multiple Family and Intensive Residential DPA
- 7. Hillside DPA (as generally identified on Schedule 3)
- 8. Aquatic Ecosystem DPA (as generally identified on Schedule 3)
- 9. Sensitive Terrestrial Ecosystem DPA (as generally identified on Schedule 4)
- 10. Wildfire Interface DPA (as generally identified on Schedule 4)

Where land is subject to more than one DPA designation only one Development Permit application is required. However, the application is subject to the requirements of each applicable DPA, as well as the General Guidelines. In some cases, it may be possible to process small scale development applications using a Minor Development Permit process. Applicants should review their proposal with staff at a pre-application meeting in the early preparation stages of assembling an application to determine the scale of process required.

# 4.1.1 Development Permit Requirements and Compliance

- 1. DP Required Before Development. In all Development Permit Areas, unless exempt a Development Permit must be approved before land is subdivided or development occurs, including but not limited to land clearing, land disturbance, preparation for the construction of services or roads, blasting, and construction of, addition to or alteration of a building or structure.
- 2. DP Compliance Required During Development. For all developments which have been issued a Development Permit, development of the site and related impacts of adjacent properties must be carried out in accordance with the conditions stipulated within the applicable Development Permit(s)."



# 4.2 GENERAL GUIDELINES - ALL DPAS

# 4.2.1 General Guidelines Applicability

The General Guidelines apply to all development on lands within the City of West Kelowna that require a Development Permit, and must be read in conjunction with any other Development Permit Area Guideline that a proposed development falls under.

# 4.2.2 Purpose

In accordance with the Local Government Act, the purpose of the General Guidelines is to promote a high standard of development across West Kelowna that contributes to the Community Vision (Section 1.4) and a city that respects and preserves its environment. In addition, refer to each specific Development Permit Area for its designated purpose.



#### 4.2.3 General Guidelines Exemptions

The following developments are exempt from the guidelines under the General Development Permit Area Guidelines. If the development is exempt from all other Development Permit Area Guidelines, then no Development Permit is required.

- 1. Proposed maintenance or repair of existing landscape that does not include excavation.
- 2. Emergency works, including tree cutting, if necessary to remove an immediate danger or hazard, where rehabilitation and restoration work to the satisfaction of West Kelowna will occur following the emergency.
- 3. The removal of trees and shrubs designated:
  - · As hazardous by an ISA Certified Arborist; or
  - ·As host trees by the Sterile Insect Release Program and a report has been provided to the satisfaction of the City that identifies the affected trees or shrubs prior to their removal.
- 4. Construction of, or regular and emergency City maintenance of municipal infrastructure or buildings, where the proposed works are conducted in a manner that is consistent with the objectives of the Development Permit Guidelines, and endorsed by the Director of Development.
- 5. The implementation of a fish habitat mitigation or restoration plan that is authorized by the senior government ministry or agency with jurisdiction.
- 6. The activity is conducted under direction of Emergency Management BC.
- 7. Maintenance and repair of building envelopes, so long as there are no changes to the previous design, colour scheme or materials used.
- 8. The site has been assessed by a qualified professional who has provided a report (to the satisfaction of the City) which concludes that the proposed development would have no significant impact on the environment and/or is not subject to a hazardous condition; or the activity occurs on land designated provincial Agricultural Land Reserve and is considered normal farm practice as designated by the B.C. Farm Industry Review Board (FIRB).

# 4.2.4 General Guidelines - All DPAs Design Principles

The General Guidelines - All DPAs Design Principles promote a high standard of development across West Kelowna. All projects subject to a Development Permit will support the following Principles:

- 1. Ensure that the Community Vision is reflected in new growth and (re)development.
- 2. Ensure that policy direction of the OCP is realized through the fair implementation and administration of development guidelines.
- 3. Encourage attractive, built-forms that contribute to and enhance the general character of all development within the City, with a greater focus on guidelines for higher intensity mixed-use, multi-unit residential, commercial, business park or industrial development supporting walkable, complete neighbourhoods.
- 4. Encourage development that sensitively integrates and enhances with surrounding neighbourhoods.
- 5. Promote development that respects the natural environment, hillside and agricultural characteristics of the community.

#### 4.2.5 General Guidelines - All DPAs

#### Framework

1. All development must address each applicable guideline, regardless of the term used such as consider, encourage, may, should or must. If a guideline does not apply or cannot be met, the applicant must provide written justification to the satisfaction of the City as to why the project cannot be designed to align with the guideline, or why the guideline does not apply.

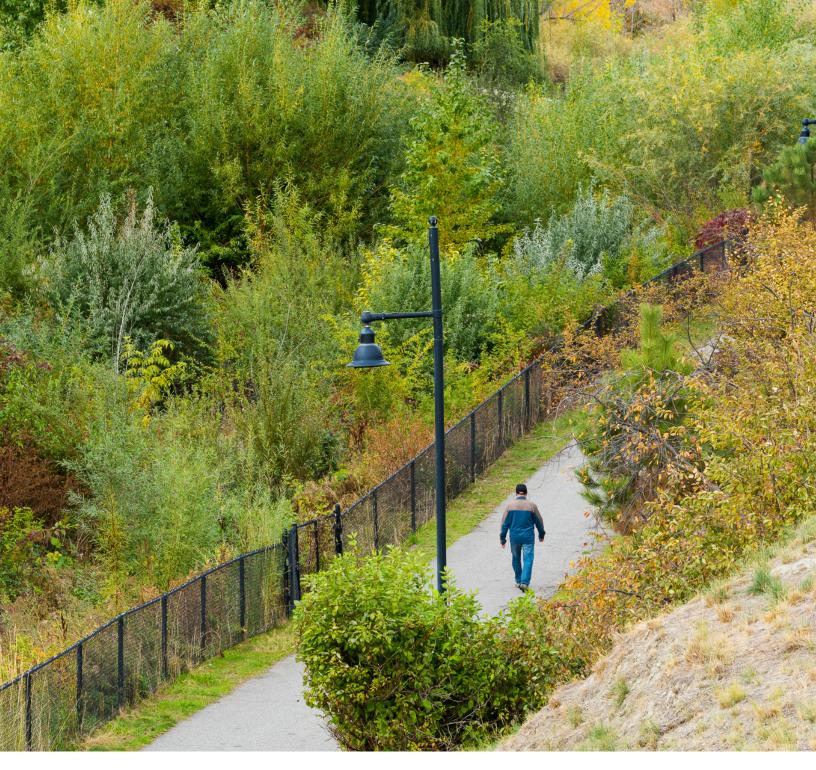
- 2. In accordance with the Local Government Act, security may be required as a condition of Development Permit issuance to ensure that permit conditions are met, construction happens in a manner with minimal disruption to surrounding areas, and appropriate landscaping or restoration works are completed.
- 3. Development must abide by the Heritage Conservation Act and known or unrecorded archaeological sites are not to be altered without a separate permit from the BC Archaeology Branch.
- 4. In general, development permit conditions will reflect Best Management Practices produced by the Province of BC.
- 5. Figures and images have been provided within the guidelines for illustrative purposes only, and where there is any conflict with a specific guideline, the content of the guideline shall take precedent.

#### **Protection of Natural Environment**

- 6. Development may be regulated, including revisions to and rejections of Development Permit applications where inconsistent with the guidelines to protect the environment, which includes groundwater quality, watercourses, riparian areas and leavestrips, significant trees and vegetation, and steep slopes and areas subject to erosion. To ensure this protection, the City may regulate all land clearing, land grading, irrigation works, and landscaping, and may require lands to remain free of development.
- 7. Mature stands of trees, significant and landmark trees and associated understory vegetation should be protected. The City may require a plan prepared by an ISA certified arborist and/or a Qualified Environmental Professional (QEP) detailing measures required to preserve and maintain trees and vegetation before, during and after the development.
- 8. Existing native vegetation should be preserved where possible for habitat value and to protect against erosion and slope failure. Where a site has been previously cleared or will be cleared during development, a revegetation plan prepared by a **QEP** may be required. Areas of undisturbed bedrock exposed to the surface or natural sparsely vegetated areas may not require planting. Vegetation species used in replanting, restoration and enhancement should be selected to suit the soil, light and groundwater conditions of the site, should be native to the Okanagan Valley, and be selected for erosion control and/or fish and wildlife habitat values as needed.
- 9. When environmental features are to be preserved, the following must also be considered:
  - a. How the preservation of environmental features can be coordinated with wildlife values to preserve habitat and wildlife corridors: and
  - b. How wildfire risk can be minimized.

### Grading and Drainage

- 10. Site development should not dramatically change the natural topography of the site, and grading requirements should be resolved within the property boundary. Cut and fill should be minimized and blended to the existing terrain. The City may require a Site Grading Plan to confirm adherence to this guideline.
- 11. Where areas with significant environmental features are required to be preserved, the City may restrict the manipulation of grades in these areas and site design should consider preservation areas.
- 12. All applications must include a Sediment and Erosion Control Plan outlining measures to reduce the risk of the release of sediment overland or into any watercourse prior, during and after development, including consideration of stormwater systems, creeks and streams that cross jurisdictional boundaries.
- 13. The City typically requires applications to include a Stormwater Management Plan and/or Drainage Plan. This plan must address long-term water quality, water quantity and erosion control measures required to minimize negative impacts on fish habitat and demonstrate compliance with City stormwater management policies and plans. The plan should include, where possible, on-site detention and slow release into the system, and consideration for bioswales, rain gardens, and rainwater harvesting (for on-site landscaping needs). Use of Low Impact Development techniques is encouraged.



#### **Public Trails**

14. To provide for the protection of and access to natural features, and to promote pedestrian rather than vehicular access in as many areas as possible, where possible, public trails should be continued, created, and secured on the lands. The City may require or accept the grant of trails as a condition of subdivision or Development Permit approval, where trails within the City's identified transportation network are not typically eligible to meet LGA park land dedication requirements. Trails should be designed and constructed to the trail standard specified in applicable bylaws, or to the satisfaction of the City.

# **Environmental Monitoring**

15. Where an **Environmental Report** is required, the Report must include a monitoring plan to aid in compliance with the terms of the assessment during and post construction. Monitoring must be performed by a qualified consultant, and included in any applicable cost estimates for the recommended time period.

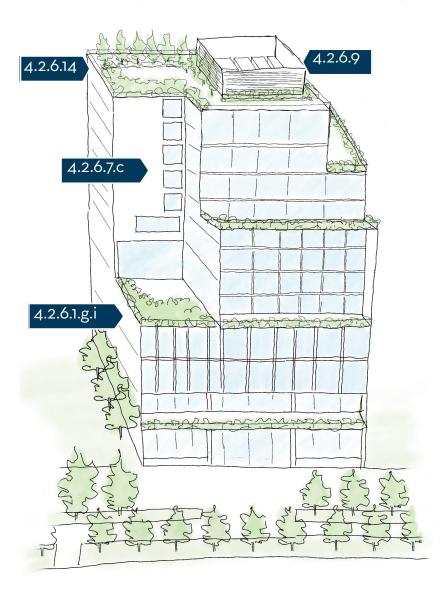
#### 4.2.6 Form and Character General Guidelines - All DPAs

# Site Planning and Related Building Design

- 1. Site planning and building design should:
  - a. Minimize impacts on agricultural lands.
  - b. Preserve and incorporate views to Lake Okanagan and Mount Boucherie.
  - c. Maximize opportunities for solar exposure, daylight penetration, natural ventilation and utilization of green technologies.
  - d. Maintain the scenic beauty and hillside character of West Kelowna. Development should be sufficiently set back from ridgelines and building heights adjacent to ridgelines minimized so that ridgelines are seen predominantly as a continuous line of natural terrain and/or vegetation.
  - e. Where the process of site development causes unavoidable gaps or interruptions in the ridgeline, trees and vegetation should be planted so that the ridgeline is continuously vegetated.
  - Present an architectural style that is consistent with, or enhances its physical surroundings including consideration for FireSmart Principles.
  - g. Ensure design considers building amenities and services through the following design considerations:
    - i. Locate outdoor amenities to take best advantage of the climate (e.g.: include spaces that allow the sun and shade, or screening from rain);
    - ii. Locate storage, loading, servicing and utility areas (including recycling and garbage) away from the public street frontage within or at the rear of, building(s), or adjacent to a service lane, where it is suitably screened in order to reduce negative visual impacts while still allowing for natural surveillance opportunities, and does not impact pedestrian circulation; and
    - iii. Design garbage and recycling storage areas with consideration for animal-proofing; and
    - iv. Specifically for any multi-unit residential development, utility metres should not be located on the front facade of the building.
  - h. Visually integrate buildings into the natural hillside setting and reduce the perceived massing of structures through the following design considerations:
    - i. Cut buildings into the hillside and use stepped foundations;
    - ii. Terrace multi-story buildings down slopes;
    - iii. Encourage roof pitches that reflect the slope of the natural terrain;
    - iv. Utilize architectural treatments that provide three-dimensional relief and reveals to minimize the perceived massing; and
    - v. Avoid the construction of solid fences and long retaining walls that impose highly visible and artificial lines on the hillside.
- 2. Outdoor storage areas (for equipment, machinery, goods, or materials) and staging areas are required to be located to the rear of sites and away from the **public realm**, and will be visually screened using a combination of landscaping, berms, decorative walls and/or fencing when viewed from the public street and adjacent residential uses.
- 3. Design of multiple-unit developments should include routes and pathways that will allow maintenance contractors to gain access to all parts of the site that require maintenance with machinery.
- 4. Where developments include multiple buildings within a complex or site, the following building siting and design considerations are encouraged:
  - a. Consider whether a building or cluster of buildings should have a distinct character, or individual identifying characters or features as appropriate to the use and surrounding area; and
  - b. Where permitted by the City's Zoning Bylaw, consider the clustering of structures to allow for concentrated vegetative areas, either retained as natural areas or landscaped as a site feature.

#### **Building Form and Materials**

- 5. Development is encouraged to utilize building form and architectural composition to generate visual interest, identity, and a sense of place.
- 6. Development is encouraged to utilize varied roof lines, and to break up roofs on larger structures to provide architectural and visual interest. Special consideration may be given in industrial, commercial or mixed-use developments for flat roof lines where combined with architectural detailing along the upper
- 7. Buildings design should incorporate elements such as projections, recesses, glazing, varied materials, colours, and textures to add interest and break up larger building volumes. Visual interest may be heightened through the use of:
  - Variation in height and massing, as well as horizontal and vertical articulation;
  - Architectural focal points, especially at site and building entrances;
  - c. Variation and hierarchy of window shapes, styles, sizes and placement in a logical and consistent manner, including more complex dormers, bays window and balconies as appropriate, and window detailing such as decorative trim, shutters and mullions.
  - d. The use of an integrated, consistent material and colour palette is encouraged, with variation achieved, for example, through use of accent colours and/or cladding materials.



High-Rise Mixed-Use Example Figure 16.

- 8. Exterior building design should utilize glazing and high-quality materials (such as stone, wood, brick, finished concrete, or other masonry) as the primary component of street-facing elevations. Reflective glazing is not permitted. Exterior materials are encouraged to complement the natural environment of the Okanagan Valley and should be sufficiently durable to withstand the typical climate in this area. Natural or cultured stone exterior walls or structures are encouraged and should not be painted or stained.
- 9. All roof top mechanical equipment and antennas should be screened from public view, including adjacent buildings, roads, and pedestrian corridors.
- 10. Lighting design shall utilize full cut-off, flat lens luminaries, or other lighting forms that minimize light trespass onto other properties and reduce glare or light pollution above the horizontal plane when lighting building exteriors, road and parking lots, as well as consider high efficiency low energy options.
- 11. All projects shall be designed according to the principles of **Crime Prevention Through Environmental Design (CPTED)** and should be prepared to demonstrate this adherence to the City.
- 12. Where possible, building design and materials should:
  - a. Explore the incorporation of green energy technologies like wind or solar, and incorporate them into the design if feasible;
  - b. Utilizing sustainable and locally sourced building materials; and
  - c. Consider adaptive reuse of existing building stock before considering demolition of existing buildings, where possible, or materials should be salvaged, recycled and reused wherever possible.
- 13. Development is encouraged to incorporate **green building** strategies and operational systems to reduce water use and waste, increase energy efficiency, and reduce **greenhouse gas (GHG)** emissions.
- 14. Consider incorporating building and site elements that mitigates the impact of extreme heat events such as green roof and wall technologies, shade trees for buildings and pedestrian areas, expanding vegetated areas to reduce use of asphalt and concrete, artificial shading measures such as canopies, permeable and other "cool" ground surface treatments and back up power generators to ensure buildings remain cool during extreme weather events. Green roof and wall technologies must be considered together with FireSmart principals.
- 15. All development should maximize sun penetration to pedestrian levels and to outdoor activity areas, including the consideration options for stacked buildings to expose more units to sunlight, open space, and views.
- 16. Patio areas and balconies should be designed to provide privacy for residents and screen stored items.
- 17. In multi-unit residential developments, building forms and floor plans that maximize the number of corner units and dwellings with exterior access on two sides are strongly encouraged to facilitate natural ventilation and daylight access, while at the same time providing an interactive connection to the street.

# Ground Level Design and Relationship to the Street

- 18. The primary building façade should be positioned parallel to the primary street frontage contributing to a well-defined street edge and attractive street presence.
- 19. The ground-level design should contribute to an interesting and vibrant street experience that:
  - a. Does not position blank walls facing a public street;
  - b. Utilizes a high proportion of transparent glazing for the ground-level exterior wall, balanced with other materials, colours, and patterns to provide texture and variety along the facade, with consideration for reduced glazing requirements for residential only uses where permitted at the ground level of any building;
  - c. Incorporates building recesses and variations in the facade setback at the ground-level to create interesting reveals, pockets, and edges between units in the same building; and
  - d. Provides frequent entrances, at least one every 10 metres, into retail or commercial units at ground-level.
- 20. The main floor should also be accentuated through use of materials, paving, and architectural elements

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that visually "tie" the building together and anchor it to the ground by layering those materials and the design through to the street. It is important on the main ground-level floor:

- a. To use materials (either different from the rest of the building or in a unique way) that differentiate and accent the main floor; and
- b. Provide a strong visual base to the building.
- 21. Buildings will be placed and oriented on site to ensure good sight lines for vehicular and pedestrian traffic.
- 22. Primary pedestrian routes and building accesses will be clearly visible and accessible from the public street, utilizing defining elements including sidewalks, landscaping, and lighting.
- 23. Buildings should provide weather protection over all exterior pedestrian building entrances with adequate lighting for the comfort and protection of pedestrians, with the following consideration:
  - a. Awnings, light fixtures and other similar features should be architecturally integrated into the design of the building;
  - b. Development with ground-level commercial or institutional uses are encouraged to incorporate canopies or other structures along the building face to provide continuous shelter from rain and snow along the entire building frontage, with consideration for variation and architectural interest; and
  - c. Entrances to multiple unit residential buildings are encouraged to include also wind protection for pedestrians.
- 24. Exposed concrete foundations are discouraged, and landscaping or finishing treatments are required to soften the visual impact of the foundation. Finishing treatments may also include texturing, colour matching to the building, or other architectural features.

# What are the 6 Crime Prevention Through Environmental Design (CPTED) Principles?

The goal of applied CPTED principles is to prevent crime by designing a physical environment that positively influences human behaviour. The theory is based on six principles:

- 1. Natural Surveillance maximizing residents' ability to observe semi-public spaces through lighting, land-scaping, clear sightlines, and other design forms that enhance visibility to reduce crime opportunities.
- 2. Natural Access Control controlling access points to a property to decrease crime opportunity. Fences, low walls, landscaping, and distance are examples that when combined with natural surveillance can reduce the desire to enter a property to engage in criminal activity.
- 3. Territorial Reinforcement supporting residents to assume informal ownership of public spaces by creating clear activity zones and avoiding the creation of dead spaces. When residents see spaces around their homes as their own, they are more likely to care and exert some positive influence over them.
- 4. Activity Support support community, cultural and cultural connectivity by planning social programs/ groups, cultural events/festivals, and physical infrastructure (such as linked walkways) throughout a community to link and strengthen interconnection, communication and inclusivity of surrounding neighbourh-hoods.
- 5. Maintenance providing regularly scheduled maintenance to a property such as graffiti removal, litter clean-ups and beautification signals that the area is cared for and safe.
- 6. Threshold Capacity creating land use diversity to provide the necessary conditions to support wellness, sustainable social and physical environments, multiple community interests and positive social interactions. For example, too many bars or nightclubs might destabilize a community.

#### How does CPTED help support the Community Vision?

By designing buildings and spaces that specifically consider these principles, we support safer spaces for all users which encourages people to interact with the building and spaces that they live in and move through, creating a more active, vibrant community.

# 4.2.7 Form and Character Low-Rise Building Height General Guidelines - All DPAs

In addition to the other applicable guidelines, the following guidelines apply specifically to developments that are within a Form and Character DPA, and which are either:

- Mixed-use or commercial buildings of less than four storeys in height;
- Institutional uses; or
- Residential buildings of less than four storeys in height, and include three or greater dwelling units, or for three or greater duplex buildings.

#### Low Rise Mixed-Use. Institutional and Commercial

- 1. Further to the general guidelines related to ground-level design, these types of buildings should have an enhanced design focus on distinctive building detail and architectural features not just at the ground level but between the first and second storey. This should include incorporating business signage as part of architectural design elements, such as building projections, etc. such that signage is less obtrusive.
- 2. Low-rise mixed-use and commercial buildings will provide a sensitive transition to the surrounding planned and existing development by:
  - a. Transitioning front setbacks to align with adjacent uses.
  - b. Considering additional stepbacks above the second or third storey when adjacent to lower buildings.

#### Walk-Up Apartments (3 storeys or less)

- 3. Buildings will address the primary public street frontage through the orientation of massing, entrances, primary windows, patios, and other features, as appropriate.
- 4. Developments are encouraged to include a publicly accessible front yard or amenity space between the building and the street.
- 5. Patios at the ground level, balconies on upper levels or other private outdoor amenity spaces should be provided.

# Townhouses (3 Units or Greater) and Duplexes (3 Buildings or Greater)

- 6. Buildings will address the primary public street frontage through the orientation of massing, entrances, primary windows, patios, and other features, as appropriate.
- 7. Developments will include landscaped front yards between the building and street frontage.
- 8. Developments are encouraged to incorporate street-facing patios and private amenity spaces. Where rooftop patio accesses are included, they should be set back and sited on the roof appropriately to not create a negative massing impact to the street or adjacent properties.
- 9. Buildings are encouraged to utilize articulation, varied materials, colours, and massing strategies to define individual units within the complex to create a visually interesting street appeal.
- 10. Building form and placement should sensitively address its surroundings through transitioning front setbacks and building heights to align with adjacent uses.
- 11. When accessed from a public street via private driveways, driveways should be paired to maximize uninterrupted landscape areas along the street and maximize on-street parking opportunities;





#### 4.2.8 Form and Character Mid-Rise Building Height General Guidelines - All DPAs

In addition to the other applicable guidelines, these guidelines apply specifically to mid-rise developments that are within a Form and Character DPA, including all buildings that are 4 storeys or greater, but less than 7 storeys.

#### **Building Form and Scale**

- 1. Further to the general guidelines related to ground-level design to contribute to an interesting streetscape, mid-rise buildings greater than 4 storeys must incorporate a horizontal stepback above the third storey to create the impression of a podium or base building distinct from the upper levels.
  - a. Developments are encouraged to utilize larger stepbacks than the minimum requirement to facilitate functional outdoor amenity space such as green roofs, terraces, or balconies, where feasible.
  - b. Developments will soften the scale and vertical impression of the podium building through vertical and horizontal articulation of the façade, setbacks, building recesses, use of varying materials and textures, and other architectural features.
  - c. Roof line architectural detailing should be used to complete the building and tie the design of the whole building together.
- 2. A Shadow Analysis may be required for all buildings greater than 4 storeys, where adjacent to existing or anticipated low-rise development, or agricultural or park uses. Wind studies may also be required for development sites within Boucherie/ Westbank Centres and Neighbourhood Centres.
- 3. A Visual Impact Assessment that shows the impact of the building on views from adjacent neighbourhoods may be required.
- 4. Balconies or other private outdoor amenity spaces on upper levels of mid-rise buildings should be designed as integral parts of the building massing and design, and not appear as an additive feature.



# 4.2.9 Form and Character High-Rise Building Height General Guidelines - All DPAs

In addition to the other applicable guidelines, these guidelines apply specifically to high-rise developments that are within a Form and Character DPA, including all buildings that are 7 storeys or greater.

#### **Building Form and Scale**

- 1. For high-rise buildings, incorporate a horizontal stepback above the third storey to create the impression of a podium or base building distinct from the upper levels.
  - a. Developments are encouraged to utilize larger stepbacks to facilitate functional outdoor amenity space such as green roofs, terraces or balconies, where feasible.
  - b. Developments will soften the scale and vertical impression of the podium building through vertical and horizontal articulation of the façade, setbacks, building recesses, use of varying materials and textures, and other architectural features.



- 2. Further to the general guidelines on ground level design and podium design noted above, high-rise buildings should have an enhanced design focus on distinctive building detail and architectural features on the tower portions and not just at the ground and podium levels to ensure building interest extends upward from the **streetscape**, by continuing to incorporate features such as:
  - a. Utilizing a high proportion of transparent glazing on the tower portions of the buildings;
  - b. Including building recesses and variations in the façade setback which, for example, can create interesting reveals and edges between units in the same building; and.
  - c. Providing variation and delineation through materials, colour palette, patterns, and textures along façades.
- 3. Tower designs (7 storeys or greater) above the podium level will incorporate consideration of building massing, siting and design to appropriately minimize the negative impacts they may have on adjacent properties and neighbourhoods, including shadowing, wind, and access to views to Mount Boucherie and Lake Okanagan. This should include the use of stepbacks, articulation, glazing and building separation, as well as other strategies. The applicant is required to submit the following studies in support of their application, where applicable:
  - a. Sun/ shadow study when the City determines there is the potential for shadows caused by the development to impact the use and enjoyment of surrounding and anticipated development, including parks and agricultural uses.
  - b. View corridor impact analysis when the City determines there is potential to redesign the building or site to reduce impact on views to Lake Okanagan and Mount Boucherie from adjacent properties.
  - c. Wind study when the City determines there is a risk of wind tunneling from the construction of a building or cluster of buildings on the surrounding and anticipated development.
- 4. High-rise buildings will maintain adequate light penetration and privacy for adjacent properties, typically in the form of a podium and tower configuration which avoids long, unbroken building spans and large, bulky tower elements.
  - a. Design of these buildings should include a base, middle and top tower elements using features like building stepbacks, transition in building shape, vertical and horizontal articulation, and distinguishing architectural elements.
  - b. Where two buildings (greater than 7 storeys) are proposed on the same site, the tower portions of the buildings should be separated by a minimum distance of 15 metres.
  - c. Building towers (greater than 7 storeys) should maintain a minimum separation distance of 20 metres to other towers on immediately adjacent properties, and/or 10 metres to the adjacent property line of a potential future high-rise site.
- 5. A Visual Impact Assessment that shows the impact of the building on views from adjacent neighbourhoods may be required.

# 4.2.10 Accessibility General Guidelines - All DPAs

- 1. Site planning, building and sign design should incorporate Universal Design principles to accommodate people with different levels of mobility and sensory abilities.
- 2. All entries to public, commercial, institutional, and shared multi-family residential buildings will include grade accessible entries suitable for all users.
- 3. All **publicly accessible spaces** and private amenity spaces throughout developments must consider universal accessibility requirements.
- 4. In residential development:
  - a. A variety of residential units are encouraged to be universally accessible, or wheelchair accessible at minimum; and
  - b. Building design should consider inclusion of adaptable design to allow for flexibility in unit types and future conversion options to accommodate universal accessibility requirements.

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# 4.2.11 Pedestrian and Streetscape General Guidelines - All DPAs

#### Access, Parking and Circulation

- 1. Development will provide designated and accessible pedestrian access routes that are safe and direct, with clearly defined routes from building entrances to public sidewalks, parking areas, common amenity areas, transit stops, and other highly utilized areas as applicable, in consideration of pedestrian desire lines.
- 2. Development will clearly delineate and provide separation between vehicular routes (especially loading/ servicing and truck access) and pedestrian routes to minimize all potential conflicts and make pedestrian routes easy to distinguish. Where separation is not possible, special design treatment may be required to ensure safe pedestrian movement.
- 3. Where sites contain more than one building, buildings should be connected by internal sidewalks or pathways.
- 4. Pedestrian walkways and circulation routes should utilize varied paving/material treatment, raised walkways, pavement marking and signage, or similar features to distinguish them, and be developed with adequate lighting, street furniture, and landscaping to present a safe, universally accessible, attractive and comfortable environment.
- 5. Visitor parking, where required by the City's Zoning Bylaw, should be easily identifiable and located close to building entrances, or on large sites conveniently located throughout the site.
- 6. Parking areas are encouraged to provide for alternative modes of transportation, such as bicycle/e-bike storage and racks, motorcycle parking, preferential parking for carpool users, and electric vehicle.
- 7. All development that is required by the City's Zoning Bylaw to include bicycle parking for visitors and residents should locate it near building entrances and in areas that are accessible and highly visible from the public street, without negatively impacted pedestrian circulation.
- 8. Large, primary parking areas are encouraged to be provided in underground structures, at the rear or side of buildings, and in centralized parking facilities, or a combination thereof. Parking will not be permitted within the front yard setback of a development, except where no other layout is available. Underground parking areas should include adequate safety features and weather-proofed access points.
- 9. Where parkades are incorporated into a buildings design, all parkade entries including overhead doors, gates, open or other entries should be sited to the side or rear of the building and recessed into the buildings design so as to not impact the buildings relationship to the street or pedestrian comfort.
- 10. Where surface or above-grade structured parking areas are visible from the public street, strategies including tree planting, berming, decorative walls, fencing, hedging, and architectural design elements should be used to screen or otherwise obscure these areas.
- 11. Where parking is permitted at the front of a building, the number of spaces should be limited to the minimum number required to accommodate client and visitor parking. Employee and service parking and all loading areas should be located to the side and rear of buildings, or underground.
- 12. Where larger surface parking is unavoidable, development is encouraged to break up large parking areas into smaller lots defined by landscaping to minimize the amount of paved surface area.
- 13. Maximize shading on site through landscaping or other design features, particularly in surface parking areas and pedestrian circulation routes to enhance the comfort of users and to reduce the heat island effect.
- 14. Surface parking areas are encouraged to provide on- site bio-retention facilities such as bioswales and rain gardens to manage stormwater runoff on site.
- 15. As per the City's Zoning Bylaw, surface parking areas will be:
  - a. Defined by concrete curbing; and
  - b. Constructed of a solid surface, or of a porous material such as permeable pavers/concrete which maximizes rainwater absorption. Permeable, granular surfaces may be acceptable if treated to prevent dust pollution.

# 4.2.12 Landscape General Guidelines - All DPAs

In addition to the Landscape General Guidelines noted within this section, there are specific Hillside Revegetation and Renaturalization guidelines applicable to landscaping within a Hillside context. In some cases, the Hillside DPA Guidelines are meant to supercede the General Guidelines in order to address the unique challenges associated with landscaping on steep slope. Please refer to the Hillside DPA Guidelines as applicable.

#### Landscape Designs

- 1. Landscaping on private property should respect and improve the **streetscape** and **public realm.** All areas not used for buildings, parking stalls, driveways or outdoor storage should be landscaped.
- 2. Landscape plans must include the required minimum landscape buffer between commercial, residential, industrial or institutional development and lands designated as Agricultural Land Reserve, as per the City's Zoning Bylaw.
- 3. Development should utilize trees and landscaping throughout the site to define boundaries, reinforce circulation routes, enhance pedestrian conditions, and optimize stormwater management.
- 4. Development is encouraged to provide landscaping features that absorb on site stormwater runoff such as rain gardens and bioswales.
- 5. Where property is adjacent to a public road or public pedestrian corridor, street trees should be introduced in the front setback of a property, except where street trees are already required within the boulevard as part of the road cross-section. Consistent with the Urban Forest Strategy once completed and relevant policies, tree species should be selected to be appropriate for their location, and planting should be provided as follows:
  - a. 25-30 m³ of soil per tree is recommended, in areas with significant hard surfaces, the utilization of soil cells over structural soil is encouraged to meet this standard;
  - b. Tree species adjacent to boulevards should be high-branching deciduous trees to prevent sightline interference on the roadway, and be a species approved by the City; and
  - c. Trees must be irrigated by the private property owner and be located on private property.
- 6. Landscape designs should:
  - a. Complement the natural vegetation and hillsides of West Kelowna;
  - b. Integrate and augment existing landscape into the proposed site and landscape design, including the retention of any existing trees, wherever possible.
- 7. Planting plans should include a selection of local or adapted species to West Kelowna, prioritizing droughttolerant species that provide habitat, nesting, pollination, or other biodiversity benefits.
- 8. Landscape elements that provide other municipal benefits such as stormwater retention or filtration, local food production, or user interaction are encouraged.

# Water Conservation and Energy Efficiency

- 9. The following design elements should be incorporated into landscape plans to conserve the use of water:
  - **Xeriscaping** and drought-tolerant native landscape materials;
  - b. Irrigation, when used, should be an automated, underground system that conforms to Irrigation Industry Association of BC (IIABC) standards;
  - c. The use of irrigated grass lawns should be minimized and used only for special effect and purpose (e.g. around a main entrance or where the lawn will be used as a play area), where grass lawns are used, explore the inclusion of artificial turf or drought-tolerant grass mixes; and
  - d. The use of human-made water features and fountains is discouraged. If used, human-made water features or fountains should utilize recirculated water or be connected to a cistern designed for the collection of natural rain water.



10. Where possible, utilize landscaping to reduce building energy consumption:

- a. Incorporate deciduous trees that allow sunlight penetration in areas that need winter solar exposure;
- b. Use landscaping to shade buildings in summer; and
- c. Use green roof technologies and climbing vines to further insulate buildings.

# Landscaping in Parking Areas

- 11. Landscape plans for parking and traffic areas should include:
  - a. Concrete curbs to protect landscaping from adjacent parking or vehicular traffic. These curbs should include cuts to allow stormwater from parking areas to flow through the vegetation;
  - b. Sufficient planting zones that are designed to act as stormwater features, allowing for the goal of all stormwater accumulated within the parking lot to enter a vegetated zone before entry into the stormwater network;
  - c. Paving solutions that are permeable or direct water to planted zones;
  - d. Consideration of fire and building code requirements as well as pedestrian access and safety; and
  - e. Landscape islands located throughout parking areas to visually break up large expanses of parking, meeting the City's Zoning Bylaw requirements at a minimum, including:



Figure 22. Landscaping in a Parking Area Example

- i. A variety of trees/shrubs/perennials that provide shade and accommodate snow storage;
- ii. Locations distributed throughout the parking areas (between internal collectors, aisles that provide direct access to parking stalls, and at the mid and end of parking stall aisles); and
- iii. Landscaped areas between parking stalls provided at minimum intervals.
- 12. As per the City's Zoning Bylaw, provide for snow deposition within parking areas in locations that do not impact landscaping. Additionally, where snow storage is planned for other hard surfaced areas, ensure the location does not impact required parking or site circulation.

#### Technical Landscape Considerations

- 13. The preparation of landscape plans by a member of the B.C. Society of Landscape Architects or other Professional approved by the Director of Development is required. All plant material, preparations, requirements and contractor's work should meet or exceed the Canadian Landscape Standard, Latest Edition, published by the Canadian Society of Landscape Architects (CSLA) / Canadian Nursery Landscape Association.
- 14. Landscape plans should include a proposed planting plan indicating proposed and existing plant material, a grading/drainage plan indicating proposed and existing grades, and a materials plan indicating proposed surface treatment location of and specifications for fencing. Plans should also show the location of existing trees and landscaping, including retaining walls and landscape beds.
- 15. Landscape plans should show the following:
  - a. Unless a groundcover, all shrub material should be at least a 2 gallon (#2) size pot, coniferous trees a minimum of 1.5 metres in height and deciduous trees a minimum of 6.0 centimetre caliper dbh.

- 16. Except where the British Columbia Landscape Standard designates a greater depth based on severity of compaction and grading at the plant site, the following minimum depth of topsoil to amended organic soils on all landscaped areas of a property is required:
  - a. Shrubs 45 centimetres.
  - b. Groundcovers or grass/sod 30 centimetres.
  - c. Trees 30 centimetres around and to a depth of 60 centimetres for as large an area as possible.
  - d. Boulevards should include minimum depths of 90 centimetres for planting beds that include street trees.
- 17. All landscape beds should be treated with a minimum 50 millimetre depth of landscape mulch which may include bark mulch, pea gravel or shredded mulch. Paving, gravel or mulch should not be considered primary landscaping elements.
- 18. All replanting shall be maintained by the property owner for a minimum of 2 years from the date of completion of the planting. During this two-year time period, unhealthy, dying or dead stock will be replaced at the owner's expense in the next regular planting season.
- 19. Certain types of plants may harbour damaging diseases or pests that can be transmitted to commercial orchards and vineyards in the Okanagan. To reduce the risk of disease or pest damage, the following types of plants are not permitted:
  - a. All trees of the genus MALUS (apples or crabapples, including all ornamental or flowering crabapples);
  - b. All trees of the genus PYRUS (pears, including Asian and ornamental pears);
  - c. All trees of the genus PRUNUS (flowering cherries and flowering plum);
  - d. All plants of the genus CYDONIA (quince);
  - e. All non-native plants of the genus JUNIPERUS (juniper);
  - f. All non-native trees of the genus CRATAEGUS (hawthorn);
  - g. The BERBERIS vulgaris (common barberry) plant;
  - h. All plants of the genus CHAENOMELES (flowering quince or japonica);
  - i. All plants of the genus AILANTHUS (s: altissima or tree of heaven or stinking sumac);
  - i. All plants as outlined in RDCO Noxious Weed Control Bylaw; and
  - k. Other detrimental species as may be defined from time to time by the Ministry of Agriculture and Food, or other agencies as applicable.

## 4.2.13 Fencing and Streetscape General Guidelines - All DPAs

- 1. Fencing and landscape edges should be used when territorial definition, privacy, and security are desired, but should also contribute positively to the **streetscape** and not detract from the **public realm**. The amount of visual screening an edge feature provides should be appropriate to its corresponding use.
- 2. Fencing will appear as an integrated feature of the site, utilizing a design and materials that complement the principal buildings on the site.
- 3. Between residential and industrial uses, or where residential use abuts a highway, decorative noise attenuation fencing may be desirable.
- 4. Landscaping is encouraged on the public-facing side of all fences to soften the visual appearance.

## Screening

- 5. Fences and landscaped edges should be used to visually screen storage areas and unsightly land uses from view. When used to screen an area, fences should follow the following design guidance:
  - a. Be constructed of wood, stone, masonry or high quality composites.
  - b. When combined with a landscape screen, decorative metal and wrought iron is encouraged but must ensure that the design is wildlife friendly (i.e. no chance of impalement).
  - c. In industrial areas, when combined with landscaping, black coated chain link or galvanized chain link is acceptable.
  - d. Fencing materials must be consistent with the City's Zoning Bylaw, which generally prohibits the use of adhoc materials and barbed wire or other high security fencing except where necessary for agricultural or industrial settings.



Figure 23.

**General Guidelines Fencing Example** 

### 4.2.14 Signage General Guidelines - All DPAs

- 1. Signs should be consistent with the City's Sign Bylaw, and either complement or enhance the adjacent areas, utilizing materials and lighting that presents a quality aesthetic.
- 2. The location of all signs (including wayfinding markers) should be shown on application design drawings and landscape plans. Development on larger sites are encouraged to include:
  - a. Wayfinding markers to key areas, such as primary entrances and parking areas;
  - b. Signage at every entrance identifying the location of individual units for emergency service provision;
  - c. Complementary design features suitable to the proposed building design and use.
- 3. Entry signage for residential development, should be ground oriented and located within a landscaped area.
- 4. Sign lighting and illumination should be oriented so that it does not create light pollution above the horizontal plane, or glare on public roads, neighbouring buildings or residential areas.
- 5. Fascia signage should be designed as an integral part of the architecture of a building, or where a building is existing, signage design should be well-coordinated with building design.
- 6. Freestanding signs are encouraged to be ground oriented, mounted on a masonry base and should be unlit or externally lit.
- 7. Universal design principles should be incorporated to communicate to a range of ages and diversity of abilities.
- 8. All signage should be of similar size for multi-tenant buildings.
- 9. A comprehensive sign plan shall be provided as part of any form and character development permit application and should meet the intent and provisions of this section.
- 10. Where development is adjacent to key gateway corridors to the City, consideration of additional gateway signage to address community needs is encouraged, along with the potential for appropriate cultural and landscaping improvements.



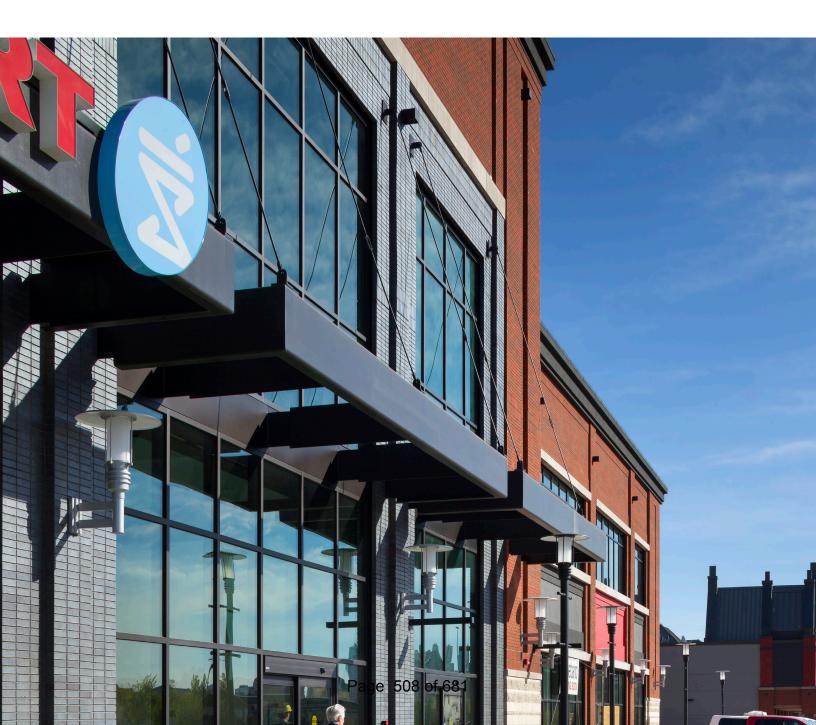
## 4.3 COMMERCIAL DPA GUIDELINES

#### 4.3.1 Area

The Commercial Development Permit Area (DPA) applies to all lands within the CWK where commercial or commercial-mixed use development is permitted outside the Urban or Neighbourhood Centres. These guidelines must be read in conjunction with any other applicable guidelines.

## 4.3.2 Purpose

In accordance with the Local Government Act, the purpose of these guidelines is intended to inform the form and character of commercial development. They encourage opportunities for vibrant, safe and successful businesses that contribute to a pedestrian-friendly environment and integrate sensitively into their neighbourhoods.



#### 4.3.3 Commercial DPA Exemptions

A Development Permit will not be required for any of the following:

- 1. Improvements or renovations to building interiors that do not result in a change to a property's parking requirement.
- 2. Minor exterior renovations, maintenance, repairs or replacements that involve no additions; and that do not change the general form and character of a building, or that make improvements to the form and character at the discretion of the City;
- 3. Additions up to 200 square metres to a principal building or 40 square metres to an accessory building, as defined by the City's Zoning Bylaw, provided that:
  - a. The addition results in less than a 10% increase in the floor area of the principal building;
  - b. There is no change to the required parking, landscaping, environmental measures, or access to the site: and
  - c. There is no change to the general form and character of a building, or it improves the form and character at the discretion of the City.

#### 4.3.4 Commercial DPA Design Principles

The Commercial DPA Design Principles communicate the high-level intentions of these Development Permit Guidelines and reflect the vision and objectives of the OCP. All projects subject to a Development Permit under this area will support the following Principles:

- 1. Foster commercial development that is attractive to a diversity of both customers and businesses.
- 2. Encourage development that sensitively integrates and enhances the surrounding neighbourhood.
- 3. Improve the **streetscape** by requiring **pedestrian scale** design that will contribute positively to the pedestrian experience.

## 4.3.5 Commercial DPA Guidelines

In addition to the General Guidelines, these guidelines apply to all developments under the Commercial DPA.

## Site Planning

- 1. Proposed Developments should be designed to integrate sensitively into the existing and planned scale and aesthetic of the surrounding area, considering the existing and planned features of the surrounding area, including building massing, height, and siting or setbacks.
- 2. Commercial development adjacent to residential uses should have an enhanced focus on the sensitive transition to neighbouring residential areas, as well as ensuring parking, servicing and utility areas are located away from or visually screened from public and neighbouring views. At a minimum, this should include special consideration of:
  - a. Thoughtful site design and building siting to mitigate the impact of traffic, noise, lighting, and other environmental conditions; and
  - b. Fencing and landscape/screening.
- 3. Any commercial development on West Kelowna's waterfront must create and maintain public access to the waterfront, while mitigating any negative impacts of new development through appropriate siting and setback to ensure public enjoyment of the waterfront is maintained and significantly enhanced.

## **Building Form and Scale**

- 4. Building forms and floor plans that maximize the number of corner units and units with exterior access on two sides are strongly encouraged to facilitate natural ventilation and daylight access.
- 5. Commercial development should utilize high quality materials that reflect or enhance the character of the adjacent area, such as brick, metal, wood, and stone and avoid materials such as vinyl panels and stucco, with consideration for coordination of the materials within any proposed site signage.

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## Ground Level Design and Relationship to the Street

- 6. Further to the general guidelines related to ground level design, development within the Commercial DPA should pay additional consideration to how building design integrates with the surrounding neighbourhood given that these areas may be located within unique settings adjacent to non-commercial uses.
- 7. Development on corner lots should include the following:
  - a. Facades that include street entrances and windows along both street elevations.
  - b. A corner focal point, such as a corner entrance, bay window, tower or similar design feature.
- 8. Notwithstanding the general guidelines related to canopies along the full building frontage of ground-level commercial development, in the Commercial DPA, the focus is on ensuring that weather protection is provided over all exterior pedestrian building entrances with adequate lighting for the comfort and protection of pedestrians, rather than along the entire building face. As this type of commercial development is located outside of the Centres, this reduced standard is based on the likelihood of a lesser volume of pedestrian traffic along the public street.
- 9. Notwithstanding the general guidelines related to fencing, in the Commercial DPA decorative metal fencing or screening through landscaping is the preferred method when fencing is necessary, and chain link fencing is generally not permitted in commercial developments, especially along high visibility street Page 510 of 681

frontages.

#### Circulation and Parking

- 10. Notwithstanding the general requirements related to parking, parking areas in between the development and primary public street are not permitted in new commercial developments. Parking should be located underground, at the rear or buildings, or in central parking facilities. Larger, multi-building developments may develop a shared surface parking lot within the interior of the site that is adequately screened from the public street to the satisfaction of the City.
- 11. Providing bicycle storage areas and end-trip facilities such as showers and change rooms for employees is encouraged, even where not required by the City's Zoning Bylaw.

#### **Amenity Space**

- 12. Developments are encouraged to provide enough space within their setback to accommodate an outdoor patio/display area for businesses to act as public gathering spaces and amenities in support of the commercial development.
- 13. Where a mixed-use within the Commercial DPA has more than 20 residential units, the development must include the provision of outdoor recreational facilities and amenities.
  - a. Facilities such as an outdoor children's play space, senior's outdoor amenity areas, and community gardens should be matched to the intended users, and should be scaled in size and complexity to match the scope and scale of the proposed development.
  - b. Balconies or other private outdoor amenity spaces on upper levels should be designed as integral parts of the building massing and design, and not appear as an additive feature.
- 14. For a tourist commercial development within the Commercial DPA, the development should include facilities and amenities for the tourists that they draw to the area as well as for the benefit of the surrounding local community.

# 4.4 INDUSTRIAL AND BUSINESS PARK DPA GUIDELINES

#### 4.4.1 Area

The Industrial and Business Park Development Permit Area (DPA) applies to all development under the Industrial and Business Park land use designations. These DPA Guidelines must be read in conjunction with any other applicable guidelines.

#### 4.4.2 Purpose

In accordance with the Local Government Act, the purpose of these Guidelines is to inform the design and character of employment-focused development to realize functional, safe and attractive industrial and business park environments throughout West Kelowna. This includes capitalizing on opportunities to diversify employment types and attract new economic development supported by improvements to design and functionality of the street and pedestrian infrastructure, compatibility with neighbouring land uses, and taking advantage of centrally located lands along the Highway 97 corridor and identified key streets.



## 4.4.3 Industrial and Business Park DPA Exemptions

A Development Permit will not be required for any of the following:

- 1. Improvements or renovations to building interiors that do not result in a change to a property's parking requirement.
- 2. Repairs or minor renovations to building exteriors that do not alter the form or character of the building or impact surrounding properties.
- 3. Additions of up to 200 square metres to a principal building or 40 square metres to an accessory building, as defined by the City's Zoning Bylaw, provided that:
  - a. The addition results in less than a 10% increase in the floor area of the principal building; and
  - b. There is no change to the required parking, landscaping, environmental measures, or access to the site.

## 4.4.4 Industrial and Business Park DPA Design Principles

The Industrial and Business Park DPA Design Principles communicate the high-level intentions of these Development Permit Guidelines and reflect the vision and objectives of the OCP. All projects subject to a Development Permit under this area will support the following Principles:

- 1. Promote and reinforce efficient use of industrial lands through site design of vacant sites or redevelopment of under-utilized sites, with a focus on access, site circulation and building design for large-scale primary industrial activities.
- 2. Maintain and enhance the Business Park by exploring opportunities in building design and form to accommodate new and emerging employment types which may include research and technology, light manufacturing and production, studios, laboratories, and ancillary commercial offices.
- 3. Use high-quality building and landscape design to attract investment and new uses to the Industrial and Business Park land use base.
- 4. Encourage flexible design which can respond to evolving community and market conditions to support the Industrial and Business Park land use base.
- 5. Development or re-development of existing smaller lots (as compared to larger industrial parcels of the area) is encouraged, where appropriate, to allow building forms that would accommodate smaller scale uses such as "incubator" facilities or "maker" spaces and other start-up, high-tech, and creative industries.
- 6. Enhance the pedestrian, transit and cycling environment through site planning, landscaping and built form to create a safe and comfortable experience for all users.
- 7. Utilize building design to minimize adverse impacts on adjacent properties and create appropriate transitions to other surrounding land uses.

#### 4.4.5 Industrial and Business Park DPA Guidelines

In addition to the General Guidelines, these guidelines apply to all developments under the Industrial and Business Park DPA.

## Site Planning and Landscaping

- 1. Notwithstanding the general requirement for outdoor storage areas to be located to the rear of sites, consideration may be given within the Industrial and Business Park DPA for outdoor storage areas to be located in other locations on the site where the:
  - a. Entire site is being used for outdoor storage; or
  - b. Outdoor storage area does not encroach upon the required minimum setbacks, and landscape buffers are proposed to adequately screen the use from the public street; or
  - c. Outdoor storage materials being stored are 2.0 metres or less in height, and landscape buffers are proposed to adequately screen the reactions to the proposed to adequately screen the reaction to the proposed to the proposed to adequately screen the reaction to the proposed to the propo

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- 2. Given the potential for larger buildings and impervious surface area within this DPA, site planning should incorporate accessible greenspace and landscaped green roofs, where appropriate, to help manage stormwater runoff, reduce heat island effect, and improve site amenity.
- 3. Smaller lot development may be considered, where appropriate, to facilitate the establishment of uses including light/small-scale manufacturing, incubator facilities or "maker" spaces, start-up businesses, or other creative industries that support the primary industrial- employment use.

#### Ground Level Design and Relationship to the Street

- 4. Notwithstanding the general requirements for form and character as it relates to site and building design, the focus within the Industrial and Business Park DPA is on the areas along a public street, or where viewed from a public street.
- 5. Office, reception, or sales components of a development, where present, should be located closest to the street to enhance visibility and pedestrian access, with the plant, warehouse, or similar component positioned towards the rear of site.
- 6. Loading and service doors are encouraged to be oriented away from the public street frontage, either to the rear or side of a street-facing building.
- 7. Existing street trees should be maintained, and new tree plantings encouraged, to enhance street edge definition and enhance visual screening and noise attenuation.
- 8. Chain link fencing along high visibility street frontages is generally discouraged. If necessary for security, a chain link or solid fence should include dense landscape screening such as a hedge, or other beautification measures, on the street side of the fence within the property boundary.

## Access, Parking and Circulation

9. Notwithstanding the general requirements related to the location for parking, within the Industrial and Business Park DPA, consideration may be given for alternate surface parking locations where required operationally, and all landscaping and buffering requirements have been met.



- 10. Notwithstanding the general requirements related to surface treatment and curbing requirements related to parking areas, within the Industrial and Business Park DPA, consideration may be given to allow permeable, granular surfaces if treated to prevent dust pollution, and reduced curbing requirements when located to the rear of the site.
- 11. Additional focus within the Industrial and Business Park DPA should be given to ensure the safe separation of loading/servicing and truck access from pedestrian routes to minimize all potential conflicts.

#### **Building Form and Materials**

- 12. Notwithstanding building form and material requirements within the general guidelines, within the Industrial and Business Park DPA, consideration may be given to more simple design features to accommodate operational requirements related to industrial uses, such as larger or boxier buildings, larger doors and garage doors, more building openings, and/or specific access/circulation patterns. Where these design features are utilized, proof of the operational requirement must be provided with the development application.
- 13. The use of different exterior materials to distinguish between components of a building (for example, a plant/warehouse from offices/sales area) is encouraged.
- 14. Metal siding will not be permitted for street-facing and high visibility components of a development (sales, offices, reception areas) but may be permissible for industrial buildings provided that it is incorporated into a high-quality overall design and aesthetic. In general, untreated concrete block, and vinyl or plastic siding is not permitted.
- 15. Multi-storey, buildings with a mix of uses (such as those containing industrial and ancillary commercial office/sales components) should be designed to accommodate industrial uses on the ground floor by providing generous first floor heights of at least 5.5 metres.

#### Transition to Sensitive Land Uses

Where an industrial or intensive business park use is adjacent to another land use including residential, institutional, parks and open space, or other uses determined to be sensitive, the following guidelines will apply:



- 16. Mitigation measures, including separation distance, landscaping and screening, and other siting and design strategies, are encouraged to create an appropriate transition. Where more intense impacts are anticipated, an impact study to determine potential impacts and propose mitigation measures may be required. Mitigation measures could include:
  - a. Providing landscaping, berms, decorative walls, fencing or other measures to reduce noise, fumes, light, and other potential impacts on adjacent uses, which may be in addition to any screening requirements in the City's Zoning Bylaw:
  - b. Locating parking and site entrances for heavy vehicles, service vehicles and trucks at an appropriate distance from residential properties;



- Figure 28. Industrial and Business Park Example - Relation to Street
- c. Increasing the horizontal separation of acute noise, emissions, odour or dust producing sources within an industrial development from adjacent residential and other sensitive uses;
- d. Considering the specific size, dimensions, intensity or other characteristics of the individual site and operation during development of the site and building design; and
- e. Utilizing available technologies to reduce/eliminate the impacts of noise, odours, dust, greenhouse gases and other emissions, and to protect the environment through consideration of impacts on air, water, and soil quality.
- 17. Industrial buildings located on corner lots, lots adjacent to residential or institutional properties or next to public spaces should be stepped down in height toward the adjoining street(s), adjacent building(s), or public space, and/or use architectural elements and detailing to give the effect of a stepped down or reduced mass.
- 18. Office, reception and sales areas, or other non-industrial components of a development, may contribute to the creation of a **buffer** between industrial activities and adjacent sensitive uses. Similarly, smaller scale businesses which do not produce noxious or undesirable impacts on surrounding properties—such as offices, studios, technology, or light manufacturing—may serve as part of a transitional **buffer** to sensitive land uses.



## Additional Form and Character Considerations for Business Park Buildings

In addition to the Industrial and Business Park DPA Guidelines, these guidelines apply specifically to all developments with a Business Park land use designation.

- 19. Maintain and enhance the Business Park as a hub for various employment uses and ancillary services, including but not limited to equipment sales, light production/manufacturing, offices, show rooms, warehousing/storage, research and technology/biotechnology laboratories, media production and studios (film/television/news). Siting for any ancillary light Industrial uses should be located where appropriate and impacts to adjacent properties can be mitigated.
- 20. Alternative or atypical building form and design may be considered for the development of new and emerging employment types in the Business Park to provide flexibility for uses including those identified under Design Principles (Section 4.4.4.2).
- 21. Development will improve the public street interface by requiring **pedestrian scale** design and infrastructure, where appropriate. This may include widening the pedestrian network in places to create public or **privately owned publicly accessible spaces (POPS)**, where appropriate, to enhance the **streetscape** and provide areas for local employees as a social gathering area.



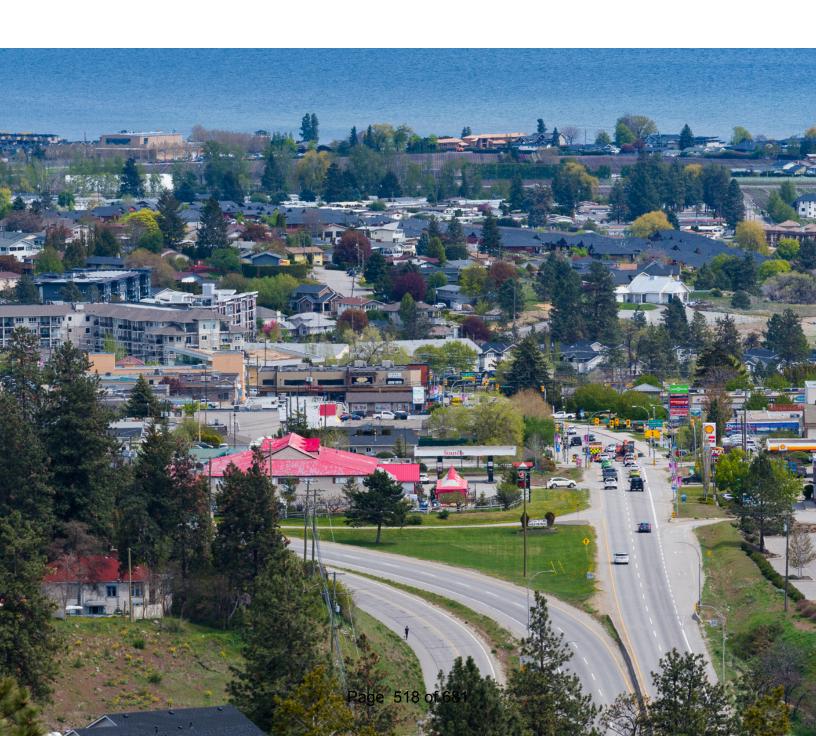
# 4.5 WESTBANK URBAN CENTRE DPA

#### 4.5.1 Area

The Westbank Urban Centre Development Permit Area (DPA) applies to all developments on lands designated as Westbank Urban Centre, including the Mixed-Use Corridor, Commercial Core, and Residential Shoulder Land Use Designations. These guidelines must be read in conjunction with any other applicable guidelines.

### 4.5.2 Purpose

In accordance with the Local Government Act, the purpose of these guidelines is to shape the form and character of development within the Westbank Urban Centre, fostering an attractive, dense, and walkable urban district that offers a full range of residential, commercial, institutional/civic, and recreational uses.



### 4.5.3 Westbank Urban Centre DPA Exemptions

Within this Development Permit Area, a Development Permit will not be required for the following:

- 1. Improvements or renovations to the interior of a building that do not result in a change to a property's parking requirement.
- 2. Repairs or minor renovations to the exterior that do not alter the form or architectural elements of the building and do not impact surrounding properties.

## 4.5.4 Westbank Urban Centre DPA Design Principles

The Westbank Urban Centre DPA Design Principles communicate the high-level intentions of these Development Permit Guidelines and reflect the vision and objectives of the OCP. All projects subject to a Development Permit under this Area will support the following Principles:

- 1. Development and built form contribute to a vibrant, walkable, and mixed-use Urban Centre, which benefits the broader community and fosters a sense of civic pride.
- 2. Development recognizes, complements, and enhances the existing character of the areas surrounding the Westbank Urban Centre, both in terms of architectural scale and design.
- 3. Site and building design facilitate the use of active and public transportation, supporting increased access and connectivity to these networks and infrastructure where possible, including key infrastructure such as the Westbank Exchange.
- 4. Exterior and interior spaces, and connections to adjoining spaces, are designed to be accessible for people of all ages and abilities.
- 5. Development prioritizes a pedestrian-orientated ground level and generous **public realm**, creating a highly engaging, comfortable, and safe experience appropriate to an urban centre.
- 6. Development responds to and sensitively transitions to areas surrounding the Westbank Urban Centre DPA.
- 7. Alternative design considerations may be supported for the development of affordable housing projects.

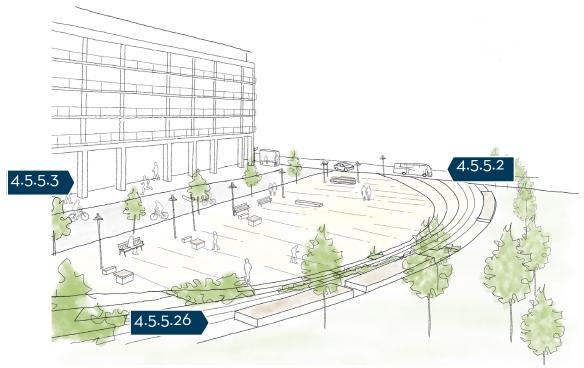


Figure 31. Illustration showing publicly accessible gathering spaces in a Westbank Urban Centre setting with active transportation options.

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#### 4.5.5 Westbank Urban Centre DPA Guidelines

In addition to the General Guidelines, these guidelines apply to all developments under the Westbank Urban Centre DPA.

## Site and Building Design

- 1. Site planning and design will respond to the opportunities and challenges presented by the site location and context, including views, open spaces, street networks, lot size and shape, and natural landscapes to promote attractive and welcoming spaces.
- 2. New development will create consistent connections and/or extensions, as appropriate, to the surrounding pedestrian, vehicular, and cycling networks through site design and site access points.
- 3. Buildings will be oriented and designed to front on the primary public street, with additional focus on street-facing entrances and architectural features that contribute to an engaging and attractive pedestrian experience.
- 4. Development on larger sites and which may be located within long city blocks may be required to provide a mid-block pedestrian connection through the site to promote a finer-grain urban experience. Mid-block connections should include:
  - a. A concrete sidewalk at least 2.0 metre wide;
  - b. Appropriate lighting and landscaping along the entire connection; and,
  - c. Building frontage that contains commercial and/or residential with primary entrances.
- 5. New buildings that are sited adjacent to a public park, recreation area or privately-owned, **publicly accessible open spaces** may be encouraged where appropriate to design the face of the building to create an active frontage including building entrances and architectural detailing such as a high proportion of glazing or other features which create a physical and/or visual connection to the space. At the discretion of the City, certain public parks or other public spaces may be considered inappropriate based on conflicting uses and/or other operational considerations.
- 6. Development adjacent to Highway 97 or on the Brown Road Mixed-Use Corridor should utilize attractive landscaping, architectural detail, and other strategies to present an aesthetically appealing street edge in the Westbank Urban Centre. Parking areas and outdoor storage yards between buildings and Hwy 97



or Brown Road will not be permitted in new development and should be located at the rear of the site, unless in the case of development on larger sites with multiple buildings, where co-location of parking within the interior of the site is permitted.

#### Access, Parking and Circulation

- 7. Parking for mid- and high-rise development in the Westbank Urban Centre will be provided underground or at the rear of the site, and obscured from view from the public street frontage.
- 8. Parking uses will not be permitted between the primary public roadway and a street-facing building entrance, except where:
  - a. Permitted within road right- of-way; or
  - b. Adequately screened to the satisfaction of the City and part of a co-located parking lot between buildings within the interior of the site.
- 9. Developments on larger sites with multiple buildings are permitted at the discretion of the City to colocate their parking, servicing, and utility areas (including garbage and recycling) in a location within the interior of the site that is visually screened through landscaping or fencing.
- 10. Vehicular accesses should be designed to allow the potential for future shared access with neighbouring properties to minimize the number of access points and impact to traffic flow.
- 11. Development will provide drop-off, loading areas, and barrier free parking stalls near main building entrances and locate servicing, general parking, and utility uses at the rear of buildings to avoid conflict with pedestrian circulation and comfort.
- 12. Driveways, parkade entrances, and garages that face the primary public street are discouraged, and should be located at the rear or interior of the site where feasible, or otherwise minimized by integrating or recessing them into the architectural facade.

#### **Building Form and Scale**

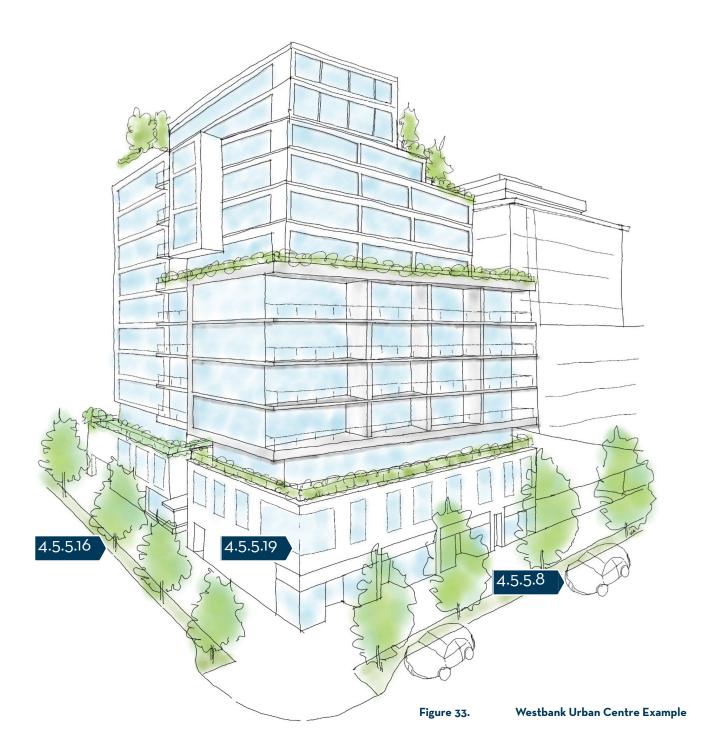
- 13. Development with long, continuous building spans along the public street frontage will break-up the physical and visual mass through articulation of the building mass and features such as entrances, projections, recesses, and mid-block connections. Buildings of all sizes should incorporate architectural detailing to create a sense of interest.
- 14. Architectural features including the building style, colour and materials should be utilized to enhance and complement the character of the adjacent and wider neighbourhood context.
- 15. Buildings should introduce visual appeal through use of high-quality materials such as masonry, wood, glass, steel, and concrete. The use of less durable and resilient materials such as stucco or vinyl paneling should be minimized.
- 16. Buildings should incorporate high-quality and durable landscaping into their design, including the use of native species, which will be resilient over time in higher-traffic areas.
- 17. Building entrances will be oriented to the **public realm** and clearly defined using architectural and wayfinding features to be easily identifiable, including to those with limited vision or other abilities.
- 18. With regard to building height and scale, development will generally transition down towards surrounding lower density areas and land uses, including from the Mixed-Use Corridor and Commercial Core to the Residential Shoulders.

## Ground Level Design

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- 19. Base or podium buildings will provide a street wall, to a maximum height of three storeys, which frames the public right-of-way at a **pedestrian scale**, shaping the ground level experience through use of architectural features and detailing, high quality materials, and creation of visual contrast from tower components, where applicable.
- 20. Development will provide a comfortable pedestrian experience with adequate space between the building and adjacent road for sidewalk and street furnishings. Developments with ground-level commercial space should include an area within the setback for businesses to create outdoor patios or displays, without encroaching into the pedestrian through page 521 of 681

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- 21. Street level building design should incorporate features providing for the all-season comfort of pedestrians, including canopies, awnings, overhangs, and other structures providing protection from the elements.
- 22. Building entrances will be directly linked to the streetscape and pedestrian network through appropriate pathways, which are to be universally accessible.
- 23. Ground level commercial and institutional uses on corner lots should feature:
  - a. Facades that include street entrances and windows along both street elevations.
  - b. A corner focal point, such as a corner entrance, bay window, tower, or similar design feature.
- 24. Developments with ground-level residential uses should contribute to an active and vibrant street life by utilizing:
  - a. Street-facing windows, entrances, high-quality landscaping, and other design features that contribute to a more engaging experience.



- b. Front yards and/or porches and amenity areas.
- 25. Mid- and high-rise buildings will emphasize the street level and its architectural treatment as distinct from the tower component of a building, with particular attention to the pedestrian experience.

## **Amenity Space**

- 26. Higher density mid to high-rise development must consider provision of the following amenities, which are scaled in size and complexity to match the scope and scale of the proposed development to ensure a quality experience for visitors and residents:
  - a. High-quality, functional public outdoor amenity space, such as a plaza, park or other gathering spaces, which are accessible to all and directly connected to the **public realm**. Such spaces will be designed and maintained at the cost of the developer/property owner.
  - b. Private indoor and outdoor amenity spaces including courtyards, social/ event rooms, accessible terraces or green roofs, gyms, or other facilities. Such spaces should be accessible to occupants of all ages and abilities.
- 27. All developments with multi-unit residential or multi- unit commercial uses are required to create a secure and easily accessible bicycle parking/storage area as per the City's Zoning Bylaw and encouraged at the ground level. Multi-unit commercial uses are encouraged to include end-trip facilities such as showers and change rooms for commercial tenants, even where not required by the City's Zoning Bylaw.

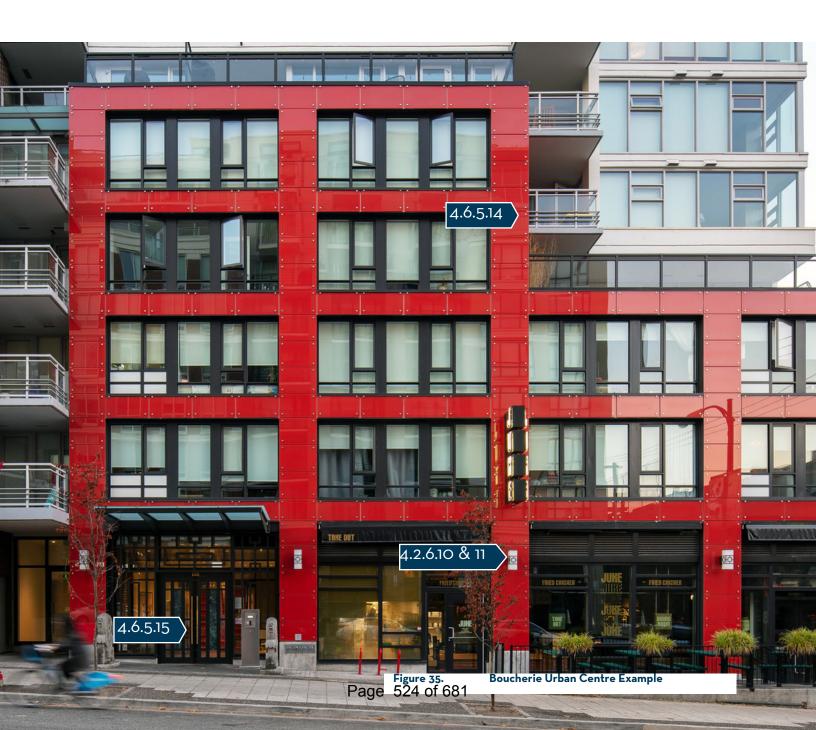
# 4.6 BOUCHERIE URBAN CENTRE DPA

#### 4.6.1 Area

The Boucherie Urban Centre Development Permit Area (DPA) applies to all developments on lands designated as Boucherie Urban Centre. These guidelines must be read in conjunction with any other applicable guidelines.

### 4.6.2 Purpose

In accordance with the Local Government Act, the purpose of these guidelines is to shape the form and character of development within the Boucherie Urban Centre, creating a vibrant, mixed- use neighbourhood that offers a variety of housing, commercial services, recreational uses, and connections to Mount Boucherie.



#### 4.6.3 Boucherie Urban Centre DPA Exemptions

Within this Development Permit Area, a Development Permit will not be required for the following:

- 1. Improvements or renovations to the interior of a building that does not result in a change to a property's parking requirements.
- 2. Repairs or minor renovations to the exterior that do not alter the form or architectural elements of the building and do not impact surrounding properties.

## 4.6.4 Boucherie Urban Centre DPA Design Principles

The Boucherie Urban Centre DPA Design Principles communicate the high-level intentions of these Development Permit Guidelines and reflect the vision and objectives of the OCP. All projects subject to a Development Permit within this Area will support the following Principles:

- 1. Development contributes to a welcoming mixed-use neighbourhood and the evolution of an alternate urban centre on the east side of West Kelowna.
- 2. Development recognizes, respects, and enhances the unique natural characteristics and civic appeal of the Mount Boucherie area.
- 3. Exterior and interior spaces, and connections to adjoining spaces, are designed to be accessible for people of all ages and abilities.
- 4. Site and building design support the use of active and public transportation, including enhanced connectivity to these networks and infrastructure where possible, including key infrastructure such as the Boucherie Mountain Transit Exchange.
- 5. Development prioritizes a pedestrian-oriented ground plane and generous **public realm**, creating an engaging, comfortable, and safe experience for all.
- 6. Development supports the establishment of a community event and entertainment hub in and around the arena at the base of Mount Boucherie.
- 7. Development responds to and sensitively transitions to areas surrounding the Boucherie Urban Centre Development Permit Area.
- 8. Development fosters the establishment of Ross Road, Cameron Road and Westgate Road as lively and attractive high streets.
- 9. Alternative design considerations may be supported for development of affordable housing projects.

#### 4.6.5 Boucherie Urban Centre DPA Guidelines

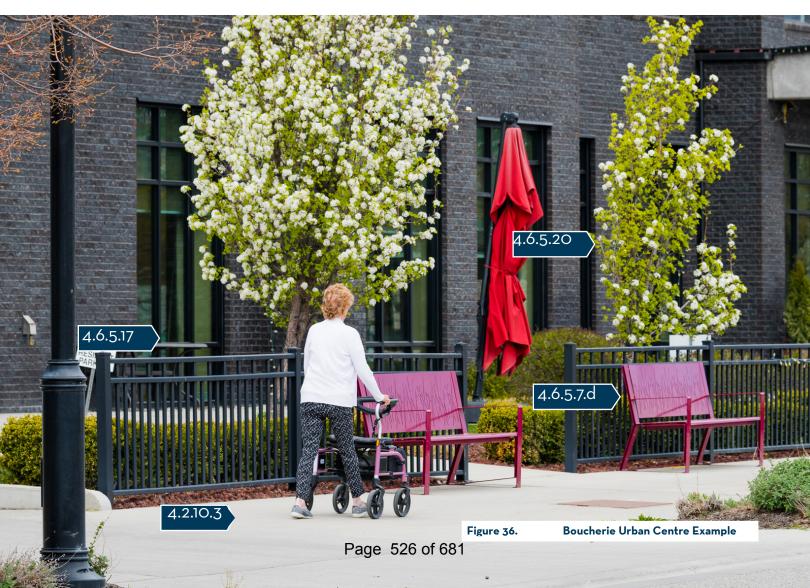
In addition to the General Guidelines, these guidelines apply to all developments under the Boucherie Urban Centre DPA.

## Site and Building Design

- 1. Site design will respond to the opportunities and challenges presented by the site location and context, including views, open spaces, street networks, lot size and shape, and natural landscapes to promote attractive and welcoming spaces unique to the Boucherie DPA.
- 2. Development adjacent to Highway 97 or Westgate Road should have an enhanced focus on presenting an attractive and pedestrian- oriented street edge, including use of siting, landscaping and architectural elements. Parking areas and outdoor storage yards between buildings and Highway 97 will not be permitted and should be located at the rear or interior of the site where sufficiently screened.
- 3. Mid-rise buildings will reduce the impact on the street, including shadowing the street and adjacent uses, using setbacks, stepbacks, and articulation.
- 4. All development adjacent to Mount Boucherie must maintain a visible and welcoming public access to any existing trails or access points, as well as consider strategies to appropriately minimize any negative

impacts that development may have resulting from shadowing, wind, or access to views of Mount Boucherie.

- 5. Site design will ensure buildings are oriented to front and engage the public street, where:
  - a. Buildings that are along Ross Road, Cameron Road, or Westgate Road shall be designed to address these streets with primary entrances and allow a setback to create public space that can be used by pedestrians or ground-level businesses. Development that is located on the corners of two of these roads are encouraged to utilize corner entrances to facilitate continuity between the two streets.
- 6. New development will create consistent connections and/or extensions, as appropriate, to the surrounding pedestrian, vehicular, and cycling networks through site design and site access points.
- 7. Site planning on lots adjacent to or near the Boucherie Mountain Exchange should include convenient and direct pedestrian and cycling connections between Ross Road and the Boucherie Mountain Exchange to encourage transit-supportive development. These linkages should be welcoming, integrated into the larger pedestrian network, and:
  - a. Be of sufficient width for an urban environment.
  - b. Include appropriate lighting.
  - c. Be well landscaped or have commercial uses fronting directly onto the connections.
  - d. Include design elements such as street furniture, decorative paving materials, wayfinding markers and public art, where appropriate.
- 8. New buildings that are sited adjacent to a public park, recreation area or privately-owned, **publicly** accessible open spaces may be encouraged where appropriate to design the face of the building to



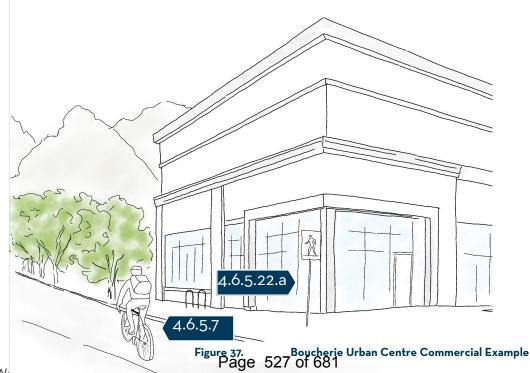
create an active frontage including building entrances and architectural detailing such as a high proportion of glazing or other features which create a physical and/or visual connection to the space. At the discretion of the City, certain public parks or other public spaces may be considered inappropriate based on conflicting uses and/or other operational considerations.

#### Access, Parking and Circulation

- 9. Parking for mid- and high-rise development in the Boucherie Urban Centre will be provided underground or at the rear of the site, and obscured from view from the public street frontage.
- 10. Parking uses will not be permitted between the primary public roadway and a street-facing building entrance, except where:
  - a. Permitted within road right- of-way; or
  - b. Adequately screened to the satisfaction of the City and part of a co-located parking lot between buildings within the interior of the site.
- 11. Development will provide drop-off, loading areas, and barrier free parking stalls near main building entrances and locate servicing, general parking, and utility uses at the rear of buildings to avoid conflict with pedestrian circulation and comfort.
- 12. Developments on larger sites with multiple buildings are permitted at the discretion of the City to colocate their parking, servicing, and utility areas (including garbage and recycling) in a location within the interior of the site that is visually screened through landscaping or fencing.
- 13. Driveways, parkade entrances, and garages that face the primary public street are discouraged, and should be located at the rear or interior of the site where feasible, or otherwise minimized by integrating or recessing them into the architectural facade.

#### **Building Form and Scale**

- 14. With regard to building height and scale, development will generally transition mass and height downward as it approaches lower density areas and land uses outside the Boucherie Urban Centre, encouraging the use of:
  - a. Stepbacks and setbacks along upper levels to minimize shading/overlook;
  - b. Transitions down in height to reduce massing as it approaches the lower density areas; and
  - c. Increased horizontal separation at the base of buildings, where necessary to provide a **buffer** to



sensitive uses.

- 15. Development with long, continuous building spans along the public street frontage will break-up the physical and visual mass through articulation of the building mass and features such as entrances, projections, recesses, and mid-block connections. Buildings of all sizes should incorporate architectural detailing to create a sense of interest.
- 16. Architectural features including the building style, colour, and material palette should be utilized to reflect and enhance the natural features of Mount Boucherie, including the prominent use of timber and stone, and massing which respects views to Mount Boucherie.
- 17. Building design should incorporate high-quality living and working environments in residential and commercial units, with access to daylight, amenity space, natural ventilation, and privacy.

#### Ground Level Design and Relationship to Street

- 18. Further to the general guidelines related to ground level design, an enhanced focus in the Boucherie Urban Centre DPA will ensure buildings contribute to an attractive street wall, which frames the public right-of-way at a **pedestrian scale**, shaping the ground level experience through use of architectural features and detailing, high quality materials components, as applicable to the building use.
- 19. Development will provide a comfortable pedestrian experience with adequate space between the building and adjacent road for sidewalk and street furnishings. Developments with ground-level commercial space should include an area for businesses to create outdoor patios or displays, without encroaching on pedestrian throughway.
- 20. Buildings should incorporate landscaping that features generous plantings, including native species and, where suitable, the use of the existing topography to weave the natural appeal of Mount Boucherie into the Urban Centre.
- 21. Multi-unit and commercial building entrances will be oriented to the **public realm** and clearly defined using architectural and wayfinding features to be easily identifiable, and designed with universal design best practices.
- 22. Ground level commercial uses on corner lots should feature:
  - a. Facades that include street entrances and windows along both street elevations.
  - b. A corner focal point, such as a corner entrance, bay window, tower, or similar design feature.



Figure 38. Illustration showing street relationship elements preferred in Boucherie Urban Centre
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- 23. Developments with ground-level residential uses should contribute to an active and vibrant street life by utilizing:
  - a. Street-facing windows, entrances, high-quality landscaping, and other design features that contribute to a more engaging experience.
  - b. Front yards and/or porches and amenity areas.

#### **Amenity Space**

- 24. Medium density mid-rise development (or higher density high-rise where permitted) must consider provision of the following amenities, which are scaled in size and complexity to match the scope and scale of the proposed development to ensure a quality experience for visitors and residents:
  - a. High-quality, functional public outdoor amenity space, such as a plaza, park or other gathering spaces, which are accessible to all and directly connected to the **public realm**. Such spaces will be designed and maintained at the cost of the developer/property owner.
  - b. Private indoor and outdoor amenity spaces including courtyards, social/ event rooms, accessible terraces or green roofs, gyms, or other facilities. Such spaces should be accessible to occupants of all ages and abilities.
- 25. All developments with multi-unit residential or multi- unit commercial uses are required to create a secure and easily accessible bicycle parking/storage area as per the City's Zoning Bylaw and encouraged at the ground level. Multi-unit commercial uses are encouraged to include end-trip facilities such as showers and change rooms for commercial tenants, even where not required by the City's Zoning Bylaw.

# 4.7 NEIGHBOURHOOD CENTRE DPA

#### 4.7.1 Area

The Neighbourhood Centre Development Permit Area (DPA) applies to all developments on lands designated as a Neighbourhood Centre. These guidelines must be read in conjunction with any other applicable guidelines.

## 4.7.2 Purpose

In accordance with the Local Government Act, the purpose of these guidelines is to shape the form and character of development within the Neighbourhood Centre DPA's, intending to create local, mixed-use nodes within walking distance of existing neighbourhoods. Neighbourhood Centres will provide a variety of housing types, retail, services, and public amenities. These areas will be lower-scale and more localized than the Urban Centres, serving the day-to-day needs of nearby residents, while still containing a mix of uses and densities that contribute to complete communities and attractive destinations throughout West Kelowna.



## 4.7.3 Neighbourhood Centre DPA Exemptions

Within this DPA, a Development Permit will not be required for the following:

- 1. Improvements or renovations to the interior of a building that do not result in a change to a property's parking requirement.
- 2. Repairs or minor renovations to the exterior that do not alter the form or architectural elements of the building and do not impact surrounding properties.

## 4.7.4 Neighbourhood Centre DPA Design Principles

The Neighbourhood Centre DPA Design Principles communicate the high-level intentions of these Development Permit Guidelines and reflect the vision and objectives of the OCP. All projects subject to a Development Permit under this area will support the following Principles:

- 1. Create a lively, walkable Neighbourhood Centre offering local services, amenities, and employment opportunities, which is sensitively integrated into the surrounding neighbourhood.
- 2. Develop a low- to mid-rise, mixed-use character of moderate density to encourage an active street life and public realm.
- 3. Utilize architectural and urban design that is reflective of and enhances the character of the existing community.
- 4. Introduce a higher density of commercial uses and housing types that support daily trips comfortably achieved within the neighbourhood and through active and public transportation from nearby areas.
- 5. Integrate publicly accessible gathering spaces and recreational opportunities that directly serve residents of the adjacent neighbourhoods.
- 6. Development responds to and sensitively transitions to areas surrounding the Neighbourhood Development Permit Area.
- 7. Alternative design considerations may be supported for development of affordable housing projects.

## 4.7.5 Neighbourhood Centre DPA Guidelines

In addition to the General Guidelines, these guidelines apply to all development within the Neighbourhood Centre DPA's.

## Site and Building Design

- 1. Site planning and design will respond to the opportunities and challenges presented by the site location and context, including views, open spaces, street networks, lot size and shape, and the natural landscape (including topography, vegetation, and waterways) to promote attractive and welcoming spaces unique to each Neighbourhood Centre.
- 2. Site development on lands with no previous development activity should introduce a pedestrian- oriented street grid that integrates with the surrounding transportation network.
- 3. Buildings will be orientated to face the primary public street, utilizing street-facing entrances and architectural features that contribute to an engaging and attractive pedestrian experience. Multi-building developments that utilize a parking lot at the interior of the site should also be designed with entrances that face the interior.
- 4. New buildings that are sited adjacent to a public park, recreation area or privately-owned, publicly accessible open spaces may be encouraged where appropriate to design the face of the building to create an active frontage including building entrances and architectural detailing such as a high proportion of glazing or other features which create a physical and/or visual connection to the space. At the discretion of the City, certain public parks or other public spaces may be considered inappropriate based on conflicting uses and/or other operational considerations. Where feasible, all development shall maintain a barrier-free access point to any park, trail, or other open space that was accessible from the public street prior to development.

- 5. Significant natural and recreational areas within Neighbourhood Centres will be preserved unless otherwise directed by a specific area plan or policy, or a privately-owned, publicly-accessible open space is provided to the satisfaction of the City. Development will be encouraged to take advantage of such community assets by facilitating access where possible.
- 6. The natural topography of lands within the Neighbourhood Centre DPA's should be preserved and highlighted as much as possible.

#### Access, Parking and Circulation

- 7. Site redevelopment should be oriented such that the existing street pattern of the adjacent neighbourhood is maintained or that a new pattern demonstrates an improved network and pedestrian condition. For example, introducing a more fine-grain grid pattern within a curvilinear street network, or providing additional mid-block crossings could be considered an improved condition.
- 8. Multi-building developments should provide public, universally accessible pedestrian access that is safe and convenient throughout the site.
- 9. As a condition of receiving a Development Permit, a development may be required to coordinate with the City to provide space for a future bus connection, including room for benches, shelter, signage, and a pullout lane.
- 10. Driveways and garages that face the primary public street are discouraged, and should be located at the rear or interior of the site where feasible.
- 11. Surface parking lots will not be permitted between the primary public roadway and street-facing building entrances.
- 12. Developments are encouraged to coordinate and co-locate parking and site access in one location, preferably underground in or in a structure, rather than having separate locations for each development, in order to minimize the overall land use, urban design, and financial impacts of dedicated parking uses.
- 13. Provide drop-off, loading areas and barrier free parking stalls near main building entrances, and locate servicing, general parking and utility uses at the rear of buildings to avoid conflict with pedestrian circulation and comfort.

## **Building Form and Scale**

- 14. All development at the edge of neighbourhood centres should employ site and building design strategies to sensitively transition between the Neighbourhood Centre and the surrounding neighbourhood, minimizing impact from noise and other activity.
  - a. Multi-building development should transition to shorter, less dense building forms as it approaches the edge of the neighbourhood centre. This can be accommodated through reductions in height, stepbacks, setbacks, and site planning.
  - b. Single building development should utilize setbacks, stepbacks and other building design strategies as it approaches the edge of the Neighbourhood Centre.
- 15. Development with long building spans along public street frontage will break up the physical and visual mass through articulation of the building and features such as entrances, projections, recesses, breezeways, and mid-block connections, where appropriate.
- 16. Architectural features including the building style, colour, texture, and materiality should be utilized to complement and enhance the character of the adjacent and wider neighbourhood context. Buildings should introduce visual appeal through use of high- quality materials such as masonry, wood, glass, steel, and concrete. The use of less durable and resilient materials such as stucco or vinyl paneling should be minimized.

## Ground-Level Design and Relationship to the Street

- 17. Building entrances will be oriented to the **public realm** and clearly defined using architectural and wayfinding features to be easily identifiable and universally accessible.
- 18. Developments with at-grade commercial uses that are adjacent to low-density residential areas outside of the Neighbourhood Centre DPA will mitigate the impacts of sound, light, and traffic through design, Page 532 of 681

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utilizing strategies such as:

- a. Orientation of patios, entrances, and other high-activity areas away from low-density residential uses that are directly beside (does not include uses separated by a roadway) the development;
- b. Use of landscaping, topography, fencing or other strategies to screen and **buffer** adjacent properties; and
- c. Maintaining an appropriate setback or separation distance between properties.
- 19. Buildings will have sufficient front setbacks to create animated street-facing spaces, including areas places for street furniture, patios, display areas and front yards.
- 20. Development with ground-level commercial or institutional uses will incorporate canopies to provide shelter from rain and snow along the building frontage.
- 21. Ground level commercial and institutional uses on corner lots should feature:
  - Facades that include street entrances and windows along both street elevations.
  - b. A corner focal point, such as a corner entrance, bay window, tower, or similar design feature.
- 22. Developments with ground-level residential uses should contribute to an active and vibrant streetscape by utilizing:
  - a. Street-facing windows, entrances, high-quality landscaping, and other design features that contribute to a more engaging experience.
  - b. Front yards and/or porches and amenity areas.
- 23. Retail and commercial uses will typically be located at grade and in the lower level(s) of buildings, with residential uses located above.
- 24. The appearance of garage and service entrances should be minimized by integrating or recessing them into the architectural façade and setting them behind main building entrances.

#### Building Design Specific to Mid-Rise Buildings in Neighbourhood Centres

In addition to the Neighbourhood Centre DPA Guidelines, the following guidelines apply specifically to developments that are over three storeys within the Neighbourhood Centre DPA.

- 25. Notwithstanding the general guidelines related to mid-rise buildings requiring a horizontal stepback above the third storey for building that are greater than 4 storey, in the Neighbourhood Centre DPA all mid-rise buildings that are greater than 3 storeys will require a horizontal stepback above the second storey. This is to ensure that the building form creates a less imposing feature, and supports a neighbourhood scale that is differentiated from those within Urban Centres.
- 26. Mid-rise buildings will reduce the impact on the street, including shadowing the street and adjacent uses, using setbacks, stepbacks, and articulation. Mid-rise development adjacent to low-density residential uses will transition down in height as it approaches the lower density areas and may be required to employ horizontal separation to provide a **buffer** in some cases.
- 27. The massing of the building should introduce setbacks and stepbacks to minimize sun/shading on adjacent areas, transition building mass and height towards smaller-scale development, and reduce any impact on views to Lake Okanagan and Mount Boucherie from adjacent properties.
  - a. Applicants may be required to submit a sun/ shadow study when the City determines there is the potential for shadows caused by the development to impact the use and enjoyment of adjacent properties.
- 28. Building design should incorporate high-quality living and working environments in residential and commercial units, with access to daylight, amenity space, natural ventilation, and privacy.



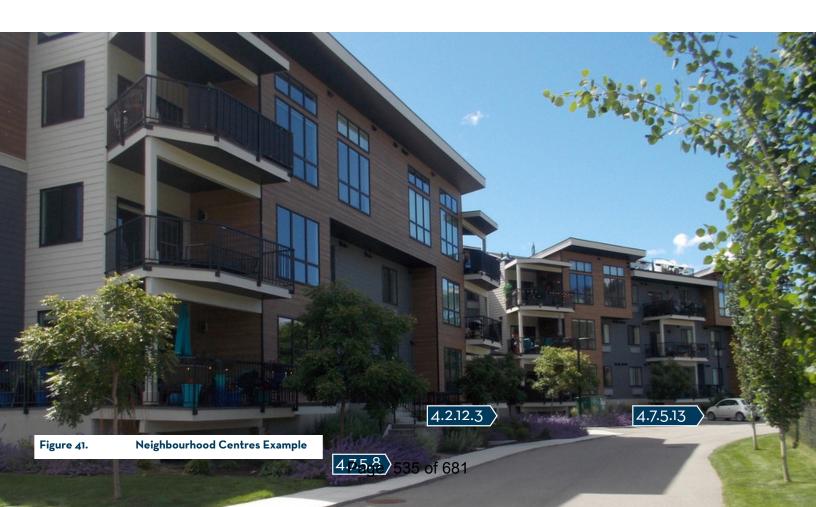
#### **Amenity Space**

- 29. Medium density mid-rise development (or higher density high-rise where permitted) must consider provision of the following amenities, which are scaled in size and complexity to match the scope and scale of the proposed development to ensure a quality experience for visitors and residents:
  - a. High-quality, functional public outdoor amenity space, such as a plaza, park or other gathering spaces, which are accessible to all and directly connected to the **public realm**. Such spaces will be designed and maintained at the cost of the developer/property owner.
  - b. Private indoor and outdoor amenity spaces including courtyards, social/ event rooms, accessible terraces or green roofs, gyms, or other facilities. Such spaces should be accessible to occupants of all ages and abilities.
- 30. All developments with multi-unit residential or multi- unit commercial uses are required to create a secure and easily accessible bicycle parking/storage area as per the City's Zoning Bylaw and encouraged at the ground level. Multi-unit commercial uses are encouraged to include end-trip facilities such as showers and changerooms for commercial tenants, even where not required by the City's Zoning Bylaw.

## 4.7.6 Neighbourhood Centre Guidelines Specific to Gellatly Neighbourhood Centre

These guidelines apply specifically to all development that requires a Development Permit under this section and which is located within the Gellatly Neighbourhood Centre designation.

- All development in the Gellatly Neighborhood Centre directly adjacent to Gellatly Road should contribute to an active **streetscape**, including commercial uses at the ground level that provide services and amenities to both residents and the general public to support and promote enjoyment of the public waterfront.
- 2. Development on lands within the Gellatly Neighbourhood Centre should continue the look and feel established by the multi-use path along Gellatly Road and support pedestrian-focused streets.
- 3. Development should consider beach shading and view impacts to Lake Okanagan and utilize massing and siting to maintain existing views from other properties and public spaces. This includes stepping down heights as development gets closer to Gellatly Road, allowing for greater heights internal to the site
- 4. Developments should utilize architecture and design that is reflective of a vibrant lakeside street including:
  - a. Windows, balconies and entrances facing the lake;
  - b. Larger front yard setbacks and building stepbacks to accommodate seating, patios, terraces, landscaping, display areas and other functional space.
  - c. Unique and attractive paving patterns for public walkways
- 5. Developments are encouraged to co-locate their parking into a shared parking structure, either below or above ground, that is adequately screened from the public street, either in the rear or interior of the site.
- 6. Developments are encouraged to include structured parking areas to accommodate public parking to support and promote enjoyment of the public waterfront, and commercial services and amenities within the proposed and anticipated development within the larger neighbourhood.



## 4.8 MULTIPLE FAMILY AND INTENSIVE RESIDENTIAL DPA

#### 4.8.1 Area

The Multiple Family and Intensive Residential Development Permit Area (DPA) applies to all lands within CWK where multiple family and intensive residential development is permitted outside of Urban and Neighbourhood Centres. This includes townhouses, multiple family residential, and bare land strata development with three or more units, and for duplexes with three or more buildings.

#### 4.8.2 Purpose

In accordance with the Local Government Act, the purpose of this Development Permit Area is to ensure that new multiple family and intensive residential development and redevelopment is attractive, incorporates a **pedestrian scale**, protects the natural environment and appropriately reflects the design values of both specific neighbourhoods and West Kelowna as a whole, while considering the context of hazardous conditions where applicable and promoting water and energy conservation in concert with consideration of reduction of greenhouse gas emissions. Multiple family and intensive residential design should incorporate good urban design principles for the transition between public and private realms, as well as adjacent uses.

## 4.8.3 Multiple Family and Intensive Residential DPA Exemptions

Within this DPA, a Development Permit will not be required for the following:

- 1. Improvements or renovations to the interior of a building that do not result in a change to a property's parking requirement.
- 2. Repairs or minor renovations to the exterior that do not alter the form or architectural elements of the building and do not impact surrounding properties.
- 3. Additions of up to 200 square metres to a principal building or 40 square metres to an accessory building, as defined by the City's Zoning Bylaw, provided that:
  - a. The addition results in less than a 10% increase in the floor area of the principal building; and
  - b. There is no change to the required parking, landscaping, environmental measures, or access to the

## 4.8.4 Multiple Family and Intensive Residential DPA Design Principles

The Multiple Family and Intensive Residential DPA Design Principles communicate the high-level intentions of these Development Permit Guidelines and reflect the vision and objectives of the OCP. All projects subject to a Development Permit under this area will support the following Principles:

- 1. Ensure that residential development is well designed, and sensitively transitions to and integrates with the surrounding neighbourhood through the use of architectural and urban design that is reflective of and enhances the character of the existing community.
- 2. Improve the streetscape by requiring pedestrian scale design and ensuring that all new development contributes positively to the pedestrian experience and adds to the sense of place aspects of the neighbourhood.
- 3. Consider how the design of new residential development can support transit and active transportation modes such as walking and cycling.
- 4. Ensure the provision of on-site amenities, services and gathering places to support the development.
- 5. Encourage sustainable design, green building practices and high quality construction.
- 6. Incorporate energy and water efficiency measures into residential developments.

### 4.8.5 Multiple Family And Intensive Residential DPA Guidelines

In addition to the General Guidelines, the following guidelines apply specifically to all Multiple Family and Intensive Residential development located outside of any identified Urban or Neighbourhood Centres.

## Site Planning

- 1. Where multiple family and intensive residential development is located adjacent to single-family residential development or public space, the development should include special design treatment to create separation between the more and less intensive use, as follows:
  - a. Provide sufficient setback treatment between multiple family or intensive residential and single residential uses.
  - b. Include fencing, landscaping, berming and driveways between multiple family or intensive residential and single residential uses. Where possible, use elevation changes, rather than walls, to create a sense of privacy.
  - c. To create a feeling of openness and connection between the site and its surroundings, fence panels should be open and decorative (e.g. wrought iron or custom made wood lattice, or a combination of solid posts and decorative panels) rather than solid and visually impermeable.
- 2. Development should maintain a strong orientation to the street and be sensitive in scale, height and setbacks to existing development.
- 3. Where development is located adjacent to agricultural or industrial uses, the development should create separation and screening between the uses using the City's Zoning Bylaw requirements as a minimum.
- 4. To reduce the potential spillover effect onto adjacent streets, multiple unit residential complexes should have an enhanced focus on:
  - a. Identification of loading areas that can accommodate large scale moving trucks and the needs associated with moving, including site circulation considerations; and
  - b. Provision of visitor parking at convenient locations distributed throughout the site, including universally accessible stalls, that considers the City's Zoning Bylaw requirement as a minimum. Where townhouse developments do not provide driveways of adequate length to accommodate additional parking in front of a garage, visitor parking should be given additional consideration.



Figure 42. Illustration showing townhouse development with orientation to the street

## **Building Form and Scale**

- 5. Development should reflect the positive design and **sense of place** aspects of the existing neighbourhood. Design aspects of an existing neighbourhood that must be considered include building heights, form, massing, colours and materials, lighting, roof form, signage and landscaping.
- 6. The design should minimize overlook into neighbouring single-family residential homes and yards through strategic placement of windows and balconies on upper floors, increasing setbacks and stepping down the height of development where it is adjacent to single-family residential development.
- 7. Further to general guidelines regarding distinctive character elements for multi-unit development, for larger scale developments in the Multiple Family and Intensive Residential DPA special consideration should be given to variety versus continuity of the building design to ensure appropriate visual interest is achieved over the site.
- 8. Notwithstanding the general guidelines regarding building materials, within the Multiple Family and Intensive Residential DPA, acceptable materials may include stone, wood, acrylic, stucco, fibre cement siding, and cultured stone. In general, untreated concrete block and metal siding is unacceptable.

## **Amenity Space**

9. Where a multiple unit complex has more than 20 residential units, outdoor recreational facilities and amenities should be encouraged. Facilities such as an outdoor children's play space, senior's outdoor amenity areas, and community gardens should be matched to the intended users. Townhouse developments may provide for this requirement within designated private at-grade back or front yard areas where the designated at grade space is 25 m2 or greater.



## 4.9 HILLSIDE DPA

#### 4.9.1 Area

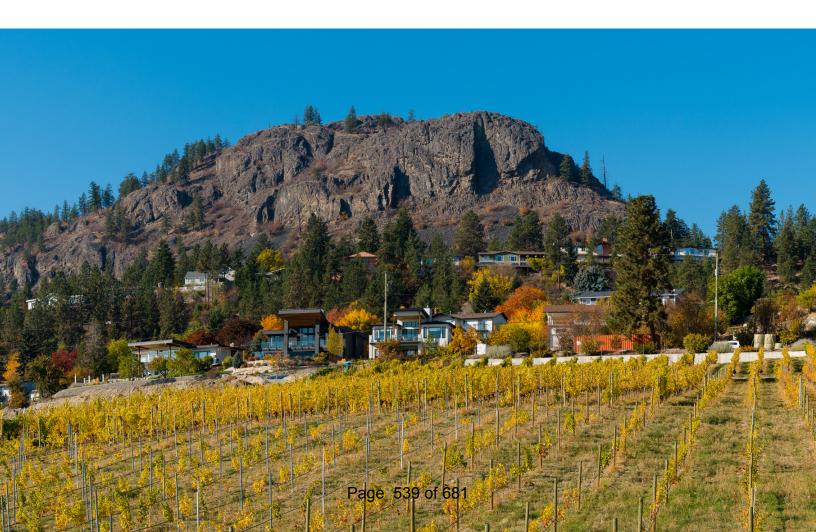
The Hillside Development Permit Area (DPA) designation applies to all **steep slopes** with a slope angle of 20% or greater for a minimum horizontal distance of 10 meters, as generally identified on Schedule 3 Hillside and Wildfire Interface Development Permit Areas. This Area also applies where site development proposes manufactured slopes with a slope of 20% or greater for a minimum horizontal distance of 10 meters and/or that may result in the creation of hazardous conditions to people or property. A development permit is also required under this area for multiple tier retaining walls and any retaining wall over 1.2 metres in height.

(Note that the exact boundaries of a DPA may need to be determined on a site-specific basis prior to development).

#### 4.9.2 Purpose

In accordance with the Local Government Act, the purpose of this DPA is to ensure that development is safe from hazardous conditions and does not adversely affect the natural environment or surrounding people or property. Hazardous conditions may be avoided when appropriate design management techniques are in place prior to development. Stormwater, erosion, and groundwater management techniques should be utilized where necessary. Innovative and flexible development patterns are encouraged where they concentrate development in less sensitive areas of **steep slopes** and where natural grades permit. Development on slopes over 20% may occur, but require site-specific consideration and a Development Permit (DP). Development on slopes greater than 30% is discouraged.

Council is not required to issue a Development Permit where existing or potentially hazardous conditions have not been satisfactorily addressed.



## 4.9.3 Hillside DPA Exemptions

A Hillside Development Permit is not required when it has been confirmed by the City where:

- 1. A parcel is less than 1 hectare in area, and less than 10% of the site contains hillsides and site modifications do not adversely impact adjacent parcels.
- The proposed development does not include areas of 20 % slope or greater, as identified by a qualified professional.
- 3. A property has permanent protection of slopes greater than 20 % and has fenced or delineated this area to the satisfaction of the City.
- 4. There is a renovation of a building in which that building footprint and any required off street parking space or structure is not altered.
- 5. Construction entails only fences, solid screens or a single-tier retaining wall less than 2.5 metres in height (Note: where multiple tiers of retaining wall are required, a development permit is required).
- 6. A slope naturalization/ landscape plan has been submitted to the satisfaction of City staff prior to the submission of a building permit application for the construction of a retaining wall(s) on a single parcel. The plan must be consistent with the Development Permit Guidelines.

## 4.9.4 Hillside DPA Design Principles

The Hillside DPA Design Principles communicate the high-level intentions of these Development Permit Guidelines and reflect the vision and objectives of the OCP. All projects subject to a Development Permit under this Area will support the following Principles:

- 1. Protect people and property from hazardous conditions in the natural environment.
- 2. Prevent the creation of hazardous conditions resulting from development on hillsides.
- 3. Protect the natural environment, its ecosystems and biological diversity on hillsides.
- Preserve significant natural features and landscapes within the Community (e.g. rock outcroppings, talus slopes, ravines, hilltops and ridgelines).
- 5. Ensure that development on hillsides is monitored for DP compliance and that an adequate level of safety is maintained during the construction phase of an approved development plan.

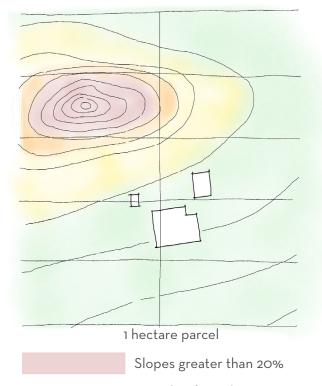


Diagram identifying where a development permit would not be required as less than 10% of the entire 1 hectare parcel is greater than 20% slope.

#### 4.9.5 Hillside DPA Guidelines

In addition to the General Guidelines, the following guidelines apply specifically to all development within the Hillside DPA.

#### Monitoring

1. A **Qualified Environmental Professional (QEP)** is required to monitor development activities during the construction and regular reporting may be required by the City, where monitoring may include protected areas, erosion, sediment, drainage and weed control, etc..

#### Subdivision and Site Design

- 2. Hillside development should be designed to minimize impacts and disturbance to the surrounding area. This requires site planning that:
  - a. Minimizes the alteration of natural grades and prioritize the retention of key natural features that reduce the visual impact of hillside development;
  - b. Uses variations in parcel sizes and subdivision layout to reflect natural site contours; and
  - c. Reduces the need for cuts and fills, wherever possible.
- Protect in perpetuity natural features including rock outcroppings, ridgelines gulleys, ravines,
  escarpments, columns, cliff faces and talus slopes through registration of a covenant, park dedication, or
  other means as approved by the City.



Figure 45. Diagram illustrating the preference for clustering of development, retention of natural ares, and protection of hillside slopes [See 4.9.5.5, 6 & 9]

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- 4. Development should be concentrated in flatter areas of the site.
- 5. A Geotechnical Report prepared by a qualified geotechnical engineer will be required with a Hillside DP application for activities that extend beyond those directly related to building permit. Where rock fall mitigation or rock cut is unavoidable, the report should provide recommendations for modifications, including blasting techniques, and to verify overall slope stability, hazard mitigation, setbacks (if necessary) and long term maintenance requirements.
- 6. Rockfall protection areas shall not be located on City rights-of-ways unless approved by the City.
- Cluster development is encouraged so units or parcels are concentrated on a portion of a development site and the remainder of the site is left in its natural state. Shared driveways and parking areas are encouraged where they will minimize grading and site disturbance.
- 8. Roads and other routes of public access should not be situated adjacent to cliff faces, talus slopes or rock outcrops unless an acceptable level of safety is certified by a geotechnical engineer and approved by the
- 9. Utilize trails where topography prevents direct linkages to schools, parks and other community destinations through the road network.
- 10. Hillside development may necessitate roads that have a single row of houses fronting the street, split roads or access lanes to minimize undue disturbance to protect **steep slopes**.
- 11. Buildings and structures shall be situated on hillsides in accordance with setbacks required by City bylaws or greater setbacks as determined by a geotechnical engineer and approved by the City.
- 12. The City will require construction activities to be monitored and approved by a geotechnical engineer.

#### Drainage

- 13. Development should occur in cooperation with natural drainage patterns and associated vegetation where possible. Modifications must not cause adverse impacts on adjacent lands.
- 14. Surface drainage systems are encouraged to be designed to function and serve as open space corridors or passive recreation spaces. These spaces will not be considered as meeting park dedication requirements.
- 15. Ensure on-site drainage is designed, monitored and maintained to consider all phases of construction, recognize changing seasons, include temporary holding ponds and drainage corridors, and update drainage plans required for different phases as necessary.

#### **Grading and Retaining**

- 16. Site grading plans and sediment and erosion control plans should include measures to:
  - a. Identify and protect 'non-disturbance areas' during the construction phase;
  - b. Keep development entirely outside of potentially hazardous or unstable areas of the site;
  - c. Limit unnecessary disturbance of or exposing large areas of sub-soil and parent material;
  - d. Phase the clearing and removal of trees and vegetation;
  - e. Monitor the site for invasive species during the entire duration of works, and include a plan to identify and efficiently control and prevent the spread of weeds; and
  - f. Control sediment and erosion during construction including mitigative measures to avoid the deposit of materials onto adjacent roads and rights-of-ways, as well as off-site airborne movement (i.e. dust control).
- 17. The creation of manufactured slopes may require additional consideration when located adjacent to existing development, dedicated road right of way, or other public lands. Hillside design and construction must consider the following:
  - a. Manufactured slopes will be designed at a maximum 2H:1V (50%) slope or less to promote stabilization, re-vegetation, and naturalization, unless otherwise approved by the City, and should be rounded or benched to produce a more natural appearance.

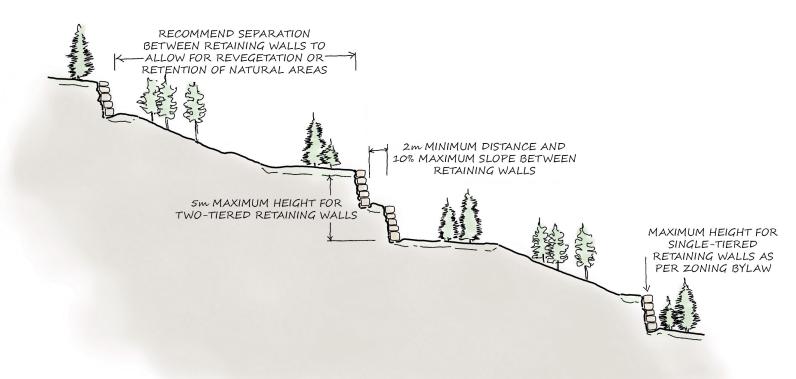


Figure 46. Diagram indicating Grading and Retaining requirements for a retaining wall [See 4.9.5.22 & 23]

- b. Where the final slope will be greater than 2H:1V (50% slope), re-naturalization of the slope must be designed and completed under the supervision of a **QEP** and include coordination with a geotechnical engineer, including the following considerations:
  - i. Slopes over 1.5H:1V (66.7% slope) are essentially not able to be revegetated and should be avoided in all circumstances, except under variable rock conditions where considered under geotechnical recommendation; and
  - ii. It should be acknowledged that the area will not support any revegetation or renaturalization efforts, and other mitigation efforts should be considered where possible. This could include vegetative screening along the base of the slope, which may require a wider area to allow for rock catchment and clean out access as necessary, as well as the vegetative screening.
- c. Minimize the impact to adjacent parcel through:
  - i. Retention of natural features between parcels;
  - ii. Increased setbacks between parcels; and
  - iii. Installation of landscaping buffers
- d. Larger manufactured slopes should be screened by structures or other landscape features to the satisfaction of the City in order to reduce the appearance of grading from the street and adjacent areas;
- e. Wire mesh, shot-concrete and other forms of visually intrusive mechanical stabilization is not permitted, unless required by a qualified geotechnical engineer and approved by the City; and
- f. Re-naturalization of slopes should occur as soon as possible to minimize potential for erosion and/or slope failure.
- 18. Any required site grading and retaining must be designed to minimize changes in height between a development site and adjacent parcel(s).

- 19. Where retaining walls are deemed suitable and multiple tiers are permitted in accordance with the City's Zoning Bylaw, they must be designed:
  - a. With a minimum width of 2.0 metres between tiers and no greater than 10H:1V (10%) slope between tiers to accommodate screening and/or re-naturalization when designed at the maximum height;
  - b. To allow for planting pockets at the base of the walls and between the tiered retaining walls to allow screen planting on several levels; and
  - c. To be subtly integrate into the existing terrain, respect the natural character of the site and be of color(s), texture(s) and material(s) that complement the natural landscape.
- 20. Retaining walls and geogrids shall not be located on City right of ways unless approved by the City.
- 21. Railway ties and pressure treated wood are not considered acceptable materials for building retaining structures. Larger inter-locking blocks are not considered acceptable materials for building retaining structures in or adjacent to residential areas.

#### Hillside Revegetation and Renaturalization

Notwithstanding the Landscape General Guidelines applicable to all DPAs, the following additional landscaping requirements apply specifically to hillside revegetation and renaturalization. In some cases, the Hillside Guidelines are meant to supercede the General Guidelines in order to address the unique challenges associated with landscaping on a steep slope. Figure 47 provides planting examples in a hillside setting.

- 22. On manufactured slopes up to 5 metres in vertical height, hillside revegatation and renaturalization plans must include hydro seeding at a minimum.
- 23. On manufactured or disturbed slopes greater than 5 metres in vertical height, with the exception of vertical rock faces or unless approved by the City, slopes must be re-naturalized to:
  - a. Mimic natural conditions under the guidance of a qualified professional and to the satisfaction of the City, where renaturalization is emphasized for locations where larger disturbances are highly visible from roadways, the lake or other common vantage point;
  - b. Be designed and completed under the supervision of a qualified professional and specifically including consideration for plant species native to the location, specific solar aspect, and topography, promote plant health, minimize erosion, enhance slope stability, consider irrigation or watering methods appropriate to a hillside setting, and minimize wildfire risk;
  - c. Include reference to a coordinated site grading plan with specific instructions for the construction of the slope using grading and planting methodologies to increase the ability to revegetate the slope with an emphasis on low maintenance, including the following considerations:
    - i. Utilize grading and slope preparation methodologies that support revegetation efforts, such as:
      - 1) Ensuring grading equipment operators are well-versed in the intended final slope preparation requirements;
      - 2) Creating benches along the slope to prevent erosion and aid in planting and weed management;
      - 3) Horizontal scarification or surface roughening at base grade to aid in soil retention of final slope cover in combination of controlling equipment movement to avoid surface compaction during final slope preparation;
      - 4) Creating planting pockets at different levels within the slope at base grade to allow for deeper planting in less compacted soils, in-sloped to capture water runoff and provide moisture to the plantings, and clustered to aid in weed management; and
      - 5) Installing and anchoring large woody debris staggered across the slope in combination with live-stakes and plantings, as well as fiber rolls, straw waddles or coir logs, etc.

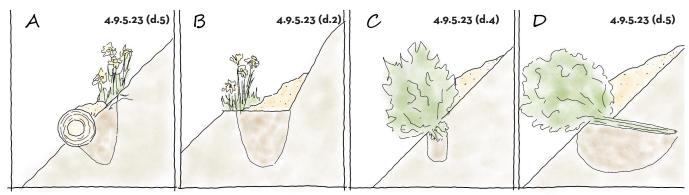


Figure 47. Diagram illustrating planting methods more appropriate to a hillside setting

- ii. Utilize planting methodologies that support plant viability in steep slopes, such as matting logrolls, tree wells, planting pockets, reduced plant sizes to support on-site development of plant hardiness, increased plant densities to account for mortality, consideration of watering during stressful times, regular weeding to remove moisture competition, etc.;
- iii. Topsoil should be retained or replaced to cover all cut and fill slopes to a minimum depth of 150 mm (6"), as directed by a qualified professional; and
- iv. Rock finish or top dressing is not permitted on manufactured slopes where revegetation and/or renaturalization plans are required, except in the following circumstances:
  - 1) The rock finish or top dressing covers only portion of the slope and has been specifically included in the planting plan and final grading instructions for the finished slope; and
  - 2) Has been required by a geotechnical engineer as part of a recommendation related to slope stabilization.
- v. Planting plans may include consideration for screening to include larger trees and shrubs at lower elevations or bottom of slope with smaller shrubs and grasses at higher elevations or the top of slope.

# 4.10 AQUATIC ECOSYSTEM DPA

#### 4.10.1 Area

The Aquatic Ecosystem Development Permit Area (DPA) designation applies to all land as generally identified on Schedule 4 Aquatic and Terrestrial Ecosystem Development Permit Areas.

#### **4.10.2** Purpose

In accordance with the Local Government Act, the purpose of this Development Permit Area is to protect the environmental and habitat value of watercourses and their adjacent riparian areas, address flood issues, and to control erosion. Watercourses, riparian areas, fish and wildlife habitat, and travel corridors act as natural water storage, drainage and purifying systems. Riparian areas need to remain in a largely undisturbed state in order to maintain healthy watercourse environments as well as protect private property from flooding and potential loss of land due to channel erosion and instability.

#### 4.10.3Aquatic Ecosystem DPA Exemptions

An Aquatic Ecosystem Development Permit is not required when it has been confirmed by the City where:

- 1. A notice of the Development Permit has already been registered on property title for a permit dealing with all aquatic ecosystem issues pertaining to the current proposed development of the site, the conditions of the permit have been met, and the existing Development Permit protects the entire identified riparian area.
- 2. The Aquatic DP area has been:
  - a. Identified by a Qualified Environmental Professional (QEP);
  - b. Permanently protected through registration of a restrictive covenant, return to Crown Land, or dedication to CWK as public park; and
  - c. Marked by a British Columbia Land Surveyor and fenced to the satisfaction of the Director of Development, or designate.
- 4. There is a renovation of a building in which the building footprint is not altered, and the riparian area is protected from any new disturbance.
- 5. The activity involves a provincial tenure or permit process on Crown Land that is conducted under the auspices of the B.C. Provincial Government.
- 6. The activity involves a Section 11 approval under the Water Sustainability Act, and is consistent with the Aquatic DP Guidelines.
- 7. The activity has been determined to require and has received Provincial approval through a Riparian Areas Protection Regulation (RAPR) Assessment.

#### 4.10.4 Aquatic Ecosystem DPA Design Principles

The Aquatic DPA Design Principles communicate the high-level intentions of these Development Permit Guidelines and reflect the vision and objectives of the OCP. All projects subject to a Development Permit under this Area will support the following Principles:

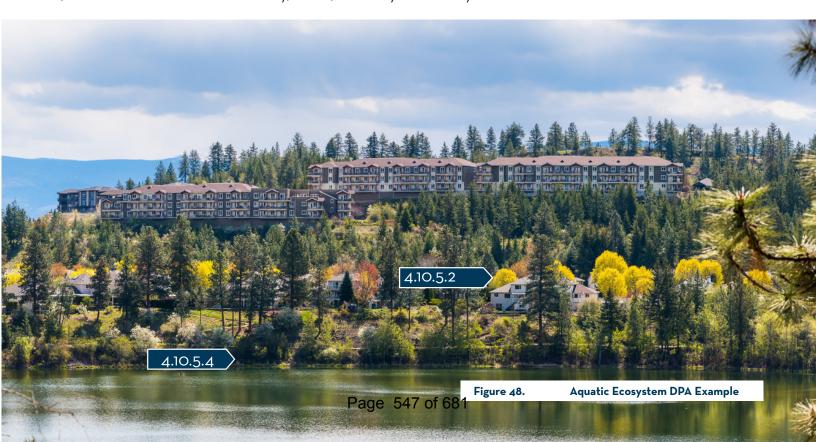
- 1. To broadly protect, restore and enhance aquatic ecosystems (water, wetland, riparian and broadleaf woodland).
- 2. To protect vital fish and wildlife features and functions, including, but not limited to, habitat, travel corridors, places of refuge and breeding areas.
- 3. To implement the Provincial Riparian Areas Protection Regulation (RAPR), or equivalent, for the protection of fish habitat.
- 4. To protect water quality and quantity.
- 5. To discourage development in areas that are susceptible to flooding as a result of proximity to a watercourse that could flood, as identified and the large of the large

#### 4.10.5 Aquatic Ecosystem DPA Guidelines

In addition to the General Guidelines, the following guidelines apply specifically to all development within the Aquatic Ecosystem DPA.

#### Site Design

- 1. Site design and development should be consistent with an **Environmental Report** prepared in accordance with guidelines contained in this section.
- 2. Minimum **buffers** for sensitive aquatic ecosystems should generally be thirty (30) metres. Alternate **buffers** may be explored where based on professional on-site assessment by a Qualified Environmental Professional (QEP), as outlined in Provincial RAPR. **Buffer** distances should reflect the objectives and guidelines of current Provincial Best Management Practices.
- 3. All CWK infrastructure and private development proposals will adhere to the following sequence of management objectives:
  - a. Mitigate impacts to watercourse protection areas through appropriate project siting and design;
  - b. Minimizing disturbance, and repairing or restoring damaged aquatic habitat to the former state or better; and
  - c. Restore areas if repair or removal of structures or vegetation is proposed within areas of human disturbance, as defined under RAPR.
- 4. Demonstrate how the development plan will maintain entire intact ecosystems.
- 5. For land fronting Lake Okanagan, provision may be made in the development permit for recreational access and docks, in accordance with the Provincial Best Management Practices. A plan must be prepared that indicates how sediment, erosion and construction control measures will protect the streamside protection and enhancement area (SPEA). Restoration or enhancement of the SPEA will be required should it be damaged during construction.
- 6. For large development areas, site plans should demonstrate how access will be managed to minimize damage to any identified **watercourses** from uncontrolled access by recreational vehicles and other activities (i.e. mountain bikes, ATVs, hiking) into unplanned and unmaintained trails, bridges, and natural areas. Use of fencing, railings, barriers, groomed or marked trails may also assist in mitigating impact.
- 7. To maintain natural connectivity, roads, driveways and utility corridors should not be located across

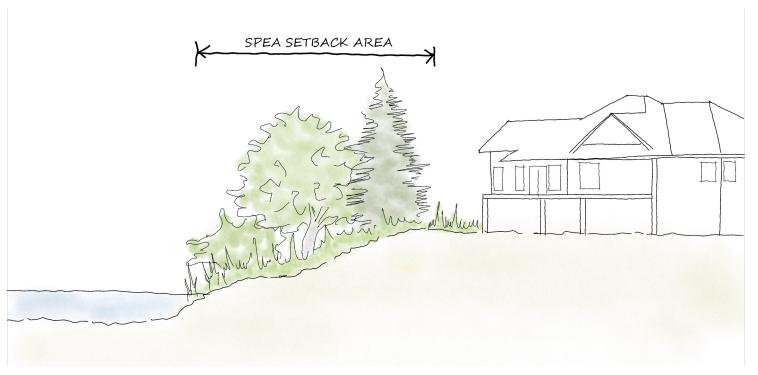


- riparian ecosystems. Where it can be demonstrated that alternatives are not possible, design crossings that are narrow and perpendicular to riparian areas and elevated in order to maintain connections.
- 8. Changes to surface and ground water flow can negatively impact aquatic, riparian, and wetland ecosystems. Trails, roads, construction and development should be designed to maintain the hydrology of these ecosystems.
- 9. Where construction will occur on existing parcels adjacent to streams or lakes that may be impacted by flooding, buildings shall meet elevation and setback requirements as outlined in the City's Zoning Bylaw, as well as the Provincial flood management guidelines.

#### **Environmental Report**

10. Applicants must provide an **Environmental Report** prepared by a **QEP** that includes the following:

- a. A Riparian Assessment addressing the RAPR, and establishing the SPEA.
- b. A statement of how the proposal will protect the SPEA (or leavestrip) and address the Provincial Best Management Practices guidelines - see **Leavestrips** below.
- c. Assessment of any proposed drainage, sediment and erosion control and its impacts on the natural ecosystem.
- d. Assessment of **sensitive ecosystems** on the site (include references to the City's Sensitive Ecosystem Inventory and Sensitive Habitat Inventory and Mapping).
- e. Assessment of the wildlife values of the site. The consultant should have an understanding of and specific expertise in Okanagan Valley wildlife species, wildlife habitat, and ecosystems.
- f. Identification of, and measures required to protect active bird nests, including minimum buffers in accordance with the Provincial Environmental Best Management for Urban and Rural Land Development.
- g. Where wetlands or **riparian areas** exist within the development area, include mechanisms to ensure the proper hydrological function is maintained, as prepared by a hydrologists and/or hydro-geologist.
- h. A report prepared by a professional hydrologist may be required in circumstances where the hydrological condition has been or may be significantly disturbed.



- Demonstrate how post-development the site will maintain normal wetland and water processes such as flooding, seasonal drawdown, and groundwater recharge.
- Where a development site has erosion potential or slope stability hazards, assessment of measures to address these issues by a professional geoscientist.
- k. Identification of the location of intact riparian vegetation, as well as plans for maintenance of the vegetation, or restoration where the site has been disturbed or where invasive weeds have intruded.
- I. For development of lands fronting foreshore areas, restoration of previously disturbed riparian vegetation is required and can be accommodated near the periphery of the property to maintain foreshore access.
- m. A plan for connectivity of leavestrips and natural areas. Networks of leavestrips, natural areas and foreshore may provide for public access where such access is designed in a way that is not detrimental to the natural environment.
- n. The timing of site work and rehabilitation.
- o. An environmental monitoring plan.

#### Leavestrips

- 12. A leavestrip for the protection and restoration of the riparian ecosystem is to remain undisturbed near watercourses. The leavestrip is intended to protect and restore the riparian ecosystem, and to accommodate the dynamic nature of the hydrologic system, maintain water quality, base flows, and natural drainage patterns. The leavestrip should remain untouched by development and left in its natural condition, or, if damaged by previous use or construction, the leavestrip ecosystem should be restored or enhanced.
- 13. A leavestrip, at minimum, is inclusive of the SPEA if determined as part of a riparian assessment, where the location and width of a leavestrip should be determined by a **QEP** in accordance with the following:
  - a. The minimum requirements of the Provincial RAPR;
  - b. Whether the watercourse is fish bearing;
  - c. Whether the watercourse has downstream water intakes;
  - d. The proximity to **stream** or lakeshore spawning areas;
  - The location of natural wetland and riparian ecosystem communities;
  - The location of important denning or nesting habitat;
  - Ecosystem continuity off site and in the larger area;
  - h. The potential impact of existing and proposed land uses on the subject property;
  - Confirmation of the existence of any unauthorized fill and/or retaining structures;
  - The potential impact of existing and proposed land uses on adjacent lands;
  - k. Where applicable, potential impact of livestock storage, on-site septic disposal, fuel storage, aggregate extraction, or other sources of potential surface or groundwater contamination;
  - The extent of land clearing, berming, or removal of vegetation and topsoil;
  - m. The natural slope of the land;
  - n. For agricultural operations, Ministry of Agriculture and Food Best Management Practices for

- agricultural building setbacks from watercourses in farming areas; and
- o. Other Aquatic Ecosystem DP Guidelines.
- 14. For the purpose of determining the leavestrip, where a QEP must determine the natural boundary of a watercourse:
  - a. Where a lake is gauged, the **QEP** may use the gauged high water mark, and will take wave action into account where applicable;
  - b. Where indicators on the shoreline show that high water mark is not applicable at that site, a technical rationale must be provided by the **QEP** for determining the natural boundary on a site-specific basis and in accordance with the Provincial RAPR methodology; and
  - c. Where the QEP has determined the site is subject to unauthorized fill, the QEP must use the historic natural boundary in determination of the leavestrip on Okanagan Lake.
- 15. All leavestrips may be required to be identified along their perimeter during all phases of construction, by means such as brightly coloured snow fencing, in order to prevent any accidental disturbance.

#### 4.11 SENSITIVE TERRESTRIAL ECOSYSTEM DPA

#### 4.11.1 Area

The Sensitive Terrestrial Ecosystem Development Permit Area (DPA) designation applies to all land as generally identified on Schedule 4 Aquatic and Terrestrial Ecosystem Development Permit Areas as having upland environmental values that require consideration and protection but that have not already been designated in Aquatic Ecosystem DPA.

#### 4.11.2 Purpose

In accordance with the Local Government Act, the purpose of this Development Permit Area is to protect rare and fragile terrestrial ecosystem types located within the boundaries of West Kelowna.

The central Okanagan basin of British Columbia is an area of great ecological significance within both the province of B.C. and Canada as a whole. It is an area with high biodiversity values, and many rare and endangered ecosystems, plant and animal species. This DPA is intended to protect habitat for endangered species of native, rare vegetation or wildlife, and provide wildlife corridors and secondary habitat within West Kelowna.

#### 4.11.3 Sensitive Terrestrial Ecosystem DPA Exemptions

A Sensitive Terrestrial Ecosystem Development Permit is not required when it has been confirmed by the City where:

- A site inspection and professional report has been completed and submitted by a Qualified Environmental Professional (QEP) with experience in rare and endangered species demonstrating that all sensitive ecosystem attributes of the site have been lost due to previously approved development.
- 2. A notice of the development permit has already been registered on property title dealing with terrestrial ecosystem issues pertaining to the current proposed development of the site, and the existing development permit protects the **sensitive ecosystem** identified on site.
- 3. The Sensitive Terrestrial DP area has been:
  - a. Identified by a QEP;
  - b. Permanently protected through registration of a restrictive covenant, or dedication to CWK as public park; and
  - c. Marked by a British Columbia Land Surveyor and fenced to the satisfaction of the Director of Development, or designate.
- 4. There is a renovation of a building or structures in which the building footprint is not altered more than 10 square metres in area.
- 5. The activity involves water management works conducted under the auspices of the Regional Water Manager.



#### 4.11.4 Sensitive Terrestrial Ecosystem DPA Design Principles

The Sensitive Terrestrial Ecosystem DPA Design Principles communicate the high-level intentions of these Development Permit Guidelines and reflect the vision and objectives of the OCP. All projects subject to a Development Permit under this Area will support the following Principles:

- 1. To identify, protect and minimize the disturbance of sensitive terrestrial ecosystems within the City.
- 2. To preserve rare and endangered native vegetation, wildlife and wildlife habitat.
- 3. To ensure that land development is carefully planned to protect environmentally sensitive areas.
- 4. To ensure that wildfire management strategies are implemented in an ecologically sensitive manner which mimics the effect of historic natural fire cycles in the region.
- 5. To conserve sensitive terrestrial ecosystems in a relatively natural state while supporting rural and urban land uses.

#### 4.11.5 Sensitive Terrestrial Ecosystem DPA Guidelines

In addition to the General Guidelines, the following guidelines apply specifically to all development within the Sensitive Terrestrial Ecosystem DPA.

#### Site Design

- 1. Ensure development considers relevant provincial legislation, such as the Migratory Bird Convention Act, BC Wildlife Act and Species at Risk Act.
- 2. Site design and development should be consistent with an **Environmental Report** prepared in accordance with the guidelines contained in this section.
- 3. Settlement, construction, land disturbance, and other development are discouraged within sensitive terrestrial ecosystems.
- 4. For large development areas, site plans should demonstrate how access will be managed to minimize damage to any identified sensitive terrestrial ecosystems from uncontrolled access by recreational vehicles and other activities (i.e. mountain bikes, ATVs, hiking) via unplanned and unmaintained trails, bridges, and natural areas. Use of fencing, railings, barriers, groomed or marked trails may also assist in mitigating impact.
- 5. Developments and subdivisions should be designed to protect endangered, threatened, or vulnerable species and plant communities, including critical habitat and consideration of buffered areas.
- 6. Where disturbance cannot be mitigated, compensation for on-site loss may be acceptable with the intention of no net loss of critical habitat overall in the vicinity of the project.
- 7. Where possible, development should be designed to conserve or promote snags, standing dead trees and potential wildlife recruitment trees, especially located within or adjacent to areas of higher ESA values.
- 8. Avoid the creation of isolated islands of ecosystems. Corridors should be provided between sensitive terrestrial ecosystems to create interconnectedness especially for critical wildlife travel routes.
- 9. Applicants must provide an Environmental Report prepared by an QEP together with other professionals, as the project warrants, that includes the following:
  - a. Assessment from an environmental perspective of the proposed drainage, sediment and erosion control, storm drainage systems, and slope stability (consistent with CWK's Subdivision and Development Bylaw).
  - b. Identification and assessment of sensitive ecosystems on the site (include references to CWK's Sensitive Ecosystem Inventory).
  - c. Identification of stands of trees and individual trees where they have environmental value, and include mechanisms for protection during and post construction.

- d. Assessment of the wildlife values of the site. The consultant or team of consultants should have an understanding of wildlife biology, especially for species at risk, geomorphology, environmental assessment, and development planning in British Columbia. Specific expertise in Okanagan Valley wildlife species, wildlife habitat, and ecosystems is highly preferred.
- e. Identification of the location of **buffers** required to protect sensitive terrestrial ecosystems, including recommendations for fencing along **buffers** where adjacent development and activity is anticipated.
- f. Identification of, and measures required to protect active bird nests, including minimum **buffers** in accordance with the Provincial Environmental Best Management for Urban and Rural Land Development.
- g. Include an assessment of how the development site can help restore the natural cycle of low intensity fire once common to the Okanagan prepared by a qualified professional with experience in mitigating wildfire risk.
- h. A plan for restoration of the site where the site has been disturbed or where invasive weeds have intruded.
- i. The timing of site work and rehabilitation.
- j. An environmental monitoring plan.



### 4.12 WILDFIRE INTERFACE DPA

#### 4.12.1 Area

The Wildfire Interface Development Permit Area (DPA) designation applies to new residential construction and large residential additions on all lands identified on Schedule 3 Hillside and Wildfire Interface Development Permit Areas.

#### **4.12.2** Purpose

In accordance with the Local Government Act, the purpose of this Development Permit Area is to identify areas that may be affected by wildfire and reduce the risk that new residences and large residential additions that may be negatively affected by wildfire. The Okanagan has a naturally dry climate and there are many large forested areas within West Kelowna. Because of this, wildfire is an ever-present threat. Reducing wildfire hazard involves a multi-layered approach that includes education, community prevention activities, as well as subdivision design, and building and landscape design that include FireSmart measures. This Development Permit Area is only one of the tools necessary to address wildfire risk in CWK.

#### 4.12.3 Wildfire Interface DPA Exemptions

A Wildfire Development Permit is not required when it has been confirmed by the City where:

- 1. An applicant has submitted building permit plans for construction of principal buildings or structures that show compliance with these guidelines, and the owner has entered into a restrictive covenant for compliance with the plans submitted which has been registered on the title of the property;
- 2. The proposal is for construction of or alterations to accessory buildings or structures where the building footprint is no larger than 10 square meters in area; or
- 3. A covenant has already been registered on property title for wildfire hazard reduction, and the conditions in the covenant have all been met and will not be affected by the current proposed activity.

#### 4.12.4 Wildfire Interface DPA Design Principles

The Wildfire Interface DPA Design Principles communicate the high-level intentions of these Development Permit Guidelines and reflect the vision and objectives of the OCP. All projects subject to a Development Permit under this Area will support the following Principles:

- 1. To regulate development so as to protect life and property from wildfire hazard.
- 2. To reduce the susceptibility to wildfire of new construction or large additions near the provincial forest interface, or the interface with large forested parcels or parks.
- 3. To encourage wildfire hazard reduction methods that support restoration of natural environment, and mimic the effect of historic natural fire cycles. Such as, thinning and spacing trees and vegetation, removal of debris and dead material from the ground, removal of lower tree branches and using fire as a fuel management tool.
- 4. To support measures designed to improve forest health on lands adjacent to development.
- 5. To support FireSmart measures with design guidelines based upon the following 3 typical priority zones as outlined in "FireSmart, FireSmart begins at Home Manual":
  - a. Priority 1A zone of 1.5 meters (Non-combustible zone) and Priority 1 zone of 10 metres from the building established for flat land. While these guidelines represent some minimum requirements, it is advisable to consider a larger Priority 1 zone for properties on a slope, especially on the downhill
  - b. Priority 2 zone begins 10 metres (30 feet) from a building and extends to 30 metres (100 feet) depending upon topography. The more the land slopes, the more the zone should be extended.
  - c. Priority 3 zone begins 30 metres from a building and extend to 200 metres or more. High intensity

#### 4.12.5 Wildfire Interface DPA Guidelines

In addition to the General Guidelines, the following guidelines apply specifically to all development within the Wildfire Interface DPA, where the guidelines may reduce the level of the threat to structures from wildfire but do not eliminate it.

- 1. Wildfire Hazard Rating Site design and development should be consistent with a Wildfire Hazard Assessment prepared by a qualified registered professional forester or professional engineer with experience in fire safety and prepared in accordance with guidelines contained in this section. Where development or construction is proposed, the report must indicate recommendations to reduce the Wildfire Hazard rating to a low to moderate risk. Any works required to reduce the risk to the required level must be completed as a condition of development.
- 2. Roofing Roof covering shall conform to Class A, B or C fire resistance as referenced in the BC Building Code as a critical action to reduce the number one cause of building losses during a wildfire event. Roofing material has several classifications with Class A being the most fire resistant. Some materials that either fall within the rating system or, can be obtained in forms that meet Class A, B or C requirements, include composite (asphalt and fibreglass) shingles, concrete or clay tile, metal roofing, and factory treated wood shake roofing.
- 3. Exterior Wall Finishes Any material used for exterior wall finishes should be non-combustible or ignition



resistant siding material such as stucco, metal siding, brick, rock, cement shingles, concrete block, poured concrete, logs or heavy timbers as defined in the BC Building Code, and as described in the "Fire Smart Home Development Guide" to reduce the second highest risk factor associated with building materials during a wildfire event.

- 4. Chimneys All chimneys should have spark arrestors made of 12 gauge (or better) welded or woven wire mesh with mesh openings of less than 12 millimetres to reduce the hazard as source of sparks, and as a way for burning embers to enter a building.
- 5. Eaves, vents, and openings Install screen over or behind all vents with 3 millimeter non-combustible



mesh OR install ember-resistant ASTM (American Society for Testing and Materials) rated vents. Unprotected eaves call allow burning embers to enter and also allow flames that are spreading up a wall to penetrate into the roof structure.

- 6. Windows and glazing All windows should be double-paned or tempered to increase the ability to withstand glass shattering from the heat of a fire and reduces the potential to create openings for fire and burning debris to enter the building.
- 7. Balconies, decks and porches
  - a. Decks, balconies, patios, porches and similar building extensions attached to, or within 10 meters of a home should have a continuous, ignition resistant or non-combustible top surface, and also consideration of vulnerability of decks to fire from below.
  - b. Manufactured homes should be skirted with a fire resistant material as outlined in the previous guideline for exterior wall finishes.
- 8. Wildfire Mitigation To reduce wildfire hazard, complete modification of vegetation within Priority Zones as follows:
  - a. Priority Zone 1A Non-Combustible Zone, the most important, is 0-1.5 meters from the perimeter of the structure and its extensions, including under projections (balconies, porches, decks, cantilevered floors, pier foundations). The key focus in this zone should be on the use of non-combustible surface materials, such as mineral soil, pavement, concrete, concrete pavers, and stone/rock.
  - b. Priority Zone 1 is within 10 meters of the building. Without fuel modification in this critical area, the fire intensity and the rate of spread can make firefighting difficult or impossible. The key focus in this zone should manage cultivated/natural vegetation to minimize ember ignition, minimize surface fire spread and manage the short distance radiant heat transfer by:
    - i. Using appropriate plant selection by:
      - Choosing plants that are less combustible and burn with less intensity, such as deciduous shrubs (shrubs that lose their leaves in the winter), broad-leaved evergreen shrubs (such as bearberry, Oregon grape, cotoneaster or rhododendrons), perennials, annuals and trimmed
      - Not planting evergreen trees and shrubs such as junipers, mugo pines or coniferous evergreen hedges within the 10 meter zone;
    - ii. Creating breaks in vegetation and organic surface continuity, such as increased plant spacing

- within the 10 meter zone and use non-combustible landscape mulches/surface materials;
- iii. Reducing heavy vegetation concentrations; and
- iv. Maintaining distance between vegetation and structure;
- v. Ensuring combustible fuel sources are not located next to a building, such as firewood or pruning debris.
- Mitigation of this zone must be appropriate for topography and surrounding fire environment conditions, including conditions of Priority Zones 2 and 3.
- c. Priority Zone 2 begins 10 metres (30 feet) from a building and extends to 30 metres (100 feet) depending upon topography. The more the land slopes, the more the zone should be extended. Radiant heat and burning embers originating from an area this close to a structure may cause it to burn. Vegetation and potential fuels in this area should be managed to reduce fire intensity and rate of spread by methods such as removing dead needles, dead wood and combustible debris from the ground, removing any tree limbs within 2 metres of the ground, and spacing trees so that no tree limb is closer than 3 metres to the next.
- 9. Existing Trees It is not advisable to retain existing mature coniferous evergreen trees within 10 meters (Priority 1 zone) of the building. Any coniferous evergreen trees that are to be retained on the property that lie within 10 meters (Priority 1 zone) of the building should:
  - a. Have limbs pruned such that they are at least 2 meters above the ground.
  - b. Be spaced so that they have 3 meters between crowns. (In other words, the tips of the branches of a tree are no closer than 3 metres to the tips of the branches of another).
  - c. No limbs should be within 3 meters of the building or attachments such as balconies.
  - d. Should the choice be made to retain pre- existing evergreen trees in the Priority 1 area, white pine, ponderosa pine and western larch have a medium flammability while most other coniferous evergreens have high flammability.
- 10. Where development or construction is proposed to vary from the Wildfire Interface Design Guidelines, a report by a registered professional forester or a professional engineer with experience in fire safety will be required indicating that the susceptibility to wildfire has not increased.







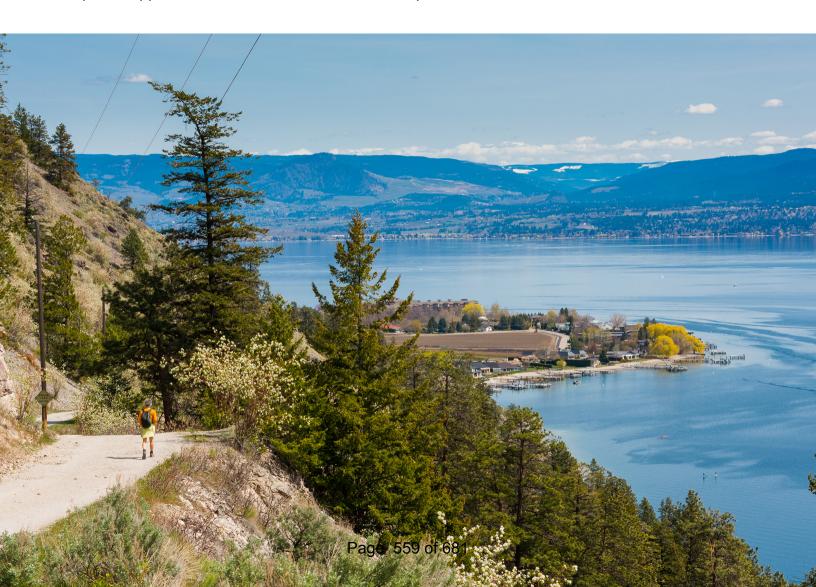
# 5.1 IMPLEMENTATION OVERVIEW

This Official Community Plan (OCP) establishes objectives and policies related to growth management, objectives and policies to regulate land use and servicing, and outlines the relationship between the plans and bylaws that govern development (see Figure 55). The implementation of this OCP requires a comprehensive application of the interconnected policies at increasing levels of specific detail.

The following section provides an overview of the steps necessary to implement the OCP following adoption and details how this comprehensive hierarchy of policies and regulations will be executed within the larger regulatory planning framework. It also includes recommendations for monitoring and outlines future steps to ensure that the plan will stay current with community interests. A summary of action items identified throughout the Plan and a glossary of terms has been provided for convenience.

# 5.2 REGULATORY PLANNING & DEVELOPMENT APPROVALS FRAMEWORK

As described in Section 1 Introduction, an Official Community Plan (OCP) establishes objectives and policies that direct future land use and servicing decisions, and guide the plans, bylaws and processes that govern land development. While respecting the larger regional context, the OCP fits within the City's established hierarchy of policies and regulations for land use and development proposals. Figure 55 Regulatory Planning and Development Approvals Framework outlines this hierarchy.



# Regional Growth Strategy Official Community Plan Area Plan/Comprehensive Development Plan Zoning Subdivision **Design Guidelines Development Permit Building Permit**

The Regional District of Central Okanagan (RDCO) **Growth Management Strategy Bylaw No. 1336** sets the direction for growth in the region, managing change over the long term.

The **Official Community Plan (OCP)** articulates the community's vision and policies of the OCP for implementation within a specific "neighbourhood" area.

Area Plans/Comprehensive Development Plans further refine the vision and policies of the OCP for implementation within a specific "neighbourhood" area.

The **Zoning Bylaw** regulates the specific land use, density and development permitted on properties.

The **Subdivision** process regulates the legal subdivision of land and sets the standards for road alignments and civic infrastructure servicing.

**Design Guidelines** for public and private realm can maintain quality standards for neighbourhood form and character in architecture and landscape design.

**Development Permits** regulate development in terms of environmental, geotechnical hazard, commercial, multiple family residential and intensive residential form and character.

**Building Permits** may be issued subject to compliance with all of the above requirements.

Regulatory Planning and Development Approvals Framework

# 5.3 IMPLEMENTATION POLICIES

#### 5.3.1 General Implementation Policies

- 1. The City will ensure consistency with the policies of the West Kelowna Official Community Plan when considering land use, servicing and development decisions.
- 2. Prior to the consideration of amendments to OCP Land Use Designations or to the City's Zoning Bylaw, the City may require preparation of an Area Plan or Comprehensive Development Plan (See Section 5.4 for a general overview of an Area Plan or a Comprehensive Development Plan).
- 3. In order to evaluate development applications such as Subdivision, Zoning Amendment, Development Permit, Area Plans and Comprehensive Development Plans, and pursuant to the Locαl Government Act, the City may require an applicant to provide reports and impact studies prepared by qualified professionals, and in accordance with the City's Terms of Reference for Professional Reporting. These may include but are not limited to studies such as the following:
  - a. Environmental Report or Environmental Impact Assessment;
  - b. Biophysical constraints;
  - c. Geotechnical Assessment:
  - d. Traffic Impact Assessment;
  - e. Traffic and Circulation Analysis;
  - f. Site access and servicing (including sensitive habitat and natural hazards, accessibility, energy and water conservation);
  - g. Visual Impact Assessment;
  - h. Stormwater Management Study;
  - i. Wildfire Hazard Assessment;
  - i. Local Infrastructure Assessment:
  - k. Municipal Infrastructure Impacts;
  - I. Tree Assessment Study
  - m. Servicing Report; and
  - n. Other studies as deemed necessary.
- 4. On Schedule 1 Land Use Plan, where a map boundary between Land Uses does not follow a legally defined line such as a road right- of-way or property line, the location of the boundary is outlined on Schedule 1 and can only be precisely determined by West Kelowna staff through the City's Geographic Information System, as applicable.
- 5. Where a survey plan approved by the Surveyor General indicates the adjustment of a parcel boundary due to consolidation of an adjacent road closure, the land use designation applicable to the land parcel is deemed to extend to the new parcel boundary despite the lack of land use of the previous dedicated road area on Schedule 1.
- 6. Where a survey plan approved by the Surveyor General indicates the adjustment of a parcel boundary due to accretion, the land use designation applicable to the land parcel is deemed to extend to the new parcel boundary despite the land use designation of the accreted area on Schedule 1.
- 7. Public utilities, public parks and the use of Comprehensive Development Zones (zones written specifically for a particular site in consideration of OCP policies) may be considered in any Land Use Designation.
- 8. The entire City of West Kelowna municipality is designated as an area where Temporary Use Permits may be considered based upon the following guidelines:
  - a. The use must be clearly temporary or seasonal in nature;
  - b. The use should not create an unacceptable level of negative impact on surrounding permanent uses;

- c. An applicant must submit an outline detailing when and how the use in that location will be ended, the buildings to be used, the area of use, the hours of use, appearance, landscaping and **buffering**, and site rehabilitation. The City may require security to ensure compliance;
- d. Temporary use permits for industrial uses will be discouraged for sites located within any of the Urban Centre, Neighbourhood Centre, Residential or Natural Areas and Public Parks Land Use Designations.
- e. A temporary use permit may not exceed three years and may only be renewed as per the Local Government Act.

#### 5.3.2 Community Amenity and Infrastructure Implementation Policies

- 1. It is recognized that growth imposes a financial burden on the community by creating a need or demand for new or upgraded public facilities or amenities, especially where West Kelowna has known historical servicing and infrastructure deficiencies. Applicants who are applying for a zoning amendment may be requested to address this unique financial burden by making contributions to the appropriate City amenity reserve fund to assist in the funding of new or upgraded public facilities or amenities. Community amenity contributions negotiated during the zoning amendment application process will be rationally connected to and proportional to the proposed development.
- 2. Community amenity contributions will be established:
  - a. During the consideration of a new zone that includes options for amenity contributions as per Section 482 of the Local Government Act;
  - b. As part of a Phased Development Agreement as per Section 483.1 of the Local Government Act; or
  - c. As a condition of zoning amendment.

Community Amenities could take the form of an in-kind amenity, for example a child care facility or park space, as a cash contribution toward an off-site amenity, or as an off-site improvement such as the construction of key infrastructure or transportation linkage.

- 3. In recognition of the need for the provision of public amenities to keep pace with development, the provision of priority amenities will be encouraged through the zoning amendment process, and will include items such as:
  - a. Community, cultural, school, library, recreation, or emergency services facility or facility improvements;
  - b. Child care, youth, children or family facility or facility improvements;
  - c. Provision of cultural and event amenities, such as an outdoor stage or venue, art gallery, wayfinding signage, community information kiosks or public art;
  - d. Acquisition and/or public access to waterfront land; and
  - e. Affordable, rental, or special needs housing or land for the housing.
- 4. Preferred amenities for each project will be determined on a case by case basis. Criteria for determining the priority among amenity contribution options may include, but are not limited to (not in order of priority):
  - a. Site characteristics such as natural features that are environmentally, historically or archaeologically sensitive and needing protection, **viewscapes**, and outdoor recreational opportunities;
  - b. Development type (such as for seniors or family), size, physical context and/or potential impacts of the proposed development;
  - c. Needs of the surrounding neighbourhood(s); and
  - d. Other priorities as identified in the OCP, Master Plans, Area Plans, and other West Kelowna Plans.

#### 5.3.3 Implementation Action Items

1. Consider the development of a Community Amenity Contribution Policy.



# 5.4 REGIONAL CONTEXT STATEMENT

The Regional District of Central Okanagan adopted Regional Growth Strategy Bylaw No. 1336 on June 23, 2014. In accordance with s.446 of the Local Government Act, as the Regional Growth Strategy applies to the same area as the Official Community Plan, the Plan must include a Regional Context Statement. The Regional Context Statement identifies the relationship between the Official Community Plan and the Regional Growth Strategy. The City of West Kelowna's Regional Context Statement, and the rest of the Official Community Plan, are consistent with the Regional District of Central Okanagan's Regional Growth Strategy.

Regional Growth Strategy Issue Areas and Goals	Related Official Community Plan Sections		
Our Land	1.6 Land as a Framework for Growth		
To manage the land base effectively to protect natural resources and limit urban sprawl	2 Land Use Designations		
Our Economy	3.7 Economic Sustainability		
To develop and enhance a positive business environment in the region to achieve a dynamic, resilient and sustainable economy			
Our Water Resources	3.3 Community Infrastructure and Servicing		
To manage and protect water resources	4.10 Aquatic Ecosystem DPA		
Our Health	3.6.5 Public Health and Safety		
To contribute to the improvement of community health, safety and social well-being			
Our Food	3.6.6 Food Security and Agriculture		
To support a regional food system that is healthy, resilient and sustainable			
Our Housing	3.6.3 Attainable Housing		
To improve the range of housing types and tenures to meet the social and economic needs of the region			
Our Climate	3.4 Climate and Environmental Resiliency		
To minimize regional greenhouse gas emissions and respond to the impacts of climate change			
Our Ecosystems	3.5 Natural Environment and Hazards		
Be responsible stewards of natural ecosystems to	4.9 Hillside DPA		
protect, enhance and restore biodiversity in the region	4.10 Aquatic Ecosystem DPA		
	4.11 Sensitive Terrestrial Ecosystem DPA		
Our Transportation	3.2 Transportation		
To enhance the regional transportation system to ensure that it is accessible, affordable, and efficient			
Our Governance	3.8 Collaboration and Public Interface		
To respond to the needs of the region with an effective and efficient governance service model	3.9 Financial Framework		

# 5.5 AREA PLANS AND COMPREHENSIVE DEVELOPMENT PLANS

As part of the regulatory approvals framework, Area Plans and Comprehensive Development Plans, as defined below, shall be prepared for areas where either Council has been requested to review development potential within a specified area or a proponent is contemplating a proposal which:

- Does not conform to the purpose and intent of the Official Community Plan, including development lying outside the Growth Boundary:
- Has implications for population, number of units, servicing, social impact or economic burden for the City sufficient enough to warrant a comprehensive analysis;
- Has been identified by Council as a Comprehensive Development Area;
- In Council's view may affect adjacent properties, land use or the natural environment;
- In Council's view may be affected by hazardous conditions;
- In Council's view may affect heritage sites, or a revitalization area; or
- Includes other matters unique to the plan area under consideration that raise potential implications for quality of life in the community.

#### 5.5.1 Area Plans

Area Plans are plans, prepared by the City, that address land use, design, environmental, servicing and transportation issues for specified large areas of land at a finer level of detail than that provided in this OCP, and provide the link between the OCP and an actual development proposal and potential zoning amendment application. An Area Plan may be undertaken at the direction of Council, where there are multiple land owners in areas of West Kelowna experiencing pressure for development or re-development. Area Plans will address the subject lands as well as the interface with adjacent areas, including surrounding Land Use Designations to ensure appropriate transition in scale, form and character. Area plans should also specifically consider building height and maximum density, site coverage, setbacks and parking requirements to ensure that efficient development, access to amenities and viable business operations can be achieved.

Area Plans are non-statutory documents that must be endorsed by Council to become valid, and only specific OCP related policy changes, Land Use Designation changes or development permit areas and guidelines will be brought forward as an OCP amendment. Other regulatory amendments may also be required in order to fully enact the Area Plan, such as zoning amendments at the discretion of Council.

#### 5.5.2 Comprehensive Development Plans

Comprehensive Development Plans (CDPs) are plans prepared for one or more parcels of land by a single applicant as a private landowner or group of adjoining land owners that address land use, design, environmental, servicing and transportation issues. Where applicable, the City may require land owners to work collaboratively and prepare a joint application between adjoining landowners to ensure comprehensive development planning for a specific area. Comprehensive Development Plans must be completed by a Registered Professional Planner (RPP), and are non-statutory documents that must be endorsed by Council to become valid, and only specific OCP related policy changes and Land Use Designation changes will be brought forward as an OCP amendment.

#### 5.5.3 Area Plan and Comprehensive Development Plan Process and Policies

- 1. Consideration of land for development as an Area Plan or Comprehensive Development Plan may only occur as authorized through resolution of Council.
- 2. Prior to furthering development concepts and timelines for these areas, a study must be completed that includes a detailed evaluation of the site specific constraints in consideration of the City of West Kelowna's anticipated growth and the results of City's land use inventory. Although development of these lands may not be anticipated within the life of this OCP, there has been some expressed desire to more adequately assess these lands for feasibility of future development.
- 3. Prior to commencement of a Comprehensive Development Plan, terms of reference will be prepared by the Director of Development, and brought forward to Council for consideration. The Terms of Reference will outline the general and specific requirements for the Comprehensive Development Plan including, but not limited to the following requirements:
  - a. Community input and consultation;
  - Evaluation of the current and future potential land uses in the surrounding areas, and recommended buffers, where necessary, including consideration of buffering and setbacks between urban uses and ALR lands as applicable;
  - c. Evaluation of future transportation requirements including road, pedestrian, transit and cycling networks with detailed analysis of future collector and arterial roads, truck and transit routes, access to lands beyond, corridors and connections between new neighbourhoods, town centres and amenity areas such as Okanagan Lake to support the proposed development, as well as any off-site impacts or improvements necessitated by the development;
  - d. Evaluation of infrastructure requirements such as community water supply and water quality protection, community sewer including wastewater collection, treatment and disposal, and stormwater management;
  - e. Evaluation of the requirements and needs for community services, amenities and parks in new residential neighbourhoods as well as surrounding area (the approximate location of community amenities and services such as fire stations, police services, schools, parks, community centres and daycares, extended care facilities and commercial centres in the plan area);
  - f. Phasing plans for new neighbourhoods that will occur in phases that match the availability of full urban services connection to established community run systems will be preferred;
  - g. Evaluation of natural drainage patterns, downstream impacts and geotechnical constraints, significant environmental features, and ecosystem connectivity on and offsite;
  - h. Identification of historical, archaeological and landscape features with an adequate response to those features through the design of the plan;
  - i. Evaluation of natural hazards (such as wildfire, geotechnical, flooding, or other hazard);
  - j. Indication of the areas to remain undeveloped, the areas to be retained as agriculture or resource use, and the proposed land uses within the future settlement areas;
  - k. Indication of the areas for housing and the mix of housing to be included within those areas;
  - I. Evaluation of the proposed development in accordance with the requirements of any development permit objectives and guidelines that apply to the area;
  - m. Evaluation of the opportunities to design for water conservation and reduce rates of water use on a neighbourhood level;
  - n. Analysis and incorporation of amenity zones and density transfer, which will be considered and encouraged for purposes such as environmental protection, obtaining or preserving open space and public areas, and rental or special needs accommodation, as per discretionary zoning principles;
  - o. Plans showing concentration and clustering of development on lands that are not environmentally or

visually sensitive, or identified as needed for additional community open space;

- p. Where possible, endeavour to achieve a minimum of:
  - i. 20% of hillside to remain as natural landscape in areas that are designated for development; and
  - ii. 20% of the settlement land base as dedicated parkland; and
- g. Where appropriate and where consistent with the City's Park Land Acceptance Policy, endeavor to protect natural areas for its conservation values through park dedication.
- 4. All Area Plans will be developed with community input and will include as a minimum the following general components:
  - a. Assessment of the plan area with respect to historical/archaeological features, significant landforms, hydrological function and downstream impacts, geotechnical constraints, environmentally sensitive areas, significant habitat and wildlife corridors including opportunities for off-site corridor connections:
  - b. Identification of areas proposed for dedication as park land or to be protected as natural open space through public dedication and/or restrictive covenants;
  - c. Evaluation of the current and potential future land uses in the surrounding areas to address any requirements for connectivity, **buffering** and/or transitional land uses:
  - d. Specification of areas for each land use type, identification of their associated density, form and character:
  - e. Assessment of the servicing requirements, availability, and future upgrades required to support the plan area;
  - f. Identification of possible community linkages, including a hierarchy of interconnected trails, pathways, emergency connectors and streets;
  - g. Evaluation of local needs for community services, amenities, schools and parks;
  - h. Evaluation of opportunities to design for water conservation and reduced rates of water use on a neighbourhood level; and
  - Identification of phasing for new neighbourhoods, including proposed phasing for services and connections to established servicing infrastructure.
- 5. Given that additional development lands may not be required within the life of this OCP, and the expressed desire to ensure the feasibility of adequate lands for the long-term future development potential of the City, development of an Area Plan or a CDP for lands located outside the **Growth Boundary** should only be considered where:
  - a. The proposed development area lies immediately adjacent to the existing **Growth Boundary**, municipal services and transportation infrastructure can be extended in a contiguous and sequential fashion to the area by the developer, and the Growth Boundary is being considered for adjustment as part of the application process; or
  - b. Detailed studies have been completed regarding the City's anticipated growth in relation to land use inventories indicating the need for further community development based on absorption rates within the City, and where:
    - i. An evaluation of the site specific constraints for the proposed development area indicates feasibility of the site to meet the growth projection; and
    - ii. The proposed urban expansion is based on a coordinated, phased approach in conjunction with the timely or phased extension of services in a sequential and cost effective manner.

# 5.6 MONITORING AND PERFORMANCE INDICATORS

#### 5.6.1 Monitoring and Performance Indicators

Successful implementation of the OCP requires action beyond the date of adoption. This includes monitoring of key performance indicators to evaluate progress towards #OurWK Community Vision. While conditions may change over the coming decades, awareness of key indicators ensures steady progress towards overarching goals. As such, we recommend monitoring in the following areas on an annual basis, or as directed by Council.

#### 1. Our Places

West Kelowna is a vibrant community with unique neighborhoods, waterfronts, and public spaces. To protect these spaces for the enjoyment of current and future generations, the City will monitor natural assets, agricultural, and development opportunities including:

- a. Maintaining the parks asset inventory to reflect public space availability;
- b. Number and area of conservation covenants registered for the protection of sensitive areas; and
- c. Amount of land included and excluded from the Agricultural Land Reserve.

#### 2. Our People

West Kelowna is home to a diverse population with residents of various ages, backgrounds, and lifestyles who have chosen to make the City home. To accommodate these varied needs, the City will monitor housing and cultural opportunities including:

- a. New residential units by types and tenure, and other relevant housing data;
- b. Local food access including community gardens and plots; and
- c. Amount and type of services provided by new community facilities.

#### 3. Our Connectivity

West Kelowna is a growing community intertwined with others across the Okanagan. To ensure residents feel connected with each other and the greater community, the City will monitor infrastructure and active transportation opportunities including:

- a. Transit trips and service hours per capita; and
- b. Kilometers of sidewalks, cycle routes and trails constructed annually.

#### 4. Our Adaptability

West Kelowna is susceptible to ever changing economic, social, and environmental contexts in the broader region. To remain adaptable and prepared for change, the City will monitor energy outputs and servicing opportunities including:

- a. Capacity of water treatment facilities across the City;
- b. Water, electricity, and natural gas consumption per capita; and
- c. Kilometers of upgrades to sewer, storm, and road infrastructure annually.

#### 5. Our Prosperity

West Kelowna is home to a lively economy characterized with industrial, agricultural, and commercial opportunities. To attract and retain businesses that create meaningful jobs in the community, the City will monitor public health and economic opportunities including:

- a. Emergency response and crime rates throughout the community;
- b. Local businesses and job availability; and
- c. Amount of grants applied for and awarded.

#### 5.6.2 Monitoring and Performance Indicator Action Items

- 1. Endeavour to complete a regular review of key performance indicators in order to monitor OCP implementation outcomes and the effectiveness of specific policy alignment to the Community Vision.
- 2. Consider implementing a regular Land Use Inventory to review the status of vacant and developed land compared to population projection as it relates to planning for infrastructure, servicing, and community services and amenities.

# 5.7 REVIEW TIMELINE AND PROCESS

The Plan is not a static document and the City may amend the Plan in accordance with the Local Government Act to adapt to new trends and changing conditions in the community at the discretion of Council.

Changes to the OCP may be required in response to significant changes in trends or shifting community priorities. Where such changes are consistent with the community vision and guiding principles of the OCP, Council may wish to approve an amendment to the OCP. Where the changes are substantial or are inconsistent with the community vision and identified policies and objectives of the Plan, Council may wish to conduct a comprehensive review and update of the Official Community Plan. The OCP will act as a key guide to consider and to evaluate applications for OCP amendments.

A comprehensive review and update of the Official Community Plan is intended to be initiated every five years, and with the direction of Council. Community participation and consultation will be sought during the update process, as well as a review of the effectiveness of the growth concept model and impacts to the community.



# 5.8 SUMMARY OF IDENTIFIED OCP ACTIONS

The following table is a summary of action items identified throughout the OCP reflecting recommended future projects, plans and research or analytical initiatives to support the implementation of the Plan. Although, the action items have been categorized into short, medium and long term ranks, their priority and operational status is subject to future Council consideration through the annual strategic planning and budgetary process. These identified actions do not necessarily commit the City to future timelines or priority statements about the actions.

Action Item	Section Number	Potential Department Responsible	Potential Supporting Departments	Short Term (up to 2 yrs)	Medium Term (2-10 yrs)	Long Term (10+ yrs)
Urban Design and the Public Realm Action Items						
Update the Westbank Centre Revitalization Plan to reflect the new goals and priorities established in the OCP. This may include an updated set of Urban Design Guidelines for the Westbank Urban Centre to address specific public realm elements, energy and water efficiency standards to an adequate level of detail within the Development Permit Area guidelines. New guidelines may also include the Boucherie Urban Centre and Neighbourhood Centres to reflect a consistent implementation of the Community Vision between all the identified Centres. Detailed design standards may also be developed to address the specifics of the expanded Urban Design Guidelines for inclusion in the Works and Services Bylaw.	3.1.6.1	• Planning	• Engineering • Development Engineering • Parks • Public Works			
Develop and implement a Boucherie Centre Plan, which follows the guidance provided in this OCP's Land Use Designations, if not already addressed through design guideline review associated with the Urban Centre review with the Westbank Centre Revitalization Plan update.	3.1.6.2	• Planning	• Development Engineering			
Existing roads and locations in the Urban and Neighbourhood Centres will be identified for improvements to promote increased active transportation and universal accessibility to implement new road and walkway design standards as outlined in the TMP. These will be implemented through new street-related development, including City infrastructure projects.	3.1.6.3	• Engineering • Planning	• Public Works			
Development of City requirements for boulevard street tree and planting programs will be considered through review of the Works and Services Bylaw, consistent with applicable Development Permit Guidelines in Section 4.	3.1.6.4	Development     Engineering     Planning	• Engineering • Public Works • Parks			
Continue to explore incentives for public participation in tree planting programs in new and existing developed areas with a shortage of street trees.	3.1.6.5	Parks     Communications	• Public Works			
A review of fencing and street interface policies within the Development Permit Guidelines will be conducted to ensure they reflect best practices and the proposed Urban Forest Strategy, once developed.	3.1.6.6	• Planning	Parks     Development     Engineering			
Transportation Action Items						
Explore new and expanded initiatives through BC Transit – Kelowna Regional Transit System which respond to the OCP Growth Concept, supporting <b>transit-oriented</b> development and potential for regional connections.	3.2.4.1	• Engineering • Planning				

Action Item	Section Number	Potential Department Responsible	Potential Supporting Departments	Short Term (up to 2 yrs)	Medium Term (2-10 yrs)	Long Term (10+ yrs)
Support the Greenbelt and Greenways Concept by identifying implementation steps for the potential acquisition, development and maintenance of Greenways identified in the OCP on Schedule 2, Community Greenbelt and Greenway Concept, or as integrated within the City's Transportation Master Plan, as well as the Parks Master Plan and Rec Trails Master Plan which may also identify additional Greenbelts.	3.2.4.2	Parks     Planning     Engineering	• Other Dept's as Necessary			
Create and sustain a network of parks, linear corridors and green spaces within West Kelowna through designation of Greenbelts and Greenways.	3.2.4.3	<ul><li>Parks</li><li>Planning</li><li>Engineering</li></ul>	•Other Dept's as Necessary			
Prioritize and develop the active transportation network as outlined in the Transportation Master Plan.	3.2.4.4	• Engineering	• Planning			
Work with the Ministry to shift Highway 97 in Westbank Urban Centre to advocate to transition Dobbin Road to a two-way highway to allow Main Street to convert to a two-way town centre street with a community / commercial focus.	3.2.4.5	• Engineering	• Planning			
Develop mobility hubs at Westbank and Boucherie Mountain transit exchanges to increase transportation options and transit ridership.	3.2.4.6	• Engineering • Planning				
Develop guidelines or a process to accommodate shared parking in Urban and Neighbourhood Centres.	3.2.4.7	Planning	• Engineering			
Community Infrastructure and Servicing Action Items						
Regularly review the Development Cost Charges Bylaw to ensure new development fairly funds growth related infrastructure.	3.3.8.1	• Development Engineering				
Explore options to support low density residential infill development to increase housing availability with subsidized or reduced utility and development charge expense for water, stormwater, and sewer upgrades.	3.3.8.2	• Planning • Engineering				
Investigate infrastructure systems and technologies to improve energy efficiency and resource reuse. Look for opportunities for capturing waste heat, heat exchange, energy generation, and rainwater reuse.	3.3.8.3	• Engineering • Public Works • Facilities				
Evaluate opportunity for green infrastructure specifications and best management practices for incorporation into regulatory tools such as zoning and subdivision and development servicing bylaws	3.3.8.4	Planning     Development     Engineering				
Update the Stormwater master plan in support of proposed growth concept in OCP.	3.3.8.5	• Engineering	Public Works     Planning			
Update the Sanitary Sewer Master Plan in support of the proposed growth concept in the OCP and in consideration of unserviced areas within the growth boundary.	3.3.8.6	• Engineering	Public Works     Planning			
Climate and Environmental Resiliency Action items						
Develop and implement a Community Climate Action Plan that addresses the unique needs, opportunities and challenges of the City of West Kelowna, which may consider potential collaboration with RDCO climate action planning initiatives that contribute to the City's goals	3.4.4.1	• Planning	• All Dept's			
Complete the Corporate Climate Action Plan to explore opportunities to become corporately carbon neutral and reduce emissions, and implement the Plan once finalized.	3.4.4.2	• Planning	• All Dept's			
Develop, support and maintain an active staff-based Climate Action Committee, with consideration for future Climate Action Coordinator position.	3.4.4.3	• All Dept's				

Action Item	Section Number	Potential Department Responsible	Potential Supporting Departments	Short Term (up to 2 yrs)	Medium Term (2-10 yrs)	Long Term (10+ yrs)
Conduct a City-wide risk and vulnerability analysis of municipally owned and operated infrastructure at the asset class and system level to determine the climate change impact vulnerability of municipal infrastructure and identify priority assets for adaptation interventions, incorporating existing analyses conducted to date.	3.4.4.4	• Engineering • Parks • Public Works • Facilities				
Establish a program of climate change adaptation measures to implement on local and regional infrastructure, according to the priority established in the risk assessments. Ensure that the program includes inspections for high risk infrastructure, and green infrastructure interventions including urban forest strategy recommendations wherever appropriate.	3.4.4.5	• Engineering • Parks • Public Works • Planning				
Develop or update design standards for new municipal infrastructure that reflect anticipated results of the risk and vulnerability analysis.	3.4.4.6	• Engineering • Public Works				
Implement a retrofit plan for municipal buildings based on the Corporate Climate Action Plan, or update Energy Audits, as applicable.	3.4.4.7	• Facilities				
Natural Environment and Hazards Action Items						
Prepare an Urban Forest Strategy for public lands that: -Establishes an urban tree canopy target; -Includes an annual and long-term implementation and maintenance plan, including an inventory of existing trees; Prioritizes areas for tree planting, replacement, or enhancement; - Includes preferred species, planting and maintenance standards and schedule, including irrigation specifications; and -Includes criteria for the identification of significant urban trees for protection.	3.5.4.1	• Parks • Planning	• Engineering • Public Works			
Consider developing a Tree Management Bylaw for private lands that requires the protection of significant urban trees, trees in environmentally sensitive areas, and culturally significant trees, and requires replacement trees for new development.	3.5.4.2	• Planning	• Engineering/Dev Engineering • Parks			
Integrate mitigation and response to natural hazards from the City's perspective into the Regional Emergency Plan and/or individual operational plans (i.e. Flood and Environmental Emergencies).	3.5.4.3	• Fire Rescue	• Planning • Engineering			
Complete a risk and vulnerability analysis of municipally owned and operated infrastructure at the asset class and system level to determine the climate change impact vulnerability of municipal infrastructure and identify priority assets for adaptation interventions	3.5.4.4	Facilities     Engineering	• Fire Rescue • Parks • Public Works			
Consider the acquisition of parks and natural assets in accordance with applicable master plans and policy goals, including the update to the Parks Master Plan and any applicable recommendations.	3.5.4.5	Parks     Planning				
Continue ongoing analysis of community egress routes throughout all of West Kelowna to identify deficiencies and areas where additional egress routes can be provided. Acquire the land required for these access routes through new development wherever possible.	3.5.4.6	• Engineering • Fire Rescue	• Planning			
Inventory, identify, and protect sensitive ecosystems and environmentally sensitive areas (ESAs), including wildlife corridors, natural shoreline, riparian areas, pine savannas, grasslands, and steep or unstable slopes.	3.5.4.7	• Planning	• Parks			

Action Item	Section Number	Potential Department Responsible	Potential Supporting Departments	Short Term (up to 2 yrs)	Medium Term (2-10 yrs)	Long Term (10+ yrs)
Review the Works and Services Bylaw for opportunities to include new standards and options to maintain and enhance the tree canopy and storm water performance in urban areas.	3.5.4.8	• Engineering • Public Works	• Development Engineering • Parks • Planning			
Update the 2018 Community Wildfire Protection Plan with a new Community Wildfire Resiliency Plan, including risk assessments that may be used to update the Wildfire Development Permit Area mapping, and continue to pursue priority wildfire mitigation measures as outlined in the plan.	3.5.4.9	• Fire Rescue	• Other Dept's as Necessary			
Social Sustainability Action Items						
Create a public art program that supports and implements art throughout West Kelowna funded by the City and through other funding sources, as appropriate	3.6.7.1	• Recreation & Culture	• Communications • Planning			
Review and update the Cultural Master Plan, including engagement with community cultural stakeholders to ensure the plan enhances sense of place within the City and supports evolving community needs.	3.6.7.2	• Recreation & Culture	• Communications • Planning			
Allocate resources to respond to the recommendations from the 2020 Central Okanagan Community Childcare Planning report and create a Community Childcare Action Plan.	3.6.7.3	• Community & Social Develop- ment	• Planning • Recreation & Culture • Facilities			
Expand existing and provide new community facilities and recreation services to meet the needs of a growing and changing population, in a manner that distributes services equally to neighbourhoods throughout the City, including consideration of a review and study of the current recreational facilities.	3.6.7.4	• Facilities • Recreation & Culture	• Parks			
Review accessibility options for barrier-free access to recreation, arts and culture programs.	3.6.7.5	• Recreation & Culture	• Finance • Other Dept's as Necessary			
In consultation with community stakeholders, continue to identify heritage sites that warrant inclusion on the heritage register, if aligned with stated community values.	3.6.7.6	• Planning	• Communications			
Explore funding opportunities for heritage planning initiatives.	3.6.7.7	• Planning				
Create an Attainable Housing Strategy, and consider creation of an Attainable Housing Committee, that outlines policies, incentives and controls to guide provision of a full spectrum of housing options in West Kelowna.	3.6.7.8	• Planning				
Review and amend/repeal any policies that reduce housing attainability or diversity in West Kelowna, where appropriate.	3.6.7.9	• Planning				
Consider the development of a program to fast-track the approval of low- rise, infill housing forms that contribute to the affordability and diversity of supply in neighbourhoods.	3.6.7.10	Planning     Building				
Explore a program of incentives for providing below-market rate housing in growth areas, including the Urban and Neighbourhood Centres, where developers can leverage increased density permissions to financially offset the below-market component.	3.6.7.11	• Planning				
Work regionally to implement a Comprehensive Emergency Preparedness Strategy involving emergency services, municipal staff, business and neighbourhood associations, including evacuation planning.	3.6.7.12	• Fire Rescue	• Engineering • Planning			
Economic Sustainability Action Items				1		
Support the strategic planning for the establishment of a City owned Economic Development Corporation (EDC), as well as an economic development strategy led by the corporation, once established.	3.7.3.1	• Finance • CAO's Office				

Action Item	Section Number	Potential Department Responsible	Potential Supporting Departments	Short Term (up to 2 yrs)	Medium Term (2-10 yrs)	Long Term (10+ yrs)
Evaluate West Kelowna's existing Industrial lands and identify opportunities to intensify or optimize to allow for more use within the same footprints.	3.7.3.2	• Planning				
Evaluate the existing road network in Industrial and Business Park lands to identify long-term changes that would result in a more efficient land organization.	3.7.3.3	• Engineering • Planning				
Evaluate non-industrial lands (lands being used for uses such as commercial, resource extraction, and agricultural purposes) within Industrial areas and support the industrial re-designation of areas that would be better suited as industrial.	3.7.3.4	• Planning				
Review Development Permit fee structure and/or consider other incentive mechanisms so that minor façade improvements are encouraged within Urban and Neighbourhood Centres, where consistent with guidelines and Area Plans.	3.7.3.5	• Planning				
Review business licensing and commercial/industrial development application processes and find ways to improve user experience and lessen approval timelines, including consideration of event licensing for festivals, markets and community events.	3.7.3.6	Building     Business     Licensing     Planning		(event licens- ing)		
Collaboration and Public Interface Action Items						
Create a centralized online service portal for payments and other services, such as property taxes, permit submissions, complaints, and other activities, that is in addition to and does not replace the ability to perform activities at City Hall.	3.8.3.1	• Information Services	• All Departments Affected			
Financial Framework Action Items						
In respect of transportation, prepare separate capital programs for pedestrian, bicycle, transit and road infrastructure, and consider the provision of funding proportionate to achieving any transportation mode split targets.	3.9.3.1	• Finance • Engineering • Planning				
Continue to review cost recovery policies for services provided to other levels of government.	3.9.3.2	• Finance • Corporate Services	• Finance • Corporate Services			
As part of the annual financial review, consider the OCP Action Items in an effort to support OCP implementation outcomes related to goals specific to the Community Vision.	3.9.3.3	• Finance	• Other Dept's as Necessary			
Complete the Asset Management Plan including infrastructure and natural assets, and implement and maintain to inform the City's financial planning, once completed.	3.9.3.4	• Engineering	Finance     Other Dept's as     Necessary		(natural assets compo- nents)	
Implementation Action Items	,	1	1			
Consider the development of a Community Amenity Contribution Policy.	5.3.3.1	Planning	• Other Dept's as Necessary			
Monitoring and Performance Indicator Action Items						
Endeavour to complete a regular review of key performance indicators in order to monitor OCP implementation outcomes and the effectiveness of specific policy alignment to the Community Vision.	5.5.2.1	• Information Services	• All Departments Affected			
Consider implementing a regular Land Use Inventory to review the status of vacant and developed land compared to population projection as it relates to planning for infrastructure, servicing, and community.	5.5.2.2	• Planning	• Information Services • Other Dept's as Necessary			

# 5.8 GLOSSARY

**Affordable Housing -** is a function of cost and household income; and is defined by the Canada Mortgage and Housing Corporation as housing that sells or rents at a rate that costs less than 30% of the household income after tax per year. **Affordable housing** includes a variety of tenure forms including home ownership, co-housing, cooperative and rental housing.

**Agricultural Land Reserve (ALR) -** means lands designated pursuant to the Agricultural Land Commission Act to be preserved for agricultural uses or uses compatible with agricultural purposes. The Land Commission decides on requests for exclusion, inclusion, subdivision and non-farm use of land in the ALR.

**Buffer** - means an area typically within a lot, adjacent to and parallel with a property line, consisting of either existing vegetation or created by use of planted trees, shrubs, berms and fencing, and designed to obscure views from adjacent lots or public roads. **Buffer** may also refer more generally to an area or zone that creates a physical or perceptual separation and is thought to reduce the impact between potentially conflictingly uses, entities, or areas.

**Built Environment** - Refers to the aspects of a city that were developed by people, including buildings, roads and other infrastructure.

**Carbon Neutral** - means no net change in atmospheric carbon levels. A plant is said to be **carbon neutral** if the carbon dioxide (CO2) that it absorbs while alive is the same as the CO2 it emits when it decays or is burned. For society, becoming **carbon neutral** is usually achieved by reducing human inputs of carbon to the atmosphere or by removing carbon from the atmosphere.

**Climate Action Charter -** refers to a voluntary agreement to which a number of local governments from across B.C., the Province and the Union of BC Municipalities, have signed onto pledging to find ways to tackle the challenges posed by climate change, and committing to significantly cut **greenhouse gas** emissions by 2012.

**Complete Neighbourhoods** - refers to neighbourhoods with a variety of land uses, housing types and densities that are supportive of residents daily needs within a convenient walking distance.

**Crime Prevention Through Environmental Design (CPTED) -** means a proactive crime prevention strategy utilized by planners, architects, police services, security professionals and everyday users of space. CPTED infers that proper design and effective use of the **built environment** can lead to a reduction in crime and improve the quality of life.

**Development Cost Charge (DCC)** - are the most common means of financing growth-related infrastructure. They are one time charges that local governments can levy on all new subdivision and building at the time of approval. DCCs shift financial responsibility for providing capital costs for off-site infrastructure, including sewer, water, storm drainage, roads, and parkland, from the general tax base to the developers of new growth requiring the infrastructure. However, DCCs cannot be used to pay for ongoing maintenance and operating costs for new infrastructure. Local governments are authorized to collects under the Local Government Act.

**Density Bonus -** means an increase in the allowable number of units or floor area on a parcel of land in exchange for an amenity/ies provided by the developer for the community. This is typically implemented through **density bonusing** provisions in the City's Zoning Bylaw based on the premise of discretionary zoning.

**Environmental Report -** is an umbrella term that may refer to an Environmental Impact Assessment, Biological Assessment, or other environmental study prepared by a qualified professional. These reports support planning and decision-making by identifying potential adverse environmental effects and associated mitigation measures. Where mitigation is not feasible, restitution measures such as replacement, restoration, or compensation may be identified.

**Farm-Gate Marketing -** refers to the retail sale of agricultural products from either the agricultural parcel where the products were produced or from a consolidated farm location.

**FireSmart -** refers to a set of principles established by FireSmart Canada to help increase neighbourhood resilience to wildfire and minimize its negative impacts, although it is noted that Fire Smart is also a term used generically as well. Measures to reduce the potential impact of wildfire may include the use of non-combustible building materials, thinning and spacing vegetation around buildings, increasing setbacks to large treed areas, etc.

**Floor Area Ratio (FAR) -** refers to a calculation of density that measures the ratio between a building's total usable floor area and the total area of the lot on which the building stands.

Form and Detailing - refers to the architectural mass, shape, features and materials on a building.

**Green Building -** is the practice of increasing the efficiency of buildings and their use of energy, water and materials, and reducing impacts on human health and the environment, through better siting, design construction, operation, maintenance and removal - the complete building life cycle. **Green building** design considers energy efficiency, water conservation, waste minimization, recycling, pollution prevention, material resource efficiency, and indoor air quality in all phases of the building's life cycle.

Greenbelt - means areas protected by covenant, development permit areas, and/or other mechanisms that remain in a natural state.

Greenhouse Gas(es) (GHG) means any gas that absorbs infrared radiation in the atmosphere contributing to problems such as climate change. Some greenhouse gases occur naturally, while others come from activities such as the burning of fossil fuel and coal. Greenhouses gases include water vapour, carbon dioxide (CO2), nitrous oxide (N2O), halogenated fluorocarbons (HCFC's), ozone (O3), perfluorinated carbons (PFC's) and hydrofluorocarbons (HFC's).

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Greenways - mean an interconnected system of linear routes or corridors in the City that consist of greenspace areas that benefit both people and the environment for various purposes, including recreation, habitat and others. You may note that a linear trail is not always considered a Greenway, as it could be a fully urbanized trail with no greenspace components.

Growth Boundary - refers to the boundary established by the City's Growth Strategy which is intended to focus future growth and increased density in strategic areas within the growth boundary to enable the City to manage development sustainability while bringing life to the Community Vision for a vibrant, walkable and connected West Kelowna.

High Street - a street that is intended to support business activity while creating emphasis on pedestrian connectivity and comfort, and multiple modes of transportation, where the standards within the public realm may shift between land use designations where high **streets** have been identified.

Human Scale - is a building design term used to indicate a scale that creates an appropriate relationship between human beings and the size and function of surrounding buildings.

Infill - refers to a type of development occurring in established areas of the community. Infill can occur on long-time vacant lots or on pieces of land with dilapidated buildings, or can involve changing the land use of a property from a less to a more intensive one but in the context of the City's Growth Concept is focused on residential development.

ISA Certified Arborist - means an individual who is trained in the art and science of planting and maintaining individual trees and who is certified by the International Society of Arboriculture.

Leadership in Energy and Environmental Design (LEED) - is an ecology-oriented building certification program run under the auspices of the U.S. Green Building Council (USGBC). LEED concentrates its efforts on improving performance across five key areas of environmental and human health: energy efficiency, indoor environmental quality, materials selection, sustainable site development and water savings. The program is designed to inform and guide professionals including architects, real estate professionals, facility managers, engineers, interior designers, landscape architects, construction managers, private sector executives and government officials who work with structures to create or convert spaces to be environmentally sustainable.

Leavestrip - means an area adjacent to a water feature intended to preserve the biodiversity of the riparian ecosystem, protect and buffer that ecosystem from surrounding activities, maintain and enhance biodiversity by protecting the diverse riparian ecosystems, and maintain and enhance corridors between ecosystems thus supporting the diverse needs of various species. This area of land and vegetation should remain undisturbed throughout and after the development process.

Low Impact Development (LID) - refers to systems and practices that use or mimic natural processes that result in the infiltration, evapotranspiration or use of stormwater in order to protect water quality and associated aquatic habitat.

Mode Split Targets - is a traffic / transport term that refers to setting goals for the number of trips or (more common) percentage of travelers using a particular type of transportation. Mode split is also commonly referred to as modal share or modal split and refers to vehicle, transit, bicycle, walking and other modes of transportation. The term is often used when analyzing the sustainability of transport within a city or region. In recent years, many cities have set modal share targets for sustainable transport modes, particularly cycling and public transport. The percentage of modal split is often seen as an indicator for the performance of a traffic network.

Multi-Modal Transportation - means a system of transportation that includes multiple modes of transport, including but not limited to walking, cycling, transit, and vehicular based travel as mainstream options.

Pedestrian Scale - means the relationship between the dimensions of a building, street, outdoor space or streetscape element to the average dimensions of the human body.

Pop-Up: Refers to land uses that are not permanent, and are typically mobile - for example, festival set-ups and food trucks.

Publicly Accessible Open Space - includes CWK parks, RDCO parks, road right of way managed as park, lease or joint-use land for park use, linear statutory right of way managed as trails.

Privately Owned Publicly-accessible Open Space (POPS)- includes privately owned areas that accessible to the public.

Public Realm - means any of a variety of spaces that are accessible and usable by the general public, including but not limited to: the spaces between privately-owned buildings, plazas, the civic structure of streets and boulevards, sidewalks, parks and trails, natural areas, and scenic vistas, civic buildings and community facilities.

Qualified Environmental Professional (QEP) - means an applied scientist or technologist, acting alone or together with another qualified environmental professional, if the individual:

- a. Is registered and in good standing in British Columbia with an appropriate professional organization constituted under an Act, acting under that association's code of ethics and subject to disciplinary action by that association,
- b. Has an area of expertise is recognized in the assessment methods as one that is acceptable for the purpose of providing all or part of an assessment report in respect of that development proposal, and
- Is acting within that individual's area of expertise.

Ravine - means a narrow, steep-sided valley that is commonly eroded by running water and has a slope grade greater than 3:1.

Riparian Area - are the areas bordering on streams, lakes, and wetlands that link water to land.

Sense of Place - pertains to the essential character and spirit of an area and is generally associated with one's neighbourhood, community, city or region and may be expressed in cultural forms such as gathering places, common names or local identity.

Sensitive Ecosystem - pertains to those remaining natural terrestrial ecosystems, which are considered, fragile or rare in the Sensitive Ecosystem Study (SEI) area: wetlands, riparian, old forest, grassland, broadleaf woodland, coniferous woodland, and sparsely vegetated ecosystems.

**Stream** includes any of the following:

- a. a natural watercourse or source of water supply, whether it usually contains water or not;
- b. a pond, lake, river, creek, brook; and
- c. a ditch, seep, spring or wetland.

#### Streamside Protection and Enhancement Area (SPEA) means an area:

- Determined by a QEP under provincial RAPR methodology, or equivalent, for conducting riparian assessments;
- b. Located adjacent to a stream that links aquatic to terrestrial ecosystems and includes both existing and potential riparian vegetation and existing and potential adjacent upland vegetation that exerts an influence on the stream and associated ecosystem components; and,
- c. The size of which is determined according to this regulation on the basis of an assessment report provided by a **QEP** in respect of a development proposal.

Steep Slope - or hillside, or hillside conservation area is defined as land that has a natural slope angle of 20% or greater for a minimum horizontal distance of 10 metres.

Streetscape - pertains to the functional and decorative elements that are placed, laid, erected, planted or suspended within a public or communal urban space or street. It relates to the interrelationship of development, landscape and open space in a street. Streetscapes are an important component of the public realm (public spaces where people often interact), which help define a community's transport conditions, activities, aesthetic quality and identity.

Social housing (Transitional, Supportive, Community) - refers to housing that is designed to accommodate those with different abilities and is sometimes operated by or in partnership with social and medical service providers. This could include seniors specific housing, ranging from independent housing through assisted living to long term care and hospice, housing for those struggling with or at risk of homelessness, low-income seniors, and families, those displaced by domestic violence, individuals with diverse abilities, and countless other members of our community who need help to sustain a safe and secure home.

Transit-oriented - communities, development or designs that create places that, by their design, allow people to drive less and walk, cycle, and take transit more. This means concentrating higher-density, mixed-use, pedestrian-friendly development within walking distance of frequent transit stops and stations, in tandem with measures to discourage unnecessary driving.

Viewscape - means a physiographic area composed of land, water, biotic, and cultural elements which may be viewed and mapped from one or more viewpoints and which has inherent scenic qualities and/or aesthetic values.

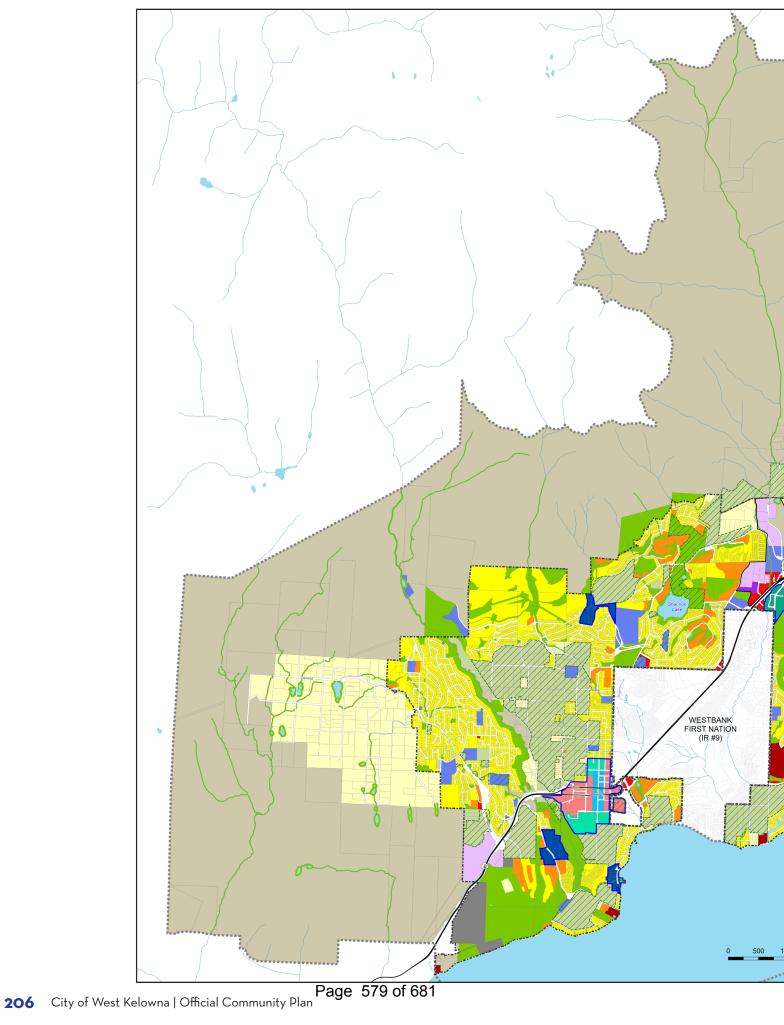
Watercourse - includes any natural depression with visible banks, or wetland with or without visible banks, which contains water at some time; and includes any lake, river, stream, creek, spring, swamp, gulch or surface source of water whether containing fish or not; and includes intermittent streams; and includes surface drainage works which are inhabited by or provide habitat for fish.

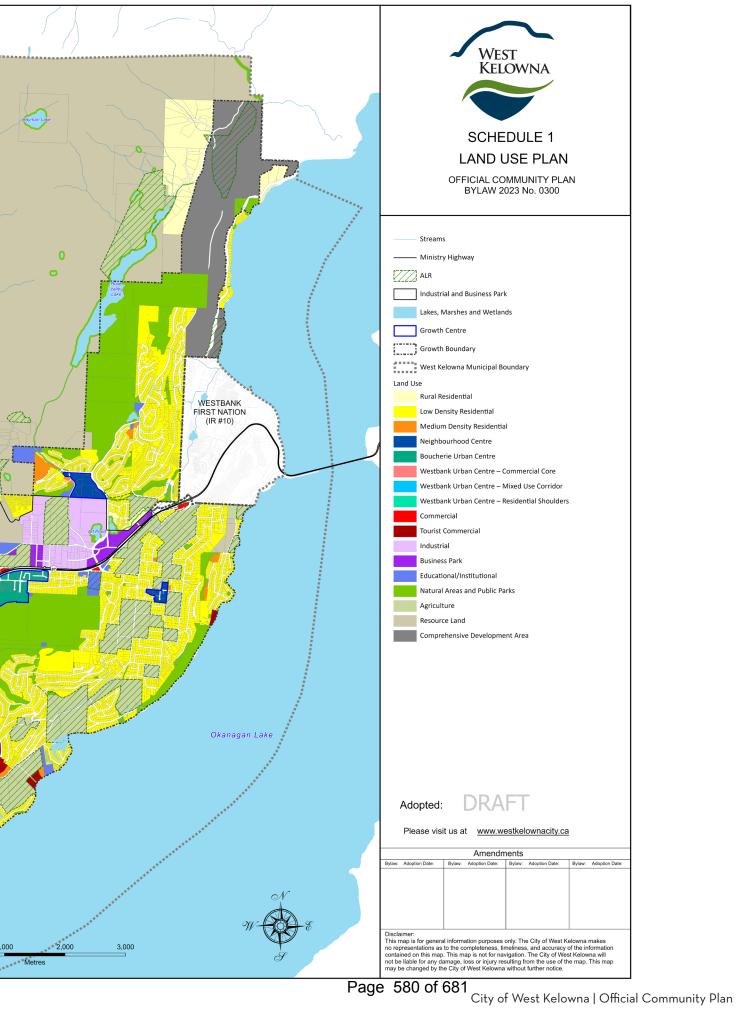
Xeriscape/Xeriscaping means landscaping in ways that do not require supplemental irrigation. It is promoted in areas that do not have easily accessible supplies of fresh water. Plants whose natural requirements are appropriate to the local climate are emphasized, and care is taken to avoid losing water to evaporation and run off.

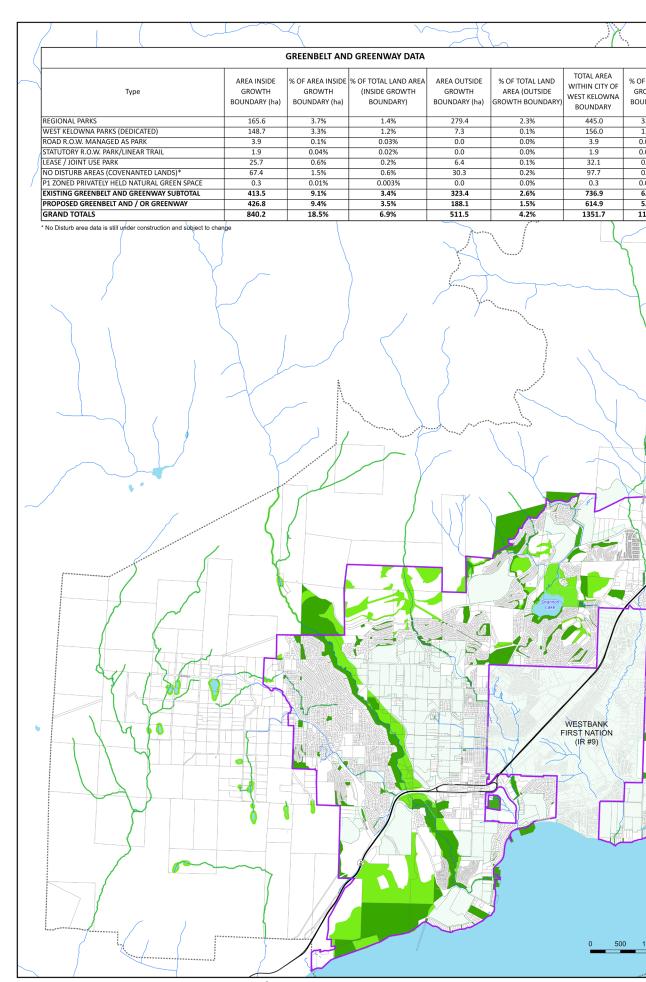


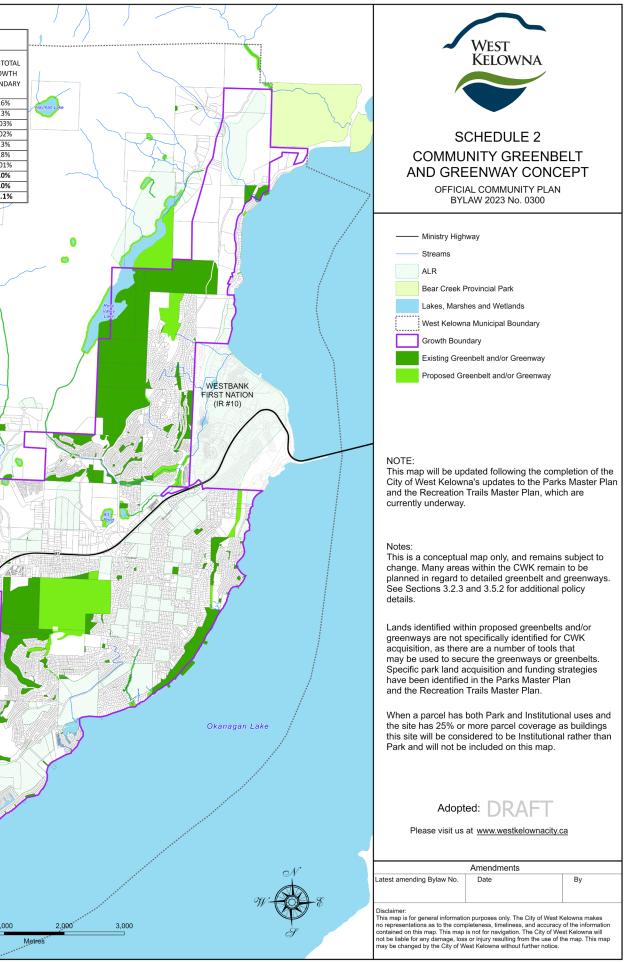
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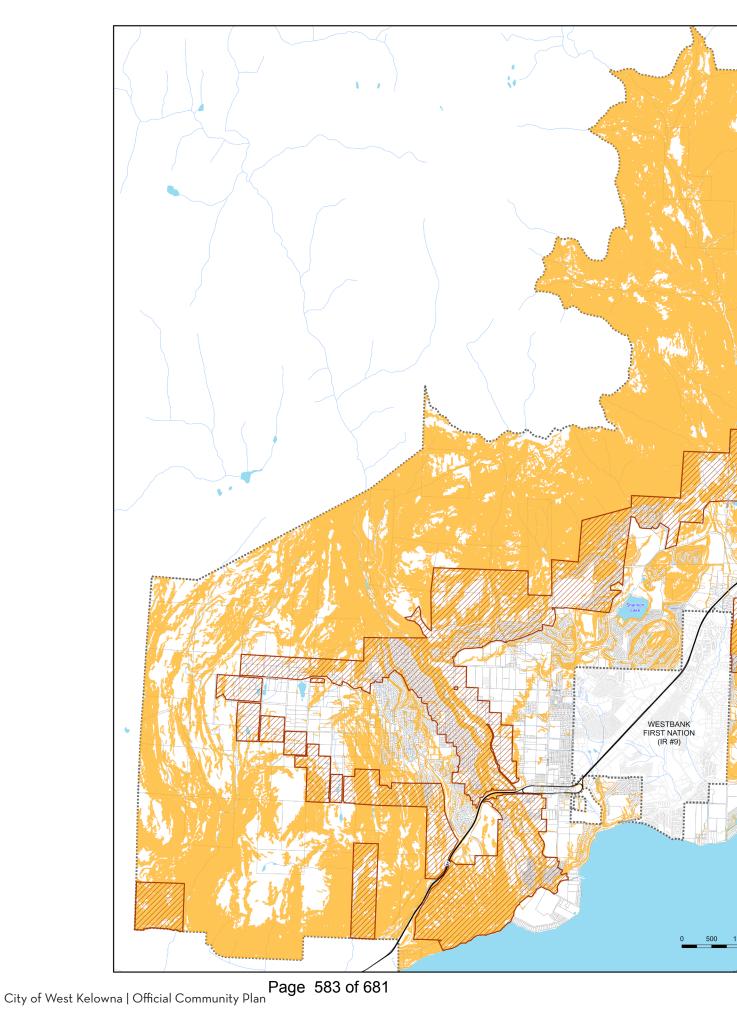
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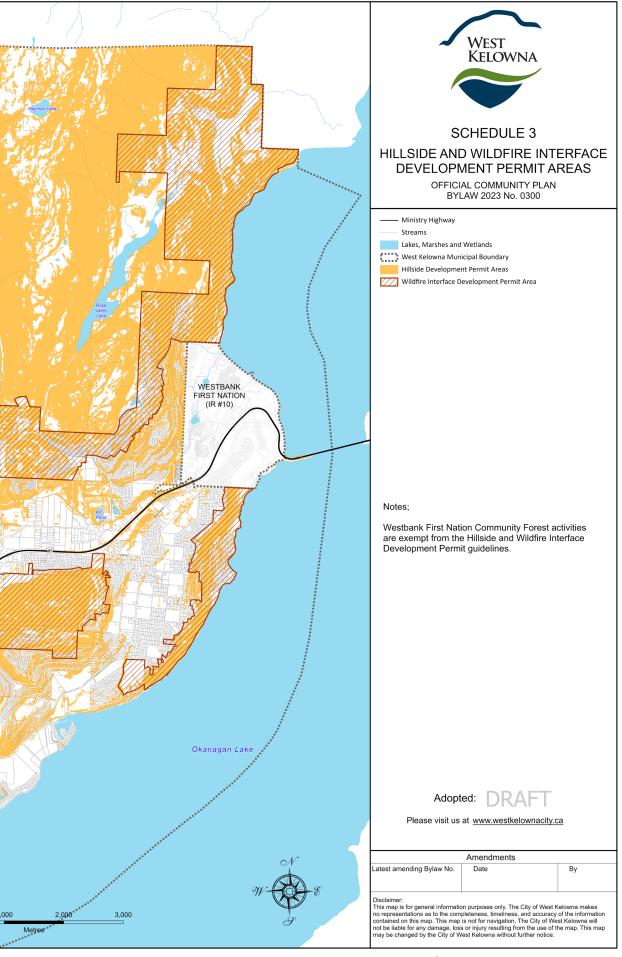


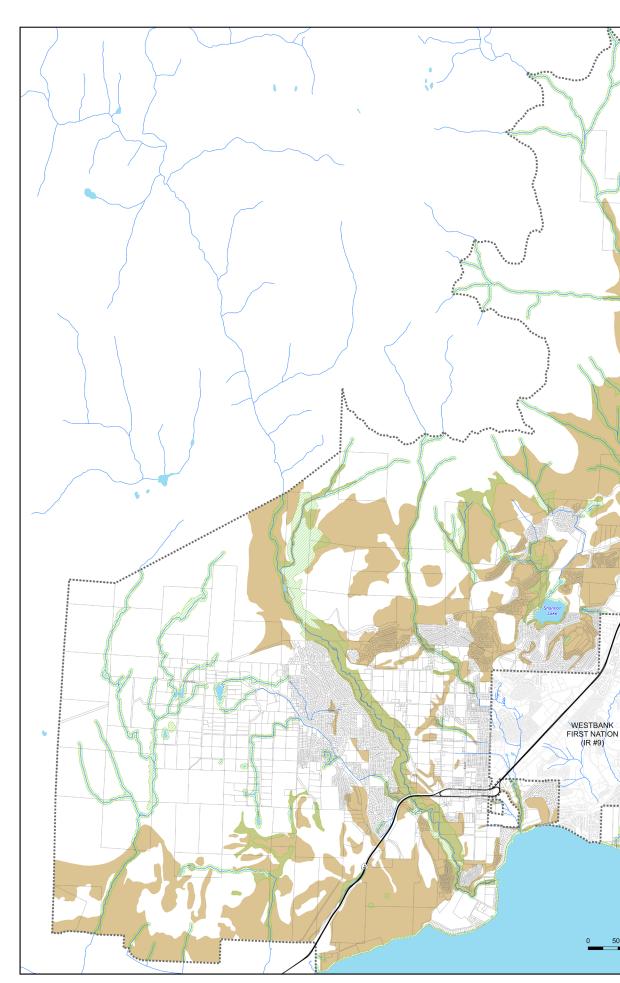


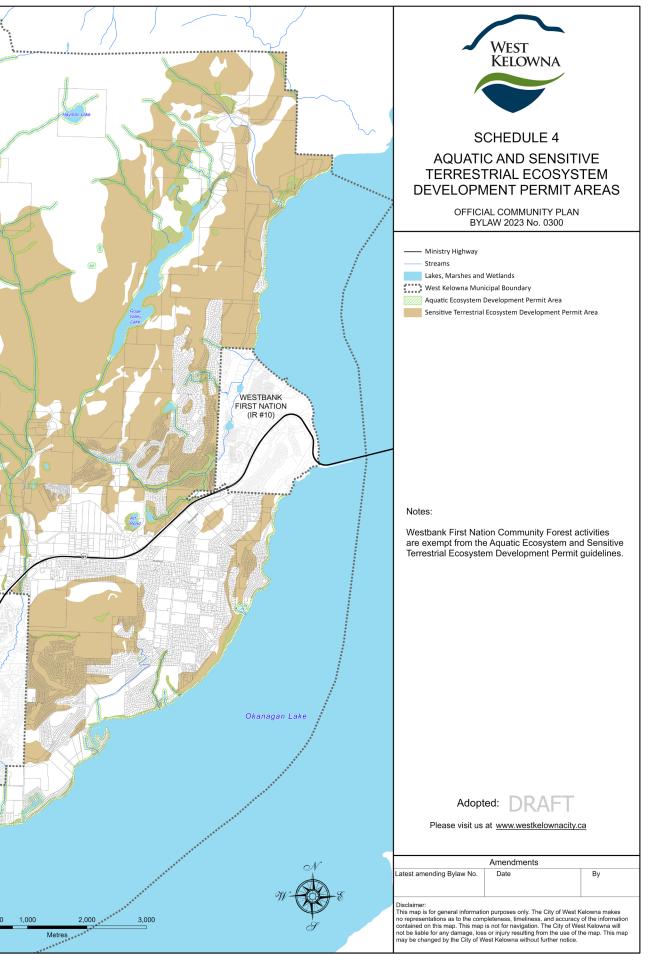


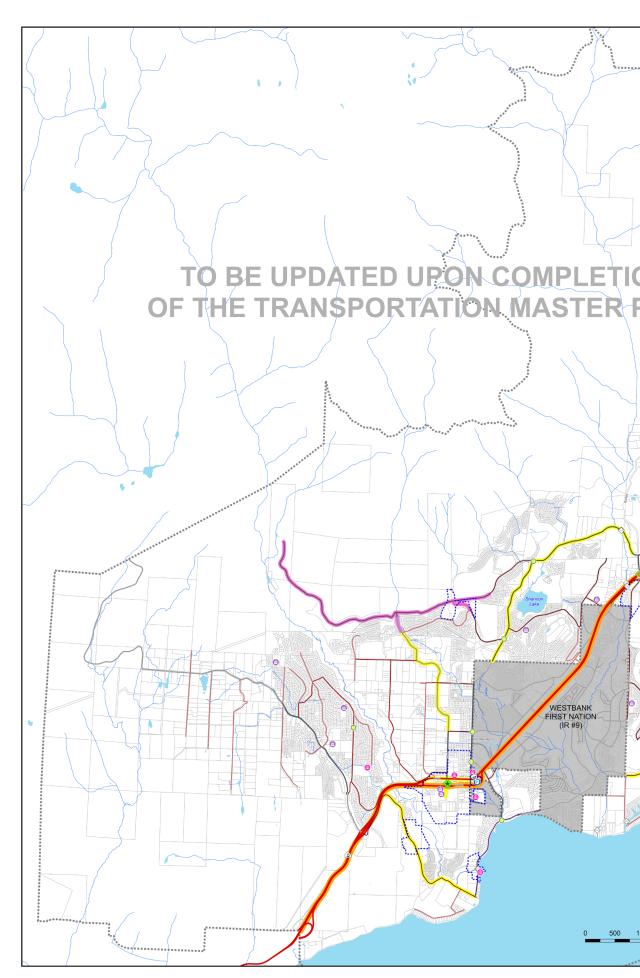


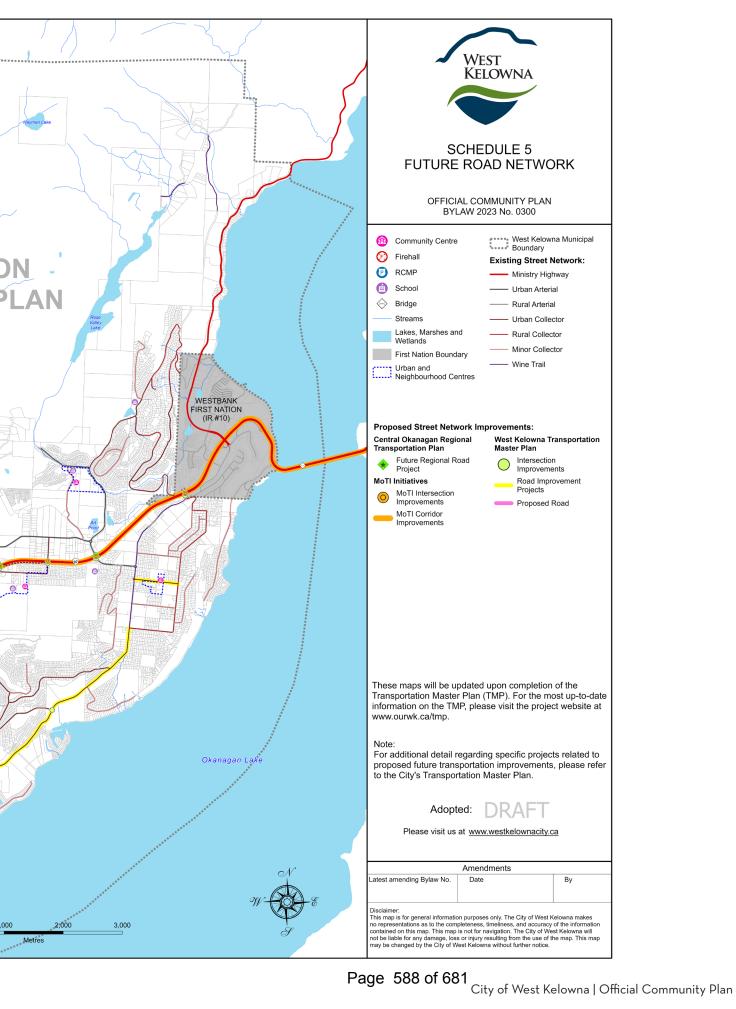


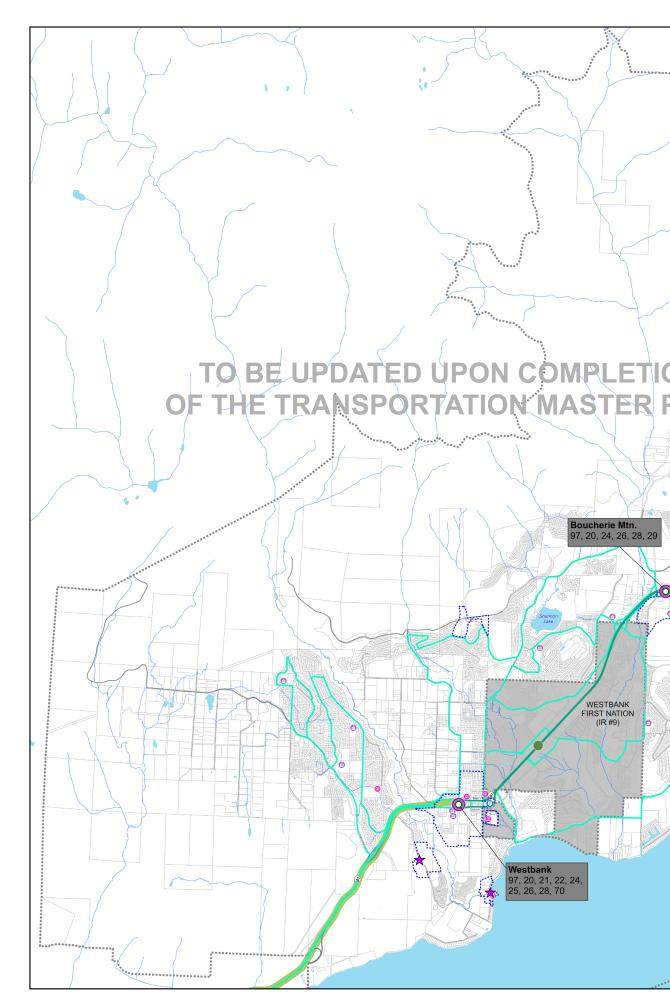


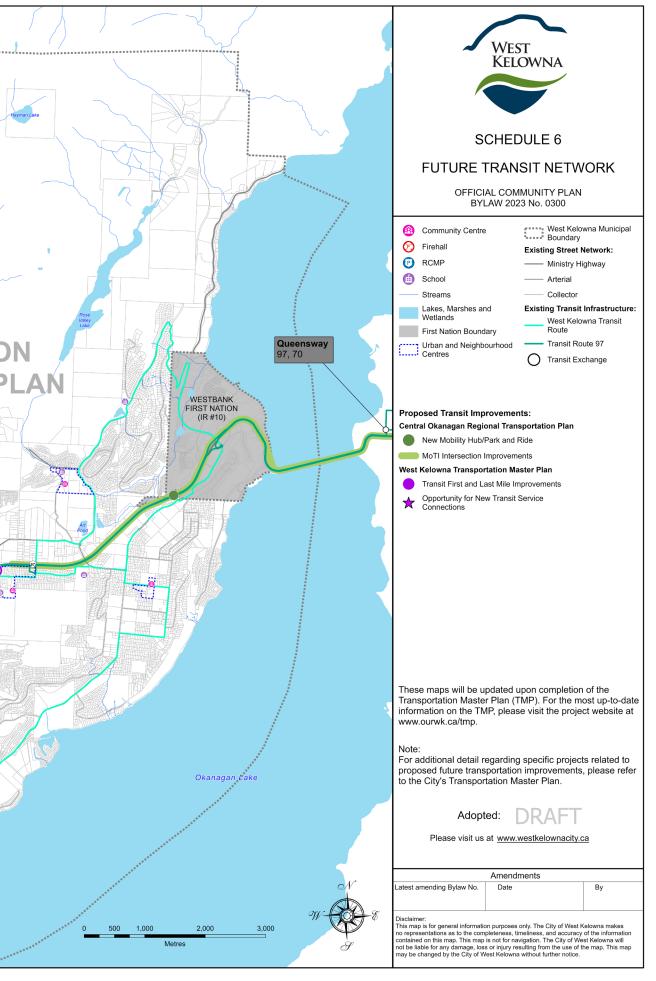


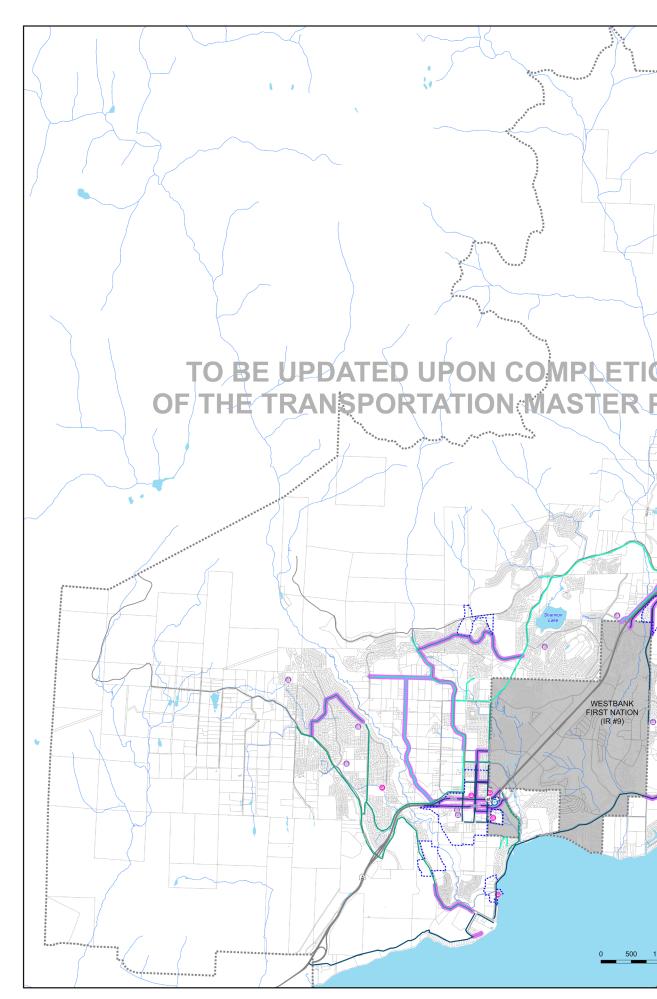


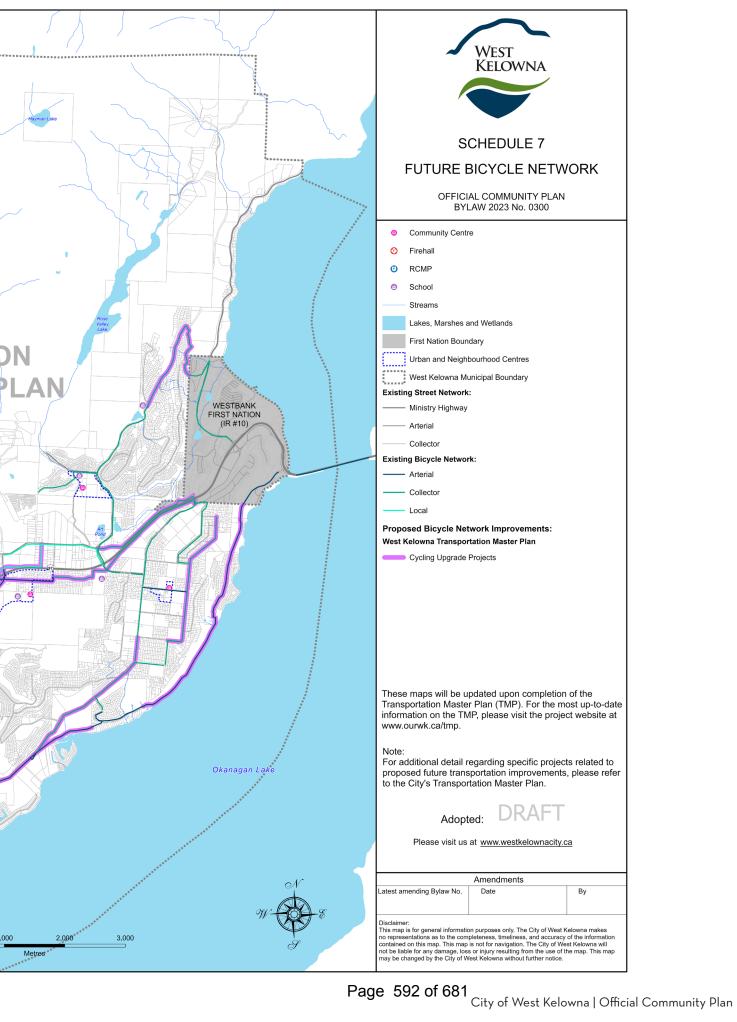


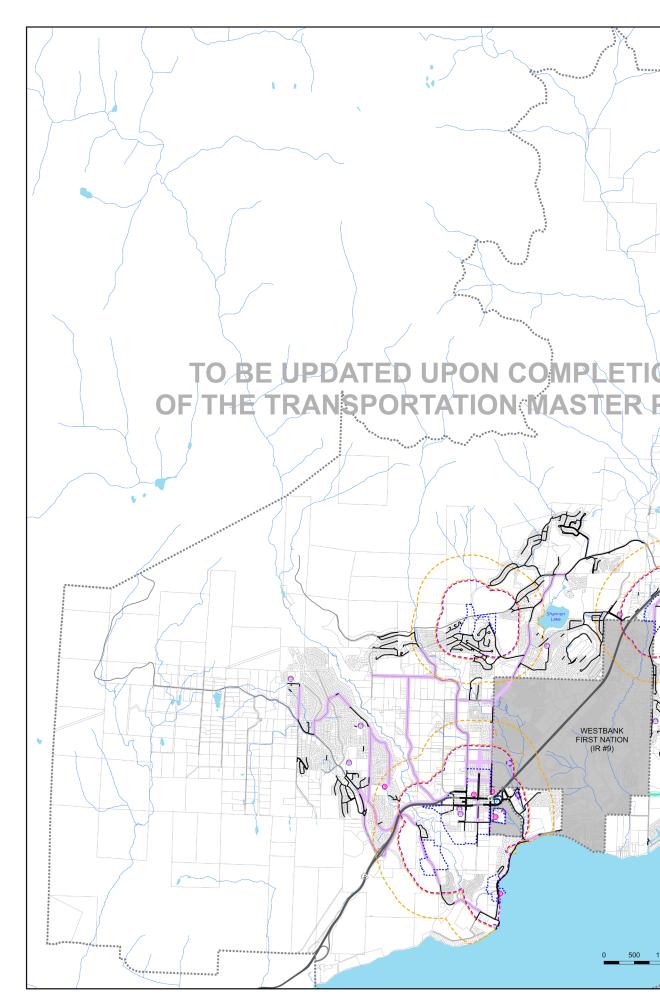


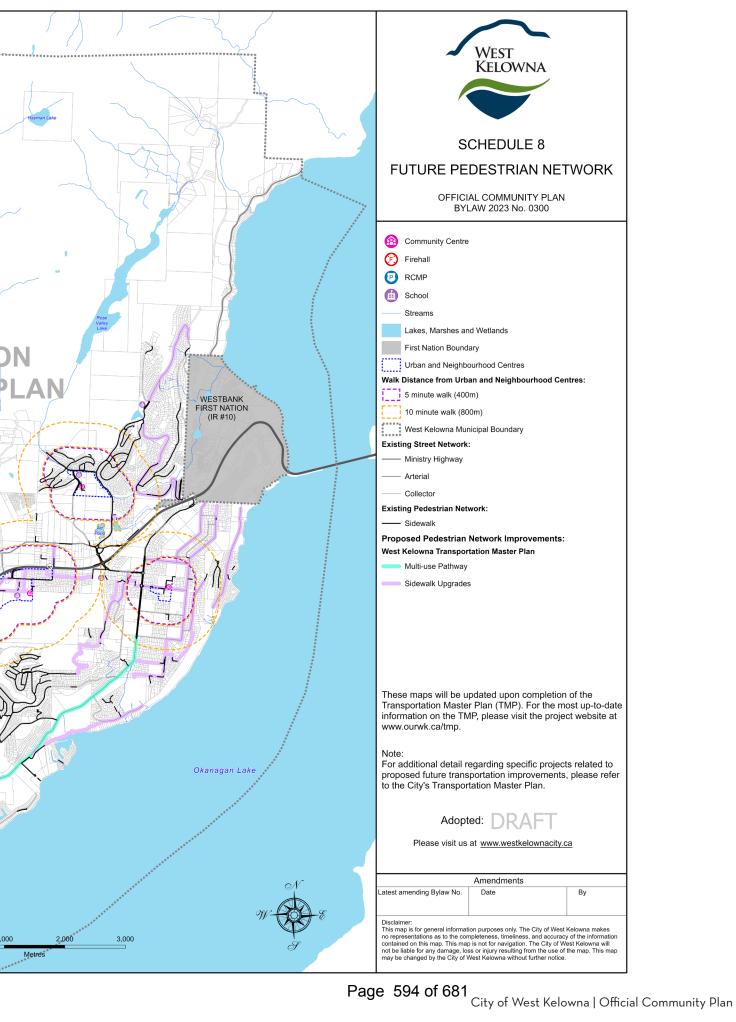












## Major Content and Mapping Updates to the OCP (post draft):

#### **Content changes:**

- Revised document as necessary to reflect May 16<sup>th</sup> Council direction to replace FAR with maximum heights and to remove any reference to extraordinary community benefit.
- Correct references to WFN on pg 7, including reference to the location of IR9 and IR10, as well as adding an approximate population of 10,000 to address WFN referral comments.
- Corrected Table 2 population counts and subtotals.
- Correct inadvertent omission on pg 26 and 52 to add "and resort accommodation" to the hotel
  use reference that was missing from the last column in each table for Tourist Commercial LUD as
  per BM direction Feb 28, 2023, and made the change to the online OCP version prior to the 1st
  reading version to aid in any new reviews of the OCP.
- Replaced Park(s) and Recreation Master Plan with the corrected Parks Master Plan as per Parks direction.
- Made small clarifications and changes throughout the document to reflect Parks comments that
  had not been reflected in the draft that was presented to the public and referred out (please
  refer to the full "red-lined" mark up for every change along with the notation as to the rationale
  for the change) any significant changes as a result of Parks comments are listed separately.
- Revised Section 1.5 to update growth projections based on May 16<sup>th</sup> Council direction, including related references to the development of the growth model, the role of infill, and housing distribution within the Centres (Map 1, Table 1 and 2), and changes to the Industrial section and Table 3 to clarify the required future industrial lands.
- Inserted two new General Land Use Policies, 2.1.12, and 2.1.17, to address policy related to school sites within the ALR, and to create a regulatory link between approved Area Plan or Comprehensive Development Plans and the OCP.
- Inserted new Agriculture Objective Section 2.17.1.5 to address Interior Health comments in support of sustainable soil and water management practices.
- Revised Agriculture Policies within Section 2.17.2 and .9 to address Ministry comments for clarity as related to conflict resolution and best practice.
- Inserted new Natural Areas and Public Parks Objective 2.18.1.8 to reflect Interior Health comments to consider the protection of water sources.
- Inserted new Policy to Land Use along Major Roads Policies, Section 3.1.4.5 to consider WFN feedback regarding encouraging coordinated land use planning along shared road networks.
- Revised Section 3.2.2.3 to add reference to the Schedules 5 8 as relalted to the networks identified within the TMP.
- Inserted Water Service Area and Community Watershed maps 3 and 4 into Section 3.3.3 Water infrastructure and servicing to address LGA Section 473 for content and process requirements and revised to provide references to the master plans.
- Revised Sections 3.3.4, 3.3.5 and 3.3.6 to provide references to the master plans.
- Revised Section 3.3.4.2 to ensure maintenance access and appropriate landscaping are requirements for storm drainage systems IF contemplated within park or natural areas as per Parks comments.
- Added references to potential opportunity to collaborate with RDCO on projects related to community climate action, sensitive ecosystem inventories, and employment lands inventories in Sections 3.4, 3.5, and 3.7.
- Revised Section 3.5.3 and inserted new Policy 3.5.2.3 to address concept of Wildlife-Human conflicts.

- Inserted new Policy to Public Safety Policies, Section 3.6.5.3.8 to consider Fire Underwriters Survey when reviewing development applications based on feedback from the Fire Department.
- Revised Objective 3.6.1.1.1 to reflect a broader cultural consideration and inclusion of indigenous arts and culture based on internal and WFN comments and made other similar minor adjustments throughout Section 3.6 based on internal review and WFN feedback.
- Revised Section 3.6.2 Heritage and Archaeology section to update reference to Indigenous Peoples, and to reflect Council direction on this section.
- Revised Section 3.6.3 Attainable Housing for consistency in language in regard to housing policy related to the housing continuum.
- Revised Attainable Housing Policy 3.6.3.2.6 to encourage and support the development of various types of rental housing to set the stage for other policy or regulation to set stronger criteria as it may be developed following completion of the Housing Strategy.
- Revised Section 3.6.4 Schools with a new title "Education and Childcare" with corresponding
  objective, policy and action items to expand this section to address childcare perspectives as
  well as educational perspectives, as well as updates to school site selection criteria.
- Revised Objective 3.6.6.1.2 to expand consideration of food security within emergency response
  planning and inserted new Objective 3.6.6.1.5 regarding sustainable soil and water management
  practices in support of agricultural sustainability and food security based on Interior Health
  feedback.
- Revised Policies 3.6.6.2.2 to include reference to the Ministry of Agriculture and Food's Guide to Edge Planning.
- Revised Action Item 3.6.7.4 to include consideration of a review of the City's recreational facilities to address public feedback comments in concert with discussion with the Recreation and Culture department, and updated Summary of Identified OCP Action Items table Section 5.7.
- Inserted new Action Item 3.6.7.5 in Social Sustainabilty Section and renumbered following items to review accessibility options to support barrier-free access to recreation, arts and culture programs as per internal review with KB and MHA with medium term consideration, and updated Summary of Identified OCP Action Items table Section 5.7.
- Inserted Community Natural Sand and Gravel Potential map 5 into Section 3.7 Economic Sustainability to address LGA Section 473 for content and process requirements, as well as revised existing Economic Sustainability Objective 3.7.1.5 to include aggregate resources. Additionally, inserted new Economic Sustainability Policy 3.7.2.9 to explain the importance of aggregate resources to community development, how to plan for them, and to reference the aggregate resource potential map.
- Inserted new Policy Item 3.8.1.1 in Collaboration and Public Interface regarding developing relationship with all Indigenous Peoples as the City works to advance reconcilliation as per Council direction.
- Revised Section 4.1 to replace the final pargraph with a new subsection 4.1.1 Development
  Permit Requirements and Compliance to clarify the works that trigger a Development Permit,
  and to set the stage for conseuqential amendments to the Development Applications
  Procedures Bylaw No. 260 and the Ticket Information Utilization Bylaw No. 0095 to ensure the
  appropriate penalty clauses for non-compliance are clearly outlined and consistent with other
  offences.
- Revised Sections 4.2.5 to note archaeological requirements within the DP guidelines context.
- Revised Sections 4.2.8.1.2 and 4.2.9.3.a to ensure both parks and agricultural uses are considerations of Shadow Analysis as per Parks and AAC comments.

- Revised Hillside DPA Section 4.9 to remove some redundant policy, and revised Section 4.9.5
   Hillside Revegatation and Renaturalization Guidelines 4.19.22 and 23 to clarify the different
   triggers for slopes up to 5 m and greater than 5 m, emphasize highly visible larger disturbances
   for renaturalization, and to clarify the type of screening that might be considered with regard to
   plant heights.
- Added timeframe to clarify the short, medium and long term categories (pages 192 196)
  within the Action Items Summary table Section 5.7 and made the change to the online OCP
  version prior to the 1st reading version to aid in any new reviews of the OCP as per AAC
  comments.
- Revise Sections Table of Contents/2.2/2.19/5.4.3/5.4.4, the Growth Boundary and Raymer Comprehensive Development Planning Area to revert to the larger area included in the 2010 OCP as per Council direction on May 16, 2023.

#### Mapping changes:

- Change LUD for 2513 and 2409 Harmon Road from the proposed Institutional to Medium Density Residential based on BM direction/Council in-camera Feb 28, 2023
- Change LUD for 2829 Inverness Road from Agricultural to Educational/Institutional to reflect the P2 zone and actual use as a reactivated school site.
- Ensure the ALR overlay was added to the online web version of the Schedule 1 Land Use
  Map to address preliminary comment from ALC and to make consistent with the draft
  and existing OCP Schedule 1 Land Use Map that indicates areas within the ALR.
- Revised all maps, figures and schedules to ensure consistent reference to Westbank
  First Nation, and to ensure some level of detail with a minimum of road network and
  parcels shown rather than just a grey or blank area.
- Corrrected master plan names referred in Note to Schedule Map, and added note to clarify the schedule would be updated following completion of updates to the Parks Master Plan and Rec Trails which are underway.
- Amend the LUD for 3088 Collens Hill Road from Low Density Residential to Natural Areas and Public Parks to reflect it actual use.
- Amend the LUD for 2605 Hebert Road from Agriculture to Natural Areas and Public Parks, except for the portion located within the ALR which are to remain as an Agriculture LUD.
- Amend the LUD along Butt Road and Old Okanagan Hwy from NAPP to Low Density Residential as per BM direction as per direction on April 12, 2023 with map showing location. This area was flagged as part of our earlier review of 10 or 15 m buffers along creeks to be included in the NAPP LUD, however this area of the "creek" is now piped and does not make sense to put into the NAPP.
- Amend the LUD along the east side of Brenda Lee Road from WUC Residential Shoulder (Area C) to WUC Commercial Core (Area B) as per Council direction on May 16, 2023.
- Revise the Growth Boundary and Raymer Comprehensive Development Planning Area to revert to the larger area included in the 2010 OCP as per Council direction on May 16, 2023, including Schedules 1 to 8, and all related maps and figures within the document.

- Revised Goat's Peak NC to include lands across Gellatly Road as per Council direction on May 16, 2023, including Schedules 1 to 8, and all related maps and figures within the document.
- Confirmed all ALR lands outsdie the Growth Boundary are designated Agriculture.
- Added Parks and Schools hatched overlay to any of the affected lands within Urban and Neighbourhood Centres
- Revised all maps, figures, and schedules to reflect changes to NCs, growth boundary, and Raymer CDP areas (Map 1 and 2, Figures 10, 11, and 13, Schedules 1, 2, 5, 6, 7 and 8)

# **DEVELOPMENT SERVICES COUNCIL REPORT**



To: Mayor and Council Date: June 13, 2023

From: Paul Gipps, CAO File No: P 21-01

Subject: P 21-01; Official Community Plan Bylaw No. 300, 2023 (Consideration of

**Financial and Waste Management Plan)** 

Report Prepared By: Carla Eaton, Senior Planner (Long Range)

#### **RECOMMENDATION** to Consider and Resolve:

**THAT** Council considers "City of West Kelowna Official Community Plan Bylaw No. 0300, 2023" in conjunction with the Financial Plan as per *Local Government Act* Section 477(3)(a)(i); and

**THAT** Council considers "City of West Kelowna Official Community Plan Bylaw No. 0300, 2023" in conjunction with the Waste Management Plan as per *Local Government Act* Section 477(3)(a)(ii).

## STRATEGIC AREA(S) OF FOCUS

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

**Pursue Economic Growth and Prosperity** – We will work with stakeholders throughout the region to advocate for and support efforts aimed at helping West Kelowna businesses prosper. With a focus on the future, we will advance opportunities to expand our economy, increase employment, and develop the community in ways that contribute towards prosperity for all.

**Strengthen Our Community** – We will provide opportunities for the residents of West Kelowna to build connections, celebrate successes, embrace the community's strengths and diversity, address shared needs, and contribute to shaping the community's future.

**Foster Safety and Well-Being** – We will pursue through direct action, advocacy, and collaboration with local and regional service providers, investments in community health, needs-based housing, emergency preparedness, policing, and other services that foster safety and well-being in West Kelowna.

#### **BACKGROUND**

The City of West Kelowna Official Community Plan Bylaw No. 0300, 2023 is being presented to Council for first reading at the Council Meeting on June 13, 2023.

In order to move the bylaw forward to Public Hearing there are specific steps that must be followed as per Section 477 of the *Local Government Act*. Section 477(3) specifies that after first reading and prior to Public Hearing of an Official Community Plan Bylaw the local government must, in sequence, consider the plan in conjunction with its financial plan and any applicable waste management plan.

## **Consideration in Conjunction with Financial Plan**

While the OCP is primarily a policy document, the plan recommends several actions to be considered as part of annual strategic planning and budget deliberations. The annual budget process creates a five-year operational plan along with a ten-year capital plan. Each plan is reviewed and updated with guidance from each of the City departments, along with the OCP and various master plans. Finance has reviewed the identified OCP actions and can confirm that short term and medium-term actions are covered in the current financial plan, either within the operating budget or capital budget as applicable. Long term actions are reviewed to plan for any future funding, and so that transfers to reserves can happen accordingly. Action items linked to reviews, analysis, growth, etc. are revisited during the annual process to incorporate any needed funding into the budget, as necessary. The City's objective is to achieve long term financial resiliency in pursuit of the vision and goals outlined in the OCP.

# **Consideration in Conjunction with Waste Management Plan**

In 2017 the Regional District of Central Okanagan Board received and approved the submission of the Solid Waste Management Plan to the Ministry of Environment for final approval. Final approval was received from the Ministry in 2020, along with inclusions to further investigate the diversion of organic waste from the Glenmore Landfill and the impacts this would have on the landfill gas collection system. As waste management is a regional function, the RDCO Solid Waste Management Plan directly applies to the City of West Kelowna. This plan provides direction for 2020 through to 2030, with the requirement for a mid-term effectiveness review before the end of 2024. The plan also authorizes the Regional District of Central Okanagan and the Member Municipalities (City of West Kelowna, City of Kelowna, District of Peachland, District of Lake Country) to manage waste in accordance with the plan.

The RDCO Engineering Services department confirms that the City of West Kelowna draft OCP furthers and supports the RDCO Solid Waste Management Plan.

Chris Anderson, Public Works Manager	
Brent Magnan, Director of Development Appr	ovals
Corinne Boback, Legislative Services Manage	er / Corporate Officer
APPROVED FOR THE AGENDA BY	
Paul Gipps, CAO	
	Powerpoint: Yes □ No ⊠

Management Plan)

# **COUNCIL REPORT**



To: Mayor and Council Date: June 13, 2023

From: Paul Gipps, CAO File No: P 23-05

Subject: Additional Construction Requirements for Construction Sites

Report Prepared by: Jeremy Frick, Building and Licensing Manager

#### **RECOMMENDATION** to Consider and Resolve:

**THAT** Council gives first, second, and third reading to the City of West Kelowna Building Regulation Bylaw Amendment No. 0086.07, 2023; and

**THAT** Council gives first, second, and third reading to the City of West Kelowna Fees and Charges Amendment Bylaw No. 0028.75, 2023; and

**THAT** Council gives first, second, and third reading to the City of West Kelowna Good Neighbour Amendment Bylaw No. 0151.03, 2023; and

**THAT** Council gives first, second, and third reading to the City of West Kelowna Ticket Information Utilization Amendment Bylaw No. 0095.49, 2023; and

**THAT** Council gives first, second, and third reading to the City of West Kelowna Ticket Information Utilization Amendment Bylaw No. 0095.50, 2023; and

**THAT** Council gives first, second, and third reading to the City of West Kelowna Bylaw Enforcement Notice Bylaw Amendment Bylaw No. 0093.51, 2023; and

**THAT** Council gives first, second, and third reading to the City of West Kelowna Bylaw Enforcement Notice Bylaw Amendment Bylaw No. 0093.52, 2023.

# STRATEGIC AREA(S) OF FOCUS

**Strengthen Our Community** – We will provide opportunities for the residents of West Kelowna to build connections, celebrate successes, embrace the community's strengths and diversity, address shared needs, and contribute to shaping the community's future.

**Foster Safety and Well-Being** – We will pursue through direct action, advocacy, and collaboration with local and regional service providers, investments in community health,

needs-based housing, emergency preparedness, policing, and other services that foster safety and well-being in West Kelowna.

#### **BACKGROUND**

In response to neighbourhood concerns, September 6, 2022 Council gave direction to staff to develop bylaw amendments that identify when a neighbourhood becomes mostly occupied, there are additional development requirements such as:

- 1. Reasonable timeframes for development to begin and be completed,
- 2. Reasonable standards for the control of dust and debris,
- 3. Reasonable times for construction noise to begin and end, and
- 4. Reasonable guidelines for the parking or storage of equipment, vehicles, and materials.
- 5. Create more penalties for enforcement.

These items are generally regulated under the following City of West Kelowna bylaws:

- Building Regulation Bylaw B0086
- Good Neighbour Bylaw B0151
- Fees and Charges Bylaw B0028
- Ticket Information Utilization Bylaw B0095
- Bylaw Notice Enforcement Bylaw B0093

#### DISCUSSION

To address Council's direction, the proposed changes include amendments to the following bylaws:

- Building Regulation Bylaw B0086
- Good Neighbour Bylaw B0151
- Fees and Charges Bylaw B0028
- Ticket Information Utilization Bylaw B0095
- Bylaw Notice Enforcement Bylaw B0093

Furthermore, the report will address additional ancillary amendments which are unrelated to Council's direction motion but represent changes that would bring the City's processes more in line with neighbouring jurisdictions. As well as, addressing issues that have arisen because of rising public awareness of radon risks, recent building code amendments and sections of the bylaws that have a history of being problematic.

# 1. Reasonable Timeframes for Development to Begin and Be Completed

# **Building Regulation Bylaw No. 0086 - Proposed Amendments**

# **Building Permit Expiration**

The current bylaw allows an indefinite period of validity, providing the builder continues to "work" on the project consistently, however that can allow some projects to go on for many years potentially impacting the surrounding properties.

The City's experience shows a firm time frame for permit validity allows for construction on the majority of projects to be completed within a two-year process. There are projects that would naturally extend beyond this period and a provision within the proposed amendment has been made to allow for permit extension. Permits that take more than 2 years would be able to receive an extension if needed and specific conditions can be applied to minimize the impacts to the neighbourhood, such as screening.

Permit extension is not meant to be automatic after two years has elapsed. The request for extension must be made in writing, and the Building Inspector can set conditions on the extension to contain the impacts of problematic sites on neighbouring properties for the extended amount of time it is taking to complete a project.

## Proposed amendments:

- 8.3 A permit shall be considered expired if:
  - 8.3.1 The construction on a project authorized by the permit is not started within 6 (six) months from the date of issuance of the permit, er,
  - **8.3.2** The work, once started, is suspended, or discontinued for a period of one year; or,
  - 8.3.3 A period of two years has lapsed since the permit issuance date.
  - 8.3.4 Notwithstanding subsection 8.3.3, a building permit may be extended, at the discretion and conditions of the building inspector, for up to one year when application for permit extension is made within one month of the expiration of the original permit and the fees outlined in the Fees and Charges Bylaw.
  - 8.3.5 The building inspector may require the temporary screening outlined in section 8.4 as a condition for permit extension.
- 8.4 Where a building permit has been extended, expired, or cancelled with construction incomplete, the building inspector may require that temporary solid screening be installed around the property in part or in whole in conformance with the following:
  - 8.4.1 temporary continuous solid screen at least 2.0m (6.6 ft) in height, measured from grade to the top of the solid screen and include an access gate acceptable to the Fire Department and all materials used for construction of the solid screen shall not consist of untreated plywood, corrugated metal or chain link fencing, except for chain link fencing that contain slat inserts to create a visual barrier,

- 8.4.2 temporary screening must be installed so as not to obstruct traffic sight lines, and
- 8.4.3 temporary screening must be added, removed and or adjusted in whole or in part at the written order of the Building Inspector.

## **Occupancy Permits**

The current language around occupancy is weak and once a conditional occupancy is granted there are no firm timeframes for completion. The change will allow the granting of provisional (temporary) occupancy with completion, dates that are proposed by the client, that give a sunset date to all provisional occupancies. As well, the City does not currently issue "occupancy permits" nor is there a process in the bylaw to grant occupancy permits, therefore, this amendment is also for the general housekeeping of the bylaw.

## Proposed amendments:

- 7.10 No owner, agent or tenant shall allow use of a project or portion of a project for which a permit is required under this bylaw, without first obtaining an occupancy permit.:
  - 7.10.1 a passed occupancy inspection with no deficiencies, or,
  - 7.10.2 written permission from the building inspector for provisional use or occupancy of the project or portion of the project for which the permit is issued.

#### 2. Reasonable Standards for the Control of Dust and Debris

#### Good Neighbour Bylaw No. 0151 – Proposed Amendments

The Good Neighbour Bylaw No. 0151 contains regulations regarding:

- Blasting,
- Street Nuisances,
- Noise.
- Property Maintenance,
- Repeat Nuisance Calls for Service, and
- Compliance Orders.

#### Control of Dust

The proposed new sections would require individuals carrying on any of the activities noted above to apply water or other dust suppressant to prevent the emission of dust so as not to disturb the peace, rest, enjoyment, comfort, or convenience of the public or to foul or contaminate the atmosphere.

Proposed amendments:

## **Dust Control**

#### 8.7 Regulations

Every person shall supply water or other dust suppressant to prevent the emission of dust that is liable to disturb the peace, rest, enjoyment, comfort, or convenience of individuals or the public or to foul or contaminate the atmosphere, including but not limited to:

- (a) carrying out construction works, excavation, repair, demolition, or any activity ancillary thereto; or
- (b) depositing, stockpiling, disturbing, or removing soil.
- 8.8 The City may issue a Notice in writing to an individual(s) not in compliance with Section 8.7 requiring the person to comply with Section 8.7.

## **Compliance Orders**

The proposed new Section 10.3.(d).(iv) Compliance Orders will contain language that authorizes the City to issue a Notice requiring compliance with the Bylaw within 24 hours, or the City may enter onto the property and bring about such compliance at the cost of the owner or other responsible person.

#### Proposed amendments:

10.3: (d)

- i) noncompliance with this Bylaw must be remedied within 14 days of the date of delivery of the Notice, or
- ii) in the case of snow, ice or rubbish on a sidewalk or footpath, within 24 hours from the time the snow, ice, or rubbish is deposited thereon, or
- iii) if a property has a history of non-compliance, a Bylaw Officer may issue an Order to remedy the non-compliance within 48 hours of the date of delivery of the Notice, or
- iv) in the case of dust, within 24 hours of the date of delivery of the Notice.

# Control of Debris

The Good Neighbour Bylaw No. 0151 allows for an order to be issued to remove unsightly accumulation of materials and rubbish from the real property that are not within normal construction standards. Additionally, the Building Regulation Bylaw No. 0086 has requirements for keeping sites tidy and providing adequate containment for the collection of construction waste materials.

#### 3. Reasonable Times for Construction Noise

The Good Neighbour Bylaw B0151 has restrictions on start and end times for construction that are consistent and, in most cases, more restrictive than our surrounding jurisdictions.

Authority Having Jurisdiction	Construction Times

City of West Kelowna (Bylaw 86)	7am to 8pm any day (bylaw 151)
City of Kelowna (Bylaw 7245)	7am to 10pm any day (bylaw 6647)
City of Penticton (Bylaw 2021-21)	7am to 10pm any day (bylaw 2012- 5030)
District of Peachland (Bylaw 2273)	7am to 9pm Monday – Friday (bylaw 2178)
	10am to 9pm Saturday (bylaw 2178)
	10am to 6pm Sunday (bylaw 2178)
District of Summerland (Bylaw 2013-017)	7am to 9pm any day (bylaw 2021-023)
Regional District of Central Okanagan (Bylaw 835)	7am to 10pm any day (bylaw 403)

# 4. Reasonable Guidelines for the Parking or Storage of Equipment, Vehicles and Materials

The Traffic Bylaw No. 00092 contains regulations for on street parking which govern acceptable standards for on street parking within the City. On site parking requirements are outlined in Zoning Bylaw No. 0265.

The Building Regulation Bylaw No. 0086 requires that every permit holder will be responsible for keeping the site in a clean and tidy condition and will be required to provide adequate containment, relative to the size of the project for which the permit was issued, for the collection of construction waste materials.

These existing bylaw requirements combined with the adjustments to fines and stop work orders (see 5. Create More Penalties for Enforcement) should provide appropriate measures to ensure compliance.

# 5. Create More Penalties for Enforcement

# <u>Building Regulation Bylaw No. 0086 – Proposed Amendments</u>

Ancillary amendments included in this report update existing fees and penalties to harmonize with other City bylaws and create a larger deterrent for bylaw contravention.

#### Stop Work Oder

Rather than restricting the issuing of "Stop Work Orders" for building and zoning bylaw offenses, this amendment will allow the inspector to halt projects for an offense against any City bylaw as it relates to the building permit.

17.1.4 issue a stop work order where a project or a portion of a project is proceeding in contravention of this bylaw or the District's zoning bylaw other City bylaws;

## PROPOSED ANCILLARY AMENDMENTS

These amendments are proposed to address additional items that would bring the City's processes more in line with neighbouring jurisdictions and to address issues that have arisen because of rising public awareness of radon risks, recent building code amendments and sections of the bylaws that have a history of being problematic.

## **Building Regulation Bylaw No. 0086 – Proposed Ancillary Amendments**

#### **Building Permit Application Expiry**

The City often receives applications that take more than 6 months to get to the issuance stage, this amendment allows the building inspector to use discretion when expiring a permit application.

## Proposed amendments:

9.2 A permit application shall expire 6 (six) months after the application date if the permit has not been issued. The materials in support of such application may be destroyed by the District where the applicant has failed to retrieve them within 2 (two) years of the date of application. may, at the discretion of the building inspector, expire 6 (six) months after the application date if the permit has not been issued.

#### Completion of Exterior Finishing

It is intended that, with the changes to Section 8 Building Permit Expiration, exterior finish will be considered when granting an extension and could be added as a condition by the Building Inspector when an extension is requested.

## Delete section 10.9 entirely

10.9 Except where prior arrangements have been made by the owner due to the size of the project, the exterior finish of a project shall be completed within 24 (twenty-four) months from the date of issuance of the permit for the project.

#### Soil Gas Control (Radon) Inspection

The existence of Radon gas has increasingly gained public awareness as well as the science behind the risks. The Okanagan is a well-known location where radon occurs, and the building code provides mandatory requirements for the mitigation system. The system is a simple rough-in while the building is being constructed but can be very costly to install as a renovation. The quality of the installation is key to the system functioning properly and by doing the inspection we can ensure some consistency in the industry and a functional installation. By implementing this new to West Kelowna inspection, we will also be more in-line with neighbouring jurisdictions' inspection process.

#### New Subclause

19.7.4 Soil Gas Control (Radon) – after placement of the depressurization pipe, clean granular fill and the air/vapour barrier but prior to pouring the concrete slab or otherwise concealing work;

## **Energy Conservation**

The provincial government has released amendments to the BC Building Code taking effect as of May 1, 2023, that mean that all new construction will be required to meet Step 3 of the building code energy conservation requirements. To meet Step 3, it is necessary for our clients to engage a licensed energy advisor as part of the design and construction process and while this was expected for the construction of new buildings, it could be quite onerous for those undertaking minor renovations and additions to their buildings.

The province has retained certain Subsections of the code that allow owners to design prescriptively rather than engaging an energy advisor. The requirements to design prescriptively are conservative in nature and are meant to offset the missing energy advisor but allow small projects to proceed with little complexity.

However, to allow the prescriptive design method, each jurisdiction must adopt through a bylaw those code requirements.

## Proposed amendment:

# 20 <u>ENERGY CONSERVATION AND REDUCTION OF GREENHOUSE GAS EMMISSIONS</u>

20.1 Pursuant to the Building Act Regulation, BC, Reg. 131/2016 2.10 Ministerial Order M40, Subsection 2.2.(4) buildings can be constructed in conformance with Subsections 9.36.2. to 9.36.4. of Division B of the BC Building Code.

#### Penalties

The amendment is meant to harmonize with the penalty language already contained in other City bylaws.

# 2021 PENALTIES

Any person who breaches any provision of this bylaw commits an offence and is liable, upon prosecution, to the penalties provided under the Offence Act.

- 21.1 Any person who violates any provision of this Bylaw, or who causes, suffers, or permits any act or thing to be done in contravention of this Bylaw, or who refuses, omits or neglects to fulfill, observe, carry out or perform any duty or obligation imposed by this bylaw, shall be liable on summary conviction to a fine not exceeding Fifty Thousand Dollars (\$50,000.00).
- 21.2 For the purposes of enforcement under this bylaw, each day the offense continues may be considered a separate punishable offense.

# **Bylaw Numbering**

Renumber all bylaw sections as required.

# Fees and Charges Bylaw B0028 - Proposed Ancillary Amendments

#### Permit Extension Fee

Add fee as follows to Schedule 2, (2) Permit Fees, Additional Building Permit Fees

Extend an existing building permit	10% of the original building permit fee,
	but in no case less than \$150

## Fees and Charges Bylaw No. 0028

• Change all reference from District of West Kelowna to City of West Kelowna

# <u>Ticket Information Utilization Bylaw No. 0095 – Proposed Ancillary Amendments</u>

The changes to Building Bylaw No. 86 and the Good Neighbour Bylaw No. 0151 require amendments to the Ticket Information Utilization Bylaw No. 0095 to add a ticketing ability for new offences and increase the current level of deterrent and ability to incentivize repeat offenders.

# Schedule 1

	Section	<u>Fine</u>
Unlawful construction	7.1	1000
Fail to obtain occupancy permit	7.10	<del>1000</del>
Failure to obtain permission to occupy	7.10.1	1000
Failure to obtain permission to occupy	7.10.2	1000
Failure to follow building inspector order	8.3.5	1000
Failure to install screening	8.4	1000
Fail to finish exterior of project	10.9	<del>100</del>
Schedule 4		
Cause a nuisance	6.1(a)	500
Permit nuisance from property	6.1(b)	500
Unsightly property	8.1(c)	<del>100</del> 500
Obstruct a fire hydrant	8.3(f)	250
Bylaw Numbering		

Padditional Sonstruction Requirements for Construction Sites

Renumber all bylaw sections as required.

# Bylaw Enforcement Bylaw No. 0093 - Proposed Ancillary Amendments

The changes to the Building Bylaw No. 86 and Good Neighbour Bylaw No. 0151 require amendments to the Bylaw Notice Enforcement Bylaw No. 0093 to add a ticketing ability for new offences and increase the current level of deterrent and ability to incentivize repeat offenders.

# Schedule 1

	<u>Section</u>	<u>Fine</u>
Unlawful construction	7.1	500
Fail to obtain occupancy permit	7.10	<del>500</del>
Failure to obtain permission to occupy	7.10.1	500
Failure to obtain permission to occupy	7.10.2	500
Failure to follow building inspector order	8.3.5	500
Failure to install screening	8.4	500
Fail to finish exterior of project	10.9	100
Schedule 4		
Cause a nuisance	6.1(a)	500
Permit nuisance from property	6.1(b)	500
Unsightly property	8.1(c)	<del>100</del> 500
Obstruct a fire hydrant	8.3(f)	250

# **Bylaw Numbering**

Renumber all bylaw sections as required.

# Good Neighbour Bylaw No. 0151 - Proposed Ancillary Amendments

# **Nuisance Activity**

The Good Neighbour Bylaw currently does not have a general offence clause for causing a nuisance. This is an important factor in the City's ability to issue the \$500.00 Repeat Nuisance Calls for Service Fee. Current bylaw language only allows for the issuance of the Repeat Nuisance Calls for Service Fee for offences specified in the Bylaw. Typically, that has been unsightly premises and excessive noise.

The recommended Bylaw amendment is designed to include all nuisance activity, not just noise or unsightliness.

The Good Neighbour Bylaw defines "Nuisance" as follows:

"Means anything that annoys, gives trouble, or that is offensive, irritating or a pest to anyone residing within the City."

The Bylaw Department has had to deal with complaints that meet the definition of nuisance activity, but there has not been a section in the Bylaw that enabled any formal enforcement.

- 6 Street Nuisances Nuisance Activity
- 6.1 No person shall:
- (a) Cause any nuisance within the City, or
- (b) Permit any real property to be used so as to cause a nuisance.

#### **Private Property Maintenance**

It is proposed to remove the word "noxious" from noxious weeds in Section 8.1(d) as weeds is a defined term in the Bylaw and it includes noxious weeds, therefore "noxious" is a redundant word and creates an exclusion of all other weeds which was never intended.

8.1. <u>Regulations(d)</u> the accumulation of dead landscaping, vegetation, noxious weeds or other growths to occur or to remain on the real property; or

#### Fire Hydrant Maintenance

The City of West Kelowna Fire Rescue Establishment and Operations Bylaw No. 2010, 0114, Section 31 Fire Hydrants, specifies a requirement for the maintenance of hydrants that are installed on private property only. The requirement is to maintain a clear and unobstructed area having a radius of (1) meter around each fire hydrant or standpipe.

The Good Neighbour Bylaw Section 8.3 already imposes a maintenance requirement on property owners to ensure that boulevards, sidewalks, and lanes adjacent to their real property are kept to reasonable standards of maintenance regarding things like weeds, rubbish, discarded materials, and hazardous objects.

It is proposed to add another subsection to Section 8.3 further requiring property owners who have a public fire hydrant adjacent their property, to maintain a clear and unobstructed area having a radius of (1) meter around the hydrant as well as from the hydrant to the roadway, which includes snow and ice.

Proposed amendment:

# Boulevard & Laneway Maintenance

# 8.3 Regulations

Every owner or occupier of real property shall maintain the sidewalk, boulevard, and land adjacent to their real property and in particular shall:

- (a) remove accumulations of filth, leaves, rubbish, discarded material, hazardous objects and materials which obstruct a drainage facility;
- (b) in keeping with the reasonable standard of maintenance in the area, keep grassed areas trimmed and free of all weeds:
- (c) keep in good repair and up to City standards, all driveway crossings;

- (d) trim and maintain all plantings;
- (e) remove all filth, leaves, rubbish, discarded materials, hazardous objects and materials from all boulevards and sidewalks.
- (f) maintain a clear and unobstructed area, including snow and ice, having a radius of 1 (one) meter around a fire hydrant, as well as a clear 1 (one) meter width from the front of the hydrant to the nearest roadway.

## **Enforcement and Penalty**

It is proposed to remove the current enforcement and penalty language in Section 11.2 and replace it with the new language reflecting the 2020 change to the Community Charter (s. 263) that increased the maximum penalty permitted for bylaw offences prosecuted under the Offence Act from \$10,000 to \$50,000.

# Proposed amendment:

11.2 Every person who contravenes or violates any provision of this Bylaw, or who suffers or permits any act or thing to be done in contravention or in violation of any provision of this Bylaw, or who neglects to do or refrains from doing anything required to be done by any provision of this Bylaw, commits an offence and, upon conviction, shall be liable to a fine or penalty not less than \$100.00 and not exceeding \$10,000.

11.2 Any person(s) who violate any provision of this Bylaw, or who causes, suffers, or permits any act or thing to be done in contravention of this Bylaw, or who refuses, omits or neglects to fulfill, observe, carry out or perform any duty or obligation imposed by this Bylaw, shall be liable on summary conviction to a fine not exceeding fifty thousand dollars (\$50,000.00).

## **Bylaw Numbering**

Renumber all bylaw sections as required.

#### FINANCIAL IMPLICATIONS

The long-term cost implications on almost all the amendments will be a minor reduction or no change.

The addition of a new inspection increases the time spent reviewing individual projects and while anticipated to have no near-term cost increase as we will be able to absorb the additional inspection with current staffing levels, long term may, speculatively, result in a minor increase.

# **COUNCIL REPORT / RESOLUTION HISTORY**

Date	Report Topic / Resolution	Resolution No.
September 6, 2022	It was moved and seconded Resolution No. C245/22 Whereas the City of West Kelowna has a building permitting system for the purpose of managing development in the City; and Whereas building permits are required to start development and follow good building practices; and Whereas development should be done in a manner that is considerate to the neighbourhood it is located in. Therefore, I ask Council to direct staff to develop bylaw amendments that identify when a neighbourhood becomes mostly occupied, there are additional development requirements such as:  Reasonable timeframes for the development to begin and be completed; Reasonable standards for the control of dust and debris; Reasonable times for construction noise to begin and abated; and Reasonable guidelines for the parking or storage of equipment, vehicles, and materials. Create more penalties for enforcement. CARRIED UNANIMOUSLY	C245/22

# **CONCLUSION**

By adopting the amendments of this bylaw, it is anticipated that the result will be a more streamlined process for building permit completion, a safer environment for citizens and the ability to more efficiently deal with citizen concerns around lengthy building processes that impacts surrounding residents.

#### **Alternate Recommendation:**

**THAT** Council postpone consideration of first, second, and third reading to the City of West Kelowna Building Regulation Bylaw Amendment No. 0086.07, 2023; and

**THAT** Council postpone consideration of first, second, and third reading to the Fees and Charges Amendment Bylaw No. 0028.75, 2023; and

**THAT** Council postpone consideration of first, second, and third reading to the City of West Kelowna Good Neighbour Amending Bylaw No. 0151.03,2023; and

**THAT** Council postpone consideration of first, second and third reading of Bylaw Enforcement Notice Bylaw Amending Bylaw No. 0093.51, 2023; and

**THAT** Council postpone consideration of first, second, and third reading to the Bylaw Enforcement Notice Bylaw Amendment Bylaw No. 0093.52, 2023; and

**THAT** Council postpone consideration of first, second and third reading of City of West Kelowna Ticket Information Utilization Amending Bylaw No. 0095.49, 2023; and

**THAT** Council postpone consideration of first, second, and third reading to the City of West Kelowna Ticket Information Utilization Amendment Bylaw No. 0095.50, 2023.

Should Council wish to postpone consideration of readings, it is requested Council provide further direction.

#### **REVIEWED BY**

Brent Magnan, Director of Development Approvals

Corinne Boback, Legislative Services Manager / Corporate Officer

#### APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

Powerpoint: Yes ⊠ No □

### Attachments:

- 1. Building Regulation Bylaw Amendment No. 0086.07
- 2. Fees and Charges Amendment Bylaw No. 0028.75
- 3. Good Neighbour Amendment Bylaw No. 0151.03
- 4. Ticket Information Utilization Amendment Bylaw No. 0095.49
- 5. Ticket Information Utilization Amendment Bylaw No. 0095.50
- 6. Bylaw Enforcement Notice Bylaw Amendment Bylaw No. 0093.51
- 7. Bylaw Enforcement Notice Bylaw Amendment Bylaw No. 0093.52

#### BYLAW NO. 0086.07

#### A BYLAW TO AMEND THE BUILDING REGULATION BYLAW

WHEREAS the Council of the City of West Kelowna desires to amend "CITY OF WEST KELOWNA BUILDING REGULATION BYLAW NO. 0086, 2009";

THEREFORE BE IT RESOLVED that the Council of the City of West Kelowna in open meeting assembled, hereby enacts as follows:

#### 1. Title

This Bylaw may be cited as the "CITY OF WEST KELOWNA BUILDING REGULATION AMENDMENT BYLAW NO. 0086.07, 2023".

# 2. Amendments

The "CITY OF WEST KELOWNA BUILDING REGULATION BYLAW NO. 0086, 2009" is hereby amended as follows:

2.1 By deleting from Section 7. PROHIBITIONS: 7.10 that reads:

"No owner, agent or tenant shall allow use of a project or portion of a project for which a permit is required under this bylaw, without first obtaining an occupancy permit."

and replace it with:

"No owner, agent or tenant shall allow use of a project or portion of a project for which a permit is required under this bylaw, without first obtaining:

- 7.10.1 a passed occupancy inspection with no deficiencies, or,
- 7.10.2 written permission from the building inspector for provisional use or occupancy of the project or portion of the project for which the permit is issued."
- 2.2 By deleting Section 8. PERMITS, sub-section 8.3 that reads:
  - "8.3 A permit shall be considered to be expired if:
    - 8.3.1 The construction on a project authorized by the permit is not started within 6 (six) months from the date of issuance of the permit; or,

8.3.2 The work, once started, is suspended or discontinued for a period of one year."

and replace it with:

- 8.3 A permit shall be considered expired if:
  - 8.3.1 The construction on a project authorized by the permit is not started within 6 (six) months from the date of issuance of the permit.
  - 8.3.2 The work, once started, is suspended or discontinued for a period of one year; or,
  - 8.3.3 A period of two years has lapsed since the permit issuance date.
  - 8.3.4 Notwithstanding subsection 8.3.3, a building permit may be extended, at the discretion and conditions of the building inspector, for up to one year when application for permit renewal is made within one month of the expiration of the original permit and the paid the fees outlined in the Fees and Charges Bylaw.
  - 8.3.5 The building inspector may require the temporary screening outlined in section 8.4 as a condition for permit extension.
- 2.3 By adding a new section 8.4 that reads:
  - "8.4 Where a building permit has been extended, expired or cancelled with construction incomplete, the building inspector may require that temporary solid screening be installed around the property in part or in whole in conformance with the following:
    - 8.4.1 a continuous solid screen at least 2.0m (6.6 ft) in height, measured from grade to the top of the solid screen and include an access gate acceptable to the Fire Department and all materials used for construction of the solid screen shall not consist of untreated plywood, corrugated metal or chain link fencing, except for chain link fencing that contain slat inserts to create a visual barrier.
    - 8.4.2 temporary screening must be installed so as not to obstruct traffic sight lines, and
    - 8.4.3 temporary screening must be added, removed and or adjusted in whole or in part at the written order of the Building Inspector."

and renumbering subsequent sections.

2.4 By deleting in its entirety Section 9. APPLICATION FOR PERMITS, 9.2 that reads:

"A permit application shall expire 6 (six) months after the application date if the permit has not been issued. The materials in support of such application may be destroyed by the City where the applicant has failed to retrieve them within 2 (two) years of the date of application."

And replace it with:

- 9.2 A permit application may, at the discretion of the building inspector, expire 6 (six) months after the application date if the permit has not been issued.
- 2.5 By deleting in its entirety Section 10 GENERAL PROVISIONS, 10.9 that reads:

"Except where prior arrangements have been made by the owner due to the size of the project, the exterior finish of a project shall be completed within 24 (twenty four) months from the date of issuance of the permit for the project."

- 2.6 By deleting from Section 17 BUILDING INSPECTOR 17.1.4 the words "the District's zoning bylaw" and replacing them with "other City bylaws";
- 2.7 By adding a new section 19.7.4 that reads:
  - "19.7.4 Soil Gas Control (Radon) after placement of the depressurization pipe, clean granular fill and the air/vapour barrier but prior to pouring the concrete slab or otherwise concealing the work;"

and renumbering subsequent sections.

- 2.8 By adding a new Section 20 <u>ENERGY CONSERVATION AND REDUCTION OF GREENHOUSE GAS EMMISSIONS that reads:</u>
  - "20 <u>ENERGY CONSERVATION AND REDUCTION OF GREENHOUSE</u> <u>GAS EMMISSIONS</u>
    - 20.1 Pursuant to the Building Act Regulation, BC, Reg. 131/2016 2.10 Ministerial Order M40, Subsection 2.2.(4) buildings can be constructed in conformance with Subsections 9.36.2. to 9.36.4. of Division B of the BC Building Code."

and renumber the subsequent sections.

2.9 By deleting in its entirety Section 21 PENALTIES that reads:

"Any person who breaches any provision of this bylaw commits an offence and is liable, upon prosecution, to the penalties provided under the Offence Act."

# And replace it with:

# 21 PENALTIES

- 21.1 Any person who violates any provision of this Bylaw, or who causes, suffers or permits any act or thing to be done in contravention of this Bylaw, or who refuses, omits or neglects to fulfill, observe, carry out or perform any duty or obligation imposed by this bylaw, shall be liable on summary conviction to a fine not exceeding Fifty Thousand Dollars (\$50,000.00).
- 21.2 For the purposes of enforcement under this bylaw, each day the offense continues may be considered a separate punishable offense.

READ A FIRST TIME READ A SECOND TIME READ A THIRD TIME THIS DAY OF ADOPTED THIS DAY OF

MAYOR
 CORPORATE OFFICER

#### BYLAW NO. 0028.75

#### A BYLAW TO AMEND THE FEES AND CHARGES BYLAW

WHEREAS the Council of the City of West Kelowna desires to amend "DISTRICT OF WEST KELOWNA FEES AND CHARGES BYLAW 2009 No 0028";

THEREFORE BE IT RESOLVED that the Council of the City of West Kelowna in open meeting assembled, hereby enacts as follows:

## 1. <u>Title</u>

This Bylaw may be cited as the "CITY OF WEST KELOWNA FEES AND CHARGES AMENDMENT BYLAW No 0028.75, 2023".

## 2. Amendments

The "DISTRICT OF WEST KELOWNA FEES AND CHARGES BYLAW 2009 No 0028" is hereby amended as follows:

- 2.1 By deleting all references to "District" and replacing with "City".
- 2.2 By deleting Schedule 2, (2) Permit Fees that reads as follows:

For construction, addition, alteration, repair, retaining walls, pool fences, sign structures, mobile home parks, campgrounds, and other construction projects or part thereof.  For site servicing permits, the Subdivision, Development Engineering and Approving Officer Fee Schedule applies.  Work without a permit or as a result of bylaw enforcement infraction with a permit value of construction less than or equal to \$2,000,000.  Work without a permit or as a result of bylaw enforcement infraction with a permit value of construction more than \$2,000,000.  Mork without a permit or as a result of bylaw enforcement infraction with a permit value of construction more than \$2,000,000.  Mork without a permit or as a result of bylaw enforcement infraction with a permit value of construction more than \$2,000,000.  Mork without a permit or as a result of bylaw enforcement infraction with a permit value of construction more than \$2,000,000.  Mork without a permit or as a result of bylaw enforcement infraction with a permit value of construction more than \$2,000,000.  Mork without a permit or as a result of bylaw enforcement infraction with a permit value of construction less than or equal to \$2,000,000.  Mork without a permit or as a result of bylaw enforcement infraction with a permit value of construction less than or equal to \$2,000,000.  Mork without a permit or as a result of bylaw enforcement infraction with a permit value of construction less than or equal to \$2,000,000.  Double all applicable fees to a maximum additional fee of \$55,000.  Double all applicable fees to a fees to a maximum additional fee of \$50,000 (subject to Director Review).  Actual Cost: damage to City owned infrastructure will be replaced at the actual cost of replacement/repair.  \$150.00 per fixture \$150.00 per fixture \$150.00 per fixture \$250.00 for each sprinkler head plue \$250.00 for each sprinkler head plue \$250.00 for each fire hydrant, hose cabinet, hose outlet, and stand pipe.  \$250.00 per southers are additional review time as determined	Type of Fee	Fee	
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For site servicing permits, the Subdivision, Development Engineering and Approving Officer Fee Schedule applies.  Work without a permit or as a result of bylaw enforcement infraction with a permit value of construction less than or equal to \$2,000,000.  Work without a permit or as a result of bylaw enforcement infraction with a permit value of construction less than or equal to \$2,000,000.  Work without a permit or as a result of bylaw enforcement infraction with a permit value of construction more than \$2,000,000.   Additional Building Permit Fees  Additional Building Permit Fees  Damage to Municipal Infrastructure.  Additional Building Permit Fees  Plumbing  Fire protection system and equipment.  Source and the actual cost damage to City owned infrastructure will be replaced at the actual cost of replacement/repair.  \$150.00 per fixture  \$150.00 for the first sprinkler head plus \$2.00 for each fire hydrant, hose cabinet, hose outlet, and stand pipe.  \$150.00 for each fire hydrant, hose cabinet, hose outlet, and stand pipe.  \$150.00  \$250.00  \$250.00  \$250.00  Additional plan review fee for minor* revisions to plans (applies to each iteration of a revised plan)  "Minor revisions include revisions which require two hours or less of additional review time as determined by the building inspector.  Additional plan review fee for major* revisions to plans (applies to each iteration of a revised plan)  "Major revisions include revisions which require more than two hours of additional review time as determined by the building inspector.  Additional plan review fee for major* revisions to plans (applies to each iteration of a revised plan)  "Major revisions include revisions which require more than two hours of			
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Additional plan review fee for minor* revisions to plans (applies to each iteration of a revised plan)  *Minor revisions include revisions which require two hours or less of additional review time as determined by the building inspector.  Additional plan review fee for major* revisions to plans (applies to each iteration of a revised plan)  *Major revisions include revisions which require more than two hours of additional review time as determined by the building inspector.  Where a project over \$2,000,001.00 has been substantially revised and warrants a new plan check and/or review by other departments (subject to Director review).  Permit transfer fee.  Alternative solution review.  Non-standard building permit review or inspections Note: e.g. A S. 57 Notice on Title, or Life and Safety or Emergency Works.  \$250.00  \$500.00 plus cost of the added or revised actual construction value 1.14% (\$11.40 per \$1000).  An additional application fee will be required and the original/ previous application fee will not be credited towards the Building Permit.  \$150.00  \$100.00 per hour with a minimum of one hour charged.	l	4000.00	
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Director review). the Building Permit.  Permit transfer fee. \$150.00  Alternative solution review. \$250.00 per submission  Non-standard building permit review or inspections Note: e.g. A S. 57 Notice on Title, or Life and Safety or Emergency Works. \$100.00 per hour with a minimum of one hour charged.			
Permit transfer fee. \$150.00  Alternative solution review. \$250.00 per submission  Non-standard building permit review or inspections Note: e.g. A S. 57 Notice on Title, or Life and Safety or Emergency Works.			
Alternative solution review. \$250.00 per submission  Non-standard building permit review or inspections Note: e.g. A S. 57 Notice on Title, or Life and Safety or Emergency Works. \$100.00 per hour with a minimum of one hour charged.	,		
Non-standard building permit review or inspections Note: e.g. A S. 57 Notice on Title, or Life and Safety or Emergency Works.  \$100.00 per hour with a minimum of one hour charged.	Permit transfer fee.	\$150.00	
Note: e.g. A S. 57 Notice on Title, or Life and Safety or Emergency Works.	Alternative solution review.	•	
Note: e.g. A S. 57 Notice on Title, or Life and Safety or Emergency Works.	Non-standard building permit review or inspections	\$100.00 per hour with a minimum of one	
Permit extension (prior to expiry). \$100.00	Emergency Works.		
	Permit extension (prior to expiry).	\$100.00	

Reductions and Refunds		
The City of West Kelowna acknowledges reliance on the certification of a Professional Engineer or Architect for the noted portions of work for which Schedules "A" and "B" of the BC Building Code has been issued.	Where a Professional Engineer or Architect registered as such under Provincial legislation that is certified and is representing themselves or acting on behalf of an applicant for the permit, the City shall reduce the building permit value by 10%.	
Permit cancellation or expiry after issuance (construction has not commenced).	75% refund of the permit fee, there is no refund of the building permit application fees noted in table 1.	
Permit cancellation after work has started.	There will be no refund of permit fees where construction has started.	

# And replacing it with:

Type of Fee	Fee		
Building Permit Fees			
For construction, addition, alteration, repair, retaining	1.14 percent of actual construction value		
walls, pool fences, sign structures, mobile home	(\$11.40 per \$1,000) with a minimum \$100.00 permit fee.		
parks, campgrounds, and other construction projects	\$100.00 permit lee.		
or part thereof.			
For site servicing permits, the Subdivision,	Fees as applicable in Schedule 3.		
Development Engineering and Approving Officer Fee			
Schedule applies.	Davida all annii adda fa a fa a maninama		
Work without a permit or as a result of bylaw	Double all applicable fees to a maximum		
enforcement infraction with a permit value of	additional fee of \$25,000.		
construction less than or equal to \$2,000,000.	Double all applicable foce to a maximum		
Work without a permit or as a result of bylaw enforcement infraction with a permit value of	Double all applicable fees to a maximum additional fee of \$50,000 (subject to		
construction more than \$2,000,000.	Director Review).		
Additional Building P	/		
Damage to Municipal Infrastructure.	Actual Cost: damage to City owned		
Damage to Municipal infrastructure.	infrastructure will be replaced at the actual		
	cost of replacement/repair.		
Plumbing	\$10.00 per fixture		
	•		
Fire protection system and equipment.	\$150.00 for the first sprinkler head <b>plus</b> \$2.00 for each sprinkler head thereafter		
	<b>plus</b> \$25.00 for each fire hydrant, hose		
	cabinet, hose outlet, and stand pipe.		
Re-inspection fee (where more than two inspections \$150.00			
have been called for).	¥100.00		
Subsequent re-inspection fee or premature inspection	\$300.00		
fee.	,		
Additional plan review fee for minor* revisions to plans \$250.00			
(applies to each iteration of a revised plan)			
*Minor revisions include revisions which require two			
hours or less of additional review time as determined			
by the building inspector.			
Additional plan review fee for major* revisions to plans	\$500.00 <b>plus</b> cost of the added or revised		
(applies to each iteration of a revised plan)	actual construction value 1.14% (\$11.40		
*Major revisions include revisions which require more	per \$1000).		
than two hours of additional review time as			
determined by the building inspector.			
Where a project over \$2,000,001.00 has been  An additional application fee v			
substantially revised and warrants a new plan check	required and the original/ previous		
and/or review by other departments (subject to	application fee will not be credited towards		
Director review).	the Building Permit.		
Permit transfer fee. \$150.00			
Alternative solution review.	\$250.00 per submission		

Non-standard building permit review or inspections Note: e.g. A S. 57 Notice on Title, or Life and Safety or Emergency Works.	\$100.00 per hour with a minimum of one hour charged.
Extend an existing building permit	10% of the original building permit fee, but in no case less than \$150
Reductions and R	Refunds
The City of West Kelowna acknowledges reliance on the certification of a Professional Engineer or Architect for the noted portions of work for which Schedules "A" and "B" of the BC Building Code has been issued.	Where a Professional Engineer or Architect registered as such under Provincial legislation that is certified and is representing themselves or acting on behalf of an applicant for the permit, the City shall reduce the building permit value by 10%.
Permit cancellation or expiry after issuance (construction has not commenced).	75% refund of the permit fee, there is no refund of the building permit application fees noted in table 1.
Permit cancellation after work has started.	There will be no refund of permit fees where construction has started.

READ A FIRST TIME READ A SECOND TIME READ A THIRD TIME THIS DAY OF ADOPTED THIS DAY OF

MAYOR
CORPORATE OFFICER

#### CITY OF WEST KELOWNA BYLAW NO. 0151.03

#### A BYLAW TO AMEND THE GOOD NEIGHBOUR BYLAW

WHEREAS the Council of the City of West Kelowna desires to amend the Good Neighbour Bylaw.

THEREFORE BE IT RESOLVED that the Council of the City of West Kelowna in open meeting assembled, hereby enacts as follows:

## 1. <u>Title</u>

This Bylaw may be cited as the "CITY OF WEST KELOWNA GOOD NEIGHBOUR AMENDMENT BYLAW NO. 0151.03, 2023."

# 2. <u>Amendments</u>

The "CITY OF WEST KELOWNA GOOD NEIGHBOUR BYLAW NO. 0151, 2018" is hereby amended as follows:

- 2.1 By deleting from Section 6 the words "Street Nuisances" and replacing it with "Nuisance Activity".
- 2.2 By adding a new Section 6.1 that reads:
  - "6.1 No person shall:
    - (a) Cause any nuisance within the City; or
    - (b) Permit real property to be used so as to cause a nuisance."

and renumber the subsequent sections.

- 2.3 By deleting from Section 8 REGULATIONS 8.1(d) the word "noxious".
- 2.4 By deleting in its entirety Section 8.3 Regulations that reads:

"Every owner or occupier of real property shall maintain the sidewalk, boulevard, and land adjacent to their real property and in particular shall:

- (a) remove accumulations of filth, leaves, rubbish, discarded material, hazardous objects and materials which obstruct a drainage facility;
- (b) in keeping with the reasonable standard of maintenance in the area, keep grassed areas trimmed and free of all weeds;
- (c) keep in good repair and up to City standards, all driveway crossings;
- (d) trim and maintain all plantings;
- (e) remove all filth, leaves, rubbish, discarded materials, hazardous objects and materials from all boulevards and sidewalks."

and replacing it with:

"Every owner or occupier of real property shall maintain the sidewalk, boulevard, and land adjacent to their real property and in particular shall:

- (a) remove accumulations of filth, leaves, rubbish, discarded material, hazardous objects and materials which obstruct a drainage facility;
- (b) in keeping with the reasonable standard of maintenance in the area, keep grassed areas trimmed and free of all weeds;
- (c) keep in good repair and up to City standards, all driveway crossings;
- (d) trim and maintain all plantings;
- (e) remove all filth, leaves, rubbish, discarded materials, hazardous objects and materials from all boulevards and sidewalks;
- (f) maintain a clear and unobstructed area, including snow and ice, having a radius of 1 (one) meter around a fire hydrant, as well as a clear 1 (one) meter width from the front of the hydrant to the nearest roadway."
- 2.5 By adding a new title to Section 8 <u>DUST</u>, Section 8.7 and 8.8 that reads:

#### "DUST Control

## 8.7 Regulations

Every person shall supply water or other dust suppressant to prevent the emission of dust that is liable to disturb the peace, rest, enjoyment, comfort, or convenience of individuals or the public or to foul or contaminate the atmosphere, including but not limited to:

- (a) carrying out construction works, excavation, repair, demolition, or any activity ancillary thereto; or
- (b) depositing, stockpiling, disturbing, or removing soil."
- 8.8 The City may issue a Notice in writing to an individual(s) not in compliance with Section 8.7 requiring the person to comply with Section 8.7."
- 2.6 By deleting in its entirety Section 10.3(d) that reads:

"(d)

- i) noncompliance with this Bylaw must be remedied within 14 days of the date of delivery of the Notice, or
- ii) in the case of snow, ice or rubbish on a sidewalk or footpath, within 24 hours from the time the snow, ice, or rubbish is deposited thereon, or
- iii) if a property has a history of non-compliance, a Bylaw Officer may issue an Order to remedy the non-compliance within 48 hours of the date of delivery of the Notice."

and replace it with:

"(d)

- i) noncompliance with this Bylaw must be remedied within 14 days of the date of delivery of the Notice, or
- ii) in the case of snow, ice or rubbish on a sidewalk or footpath, within 24 hours from the time the snow, ice, or rubbish is deposited thereon, or

- iii) if a property has a history of non-compliance, a Bylaw Officer may issue an Order to remedy the non-compliance within 48 hours of the date of delivery of the Notice. or
- iv) in the case of dust, within 24 hours of the date of delivery of the Notice."
- 2.7 By deleting in its entirety Section 11.2 that reads:
  - "Every person who contravenes or violates any provision of this Bylaw, or who suffers or permits any act or thing to be done in contravention or in violation of any provision of this Bylaw, or who neglects to do or refrains from doing anything required to be done by any provision of this Bylaw, commits an offence and, upon conviction, shall be liable to a fine or penalty not less than \$100.00 and not exceeding \$10,000."

And replace it with:

11.2 "Any person(s) who violate any provision of this Bylaw, or who causes, suffers, or permits any act or thing to be done in contravention of this Bylaw, or who refuses, omits or neglects to fulfill, observe, carry out or perform any duty or obligation imposed by this Bylaw, shall be liable on summary conviction to a fine not exceeding fifty thousand dollars (\$50,000.00)."

READ A FIRST TIME
READ A SECOND TIME
READ A THIRD TIME THIS DAY OF
ADOPTED THIS DAY OF

MAYOR
 CORPORATE OFFICER

#### BYLAW NO. 0095.49

#### A BYLAW TO AMEND THE TICKET INFORMATION UTILIZATION BYLAW

WHEREAS the Council of the City of West Kelowna desires to amend the City of West Kelowna Ticket Information Utilization Bylaw No. 0095;

THEREFORE BE IT RESOLVED that the Council of the City of West Kelowna in open meeting assembled, hereby enacts as follows:

## 1. <u>Title</u>

This Bylaw may be cited as the "CITY OF WEST KELOWNA TICKET INFORMATION UTILIZATION AMENDMENT BYLAW NO. 0095.49, 2023."

## 2. Amendments

"City of West Kelowna Ticket Information Utilization Bylaw No. 0095" is hereby amended as follows:

# 2.1 By deleting in its entirety Schedule 4 which reads:

# Schedule 4

(Bylaw No. 151)

Ticket offences for City of West Kelowna Good Neighbour Bylaw No. 0151, 2018.

	<u>Section</u>	<u>Fine</u>
Obstruct an Officer	3.1	\$1,000.00
Obstruct Entry to Property	3.2	500.00
Fail to obtain Blasting Permit	5.1	500.00
Fail to give notification to neighbourhood	5.7	500.00
Panhandle within 10 meters of Financial Institution	6.1 (a)	100.00
Panhandle within 10 meters of automated teller	6.1 (b)	100.00
Panhandle within 10 meters of a bus stop	6.1 (c)	100.00
Panhandle within 10 meters of a bus shelter	6.1 (d)	100.00
Panhandle within 10 meters of a liquor store	6.1 (e)	100.00
Panhandle from an occupant of a motor vehicle	6.2	100.00
Panhandle after sunset	6.3	100.00

Panhandle – sit or lie on a street	6.4	100.00
Continue to panhandle	6.5	100.00
Apply graffiti on property	6.6	500.00
Disturbing noise from highway or public place	7.1 (a)	500.00
Disturbing noise from property	7.1 (b)	500.00
Apparatus producing noise	7.2 (a)	500.00
Apparatus producing noise	7.2 (b)	500.00
Disturbing animal noise	7.2 (c)	100.00
Equipment producing noise	7.2 (d)	100.00
Construction noise	7.2 (e)	500.00
Inadequate boat exhaust system	7.3 (a)	100.00
Prohibited boat exhaust system	7.3(b)	100.00
Prohibited boat exhaust system	7.3(c)	100.00
Prohibited boat exhaust system	7.3(d)	100.00
Cause disturbing noise	7.3(e)	100.00
Accumulation of matter	8.1 (a)	100.00
Accumulation of rubbish around container	8.1 (b)	100.00
Unsightly property	8.1 (c)	100.00
Accumulation of vegetation	8.1 (d)	100.00
Accumulation of construction or demolition waste	8.1 (e)	100.00
Insufficient maintenance	8.3 (abcde)	100.00
Deposit hedges, rocks, gravel on boulevard	8.4	100.00
Failure to remove snow or ice	8.5 (a)	100.00
Damage to boulevard or sidewalk from equipment	8.5 (b)	100.00
Failure to remove snow or ice from the roof	8.5.(c)	100.00
Deposit snow on highway	8.5 (d)	100.00

# and replace it with:

Schedule 4 (Bylaw No. 151)

Ticket offences for City of West Kelowna Good Neighbour Bylaw No. 0151, 2018.

	<u>Section</u>	<u>Fine</u>	<u> </u>
Obstruct an Officer		3.1	\$1,000.00
Obstruct Entry to Property		3.2	500.00
Fail to obtain Blasting Permit		5.1	500.00
Fail to give notification to neighbourhood		5.7	500.00
Cause a nuisance		6.1(a)	500.00
Permit nuisance from property		6.1(b)	500.00
Panhandle within 10 meters of Financial Institution		6.2(a)	100.00
Panhandle within 10 meters of automated teller		6.2(b)	100.00
Panhandle within 10 meters of a bus stop		6.2(c)	100.00
Panhandle within 10 meters of a bus shelter		6.2(d)	100.00
Panhandle within 10 meters of a liquor store		6.2(e)	100.00
Panhandle from an occupant of a motor vehicle		6.3	100.00
Panhandle after sunset		6.4	100.00
Panhandle – sit or lie on a street		6.5	100.00
Continue to panhandle		6.6	100.00
Apply graffiti on property		6.7	500.00
Disturbing noise from highway or public place		7.1 (a)	500.00
Disturbing noise from property		7.1 (b)	500.00
Apparatus producing noise		7.2 (a)	500.00
Apparatus producing noise		7.2 (b)	500.00
Disturbing animal noise		7.2 (c)	100.00
Equipment producing noise		7.2 (d)	100.00
Construction noise		7.2 (e)	500.00
Inadequate boat exhaust system		7.3 (a)	100.00
Prohibited boat exhaust system		7.3(b)	100.00
Prohibited boat exhaust system		7.3(c)	100.00
Prohibited boat exhaust system		7.3(d)	100.00
Cause disturbing noise		7.3(e)	100.00

Accumulation of matter	8.1 (a)	100.00
Accumulation of rubbish around container	8.1 (b)	100.00
Unsightly property	8.1 (c)	500.00
Accumulation of vegetation	8.1 (d)	100.00
Accumulation of construction or demolition waste	8.1 (e)	100.00
Insufficient maintenance	8.3 (abcde)	100.00
Obstructed fire hydrant	8.3(f)	250.00
Deposit hedges, rocks, gravel on boulevard	8.4	100.00
Failure to remove snow or ice	8.5 (a)	100.00
Damage to boulevard or sidewalk from equipment	8.5 (b)	100.00
Failure to remove snow or ice from the roof	8.5.(c)	100.00
Deposit snow on highway	8.5 (d)	100.00

READ A FIRST TIME READ A SECOND TIME READ A THIRD TIME THIS DAY OF ADOPTED THIS DAY OF

M A Y O R

CORPORATE OFFICER

## BYLAW NO. 0095.50

#### A BYLAW TO AMEND THE TICKET INFORMATION UTILIZATION BYLAW

WHEREAS the Council of the City of West Kelowna desires to amend "CITY OF WEST KELOWNA TICKET INFORMATION UTILIZATION BYLAW NO. 0095, 2009".

THEREFORE BE IT RESOLVED that the Council of the City of West Kelowna in open meeting assembled, hereby enacts as follows:

## 1. <u>Title</u>

This Bylaw may be cited as the "CITY OF WEST KELOWNA TICKET INFORMATION UTILIZATION AMENDMENT BYLAW NO. 0095.52, 2023".

# 2. Amendments

The "CITY OF WEST KELOWNA TICKET INFORMATION UTILIZATION BYLAW NO. 0095, 2009".is hereby amended as follows:

2.1 By deleting Schedule 1 Ticket offences for District of West Kelowna Building Regulation Bylaw No. 0086 that reads:

#### Schedule 1

Ticket offences for District of West Kelowna Building Regulation Bylaw No. 0086

	<u>Section</u>	<u>Fine</u>
Building without permit	7.2	\$1000.00
Disobey stop work order	7.3	500.00
Disobey stop work order	7.4	500.00
Remove/tamper with stop work order notice	7.5	200.00
Obstruct Inspector	7.6	200.00
Fail to amend permit	7.7	100.00

Submit false/misleading information	7.8	100.00
Unauthorized change of occupancy	7.9	500.00
Fail to obtain occupancy permit	7.10	1000.00
Cover construction without authorization	7.11	500.00
Fail to post permit card	10.1	50.00
Fail to have documents at project site	10.2	50.00
Fail to provide Survey Certificate	10.5	50.00
Fail to provide Survey Certificate	10.6	50.00
Fail to finish exterior of project	10.9	100.00
Fail to contain Construction Waste	10.11	200.00
Fail to fence a swimming pool	12.1	200.00
Build non-compliant fence	12.2	100.00
Fail to obtain inspection	19.1	500.00

and replacing it with the following:

Schedule 1

Ticket offences for District of West Kelowna Building Regulation Bylaw No. 0086

	<u>Section</u>	<u>Fine</u>
Unlawful construction	7.1	\$1000.00
Building without permit	7.2	1000.00
Disobey stop work order	7.3	500.00
Disobey stop work order	7.4	500.00

Remove/tamper with stop work order notice	7.5	200.00
Obstruct Inspector	7.6	200.00
Fail to amend permit	7.7	100.00
Submit false/misleading information	7.8	100.00
Unauthorized change of occupancy	7.9	500.00
Failure to obtain permission to occupy	7.10.1	1000.00
Failure to obtain permission to occupy	7.10.2	1000.00
Cover construction without authorization	7.11	500.00
Failure to follow building inspector order	8.3.5	1000.00
Failure to install screening	8.4	1000.00
Fail to post permit card	10.1	50.00
Fail to have documents at project site	10.2	50.00
Fail to provide Survey Certificate	10.5	50.00
Fail to provide Survey Certificate	10.6	50.00
Fail to contain Construction Waste	10.11	200.00
Fail to fence a swimming pool	12.1	200.00
Build non-compliant fence	12.2	100.00
Fail to obtain inspection	19.1	500.00

READ A FIRST TIME READ A SECOND TIME READ A THIRD TIME THIS DAY OF

CORPORATE OFFICER

ADOPTED THIS DAY OF		
	MAYO	R

#### BYLAW NO. 0093.51

#### A BYLAW TO AMEND THE BYLAW ENFORCEMENT NOTICE BYLAW

WHEREAS the Council of the City of West Kelowna desires to amend the City of West Kelowna Bylaw Enforcement Notice Bylaw No. 0093;

THEREFORE BE IT RESOLVED that the Council of the City of West Kelowna in open meeting assembled, hereby enacts as follows:

## 1. <u>Title</u>

This Bylaw may be cited as the "BYLAW ENFORCEMENT NOTICE BYLAW AMENDMENT BYLAW NO. 0093.51, 2023."

## 2. Amendments

"Bylaw Enforcement Notice Bylaw No. 0093" is hereby amended as follows:

## 2.1 By deleting in its entirety Schedule 4 which reads:

# Schedule 4 (Bylaw No. 151)

Ticket offences for City of West Kelowna Good Neighbour Bylaw No. 0151, 2018.

	<u>Section</u>	<u>Fine</u>
Obstruct an Officer	3.1	\$500.00
Obstruct Entry to Property	3.2	500.00
Fail to obtain Blasting Permit	5.1	500.00
Fail to give notification to neighbourhood	5.7	500.00
Panhandle within 10 meters of Financial Institution	6.1 (a)	100.00
Panhandle within 10 meters of automated teller	6.1 (b)	100.00
Panhandle within 10 meters of a bus stop	6.1 (c)	100.00
Panhandle within 10 meters of a bus shelter	6.1 (d)	100.00
Panhandle within 10 meters of a liquor store	6.1 (e)	100.00
Panhandle from an occupant of a motor vehicle	6.2	100.00
Panhandle after sunset	6.3	100.00
Panhandle – sit or lie on a street	6.4	100.00

Continue to panhandle	6.5	100.00
Apply graffiti on property	6.6	500.00
Disturbing noise from highway or public place	7.1 (a)	500.00
Disturbing noise from property	7.1 (b)	500.00
Apparatus producing noise	7.2 (a)	500.00
Apparatus producing noise	7.2 (b)	500.00
Disturbing animal noise	7.2 (c)	100.00
Equipment producing noise	7.2 (d)	100.00
Construction noise	7.2 (e)	500.00
Inadequate boat exhaust system	7.3 (a)	100.00
Prohibited boat exhaust system	7.3 (b)	100.00
Prohibited boat exhaust system	7.3 (c)	100.00
Prohibited boat exhaust system	7.3 (d)	100.00
Cause disturbing noise	7.3 (e)	100.00
Accumulation of matter	8.1 (a)	100.00
Accumulation of rubbish around container	8.1 (b)	100.00
Unsightly property	8.1 (c)	100.00
Accumulation of vegetation	8.1 (d)	100.00
Accumulation of construction or demolition waste	8.1 (e)	100.00
Insufficient maintenance	8.3 (abcde)	100.00
Deposit hedges, rocks, gravel on boulevard	8.4	100.00
Failure to remove snow or ice	8.5 (a)	100.00
Damage to boulevard or sidewalk from equipment	8.5 (b)	100.00
Failure to remove snow or ice from the roof	8.5.(c)	100.00
Deposit snow on highway	8.5 (d)	100.00

and replace it with:

# Schedule 4 (Bylaw No. 151)

Ticket offences for City of West Kelowna Good Neighbour Bylaw No. 0151, 2018.

	<u>Section</u>	<u>Fine</u>
Obstruct an Officer	3.1	\$1,000.00
Obstruct Entry to Property	3.2	500.00

Fail to obtain Blasting Permit	5.1	500.00
Fail to give notification to neighbourhood	5.7	500.00
Cause a nuisance	6.1(a)	500.00
Permit nuisance from property	6.1(b)	500.00
Panhandle within 10 meters of Financial Institution	6.2(a)	100.00
Panhandle within 10 meters of automated teller	6.2(b)	100.00
Panhandle within 10 meters of a bus stop	6.2(c)	100.00
Panhandle within 10 meters of a bus shelter	6.2(d)	100.00
Panhandle within 10 meters of a liquor store	6.2(e)	100.00
Panhandle from an occupant of a motor vehicle	6.3	100.00
Panhandle after sunset	6.4	100.00
Panhandle – sit or lie on a street	6.5	100.00
Continue to panhandle	6.6	100.00
Apply graffiti on property	6.7	500.00
Disturbing noise from highway or public place	7.1 (a)	500.00
Disturbing noise from property	7.1 (b)	500.00
Apparatus producing noise	7.2 (a)	500.00
Apparatus producing noise	7.2 (b)	500.00
Disturbing animal noise	7.2 (c)	100.00
Equipment producing noise	7.2 (d)	100.00
Construction noise	7.2 (e)	500.00
Inadequate boat exhaust system	7.3 (a)	100.00
Prohibited boat exhaust system	7.3(b)	100.00
Prohibited boat exhaust system	7.3(c)	100.00
Prohibited boat exhaust system	7.3(d)	100.00
Cause disturbing noise	7.3(e)	100.00
Accumulation of matter	8.1 (a)	100.00
Accumulation of rubbish around container	8.1 (b)	100.00
Unsightly property	8.1 (c)	500.00
Accumulation of vegetation	8.1 (d)	100.00
Accumulation of construction or demolition waste	8.1 (e)	100.00
Insufficient maintenance	8.3 (abcde)	100.00
Obstructed fire hydrant	8.3(f)	250.00
Deposit hedges, rocks, gravel on boulevard	8.4	100.00

Failure to remove snow or ice	8.5 (a)	100.00	
Damage to boulevard or sidewalk from equipment	8.5 (b)	100.00	
Failure to remove snow or ice from the roof	8.5.(c)	100.00	
Deposit snow on highway	8.5 (d)	100.00	
READ A FIRST TIME READ A SECOND TIME READ A THIRD TIME THIS DAY OF ADOPTED THIS DAY OF			MAYOR
		CORPORA	TE OFFICER

## BYLAW NO. 0093.52

#### A BYLAW TO AMEND THE BYLAW NOTICE ENFORCEMENT BYLAW

WHEREAS the Council of the City of West Kelowna desires to amend "CITY OF WEST KELOWNA BYLAW NOTICE ENFORCEMENT BYLAW NO. 0093, 2010".

THEREFORE BE IT RESOLVED that the Council of the City of West Kelowna in open meeting assembled, hereby enacts as follows:

## 1. Title

This Bylaw may be cited as the "CITY OF WEST KELOWNA BYLAW NOTICE ENFORCEMENT AMENDMENT BYLAW NO. 0093.52, 2023".

# 2. Amendments

The "CITY OF WEST KELOWNA BYLAW NOTICE ENFORCEMENT BYLAW NO. 0093, 2010" is hereby amended as follows:

# 2.1 By deleting SCHEDULE A, Schedule 1 that reads:

### Schedule 1

Ticket offences for District of West Kelowna Building Regulation Bylaw No. 0086

	<u>Section</u>	<u>Fine</u>	
Building without permit	7.	2	\$500.00
Disobey stop work order	7.	3	500.00
Disobey stop work order	7.	4	500.00
Remove/tamper with stop work order notice	7.	5	200.00
Obstruct Inspector	7.	6	200.00
Fail to amend permit	7.	7	100.00

Submit false/misleading information	7.8	100.00
Unauthorized change of occupancy	7.9	500.00
Fail to obtain occupancy permit	7.10	500.00
Cover construction without authorization	7.11	500.00
Fail to post permit card	10.1	50.00
Fail to have documents at project site	10.2	50.00
Fail to provide Survey Certificate	10.5	50.00
Fail to provide Survey Certificate	10.6	50.00
Fail to finish exterior of project	10.9	100.00
Fail to contain Construction Waste	10.11	200.00
Fail to fence a swimming pool	12.1	200.00
Build non-compliant fence	12.2	100.00
Fail to obtain inspection	19.1	500.00
and replace it with		

Schedule 1

Ticket offences for District of West Kelowna Building Regulation Bylaw No. 0086

	<u>Section</u>	<u>Fine</u>
Unlawful construction	7.1	\$500.00
Building without permit	7.2	\$500.00
Disobey stop work order	7.3	500.00
Disobey stop work order	7.4	500.00

Remove/tamper with stop work order notice	7.5	200.00
Obstruct Inspector	7.6	200.00
Fail to amend permit	7.7	100.00
Submit false/misleading information	7.8	100.00
Unauthorized change of occupancy	7.9	500.00
Fail to obtain permission to occupy	7.10.1	500.00
Fail to obtain permission to occupy	7.10.2	500.00
Cover construction without authorization	7.11	500.00
Failure to follow building inspector order	8.3.5	500.00
Failure to install screening	8.4	500.00
Fail to post permit card	10.1	50.00
Fail to have documents at project site	10.2	50.00
Fail to provide Survey Certificate	10.5	50.00
Fail to provide Survey Certificate	10.6	50.00
Fail to finish exterior of project	10.9	100.00
Fail to contain Construction Waste	10.11	200.00
Fail to fence a swimming pool	12.1	200.00
Build non-compliant fence	12.2	100.00
Fail to obtain inspection	19.1	500.00

READ A FIRST TIME READ A SECOND TIME READ A THIRD TIME THIS DAY OF ADOPTED THIS DAY OF

MAYOR
CORPORATE OFFICER

# **COUNCIL REPORT**



To: Mayor and Council Date: June 13, 2023

From: Paul Gipps, CAO

Subject: Complete Communities Program Application

Report Prepared by: Jason Luciw, Senior Advisor, Communications and Engagement

#### **RECOMMENDATION** to Consider and Resolve:

**THAT** Council direct staff to apply to the Complete Communities Program, seeking \$150,000, to support the creation of the City of West Kelowna's Infill Housing Strategy; and

**THAT** Council agree to amend the 2023 to 2027 Financial Plan, as may be required, to reflect any grant funding contributed towards the City's Infill Housing Strategy; and

**THAT** Council direct staff to manage the grant in accordance with the Complete Community Program's requirements; and

**THAT** Council authorize the Mayor and/or the Chief Administrative Officer to execute the required contribution agreement for a successful grant application.

#### STRATEGIC AREAS OF FOCUS

**Pursue Economic Growth and Prosperity** – We will work with stakeholders throughout the region to advocate for and support efforts aimed at helping West Kelowna businesses prosper. With a focus on the future, we will advance opportunities to expand our economy, increase employment, and develop the community in ways that contribute towards prosperity for all.

**Strengthen Our Community** – We will provide opportunities for the residents of West Kelowna to build connections, celebrate successes, embrace the community's strengths and diversity, address shared needs, and contribute to shaping the community's future.

**Foster Safety and Well-Being** – We will pursue through direct action, advocacy, and collaboration with local and regional service providers, investments in community health, needs-based housing, emergency preparedness, policing, and other services that foster safety and well-being in West Kelowna.

#### **BACKGROUND**

The Province of B.C. is providing \$10 million in total grant funding under the Complete Communities Program to help local governments make evidence-based land use decisions that provide more diverse housing within a 20-minute walk of amenities, job opportunities, and services.

Local governments must use funds for planning-based initiatives to address the current level of community completeness, to identify opportunities and challenges, and to develop potential actions, that align with community goals, to become more complete. The program offers 100 per cent funding, up to \$150,000.00, to help meet these objectives.

The application deadline is June 16. Funding decisions are expected in September. Funded activities must be completed within one year of grant approval. A Council resolution, which indicates support of the proposed initiatives and directs staff to manage the grant in keeping with the program's objectives, is also required.

#### DISCUSSION

The Complete Communities Program aligns with the CleanBC Roadmap to 2030, which is the Province of B.C.'s guidepost plan to address climate change and build a cleaner economy over the next decade.

B.C. local governments, including West Kelowna, are signatories to the Climate Action Charter and the Province is asking them to fulfill charter commitments by, among other actions, creating more complete communities, which: offer diverse housing types that address local needs and accommodate all age groups; create service, employment, and amenity hubs within a 20-minute walk of housing; allow for more compact and efficient infrastructure, maximizing the life of assets; and reduce greenhouse emissions.

Staff propose that the City apply to the program to fund an Infill Housing Strategy with four lenses – housing, daily needs, transportation, and infrastructure – that will identify actions that align with, and meet the objectives of, the Official Community and Transportation Master Plan Updates. The strategy will also identify how to increase affordable housing choices for homeowners and renters, encourage denser mixed-use development in or near urban centres, and work with Westbank First Nation to identify complimentary housing opportunities.

The City is currently completing its Housing Strategy to address the gaps and needs that the 2022 Housing Needs Assessment identified and to align with the Official Community Plan Update's Growth Concept through achievable policies and actions.

West Kelowna's population has increased more than 20 per cent in the past decade, according to BC Stats. The City is projected to gain 20,000 new residents, with a respective need of several thousand homes, in a variety of types, over the next 20 years.

Staff recommend an Infill Housing Strategy be completed over the next 12 to 15 months to complement the work of the Housing Strategy. The infill strategy should specifically identify actions that will facilitate denser development, seek community members' and

stakeholders' input and address means of infilling specified neighbourhoods, particularly those closest to established urban centres, while respecting their unique characteristics.

#### FINANCIAL IMPLICATIONS

The City has prepared a budget estimate of \$183,184.28 for an Infill Housing Strategy, of which \$33,188.28 would be in-kind City costs of existing staff time, covered within the approved 2023 budget. A consultant assignment of \$136,360, to be fully funded by a Complete Communities Program grant, would assist staff in creating the strategy. Staff propose that the budget include a 10 per cent contingency and that the grant application request total funds of \$149,996. This proposal would result in no additional budget costs to the City; however, a 2023 to 2027 Financial Plan amendment would be required to reflect any provincial grant funds being contributed to creating an Infill Housing Strategy.

#### COUNCIL REPORT / RESOLUTION HISTORY

Date	Report Topic / Resolution	Resolution No.
May 5, 2021	UBCM Grant – Housing Needs Assessment Council resolved to submit a UBCM Application for a Housing Needs Report Program Grant. CARRIED UNANIMOUSLY	C196/21

#### CONCLUSION

The Province of B.C. is seeking stronger commitments and actions from all municipalities, including West Kelowna, to address climate change. An Infill Housing Strategy would help the City achieve this objective by identifying means of creating a more complete and compact community, which the 20-Year Community Vision recommends. The Complete Communities Program application could fully fund the infill strategy.

#### **Alternate Recommendation** to Consider and Resolve:

**THAT** Council direct staff to seek an alternative project and apply to the January 12, 2024 Complete Communities Program intake, should funds be available; or,

**THAT** Council direct that staff not apply under the Complete Communities Program.

REVIEWED BY			
Brent Magnan, Director of Developm	nt Approvals		
Warren Everton, Director of Finance/	CFO		
Corinne Boback, Legislative Services	Manager / Corporate	e Officer	
APPROVED FOR THE AGENDA BY			
Paul Gipps, CAO			
		PowerPoint: Yes □	No ⊠

# **DEVELOPMENT SERVICES COUNCIL REPORT**



To: Mayor and Council Date: June 13, 2023

From: Paul Gipps, CAO File No: A 23-02

Subject: A 23-02; Non-Farm Use Application; 1221 Hudson Road and 3044

**Sandstone Drive** 

Report Prepared By: Yvonne Mitchell, Planner II

#### **RECOMMENDATION** to Consider and Resolve:

**THAT** Council support the Non-Farm Use Application to allow for all school district-related uses at 1221 Hudson Road and 3044 Sandstone Drive for as long as the properties are owned and operated by the School District; and

**THAT** Council direct staff to forward the application to the Agricultural Land Commission for consideration.

# STRATEGIC AREA(S) OF FOCUS

**Pursue Economic Growth and Prosperity** – We will work with stakeholders throughout the region to advocate for and support efforts aimed at helping West Kelowna businesses prosper. With a focus on the future, we will advance opportunities to expand our economy, increase employment, and develop the community in ways that contribute towards prosperity for all.

#### **BACKGROUND**

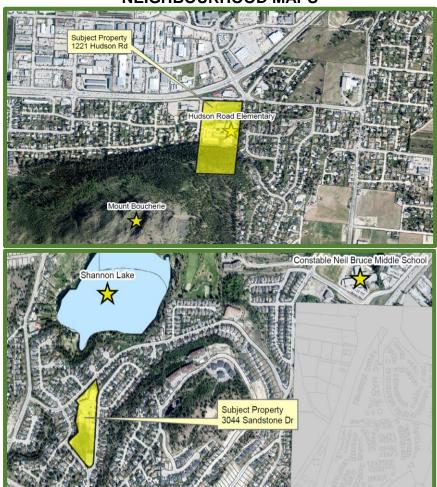
This application involves two properties. The first property, located at 1221 Hudson Road, is within the Lakeview Heights neighbourhood, and is occupied by Hudson Road Elementary School. A building permit has been issued for a childcare facility in the northwestern corner of this property but has not been constructed at this time. The second property, located at 3044 Sandstone Drive, is within the Shannon Lake neighbourhood, and is occupied by Shannon Lake Elementary School. Hudson Road Elementary School was constructed in 1974, and Shannon Lake Elementary was constructed in 1993. Both properties are within the Agricultural Land Reserve (ALR).

Given their long-term institutional use, an application was made to exclude these properties from the ALR in 2019. The application was supported by City Council but denied by the Agricultural Land Commission. The Commission's decision included that

although the properties are utilized for institutional uses, the properties are relatively large, have agricultural capability, and only a portion of the properties is covered in institutional uses. Hence the properties could serve an agricultural purpose in the future. For these reasons, exclusion from the ALR was refused.

PROPERTY DETAILS					
Address		1221 Hudson Road and 3044 Sandstone Drive			
PID		010-346-961	and 004-771-1	133	
Folio		36412732.000	and 364141	14.442	
Lot Size		19.51 acres (7	'8954.2m2) aı	nd 7.14 ac	cres (28894.6m2)
Owner	of Scho	ard of School Trustee ool District No ntral Okanagan)	s <b>Agent</b>		on Tartaglia lia Planning ting)
Current Zoning	Instituti Zone (I	ional and Assembly P2)	Proposed	l Zoning	N/A
<b>Current OCP</b>	Instituti	onal	Proposed	OCP	N/A
<b>Current Use</b>	Educat	ional Facility	Proposed	Use	N/A
Development Permit Areas N/A					
Hazards		None			
Agricultural Land Reserve Yes					
ADJACENT ZONING & LAND USES - 1221 Hudson Road					
North	A	Gasoline Service S			
East	>	Single Detached Re			, (00)
West	<	Single Detached Re Assembly Zone (P2	esidential Zon	e (R1), Ins	
South	٧	Parks And Open Sp	ace Zone (P1	1)	
ADJACENT ZONING & LAND USES - 3044 Sandstone Drive					
North	۸	Single Detached Re	esidential Zon	e (R1)	
East	>	Single Detached Re	esidential Zon	e (R1)	
West	<	Single Detached Re	esidential Zon	e (R1)	
South	V	Single Detached Re	esidential Zon	e (R1)	

# **NEIGHBOURHOOD MAPS**



# **PROPERTY MAPS**



# **Legislative Requirements**

Under Section 20 of the *Agricultural Land Commission Act* (ALCA) an owner may apply to the Agricultural Land Commission (ALC) for a non-farm use. Under Section 34.1 of the ALCA such application must not proceed to the ALC for consideration unless authorized by a resolution of the local government.

# **Proposal**

This application is for a non-farm use in the Agricultural Land Reserve. The proposal is to allow for all school district-related uses, including but not limited to changes/additions to school-related buildings and structures, playgrounds, parking areas and driveways within the school footprint areas shown in Figure 1 below. The School District requests that the school-related non-farm uses within the school-related footprints be approved for as long as the properties are owned and operated by the School District.



Figure 1: School footprint areas outlined in yellow. Hudson Road Elementary School on the left and Shannon Lake Elementary School on the right.

# **Applicant's Rationale**

This non-farm use application is a way to solve the continued critical educational capacity challenges the School District is facing, while still protecting the opportunities for agriculture on the two subject properties in the future. The intent of the school footprint areas is to provide certainty for the Ministry of Education during their budget deliberations for school improvement funding requests, and certainty for the ALC that the undeveloped portions of the properties remain available for agricultural purposes in the future. For more

detail, please see the applicant's application to the Agricultural Land Commission, Elementary School Checklist, and Proposal Summary (Attachments 1-3).

#### DISCUSSION

# **Policy and Bylaw Review**

# Official Community Plan Bylaw No. 0100

Land Use Designation

The Land Use Designation for the subject properties are Institutional. The built form/land use for the Institutional Land Use Designation is schools, community centres, fire halls, health centres and other associated uses. The purpose of the Institutional Land Use Designation is to provide for institutional uses that support governance, health, culture, and learning. The proposal is consistent with the Institutional Land Use Designation.

# Zoning Bylaw No. 0265

The subject properties are zoned Institutional and Assembly Zone (P2). The P2 Zone permits principal uses, including education facility. The proposal is consistent with the uses permitted in the P2 Zone.

If this non-farm use application is approved, future uses will need to meet the permitted uses in the P2 Zone, as well as other requirements such as height and setbacks.

# Agricultural Plan

One of the recommendations in the Agricultural Plan is Recommendation 11: "Protection of Agricultural Land". The plan includes a variety of policies to achieve this recommendation, including the following:

"The City of West Kelowna supports limiting of the amount of land used by residences and buildings on agricultural land to ensure a maximum amount of the land is available for agricultural production."

The proposal aligns with the Plan by limiting the non-farm uses proposed to specified school footprint areas and leaving the remaining land available for agricultural production.

# Agricultural Land Commission Act and Agricultural Land Reserve Use Regulation

As per s.20 of the *Agricultural Land Commission Act*, a person must not use land within the Agricultural Land Reserve (ALR) for a non-farm use unless permitted under the *Agricultural Land Reserve Use Regulation*. The proposed use is not a non-farm use permitted in the Agriculture Land Reserve, and as such the applicant has applied to the ALC for permission.

#### **Referral Comments**

The application was referred to various external agencies and internal departments. The referral comments received did not include any objections to the application.

# Agricultural Advisory Commission (AAC)

The AAC considered the application on May 3, 2023, and carried the following motion:

**"THAT** the Agricultural Advisory Committee support application A 23-02; Non-Farm Use Application; 1221 Hudson Road and 3044 Sandstone Drive."

#### CONCLUSION

The proposed non-farm use application is consistent with the Land Use Designation in the Official Community Plan, and the proposed uses align with the permitted uses in the Institutional and Assembly Zone (P2). The application aligns with the Agricultural Plan by limiting the non-farm uses proposed to specified school footprint areas and leaving the remaining land available for agricultural production. The application was supported by the City's Agricultural Advisory Committee.

#### Alternate Recommendation to Consider and Resolve:

- 1. **THAT** Council direct staff to forward the application to the Agricultural Land Commission for formal consideration.
  - Should Council choose this motion, a local government report will be sent to the ALC advising that Council does not wish to support or deny the application. By forwarding the application, Council is deferring to the ALC for a formal decision.
- 2. **THAT** Council not support the Non-Farm Use Application to allow for all school district related uses at 1221 Hudson Road and 3044 Sandstone Drive for as long as the properties are owned and operated by the School District; and

**THAT** Council direct staff to close the file.

# **REVIEWED BY**

Chris Oliver, Planning Manager

Brent Magnan, Director of Development Approvals

Corinne Boback, Legislative Services Manager / Corporate Officer

APPROVED FOR THE AGENDA BY		
Paul Gipps, CAO		
	Powerpoint: Yes ⊠	No □
Attachments: 1. ALC Application 2. Elementary School Checklist 3. Proposal Summary		



# Provincial Agricultural Land Commission - Applicant Submission

**Application ID:** 66985

**Application Status:** Under LG Review

**Applicant:** The Board of School Trustees of School District No.23 (Central Okanagan)

**Agent:** Tartaglia Planning Consulting **Local Government:** City of West Kelowna **Local Government Date of Receipt:** 03/03/2023

ALC Date of Receipt: This application has not been submitted to ALC yet.

Proposal Type: Non-Farm Use

**Proposal:** Based on the ALC's previous decisions and feedback, the School District has been working to solve the continued critical school capacity challenges they are facing, while still protecting the opportunities for agriculture on the two subject properties in the future.

The non-farm use request for the Commissions consideration is to allow for all school district related uses, including but not limited to changes/additions to school related buildings and structures, playgrounds, parking areas and driveways within the school footprint area. The General Elementary School Site Amenities document included as part of the ALC Decision #348/2019 would be the guiding document for the definition of school district related uses. Any proposed non-farm uses outside of the school footprint, with the exception of maintenance of the school fields and landscaping, would continue to require individual application approval by the ALC as per the ALC Act and regulations. The School District requests that the school related non-farm use within the school related footprint be approved for as long as the properties are owned and operated by the School District.

The intent of this school non-farm use footprint is to provide certainty for the Ministry of Education during their budget deliberations for school improvement funding requests, and certainty for the ALC that the undeveloped portions of the properties remain available for agricultural purposes in the future.

Further details are provided in the attached Proposal Summary.

# **Agent Information**

**Agent :** Tartaglia Planning Consulting

**Mailing Address:** 



# **Parcel Information**

# Parcel(s) Under Application

1. **Ownership Type:** Fee Simple **Parcel Identifier:** 010-346-961

Legal Description: LOT 45 DISTRICT LOT 506 OSOYOOS DIVISION YALE DISTRICT PLAN

5381

Parcel Area: 7.9 ha

Civic Address: 1221 Hudson Road, West Kelowna, BC, V1Z 1J5

**Date of Purchase :** 01/06/1974 **Farm Classification :** No

**Owners** 

1. Name: The Board of School Trustees of School District No.23 (Central Okanagan)

Address:



2. **Ownership Type :** Fee Simple **Parcel Identifier :** 004-771-133

Legal Description: LOT 111 DISTRICT LOT 2599 OSOYOOS DIVISION YALE DISTRICT

PLAN 27602 EXCEPT PLAN 32367

Parcel Area: 2.9 ha

Civic Address: 3044 Sandstone Crescent, West Kelowna, BC,

**Date of Purchase:** 01/01/1974 **Farm Classification:** No

**Owners** 

1. Name: The Board of School Trustees of School District No.23 (Central Okanagan)

Address:



# Ownership or Interest in Other Lands Within This Community

1. **Ownership Type :** Fee Simple **Parcel Identifier :** 007-928-190

Owner with Parcel Interest: The Board of School Trustees of School District No.23 (Central

Okanagan)

Parcel Area: 5.65 ha

**Land Use Type :** Civic/Institutional **Interest Type :** Full Ownership

2. **Ownership Type :** Fee Simple **Parcel Identifier :** 004-771-133

Page 656 of 681

**Applicant:** The Board of School Trustees of School District No.23 (Central Okanagan)

Owner with Parcel Interest: The Board of School Trustees of School District No.23 (Central

Okanagan)

Parcel Area: 2.9 ha

Land Use Type: Civic/Institutional Interest Type: Full Ownership

3. **Ownership Type:** Fee Simple **Parcel Identifier:** 024-367-745

Owner with Parcel Interest: The Board of School Trustees of School District No.23 (Central

Okanagan)

Parcel Area: 2.4 ha

**Land Use Type :** Civic/Institutional **Interest Type :** Full Ownership

4. Ownership Type: Fee Simple Parcel Identifier: 023-019-093

Owner with Parcel Interest: The Board of School Trustees of School District No.23 (Central

Okanagan)

Parcel Area: 2.6 ha

**Land Use Type :** Civic/Institutional **Interest Type :** Full Ownership

5. Ownership Type: Fee Simple Parcel Identifier: 005-725-593

Owner with Parcel Interest: The Board of School Trustees of School District No.23 (Central

Okanagan)

Parcel Area: 3.9 ha

**Land Use Type :** Civic/Institutional **Interest Type :** Full Ownership

6. **Ownership Type:** Fee Simple **Parcel Identifier:** 026-863-740

Owner with Parcel Interest: The Board of School Trustees of School District No.23 (Central

Okanagan)

Parcel Area: 4.3 ha

Land Use Type: Civic/Institutional Interest Type: Full Ownership

7. **Ownership Type:** Fee Simple **Parcel Identifier:** 026-863-758

Owner with Parcel Interest: The Board of School Trustees of School District No.23 (Central

Okanagan)

Parcel Area: 0.9 ha

**Land Use Type :** Civic/Institutional **Interest Type :** Full Ownership

8. **Ownership Type:** Fee Simple **Parcel Identifier:** 015-490-271

Owner with Parcel Interest: The Board of School Trustees of School District No.23 (Central

Okanagan)

Parcel Area: 2.2 ha

**Land Use Type :** Civic/Institutional **Interest Type :** Full Ownership

9. **Ownership Type:** Fee Simple **Parcel Identifier:** 005-015-715

Owner with Parcel Interest: The Board of School Trustees of School District No.23 (Central

Okanagan)

Parcel Area: 5.6 ha

Land Use Type: Civic/Institutional Interest Type: Full Ownership

10. **Ownership Type :** Fee Simple **Parcel Identifier :** 025-670-654

Owner with Parcel Interest: The Board of School Trustees of School District No.23 (Central

Okanagan)

Parcel Area: 2.4 ha

**Land Use Type :** Civic/Institutional **Interest Type :** Full Ownership

11. **Ownership Type**: Fee Simple **Parcel Identifier**: 004-772-687

Owner with Parcel Interest: The Board of School Trustees of School District No.23 (Central

Okanagan)

Parcel Area: 2.4 ha

Land Use Type: Civic/Institutional Interest Type: Full Ownership

12. **Ownership Type :** Fee Simple **Parcel Identifier :** 023-652-900

Owner with Parcel Interest: The Board of School Trustees of School District No.23 (Central

Okanagan)

Parcel Area: 2.8 ha

**Land Use Type :** Civic/Institutional **Interest Type :** Full Ownership

13. **Ownership Type :** Fee Simple **Parcel Identifier :** 020-863-758

Owner with Parcel Interest: The Board of School Trustees of School District No.23 (Central

Okanagan)

Parcel Area: 0.9 ha

**Land Use Type :** Civic/Institutional **Interest Type :** Full Ownership

#### **Current Use of Parcels Under Application**

# 1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).

N/A

The two properties have been utilized as elementary schools for over 40 years.

# 2. Quantify and describe in detail all agricultural improvements made to the parcel(s).

N/A

The two properties have been utilized as an elementary school for over 40 years.

## 3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).

The two properties have been utilized as elementary schools for over 40 years.

## **Adjacent Land Uses**

# North

Land Use Type: Other

Specify Activity: Property 1: Hudson Road (Sonic Car Wash); Property 2: Residential

# **East**

Land Use Type: Other

**Specify Activity:** Property 1: Single Family Homes, Property 2: Residential

# South

Land Use Type: Other

Specify Activity: Property 1: Public Park: Mount Boucherie; Property 2: Residential

#### West

Land Use Type: Other

Specify Activity: Property 1: Alhambra Road (Single Family Homes & a Church); Property 2: Residential

# **Proposal**

# 1. How many hectares are proposed for non-farm use?

*5 ha* 

# 2. What is the purpose of the proposal?

Based on the ALC's previous decisions and feedback, the School District has been working to solve the continued critical school capacity challenges they are facing, while still protecting the opportunities for agriculture on the two subject properties in the future.

The non-farm use request for the Commissions consideration is to allow for all school district related uses, including but not limited to changes/additions to school related buildings and structures, playgrounds, parking areas and driveways within the school footprint area. The General Elementary School Site Amenities document included as part of the ALC Decision #348/2019 would be the guiding document for the definition of school district related uses. Any proposed non-farm uses outside of the school footprint, with the exception of maintenance of the school fields and landscaping, would continue to require individual application approval by the ALC as per the ALC Act and regulations. The School District requests that the school related non-farm use within the school related footprint be approved for as long as the properties are owned and operated by the School District.

The intent of this school non-farm use footprint is to provide certainty for the Ministry of Education during their budget deliberations for school improvement funding requests, and certainty for the ALC that the

**Applicant:** The Board of School Trustees of School District No.23 (Central Okanagan)

undeveloped portions of the properties remain available for agricultural purposes in the future.

Further details are provided in the attached Proposal Summary.

3. Could this proposal be accommodated on lands outside of the ALR? Please justify why the proposal cannot be carried out on lands outside the ALR.

No.

See attached Proposal Summary for further detail and supporting rationale.

**4.** Does the proposal support agriculture in the short or long term? Please explain. *See Proposal Summary* 

5. Do you need to import any fill to construct or conduct the proposed Non-farm use? No

# **Applicant Attachments**

- Agent Agreement Tartaglia Planning Consulting
- Proposal Sketch 66985
- Other correspondence or file information Context Maps
- Other correspondence or file information Proposal Summary
- Other correspondence or file information GENERAL ELEMENTARY SCHOOL SITE AMENITIES
- Certificate of Title 010-346-961
- Certificate of Title 004-771-133

# **ALC Attachments**

None.

#### **Decisions**

None.

#### **GENERAL ELEMENTARY SCHOOL SITE AMENITIES**

- School facilities should be located on a 6 acre portion of land that can be subdivided in the School District's name. Any sports fields, play areas, driveways or parking lots that cross property boundaries will require a joint use agreement.
- Consider ease of maintenance and safety in all design aspects

#### **Vehicles & Access**

- Provide drop off area for school buses –including student wait area close to school entry
- Provide drop off area for parents –with clear direct pedestrian access route to school building
- Provide staff & public parking lot to meet municipal bylaws
- Provide for emergency and service vehicle parking
- Provide for barrier free pedestrian access to school and around perimeter of school building
- Efforts should be made to separate main vehicular traffic uses from each other and from pedestrian traffic. Student exits from site should avoid crossing driveway, bus area and parking lot.
- Provide for delivery truck access
- Minimize impact of traffic flow and noise on school as much as possible
- Provide for parking lot and driveway lighting
- Layout should also facilitate ease of snow clearing
- Provide bike racks equal to 50% of student capacity
- Provide screened dumpster area

#### **Play & Sports Areas**

- Provide hard surface play court area (basketball, game lines etc etc)
- Provide full size youth regulation size soccer field
- If possible, provide 2nd ½ size primary or practice field (if site permits)
- Provide standard playground equipment area (swings, seesaws, climbing bars)
- Provide Adventure playground area
- Provide small jump pit area
- Provide barriers to sports fields -& gated access for service/maintenance vehicles
- Provide backstop for youth ball diamond

#### Landscaping

- Provide fencing around site for safety & security
- Meet local municipal landscape requirements.
- Provide sustainable plantings; hardy, durable and low water requirements
- Provide xerioscaping plantings where appropriate
- Provide for good surface drainage
- Provide area for 2 flagpoles

Note: After hours the site will be used by people of all ages for structured community athletics as well as visits by individuals, families and other groups looking for parks & recreation facilities, and should be planned appropriately.

#### **EXECUTIVE SUMMARY:**

This is a non-farm use request to the ALC to allow for continued school related uses on a defined portion of two existing West Kelowna school properties located in the ALR. This request defines a non- farm use area on each of the ALR parcels referenced as the *school related footprint* ("school footprint"), which is based on the existing school use footprint and does not propose further impermeable encroachment into the prime agricultural lands, which including the school fields. The request to the ALC is to allow all school related development within this school footprint without any further non-farm use approvals from the ALC for as long as the School District owns the two school properties. The intent of this school non-farm use footprint is to provide certainty for the Ministry of Education during their budget deliberations for school improvement funding requests, and certainty for the ALC that the undeveloped portions of the properties remain available for agricultural purposes in the future.

Property	Proposed School Footprint	Remaining Lands Available for Agricultural Opportunities
Hudson Road Elementary School	3.3 ha	2.5 ha
Shannon Lake Elementary School	1.68 ha	1.2 ha

#### WESTSIDE SCHOOL PLANNING BACKGROUND:

With the continued population growth and associated redevelopment of the Greater Westside, school enrolment and demands on the westside schools are increasing and the westside schools are facing significant capacity challenges. In June 2021, the Central Okanagan Public School (SD#23) prepared an updated Long Range Facility Plan (LRFP). The plan was prepared as a guidance document that provides a broad vision and identifies the need for capital projects throughout the School District. Fundamentally, the LRFP is the School District's version of an Official Community Plan as it considers:

- Educational and operational program requirements and trends,
- Current and 10 year projection in enrolments, and community demographics,
- Operating capacities, utilization, and condition of existing facilities, including temporary accommodation and/or rental facilities,
- Current and anticipated changes in land use, and
- Future trends or anticipated new initiatives, including both those of the school district and the government, and transportation of students.

Currently there are twelve elementary schools on the westside, and enrolment projections show that all twelve elementary schools are exceeding their operational capacity<sup>1</sup>. The 2021 LRFP recommended a range of action items to address this westside school capacity crisis, which are illustrated in the table below.

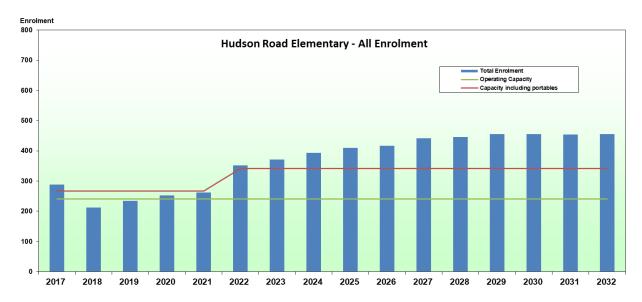
Westside Area Recommendations

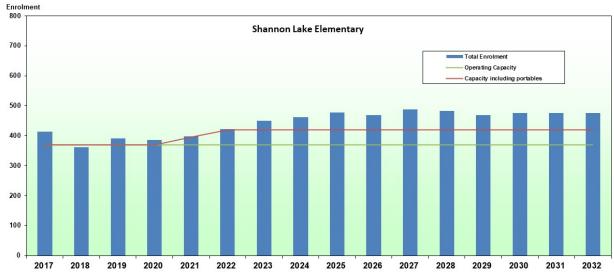
Westside Area Recommendations	
Recommendation	Timeline
Complete a catchment area review to address emergent issues and to revise elementary, middle and secondary school catchment areas for the opening of the new Westside Secondary School to distribute the population more evenly.	Fall 2021
Construct addition to Shannon Lake Elementary*	Target opening by Fall 2026
Construct addition to Hudson Road Elementary*	Target opening by Fall 2026
Construct a Secondary School on the Westside*	Target opening by Fall 2025
Construct new Elementary/Middle School on Smith Creek Property*	Target opening by Fall 2027
Catchment Area Review - Westside Middle Schools	Fall after approval of Smith Creek Middle
Acquire Land for new School within the Goat's Peak area*	Target acquisition by Fall 2025
Catchment Area Review - Westside Elementary	Fall after approval of Goat's Peak Elementary

\*Subject to Government funding approvals

<sup>&</sup>lt;sup>1</sup> The LRFP confirms that there is a capacity challenge for the middle schools and high school as well, however, this proposal focused on the elementary school challenge.

Since the LRFP was released in 2021, the School District has completed a Westside catchment boundary adjustment and is currently in the process of demolishing one of the elementary school and constructing a high school on the site, and has repurposed a closed school, used as a recreation facility, back into an elementary school<sup>2</sup> to help distribute the students. While catchment boundary adjustments and existing school conversions by the School District have helped redistribute the students throughout the westside, the new School District enrollment projections show that most of the elementary schools will continue to operate beyond their facility capacities<sup>3</sup>, and the expansion of Hudson Road Elementary School and Shannon Lake Elementary School have been identified as priority projects within the District. As illustrated in the charts below, even with additional temporary portables, the two schools cannot accommodate the student enrollment demands (note: the below enrolment projections reflect the school capacities after the catchment boundary adjustments).





<sup>&</sup>lt;sup>2</sup> Webber Road Community Centre

<sup>&</sup>lt;sup>3</sup> The School District prepares annual enrollment projections for each school. These projections are based on the population projections, existing land uses, residential development projects underway and the City's proposed growth management plan. Enrollment projects for all Westside Elementary Schools is available should the ALC wish to review these projections.

Application ID: 66985 -Non-Farm Use

#### BACKGROUND ON SUBJECT PROPERTIES:

The two subject properties have been used for institutional uses for 20 to 50 years. Hudson Road Elementary School was built in 1974 and has been operating continuously as an elementary school since that date. Shannon Lake Elementary School, which was approved by the Commission and built in 1993, has been operating continuously as an elementary school since that date.

In 2019, the School District requested that the ALC exclude three existing West Kelowna school sites from the ALR, including the two subject properties<sup>4</sup>. The Commissioners denied the School District's request to exclude the school properties; however, given the properties' current and previous institutional use, the Executive Committee approved a non-farm use to add portables to accommodate the growing number of students in the neighbourhood catchment area, and upgrade or improve general elementary school site amenities on the properties for the 2019/2020 school year.

The School District appreciates that the ALC has since delegated authority to the ALC's CEO to consider non-farm use applications to place portables on an existing school site; however, as illustrated in the enrolment projection charts above, even with the placement of temporary portables, the two schools will exceed their operational capacity.

In their 2019 decision, the ALC Executive Committee acknowledged that the parcels are bordered on all sides by non-ALR residential development and are currently utilized for institutional uses. Despite this, the Executive Committee found that the two school sites had prime agricultural capability, are relatively large with only a portion of the parcels covered in institutional uses, and therefore, the parcels could serve an agricultural purpose in the future, such as providing opportunities for smaller scale urban market gardens.

## **CURRENT PROPOSAL:**

Based on the decision and associated findings by the ALC, the School District has been working to find a way to solve the continued critical educational capacity challenges they are facing, while still protecting the opportunities for agriculture on the two subject properties in the future.

The *school related footprint* proposal for the ALC's consideration is based on a review of the ALC's findings and historical decisions for the properties, the ALC policies and Ministry of Agriculture Best Practices documents, and discussion with the agricultural planners in the Okanagan.

#### **School Related Footprint**

While working to ensure protection of the identified prime agricultural lands and address the critical school capacity challenges, the idea of a school footprint (or school homeplate) was developed. The proposed *school related footprint* ('school footprint') concept was adapted from the ALC's residential footprint model<sup>5</sup>, which is intended to limit housing's physical impact on the viable agricultural remainder<sup>6</sup>. The School District is proposing that the Commissioners consider a non-farm use for continued school uses within the existing footprint of the school uses, called the *school footprint*, generally illustrated in the attached School Footprint Maps. The proposed *school footprint* area is based on the existing school related uses on the site and does not propose further impermeable encroachment into the prime agricultural lands. Further details on the subject properties and the school footprint are illustrated below.

The non-farm use request for the Commission's consideration is to allow for all School District related uses, including but not limited to changes/additions to school related buildings and structures, playgrounds, parking areas and driveways within the *school footprint* area. The General Elementary School Site Amenities document included as part of the ALC Decision #348/2019 would be the guiding document for the definition of "school district related uses" (attached). Any proposed non-farm uses outside of the school footprint, except

<sup>&</sup>lt;sup>4</sup> ALC File: 57814, decision resolution #348/2019

<sup>&</sup>lt;sup>5</sup> Also referenced historically as the residential home plate.

<sup>&</sup>lt;sup>6</sup> NARU Application <u>Policy L-26</u>: The total residential footprint, meaning the portion of a property used for the principal residence, the additional residence(s), and the accessory residential facilities (e.g. yard, driveway, servicing, etc.), should maintain a viable agricultural remainder and should not unnecessarily infringe upon the productive farming area of the property.

Application ID: 66985 -Non-Farm Use

for maintenance of the school fields and landscaping, would continue to require application approval by the ALC as per the ALC Act and regulations. The School District requests that the school related non-farm use within the school related footprint be approved for as long as the properties are owned and operated by the School District.

As noted throughout the LRFP, any School District capital project is contingent on receiving funding from the Ministry of Education. Each year, the School District submits their funding requests for multiple capital projects based on the Long Range Facility Plan and updated enrolment projections. Currently, the School District reaches out to the ALC, through the ALR Non-Farm Use Application process, each time a funding request is submitted to the Ministry of Education for a capital project on ALR Lands, no matter the size or likelihood of funding success.

This blanket non-farm use approval within the *school footprint* will allow the School District to adapt to the educational capacity challenges in the community quicker, as a non-farm use application typically takes 12 months to process. In addition, having the ALC *school footprint* approval for these two properties, is anticipated to increase the chances that the Ministry of Education will approve funding for the capital project, as they will have more certainty that the project will proceed. And finally, the School District feels that by creating a school footprint, this would provide certainty for the ALC that the undeveloped portions of the properties will remain available for agricultural purposes in the future.

The School Related Footprint details are outlined on the following pages.

Application ID: 66985 -Non-Farm Use

#### SCHOOL RELATED FOOTPRINT AND PROPERTY DETAILS:

Property	Proposed School Footprint	Remaining ALR Lands Available for Agricultural Opportunities
Hudson Road Elementary School	3.3 ha (2.3 ha excluding the steep slopes)	2.5 ha (43%)
Shannon Lake Elementary School	1.68 ha	1.22 ha (42%)

# **Hudson Road Elementary School:**

- Parcel Identifier (PID): 010-346-961
- Legal Description: Lot 45, District Lot 506, Osoyoos Division Yale District, Plan 5381
- Civic: 1221 Hudson Road, West Kelowna, BC
- **Property Area**: 7.9 ha (5.8 ha located in the ALR)
- OCP Land Use /Zoning: Institutional Land Use /P2 Institutional and Assembly zoned.

The subject property has been used for institutional uses as Hudson Road Elementary School for over 40 years. The school was constructed in 1974 and has been operating continuously as an elementary school since that date. In 2022, the ALC approved a 0.2 hectare non-farm use to allow a child care facility in the northeast corner of the Hudson Road Elementary School property<sup>7</sup>. This project has been tendered out and construction is tentatively scheduled for spring 2023. This area has not been included in the proposed *school footprint*.

# **Surrounding Land Uses:**

North: Commercial – Sonic Car Wash
 East: Residential / single family homes
 South: Regional Park – Mt. Boucherie
 West: Residential / single family homes



#### **Proposed School Related Footprint:**

The proposed approximately 3.3 hectare school footprint includes the steep slopes behind the school, the existing school structures, parking, playground, and drive aisles. The existing retaining walls on the northern boundary of the footprint were utilized as the school footprint boundary. The proposed school footprint leaves approximately 42% of the undeveloped ALR



Proposed Hudson Road Elementary School "school related footprint" shown in yellow.

lands, the school fields, available for agricultural purposes. The steep slopes behind the school adjacent to the public park were included as part the footprint. These lands are not intended for school development, but due to slope and location, they were included in the footprint rather than leaving them as a fragment piece. Without this unusable hillside area, the proposed school footprint is 2.3 ha in size.

<sup>&</sup>lt;sup>7</sup> ALC File: 62767, decision resolution #203/2022.

Application ID: 66985 -Non-Farm Use

# **Shannon Lake Elementary School:**

- Parcel Identifier (PID): 004-771-133
- Legal Description: Plan KAP27602 Lot 111, DL 2599 ODYD, except Plan 32367
- Civic: 3044 Sandstone Drive, West Kelowna, BC
- Property Area: 2.89 ha (entirely within in the ALR)
- OCP Land Use /Zoning: Institutional Land Use /P2 Institutional and Assembly zoned.

The property has been owned and operated by the School District as an elementary school since 1974.



#### **Surround Land Use:**

Surrounded by residential in the established Shannon Lake residential neighbourhood.

# **Proposed School Footprint:**

The approximately 1.6 hectare proposed *school footprint* covers the established school, portables, playground, parking, and drive aisles. The existing tennis courts, operated by the City of West Kelowna, have not been included in this footprint. The proposed School Footprint leaves approximately 42% of the undeveloped ALR lands, the school fields, available for agricultural purposes.



Proposed Shannon Lake Elementary School "school related footprint" shown in yellow.

# DEVELOPMENT SERVICES COUNCIL REPORT



To: Mayor and Council Date: June 13, 2023

From: Paul Gipps, CAO File No: P 22-03

Subject: P 22-03; Development Application Process Review Streamlining – Bill 26

Phase 2 (Adoption)

Report Prepared By: Yvonne Mitchell, Planner II

# **RECOMMENDATION** to Consider and Resolve:

**THAT** Council decides a public hearing will not be held for a Zoning Bylaw which is consistent with the Official Community Plan pursuant to the *Local Government Act*, subject to requirements in the City of West Kelowna Development Applications Procedures Bylaw; and

**THAT** Council adopt to City of West Kelowna Development Applications Procedures Amendment Bylaw No. 0260.02, 2023; and

**THAT** Council adopt City of West Kelowna Public Notice Bylaw No. 0303, 2023.

## STRATEGIC AREA(S) OF FOCUS

**Pursue Economic Growth and Prosperity** – We will work with stakeholders throughout the region to advocate for and support efforts aimed at helping West Kelowna businesses prosper. With a focus on the future, we will advance opportunities to expand our economy, increase employment, and develop the community in ways that contribute towards prosperity for all.

**Strengthen Our Community** – We will provide opportunities for the residents of West Kelowna to build connections, celebrate successes, embrace the community's strengths and diversity, address shared needs, and contribute to shaping the community's future.

## **BACKGROUND**

On February 28, 2023, Development Applications Procedures Amendment Bylaw No. 0260.02, 2023 and Public Notice Bylaw No. 0303, 2023 was given 1st, 2nd and 3rd reading.

On May 9, 2023, third reading of the Development Applications Procedures Amendment Bylaw No. 0260.02, 2023 was rescinded and the bylaw was given third reading as amended.

# Third Reading Changes

At third reading Council requested the proposed Development Applications Procedures Amendment Bylaw No. 0260.02, 2023 be further amended to recognize signatures in petitions be recognized towards the eight written submissions that would trigger a public hearing. The Development Applications Procedures Amendment Bylaw No. 0260.02, 2023 (Attachment 1) has been updated to illustrate this change made at third reading.

#### Council Decision

As per s.467(1) of the *Local Government Act* local governments can *decide* not to hold a public hearing for a Zoning Bylaw consistent with the Official Community Plan. This decision is to be made by Council resolution and can be found above. As noted in the motion, this does not limit Council's discretion to hold a public hearing when they deem appropriate as per the proposed changes to the Development Approvals Procedures Bylaw (Attachment 1).

#### COUNCIL REPORT / RESOLUTION HISTORY

Date	Report Topic / Resolution	Resolution No.
February 28, 2023	<b>THAT</b> Council consider and resolve to give first, second, and third reading to City of West Kelowna Development Applications Procedures Amendment Bylaw No. 0260.02, 2023; and,	C136/23
	<b>THAT</b> Council consider and resolve to give first, second and third reading to City of West Kelowna Public Notice Bylaw No. 0303, 2023.	
March 14, 2023	<b>THAT</b> Council defer making a decision and directed staff to bring back possible trigger mechanism recommendations, to the next appropriate Council meeting.	C148/23
May 9, 2023	<b>THAT</b> Council rescind third reading of City of West Kelowna Development Applications Procedures Amendment Bylaw No. 0260.02, 2023; and	C201/23
	<b>THAT</b> Council give third reading as amended to City of West Kelowna Development Applications Procedures Amendment Bylaw No. 0260.02, 2023.	

## FINANCIAL IMPLICATIONS

Not holding public hearings where not required will allow for more efficient use of staff resources, improve application processing times and increase the housing supply.

The proposed Public Notice Bylaw would mean only one newspaper notice is required. This would reduce the City's notice publication costs. The Public Notice Bylaw would also require one notice on the City's website. This means of publication would not have any additional costs.

#### **NEXT STEPS**

If the proposed amendments to the Development Application Procedures Bylaw and new Public Notice Bylaw are adopted, the following information bulletins will be updated to reflect the changes:

- A Resident's Guide to the Rezoning Process
- OCP & Zoning Amendments

#### **Alternate Recommendation** to Consider and Resolve:

1. **THAT** Council postpone adoption of City of West Kelowna Development Applications Procedures Amendment Bylaw No. 0260.02, 2023; and

**THAT** Council postpone adoption of City of West Kelowna Public Notice Bylaw No. 0303, 2023.

Should Council postpone consideration of the proposed amendment bylaw and Public Notice Bylaw, further direction to staff on how to proceed is requested.

#### REVIEWED BY

Brent Magnan, Director of Development Approvals

Corinne Boback, Legislative Services Manager / Corporate Officer

#### APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

Powerpoint: Yes □ No ⊠

#### Attachments:

- 1. Development Applications Procedures Amendment Bylaw No. 0260.02, 2023
- 2. Public Notice Bylaw No. 0303, 2023

#### CITY OF WEST KELOWNA

#### **BYLAW NO. 0260.02**

#### A BYLAW TO AMEND "DEVELOPMENT APPLICATIONS PROCEDURES BYLAW NO. 0260"

WHEREAS the Council of the City of West Kelowna desires to amend "DEVELOPMENT APPLICATIONS PROCEDURES BYLAW NO. 0260" under the provisions of the *Local Government Act*.

THEREFORE BE IT RESOLVED that the Council of the City of West Kelowna, in open meeting assembled, hereby enacts as follows:

# 1. <u>Title</u>

This Bylaw may be cited as "DEVELOPMENT APPLICATIONS PROCEDURES AMENDMENT BYLAW NO. 0260.02. 2023".

# 2. Amendments

"Development Applications Procedures Bylaw No. 0260" is hereby amended as follows:

- 2.1 By deleting Section 8.1.2 that reads:
  - "8.1.2 A scheduled Council meeting for a Development Variance Permit; and"

And replacing it with:

- "8.1.2 A scheduled Council meeting for a Development Variance Permit, or if the Director of Development has delegated authority to issue the Development Variance Permit;"
- 2.2 By deleting Section 8.1.3 that reads:
  - "8.1.3 A scheduled Council meeting for a Temporary Use Permit."

And replacing it with:

- "8.1.3 A scheduled Council meeting for a Temporary Use Permit; and"
- 2.3 By adding Section 8.1.4 that reads:
  - "8.1.4 First reading of a Zoning Bylaw if a public hearing is not held."
- 2.4 By deleting 14.12.1.2 b) that reads:
  - "b) Height of buildings and structures (such as such as dwellings, fences and retaining walls);"

#### And replacing it with:

- "b) Height of buildings and structures (such as dwellings, fences and retaining walls);"
- 2.5 By deleting the phrase "Development Variance Permits which have been delegated to the Director of Development," in Section 1. in Schedule 1 Notice of Application Sign Requirements.
- 2.6 By deleting Section 9.i. in Schedule 1 Notice of Application Sign Requirements that reads:
  - "i. The conclusion of the public hearing or adoption of the amending bylaw if the public hearing has been waived; or"

#### And replacing it with:

- "i. The conclusion of the public hearing or adoption of the amending bylaw if the public hearing is not held; or"
- 2.7 By deleting Section 9.ii. in Schedule 1 Notice of Application Sign Requirements that reads:
  - "ii. The final consideration of an application by Council; or"

#### And replacing it with:

- "ii. The final consideration of an application by Council or the Director of Development; or"
- 2.8 By deleting Section 10. in Schedule 1 Notice of Application Sign Requirements that reads:
  - "10. Failure to Post and Maintain

Failure to Post and maintain the required Notice of Application Sign(s) in accordance with this bylaw shall result in the postponement of any Council/committee meeting and any costs associated with the postponement will be borne by the applicant. Non-compliance with this section due to the removal, destruction, or alteration of the sign by vandalism or natural occurrence shall not affect the validity of the application or postpone a Council/Committee meeting as long as reasonable efforts have been taken by the applicant to maintain the sign."

#### And replacing it with:

"10. Failure to Post and Maintain

Failure to Post and maintain the required Notice of Application Sign(s) in accordance with this bylaw shall result in the postponement of any Council/committee meeting or consideration by the Director of Development, and any costs associated with the postponement will be borne by the applicant. Non-compliance with this section due to the removal, destruction, or alteration of the sign by vandalism or natural occurrence shall not affect the validity of the application or postpone a Council/Committee meeting or consideration by the Director of Development as long as reasonable efforts have been taken by the applicant to maintain the sign."

- 2.9 By deleting the phrase "in a newspaper" in Section 3.14. in Schedule 2: An Application for an Amendment to an Official Community Plan Bylaw, Zoning Bylaw (including the establishment of a Phased Development Agreement) or Land Use Contract, Section 3 Processing Procedure.
- 2.10 By deleting Section 3.14.1. in Schedule 2: An Application for an Amendment to an Official Community Plan Bylaw, Zoning Bylaw (including the establishment of a Phased Development Agreement) or Land Use Contract, Section 3 Processing Procedure that reads:
  - "3.14.1. In accordance with Section 464(2) of the *Local Government Act*, Staff may include a request in the technical report for first and/or second reading of a zoning bylaw amendment for Council to consider waiving the public hearing if the proposed bylaw is consistent with the Official Community Plan."

## And replacing it with:

- "3.14.1. A public hearing will not be held for a Zoning Bylaw Amendment application which is consistent with the Official Community Plan pursuant to the *Local Government Act*.
- 3.14.2. Notwithstanding the above, Council may at their discretion choose to hold a public hearing for a Zoning Bylaw Amendment application which is consistent with the Official Community Plan, unless eight or more written submissions have been received, in which case a public hearing is required. A written submission is a submission received in response to notice of first reading, and in accordance with the submission requirements set out in the notice. Multiple submissions from one address will be counted as one submission."
- 2.11 By deleting the phrase "If the Director of Development has delegated authority to review the Development Variance Permit no notice is required as per the *Local Government Act.*" in Section 2.10. in Schedule 6: Development Variance Permit.
- 2.12 By deleting the phrase "in the newspaper" from Section 2.12. in Schedule 7: Temporary Use Permit.
- 2.13 By deleting the phrase "in a newspaper" from Section 2.11. in Schedule 11: An Application for a Zoning Amendment for a New Non-Medical Cannabis Retail Store under the Liquor and Cannabis Regulation Branch (LCRB).

READ A FIRST, SECOND AND THIRD TIME THIS  $28^{\text{TH}}$  DAY OF FEBRUARY, 2023 RESCIND THIRD READING AND READ A THIRD TIME AS AMENDED THIS  $9^{\text{TH}}$  DAY OF MAY, 2023 ADOPTED

MAYOR
CORPORATE OFFICER

#### CITY OF WEST KELOWNA

#### **BYLAW NO. 0303**

#### A BYLAW TO PROVIDE ALTERNATIVE MEANS OF PUBLIC NOTICE

WHEREAS the *Community Charter* and the *Local Government Act* require local governments to provide advanced public notice on certain matters of public interest.

AND WHEREAS the Council of the City of West Kelowna, may by bylaw, under 94.2 of the Community Charter, provide an alternative means of publishing notices;

AND WHEREAS the Council of the City of West Kelowna, under section 94.2(3) of the *Community Charter* and section 2 of the *Public Notice Regulation, B.C. Reg. 52/2022* considers the means of publication to be reliable, accessible and suitable for providing notices;

NOW THEREFORE the Council of the City of West Kelowna, in open meeting assembled, hereby enacts as follows:

## 1. Title

This Bylaw may be cited as "CITY OF WEST KELOWNA PUBLIC NOTICE BYLAW NO. 0303, 2023".

## 2. Definitions

For the purpose of this bylaw:

"City of West Kelowna website" means the official website of the City of West Kelowna, www.westkelownacity.ca

#### 2. Public Notice

Notice required to be given or published in accordance with section 94 of the *Community Charter* must be published by the means specified in this bylaw as follows:

- i) advertised in a print newspaper distributed within the boundaries of the City of West Kelowna; and
- ii) posted electronically on the City of West Kelowna website.

READ A FIRST, SECOND AND THIRD TIME THIS 28<sup>TH</sup> DAY OF FEBRUARY, 2023 ADOPTED

		MAYOR

CORPORATE OFFICER

# INFORMATION ONLY COUNCIL REPORT



To: Mayor and Council Date: June 13, 2023

From: Paul Gipps, CAO

Subject: Update on Summer Community Events

Report Prepared by: Kevin Bourchier, Recreation & Culture Supervisor

# STRATEGIC AREA(S) OF FOCUS

**Strengthen Our Community** – We will provide opportunities for the residents of West Kelowna to build connections, celebrate successes, embrace the community's strengths and diversity, address shared needs, and contribute to shaping the community's future.

#### **BACKGROUND**

The purpose of this report is to provide Council an update on some of the community events happening this summer. The City of West Kelowna (CWK) continues to work in partnership with community groups to help coordinate some of these events, including the annual Canada Day, Westside Daze, and Music in the Park celebrations. The Celebration Society will be providing a Power Point presentation and general overview of our Canada Day and Westside Daze celebrations.

The City of West Kelowna (CWK) is working in partnership with the Celebration Society to host the annual Canada Day and Westside Daze celebrations. Events for this year's Canada Day include: Battle of the Bands, Show & Shine car show and Canada Day cupcakes.

The Westside Daze Celebrations include: a parade, children's fair, live music and comedy performances on the stage. In addition, there is the Kinshira fire show, shooting star amusement rides, Lions Pancake breakfast and a community worship celebration.

The Canada Day event will be held on Saturday July 1<sup>st</sup> at Memorial Park/Annette Beaudreau Amphitheatre while Westside Daze events will be held on July 7<sup>th</sup> – 9<sup>th</sup> at the same location.

The annual Music in the Park program is scheduled weekly on Friday nights from 6:00 pm – 9:30 pm at Memorial Park/ Annette Beaudreau Amphitheatre; the program starts on June 23<sup>rd</sup> and ends on August 25<sup>th</sup>.

The June 23<sup>rd</sup> date was added to the music in the park schedule after the CWK Music in the Park contractor, Creative Okanagan, received a grant from the British Columbia Fairs, Festivals, and Events Fund to enhance live music events offered in the community.

Creative Okanagan has also secured a sponsorship arrangement with a local business, "Just4Fun", to provide outdoor bounce house activity stations at several Music in the Park events this summer.

The June 23<sup>rd</sup> show will have a multicultural theme to align with the Westside Multiculturalism Day event which is supported by the CWK and held at Lions Hall on Saturday June 24<sup>th</sup>. This multiculturalism day event is an opportunity to share and celebrate the cultural traditions of the diverse members of our community.

As part of the Canada Day weekend, the CWK is hosting a Music in the Park event on Friday June 30<sup>th</sup> with the Celebration Society hosting the annual Canada celebrations on Saturday July 1<sup>st</sup>. Both events will be held at Memorial Park/Annette Beaudreau Amphitheatre.

New events scheduled for Royal LePage Place and Jim Lind Arena this spring include a Roller Disco event on June 17<sup>th</sup> and a Circus event (Cirque Luz Dalia) on June 20<sup>th</sup> & 21<sup>st</sup>.

Further information on Music in the Park is available on the City webpage at <a href="https://www.westkelownacity.ca/musicinthepark">www.westkelownacity.ca/musicinthepark</a>. Information on other community events can be found on the Visit Westside webpage at <a href="https://www.visitwestside.com/events">www.visitwestside.com/events</a>.

# FINANCIAL IMPLICATIONS

These summer community events are supported by the CWK through operational budgets, grant in aid allocations as well as sponsorship and grant funding acquired by community organizations working with the CWK.

#### **REVIEWED BY**

Corinne Boback, Legislative Services Manager / Corporate Officer

#### APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

Powerpoint: Yes ⊠ No □

# **COUNCIL REPORT**



To: Mayor and Council Date: June 13, 2023

From: Paul Gipps, CAO

Subject: Fire Rescue Establishment and Operations Amendment Bylaw (Adoption)

Report Prepared by: Jason Brolund, Fire Chief

## **RECOMMENDATION** to Consider and Resolve:

**THAT** Council adopt the "City of West Kelowna Fire Rescue Establishment and Operations Amendment Bylaw No. 0114.04, 2023"; and

**THAT** Council adopt the "City of West Kelowna Ticket Information Utilization Amendment Bylaw No. 0095.48, 2022".

# STRATEGIC AREA(S) OF FOCUS

**Foster Safety and Well-Being** – We will pursue through direct action, advocacy, and collaboration with local and regional service providers, investments in community health, needs-based housing, emergency preparedness, policing, and other services that foster safety and well-being in West Kelowna.

#### **BACKGROUND**

As our fire service evolves to meet community growth as well as increase the level of prefire planning and community/firefighter safety, the following improvements have been identified:

- Provision of standardized and more secure access to buildings with advanced fire protection systems such as fire alarms, fire sprinklers, fire elevators. (requiring Knox lock boxes)
- 2. Provision of a Fire Safety Plan in a standard format acceptable to the Fire Chief such that it can be used to support and enhance the fire departments pre-planning process. (electronic plan submission)
- 3. Prohibit the storage of flammable or combustible liquids within shipping containers unless modifications have been made to permit safe storage and reduce the risk to firefighters and the public. (Fire Chiefs Association of BC standard).

4. Prohibit the storage of compressed gas or propane in a shipping container in all cases.

The amended bylaws proposed for Council adoption serve to improve safety and set fines for contravention. Enforcement of the bylaws will continue to fall to the fire department under the existing fire prevention program.

## **COUNCIL REPORT / RESOLUTION HISTORY**

Date	Report Topic / Resolution	Resolution No.
May 23, 2023	THAT Council give first, second and third reading to the "City of West Kelowna Fire Rescue Establishment and Operations Amendment Bylaw No. 0114.04, 2023"; and THAT Council give first, second and third reading to the "City of West Kelowna Ticket Information Utilization Amendment Bylaw No. 0095.48, 2022".	C222/23

#### **REVIEWED BY**

Terry Savin, Fire Prevention Officer

Warren Everton, Director of Finance/CFO

Corinne Boback, Legislative Services Manager / Corporate Officer

# APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

PowerPoint: Yes □ No ⊠

## Attachments:

- 1. City Of West Kelowna Fire Rescue Establishment and Operations Amendment Bylaw No. 0114.04, 2023
- City Of West Kelowna Ticket Information Utilization Amendment Bylaw No. 0095.48, 2022

#### CITY OF WEST KELOWNA

#### BYLAW NO. 0114.04

#### A BYLAW TO AMEND THE FIRE RESCUE ESTABLISHMENT AND OPERATIONS BYLAW

WHEREAS the City of West Kelowna established "City of West Kelowna Fire Rescue Establishment and Operations Bylaw 2010 No. 0114", a bylaw to establish and make regulations for a fire department; and

THEREFORE BE IT RESOLVED that the Council of the City of West Kelowna in open meeting assembled, hereby enacts as follows:

## 1. Title

This Bylaw may be cited as the "CITY OF WEST KELOWNA FIRE RESCUE ESTABLISHMENT AND OPERATIONS AMENDMENT BYLAW NO. 0114.04, 2023".

#### 2. Amendments

"City of West Kelowna Fire Rescue Establishment and Operations Bylaw 2010 No. 0114" is hereby amended as follows by:

a) Deleting under Access and Keys, Section 28 that reads:

"Every owner or occupier of a premises, having a fire alarm system or an automatic fire sprinkler system, and all apartment buildings, whether rental, or strata owned, must ensure that access and required keys to the following areas are readily accessible to the fire department at all times by means of a contact person or premises lock box approved by the Fire Chief

- a) All common floor areas, service rooms and roof areas;
- b) All doors that are locked from exit stairs to floor areas;
- c) As required to recall elevators and to permit independent operation of each elevator;
- d) All fire alarm control and annunciator panels and firefighter telephone boxes; and
- e) As may be required by the Fire Chief for the purpose of responding to the fire alarm system or automatic fire sprinkler system."

# And replacing it with:

"A building that incorporates fire protection equipment, elevator control or door access shall provide a key box constructed, keyed, and located in a manner acceptable to the Fire Chief containing a set or sets of keys or devices required to access the following areas in an emergency.

- a) All common floor areas, service rooms and roof areas;
- b) All doors that are locked from exit stairs to floor areas:
- c) All gates on Fire department access routes;
- d) As required to recall elevators and to permit independent operation of each elevator;
- e) All fire alarm control and annunciator panels and firefighter telephone boxes, fire safety plan boxes; and
- f) As may be required by the Fire Chief for the purpose of responding to the fire alarm system or automatic fire sprinkler system."

- b) Deleting under Prevention, Section 40.5 (h) that reads:
  - "h) providing and maintaining an approved fire safety plan;"

And replacing it with:

- "h) Providing and maintaining a Fire Safety Plan in a format acceptable to the Fire Chief;"
- c) Adding under Prohibitions, a new Section 45.3 (h) that reads:
  - "45.3 Intermodal Shipping Container Storage

Containers used for anything other than storage must meet or exceed all relevant requirements of the BC Safety Codes and Canadian Electrical code.

- a) No person shall store flammable, combustible liquids, or fuel fired equipment inside an intermodal shipping container unless the shipping container has been modified to the satisfaction of the Fire Chief to allow for the safe storage of these products;
- b) No person shall store compressed gas cylinders or propane inside a shipping container.

READ A FIRST, SECOND AND THIRD TIME THIS 23<sup>RD</sup> DAY OF MAY, 2023 ADOPTED THIS

MAYOR
 CORPORATE OFFICER

#### CITY OF WEST KELOWNA

#### BYLAW NO. 0095.48

A BYLAW TO CITY OF WEST KELOWNA TICKET INFORMATION UTILIZATION BYLAW NO. 0095, 2009

WHEREAS the Council of the City of West Kelowna desires to amend "CITY OF WEST KELOWNA TICKET INFORMATION UTILIZATION BYLAW NO. 0095";

THEREFORE BE IT RESOLVED that the Council of the City of West Kelowna in open meeting assembled, hereby enacts as follows:

# 1. Title

This Bylaw may be cited as the "CITY OF WEST KELOWNA TICKET INFORMATION UTILIZATION AMENDMENT BYLAW NO. 0095.48, 2022".

#### 2. Amendments

The "CITY OF WEST KELOWNA TICKET INFORMATION UTILIZATION BYLAW NO. 0095", SCHEDULE 7 TO BYLAW NO. 0095 Fire Regulation Offences for Fire Rescue Establishment and Operations Bylaw No. 0114 is hereby amended as follows by:

- a) Deleting Section 28 that reads:
  - "28. Fail to Provide Access and Keys \$250.00"

and replacing it with:

- "28. Fail to Provide Approved Access and Keys" \$250.00"
- b) Adding a new Section 40 in appropriate location that reads:
  - "40.0 Fail to comply with requirements of the BC Fire Code, Building Code and/or Fire Services Act" \$250.00"; and by
- c) Adding a new Section 45.3 in appropriate location that reads:
  - "45.3 Unauthorized Storage in an Intermodal Shipping Container \$250.00"

READ A FIRST, SECOND AND THIRD TIME THIS  $23^{\rm RD}$  DAY OF MAY, 2023 ADOPTED

MAYOR
CORPORATE OFFICER