

# City of Kelowna

## Regular Council Meeting

### AGENDA



Monday, May 14, 2018  
1:30 pm  
Council Chamber  
City Hall, 1435 Water Street

#### Pages

#### 1. Call to Order

This meeting is open to the public and all representations to Council form part of the public record. A live audio and video feed is being broadcast and recorded by CastaNet and a delayed broadcast is shown on Shaw Cable.

#### 2. Confirmation of Minutes

3 - 11

PM Meeting - May 7, 2018

#### 3. Public in Attendance

##### 3.1 Rotary Centre for the Arts

12 - 28

Annual presentation to Council by Executive Director, Patrick LeBlanc

#### 4. Development Application Reports & Related Bylaws

##### 4.1 Lakeshore Rd 5064 LUC18-0001 and Z18-0007 - Mark Fipke

*ITEM WITHDRAWN AT THE REQUEST OF THE APPLICANT AND STAFF. ITEM WILL BE RESCHEDULED TO A FUTURE AGENDA.*

#### 5. Bylaws for Adoption (Development Related)

##### 5.1 Christleton Avenue 343, Z17-0073 (BL11590) - Jason & Rhonda Hymers

29 - 29

To adopt Bylaw No. 11590 in order to rezone the subject property from the RU1 - Large Lot Housing zone to the RU1c - Large Lot Housing with Carriage House zone.

##### 5.2 Portview Ave 150, Z18-0023 (BL11594) - Darcy & Martha Ruck

30 - 30

To adopt Bylaw No. 11594 in order to rezone the subject property from the RU2 - Medium Lot Housing zone to the RU2c - Medium Lot Housing with Carriage House zone.

## **6. Non-Development Reports & Related Bylaws**

- |            |   |           |
|------------|---|-----------|
| <b>6.1</b> | <b>2013-2018 artsVest Program Wrap-up</b>   | 31 - 43   |
|            | To inform Council about the results of the 2013-2018 artsVest Program.  |           |
| <b>6.2</b> | <b>Snow and Ice Program Review, Additional Snow Routes</b>  | 44 - 59   |
|            | To provide Council with an update on the 2017/2018 Winter Snow Clearing effort, provide options to maintain or improve on existing service levels, and to update Traffic Bylaw No. 8120 to allow for additional designated snow routes. |           |
| <b>6.3</b> | <b>BL11601 - Amendment No. 30 to Traffic Bylaw No. 8120</b>   | 60 - 67   |
|            | To give Bylaw No. 11601 first, second and third readings in order to amend the Traffic Bylaw for designated snow routes.  |           |
| <b>6.4</b> | <b>Agricultural Water Rate Design Community Engagement Results and interim water rate measures for SEKID integration</b>  | 68 - 90   |
|            | To inform Council of the engagement results from the agricultural water rate design consultation process and to consider interim water rate stability measures for existing SEKID and SOMID customers.                                  |           |
| <b>6.5</b> | <b>Budget Amendment – Kelowna Integrated Water Supply Plan Phase One</b>  | 91 - 94   |
|            | To amend the 2018 Financial Plan to include additional costs associated with the Kelowna Integrated Water Supply Project Phase One, SEKID/SOMID Transition and Infrastructure Project.  |           |
| <b>6.6</b> | <b>2018 Election Officer Appointments and Election Bylaws</b>   | 95 - 98   |
|            | To appoint the Chief Election Officer and Deputy Chief Election Officers and establish procedures for the conduct of the 2018 General Local Election.   |           |
| <b>6.7</b> | <b>BL11565 - 2018 General Local Government Election Bylaw</b>   | 99 - 101  |
|            | To give Bylaw No. 11565 first, second and third readings in order to create 2018 General Local Government Election.   |           |
| <b>6.8</b> | <b>BL11569 - Amendment No. 1 to City of Kelowna Automated Voting Machines Authorization Bylaw No. 10970</b>   | 102 - 102 |
|            | To give Bylaw No. 11569 first, second and third readings in order to amend the Automated Voting Machines Authorization Bylaw No. 10970.   |           |

## **7. Mayor and Councillor Items**

## **8. Termination**



## City of Kelowna Regular Council Meeting Minutes

Date: Monday, May 7, 2018  
 Time: 1:30 pm  
 Location: Council Chamber  
 City Hall, 1435 Water Street

Members Present Mayor Colin Basran, Councillors Maxine DeHart, Ryan Donn, Gail Given, Tracy Gray, Charlie Hodge, Brad Sieben, Mohini Singh and Luke Stack\*

Staff Present Acting City Manager, Joe Creron; City Clerk, Stephen Fleming; Community Planning Department Manager, Ryan Smith; Suburban and Rural Planning Manager, Dean Strachan; Urban Planning Manager, Terry Barton; Planner Specialist, Adam Cseke; Sport & Event Services Manager, Doug Nicholas; Community & Neighbourhood Services Manager, Mariko Siggers; Director Strategic Investments, Derek Edstrom; Senior Project Manager, Andrew Gibbs; Divisional Director, Active Living & Culture, Jim Gabriel; Acting Legislative Coordinator (Confidential), Tania Tishenko

(\* denotes partial attendance)

### 1. Call to Order

Mayor Basran called the meeting to order at 1:32 p.m.

Mayor Basran advised that the meeting is open to the public and all representations to Council form part of the public record. A live audio and video feed is being broadcast and recorded by CastaNet and a delayed broadcast is shown on Shaw Cable.

## 2. Confirmation of Minutes

Moved By Councillor Hodge/Seconded By Councillor Donn

R473/18/05/07 THAT the Minutes of the Regular Meetings of April 30, 2018 be confirmed as circulated.

Carried

## 3. Committee Reports

### 3.1 Journey Home Task Force – Draft Strategy

Martin Bell and Kyleen Myrah, Co-Chairpersons, Journey Home Task Force and Dr. Alina Turner

- Displayed a PowerPoint presentation providing an overview of the framework and transition plan designed to support the implementation of the Strategy.
- Responded to questions from Council.

Moved By Councillor Sieben/Seconded By Councillor DeHart

R474/18/05/07 THAT Council receives, for information, the report from the Task Force Co-Chairpersons, dated May 7, 2018, outlining the draft direction of the Journey Home Strategy.

AND THAT Council approves in principle the strategic premise of the Journey Home Strategy, and direct staff to move to final draft.

AND THAT the 2018 Financial Plan be amended to include up to \$50,000 from the Public Works/Initiative Reserve, to support the transition plan as outlined in the report dated May 7, 2018.

Carried

Mayor Basran announced the City submitted an application to the Federal Government Smart City Challenge grant opportunity for \$10 Million. Application details are on the City website.

## 4. Development Application Reports & Related Bylaws

### 4.1 Lakeshore Road 4638, Z17-0077 - Strandhaus Development Inc. – Steve Nicholson

Staff:

- Displayed a PowerPoint Presentation summarizing the application and providing rationale for non-support and responded to questions from Council.

Steve Nicholson, Abbott Street, Applicant

- Displayed photograph of site and immediate area.
- Spent 24-months researching and planning the development.
- Combined commercial and residential mix with underground parking and outdoor space on rooftop.



- Responded to questions from Council.

**Moved By Councillor Stack/Seconded By Councillor Singh**

**R475/18/05/07** THAT Rezoning Application No. Z17-0077 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot A, Section 25, Township 28, SDYD, Plan 29078 Except Plan H13734 located at 4638 Lakeshore Road, Kelowna, BC from the C2 – Neighbourhood Commercial zone to the C3 – Community Commercial zone NOT be considered by Council;

**Carried**

Mayor Basran and Councillors Donn, Given and Gray – Opposed.

**4.2 Sarsons Road 424, Z18-0013 - JK Quest Ltd., Inc.No. BC1108914**

Staff:

- Displayed a PowerPoint presentation summarizing the application.

**Moved By Councillor Singh/Seconded By Councillor Stack**

**R476/18/05/07** THAT Rezoning Application No. Z18-0013 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot 17, District Lot 167, Osoyoos Division, Yale District, Plan 8049, located at 424 Sarsons Road, Kelowna, BC from the RU1 – Large Lot Housing zone to the RU2 – Medium Lot Housing, be considered by Council;

AND THAT the Rezoning Bylaw be forwarded to a Public Hearing for further consideration;

AND THAT final adoption of the Rezoning Bylaw be considered subsequent to the outstanding conditions of approval as set out in Attachment "A" from the Development Engineering Department dated February 13, 2017;

AND FURTHER THAT final adoption of the Rezoning Bylaw be considered subsequent to the issuance of a Preliminary Layout Review Letter by the Approving Officer.

**Carried**

**4.3 Sarsons Road 424, Z18-0013 (BL11613) - JK Quest Ltd., Inc.No. BC1108914**

**Moved By Councillor Hodge/Seconded By Councillor Given**

**R477/18/05/07** THAT Bylaw No. 11613 be read a first time.

**Carried**

**4.4 Dougall Rd 490, Z17-0101 - Jaspreet Sekhon**

Staff:

- Displayed a PowerPoint presentation summarizing the application and responded to questions from Council.

**Moved By Councillor Sieben/Seconded By Councillor Donn**

**R478/18/05/07** THAT Rezoning Application No. Z17-0101 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot 17 Section 26 Township 26 ODYD Plan 3476, located at 490 Dougall Road North, Kelowna, BC from the RU1 – Large Lot Housing zone to the RU1 c– Large Lot Housing with Carriage House zone, be considered by Council;

AND THAT the Rezoning Bylaw be forwarded to a Public Hearing for further consideration;

AND THAT final adoption of the Rezoning Bylaw be considered subsequent to the outstanding conditions of approval as set out in Attachment "A" attached to the Report from the Community Planning Department dated November 20, 2017.

**Carried**

**4.5 Dougall Rd 490, Z17-0101 (BL11614) Jaspreet Sekhon**

**Moved By Councillor Given/Seconded By Councillor Hodge**

**R479/18/05/07** THAT Bylaw No. 11614 be read a first time.

**Carried**

**4.6 Hubbard Rd 814, Z18-0014, James and Robin Wilson**

Staff:

- Displayed a PowerPoint presentation summarizing the application.

**Moved By Councillor Given/Seconded By Councillor Singh**

**R480/18/05/07** THAT Rezoning Application No. Z18-0014 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot 2, District Lot 580A, SDYD, Plan 17390, located at 814 Hubbard Road, Kelowna, BC from the RU1 – Large Lot Housing zone to the RU2 – Medium Lot Housing zone be considered by Council;

AND THAT the Rezoning Bylaw be forwarded to a Public Hearing for further consideration;

AND THAT final adoption of the Rezoning Bylaw be considered subsequent to the outstanding conditions of approval as set out in Attachment "A" attached to the Report from the Community Planning Department dated May 7, 2018;

**Carried**

**4.7 Hubbard Rd 814, Z18-0014 (BL11615), James and Robin Wilson**

Moved By Councillor Gray/Seconded By Councillor Hodge

R481/18/05/07 THAT Bylaw No. 11615 be read a first time.

Carried

**5. Bylaws for Adoption (Development Related)**

**5.1 McClain Road 4185, Z18-0009 (BL11580) - Friedrich and Alice Merz**

Moved By Councillor Donn/Seconded By Councillor Hodge

R482/18/05/07 THAT Bylaw No. 11580 be adopted.

Carried

**5.2 Ziprick Rd 255, Z17-0081 (BL11581) Gurdeep Chahal and Palwinder Pannu**

Moved By Councillor Donn/Seconded By Councillor Hodge

R483/18/05/07 THAT Bylaw No. 11581 be adopted.

Carried

**6. Non-Development Reports & Related Bylaws**

**6.1 Kelowna 55+ BC Games – Board of Directors**

Staff:

- Provided an overview of the proposed Board of Director appointments to the Kelowna 55+ BC Games.

Moved By Councillor Singh/Seconded By Councillor Hodge

R484/18/05/07 THAT Council receives for information, the report from the Sport & Event Services Manager dated May 7, 2018, with respect to assembling a Board of Directors for the Kelowna 2019 55+ BC Games;

AND THAT Council appoint David Graham, Hugh Gloster, Keith Grayston, Lesley Spiegel, Valaura Vedan, Ron Forbes, Willy Kovacic, Lesley Driscoll, Don Backmeyer, Tom Dyas, Dan Rogers and Mark Fromberg as members of the Kelowna 2019 55+ BC Games Board of Directors.

Carried

## 6.2 2018 Community Social Development Grants

Councillor Stack declared a conflict of interest as one of the recipients has a business relationship with his employer and left the meeting at 4:56 pm.

Staff:

- Provided an overview of the background information and review process of the Community Social Development grants.

Moved By Councillor Hodge/Seconded By Councillor Gray

R485/18/05/07 THAT Council receives, for information, the report from the Community & Neighbourhood Services Manager dated May 7, 2018, regarding the distribution of the Community Social Development Grants;

Carried

Councillor Stack returned to meeting at 4:59 p.m.

## 6.3 Okanagan Rail Trail – Endorsement

Staff:

- Displayed a PowerPoint presentation summarizing the agreement of use, operation and future development of the Okanagan Rail Trail corridor.
- Responded to questions from Council.

Moved By Councillor Donn/Seconded By Councillor Singh

R486/18/05/07 THAT council receives for information the report from the Director Strategic Investments, dated May 7, 2018, with respect to the proposed governance model for the regional rail trail, including the establishment and operation of an interjurisdictional committee for the use, operation and further development of the Okanagan Rail Trail;

AND THAT Council endorse the City of Kelowna's participation in the Okanagan Rail Trail Committee in accordance with the Terms of Reference for the same, effective June 30, 2018;

AND THAT Council endorse the cessation of the Interjurisdictional Development Team, effective June 30, 2018;

AND FURTHER THAT Council direct the Divisional Director, Community Planning and Strategic Investments to appoint a staff representative to the committee to represent the City of Kelowna's interests, liaise internally with staff and report back to Council for updates, consultation and approvals as required.

Carried

## 7. Bylaws for Adoption (Non-Development Related)

**7.1 BL11546 - Amendment No.1 to Good Neighbour Bylaw No. 11500**

Moved By Councillor Donn/Seconded By Councillor Hodge

R487/18/05/07 THAT Bylaw No. 11546 be adopted.

Carried

**7.2 BL11566 - Amendment No. 20 to Bylaw Notice Enforcement Bylaw No. 10475**

Moved By Councillor Singh/Seconded By Councillor Sieben

R488/18/05/07 THAT Bylaw No. 11566 be adopted.

Carried

**7.3 Curlew Road (Portion of), BL11557 - Road Closure Bylaw**

Mayor Basran invited anyone in the public gallery who deemed themselves affected by the proposed road closure to come forward.

No one from the gallery came forward.

Moved By Councillor Sieben/Seconded By Councillor Singh

R489/18/05/07 THAT Bylaw No. 11557 be adopted.

Carried

**7.4 BL11583 - Five Year Financial Plan 2018-2022 Bylaw**

Moved By Councillor Sieben/Seconded By Councillor Singh

R490/18/05/07 THAT Bylaw No. 11583 be adopted.

Carried

**7.5 BL11584 - Tax Structure Bylaw, 2018**

Moved By Councillor Singh/Seconded By Councillor Sieben

R491/18/05/07 THAT Bylaw No. 11584 be adopted.

Carried



**7.6 BL11585 - Annual Tax Rate Bylaw, 2018**

**Moved By Councillor Stack/Seconded By Councillor DeHart**

**R492/18/05/07** THAT Bylaw No. 11585 be adopted.

**Carried**

**7.7 BL11586 - Development Cost Charge Reserve Fund Expenditure Bylaw No. 2018**

**Moved By Councillor DeHart/Seconded By Councillor Stack**

**R493/18/05/07** THAT Bylaw No. 11586 be adopted.

**Carried**

**7.8 BL11587 - Sale of City-Owned Land Reserve Fund Expenditure Bylaw, 2018**

**Moved By Councillor Stack/Seconded By Councillor DeHart**

**R494/18/05/07** THAT Bylaw No. 11587 be adopted.

**Carried**

**8. Mayor and Councillor Items**

Councillor Donn:

- Wednesday May 9<sup>th</sup> at 1:55 pm there will be the first National Emergency test by the CRTC. A random text will be sent out to all.

Councillor Given:

- Visit cordemergency.ca in conjunction with Emergency Week and be prepared in the event of an emergency.

Mayor Basran:

- Access to sand bags and sand through cordemergency.ca.
- Applaud BC Forest Services and thank those who have helped.
- Active Transportation Corridor on Sutherland Open House – Thursday May 10 4-6:30 pm at Coast Capri Hotel.
- Open House - Healthy Housing Wednesday May 9 - 4-6:30 pm at Ramada Hotel and Conference Centre.

9. Termination

This meeting was declared terminated at 5:17 p.m.

\_\_\_\_\_  
Mayor Basran

\_\_\_\_\_  
City Clerk

/tt

DRAFT



# ROTARY CENTRE FOR THE ARTS

2018 Annual Report



## MISSION STATEMENT

To celebrate, nurture, and promote the Arts through diversity, entertainment and education

## VISION STATEMENT

To be the heart of Kelowna's Arts & Cultural experience



ROTARY

centre

*for the*

arts





# CORE VALUES

**Access:** Provide the opportunity for all people of all ages, abilities and backgrounds to actively engage and participate in the Arts.

**Collaboration:** Collaborate with and advocate for artists and arts organizations, governments, community partners, and businesses in pursuit of mutual goals and richer cultural experiences.

**Education:** Advance Arts education through fostering creativity, ongoing innovation, outreach, multicultural offerings, and supporting provincial curriculum.

**Diversity:** Our strength relies on the diversity of people, ideas, perspectives and cultural backgrounds in our work, programming and team.



ROTARY

centre  
for the

arts



# 2017-2018 SEASON

74 performers • 31 local performers • 6,549 in attendance



A 1970's Cinderella



Embodiment III



The Comic Strippers



Digging Roots



Haunted



Liberation Days



Music of the Heavens



A Kelowna  
Christmas Carol



The Paperboys



God is a Scottish  
Drag Queen



Campground



La Monarca



Drinking Habits

***STILL TO COME!***



June 11-15



June 16



# COMMUNITY PROGRAMS

We are proud to be serving the educational needs of the community by offering arts-related courses and workshops. We aim to be Kelowna's home for the arts, and a world-class facility celebrating creative expression through diverse art forms.



HeART Fit



Drum Circle



Jazz Jam



Salsa Thursdays



First Thursdays



School of Blues





# WELLNESS PROGRAMS AT THE RCA



Tap Dance



Ballet Lyrical



Ballet & Creative Movement



Capoeira



Musical Theatre Jazz



Bollywood Dance



Adult Lyrical Ballet



Qi Gong — Relax & Recharge





## SCHOOL DISTRICT 23

164 curriculum based  
elementary & middle school  
classes.  
6000+ Students





UBC Okanagan



New Vintage Theatre



Cool Arts



Kelowna Museums



Theatre Kelowna Society



Creative Aging



Pride Launch Party with  
Okanagan Pride Society



# COLLABORATING

with Community Groups





*"Nobody's doing Swan Lake with this programing but it provides people with disabilities the chance to explore and be part of a world they've been denied"*

- Sarah Lapp



# ALL BODIES DANCE

Mixed Ability  
Dance Practice



# RESIDENT ARTISTS



Alternator Centre for  
Contemporary Art



ARTSCO



Brandy Masch



Cool Arts



Crystal Przybille



Fay Wolfenden



La Luz Glassworks  
Studio



Mal Gagnon



New Vintage Theatre



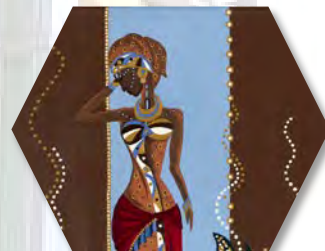
Ponderosa Spinners  
Weavers & Fibre Artists



Potters Addict



Sarah Parsons



Tascheleia Marangoni



Theatre Kelowna



Vanessa Trenthorn



# RENTAL STUDIO USAGE

2556 RENTALS  
14,211 RENTAL HOURS







94 Volunteers

12 Board Members

3195 Volunteer Hours  
=\$63,900 +





We are a vibrant cultural hub where the community can experience artists and performers in action, visit our artist studios, attend a show, rent a space, take a class, view the galleries or relax in our bistro.

240, 000 visits  
29, 000 tickets sold  
**EVERYONE PLAYS HERE!**



# OUR PARTNERS



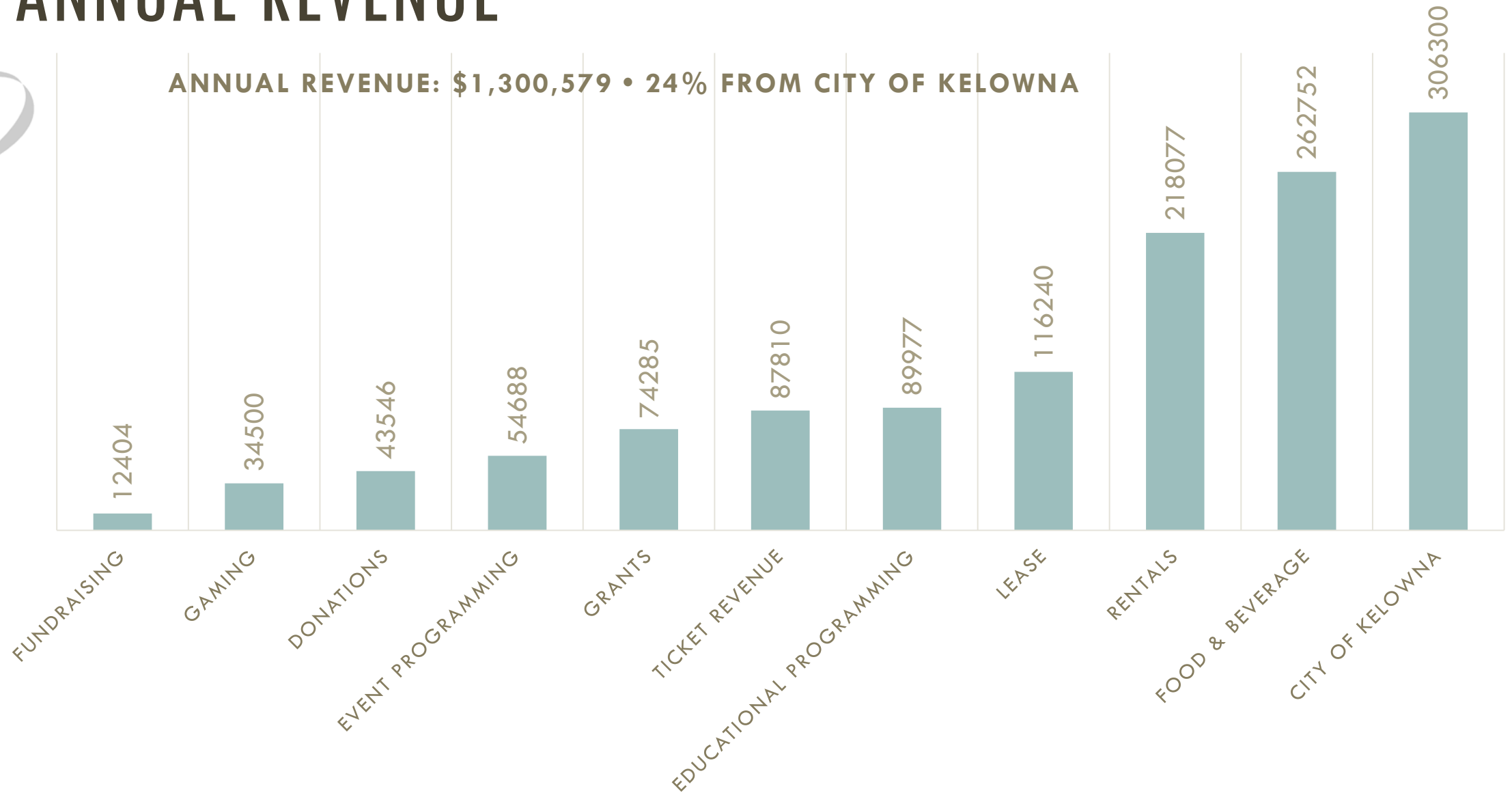
FACILITY PARTNER



We acknowledge the financial support of the Government of Canada and the Province of British Columbia.

OUR PARTNERS HELP US OFFER MORE ARTS  
OPPORTUNITIES TO THE COMMUNITY

# ANNUAL REVENUE





KELOWNA CHAMBER OF COMMERCE

2017  
Business Excellence Awards



A photograph of the Rotary Centre for the Arts building. The building has a modern design with a large red sign on the left side that reads "ROTARY centre for the arts". The sign features a stylized star graphic. The building's facade is made of light-colored wood or brick. There are large glass windows and doors, including a prominent entrance on the right side. A balcony with a glass railing is visible above the entrance. The address "421" is displayed above a large window on the left. In the foreground, there are parking signs and a clear blue sky.

ROTARY  
centre  
for the arts

THANK YOU!

421

ENTRANCE

arts  
BISTRO



**CITY OF KELOWNA**  
**BYLAW NO. 11590**  
**Z17-0073 – 343 Christleton Avenue**

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A bylaw to amend the "City of Kelowna Zoning Bylaw No. 8000".

The Municipal Council of the City of Kelowna, in open meeting assembled, enacts as follows:

1. THAT City of Kelowna Zoning Bylaw No. 8000 be amended by changing the zoning classification of Lot 2, District Lot 14, ODYD, Plan 6701 located on Christleton Avenue, Kelowna, B.C., from the RU1 – Large Lot Housing zone to the RU1c – Large Lot Housing with Carriage House zone.
2. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first time by the Municipal Council this 9th day of April, 2018.

Considered at a Public Hearing on the 1<sup>st</sup> day of May, 2018.

Read a second and third time by the Municipal Council this 1<sup>st</sup> day of May, 2018.

Adopted by the Municipal Council of the City of Kelowna this

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Mayor

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City Clerk

**CITY OF KELOWNA**  
**BYLAW NO. 11594**  
**Z18-0023 – 150 Portview Avenue**

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A bylaw to amend the "City of Kelowna Zoning Bylaw No. 8000".

The Municipal Council of the City of Kelowna, in open meeting assembled, enacts as follows:

1. THAT City of Kelowna Zoning Bylaw No. 8000 be amended by changing the zoning classification of Lot A, Section 5, Township 23, ODYD, Plan KAP46777 located on Portview Avenue, Kelowna, B.C., from the RU2 – Medium Lot Housing zone to the RU2c – Medium Lot Housing with Carriage House zone.
2. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first time by the Municipal Council this 9<sup>th</sup> day of April, 2018.

Considered at a Public Hearing on the 1<sup>st</sup> day of May, 2018.

Read a second and third time by the Municipal Council this 1<sup>st</sup> day of May, 2018.

Adopted by the Municipal Council of the City of Kelowna this

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Mayor

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City Clerk

# Report to Council



**Date:** May 14, 2018  
**File:** 0710-01  
**To:** City Manager  
**From:** Caroline Ivey, Cultural Services Coordinator, Active Living & Culture  
**Subject:** 2013-2018 artsVest Program Wrap-up

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## **Recommendation:**

THAT Council receives for information the report from the Cultural Services Coordinator, dated May 14, 2018 with respect to the 2013-2018 artsVest Program.

## **Purpose:**

To inform Council about the results of the 2013-2018 artsVest Program.

## **Background:**

artsVest is a national sponsorship training program created by Business for the Arts. It has been funded in Kelowna by the Government of British Columbia, Department of Canadian Heritage and the City of Kelowna.

After launching in Vancouver in June 2012, the BC artsVest program quickly expanded into five other areas and has since reached over 21 different regions and municipalities in the province. The City of Kelowna played a key role in bringing the artsVest program to Kelowna during the initial expansion into the Province and has helped over 35 local arts, culture and heritage organizations connect with and garner support from private sector interests.

The artsVest program worked to stimulate business investment in the arts by offering matching incentive grants and a series of training webinars and peer-mentoring sessions to local organizations in order to help them secure sponsorships from the business community and build long-term sustainable partnerships.

The City of Kelowna's Cultural Plan 2012-2017 laid out a strategy to investigate the potential for the artsVest program, and through an initial investment of \$50,000 and staff support, the City was able to initially bring the program to Kelowna for two years. Then with City, provincial and federal support, the program was renewed for an additional two years. The results for all four years of the program are

provided in the attached Summary of artsVest Program Results 2013-2018. Kelowna's participation in the program will conclude in 2018. Kelowna is the only individual community in BC, one of only two communities nationwide, to have the program available for four consecutive years.

Over the course of four cycles of the artsVest program, the results for Kelowna are impressive. From the time the program was launched in 2013 to the final cycle in 2017:

- 35 local arts, culture and heritage organizations participated in the training;
- Over 227 business partnerships were created;
- 176 of these partnerships were first-time opportunities for businesses investing in the arts;
- \$265,652 in matching funds were distributed to arts, culture and heritage organizations;
- \$822,607 in sponsorship was raised; and
- A total economic impact of \$1,088,259 of new investment was realized in the local arts and culture sector.

Online training resources were made available to participants and included: six in-depth online sponsorship modules introducing the fundamentals of sponsorship; a resource bank filled with helpful tools and templates; and tutorials that explained how to utilize marketing to leverage the organization's brand and sponsorship potential.

Live training events were delivered by the artsVest team and roster of expert coaches and mentors and a live workshop was provided at the beginning of each program cycle. Live webinars touching on a wide variety of subjects for beginner, intermediate and advanced groups were delivered by artsVest mentors. Participants also attended in person Peer-to-Peer Mentorship Sessions facilitated by artsVest staff, where they built relationships and shared insight with one another through guided peer discussion and evaluation activities. Organizations seeking support beyond these live events were also provided with individualized support from a team of mentors accessible over the phone, online or in person.

A time commitment of at least 16 hours was required over a 10 month program period for organizations to be eligible to access the matching grant funds.

On February 20, 2018, Kelowna wrapped up its participation in the artsVest program with a celebration held at the Rotary Centre for the Arts that included representation from the Mayor and council and members of the cultural community, business leaders, funders and sponsors of the program and provincial support staff.

While this program has come to a close, arts, culture and heritage organizations who are still looking for training in sponsorship and fund development are able to apply for a City of Kelowna Organization Development Grant to support registration at training events or to bring in a hired consultant to do the work in-house. Information about the grants is available on the City website at [kelowna.ca/grants](http://kelowna.ca/grants).

Overall the presence of artsVest program in Kelowna has helped to increase the sustainability and capacity of the City's arts, culture and heritage organizations and through increased investment from the local business community, has resulted in diversification of revenue streams for the sector.

**Internal Circulation:**

Director, Active Living and Cultural Services  
Cultural Services Manager

Communications Advisor  
Sponsorship & Advertising Manager

**Existing Policy:**

Policy 274: Cultural Policy and Goal 8 of the 2012-2017 Cultural Plan

**Considerations not applicable to this report:**

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Financial/Budgetary Considerations:

Personnel Implications:

External Agency/Public Comments:

Communications Comments:

Alternate Recommendation:

Submitted by: C. Ivey, Cultural Services Coordinator

**Approved for inclusion:** Jim Gabriel, Director, Active Living and Culture

Included: Appendix A – Summary of 2013-2018 artsVest Program

cc: Director, Active Living and Culture  
Communications Advisor  
Provincial Program Manager, artsvest BC  
National Program Manager, Business for the Arts

## Summary of artsVest Program results 2013-2018

artsVest™ is Business for the Arts' signature matching incentive and sponsorship training program, designed to spark new business sponsorship of arts and culture and to build capacity in Canada's cultural sector. artsVest provides small to mid-sized arts and culture organizations with the expertise and tools needed to develop sponsorship opportunities with local business, through in-depth sponsorship training, matching incentive funds and community networking events.

The City of Kelowna's Cultural Plan 2012-2017 laid out a strategy to investigate the potential for the artsVest program, and through an initial investment of \$50,000 and staff support, the City was able to bring the program to Kelowna for two years. With City, provincial and federal support, the program was renewed for an additional two years. The results for all four years of the program appear below. Kelowna's participation in the program will conclude in 2018. Kelowna is the only individual community in Canada to have the program available for four consecutive years.

	2013/14 – Yr One Kelowna	2014/15 – Yr Two Kelowna	2016/17 - Yr Three Kelowna	2017/18 – Yr Four Kelowna	Summary
Number of organizations which secured sponsorships and matching funds	18 participating organizations	17 participating organizations	16 participating organizations	14 participating organizations	35 arts and culture organizations
Number of business partnerships created	74	65	42	43	224 business partnerships
Number of first-time business partnerships	64 out of 74	51 out of 65	33 out of 42	28 out of 43	176 out of 224
Number of long-term business partnerships	74 out of 74	55 out of 65	39 out of 42	33 out of 43	201 out of 224
Matching funds distributed to organizations	\$94,017	\$71,635	\$50,000	\$50,000	Total - \$265,652
Sponsorship funds raised by arts organizations	\$299,240	\$234,478	\$151,183	\$137,706	Total - \$822,607
Total economic impact of artsVest program	\$393,257	\$306,113	\$201,183	\$187,706	Total - \$1,088,259
<b>Total economic impact over 4 years: \$1,088,259 of new investment in the local cultural sector</b> <b>Return on investment over 4 years: \$10 to participating organizations for every \$1 invested by the City of Kelowna</b>					



# artsVest Kelowna

May 14, 2018



A program of  **Bfta** Business for the Arts <sup>TM</sup>  
Les affaires pour les arts

Funded by:



Canadian  
Heritage

Patrimoine  
canadien

Canada 



# Anticipated Outcomes

## For Organizations

- ▶ Skills
- ▶ Confidence
- ▶ Expanded reach
- ▶ Diversified revenue
- ▶ Sustainability
- ▶ New partnerships

## For Businesses

- ▶ Employee engagement
- ▶ Competitive edge
- ▶ Leveraging expertise
- ▶ New markets
- ▶ Leading by example

# Anticipated Outcomes cont'd

## For the City of Kelowna

- ▶ Fulfilment of Cultural Plan Goals
- ▶ Increased leverage of public sector investment

## For the community

- ▶ Enhanced cultural vibrancy
- ▶ Activate 'cultural citizenship'
- ▶ Stronger arts and culture programming

# Matching Grants

Category	Business Partner Criteria	Cash Sponsorship	In-Kind Sponsorship (fair market value matched)
A	The business has never sponsored a local arts or culture organization before OR the business has not sponsored a local arts and culture organization in at least 3 years.	100% match	50% match
B	A new or existing business is committing to a new multi-year sponsorship with a minimum 3 year term - artsVest will match the first year. <i>Note: All 3 years must be equal amounts</i>	100% match	50% match

# Matching Grants cont'd

Category	Business Partner Criteria	Cash Sponsorship	In-Kind Sponsorship (fair market value matched)
<b>C</b>	The business has supported this organization before - artsVest will match any <b>increase from the previous year's amount.</b>	100% of increase	50% match of increase
<b>D</b>	The business has sponsored a local arts and culture organization before, but has never before partnered with this organization.	75% match	25% match

# Annual Timeline

- ▶ **April** – Application deadline
- ▶ **May** – Acceptance and online orientation
- ▶ **June** – Preparing for Sponsorships (**Webinars**)
- ▶ **July** – Activation & Valuation (**Peer-to-Peer Mentorship Sessions**)
- ▶ **Aug** – Making as Approach (**Webinars**)
- ▶ **Sept** – Pitching & Proposals (**Peer-to-Peer Mentorship Sessions**)
- ▶ **Oct** – Stewardship & Sponsorship Relationships (**Webinars**)
- ▶ **Nov** – Sponsorship Wrap-up (**Webinars**)

# Overall Results 2013-2018

- ▶ 35 local arts, culture and heritage organizations participated in the training;
- ▶ Over 227 business partnerships were created;
- ▶ 176 of these partnerships were first-time opportunities for businesses investing in the arts;
- ▶ \$265,652 in matching funds were distributed to arts, culture and heritage organizations;
- ▶ \$822,607 in sponsorship was raised; and
- ▶ A total economic impact of \$1,088,259 of new investment was realized in the local arts and culture sector.



*Questions?*

For more information, visit [kelowna.ca](http://kelowna.ca).

# Report to Council



**Date:** May 14, 2018  
**File:** 1850-58  
**To:** City Manager  
**From:** Darryl Astofooroff, Public Works Manager  
**Subject:** Snow and Ice Program Review, Additional Snow Routes

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## **Recommendation:**

That Council receives, for information, the report from the Public Works Manager dated May 14, 2018 recommending that additional designated snow routes be implemented in the Traffic Bylaw No. 8120;

AND THAT Bylaw No. 11601 being Amendment No. 30 to Traffic Bylaw No. 8120 be forwarded for reading consideration;

AND FURTHER THAT Council consider an ongoing snow clearing budget increase as part of the 2019 budget.

## **Purpose:**

To provide Council with an update on the 2017/2018 Winter Snow Clearing effort, provide options to maintain or improve on existing service levels, and to update Traffic Bylaw No. 8120 to allow for additional designated snow routes.

## **Background:**

On January 15, 2018 Council received a verbal report from the Infrastructure Operations Department Manager on winter snow clearing efforts with an overview of challenges faced during repeated heavy snow events. Staff reported on several operational improvements that have been made since 2015 including:

- the introduction of snow routes within four neighbourhoods;
- increased public communications (social media, website, e-Subscribe);
- additional equipment (three sidewalk plows);
- operational shift changes (Roads Operations and Fleet mechanics) to increase staff availability; and
- enlisting support from other departments (e.g. Parks) to assist with keeping bus stops clear.

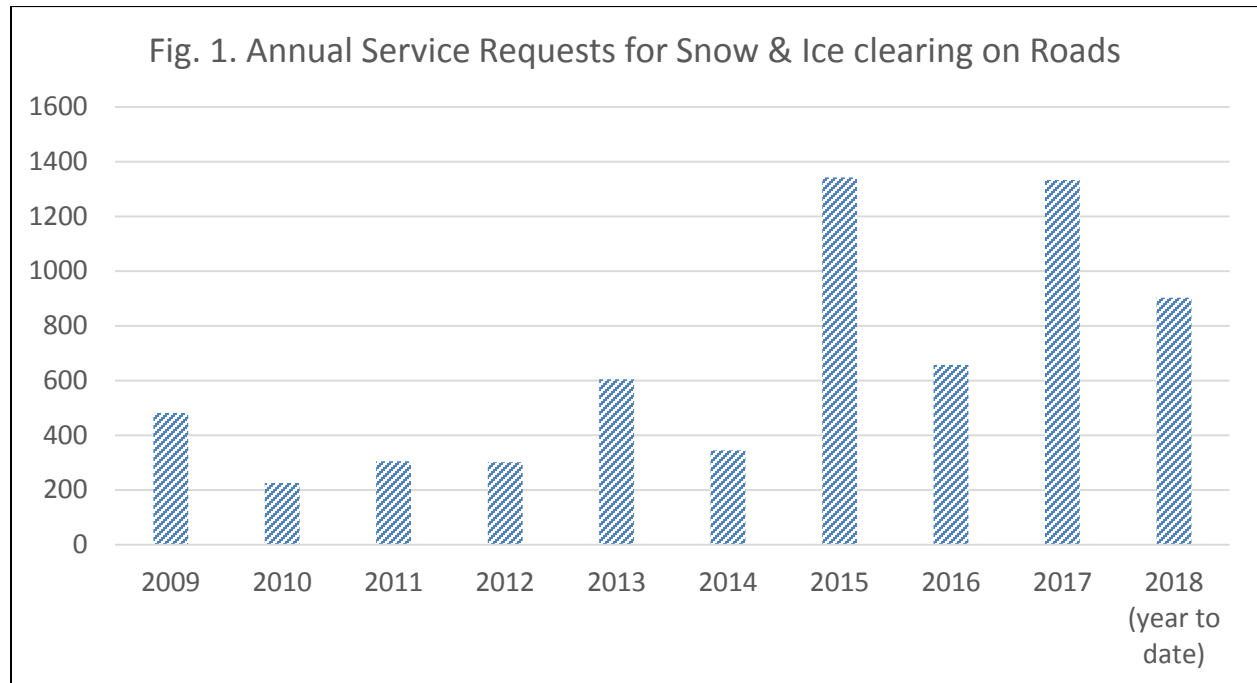
Council requested staff to return to Council at the close of the winter season with recommendations for resource improvements or policy/bylaw changes which may be necessary to maintain or improve service levels should recent winter weather patterns continue in the years ahead.

Staff analyzed data within the service request (SR) system. Figure 1 below indicates total SR's received over the past ten years (2018 partial) for Snow and Ice clearing on roads. Staff compared total annual

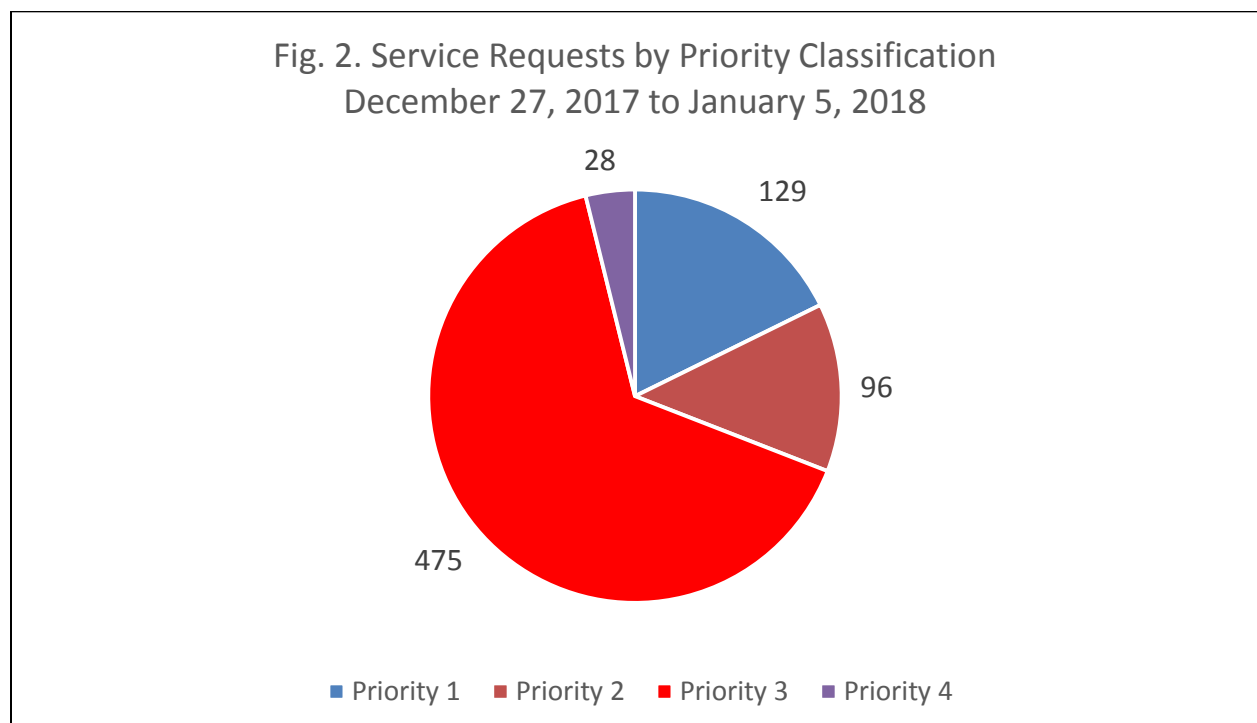


snowfall to numbers of SR's over the ten-year period but there was no clear correlation, likely because freezing rain, freeze/thaw cycles and other factors can have a major impact on winter maintenance operations. Figure 1 does show increasing numbers of SR's in the last three years. In addition to some larger snowfall events since 2015, other possible reasons for increasing SR's might include:

- More hillside development / growing road network;
- Greater number of snowfall events per winter; even though the total accumulation isn't high, we often receive many small events back to back; or
- Changing expectations from citizens with regards to service levels



Staff analyzed SR's through the record 37cm snowfall event that began on December 27, 2017 and found that over 70 per cent of SR's came from local residential roads (Fig. 2).

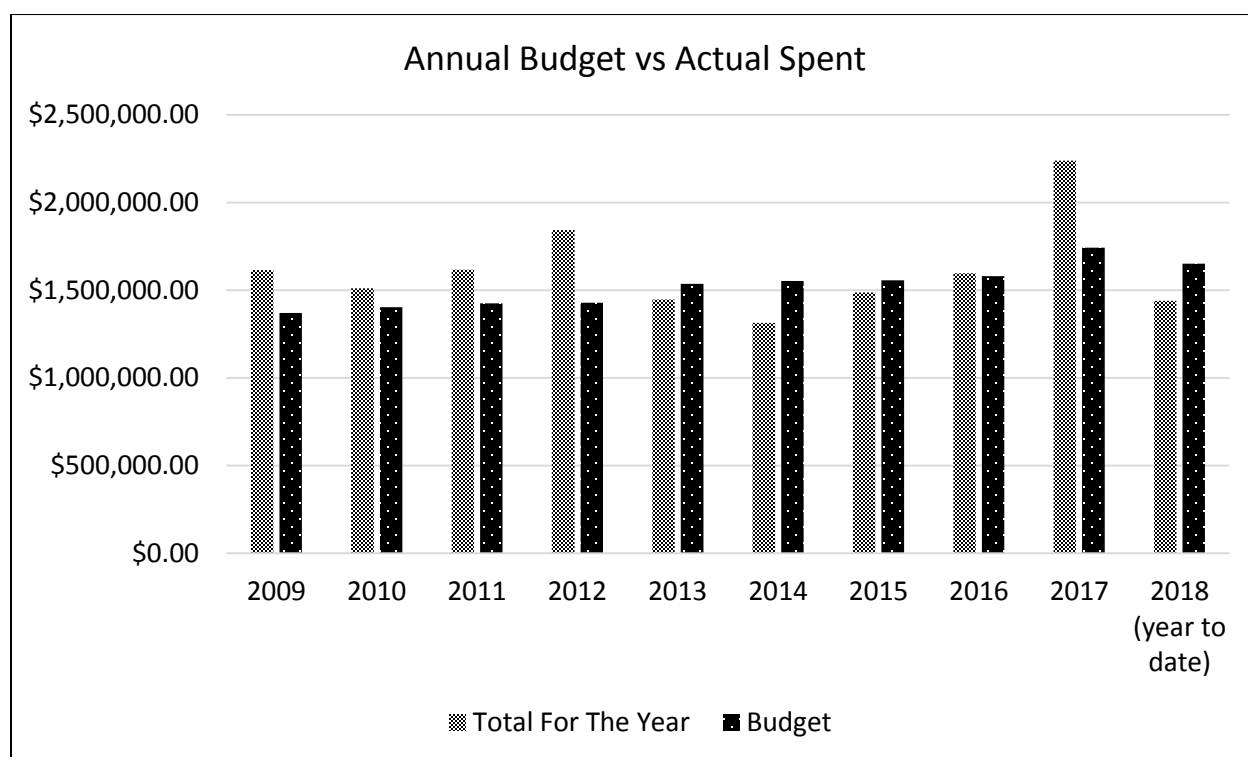


The Roadways Operations Branch follow the City's Snow and Ice Control Policy No.322, which determines the order of priority for clearing roads (excerpt follows):

- Priority 1 Roads: Plowed and sanded or salted within 8 hours of the end of a storm.
- Priority 2 Roads: Plowed and sanded or salted within 12 hours of the end of a storm.
- Priority 3 Roads: Plowed and sanded or salted within 48 hours of the end of a storm.
- Priority 4 Roads: Plowed and sanded or salted during regular working hours.

Priority 2-4 roads will not be serviced until service levels of Priority 1 roads are achieved. If another storm occurs prior to completion of Priority 2-4 roads, attention will again shift to Priority 1 roads.

The snow removal budget and the Snow Removal Reserve balance was also reviewed. The graph below represents the annual budget over the past ten years and the actual amount spent. The first three months of 2018 has already depleted 85 per cent of the annual snow budget.



In years of budget surplus, the surplus is contributed to the Snow Removal Reserve. When a deficit occurs during heavy snow event years such as 2017, the over spending is covered by the reserve. The analysis of the reserve over the last ten years shows that spending levels have increased and the Snow Removal Reserve is becoming depleted.

Growth, narrow hillside road designs, on-street bike lanes, cycle tracks and multi-use corridors have all added to the challenges of snow removal. There is no pattern within the weather data to accurately forecast for the future. The financial reserves are depleted rapidly during winters with continual or extraordinary snow events.

In response to increasing Service Requests, staff have investigated additional improvements which would allow for increased service levels on Priority 3 roads, some of which have a financial impact. These include:

- Increasing communication efforts through advertising, social media, and signage;
- Using GPS technology to monitor progress in the field in real time and allow for a quicker transition between operators during shift changes;
- Adding additional resources for snow removal for specific tasks; i.e. cul-de-sacs in higher elevation neighborhoods, multi-use corridors;
- Hiring additional snow removal contractors and increasing annual contractual/retainer period;
- Adding additional snow routes (parking bans during large snow events within neighbourhoods); and
- Adding additional standby staff to cover weekends.

In an ongoing effort to improve on service, staff have compiled options which we will consider recommending to the City Manager in the 2019 Budget.

Option 1. Status quo with no increase to the annual snow removal budget. Add additional snow routes per Schedule A.

Option 2. Increase the annual snow removal budget by \$256,000 to cover shortfalls as the average experienced over the last two years. Also add additional snow routes per Schedule A.

Option 3. (preferred) Increase the annual snow removal budget by \$400,000 to enhance service levels; hire additional contractors to improve response time into residential (Priority 3) streets and add additional resources. Also add additional snow routes per Schedule A.

At present staff recommend adding additional snow routes in the Black Mountain, Kirschner Mountain and Academy Way neighbourhoods. This amendment would have costs associated with sign installation at entrance points to neighbourhoods estimated at \$8,000. Staff proposes to utilize the existing snow removal budget to fund this installation.

**Communications Comments:**

Residents on Snow Routes will be notified prior to the program implementation and neighbourhood signage installation. The notification will include the ability to sign up for Snow Route updates through the City's eSubscribe system.

**Internal Circulation:**

Stephen Fleming – City Clerk  
Laurens Campbell – Supervisor, Traffic Operations  
Jodie Foster – Community Communications Manager  
David Gazley – Bylaw Services Manager  
Melanie Antunes, Budget Supervisor

**Legal/Statutory Authority:**

City of Kelowna Traffic Bylaw 8120

**Existing Policy:**

Council Policy 332 – Snow and Ice Control

**Financial/Budgetary Considerations:**

Staff will submit as part of the 2019 budget process an ongoing request to the annual snow removal budget for increased service levels.

Considerations not applicable to this report:  
Legal/Statutory Procedural Requirements:  
Personnel Implications:  
External Agency/Public Comments:  
Alternate Recommendation:

Submitted by:

D. Astooroff, Public Works Manager

Approved for inclusion:

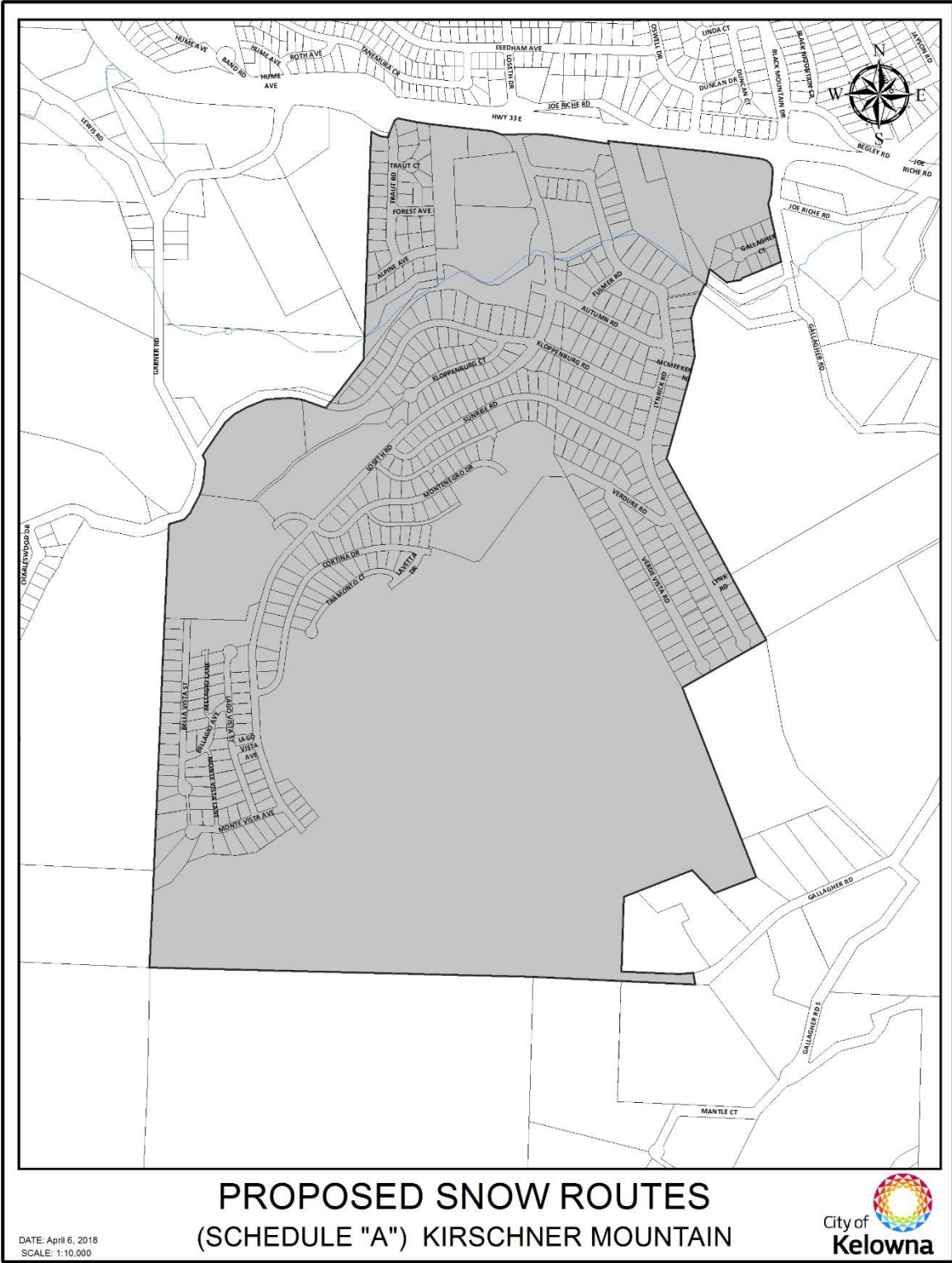


Ian Wilson, Infrastructure Operations Department Manager

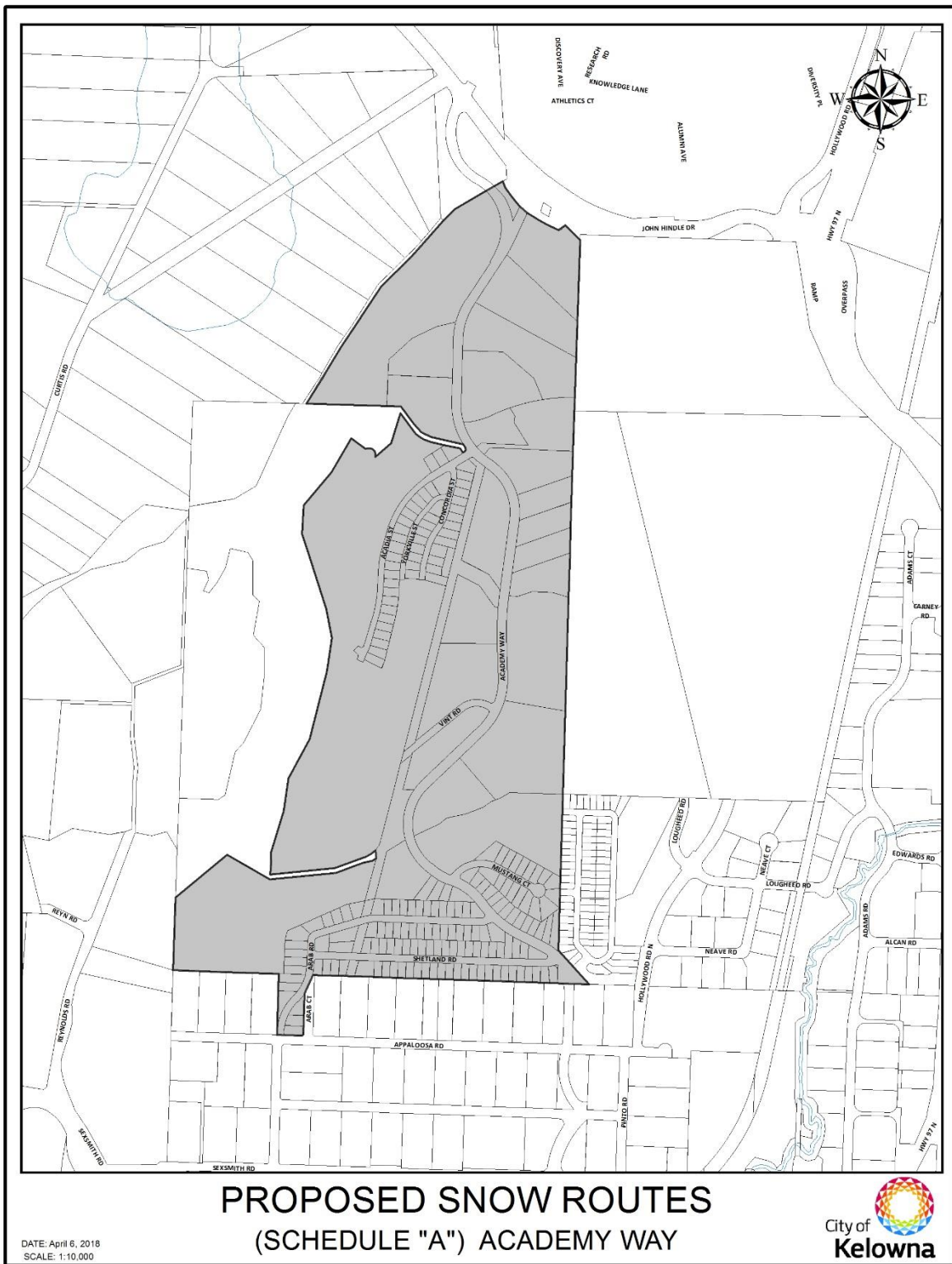
cc: Corinne Boback, Legislative Coordinator  
George King, Financial Planning Manager  
Genelle Davidson, Director of Financial Services



Schedule A







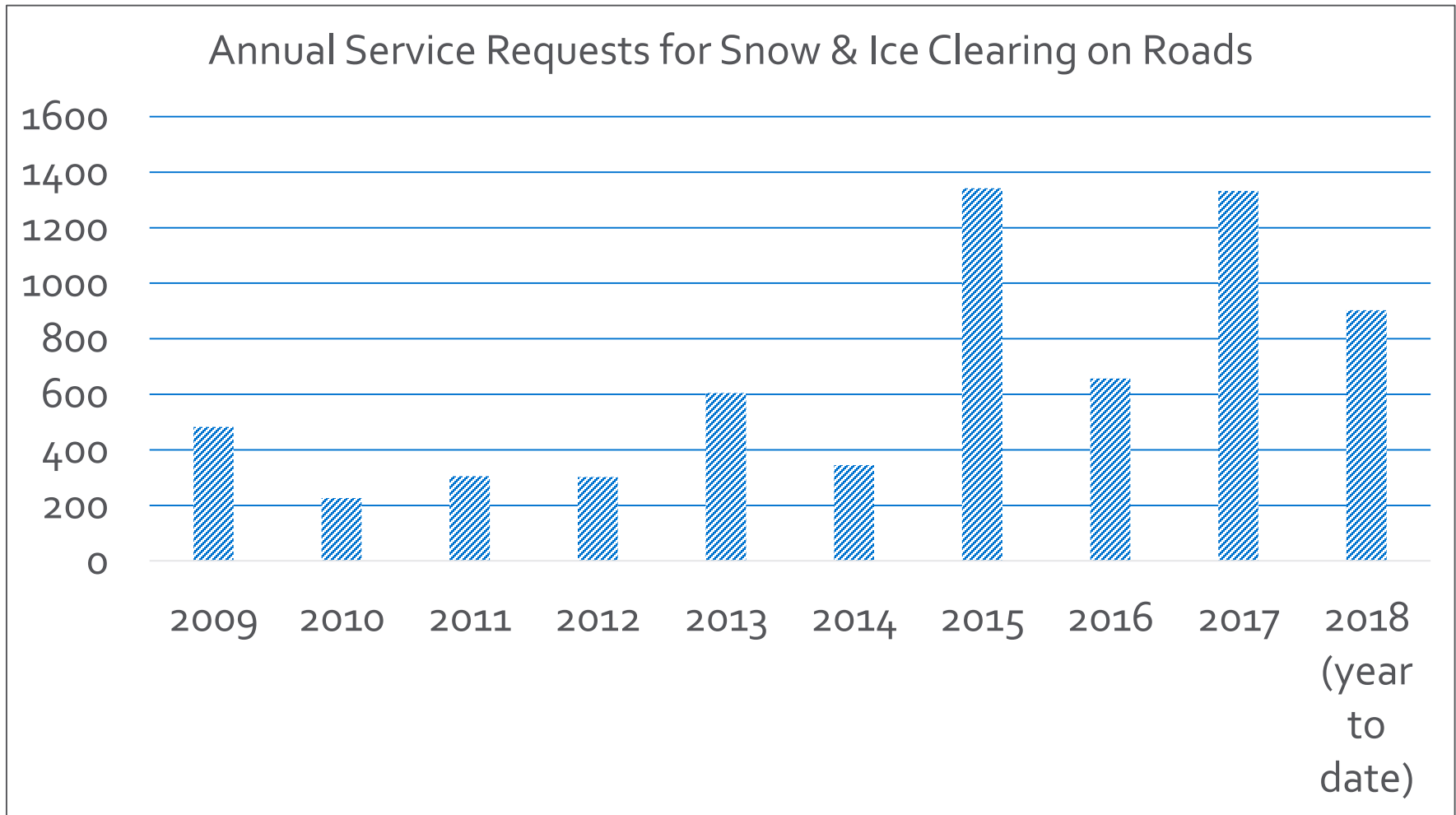




# Snow and Ice Program

May 14, 2018

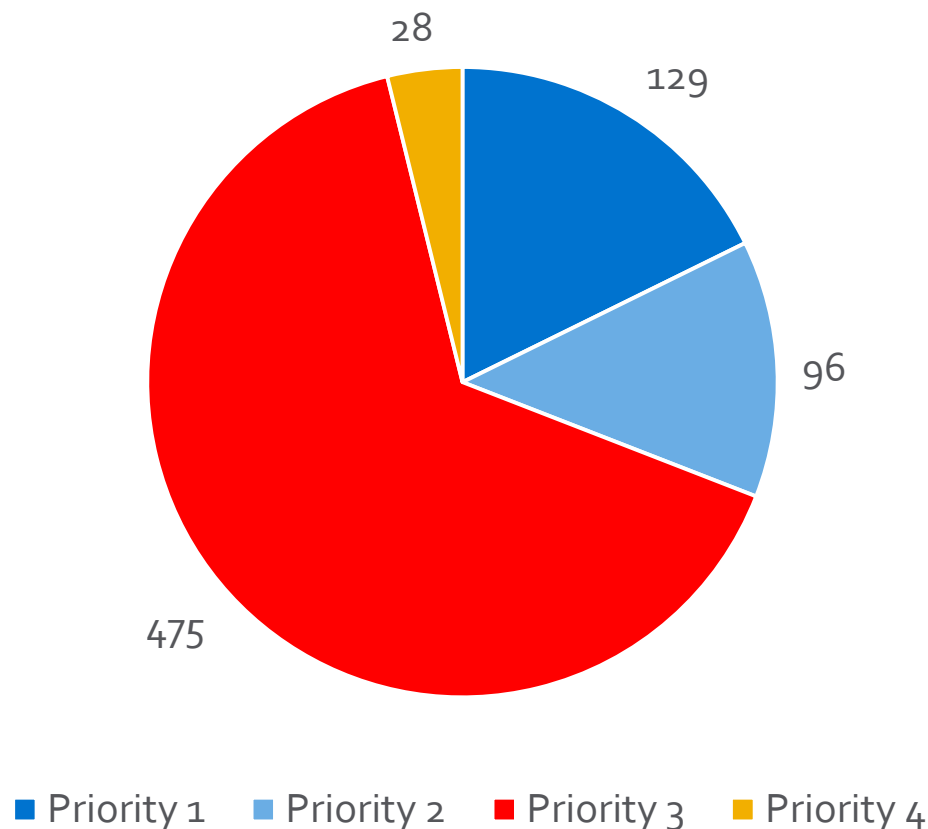
# Service Requests



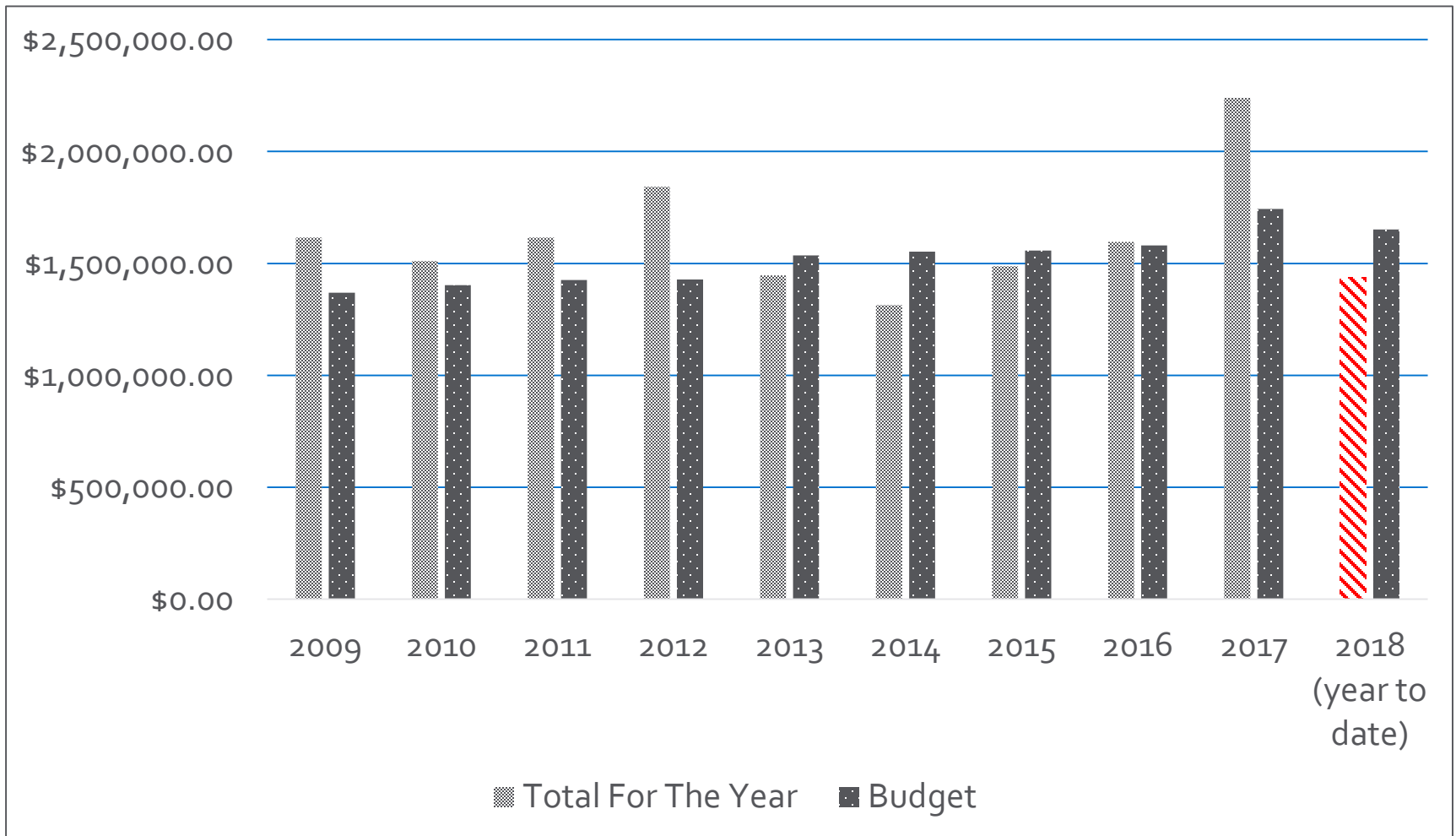


# Service Requests by Priority Classification

37cm snowfall - December 27, 2017 to January 5, 2018



# Annual Budget vs Actual Spent



# How Can We Do Better?

- ▶ Increase communication efforts through advertising, social media, and signage
- ▶ Use GPS technology to monitor progress in the field in real time and allow for a quicker transition between operators during shift changes
- ▶ Add additional resources for snow removal for specific tasks; i.e. cul-de-sacs in higher elevation neighborhoods, multi-use corridors
- ▶ Hire additional snow removal contractors and increasing annual contractual/retainer period
- ▶ Adding additional standby staff to cover weekends
- ▶ Adding additional snow routes (parking bans during large snow events within neighbourhoods)



# Options for 2019 Budget

- ▶ Option 1
  - ▶ Status quo with no increase to the annual snow removal budget. Add additional snow routes.
- ▶ Option 2
  - ▶ Increase the annual snow removal budget by \$256,000 to cover shortfalls as the average experienced over the last two years. Also add additional snow routes.
- ▶ Option 3 (preferred)
  - ▶ Increase the annual snow removal budget by \$400,000 to enhance service levels; hire additional contractors to improve response time into residential (Priority 3) streets and add additional resources. Also add additional snow routes.

# Additional Snow Routes

- ▶ Three neighbourhoods:
  - ▶ Black Mountain
  - ▶ Kirschner Mountain
  - ▶ Academy Way



## *Questions?*

For more information, visit [kelowna.ca](http://kelowna.ca).



# CITY OF KELOWNA

## BYLAW NO. 11601

### Amendment No. 30 to Traffic Bylaw No. 8120

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The Municipal Council of the City of Kelowna, in open meeting assembled, enacts that the City of Kelowna Traffic Bylaw No. 8120 be amended as follows:

1. THAT **Part 2 – General Regulations**, 2.5.4 Snow Route Parking Ban Area be amended by deleting the maps for Wilden, The Ponds, Magic Estates and Dilworth in their entirety and replacing with new Maps for Academy Way, Black Mountain, Dilworth, Kirschner Mountain, Magic Estates, The Ponds and Wilden as attached to and forming part of this bylaw a Schedule A.
2. This bylaw may be cited for all purposes as "Bylaw No. 11601, being Amendment No. 30 to Traffic Bylaw No. 8120."
3. This bylaw shall come into full force and effect and be binding on all persons as of the date of adoption.

Read a first, second and third time by the Municipal Council this

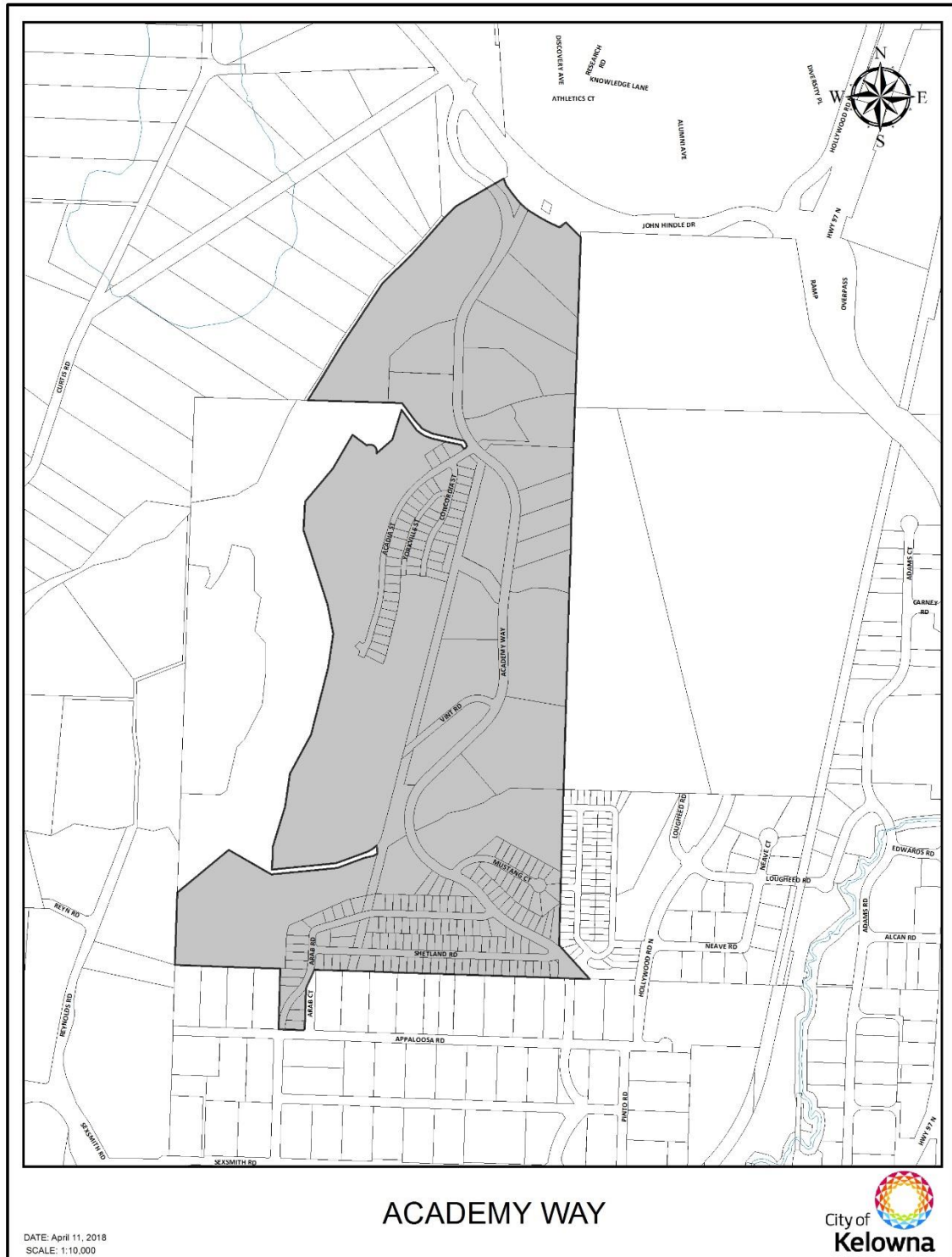
Adopted by the Municipal Council of the City of Kelowna this

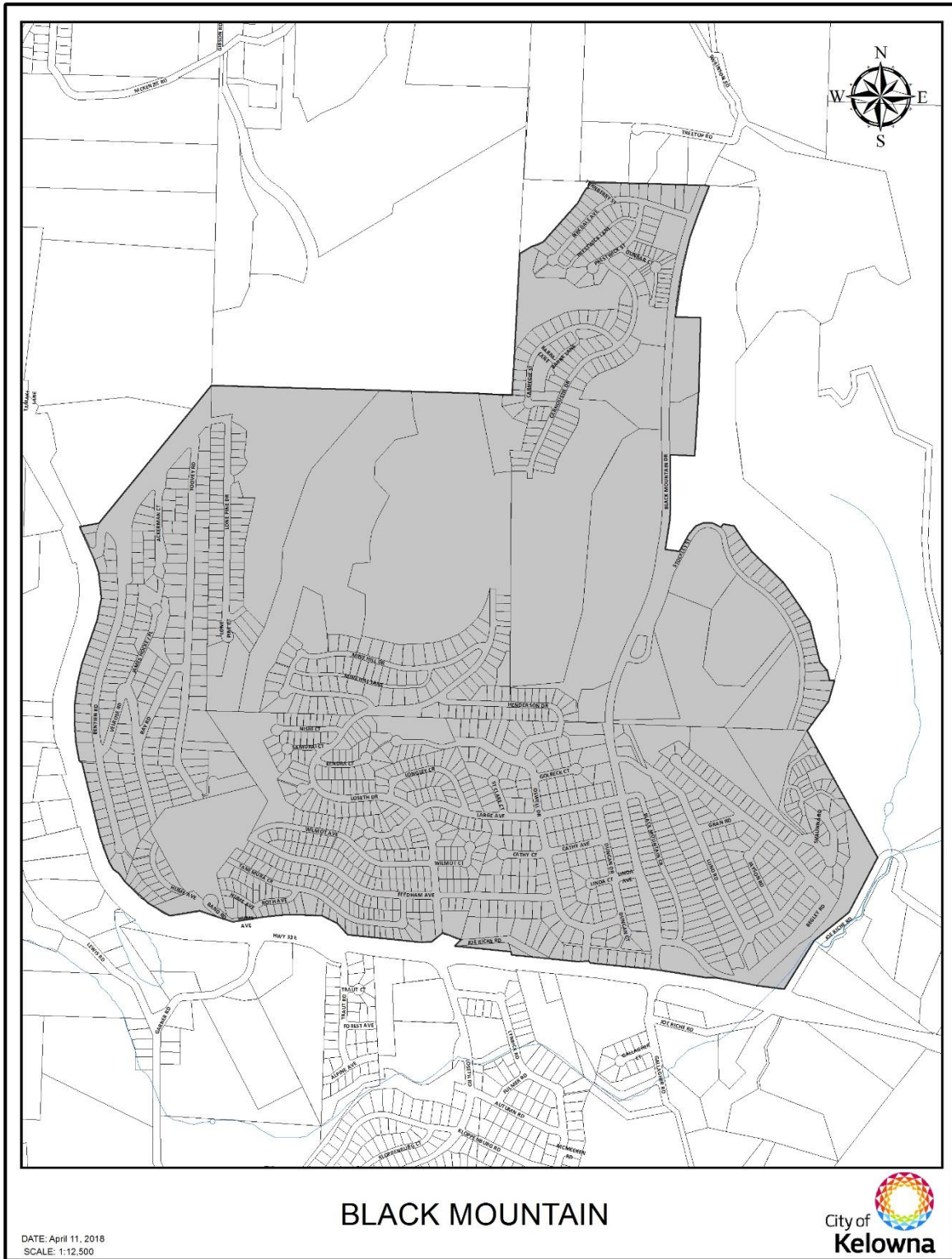
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Mayor

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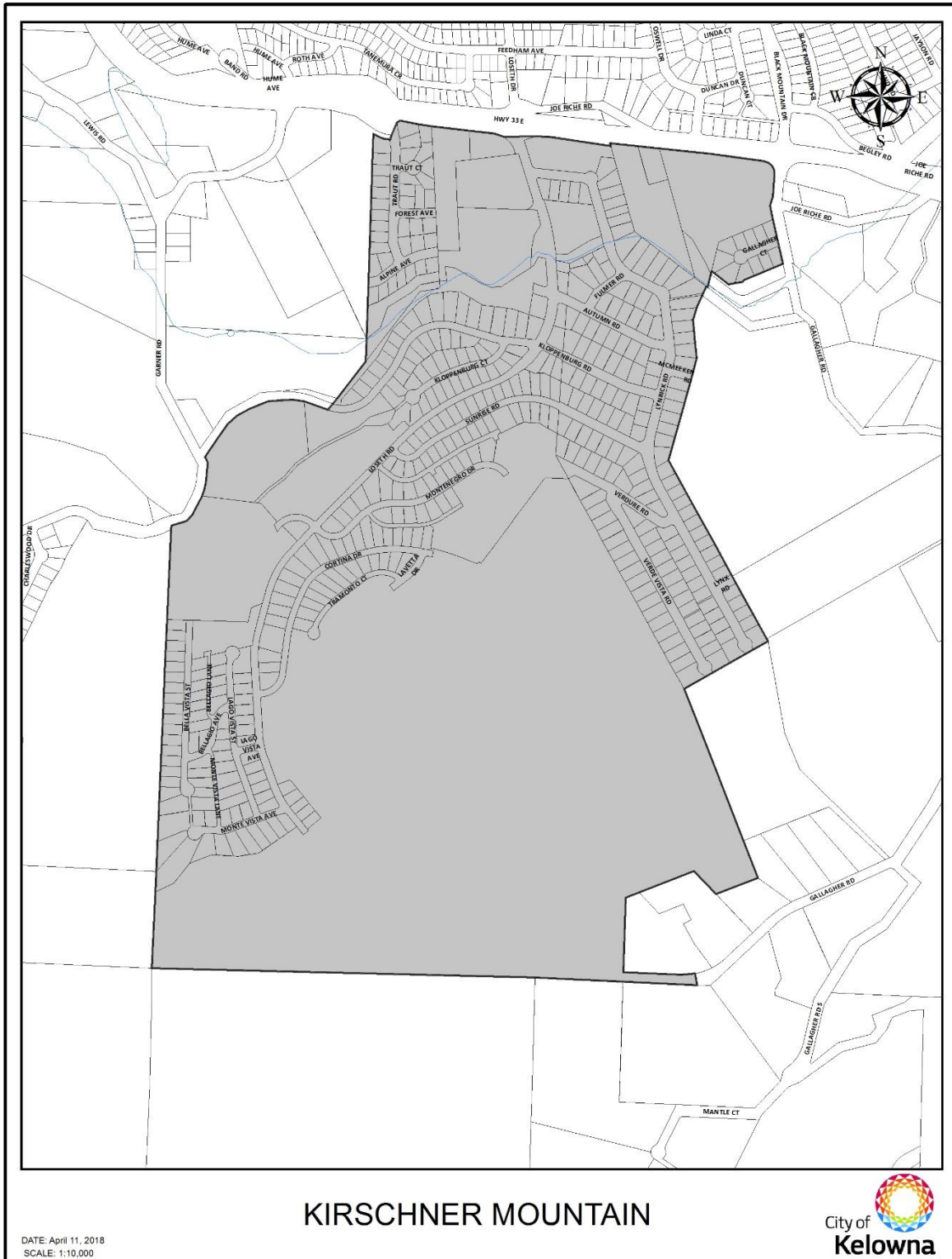
City Clerk





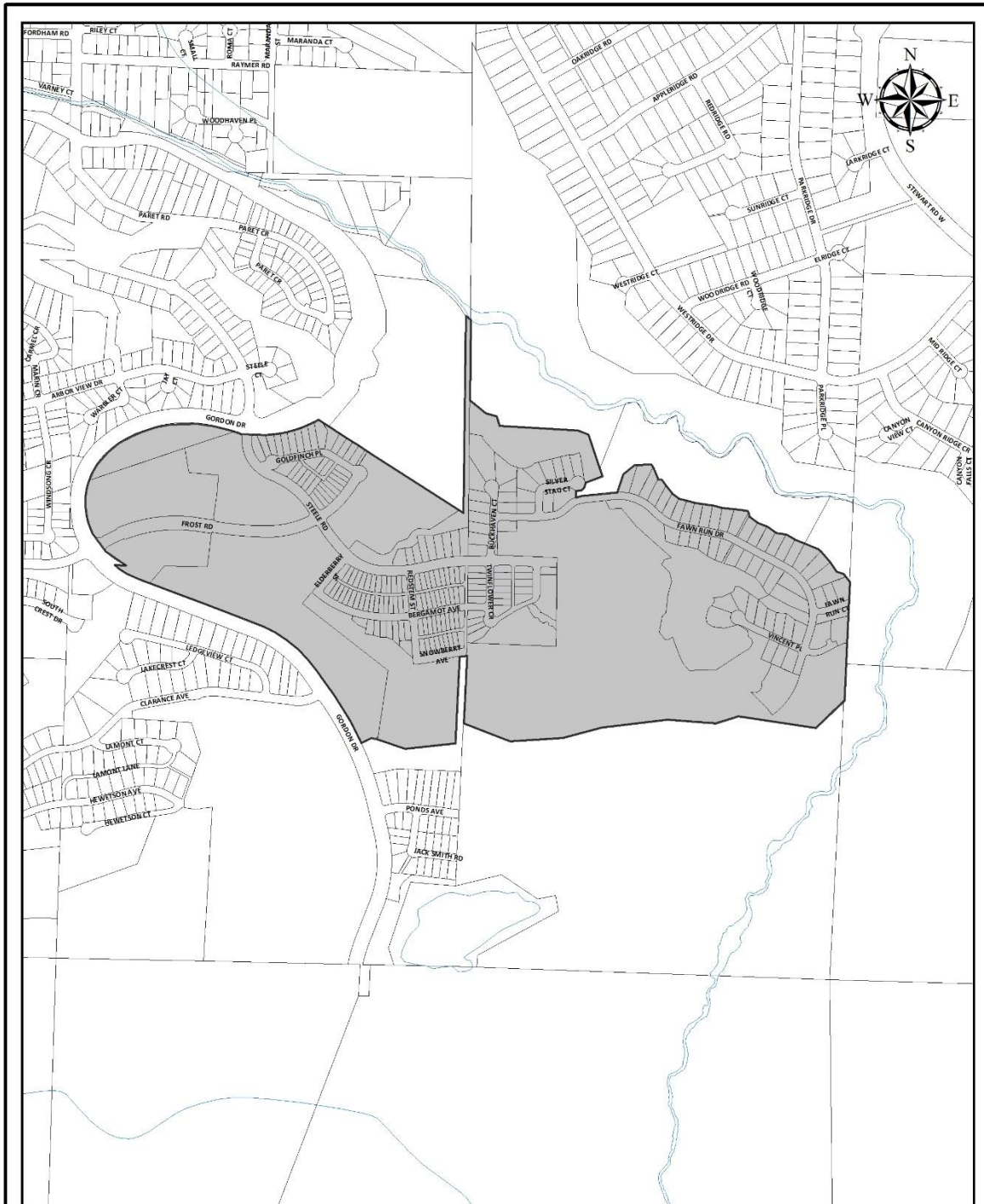










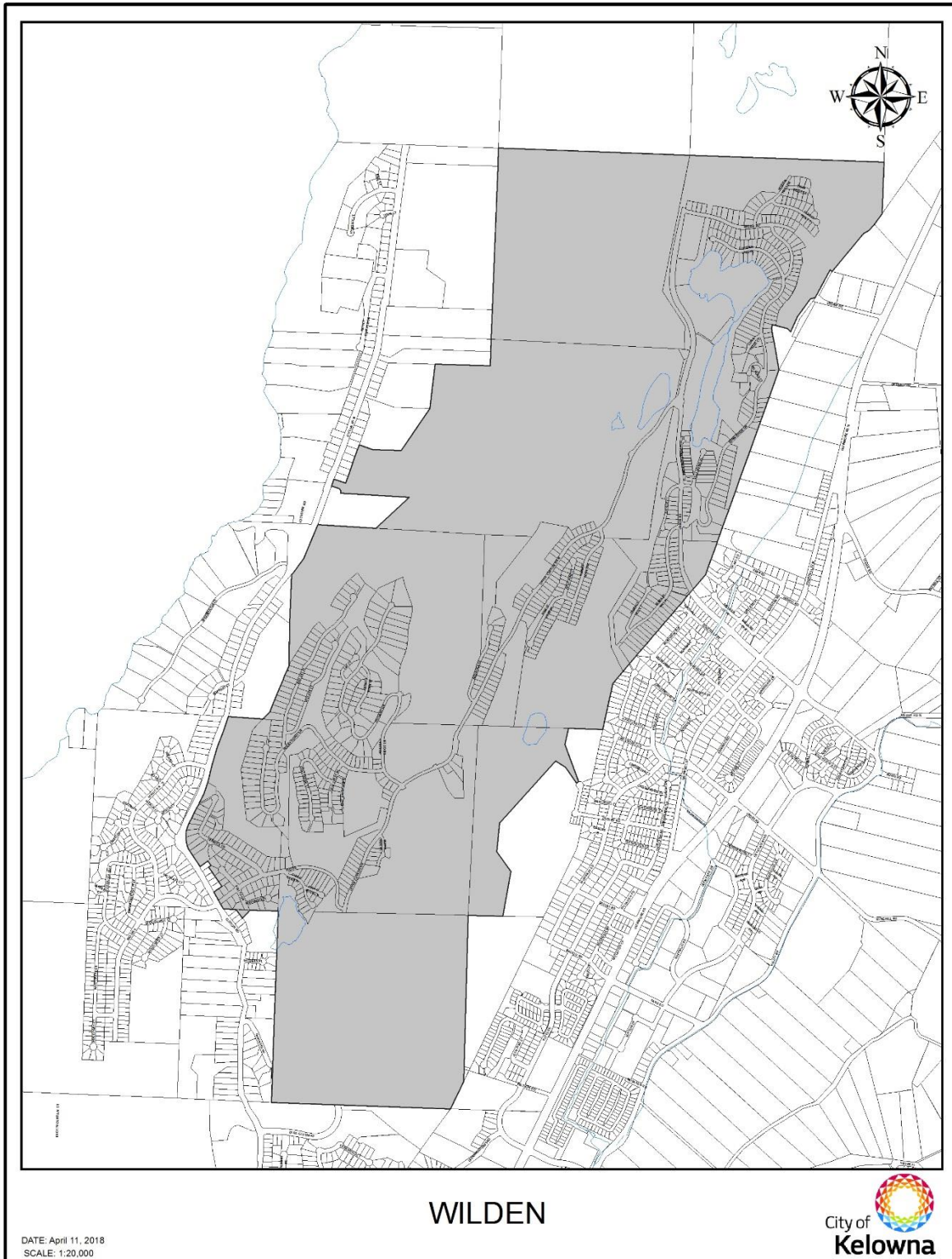


## THE PONDS

DATE: April 11, 2018  
SCALE: 1:10,000







# Report to Council



**Date:** May 14, 2018

**File:** 1890-01

**To:** City Manager

**From:** Kevin Van Vliet, Utility Services Manager

**Subject:** Agricultural Water Rate Design Community Engagement Results and interim water rate measures for SEKID integration

---

## **Recommendation:**

THAT Council receives for information the report from the Utility Services Manager dated May 14, 2018 with respect to the results of the Agricultural Water Rate Design Community Engagement process;

AND THAT Council direct staff to retain rates set by SEKID to 2020 for SEKID agricultural and domestic water customers after dissolution of SEKID and through the year 2020;

AND THAT Council direct staff to propose amendments to the Water Regulation Bylaw such that existing City and SOMID agricultural customers use the same rate structure as existing SEKID agricultural customers;

AND THAT Council direct staff to develop a holistic and inclusive process to engage and consult with the agricultural community in developing irrigation water rate policy, pricing structure and a water allocation structure to provide water security in support of sustainable farming in Kelowna;

AND FURTHER THAT Council direct staff to bring forward for Council's consideration an updated water rate and irrigation water allocation structure based on the results of the community engagement that can be implemented for all agricultural customers beginning in 2021.

## **Purpose:**

To inform Council of the engagement results from the agricultural water rate design consultation process and to consider interim water rate stability measures for existing SEKID and SOMID customers.

## **Background:**

The pending transition of South East Kelowna Irrigation District (SEKID) and South Okanagan Mission Irrigation District (SOMID) customers into the City system, along with the separation of irrigation and

domestic water supplies in Southeast Kelowna, has resulted in the need for the City to review its agriculture rate structure to ensure a fair rate design that encourages conservation and supports farming operations.

At present, the City, SEKID and SOMID all charge agricultural customers for water in different ways, highlighting the need to adopt a single rate structure with the goal of one water rate structure for all agricultural customers.

On October 30, 2017 Council directed staff to proceed with the communications and engagement process for gathering feedback and preferences on agriculture water rate design. A report summarizing the process and results is included as an attachment to this report.

With more than 12,000 hectares of the City's land base zoned "agricultural", agriculture is integral to the history and identity of Kelowna and is a key component of community planning, economic development and environmental sustainability. During the engagement process for the recently endorsed Agriculture Plan, growers and residents identified water as a concern. To that end, the Agriculture Plan identified two actions for ongoing and long-term implementation namely:

- 2a: Evaluate and monitor City of Kelowna water pricing with the goal of sustaining agriculture and;
- 2f: Continue to work towards ensuring sustainable, redundant and secure water for all agriculture.

## **What We Heard**

The communication and engagement process sought input on water pricing values, priorities, concerns and impacts from stakeholders and the public. Feedback was collected through an online survey, face-to-face meetings, public information session and a stakeholder workshop.

The community engagement process highlighted many farmer concerns about the future security of supply and the cost of water. The way future decisions will be made regarding rates, management of supply sources and clarity of how the utility would be governed were also concerns.

While there were some significant differences between the concerns expressed by agricultural stakeholders and those expressed by non-agricultural water users, both strongly felt that if agricultural users were to be charged reduced rates, those rates should only apply to bona fide farm operators. For example, the majority of survey respondents indicated that if a property does not have Farm Status (through BC Assessment), it should not receive subsidized water rates. Those at the workshops pointed to the need for legitimate agriculture activities to be conducted in order to receive the agriculture rate. It was noted that SEKID's system currently offers allocations and an agricultural irrigation rate to all land holders, regardless of whether agriculture is occurring or not.

Conservation concerns were varied with non-farming water users placing a much higher priority on conserving water and ensuring resiliency in light of climate change. Farm operators generally did not feel that they need to be encouraged to reduce their use of water on the farm. Many noted that the crops need what the crops need, and distinguished between 'conservation' and 'wastage'. While the agricultural stakeholders acknowledged that changes to the climate are occurring there is a strong sense that the water system is not vulnerable to climate change variability. This sense is based on the

understanding that SEKID targets having at least 10 percent volume remaining at the end of year when issuing water allocations, many landowners do not use their full allocation and that removing domestic users from the system will free up additional capacity. Staff feel that climate change is a significant risk to ensuring adequate water supply in the long term.

Consultation results show that there is tension between the top priorities of respondents who are agriculture customers and the top priorities of respondents who are other water customer types. The attached report summarizes these results.

### **Rate Stability and Allocations**

With the pending transition of SEKID into the City Water Utility and the extensive amount of potable water construction activities in the area, immediate rate stability and consideration for allocation security would help farmers through this transitional period. SEKID has a well-established agricultural water rate structure. Since the City will automatically adopt SEKID bylaws on dissolution, it is easy for the City to maintain the SEKID rate structure and water security model through 2020 to provide immediate stability to farmers and domestic water users. This will also give the City time to engage with the proposed SEKID transitional committee and broader agricultural community.

The existing SEKID water system will continue to operate and will be dedicated to providing irrigation and fire protection by 2021. The SEKID facilities are well maintained, although many are showing signs of age. Staff has some concerns about the state of the buried pipe infrastructure, its life expectancy and the City's liability around system replacement and overall lifecycle costs.

Irrigation Districts, including SEKID, goals have been to provide their agricultural customers water at a reasonable cost. Staff are concerned that SEKID has more asset renewal required than what is currently budgeted. Staff believe that the costs of owning and operating the irrigation system could rise significantly faster than inflation due to the quality and aging nature of the system, and the lack of replacement reserves. This will be better understood after a few years of owning and operating the system.

On April 19, 2018, the SEKID Board of Trustees passed a resolution to set the 2019 water tax rates (irrigation services) at the 2018 rate plus 5 percent inflation. Staff are supportive of maintaining these 2019 rates and the current domestic water rates ("tolls") through 2020 to ensure water rate security through the period of merging SEKID into the City of Kelowna.

In order to begin to align agricultural water rates it is recommended that the City amend the water regulation bylaw in 2019 and apply the SEKID water rates, irrigation allocations and rate structure to the few City agricultural water customers and to the SOMID agricultural customers once SOMID is dissolved.

To address the concerns of water cost and water security for the longer term the City of Kelowna should adopt overarching policies to guide water rate decisions and the security of water supply for farming to allow for long term farm decisions and security. Staff will develop a holistic and inclusive process to engage and consult with the agricultural community in developing irrigation water rate policy, pricing structure and a water allocation structure to provide water security in support of sustainable farming in Kelowna.



**Internal Circulation:**

Divisional Director, Corporate Strategic Services  
Divisional Director, Infrastructure  
Utility Planning Manager  
Senior Engineer, Infrastructure  
Communications Advisor  
Financial Planning Manager

**Considerations not applicable to this report:****Legal/Statutory Authority:****Legal/Statutory Procedural Requirements:****Personnel Implications:****Communications Comments:****External Agency/Public Comments:****Existing Policy:****Financial/Budgetary Considerations:****Alternate Recommendation:**

Submitted by:

K Van Vliet, Utility Services Manager

**Approved for inclusion:**



K Van Vliet, Utility Services Manager

cc:

Utility Planning Manager  
Senior Engineer, Infrastructure  
Financial Planning Manager



City of  
**Kelowna**

# Agriculture Water Rate Design Engagement Report

May 2018



## Introduction

The pending transition of Southeast Kelowna (SEKID) and South Okanagan Mission Irrigation District (SOMID) customers into the City's water system and the separation of the irrigation and domestic water supplies has resulted in the need to review the City's agriculture rate and rate design to ensure fair rates that encourage conservation and support for farming operations.

While SEKID will continue to set the irrigation rates for customers in 2018 and 2019, customers require assurance and advance notice of any changes to the rate design that may affect them. The City committed to consulting with the agricultural community and reporting back to Council on what might be a more appropriate rate design.

## Process

The communication and engagement process sought input on water pricing values, priorities, concerns and impacts from stakeholders and the public. This information is necessary in order to outline options for an agriculture rate structure and provide Council with recommendations on a preferred option moving forward after 2019.

Guided by an engagement plan reflecting the City's Public Engagement Guiding Principles and Engage Policy, staff facilitated meaningful dialogue with stakeholders across the community (see Appendix A for complete stakeholder list.) Engagement with water customers was not restricted to just SEKID customers, as any current or potential future City agriculture customers will also be affected by any rate design adopted. The broader Kelowna community also had an opportunity to provide input through an online survey.

The engagement process was divided into three phases. It began in mid-September 2017 and wrapped up in mid-March, 2018.

The results detailed in the following pages were gathered through the online survey, face-to-face meetings, and a stakeholder workshop. At the workshop and meetings, attendees participated in in-depth discussions and options were ranked by voting through a show of hands.

The survey was open to all Kelowna residents from Nov. 16 to Dec. 10, 2017 (see Appendix B for a breakdown of who we heard from in the survey.) Opportunities were promoted through the City's news bulletins, gov delivery subscription service, website, social media channels and the City's Get Involved website. In addition, critical stakeholder groups were sent e-mail invitations to forward to their members and the South East Kelowna Irrigation District (SEKID) forwarded an e-mail invitation to its ratepayers.

Results from surveys such as this are a collection of opinions and perceptions from interested or potentially affected residents and are not a statistically significant random sample of all Kelowna residents. Due to its opt-in and open methods, results are qualitative in nature

## Engagement Goals

- Inform customers and stakeholders with balanced and objective information to help them understand the purpose and principles of water rate design
- Engage customers and stakeholders in the rate design process
- Create broader understanding of the roles of the water utility and its customers in water resource stewardship
- Create understanding of the value and importance of efficient water use and water conservation

*"Keep in mind the farming community is what Kelowna's roots are and it continues to feed many people today."  
– Survey respondent*

## Engagement results

During the engagement, participants were asked to address four topics:

1. Future water challenges and priorities
2. Rate design tools
3. Conservation objectives
4. Preferred billing options

### Topic 1: Future water challenges and priorities

There are some significant differences between the concerns and priorities expressed by agricultural stakeholders and those expressed by non-agricultural water users (residential, commercial, industrial, etc.)

Agricultural stakeholders were primarily concerned about the future cost of water and the consistency of supply. These concerns were expressed by stakeholders at both the in-person events and through the online survey.

*"If you use more you pay more.  
That would help promote proper  
irrigation practices."  
– Survey respondent*

For stakeholders, the way in which future decisions will be made regarding water rates for agricultural users was a top concern, because it was felt that there was a lack of clarity around how the utility

would be governed. Many stakeholders also expressed a desire for agricultural users to have voting rights at the utility board level.

In terms of cost, the primary concern was on predictability. Farmers need to be able to plan their irrigation and crop practices around a predictable quantity of water as well as a predictable cost of water. There was concern that the costs of water will no longer be a known factor when developing their business plans for the upcoming growing seasons.

Those agricultural users that are currently allocated water in acre/feet for year for a set price (e.g. SEKID ratepayers) seem satisfied with this arrangement and would prefer to see this type of cost structure continue.

In contrast, non-agricultural water users were much less concerned with ensuring low water rates for agricultural customers. Non-agricultural users were much more likely to say that customers who use more water should pay more and that water rates should be in line with the cost of providing water. Non-agricultural water users also placed a higher priority on water conservation than agricultural water users and stakeholders.

## Activities

### Phase 1: Inform

- Face-to-face Meetings (including SEKID Board, Agricultural Advisory Committee (AAC))
- Website Update
- Mail-out to stakeholders (including SEKID customers, current City customers, SOMID Customers)

### Phase 2: Collect input

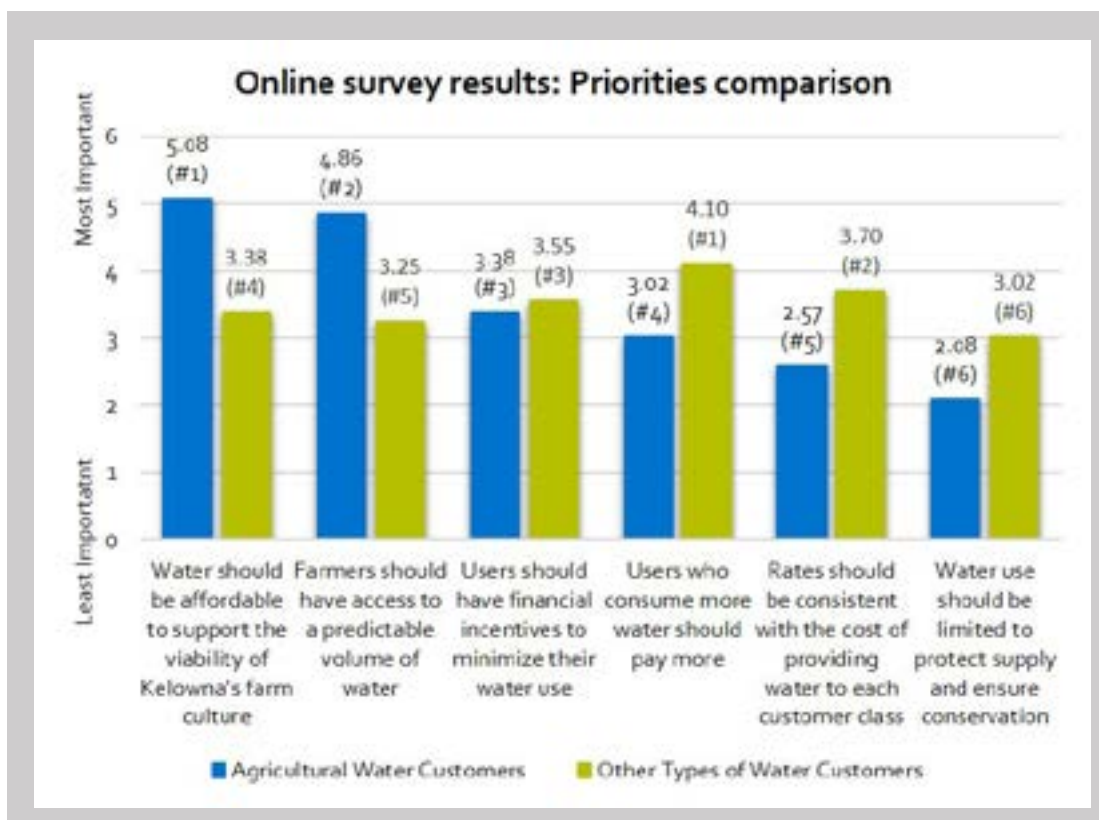
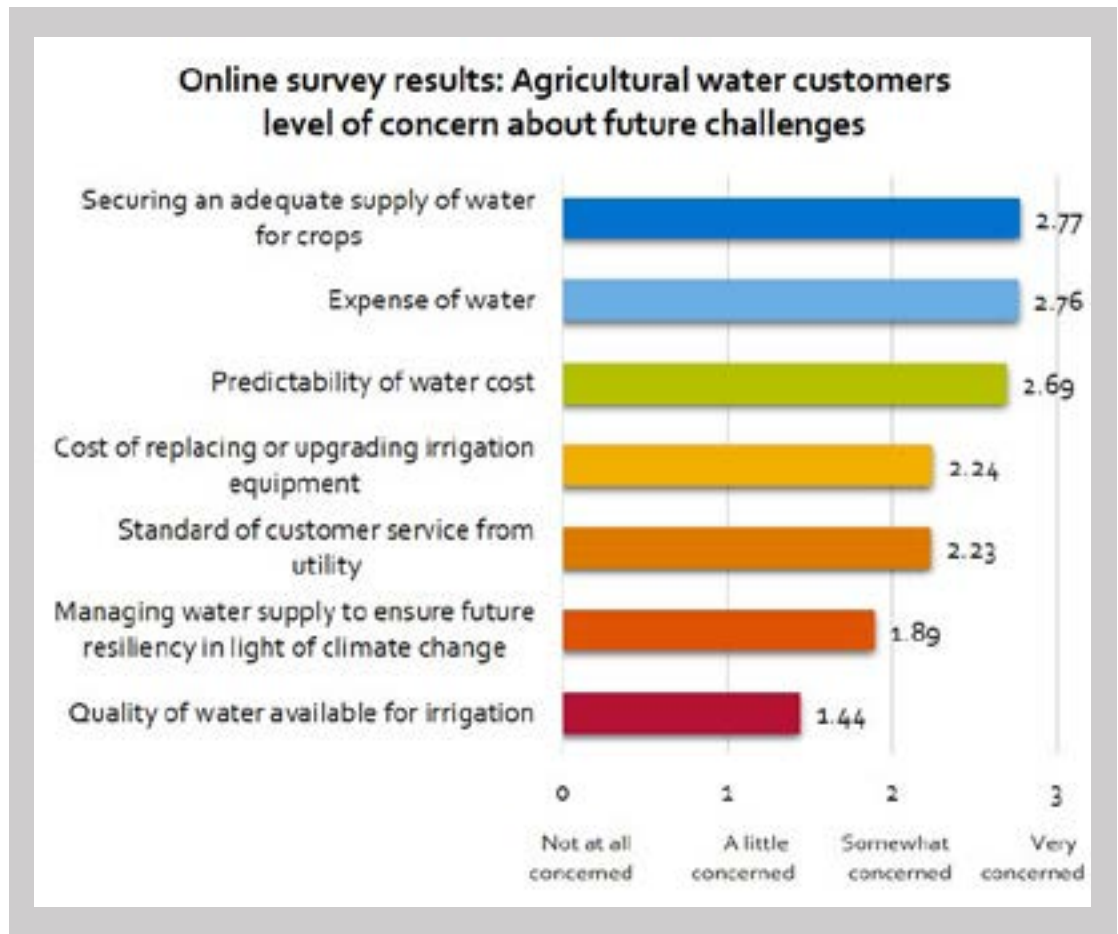
- Face-to-face Meetings (including SEKID Board, AAC)
- Online survey open to all Kelowna residents from Nov. 16 to Dec. 10, 2017
- Stakeholder workshop by invitation
- Public Open House

### Phase 3: Review and Report

- Report out of engagement results
- Review 2018 engagement outcomes
- Recommendation and rationale for preferred rate design option
- Council to adopt rate design and set rates for 2020



*"Agricultural water users actively growing agricultural crops need to have an affordable, reliable and sustainable source of irrigation water"*  
– Survey respondent



*"Agriculture rates should be in line with other commercial industrial users. They are in business. That's a cost of doing business"*  
– Survey respondent

## Topic 2: Rate design tools

Agricultural stakeholders and water users were asked to indicate what tools for rate design they would like to see the City use to sustainably manage the supply of water for agricultural customers. An overview of fixed rates vs. variable rates was provided and it was explained that a blending of the two types of rate designs could be created. Most participants (including the SEKID board, industry groups, online survey respondents, and attendees at stakeholder workshops) indicated they would prefer to see a blended rate, or a balanced mix of variable use and fixed volume rates.



It was strongly felt that if agricultural users were to be charged reduced rates, those rates should only apply to bona fide farm operators. For example, the majority of participants in the survey indicated that if a property does not have Farm Status that it should not receive subsidized water rates. Those at the workshops pointed to the need for legitimate agricultural activities to be conducted in order to receive an agricultural rate. It was also noted that SEKID's system currently offers allocations to all agricultural land holders, regardless of whether agriculture is occurring or not. There was little support for lower water rates for recreational or park properties.

*"The South East Kelowna Irrigation District current methodology of an allotment plus tiers if you go beyond that allotment is the best for agricultural customers. It encourages farms to keep a close eye on their meters and, if they manage their watering correctly, should be able to stay within the allotment. This method should be adopted."*  
– Survey respondent

In terms of specific rate tools, stakeholders felt that an increasing block rate system would be appropriate, but that the level at which the increase starts as well as the actual price increase, would impact their level of support for this tool. Many believe that the SEKID water allocation system (one price for a set amount of acre-feet of water) should be maintained, and if that quantity is exceeded then the block rate increase should begin at that point. Others questioned the need to conserve water that was being held in the reservoir specifically for agricultural purposes.

Several participants mentioned that although it may be a cumbersome calculation, it could be worthwhile to allocate a different base amount of water based on the type of crops being irrigated, as some crops require more watering than others. This may help to increase the level of water equity amongst farm operators.

Compliance tools such as penalties, fees, tickets, or fines for exceeding water allocation were all supported, however it was underscored that a robust enforcement program would be required in order to ensure that compliance is met.

Very little support was provided for tools such as shutting off water, relating the price of water to the size of the servicing, or using the block pricing tool right from the start of the year.

Other ideas that were raised included:

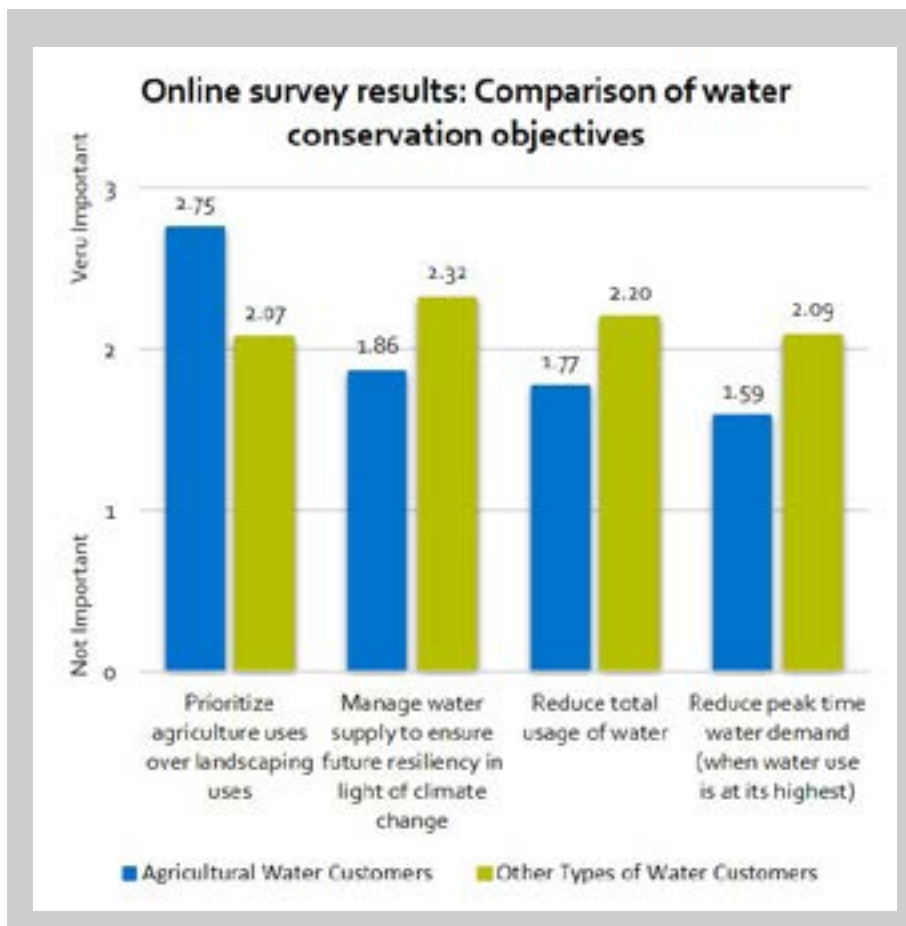
- Continue to use a community-based information approach, whereby when water scarcity is a concern that farmers are simply asked to reduce their use. In previous times of shortage this word-of-mouth and neighbourly policing has worked well
- Explore the possibility of using flow restrictions as a tool under a metered rate
- Consider providing water users with a choice of the type of rate design that they would like to sign up for. This approach could allow personal or farm needs to be built into the rate design
- Ask farmers to pay a premium for predictability
- Set up a water exchange so that unused allocations could be sold to users who go over their allocation
- Possibly leave the current SEKID rate system in place for a few years after the water system integration and see if it continues to work, then to make any tweaks a few years down the road

*"Farmers need to know that if there is a dry, hot summer when they need a lot of water, that it will be available. If this is uncertain, then they won't make long term investments. Rationing water to agricultural producers therefore needs to be a last resort."*  
– Survey respondent

### Topic 3: Conservation objectives

Prioritizing agriculture water over other outdoor water use such as landscaping was chosen as a high priority objective by all agricultural stakeholders. Not surprisingly however, it was listed as a low priority by those who were not farmers.

Farm operators generally did not feel that they needed to be encouraged to reduce their use of water on the farm. Many noted that the crops need what the crops need, and distinguished between "conservation" and "wastage." The agricultural community did not feel that much water was being wasted on farms.



Concern was raised that as the water system moves from a small community-based system to a larger municipal system that the value and philosophy of conservation may be lost among users. It was noted that neighbours are currently pretty adept at monitoring each other's use and that this community-value based method is a good conservation tool.

Incentives for water conservation was of interest to many agricultural stakeholders. However, many expressed that they would like more information regarding what types of incentives before committing their support. It was felt that timely information being made available online would be a useful tool in meeting conservation objectives.

It was also noted that because domestic users will now get their water from another source, there will be an up to 20 per cent increase in water supply for irrigation uses.



There was low or no support among agricultural stakeholders for any of the following conservation objectives:

- Reduce total water usage
- Climate change resiliency
- Reduce peak water demand times

In terms of climate change resiliency, while the agricultural sector acknowledges that changes to the climate are occurring, there was a strong sense that the need and ability to meet climate change through water conservation is difficult to assess. Additionally, the design of the system is such that there is a fixed amount of water in the reservoir, therefore the feeling among many farmers is that the water that is allocated may as well get used. The SEKID system is currently managed such that at the end of the year after all the water is allocated there is still at least 10 per cent of the volume remaining in the reservoir. Furthermore, there are many landowners who do not use their full allocation. These factors

combine to create a sense that the water system is not vulnerable to climate change variability.

*"Orchardists in Kelowna have built their business around current agriculture water costs. It would not be good to jeopardize these operations by significantly changing those costs."*  
– Survey respondent

*"Agricultural users should be held to the same standards as everyone else: pay rates that reflect the cost of the water they use; eliminate practices which are wasteful; and employ methods which require less water in general."*  
– Survey respondent

Several stakeholders noted that the rationale for conserving water would need to be clear. If there is no specific or strong reason for conserving water at a particular point in time, then farmers won't necessarily feel that they need to conserve. Support for the prioritization of conservation objectives also depends on how the conserved water will be used. Will it be re-allocated? Will it be left in the reservoir/lake/stream for ecosystem purposes? Knowing the answers to those questions would help stakeholders determine how to rank the conservation objectives.

Other comments and ideas from stakeholders regarding conservation included:

- The Ministry of Agriculture's Agriculture Water Demand Model has provided estimates of what each crop requires for water in Kelowna
- Would like to know what type of warning system will be in place to communicate water shortages to agricultural users. What will happen before the water supply runs out? Will there be ample warning before water is shut off?
- Variable rate system design can help to promote conservation if flow rate and allotment are intertwined

In contrast to farmers and other agricultural stakeholders, non-farming water users who responded to the online survey placed a much higher priority on conserving water and ensuring resiliency in light of climate change.



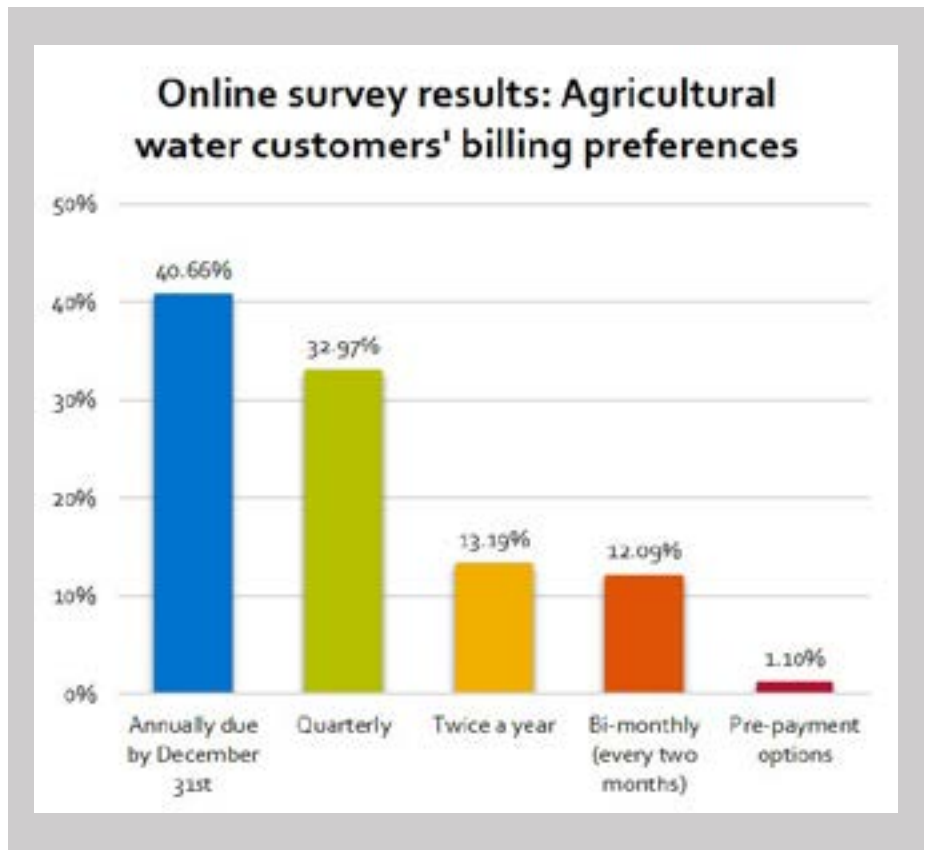


#### Topic 4: Preferred billing options

Agricultural stakeholders were asked to describe their preferred billing options (e.g. how many bills per year, timing of bills, online access to usage history, etc.). SEKID users currently receive annual water bills, while City of Kelowna customers receive bills every two months.

Stakeholders responded that annual bills are generally preferred over bi-monthly, and that it was important to consider that most users don't use much water during the off-season.

Information availability would be supported on a more frequent basis. In fact, agricultural users would be interested in obtaining usage data more frequently than every two months if possible (monthly or even weekly during the growing season). An online system where each user can log into a personalized account would provide access to more frequent information. While most agricultural users have the capability to access this information online, it was noted that mail-out bills and usage history would be useful as a back-up form of communication.



*"Hopefully rates will not be raised for the agriculture consumers. Expenses for growers are high enough now so I feel that we should be concerned whether we are going to support the farmers in the Kelowna area or cause more reason for them to lose their enthusiasm to keep up their vocation."*

– Survey respondent

## Appendix A: Agricultural Stakeholders

### Direct interest:

- SEKID Board of Directors
- Agricultural Advisory Committee (AAC)
- SEKID Agricultural Customers
- Current City Agricultural Customers
- SOMID Agricultural Customers
- City Council

### Indirect interest:

- Industry Groups
- Other Water Improvement Districts/Communities
- Summerland Research and Development Centre Regional District of Central Okanagan
- First Nations

### During the stakeholder workshop the following organizations were represented:

- City of Kelowna Agricultural Advisory Committee (3 members attended)
- Okanagan Basin Water Board
- BC Fruit Growers Association
- South East Kelowna Irrigation District (Board members, Executive Director and customers)
- Summerland Research and Development Centre
- Regional District of North Okanagan Water Sustainability Coordinator
- UBC Okanagan
- Summerhill Winery
- Wise Acre Farm Distillery
- Stirling Orchards
- Goraya Family Farms (cherries)
- Dendy Orchards (cherries)
- Day's Century Orchards (pears)

## Appendix B: Online Survey - Who we heard from

### Breakdown by water purveyor:

- 223 SEKID customers (52.22 per cent)
- 109 City of Kelowna water utility customers (25.53 per cent)
- 33 Glenmore-Ellison Improvement District (GEID) customers (7.73 per cent)
- 30 Black Mountain Irrigation District (BMID) customers
- 11 South Okanagan Mission Irrigation District (SOMID) customers
- 10 Rutland Waterworks District (RWD) (2.34 per cent)
- 11 respondents indicated they get their water from other sources

A majority respondent (266 or 62.30 per cent) indicated they are a residential, commercial, industrial or other type of water customer:

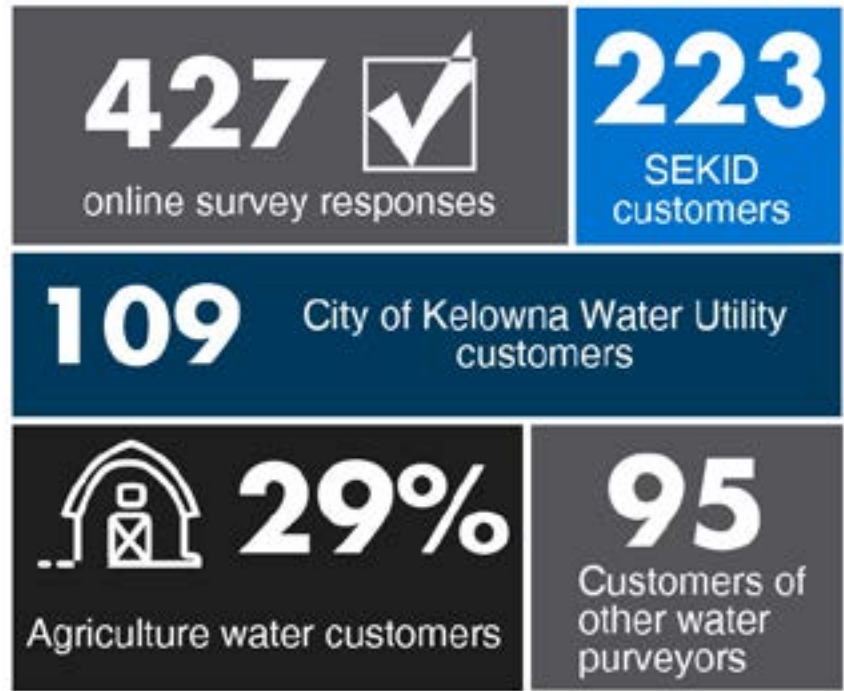
- 126 SEKID customers
- 82 City of Kelowna water utility customers
- 23 BMID customers
- 19 GEID customers
- 9 RWD customers
- 5 SOMID customers
- 2 respondents indicated they get their water from other sources

A total of 123 respondents (28.81 per cent) indicated they are agricultural water customers:

- 94 SEKID customers
- 8 GEID customers
- 6 SOMID customers
- 6 BMID customers
- 2 City of Kelowna water utility customers
- 0 RWD customers
- 7 respondents indicated they get their water from other sources

A total of 38 respondents (8.90 per cent) indicated that they do not pay for water directly. Instead they pay for it through rent, strata fees, etc.:

- 25 City of Kelowna water utility customers
- 6 GEID customers
- 3 SEKID customers
- 1 BMID customer
- 1 RWD customer
- 0 SOMID customers
- 2 respondents indicated they get their water from other sources







# Water Rates

## Agriculture and South East Kelowna

May 14 2018



# Outline

- ▶ Agricultural Water Rate Design Community Engagement Results
- ▶ Water Rates for SEKID and SOMID Transition

# Engagement Goals

- ▶ Inform users to help understand the purpose and principles of water rate design
- ▶ Engage stakeholders in the rate design process
- ▶ Create broader understanding of utility and user roles in water resource stewardship
- ▶ Understand the value and importance of efficient water use and water conservation

# Engagement Process

- ▶ Online survey
- ▶ Newsletter mail-out
- ▶ Face to face meetings
- ▶ Stakeholder workshop
- ▶ Public Open House

**427**



online survey responses

**223**

SEKID  
customers

**109**

City of Kelowna Water Utility  
customers



**29%**

Agriculture water customers

**95**

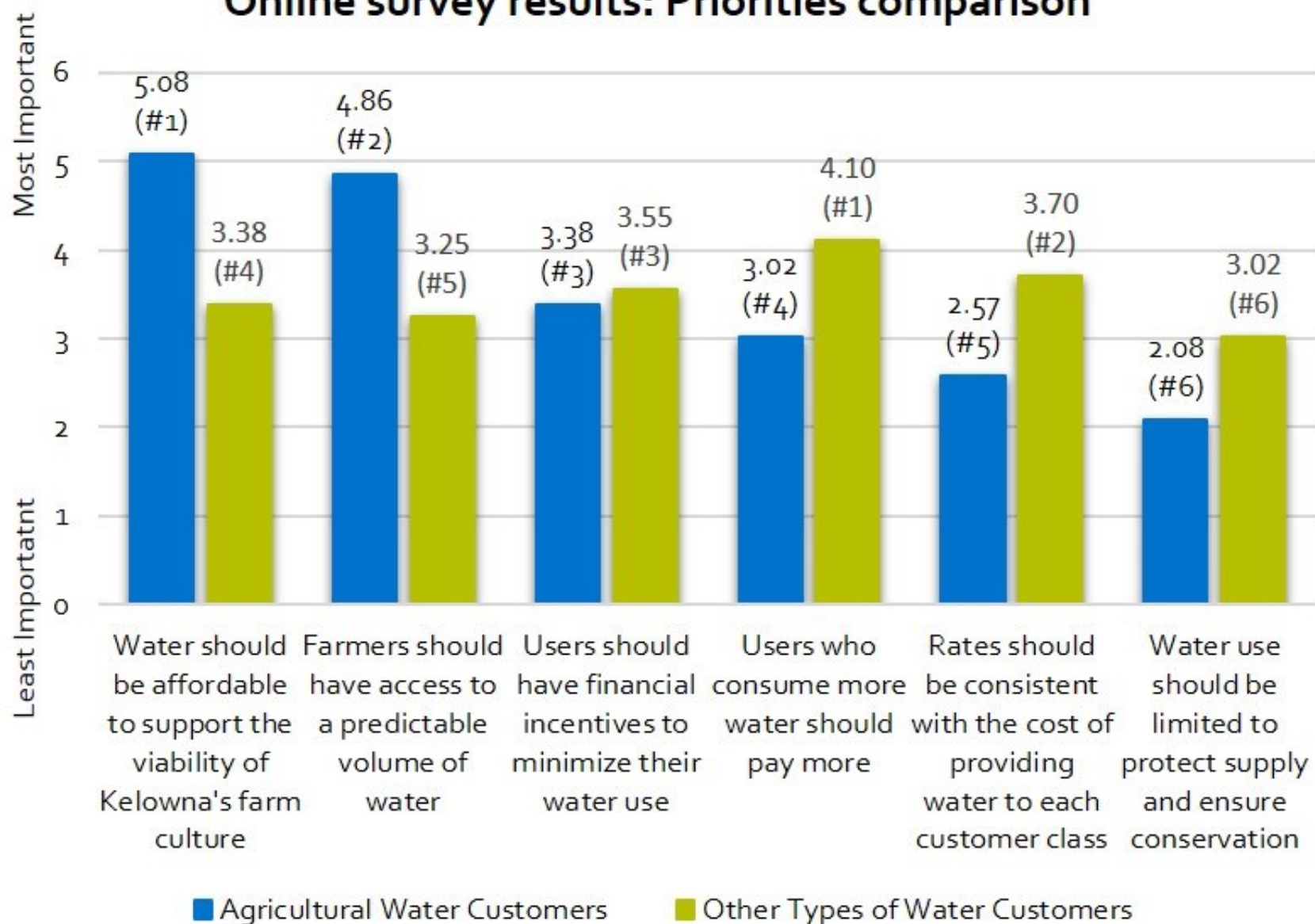
Customers of  
other water  
purveyors

# What We Heard

- ▶ Farmers concerned about water security and costs of water
  - ▶ Expanded into concerns about how rates will be set and water will be governed
- ▶ Support for charging lower water rates for properties actively being farmed (Farm Status)
- ▶ “Conservation” a higher concern for non-farmers, farmers concerned about “wasting water”



## Online survey results: Priorities comparison



# Recommended Next Steps

- ▶ Through a holistic and inclusive process, engage and consult with the agricultural community to:
  1. Develop agricultural water rate policy to guide future councils on setting Agricultural water rates;
  2. Develop a long term agricultural water pricing structure that reflects the engagement results;
  3. Develop a water allocation structure that provides water security for sustainable farming in Kelowna

## .... Next Steps

- ▶ Maintain water rate stability through implementation of the domestic water supply project by:
  - ▶ Retaining 2019 SEKID water rates and rate structure through 2020
  - ▶ Amend Water Regulation Bylaw to put City of Kelowna Agricultural customers and SOMID customers on same water rates as SEKID farmers.
  
- ▶ Finalize all by year 2021



## *Questions?*

For more information, visit [kelowna.ca](http://kelowna.ca).



# Report to Council



**Date:** May 14, 2018  
**File:** 1890-20  
**To:** City Manager  
**From:** R. Westlake, Senior Engineer, Infrastructure  
**Subject:** Budget Amendment – Kelowna Integrated Water Supply Plan Phase One

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## **Recommendation:**

THAT Council receives for information, the report from the Senior Engineer, Infrastructure dated May 14, 2018, with respect to a Budget Amendment – Kelowna Integrated Water Supply Plan Phase One;

AND THAT the 2018 Financial Plan be amended to include additional costs of \$22,163,076 associated with this project of which \$666,338 will come from South East Kelowna Irrigation District contributions, \$15,342,226 will come through City internal financing and recovery from a Local Area Service charge in Southeast Kelowna, and the City's portions of \$2,400,260 will come from the Water Utility and the remaining \$3,754,252 will come from the Water Quality Enhancement Fee Reserve.

## **Purpose:**

To amend the 2018 Financial Plan to include additional costs associated with the Kelowna Integrated Water Supply Project Phase One, SEKID/SOMID Transition and Infrastructure Project.

## **Background:**

In May 2017, Council approved a budget of \$63.7M for a multi-year project to extend City water services to the entire South East Kelowna Irrigation District (SEKID) and South Okanagan Mission Irrigation District (SOMID) service areas. The project would bring clean drinking water to Southeast Kelowna and agricultural irrigation water to the SOMID customer on the south bench of the City.

The City successfully applied for and received senior government funding for the project in the amount of \$43.9M.

## **Project Update**

The 2017 budget was prepared using preliminary or planning information that was available at that time. Since then, the City has completed additional work, including geotechnical, legal surveys, archeological and land acquisitions.

The City initiated the procurement phase for selecting a design/build project Contractor in the fall of 2017. Design/build submissions were received on March 1, 2018. Review and negotiations followed with the lead proponent. On April 27<sup>th</sup> staff awarded an initial contract for upgrades to its south end water infrastructure within the current budget. The award of the remaining work is pending Council approval of this budget amendment.

The budget required to complete this project is now \$85.9M of which SEKID will fund \$666,338 from its capital replacement reserve, leaving a net budget increase of \$21.5M. The rise in project cost is due in part to the level of activity with the construction industry resulting from the significant amount of senior government grant funding for municipal infrastructure projects and the relatively short period of time (two construction seasons) to complete these works. Also impacting project costs was the need to use higher domestic demand design criteria than was used for the preliminary design.

Portions of the project costs and shortfalls are allocated based on the transition agreement between the City and SEKID.

#### Financing the Plan

SEKID's share of the overall project cost is anticipated to be approximately \$58.2M of which \$51.4M, is attributed to the new drinking water distribution system that will effectively separate domestic from irrigation water.

In order to continue to support the integration project the City has deferred some of its infrastructure and redirected \$8.8M of senior government grant funding to SEKID's share. The total senior government grant applied to SEKID's share is now approximately \$35.4M representing 60 per cent of SEKID's portion and 80 per cent of the entire grant. SEKID has reserves of \$7.5M applied to this project leaving a budget shortfall at about \$15.3M.

It is proposed that the City self-finance the shortfall. A Local Area Service will be established over the benefitting SEKID area to recover \$15.3M. The City will internally finance this component of the project by deferring projects within our 10 Year Capital Plan. The recovery of this amount will be through a project fee to SEKID ratepayers.

The City's budget shortfall for its own infrastructure upgrades is about \$6.2M. This amount will be financed through the Water Utility and Water Quality Enhancement Fee Reserve as set out in the 10 Year Capital Plan.

#### Cost to SEKID Ratepayers

SEKID's Board has agreed to introduce a project fee to their ratepayers of \$32/month starting in July, 2018 to be applied against the \$15.3M. This monthly rate will continue until 2021 at which time, it will increase to \$40/month until 2038. SEKID domestic ratepayers however will transition to the City water rate starting in 2021 and so at the time, the total monthly water bill will have minimal change overall to their SEKID water bill.

## Agricultural Customers

The integration of SEKID and SOMID will see the City Utility delivering irrigation water to support substantial existing agricultural areas of the City. Agriculture is an important part of our community and local economy. The City has been engaging agricultural stakeholders in water rate structure consultations over this past year. A separate staff report will review this work.

The water project has important benefits for agriculture. Once the new domestic system is in place, the existing distribution system in SEKID will become a dedicated supply of treated water for irrigation and some fire protection. SOMID will receive a sustainable supply of irrigation water to replace their non-sustainable supply and storage facilities.

## 2017 Integrated Water Supply Plan

This plan is the result of an independent value planning study of previous water integration plans. Undertaking this study was a condition of accessing senior government grants. The plan calls for integrated, city-wide water systems (domestic and agriculture) to achieve the best and lowest cost solution for water supply in Kelowna.

The SEKID and SOMID integration project is Phase 1 of a longer term strategy for integration of the remaining independent water systems.

## Project Information

Emil Anderson Construction (EAC) Inc. will be the lead contractor of the SEKID/SOMID design/build contract. A design/build delivery approach was chosen as it is optimal to coordinate and condense project length as design and construction will occur concurrently. This approach is also used to control costs and reduce the risk of budget escalation over the duration of the project.

The project will span much of the south end of the City in building major water transmission infrastructure from the City's Cedar Creek lake intake. However, the bulk of the work involves the installation of a new separated domestic water system throughout southeast Kelowna. Construction is expected to start as early as July, 2018.

## Transition

The City of Kelowna and SEKID have been working closely on a transition plan over the past year to ensure a seamless transition to the City. As a legislative requirement of self-financing, SEKID Board of Trustees will dissolve at the Province's direction earlier than originally anticipated.

In the short-term, all operations, billing and customer service will remain as per usual for SEKID ratepayers.

## **Internal Circulation:**

Division Director, Corporate Strategic Services  
Financial Planning Manager  
Utilities Services Manager

**Financial/Budgetary Considerations:**

The additional costs and required funding associated to upgrade the south-end major water systems infrastructure and a new domestic water distribution system to serve existing customers of SEKID is not part of the City's current financial plan. The 2018 Financial Plan will require an amendment as detailed in the Recommendations section of this report.

The 2018 10 Year Capital Plan that will be presented to Council in early June 2018, has been adjusted to reflect the changes necessary to accommodate the City's internal financing and recovery from a Local Area Service charge in Southeast Kelowna.

**Communications Comments:**

A project update was sent to all SEKID ratepayers the week of May 7 and an Open House is scheduled for Thursday May 17 from 3 – 7 pm at the East Kelowna Hall. Project information is available on both SEKID and City of Kelowna websites. Citizens are encouraged to sign up for project updates at [kelowna.ca/water](http://kelowna.ca/water).

**Considerations not applicable to this report:**

Existing Policy:

Alternate Recommendation:

Legal/Statutory Authority

Legal/Statutory Procedural Requirements

Personnel Implications

External Agency/Public Comments

Submitted by:

Ron Westlake, P.Eng.

Senior Engineer, Infrastructure

Approved for inclusion:



A. Newcombe, Infrastructure Divisional Director

cc: Division Director, Financial Services  
Divisional Director, Corporate Strategic Services  
Utilities Services Manager



# Report to Council



**Date:** May 14, 2018  
**File:** 0610-50  
**To:** Acting City Manager  
**From:** Deputy City Clerk  
**Subject:** 2018 Election Officer Appointments and Election Bylaws

---

## **Recommendation:**

THAT Council receive the report of the Deputy City Clerk, dated May 14, 2018 regarding the 2018 Election Officer Appointments and Election Bylaws for information;

AND THAT Council appoint Karen Needham, Deputy City Clerk as Chief Election Officer for the 2018 General Local Election;

AND THAT Council appoint Stephen Fleming, City Clerk and Corinne Boback, Legislative Coordinator, as Deputy Chief Election Officers for the 2018 General Local Election;

AND THAT the Chief Election Officer be authorized to enter into agreements with relevant third parties for the purposes of conducting the 2018 General Local Election;

AND THAT Council gives reading consideration to Bylaw No. 11565 being the 2018 General Local Election;

AND FURTHER THAT Council gives reading consideration to Bylaw No. 11569 being Amendment No.1 to Bylaw No.10970 Automated Voting Machine Bylaw.

## **Purpose:**

To appoint the Chief Election Officer and Deputy Chief Election Officers and establish procedures for the conduct of the 2018 General Local Election.

## **Background:**

Each local government in B.C. is responsible for conducting its own general local election as established under the *Local Government Act*. There are however, several authorities who play a role in local government elections:

- The City of Kelowna, through the appointment of the Chief Election Officer, ensures the election is conducted in accordance with the *Local Government Act and the School Act* with responsibility for nominations, voting and election results;
- Elections BC administers campaign financing and advertising rules for local elections and assent voting in B.C. under the *Local Elections Campaign Financing Act (LECFA)*; and
- The Ministries of Municipal Affairs and Housing and Education provide the legislation for general local elections and school trustees\*/school board elections.

\*Through an agreement with School District 23, the City of Kelowna will conduct the Kelowna School Trustee election on behalf of the Board of Education.

### **2018 key dates**

Jan. 1 – Sept. 21, 2018	Election period
July 27, 2018	Candidate nomination packages available
Sept. 4 – 14, 2018	Nomination period
Sept. 22 – October 20, 2018	Campaign period
Oct. 10 and 17, 2018	Required advance voting opportunities
<b>Oct. 20, 2018</b>	<b>General Voting Day</b>
Jan.18, 2019	Campaign financing disclosure statement filing deadline

### **Election Bylaws**

The 2018 General Local Election Bylaw No. 10925 sets the procedures for the conduct of the election, and establishes the following:

- Names of candidates on the ballot will be in alphabetical order;
- any tie vote after a judicial recount will be determined by lot;
- number of nominators required will be ten (10)
- a refundable \$100.00 nomination deposit will be required;
- special voting opportunities will be available to qualified electors who are residents, patients, family members or staff at the facility being used; and
- mail ballot, additional advance and additional general voting options will be offered, and authorizes the Chief Election Officer to establish the voting locations and times.

With General Voting Day, Oct. 20, 2018 being one month earlier than previous elections, we anticipate a stronger voter turnout at advance voting, and potentially fewer mail ballot applications. Numerous advance and general voting opportunities will be provided to ensure elector accessibility to voting opportunities on multiple days and in a variety of convenient locations including:

#### **Oct.10 – Required**

- Parkinson Recreation Centre, 1800 Parkinson Way
- City Hall, 1435 Water St

#### **Oct. 13 – Additional**

- Parkinson Recreation Centre, 1800 Parkinson Way
- Evangel Church, 3261 Gordon Dr

- Hollywood Education Center, 1040 Hollywood Rd
- Watson Elementary, 475 Yates Rd

#### **Oct. 17 – Required**

- Parkinson Recreation Centre, 1800 Parkinson Way
- City Hall, 1435 Water St
- Okanagan College, Centre for Learning Atrium, 1000 KLO Rd
- UBCO, Engineering Management and Education (EME) Foyer (Lower Level), 1137 Alumni Ave

#### **Oct. 18-19 – Additional**

- Parkinson Recreation Centre, 1800 Parkinson Way

#### **Oct. 20 – General Voting Day**

- Up to 13 locations city-wide – TBD

The Automated Voting Machine Bylaw No. 10970 is required to permit the use of automated vote counting machines and sets out the procedures electors and election staff will follow. As in the previous two general local elections (2014 and 2010), the 'voter assist terminal' will be available for voters with differing abilities, to provide an electronic option to mark their ballot privately and independently. The bylaw has been amended, as in 2018 the voter assist terminal will be available at all voting opportunities held at Parkinson Recreation Centre.

#### **Summary**

The General Local Election is an opportunity for all qualified electors in Kelowna to exercise their right to vote and, as a community, elect their 2018-2022 City Council. A full communication plan will be developed to ensure relevant information is provided in multiple formats to engage and inform our residents.

The Chief Election Officer and Deputy Chief Election Officers are committed to ensuring multiple voting opportunities are available to provide voting accessibility to all electors, and ensuring that all voting opportunities are conducted in a fair and open manner with respect of the integrity of the individual vote.

#### **Legal/Statutory Authority:**

*Local Government Act*, Part 3 Electors and Election

#### **Legal/Statutory Procedural Requirements:**

*Local Government Act*, s.56(2) - election bylaws must be adopted a minimum of 56 days prior to the first day of the nomination period.

#### **Existing Policy:**

Bylaw No.10970 – Use of Automated Voting Machines – permits the use of voter assist terminals

Bylaw No. 10547 – Elector Registration – establishes same day elector registration

Bylaw No. 10411 – Election Sign – regulates the duration, placement and number of election signs

**Financial/Budgetary Considerations:**

Funding in support of the four-year election cycle is provided through regular annual budget contributions to the Election reserve fund.

**Personnel Implications:**

The election budget includes a six (6) month Elections Clerk, with the Office of the City Clerk staff assigned as needed and under restricted leave during September and October to assist with the election and provide continuity for our regular duties.

**Internal Circulation:**

Legislative Coordinator  
Communication Consultant

**Considerations not applicable to this report:**

**Communications Comments:**

**External Agency/Public Comments:**

**Alternate Recommendation:**

Submitted by:

Karen Needham  
Deputy City Clerk

Approved for inclusion by:      S. Fleming, City Clerk  
   R. Mayne, Divisional Director, Corporate & Protective Services



# CITY OF KELOWNA

## BYLAW NO. 11565

### **A Bylaw to provide for the procedures for the conduct of the 2018 General Local Government Elections and other voting**

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WHEREAS under the *Local Government Act*, the Council of the City of Kelowna may, by bylaw, determine various procedures and requirements to be applied in the administration and conduct of local government elections and other voting;

AND WHEREAS the Council of the City of Kelowna wishes to establish various procedures and requirements in relation to general local elections and any other voting under that authority;

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

1. CITATION

- 1.1 This bylaw may be cited for all purposes as "2018 General Local Government Election Bylaw No. 11565".

2. MINIMUM NUMBER OF NOMINATORS

- 2.1 The minimum number of qualified nominators required to make a nomination for office as a member of Council shall be 10 as authorized in section 86 of the *Local Government Act*.

3. NOMINATION DEPOSITS

- 3.1 As authorized in section 88 of the *Local Government Act* nominations for Mayor, Councillor or School Trustee must be accompanied by a nomination deposit.
- 3.2 The amount of the nomination deposit required under section 3.1 of this bylaw shall be \$100.00 (One Hundred Dollars).

4. ACCESS TO NOMINATION DOCUMENTS

- 4.1 As authorized under section 89 of the *Local Government Act*, public access to nomination documents will be available at the Office of the City Clerk, 1435 Water Street, Kelowna, BC during normal working hours of 8am to 4pm, Monday to Friday.

5. ADVANCE VOTING OPPORTUNITIES

- 5.1 The following days are hereby established as required advance voting opportunities for the 2018 general election:
- (a) October 10; and
  - (b) October 17, 2018.
- 5.2 The Chief Election Officer is hereby authorized to establish additional advance voting opportunities in advance of general voting day, and designate the voting places, and set the voting hours for these voting opportunities as identified under section 108 of the *Local Government Act*.

6. SPECIAL VOTING OPPORTUNITIES

- 6.1 The Chief Election Officer is hereby authorized to establish for electors, who may otherwise be unable to vote, a special voting opportunity and designate the location, the date, and the voting hours.
- 6.2 Persons who may vote at a special voting opportunity shall be qualified electors who are residents, patients or family members at the facility, or qualified electors who are employed at the facility being used as a special voting opportunity.
- 6.3 The Chief Election Officer is hereby authorized to limit the number of candidate representatives who may be present at a special voting opportunity.

7. MAIL BALLOT VOTING

- 7.1 Mail ballot voting shall be permitted in accordance with the provisions of Section 110 of the *Local Government Act*, and elector registration shall be permitted to be conducted in conjunction with this voting.
- 7.2 Sufficient record shall be kept by the Chief Election Officer so that challenges to the elector's right to vote may be made in accordance with the intent of section 126 of the *Local Government Act*.
- 7.3 A person exercising the right to vote by mail under the provisions of the *Local Government Act* may be challenged in accordance with, and on the grounds specified in section 126 of the *Local Government Act*, until 4:30 p.m. two days before general voting day.
- 7.4 The Chief Election Officer is hereby authorized to establish time limits in relation to voting by mail ballot.
- 7.5 As provided in the *Local Government Act*, a mail ballot must be received by the Chief Election Officer before the close of voting on general voting day in order to be counted for an election.

8. GENERAL VOTING OPPORTUNITIES

- 8.1 The Chief Election Officer is hereby authorized to establish additional general voting opportunities for general voting day, and designate the voting places, and set the voting hours for these voting opportunities.

9. ORDER OF NAMES ON BALLOT

- 9.1 The order of names of candidates on the ballot will be alphabetical as in accordance with section 116 of the *Local Government Act*.

10. RESOLUTION OF TIE VOTES AFTER JUDICIAL RECOUNT

- 10.1 In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with section 151 of the *Local Government Act*.

Read a first, second, and third time by the Municipal Council this

Adopted by the Council of the City of Kelowna this

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Mayor

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City Clerk

# CITY OF KELOWNA

## BYLAW NO. 11569

### Amendment No. 1 to City of Kelowna Automated Voting Machines Authorization Bylaw No. 10970

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The Municipal Council of the City of Kelowna, in open meeting assembled, enacts that the City of Kelowna Automated Voting Machines Authorization Bylaw No. 10970 be amended as follows:

1. THAT the words "Section 102 of" in the preamble be deleted in their entirety.
2. AND THAT Section 2. DEFINITIONS, 2.1 be amended by deleting the words "Part 4 of" in the definition for '**Other Voting**'.
3. AND THAT Section 4. AUTOMATED VOTING PROCEDURES, 4.4 be deleted in its entirety that reads"
  - "4.4 An elector who is visually impaired or has physical impairments that would make it difficult or impossible to mark a ballot in the usual way may request use of the **voter assist terminal** at the City Hall, 1435 Water Street voting location, on the following dates, during the following times:
    - i. November 12, 13, 14, 2014 – between 8:00am and 8:00pm
    - ii. November 15, 2014 – between 8:00am and 8:00pm"

And be replaced with:

- "4.4 An elector who is visually impaired or has physical impairments that would make it difficult or impossible to mark a ballot in the usual way may request use of the **voter assist terminal** at Parkinson Recreation Centre, 1800 Parkinson Way voting location."
4. This bylaw may be cited for all purposes as "Bylaw No. 11569, being Amendment No. 1 to Automated Voting Machines Authorization Bylaw No. 10970."
5. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first, second and third time by the Municipal Council this

Adopted by the Municipal Council of the City of Kelowna this

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Mayor

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City Clerk