City of Kelowna
Regular Council Meeting
AGENDA

Monday, October 5, 2015
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 feed is being broadcast and recorded by CastaNet and a delayed broadcast is shown on Shaw Cable.

2. Confirmation of Minutes 4 - 9

Regular PM Meeting - September 28, 2015

3. Development Application Reports & Related Bylaws

3.1 3473 Scott Road, Z15-0040 - Frank & Dawn Filice 10 - 23

To rezone the subject property to facilitate development of a carriage house.

3.2 3473 Scott Road, BL11151 (Z15-0040) - Frank & Dawn Filice 24 - 24

To give Bylaw No. 11151 first reading in order to rezone the subject property to facilitate development of a carriage house.

3.3 980 Mayfair Road, Z15-0038 - Justin & Rebecca Bullock 25 - 34

To rezone the subject property to facilitate a future two lot subdivision.

3.4 980 Mayfair Road, BL11152 (Z15-0038) - Justin & Rebecca Bullock 35 - 35

To give Bylaw No. 11152 first reading in order to rezone the subject property to facilitate a future two lot subdivision.

3.5 3461 Scott Road, Z15-0042 - Frank & Dawn Filice 36 - 47

To rezone the subject property to facilitate development of a carriage house.

3.6 3461 Scott Road, BL11153 (Z15-0042) - Frank & Dawn Filice 48 - 48

To give Bylaw No. 11153 first reading in order to rezone the subject property to facilitate development of a carriage house.

3.7 2982 Volterra Court, Z15-0039 - Franklin Talbot 49 - 61

To rezone the subject property to allow for a secondary suite.

3.8 2982 Volterra Court, BL11155 (Z15-0039) - Franklin Talbot 62 - 62

To give Bylaw No. 11155 first reading in order to rezone the subject proeprty to allow for a secondary suite.

3.9 720 Valley Road, DP15-0161 - 1033677 BC Ltd. 63 - 103

To consider the form and character of a 2,040 square meter (22,000 sq ft) commercial plaza on the subject property at 720 Valley Road.

3.10 653 Harvey Avenue, 1770 Richter Street, 1800 Richter Street, 1775 Chapman Place, TA15-0003 & OCP15-0008 – 1017476 BC Ltd. et al -Central Green Public Consultation Update – Supplemental Report 104 - 105

To update Council on the second public open house held by the Applicants with respect to the Central Green comprehensive development and to advance the application to a Public Hearing.

4. Bylaws for Adoption (Development Related)

4.1 545 Radant Road, BL11052 (Z14-0053) - Stacey Lynn Fenwick 106 - 106

To adopt Bylaw No. 11052 in order to rezone the subject property to develop a duplex.

5. Non-Development Reports & Related Bylaws

5.1 Kelowna Water Utility - Consumption Update 107 - 134

To update Council and the community on 2015 Okanagan drought status and City of Kelowna Water Utility response.

5.2 Overview of 2016 Cultural Grants 135 - 182

To provide an overview of grant programs and processes to be administered by the Cultural Services Branch for 2016. In early 2016, following the grant adjudication process, staff will provide the list of 2016 recipients and a summary of achievements, benefits and impacts arising from grants awarded in 2015.

5.3 2016 Permissive Tax Exemption Bylaw No. 11145 183 - 225

Council to consider a property tax exemption for those organizations that have met the qualification as outlined in Permissive Tax Exemption Policy #327.

5.4 BL11145 - 2016 Permissive Tax Exemption Bylaw 226 - 250

To give Bylaw No. 11145 first, second and third readings in order to exempt from taxation certain lands and improvements situated in the City of Kelowna.

5.5 Amendments to the Development Cost Charge Reserve Fund Expenditure Bylaw, 2015 251 - 252

To consider amendments to the City of Kelowna's 2015 Development Cost Charge Reserve Fund Expenditure Bylaw.

5.6 BL11156 - Development Cost Charge Reserve Fund Expenditure Bylaw, 2015 253 - 253

To give Bylaw No. 11156 first, second and third readings in order to repeal DCC Expenditure Bylaw No. 11085 and replace it with a new DCC Expenditure Bylaw.

5.7 1595 Glenmore Road - Farm Lease to Diamond T Ranch 254 - 267

To enter into a farm lease with Diamond T Ranch Ltd., for the purpose of cultivating alfalfa crops on City owned ALR property in the Glenmore Valley.

6. Bylaws for Adoption (Non-Development Related)

6.1 1659-1683 Ethel Street (Portion of), BL11130 - Road Closure Bylaw 268 - 269

Mayor to invite anyone in the public gallery who deems themselves affected by the proposed road closure to come forward.
To adopt Bylaw No. 11130 in order to authorize the City to permanently close and remove the highway dedication of a portion of highway on Ethel Street.

7. Mayor and Councillor Items

8. Termination

City of Kelowna
Regular Council Meeting
Minutes

DRAFT

Date:	Monday, September 28, 2015
Location:	Council Chamber City Hall, 1435 Water Street
Council Members Present:	Mayor Colin Basran and Councillors Maxine DeHart*, Ryan Donn, Gail Given, Tracy Gray*, Charlie Hodge, Brad Sieben*, Mohini Singh and Luke Stack
Staff Present:	Deputy City Manager, Paul Macklem; City Clerk, Stephen Fleming; Community Planning & Real Estate Divisional Director, Doug Gilchrist*; Civic Operations Divisional Director, Joe Creron*; Community Planning Department Manager, Ryan Smith*; Urban Planning Manager, Terry Barton*; Planner, Ryan Roycroft*; Sport & Event Services Manager, Doug Nicholas*; Long Range Policy Planning Manager, James Moore*; Energy Specialist, Brydan Tollefson*; Building Services Manager, Martin Johansen*; Urban Forest Health Technician, Andrew Hunsberger*; Urban Forestry Supervisor, Blair Stewart*; Community Theatre Manager, Randy Zahara*; and Legislative Systems Coordinator, Sandi Horning

(* denotes partial attendance)

1. Call to Order

Mayor Basran called the meeting to order at 1:36 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 feed is being broadcast and recorded by CastaNet and a delayed broadcast is shown on Shaw Cable.

2. Confirmation of Minutes

Moved By Councillor Gray/Seconded By Councillor Singh

R726/15/09/28 THAT the Minutes of the Regular PM Meeting of September 14, 2015 be confirmed as circulated.

Carried

3. Public in Attendance

3.1 International Children's' Games Legacy Committee

Staff:
- Introduced the presentation and provided background information with respect to the International Children's' Games Legacy Committee.

Heather Schneider, Chair, International Children's' Games Legacy Committee:
- Displayed a PowerPoint presentation.

Amy Wu, Parent of Participant:
- Provided an overview of her experience at the Alkmaar Games.

Ainsley Macdonald, Participant & Freestyle Skier:
- Provided an overview of what she hopes to experience at the Innsbruck Games.

4. Development Application Reports & Related Bylaws

4.1 653 Harvey Avenue, 1770 Richter Street, 1800 Richter Street, 1755 Chapman Place, TA15-0003 & OCP15-0008 - 1017476 BC Ltd. et al

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

Community Planning & Real Estate Divisional Director:
- Clarified the 'LEED' standard that was adopted by Council as part of the CE22 zoning.

Moved By Councillor Sieben/Seconded By Councillor Given

R727/15/09/28 THAT Official Community Plan Bylaw Text Amendment No. OCP15-0008 to amend Kelowna 2030 - Official Community Plan Bylaw No. 10500 as outlined in the Report of the Community Planning Department dated September 28, 2015 be considered by Council;

AND THAT prior to the public hearing, that the Applicant conduct an additional public information session to inform interested stakeholders of the proposed bylaw amendments;

AND THAT Zoning Bylaw Text Amendment No. TA15-0003 to amend City of Kelowna Zoning Bylaw No. 8000 by amending the CD22 Zone as outlined in the Report of the Community Planning Department dated September 28, 2015, be considered by Council;

AND FURTHER THAT prior to adoption, the applicant and property owner enter into a Servicing Brief with the Development Engineering Branch.

Carried
Councillor Hodge - Opposed.

DRAFT

4.2 BL11119 (OCP15-0008) - Amendment to Chapter 4 - Future Land Use - MRM

Moved By Councillor Gray/**Seconded By** Councillor Hodge

R728/15/09/28 THAT Bylaw No. 11119 be read a first time;

AND THAT the bylaw has been considered in conjunction with the City's Financial Plan and Waste Management Plan.

Carried
Councillor Hodge - Opposed.

4.3 BL11118 (TA15-0003) - CD22 - Central Green Comprehensive Development Zone Amendments

Moved By Councillor Donn/**Seconded By** Councillor Hodge

R729/15/09/28 THAT Bylaw No. 11118 be read a first time.

Carried
Councillor Hodge - Opposed.

4.4 975 - 985 Academy Way, Z15-0033 - Academy Apartments Ltd.

Councillor DeHart declared a conflict of interest as the hotel chain she works for has a retail liquor store component and left the meeting at 2:44 p.m.

Councillor Sieben declared a conflict of interest as his in-laws have business interests in a retail liquor store and left the meeting at 2:45 p.m.

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

Moved By Councillor Donn/**Seconded By** Councillor Given

R730/15/09/28 THAT Rezoning Application No. Z15-0033 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Strata Lot 1 Section 10 Township 23 ODYD Strata Plan EPS1461 together with an interest in the common property in proportion to the unit entitlement of the Strata Lot as shown on Form V, located at 975 - 985 Academy Way, Kelowna, BC from the C3 - Community Commercial zone to the C3rls - Community Commercial (Retail Liquor Sales), be considered by Council;

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

Carried

4.5 975 - 985 Academy Way, BL11148 (Z15-0033) - Academy Apartments Ltd.

Moved By Councillor Donn/**Seconded By** Councillor Given

R731/15/09/28 THAT Bylaw No. 11148 be read a first time.

Carried

DRAFT

Councillors DeHart and Sieben rejoined the meeting at 2:51 p.m.

5. Bylaws for Adoption (Development Related)

5.1 BL11077 (OCP14-0002) - Amendments to Chapter 14 - Urban Design DP Guidelines

Moved By Councillor Sieben/**Seconded By** Councillor DeHart

R732/15/09/28 THAT Bylaw No. 11077 be adopted.

Carried

5.2 BL11082 (TA14-0001) - Amendment to Section 15 - Industrial Zones

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

R733/15/09/28 THAT Bylaw No. 11082 be adopted.

Carried

6. Non-Development Reports & Related Bylaws

6.1 Policy and Regulation relating to the Retail Sale of Liquor in Kelowna

Councillor Gray declared a conflict of interest as she owns a VQA wine store and left the meeting at 2:52 p.m.

Councillor DeHart declared a conflict of interest as the hotel chain she works for has a retail liquor store component and left the meeting at 2:52 p.m.

Staff:
- Displayed a PowerPoint presentation and responded to questions from Council.

Moved By Councillor Donn/**Seconded By** Councillor Singh

R734/15/09/28 THAT Council receives, for information, the Report from the Community Planning Department Manager dated September 28, 2015 with respect to "Policy and Regulation relating to the Retail Sale of Liquor in Kelowna".

Carried

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

R735/15/09/28 THAT Council directs staff to draft zoning regulations to regulate the distance between 'RLS' designated properties within the City of Kelowna.

DEFEATED
Councillors Donn, Given, Hodge & Stack - Opposed.

Councillors DeHart and Gray rejoined the meeting at 3:20 p.m.

6.2 Housing Strategy Implementation Update

Staff:
- Provided a PowerPoint presentation summarizing the Housing Strategy and responded to questions from Council.

DRAFT

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

R736/15/09/28 THAT Council receives, for information, the report from the Policy and Planning Department dated September 28, 2015, with respect to the implementation of the Housing Strategy.

Carried

6.3 Rutland Arena Heat Recovery Project

Civic Operations Divisional Director:
- Introduced the City's new Energy Specialist.

Staff:
- Provided an overview of the Rutland Arena Heat Recovery project.

Moved By Councillor Hodge/**Seconded By** Councillor DeHart

R737/15/09/28 THAT Council receives, for information, the report from the Energy Specialist Building Services, dated September 28, 2015, with respect to the proposed FortisBC - Capital Service Agreement and Community Energy Leadership Program - Funding Agreement;

AND THAT Council authorizes the Manager of Building Services to execute the FortisBC Capital Services and Community Energy leadership Program funding agreements regarding capital incentive funding for the Rutland Arena Heat Recovery Project.

Carried

6.4 Community Wildfire Protection Plan

Staff:
- Provided an overview of the Community Wildfire Protection Plan and responded to questions from Council.

Moved By Councillor Gray/**Seconded By** Councillor Donn

R738/15/09/28 THAT Council approves staff applying for a grant through the Union of British Columbia Municipalities (UBCM) Strategic Wildfire Prevention Initiative to update the City of Kelowna's Community Wildfire Protection Plan (CWPP).

Carried

6.5 Purchase of Scissor Lift - Kelowna Community Theatre

Staff:
- Provided the rationale for purchasing a new scissor lift for the Kelowna Community Theatre.

Moved By Councillor Hodge/**Seconded By** Councillor DeHart

R739/15/09/28 THAT Council receives for information the report from the Kelowna Community Theatre Manager dated September 23, 2015 regarding the purchase of a scissor lift for the Kelowna Community Theatre;

AND THAT Council authorize the expenditure of up to $21,000 for a scissor lift from the Theatre Improvement Reserve;

DRAFT

AND FURTHER THAT the 2015 Financial Plan be amended to include up to $21,000 funded from the Theatre Improvement Reserve.

Carried

7. Mayor and Councillor Items

Councillor Stack:
- Commented on his attendance at the 'Kick Off' for 'Cultural Days'.

Councillor DeHart:
- Reminded everyone that the Maxine DeHart Drive-Thru Breakfast for the United Way is this Thursday, October 1st.

Councillor Singh:
- Commented on her attendance at the 'Kick Off' for 'Cultural Days'.

Councillor Sieben:
- Commented on his attendance at the Right to a Healthy Environment event last night at Kelowna Community Theatre.
- Commented on his attendance at UBCM and the various workshops he attended.

Councillor Hodge:
- Commented on his attendance at UBCM and the various workshops he attended.

Councillor Gray:
- Commented on her attendance at UBCM and the various workshops she attended.
- Reminded everyone that the Rutland Scarecrow Festival is this Wednesday.
- Reminded everyone that the Wine Festival starts this week.

Councillor Donn:
- Commented on how City staff are 'on top' of various issues raised by the community.
- Advised that UBC is turning 100 and UBC-O is turning 10 and commented on the growth in the university area.

Councillor Given:
- Commented on her attendance at UBCM and the various workshops she attended.
- Commented on her attendance at the "Beyond the Block - Block Party" a couple of weeks ago.

Mayor Basran:
- Commented on his attendance at UBCM, the various workshops he attended and the various meetings with Provincial Ministers and staff.
- Advised that he presented at the Small Business Round Table at UBCM.
- Advised that he has been appointed to the BC Mayors' Steering Committee.
- Reminded everyone that this Sunday is the CIBC Run for the Cure - This Sunday

8. Termination

This meeting was declared terminated at 4:11 p.m.

Mayor

City Clerk

/slh

DRAFT

REPORT TO COUNCIL

Date:	October 5, 2015		
RIM No.	1250-30		
To:	City Manager		
From:	Community Planning Department (LB)		
Application:	Z15-0040	**Owner:**	Frank John Filice and Dawn Marie Filice
Address:	3473 Scott Road	**Applicant:**	Novation Design Studio
Subject:	Rezoning Application		
Existing OCP Designation:	S2RES – Single / Two Unit Residential		
Existing Zone:	RU1 – Large Lot Housing		
Proposed Zone:	RU1c – Large Lot Housing with Carriage House		

1.0 Recommendation

THAT Rezoning Application No. Z15-0040 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot 21, District Lot 134, ODYD, Plan 3886, located at 3473 Scott Road, Kelowna, BC from the RU1 – Large Lot Housing zone to the RU1c – 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 FURTHER 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 October 5, 2015.

2.0 Purpose

To rezone the subject property to facilitate development of a carriage house.

3.0 Community Planning

Community Planning Staff supports the request to rezone the subject property from the RU1 – Large Lot Housing zone to the RU1c – Large Lot Housing with Carriage House zone to facilitate the development of a carriage house. The existing house has been demolished and a new house and carriage house are to be built on the property. The property is within the South Pandosy Urban Centre and the application is consistent with policies that encourage additional density while maintaining the residential character of the neighbourhood.

It should be noted that the applicant has also submitted a similar Rezoning Application for the adjacent property to the north at 3461 Scott Road.

In accordance with Council Policy No. 367, the applicant completed neighbourhood consultation by contacting neighbouring properties within 50 m. No concerns were identified through this process. At the time of writing, Staff has not been contacted with any questions or concerns.

4.0 Proposal

4.1 Project Description

The applicant intends to redevelop the property with a new single detached house and carriage house. The existing house was demolished in April 2015. In conjunction with the Rezoning application, the applicant submitted a Development Permit application for the form and character of the proposed carriage house. Should Council choose to support the rezoning request, Staff will continue to work with the applicant to issue the Development Permit in accordance with the Intensive Residential – Carriage House / Two Dwelling Housing guidelines.

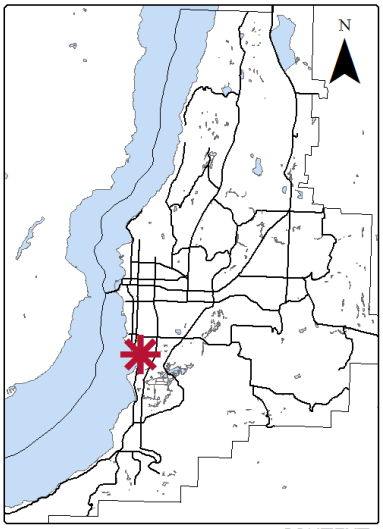
4.2 Site Context

The subject property is located on the east side of Scott Road, north of Swordy Road in the South Pandosy Urban Centre and the South Pandosy – KLO Sector. The Official Community Plan Future Land Use designation is S2RES – Single / Two Unit Residential and the property is within the Permanent Growth Boundary. The surrounding area is characterized by single dwelling housing with low density multi-unit residential development farther out and Gyro Beach at the west end of Swordy Road at Pandosy Street.

Adjacent land uses are as follows:

Orientation	Zoning	Land Use
North	RU1 – large Lot Housing	Single dwelling housing
East	RU1 – large Lot Housing	Single dwelling housing
South	RU1 – large Lot Housing	Single dwelling housing
West	RU1 – large Lot Housing	Single dwelling housing

Subject Property Map: 3473 Scott Road



CONTEXT

SUBJECT PROPERTY

4.3 Zoning Analysis Table

Zoning Analysis Table		
CRITERIA	**RU1c ZONE REQUIREMENTS**	**PROPOSAL**
Existing Lot		
Minimum Lot Area	550 m^2	557.5 m^2
Minimum Lot Width	15.0 m	18.3 m
Minimum Lot Depth	30.0 m	30.5 m
Development Regulations		
Maximum Site Coverage (buildings)	40%	37%
Maximum Site Coverage (buildings, driveways & parking)	50%	45%
Single Storey Carriage House Development Regulations		
Maximum Accessory Site Coverage	20%	16%
Maximum Accessory Building Footprint	130 m^2 (carriage house + accessory buildings)	87.3 m^2
Maximum Net Floor Area	100 m^2	87.3 m^2
Maximum Net Floor Area to Principal Dwelling	75%	44%
Maximum Height	4.8 m	4.3 m
Minimum Side Yard (south)	2.0 m	4.4 m
Minimum Side Yard (north)	2.0 m	4.4 m
Minimum Rear Yard	0.9 m	1.5 m
Minimum Distance to Principal Dwelling	3.0 m	4.3 m
Other Regulations		
Minimum Parking Requirements	3 stalls	3 stalls
Minimum Private Open Space	30 m^2 per dwelling	Meets requirements

5.0 Current Development Policies

5.1 Kelowna Official Community Plan (OCP)

Development Process

Compact Urban Form.[1] Develop a compact urban form that maximizes the use of existing infrastructure and contributes to energy efficient settlement patterns. This will be done by increasing densities (approximately 75 - 100 people and/or jobs located within a 400 metre walking distance of transit stops is required to support the level of transit service) through development, conversion, and re-development within Urban Centres (see Map 5.3) in particular and existing areas as per the provisions of the Generalized Future Land Use Map 4.1.

Sensitive Infill.[2] Encourage new development or redevelopment in existing residential areas to be sensitive to or reflect the character of the neighbourhood with respect to building design, height and siting.

[1] City of Kelowna Official Community Plan, Policy 5.2.3 (Development Process Chapter).
[2] City of Kelowna Official Community Plan, Policy 5.22.6 (Development Process Chapter).

6.0 Technical Comments

6.1 Building & Permitting Department

- Development Cost Charges (DCCs) are required to be paid prior to issuance of any Building Permits.
- Full Plan check for Building Code related issues will be done at time of Building Permit applications.

6.2 Development Engineering Department

- See attached memorandum, dated September 2, 2015.

6.3 Fire Department

- Requirements of Section 9.19.19 Smoke Alarms and Carbon Monoxide Alarms of the BC Building Code 2012 are to be met.
- All units shall have a posted address on Scott Road.
- Should a gate or fence be installed between the main house and the carriage house the gate it to open without special knowledge and have a clear width of 1,100 m.
- Emergency access is not from the lane to the east, but from Scott Road.

6.4 FortisBC - Electric

- There are primary distribution facilities along Scott Road. The existing house appears to be serviced via a secondary line that crosses the corner of the adjacent property to the north. The applicant is responsible for costs with changes to the subject property's existing service, if any, as well as the provision of appropriate land rights where required.

7.0 Application Chronology

Date of Application Received: July 28, 2015
Date Public Consultation Completed: July 28, 2015

Report prepared by:

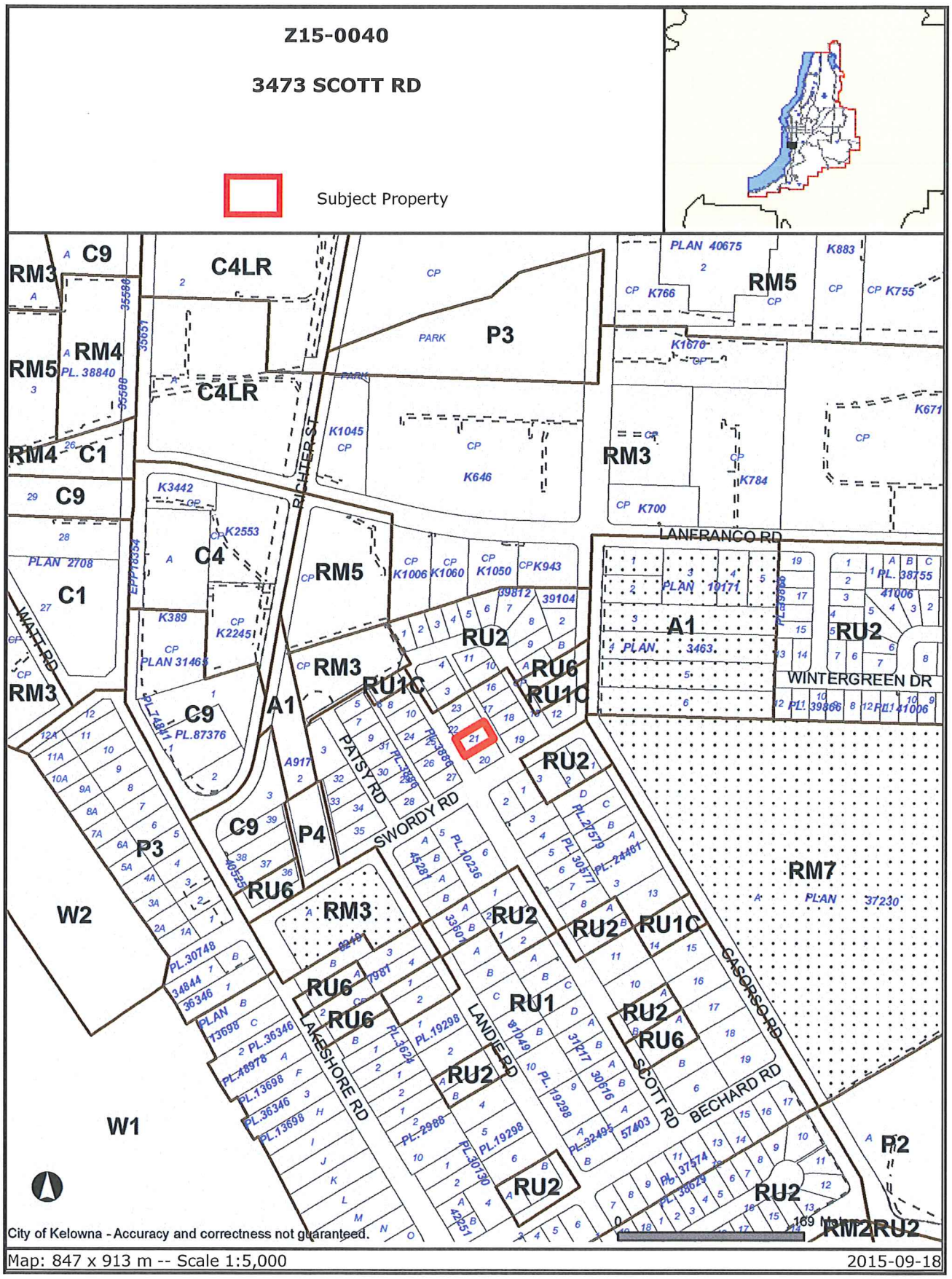
_____
Laura Bentley, Planner

Reviewed by: Lindsey Ganczar, Planning Supervisor

Approved for Inclusion: Ryan Smith, Community Planning Department Manager

Attachments:

Subject Property Map
Attachment A: City of Kelowna Memorandum
Conceptual Site Plan and Drawings



Certain layers such as lots, zoning and dp areas are updated bi-weekly. This map is for general information only. The City of Kelowna does not guarantee its accuracy. All information should be verified.

CITY OF KELOWNA

MEMORANDUM

Date: September 2, 2015
File No.: Z15-0040

To: Community Planning (LB)

From: Development Engineering Manager

Subject: 3473 Scott Road New SFD & Carriage House

Development Engineering has the following comments and requirements associated with this application. The utility upgrading requirements outlined in this report will be a requirement of this development.

1. Domestic Water and Fire Protection

   Our records indicate that this property is currently serviced with a 19mm-diameter water service which is adequate for this application.

2. Sanitary Sewer

   Our records indicate that this property is currently serviced with a 100mm-diameter sanitary sewer service. An inspection chamber (IC) complete with brooks box should be installed on the service at the owner's cost. Service upgrades can be provided by the City at the applicant's cost. **The applicant will be required to sign a Third Party Work Order for the cost of the service upgrade.** For estimate inquiry's please contact Sergio Sartori, by email ssartori@kelowna.ca or phone, 250-469-8589.

3. Development Permit and Site Related Issues

   Direct the roof drains onto splash pads.
   Driveway access will be permitted from the lane only.

4. Electric Power and Telecommunication Services

   It is the applicant's responsibility to make a servicing application with the respective electric power, telephone and cable transmission companies to arrange for service upgrades to these services which would be at the applicant's cost.

Steve Muenz, P. Eng.
Development Engineering Manager

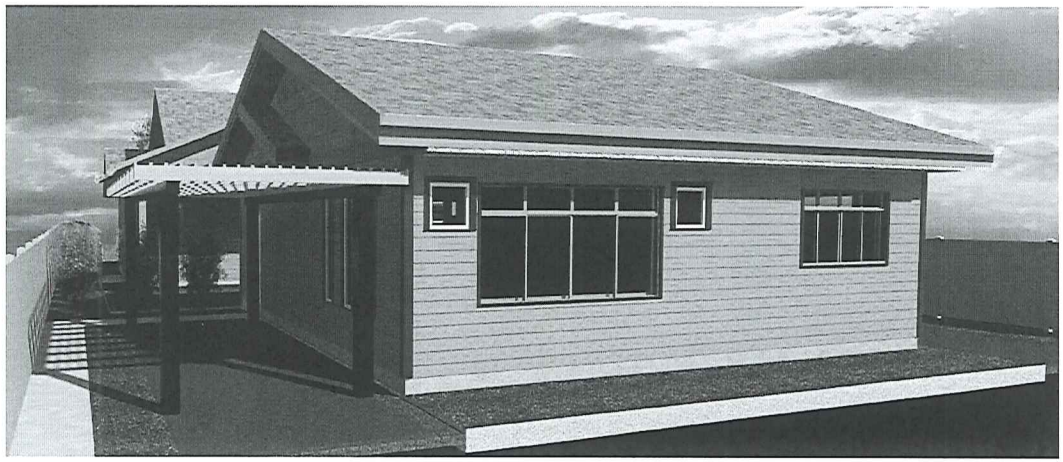
SS

GENERAL

1. ALL DIMENSIONS ARE MADE FROM EXTERIOR FACE OF WALL SHEATHING TO CENTER OF PARTY WALLS AND INTERIOR WALLS UNLESS NOTED OTHERWISE ON PLANS. OUTSIDE EDGE OF EXTERIOR WALL SHEATHING TO BE FLUSH WITH FOUNDATION WALL BELOW. DO NOT SCALE DRAWINGS. THE GENERAL CONTRACTOR IS TO CHECK ALL DIMENSIONS AND CONFIRM ALL PROPERTY LINE BEARINGS AND DIMENSIONS WITH LEGAL SURVEY.
2. IN THE CASE OF DISCREPANCY, THE ARCHITECT IS TO BE NOTIFIED BEFORE WORK CAN COMMENCE. COMMENCEMENT OF CONSTRUCTION SHALL CONSTITUTE ACCEPTANCE OF CONDITIONS AS SATISFACTORY.
3. REFER TO MECHANICAL DRAWINGS FOR FINAL PLUMBING AND HVAC LAYOUT AND SPECIFICATIONS.
4. REFER TO ELECTRICAL DRAWINGS FOR FINAL LIGHT, OUTLETS AND ELECTRICAL PANEL LOCATIONS AND SPEC.
5. REFER TO CIVIL DRAWINGS FOR OFFSITE CONSTRUCTION AND FINAL, SITE DRAINAGE LAYOUT AND SPEC.
6. REFER TO LANDSCAPE DRAWINGS FOR FINAL LANDSCAPE LAYOUT.
7. REFER TO STRUCTURAL DRAWINGS FOR FINAL WALL/FLOOR/ROOF/COLUMN LAYOUT AND SPECIFICATIONS.

ASSURANCE / COMPLIANCE REQUIREMENTS

1. THE CURRENT B.C.B.C. 2006, IT'S REQUIREMENTS AND ALL AGENDA, SHALL FORM AN INTEGRAL PART OF THESE DRAWINGS. ALL CONSTRUCTION MATERIALS AND PROCEDURES SHALL CONFIRM TO THESE STANDARDS.
2. ALL WORK TO CONFORM TO LOCAL BYLAWS AND DEVELOPMENT PERMIT REQUIREMENTS.
3. ALL DRAWINGS ARE TO BE READ AS A COMPLETE SET IN CONJUNCTION WITH SPECIFICATIONS AND CIVIL, STRUCTURAL, MECHANICAL, ELECTRICAL, AND LANDSCAPE DRAWINGS AS APPLICABLE.
4. ALL WORK WILL BE SUBJECT TO FIELD REVIEW BY THE ARCHITECT AND OR OTHER REGISTERED PROFESSIONAL AND BY THE CONSULTING ENGINEERS NAMED ON THESE DRAWINGS TO MEET THE MUNICIPAL LETTERS OF ASSURANCE / COMPLIANCE REQUIREMENTS.
5. ALL WORK MUST MEET THE APPROVAL OF THE PROFESSIONAL CONSULTANTS.
6. ALL WORK MUST MEET THE STANDARDS OF THE B.C. TRADE ASSOCIATIONS GOVERNING EACH TRADE INVOLVED IN THE PROJECT.
7. STARTING WORK ON THIS PROJECT BY ANY SUB-CONTRACTOR MEANS THAT THE ABOVE REQUIREMENTS HAVE BEEN REVIEWED AND NO EXTRA CLAIM FOR COST WILL BE PUT FORWARD TO MEET THE PROFESSIONAL CONSULTANTS FIELD REVIEW REQUIREMENTS.
8. THE SUB-CONTRACTORS ARE RESPONSIBLE FOR SITE SAFETY AND TO MEET ALL REQUIREMENTS OF THE WORKERS COMPENSATION BOARD.
9. ALL SUB-CONTRACTORS WILL BE REQUIRE TO ACKNOWLEDGE COMPLIANCE WITH ABOVE CONDITIONS BY SIGNING A COPY OF THESE REQUIREMENTS WHICH MUCH ACCOMPANY THEIR QUOTATION.
10. GENERAL CONTRACTOR IS TO KEEP RECORD AND PROVIDE ARCHITECT WITH COPIES OF MUNICIPAL INSPECTION SLIPS.
11. THE CONTRACTOR / CLIENT IS TO INFORM THE ARCHITECT IN WRITING 24 HOURS PRIOR TO STARTING CONSTRUCTION OF THE PROJECT.
12. THE SUB-CONTRACTOR IS TO CHECK ALL DIMENSIONS AFFECTING HIS TRADE AND IN THE CASE OF DISCREPANCY THE CONTRACTOR IS TO BE NOTIFIED BEFORE WORK CAN COMMENCE.
13. THE CONTRACTOR IS TO NOTIFY THE ARCHITECT 24 HOURS PRIOR TO A REQUIRED INSPECTION.



BUILDING SECTION
SECTION NUMBER
LOCATION OF SECTION DRAWING

WALL SECTION
SECTION NUMBER
LOCATION OF SECTION DRAWING

SIM DETAIL
1 A101
DETAIL NUMBER
LOCATION OF DETAIL DRAWING

DETAIL NUMBER
1 A0.02
View Name
SCALE: 1/8" = 1'-0"
LOCATION OF DETAIL DRAWING
LOCATION OF FIRST OCCURANCE

Door Tags
D101 DOOR NUMBER - SEE DOOR SCHEDULE

Window Tags
W1 WINDOW TYPE - SEE WINDOW DETAILS

Assembly Tags
W2b ASSEMBLY TYPE - SEE CONSTRUCTION SCHEDULE

A0.00	PROJECT INFORMATION AND DRAWINGS INDEX
A1.01	SITE PLAN / LANDSCAPE PLAN
A2.00	ROOF PLANS
A2.02	FLOOR PLANS
A3.01	EXTERIOR ELEVATIONS
A3.02	EXTERIOR ELEVATIONS
A3.03	SPACIAL CALCULATIONS
A4.02	BUILDING SECTIONS
A8.02	EXTERIOR DETAILS

Notes:

© Copyright Reserved. This drawing and design are, and at all times remain, the property of Novation Design Studio, and can be reproduced only with written consent.

All drawings shall be read in conjunction with specifications and consultant details.

All work shall be carried out in accordance with Canadian standards, specifications, B.C. Building Code 2012 edition and local authority bylaws and regulations.

Tabulated scales refer to Arch D size drawings sheet.

This drawing must not be scaled.

Contractors shall verify all dimensions prior to commencement of work.

Any omissions or discrepancies shall be reported to the architect.

Seal

This document is:

- [ ] NOT controlled. Revisions may be made without notice.
- [ ] A CONTROLLED document. Revisions will be advised.
- [ ] The first issue of the document.
- [ ] A complete revision. Remove previous issues from use.
- [ ] A partial revision. Remove previous issues of corresponding sheets / pages from use.
- [ ] Not for Construction.

no.	date	description
01	2015/08/31	ISSUED FOR TRUSS PRICING

NOVATION
101 - 1665 DILWORTH DR. SUITE 505
KELOWNA BC V1Y 9T1

project title:
Scott Road House #1

3473 Scott Road Kelowna, British Columbia

project no. 1507

drawing title:
PROJECT INFORMATION AND DRAWINGS INDEX

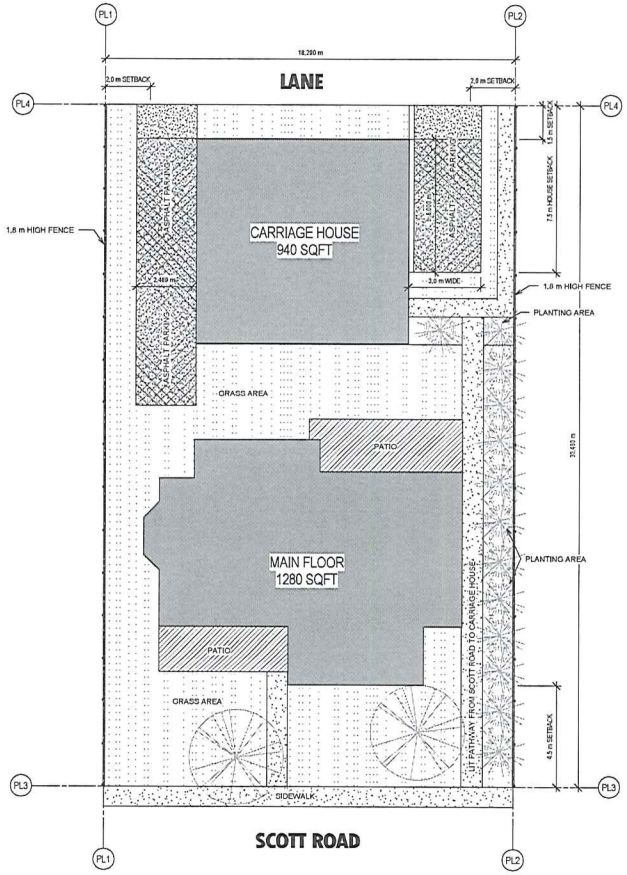
designed	PS	scale	1" = 1'-0"
drawn	BD		
checked			

drawing no. A0.00

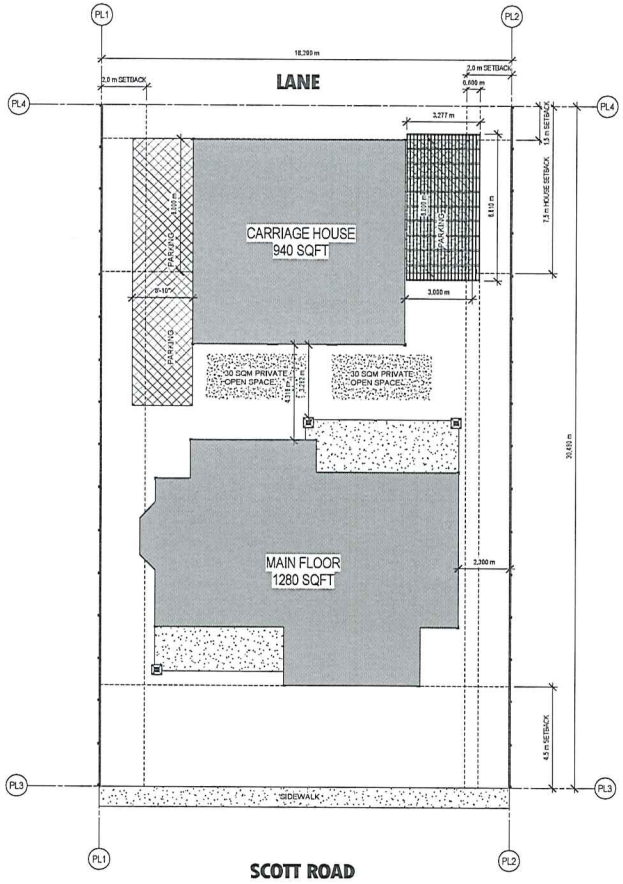
plotted 2015-08-31 4:07:17 PM

ISSUED FOR DEVELOPMENT PERMIT

Project File Name and Location: \\NOVATION\Novation Design Studio Hard Drive\Novation Design Studio\Projects\1507_3473 Scott Road\Working Drawings\Revit\Models\3473 Scott Road.rvt



2 LANDSCAPE PLAN
SCALE: 1 : 100



1 Site
SCALE: 1 : 100

SITE AREA = 557.48 m2

Lot 21, PLAN 3886, TWP 26, ODYD

Notes:

© Copyright Reserved. This drawing and design are, and shall remain, the property of Novation Design Studio, and can be reproduced only with written consent.

All drawings shall be read in conjunction with specifications and consultant details.

All work shall be carried out in accordance with Canadian standards, specifications, B.C. Building Code 2012 actions, and local authority bylaws and regulations.

Tabulated scales refer to ArchD size drawings sheet.

This drawing must not be scaled.

Contractors shall verify all dimensions prior to commencement of work.

Any omissions or discrepancies shall be reported to the architect.

Seal

This document is:

- [ ] NOT controlled. Revisions may be made without notice.
- [ ] A CONTROLLED document. Revisions will be advised.
- [ ] The first issue of the document.
- [ ] A complete revision. Remove previous issues from use.
- [ ] A partial revision. Remove previous issues of corresponding sheets / pages from use.
- [ ] Not for Construction.

no.	date	description
01	2019/09/11	ISSUED FOR TRUSS PRICING

NOVATION DESIGN STUDIO
101 - 1645 DILWORTH DR. SUITE 520
KELOWNA B.C. V1Y 9T1

project title
Scott Road House #1

3473 Scott Road Kelowna, British Columbia

project no. 1507

drawing title
SITE PLAN / LANDSCAPE PLAN

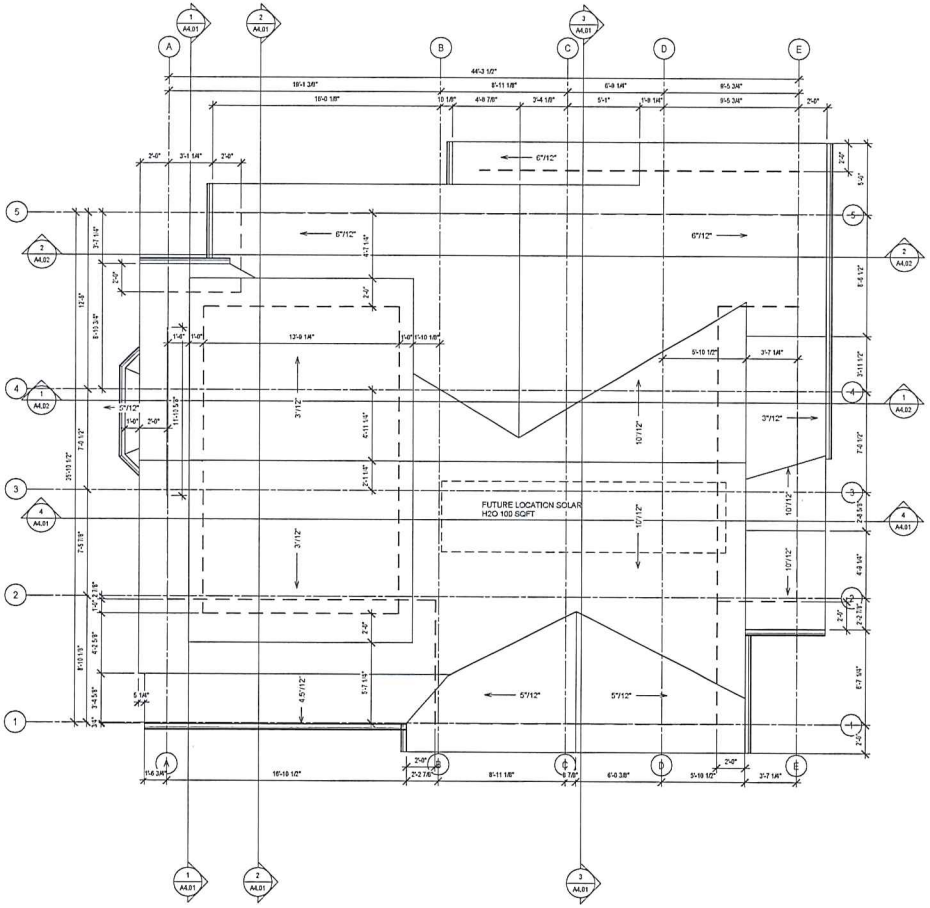
designed	PS	scale	1 : 100
drawn	BD		
checked			

drawing no. A1.01

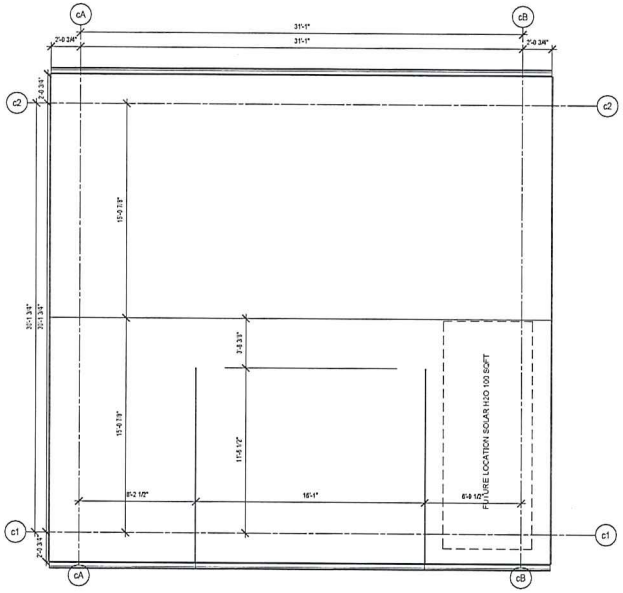
plotted 2019/09/11 4:09 PM

Project File Name and Location: \\NOVATION\Novation Design Studio Hard Drive\Novation Design Studio\Projects\1507_3473 Scott Road\Working Drawings\Revit\a\3473 Scott Road.rvt

ISSUED FOR DEVELOPMENT PERMIT



2 Roof Plan Main House
SCALE: 1/4" = 1'-0"



1 Roof Plan Carriage House
SCALE: 1/4" = 1'-0"

Notes:

© Copyright Reserved. This drawing and design are, and at all times remain, the property of Novation Design Studio, and can be reproduced only with written consent.

All drawings shall be read in conjunction with specifications and consultant details.

All work shall be carried out in accordance with Canadian standards, specifications, B.C. Building Code (2012 edition) and local authority bylaws and regulations.

Tabulated scales refer to Arch D size drawings sheet.

This drawing must not be scaled.

Contractors shall verify all dimensions prior to commencement of work.

Any omissions or discrepancies shall be reported to the architect.

Seal

This document is:

- [ ] NOT controlled. Revisions may be made without notice.
- [ ] A CONTROLLED document. Revisions will be advised.
- [ ] The first issue of the document.
- [ ] A complete revision. Remove previous issues from use.
- [ ] A partial revision. Remove previous issues of corresponding sheets / pages from use.
- [ ] Not for Construction.

no.	date	description
01	2015/09/01	ISSUED FOR TRUSS PRICING

NOVATION
101 - 1865 DILWORTH DR. SUITE 520
KELOWNA BC V1Y 9T1

project title
Scott Road House #1

3473 Scott Road Kelowna, British Columbia

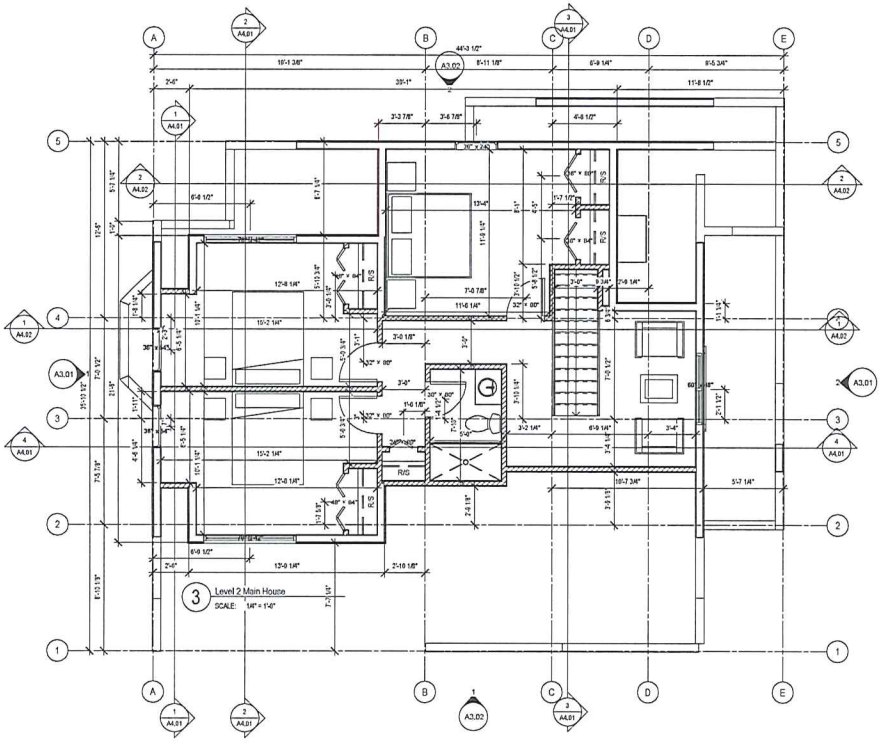
project no. 1507

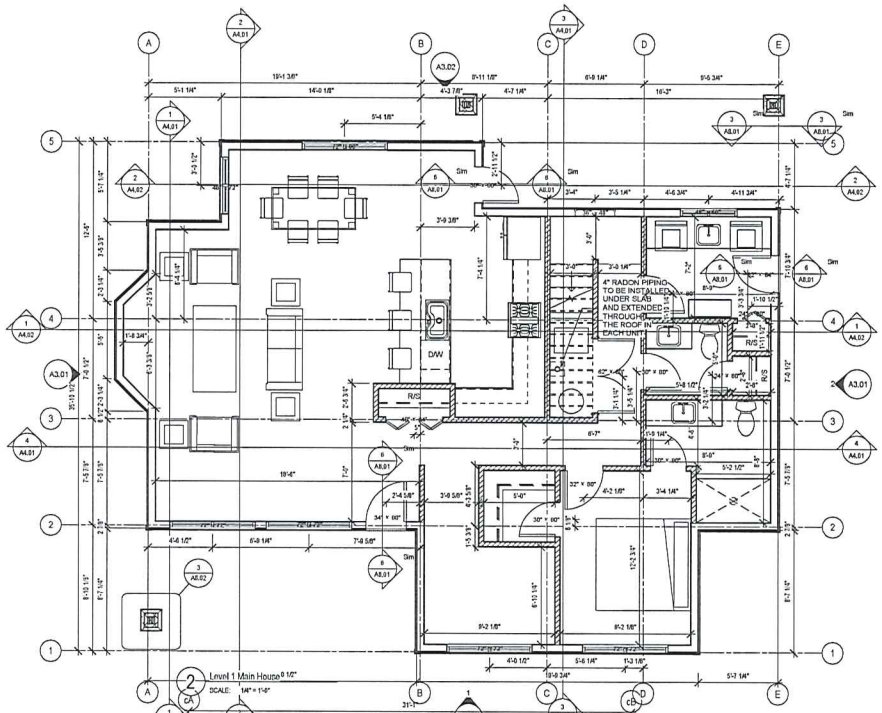
drawing title
ROOF PLANS

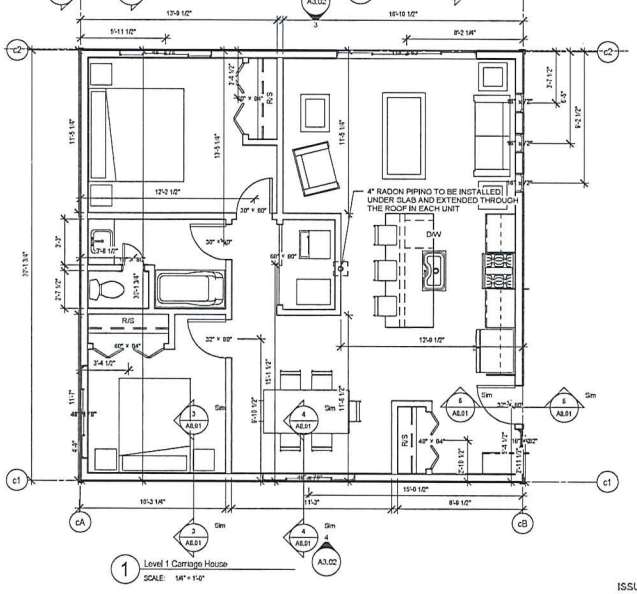
designed	PS	scale	1/4" = 1'-0"
drawn	BD		
checked			
drawing no.	A2.00		
plotted	2015/10/01 4:20:06 PM		

ISSUED FOR DEVELOPMENT PERMIT

Project File Name and Location: \\NOVATION\Novation Design Studio Hard Drive\Novation Design Studio\Projects\1507_3473 Scott Road\Working Drawings\Westview\3473 Scott Road.rvt







Notes:

© Copyright Reserved. This drawing and design are, and at all times remain, the property of Novation Design Studio, and can be reproduced only with written consent.

All drawings shall be read in conjunction with specifications and consultant details.

All work shall be carried out in accordance with Canadian standards, specifications, B.C. Building Code (2012 edition) and local authority bylaws and regulations.

Tabulated scales refer to A-size drawings sheet.

This drawing must not be scaled.

Contractors shall verify all dimensions prior to commencement of work.

Any omissions or discrepancies shall be reported to the architect.

Scott

This document is:

- [ ] NOT controlled. Revisions may be made without notice.
- [ ] A CONTROLLED document. Revisions will be advised.
- [ ] The first issue of the document.
- [ ] A complete revision. Remove previous issues from use.
- [ ] A partial revision. Remove previous issues of corresponding sheets / pages from use.
- [ ] Not for Construction.

No.	date	description
01	2019/08/01	ISSUED FOR TRUSS PRICING

NOVATION DESIGN STUDIO
101 - 1845 DILWORTH DR. SUITE 520
KELOWNA B.C. V1Y 9T1

Project title
Scott Road House #1

3473 Scott Road Kelowna, British Columbia

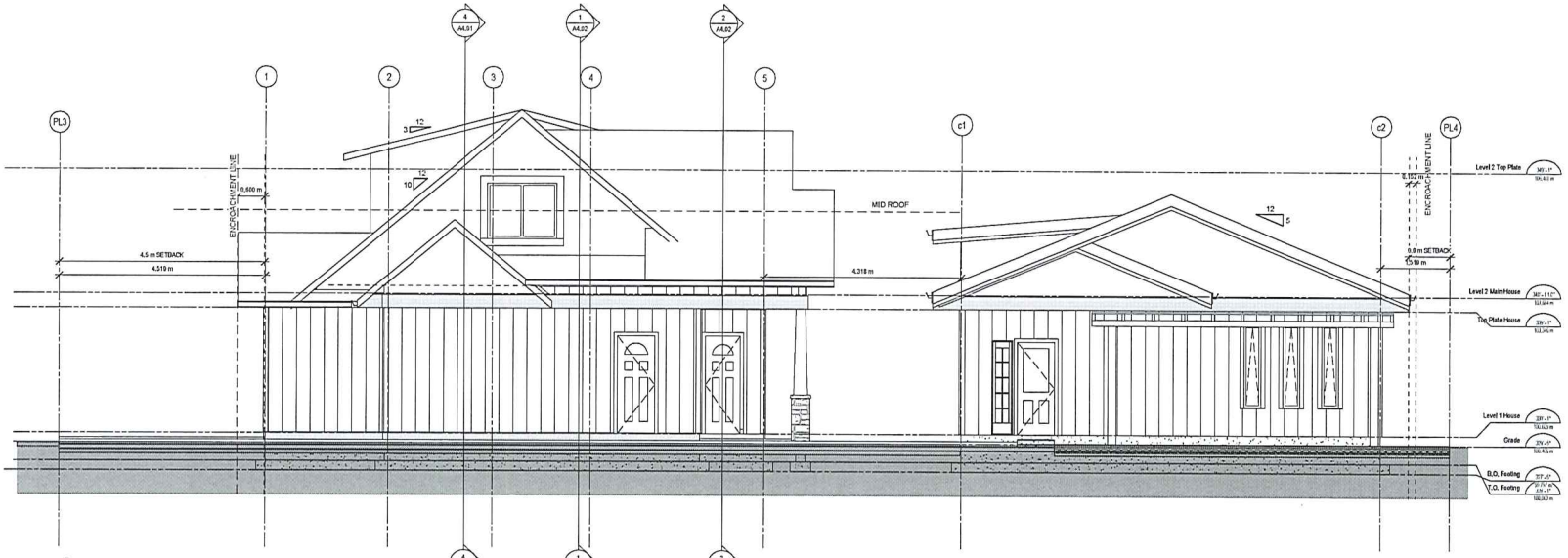
project no. 1507

drawing title
FLOOR PLANS

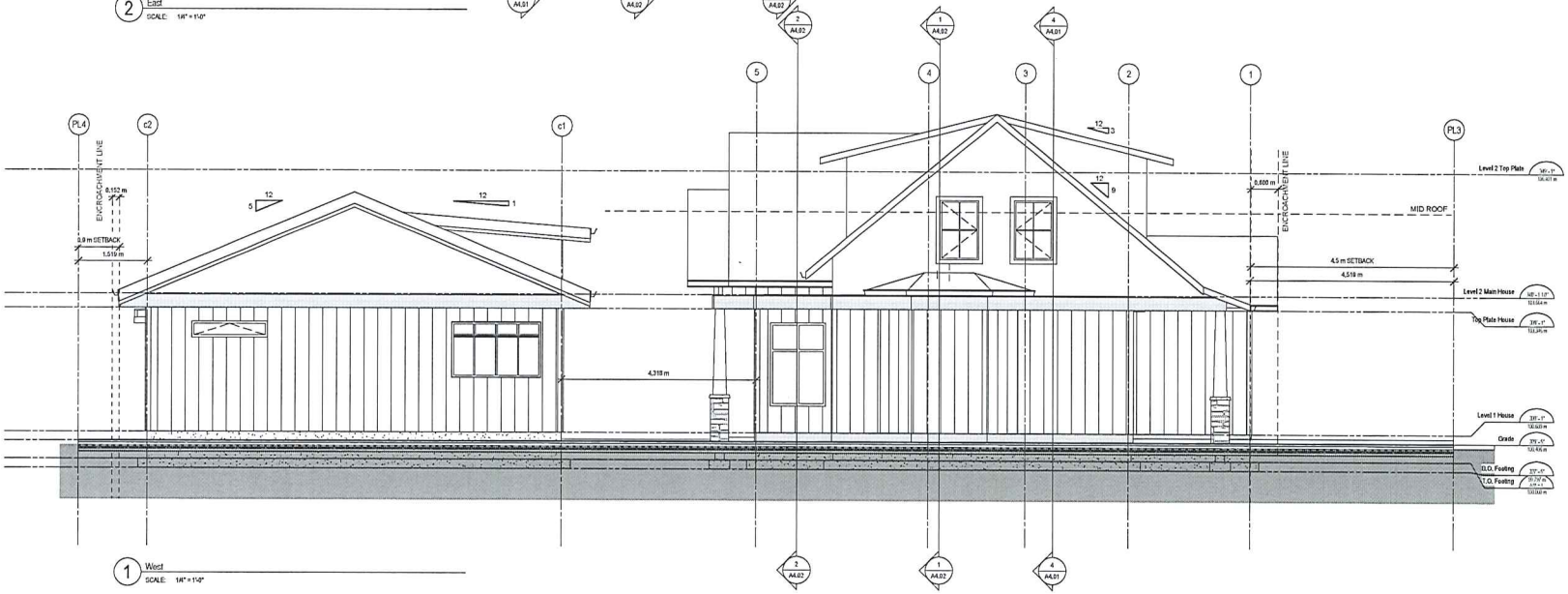
designed	PS	scale 1/4" = 1'-0"
drawn	BD	
checked		
drawing no.	A2.02	
plotted	2019-Aug-1 4:10 PM	

ISSUED FOR DEVELOPMENT PERMIT

Project File Name and Location: \\NDVATION\Novation Design Studio Hard Drive\Novation Design Studio\Projects\1507_3473 Scott Road\Working Drawings\Revit\rvt\3473 Scott Road.rvt



2 East
SCALE: 1/4" = 1'-0"



1 West
SCALE: 1/4" = 1'-0"

Notes

© Copyright Reserved. This drawing and design are, and at all times remain, the property of Novation Design Studio, and can be reproduced only with written consent.

All drawings shall be read in conjunction with specifications and consultant details.

All work shall be carried out in accordance with Canadian standards, specifications, B.C. Building Code 2012 editions and local authority bylaws and regulations.

Tabulated scales refer to Arch D size drawing sheet.

This drawing must not be scaled.

Contractors shall verify all dimensions prior to commencement of work.

Any omissions or discrepancies shall be reported to the architect.

Seal

This document is:

- [ ] NOT controlled, Revisions may be made without notice.
- [ ] A CONTROLLED document, Revisions will be advised.
- [ ] The first issue of the document.
- [ ] A complete revision, Remove previous issues from use.
- [ ] A partial revision, Remove previous issues of corresponding sheets / pages from use.
- [ ] Not for Construction.

No.	date	description
01	2019/12/01	ISSUED FOR TRUSS PRICING

NOVATION DESIGN STUDIO LTD.
101 - 1165 DILWORTH DR. SUITE 520
KELOWNA B.C. V1Y 9T1

project title
Scott Road House #1

3473 Scott Road Kelowna, British Columbia

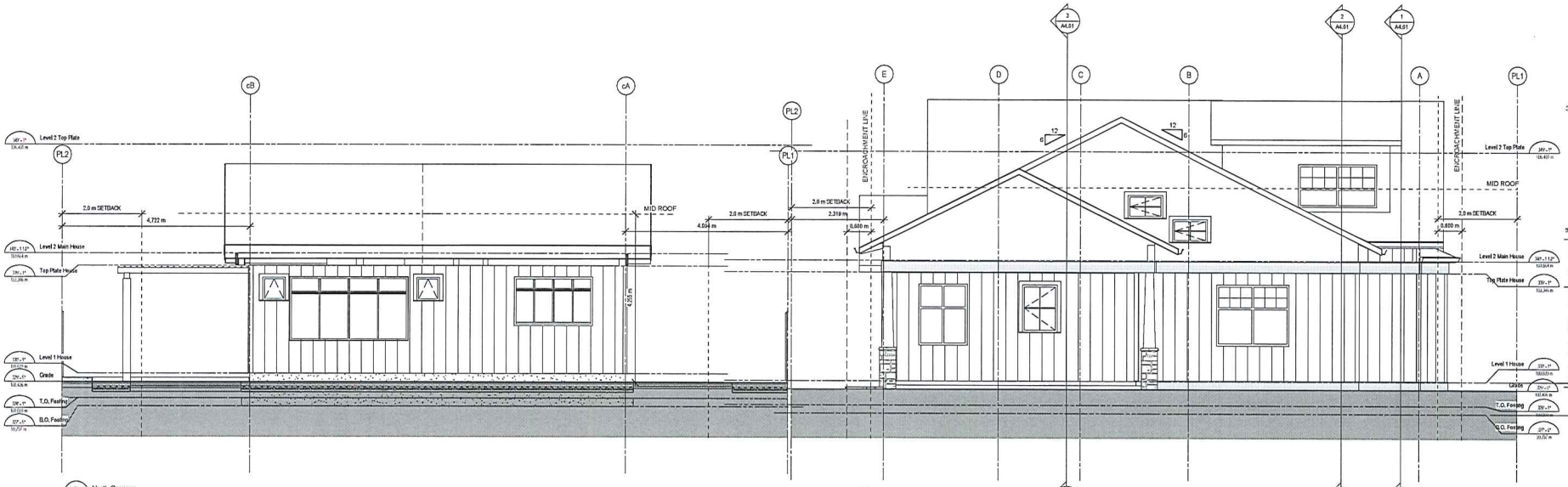
project no. 1507

drawing title
EXTERIOR ELEVATIONS

designed	PS	scale 1/4" = 1'-0"
drawn	BD	
checked		
drawing no.	A3.01	
plotted	2019/12/01 4:21:21 PM	

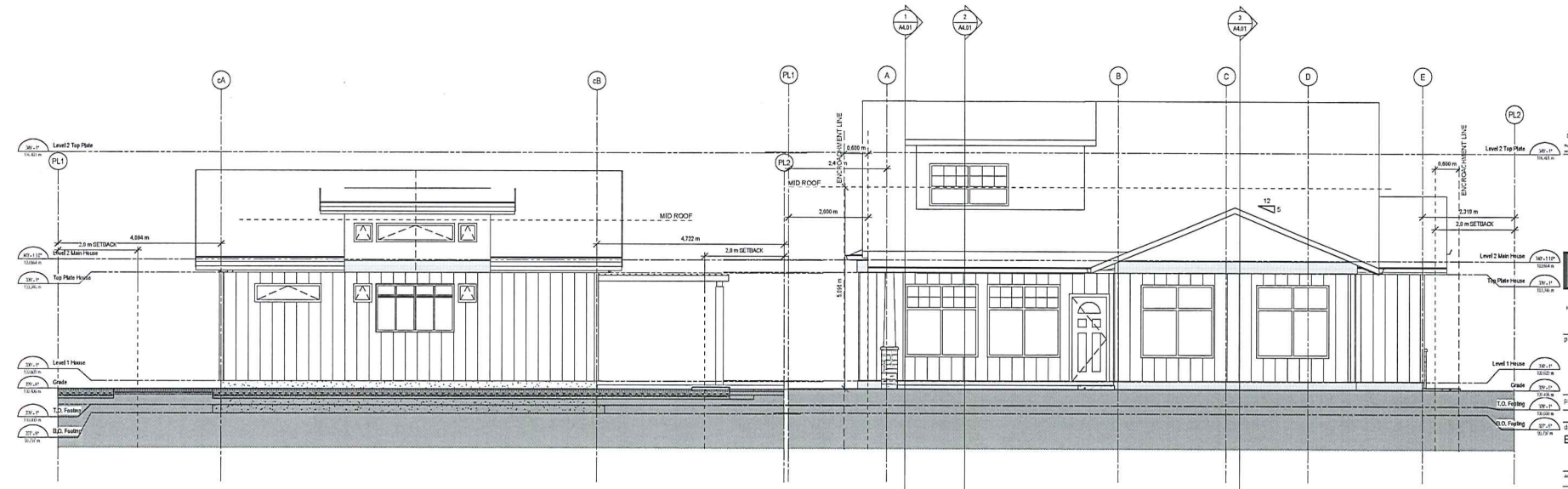
ISSUED FOR DEVELOPMENT PERMIT

Project File Name and Location: \\NOVATION\Novation Design Studio Hard Drive\Novation Design Studio\Projects\1507_3473 Scott Road\Working Drawings\Revit\rvt\3473 Scott Road.rvt



3 North Carriage
SCALE: 1/4" = 1'-0"

2 North Main
SCALE: 1/4" = 1'-0"



4 South Carriage
SCALE: 1/4" = 1'-0"

1 South Main
SCALE: 1/4" = 1'-0"

Notes:

© Copyright Reserved. This drawing and design are, and all rights remain, the property of Novation Design Studio, and can be reproduced only with written consent.

All drawings shall be read in conjunction with specifications and consultant details.

All work shall be carried out in accordance with Canadian standards, specifications, B.C. Building Code (2012 edition) and local authority bylaws and regulations.

Tabulated scales refer to Arch D size drawing sheet.

The drawing must not be scaled.

Contractors shall verify all dimensions prior to commencement of work.

Any omissions or discrepancies shall be reported to the architect.

Scale

This document is:

- NOT controlled. Revisions may be made without notice.
- A CONTROLLED document. Revisions will be added.
- The first issue of the document.
- A complete revision. Remove previous issues from use.
- A partial revision. Remove previous issues of corresponding sheets / pages from use.
- Not for Construction.

no.	date	description
01	20/12/2021	ISSUED FOR TRUSS PRICING

NOVATION DESIGN STUDIO LTD.
101 - 1145 DILWORTH DR. SUITE 520
KELOWNA BC V1Y 9T1

project title
Scott Road House #1

3473 Scott Road Kelowna, British Columbia

project no. 1507

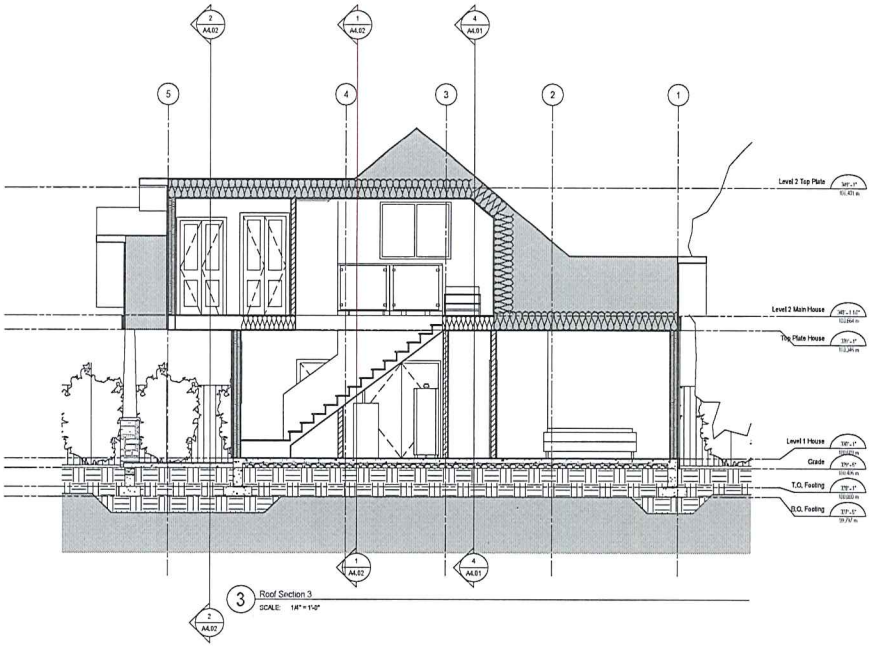
drawing title
EXTERIOR ELEVATIONS

designed	PS	scale: 1/4" = 1'-0"
drawn	BD	
checked		
drawing no.	A3.02	

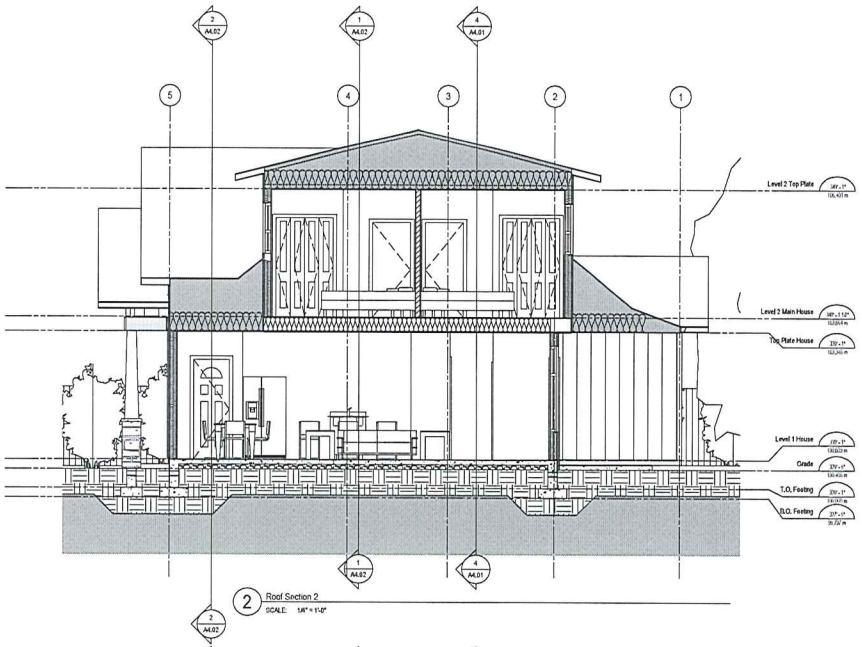
plotted 2015/Feb/11 4:21:01 PM

Project File Name and Location: \\NOVATION\Novation Design Studio Hard Drive\Novation Design Studio\Projects\1507_3473 Scott Road\Working Drawings\Revit\rvt\3473 Scott Road.rvt

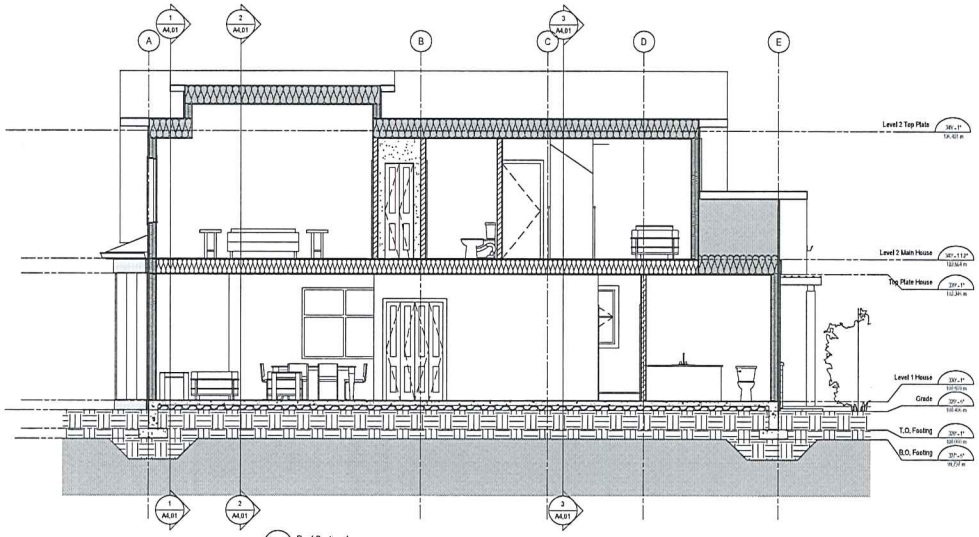
ISSUED FOR DEVELOPMENT PERMIT



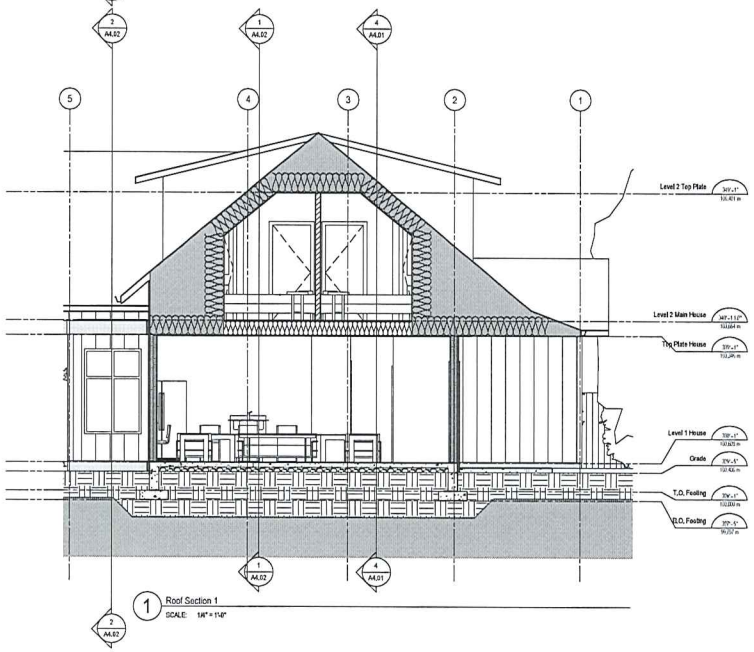
3 Roof Section 3
SCALE: 1/4" = 1'-0"



2 Roof Section 2
SCALE: 1/4" = 1'-0"



4 Roof Section 4
SCALE: 1/4" = 1'-0"



1 Roof Section 1
SCALE: 1/4" = 1'-0"

Notes:

© Copyright Reserved. This drawing and design are, and at all times remain, the property of Novation Design Studio, and can be reproduced only with written consent.

All drawings shall be read in conjunction with specifications and consultant details.

All work shall be carried out in accordance with Canadian standards, specifications, B.C. Building Code (2012 edition) and local authority bylaws and regulations.

Tabulated scales refer to Arch D size drawings sheet.

This drawing must not be scaled.

Contractors shall verify all dimensions prior to commencement of work.

Any omissions or discrepancies shall be reported to the architect.

Seal

This document is:

- [ ] NOT controlled. Revisions may be made without notice.
- [ ] A CONTROLLED document. Revisions will be advised.
- [ ] The first issue of the document.
- [ ] A complete revision. Remove previous issues from use.
- [ ] A partial revision. Remove previous issues of corresponding sheets / pages from use.
- [ ] Not for Construction.

no.	date	description
01	2015/06/01	ISSUED FOR TRUSS PRICING

NOVATION DESIGN STUDIO
101 - 1845 DILWORTH DR. SUITE 520
KELOWNA B.C. V1Y 9T1

project title
Scott Road House #1

3473 Scott Road Kelowna, British Columbia

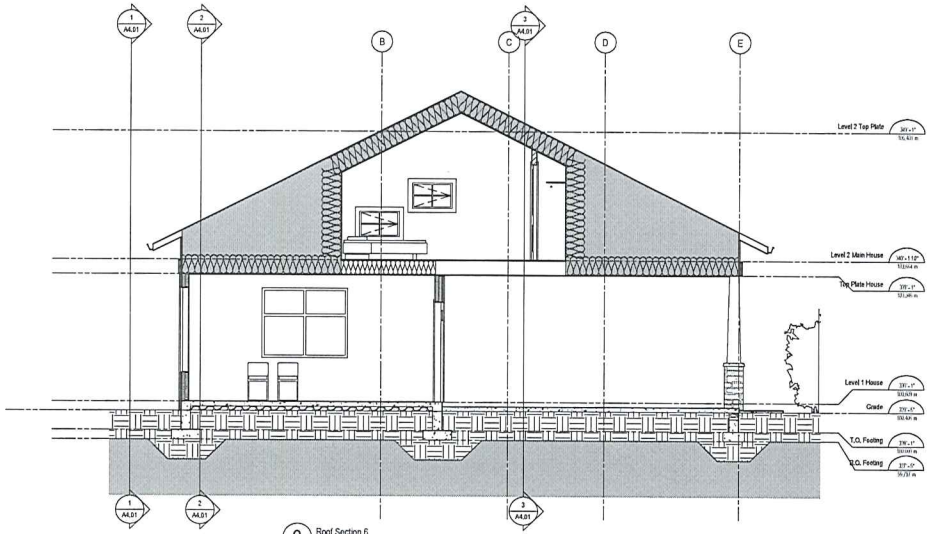
project no. 1507

drawing title
BUILDING SECTIONS

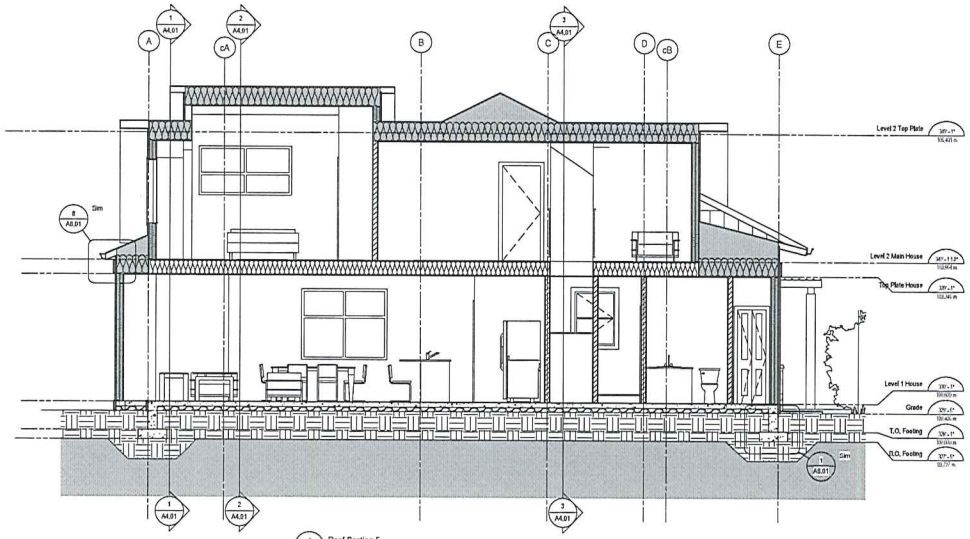
designed	PS	scale: 1/4" = 1'-0"
drawn	BD	
checked		
drawing no.	A4.01	
plotted	2015/06/01 4:16 PM	

ISSUED FOR DEVELOPMENT PERMIT

Project File Name and Location: \\NOVATION\Novation Design Studio Hard Drive\Novation Design Studio\Projects\1507_3473 Scott Road\Working Drawings\Revit\new\3473 Scott Road.rvt



2 Roof Section 6
SCALE: 1/4" = 1'-0"



1 Roof Section 5
SCALE: 1/4" = 1'-0"

Notes:

© Copyright Reserved. This drawing and design are, and at all times remain, the property of Novation Design Studio, and can be reproduced only with written consent.

All drawings shall be read in conjunction with specifications and consultant details.

All work shall be carried out in accordance with Canadian standards, specifications, B.C. Building Code 2012 edition, and local authority bylaws and regulations.

Tabulated scales refer to Arch D size drawings sheet.

The drawing must not be scaled.

Contractors shall verify all dimensions prior to commencement of work.

Any omissions or discrepancies shall be reported to the architect.

Seal

This document is:

- [ ] NOT controlled, Revisions may be made without notice.
- [ ] A CONTROLLED document, Revisions will be advised.
- [ ] The first issue of the document.
- [ ] A complete revision, Remove previous issues from use.
- [ ] A partial revision, Remove previous issues of corresponding sheets / pages from use.
- [ ] Not for Construction.

no.	date	description
01	2015/05/01	ISSUED FOR TRUSS PRICING

NOVATION
101 - 1865 DILWORTH DR., SUITE 500
KELOWNA BC V1Y 9T1

project title
Scott Road House #1

3473 Scott Road Kelowna, British Columbia

project no. 1507

drawing title
BUILDING SECTIONS

designed	PS	scale	1/4" = 1'-0"
drawn	BD		
checked			
drawing no.	A4.02		
plotted	2015/04/14 12:16 PM		

Project File Name and Location: \\NOVATION\Novation Design Studio Hard Drive\Novation Design Studio\Projects\1507_3473 Scott Road\Working Drawings\Revit\new\3473 Scott Road.rvt

ISSUED FOR DEVELOPMENT PERMIT

CITY OF KELOWNA

BYLAW NO. 11151
Z15-0040 – Frank & Dawn Filice
3473 Scott Road

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 21, District Lot 134, ODYD, Plan 3886 located on Scott Road, 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

Considered at a Public Hearing on the

Read a second and third time by the Municipal Council this

Adopted by the Municipal Council of the City of Kelowna this

_____
Mayor

_____
City Clerk

REPORT TO COUNCIL

Date:	October 5, 2015		
RIM No.	1250-30		
To:	City Manager		
From:	Community Planning Department (LK)		
Application:	Z15-0038	**Owner:**	Justin & Rebecca Bullock
Address:	980 Mayfair Road	**Applicant:**	Justin Bullock
Subject:	Rezoning Application		
Existing OCP Designation:	S2RES – Single / Two Unit Residential		
Existing Zone:	RU1 – Large Lot Housing		
Proposed Zone:	RU6 – Two Dwelling Housing		

1.0 Recommendation

THAT Rezoning Application No. Z15-0038 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot A District Lot 143 ODYD Plan 22053, located at 980 Mayfair Rd, Kelowna, BC from the RU1 – Large Lot Housing zone to the RU6 – Two Dwelling 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 conditions of approval as set out in Schedule "A" attached to the Report from the Community Planning Department dated October 5, 2015;

AND FURTHER THAT final adoption of the Rezoning Bylaw be considered subsequent to approval of the Ministry of Transportation and Infrastructure.

2.0 Purpose

To rezone the subject property to facilitate a future two lot subdivision.

3.0 Community Planning

Community Planning Staff supports the proposal to rezone the subject property from RU1 – Large Lot Housing zone to the RU6 – Two Dwelling Housing zone. The subject property is within the Permanent Growth Boundary and has a Future Land Use Designation of S2RES – Single / Two Unit Residential; therefore the application to rezone the parcel meets the guidelines of the OCP. The OCP supports the densification of neighbourhoods through appropriate infill development and utilization of existing infrastructure.

4.0 Proposal

4.1 Background

The subject parcel is located at the intersection of McCurdy Road and Mayfair Road and is currently zoned RU1 – Large Lot Housing. The parcel has two existing non-conforming Single Detached Dwellings that both front onto Mayfair Road. In reviewing the parcel history, the origin of the northernmost house cannot be found. It is addressed as 825 McCurdy Road. In 1959, a building permit was approved to allow the addition of the single car garage on the south side of the existing dwelling. The house on the south half of the parcel was constructed in the early 1970's and is addressed as 980 Mayfair Road.

4.2 Project Description

The rezoning of the parcel will accomplish two things. By rezoning to RU6 – Two Dwelling Housing, it will eliminate the existing non-conformity of two dwellings on one parcel and it will allow for the future subdivision of the parcel into two RU6 – Two Dwelling Housing lots. The new parcels are well over the minimum lot sizes of 700m² and 800m² for a corner site. This will allow each parcel to be further developed to accommodate two dwellings.

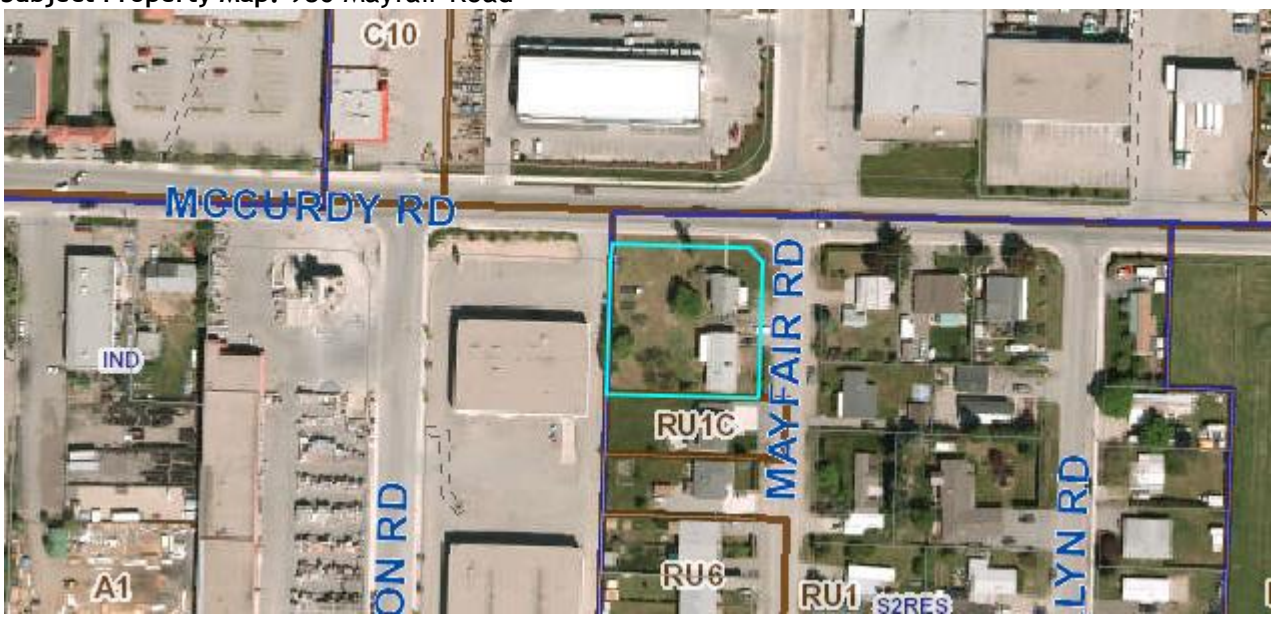
4.3 Site Context

The subject parcel is a corner lot at the intersection of McCurdy Road and Mayfair Road and is located within the Rutland area of Kelowna.

Adjacent land uses are as follows:

Orientation	Zoning	Land Use
North	I2 – General Industrial	Storage & Warehousing
East	RU1 – Large Lot Housing	Single Family Dwelling
South	RU1c – Large Lot Housing with Carriage House	Single Family Dwelling
West	A1 – Agriculture 1 (LUC 77-1045)	Storage & Warehousing

Subject Property Map: 980 Mayfair Road



4.4 Zoning Analysis Table

Zoning Analysis Table		
CRITERIA	**RU6 ZONE REQUIREMENTS**	**PROPOSAL**
Existing Lot/Subdivision Regulations		
Minimum Lot Area	800 m^2	2467 m^2
Minimum Lot Width	15 m	45 m
Minimum Lot Depth	30 m	45.42 m
Development Regulations		
Maximum Site Coverage (buildings)	40%	9.54%
Minimum Front Yard	4.5 m	To north dwelling 7.98 m To south dwelling 8.71 m
Minimum Side Yard (south)	2.0 m	2.29 m
Minimum Side Yard (north)	2.0 m	9.55 m
Minimum Rear Yard	6.0 m	To north dwelling 33.248 m To south dwelling 30.30 m
Other Regulations		
Minimum Parking Requirements	4 stalls	4 stalls
Minimum Private Open Space	30 m^2/ dwelling	+30m^2 /dwelling

5.0 Current Development Policies

5.1 Kelowna Official Community Plan (OCP)

Development Process

Compact Urban Form.[1] Develop a compact urban form that maximizes the use of existing infrastructure and contributes to energy efficient settlement patterns. This will be done by increasing densities (approximately 75 - 100 people and/or jobs located within a 400 metre walking distance of transit stops is required to support the level of transit service) through development, conversion, and re-development within Urban Centres (see Map 5.3) in particular and existing areas as per the provisions of the Generalized Future Land Use Map 4.1.

Sensitive Infill[2] Encourage new development or redevelopment in existing residential areas to be sensitive to or reflect the character of the neighborhood with respect to building design, height and siting.

5.2 Technical Comments

5.3 Development Engineering Department

- See attached Schedule "A"

6.0 Application Chronology

Date of Application Received: July 21, 2015
Date Public Consultation Completed: September 10, 2015

[1] City of Kelowna Official Community Plan, Policy 5.2.3 (Development Process Chapter).
[2] City of Kelowna Official Community Plan, Policy 5.22.6 (Development Process Chapter).

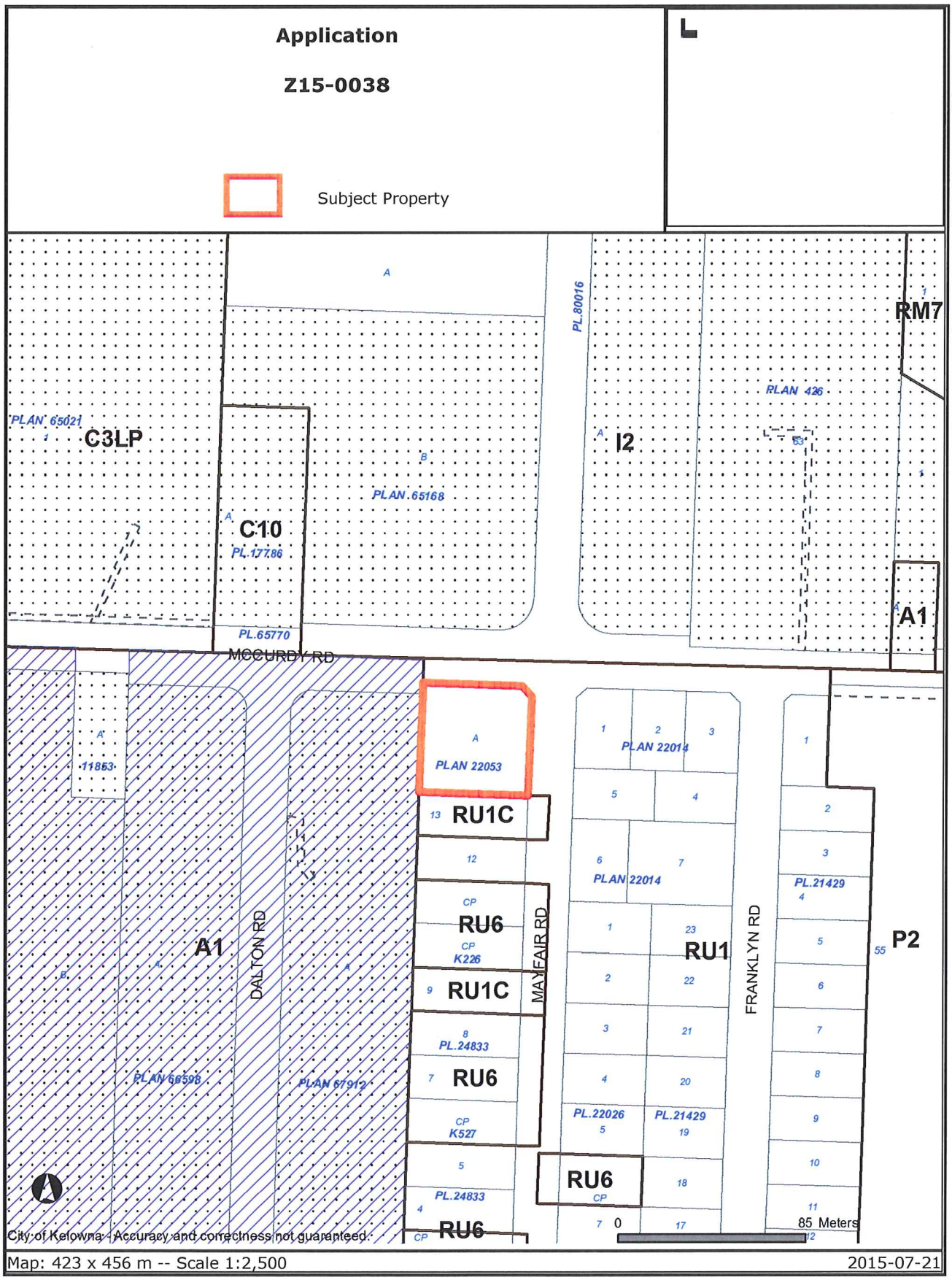
Report prepared by:

_____
Lydia Korolchuk, Planner

Reviewed by: ☐ Lindsey Ganczar, Planning Supervisor

Approved for Inclusion: ☐ Ryan Smith, Community Planning Department Manager

Attachments:
Site Context Map
Site Surveys
Schedule "A" – Development Engineering Memorandum dated August 13, 2015



Certain layers such as lots, zoning and dp areas are updated bi-weekly. This map is for general information only. The City of Kelowna does not guarantee its accuracy. All information should be verified.

CITY OF KELOWNA

MEMORANDUM

Date: *August 13, 2015 (revision 1- remove references to subdivision requirements)*

File No.: Z15-0038

To: Urban Planning (LK)

From: Development Engineering Manager (SM)

Subject: 980 Mayfair Road – Lot A, Plan 22053, D.L. 143, ODYD

The Development Services Branch comments and requirements regarding this application to rezone the subject property from RU1 to RU6 are as follows:

.1) General

a) Dedicate Approximately 5.0 m. along the frontage of McCurdy Road for the ultimate 30.00m. Road right of Way.

b) Provide a 6.0 m. corner radius at the intersection of McCurdy Road and Mayfair Road.

.2) Geotechnical report.

We recommend that a comprehensive geotechnical study be undertaken over the proposed building site. The geotechnical study should be undertaken by a Professional Engineer or a Geoscientist competent in this field. This study should analyse the soil characteristics and suitability for development of the requested subdivision. As well, the study should address drainage patterns including the identification of ground water and the presence of any springs and the suitability of the lands for disposal of site generated storm drainage. In addition this study must describe soil sulphate contents, the presence or absence of swelling clays and the recommendation for foundations and construction over the decommissioned sewage disposal field.

.3) Water

a) The property is located within the Black Mountain Irrigation District (BMID) service area.

b) Arrange for individual lot connections before submission of the subdivision plan; including payment of connection fees (provide copy of receipt).

c) Duplex lots require two services in accordance with the City of Kelowna domestic water servicing requirements.

SCHEDULE A
This forms part of development
Permit # Z15- 0038

.../2

.4) Sanitary Sewer

a) The subject property is serviced by the Municipal Wastewater system and is located within the Specified Area #20; two (2) Single Family Equivalent (SFE) were paid out in 2005, This rezoning application does not trigger any additional Specified Area charges.

.5) Drainage

The Subdivision, Development and Servicing Bylaw requires that each lot be provided with an individual connection; however, due to the lack of municipal storm sewer an individual ground water disposal system is acceptable.

.6) Roads

Mayfair Road must be upgraded to a full urban standard (SS-R5) including sidewalk, curb and gutter, piped storm drainage system, fillet pavement, boulevard grading, street lights, and adjustment and/or re-location of existing utility appurtenances, if required, to accommodate this construction. The cost of this frontage upgrade is estimated at **$36,100.00** and is inclusive of a bonding escalation.

.7) Power and Telecommunication Services and Street Lights

It is recommended that all the services to the subject property be installed underground. The services to the existing dwelling (if not relocated) may remain overhead as long as there is no trespass on any portion of the potentially subdivided lots. The service to the new dwellings must be installed underground. It is the developer's responsibility to make a servicing application with the respective utility companies. The utility companies are then required to obtain the city's approval before commencing their works within the public right of way.

.8) Design and Construction

a) Design, construction supervision and inspection of all off-site civil works and site servicing must be performed by a Consulting Civil Engineer and all such work is subject to the approval of the City Engineer. Drawings must conform to City standards and requirements.

b) Engineering drawing submissions are to be in accordance with the City's "Engineering Drawing Submission Requirements" Policy. Please note the number of sets and drawings required for submissions.

c) Quality Control and Assurance Plans must be provided in accordance with the Subdivision, Development & Servicing Bylaw No. 7900 (refer to Part 5 and Schedule 3).

d) A "Consulting Engineering Confirmation Letter" (City document 'C') must be completed prior to submission of any designs.

e) Before any construction related to the requirements of this subdivision application commences, design drawings prepared by a professional engineer must be submitted to the City's Works & Utilities Department. The design drawings must first be "Issued for Construction" by the City Engineer. On examination of design drawings, it may be determined that rights-of-way are required for current or future needs.

.../3

.9) Servicing Agreements for Works and Services

a) A Servicing Agreement is required for all works and services on City lands in accordance with the Subdivision, Development & Servicing Bylaw No. 7900. The applicant's Engineer, prior to preparation of Servicing Agreements, must provide adequate drawings or reports and estimates for the required works. The Servicing Agreement must be in the form as described in Schedule 2 of the bylaw.

b) Part 3, "Security for Works and Services", of the Bylaw, describes the Bonding and Insurance requirements of the Owner. The liability limit is not to be less than $5,000,000 and the City is to be named on the insurance policy as an additional insured.

.10) Other Engineering Comments

a) Provide all necessary Statutory Rights-of-Way for any utility corridors required.

.11) Bonding and Levies Summary.

a) Performance security

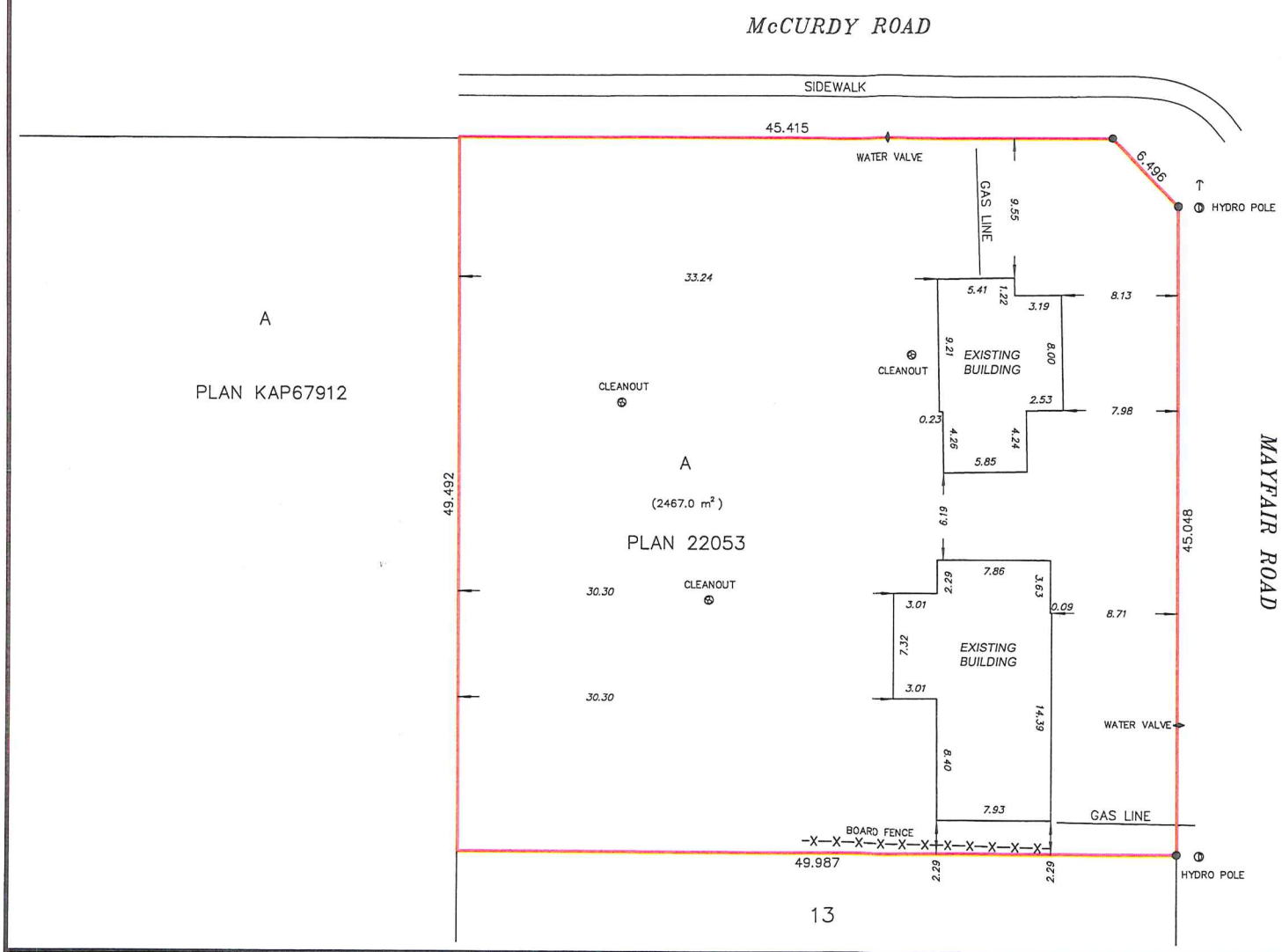
Mayfair Road frontage upgrade **$36,1000.00**

Note that the applicant is not required to do the construction. The construction can be deferred and the City will initiate the work later at its own construction schedule, the cost would be reduced to **$22,823.00** and the 3% Engineering & Admin. fee would be waived.

b) levies **N/A**

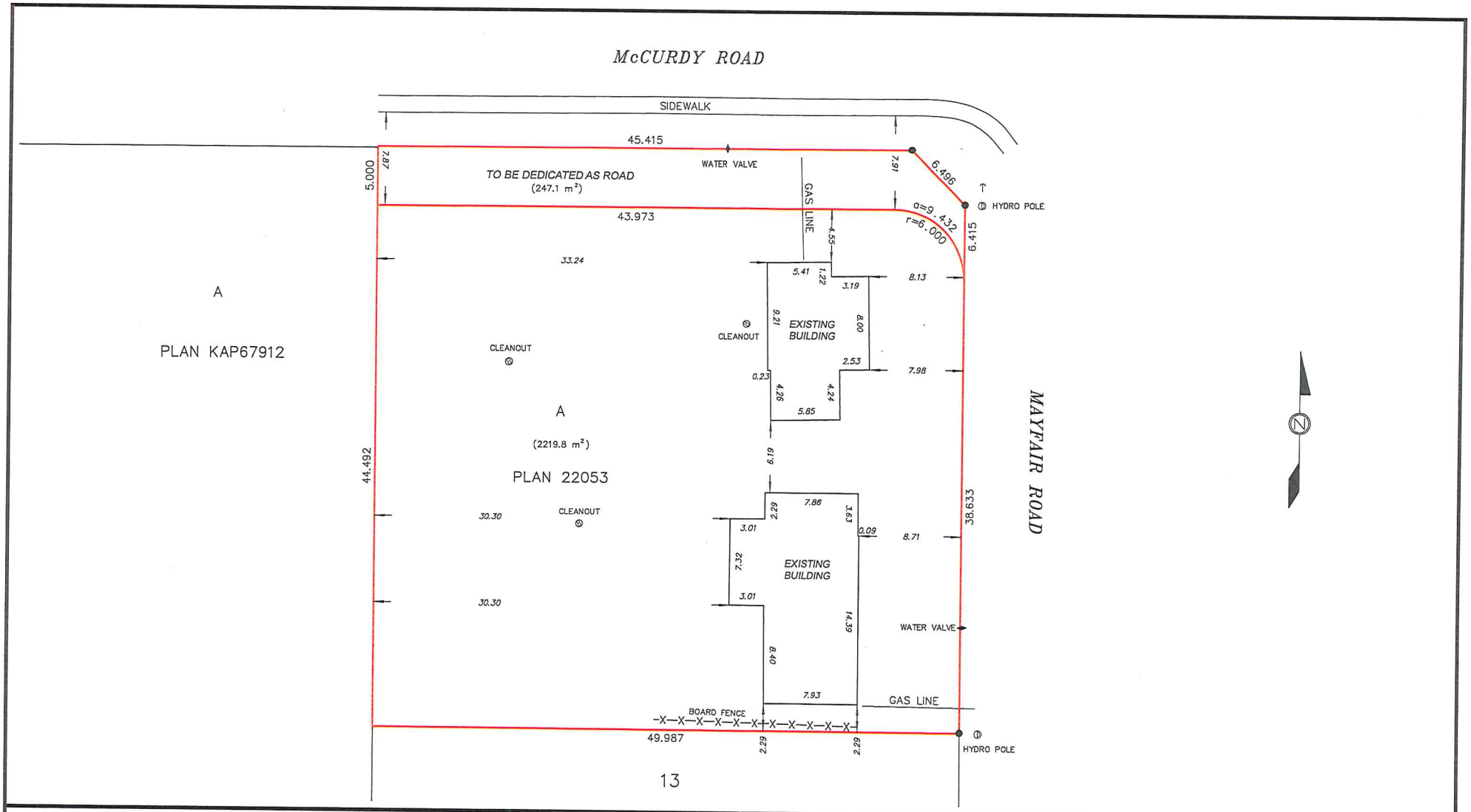
Steve Muenz, P.Eng
Development Engineering Manager

B^2



SKETCH PLAN OF LOT A, DISTRICT LOT 143, O.D.Y.D., PLAN 22053 (980 MAYFAIR ROAD)

DRAWN BY:	RUNNALLS DENBY *british columbia land surveyors* 259A Lawrence Avenue, Kelowna, B.C. V1Y 6L2 Phone: (250)763-7322 Fax: (250)763-4413 Email: neil@runnallsdenby.com	SCALE:	1:300 (11" x 17")
		DATE:	Apr. 9, 2015
		DWG:	14211 PROP SUB-3
CLIENT:	JUSTIN BULLOCK	FILE No.: 14211	REV. 0



SKETCH PLAN OF PROPOSED ROAD DEDICATION ON LOT A, DISTRICT LOT 143, O.D.Y.D., PLAN 22053 (980 MAYFAIR ROAD)

DRAWN BY:	RUNNALLS DENBY *british columbia land surveyors* 259A Lawrence Avenue, Kelowna, B.C. V1Y 6L2 Phone: (250)763-7322 Fax: (250)763-4413 Email: nell@runnallsdenby.com	SCALE:	1:300 (11" x 17")
		DATE:	Sep. 10, 2015
		DWG:	14211 PROP SUB-2
CLIENT:	JUSTIN BULLOCK	FILE No.: 14211	REV. 1

CITY OF KELOWNA

BYLAW NO. 11152
Z15-0038 – Justin & Rebecca Bullock
980 Mayfair Road

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, District Lot 143, ODYD, Plan 22053 located on Mayfair Road, Kelowna, B.C., from the RU1 – Large Lot Housing zone to the RU6 – Two Dwelling Housing 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

Considered at a Public Hearing on the

Read a second and third time by the Municipal Council this

Approved under the Transportation Act

_____
(Approving Officer-Ministry of Transportation)

Adopted by the Municipal Council of the City of Kelowna this

_____
Mayor

_____
City Clerk

REPORT TO COUNCIL

Date:	October 5, 2015		
RIM No.	1250-30		
To:	City Manager		
From:	Community Planning Department (LB)		
Application:	Z15-0042	**Owner:**	Frank John Filice and Dawn Marie Filice
Address:	3461 Scott Road	**Applicant:**	Novation Design Studio
Subject:	Rezoning Application		
Existing OCP Designation:	S2RES – Single / Two Unit Residential		
Existing Zone:	RU1 – Large Lot Housing		
Proposed Zone:	RU1c – Large Lot Housing with Carriage House		

1.0 Recommendation

THAT Rezoning Application No. Z15-0042 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot 22, District Lots 134 and 135, ODYD, Plan 3886, located at 3461 Scott Road, Kelowna, BC from the RU1 – Large Lot Housing zone to the RU1c – 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 FURTHER THAT final adoption of the Rezoning Bylaw be considered subsequent to the outstanding conditions of approval set out in Attachment "A" attached to the Report from the Community Planning Department dated October 5, 2015.

2.0 Purpose

To rezone the subject property to facilitate development of a carriage house.

3.0 Community Planning

Community Planning Staff supports the request to rezone the subject property from the RU1 – Large Lot Housing zone to the RU1c – Large Lot Housing with Carriage House zone to facilitate the development of a carriage house. The existing house will be demolished and a new house and carriage house are to be built on the property. The property is within the South Pandosy Urban Centre and the application is consistent with policies that encourage additional density while maintaining the residential character of the neighbourhood.

It should be noted that the applicant has also submitted a similar Rezoning Application for the adjacent property to the south at 3473 Scott Road.

In accordance with Council Policy No. 367, the applicant completed neighbourhood consultation by contacting neighbouring properties within 50 m. No concerns were identified through this process. At the time of writing, Staff has not been contacted with any questions or concerns.

4.0 Proposal

4.1 Project Description

The applicant intends to redevelop the property with a new single detached house and carriage house. The existing house will be demolished should the rezoning be supported. In conjunction with the Rezoning application, the applicant submitted a Development Permit application for the form and character of the proposed carriage house. Should Council choose to support the rezoning request, Staff will continue to work with the applicant to issue the Development Permit in accordance with the Intensive Residential – Carriage House / Two Dwelling Housing guidelines.

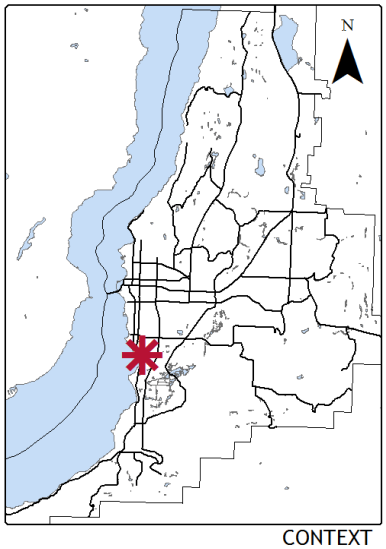
4.2 Site Context

The subject property is located on the east side of Scott Road, north of Swordy Road in the South Pandosy Urban Centre and the South Pandosy – KLO Sector. The Official Community Plan Future Land Use designation is S2RES – Single / Two Unit Residential and the property is within the Permanent Growth Boundary. The surrounding area is characterized by single dwelling housing with low density multi-unit residential development farther out and Gyro Beach at the west end of Swordy Road at Pandosy Street.

Adjacent land uses are as follows:

Orientation	Zoning	Land Use
North	RU1 – large Lot Housing	Single dwelling housing
East	RU1 – large Lot Housing	Single dwelling housing
South	RU1 – large Lot Housing	Single dwelling housing
West	RU1 – large Lot Housing	Single dwelling housing

Subject Property Map: 3461 Scott Road



CONTEXT

SUBJECT PROPERTY

4.3 Zoning Analysis Table

Zoning Analysis Table		
CRITERIA	**RU1c ZONE REQUIREMENTS**	**PROPOSAL**
Existing Lot		
Minimum Lot Area	550 m^2	464.5 m^2
Minimum Lot Width	15.0 m	15.2 m
Minimum Lot Depth	30.0 m	30.5 m
Development Regulations		
Maximum Site Coverage (buildings)	40%	40%
Maximum Site Coverage (buildings, driveways & parking)	50%	50%
Single Storey Carriage House Development Regulations		
Maximum Accessory Site Coverage	20%	18.3%
Maximum Accessory Building Footprint	130 m^2 (carriage house + accessory buildings)	85.2 m^2
Maximum Net Floor Area	100 m^2	85.2 m^2
Maximum Net Floor Area to Principal Dwelling	75%	50%
Maximum Height	4.8 m	4.3 m
Minimum Side Yard (south)	2.0 m	3.0 m
Minimum Side Yard (north)	2.0 m	3.0 m
Minimum Rear Yard	0.9 m	1.5 m
Minimum Distance to Principal Dwelling	3.0 m	3.3 m
Other Regulations		
Minimum Parking Requirements	3 stalls	3 stalls
Minimum Private Open Space	30 m^2 per dwelling	Meets requirements

5.0 Current Development Policies

5.1 Kelowna Official Community Plan (OCP)

Development Process

Compact Urban Form.[1] Develop a compact urban form that maximizes the use of existing infrastructure and contributes to energy efficient settlement patterns. This will be done by increasing densities (approximately 75 - 100 people and/or jobs located within a 400 metre walking distance of transit stops is required to support the level of transit service) through development, conversion, and re-development within Urban Centres (see Map 5.3) in particular and existing areas as per the provisions of the Generalized Future Land Use Map 4.1.

Sensitive Infill.[2] Encourage new development or redevelopment in existing residential areas to be sensitive to or reflect the character of the neighbourhood with respect to building design, height and siting.

[1] City of Kelowna Official Community Plan, Policy 5.2.3 (Development Process Chapter).
[2] City of Kelowna Official Community Plan, Policy 5.22.6 (Development Process Chapter).

6.0 Technical Comments

6.1 Building & Permitting Department

- Development Cost Charges (DCCs) are required to be paid prior to issuance of any Building Permits.
- Full Plan check for Building Code related issues will be done at time of Building Permit applications.

6.2 Development Engineering Department

- See attached memorandum, dated September 3, 2015.

6.3 Fire Department

- Requirements of Section 9.19.19 Smoke Alarms and Carbon Monoxide Alarms of the BC Building Code 2012 are to be met.
- All units shall have a posted address on Scott Road.
- Should a gate or fence be installed between the main house and the carriage house the gate it to open without special knowledge and have a clear width of 1,100 m.
- Emergency access is not from the lane to the east, but from Scott Road.

6.4 FortisBC - Electric

- There are primary distribution facilities along Scott Road. There is a secondary overhead line crossing the southwest corner of the property that provides service to the adjacent property to the south. The applicant may either provide appropriate land rights or assume responsibility for the cost of realigning this service. The applicant is responsible for costs associated with changes to the subject property's existing service, if any, as well as the provision of appropriate land rights where required.

7.0 Application Chronology

Date of Application Received: July 30, 2015
Date Public Consultation Completed: July 30, 2015

Report prepared by:

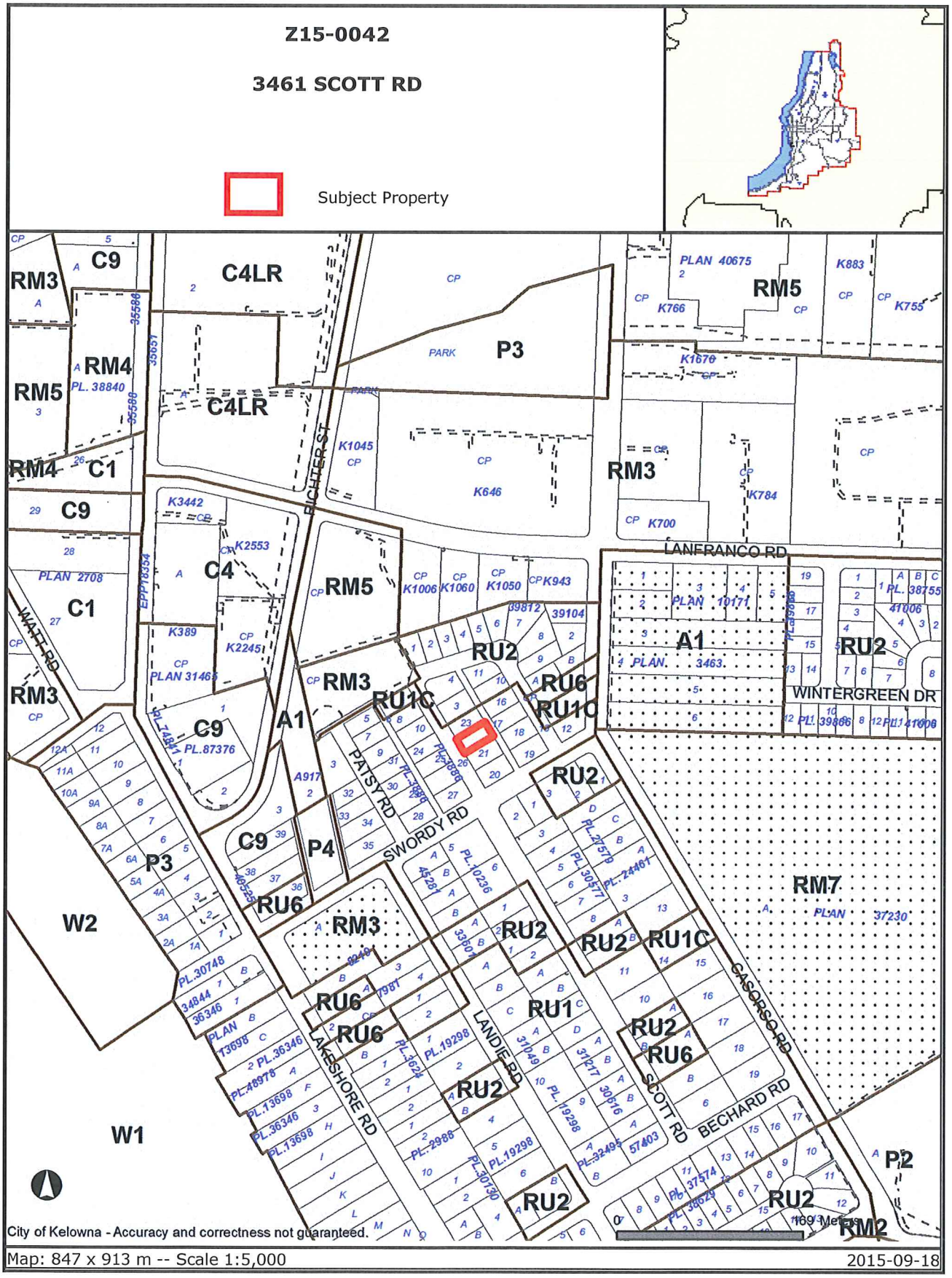
_____
Laura Bentley, Planner

Reviewed by: ☐ Lindsey Ganczar, Planning Supervisor

Approved for Inclusion: ☐ Ryan Smith, Community Planning Department Manager

Attachments:

Subject Property Map
Attachment A: City of Kelowna Memorandum
Conceptual Site Plan and Drawings



Map: 847 x 913 m -- Scale 1:5,000 2015-09-18

Certain layers such as lots, zoning and dp areas are updated bi-weekly. This map is for general information only. The City of Kelowna does not guarantee its accuracy. All information should be verified.

CITY OF KELOWNA

MEMORANDUM

Date: September 3, 2015
File No.: Z15-0042

To: Community Planning (LB)

From: Development Engineering Manager

Subject: 3461 Scott Road New SFD & Carriage House

Development Engineering has the following comments and requirements associated with this application. The utility upgrading requirements outlined in this report will be a requirement of this development.

1. Domestic Water and Fire Protection

   Our records indicate that this property is currently serviced with a 19mm-diameter water service which is adequate for this application.

2. Sanitary Sewer

   Our records indicate that this property is currently serviced with a 100mm-diameter sanitary sewer service. An inspection chamber (IC) complete with brooks box should be installed on the service at the owner's cost. Service upgrades can be provided by the City at the applicant's cost. **The applicant will be required to sign a Third Party Work Order for the cost of the service upgrade.** For estimate inquiry's please contact Sergio Sartori, by email ssartori@kelowna.ca or phone, 250-469-8589.

3. Development Permit and Site Related Issues

   Direct the roof drains onto splash pads.
   Driveway access will be permitted from the lane only.

4. Electric Power and Telecommunication Services

   It is the applicant's responsibility to make a servicing application with the respective electric power, telephone and cable transmission companies to arrange for service upgrades to these services which would be at the applicant's cost.

Steve Muenz, P. Eng.
Development Engineering Manager

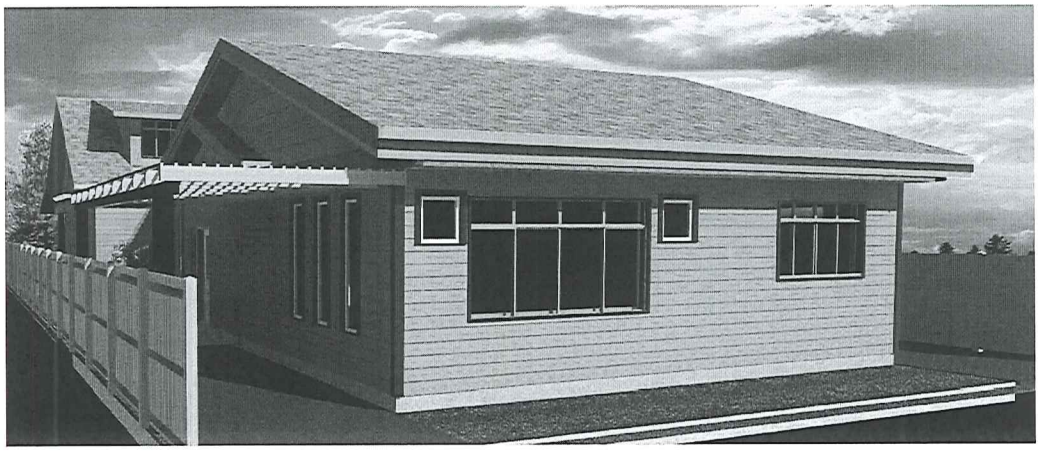
SS

GENERAL

1. ALL DIMENSIONS ARE MADE FROM EXTERIOR FACE OF WALL SHEATHING TO CENTER OF PARTY WALLS AND INTERIOR WALLS UNLESS NOTED OTHERWISE ON PLANS. OUTSIDE EDGE OF EXTERIOR WALL SHEATHING TO BE FLUSH WITH FOUNDATION WALL BELOW. DO NOT SCALE DRAWINGS. THE GENERAL CONTRACTOR IS TO CHECK ALL DIMENSIONS AND CONFIRM ALL PROPERTY LINE BEARINGS AND DIMENSIONS WITH LEGAL SURVEY.
2. IN THE CASE OF DISCREPANCY, THE ARCHITECT IS TO BE NOTIFIED BEFORE WORK CAN COMMENCE. COMMENCEMENT OF CONSTRUCTION SHALL CONSTITUTE ACCEPTANCE OF CONDITIONS AS SATISFACTORY.
3. REFER TO MECHANICAL DRAWINGS FOR FINAL PLUMBING AND HVAC LAYOUT AND SPECIFICATIONS.
4. REFER TO ELECTRICAL DRAWINGS FOR FINAL LIGHT, OUTLETS AND ELECTRICAL PANEL LOCATIONS AND SPEC.
5. REFER TO CIVIL DRAWINGS FOR OFFSITE CONSTRUCTION AND FINAL, SITE DRAINAGE LAYOUT AND SPEC.
6. REFER TO LANDSCAPE DRAWINGS FOR FINAL LANDSCAPE LAYOUT.
7. REFER TO STRUCTURAL DRAWINGS FOR FINAL WALL/FLOOR/ROOF/COLUMN LAYOUT AND SPECIFICATIONS.

ASSURANCE / COMPLIANCE REQUIREMENTS

1. THE CURRENT B.C.B.C. 2006, ITS REQUIREMENTS AND ALL AGENDA, SHALL FORM AN INTEGRAL PART OF THESE DRAWINGS. ALL CONSTRUCTION MATERIALS AND PROCEDURES SHALL CONFIRM TO THESE STANDARDS.
2. ALL WORK TO CONFORM TO LOCAL BYLAWS AND DEVELOPMENT PERMIT REQUIREMENTS.
3. ALL DRAWINGS ARE TO BE READ AS A COMPLETE SET IN CONJUNCTION WITH SPECIFICATIONS AND CIVIL, STRUCTURAL, MECHANICAL, ELECTRICAL, AND LANDSCAPE DRAWINGS AS APPLICABLE.
4. ALL WORK WILL BE SUBJECT TO FIELD REVIEW BY THE ARCHITECT AND OR OTHER REGISTERED PROFESSIONAL AND BY THE CONSULTING ENGINEERS NAMED ON THESE DRAWINGS TO MEET THE MUNICIPAL LETTERS OF ASSURANCE / COMPLIANCE REQUIREMENTS.
5. ALL WORK MUST MEET THE APPROVAL OF THE PROFESSIONAL CONSULTANTS.
6. ALL WORK MUST MEET THE STANDARDS OF THE B.C. TRADE ASSOCIATIONS GOVERNING EACH TRADE INVOLVED IN THE PROJECT.
7. STARTING WORK ON THIS PROJECT BY ANY SUB-CONTRACTOR MEANS THAT THE ABOVE REQUIREMENTS HAVE BEEN REVIEWED AND NO EXTRA CLAIM FOR COST WILL BE PUT FORWARD TO MEET THE PROFESSIONAL CONSULTANTS FIELD REVIEW REQUIREMENTS.
8. THE SUB-CONTRACTORS ARE RESPONSIBLE FOR SITE SAFETY AND TO MEET ALL REQUIREMENTS OF THE WORKERS COMPENSATION BOARD.
9. ALL SUB-CONTRACTORS WILL BE REQUIRE TO ACKNOWLEDGE COMPLIANCE WITH ABOVE CONDITIONS BY SIGNING A COPY OF THESE REQUIREMENTS WHICH MUSH ACCOMPANY THEIR QUOTATION.
10. GENERAL CONTRACTOR IS TO KEEP RECORD AND PROVIDE ARCHITECT WITH COPIES OF MUNICIPAL INSPECTION SLIPS.
11. THE CONTRACTOR / CLIENT IS TO INFORM THE ARCHITECT IN WRITING 24 HOURS PRIOR TO STARTING CONSTRUCTION OF THE PROJECT.
12. THE SUB-CONTRACTOR IS TO CHECK ALL DIMENSIONS AFFECTION HIS TRADE AND IN THE CASE OF DISCREPANCY THE CONTRACTOR IS TO BE NOTIFIED BEFORE WORK CAN COMMENCE.
13. THE CONTRACTOR IS TO NOTIFY THE ARCHITECT 24 HOURS PRIOR TO A REQUIRED INSPECTION.



BUILDING SECTION
SECTION NUMBER
LOCATION OF SECTION DRAWING

WALL SECTION
SECTION NUMBER
LOCATION OF SECTION DRAWING

1 A101 SIM DETAIL
DETAIL NUMBER
LOCATION OF DETAIL DRAWING

1 W02/A401 DETAIL NUMBER
View Name
SCALE: 1/4" = 1'-0"
LOCATION OF DETAIL DRAWING
LOCATION OF FIRST OCCURANCE

Door Tags
D101 DOOR NUMBER - SEE DOOR SCHEDULE

Window Tags
W1 WINDOW TYPE - SEE WINDOW DETAILS

Assembly Tags
W2a ASSEMBLY TYPE - SEE CONSTRUCTION SCHEDULE

A0.00	PROJECT INFORMATION AND DRAWINGS INDEX
A1.01	SITE PLAN / LANDSCAPE PLAN
A1.02	ROOF PLANS
A2.01	FLOOR PLANS
A3.01	EXTERIOR ELEVATIONS
A3.02	EXTERIOR ELEVATIONS

Notes

© Copyright Reserved. This drawing and design are, and at all times remain, the property of Novation Design Studio, and can be reproduced only with written consent.

All drawings shall be read in conjunction with specifications and consultant details.

All work shall be carried out in accordance with Canadian standards, specifications, B.C. Building Code 2012 editions and local authority bylaws and regulations.

Tabloid size refer to Arch D size drawings sheet.

This drawing must not be scaled.

Contractors shall verify all dimensions prior to commencement of work.

Any omissions or discrepancies shall be reported to the architect.

Seal

This document is:

- [ ] NOT controlled. Revisions may be made without notice.
- [ ] A CONTROLLED document. Revisions will be advised.
- [ ] The first issue of the document.
- [ ] A complete revision. Remove previous issues from use.
- [ ] A partial revision. Remove previous issues of corresponding sheets / pages from use.
- [ ] Not for Construction.

No.	date	description
01	2015/12/29	ISSUED FOR REZONE / DP

NOVATION
101 - 1845 DILWORTH DR. SUITE 520
KELOWNA B.C. V1Y 9T1

project title
Scott Road House #3

3461 Scott Road Kelowna, British Columbia

project no. 1507

drawing title
PROJECT INFORMATION AND DRAWINGS INDEX

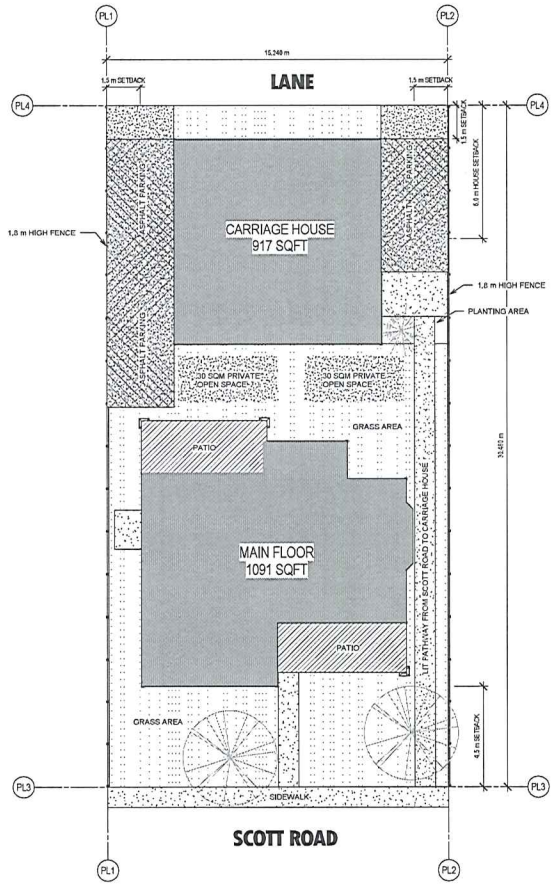
designed	PS	scale 1" = 1'-0"
drawn	BD	
checked		

drawing no.
A0.00

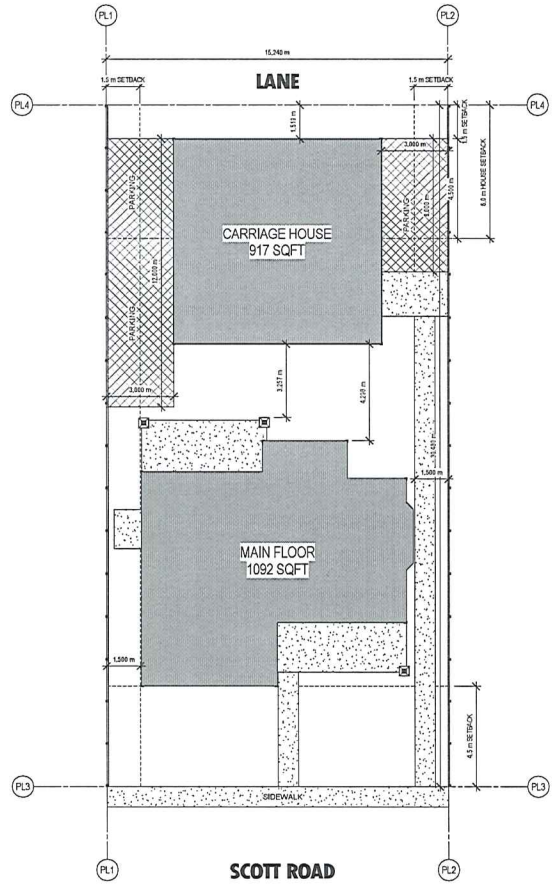
plotted 2015/12/18 2:27:18 PM

Project File Name and Location: \\NOVATION\Novation Design Studio Hard Drive\Novation Design Studio\Projects\1507_3470 Scott Road\Working Drawings\Revitwork\3461 Scott Road.rvt

ISSUED FOR DEVELOPMENT PERMIT



2 LANDSCAPE PLAN
SCALE: 1 : 100



1 Site
SCALE: 1 : 100

SITE AREA = 464.52 m2

Lot 21, PLAN 3886, TWP 26, ODYD

Notes.

© Copyright Reserved. This drawing and design are, and shall remain remain, the property of Novation Design Studio, and can be reproduced only with written consent.

All drawings shall be read in conjunction with specifications and consultant details.

All work shall be carried out in accordance with Canadian standards, specifications, B.C. Building Code 2012 edition, and local authority bylaws and regulations.

Tabulated scales refer to Arch D size drawing sheet.

This drawing must not be scaled.

Contractors shall verify all dimensions prior to commencement of work.

Any omissions or discrepancies shall be reported to the architect.

Seal

this document is:

- [ ] NOT controlled. Revisions may be made without notice.
- [ ] A CONTROLLED document. Revisions will be advised.
- [ ] The first issue of the document.
- [ ] A complete revision. Remove previous issues from use.
- [ ] A partial revision. Remove previous issues of corresponding sheets / pages from use.
- [ ] Not for Construction.

no.	date	description
01	2016/02/29	ISSUED FOR REZONE / DP

NOVATION
101 - 1645 DILWORTH DR. SUITE 520
KELOWNA B.C. V1Y 9T1

project title
Scott Road House #3

3461 Scott Road Kelowna, British Columbia

project no. 1507

drawing title
SITE PLAN / LANDSCAPE PLAN

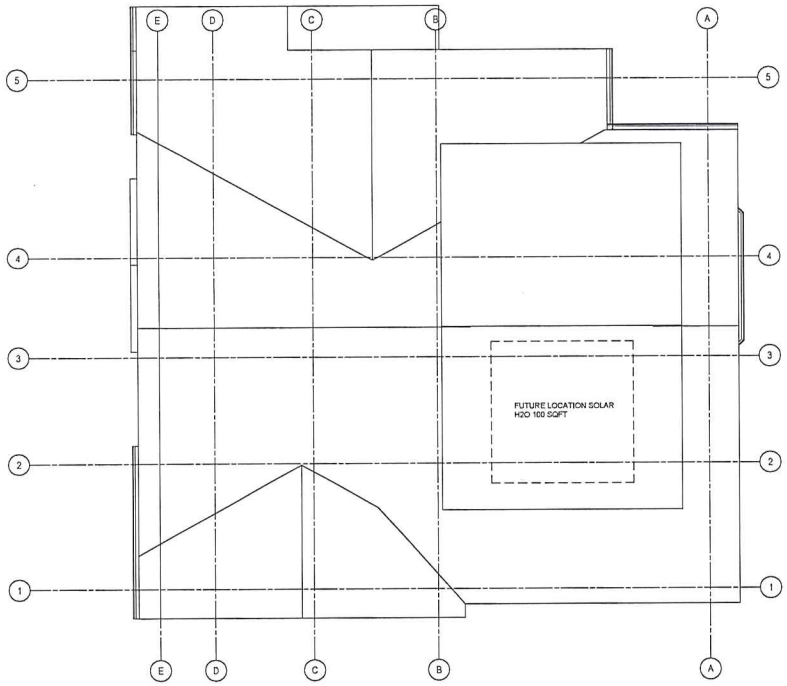
designed	PS	scale	1 : 100
drawn	BD		
checked			

drawing no.
A1.01

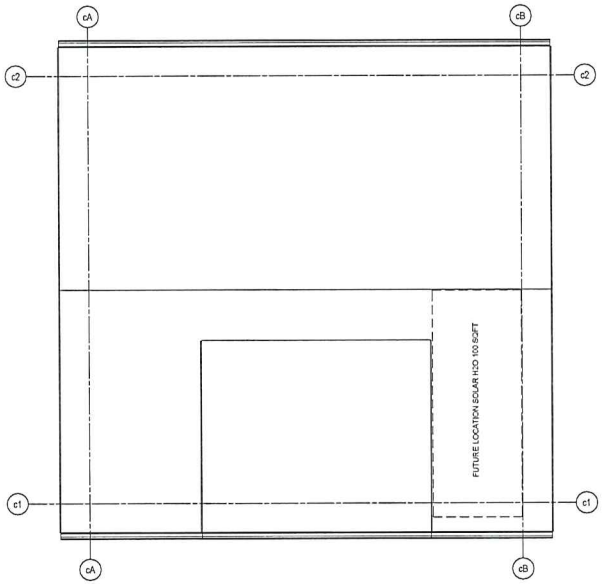
plotted 2016/06/22 7:53 PM

Project File Name and Location: \\NDVATION\Novation Design Studio Hard Drive\Novation Design Studio\Projects\1507_3473 Scott Road\Working Drawings\Revit\Exports\3461 Scott Road.rvt

ISSUED FOR DEVELOPMENT PERMIT



2 Roof Plan Main House
SCALE: 1/4" = 1'-0"



1 Roof Plan Carriage House
SCALE: 1/4" = 1'-0"

Notes

© Copyright Reserved. This drawing and design are, and at all times remain, the property of Novation Design Studio, and can be reproduced only with written consent.

All drawings shall be read in conjunction with specifications and consultant details.

All work shall be carried out in accordance with Canadian standards, specifications, B.C. Building Code 2012 actively and local authority bylaws and regulations.

Tabulated scales refer to Arch D size drawing sheet.

This drawing must not be scaled.

Contractors shall verify all dimensions prior to commencement of work.

Any omissions, or discrepancies, shall be reported to the architect.

Seal

This document is:

- [ ] NOT controlled. Revisions may be made without notice.
- [ ] A CONTROLLED document. Revisions will be advised.
- [ ] The first issue of the document.
- [ ] A complete revision. Remove previous issues from use.
- [ ] A partial revision. Remove previous issues of corresponding sheets / pages from use.
- [ ] Not for Construction.

no.	date	description
01	2015/12/29	ISSUED FOR REZONE / DP

NOVATION DESIGN STUDIO
101 - 1865 DILWORTH DR. SUITE 500
KELOWNA BC V1Y 9T1

project title
Scott Road House #3

3481 Scott Road Kelowna, British Columbia

project no. 1507

drawing title
ROOF PLANS

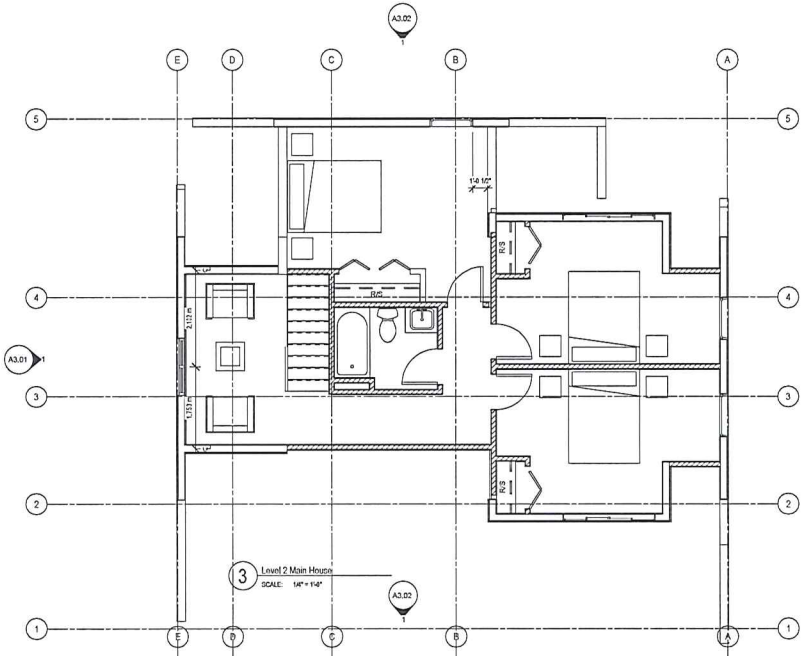
designed	PS	scale	1/4" = 1'-0"
drawn	BD		
checked			

drawing no.
A1.02

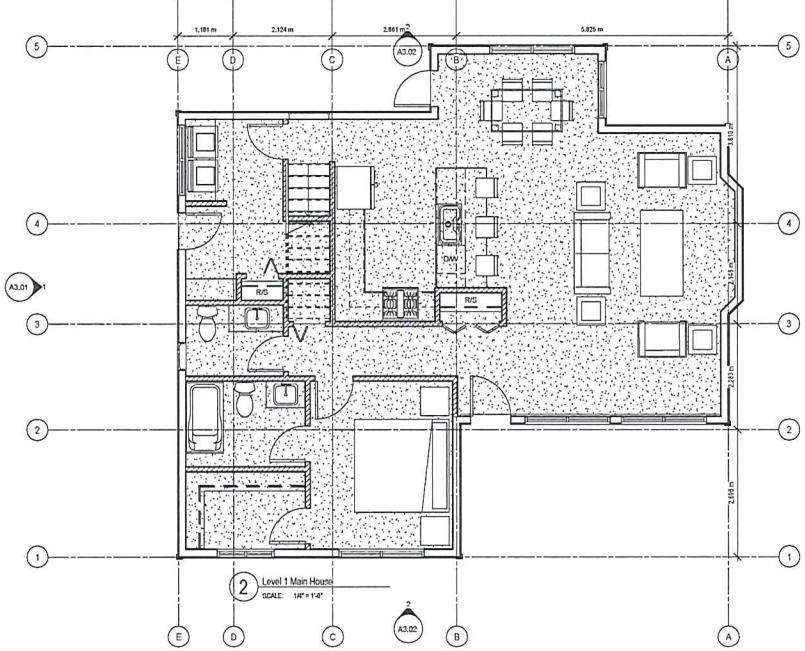
plotted 2015/12/22 7:59 PM

ISSUED FOR DEVELOPMENT PERMIT

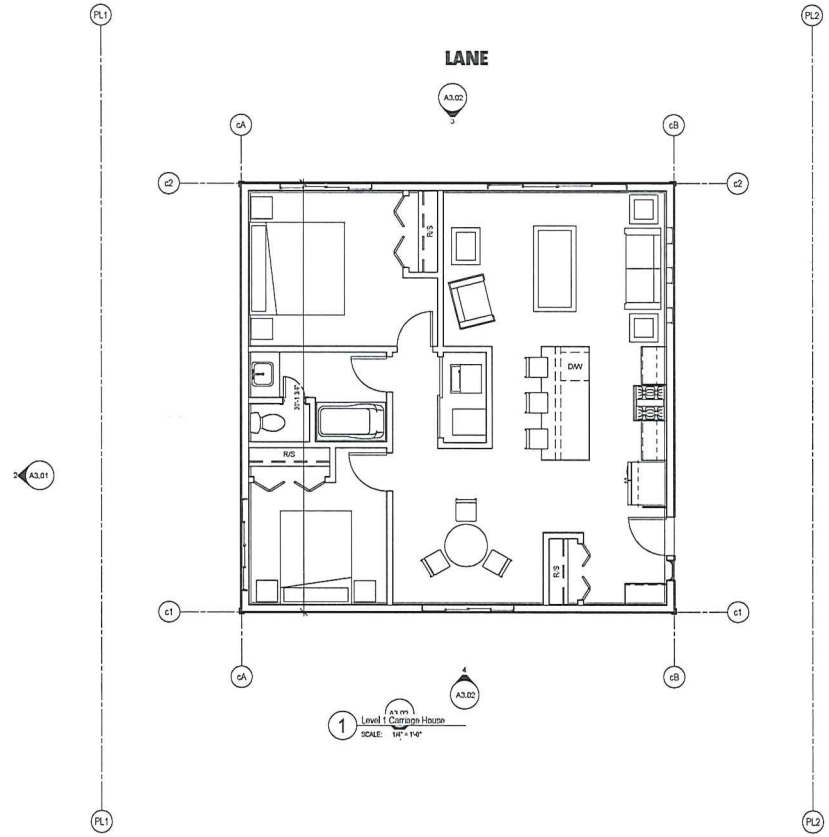
Project File Name and Location: \\NOVATION\Novation Design Studio Home Drive\Novation Design Studio\Projects\1507_3473 Scott Road\Working Drawings\Revit\Rev13481 Scott Road.rvt



3 Level 2 Main House
SCALE: 1/4" = 1'-0"



2 Level 1 Main House
SCALE: 1/4" = 1'-0"



1 Level 1 Carriage House
SCALE: 1/4" = 1'-0"

Notes

© Copyright Reserved. This drawing and design are, and at all times remain, the property of Novation Design Studio, and can be reproduced only with written consent.

All drawings shall be read in conjunction with specifications and consultant details.

All work shall be carried out in accordance with Canadian standards, specifications, B.C. Building Code 2012 actions and local authority bylaws and regulations.

Tabulated scales refer to Arch D size drawing sheet.

This drawing must not be scaled.

Contractors shall verify all dimensions prior to commencement of work.

Any omissions, or discrepancies shall be reported to the architect.

Seal

This document is:

- [ ] NOT controlled. Revisions may be made without notice.
- [ ] A CONTROLLED document. Revisions will be advised.
- [ ] The first issue of the document.
- [ ] A complete revision. Remove previous issues from use.
- [ ] A partial revision. Remove previous issues of corresponding sheets / pages from use.
- [ ] Not for Construction.

No.	date	description
01	2019/09/29	ISSUED FOR REZONE / DP

NOVATION DESIGN STUDIO LTD.
101 - 1845 DILWORTH DR. SUITE 100
KELOWNA BC V1Y 9T1

Project title
Scott Road House #3

3461 Scott Road Kelowna, British Columbia

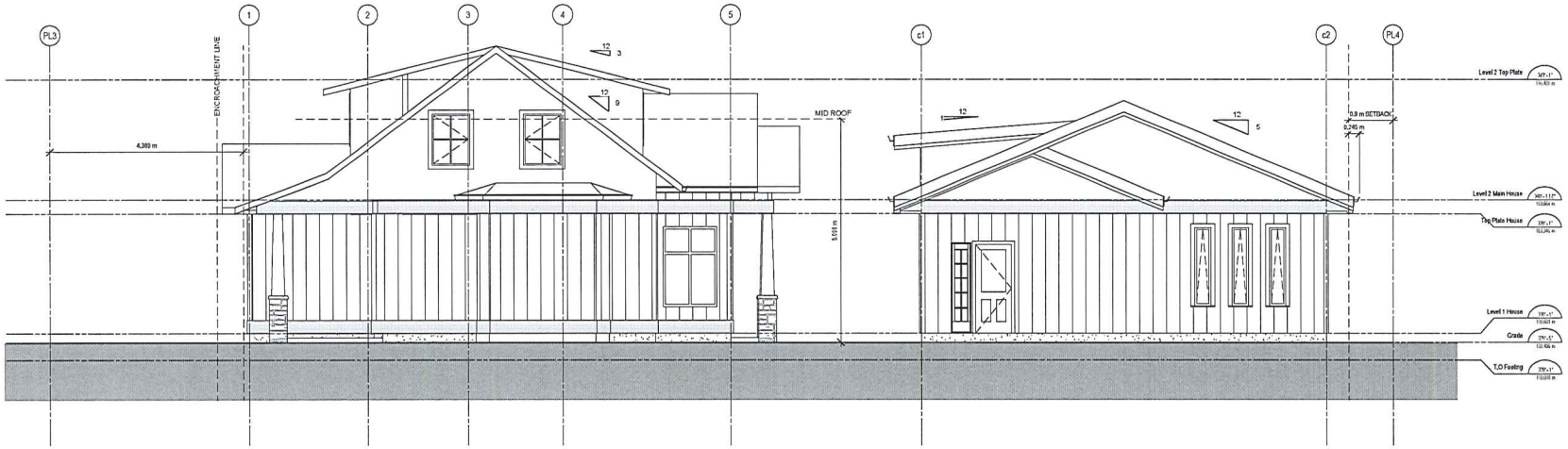
project no. 1507

drawing title
FLOOR PLANS

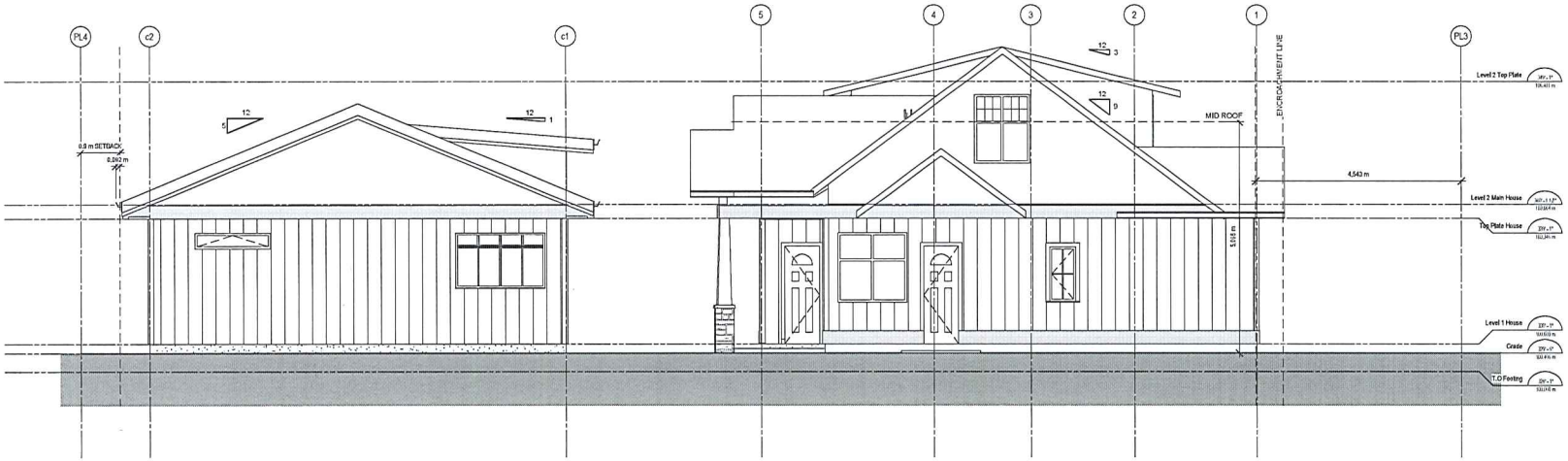
designed	PS	scale	1/4" = 1'-0"
drawn	BD		
checked			
drawing no.	A2.01		
plotted	2019/10/30 2:28:01 PM		

Project File Name and Location: \\NOVATION\Novation Design Studio Hard Drive\Novation Design Studio\Projects\1507_3470 Scott Road\Working Drawings\Revit\Revit\3461 Scott Road.rvt

ISSUED FOR DEVELOPMENT PERMIT



2 West
SCALE: 1/4" = 1'-0"



1 East
SCALE: 1/4" = 1'-0"

Notes

© Copyright Reserved. This drawing and design are, and at all times remain, the property of Novation Design Studio, and can be reproduced only with written consent.

All drawings shall be read in conjunction with specifications and consultant details.

All work shall be carried out in accordance with Canadian standards, specifications, B.C. Building Code (2012 edition) and local authority bylaws and regulations.

Tabulated scales refer to Arch D size drawings sheet.

This drawing must not be scaled.

Contractors shall verify all dimensions prior to commencement of work.

Any omissions or discrepancies shall be reported to the architect.

Seal

This document is:

- [ ] NOT controlled. Revisions may be made without notice.
- [ ] A CONTROLLED document. Revisions will be advised.
- [ ] The first issue of the document.
- [ ] A complete revision. Remove previous issues from use.
- [ ] A partial revision. Remove previous issues of corresponding sheets / pages from use.
- [ ] Not for Construction.

No.	date	description
01	2015/12/23	ISSUED FOR REZONE / DP

NOVATION
101 - 1845 DILWORTH DR. SUITE 429
KELOWNA BC V1Y 9T1

project title
Scott Road House #3

3461 Scott Road Kelowna, British Columbia

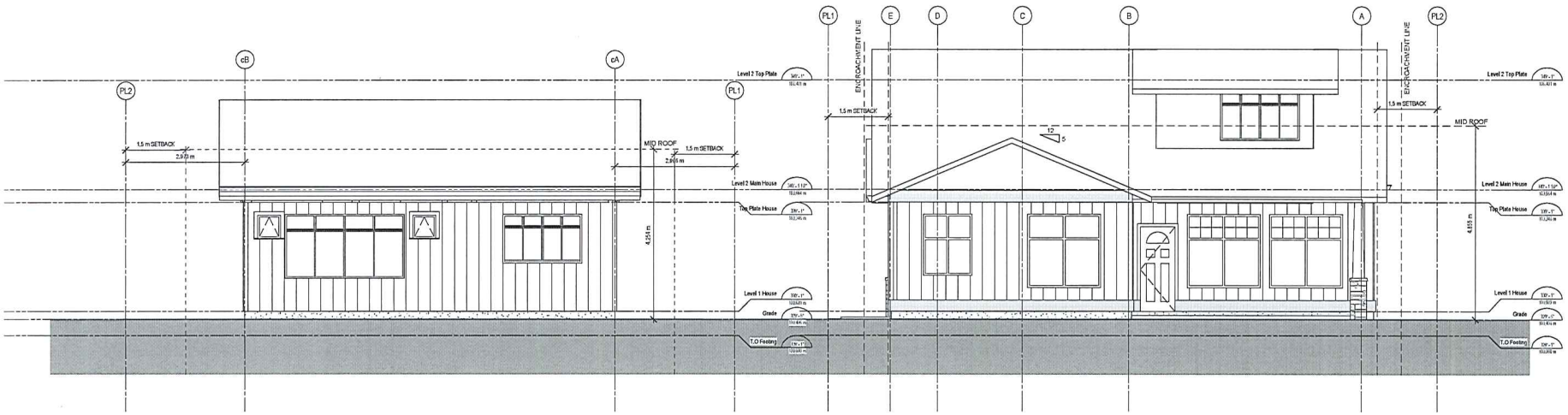
project no. 1507

drawing title
EXTERIOR ELEVATIONS

designed	PS	scale	1/4" = 1'-0"
drawn	BD		
checked			
drawing no.	A3.01		
plotted	2015/12/23 2:00:01 PM		

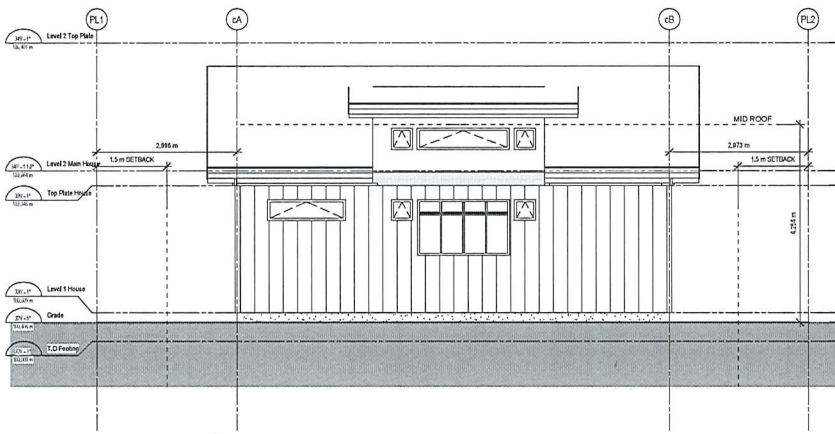
Project File Name and Location: \\NOVATION\Novation Design Studio Hard Drive\Novation Design Studio\Projects\1507_3470 Scott Road\Working Drawings\Revit\Revit\3461 Scott Road.rvt

ISSUED FOR DEVELOPMENT PERMIT

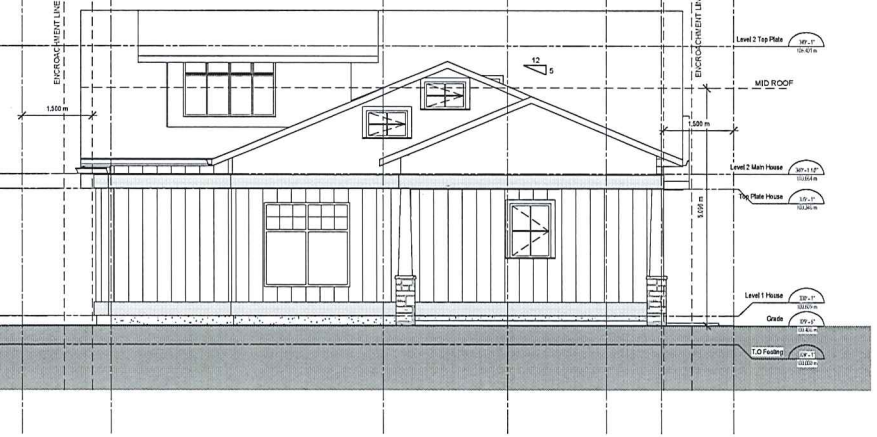


3 North Carriage
SCALE: 1/4" = 1'-0"

2 South Main
SCALE: 1/4" = 1'-0"



4 South Carriage
SCALE: 1/4" = 1'-0"



1 North Main
SCALE: 1/4" = 1'-0"

Notes:

© Copyright Reserved. This drawing and design are, and at all times remain, the property of Novation Design Studio, and can be reproduced only with written consent.

All drawings shall be read in conjunction with specifications and consultant details.

All work shall be carried out in accordance with Canadian standards, specifications, NBC, Building Code (2012 edition) and local authority bylaws and regulations.

Tabulated scales refer to A1/A3 D size drawings sheet.

The drawing must not be scaled.

Contractors shall verify all dimensions prior to commencement of work.

Any omissions or discrepancies shall be reported to the architect.

Seal

this document is:

- [ ] NOT controlled. Revisions may be made without notice.
- [ ] A CONTROLLED document. Revisions will be advised.
- [ ] The first issue of the document.
- [ ] A complete revision. Remove previous issues from use.
- [ ] A partial revision. Remove previous issues of corresponding sheets / pages from use.
- [ ] Not for Construction.

No.	date	description
01	2019/10/23	ISSUED FOR REZONE / DP

NOVATION
161 - 1865 ELLIS STREET, SUITE 525
KELOWNA BC V1Y 1T1

project title
Scott Road House #3

3481 Scott Road Kelowna, British Columbia

project no. 1507

drawing title
EXTERIOR ELEVATIONS

designed	PS	scale 1/4" = 1'-0"
drawn	BD	
checked		
drawing no.	A3.02	
plotted	2019-10-09 2:08:02 PM	

Project File Name and Location: \\NOVATION\Novation Design Studio Home Drive\Novation Design Studio\Projects\1507_3479 Scott Road\Working Drawings\Revit\dwg\3481 Scott Road.rvt

ISSUED FOR DEVELOPMENT PERMIT

CITY OF KELOWNA

BYLAW NO. 11153
Z15-0042 – Frank & Dawn Filice
3461 Scott Road

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 22, District Lots 134 & 135, ODYD, Plan 3886 located on Scott Road, 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

Considered at a Public Hearing on the

Read a second and third time by the Municipal Council this

Adopted by the Municipal Council of the City of Kelowna this

_____
Mayor

_____
City Clerk

REPORT TO COUNCIL

Date:	9/14/2015		
RIM No.	1250-30		
To:	City Manager		
From:	Community Planning Department (AC)		
Application:	Z15-0039	**Owner:**	Franklin Talbot
Address:	2982 Volterra Ct.	**Applicant:**	Franklin Talbot
Subject:	Rezoning Application		
Existing OCP Designation:	S2RES – Single / Two Unit Residential		
Existing Zone:	CD-6		
Proposed Zone:	RU1 – Large Lot Housing		

1.0 Recommendation

That Rezoning Application No. Z15-0039 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot 20, Section 22, Township 23, ODYD, Plan KAP70243, located on 2982 Volterra Court, Kelowna, BC from the CD6 – Comprehensive Residential Golf Resort to RU1 – Large Lot Housing zone be considered by Council;

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

2.0 Purpose

To rezone the subject property to allow for a secondary suite.

3.0 Community Planning

Staff are supportive of the proposed rezoning to allow a secondary suite on the subject property as it is consistent with the policies and designation of the Official Community Plan (OCP). The Quail Ridge area was developed under a comprehensive development zone (CD6) which attempted to coordinate residential and commercial uses in association with a golf course. The CD-6 zone also applies to Tower Ranch and Gallaghers Canyon. The original purpose of the CD-6 zone was to set up a zone which mimicked the underlying zones (RU1, RM3, RM5, C-2, C-9, P-3) but retained an overall density limit to match the infrastructure capacity (water and sewer). Quail Ridge has been built to capacity with the exception of a six lot subdivision currently being processed and the southernmost knoll (designed MRL and is anticipated to have 110 residential units). The Development Engineering Branch has stated that permitting secondary suites in single family dwellings would not impact the infrastructure capacity within Quail Ridge and Tower Ranch areas.

Council approved a similar rezoning request (from CD-6 to RU1) at 1781 Capistrano Drive (Z14-0018) on August 12th 2014. Staff supports any rezoning in the area to the RU1 zone as secondary suites are allowed in every other single family zone in Kelowna and there are no infrastructure challenges limiting them in the Quail Ridge neighbourhood.

In fulfillment of Council Policy No. 367 respecting public notification, the applicant undertook neighbour notification by individually contacting the neighbours as described in the attachments. Staff has received concerned correspondence from neighbours.

4.0 Proposal

4.1 Project Description

The subject property presently contains a single family dwelling and the applicant is applying to be permitted to have a secondary suite. The proposal adheres to all the requirements within the zoning bylaw.

4.2 Site Context

The subject property and all the surrounding properties are zoned CD-6. The subject property is approximately 0.56 acres in area and is located within the permanent growth boundary.

Subject Property Map: 2982 Volterra Court.

5.0 Current Development Policies

5.1 Kelowna Official Community Plan (OCP)

Development Process

Compact Urban Form.[1] Develop a compact urban form that maximizes the use of existing infrastructure and contributes to energy efficient settlement patterns. This will be done by increasing densities (approximately 75 - 100 people and/or jobs located within a 400 metre walking distance of transit stops is required to support the level of transit service) through development, conversion, and re-development within Urban Centres (see Map 5.3) in particular and existing areas as per the provisions of the Generalized Future Land Use Map 4.1.

Sensitive Infill.[2] Encourage new development or redevelopment in existing residential areas to be sensitive to or reflect the character of the neighbourhood with respect to building design, height, and siting.

6.0 Technical Comments

6.1 Building & Permitting Department

- Development Cost Charges (DCC's) are required to be paid prior to issuance of any Building Permits.
- Operable bedroom windows required as per the 2012 edition of the British Columbia Building Code (BCBC 12).
- Provide the City of Kelowna Bulletin #88-02 (Secondary Suites Requirements in a single family dwelling) for minimum requirements. The drawings submitted for Building Permit application is to indicate the method of fire separation between the suite and the main dwelling.
- Range hood above the stove and the washroom to vent separately to the exterior of the building. The size of the penetration for this duct thru a fire separation is restricted by BCBC 06, so provide size of ducts and fire separation details at time of Building Permit Applications.
- The Building Code only allows for a secondary suite to be 40% of the main residence to a maximum of 90 sq. meters.
- Full Plan check for Building Code related issues will be done at time of Building Permit applications.

6.2 Engineering Department

- See Development Engineering Memo dated August 11th 2015.

6.3 Bylaw Services

- Officer attended and spoke to the property owner advising of the complaint. The property owner confirms he has a separate suite downstairs with full cooking facilities. Owner was advised that suites are not permitted in the CD-6 zone but he could try to apply for rezoning to allow for the suite. A letter was sent to owner outlining their options (decommissioning or rezoning).

---

[1] City of Kelowna Official Community Plan, Policy 5.3.2 (Development Process Chapter).
[2] City of Kelowna Official Community Plan, Policy 5.22.6 (Development Process Chapter).

7.0 Application Chronology

Date of Application Received: July 28th 2015
Date of Public Consultation Received: August 11th 2015

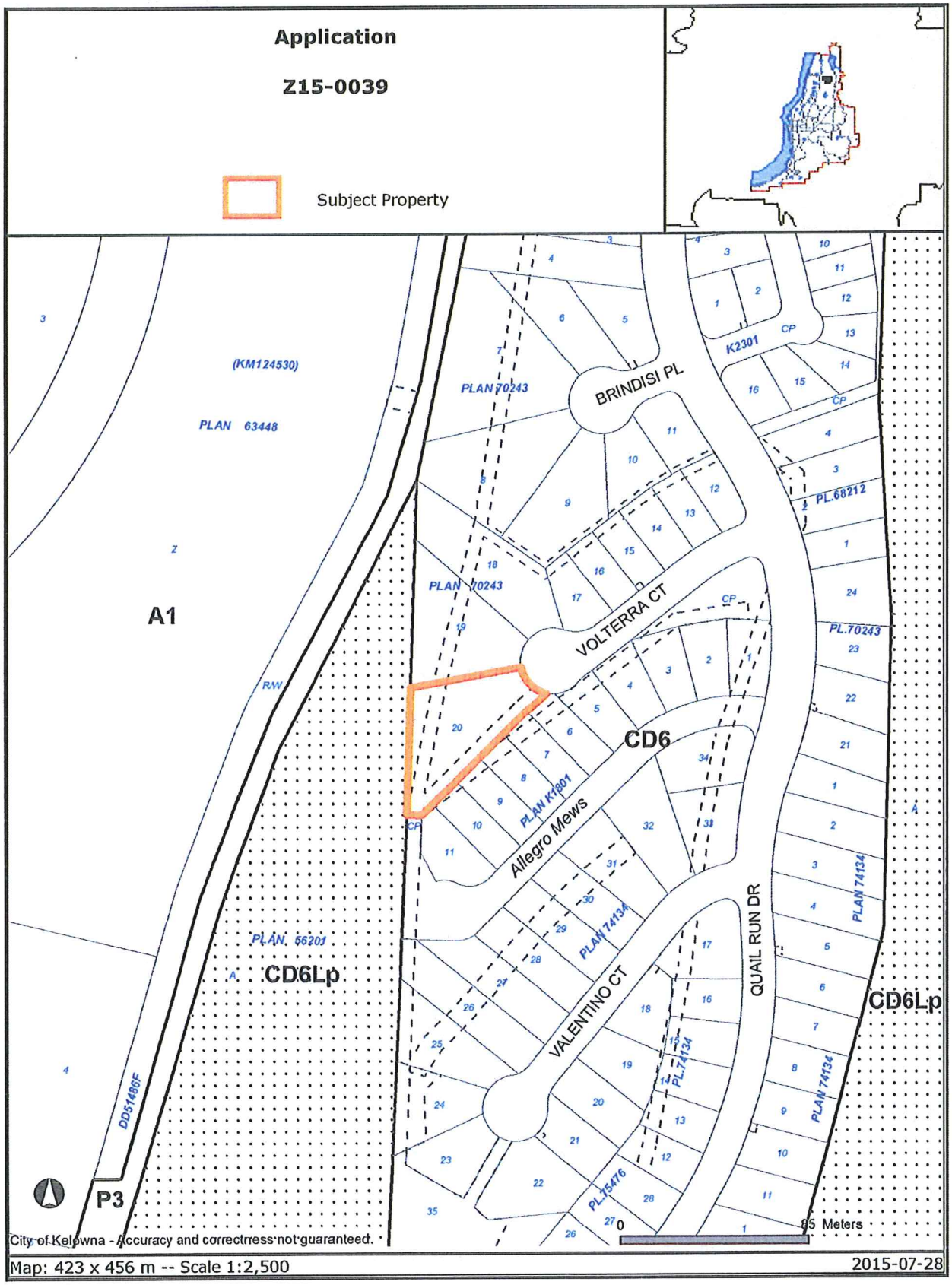
Report prepared by:

_____
Adam Cseke, Planner 2

Reviewed by: Ryan Smith, Community Planning Manager

Attachments:

Site Plan
Development Engineering Comments
Public Notification
Applicant Drawings



Certain layers such as lots, zoning and dp areas are updated bi-weekly. This map is for general information only. The City of Kelowna does not guarantee its accuracy. All information should be verified.

CITY OF KELOWNA

MEMORANDUM

Date: August 11, 2015

File No.: Z15-0039

To: Urban Planning (AC)

From: Development Engineer Manager (SM)

Subject: 2982 Volterra Court – Lot 20, Plan KAP70243, Sec. 22, Twp. 23, ODYD

The Development Engineering comments and requirements regarding this development permit application are as follows:

1. General.

   a) The property is fully serviced; this application does not trigger any offsite infrastructure upgrades.

   b) The proposed rezoning application to legalize the suite will add a unit to the overall approved Quail Ridge development and may limit the amount of units available for the ultimate phases on the remaining developable lands.

Steve Muenz, P.Eng.
Development Engineering Manager

B^2

Neighbour Consultation Form
(Council Policy No.367)

City of Kelowna

A summary of neighborhood consultation efforts, feedback and response must be provided to City staff, identifying how the efforts meet the objectives of this Policy. This form must be filled out and submitted to the File Manager a minimum of 20 days prior to initial consideration by Council.

I, Frank Talbot, *the applicant for Application No.* _____

for The Porpose of Legalizing a Basement suite
(brief description of proposal)

at 2982 VOLTERRA CRT. have conducted the required neighbour
(address)
consultation in accordance with Council Policy No. 367.

- ☐ My parcel is located **outside** of the Permanent Growth Boundary and I have consulted all owners & occupants within a 300m radius
- ☑ My parcel is located **inside** of the Permanent Growth Boundary and I have consulted all owners & occupants within a 50m radius

I have consulted property owners and occupants by doing the following: Going Door To Door of all neighbours on Volterra CRT and Allegro mews explaining our intentions by conversation & a Letter.

Please initial the following to confirm it has been included as part of the neighbour consultation:

FT Location of the proposal;
FT Detailed description of the proposal, including the specific changes proposed;
FT Visual rendering and/or site plan of the proposal;
FT Contact information for the applicant or authorized agent;
FT Contact information for the appropriate City department;
FT Identification of available methods for feedback.

*Please return this form, along with any feedback, comments, or signatures to the File Manager **20 days** prior to the **anticipated initial consideration by Council date**. On the back of this form please list those addresses that were consulted.*

City of Kelowna
1435 Water Street
Kelowna, BC V1Y 1J4
TEL 250 469-8600
FAX 250 862-3330
kelowna.ca

Frank & Eyrin Talbot
2982 Volterra Ct
Kelowna, BC
V1V2N5

August 7, 2015

Dear Neighbour,

Please accept this letter as notification of our intention to legalize our current in-law suite.

The suite was constructed when the home was built and there will be no renovations or construction on the suite, exclusive of any changes needed for the legalization process.

The intended use for the suite is to house our aging elderly parents and potentially a mature professional/couple in the interim. The suite has a maximum occupancy of 2 residents.

We very much value and appreciate the quiet peacefulness of our neighbourhood and as such we intend to rent to individuals that share and respect those values.

If you have any questions about this letter please do not hesitate to contact Frank at 250-575-5422 or City of Kelowna at 250-469-8608.

Sincerely,

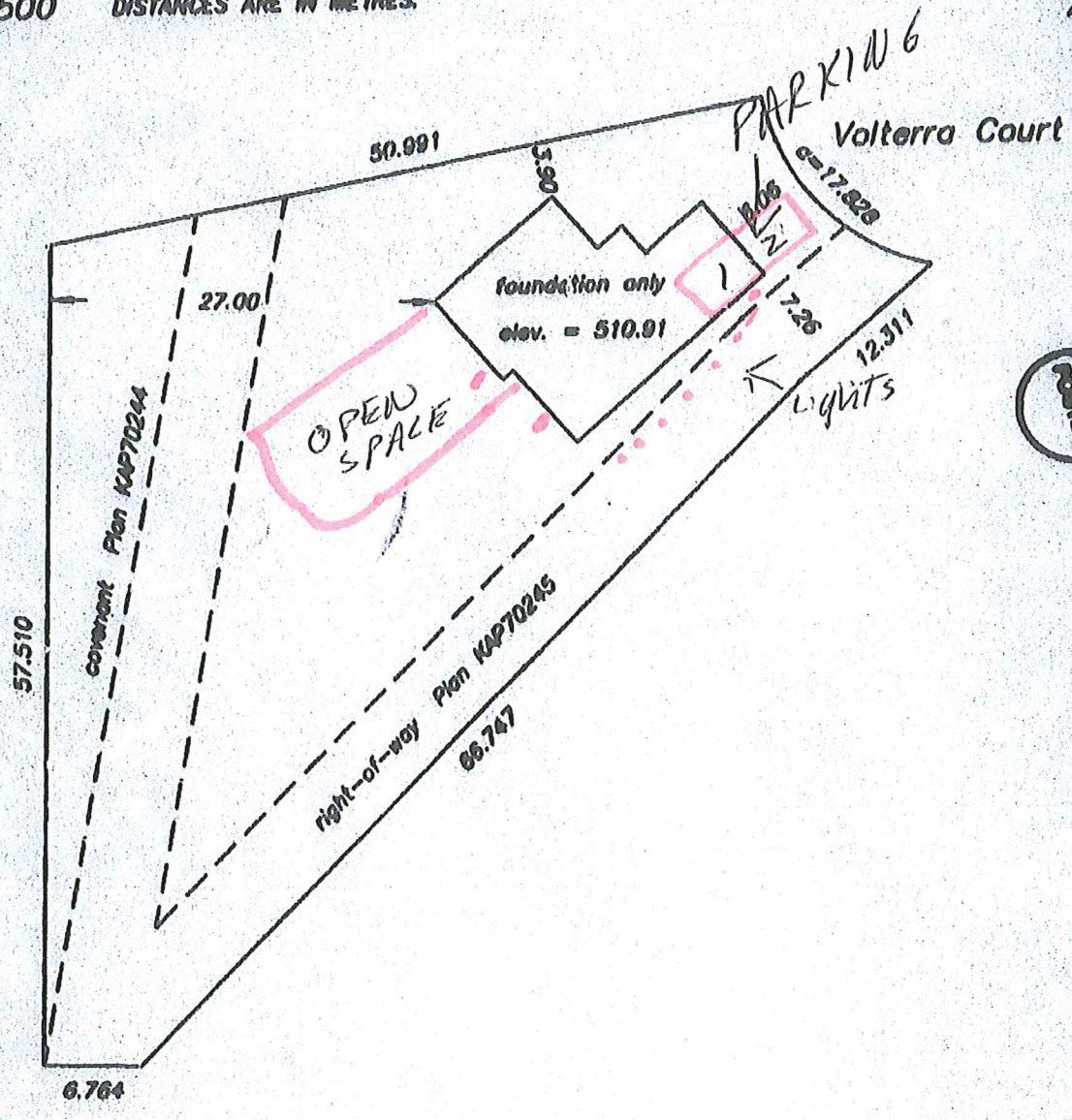
Frank Talbot

Address	Spoke with Owner & Occupant	Left Package with Owner & Occupant	Date
2988 VOLTERRA CRT	✓	✓	JULY 9 2015
2994 VOLTERRA CRT	✓	✓	JULY 8 2015
3000 VOLTERRA CRT	✓	✓	JULY 9 2015
3004 VOLTERRA CRT	✓	✓	JULY 9 2015
3008 VOLTERRA CRT		✓	JULY 9 2015
3012 VOLTERRA CRT	✓	✓	JULY 8 2015
3016 VOLTERRA CRT	✓	✓	JULY 8 2015
3020 VOLTERRA CRT		✓	JULY 9 2015
3002 ALLEGRO MEWS		✓	JULY 9 2015
3006 ALLEGRO MEWS	✓	✓	JULY 8 2015
3010 ALLEGRO MEWS	✓	✓	JULY 8 2016
3014 ALLEGRO MEWS	✓	✓	JULY 8 2015
3018 ALLEGRO MEWS	✓	✓	JULY 8 2015
3022 ALLEGRO MEWS	✓	✓	JULY 8 2015
3026 ALLEGRO MEWS		✓	JULY 9 2015
3030 ALLEGRO MEWS		✓	JULY 9 2015
3034 ALLEGRO MEWS	✓	✓	JULY 9 2015
3038 ALLEGRO MEWS		✓	JULY 9 2015
3042 ALLEGRO MEWS	✓	✓	JULY 8 2015

Volterra ct. D.T. KK

B.C. LAND SURVEYOR'S CERTIFICATE OF LOCATION OF BUILDING ON LOT 20 PLAN KAP70243 SEC. 22 TP. 23 O.D.Y.D.

SCALE 1:500 DISTANCES ARE IN METRES.



POSTED

©

THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY SIGNED AND SEALED.

CERTIFIED CORRECT
this 10th day of May, 2002

D.A. Goddard BCLS

The City of Kelowna does NOT warranty the accuracy or completeness of this information and no representations are being made by providing this copy. Any reliance on this information will be solely at YOUR OWN RISK and not that of the City.

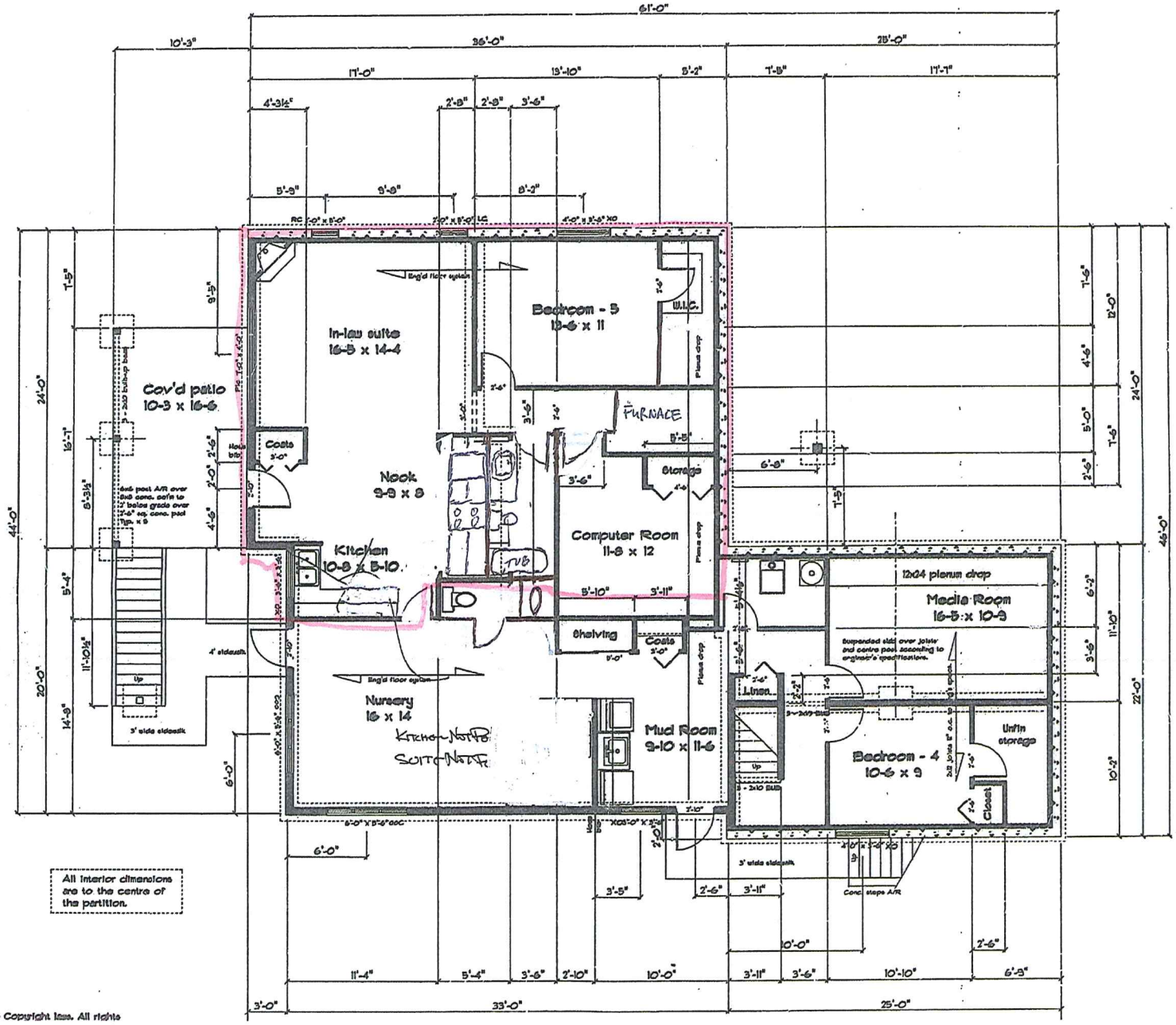
This information has been provided subject to the Federal Copyright Act and in accordance with the Freedom of Information and Protection of Privacy Act.

FILE 11390 FB 244

RE: Sunrise Constructi

THIS PLAN IS FOR MORTGAGE OR MUNICIPAL PURPOSES ONLY AND IS NOT TO BE USED TO DEFINE THE BOUNDARIES OF THIS LOT.

D.A. Goddard Land Surveying Inc
200–1449 ST. PAUL STREET KELOWNA



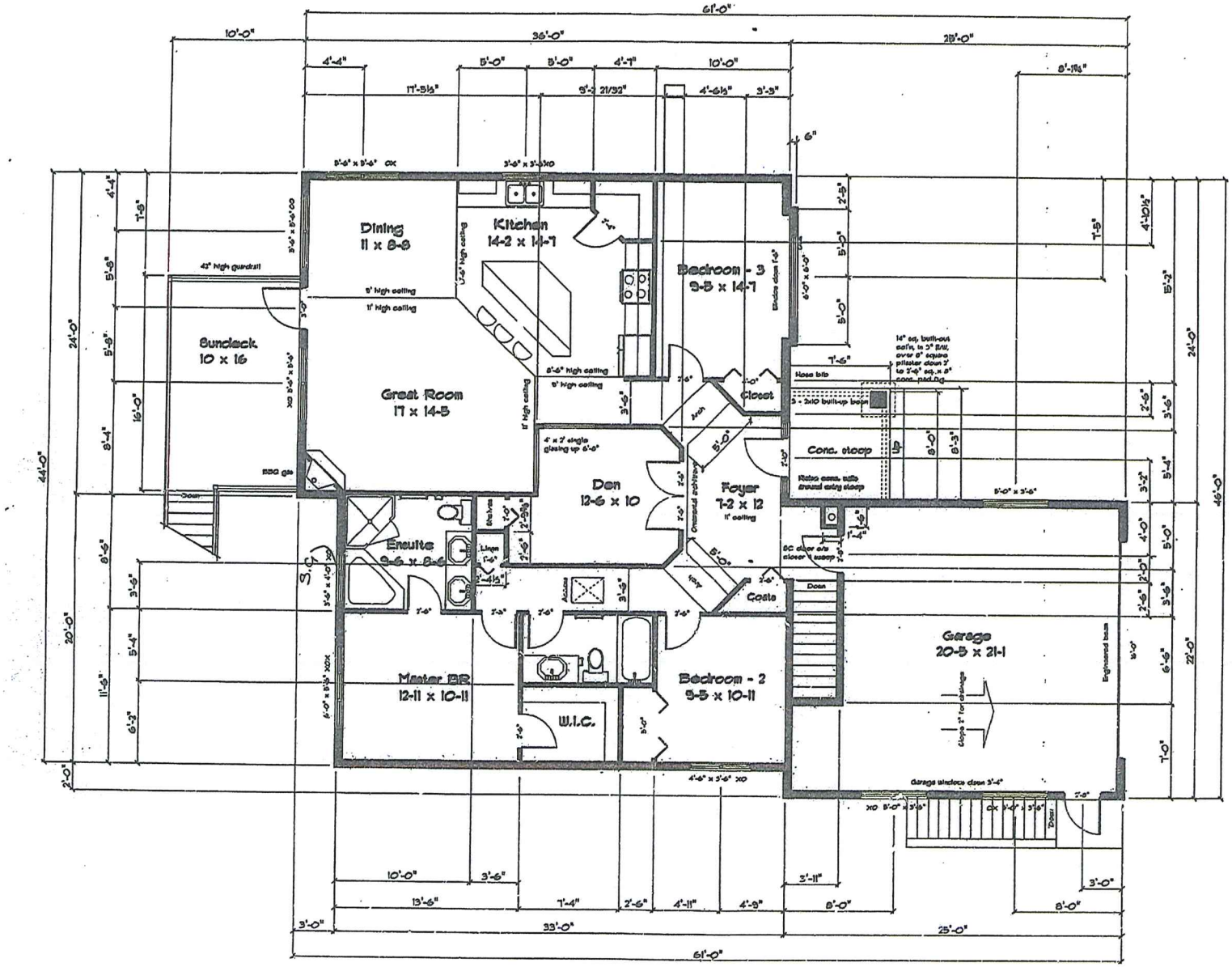
The City of Kelowna does NOT warranty the accuracy or completeness of this information and no representations are being made by providing this copy. Any reliance on this Information will be solely at YOUR OWN RISK and not that of the City.

This Information has been provided subject to the Federal Copyright Act and in accordance with the Freedom of Information and Protection of Privacy Act.

ject to Copyright laws. All rights

208
1954

1/4"



Main Floor Plan

The City of Kelowna does NOT warranty the accuracy or completeness of this information and no representations are being made by providing this copy. Any reliance on this information will be solely at YOUR OWN RISK and not that of the City.

This information has been provided subject to the Federal Copyright Act and in accordance with the Freedom of Information and Protection of Privacy Act.

is subject to Copyright law. All rights
. This drawing may not be reproduced
n part without written permission from

CITY OF KELOWNA

BYLAW NO. 11155
Z15-0039 – Franklin Talbot
2982 Volterra Court

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 20, Section 22, Township 23, ODYD, Plan KAP70243 located on Volterra Court, Kelowna, B.C., from the CD6 – Comprehensive Residential Golf Resort zone to the RU1 – Large Lot Housing 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

Considered at a Public Hearing on the

Read a second and third time by the Municipal Council this

Adopted by the Municipal Council of the City of Kelowna this

_____
Mayor

_____
City Clerk

REPORT TO COUNCIL

Date:	October 5th, 2015		
RIM No.	0940-00		
To:	City Manager		
From:	Community Planning		
Application:	DP15-0161	**Owner:**	1033677 BC Ltd
Address:	720 Valley Road	**Applicant:**	New Town planning Services Inc.
Subject:	Comprehensive Development Permit		
Current OCP Designation:	COMM – Commercial		
Current Zone:	CD3 – Comprehensive Development 3 Zone		

1.0 Recommendation

THAT Council authorizes the issuance of Development Permit No. DP15-0161 for Lot 1, Sections 32 and 29, Township 26 ODYD, Plan EPP24068, located at the intersection of Glenmore Road and Summit Drive, Kelowna, BC subject to the following:

1. The dimensions and siting of the building to be constructed on the land be in general accordance with Schedule "A";

2. The exterior design and finish of the building to be constructed on the land, be in general accordance with Schedule "B";

3. Landscaping to be provided on the land be in general accordance with Schedule "C";

4. The applicant be required to post with the City, a Landscape Performance Security deposit in the form of a "Letter of Credit" in the amount of 125% of the estimated value of the landscaping, as determined by a professional landscape architect;

AND FURTHER THAT this Development Permit is valid for two (2) years from the date of Council approval, with no opportunity to extend.

2.0 Purpose

To consider the form and character of a 2,040 square meter (22,000 sq ft) commercial plaza on the subject property at 720 Valley Road.

3.0 Community Planning

The Community Planning Department recommends to Council that the application be approved and the development permit issued. The project meets the majority of Development Permit Guidelines for a Comprehensive Form and Character Development Permit, and will enhance the aesthetics and functionality of the site and surrounding neighborhood.

The overall vision of the site has changed considerably since development began in the late 1990s. On June 1, 2015, Council adopted amendments to the CD3 zone to allow a separation of uses between the residential portion of the site, which will be developed over the next decade, and the commercial portion of the site, being considered with this application.

The design of the commercial site is intended to integrate into the overall development and will serve future residents of the Conservatory as well as the neighborhood at large.

4.0 Proposal

4.1 Background

The project will be located on a property zoned CD3 – Conservatory Comprehensive Development Zone, which was recently amended by Council to accommodate this form of commercial development. The property is part of the larger Conservatory development, which has laid dormant for a number of years.

4.2 Site Context

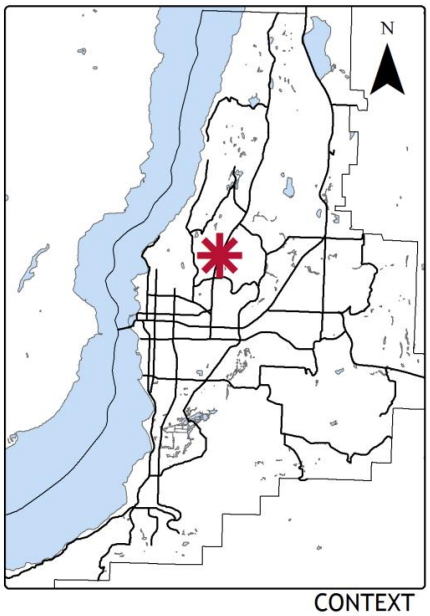
The property sits at the intersection of Glenmore and Summit, on the site commonly referred to as the 'Conservatory'. The portion of the property being developed is currently vacant and will be subdivided off of the main parcel before construction begins.

The project will front onto Summit and Glenmore.

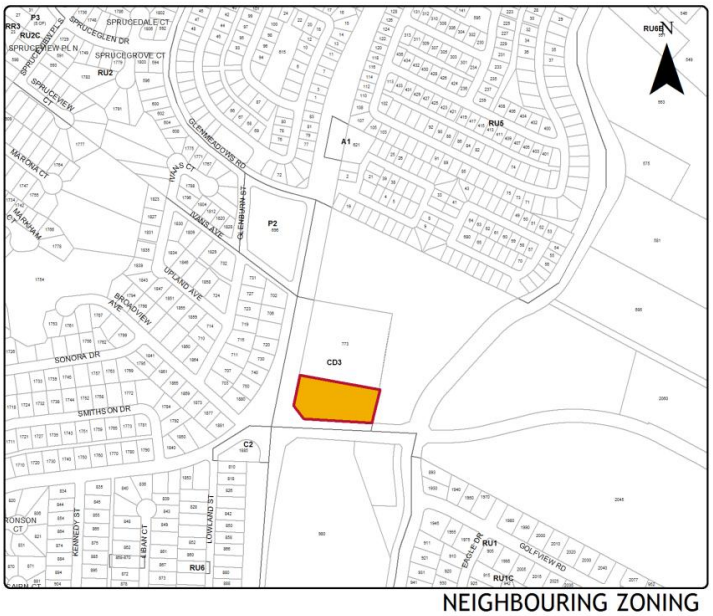
Adjacent land uses are as follows:

Orientation	Zoning	Land Use
North	CD3 – Conservatory	Multi-family residential (Conservatory)
East	A1 - Agricultural	Farmland
South	P3 – Parks and Open Space	Golf Course
West	RU1 – Large Lot Housing	Single Family Dwellings

Subject Property Map:



CONTEXT



NEIGHBOURING ZONING

SUBJECT PROPERTY

4.3 Project Description

The applicant has proposed a 2043 m^2 (22,000 sq. ft) commercial shopping plaza comprising 5 single story buildings and an associated 78 stall parking lot.

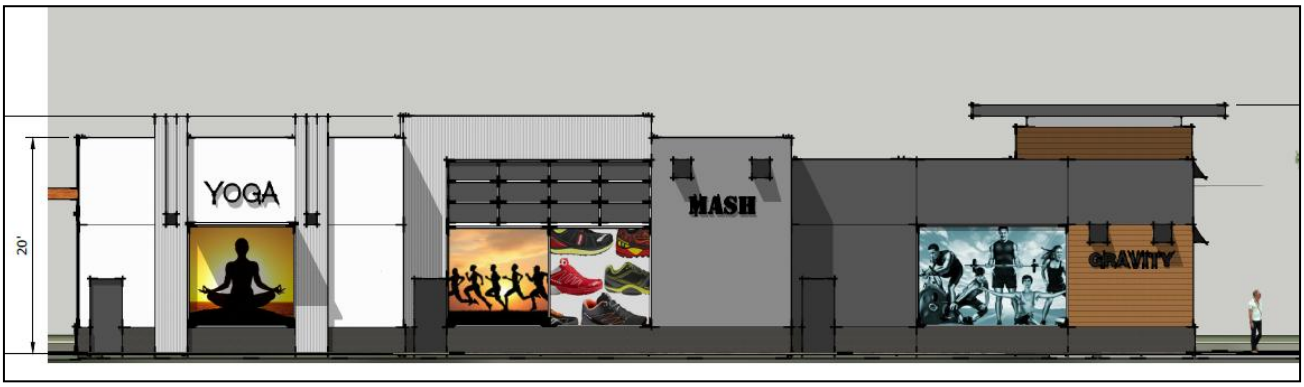
The plaza will be used for neighbourhood scale retail and service uses. Per the CD3 Bylaw, the majority of the commercial rental spaces will be limited to 240 m^2 (2600 sq. ft) in size, with one larger anchor tenant at 640 m^2 (6800 sq. ft).

Pedestrian Access

The majority of the pedestrian traffic entering the site is expected to be generated by residential development across Glenmore Dr. Pedestrians crossing Glenmore at the Summit intersection will enter the site through a wide pedestrian plaza with shade plantings and benches. In addition, sidewalks will extend on both road frontages to provide circulation and connections to other neighborhoods as well.

Elevations

The applicant has proposed a mixture of materials along the Summit frontage to create a varied façade and avoid monotony. The applicant has also included awnings, window veneers and signage along the façade



Drive Through

The proposed development has a single drive through, as permitted by the CD 3 zone. The drive through is screened from Glenmore and Summit roads, and would not be visible from any public roadway. The drive through will not be accessible directly from any public roadways, but only internally through the parking lot.

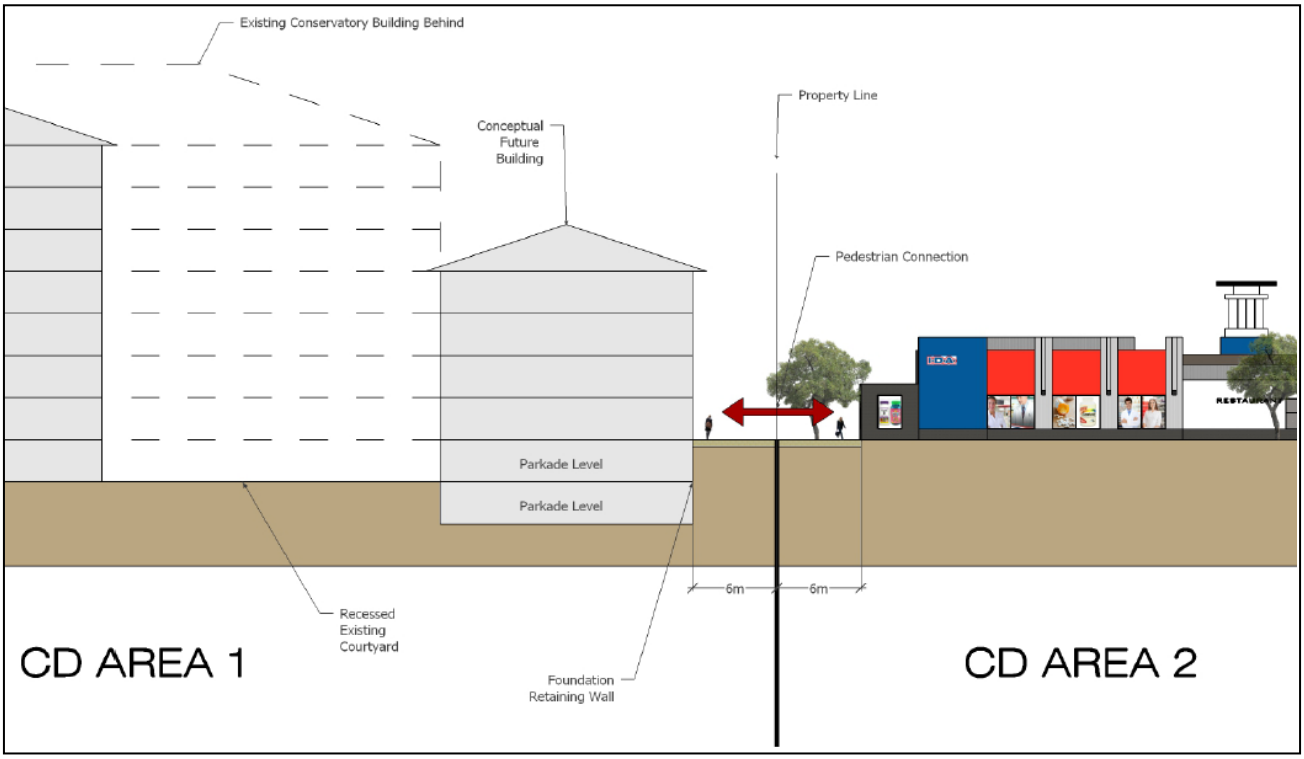
Landscaping

The applicant has proposed a landscaping plan that meets the City's Development Permit Guidelines. The applicant will plant oak trees along the Glenmore and Summit frontages to screen the site, with additional ash trees planted to screen the drive through from view from Valley Road.

The applicant will install benches and shade trees in the entry plaza and low plantings around the site.

Site Transition

There is a substantial grade change between the commercial development and the current Conservatory building. While the commercial site is flat, the applicant has worked with the property developers on the developed site to create a vision of how grade changes across the Conservatory will be handled.



4.4 Zoning Analysis Table

Zoning Analysis Table		
CRITERIA	**CD3 ZONE REQUIREMENTS**	**PROPOSAL**
Existing Lot/Subdivision Regulations		
Development Regulations		
Height	10.5 m	9.8 m
Front Yard	3.0 m	3.0 m
Side Yard (south)	3.0 m	3.0 m
Side Yard (north)	6.0 m	3.0 m
Rear Yard	6.0 m	6.0 m
Other Regulations		
Minimum Parking Requirements	70 stalls	78 stalls
Bicycle Parking	13	18
Loading Space	1 stall	3 stalls

5.0 Current Development Policies

Kelowna Official Community Plan (OCP)

Development Process

Compact Urban Form.[1] Develop a compact urban form that maximizes the use of existing infrastructure and contributes to energy efficient settlement patterns. This will be done by increasing densities (approximately 75 - 100 people and/or jobs located within a 400 metre walking distance of transit stops is required to support the level of transit service) through development, conversion, and re-development within Urban Centres (see Map 5.3) in particular and existing areas as per the provisions of the Generalized Future Land Use Map 4.1.

Comprehensive (Multiple Unit Residential, Commercial and Industrial) Consideration has been given to the guidelines identified in Section 14.A. of the City of Kelowna Official Community Plan relating to Comprehensive Development Permit Area. The design complies with the majority of relevant guidelines and meets the intent of the Development Permit Area guidelines.

6.0 Technical Comments

6.1 Development Engineering Department

Development Engineering Comments attached to Report.

6.2 Fire Department

- Construction fire safety plan is required to be submitted and reviewed prior to construction and updated as required. Template available online at Kelowna.ca
- Engineered Fire Flow calculations are required to determine Fire Hydrant requirements as per the City of Kelowna Subdivision Bylaw #7900. Should a hydrant be required on this property it shall be deemed private and shall be operational prior to the start of construction.
- A visible address must be posted as per City of Kelowna By-Laws - one address of 720 Valley Rd with unit numbers assigned.
- Sprinkler drawings are to be submitted to the Fire Dept. for review when available should this building be sprinklered.
- A fire safety plan as per section 2.8 BCFC is required at occupancy. The fire safety plan and floor plans are to be submitted for approval in AutoCAD Drawing format on a CD
- Fire Department access is to be met as per BCBC 3.2.5. -
- Approved Fire Department steel lock box or key tube acceptable to the fire dept. is required by the fire dept. entrance.
- All requirements of the City of Kelowna Fire and Life Safety Bylaw 10760 shall be met.
- Fire alarm system is to be monitored (if sprinklered) by an agency meeting the CAN/ULC S561 Standard.
- Contact Fire Prevention Branch for fire extinguisher requirements and placement.
- Fire department connection is to be within 45M of a fire hydrant Irrigation District

7.0 Application Chronology

Date of Application Received: July 2nd, 2015
Date of Revised Application: August 8th, 2015

Report prepared by:

_____
Ryan Roycroft, Planner

Reviewed by: ☐ Ryan Smith, Department Manager, Community Planning

Attachments:

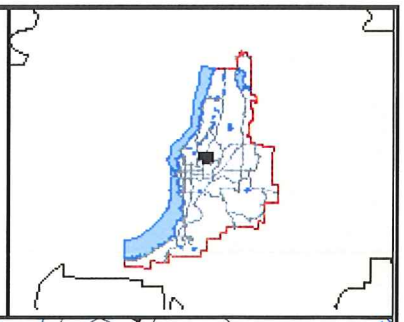
Site Plan
Conceptual Elevations
Landscape Plan
Summary of Technical Comments

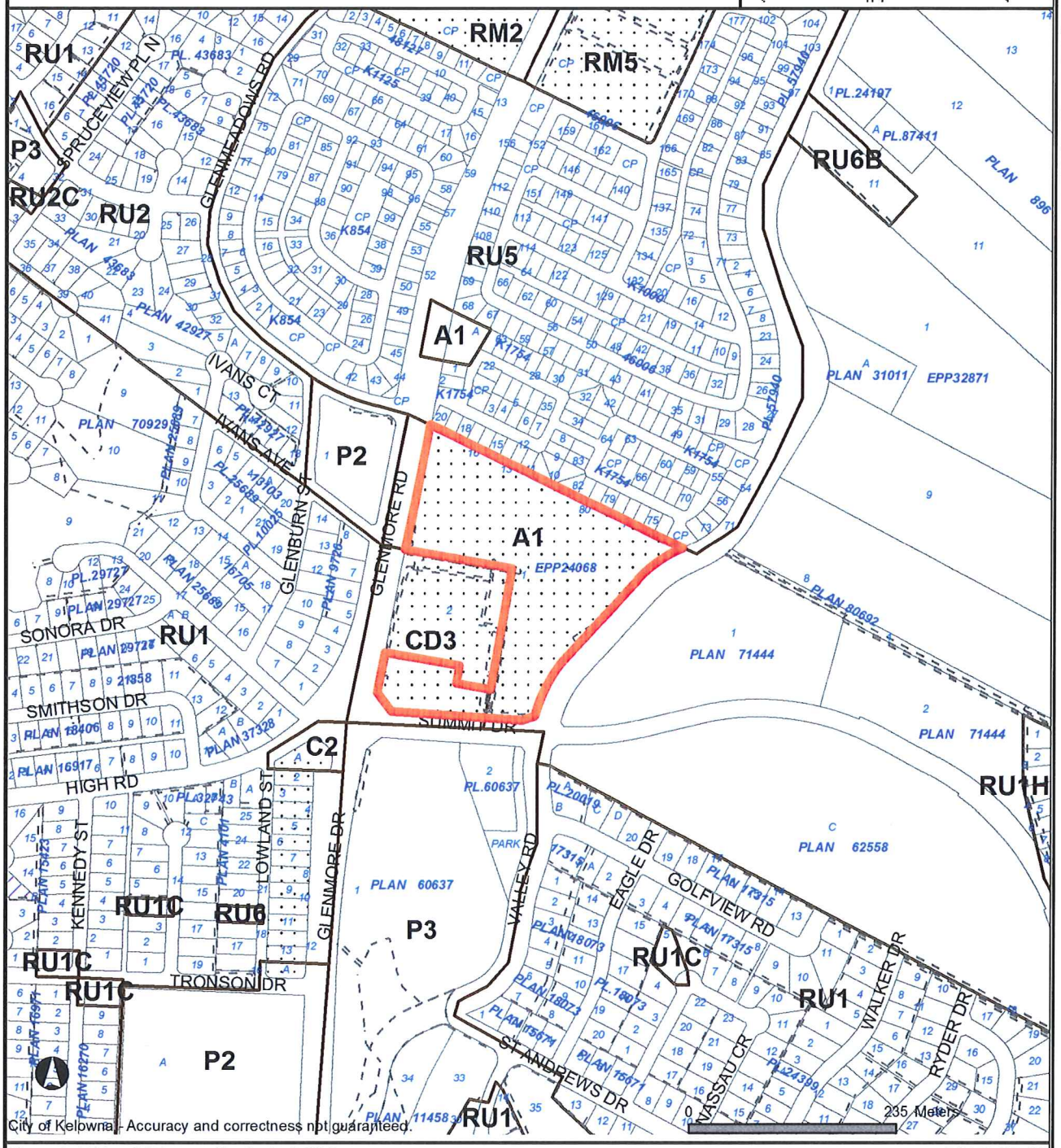
DP15-0161

720 VALLEY RD

(SOUTHWEST PORTION)

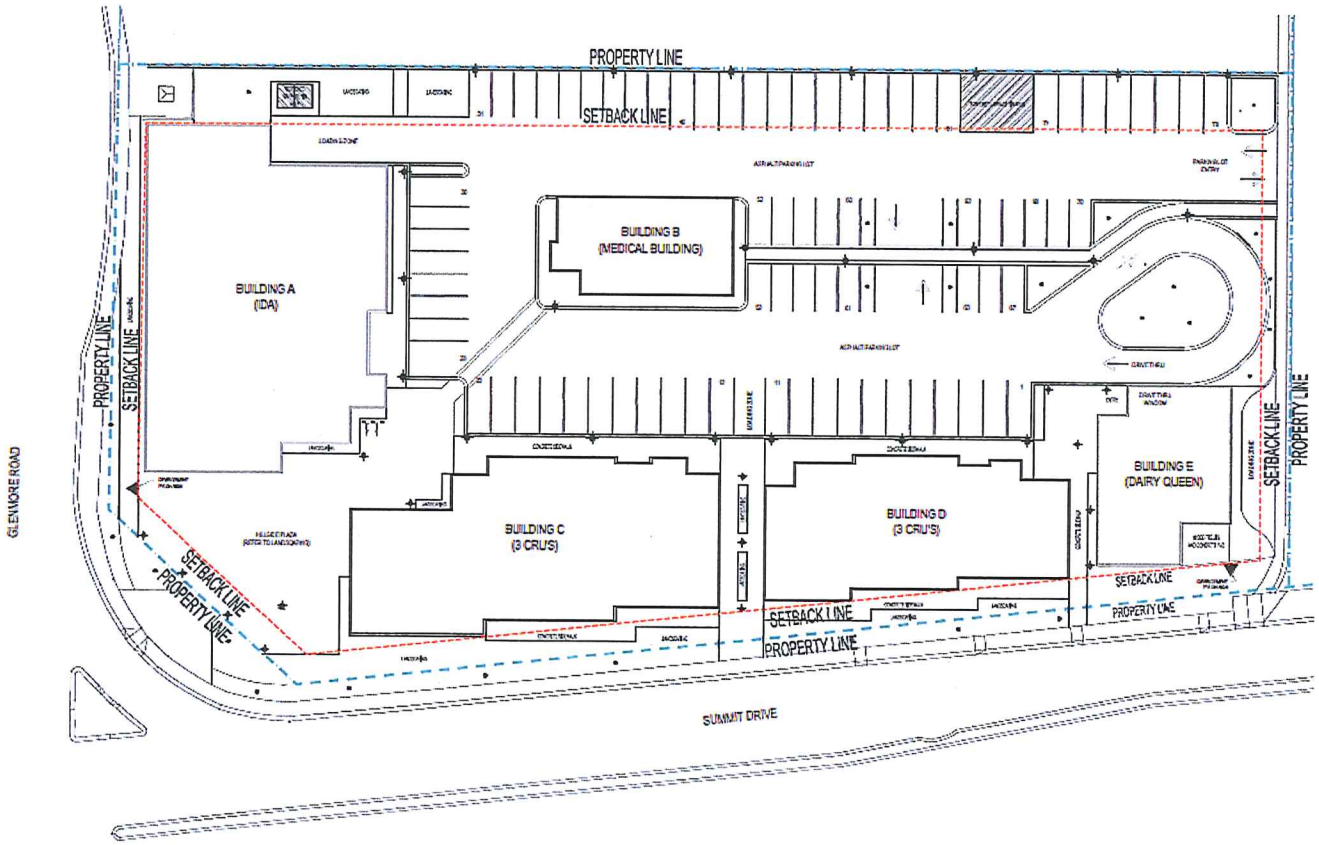
Subject Property





Map: 1,174 x 667 m -- Scale 1:6,936 2015-07-08

Certain layers such as lots, zoning and dp areas are updated bi-weekly. This map is for general information only. The City of Kelowna does not guarantee its accuracy. All information should be verified.



SETBACKS:

REAR SETBACK	6.0 m
FRONT SETBACK	3.0 m
SIDE SETBACK	3.0 m
SIDE SETBACK	3.0 m

SCHEDULE A
This forms part of development
Permit # D15 - 0161

ARCHITECTURE | 49
Suite 200 - 1985 W. Broadway
Vancouver, BC, V6J 4Y3
604.736.5329

NEW TOWN SERVICES
250 - 860 - 8105
www.newtownservices.net

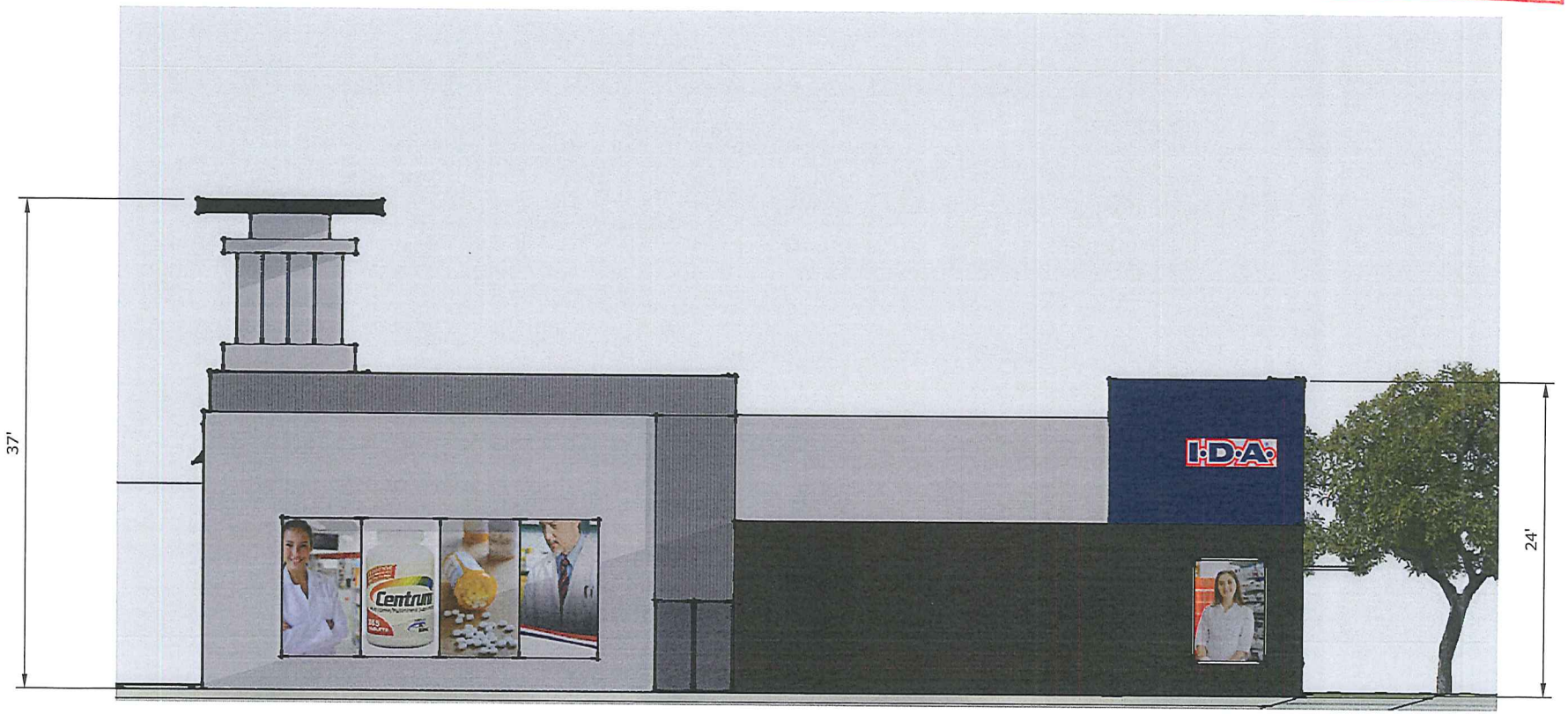
JOB #: 1599
DATE: Sept. 25, 2015
SCALE: NA

DESCRIPTION: Setback Plan

PROJECT NAME: Hillside Plaza

Drawing #: A29

SCHEDULE B
This forms part of development
Permit # DP15 - 0161



ARCHITECTURE | 49
Suite 200 - 1985 W. Broadway
Vancouver, BC, V6J 4Y3
604.736.5329

NEW TOWN SERVICES
250 - 860 - 8185
www.newtownservices.net

JOB #: 1599
DATE: Sept. 25, 2015
SCALE: NA

DESCRIPTION:
Building A
North Elevation

PROJECT NAME:
Hillside Plaza

Drawing #:
A2

SCHEDULE B
This forms part of development
Permit # DP15 - 0161

ARCHITECTURE | 49
Suite 200 - 1985 W. Broadway
Vancouver, BC, V6J 4Y3
604.736.5329

NEW TOWN SERVICES
250 - 860 - 8185
www.newtownservices.net

JOB #: 1599

DATE: Sept. 25, 2015

SCALE: NA

DESCRIPTION:

Building A
South Elevation

PROJECT NAME:

Hillside Plaza

Drawing #:

A3

SCHEDULE B
This forms part of development
Permit # DP15-0161

ARCHITECTURE | 49
Suite 200 - 1985 W. Broadway
Vancouver, BC, V6J 4Y3
604.736.5329

NEW TOWN SERVICES
250-860-8185
www.newtownservices.net

JOB #: 1599
DATE: Sept. 25, 2015
SCALE: NA

DESCRIPTION:
Building A
East Elevation

PROJECT NAME:
Hillside Plaza

Drawing #:
A4

SCHEDULE B
This forms part of development
Permit # DP-0161

ARCHITECTURE | 49
Suite 200 - 1985 W. Broadway
Vancouver, BC, V6J 4Y3
604.736.5329

NEW TOWN SERVICES
250 - 860 - 8185
www.newtownservices.net

JOB #: 1599
DATE: Sept. 25, 2015
SCALE: NA

DESCRIPTION:
Building A
West Elevation

PROJECT NAME:
Hillside Plaza

Drawing #:
A5

SCHEDULE B
This forms part of development
Permit # DP15-0161

ARCHITECTURE | 49
Suite 200 - 1985 W. Broadway
Vancouver, BC, V6J 4Y3
604.736.5329

NEW TOWN SERVICES
250-860-8185
www.newtownservices.net

JOB #: 1599

DATE: Sept. 25, 2015

SCALE: NA

DESCRIPTION:

Building B
North Elevation

PROJECT NAME:

Hillside Plaza

Drawing #:

A6

SCHEDULE B
This forms part of development
Permit # DP15-0161

ARCHITECTURE | 49
Suite 200 - 1985 W. Broadway
Vancouver, BC, V6J 4Y3
604.736.5329

NEW TOWN SERVICES
250 - 860 - 8185
www.newtownservices.net

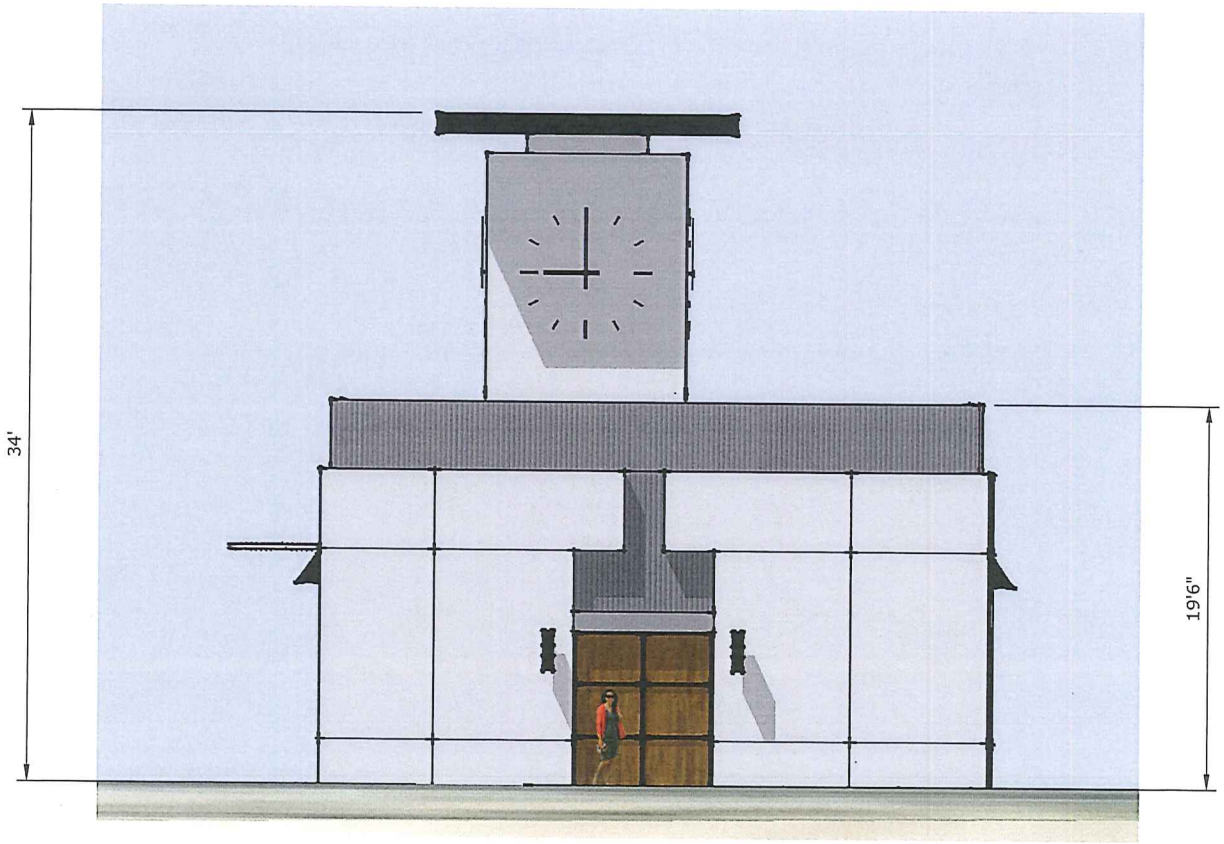
JOB #: 1599
DATE: Sept. 25, 2015
SCALE: NA

DESCRIPTION:
Building B
South Elevation

PROJECT NAME:
Hillside Plaza

Drawing #:
A7

SCHEDULE B
This forms part of development
Permit # DP15-0161



ARCHITECTURE | 49
Suite 200 - 1985 W. Broadway
Vancouver, BC, V6J 4Y3
604.736.5329

NEW TOWN SERVICES
250 - 860 - 8185
WWW.NEWTOWNSERVICES.NET

JOB #: 1599

DATE: Sept. 25, 2015

SCALE: NA

DESCRIPTION:

Building B
East Elevation

PROJECT NAME:

Hillside Plaza

Drawing #:

A8

SCHEDULE B
This forms part of development
Permit # DP15-0161

ARCHITECTURE | 49
Suite 200 - 1985 W. Broadway
Vancouver, BC, V6J 4Y3
604.736.5329

NEW TOWN SERVICES
250 - 860 - 8185
www.newtownservices.net

JOB #: 1599
DATE: Sept. 25, 2015
SCALE: NA

DESCRIPTION:
Building B
West Elevation

PROJECT NAME:
Hillside Plaza

Drawing #:
A9

SCHEDULE B
This forms part of development
Permit # DP15-0161

ARCHITECTURE | 49
Suite 200 - 1985 W. Broadway
Vancouver, BC, V6J 4Y3
604.736.5329

NEW TOWN SERVICES
250 - 860 - 8185
www.newtownservices.net

JOB #: 1599
DATE: Sept. 25, 2015
SCALE: NA

DESCRIPTION:
Building C
North Elevation

PROJECT NAME:
Hillside Plaza

Drawing #:
A10

SCHEDULE B
This forms part of development
Permit # DP15 - 0161

ARCHITECTURE | 49
Suite 200 - 1985 W. Broadway
Vancouver, BC, V6J 4Y3
604.736.5329

NEW TOWN SERVICES
250 - 860 - 8185
www.newtownservices.net

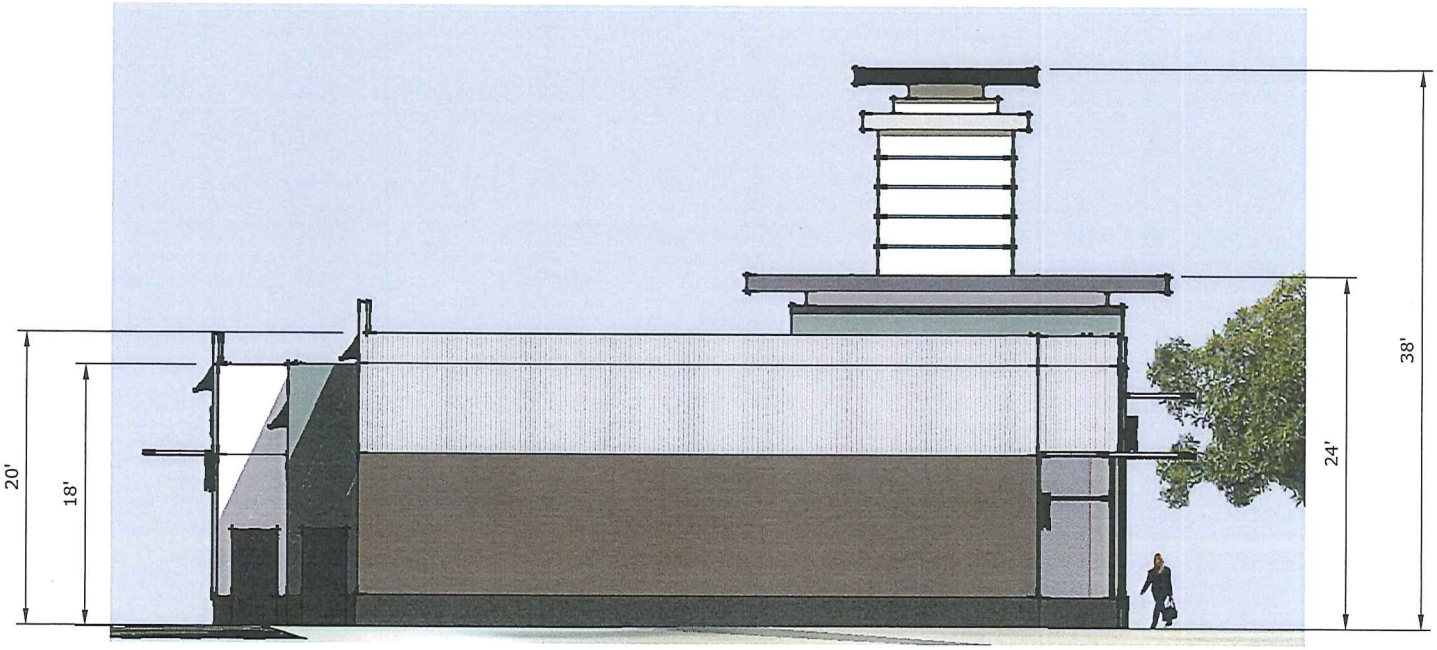
JOB #: 1599
DATE: Sept. 25, 2015
SCALE: NA

DESCRIPTION:
Building C
South Elevation

PROJECT NAME:
Hillside Plaza

Drawing #:
A11

SCHEDULE B
This forms part of development
Permit # DP15-0161



ARCHITECTURE | 49
Suite 200 - 1985 W. Broadway
Vancouver, BC, V6J 4Y3
604.736.5329

NEW TOWN SERVICES
250 - 860 - 8185
www.newtownservices.net

JOB #: 1599

DATE: Sept. 25, 2015

SCALE: NA

DESCRIPTION:

Building C
East Elevation

PROJECT NAME:

Hillside Plaza

Drawing #:

A12

SCHEDULE B
This forms part of development
Permit # DP15-0161

ARCHITECTURE | 49
Suite 200 - 1985 W. Broadway
Vancouver, BC, V6J 4Y3
604.736.5329

NEW TOWN SERVICES
250-860-8185
www.newtownservices.net

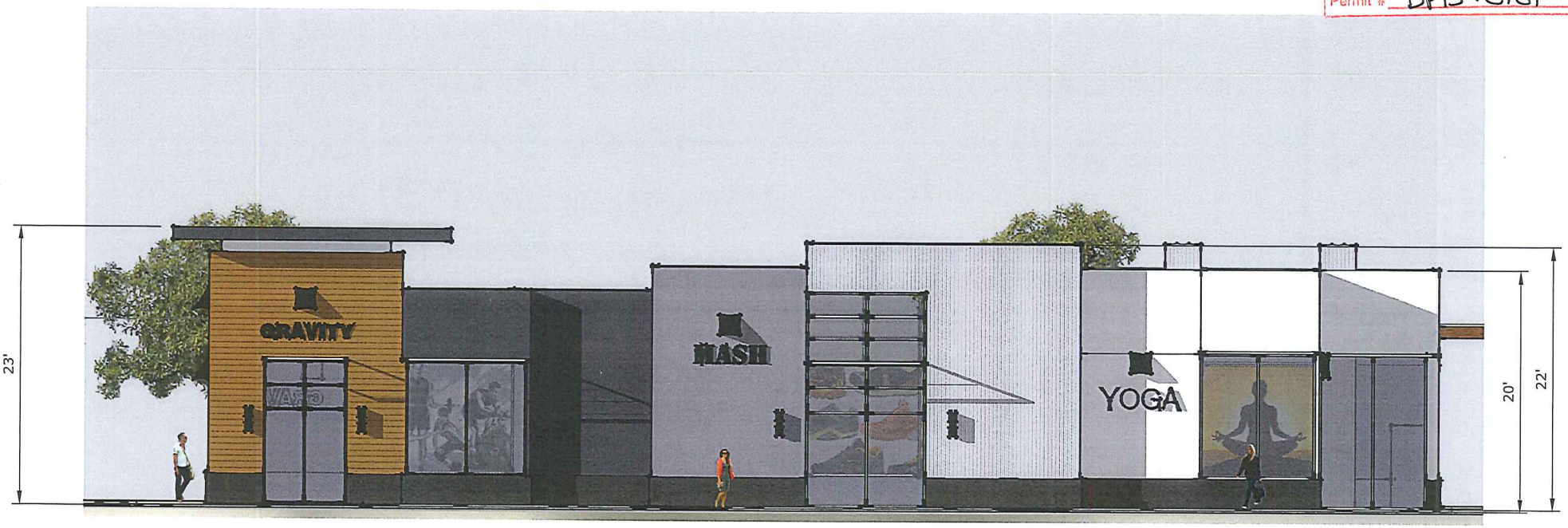
JOB #: 1599
DATE: Sept. 25, 2015
SCALE: NA

DESCRIPTION:
Building C
West Elevation

PROJECT NAME:
Hillside Plaza

Drawing #:
A13

SCHEDULE B
This forms part of development
Permit # DP15-0161



ARCHITECTURE | 49
Suite 200 - 1985 W. Broadway
Vancouver, BC, V6J 4Y3
604.736.5329

NEW TOWN SERVICES
250 - 860 - 8185
www.newtownservices.net

JOB #: 1599
DATE: Sept. 25, 2015
SCALE: NA

DESCRIPTION:
Building D
North Elevation

PROJECT NAME:
Hillside Plaza

Drawing #:
A14

SCHEDULE B
This forms part of development
Permit # DP15-0161

ARCHITECTURE | 49
Suite 200 - 1985 W. Broadway
Vancouver, BC, V6J 4Y3
604.736.5329

NEW TOWN SERVICES
250 - 860 - 8185
www.newtownservices.net

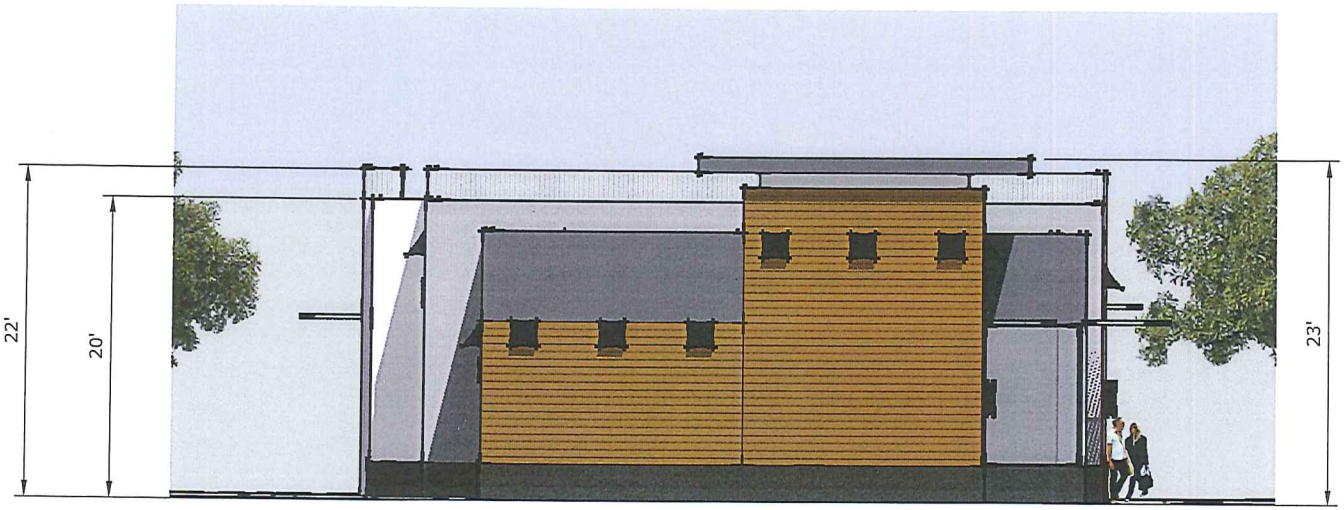
JOB #: 1599
DATE: Sept. 25, 2015
SCALE: NA

DESCRIPTION:
Building D
South Elevation

PROJECT NAME:
Hillside Plaza

Drawing #:
A15

SCHEDULE B
This forms part of development
Permit # DP15-0161



ARCHITECTURE | 49
Suite 200 - 1985 W. Broadway
Vancouver, BC, V6J 4Y3
604.736.5329

NEW TOWN SERVICES
250 - 860 - 8185
www.newtownservices.net

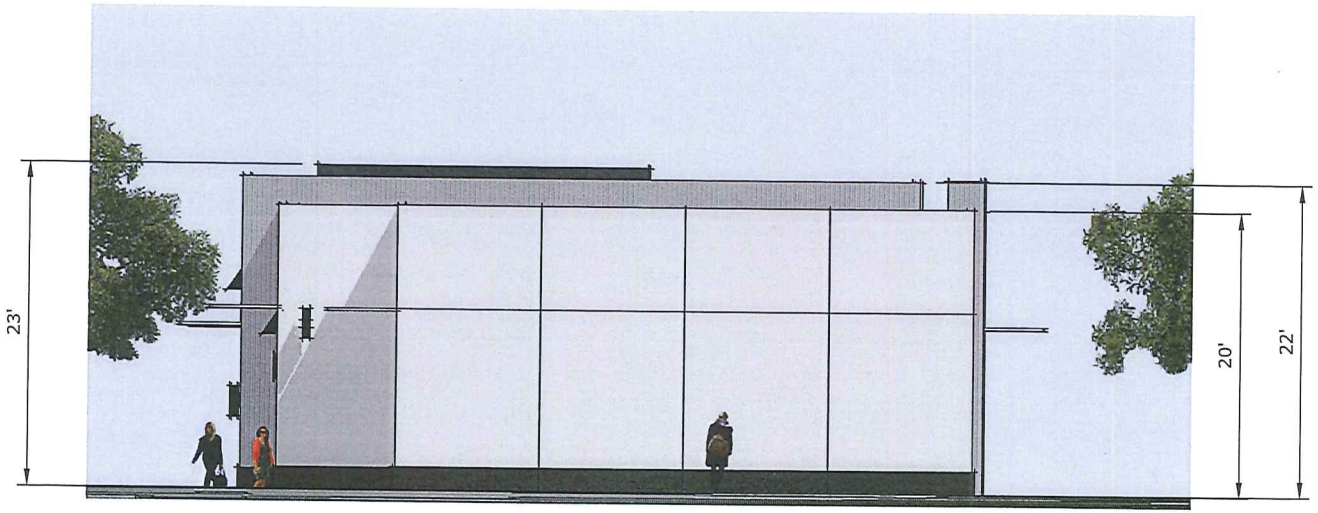
JOB #: 1599
DATE: Sept. 25, 2015
SCALE: NA

DESCRIPTION:
Building D
East Elevation

PROJECT NAME:
Hillside Plaza

Drawing #:
A16

SCHEDULE B
This forms part of development
Permit # DP15-0161



ARCHITECTURE | 49
Suite 200 - 1985 W. Broadway
Vancouver, BC, V6J 4Y3
604.736.5329

NEW TOWN SERVICES
250 - 860 - 8185
www.newtownservices.net

JOB #: 1599
DATE: Sept. 25, 2015
SCALE: NA

DESCRIPTION:
Building D
West Elevation

PROJECT NAME:
Hillside Plaza

Drawing #:
A17

SCHEDULE B
This forms part of development
Permit # DP15-0161

ARCHITECTURE | 49
Suite 200 - 1985 W. Broadway
Vancouver, BC, V6J 4Y3
604.736.5329

NEW TOWN SERVICES
250-860-8165
www.newtownservices.net

JOB #: 1599

DATE: Sept. 25, 2015

SCALE: NA

DESCRIPTION:

Building E
North Elevation

PROJECT NAME:

Hillside Plaza

Drawing #:

A18

SCHEDULE B
This forms part of development
Permit # DP15-0161

ARCHITECTURE | 49
Suite 200 - 1985 W. Broadway
Vancouver, BC, V6J 4Y3
604.736.5329

NEW TOWN SERVICES
250-860-8185
www.newtownservices.net

JOB #: 1599
DATE: Sept. 25, 2015
SCALE: NA

DESCRIPTION:
Building E
South Elevation

PROJECT NAME:
Hillside Plaza

Drawing #:
A19

SCHEDULE B
This forms part of development
Permit # DP15-0161

ARCHITECTURE | 49
Suite 200 - 1985 W. Broadway
Vancouver, BC, V6J 4Y3
604.736.5329

NEW TOWN SERVICES
250 - 860 - 8185
www.newtownservices.net

JOB #: 1599
DATE: Sept. 25, 2015
SCALE: NA

DESCRIPTION:
Building E
East Elevation

PROJECT NAME:
Hillside Plaza

Drawing #:
A20

SCHEDULE B
This forms part of development
Permit # DP15-0161

ARCHITECTURE | 49
Suite 200 - 1985 W. Broadway
Vancouver, BC, V6J 4Y3
604.736.5329

NEW TOWN SERVICES
250 · 860 · 8185
www.newtownservices.net

JOB #: 1599

DATE: Sept. 25, 2015

SCALE: NA

DESCRIPTION:

Building E
West Elevation

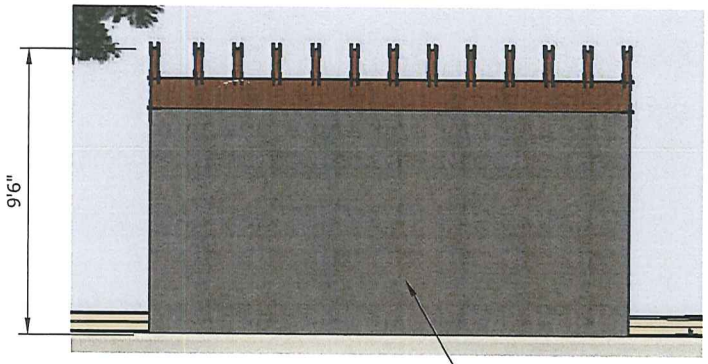
PROJECT NAME:

Hillside Plaza

Drawing #:

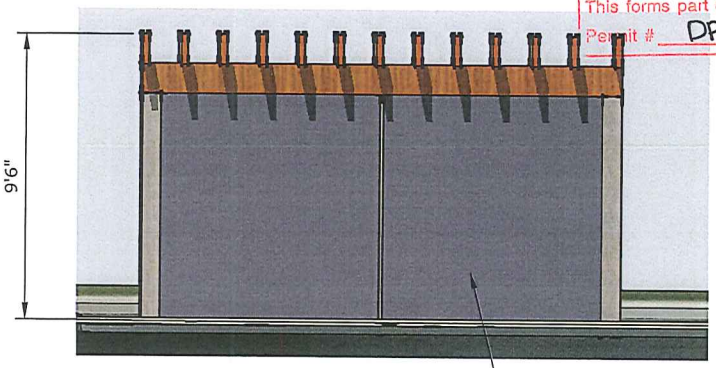
A21

SCHEDULE B
This forms part of development
Permit # DP15-0161



North Elevation

Concrete or block rear wall

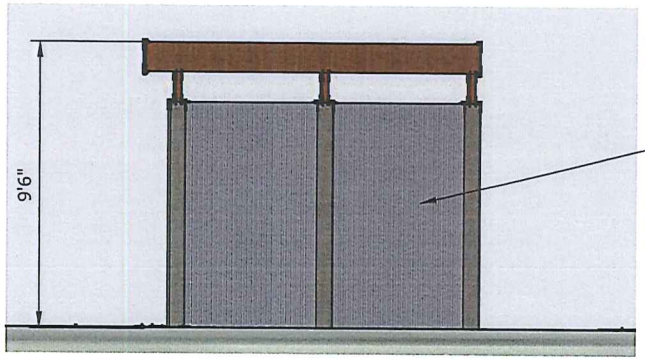


South Elevation

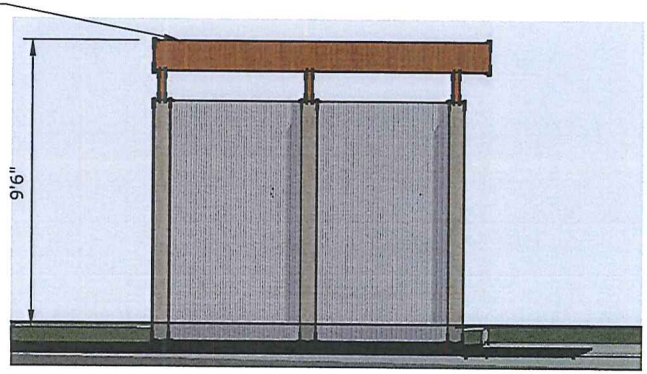
Swing doors for roll-out bins

Wood Trellis Roof

Corrugated Steel Siding



East Elevation



West Elevation

ARCHITECTURE | 49
Suite 200 - 1985 W. Broadway
Vancouver, BC, V6J 4Y3
604.736.5329

NEW TOWN SERVICES
250-860-8185
www.newtownservices.net

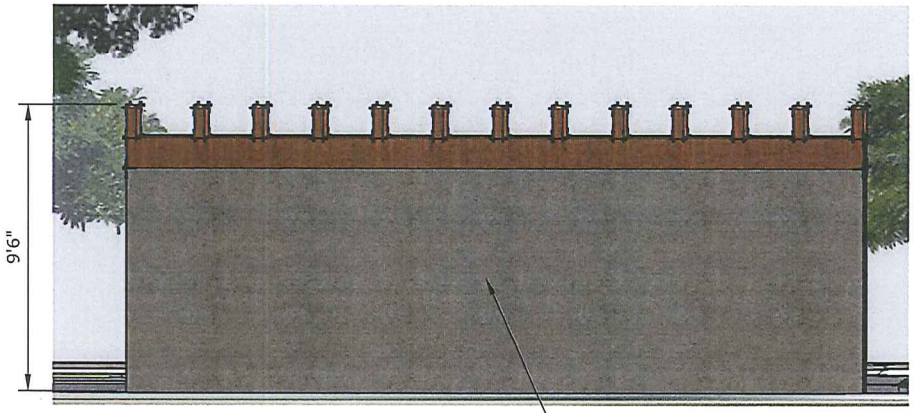
JOB #: 1599
DATE: Sept. 25, 2015
SCALE: NA

DESCRIPTION:
Screened Garbage 1

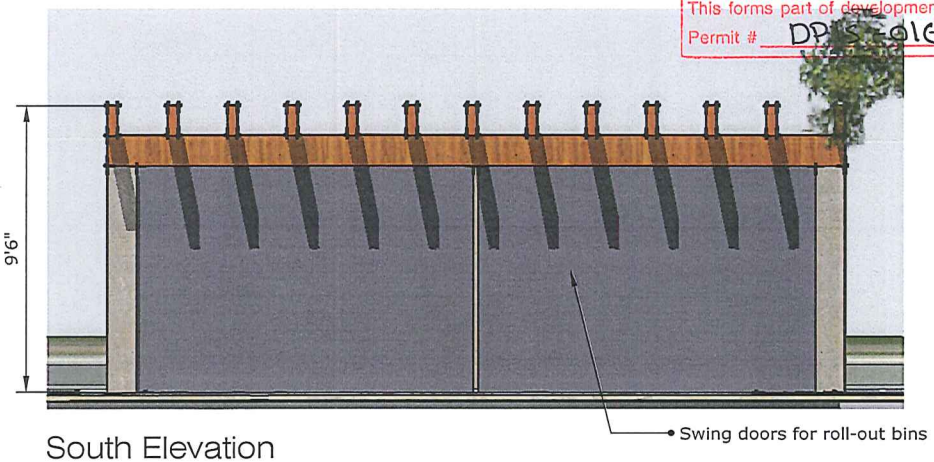
PROJECT NAME:
Hillside Plaza

Drawing #:
A22

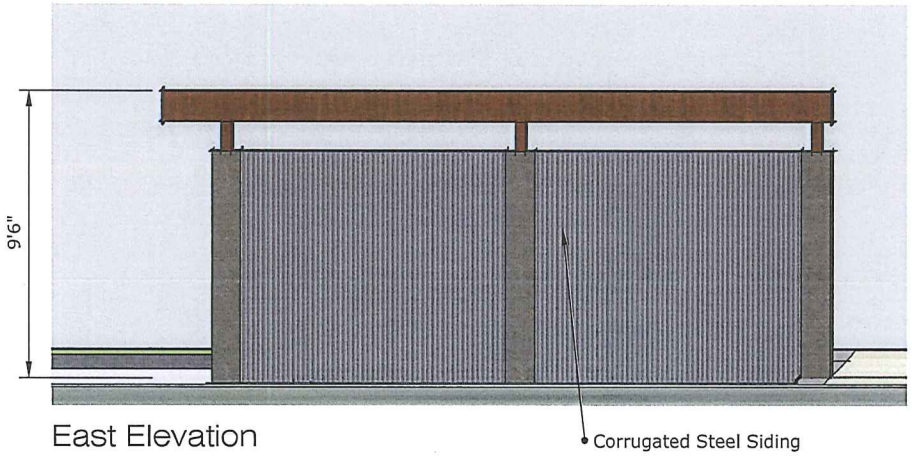
SCHEDULE B
This forms part of development
Permit # DP15-0161



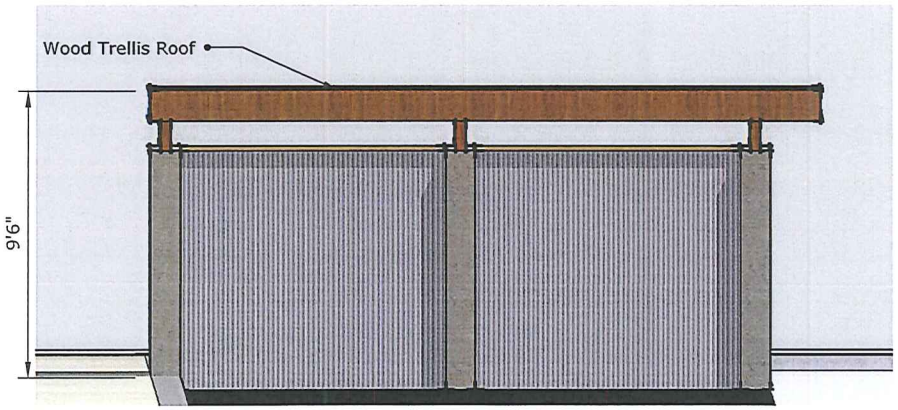
North Elevation



South Elevation



East Elevation



West Elevation

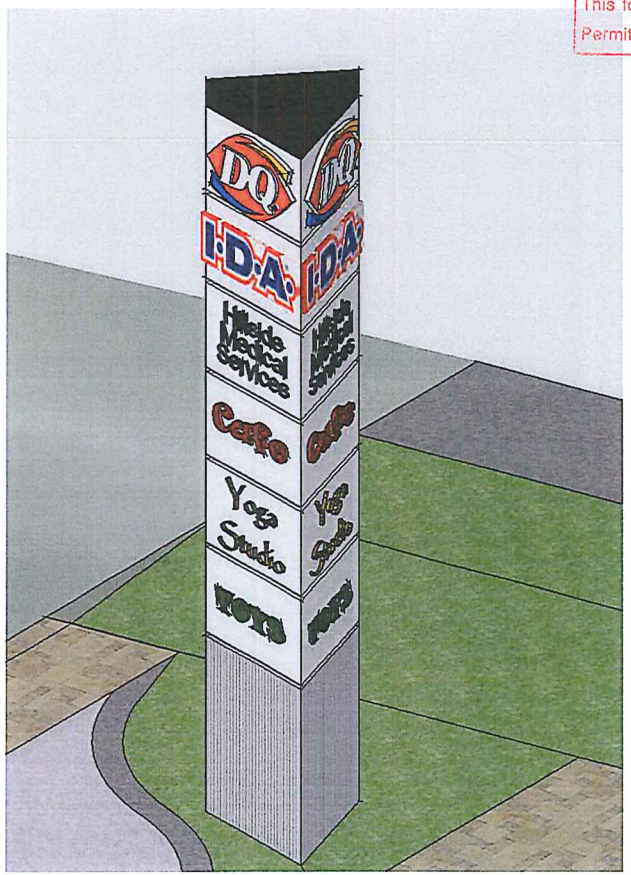
ARCHITECTURE | 49
Suite 200 - 1985 W. Broadway
Vancouver, BC, V6J 4Y3
604.736.5329

NEW TOWN SERVICES
250-860-8185
www.newtownservices.net

JOB #: 1599	DESCRIPTION:	PROJECT NAME:	Drawing #:
DATE: Sept. 25, 2015	Screened Garbage 2	Hillside Plaza	A23
SCALE: NA			

SCHEDULE B
This forms part of development
Permit # DPIS-0161

Elevation



Oblique View (2 of 3 sides)

ARCHITECTURE | 49
Suite 200 - 1985 W. Broadway
Vancouver, BC, V6J 4Y3
604.736.5329

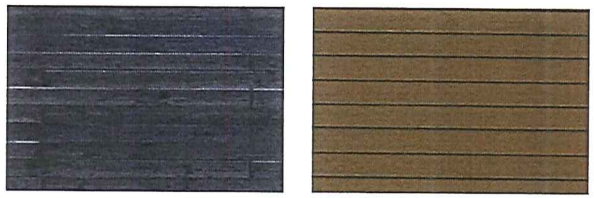
NEW TOWN SERVICES
250 · 860 · 8185
www.newtownservices.net

JOB #: 1599	DESCRIPTION:	PROJECT NAME:	Drawing #:
DATE: Sept. 25, 2015	Free Standing Sign	Hillside Plaza	A24
SCALE: NA			

SCHEDULE B
This forms part of development
Permit # DPIS-0161

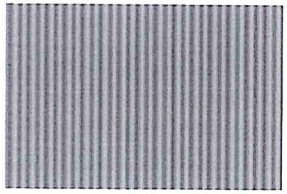
Stucco/Textured Concrete

Fiber Cement Siding



Cultured Stone

Steel Siding



ARCHITECTURE | 49
Suite 200 - 1985 W. Broadway
Vancouver, BC, V6J 4Y3
604.736.5329

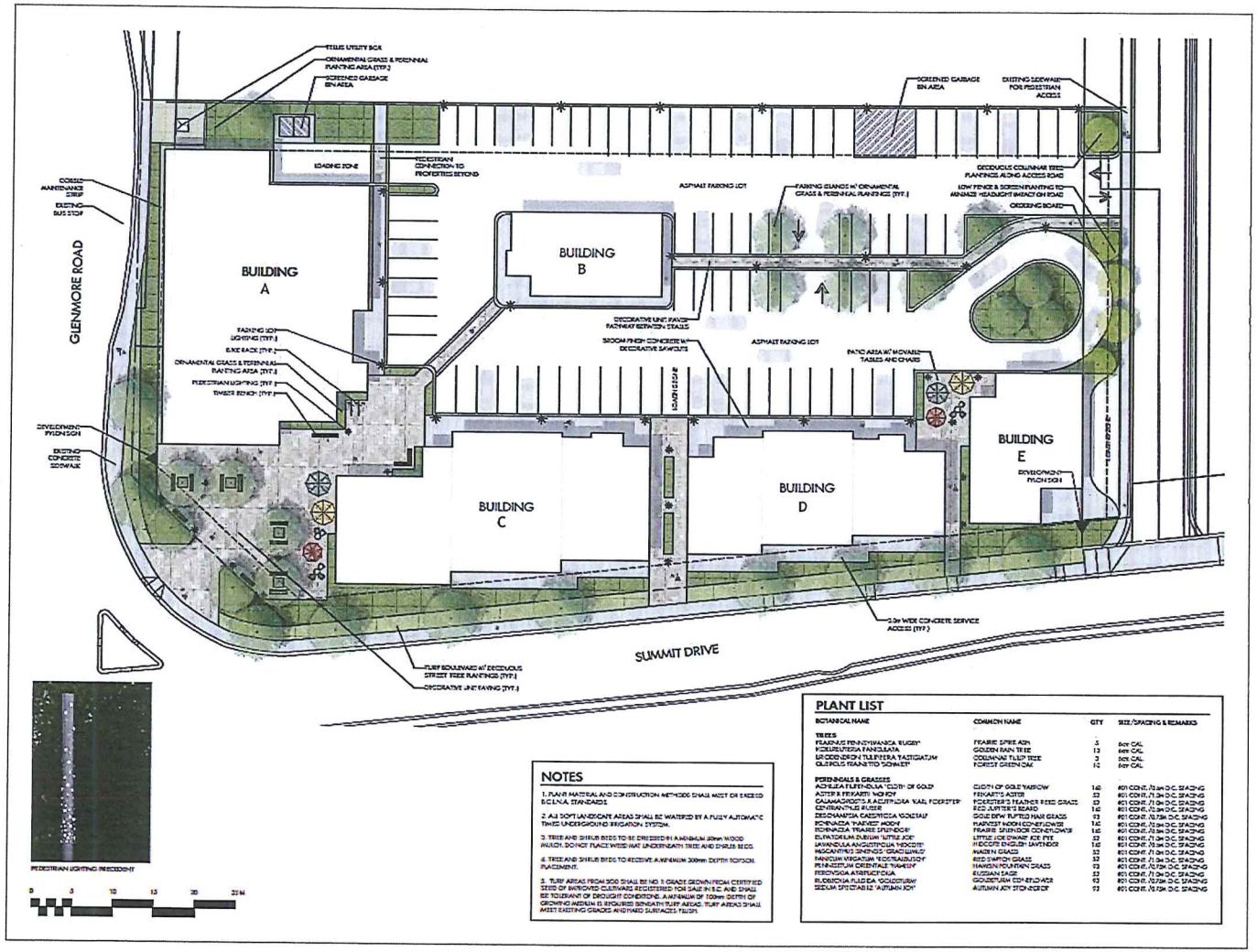
NEW TOWN SERVICES
250 - 060 - 8185
www.newtownservices.net

JOB #: 1599
DATE: Sept. 25, 2015
SCALE: NA

DESCRIPTION:
Color Pallette

PROJECT NAME:
Hillside Plaza

Drawing #:
A25



NOTES

1. PLANT MATERIAL AND CONSTRUCTION METHODS SHALL MEET OR EXCEED B.C.L.N.A. STANDARDS.

2. ALL SODDED LANDSCAPE AREAS SHALL BE WATERED BY A FULLY AUTOMATIC TIMED UNDERGROUND IRRIGATION SYSTEM.

3. TREE AND SHRUB BEDS TO BE DRESSED IN A MINIMUM 50mm WOOD MULCH. DO NOT PLACE WEED MAT UNDERNEATH TREE AND SHRUB BEDS.

4. TREE AND SHRUB BEDS TO RECEIVE A MINIMUM 300mm DEPTH TOPSOIL PLACEMENT.

5. TURF AREAS FROM SOD SHALL BE NO. 1 GRADE GROWN FROM CERTIFIED SEED OF IMPROVED CULTIVARS REGISTERED FOR SALE IN B.C. AND SHALL BE TOLERANT OF DROUGHT CONDITIONS. A MINIMUM OF 100mm DEPTH OF GROWING MEDIUM IS REQUIRED BENEATH TURF AREAS. TURF AREAS SHALL MEET EXISTING GRADES AND HARD SURFACES FLUSH.

PLANT LIST

BOTANICAL NAME	COMMON NAME	QTY	SIZE/SPACING & REMARKS
TREES			
FRAXINUS PENNSYLVANICA 'RUGBY'	PRAIRIE SPIRE ASH	5	6cm CAL
KOELREUTERIA PANICULATA	GOLDEN RAIN TREE	13	6cm CAL
LIRIODENDRON TULIPIFERA 'FASTIGIATUM'	COLUMNAR TULIP TREE	3	6cm CAL
QUERCUS FRANETTO 'SCHMIDT'	FOREST GREEN OAK	10	6cm CAL
PERENNIALS & GRASSES			
ACHILLEA FILIPENDULA 'CLOTH OF GOLD'	CLOTH OF GOLD YARROW	160	#01 CONT. /0.6m O.C. SPACING
ASTER X FRIKARTII 'MONCH'	FRIKARTS ASTER	53	#01 CONT. /0.3m O.C. SPACING
CALAMAGROSTIS X ACUTIFLORA 'KARL FOERSTER'	FOERSTER'S FEATHER REED GRASS	53	#01 CONT. /0.3m O.C. SPACING
CENTRANTHUS RUBER	RED JUPITER'S BEARD	160	#01 CONT. /0.3m O.C. SPACING
DECHAMPSIA CAESPITOSA 'GOLDTAU'	GOLD DEW TUFTED HAIR GRASS	93	#01 CONT. /0.75m O.C. SPACING
ECHINACEA 'PARVIS' MOON'	PARVIS' MOON CONEFLOWER	160	#01 CONT. /0.3m O.C. SPACING
ECHINACEA 'PRAIRIE SPLENDOR'	PRAIRIE SPLENDOR CONEFLOWER	160	#01 CONT. /0.3m O.C. SPACING
EUPATORIUM DUBIUM 'LITTLE JOE'	LITTLE JOE DWARF JOE PYE	53	#01 CONT. /0.3m O.C. SPACING
LAVANDULA ANGUSTIFOLIA 'HIDCOTE'	HIDCOTE ENGLISH LAVENDER	160	#01 CONT. /0.3m O.C. SPACING
MISCANTHUS SINENSIS 'GRACILLIMUS'	MAIDEN GRASS	53	#01 CONT. /0.3m O.C. SPACING
PANICUM VIRGATUM 'HEAVYMETAL'	RED SWITCH GRASS	53	#01 CONT. /0.3m O.C. SPACING
PENNISETUM ORIENTALE 'KARLEY'	KARLEY FOUNTAIN GRASS	93	#01 CONT. /0.75m O.C. SPACING
PEROVSKIA ATRIPLICIFOLIA	RUSSIAN SAGE	53	#01 CONT. /0.3m O.C. SPACING
RUDBECKIA FULGIDA 'GOLDSTURM'	GOLDSTURM CONEFLOWER	93	#01 CONT. /0.75m O.C. SPACING
SEDUM SPECTABILE 'AUTUMN JOY'	AUTUMN JOY STONECROP	93	#01 CONT. /0.75m O.C. SPACING

OUTLAND DESIGN
LANDSCAPE ARCHITECTURE

SCHEDULE C
This forms part of development
Permit # DP15-0161

PROJECT TITLE
HILLSIDE PLAZA

Kelowna, BC

DRAWING TITLE
CONCEPTUAL LANDSCAPE PLAN

ISSUED FOR REVIEW		
1	14.09.25	Development Permit
2		
3		
4		
5		

PROJECT NO.	1599
DESIGN BY	BD
DRAWN BY	MC
CHECKED BY	FB
DATE	SEPT. 25, 2015
SCALE	1:300

S.A.

FIONA BARTON 334

DRAWING NUMBER
L1/2

ISSUED FOR REVIEW ONLY

Copyright Reserved. This drawing is the property of Outland Design Landscape Architecture Inc and shall not be reproduced, resold, or used for other purposes

ARCHITECTURE | 49
Suite 200 - 1985 W. Broadway
Vancouver, BC, V6J 4Y3
604.736.5329

NEW TOWN SERVICES
250 - 860 - 8185
www.newtownservices.net

JOB #: 1599	DESCRIPTION:	PROJECT NAME:	Drawing #:
DATE: Sept. 25, 2015	Site Plan	Hillside Plaza	A1
SCALE: NA			

CITY OF KELOWNA

MEMORANDUM

Date: July 28, 2015

File No.: DP15-0161

To: Land Use Management Department (RR)

From: Development Engineering Manager

Subject: 720 Valley Road

Development Engineering has the following comments and requirements associated with this application. The road and utility upgrading requirements outlined in this report will be a requirement of this development.

1. Water

   a) The property is located within the Glenmore Ellison Irrigation District (GEID) service area. The water system must be capable of supplying domestic and fire flow demands of the project in accordance with the Subdivision, Development & Servicing Bylaw.

2. Sanitary Sewer

   a) The developer's consulting engineer will determine the development requirements of this development and establish the service needs.

   b) Our records indicate that this property is connected with 150mm diameter sewer service. Service upgrades, if required will be at the applicant's cost and additional bonding will be required.

3. Drainage

   a) The developer's consulting engineer will determine the development requirements of this development and establish the service needs.

   b) Our records indicate that this property is connected with a 200mm diameter sewer service. Service upgrades, if required will be at the applicant's cost and additional bonding will be required. The applicant, at his cost, will arrange for the disconnection of all existing unused services at the mains.

   c) A comprehensive site drainage management plan and design to comply with the Subdivision, Development and Servicing Bylaw is a requirement of this application.

7. Design and Construction.

a) Design, construction supervision and inspection of all off-site civil works and site servicing must be performed by a Consulting Civil Engineer and all such work is subject to the approval of the City Engineer. Drawings must conform to City standards and requirements.

b) Engineering drawing submissions are to be in accordance with the City's "Engineering Drawing Submission Requirements" Policy. Please note the number of sets and drawings required for submissions.

c) Quality Control and Assurance Plans must be provided in accordance with the Subdivision, Development & Servicing Bylaw No.7900 (refer to Part 5 and Schedule 3).

d) A "Consulting Engineering Confirmation Letter" (City document 'C') must be completed prior to submission of any designs.

e) Before any construction related to the requirements of this subdivision application commences, design drawings prepared by a professional engineer must be submitted to the City's Works & Utilities Department. The design drawings must first be "Issued for Construction" by the City Engineer. On examination of design drawings, it may be determined that rights-of-way are required for current or future needs.

8. Servicing Agreements for Works and Services

a) A Servicing Agreement is required for all works and services on City lands in accordance with the Subdivision, Development & Servicing Bylaw No. 7900. The applicant's Engineer, prior to preparation of Servicing Agreements, must provide adequate drawings or reports and estimates for the required works. The Servicing Agreement must be in the form as described in Schedule 2 of the bylaw.

b) Part 3, "Security for Works and Services", of the Bylaw, describes the Bonding and Insurance requirements of the Owner. The liability limit is not to be less than $5,000,000 and the City is to be named on the insurance policy as an additional insured.

Steve Muenz, P. Eng.
Development Engineering Manager

JF

CITY OF KELOWNA

APPROVED ISSUANCE OF A:

Development Permit No.: DP15-0161

CURRENT ZONING DESIGNATION:	CD3 – Comprehensive Development Zone
WITHIN DEVELOPMENT PERMIT AREAS:	Comprehensive

ISSUED TO: New Town Planning Services
LOCATION OF SUBJECT SITE: 720 Valley Road

	LOT	SECTION	D.L.	TOWNSHIP	DISTRICT	PLAN
LEGAL DESCRIPTION:	A	29 & 32		26	ODYD	KAP70320

SCOPE OF APPROVAL

- ☐ This Permit applies to and only to those lands within the Municipality as described above, and any and all buildings, structures and other development thereon.
- ☐ This Permit is issued subject to compliance with all of the Bylaws of the Municipality applicable thereto, except as specifically varied or supplemented by this Permit, noted in the Terms and Conditions below.
- ☐ Applicants for a Development Permit and/or Development Variance Permit should be aware that the issuance of a Permit limits the applicant to be in strict compliance with regulations of the Zoning Bylaw or Subdivision Control Bylaw unless specific Variances have been authorized by the Permit. No implied Variances from bylaw provisions shall be granted by virtue of drawing notations which are inconsistent with bylaw provisions and which may not have been identified as required Variances by the applicant or City staff.

1. TERMS AND CONDITIONS:

   1. The dimensions and siting of the building to be constructed on the land be in general accordance with Schedule "A";
   2. The exterior design and finish of the building to be constructed on the land be in general accordance with Schedule "B";
   3. Landscaping to be provided on the land be in general accordance with Schedule "C";
   4. Prior to issuance of the Building Permit, the requirements of the Development Engineering Branch must be satisfied;
   5. The applicant be required to post with the City a Landscape Performance Security deposit in the form of a "Letter of Credit" in the amount of 125% of the estimated value of the landscaping, as determined by a professional landscaper;

   AND THAT this Development Permit and Development Variance Permit is valid for two (2) years from the date of Council approval, with no opportunity to extend.

DRAFT

2. DEVELOPMENT:

The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit and any plans and specifications attached to this Permit which shall form a part hereof.

If the Permittee does not commence the development Permitted by this Permit within two years of the date of this Permit, this Permit shall lapse.

This Permit is not transferrable unless specifically Permitted by the Municipality. The authorization to transfer the Permit shall, if deemed acceptable, be granted by Council resolution.

THIS Permit IS NOT A BUILDING Permit.

3. PERFORMANCE SECURITY:

As a condition of the issuance of this Permit, Council is holding the security set out below to ensure that development is carried out in accordance with the terms and conditions of this Permit. Should any interest be earned upon the security, it shall accrue to the Permittee and be paid to the Permittee if the security is returned. The condition of the posting of the security is that should the Permittee fail to carry out the development hereby authorized, according to the terms and conditions of this Permit within the time provided, the Municipality may use the security to carry out the work by its servants, agents or contractors, and any surplus shall be paid over to the Permittee, or should the Permittee carry out the development Permitted by this Permit within the time set out above, the security shall be returned to the Permittee. There is filed accordingly:

(a) Cash; OR
(b) A Certified Cheque; OR
(c) An Irrevocable Letter of Credit in the amount of $

Before any bond or security required under this Permit is reduced or released, the Developer will provide the City with a statutory declaration certifying that all labour, material, workers' compensation and other taxes and costs have been paid.

4. APPLICANT'S AGREEMENT:

I hereby declare that all the above statements and the information contained in the material submitted in support of this Permit are to the best of my belief, true and correct in all respects. Upon issuance of the Permit for me by the Municipality, then in such case, I covenant and agree to save harmless and effectually indemnify the Municipality against:

(a) All actions and proceedings, costs, damages, expenses, claims, and demands whatsoever and by whomsoever brought, by reason of the Municipality granting to me the said Permit.

(b) All costs, expenses, claims that may be incurred by the Municipality if the construction by me of engineering or other types of works as called for by the Permit results in damages to any property owned in whole or in part by the Municipality or which the Municipality by duty or custom is obliged, directly or indirectly in any way or to any degree, to construct, repair, or maintain.

I further covenant and agree that should I be granted a Development Permit or Development Variance Permit, the Municipality may withhold the granting of any occupancy Permit for the occupancy and/or use of any building or part thereof constructed upon the hereinbefore referred to land until all of the engineering works or other works called for by the Permit have been completed to the satisfaction of the Municipal Engineer and Director of Community Planning & Real Estate.

Should there be any change in ownership or legal description of the property, I undertake to notify the Community Planning Department immediately to avoid any unnecessary delay in processing the application.

I HEREBY UNDERSTAND AND AGREE TO ALL THE TERMS AND CONDITIONS SPECIFIED IN THIS PERMIT.

DRAFT

_____	_____
Signature of Owner/Authorized Agent	Date
_____	_____
Print Name in Bold Letters	Telephone No.

5. APPROVALS:

ISSUED BY THE COMMUNITY PLANNING DEPARTMENT OF THE CITY OF KELOWNA THE _____ DAY OF _____, 2015 BY THE COMMUNITY PLANNING DEPARTMENT MANAGER.

_____

Ryan Smith, Department Manager
Community Planning

DRAFT

Report to Council

Date: October 5, 2015

File: 1250-04

To: City Manager

From: Ryan Roycroft, Planner

Subject: 653 Harvey Avenue, 1770 Richter Street, 1800 Richter Street, 1775 Chapman Place, TA15-0003 & OCP15-0008 – 1017476 BC Ltd. et al -Central Green Public Consultation Update – Supplemental Report

Recommendation:

THAT Council receives, for information, the Supplemental Report from the Community Planning Department dated October 5, 2015 with respect an update regarding the Central Green Public Consultation;

AND THAT OCP Amending Bylaw No. 11119 (OCP15-0008) and Zoning Text Amendment Bylaw No. 11118 (TA15-0003) be forwarded to the November 3, 2015 Public Hearing for further consideration.

Purpose:

To update Council on the second public open house held by the Applicants with respect to the Central Green comprehensive development and to advance the application to a Public Hearing.

Background:

Council gave initial consideration to a Text Amendment and Official Community Plan amendment on September 28th, 2015, which would amend the CD22 Central Green Comprehensive zone to reconfigure the site layout.

Because of the level of consultation involved with the development of the CD22 zone, Council required that an additional evening of public consultation be held prior to advancing the bylaws to Public Hearing. The applicant held a neighbourhood consultation session in August, so the intent of the second open house was to target stakeholders involved in the initial Central Green planning process.

City staff issued approximately 1,800 digital invitations to the open house to all stakeholders who had been part of the initial consultation. The open house was held at St. Michael's

Church one block to the south of the development site between 4 to 6 pm on Monday September 28.

Almost one dozen invitees attended the 2 hour information session. Representatives from the applicant and city staff were available to answer questions. Attendees were shown new site plans and informed of the upcoming public hearing.

In addition, the stakeholder invitations issued included instructions to contact staff directly with any concerns or questions. To date, no stakeholders have contacted staff.

The applicant will present a summary of public commentary from both open houses to Council at the public hearing.

Existing Policy:

The applicant has now held two public information sessions, exceeding the requirements of Council Policy 367. The information sessions were advertised through local media, neighbourhood canvassing and 1800 digital invitations. Approximately 60 people attended at least one session.

Considerations not applicable to this report:

Internal Circulation
Legal/Statutory Authority
Financial/Budgetary Considerations
Personnel Implications
External Agency/Public Comments
Communications Comments

Submitted by:

Ryan Roycroft, Planner

Reviewed by: Terry Barton, Urban Planning Manager

Approved for inclusion: Ryan Smith, Department Manager, Community Planning

CITY OF KELOWNA

BYLAW NO. 11052
Z14-0053 – Stacey Lynn Fenwick
545 Radant Road

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 3, Section 1, Township 25, ODYD, Plan 8768, located on Radant Road, Kelowna, B.C., from the RU1 – Large Lot Housing zone to the RU6 – Two Dwelling Housing 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 19th day of January, 2015.

Considered at a Public Hearing on the 3rd day of February, 2015.

Read a second and third time by the Municipal Council this 3rd day of February, 2015.

Adopted by the Municipal Council of the City of Kelowna this

_____
Mayor

_____
City Clerk

Report to Council

Date: October 5 , 2015

File: 1890-01

To: City Manager

From: Kevin Van Vliet, Utility Services Manager

Subject: Kelowna Water Utility - Consumption Update

Recommendation:

THAT Council receives, for information, the report from the Utility Services Manager dated October 5, 2015 with respect to Kelowna Water Utility – Consumption Update,

AND THAT Council directs staff to bring forward amendments to the Water Regulation Bylaw to provide authority to implement a watering restriction program for the management of the water utility as described in the report from the Utility Services Manager dated October 5, 2015 with respect to Kelowna Water Utility – Consumption Update,

AND THAT Council directs staff to bring forward amendments to the Water Regulation Bylaw and Bylaw Notice Enforcement Bylaw to provide for enforcement options for when voluntary compliance efforts have been unsuccessful.

Purpose:

To update Council and the community on 2015 Okanagan drought status and City of Kelowna Water Utility response.

Background:
The City of Kelowna water utility provides potable water to properties located in the area of Kelowna outlined by Appendix A. Water in the other areas is provided mainly from one of the following four water purveyors:

- Black Mountain Irrigation District
- Glenmore Ellison Improvement District
- Rutland Waterworks
- South East Kelowna Irrigation District.

Coming out of the 2009 drought, the Provincial Government developed the BC Drought Response Plan that included a scale of four levels of drought. Drought declarations would be done at a watershed level and would be based mainly on hydrological conditions including snowpack, rainfall and stream flow, but would also consider economic, social and environmental impacts.

In April 2010 in response to anticipated drought conditions, Council approved implementation of Stage 1 of the City's drought management plan, which included moving residential properties to an "odd / even" watering schedule based on their address (odd numbered properties can water on odd numbered calendar days, etc). Implementation was restricted to the summer of 2010. This plan is provided as Appendix B.

2015 Actions and Results

On July 17, 2015 the Province declared the Okanagan Valley to be at drought level 3. At this time the Thompson Nicola Region, the Lower Mainland and most of Vancouver Island were declared to be at drought level 4.

On July 27, 2015 the Province announced that the Okanagan reached drought level 4, the highest level in the Province's drought scale. Both the level 3 and level 4 drought declarations include a request that water users voluntarily reduce their water consumption by 30%. Level 4 indicates that the Province may mandate reductions if required.

Blanket water conservation targets result in different levels of impact to different water providers, depending on how successful past water conservation initiatives have been. The City of Kelowna water utility has made significant strides in water conservation and creating a culture of conservation over the last 20 years resulting in a per capita reduction from single family dwellings of over 20%. We have achieved this primarily through:

1. Implementation of universal water metering. Charging customers for the water they use is generally regarded as the most effective means of changing water consumption behavior.
2. Implementation of an increasing block rate structure for residential use. In addition to a fixed monthly access fee, single family dwelling customers pay more for water per cubic metre as they use more:

Volume (monthly)	Cost per cubic metre
First 30 cubic metres	$0.412
Next 50 cubic metres	$0.554
Next 45 cubic metres	$0.840
Balance	$1.681

Few other water providers have both universal metering and an increasing block rate structure.

For reference, the typical Kelowna single family home uses between 10 and 15 cubic metres of water per month for indoor use.

On August 4, 2015 the Kelowna Water Utility implemented Stage 1 of the City's drought management plan in response to the Provincial level 4 drought declaration. Residential

properties were restricted to irrigating every other day until September 30 ("Odd/Even"). In addition Parks Operations changed their park watering strategies to significantly reduce irrigation of parks.

A communications summary regarding this year's odd/even watering restrictions is provided in Appendix C. In response to complaints from residents or staff witnessing properties irrigating outside of permitting times we have sent approximately 30 letters to property owners. Our water conservation contractor has visited 29 properties to address irrigation questions or concerns and has worked with 7 strata properties to help implement a compliant watering schedule. Eleven strata title properties have been provided irrigation exemptions as their watering schedule cannot strictly comply with the odd / even requirements but does comply with irrigating every second day.

Kelowna Water Utility customers have responded positively to the Provincial drought declarations and our request to reduce water consumption including the implementation of odd/even water restrictions. 2015 saw the early arrival of warm, spring temperatures. From mid April through July 24 daily water production averaged over 15 per cent higher than the previous 10 year (2005-2014) daily average. However through the period of July 25 to September 15 daily water production averaged over 8 per cent lower than the previous 10 year average, demonstrating a good response to the drought challenge as can be seen in Appendix D.

Odd/Even irrigation restrictions for residential and commercial properties are the normal operating practice for the other four major water providers within the Kelowna Joint Water Committee. This is an area where operational consistency has not been achieved.

Odd/Even residential/commercial irrigation restrictions are the normal operating practice for many other large water providers in the BC Interior including West Kelowna, Summerland, Peachland, Penticton, Vernon, and Kamloops. See Appendix E for a more comprehensive summary of annual water regulations in neighbouring communities. In addition, watering restrictions are normal practice for cities in Metro Vancouver, and on Vancouver Island.

The main benefit of odd/even restrictions is for managing peak demands which can extend the life of existing distribution infrastructure and may allow new distribution infrastructure to be sized smaller. The water conservation benefit is generally considered small (0-10 per cent depending on the study), and can be difficult to clearly identify due to the significant variation in daily water use driven by temperature and rainfall changes. However the fact that residents need to consider their irrigation dates is beneficial in enhancing a culture of water conservation. The literature does support the fact that water restrictions do reduce water consumption depending on the level of restrictions, education, and enforcement.

A secondary benefit to Kelowna residents will be a more consistent set of rules for residential irrigation for all water users in Kelowna which should help to increase awareness and compliance across all Kelowna water users.

The Water Regulation Bylaw allows the Manager the ability to impose sprinkling restrictions when the Manager considers water to be in short supply. Enacting permanent irrigation restrictions will require a change to our bylaw to remove the reference to water being in short supply as well as to enact consequences of failing to comply. Our current bylaw does not have a system of fines for minor infractions and this will need to be implemented.

2016 will see a re-focus of the City's Water Smart conservation program with a focus on water conservation behaviour and specific education about the Water Regulation Bylaw changes. The Water Smart program will be supported through the existing Utility budget. In the longer term enforcement would start through correspondence from Utility staff and could ultimately require Bylaw Enforcement staff time. With the exception of drought years and implementation of further restrictions, Bylaw enforcement is expected to require minimal resources and could be addressed with the 2017 operating budget submission.

Impact on Kelowna Parks and Civic Properties

Although the focus of these changes is on residential and commercial properties, there will be some impacts on irrigation of Kelowna's parks and civic properties, as the public will expect City properties to follow the same rules. Kelowna's parks system, comprising over 200 parks totaling over 1100 ha of which 150 ha are irrigated turf, is a significant water user. There are 348 separate irrigation systems and a total irrigation infrastructure valued at approximately $21 million. Parks and sport fields are not only important to local residents, they play a critical role in hosting major events, tournaments and generating tourism and economic activity. A Kelowna Tourism survey found that the number one reason for visiting Kelowna in July and August is "lake, beaches and parks", which are enjoyed by 88% of visitors.

Most parks can be maintained in acceptable condition with watering restrictions, but there are some challenges particularly for sport fields and beach parks. These are premium sites that receive very high levels of use from the general public, and are rented by user groups or event organizers who have high expectations regarding turf quality and safety. Some challenges include:

- Watering schedules are sometimes adjusted to accommodate outdoor events, park maintenance, or to minimize vandalism on a weekend. Staff may try to catch up with additional watering after a scheduled shut down.
- Watering less frequently requires longer sprinkler run times, which means that a large site can't be watered in one night within the 12AM – 6AM irrigation window. A large site may have to be watered every night, with different irrigation zones operating each evening.
- Aging infrastructure and soil conditions (e.g. very sandy soils in some beach parks) can make it challenging for staff to keep parks green without more frequent watering when conditions are very hot and dry.

Daytime watering is necessary for regeneration of sport fields, and this was a source of many complaints in 2015 after water restrictions were implemented. Sport fields are heavily booked in the Spring and Fall each year, and Summer is the only time available for scheduling field closures to allow maintenance and regeneration of worn areas and patchy turf. During a closure period, fields are aerated, top dressed and over seeded. Short cycles of day time watering are necessary during hot weather in order to keep new seed moist and repair damaged areas. However when daytime watering occurs, the sprinklers in any one location only operate for 5-10 minutes and the amount of night time watering is reduced, thus the total amount of water applied over 24 hours does not increase.

During periods of drought, staff may reduce watering on sport fields in areas outside of the playing surface. Turf can go dormant in areas that don't receive heavy play and still recover,

but allowing turf to go dormant on a field can significantly reduce the amount of play that is possible on a field and lead to more costly repairs.

If the recommendations are approved by City Council we would expect to bring a Bylaw forward in early 2016 addressing water restrictions and enforcement along with some additional unrelated housekeeping items.

Internal Circulation:
Sustainability Coordinator
Community Communications Supervisor
Utility Planning Manager
Bylaw Service Manager
Park Services Manager

Communications Comments:
Bylaw changes will be supported through corporate communications and the Water Smart conservation program. A review of the Water Smart program will take place in the spring of 2016.

Alternate Recommendation:
THAT Council receives the report Kelowna Water Utility – Consumption Update for information.

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

Submitted by:
K Van Vliet, Utility Services Manager

Approved for inclusion: Joe Creron, Divisional Director, Civic Operations

cc:
Sustainability Coordinator
Community Communications Supervisor
Utility Planning Manager
Director Civic Operations
Director Infrastructure
Bylaw Service Manager

Appendix A - Major Water Utility Service Areas

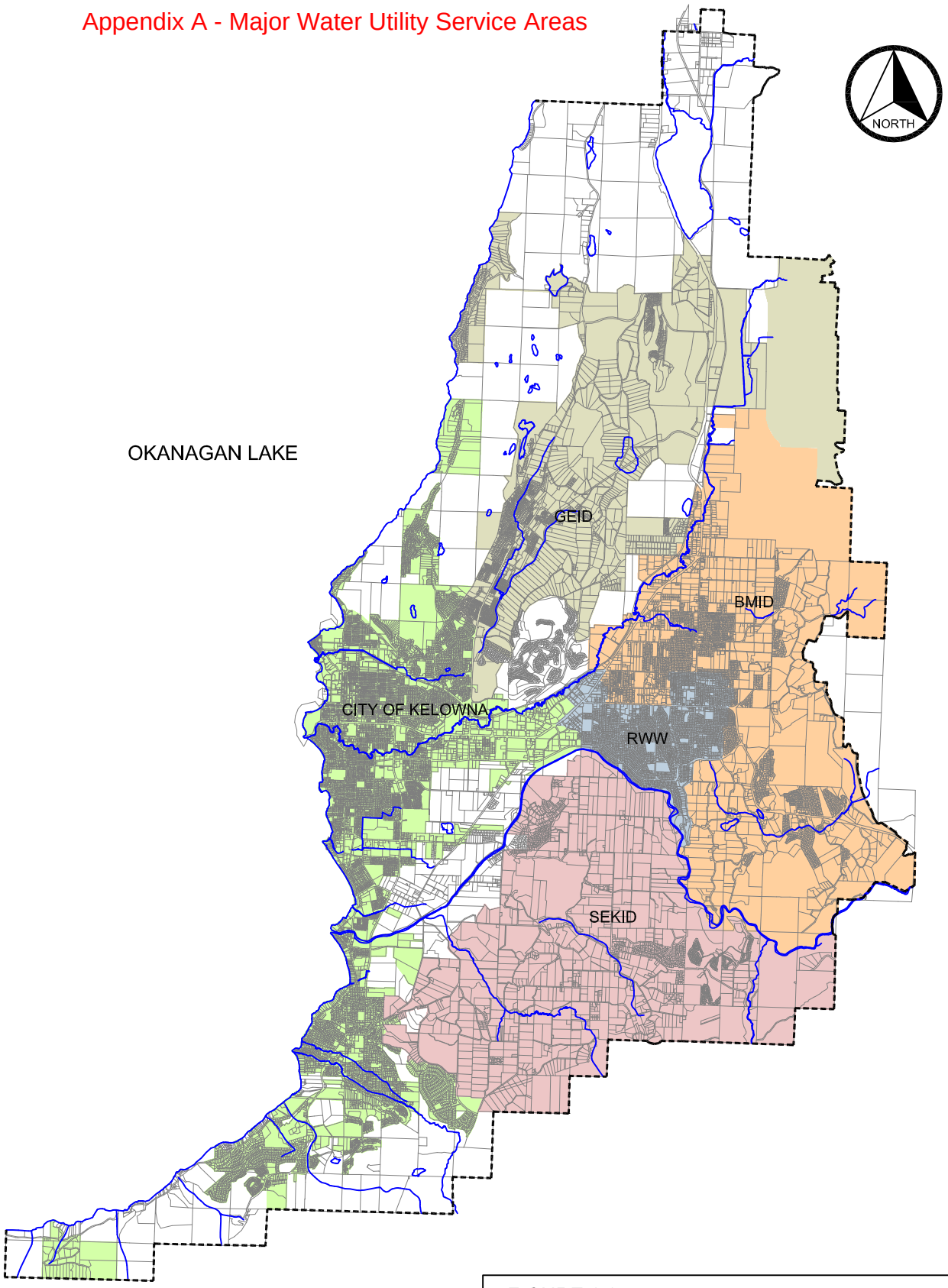


FIGURE 1.1
WATER UTILITY SERVICE BOUNDARY
SCALE 1:125.000

Agua Consulting Inc.
"Engineered Water Solutions"

Appendix B - 2010 Drought Response Plan

WATER SPRINKLING RESTRICTIONS

NORMAL CONDITIONS

a) **Domestic:** Odd numbered street addresses restricted to sprinkling on the odd numbered days of the month. Even numbered street addresses restricted to sprinkling on the even numbered days of the month. All properties may water on the 31st day of the month. Underground sprinklers restricted to operate between 10:00pm to 6:00am on the applicable day. Manual watering will be allowed between 600 am and 11:00 am and 6:00 pm and 12:00 pm

b) Industrial, Commercial, Institutional: Indoor use not restricted. Outdoor restrictions same as domestic underground sprinklers.

c) Class 1 Parks (High profile community parks, beach parks, sport fields, cemetery): Irrigate as required to maintain healthy sports fields to accommodate high level of activity.

d) Class 2 Parks (Neighbourhood parks, boulevards, medians): Irrigation **r**estricted to 5 days per week.

e) Class 3 Parks (Cul-de-sacs, green spaces): Irrigation restricted to 3 times per week

f) Golf Courses: Water use is metered and controlled with volumetric flow restrictions. Maximum water rate to golf course is 4.5 to 5.0 US gpm depending on soils, but can be buffered by on-site storage ponds.

g) Agriculture: Restricted to 4.5 to 5.0 US gpm/acre unless soils stipulate otherwise.

STAGE 1 – MILD DROUGHT (DRY):

a) **Domestic:** Same restrictions as NORMAL condition except no sprinkling on 31st day of month.

b) Industrial, Commercial, Institutional: Indoor use not restricted. Outdoor use the same as Domestic restrictions.

c) Class 1 Parks (High profile community parks, beach parks, sport fields, cemetery): Reduce normal volume by 10%.

d) Class 2 Parks (Neighbourhood parks, boulevards, medians): Same restrictions as NORMAL condition and reduce normal volume by 10%. Restricted to 5 days per week.

e) Class 3 Parks (Cul-de-sacs, green spaces): Reduce normal volume by 10% and restricted to 3 days per week.

f) Golf Courses: Same as NORMAL condition.

g) **Agriculture:** Same as NORMAL condition but reduce normal allotment by 10%.

STAGE 2 – MODERATE DROUGHT (VERY DRY):

a) **Domestic:** Sprinkling restricted to two (2) days per week and none on 31st day of month.

b) Industrial, Commercial, Institutional: Indoor use reduction expected with closer monitoring of high users. Outdoor use to be the same as Domestic restrictions.

c) Class 1 Parks (High profile community parks, beach parks, sport fields, cemetery): Reduce normal volume by 20%

d) Class 2 Parks (Neighbourhood parks, boulevards, medians): Reduce normal volume by 20% and restricted to 4 days per week.

e) Class 3 Parks (Cul-de-sacs, green spaces): Reduce normal volume by 20% and restricted to 3 days per week.

f) Golf Courses: Reduce consumption/total allotment by 20% of normal usage/allotment

g) **Agriculture:** Reduce consumption/ total allotment by 20% of normal usage/allotment

STAGE 3 – SEVERE DROUGHT (EXTREMELY DRY):

a) **Domestic:** All outdoor water prohibited except food gardens with hand watering by garden hose.

b) Industrial, Commercial, Institutional: Indoor – all unnecessary process uses prohibited. All Outdoor watering prohibited. Closer monitoring of high users.

c) Class 1 Parks (High profile community parks, beach parks, sport fields, cemetery): Reduce consumption by 35%. Restricted to 2 days per week.

Class 2 Parks (Neighbourhood parks, boulevards, medians): Reduce by 35% Restricted to 2 days per week

Class 3 Parks (Cul-de-sacs, green spaces): Reduce by 35%.Restricted to 2 times per week

d) **Golf Courses:** Reduce consumption/total allotment by 35% of normal usage/allotment

e) **Agriculture:** Reduced consumption /total allotment by 35% of normal usege/allotment

LOSS OF COMMUNITY SUPPLY (EMERGENCY):

a) **Domestic:** All water usage (indoor and outdoor) prohibited except for lifeline to maintain public health.

b) Industrial, Commercial, Institutional: All water usage (indoor and outdoor) prohibited except for lifeline to maintain public health.

c) Class 1 Parks (High profile community parks, beach parks, sport fields, cemetery): Water supply line shut off.

d) Class 2 Parks (Neighbourhood parks, boulevards, medians): Water supply line shut off.

e) Class 3 Parks (Cul-de-sacs, green spaces): Water supply line shut off.

f) Golf Courses: Water use prohibited.
Agriculture: All water use prohibited except water for livestock.

Appendix C- Communications Summary

2015 Watering Restrictions

Aug. 27, 2015

Updated Sept. 14, 2015

ADVERTISING

Print:

- Kelowna Capital News City in Action: July 31, Aug. 7, 12 & 14, Sept. 4, 11 & 18

Radio

- AM 1150: Aug. 10 – Aug. 30
- 100.7 FM: Aug. 10 -14

Online

- Castanet: Aug. 7 – Sept. 3

SOCIAL MEDIA

- Facebook
  - July 31; 759 people reached; 14 likes/comments/shares; 93 post clicks
  - Aug. 5; boosted post; 21,616 people reached; 235 likes/comments/shares; 807 post clicks
  - Aug. 11: Water Smart + Park and Play at Quilchena Park; 212 people reached, 3 likes/comments/shares; 3 post clicks
  - Aug. 14: Time of day just as important; 449 reached; 5 likes/comments/shares; 35 post clicks
  - Aug. 20; boosted post with FAQs (specific to our utility area postal codes); 12,482 people reached; 80 likes/comments/shares; 533 post clicks
  - Aug. 21: Water Smart + Park and Play at Jack Robertson Park; 87 reached; 1 like; 1 click
  - Sept. 8: Reminder of the watering restrictions; 186 reached; 1 click
  - Sept. 11: Pool drainage info and reminder of watering restrictions; 96 reached; 3 comments; 4 clicks
  - Sept. 18: Pool drainage info and reminder of watering restrictions
- Twitter (11,800 followers):
  - July 29 – announcing restrictions beginning Aug. 4
  - Aug. 4 – odd/even restrictions begin
  - Aug. 5 – odd/even restrictions reminder
  - Aug. 11 – Qs about watering restrictions? Visit our Water Smart table @ Park and Play (Quilchena)
  - Aug. 12 – Be Water Wise; post to support Value of Water CA contest
  - Aug. 20 – Watering restrictions link to FAQs (244 clicks on FAQ link)
  - Sept. 3 – Watering restrictions still in effect
  - Sept. 10 – Drought or no drought, it pays to be Water Smart
  - Sept. 14 – Reminder: watering restrictions remain in effect

MEDIA RELEASES

- News Release July 29, 2015
- PSA Aug. 4, 2015
- News Release Sept. 14, 2015

EARNED MEDIA

- July 29 – Castanet, AM 1150, Kelowna Capital News, Kelowna Now, Infotel, Kelowna Daily Courier
- Aug. 4 – Global (Vancouver), AM 1150, Kelowna Now, Kelowna Capital News, Castanet
- Aug. 5 – AM 1150
- Sept. 10 – AM 1150
- Sept. 14 – Kelowna Now, AM 1150, Kelowna Daily Courier

STATIC ADVERTISING

- TV Screens at Parkinson Recreation Centre, H20, & City Hall (Aug. – end of Sept.)
- Electronic Road Sign (limited to one for our purposes due to construction)
    - Gordon & Raymer (Aug. 4 – 10)
    - Clifton & Clement (Aug. 11 – 17)
    - Springfield & Spall (Aug. 18 – 24)

COLLATERAL MATERIAL

- Water conservation postcards that were already created for Waterkind consultant to hand out at Park and Play events. Key messages and FAQs also provided to Waterkind consultant for the following events:
    - Blair Pond, July 22
    - Kinsmen Park, July 23
    - Quilchena Park, Aug. 11
    - Jack Robertson Park, Aug. 21
- FAQs available at Aug. Park and Play events within the Kelowna Water Utility.
- Waterkind consultant attending a Strong Neighbourhood event (K.L.O Neighbourhood Association) on Sept. 19

EMAIL

- E-subscribe notice (environment and general channels) – July 29, Aug. 4, Sept. 14

OTHER

Corix Paper Billing

- Reminder on Corix water bills stating that odd/even watering restrictions are in place and to visit kelowna.ca/utilities for details (Aug 16/Sept 6/Sept 16 billing cycles).
- Basic watering restriction key messages provided to Corix customer service representatives.

Service Request System

- Added a 'Watering Restrictions' topic for residents to use.

City Hall Information Desk

- Key messages provided to City Hall information desk and staff on the first floor who interact with residents regularly.

WEBSITE (City of Kelowna)

- Watering restrictions highlight on kelowna.ca homepage (Aug. 4 – 30; Sept 8 - 14)
- Watering restrictions webpage: http://www.kelowna.ca/CM/Page2506.aspx
    - Details about the watering restrictions
    - Water utility map link
    - FAQs (includes directions to service request system)
    - Links to common irrigation system manuals

WEBSITE ANALYTICS

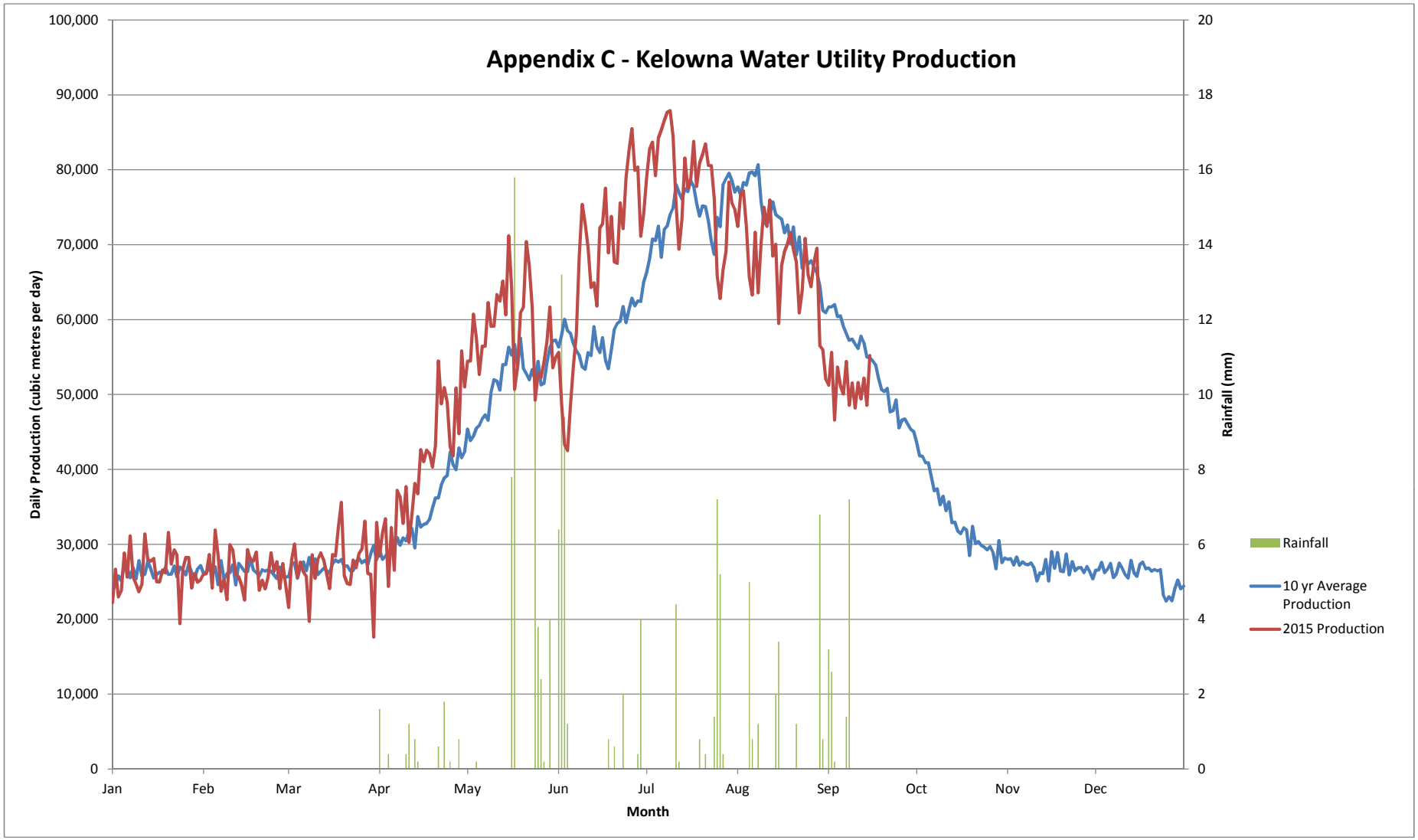
Watering Restrictions Page

	Page Views	Unique Page Views	Avg. time on page
2013 (July 27 – Sept 14)	207	165	1:06
2014 (July 27 – Sept 14)	210	161	0:36
2015 (July 27 – Sept 14)	6,855	6024	2:54

Water Smart Page

	Page Views	Unique Page Views	Avg. time on page
2013 (July 27 – Sept 14)	214	177	1:00
2014 (July 27 – Sept 14)	114	92	1:24

2015 (July 27 – Sept 14)	571	424	1:03


Appendix C - Kelowna Water Utility Production
Daily Production (cubic metres per day)
100,000
90,000
80,000
70,000
60,000
50,000
40,000
30,000
20,000
10,000
0
Rainfall (mm)
20
18
16
14
12
10
8
6
4
2
0
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
Month
Rainfall
10 yr Average Production
2015 Production

Appendix E

Summary* of Permanent Seasonal** Residential Irrigation Restrictions

Regional District of North Okanagan (GVW)	3 days / week based on odd/even addresses
Regional District of Central Okanagan	Odd/even watering restrictions
Regional District of Okanagan Similkameen	Generally permanent odd/even watering restrictions depending on the service area
Armstrong	Odd/even watering restrictions
Lake Country	Odd/even watering restrictions
Rutland Waterworks, Southeast Kelowna Irrigation District, Black Mountain Irrigation District, Glenmore Ellison Improvement District	Odd/even watering restrictions
West Kelowna	Odd/even watering restrictions
Peachland	Odd/even watering restrictions
Summerland	3 days / week based on odd/even addresses
Penticton	Odd/even watering restrictions
Kamloops	Odd/even watering restrictions
Metro Vancouver	3 days / week based on odd/even addresses
Capital Regional District	2 days / week based on odd/even addresses
Prince George	Odd/even watering restrictions

*based on website published information

** Some restrictions are year round, others for the irrigation season

KELOWNA WATER UTILITY

Consumption Update

KELOWNA WATER UTILITY

- Approximately 17,000 service connections
- Serving just over half the population
- Rest served by Improvement Districts, the 4 largest are:
  - Black Mountain Irrigation District
  - Glenmore Ellison Improvement District
  - Rutland Waterworks
  - South East Kelowna Irrigation District

KELOWNA WATER CONSERVATION

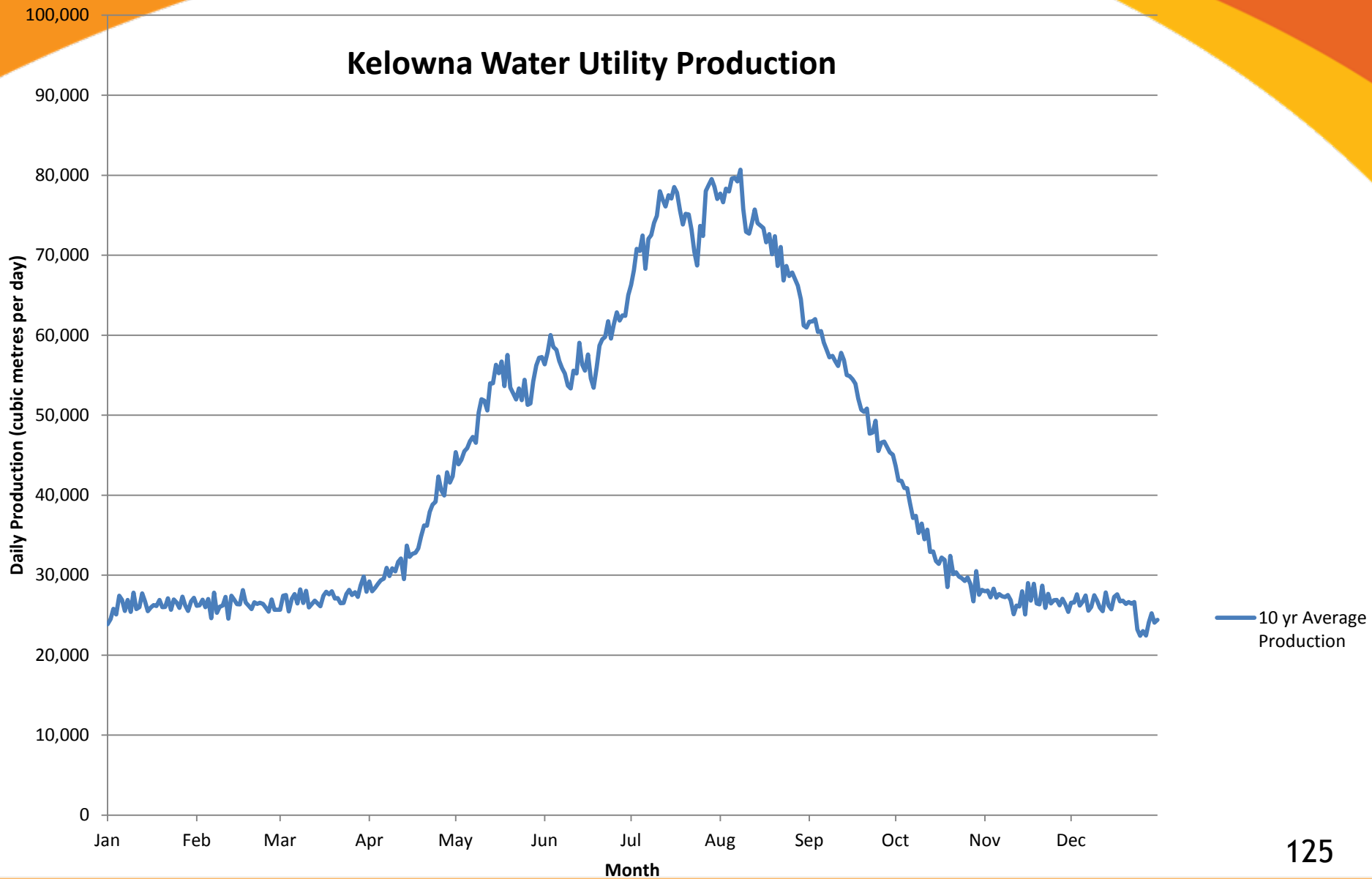
- Over last 20 years per capita consumption from single family homes dropped >20%
  - Universal water metering
  - Increasing block rate structure
  - Community conserving water
  - Lower flow fixtures

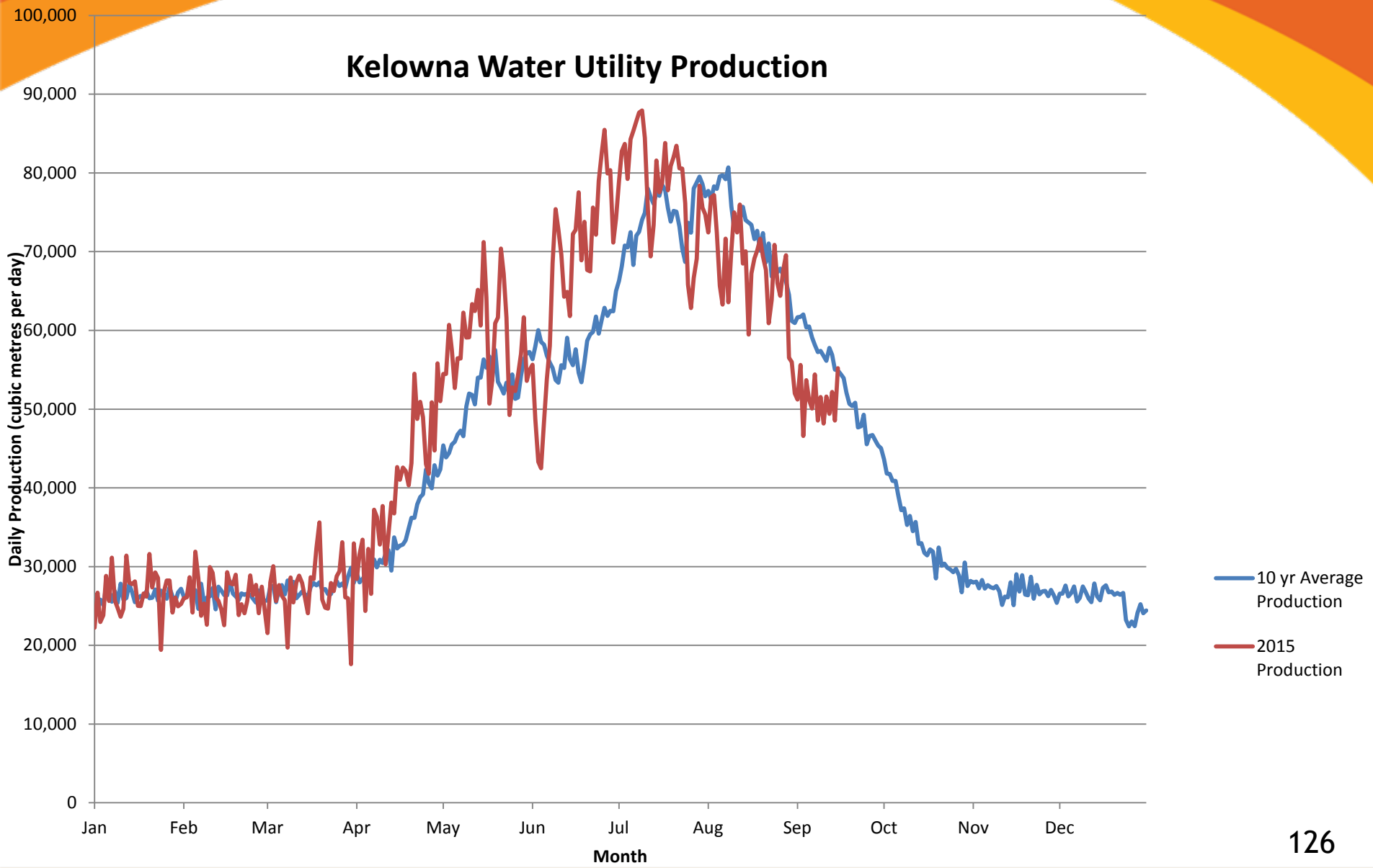
DROUGHT…

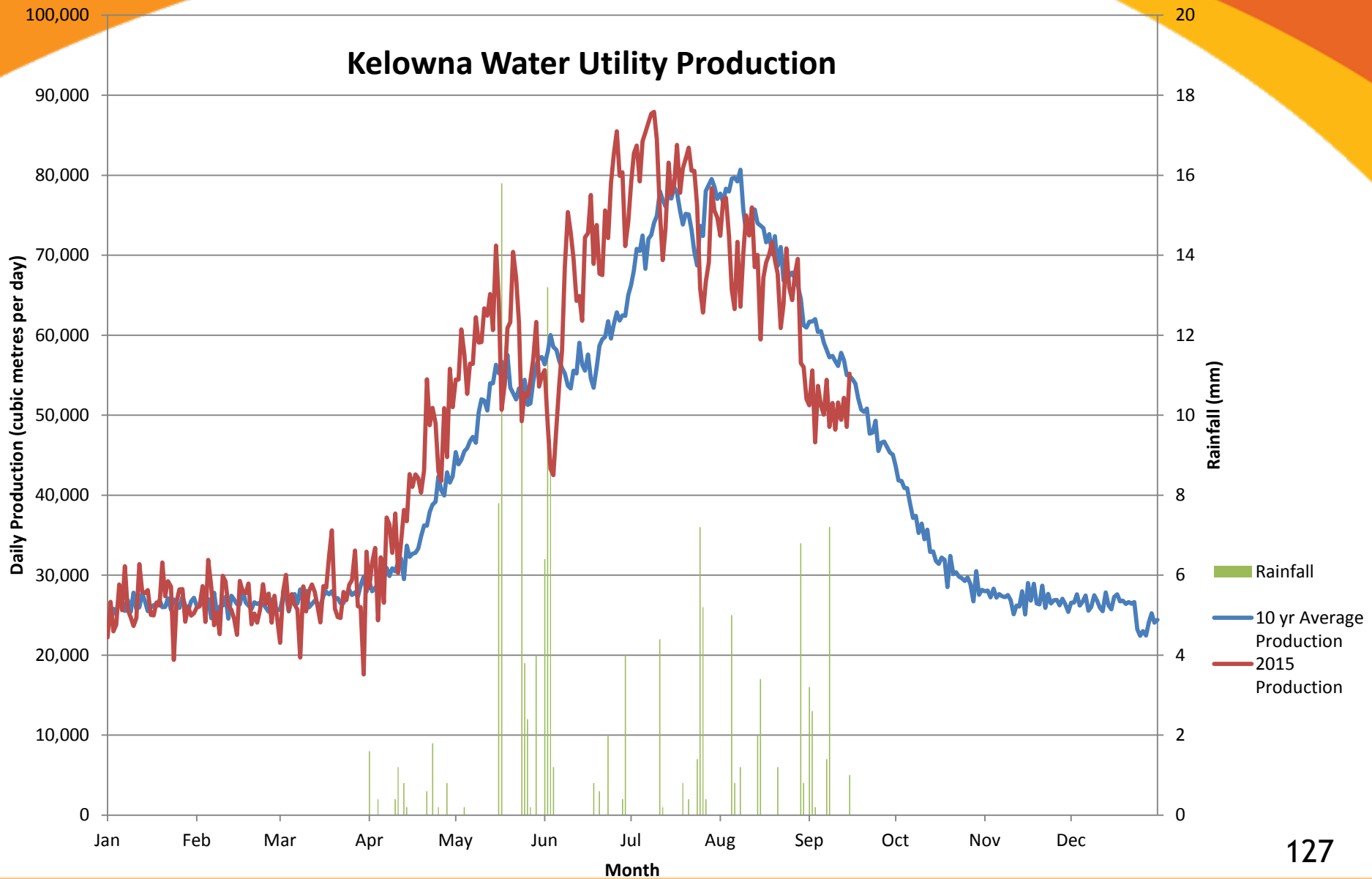
- July 17 Province declared Okanagan Valley at Level 3 Drought
- July 27, increased to Level 4
- Both request 30% voluntary water use reduction

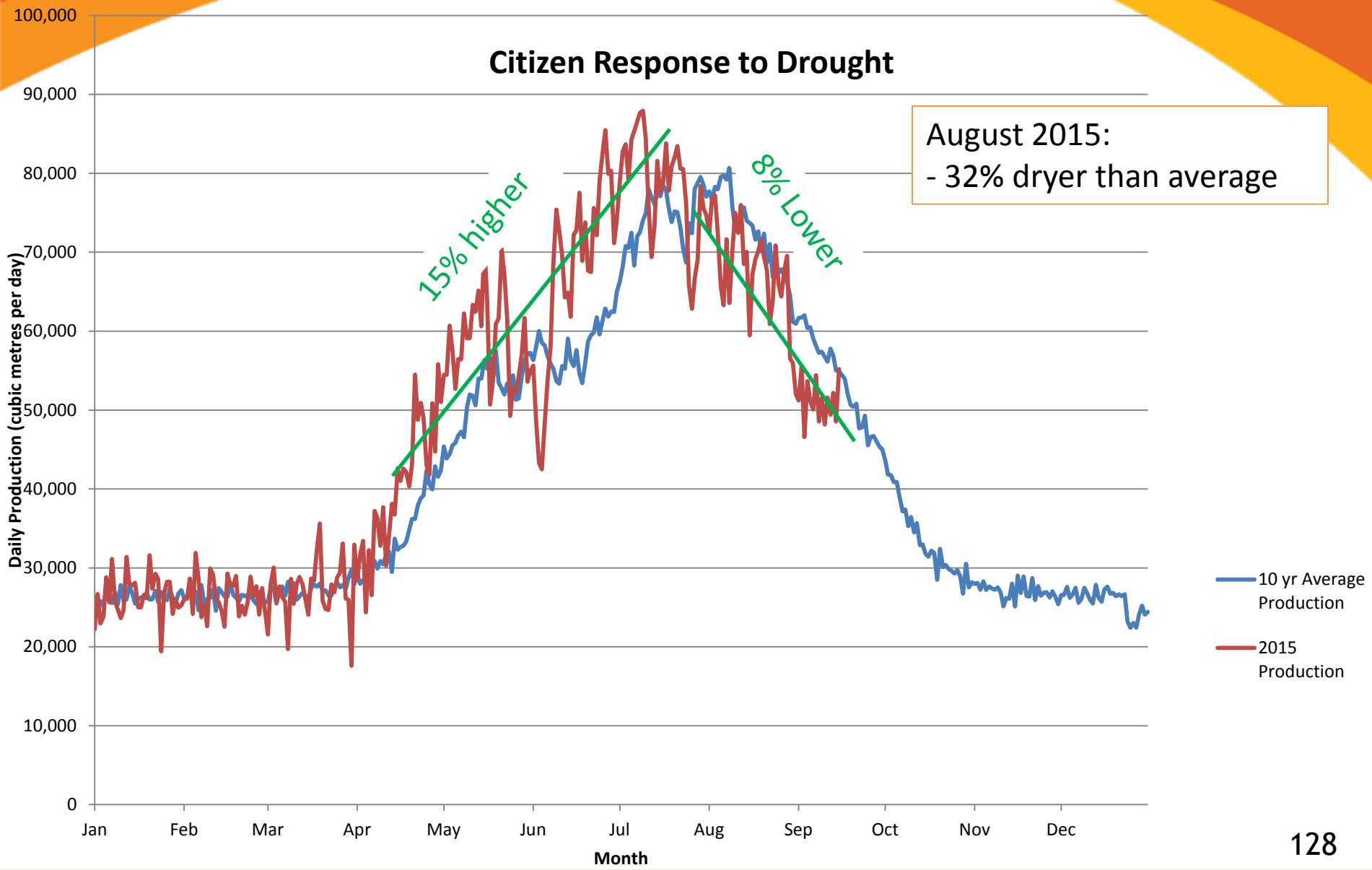
…DROUGHT

- August 4 City Implemented Stage 1:
  - Odd/even irrigation
  - Parks reduced water consumption
  - Public Communications
    - Print and radio ads
    - Billing reminder
    - Road sign
    - Website / Social media


Kelowna Water Utility Production
Daily Production (cubic metres per day)
100,000
90,000
80,000
70,000
60,000
50,000
40,000
30,000
20,000
10,000
0
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
Month
10 yr Average Production


Kelowna Water Utility Production
Daily Production (cubic metres per day)
100,000
90,000
80,000
70,000
60,000
50,000
40,000
30,000
20,000
10,000
0
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
Month
10 yr Average Production
2015 Production


Kelowna Water Utility Production
Daily Production (cubic metres per day)
100,000
90,000
80,000
70,000
60,000
50,000
40,000
30,000
20,000
10,000
0
Rainfall (mm)
20
18
16
14
12
10
8
6
4
2
0
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
Month
Rainfall
10 yr Average Production
2015 Production


Citizen Response to Drought
August 2015:
- 32% dryer than average
15% higher
8% Lower
Daily Production (cubic metres per day)
100,000
90,000
80,000
70,000
60,000
50,000
40,000
30,000
20,000
10,000
0
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
Month
10 yr Average Production
2015 Production

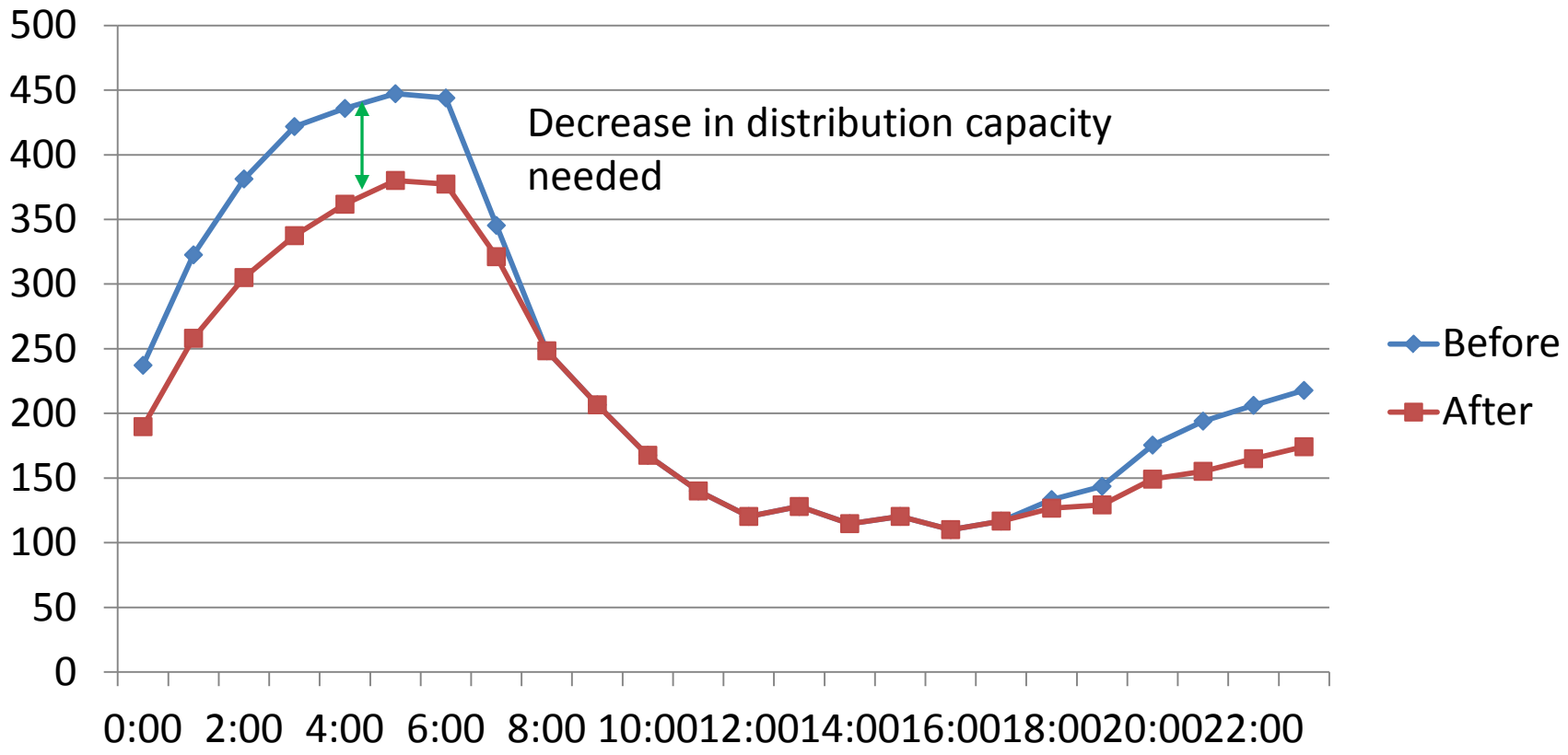
RESPONSE TO DROUGHT

- Kelowna user response to drought was significant
  - Daily use dropped from 15% above average to 8% below average
  - Drought awareness and irrigation restrictions

IRRIGATION RESTRICTIONS - BENEFITS…

- Main benefit is reducing peak to distribution system
  - Only half users can irrigate on any one day
  - Extend life of distribution infrastructure, or allow smaller infrastructure
- Estimated 0-10% water reduction long term

SAMPLE IMPACT OF RESTRICTIONS ON PEAK



…IRRIGATION RESTRICTIONS BENEFITS

- More consistent rules and process for all Kelowna and Okanagan Value users
  - Kelowna only major city without irrigation restrictions
- Enhance culture of conservation
- Promotes healthier, resilient lawn

IRRIGATION RESTRICTIONS - CHALLENGES

- User effort
  - Program controllers
  - Be attentive to day of week
  - Some large lot challenges (exemptions if meeting intent)
  - Public expectation / impact on parks

RECOMMENDATIONS

- Receive report for information
- Council direct staff to implement permanent odd/even water restrictions
- Bylaws be amended to implement restrictions and allow for effective enforcement options

Report to Council

Date: October 5, 2015

Rim No. 0710-01

To: City Manager

From: Sandra Kochan, Cultural Services Manager

Subject: Overview of 2016 Cultural Grants

Recommendation:

THAT COUNCIL receives, for information, the overview of 2016 Cultural Grants as contained in the report dated October 5, 2015 from the Cultural Services Manager;

AND THAT COUNCIL approves the guidelines for the 2016 Professional Operating Grants, the 2016 General Operating Grants, the 2016 Project Grants and the 2016 Organization Development Grants as recommended in the report dated October 5, 2015 from the Cultural Services Manager;

AND FURTHER THAT COUNCIL directs staff to provide, for information, a list of the 2016 recipients in the Operating, Project and Organization Development programs, as well as a summary of achievements, benefits and impact arising from grants awarded in these programs in 2015.

Purpose:

To provide an overview of grant programs and processes to be administered by the Cultural Services Branch for 2016. In early 2016, following the grant adjudication process, staff will provide the list of 2016 recipients and a summary of achievements, benefits and impacts arising from grants awarded in 2015.

Background about the grant programs:

A. Professional Operating Grants

The purpose of professional operating grants is to provide consistent and reliable annual support to professional, established non-profit arts and cultural organizations which provide impactful, quality programs and services, demonstrate sustainable operations and contribute to the realization of the City's cultural vision, principles and goals.

The proposed 2016 guidelines are attached as Appendix A. These are new guidelines, developed in anticipation of the entrance of new organizations into the program in 2016 and

subsequent years. Guidelines were prepared in reference to a number of resources, including similar programs in other British Columbia jurisdictions.

Guidelines and other materials will be downloadable from the City's website. Applications will be accepted from mid-October to December 17, 2015.

In 2015, three organizations (Okanagan Symphony, Ballet Kelowna, Alternator Centre for Contemporary Art) received a total of $110,000 through this program.

Notable highlights from the guidelines are:

- Applicants must be in operation for at least five years with professional artistic and administrative staff leadership, a proven record of delivering quality artistic programs in the community, an annual cash budget of at least $200,000, and an active Board of Directors with a clear governance role. Artistic contributors must be compensated at standard rates.
- As has been done for the last six years, evaluation of applications is through staff review, with funding recommendations brought forward for approval by City Council in February 2016. Organizations receiving funding through this program will provide an annual report to Council as Public-in-Attendance in spring 2016.
- Assessment criteria include Administration, Artistic Programs, Participation and Impact, Financial Management and Governance.
- In order to accommodate more entrants into the program, funding adjustments of up to 15% of any previous grant may occur. Adjustments of more than 15% will require advance notice, consistent with 'fair notice' policies used by many public sector funding agencies.

B. General Operating Grants

This program aims to provide annual assistance to non-profit arts, culture and heritage organizations which provide impactful, quality programs and services, demonstrate sustainable operations and contribute to realization of the City's cultural vision, principles and goals. Most organizations benefiting from this program are small, volunteer-led organizations providing a wide range of arts, culture and heritage programs for the community.

The proposed 2016 guidelines are attached as Appendix B. Guidelines, application forms and other materials will be downloadable from the City's website. Applications will be accepted from mid-October to December 4, 2015.

In 2015, 15 organizations received a total of $109,300 through this program, with no change to the funding level proposed for 2016.

The general objectives and administration process for General Operating Grants have not changed for 2016. However, eligibility (Section 1) and evaluation criteria (Schedule 1) have been clarified for the benefit of both applicants and evaluation panels and conditions of funding (Section 6) have been added.

C. Project Grants

Project Grants provide assistance to non-profit organizations which provide festivals, events or special projects which are publicly accessible and prominently feature arts, culture and heritage. Organizations need not be from the arts, culture or heritage sector but must,

through their application, demonstrate that their initiative has an arts, culture or heritage focus. Support is provided on a matching basis for up to 50% of the project cost, and is available for up to three years. This program has provided valuable 'seed money' for various new festivals and events in the last six years, and has also supported the creation of new artistic works and collaborations.

The proposed 2016 guidelines are attached as Appendix C. Guidelines and other materials will be downloadable from the City's website. Application forms are available from Cultural Services staff and will be accepted from mid-October to December 4, 2015.

In 2015, 15 organizations received a total of $70,000 through this program. In 2016, $55,000 will be available for Project Grants, and $15,000 will be allocated for Organization Development Grants, described in the next section of this report.

In addition to clarification of eligibility (Section 1) and evaluation criteria (Schedule 1), and the addition of Conditions of Funding (Section 6), there are several other changes to this program:

- Effective in one years' time, for the 2017 grant cycle, organizations may access the Project Program for a maximum of three years for the same project. Previously, the guidelines specified a maximum of three consecutive years, which meant that applicants sometimes returned to the program with the same project after a one-year hiatus to access funding for a fourth time. In order to ensure the entrance of fresh ideas and new projects into the program, the three-year limit has been imposed.
- Applicants are strongly encouraged to ensure that arts, culture or heritage professionals are engaged in a leadership role for projects. This has been an identified weakness with project proposals in the past.
- Organization Development Grants, which were previously a part of this program, will have separate guidelines and a separate application date, starting in 2016.

D. Organization Development Grants

City of Kelowna support for organization development projects was introduced in 2014 as part of the Project Grant program. This support assists non-profit arts, culture and heritage organizations in undertaking activities or initiatives which develop the organization's capacity and sustainability.

Organizational capacity and sustainability describes a suite of planning and development tasks which are typically beyond the scope of normal day-to-day operations. These tasks usually fall within the purview of the organization's Board and management staff, but may also be led by committees, task forces or advisory groups.

Examples of capacity and sustainability projects are: building excellence in Board governance, strategic planning, leadership training for Board members, staff or volunteers, fund development, certification or accreditation, audience development, market research, data capture and analysis, succession planning, and program evaluation.

Broadly-stated outcomes of an organization development project include an enhanced ability to adapt to change, to build strength and resilience, to accumulate working or 'risk' capital, and deliver impactful programs and services in the community.

Funding is used to pay for consulting services or for tuition in reputable programs. Organization Development grants are provided on a matching basis of up to 50% of the total

project cost, to a maximum of $10,000. Organizations are expected to invest their own resources in these projects.

Effective for the 2016 grant cycle, this program has separate guidelines and evaluation criteria, and a new application deadline of April 29, 2016 which will accommodate same-year applications from organizations receiving feedback on their 2016 operating grant applications. This means that support for organization development projects is available in the same year that development issues are identified, and enables an organization to address these issues in a more timely manner without the need to wait for the following year's grant cycle.

Guidelines for the Organization Development grants are provided as Appendix D.

Program activity
A chart summarizing applications and grant awards in the Operating and Project programs for the years 2010-2015 is included as Appendix E.

Program promotion and information
Cultural Services staff ensures that program guidelines and application forms are posted on the City website.

Packages with printed guidelines and forms are also available at information workshops and on request. The majority of applicants access the materials through email and online.

Through the City's e-subscribe service and a database of contacts and past applicants, the City distributes an email bulletin announcing that guidelines and application forms are available. This is supported by news releases and occasional paid advertising.

Three public information workshops are scheduled to help attendees with the 2016 application process. All workshops are held at the Kelowna Community Theatre Black Box venue, and pre-registration is requested:

Tuesday, October 13, 2015
Workshop #1 – 10:00 a.m. to 12 Noon
Workshop #2 – 3:00 p.m. to 5:00 p.m.
Wednesday, October 14, 2015
Workshop #3 – 10:00 a.m. to 12 Noon

Registration for grant information workshops will be available on line at kelowna.ca or by phoning 250-469-8800.

At each workshop, attendees are introduced to the program guidelines, application forms and evaluation process, and also have the opportunity to work through sample applications and evaluations to aid their understanding of what makes an application successful.

Working with applicants
Cultural Services staff work closely with applicants at all stages of the annual grant cycle. This working relationship ensures that staff:

- can assist applicants in ensuring that they are applying in the appropriate program;
- can bring together initiatives and organizations which might benefit from collaboration, or eliminate project overlap and duplication;
- learn directly from applicants how grant processes and forms can be improved;

- can guide applicants and organizations in the development of high-quality programs and services which are aligned with City of Kelowna goals and objectives.

Feedback from grant applicants about the assistance provided by staff has been very positive. The majority of applicants indicate that information provided by staff was helpful and clear, and that the process is well managed.

General Operating and Project grants: the role of the Central Okanagan Foundation
The Central Okanagan Foundation has worked with Cultural Services since 2010 to administer an independent, arms length evaluation process for both General Operating and Project grants. This relationship will continue for 2016. The Foundation will receive a fee of $10,000. The Foundation's role is to:

- Recruit the Adjudication Committees, provide applications to the committee members and convene and facilitate the committee meetings where grant recommendations are formulated; and
- Prepare the grant recommendations and deliver them to staff for presentation to Council.

The underlying principles of the review process administered by the Central Okanagan Foundation as a third party agency are fairness, transparency and independence.

Composition of the grant review committees
The Central Okanagan Foundation, in consultation with Cultural Services, determines the composition of grant review committees. Six committee members (with alternates) are selected for each program. They are selected based on their experience, merit and familiarity with grant processes and the local arts, culture and heritage community. To the extent possible, the committees will also reflect the diversity of the community at large and the range of disciplines and activities reflected in the list of applicants.

The work of committee members is governed by Terms of Reference prepared by the Central Okanagan Foundation. The Terms of Reference include clear procedural direction in the event of a real or perceived conflict of interest. Committee meetings are chaired by the Foundation's Director of Grants & Community Initiatives.

Since 2011, each Operating and Project grant committee has included one experienced grant adjudicator from Vancouver and it is proposed that this practice continue. Associated fees and expenses will be paid by the Central Okanagan Foundation as part of its Agreement with the City.

A summary of the grant process for 2016 is provided in the following chart:

PHASE ONE Oct-Dec 2015 Application Preparation & Intake	PHASE TWO Nov 2015-Jan 2016 Review Committees & Review Process	PHASE THREE Jan-Feb 2016 Grant Awards & Distribution
Publication of guidelines and application forms (Oct)	COF convenes and trains two committees for General Operating & Project grants (Oct-Nov)	Staff contacts all applicants to advise on results and provide feedback from Committee review (late Jan/early Feb)
Two public information workshops (Oct)	Committees receive and complete independent review of all applications (Dec-Jan)	Staff report to Council re: grant awards (early Feb)
Staff support for applicants preparing applications (Nov)	Each committee meets in roundtable to decide on grant awards (Jan)	Follow up correspondence from staff to all applicants (Feb)
Application deadline Dec. 4	Committee minutes prepared and provided to staff (Jan)	Grant awards paid to recipients prior to end of February
Staff screening of applications Dec. 7-11		
Applications to Central Okanagan Foundation (COF) by Dec. 14		

Accountability and performance measures
All grant recipients are required to acknowledge City of Kelowna funding, primarily through use of the City logo in an approved manner on promotional materials. Cultural Services staff monitors this recognition on an ongoing basis and follows up with recipients as needed.

Recipients are also required to file a final report within a prescribed timeline describing their use of City of Kelowna funding and the benefits and impact achieved. Failure to provide a report will disqualify an organization from making an application to any program in the future.

Information provided in the reports is helpful to Cultural Services in a variety of ways, including documenting successes, measuring community participation and benefit, tracking program types and trends and generating ideas for further cultural programming.

Internal circulation:
Director, Active Living & Culture
Communications Advisor

Existing Policy:
Council Cultural Policy 274 provides in part:

- 'The City of Kelowna Cultural Services Branch funds annual operating grants for local Arts, Culture and Heritage organizations. These grants are evaluated and recommended for approval by Council in an arms' length process administered by an external organization.'
  and
- 'The City of Kelowna Cultural Services Branch funds annual project grants for community festivals, and other events and projects that have a focus on arts, culture and heritage. These grants are evaluated and recommended for approval by Council in an arms' length process administered by an external organization.'

External Agency/Public Comments:
The Central Okanagan Foundation has been consulted in the preparation of this report.

Considerations not applicable to this report:
Legal/Statutory Authority
Legal/Statutory Procedural Requirements
Financial/Budgetary Considerations
Personnel Implications
Communications Comments
Alternate Recommendation

Submitted by:

S. Kochan, Cultural Services Manager

Approved for inclusion: J. Gabriel, Director, Active Living & Culture Division

Attachments:
Appendix A – 2016 Professional Operating Grant Guidelines
Appendix B – 2016 General Operating Grant Guidelines
Appendix C – 2016 Project Grant Guidelines
Appendix D – 2016 Organization Development Grant Guidelines
Appendix E – Grant Summary 2010-2015

cc: Director, Active Living & Culture
Communications Advisor
Director of Grants & Community Initiatives, Central Okanagan Foundation

OPERATING - PROFESSIONAL

City of Kelowna

2016 Cultural Grants – Professional Operating Program GUIDELINES

Deadline: Thursday, December 17, 2015 at 4:00 p.m. PST

If you have questions after reviewing these guidelines, you can obtain more information from Cultural Services staff. Please contact staff well in advance of the deadline:

Sandra Kochan, Cultural Services Manager
250-469-8935
skochan@kelowna.ca

Submit required materials by the deadline to:

2016 Professional Operating Grants
City of Kelowna Cultural Services Branch
Glenmore Office*
#105 – 1014 Glenmore Drive
Kelowna, BC V1Y 4P2
HOURS: Monday to Friday, 8:30 a.m. to 4:30 p.m.

**located at the corner of Mountain Avenue and Glenmore Drive*

CITY OF KELOWNA CULTURAL SERVICES BRANCH

The City of Kelowna's Cultural Services Branch is part of the Active Living & Culture Division and it administers a number of programs and services to advance the vision and goals of Kelowna's Cultural Plan 2012-2017, the Official Community Plan and Cultural Policy 274.

VISION:

A community which is thriving, engaging and inspiring.

GUIDING PRINCIPLES:

- Accessibility, diversity and inclusion: lifelong access for all to cultural engagement and participation
- Accountability and fiscal responsibility: using municipal resources effectively and efficiently
- Innovation: being leaders in finding new solutions
- Optimizing value: generate more value and impact from existing resources
- Partnerships and collaboration: work with others to leverage energy, talent and resources

GOALS 2016-2017:

Cultural vitality:

- Foster cultural leadership and artistic excellence
- Integrate local heritage as part of cultural vitality
- Enhance cultural vitality at street level: make arts, culture and heritage more visible, particularly in urban centres, neighbourhoods and public spaces; increase the number of people who attend and participate in arts, culture and heritage offerings
- Build cultural citizenship and creative fitness: encourage individual expression and participation in arts, culture and heritage activity; youth engagement and arts education; outreach and creativity to reduce barriers to individual expression and participation.

Strengthening the cultural ecosystem:

- Capitalize on culture for tourism and the economy: activities and programs which promote and raise the cultural profile of Kelowna for both residents and visitors; contributing to a robust and dynamic creative economy through professional development and remunerated activity of artists and cultural workers;
- Connect the cultural community; use a collaborative approach to reach across disciplines and sectors to enhance operational effectiveness and delivery of impactful programs in the community.

Professional Operating Grants are one of many grant programs provided by Cultural Services and the City of Kelowna. Information about other grant opportunities is available on the City's website: Home Page/City Hall/Council/Grants

At www.kelowna.ca, learn more about:
Cultural Plan: Home Page/Residents/Arts, Culture & Heritage/Cultural Plan
Official Community Plan: Home Page/Residents/City Planning/Community Plan
Cultural Policy 274: Home Page/City Hall/Council/Policies

1.0 PROFESSIONAL OPERATING PROGRAM OBJECTIVES AND DESCRIPTION

1.1 Objectives:

This program aims to provide consistent and reliable annual support to professional, established non-profit arts and cultural organizations which provide impactful, quality programs and services, demonstrate sustainable operations and contribute to realization of the City's cultural vision, principles and goals.

Support provided by the City of Kelowna will assist these organizations with operational sustainability and enable development and delivery of their programs and services in the community. Support is provided on an annual basis.

1.2 Organization profile:

Organizations participating in this program are Kelowna-based, established, professional non-profit arts and cultural organizations that have a mission to develop, create, produce, present and disseminate artistic work in any artistic discipline (Aboriginal arts, community arts, dance, interdisciplinary, literary, media, multidisciplinary, music, theatre, visual arts).

They have been incorporated for at least five (5) years and are guided by a clear and relevant mission and long-term goals and strategies. They are experienced in consistently developing and delivering programs and/or services which are artistically strong, with proven impact in the community. Led by full-time, paid professional staff (artistic and administrative), they are operating with a well-developed administrative structure, stable financial resources and planning, and an active Board of Directors with a clear governance role.

1.3 Eligibility:

To participate in this program, the organization must:

- Be a registered non-profit society or a registered charity with the Canada Revenue Agency (CRA) and be registered for at least five (5) years at the time of the application deadline
- Be physically located, have an active presence and have programs and services delivered within the City of Kelowna for at least three (3) years at the time of the application deadline
- Have an established body of high quality work or services with a track record of consistent delivery and demand
- Have received at least two (2) consecutive Operating or Project Grants from City of Kelowna Cultural Services
- Compensate professional artists at standard rates
- Have an independent Board of Directors composed of volunteers and representative of its mission and audience. Directors must:
    - Meet the minimum statutory requirements imposed by the relevant incorporation statute (i.e. BC Society Act)
    - Not be remunerated for their services as Director (except for reimbursement of reasonable expenses) nor hold concurrent staff positions; and
    - Function in a governance role and be active in policy, planning, legal and fiduciary responsibilities
- Have full-time professional and paid leadership (artistic and administrative) – minimum 1 FTE
- Have well-developed administrative systems, including financial, human resources and communications
- Have financial resources and practices including:
    - For organizations entering the program in 2016 or subsequent years: sustained average annual cash budget of at least $200,000;
    - Diverse income including earned revenue, private sector sponsorships, donations and public sector support
    - Independently-prepared professional financial statements (audit or review engagement)

1.4 Ineligible organizations are:

- Publicly funded or private educational institutions (public schools, universities, colleges, training organizations)
- Organizations which do not have arts and cultural mandates
- Organizations whose operations and activities are not consistent with the program objectives, description and/or eligibility requirements
- Organizations which operate City-owned facilities and receive City of Kelowna support through a Lease & Operating Agreement
- Organizations which deliver services and receive City of Kelowna support through a Service Agreement

1.5 Ineligible activities are:

- Deficit reduction
- Bursaries or scholarships
- Acquisition of real property
- Development of capital proposals or feasibility studies

2.0 APPLICATION PROCESS

Due to the nature of the eligibility criteria for this program, application forms are available only through the Cultural Services office and will not be published on-line. Please contact Sandra Kochan, Cultural Services Manager, (250) 469-8935, skochan@kelowna.ca to discuss eligibility for this program and obtain more information.

Eligible applicants will submit a package of requested materials to Cultural Services by the program deadline, 4 p.m. PST, Thursday, December 17, 2015. Incomplete or late applications will not be accepted. Receipt of a complete application prior to the deadline does not guarantee funding.

3.0 ASSESSMENT CRITERIA

The criteria listed below and in Schedule 1 represent 'good' practices for established professional non-profit arts and culture organizations. Assessment will be based on the degree to which organizations meet the criteria, based on the information they provide. All organizations are unique, and will be at different stages in their lifecycle; there is no expectation that an organization must be demonstrating exceptional performance in all areas in order to receive funding support. However, the assessment criteria provide an objective framework within which the organization's overall performance can be considered, and form the basis for constructive feedback to the organization.

Criteria are weighted and grouped into five (5) categories:

- Planning, Leadership and Administration (15%)
- Artistic Programs and Services (30%)
- Participation and Impact (30%)
- Financial Management (15%)
- Board and Governance (10%)

Detailed criteria are listed in Schedule 1 of these Guidelines.

4.0 ASSESSMENT AND APPROVAL PROCESS

4.1 Staff Review:

Applications in this program are evaluated through Cultural Services staff review, which provides an opportunity for deeper analysis than would be possible through an independent committee. Staff may call upon experienced sector or discipline experts from other communities or funding agencies in an advisory capacity when circumstances warrant and may also consider input from the City of Kelowna's Finance Department.

4.2 Interview:

Following completion of staff review, applicants (typically represented by one management staff person and one Board member), are invited to an interview with the Cultural Services Manager to discuss review findings, build understanding about how the organization will address any concerns arising, and engage in broader dialogue about the health of the sector, trends, and how the City of Kelowna can improve its service to the sector.

4.3 Notification:

Following the interview, a staff report to City Council with funding recommendations will be prepared and applicants will receive notification of the funding recommendations along with feedback arising from the review process.

4.4 Funding Reductions and Fair Notice:

The City of Kelowna may, in order to accommodate increasing demand in this program, reduce an organization's funding in any year by up to 15% of the organization's previous grant without advance notice. If the City wishes to reduce an organization's funding by more than 15%, the City will give the organization at least 12 months' advance notice of the proposed reduction.

4.5 Request for Clarification/Request for Reconsideration:

Applicants who do not agree with a funding recommendation may request further clarification from staff, or if still in disagreement after clarification, may make a formal request for reconsideration by the Director of the Active Living & Culture Division. In the event of a formal request for reconsideration, the City may delay distribution of some or all of the funds in this program until all of the recommendations have been resolved and approved by Council.

4.6 Council Approval/Distribution:

Following presentation of the staff report and approval of funding recommendations by City Council, applicants will receive a cheque and an accompanying confirmation letter detailing any terms and conditions, feedback or follow up items. Funding amounts approved by City Council are final.

4.7 Annual Report:

Organizations receiving funding through this program provide an annual report directly to City Council as Public-in-Attendance. Dates and formats for these presentations are arranged through the Cultural Services Manager.

5.0 PROGRAM TIMELINES

A typical timeline appears in the table below. The timeline is subject to change.

Deadline	Staff Review	Interview	Council Approval	Distribution	Annual report
Dec 17 2015	Early Jan 2016	Late Jan 2016	Early Feb 2016	By end Feb 2016	Spring 2016

6.0 CONDITIONS OF FUNDING

In addition to any specific terms and conditions which may arise from the annual review process, the conditions below will apply to any organization receiving funding from this program:

- Grant funds must be applied to current expenses and must not be used to reduce or eliminate accumulated deficits or to retroactively fund activities;
- The organization will make every effort to secure funding from other sources as indicated in its application;
- The organization will maintain proper records and accounts of all revenues and expenditures relating to its activities and, upon the City's request, will make all records and accounts available for inspection by the City or its auditors;
- If there are any changes in the organization's activities as presented in its application, Cultural Services must be notified in writing immediately and approve such changes;
- In the event that the grant funds are not used for the organization's activities as described in the application, they are to be repaid to the City in full. If the activities are completed without requiring the full use of the City funds, the remaining City funds are also to be returned to the City;
- The organization must acknowledge the financial assistance of the City of Kelowna on all communications and promotional materials relating to its activities, such as programmes, brochures, posters, advertisements, websites, news releases and signs. Acknowledgement is provided by using the City of Kelowna logo in accordance with prescribed standards;
- Receipt of a grant does not guarantee funding in the future.

7.0 CONFIDENTIALITY

All documents submitted by Applicants to the City become the property of the City. The City will make every effort to maintain the confidentiality of each application and the information contained therein except to the extent necessary to communicate information to staff and assessors for the purposes of evaluation, administration and analysis. The City will not release any of this information to the public except as required under the Province of British Columbia *Freedom of Information and Protection of Privacy Act* or other legal disclosure process.

8.0 CONTACT INFORMATION

Staff:	Sandra Kochan, Cultural Services Manager
Address:	105 – 1014 Glenmore Drive Kelowna, BC V1Y 4P2
Phone:	(250) 469-8935
Hours:	Monday – Friday, 8:30 a.m. to 4:30 p.m.
Email:	skochan@kelowna.ca
Website:	kelowna.ca/culture

	SCHEDULE 1 – DETAILED ASSESSMENT CRITERIA
Planning, Leadership and Administration 15%	There are clear and realistic goals with measurable actions and the required resources to implement them. They are linked to the mission, provide overall direction for the organization and drive day-to-day operations.
	There are appropriate positions and structures in place to support operations, programs or services and align with mission, goals and strategies.
	Executive Director (or equivalent) has appropriate experience in non-profit management, a good understanding of the sector, recognized locally and beyond as leader and influencer.
	Artistic Director (or equivalent) has appropriate experience and qualifications, good understanding of artistic practice and sector, established reputation for high quality work and vision, recognized locally and beyond as leader and influencer.
	The Executive Leadership vision is clear and aligns with the organization's mission, goals and strategies and contributes to the development of broader sector goals and priorities.
	The Executive Leadership demonstrates a clear understanding of the organization's performance and has an ability to adapt to changes in the sector.
Artistic Programs and Services 30%	Programs and services are well-organized and align with mission, goals and strategies.
	The artists and creative personnel involved have the appropriate expertise and experience to contribute to the organization's programs or services.
	The artistic vision or rationale is clear, aligns with the mission, and contributes to development of the artistic practice or sector.
	The artistic leadership demonstrates a clear understanding of the artistic impact of its programs or services and has an ability to adapt to the evolution of the artistic practice or sector.
Participation and Impact 30%	There is evidence of demand and participation in the programs or services through quantifiable data including level of activity, attendance, participation, membership and volunteers.
	There are effective strategies in place to create awareness of, build appreciation for, and drive participation in the organization and its programs or services.
	There are practices in place to assess the impact of the organization's programs or services on the people it serves and there is evidence of benefits to them.
	Assessment practices are used to inform program or service development in order to maintain demand and relevance in the sector.
	There are policies or practices and programs in place to eliminate barriers for people to participate in the organization and its programs or services.
Financial Management 15%	Revenue includes all levels of government support, private sector, individual donations, investments or endowments, self-generated revenue and in-kind support.
	There is an appropriate balance of administrative and artistic expenses supportive of the mission and of professional artistic practices and fee standards.
	Realistic financial and budgeting practices are in place with expenses aligned to realistic revenue projections. Projections are often met or exceeded.
	The budget is well-integrated with ongoing operations, strategic directions and major planning initiatives.
	There is evidence of a healthy financial position (i.e. positive working capital, diversified revenues and funds, annual surplus trends) with adequate resources to support the organization's mission and goals.
	There is evidence of financial planning for revenue-diversification, program support or growth, and to support long-term goals and strategies.
	If in a deficit position, there are realistic and achievable plans to reduce the deficit and build working capital to sustain current programs, operation and long-term viability.
Board & Governance 10%	Board membership provides appropriate expertise and relevant community representation to support the mission, goals, and strategies of the organization. This expertise may be functional, content-driven, or community related.
	The Board model, committees, membership, terms and meeting frequency are clearly defined and appropriate to the organization's mission, goals and strategies.
	The Board regularly reflects on its role and actively addresses challenges and opportunities which may influence the organization's policy, planning or direction.

OPERATING - GENERAL

City of Kelowna

2016 Cultural Grants – General Operating Program GUIDELINES

Deadline: Friday, December 4, 2015 at 3:00 p.m. PST

These guidelines have been revised for 2016 – previous versions no longer apply.

If you have questions after reviewing these guidelines, you can obtain more information from Cultural Services staff. Please contact staff well in advance of the deadline:

Caroline Ivey, Cultural Services Coordinator
(250) 469-8474
civey@kelowna.ca

Submit required materials by the deadline to:

2016 General Operating Grants
City of Kelowna Cultural Services Branch
Glenmore Office*
#105 – 1014 Glenmore Drive
Kelowna, BC V1Y 4P2
HOURS: Monday to Friday, 8:30 a.m. to 4:30 p.m.

**located at the corner of Mountain Avenue and Glenmore Drive*

CITY OF KELOWNA CULTURAL SERVICES BRANCH

The City of Kelowna's Cultural Services Branch is part of the Active Living & Culture Division and it administers a number of programs and services to advance the vision and goals of Kelowna's Cultural Plan 2012-2017, the Official Community Plan and Cultural Policy 274.

VISION:

A community which is thriving, engaging and inspiring.

GUIDING PRINCIPLES:

- Accessibility, diversity and inclusion: lifelong access for all to cultural engagement and participation
- Accountability and fiscal responsibility: using municipal resources effectively and efficiently
- Innovation: being leaders in finding new solutions
- Optimizing value: generate more value and impact from existing resources
- Partnerships and collaboration: work with others to leverage energy, talent and resources

GOALS 2016-2017:

Cultural vitality:

- Foster cultural leadership and artistic excellence
- Integrate local heritage as part of cultural vitality
- Enhance cultural vitality at street level: make arts, culture and heritage more visible, particularly in urban centres, neighbourhoods and public spaces; increase the number of people who attend and participate in arts, culture and heritage offerings
- Build cultural citizenship and creative fitness: encourage individual expression and participation in arts, culture and heritage activity; youth engagement and arts education; outreach and creativity to reduce barriers to individual expression and participation.

Strengthening the cultural ecosystem:

- Capitalize on culture for tourism and the economy: activities and programs which promote and raise the cultural profile of Kelowna for both residents and visitors; contributing to a robust and dynamic creative economy through professional development and remunerated activity of artists and cultural workers;
- Connect the cultural community; use a collaborative approach to reach across disciplines and sectors to enhance operational effectiveness and delivery of impactful programs in the community.

General Operating Grants are one of many grant programs provided by Cultural Services and the City of Kelowna. Information about other grant opportunities is available on the City's website: Home Page/City Hall/Council/Grants

At www.kelowna.ca, learn more about:
Cultural Plan: Home Page/Residents/Arts, Culture & Heritage/Cultural Plan
Official Community Plan: Home Page/Residents/City Planning/Community Plan
Cultural Policy 274: Home Page/City Hall/Council/Policies

1.0 GENERAL OPERATING PROGRAM OBJECTIVES AND DESCRIPTION

1.1 Objectives:

This program aims to provide annual assistance to non-profit arts, culture and heritage organizations which provide impactful, quality programs and services, demonstrate sustainable operations and contribute to realization of the City's cultural vision, principles and goals.

Support provided by the City of Kelowna will assist these organizations with operational sustainability and enable development and delivery of their programs and services in the community. Support is provided on an annual basis.

1.2 Organization profile:

Organizations participating in this program are Kelowna-based, established, non-profit arts, culture and heritage organizations that have a mission to:

1.2.1 develop, create, produce, present and disseminate artistic work in any artistic discipline (Aboriginal arts, community arts, dance, interdisciplinary, literary, media, multidisciplinary, music, theatre, visual arts, fibre arts);

1.2.2 create, provide or facilitate events, materials, communications and/or services which interpret and convey the human history of Kelowna and/or foster preservation, stewardship, and public interpretation and appreciation of heritage knowledge, assets, collections and sites;

1.2.3 provide public education, programs, events or services focused on awareness, appreciation and celebration of Aboriginal and other ethno-cultural heritage, including language, traditions and artforms; or

1.2.4 develop and deliver programs and services which provide quality visual art, music or theatre experiences for participants living with chronic or permanent health conditions or disabilities which may limit their access to programs and services designed for the general population.

1.2.5 provide services or resources in support of artists and arts organization in the areas of research, information, professional development, networking, administration, audience development, marketing and communications.

They have been incorporated and actively providing the majority of their public programs and services in Kelowna for at least one (1) year prior to the application deadline. They demonstrate an inclusive, diverse and welcoming approach in their operations and activities. They have sound governance and are fiscally responsible, with diverse sources of revenue and good recordkeeping practices. They can demonstrate a need for financial support, and if they have a surplus or reserve, they have a plan for how that surplus or reserve will be used to improve their service to the community. They offer programming and/or services throughout the year.

1.3 Eligibility:

To participate in this program, the organization must:

- Be a registered non-profit society or a registered charity with the Canada Revenue Agency (CRA) and be registered for at least one (1) year at the time of the application deadline;
- Be physically located, have an active presence and have the majority of its programs and services delivered within the City of Kelowna for at least one (1) year at the time of the application deadline;
- Have a mandate and carry out activities which are consistent with the vision, principles, goals and objectives of this program;
- Be committed to providing arts, culture or heritage opportunities to Kelowna residents without exclusion of anyone by reason of religion, ethnicity, gender, age, sexual orientation, language, disability or income;
- Have fulfilled all reporting requirements for any previous grants from the City of Kelowna;
- Have an independent Board of Directors composed of volunteers and representative of its mission and audience. Directors must:

  - Meet the minimum statutory requirements imposed by the relevant incorporation statute (i.e. BC Society Act); and
  - Not be remunerated for their services as Director (except for reimbursement of reasonable expenses) nor hold concurrent staff positions.
- Have an annual budget and independently prepared financial statements indicating evidence of financial support from private and public sector sources other than the City of Kelowna.

1.4 Ineligible organizations are:

- Publicly funded or private educational institutions (public schools, universities, colleges, training organizations)
- Organizations which do not have arts, cultural and heritage mandates as described in the organization profile
- Organizations whose operations and activities are not consistent with the program objectives, description and/or eligibility requirements
- Organizations which operate City-owned facilities and receive City of Kelowna support through a Lease & Operating Agreement
- Organizations which receive City of Kelowna support through a Service Agreement or directly by a budget line item
- Organizations which receive City of Kelowna support through the Professional Operating program
- Organizations which have outstanding indebtedness to the City of Kelowna or which have not fulfilled reporting requirements for any previous grants from the City of Kelowna
- Unincorporated committees, groups, collectives or individuals.

1.5 Ineligible activities are:

- Organization start up costs
- Deficit reduction
- Bursaries or scholarships
- Acquisition of real property
- Development of capital proposals or feasibility studies
- Sports, politics, education, religion, social service or healthcare
- Focused on attracting a limited or special interest audience

2.0 APPLICATION PROCESS

Application forms are available on the City's website.

Organizations considering submission of an application are encouraged to do the following prior to completing an application form and well in advance of the application deadline:

- Review these guidelines
- Contact City staff for more information
  - Caroline Ivey, civey@kelowna.ca, (250) 469-8474
- Attend a grant information workshop in October 2016.

Eligible applicants will mail or deliver the application form and required support materials by the program deadline, 3 p.m. PST, Friday, December 4, 2015 to:

2016 General Operating Grants
City of Kelowna Cultural Services Branch
Glenmore Office*
#105 – 1014 Glenmore Drive
Kelowna, BC V1Y 4P2

HOURS: Monday to Friday, 8:30 a.m. to 4:30 p.m.
**located at the corner of Mountain Avenue and Glenmore Drive*

Applications will not be accepted by email.

Incomplete or late applications will not be accepted. Receipt of a complete application prior to the deadline does not guarantee funding. Obtaining an operating grant is a competitive process and demand exceeds available resources.

3.0 ASSESSMENT CRITERIA

The criteria listed below and in Schedule 1 represent 'good' practices for non-profit arts, culture and heritage organizations. Assessment will be based on the degree to which organizations meet the criteria, based on the information they provide. All organizations are unique, and will be at different stages in their lifecycle; there is no expectation that an organization must be demonstrating exceptional performance in all areas in order to receive funding support. However, the assessment criteria provide an objective framework within which the organization's overall performance can be considered, and form the basis for constructive feedback to the organization.

Criteria are weighted and grouped into three (3) categories:

- Program Quality (30%) – the quality of programs and services provided to the community, including the involvement of local artists or other relevant disciplines, distinctive or innovative initiatives, alignment and fulfillment of civic and organization objectives;
- Organizational effectiveness (30%) – sound governance and administration practices, financial health (i.e. realistic budgets with diversified sources of revenue), capacity for growth and adaptation, effective partner/collaborator;
- Community Engagement and Impact (40%) – demonstrated audience and public participation, community support, growth, contributions to the health and vitality of the cultural sector, learning opportunities for artists, audiences and participants, enhancing Kelowna's cultural profile.

Detailed criteria are listed in Schedule 1 of these Guidelines.

4.0 ASSESSMENT OF APPLICATIONS

4.1 Independent Evaluation:

Applications in this program are adjudicated by a panel of professional qualified peer and community representatives convened by an arms' length contracted agency in consultation with City of Kelowna staff.

Panelists are invited to participate based on their experience, merit and familiarity with grantmaking practice and the local arts, culture and heritage community. To the extent possible, the panel will reflect the diversity of the community at large and the range of disciplines and activities in the list of applicants.

Panelists who have a real or perceived conflict of interest regarding any application will be required to declare that such a conflict exists and will not participate in decisions relating to that application.

Cultural Services staff will be present as observers during the adjudication process, but will not be active participants.

The adjudication panel will, within 60 days of the application deadline, provide its recommendations to City staff. The panel's recommendations are final and will be presented by staff to Kelowna City Council in early February, 2016.

4.2 Notification:
Applicants will receive written notification of evaluation results by early February, 2016. Notification will include feedback from the evaluation panel. All applicants are encouraged to meet with City staff to review the panel's feedback.

4.3 Fair Notice/Organization Development:
Feedback from the evaluation panel may include recommendations for improvement to the organization's program quality, organizational effectiveness, or community engagement and impact.

Organizations returning to the General Operating Program in subsequent years will be required to demonstrate how they have responded to the feedback and worked to make the necessary improvements. This information is part of the Final Report.

Lack or insufficiency of response will be considered in future applications and may result in a reduction of support.

Organizations receiving feedback or recommendations for improvement through review of their General Operating Grant application can develop an organization development project and apply for an Organization Development grant in the same year as their operating funding was reviewed.

4.4 Distribution:
Following presentation of the staff report to City Council, applicants will receive a cheque and an accompanying confirmation letter detailing any terms and conditions, feedback or follow up items.

4.5 Final Report:
Successful applicants will provide a Final Report in a prescribed format to the Cultural Services Branch. Receipt of these reports is a pre-condition for future eligibility in any Cultural Services grant program. Final Reports are provided to the evaluation panel and form part of their assessment.

Final Reports for 2016 General Operating Grants must be submitted on or before October 31, 2016.

5.0 TIMELINE

A typical timeline appears in the table below. The timeline is subject to change.

Deadline	Panel Review	Notification	Council Report	Distribution	Final Report
Dec 4 2015	Jan 2016	Late Jan 2016	Early Feb 2016	By end Feb 2016	Oct 31 2016

6.0 CONDITIONS OF FUNDING

In addition to any specific terms and conditions which may arise from the annual review process, the conditions below will apply to any organization receiving funding from this program:

- Grant funds must be applied to current expenses and must not be used to reduce or eliminate accumulated deficits or to retroactively fund activities;
- The organization will make every effort to secure funding from other sources as indicated in its application;
- The organization will maintain proper records and accounts of all revenues and expenditures relating to its activities and, upon the City's request, will make all records and accounts available for inspection by the City or its auditors;

- If there are any changes in the organization's activities as presented in its application, Cultural Services must be notified in writing immediately and approve such changes;
- In the event that the grant funds are not used for the organization's activities as described in the application, they are to be repaid to the City in full. If the activities are completed without requiring the full use of the City funds, the remaining City funds are also to be returned to the City;
- The organization must acknowledge the financial assistance of the City of Kelowna on all communications and promotional materials relating to its activities, such as programmes, brochures, posters, advertisements, websites, news releases and signs. Acknowledgement is provided by using the City of Kelowna logo in accordance with prescribed standards;
- Receipt of a grant does not guarantee funding in the future.

7.0 CONFIDENTIALITY

All documents submitted by Applicants to the City become the property of the City. The City will make every effort to maintain the confidentiality of each application and the information contained therein except to the extent necessary to communicate information to staff and assessors for the purposes of evaluation, administration and analysis. The City will not release any of this information to the public except as required under the Province of British Columbia *Freedom of Information and Protection of Privacy Act* or other legal disclosure process.

8.0 CONTACT INFORMATION

Staff:	Caroline Ivey, Cultural Services Coordinator
Address:	105 – 1014 Glenmore Drive Kelowna, BC V1Y 4P2
Phone:	(250) 469-8474
Hours:	Monday – Friday, 8:30 a.m. to 4:30 p.m.
Email:	civey@kelowna.ca
Website:	kelowna.ca/culture

	SCHEDULE 1 – DETAILED ASSESSMENT CRITERIA
Program Quality 30%	Programs and services are well-organized.
	Programs and services are aligned with the organization's vision, mission and goals.
	Programs and services are aligned with the 2016-2017 goals of the General Operating Program.
	Programs and services are designed and delivered in response to community interest or need.
	Programs and services are distinctive, original, unique or innovative.
	Local artists and/or cultural workers with appropriate expertise and experience are involved in program design and delivery.
	Programs have evolved or are evolving to reflect changes in the community and in the sector as a whole.
	The organization has a way to gather feedback about its programs and services and regularly evaluates and improves its programs and services in response.
Organizational Effectiveness 30%	Revenue includes diverse sources of support, including public sector, private sector, individual donations, self-generated revenue and in-kind support.
	Sound financial and budgeting practices are in place with expenses aligned to realistic revenue projections.
	There is an appropriate balance between administrative and program-related costs to enable fulfillment of the organization's mission and objectives.
	There is evidence of a healthy overall financial position with adequate resources to support the organization's mission and goals.
	There is evidence of financial planning for revenue-diversification, program support or growth, and to support long-term goals and strategies.
	If in a deficit position, there are realistic and achievable plans to reduce the deficit and build working capital.
	Board membership provides appropriate expertise and relevant community representation to support the mission, goals, and strategies of the organization.
	The Board regularly reflects on its role and actively addresses challenges and opportunities which may influence the organization's policy, planning or direction.
	The organization has leveraged its human and financial resources by actively collaborating with other organizations to deliver programs or initiatives.
	There are clear and realistic goals with measurable actions and the required resources to implement them. They are linked to the mission, provide overall direction for the organization and drive day-to-day operations.
	There are appropriate positions and structures in place to support operations, programs or services and align with mission, goals and strategies.
Community Engagement and Impact 40%	There is evidence of demand and participation in the programs or services through quantifiable data including level of activity, attendance, participation, membership and volunteers.
	There are effective strategies in place to create awareness of, build appreciation for, and drive participation in the organization and its programs or services.
	There are policies or practices and programs in place to eliminate barriers for people to participate in the organization and its programs or services.
	The organization is aware of the potential of cultural tourism and has effective strategies in place to engage both residents and visitors in its programs.
	The organization actively provides learning opportunities for its audiences, participants and volunteers.

PROJECT

Appendix C – Oct 5, 2015
Overview of Cultural Grants

City of Kelowna

2016 Cultural Grants – Project Program GUIDELINES

Deadline: Friday, December 4, 2015 at 3:00 p.m. PST

These guidelines have been revised for 2016 – previous versions no longer apply.

NOTE: effective for the 2016 grant cycle, requests for support for organization development projects are governed by separate guidelines available here.

If you have questions after reviewing these guidelines, you can obtain more information from Cultural Services staff. Please contact staff well in advance of the deadline:

Caroline Ivey, Cultural Services Coordinator
(250) 469-8474
civey@kelowna.ca

Submit required materials by the deadline to:

2016 Project Grants
City of Kelowna Cultural Services Branch
Glenmore Office*
#105 – 1014 Glenmore Drive
Kelowna, BC V1Y 4P2
HOURS: Monday to Friday, 8:30 a.m. to 4:30 p.m.

**located at the corner of Mountain Avenue and Glenmore Drive*

CITY OF KELOWNA CULTURAL SERVICES BRANCH

The City of Kelowna's Cultural Services Branch is part of the Active Living & Culture Division and it administers a number of programs and services to advance the vision and goals of Kelowna's Cultural Plan 2012-2017, the Official Community Plan and Cultural Policy 274.

VISION:

A community which is thriving, engaging and inspiring.

GUIDING PRINCIPLES:

- Accessibility, diversity and inclusion: lifelong access for all to cultural engagement and participation
- Accountability and fiscal responsibility: using municipal resources effectively and efficiently
- Innovation: being leaders in finding new solutions
- Optimizing value: generate more value and impact from existing resources
- Partnerships and collaboration: work with others to leverage energy, talent and resources

GOALS 2016-2017:

Cultural vitality:

- Foster cultural leadership and artistic excellence
- Integrate local heritage as part of cultural vitality
- Enhance cultural vitality at street level: make arts, culture and heritage more visible, particularly in urban centres, neighbourhoods and public spaces; increase the number of people who attend and participate in arts, culture and heritage offerings
- Build cultural citizenship and creative fitness: encourage individual expression and participation in arts, culture and heritage activity; youth engagement and arts education; outreach and creativity to reduce barriers to individual expression and participation.

Strengthening the cultural ecosystem:

- Capitalize on culture for tourism and the economy: activities and programs which promote and raise the cultural profile of Kelowna for both residents and visitors; contributing to a robust and dynamic creative economy through professional development and remunerated activity of artists and cultural workers;
- Connect the cultural community; use a collaborative approach to reach across disciplines and sectors to enhance operational effectiveness and delivery of impactful programs in the community.

Project Grants are one of many grant programs provided by Cultural Services and the City of Kelowna. Information about other grant opportunities is available on the City's website: Home Page/City Hall/Council/Grants

At www.kelowna.ca, learn more about:
Cultural Plan: Home Page/Residents/Arts, Culture & Heritage/Cultural Plan
Official Community Plan: Home Page/Residents/City Planning/Community Plan
Cultural Policy 274: Home Page/City Hall/Council/Policies

1.0 PROJECT PROGRAM OBJECTIVES AND DESCRIPTION

1.1 Objectives:

This program aims to provide assistance to non-profit organizations which provide festivals, events, or special projects which are publicly accessible, prominently feature arts, culture and heritage and are aligned with the City's cultural vision, principles and goals.

Organizations need not be from the arts, culture or heritage sector but must, through their application, demonstrate that their festival, event or project has an arts, culture or heritage focus.

Cultural facility operators or recipients of General or Professional Operating grants from the City of Kelowna are eligible to apply but must clearly demonstrate that their proposed project is outside the scope of their annual programs and services which are already supported by the City.

Grants are available for up to 50% of the total project cost, to a maximum of $10,000. Project grants require matching support from other sources which is equal to or more than the amount provided by the City. Matching contributions may be cash or in kind and must be identified, even if not confirmed, in the application. Projects must be completed by December 31, 2016, unless alternate arrangements are made with City staff.

Support from this program acknowledges that new initiatives often need 'seed money' to get started. Grant funds can be used for:

- Venue rental and other venue related costs (tents, furniture, audio/visual/lighting and other equipment, technical/trade services)
- Material costs relating to design, production/fabrication and installation of new or original works, structures, sets or costumes relating to the project;
- Payment of fees and expenses for participating artists and cultural professionals;
- Design, production and distribution of original material in any medium which is suitable for a public audience, and does not contain commercial or advertising content (i.e. information brochures, interpretive signage, maps, video). Websites, promotional items (ads, posters, handbills) and directional signage are excluded.
- Fees for licenses, permits, insurance and security
- Costs of volunteer recruitment, training and support.

This program is not intended to be an ongoing source of support and the entrance of new applicants and projects into the program is a key objective. Effective for the 2017 grant cycle, organizations will be limited to a maximum of three (3) grants from this program for the same project. An organization which has accessed this program three (3) times for the same project, regardless of the years in which support was provided, will no longer be eligible for support of that project.

Applicants are strongly encouraged to ensure that arts, culture or heritage professionals are engaged in the project and compensated for their participation in accordance with sector standards.[1]

Note: effective for the 2016 grant cycle, requests for support for organization development projects are governed by separate guidelines available here.

[1] Please refer to: American Federation of Musicians: www.afm.org; Canadian Actors Equity Association: www.caea.com; Canadian League of Composers: www.clc-lcc.ca; Canadian Alliance of Dance Artists: www.cadabc.org; Professional Writers Association of Canada: www.pwac.ca; Canadian Artists Representation/Le front des artistes canadiens/CARFAC: www.carfac.ca.

1.2 Organization profile:

Organizations participating in this program are Kelowna-based, established, non-profit organizations which have been incorporated and actively providing the majority of their public programs and services in Kelowna for at least one (1) year prior to the application deadline. They demonstrate an inclusive, diverse and welcoming approach in their operations and activities. They have sound governance and are fiscally responsible, with diverse sources of revenue and good recordkeeping practices.

The organization has a vision and a feasible plan and budget for the creation and delivery of a festival, event or project which has an arts, culture or heritage focus, has artistic or cultural leadership, and will be accessible and beneficial to Kelowna residents.

1.3 Eligibility:

To participate in this program, the organization must:

- Be a registered non-profit society or a registered charity with the Canada Revenue Agency (CRA) and be registered for at least one (1) year at the time of the application deadline;
- Be physically located, have an active presence and have the majority of its programs and services delivered within the City of Kelowna for at least one (1) year at the time of the application deadline;
- Either solely, or in partnership with others, propose an initiative which is consistent with the vision, principles, goals and objectives of this program;
- Be committed to carrying out its initiative for the benefit of Kelowna residents without exclusion of anyone by reason of religion, ethnicity, gender, age, sexual orientation, language, disability or income;
- Have fulfilled all reporting requirements for any previous grants from the City of Kelowna;
- Have other revenue sources for the project;
- Have an independent Board of Directors composed of volunteers and representative of its mission and audience. Directors must:
    - Meet the minimum statutory requirements imposed by the relevant incorporation statute (i.e. BC Society Act); and
    - Not be remunerated for their services as Director (except for reimbursement of reasonable expenses) nor hold concurrent staff positions.
- Submit a project budget;
- Provide independently prepared financial statements for the most recently completed fiscal year.

1.4 Ineligible organizations are:

- Publicly funded or private educational institutions (public schools, universities, colleges, training organizations)
- Organizations whose mandates, operations and activities are not consistent with the program objectives, description and/or eligibility requirements
- Organizations which have outstanding indebtedness to the City of Kelowna or which have not fulfilled reporting requirements for any previous grants from the City of Kelowna
- Unincorporated committees, groups, collectives or individuals

1.5 Examples of eligible activities:

a) Festival – an organized event which occurs over more than one day, incorporates an intensive level of planned activity into those days, and demonstrates established or potential audience support from a broad range of the community. Must have an arts, culture or heritage focus.

b) Event – an organized performance, gathering, activity or cluster of actvities which occurs on a single day. Examples include activities which are to be delivered during 2016 Culture Days (September 23-25). Must have an arts, culture or heritage focus.

c) Project – a special initiative which may be one-time, with clear start and end dates and identified outcomes. Examples include new or unique collaborations, creation of new work, publications, artist residencies, workshops or conferences, or other time-bound initiatives which have discrete budgets, plans and sources of support. Must have an arts, culture or heritage focus.

d) Art – includes any artistic discipline - Aboriginal arts, community arts, dance, interdisciplinary, literary, media, multidisciplinary, music, theatre, visual arts.

e) Heritage – includes events, materials, communications and/or services which interpret and convey the human history of Kelowna and/or foster preservation, stewardship, and public interpretation and appreciation of heritage knowledge, assets, collections and sites.

f) Culture – includes public education, programs, events or services focused on awareness, appreciation and celebration of Aboriginal and other ethno-cultural heritage, including language, traditions and artforms.

Note: effective for the 2016 grant cycle, requests for support for organization development projects are governed by separate guidelines available here.

1.6 Ineligible activities are:

- Projects without a central artistic, cultural or heritage focus
- Projects which do not engage artists and/or cultural workers in a leadership role
- Trade shows
- Fundraising
- Projects which already receive financial or in kind support (including site provision) from other City of Kelowna sources, including City of Kelowna Outdoor Event Offset Grants
- Organization start up costs or ongoing operating or administration expenses
- Costs of décor, food, beverage and purchased advertising
- Retroactive funding for events which have already occurred
- Deficit reduction
- Bursaries or scholarships
- Construction, renovation, property purchase or major equipment purchases
- Development of capital proposals or feasibility studies
- Activities focused on sports, politics, education, religion, social service or healthcare.

2.0 APPLICATION PROCESS

Due to the nature of the eligibility criteria fo this program, application forms are available only through the Cultual Services office and will not be published on-line. Please contact Caroline Ivey, (250) 469-8474, civey@kelowna.ca to discuss eligibility for this program and obtain more information.

Organizations considering submission of an application are encouraged to do the following well in advance of the application deadline:

- Review these guidelines
- Contact City staff for more information
- Attend a grant information workshop in October 2016
- Prepare a draft application and have it reviewed by City staff or a knowledgeable advisor

Eligible applicants will mail or deliver the application form and required support materials by the program deadline, 3 p.m. PST, Friday, December 4, 2015 to:

2016 Project Grants
City of Kelowna Cultural Services Branch
Glenmore Office*

#105 – 1014 Glenmore Drive
Kelowna, BC V1Y 4P2

HOURS: Monday to Friday, 8:30 a.m. to 4:30 p.m.
**located at the corner of Mountain Avenue and Glenmore Drive*

Applications will not be accepted by email.

Incomplete or late applications will not be accepted. Receipt of a complete application prior to the deadline does not guarantee funding. Obtaining a grant is a competitive process and demand exceeds available resources.

3.0 ASSESSMENT CRITERIA

The criteria listed below and in Schedule 1 represent 'good' practices for project development and delivery. Assessment will be based on the degree to which organizations meet the criteria, based on the information they provide. All organizations and projects are unique; there is no expectation that an organization must be demonstrating exceptional performance in all areas in order to receive funding support. However, the assessment criteria provide an objective framework within which the project's feasibility and impact can be considered, and form the basis for constructive feedback to the organization.

Criteria are weighted and grouped into three (3) categories:

- Quality of Proposed Project (30%) – distinctive or innovative initiative, qualifications and experience of artistic/cultural leadership, type and depth of arts, culture or heritage features, extent to which initiative fosters dialogue, learning, reflection, awareness, new perspectives, or celebration of Kelowna's cultural identity and community, alignment with and fulfillment of civic objectives
- Feasibility of Proposed Project (30%) – realistic budget which reflects reasonable revenues and expenses, evidence of community support, diverse revenue sources, planning and management expertise to realize the project, involvement of committed collaborators or partners, a realistic timeline for completion of the project by year end
- Impact of Proposed Project (40%) – anticipated attendance/participation, demographics and reach of anticipated attendance/participation, clearly articulated objectives and outcomes for the project, how the success of the project will be evaluated, potential to attract a non-resident audience, sensitivity to and mitigation of environmental impacts, education/learning opportunities, legacy potential of project

Detailed criteria are listed in Schedule 1 of these Guidelines.

4.0 ASSESSMENT OF APPLICATIONS

4.1 Independent Evaluation:

Applications in this program are adjudicated by a panel of professional qualified peer and community representatives convened by an arms' length contracted agency in consultation with City of Kelowna staff.

Panelists are invited to participate based on their experience, merit and familiarity with grantmaking practice and the local arts, culture and heritage community. To the extent possible, the panel will reflect the diversity of the community at large and the range of disciplines and activities in the list of applicants.

Panelists who have a real or perceived conflict of interest regarding any application will be required to declare that such a conflict exists and will not participate in decisions relating to that application.

Cultural Services staff will be present as observers during the adjudication process, but will not be active participants.

The adjudication panel will, within 60 days of the application deadline, provide its recommendations to City staff. The panel's recommendations are final and will be presented by staff to Kelowna City Council in early February, 2016.

4.2 Notification:

Applicants will receive written notification of evaluation results by early February, 2016. Notification will include feedback from the evaluation panel. All applicants are encouraged to meet with City staff to review the panel's feedback.

4.3 Distribution:

Following presentation of the staff report to City Council, applicants will receive a cheque and an accompanying confirmation letter detailing any terms and conditions, feedback or follow up items.

4.4 Final Report:

Successful applicants will provide a Final Report in a prescribed format to the Cultural Services Branch. Receipt of these reports is a pre-condition for future eligibility in any Cultural Services grant program. Final Reports are provided to the evaluation panel and form part of their assessment.

Final Reports for 2016 Project Grants must be submitted within 60 days of completion of the project. If the applicant intends to apply for support in 2017, a Final Report for the 2016 project must be provided prior to the 2017 grant deadline.

5.0 TIMELINE

A typical timeline appears in the table below. The timeline is subject to change.

Deadline	Panel Review	Notification	Council Report	Distribution	Final Report
Dec 4 2015	Jan 2016	Late Jan 2016	Early Feb 2016	By end Feb 2016	Within 60 days of completion or prior to 2017 deadline

6.0 CONDITIONS OF FUNDING

In addition to any specific terms and conditions which may arise from the annual review process, the conditions below will apply to any organization receiving funding from this program:

- Grant funds must be applied to current expenses and must not be used to reduce or eliminate accumulated deficits or to retroactively fund activities;
- The organization will make every effort to secure funding from other sources as indicated in its application;
- The organization will maintain proper records and accounts of all revenues and expenditures relating to its activities and, upon the City's request, will make all records and accounts available for inspection by the City or its auditors;
- If there are any changes in the organization's activities as presented in its application, Cultural Services must be notified in writing immediately and approve such changes;

- In the event that the grant funds are not used for the organization's activities as described in the application, they are to be repaid to the City in full. If the activities are completed without requiring the full use of the City funds, the remaining City funds are also to be returned to the City;
- The organization must acknowledge the financial assistance of the City of Kelowna on all communications and promotional materials relating to its activities, such as programmes, brochures, posters, advertisements, websites, news releases and signs. Acknowledgement is provided by using the City of Kelowna logo in accordance with prescribed standards;
- Receipt of a grant does not guarantee funding in the future.

7.0 CONFIDENTIALITY

All documents submitted by Applicants to the City become the property of the City. The City will make every effort to maintain the confidentiality of each application and the information contained therein except to the extent necessary to communicate information to staff and assessors for the purposes of evaluation, administration and analysis. The City will not release any of this information to the public except as required under the Province of British Columbia *Freedom of Information and Protection of Privacy Act* or other legal disclosure process.

8.0 CONTACT INFORMATION

Staff:	Caroline Ivey, Cultural Services Coordinator
Address:	105 – 1014 Glenmore Drive Kelowna, BC V1Y 4P2
Phone:	(250) 469-8474
Hours:	Monday – Friday, 8:30 a.m. to 4:30 p.m.
Email:	civey@kelowna.ca
Website:	kelowna.ca/culture

	SCHEDULE 1 – DETAILED ASSESSMENT CRITERIA
Project Quality 30%	The project has a central arts, culture or heritage idea or theme which is clearly articulated.
	The project is aligned with the applicant's core mission.
	The project is aligned with program objectives, vision, principles and goals.
	The project is a unique or distinctive addition to Kelowna's cultural identity and community.
	There is qualified artistic and/or cultural leadership for the project.
	The project provides for public engagement in the central idea or theme.
	If the applicant receives operating support from the City of Kelowna, the project is clearly distinct and separate from the applicant's normal programs and services already supported by the City.
Project Feasibility 30%	The project is well-organized.
	Artistic and cultural leadership is appropriately engaged and compensated.
	The organization has sufficient human and cash resources to support the project and the project budget.
	There is a realistic and achievable timeline for completion of the project by the end of 2016.
	The project budget reflects diverse sources of revenue, including earned revenue and community support.
	The proposed use of grant funds is consistent with the program objectives and description.
	The project budget reflects a reasonable balance between administrative and production costs for the project.
	Current letters of project support have been provided by named partners and collaborators.
	The applicant has strategies in place to create awareness of, build appreciation for and drive participation in the project.
	Matching requirements of the program have been met.
Project Impact 40%	There is evidence of demand, need or an audience for the project.
	The project has the potential to engage new or underserved audiences.
	The applicant has identified specific, measurable outcomes for the project.
	The applicant has determined how the success of the project will be evaluated.
	The applicant has identified strategies to eliminate barriers for people to participate in the project.
	The applicant has considered the potential for cultural tourism and has effective strategies in place to engage both residents and visitors in the project.
	There are education/learning opportunities in the project which are beneficial to artists, cultural workers and/or the community at large.
	Any environmental impacts of the project have been identified, along with mitigation strategies.
	The applicant intends to continue or expand the project in future years.

ORGANIZATION DEVELOPMENT

City of Kelowna

2016 Cultural Grants – Organization Development Program GUIDELINES

Deadline: Friday, April 29, 2016 at 3:00 p.m. PST

These guidelines have been revised for 2016 – previous versions no longer apply.

If you have questions after reviewing these guidelines, you can obtain more information from Cultural Services staff. Please contact staff well in advance of the deadline:

Caroline Ivey, Cultural Services Coordinator
(250) 469-8474
civey@kelowna.ca

Submit required materials by the deadline to:

2016 Organization Development Grants
City of Kelowna Cultural Services Branch
Glenmore Office*
#105 – 1014 Glenmore Drive
Kelowna, BC V1Y 4P2
HOURS: Monday to Friday, 8:30 a.m. to 4:30 p.m.

**located at the corner of Mountain Avenue and Glenmore Drive*

CITY OF KELOWNA CULTURAL SERVICES BRANCH

The City of Kelowna's Cultural Services Branch is part of the Active Living & Culture Division and it administers a number of programs and services to advance the vision and goals of Kelowna's Cultural Plan 2012-2017, the Official Community Plan and Cultural Policy 274.

VISION:

A community which is thriving, engaging and inspiring.

GUIDING PRINCIPLES:

- Accessibility, diversity and inclusion: lifelong access for all to cultural engagement and participation
- Accountability and fiscal responsibility: using municipal resources effectively and efficiently
- Innovation: being leaders in finding new solutions
- Optimizing value: generate more value and impact from existing resources
- Partnerships and collaboration: work with others to leverage energy, talent and resources

GOALS 2016-2017:

Cultural vitality:

- Foster cultural leadership and artistic excellence
- Integrate local heritage as part of cultural vitality
- Enhance cultural vitality at street level: make arts, culture and heritage more visible, particularly in urban centres, neighbourhoods and public spaces; increase the number of people who attend and participate in arts, culture and heritage offerings
- Build cultural citizenship and creative fitness: encourage individual expression and participation in arts, culture and heritage activity; youth engagement and arts education; outreach and creativity to reduce barriers to individual expression and participation.

Strengthening the cultural ecosystem:

- Capitalize on culture for tourism and the economy: activities and programs which promote and raise the cultural profile of Kelowna for both residents and visitors; contributing to a robust and dynamic creative economy through professional development and remunerated activity of artists and cultural workers;
- Connect the cultural community; use a collaborative approach to reach across disciplines and sectors to enhance operational effectiveness and delivery of impactful programs in the community.

Organization Development Grants are one of many grant programs provided by Cultural Services and the City of Kelowna. Information about other grant opportunities is available on the City's website: Home Page/City Hall/Council/Grants

At www.kelowna.ca, learn more about:
Cultural Plan: Home Page/Residents/Arts, Culture & Heritage/Cultural Plan
Official Community Plan: Home Page/Residents/City Planning/Community Plan
Cultural Policy 274: Home Page/City Hall/Council/Policies

1.0 PROJECT PROGRAM OBJECTIVES AND DESCRIPTION

1.1 Objectives:

This program aims to provide assistance to non-profit arts, culture and heritage organizations for the purpose of undertaking activities or initiatives which develop the organization's capacity and sustainability.

Organizational capacity and sustainability describes a suite of planning and development tasks which are typically beyond the scope of normal day-to-day operations. These tasks usually fall within the purview of the organization's Board and management staff, but may also be led by committees, task forces or advisory groups.

Examples of organization development projects are provided below, but this list is not exhaustive and there may be other examples. Broadly-stated outcomes of an organization development project include an enhanced ability to adapt to change, to build strength and resilience, to accumulate working or 'risk' capital, and to deliver impactful programs and services in the community.

The need for organization development may be identified by the organization itself, or it may arise through feedback from a funding agency, organization members or community stakeholders. Occasionally, organization development projects are undertaken because the organization has encountered a crisis or major challenge which cannot be resolved without the benefit of outside expertise and additional resources.

Organizations must provide an honest self-assessment of their strengths and weaknesses and lifecycle in order to participate in this program.

Examples of organization development projects are: building skills for excellence in Board governance, strategic planning, leadership training for Board members, staff or volunteers, fund development, certification or accreditation, audience development, market research, data capture and analysis, succession planning, and program evaluation.

Funding is used to pay for consulting services or for tuition in reputable programs. Organization Development grants are a type of project grant, and are available for up to 50% of the total project cost, to a maximum of $10,000. Organization Development grants require matching support from other sources which is equal to or more than the amount provided by the City. Matching contributions may be cash or in kind and must be identified, even if not confirmed, in the application. Two or more organizations may partner on an organization development project and undertake joint planning or training.

Effective for the 2016 grant cycle, this program has a new application deadline which will accommodate same-year applications from organizations receiving feedback on their operating grant applications. This means that support for organization development projects is available in the same year that development issues are identified, and enables an organization to address these issues in a more timely manner.

1.2 Organization profile:

Organizations participating in this program are Kelowna-based, established, non-profit arts, culture and heirtage organizations which have a mission to:

1.2.1 develop, create, produce, present and disseminate artistic work in any artistic discipline (Aboriginal arts, community arts, dance, interdisciplinary, literary, media, multidisciplinary, music, theatre, visual arts, fibre arts);

1.2.2 create, provide or facilitate events, materials, communications and/or services which interpret and convey the human history of Kelowna and/or foster preservation, stewardship, and public interpretation and appreciation of heritage knowledge, assets, collections and sites;

1.2.3 provide public education, programs, events or services focused on awareness, appreciation and celebration of Aboriginal and other ethno-cultural heritage, including language, traditions and artforms;
1.2.4 develop and deliver programs and services which provide quality visual arts, music or theatre experiences for participants living with chronic or permanent health conditions or disabilities which may limit their access to programs and services designed for the general population; or
1.2.5 provide services or resources in support of artists and arts organizations in the areas of research, information, professional development, networking, administration, audience development, marketing and communications.

They have been incorporated and actively providing the majority of their public programs and services in Kelowna for at least one (1) year prior to the application deadline. They demonstrate an inclusive, diverse and welcoming approach in their operations and activities. They have sound governance and are fiscally responsible, with diverse sources of revenue and good recordkeeping practices. They can demonstrate a need for financial support, and if they have a surplus or reserve, they have a plan for how that surplus or reserve will be used to improve their service to the community. They offer programming and/or services throughout the year.

Finally, they have, in the 24 months preceding the application deadline, received operating support from the City of Kelowna Cultural Services Branch through one of the following avenues:

- Professional Operating Program
- General Operating Program
- General budget (Lease & Operating Agreement, Service Agreement or other)

The organization has, through critical self-assessment, identified a need for organization development and has proposed a viable project with specific, measurable deliverables and outcomes to address organization development needs. They are committed to completing their project by the end of the calendar year 2016, unless alternate arrangements are made with City staff.

1.3 Eligibility:

To participate in this program, the organization must:

- Be a registered non-profit society or a registered charity with the Canada Revenue Agency (CRA) and be registered for at least one (1) year at the time of the application deadline;
- Be physically located, have an active presence and have the majority of its programs and services delivered within the City of Kelowna for at least one (1) year at the time of the application deadline;
- Have an arts, culture, heritage or arts service mandate which is consistent with vision, principles, goals and objectives of this program;
- Have fulfilled all reporting requirements for any previous grants from the City of Kelowna;
- Have an independent Board of Directors composed of volunteers and representative of its mission and audience. Directors must:
    - Meet the minimum statutory requirements imposed by the relevant incorporation statute (i.e. BC Society Act); and
    - Not be remunerated for their services as Director (except for reimbursement of reasonable expenses) nor hold concurrent staff positions.
- Provide a current year operating budget and independently prepared financial statements for the most recently completed fiscal year.

1.4 Ineligible organizations are:

- Publicly funded or private educational institutions (public schools, universities, colleges, training organizations)
- Organizations whose mandates, operations and activities are not consistent with the program objectives, description and/or eligibility requirements
- Organizations which have outstanding indebtedness to the City of Kelowna or which have not fulfilled reporting requirements for any previous grants from the City of Kelowna
- Unincorporated committees, groups, collectives or individuals

1.5 Examples of eligible activities and expenses:

a) Contracting an experienced and qualified consultant – professional fees, reasonable expenses and disbursements, including travel and accommodation are eligible. The consultant should be independent from the organization and cannot be a current member of the applicant's Board of Directors.
b) Attending a reputable and relevant training course, workshop, seminar or conference – tuition or registration fees, certification fees and costs of learning materials are eligible. Travel and accommodation costs are not eligible.

1.6 Ineligible activities and expenses are:

- Trade shows
- Fundraising
- Projects which already receive financial or in kind support (including site provision) from other City of Kelowna sources
- Organization start up costs or ongoing operating or administration expenses
- Costs of décor, food, beverage and purchased advertising
- Retroactive funding for initiatives which have already occurred
- Deficit reduction
- Bursaries or scholarships
- Construction, renovation, property purchase or major equipment purchases
- Development of capital proposals or feasibility studies
- Activities focused on sports, politics, education, religion, social service or healthcare.

2.0 APPLICATION PROCESS

Due to the nature of the eligibility criteria of this program, application forms are available only through the Cultural Services office and will not be published on-line. Please contact Caroline Ivey, (250) 469-8474, civey@kelowna.ca to discuss eligibility for this program and obtain more information.

Organizations considering submission of an application are encouraged to do the following well in advance of the application deadline:

- Review these guidelines
- Contact City staff for more information
- Attend a grant information workshop in October 2016
- Prepare a draft application and have it reviewed by City staff or a knowledgeable advisor

Eligible applicants will mail or deliver the application form and required support materials by the program deadline, 3 p.m. PST, Friday, April 29, 2016 to:

2016 Organization Development Grants
City of Kelowna Cultural Services Branch
Glenmore Office*
#105 – 1014 Glenmore Drive
Kelowna, BC V1Y 4P2

HOURS: Monday to Friday, 8:30 a.m. to 4:30 p.m.

**located at the corner of Mountain Avenue and Glenmore Drive*

Applications will not be accepted by email.

Incomplete or late applications will not be accepted. Receipt of a complete application prior to the deadline does not guarantee funding. Obtaining a grant is a competitive process and demand exceeds available resources.

3.0 ASSESSMENT CRITERIA

The criteria listed below and in Schedule 1 represent 'good' practices for project development and delivery. Assessment will be based on the degree to which organizations meet the criteria, based on the information they provide. All organizations and projects are unique; there is no expectation that an organization must be demonstrating exceptional performance in all areas in order to receive funding support. However, the assessment criteria provide an objective framework within which the project's feasibility and impact can be considered, and form the basis for constructive feedback to the organization.

Criteria are weighted and grouped into three (3) categories:

- Quality of Proposed Project (30%) – critical self-assessment, clearly identified rationale for the project, qualifications and expertise of identified consultant OR alignment of identified training course with project rationale, likelihood that the project will address issues identified in self-assessment;
- Feasibility of Proposed Project (30%) – defined milestones and reasonable timelines, commitment and ability to complete the project by December 31, 2016 unless otherwise arranged, reasonable project budget, active involvement of Board of Directors, management staff or other organization leadership in initiative, involvement of committed partners or collaborators;
- Outcomes of Proposed Project (40%) – clearly identified deliverables and measurable outcomes for the project, how the organization will evaluate the success of the project, commitment/plan from the organization to follow through with project learnings, legacy potential of project (how knowledge will be passed along within organization structure and beyond, if applicable).

Detailed criteria are listed in Schedule 1 of these Guidelines.

4.0 ASSESSMENT OF APPLICATIONS

4.1 Staff Review:

Applications in this program are evaluated through Cultural Services staff review, which enables a streamlined and expedited process. Staff may call upon experienced sector or discipline experts from other communities or funding agencies in an advisory capacity when circumstances warrant.

4.2 Interview:

Following completion of staff review, applicants are invited to an interview with staff to discuss review findings, build understanding about how the organization will address any concerns arising, and engage in broader dialogue about the overall health of the organization.

4.3 Notification:

Applicants will receive written notification of evaluation results within 30 days of the application deadline. Notification will include feedback from the staff review and interview. Staff decisions communicated in a formal notification are final, unless adjusted through the reconsideration process described in Section 4.4.

Wherever possible, a cheque will be included with notification, or may be mailed separately.

4.4 Request for Clarification/Request for Reconsideration:

Applicants who do not agree with a funding notification may request further clarification from staff, or if still in disagreement after clarification, may make a formal request for reconsideration by the Director of the Active Living & Culture Division. In the event of a formal request for reconsideration, the City may delay distribution of some or all of the funds in this program until all of the funding decisions have been resolved.

4.5 Final Report:

Successful applicants will provide a Final Report in a prescribed format to the Cultural Services Branch. Receipt of these reports is a pre-condition for future eligibility in any Cultural Services grant program. Final Reports are considered part of assessment of any future applications by the organization.

Final Reports for 2016 Organization Development Grants must be submitted on or before December 31, 2016 unless other arrangements are made with staff.

5.0 TIMELINE

A typical timeline appears in the table below. The timeline is subject to change.

Deadline	Staff Review & Interview	Notification	Distribution	Final Report
Apr 29 2016	May 2016	Late May 2016	Late May 2016	Dec 31 2016

6.0 CONDITIONS OF FUNDING

In addition to any specific terms and conditions which may arise from the annual review process, the conditions below will apply to any organization receiving funding from this program:

- Grant funds must be applied to current expenses and must not be used to reduce or eliminate accumulated deficits or to retroactively fund activities;
- The organization will make every effort to secure funding from other sources as indicated in its application;
- The organization will maintain proper records and accounts of all revenues and expenditures relating to its activities and, upon the City's request, will make all records and accounts available for inspection by the City or its auditors;
- If there are any changes in the organization's activities as presented in its application, Cultural Services must be notified in writing immediately and approve such changes;
- In the event that the grant funds are not used for the organization's activities as described in the application, they are to be repaid to the City in full. If the activities are completed without requiring the full use of the City funds, the remaining City funds are also to be returned to the City;
- The organization must acknowledge the financial assistance of the City of Kelowna on all communications and promotional materials relating to its activities, such as programmes,

brochures, posters, advertisements, websites, news releases and signs. Acknowledgement is provided by using the City of Kelowna logo in accordance with prescribed standards;
- Receipt of a grant does not guarantee funding in the future.

7.0 CONFIDENTIALITY

All documents submitted by Applicants to the City become the property of the City. The City will make every effort to maintain the confidentiality of each application and the information contained therein except to the extent necessary to communicate information to staff and assessors for the purposes of evaluation, administration and analysis. The City will not release any of this information to the public except as required under the Province of British Columbia *Freedom of Information and Protection of Privacy Act* or other legal disclosure process.

8.0 CONTACT INFORMATION

Staff:	Caroline Ivey, Cultural Services Coordinator
Address:	105 – 1014 Glenmore Drive Kelowna, BC V1Y 4P2
Phone:	(250) 469-8474
Hours:	Monday – Friday, 8:30 a.m. to 4:30 p.m.
Email:	civey@kelowna.ca
Website:	kelowna.ca/culture

	SCHEDULE 1 – DETAILED ASSESSMENT CRITERIA
Project Quality 30%	There is evidence that the organization understands its lifecycle, and has identified strengths and weaknesses in its capacity and sustainability.
	The rationale and objectives for the project are clearly articulated.
	The project activities are aligned with the rationale and are likely to address the objectives.
	The applicant has identified a consultant with appropriate qualifications; in the alternative, the applicant has identified the process it will use to select a qualified consultant.
	The applicant has provided information about a reputable training course, workshop, seminar or conference that aligns with the project rationale and objectives.
	The project is aligned with program objectives, vision, principles and goals and is likely to improve the capacity and sustainability of the applicant.
Project Feasibility 30%	The organization has sufficient human and financial resources to support the project and the project budget.
	The project will be completed by December 31, 2016 or an alternative completion date has been proposed.
	Feasible project milestones (phases, stages) have been identified.
	The project budget is reasonable; expenses are aligned with project objectives and outcomes.
	Program matching requirements are met.
	The proposed use of grant funds is consistent with the program objectives and description.
	There is evidence of project support from sources other than the City of Kelowna.
	The applicant has identified active and appropriate project leadership and participation from within the organization.
	Current letters of project support have been provided by named partners and collaborators.
	The project is well-organized.
Project Outcomes 40%	There are clearly identified deliverables and specific measurable outcomes for the project.
	The applicant has determined how the sucess of the project will be evaluated.
	The applicant intends to continue or expand the project in future years.
	The applicant has indicated how knowledge arising from the project will be shared and used within the organization (and possibly beyond the organization).
	The organization is committed to changing and improving its governance and/or operations as a direct result of the project.

YEAR	DETAILS	OPERATING	PROJECT
2010	$ available	$80,000	$70,000
	# of applications	15	28
	$ requested	$133,200	$292,274
	# of grant awards	12	15
	$ total awards	$77,500	$67,500
2011	$ available	$110,000	$70,000
	# of applications	21	22
	$ requested	$177,700	$134,825
	# of grant awards	16	12
	$ total awards	$95,200	$70,000
2012	$ available	$110,000	$70,000
	# of applications	20	24
	$ requested	$186,370	$141,488
	# of grant awards	18	17
	$ total awards	$110,000	$70,000
2013	$ available	$111,500	$65,000
	# of applications	22	17
	$ requested	$190,900	$100,457
	# of grant awards	17	13
	$ total awards	$111,235	$65,000
2014	$ available	$110,000	$65,000
	# of applications	17	16
	$ requested	$133,800	$107,407
	# of grant awards	15	10
	$ total awards	$102,300	$51,550
2015	$ available	$109,300	$70,000
	# of applications	19	18
	$ requested	$160,500	$119,210
	# of grant awards	15	15
	$ total awards	$109,300	$70,000

2016 CULTURAL GRANTS

October 5, 2015

OVERVIEW

- Program improvements arising from Grant Review Project
- Informed by best practice, feedback from organizations and jurors and staff experience
- Responding to growth in cultural community

PROFESSIONAL OPERATING

- New guidelines in anticipation of new entrants
- Experienced organizations with paid staff and larger budgets
- Staff review – Council approval
- Organizations deliver annual reports to Council

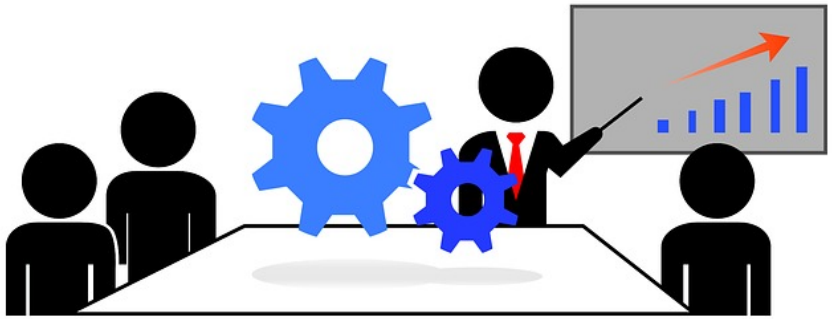
GENERAL OPERATING

- Annual assistance for smaller, volunteer-run organizations
- Clarified eligibility and evaluation criteria
- No major changes to process
- No changes to funding envelope
- Deadline December 4, 2015

PROJECT

- ‘Seed’ money for events, festivals or projects with a cultural focus
- Maximum three years funding
- Matching grants of up to $10,000
- Projects must have artistic or cultural leadership
- Organization Development now a separate category
- Deadline December 4, 2015

ORGANIZATION DEVELOPMENT



- For partners/operating clients
- Projects to build capacity and sustainability
- Covers consulting and tuition costs
- Matching grant of up to $10,000
- Deadline April 29, 2016

QUESTIONS

Report to Council

City of Kelowna

Date: October 5, 2015

File: 0280-70

To: City Manager

From: Lynn M. Walter, Revenue Manager

Subject: 2016 Permissive Tax Exemption Bylaw No. 11145

Report prepared by Tina Waddell, Accountant

Recommendation:

THAT Council receives, for information, the Report from the Revenue Manager dated October 5, 2015 with respect to the 2016 Permissive Tax Exemption Bylaw;

AND THAT Bylaw No. 11145, being the 2016 Permissive Tax Exemption Bylaw be forwarded for reading consideration.

Purpose:

Council to consider a property tax exemption for those organizations that have met the qualification as outlined in Permissive Tax Exemption Policy #327.

Background:

Section 224 of the Community Charter provides the authority for permissive tax exemptions. Council may exempt land and improvements in their entirety or a portion thereof for a period of up to 10 years. Authority to grant permissive tax exemptions is a policy tool available to council to promote or achieve specific goals. As a general rule when Council grants a permissive tax exemption on a specific property, that property is automatically exempted from municipal, school, regional district, hospital and BC Assessment taxes. The permissive tax exemption does not apply to utility fees such as garbage/landfill/recycle charges or to parcel taxes such as the Water Parcel tax.

Council Policy #327, Permissive Tax Exemption Policy originally approved in 2005 and endorsed again in 2012 sets out the extent, conditions, and penalties, along with the general process and the eligibility criteria used by the City of Kelowna to determine property eligibility for Permissive Tax Exemptions.

There is no obligation on the part of Council to grant a permissive tax exemption in any year. Permissive tax exemptions that are granted in any year reduce the total value of the tax base for that year and thereby increase the burden of taxation to properties that are not exempt.

The process requires the completion of applications on a five year basis for places of worship, private schools and hospitals, with other non-profit organizations reapplying and being reconsidered annually. The year 2016 is the beginning of a new five year cycle for places of worship, private schools and hospitals, so applications were received from all organizational types over the summer of 2015.

All currently exempt applicants as well as new applicants were reviewed by staff in relation to Council Policy # 327 and the below recommendations represent the changes to the status of each applicant.

The following are revisions to Schedules A through I of the 2015 Tax Exemption Bylaw No. 11009:

Schedule A, Public Worship:

CHANGES in relation to 2015 Permissive Tax Exemption Bylaw 11009:

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
1	21300	Lot 19-20, Plan 2085, District Lot 139	Unitarian Fellowship of Kelowna Society	Criteria #5: 1462 sq ft taxable as principal use of property not directly related to principal purpose of organization **owning** the property. (ie, there is a new lease/rental to Serendipity Daycare)
2	6199358	Lot H, Sec 26, Twp 26,Plan 26182	Faith Lutheran Church of Kelowna	Criteria #5: 800 sq ft taxable as principal use of property not directly related to principal purpose of organization **owning** the property (ie, there is a new lease/rental Imagination Way Preschool).
3	6735000	Lot A, Plan 11520	Trustees Rutland United Church Pastoral Charge of the United Church	Change in exemption area: 1645 sq ft taxable (increased from 1278 sq ft in prior year) as principal use of property not directly related to principal purpose of organization **owning** the property (lease/rental Green Gables Daycare).
4	10519844	Lot A, Plan 37351 (Portion of Lot)	Apostolic Resource Centre Society	Change in exemption area.: 8896 sq ft taxable (increased from 3520 sq ft in prior year) as principal use of property not directly related to principal purpose of organization **owning** the property (Commercial Class 06).

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
5	11097073	Lot 1, Plan KAP52447, DL 136	C3 Church	Change status to fully exempt. Preschool no longer operating on the property.

DELETE the following rolls that were included in 2015 Permissive Tax Exemption Bylaw 11009:

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
1	11025480	Lot 1, Plan 34984	Trustees of the Congregation of St Paul's United Church	Change status to fully taxable. Site is under construction and will be assessed as vacant commercial (06) land in 2016.

Schedule B, Private Schools: No Change

Schedule C, Hospitals:

DELETE the following rolls that were included in 2015 Permissive Tax Exemption Bylaw 11009:

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
1	55260	Lot A, Plan EPP11464	Interior Health Authority	Permissive Exemption no longer required: Already stat exempt under Health Auth Act
2	73571	Lot 15, Plan 32159, DL 137	Interior Health Authority	Permissive Exemption no longer required: Already stat exempt under Health Auth Act
3	82282	Lot A, Plan EPP18664	Interior Health Authority	Permissive Exemption no longer required: Already stat exempt under Health Auth Act
4	4529001	Lot A, Plan KAP84779, DL 136	Interior Health Authority	Permissive Exemption no longer required: Already stat exempt under Health Auth Act

Schedule D, Special Needs Housing:

DELETE the following rolls that were included in 2015 Permissive Tax Exemption Bylaw 11009:

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
1	43090	Lot 1, Plan 7765	Howard-Fry Housing Society	Change status to fully taxable. Criterion #8: Exemptions will not be granted for housing with stays longer than two years. Rationale: The City would not normally provide long-term housing, and housing provided for periods longer than 2 years is not deemed to be emergency-type housing. See Appendix F: Letter from John Howard Society.

Schedule E, Social Services:

DELETE the following rolls that were included in 2015 Permissive Tax Exemption Bylaw 11009:

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
1	10522014	Lot 10 Plan KAS3728	Kelowna Elks Lodge No 52	Change status to fully taxable. Elks Lodge no longer owns the property

Schedule F, Public Park or Recreation Ground, Public Athletic or Recreational: No Change

Schedule G, Cultural Organizations:

CHANGES in relation to 2015 Permissive Tax Exemption Bylaw 11009:

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
1	77062	Lot 1, Plan 42511	City of Kelowna/Kelowna Museums Society	Planned Reduction in Exemption Percentage: Criterion # 3: 1,300 sq ft 20% exempt (4th year of the 5 year phase out program) as area's primary purpose are commercial liquor sales. Per Policy 327: "Non-profit organizations conducting retail and/or commercial activity and charging rates or fees at market value are considered to be in competition with for-profit businesses and will not be eligible for tax exemption." Note: The portion of the Wine Museum which is a VQA Wines store would be taxable – Approx. 60% of the Wine Museum area (1,300 sq. ft.).
2	80250	Lot A, KAP67454	Kelowna Visual & Performing Arts Centre Society / City of Kelowna	Increase in exemption area. Change in lease within the leased portion of the property (1185 sq ft). The previous lease holder of this unit was taxable under tax roll 80252. The new lease holder is a Non-profit organization (New Vintage Theatre) and qualifies as an exempt area.

Schedule H, Other Non-Profit Societies: No Change

Schedule I, Partnering, Heritage or Other Special Exemption Authority: No Change

<u>There is one tax exemption request that is not being recommended for exemption:</u>

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
1	4802840	Lot 74, Plan KAP25984	John Howard Society of the Central & South Okanagan	Denied. Exemptions will not be granted for housing with stays longer than two years. Rationale: The City would not normally provide long-term housing, and housing provided for periods longer than 2 years is not deemed to be emergency-type housing. See Appendix F: Letter from John Howard Society.

The following have been included as attachments:

Appendix A, 2016 Tax Exemptions Summary – Municipal Tax Impact related to General Exemption and Permissive Exemption

Appendix B, 2016 Tax Exemptions Summary – Municipal Tax Impact related to Permissive Exemption only

Appendix C, Policy # 327

Appendix D, Tax Exemption Bylaw – Schedules Background

Appendix E, Proposed Bylaw # 11145 to be presented for first 3 readings on Monday, October 5, 2015

Appendix F, Letter from John Howard Society of the Central & South Okanagan

The foregoing changes for 2016 property tax exemption are placed before Council for consideration.

Internal Circulation:

Sandra Kochan, Cultural Services Manager
Jim Gabriel, Director, Active Living & Culture

Legal/Statutory Authority:

Council may, by bylaw in accordance with sections 220, 224 and 225 of the Community Charter exempt land or improvements, or both, from taxation to the extent, for the period and subject to the conditions provided in the bylaw.

Legal/Statutory Procedural Requirements:

Under section 227 of the Community Charter Council must give notice of a proposed bylaw in accordance with section 94 [public notice must be once a week for 2 consecutive weeks prior], identifying the property that would be subject to the bylaw, describe the proposed exemption, state the number of years that the exemption may be provided and provide an estimate of the amount of taxes that would be imposed on the property if it were not exempt, for the year in which the proposed bylaw is to take effect and the following 2 years.
Under Division 7 – Permissive Exemptions of the Community Charter a bylaw may only be adopted by an affirmative vote of the majority of Council, and does not apply to taxation in a calendar year unless it comes into force on or before October 31 in the preceding year.

Existing Policy:

Permissive Tax Exemption Policy 327

Financial/Budgetary Considerations:

Tax exemptions are not financed through a budgetary line item in the same way as municipal spending, nor do they affect the amount that has to be raised through property taxes. Nevertheless, tax exemptions do impose a cost on taxpayers who are not exempt. Tax exemptions reduce the total value of the tax base (i.e. the taxable value of property). Therefore, tax exemptions transfer the burden of taxation from properties that are exempt to properties that are taxable. An increase in the value of tax exemptions increases the taxes paid by properties that are not tax exempt. Refer to Appendix A, 2016 Tax Exemptions Summary – General Exemption and Permissive Exemption - Municipal Tax Impact and Appendix B, 2016 Tax Exemptions Summary – Permissive Exemption – Municipal Tax Impact.

Considerations not applicable to this report:

Personnel Implications:
External Agency/Public Comments:
Communications Comments:
Alternate Recommendation:

Submitted by:

L.M. Walter, CPA, CMA
Revenue Manager

Approved for inclusion: (Genelle Davidson, CPA, CMA, Director, Financial Services)

cc: BC Assessment

Appendix A, 2016 Tax Exemptions Summary – Municipal Tax Impact related to General Exemption and Permissive Exemption:

Schedule	Class 01: Residential	Class 06: Business*	Class 08: Recreation / Non-Profit	Total
A - Places of Worship				
Assessed Values	0	6,831,750	122,800,814	129,632,564
Municipal Taxes	$0	$58,085	$490,015	$548,100
B - Private Schools				
Assessed Values	519,700	43,630,150	10,174,800	54,324,650
Municipal Taxes	$2,074	$370,952	$40,603	$413,628
C - Hospitals				
Assessed Values	0	5,012,900	0	5,012,900
Municipal Taxes	$0	$42,621	$0	$42,621
D - Special Needs Housing				
Assessed Values	12,400,600	745,200	0	13,145,800
Municipal Taxes	$49,480	$6,336	$0	$55,815
E - Social Services				
Assessed Values	2,360,000	20,842,900	522,200	23,725,100
Municipal Taxes	$9,417	$177,210	$2,084	$188,710
F - Public Park or Recreation Ground, Public Athletic or Recreational				
Assessed Values	16,698,200	8,794,600	75,256,143	100,748,943
Municipal Taxes	$66,631	$74,774	$300,297	$441,702
G - Cultural				
Assessed Values	1,600	36,114,774	2,365,700	38,482,074
Municipal Taxes	$6	$307,055	$9,440	$316,501
H - Other				
Assessed Values	2,235,200	3,950,000	1,052,600	7,237,800
Municipal Taxes	$8,919	$33,584	$4,200	$46,703
I - Partnering, Heritage or Other Special Exemption Authority				
Assessed Values	25,600	696,000	0	721,600
Municipal Taxes	$102	$5,918	$0	$6,020
Grand Total				
Assessed Values	34,240,900	126,618,274	212,172,257	373,031,431
Municipal Taxes	**$136,629**	**$1,076,535**	**$846,639**	**$2,059,803**

Appendix B, 2016 Tax Exemptions Summary – Municipal Tax Impact related to Permissive Exemption only:

Schedule [1]	Class 01: Residential	Class 06: Business*	Class 08: Recreation / Non-Profit	Total
A - Places of Worship				
Assessed Values	0	1,344,500	67,384,500	68,729,000
Municipal Taxes	$0	$11,431	$268,885	$280,316
B - Private Schools				
Assessed Values	423,000	16,818,300	3,633,000	20,874,300
Municipal Taxes	$1,688	$142,992	$14,497	$159,177
C - Hospitals				
Assessed Values	0	1,857,000	0	1,857,000
Municipal Taxes	$0	$15,789	$0	$15,789
D - Special Needs Housing				
Assessed Values	12,400,600	723,300	0	13,123,900
Municipal Taxes	$49,480	$6,150	$0	$55,630
E - Social Services				
Assessed Values	2,360,000	20,642,900	522,200	23,525,100
Municipal Taxes	$9,417	$175,512	$2,084	$187,013
F - Public Park or Recreation Ground, Public Athletic or Recreational				
Assessed Values	16,698,200	8,674,600	75,256,143	100,628,943
Municipal Taxes	$66,631	$73,753	$300,300	$440,684
G - Cultural				
Assessed Values	1,600	36,014,774	2,365,700	38,382,074
Municipal Taxes	$6	$306,204	$9,440	$315,650
H - Other				
Assessed Values	2,235,200	3,890,000	1,052,600	7,177,800
Municipal Taxes	$8,919	$33,074	$4,200	$46,193
I - Partnering, Heritage or Other Special Exemption Authority				
Assessed Values	25,600	686,000	0	711,600
Municipal Taxes	$102	$5,833	$0	$5,935
Grand Total				
Assessed Values	34,144,200	90,651,374	150,214,143	275,009,717
Municipal Taxes	**$136,243**	**$770,738**	**$599,406**	**$1,506,387**

[1] Schedules A, B & C include the land assessed values of the buildings footprint which is a general exemption.

Appendix C, Policy #327:

POLICY 327

Council Policy

Permissive Tax Exemption Policy

APPROVED August 8, 2005

City of Kelowna
1435 Water Street
Kelowna, BC V1Y 1J4
250 469-8500
kelowna.ca

RESOLUTION: R375/10/04/26
REPLACING: R446/06/05/15; R759/05/08/08
DATE OF LAST REVIEW: April 2010

A. PREAMBLE

The City of Kelowna recognizes the significant value of volunteers, volunteer groups and agencies to the spiritual, educational, social, cultural, and physical well-being of the community. A permissive tax exemption is a means for Council to support organizations within the community that further Council's objective to enhance the quality of life while delivering services economically to the citizens of Kelowna.

The Permissive Tax Exemption Policy is intended to:

-Provide clarity, consistency and certainty to the municipality, the public and prospective applicants.

B. EXTENT, CONDITIONS, AND PENALTIES

1. Council may designate only a portion of land/improvements as exempted where the following circumstances exist:

   a. A portion of the land/improvements is used by private sector and/or organization not meeting Council's exemption criteria.

   b. The applicant already receives grant in aid from the municipality, provincial or federal government.

   c. The applicant meets all eligibility criteria, however Council may at its discretion grant a partial exemption.

2. Council may impose conditions on the exempted land/improvements with the applicant organization, including but not limited to:

   a. Registration of a covenant restricting use of the property

   b. An agreement committing the organization to continue a specific service/program

   c. An agreement committing the organization to have field/facilities open for public use for specific times or a total amount of time

   d. An agreement committing the organization to offer use of the field/facility to certain groups free of charge or at reduced rates

   e. An agreement committing the organization to immediately disclose any substantial increase in the organization's revenue or anticipated revenue (i.e. receives large operating grant from senior government)

3. Council may impose penalties on an exempted organization for knowingly breaching conditions of exemption, including but not limited to:

   a. Revoking exemption with notice

   b. Disqualifying any future application for exemption for specific time period

   c. Requiring repayment of monies equal to the foregone tax revenue.

C. PROCESS

Council will consider permissive tax exemption applications from Places of Worship, Private Schools and Hospitals for a period of up to 5 years. Other Non-Profit organizations will be considered annually.

The opportunity to apply for a permissive tax exemption will be advertised in the local newspaper once in the month of June. Application forms can be downloaded from the City of Kelowna website, or picked up at City Hall in the Revenue Branch of the Financial Services Department.

Application Forms

Places of Worship, Private Schools and Hospitals are required to complete the Place of Worship, Private School, and Hospital 5 Year Application. The City of Kelowna will administer these applications on a 5 year cycle. If the application is approved the organization will be exempt for the number of years remaining in the cycle. At the end of the 5 year cycle all organizations must complete an application for the next 5 years. It is the organization's responsibility to notify the City of Kelowna of any changes in property ownership and/or use of the property.

For example:

Application Period	Number of Years Exempt	Application Due Date
2011 – 2015	5 Years	July 15, 2010
2012 – 2015	4 Years	July 15, 2011
2013 – 2015	3 Years	July 15, 2012
2014 – 2015	2 Years	July 15, 2013
2015	1 Year	July 15, 2014

Other Non-Profit Organizations will be required to complete a Comprehensive Non-Profit Application. If the application is approved for the next tax year, the organization will be required to submit a short renewal application every year for the next 4 tax years. The renewal application is confirmation that ownership and use of property has not changed and will be reviewed and approved before a permissive tax exemption is granted.

The Place of Worship, Private Schools and Hospital applications and the Comprehensive Non-Profit applications must have the following information attached before consideration of a 5 year permissive tax exemption:

Copy of last Registered Charity Information Return or Non-Profit Organization Information Return submitted to the CCRA

Copy of most current Audited Financial Statements

Financial Budget (pro-forma Balance Sheet and Income Statement) for the current 12 months

Scale Drawing of Property, that includes buildings, parking lots, landscaping, playgrounds, fields, etc.

Copy of Lease Agreement if applicable

Applications with required supporting information must be submitted prior to July 15th of each year to be considered for the next permissive tax exemption year or cycle.

<u>Additional Information</u>

Council may request a presentation from applying organization.

The City of Kelowna may request additional information.

The City of Kelowna reserves the right to review records and/or property to verify information provided in support of

application.

Successful applicants may be asked to publicly acknowledge the exemption.

Council may, at its discretion, reject any or all applicants in any given year.

This policy does not apply to permissive tax exemptions for heritage revitalization, riparian, and other special exemption authority.

Eligibility Criteria

To be eligible for a permissive tax exemption an organization must comply with all of the eligibility criteria outlined below. The application forms and supporting documentation are an integral part of this policy. There is no obligation on the part of Council to grant permissive tax exemptions in any given year.

The applicant(s):

1. qualifies for an exemption under the provisions of the Community Charter, general authority for permissive exemptions. (Part 7, Division 7, Section 224).

2. and/or the property owner is in compliance with municipal policies, plans, bylaws, and regulations (i.e. business licensing, zoning).

3. is a Non-Profit Organization.

Tax exemptions will only be granted to organizations that are a Registered Charity or Non-Profit Organization.

The intent of this requirement is to ensure that municipal support is not used to further activities of an organization or individual that, if not for it's not-for-profit status would otherwise be considered business, i.e. an organization that is operating as a Non-Profit; although it charges market value for services available, and would be comparable in operations and perception to public as a For Profit Business.

Non-profit organizations conducting retail and/or commercial activity and charging rates or fees at market value are considered to be in competition with for-profit businesses and will not be eligible for tax exemption.

4. provides services or programs that are compatible or complementary to those offered by the City of Kelowna. When a service or program is offered by a non-profit group or club, the Community may benefits from a more cost effective provision of services.

Services provided by an organization should fulfill some basic need, or otherwise improve the quality of life for residents of Kelowna.

5. principal use of property meets Council's objectives. The "principal use of the property" refers to the use related directly to the principal purpose of the organization ***owning*** the property.

Permissive tax exemptions will be based on the principal use of the property, not on the non-profit or charitable services of the organization.

6. will provide benefits and accessibility to the residents for Kelowna. Specifically, members of the public, within the appropriate age range, are able to join a club or organization and participate in its activities for a nominal rate or fee.

Kelowna residents must be the primary beneficiaries of the organization's services. The services provided on the property must be accessible to the public. Council may at its discretion provide partial exemptions.

7. that provide liquor and/or meal services as their primary function and/or source of revenue will not be eligible for permissive tax exemption.

8. provides short term housing with length of stay up to a maximum of two years.

This would include: emergency shelters, transitional housing, supportive housing for people with special needs, and group homes.

9. that have a residence in the building or on the property will only be exempt if a caretaking function is performed and the property owner (organization) can provide a copy of an agreement demonstrating:

1. rent is not collected on the residence, and
2. there is a caretaker agreement in place.

Administration

The Revenue Branch in the Financial Services Department will review all applications for completeness and contact the applicant if additional information is necessary.

The Revenue Branch will prepare a summary report of applications and bylaw for presentation to Council the first week of October for approval and adoption prior to October 31st of each year.

A public notice will be placed in the local newspaper of proposed bylaw. The notice will include:

Property subject to bylaw

Description of the proposed exemption

Number of years the exemption will be provided

Estimate of the amount of taxes that would be imposed on the property if it were not exempt for the year of exemption and following 2 years.

Public notice will be in accordance with Section 94 of the Community Charter.

Places of Worship, Private Schools, and Hospitals that have been approved for permissive tax exemption will be exempt for up to 5 years.

All other Non-Profit Organizations that have been approved will be exempt for 1 year. To be considered for future years a renewal application must be submitted prior to July 15th of each year of the next 4 tax years. A comprehensive application must be submitted at least every 5 years.

Late Application

Applications received after the deadline for submission will be held until the next scheduled October presentation to Council that meets the application due date. Applicants may, at that time, request Council to consider a refund of the Municipal portion of taxes paid for the property to be exempted the following year.

REASON FOR POLICY

Provide clarity for permissive property tax exemption applications.

LEGISLATIVE AUTHORITY

Section 224 – *Community Charter*

PROCEDURE FOR IMPLEMENTATION

Council Resolution

Appendix D, Tax Exemption Bylaw – Schedules Background:

SCHEDULE A

Public Worship:

Place of worship are given a general exemption from taxation for the church building and the land on which the building stands under C.C. Section 220 (1) (h). While this part of the exemption does not require a bylaw, any other buildings (church hall) or lands (parking, etc.) to be exempted are at the discretion of Council through a permissive exemption. The exemption would not include living quarters (manse or other) for the staff.

If a statutory exemption occurs for a building set apart for public worship as well as the land on which the building stands the title to the land

- must be registered in the name of religious organization using the building
- or trustees for the use of that organization
- or religious organization granting a lease of the building and land to be used solely for public worship

A permissive tax exemption may be provided for the land surrounding the exempt building that Council considers necessary. (Section 224 (2) (f) of the Community Charter)

A permissive tax exemption may be provided for land and improvements used or occupied by a religious organization, as a tenant or licensee, for the purpose of public worship. (Section 224 (2) (g)) (The lessee under the lease must be required to pay property taxes directly to the City of Kelowna.)

SCHEDULE B

Private Schools:

Statutory Exemption

A building and the land on which the building stands if owned by an incorporated institution of learning that is regularly giving children instruction accepted as equivalent to that given in a public school, is exempt from taxation (Section 220(1)(l))

A permissive tax exemption may be provided for the land surrounding the exempt building. (Section 224(2)(h))

SCHEDULE C

Hospitals:

Statutory Exemption

A building set apart and used solely as a hospital under the Hospital Act, except a private hospital under that Act, together with the land on which the building stands is exempt from taxation. (Section 220 (1)(j))

- A permissive tax exemption may be provided for the land surrounding the exempt building. (Section 224(2)(h))

- A permissive tax exemption may be provided for land or improvements owned or held by a person or organization and operated as a private hospital licensee under the Hospital Act, or an institution licensed under the Community Care Facility Act. (Section 224(2)(j))

SCHEDULE D

Special Need Housing:

a. A permissive tax exemption may be provided for land and improvements that are owned or held by a registered charity or non profit, and Council considers are used for a purpose that is directly related to the purposes of the corporation. (Section 224(2)(a)) Special needs housing to members of the community such as:
    - short term emergency or protection housing
    - halfway houses, group homes, or supportive housing for people with special needs

SCHEDULE E

Social Services:

A permissive tax exemption may be provided for land and improvements that are owned or held by a registered charity or non profit, and Council considers are used for a purpose that is directly related to the purposes of the corporation. (Section 224(2)(a)) Social services to members of community such as:

- Food banks, drop in centre for people with special needs, seniors or youth.
- Support services and programs for people with special needs, who are in some way disadvantaged and need assistance in maximizing their quality of life. (i.e. counselling for substance abuse, employment re- entry programs)

SCHEDULE F

Public Park or Recreation Ground, Public Athletic or Recreational

A permissive tax exemption may be provided for land or improvements owned or held by a person or athletic or service club or association and used as a **public** park or recreational ground or for **public** athletic or recreational purposes.(Section 224(2)(i))

- Facilities must be available to the public, exclusive membership clubs or associations not eligible for exemption.
- Council may impose covenant restricting use of property or require agreement committing organization to offer the field/facility to certain groups free of charge or at reduced rates.

A permissive exemption may be provided when land and improvements are owned by public authority or local authority, and used by a non-profit organization for the purpose of public park or recreation ground or athletic or recreational purposes, which would have been exempt if land and improvements were owned by that organization. (Section 224(2)(d) (The

lessee under the lease must be required to pay the property taxes directly to the City of Kelowna, or have a partnership agreement with the City of Kelowna.)

SCHEDULE G

Cultural Organizations

A permissive exemption may be provided for land and improvements that are owned or held by a non profit that provides cultural education and recreation. (Section 224(2) (a)). The Facility must be available for members of the public.

SCHEDULE H

Other Non- Profit Societies

A permissive tax exemption may be provided for land and improvements that are owned or held by a registered charity or nonprofit society that Council deems beneficial to the community, such as museums, animal shelters, property to preserve wildlife and environmental areas. (Section 225(2)(a).

A permissive tax exemption may be provided for land or improvements, for which a grant has been made, after March 31, 1974, under the Housing Construction (Elderly Citizens) Act before its repeal. (Section 224 (2) (k))

SCHEDULE I

Partnering, Heritage Property and Revitalization

The following property is eligible for a tax exemption under this section:

(a) eligible partnering property, being property that

(i) is owned by a person or public authority providing a municipal service under a partnering agreement, and

(ii) the Council considers will be used in relation to the service being provided under the partnering agreement;

(b) eligible heritage property, being property that is

(i) protected heritage property,

(ii) subject to a heritage revitalization agreement under section 966 of the *Local Government Act*,

(iii) subject to a covenant under section 219 of the *Land Title Act* that relates to the conservation of heritage property, or

(iv) if property referred to in subparagraphs (i) to (iii) is a building or other improvement so affixed to the land as to constitute real property, an area of land surrounding that improvement;

SCHEDULE J

Assessment and Taxation Impact

Includes land and improvements associated with the following:

1. Total projected municipal taxation impact for each of Schedule A, B, C, D, E, F, G, H, I by assessment class for the year's 2016, 2017 and 2018.

2. The projected taxation impact for 2016, 2017, 2018 have been calculated by increasing the 2015 actual municipal taxation rate by 4.42%, 3.24%, and 3.15% respectively as this relates to the 2015 five year financial plan approved by Council.

Appendix E, Proposed Bylaw # 11145:

Schedule A – Public Worship

Tax Exempt Properties for 2016 Tax Year

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
1	1230	Lot 1, Blk 13, Plan 202, DL138	The Union of Slavic Churches of Evangelical Christians c/o Trustees	
2	1350	Lots 2 and 3, Blk 15, Plan 202, DL 138	Trustees of First United Church	
3	1360	Lot 4,Blk 15,Plan 202, DL 138 In Trust - DD 197582F	Trustees of First United Church	Note: Parking Lot
4	1370	Lot 5,Blk 15,Plan 202, DL 138 In Trust - DD 197582F	Trustees of First United Church	Note: Parking Lot
5	6911	Lot 25, Plan 578, DL 138, Except Plan H16278, & Lot A PL	Kelowna Buddhist Society	
6	18380		Kelowna Buddhist Society	
7	21300	Lot 19-20, Plan 2085, District Lot 139	Unitarian Fellowship of Kelowna Society	Criteria #5: 1462 sq ft taxable as principal use of property not directly related to principal purpose of organization **owning** the property. (lease/rental to Serendipity Daycare)
8	21640	Lot 5, Blk B, Plan 2167, DL 139	Christian Science Society of Kelowna	
9	22500	Lot 6, Plan 2271, DL 139	Kelowna Tabernacle Congregation - Trustees	

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
10	51070	Lot 1, Plan 11332, DL 137	Governing Council of the Salvation Army in Canada	Note: Parking Lot
11	57010	Lot 1, Plan 15741	Ray Chase, Emsley Hunter, and Cyril Nash (Trustees)	Criteria #5: 3096 sq ft taxable as principal use of property not directly related to principal purpose of organization **owning** the property. (1548 sq ft Taxable: lease/rental to L'Eslale daycare) & (1548 sq ft Taxable: lease/rental to Music School)
12	57510	Lot A, Plan 16013, DL 137	Convention Baptist Churches of BC	
13	62110	Lot A, KAP65650	The Trustees of Congregation of Kelowna Bible Chapel	
14	62120	Lot 2, Plan 17933	The Trustees of Congregation of Kelowna Bible Chapel	Note: Parking Lot
15	68680	Lot 3, Plan 25524	Trustees Congregation - Grace Baptist Church	Criteria #3: No change in status per Policy 327 as "Daycare" is operating on avg. at below market (Thrive out of school club).
16	69380	Lot A, Plan 27070	Roman Catholic Bishop Of Nelson	Criteria #9: Residences will be excluded from otherwise tax exempt property (Note: Church Manse/Rectory)
17	71130	Lot 1, Plan 30180, DL137	Governing Council of the Salvation Army in Canada (Community Church)	
18	71680	Lot 4, Plan 30824	Seventh Day Adventist Church (BC Conference)	
19	74502	Lot A, Plan 33076, DL138	Roman Catholic Bishop of Nelson	Criteria #9: Residences will be excluded from otherwise tax exempt property (Note: Church Manse/Rectory)

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
20	75210	Lot 1, Plan 34637	Trustees of The Congregation of the Christ Evangelical Lutheran Church	
21	76394	Lot C, Plan 40170, DL137	The Congregation of the First Mennonite Church	
22	78266	Lot 1, Plan KAP47242	Ukrainian Catholic Eparchy of New Westminster	Criteria #9: Residences will be excluded from otherwise tax exempt property (Note: Church Manse/Rectory)
23	83239	Lot A, Plan KAP91385, DL 14	Synod-Diocese of Kootenay	
24	3255224	Lot 1, Plan KAP56294	Trust Cong St David's Presb Church	
25	3337370	Lot A, Plan 23927	Kelowna Christian Reformed Church	Criteria #5: 2,974 sq ft taxable as principal use of property not directly related to principal purpose of organization **owning** the property. (lease/rental to GRASP)
26	3337769	Lot A, Plan KAP83760	Okanagan Jewish Community Association	Criteria #5: 1,200 sq ft taxable as principal use of property not directly related to principal purpose of organization **owning** the property (lease/rental North Glenmore Daycare)
27	3378102	Lot A, Plan 44041	Glenmore Congregation of Jehovah's Witnesses	
28	3922000	Lot A, Plan 5223	BC Assn of Seventh Day Adventist	
29	4310442	Lot A, Plan 31085	Seventh Day Adventist Church (BC Conference)	
30	4360460	Lot 2, Twp 26,Plan 27837	Roman Catholic Bishop of Nelson	
31	4423888	Lot PT 26, Plan 187 Except Plan 3067, That PT of L 25 PL 187 S/O PL B130	Synod of the Diocese of Kootenay	

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
32	4571592	Lot 1, Sec 19, Twp 26, Plan 37842	Kelowna Full Gospel Church Society	Criteria #3: No change in status per Policy 327 as "Daycare" is operating on avg. at below market (Thrive out of school club). Criteria #9: Residences will be excluded from otherwise tax exempt property (Note: Housing Society)
33	4645000	Lot 7, Plan 3727	Church of the Nazarene - Canada Pacific	
34	4660000	Lot 1, Plan 4877	Serbian Orthodox Par-Holy Prophet St Ilija (Parish)	Criteria #9: 680 sq. ft taxable as residences will be excluded from otherwise tax exempt property. **[Note: Church Manse/Rectory]**
35	4803156	Lot A, Sec 22, Twp 26, Plan 27717	BC Assoc of Seventh Day Adventists	
36	4804250	Lot A, Plan 29696	Gurdwara Guru Amardas Darbar Sikh Society	Criteria #9: 240 sq ft taxable as residences will be excluded from otherwise tax exempt property (Note: church manse/rectory).
37	5475931	Lot Pcl Z, Sec 23, Twp 26, Plan 24426, Except Plan KAP69971, DD J53659	NW Canada Conf Evangelical Church	
38	5476791	Lot B, Plan 41234	BC Conference of Mennonite Brethren Churches	Criteria #9: Residences will be excluded from otherwise tax exempt property (Note: Housing Society)
39	5606001	Lot A, Plan KAP76650	Okanagan Sikh Temple & Cultural Society	Criteria #9: Residences will be excluded from otherwise tax exempt property (Note: Church Manse/Rectory)
40	5611000	Lot PT 2, Plan 2166	Roman Catholic Bishop of Nelson	Criteria #9: Residences will be excluded from otherwise tax exempt property (Note: Church Manse/Rectory)
41	5752000	Lot A, Plan 4841	Okanagan Chinese Baptist Church	

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
42	6198870	Lots 78, 79 & 80, Sec 26, Twp 26, Plan 22239	Pentecostal Assemblies of Canada	
43	6198872	Parcel A, Plan 22239	Synod of the Diocese of Kootenay	
44	6199358	Lot H, Sec 26, Twp 26,Plan 26182	Faith Lutheran Church of Kelowna	Criteria #5: 800 sq ft taxable as principal use of property not directly related to principal purpose of organization owning the property (lease/rental Imagination Way Preschool).
45	6339000	Lot 14, Sec 27, Twp 26 Plan 14897	BC Muslim Association	
46	6370120	Lot A, Plan 19465, DL 143, Sec 27, Twp 26	Trustees of Spring Valley Congregation of Jehovah's Witnesses	
47	6372497	Lot 1, Plan KAP55460	Kelowna Christian Centre Soc Inc	
48	6372506	Lot A, Plan KAP56177	New Apostolic Church of Canada Inc.	
49	6496742	Lot 1, Sec 29 & 32, Plan KAP64073	The Church of Jesus Christ of Latter-Day Saints	
50	6735000	Lot A, Plan 11520	Trustees Rutland United Church Pastoral Charge of the United Church	Criteria #5: 1645 sq ft taxable (increased from 1278 sq ft in prior year) as principal use of property not directly related to principal purpose of organization **owning** the property (lease/rental Green Gables Daycare).
51	7212492	Lot 1, Plan 37256	Synod of the Diocese of Kootenay	
52	10407200	Lot A, Plan 20452, DL 128	Christian & Missionary Alliance - Canadian Pacific District	

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
53	10468000	Lot 2, Plan 9491, DL 129	St. Peter & Paul Ukrainian Greek Orthodox Church of Kelowna	Criteria #9: Residences will be excluded from otherwise tax exempt property (Note: Orchard Haven Housing Society)
54	10519214	Lot 9, Plan 20128, DL 129	Kelowna Trinity Baptist Church	
55	10519844	Lot A, Plan 37351 (Portion of Lot)	Apostolic Resource Centre Society	Criteria #5: 8896 sq ft (increased from 3520 sq ft in prior year) taxable as principal use of property not directly related to principal purpose of organization **owning** the property (Commercial Class 06).
56	10519902	Lot 1, Plan KAP 45185	Kelowna Trinity Baptist Church	
57	10738200	Lot 1, Plan 27982, DL 131	Canadian Baptists of Western Canada	Criteria #5: 1,200 sq ft Taxable as principal use of property not directly related to principal purpose of organization **owning** the property (lease/rental to Montessori Pre-School). Criteria #9: House on property is taxable as residences will be excluded from otherwise tax exempt property (Note: rental unit).
58	10738366	Lot 2, Plan KAP44292, DL 131	Evangel Tabernacle of Kelowna	Criteria #3: No change in status per Policy 327 as church "Daycare" is operating on avg. at below market.
59	10768002	Lot 2, Plan KAP81588	Roman Catholic Bishop of Nelson	Criteria #9: Residences will be excluded from otherwise tax exempt property (Note: Church Manse/Rectory)
60	10936348	Lot 1, Plan 35917	Kelowna Gospel Fellowship Church	
61	10936653	Lot 1, Plan 41844	Canadian Mission Board of the German Church of God Dominion of Canada	Criteria #9: Residences will be excluded from otherwise tax exempt property (Note: Housing Society)
62	10937443	Lot A, Plan KAP76720	First Lutheran Church of Kelowna BC	

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
63	11025140	Lot 1, Plan 25466, DL 135	Trustees of The Lakeshore Congregation of Jehovah's Witnesses	
64	11025172	Lot 7, Plan 25798, DL 135	Congregation of Bethel Church of Kelowna	Criteria #3: No change in status per Policy 327 as church "Daycare" is operating on avg. at below market. (Village Daycare)
65	11059000	Lot 1, Plan 12441, DL 136 Trustees	Guisachan Fellowship Baptist Church	
66	11097073	Lot 1, Plan KAP52447, DL 136	C3 Church	Change status to fully exempt. Preschool no longer operating on the property.

Schedule B – Private Schools

Tax Exempt Properties for 2016 Tax Year

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
1	52700	Lot C, Plan 12546, DL 138	Roman Catholic Bishop of Nelson	
2	74502	Lot A, Plan 33076, DL 138	Roman Catholic Bishop of Nelson	Criteria #9: Residences will be excluded from otherwise tax exempt property (Note: Church Manse/Rectory)
3	3458033	Lot 1, KAP86356	Aberdeen Hall Senior School Society	Criteria #5: 2 parcels of land amalgamated with this property in 2014 are taxable as principal use of property not directly related to principal purpose of organization owning the property
4	4417000	Lot A, Plan KAP1725	Okanagan Montessori Elementary School Society	Criteria #3: No change in status per Policy 327 as "Daycare" is operating on avg. at below market.
5	5122000	Lot 2, Plan 3849, Sec 23, Twp 26, Ld 41 exc Plan 16489 (15 ac.)	Seventh-Day Adventist Church - BC Conference	
6	6372497	Lot 1, Plan KAP55460	Kelowna Christian Centre Society Inc	
7	6372527	Lot A, Plan KAP71175	Vedanta Educational Society Inc	
8	7212595	Lot A, Plan KAP48732	Waldorf School Association of Kelowna	Criteria #3: No change in status per Policy 327 as "Daycare" is operating on avg. at below market.
9	7212596	Lot B, Plan KAP48732	Waldorf School Association of Kelowna	
10	10589111	Lot 1, Plan KAP59724	Kelowna Society for Christian Education	Criteria #3: No change in status per Policy 327 as "Daycare" is operating on avg. at below market.
11	10738366	Lot 2, Plan KAP44292, DL 131	Evangel Tabernacle of Kelowna	

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
12	10738378	Lot A, Plan KAP54674, DL 131	The Catholic Independent Schools of Nelson Diocese	
13	10937443	Lot A, Plan KAP76720	First Lutheran Church of Kelowna	
14	12184557	Lot 2, Plan 69898, DL 41	Waldorf School Association of Kelowna/City of Kelowna	Criteria #3: Per Policy 327, "Daycare" is operating on avg. at below market.

Schedule C – Hospitals

Tax Exempt Properties for 2016 Tax Year

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
1	79392	Lot A, Plan KAP60581, DL 14	Canadian Cancer Society	

Tax Exempt Properties for 2016 Tax Year

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
1	4340	Lot 15, Plan 462, DL 139	Kelowna Gospel Mission Society	
2	7270	Lot 4, Plan 635, DL 14	Bridge Youth & Family Services Society	
3	23390	Lot 10, Plan 2498, DL 137	Bridges to New Life Society	
4	33110	Lot 2, Plan 3929	New Opportunities for Women (NOW) Canada Society	
5	46240	Lot 20, Plan 9138	Kelowna Gospel Mission Society	
6	46250	Lot 21, Plan 9138	Kelowna Gospel Mission Society	
7	48500	Lot 8, Plan 10011	Okanagan Halfway House Society Inc	
8	48750	Lot 33, Plan 10011, D.L. 137	Resurrection Recovery Resource Society Inc.	
9	48770	Lot 35, Plan 10011	Okanagan Halfway House Society	
10	50050	Lot 22, Plan KAP10689	Resurrection Recovery Resource Society	
11	50060	Lot 23, Plan 10689	Resurrection Recovery Resource Society	
12	50070	Plan 10689, Lot 24	Resurrection Recovery Resource Society	
13	50080	Lot 25, Plan 10689	Resurrection Recovery Resource Society	

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
14	50650	Lot A, PL 11018	Society of St. Vincent De Paul of Central Okanagan	
15	55030	Lot 4, Plan 14741	Central Okanagan Emergency Shelter Society	
16	55040	Lot 5, Plan 14741	Central Okanagan Emergency Shelter Society	
17	55150	Lot A, Plan 14836	Okanagan Halfway House Society	
18	71805	Lot 1, Plan 31153	Adult Integrated Mental Health Services Society	
19	80873	Plan KAS2634, Lot 1	Okanagan Mental Health Services Society	
20	5476630	Plan KAP33003, Lot A	The Bridge Youth & Family Services Society	
21	6370241	Plan KAP22268, Lot D	The Bridge Youth & Family Services Society	
22	10519958	Lot 4, Plan KAS1717	Kelowna Child Care Society	
23	11097075	PCL A, Plan KAP52447, DL 136	National Society of Hope /Provincial Rental Housing Corp	

Tax Exempt Properties for 2016 Tax Year

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
1	4330	Lot 14, Plan 462 Block 5	Kelowna Gospel Mission Society	
2	4580	Lots 3 and 4, Blk 8, DL 139, Plan 462	Ki-Low-Na Friendship Society	
3	4830	Lot E 1/2 L 15 Plan 462, Blk 10	Kelowna Community Resources & Crisis Centre Society	
4	9900	Plan 830, Lot 2, DL 14, Blk 21 exc Parcel 2A, B1750	Canadian Mental Health Association	
5	10470	Lot 11, Plan 922	Kelowna & District S.H.A.R.E. Society	
6	16620	Lot 8, Plan 1303 & Lot 1, DL 139 PL13585 & Lot 1 DL139 PL 3585	Kelowna Community Food Bank Society	
7	26190	Lot 138, Plan 3163	Okanagan Boys & Girls Clubs/City of Kelowna	Criteria #3: No change in status per Policy 327 "Daycare/Afterschool Care" is operating on avg. at below market.
8	45862	Lot A, Plan 9012	Okanagan Boys & Girls Clubs/City of Kelowna	Criteria #3: No change in status Per Policy 327 "Daycare/Afterschool Care" is operating on avg. at below market.
9	57060	Plan 15778, Lot B	Ki-Low-Na Friendship Society	
10	59530	Lot A, Plan 16898	Okanagan Boys & Girls Clubs/City of Kelowna	Criteria #3: No change in status per Policy 327 "Daycare/Afterschool Care" is operating on avg. at below market.
11	66250	Lot 1, Plan 22678	Kelowna(#26) Royal Canadian Legion	Criteria #7: 32% land and improvements not exempt - Main Dining area 870 sq ft, Cooler area 92 sq ft - Total 1,786 of 5,522 sq ft

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
12	76262	Lot 1, Blk 6, Sec 20, Twp 26, ODYD, Plan 39580	Central Okanagan Child Development Association	
13	82144	Lot A Plan KAP86241	Pathways Abilities Society / City of Kelowna	
14	4918002	Lot A Plan KAP90062	Governing Council of the Salvation Army in Canada	
15	5477053	Lot 5 Plan KAS2126	MADAY Society for Seniors	
16	6198704	Lot 1, Plan KAP91112	Boys & Girls Clubs/City of Kelowna	Criteria #3:No change in status per Policy 327 "Daycare/Afterschool Care" is operating on avg. at below market.
17	6370273	Lot 19, Plan 23749	Ki-Low-Na Friendship Society	
18	6371030	Lot 2, Plan KAP30323	Pathways Abilities Society	
19	6774486	Lot 2 Plan: KAS2048	Big Brothers Big Sisters of the Okanagan Society	
20	6774491	Lot:7 Plan KAS2048	Big Brothers Big Sisters of the Okanagan Society	
21	10508002	Lot 2, Plan 15777	Kalano Club of Kelowna	
22	10519925	Lot A, Plan KAP54261	Reach Out Youth Counselling & Services Society	
23	10707000	Lot 1, Plan 15596, Except Plan KAP73753	BHF Building Healthy Families Society	

Schedule F – Public Park or Recreation Ground, Public Athletic or Recreational

Tax Exempt Properties for 2016 Tax Year

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
1	571	Part DL 14 (.727 Acres) Lot A, Plan 5352	Kelowna Lawn Bowling Club /City of Kelowna	
2	37220	Lot 4, Plan 4921	Kelowna Badminton Club/City of Kelowna	
3	73507	Lot 2, Plan 32159	City of Kelowna/Kelowna Cricket Club	
4	80966	Lot B, Plan KAP76448	Kelowna Major Men's Fastball Association / City of Kelowna	No Change in Status as liquor license held by CofK not organization.
5	80967	Lot A, Plan KAP76448	Kelowna Curling Club / City of Kelowna	Criteria # 7: 2,000 sq ft taxable as areas primary use is liquor/food services.
6	83521	Lot 1, Plan EPP29214	Kelowna Yacht Club	Criteria # 6: Approx 21,168 sq ft (88%) taxable as the principal use of this portion of the property is not directly related to principal purpose of organization owning the property (rental/lease/restaurant)
7	4009000	Plan 2020, Parcel A , PCL A (KG34204)	Kelowna & District Fish & Game Club	Exempting non-commercial and non-residential class only
8	4078511	Lot 2, KAP80134	City of Kelowna	H2O Centre to be exempted except for space occupied by current tenant "Jugo Juice" which is taxed under its own tax roll # 4078513
9	4078511	Lot 2, KAP80134	Kelowna United Football Club/City of Kelowna	

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
10	4453000	Lot 1 & 2, Plan 3067	East Kelowna Community Hall Association	Criteria#9: Caretaker Agreement in place
11	4525505	Lot 1, KAP61083	Central Okanagan Land Trust / Central Okanagan (Regional District)	Land Conservation (Parkland)
12	6198705	Lot 1, Plan KAP91112	Okanagan Gymnastic Centre / City of Kelowna	
13	6224735	Lot B, Plan KAP53836	Rutland Park Society	Criteria #5: 1,200 sq ft taxable as primary use of property not the principal purpose of the organization **owning** the property (Lease/Rental: Little Bloomers Daycare).
14	6935000	Part S 1/2 of SW 1/4	Central Okanagan Land Trust / Central Okanagan (Regional District)	Land Conservation (Parkland)
15	6936000	Part N 1/2 of SW 1/4	Central Okanagan Land Trust / Central Okanagan (Regional District)	Land Conservation (Parkland)
16	6961000	Lot Fr E 1/2 Sec 17, Twp 28 exc Plan B4553	Nature Trust of BC	Land Conservation (Parkland)
17	6962004	Fr NE 1/4 Sec 17, Twp 28 SDYD, shown Amended Plan B4553, exc Plan 26911	Crown Provincial/ Nature Trust of BC	Land Conservation (Parkland)
18	6962006	Lot A, Sec 17, Twp 28, Plan 41403	Nature Trust of BC	Land Conservation (Parkland)
19	6962008	Lot B, Plan 41403	Nature Trust of BC	Land Conservation (Parkland)
20	6974000	Lot 11, Sec. 22, Plan 4080	Scout Properties (BC/Yukon) Ltd	
21	6976000	Lot 11, Sec. 22, Plan 4080	Scout Properties (BC/Yukon) Ltd	Criteria #9: Caretaker Agreement in place

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
22	9461001	Lot B, DL 14, LD 41, KAP 10727	Kelowna Outrigger Racing Canoe Club Society/City of Kelowna	
23	9472588	Lot 2, DL 14, LD 41, KAP53240	Kelowna Outrigger Racing Canoe Club Society/City of Kelowna	Criteria #9: Caretaker Agreement in place
24	10776000	Plan 9359, Lot 2	Kelowna Riding Club	Criteria #9: Caretaker Agreement in place
25	11029007	That part of Plan 37018, DL 136, shown as park	Central Okanagan Heritage Society/City of Kelowna	Criterion #9: 566 Sq ft taxable as residences will be excluded from otherwise tax exempt property. ***(Rental Unit)***
26	11151000	Lot 1, Plan 11796	Kelowna Minor Fastball Society/City of Kelowna	
27	11501989	Lot 1, Plan 35229	Central Okanagan Small Boat Association / City of Kelowna	Criteria #9: Caretaker Agreement in place
28	12184556	Lot 1, Plan KAP69898	Okanagan Mission Community Hall Association	

Schedule G – Cultural

Tax Exempt Properties for 2016 Tax Year

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
1	950	Lot 1, Block 12, Plan 202	Centre Cultural François De L' Okanagan	
2	1830	Lot 49, Plan 262, Blk 15	Kelowna Canadian Italian Club	
3	38641	Lot A, Plan 5438	Okanagan Military Museum Society / City of Kelowna	
4	38644	Plan 5438, D.L. 139	Kelowna Centennial Museum Association / City of Kelowna	
5	75959	Lot 2, Plan 37880	Kelowna Music Society	
6	77062	Lot 1, Plan 42511	City of Kelowna/Kelowna Museums Society	Change in Status. Criterion # 3: 1,300 sq ft 20% exempt (4th year of the 5 year phase out program) as area's primary purpose are commercial liquor sales. Per Policy 327: "Non-profit organizations conducting retail and/or commercial activity and charging rates or fees at market value are considered to be in competition with for-profit businesses and will not be eligible for tax exemption." Note: The portion of the Wine Museum which is a VQA Wines store would be taxable – Approx. 60% of the Wine Museum area (1,300 sq. ft.).
7	79055	Lot 3, Plan KAP 57837, DL 139	Okanagan Regional Library / City of Kelowna Library Society	
8	79932	Lot A, Plan KAP67454	Kelowna Art Gallery/City of Kelowna	

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
9	80250	Lot A, KAP67454	Kelowna Visual & Performing Arts Centre Society / City of Kelowna	The following areas will be Exempt areas - (80250) Centre Society area 37,034 Theatre Kelowna 892 sq ft Okanagan Artists Alternative Association (2 areas) 2,058 sq ft Ponderosa Spinners and Weavers area 409 sq ft Music Room 520 sq. ft. Potters Addict 1589 sq ft Cool Arts Society 429 sq ft New Vintage Theatre (non-profit) 1,185 sq ft Non-exempt areas – total 3178 ft. 80251 KVPACS Bistro 1,236 sq ft 80255 Angie Bonten, Trina Ganson, Sara Parsons studio 350 sq ft 80256 Mal Gagnon studio area 428 sq ft 80257 Aunaray Clusiau studio area 370 sq ft 80258 Blind Eye Photography 444 sq. ft. 80260 Brandy Marsh 350 sq ft
10	83355	Lot 1, KAP92254	Okanagan Symphony Society/City of Kelowna	
11	7212624	Lot 10, KAP72245	Westbank First Nation	
12	10349220	Lot B, Plan 28112	German - Canadian Harmonie Club	Criteria #7: 4,413 sq ft taxable as areas primary purpose is liquor and or meal services
13	10768001	Lot A, Plan 6710	Roman Catholic Bishop of Nelson Pandosy Mission	

Schedule H – Other Non-Profit Societies

Tax Exempt Properties for 2016 Tax Year

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
1	16670	Lot 16, Plan 1303	Kelowna Yoga House Society	Criteria #4: No Change in Status. Per Policy 327: house on property used by society & similar programs offered at Sport & Rec.
2	23360	Lot 7, Plan 2498	Columbus Holding Society	
3	28740	Lot 8, Plan 3398	Kelowna Centre for Positive Living Society	
4	70030	Lot A, Plan 28311	Columbus Holding Society	Criteria #5: Upper floor & main floor fully taxable as primary use of property not the principal purpose of the organization **owning** the property (lease/rental upper floor - Inn From the Cold, main floor Lease/Rental Taxable-Right to Life, basement 100% Exempt: Knights of Columbus
5	77364	Lot A, Plan 43658	Kelowna Sr. Citizens Society of BC	Criteria #9: Caretaker agreement in place.
6	5763001	Lot A, Plan KAP82536	Kelowna General Hospital Foundation	
7	6198706	Lot 1, Plan KAP91112, Safety Village Lease only (.739 ac.) (Parent 06198.702)	Kelowna & District Safety Council Society / City of Kelowna	
8	6199682	Lot 2, Plan 39917	Father DeLestre Columbus (2009) Society	
9	6371365 - 6371403	Lot 1-39, Plan KAS384	The Society of Housing Opportunities and Progressive Employment	Partial Exemption based on difference - one parcel vs. individual strata units
10	10759011	Lot 11, Plan 515, Blk 1	BC Society for Prevention of Cruelty to Animals	

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
11	12188047	Lot B Plan 40681	Cowen, Saundra K & Heather I Henderson (Trustees: Arion Therapeutic Riding Association)	Criteria #5: Carriage house above the barn is taxable as primary use of property not the principal purpose of the organization owning the property (Lease/Rental Unit).

Tax Exempt Properties for 2016 Tax Year

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
1	10388000	Lots 15 and 16, Blk. 7, Plan 415B	Central Okanagan Heritage Society	Criteria #9: Caretaker agreement in place.

Schedule J – Estimated Municipal Property Tax Impact For the Years 2016 - 2018

Schedule	Property Classification	2016	2017	2018
A - Places of Worship				
	Class 01 - Residential	0	0	0
	Class 06 - Business	11,431	11,800	12,171
	Class 08 - Recreation/Non-Profit	268,887	277,603	286,344
	Total Municipal Taxes	**$280,318**	**$289,403**	**$298,515**
B - Private Schools				
	Class 01 - Residential	1,688	1,743	1,798
	Class 06 - Business	142,992	147,623	152,273
	Class 08 - Recreation/Non-Profit	14,497	14,966	15,437
	Total Municipal Taxes	**$159,177**	**$164,332**	**$169,508**
C - Hospitals				
	Class 01 - Residential	0	0	0
	Class 06 - Business	15,789	16,301	16,814
	Class 08 - Recreation/Non-Profit	0	0	0
	Total Municipal Taxes	**$15,789**	**$16,301**	**$16,814**
D - Special Needs Housing				
	Class 01 - Residential	49,480	51,085	52,695
	Class 06 - Business	6,150	6,349	6,549
	Class 08 - Recreation/Non-Profit	0	0	0
	Total Municipal Taxes	**$55,630**	**$57,434**	**$59,244**
E - Social ervices				
	Class 01 - Residential	9,417	9,722	10,028
	Class 06 - Business	175,510	181,197	186,904
	Class 08 - Recreation/Non-Profit	2,084	2,152	2,220
	Total Municipal Taxes	**$187,011**	**$193,071**	**$199,152**
F - Public Park or Recreation Ground, Public Athletic or ecreational				
	Class 01 - Residential	66,631	68,791	70,958
	Class 06 - Business	73,754	76,144	78,543
	Class 08 - Recreation/Non-Profit	300,296	310,026	319,792
	Total Municipal Taxes	**$440,681**	**$454,961**	**$469,293**
G - Cultural				
	Class 01 - Residential	6	6	6
	Class 06 - Business	306,205	316,126	326,086
	Class 08 - Recreation/Non-Profit	9,441	9,747	10,054
	Total Municipal Taxes	**$315,652**	**$325,879**	**$336,146**

H - Other

Class 01 - Residential	8,919	9,208	9,498
Class 06 - Business	33,074	34,146	35,222
Class 08 - Recreation/Non-Profit	4,200	4,337	4,473
Total Municipal Taxes	**$46,193**	**$47,691**	**$49,193**

I - Partnering, Heritage or Other Special Exemption Authority

Class 01 - Residential	102	105	108
Class 06 - Business	5,833	6,022	6,212
Class 08 - Recreation/Non-Profit	0	0	0
Total Municipal Taxes	**$5,935**	**$6,127**	**$6,320**

Total Impact

Class 01 - Residential	136,243	140,660	145,091
Class 06 - Business	770,738	795,708	820,774
Class 08 - Recreation/Non-Profit	599,406	618,831	638,320
Total Municipal Taxes	**$1,506,387**	**$1,555,199**	**$1,604,185**

Appendix F, Letter from John Howard Society of the Central & South Okanagan

John Howard
THE JOHN HOWARD SOCIETY OF THE CENTRAL AND SOUTH OKANAGAN

September 16, 2015

Kelowna City Council
1435 Water Street
Kelowna, BC V1Y 1J4

Re: Permissive Tax Exemption Policy

Dear Council Members:

We have just been made aware of the rejection of our application for the permissive tax exemption for our below market housing residence at 1033 Harvey Avenue, and specialized housing at 2817 Springfield Rd. I would like to ask you to reconsider the two year restriction on the eligibility criteria for the exemption.

The John Howard Society of the Central and South Okanagan operates 86 units of housing along a continuum that ranges from Cardington Apartments, a low/no barrier building that is transitional in nature and has a soft limit of 2 years, to New Gate Apartments which is secure, monitored and permanent housing for people with disabilities or other barriers to achieving market housing. Also along the spectrum is our 1043 Harvey avenue house that provides second-stage addition housing in partnership with Interior Health. All three of those buildings are exempt from property tax due to the supportive housing label and partnership with BC Housing and the City of Kelowna.

Our other two properties at 1033 Harvey Ave and 2817 Springfield are intended to be part of our continuum as well. Many of the residents at 1033 Harvey have moved through Cardington and then New Gate and are ready to live completely independently, although communally with others. None of the residents would be able to afford market housing in Kelowna and many of them have injuries/disabilities that prevent their accessing market rentals. We screen residents and manage conflicts that arise between tenants, and we also provide some of the basic household necessities for them.

The 2817 Springfield house was purchased specifically to house a client who is also supported by Interior Health's new Assertive Community Treatment (ACT) team and Community Living BC. This client has been evicted from every residence she has ever had, and her behaviours have become much more dangerous to herself and others over the past couple of years. She has been, at times, a significant risk to the community and a disproportionate user of emergency services that is costly both in dollars and time spent on treating her. This housing model is new for us and uses a 'professional neighbour' in the upstairs unit who is intended to keep an eye on what is going on downstairs, contact emergency services and/or the ACT team when necessary and be a source of minimal but significant support to the client who lives in the downstairs suite.

As you know, housing prices are high here. The downstairs suite can only contain the one client due to her behaviours, and a significant reduction in rent is required to engage a tenant upstairs who will fulfill the 'professional neighbour' role and endure the behaviours of the client. Between the two, including the housing subsidy available to the client from BC Housing through the Living Positive Resource Centre

Phone: 250.763.1331 • Fax: 250.763.1483 • Email: info@jhscso.bc.ca
1440 St Paul Street, Kelowna, British Columbia Canada V1Y 2E6

we were not able to completely cover the basic costs of the mortgage, insurance and repairs/maintenance. CLBC and Interior Health have come to the table to fill the gap between the income from the two tenants and our costs. These costs were calculated without the property taxes included.

The City of Kelowna has a huge influx of Housing First funding coming into the community, and permanent housing offered to people who are episodically or chronically homeless is the underlying premise. Agencies like ours, who are able and willing to take on the risk of ownership in this market to house those who would otherwise be homeless are being penalized by this policy for offering permanent housing solutions rather than the two year maximum option.

Point 8 of the Eligibility Criteria reads:

Provides short term housing with length of stay up to a maximum of two years.

This would include: emergency shelters, transitional housing, supportive housing for people with special needs, and group homes.

The two categories 'supportive housing for people with special need' and 'group homes' are not generally short-term housing options. Is the exemption extended to those on a longer term basis? I'm curious about what requirements there are under this definition for supportive housing.

Please reconsider our applications for tax exemptions for both of these properties for this year. Depending on what the taxes actually are we can budget for them for next year and hopefully pass the extra cost along to the tenants in the next leasing cycle without causing undue hardship to them.

Thank you for giving us the opportunity to write to you about this issue. I would be very happy to respond to any questions you may have through attendance at a council meeting, or via electronic or regular mail.

We are committed to finding creative solutions to the housing challenge that every one of our clients faces in this community. The City has always been a fabulous partner and we look forward to continuing to work with you on addressing the needs of the most vulnerable.

Sincerely,

Gaelene Askeland
Executive Director

CITY OF KELOWNA

BYLAW NO. 11145

2016 Permissive Tax Exemption Bylaw

A bylaw pursuant to Sections 220, 224 and 225 of the Community Charter, to exempt from taxation certain lands and improvements situated in the City of Kelowna

---

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

1. Those certain parcels or tracts of land and improvements, situated, lying and being in the City of Kelowna, as described in Schedules "A" to "J" attached hereto and forming part of this bylaw, shall be exempt from taxation.

2. This bylaw shall come into full force and effect and is binding on all persons during the 2016 taxation year.

3. This bylaw may be cited as "2016 Tax Exemption Bylaw No. 11145".

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

Adopted by 2/3 of the Municipal Council of the City of Kelowna this

_____

Mayor

_____

City Clerk

Schedule A – Public Worship

Tax Exempt Properties for 2016 Tax Year

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
1	1230	Lot 1, Blk 13, Plan 202, DL138	The Union of Slavic Churches of Evangelical Christians c/o Trustees	
2	1350	Lots 2 and 3, Blk 15, Plan 202, DL 138	Trustees of First United Church	
3	1360	Lot 4,Blk 15,Plan 202, DL 138 In Trust - DD 197582F	Trustees of First United Church	Note: Parking Lot
4	1370	Lot 5,Blk 15,Plan 202, DL 138 In Trust - DD 197582F	Trustees of First United Church	Note: Parking Lot
5	6911	Lot 25, Plan 578, DL 138, Except Plan H16278, & Lot A PL	Kelowna Buddhist Society	
6	18380		Kelowna Buddhist Society	
7	21300	Lot 19-20, Plan 2085, District Lot 139	Unitarian Fellowship of Kelowna Society	Criteria #5: 1462 sq ft taxable as principal use of property not directly related to principal purpose of organization **owning** the property. (lease/rental to Serendipity Daycare)
8	21640	Lot 5, Blk B, Plan 2167, DL 139	Christian Science Society of Kelowna	
9	22500	Lot 6, Plan 2271, DL 139	Kelowna Tabernacle Congregation - Trustees	
10	51070	Lot 1, Plan 11332, DL 137	Governing Council of the Salvation Army in Canada	Note: Parking Lot

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
11	57010	Lot 1, Plan 15741	Ray Chase, Emsley Hunter, and Cyril Nash (Trustees)	Criteria #5: 3096 sq ft taxable as principal use of property not directly related to principal purpose of organization **owning** the property. (1548 sq ft Taxable: lease/rental to L'Eslale daycare) & (1548 sq ft Taxable: lease/rental to Music School)
12	57510	Lot A, Plan 16013, DL 137	Convention Baptist Churches of BC	
13	62110	Lot A, KAP65650	The Trustees of Congregation of Kelowna Bible Chapel	
14	62120	Lot 2, Plan 17933	The Trustees of Congregation of Kelowna Bible Chapel	Note: Parking Lot
15	68680	Lot 3, Plan 25524	Trustees Congregation - Grace Baptist Church	Criteria #3: No change in status per Policy 327 as "Daycare" is operating on avg. at below market (Thrive out of school club).
16	69380	Lot A, Plan 27070	Roman Catholic Bishop Of Nelson	Criteria #9: Residences will be excluded from otherwise tax exempt property (Note: Church Manse/Rectory)
17	71130	Lot 1, Plan 30180, DL137	Governing Council of the Salvation Army in Canada (Community Church)	
18	71680	Lot 4, Plan 30824	Seventh Day Adventist Church (BC Conference)	
19	74502	Lot A, Plan 33076, DL138	Roman Catholic Bishop of Nelson	Criteria #9: Residences will be excluded from otherwise tax exempt property (Note: Church Manse/Rectory)
20	75210	Lot 1, Plan 34637	Trustees of The Congregation of the Christ Evangelical Lutheran Church	

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
21	76394	Lot C, Plan 40170, DL137	The Congregation of the First Mennonite Church	
22	78266	Lot 1, Plan KAP47242	Ukrainian Catholic Eparchy of New Westminster	Criteria #9: Residences will be excluded from otherwise tax exempt property (Note: Church Manse/Rectory)
23	83239	Lot A, Plan KAP91385, DL 14	Synod-Diocese of Kootenay	
24	3255224	Lot 1, Plan KAP56294	Trust Cong St David's Presb Church	
25	3337370	Lot A, Plan 23927	Kelowna Christian Reformed Church	Criteria #5: 2,974 sq ft taxable as principal use of property not directly related to principal purpose of organization **owning** the property. (lease/rental to GRASP)
26	3337769	Lot A, Plan KAP83760	Okanagan Jewish Community Association	Criteria #5: 1,200 sq ft taxable as principal use of property not directly related to principal purpose of organization **owning** the property (lease/rental North Glenmore Daycare)
27	3378102	Lot A, Plan 44041	Glenmore Congregation of Jehovah's Witnesses	
28	3922000	Lot A, Plan 5223	BC Assn of Seventh Day Adventist	
29	4310442	Lot A, Plan 31085	Seventh Day Adventist Church (BC Conference)	
30	4360460	Lot 2, Twp 26,Plan 27837	Roman Catholic Bishop of Nelson	
31	4423888	Lot PT 26, Plan 187 Except Plan 3067, That PT of L 25 PL 187 S/O PL B130	Synod of the Diocese of Kootenay	

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
32	4571592	Lot 1, Sec 19, Twp 26, Plan 37842	Kelowna Full Gospel Church Society	Criteria #3: No change in status per Policy 327 as "Daycare" is operating on avg. at below market (Thrive out of school club). Criteria #9: Residences will be excluded from otherwise tax exempt property (Note: Housing Society)
33	4645000	Lot 7, Plan 3727	Church of the Nazarene - Canada Pacific	
34	4660000	Lot 1, Plan 4877	Serbian Orthodox Par-Holy Prophet St Ilija (Parish)	Criteria #9: 680 sq. ft taxable as residences will be excluded from otherwise tax exempt property. **[Note: Church Manse/Rectory]**
35	4803156	Lot A, Sec 22, Twp 26, Plan 27717	BC Assoc of Seventh Day Adventists	
36	4804250	Lot A, Plan 29696	Gurdwara Guru Amardas Darbar Sikh Society	Criteria #9: 240 sq ft taxable as residences will be excluded from otherwise tax exempt property (Note: church manse/rectory).
37	5475931	Lot Pcl Z, Sec 23, Twp 26, Plan 24426, Except Plan KAP69971, DD J53659	NW Canada Conf Evangelical Church	
38	5476791	Lot B, Plan 41234	BC Conference of Mennonite Brethren Churches	Criteria #9: Residences will be excluded from otherwise tax exempt property (Note: Housing Society)
39	5606001	Lot A, Plan KAP76650	Okanagan Sikh Temple & Cultural Society	Criteria #9: Residences will be excluded from otherwise tax exempt property (Note: Church Manse/Rectory)
40	5611000	Lot PT 2, Plan 2166	Roman Catholic Bishop of Nelson	Criteria #9: Residences will be excluded from otherwise tax exempt property (Note: Church Manse/Rectory)
41	5752000	Lot A, Plan 4841	Okanagan Chinese Baptist Church	

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
42	6198870	Lots 78, 79 & 80, Sec 26, Twp 26, Plan 22239	Pentecostal Assemblies of Canada	
43	6198872	Parcel A, Plan 22239	Synod of the Diocese of Kootenay	
44	6199358	Lot H, Sec 26, Twp 26,Plan 26182	Faith Lutheran Church of Kelowna	Criteria #5: 800 sq ft taxable as principal use of property not directly related to principal purpose of organization owning the property (lease/rental Imagination Way Preschool).
45	6339000	Lot 14, Sec 27, Twp 26 Plan 14897	BC Muslim Association	
46	6370120	Lot A, Plan 19465, DL 143, Sec 27, Twp 26	Trustees of Spring Valley Congregation of Jehovah's Witnesses	
47	6372497	Lot 1, Plan KAP55460	Kelowna Christian Centre Soc Inc	
48	6372506	Lot A, Plan KAP56177	New Apostolic Church of Canada Inc.	
49	6496742	Lot 1, Sec 29 & 32, Plan KAP64073	The Church of Jesus Christ of Latter-Day Saints	
50	6735000	Lot A, Plan 11520	Trustees Rutland United Church Pastoral Charge of the United Church	Criteria #5: 1645 sq ft taxable (increased from 1278 sq ft in prior year) as principal use of property not directly related to principal purpose of organization **owning** the property (lease/rental Green Gables Daycare).
51	7212492	Lot 1, Plan 37256	Synod of the Diocese of Kootenay	
52	10407200	Lot A, Plan 20452, DL 128	Christian & Missionary Alliance - Canadian Pacific District	

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
53	10468000	Lot 2, Plan 9491, DL 129	St. Peter & Paul Ukrainian Greek Orthodox Church of Kelowna	Criteria #9: Residences will be excluded from otherwise tax exempt property (Note: Orchard Haven Housing Society)
54	10519214	Lot 9, Plan 20128, DL 129	Kelowna Trinity Baptist Church	
55	10519844	Lot A, Plan 37351 (Portion of Lot)	Apostolic Resource Centre Society	Criteria #5: 8896 sq ft (increased from 3520 sq ft in prior year) taxable as principal use of property not directly related to principal purpose of organization **owning** the property (Commercial Class 06).
56	10519902	Lot 1, Plan KAP 45185	Kelowna Trinity Baptist Church	
57	10738200	Lot 1, Plan 27982, DL 131	Canadian Baptists of Western Canada	Criteria #5: 1,200 sq ft Taxable as principal use of property not directly related to principal purpose of organization **owning** the property (lease/rental to Montessori Pre-School). Criteria #9: House on property is taxable as residences will be excluded from otherwise tax exempt property (Note: rental unit).
58	10738366	Lot 2, Plan KAP44292, DL 131	Evangel Tabernacle of Kelowna	Criteria #3: No change in status per Policy 327 as church "Daycare" is operating on avg. at below market.
59	10768002	Lot 2, Plan KAP81588	Roman Catholic Bishop of Nelson	Criteria #9: Residences will be excluded from otherwise tax exempt property (Note: Church Manse/Rectory)
60	10936348	Lot 1, Plan 35917	Kelowna Gospel Fellowship Church	
61	10936653	Lot 1, Plan 41844	Canadian Mission Board of the German Church of God Dominion of Canada	Criteria #9: Residences will be excluded from otherwise tax exempt property (Note: Housing Society)
62	10937443	Lot A, Plan KAP76720	First Lutheran Church of Kelowna BC	

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
63	11025140	Lot 1, Plan 25466, DL 135	Trustees of The Lakeshore Congregation of Jehovah's Witnesses	
64	11025172	Lot 7, Plan 25798, DL 135	Congregation of Bethel Church of Kelowna	Criteria #3: No change in status per Policy 327 as church "Daycare" is operating on avg. at below market. (Village Daycare)
65	11059000	Lot 1, Plan 12441, DL 136 Trustees	Guisachan Fellowship Baptist Church	
66	11097073	Lot 1, Plan KAP52447, DL 136	C3 Church	Change status to fully exempt. Preschool no longer operating on the property.

Schedule B – Private Schools

Tax Exempt Properties for 2016 Tax Year

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
1	52700	Lot C, Plan 12546, DL 138	Roman Catholic Bishop of Nelson	
2	74502	Lot A, Plan 33076, DL 138	Roman Catholic Bishop of Nelson	Criteria #9: Residences will be excluded from otherwise tax exempt property (Note: Church Manse/Rectory)
3	3458033	Lot 1, KAP86356	Aberdeen Hall Senior School Society	Criteria #5: 2 parcels of land amalgamated with this property in 2014 are taxable as principal use of property not directly related to principal purpose of organization owning the property
4	4417000	Lot A, Plan KAP1725	Okanagan Montessori Elementary School Society	Criteria #3: No change in status per Policy 327 as "Daycare" is operating on avg. at below market.
5	5122000	Lot 2, Plan 3849, Sec 23, Twp 26, Ld 41 exc Plan 16489 (15 ac.)	Seventh-Day Adventist Church - BC Conference	
6	6372497	Lot 1, Plan KAP55460	Kelowna Christian Centre Society Inc	
7	6372527	Lot A, Plan KAP71175	Vedanta Educational Society Inc	
8	7212595	Lot A, Plan KAP48732	Waldorf School Association of Kelowna	Criteria #3: No change in status per Policy 327 as "Daycare" is operating on avg. at below market.
9	7212596	Lot B, Plan KAP48732	Waldorf School Association of Kelowna	
10	10589111	Lot 1, Plan KAP59724	Kelowna Society for Christian Education	Criteria #3: No change in status per Policy 327 as "Daycare" is operating on avg. at below market.
11	10738366	Lot 2, Plan KAP44292, DL 131	Evangel Tabernacle of Kelowna	
12	10738378	Lot A, Plan KAP54674, DL 131	The Catholic Independent Schools of Nelson Diocese	

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
13	10937443	Lot A, Plan KAP76720	First Lutheran Church of Kelowna	
14	12184557	Lot 2, Plan 69898, DL 41	Waldorf School Association of Kelowna/City of Kelowna	Criteria #3: Per Policy 327, "Daycare" is operating on avg. at below market.

Schedule C – Hospitals

Tax Exempt Properties for 2016 Tax Year

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
1	79392	Lot A, Plan KAP60581, DL 14	Canadian Cancer Society	

Schedule D – Special Needs Housing

Tax Exempt Properties for 2016 Tax Year

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
1	4340	Lot 15, Plan 462, DL 139	Kelowna Gospel Mission Society	
2	7270	Lot 4, Plan 635, DL 14	Bridge Youth & Family Services Society	
3	23390	Lot 10, Plan 2498, DL 137	Bridges to New Life Society	
4	33110	Lot 2, Plan 3929	New Opportunities for Women (NOW) Canada Society	
5	46240	Lot 20, Plan 9138	Kelowna Gospel Mission Society	
6	46250	Lot 21, Plan 9138	Kelowna Gospel Mission Society	
7	48500	Lot 8, Plan 10011	Okanagan Halfway House Society Inc	
8	48750	Lot 33, Plan 10011, D.L. 137	Resurrection Recovery Resource Society Inc.	
9	48770	Lot 35, Plan 10011	Okanagan Halfway House Society	
10	50050	Lot 22, Plan KAP10689	Resurrection Recovery Resource Society	
11	50060	Lot 23, Plan 10689	Resurrection Recovery Resource Society	
12	50070	Plan 10689, Lot 24	Resurrection Recovery Resource Society	
13	50080	Lot 25, Plan 10689	Resurrection Recovery Resource Society	

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
14	50650	Lot A, PL 11018	Society of St. Vincent De Paul of Central Okanagan	
15	55030	Lot 4, Plan 14741	Central Okanagan Emergency Shelter Society	
16	55040	Lot 5, Plan 14741	Central Okanagan Emergency Shelter Society	
17	55150	Lot A, Plan 14836	Okanagan Halfway House Society	
18	71805	Lot 1, Plan 31153	Adult Integrated Mental Health Services Society	
19	80873	Plan KAS2634, Lot 1	Okanagan Mental Health Services Society	
20	5476630	Plan KAP33003, Lot A	The Bridge Youth & Family Services Society	
21	6370241	Plan KAP22268, Lot D	The Bridge Youth & Family Services Society	
22	10519958	Lot 4, Plan KAS1717	Kelowna Child Care Society	
23	11097075	PCL A, Plan KAP52447, DL 136	National Society of Hope /Provincial Rental Housing Corp	

Schedule E – Social Services

Tax Exempt Properties for 2016 Tax Year

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
1	4330	Lot 14, Plan 462 Block 5	Kelowna Gospel Mission Society	
2	4580	Lots 3 and 4, Blk 8, DL 139, Plan 462	Ki-Low-Na Friendship Society	
3	4830	Lot E 1/2 L 15 Plan 462, Blk 10	Kelowna Community Resources & Crisis Centre Society	
4	9900	Plan 830, Lot 2, DL 14, Blk 21 exc Parcel 2A, B1750	Canadian Mental Health Association	
5	10470	Lot 11, Plan 922	Kelowna & District S.H.A.R.E. Society	
6	16620	Lot 8, Plan 1303 & Lot 1, DL 139 PL13585 & Lot 1 DL139 PL 3585	Kelowna Community Food Bank Society	
7	26190	Lot 138, Plan 3163	Okanagan Boys & Girls Clubs/City of Kelowna	Criteria #3: No change in status per Policy 327 "Daycare/Afterschool Care" is operating on avg. at below market.
8	45862	Lot A, Plan 9012	Okanagan Boys & Girls Clubs/City of Kelowna	Criteria #3: No change in status Per Policy 327 "Daycare/Afterschool Care" is operating on avg. at below market.
9	57060	Plan 15778, Lot B	Ki-Low-Na Friendship Society	
10	59530	Lot A, Plan 16898	Okanagan Boys & Girls Clubs/City of Kelowna	Criteria #3: No change in status per Policy 327 "Daycare/Afterschool Care" is operating on avg. at below market.
11	66250	Lot 1, Plan 22678	Kelowna(#26) Royal Canadian Legion	Criteria #7: 32% land and improvements not exempt - Main Dining area 870 sq ft, Cooler area 92 sq ft - Total 1,786 of 5,522 sq ft

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
12	76262	Lot 1, Blk 6, Sec 20, Twp 26, ODYD, Plan 39580	Central Okanagan Child Development Association	
13	82144	Lot A Plan KAP86241	Pathways Abilities Society / City of Kelowna	
14	4918002	Lot A Plan KAP90062	Governing Council of the Salvation Army in Canada	
15	5477053	Lot 5 Plan KAS2126	MADAY Society for Seniors	
16	6198704	Lot 1, Plan KAP91112	Boys & Girls Clubs/City of Kelowna	Criteria #3:No change in status per Policy 327 "Daycare/Afterschool Care" is operating on avg. at below market.
17	6370273	Lot 19, Plan 23749	Ki-Low-Na Friendship Society	
18	6371030	Lot 2, Plan KAP30323	Pathways Abilities Society	
19	6774486	Lot 2 Plan: KAS2048	Big Brothers Big Sisters of the Okanagan Society	
20	6774491	Lot:7 Plan KAS2048	Big Brothers Big Sisters of the Okanagan Society	
21	10508002	Lot 2, Plan 15777	Kalano Club of Kelowna	
22	10519925	Lot A, Plan KAP54261	Reach Out Youth Counselling & Services Society	
23	10707000	Lot 1, Plan 15596, Except Plan KAP73753	BHF Building Healthy Families Society	

Schedule F – Public Park or Recreation Ground, Public Athletic or Recreational

Tax Exempt Properties for 2016 Tax Year

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
1	571	Part DL 14 (.727 Acres) Lot A, Plan 5352	Kelowna Lawn Bowling Club /City of Kelowna	
2	37220	Lot 4, Plan 4921	Kelowna Badminton Club/City of Kelowna	
3	73507	Lot 2, Plan 32159	City of Kelowna/Kelowna Cricket Club	
4	80966	Lot B, Plan KAP76448	Kelowna Major Men's Fastball Association / City of Kelowna	No Change in Status as liquor license held by CofK not organization.
5	80967	Lot A, Plan KAP76448	Kelowna Curling Club / City of Kelowna	Criteria # 7: 2,000 sq ft taxable as areas primary use is liquor/food services.
6	83521	Lot 1, Plan EPP29214	Kelowna Yacht Club	Criteria # 6: Approx 21,168 sq ft (88%) taxable as the principal use of this portion of the property is not directly related to principal purpose of organization owning the property (rental/lease/restaurant)
7	4009000	Plan 2020, Parcel A , PCL A (KG34204)	Kelowna & District Fish & Game Club	Exempting non-commercial and non-residential class only
8	4078511	Lot 2, KAP80134	City of Kelowna	H2O Centre to be exempted except for space occupied by current tenant "Jugo Juice" which is taxed under its own tax roll # 4078513
9	4078511	Lot 2, KAP80134	Kelowna United Football Club/City of Kelowna	

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
10	4453000	Lot 1 & 2, Plan 3067	East Kelowna Community Hall Association	Criteria#9: Caretaker Agreement in place
11	4525505	Lot 1, KAP61083	Central Okanagan Land Trust / Central Okanagan (Regional District)	Land Conservation (Parkland)
12	6198705	Lot 1, Plan KAP91112	Okanagan Gymnastic Centre / City of Kelowna	
13	6224735	Lot B, Plan KAP53836	Rutland Park Society	Criteria #5: 1,200 sq ft taxable as primary use of property not the principal purpose of the organization **owning** the property (Lease/Rental: Little Bloomers Daycare).
14	6935000	Part S 1/2 of SW 1/4	Central Okanagan Land Trust / Central Okanagan (Regional District)	Land Conservation (Parkland)
15	6936000	Part N 1/2 of SW 1/4	Central Okanagan Land Trust / Central Okanagan (Regional District)	Land Conservation (Parkland)
16	6961000	Lot Fr E 1/2 Sec 17, Twp 28 exc Plan B4553	Nature Trust of BC	Land Conservation (Parkland)
17	6962004	Fr NE 1/4 Sec 17, Twp 28 SDYD, shown Amended Plan B4553, exc Plan 26911	Crown Provincial/ Nature Trust of BC	Land Conservation (Parkland)
18	6962006	Lot A, Sec 17, Twp 28, Plan 41403	Nature Trust of BC	Land Conservation (Parkland)
19	6962008	Lot B, Plan 41403	Nature Trust of BC	Land Conservation (Parkland)
20	6974000	Lot 11, Sec. 22, Plan 4080	Scout Properties (BC/Yukon) Ltd	
21	6976000	Lot 11, Sec. 22, Plan 4080	Scout Properties (BC/Yukon) Ltd	Criteria #9: Caretaker Agreement in place

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
22	9461001	Lot B, DL 14, LD 41, KAP 10727	Kelowna Outrigger Racing Canoe Club Society/City of Kelowna	
23	9472588	Lot 2, DL 14, LD 41, KAP53240	Kelowna Outrigger Racing Canoe Club Society/City of Kelowna	Criteria #9: Caretaker Agreement in place
24	10776000	Plan 9359, Lot 2	Kelowna Riding Club	Criteria #9: Caretaker Agreement in place
25	11029007	That part of Plan 37018, DL 136, shown as park	Central Okanagan Heritage Society/City of Kelowna	Criterion #9: 566 Sq ft taxable as residences will be excluded from otherwise tax exempt property. ***(Rental Unit)***
26	11151000	Lot 1, Plan 11796	Kelowna Minor Fastball Society/City of Kelowna	
27	11501989	Lot 1, Plan 35229	Central Okanagan Small Boat Association / City of Kelowna	Criteria #9: Caretaker Agreement in place
28	12184556	Lot 1, Plan KAP69898	Okanagan Mission Community Hall Association	

Schedule G – Cultural

Tax Exempt Properties for 2016 Tax Year

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
1	950	Lot 1, Block 12, Plan 202	Centre Cultural François De L' Okanagan	
2	1830	Lot 49, Plan 262, Blk 15	Kelowna Canadian Italian Club	
3	38641	Lot A, Plan 5438	Okanagan Military Museum Society / City of Kelowna	
4	38644	Plan 5438, D.L. 139	Kelowna Centennial Museum Association / City of Kelowna	
5	75959	Lot 2, Plan 37880	Kelowna Music Society	
6	77062	Lot 1, Plan 42511	City of Kelowna/Kelowna Museums Society	Change in Status. Criterion # 3: 1,300 sq ft 20% exempt (4th year of the 5 year phase out program) as area's primary purpose are commercial liquor sales. Per Policy 327: "Non-profit organizations conducting retail and/or commercial activity and charging rates or fees at market value are considered to be in competition with for-profit businesses and will not be eligible for tax exemption." Note: The portion of the Wine Museum which is a VQA Wines store would be taxable – Approx. 60% of the Wine Museum area (1,300 sq. ft.).
7	79055	Lot 3, Plan KAP 57837, DL 139	Okanagan Regional Library / City of Kelowna Library Society	
8	79932	Lot A, Plan KAP67454	Kelowna Art Gallery/City of Kelowna	

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
9	80250	Lot A, KAP67454	Kelowna Visual & Performing Arts Centre Society / City of Kelowna	The following areas will be Exempt areas - (80250) Centre Society area 37,034 Theatre Kelowna 892 sq ft Okanagan Artists Alternative Association (2 areas) 2,058 sq ft Ponderosa Spinners and Weavers area 409 sq ft Music Room 520 sq. ft. Potters Addict 1589 sq ft Cool Arts Society 429 sq ft New Vintage Theatre (non-profit) 1,185 sq ft Non-exempt areas – total 3178 ft. 80251 KVPACS Bistro 1,236 sq ft 80255 Angie Bonten, Trina Ganson, Sara Parsons studio 350 sq ft 80256 Mal Gagnon studio area 428 sq ft 80257 Aunaray Clusiau studio area 370 sq ft 80258 Blind Eye Photography 444 sq. ft. 80260 Brandy Marsh 350 sq ft
10	83355	Lot 1, KAP92254	Okanagan Symphony Society/City of Kelowna	
11	7212624	Lot 10, KAP72245	Westbank First Nation	
12	10349220	Lot B, Plan 28112	German - Canadian Harmonie Club	Criteria #7: 4,413 sq ft taxable as areas primary purpose is liquor and or meal services
13	10768001	Lot A, Plan 6710	Roman Catholic Bishop of Nelson Pandosy Mission	

Schedule H – Other Non-Profit Societies

Tax Exempt Properties for 2016 Tax Year

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
1	16670	Lot 16, Plan 1303	Kelowna Yoga House Society	Criteria #4: No Change in Status. Per Policy 327: house on property used by society & similar programs offered at Sport & Rec.
2	23360	Lot 7, Plan 2498	Columbus Holding Society	
3	28740	Lot 8, Plan 3398	Kelowna Centre for Positive Living Society	
4	70030	Lot A, Plan 28311	Columbus Holding Society	Criteria #5: Upper floor & main floor fully taxable as primary use of property not the principal purpose of the organization **owning** the property (lease/rental upper floor - Inn From the Cold, main floor Lease/Rental Taxable-Right to Life, basement 100% Exempt: Knights of Columbus
5	77364	Lot A, Plan 43658	Kelowna Sr. Citizens Society of BC	Criteria #9: Caretaker agreement in place.
6	5763001	Lot A, Plan KAP82536	Kelowna General Hospital Foundation	
7	6198706	Lot 1, Plan KAP91112, Safety Village Lease only (.739 ac.) (Parent 06198.702)	Kelowna & District Safety Council Society / City of Kelowna	
8	6199682	Lot 2, Plan 39917	Father DeLestre Columbus (2009) Society	
9	6371365 - 6371403	Lot 1-39, Plan KAS384	The Society of Housing Opportunities and Progressive Employment	Partial Exemption based on difference - one parcel vs. individual strata units
10	10759011	Lot 11, Plan 515, Blk 1	BC Society for Prevention of Cruelty to Animals	

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
11	12188047	Lot B Plan 40681	Cowen, Saundra K & Heather I Henderson (Trustees: Arion Therapeutic Riding Association)	Criteria #5: Carriage house above the barn is taxable as primary use of property not the principal purpose of the organization owning the property (Lease/Rental Unit).

Schedule I – Partnering, Heritage or Other Special Exemption Authority

Tax Exempt Properties for 2016 Tax Year

NO.	ROLL NO.	LEGAL DESCRIPTION	REGISTERED OWNER/LESSEE	RATIONALE/COMMENTS
1	10388000	Lots 15 and 16, Blk. 7, Plan 415B	Central Okanagan Heritage Society	Criteria #9: Caretaker agreement in place.

Schedule J – Estimated Municipal Property Tax Impact For the Years 2016 - 2018

Schedule	Property Classification	2016	2017	2018
A - Places of Worship				
	Class 01 - Residential	0	0	0
	Class 06 - Business	11,431	11,800	12,171
	Class 08 - Recreation/Non-Profit	268,887	277,603	286,344
	Total Municipal Taxes	**$280,318**	**$289,403**	**$298,515**
B - Private Schools				
	Class 01 - Residential	1,688	1,743	1,798
	Class 06 - Business	142,992	147,623	152,273
	Class 08 - Recreation/Non-Profit	14,497	14,966	15,437
	Total Municipal Taxes	**$159,177**	**$164,332**	**$169,508**
C - Hospitals				
	Class 01 - Residential	0	0	0
	Class 06 - Business	15,789	16,301	16,814
	Class 08 - Recreation/Non-Profit	0	0	0
	Total Municipal Taxes	**$15,789**	**$16,301**	**$16,814**
D - Special Needs Housing				
	Class 01 - Residential	49,480	51,085	52,695
	Class 06 - Business	6,150	6,349	6,549
	Class 08 - Recreation/Non-Profit	0	0	0
	Total Municipal Taxes	**$55,630**	**$57,434**	**$59,244**
E - Social ervices				
	Class 01 - Residential	9,417	9,722	10,028
	Class 06 - Business	175,510	181,197	186,904
	Class 08 - Recreation/Non-Profit	2,084	2,152	2,220
	Total Municipal Taxes	**$187,011**	**$193,071**	**$199,152**
F - Public Park or Recreation Ground, Public Athletic or ecreational				
	Class 01 - Residential	66,631	68,791	70,958
	Class 06 - Business	73,754	76,144	78,543
	Class 08 - Recreation/Non-Profit	300,296	310,026	319,792
	Total Municipal Taxes	**$440,681**	**$454,961**	**$469,293**
G - Cultural				
	Class 01 - Residential	6	6	6
	Class 06 - Business	306,205	316,126	326,086
	Class 08 - Recreation/Non-Profit	9,441	9,747	10,054
	Total Municipal Taxes	**$315,652**	**$325,879**	**$336,146**

H - Other

Class 01 - Residential	8,919	9,208	9,498
Class 06 - Business	33,074	34,146	35,222
Class 08 - Recreation/Non-Profit	4,200	4,337	4,473
Total Municipal Taxes	**$46,193**	**$47,691**	**$49,193**

I - Partnering, Heritage or Other Special Exemption Authority

Class 01 - Residential	102	105	108
Class 06 - Business	5,833	6,022	6,212
Class 08 - Recreation/Non-Profit	0	0	0
Total Municipal Taxes	**$5,935**	**$6,127**	**$6,320**

Total Impact

Class 01 - Residential	136,243	140,660	145,091
Class 06 - Business	770,738	795,708	820,774
Class 08 - Recreation/Non-Profit	599,406	618,831	638,320
Total Municipal Taxes	**$1,506,387**	**$1,555,199**	**$1,604,185**

Report to Council

Date: October 5, 2015

File: 0220-20

To: City Manager

From: Genelle Davidson, Financial Services Director

Subject: Amendments to the Development Cost Charge Reserve Fund Expenditure Bylaw, 2015

Recommendation:

THAT Council receives, for information, the Report from the Financial Services Director dated October 5, 2015 with respect to the repeal of the Development Cost Charge Reserve Fund Expenditure Bylaw;

AND THAT Bylaw No. 11156 being the amended 2015 Development Cost Charge Reserve Fund Expenditure Bylaw, 2015 No. 11156 be advanced for reading consideration;

Purpose:

To consider amendments to the City of Kelowna's 2015 Development Cost Charge Reserve Fund Expenditure Bylaw.

Background:

As part of the financial cycle, a review of financial plan expenditures is conducted. Due to planned expenditures and budget amendments during the year, the original DCC fund expenditure bylaw may need to be changed.

There is an unappropriated balance in the Development Cost Charge Reserve Fund of $28,216,958 as at August 31, 2015.

This amendment is being presented for Council to approve the changes to the 2015 Development Cost Charge Bylaw since Final budget was approved in May of 2015.

Legal/Statutory Authority:

Community Charter section 165

Considerations not applicable to this report:

Internal Circulation:
Legal/Statutory Procedural Requirements:
Existing Policy:
Financial/Budgetary Considerations:
Personnel Implications:
External Agency/Public Comments:
Communications Comments:
Alternate Recommendation:

Submitted by:

Genelle Davidson, CPA, CMA, Director Financial Services

Approved for inclusion: Rob Mayne, CPA, CMA.

CITY OF KELOWNA

BYLAW NO. 11156
Development Cost Charge Reserve Fund Expenditure Bylaw, 2015

WHEREAS, there is an unappropriated balance in the Development Cost Charge Reserve Fund established under Bylaw No. 7112, which has most recently been replaced by Bylaw No. 10515, of Twenty Eight Million, Two Hundred and Sixteen Thousand, Nine Hundred and Fifty Eight dollars ($ 28,216,958.00) as at August 31st, 2015.

AND WHEREAS, it is deemed desirable to expend a portion of the monies set aside under said Bylaw No. 7112, which has most recently been replaced by Bylaw No. 10515, for the purpose of utility, road and land improvement and additions;

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

1. The sum of Twenty Eight Million, Two Hundred and Sixteen Thousand, Nine Hundred and Fifty Eight dollars ($ 28,216,958.00) is hereby appropriated from the Development Cost Charge Reserve Fund to be expended in 2015 for the following purposes:

Land for Park Purposes	$ 8,947,945.00
Road Construction	$10,742,754.00
Water Mains, Pump Stations & Reservoir Construction	$1,832,377.00
Wastewater Trunks, Plant & Debt Repayment	$ 6,693,882.00
	$ 28,216,958.00

2. The expenditure to be carried out by the monies hereby appropriated shall be more particularly specified and authorized by resolution of Council.

3. Should any of the above remain unexpended after the expenditures hereby authorized have been made, the unexpended balance shall be returned to the credit of the Development Cost Charge Reserve Fund.

4. This bylaw may be cited as the "Development Cost Charge Reserve Fund Expenditure Bylaw, 2015, No. 11156".

5. Development Cost Charge Reserve Fund Expenditure Bylaw, 2015, No. 11085 and all amendments thereto, are hereby repealed.

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

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk

Report to Council

Date: October 5, 2015

File: 1140-50

To: City Manager

From: Manager, Property Management

Subject: **FARM LEASE TO DIAMOND T RANCH**

Report Prepared by: T. Abrahamson, Property Officer

Recommendation:

THAT Council approves the City entering into a four (4) year Lease Agreement, with Diamond T Ranch, for the purpose of farming, with no further option to renew, in the form attached to the Report of the Manager, Property Management, dated October 5, 2015;

AND THAT the Mayor and City Clerk be authorized to execute the Lease Agreement.

Purpose:

To enter into a farm lease with Diamond T Ranch Ltd., for the purpose of cultivating alfalfa crops on City owned ALR property in the Glenmore Valley.

Background:

The City purchased the Tutt Ranch in September 2006 for long term civic purposes. At the time of acquisition, the property was being actively farmed with annual leases governing the use and responsibilities related to the farming operation.

Diamond T Ranch Ltd. has been cultivating alfalfa on the property since the City's acquisition. He has exhibited expert farming practices and has met all obligations under the terms of the annual leases. The proposed four (4) year lease would allow for the recovery the Lessee's costs to seed and harvest the farmland for the proposed term while retaining the farm classification of the property for tax purposes. No further right of renewal has been granted.

The proposed lease is consistent with existing zoning and is allowable under the Agricultural Land Commission ("ALC") regulations.

Internal Circulation:
Utility Planning Manager
Public Work Manager
Landfill Supervisor

Financial/Budgetary Considerations:
The Lessee agrees to pay $13,650.00 per year. The lease value is $150.00/acre for approximately 91 acres and represents fair market value for actively farmed alfalfa crops.

Legal/Statutory Authority:
Section 26(3) of the Community Charter

Legal/Statutory Procedural Requirements:
Disposition must be published in a weekly newspaper for two (2) consecutive weeks and posted on the public notice posting place

Considerations not applicable to this report:
Existing Policy:
Personnel Implications:
External Agency/Public Comments:
Communications Comments:
Alternate Recommendation:

Submitted by: M. Olson, Manager, Property Management

Approved for inclusion: D. Edstrom, Director, Real Estate

Attachments: Lease
PowerPoint

cc: A. Reeder, Utility Planning Manager
D. Astofooroff, Public Works Manager
K. Muller, Landfill Supervisor

FARM LEASE

Having an effective date of July 1, 2015.

BETWEEN:

CITY OF KELOWNA
1435 Water Street
Kelowna, British Columbia V1Y 1J4

(the "Landlord")

AND:

DIAMOND T RANCH LTD.
1 - 1555 Glenmore Road North
Kelowna, British Columbia V1V 2C5

(the "Tenant")

WHEREAS:

A. The Landlord is the owner of certain lands and premises located in the City of Kelowna, in the Province of British Columbia, more particularly known and described on Schedule A attached hereto (the "Land").

B. The Tenant is desirous of leasing those portions of the Land shown as Lease Area on Schedule B attached hereto for the purpose of cultivating alfalfa crops.

C. In consideration of the rents, covenants, conditions and agreements hereinafter reserved and contained on the part of the Tenant to be paid, observed and performed, the Landlord hereby demises and leases unto the Tenant the Land all on the terms, conditions and covenants as set forth in this Lease.

1. TERM OF THE LEASE

1.1 To have and to hold the Land from March 15, 2016 to March 14, 2020 (the "Term").

2. RENT

2.1 The Tenant shall pay rent for the Land in the amount of THIRTEEN THOUSAND SIX HUNDRED FIFTY DOLLARS ($13,650.00) plus applicable taxes to the Landlord on the 15th day of September in each year of the term, without deduction, set-off or abatement, at the address of the Landlord noted above, or at such other place as the Landlord may direct in writing.

3. USE OF THE LAND

3.1 The Tenant shall use the Land for cultivating and mowing of alfalfa crops and for no other purpose whatsoever without the prior written consent of the Landlord.

4. TENANT'S COVENANTS: The Tenant covenants with the Landlord:

4.1 **Rent.** To pay rent as aforesaid.

4.2 **Horticultural Standards.** To till, spray, fertilize, irrigate and generally cultivate the alfalfa crops grown upon the Land and to farm the Land in a good and husbandlike manner according to modern horticulture standards recognized in the Okanagan Valley in the Province of British Columbia. In the event the Landlord does not feel the Tenant is meeting the obligations as set forth in this paragraph, then the Landlord shall give the Tenant written notification of those concerns and the Tenant shall rectify the problem within 10 days of receiving such notification.

4.3 **Pesticides.** To handle all pesticides as required by law and to save harmless and indemnify the Landlord for any costs, charges, expenses or damages suffered or incurred by the Landlord as a result of any pesticide spill caused by the Tenant.

4.4 **Operating Costs.** To be fully responsible for all the operating costs incurred in the cultivating of the alfalfa crops on the Land during the Term and to indemnify the Landlord for any costs, charges, or expenses incurred by the Landlord as a result of the Tenant's failure to pay all such operating costs.

4.5 **Assignment and Subletting.** Not to sublet all or any part of the Land or assign this Lease in whole or in part or permit the occupation or use of all or any part of the Land by any person without first obtaining the written consent of the Landlord.

4.6 **Irrigation.** To repair, clean out and keep clean and in a state of repair all irrigation pipes, and other irrigation equipment on the Lands.

4.7 **Rules and Regulations.** To comply with all the laws, rules, regulations and ordinances and by-laws of any governmental authority or other body having jurisdiction over the Land or its use and to indemnify and save harmless the Landlord from all liability, loss or damage to which the Landlord may be put or suffer by reason of any breach by the Tenant thereof.

4.8 **Insurance.** To apply for and maintain Tenant public liability insurance in the form attached as Schedule C in an amount reasonably satisfactory from time to time to the Landlord and to deliver promptly to the Landlord a copy of such policy of insurance if so required by the Landlord. Such insurance shall be obtained at the Tenant's expense.

4.9 **Additional Items.** To be included as a component of the Lease, Schedule D attached hereto.

4.10 **Peaceful Surrender.** To peacefully surrender to the Landlord the Land at the end of the Term and to leave the Land in good condition.

4.11 **Right of Inspection.** To allow the Landlord or an agent or representative of the Landlord the right at all reasonable times to attend and inspect the Land.

5. INDEMNITY, WARRANTY, ETC

5.1 **Damage to Property.** The Landlord shall not be liable for any injury or damage to the Tenant, any agent or employee of the Tenant, any person visiting or doing business with the Tenant or any other person or to property belonging to the Tenant or to any agent or employee of the Tenant, or to any person visiting or doing business with the Tenant or to any other person while such property is on the Land whether such property has been entrusted to any employee or agent of the Landlord or not.

5.2 **Tenant's Indemnity.** The Tenant agrees to reimburse the Landlord for all expense, damages, loss or fines incurred or suffered by the Landlord by reason of any breach, violation or non-performance by the Tenant of any covenant or provision of this Lease or by reason of damage to persons or property caused by the Tenant, employees or agents or persons visiting or doing business with the Tenant.

6. RIGHT TO FARM

6.1 The Landlord acknowledges and accepts that farming involves the use of machinery, pesticides, and hired labour, among other practices and confirms and agrees that the Tenant shall be free to use any farming practices deemed necessary to produce alfalfa crops on the Land provided that the Tenant complies with all government regulations and operates same in a good and husbandlike manner.

7. NOTICE

7.1 Any notice required to be given hereunder by any party shall be deemed to have been well and sufficiently given if mailed by prepaid registered mail, or delivered at, the address of the other party set out on page 1 hereof, or at such other address as the other party may from time to time direct in writing, and any such notice shall be deemed to have been received, if mailed, 48 hours after the time of mailing.

8. INTERPRETATION

8.1 **Severability.** If any one or more of the provisions contained in this Lease should be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired thereby.

8.2 **Governing Law.** This Lease shall in all respects be governed by and construed in accordance with the laws of the Province of British Columbia, including all matters of construction.

8.3 **Counterparts/Electronic.** This Lease may be executed in counterparts, each of which when delivered shall be deemed to be an original and all of which together shall constitute one and the same document. A copy of this Lease delivered by facsimile or other electronic means and bearing a copy of the signature of a party hereto shall for all purposes be treated and accepted as an original copy thereof.

9. SUCCESSORS

9.1 This Lease and everything herein contained shall enure for the benefit of and be binding upon the heirs, executors, administrators, successors, assigns and other legal representatives, as the case may be, of each of the parties hereto.

Signed by the parties as of the date on the first page.

SIGNED, SEALED & DELIVERED
in the presence of:

Signature

TAMMY ABRAHAMSON
Print Name

1435 WATER ST, KELOWNA
Address

PROPERTY OFFICER
Occupation

DIAMOND T RANCH

CITY OF KELOWNA by its
authorized signatories:

Name:

Name:

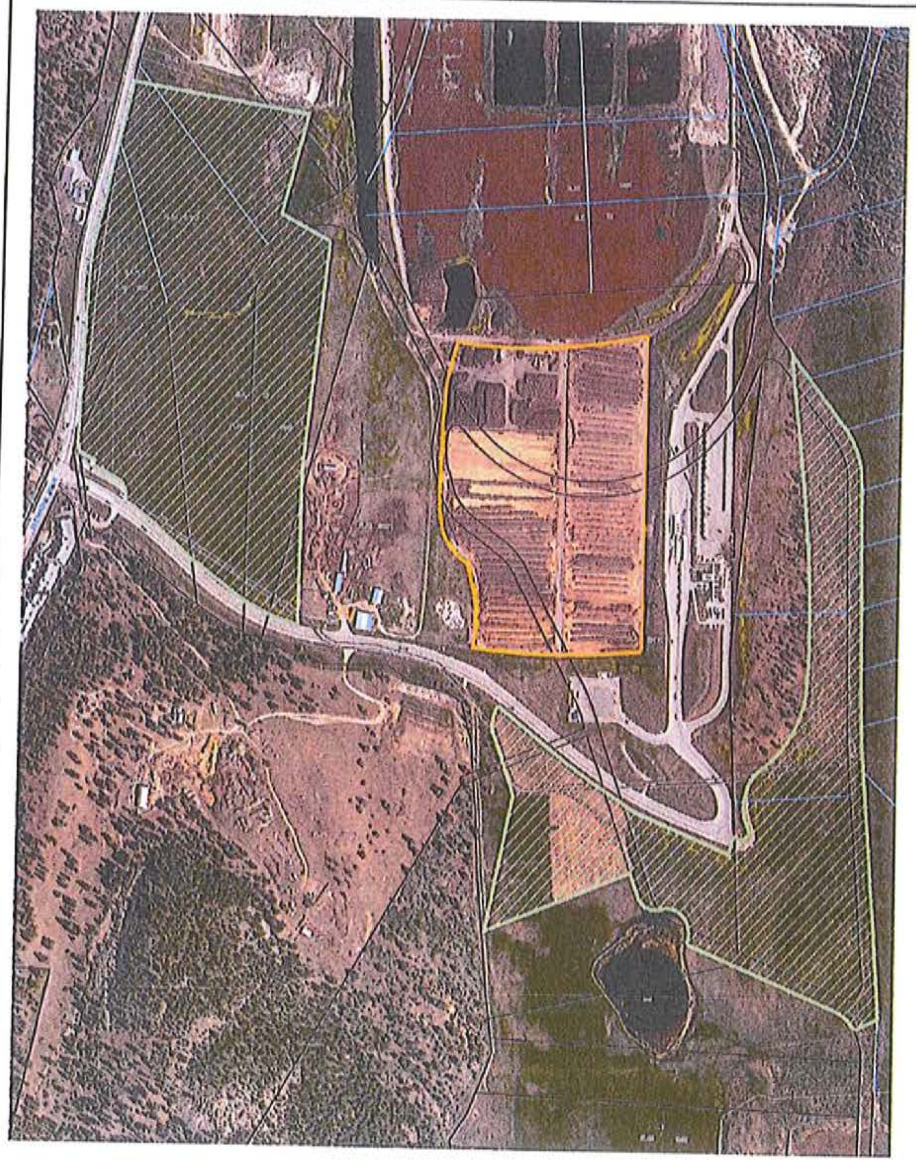
Schedule A

35 HECTARES (approx.)

011-842-504	PORTION OF LOT 5, BLOCK 10, TWP. 23, ODYD PLAN 1068
011-842-512	PORTION OF LOT 6, PLOCK 10, TWP. 23, ODYD PLAN 1068
011-842-521	PORTION OF LOT 7, BLOCK 10, TWP. 23, ODYD PLAN 1068
027-265-927	PORTION OF LOT A, TWP. 23, ODYD PLAN 1068
011-843-390	PORTION LOT 10, BLOCK 14, TWP. 23, ODYD PLAN 1068
011-843-799	PORTION LOT 31, BLOCK 14, TWP. 23, ODYD PLAN 1068
011-843-721	PORTION LOT 30, BLOCK 14, TWP. 23, ODYD PLAN 1068
011-843-713	PORTION LOT 29, BLOCK 14, TWP. 23, ODYD PLAN 1068
027-265-927	PORTION LOT A, BLOCK 14, TWP. 23, ODYD PLAN 1068

SCHEDULE B

PAGE ____



SCALE N.T.S.

MAILING ADDRESS 1595 GLENMORE RD N

LEGAL DESCRIPTION: LOT NO. _____ PLAN NO. 1068

TWP. 23 SEC. 10

LEASE AREA = 35 ha ±

COMPOST SITE

PLEASE NOTE THAT THIS SKETCH IS FOR ILLUSTRATIVE PURPOSES ONLY. THE DEGREE OF ACCURACY OF AREA IS VERY LIMITED.

2017

DATE: SEPTEMBER 14, 2015

City of Kelowna

CERTIFICATE OF INSURANCE

City staff to complete prior to circulation
City Dept.: _____
Dept. Contact: _____
Project/Contract/Event: _____

Insured	Name:
	Address:
Broker	Name:
	Address:

Location and nature of operation and/or contract reference to which this Certificate applies:

Type of Insurance	Company & Policy Number	Policy Dates Effective	Policy Dates Expiry	Limits of Liability/Amounts
Section 1 Comprehensive General Liability including: • Products/Completed Operations; • Blanket Contractual; • Contractor's Protective; • Personal Injury; • Contingent Employer's Liability; • Broad Form Property Damage; • Non-Owned Automobile; • Cross Liability Clause.				Bodily Injury and Property Damage $ 2,000,000 Inclusive $ _____ Aggregate $ _____ Deductible
Section 2 Automobile Liability				Bodily Injury and Property Damage $ 2,000,000 Inclusive

It is understood and agreed that the policy/policies noted above shall contain amendments to reflect the following:

1. Any Deductible or Reimbursement Clause contained in the policy shall not apply to the City of Kelowna and shall be the sole responsibility of the Insured named above.
2. The City of Kelowna is named as an Additional Insured.
3. 30 days prior written notice of material change and/or cancellation will be given to the City of Kelowna.

Print Name _____ Title _____ Company (Insurer or Broker) _____

Signature of Authorized Signatory _____ Date _____

SCHEDULE D

1. Preservation of the pole hay barn currently located near the new East-West connector. If the hay barn cannot be preserved it will be replaced with an equal volume of hay storage at a convenient location on the Tutt lands. Remaining hay barn near the new road to be enclosed in reclaimed tin to protect from road debris and vandalism.

2. City to maintain power to feeding and working area of Tutt Lands, lessee to pay for winter water for livestock

3. Access maintained from Tonn property to Tutt lands

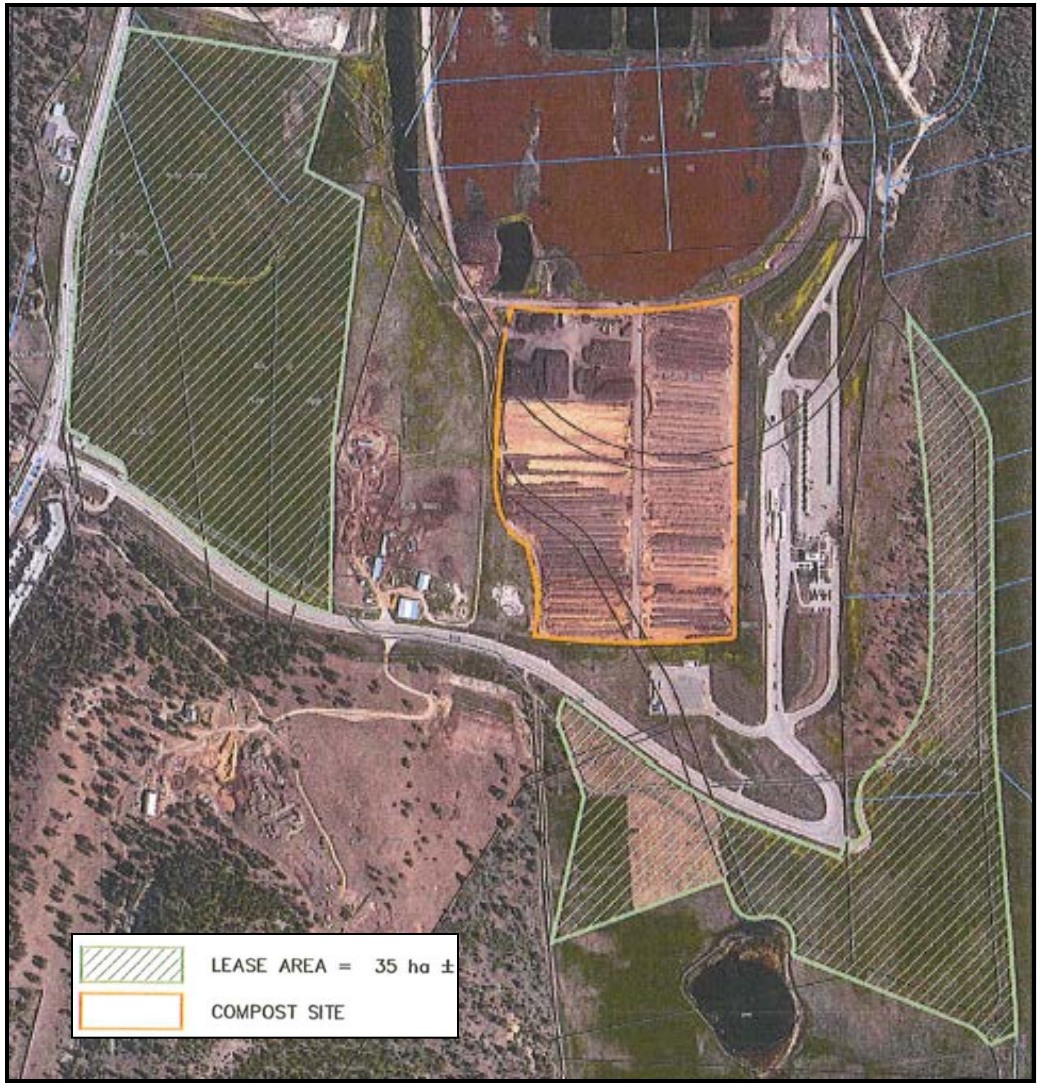
FARM LEASE AGREEMENT

Tutt Ranch – 1595 Glenmore Road N

LOCATION

Quail Flume Trail
John Hindle Dr
Begbie Rd
Union Rd
Pine Trail

FARM LEASE AREA



FARM LEASE DETAILS

- Farm Lease Area – Approx. 91 acres
- Total annual lease revenue: $13,650
- Term of Lease: 4 years
- Renewals: None

CITY OF KELOWNA

BYLAW NO. 11130

Road Closure and Removal of Highway Dedication Bylaw
(Portion of Ethel Street)

A bylaw pursuant to Section 40 of the Community Charter to authorize the City to permanently close and remove the highway dedication of a portion of highway on Ethel Street

---

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

1. That portion of highway attached as Schedule "A" comprising 378m^2 shown in bold black as Closed Road on the Reference Plan prepared by Roger Galibois, B.C.L.S., is hereby stopped up and closed to traffic and the highway dedication removed.

2. The Mayor and City Clerk of the City of Kelowna are hereby authorized to execute such conveyances, titles, survey plans, forms and other documents on behalf of the said City as may be necessary for the purposes aforesaid.

Read a first, second and third time by the Municipal Council this 24th day of August, 2015.

Approved Pursuant to Section 41(3) of the Community Charter this 15th day of September, 2015.

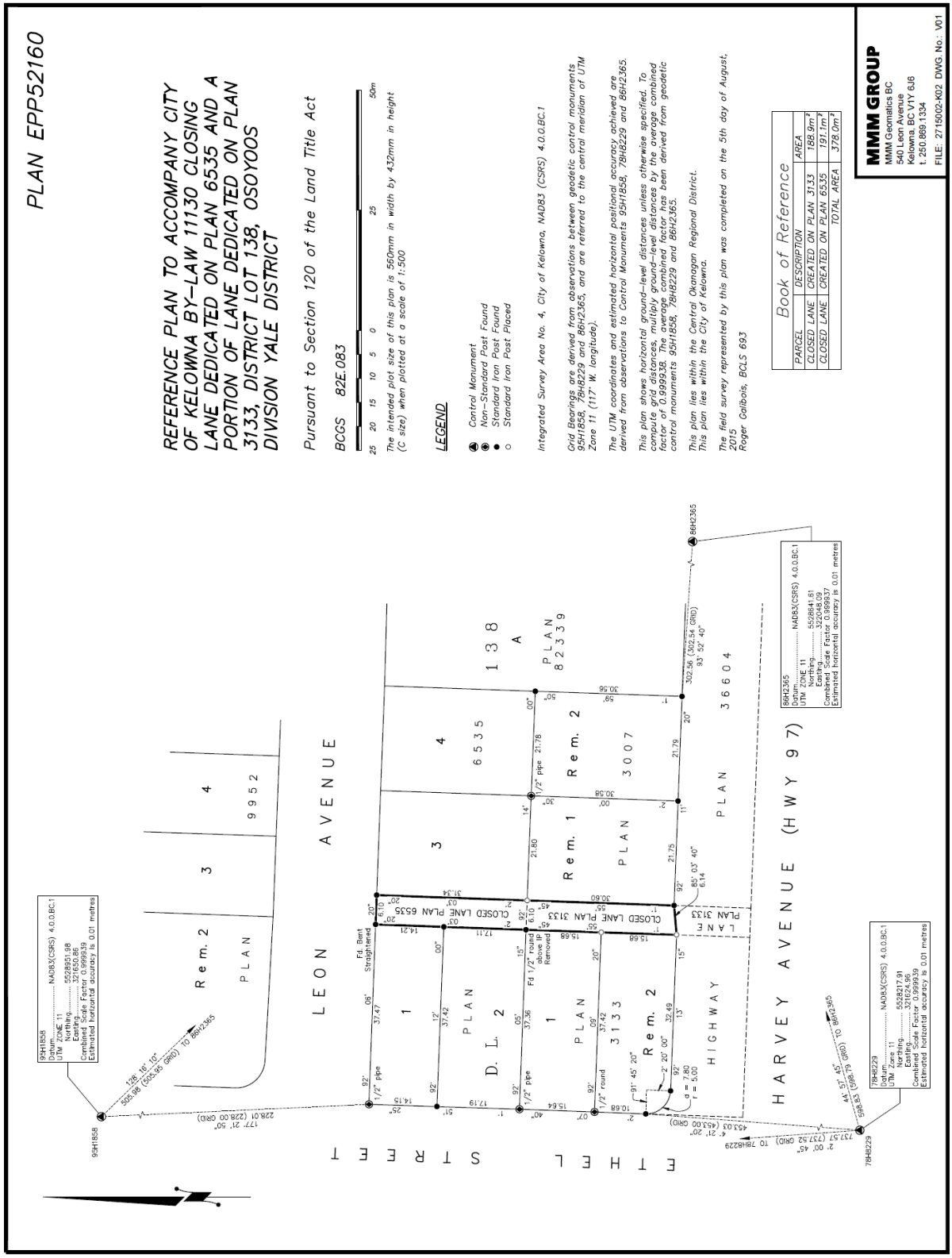
_____Audri Henry_____
(Approving Officer-Ministry of Transportation)

Adopted by the Municipal Council of the City of Kelowna this

_____
Mayor

_____
City Clerk

Schedule "A"


PLAN EPP52160
REFERENCE PLAN TO ACCOMPANY CITY OF KELOWNA BY-LAW 11130 CLOSING LANE DEDICATED ON PLAN 6535 AND A PORTION OF LANE DEDICATED ON PLAN 3133, DISTRICT LOT 138, OSOYOOS DIVISION YALE DISTRICT
Pursuant to Section 120 of the Land Title Act
BCGS 82E.083
25 20 15 10 5 0 25 50m
The intended plot size of this plan is 560mm in width by 432mm in height (C size) when plotted at a scale of 1:500
LEGEND
Control Monument
Non-Standard Post Found
Standard Iron Post Found
Standard Iron Post Placed
Integrated Survey Area No. 4, City of Kelowna, NAD83 (CSRS) 4.0.0.BC.1
Grid Bearings are derived from observations between geodetic control monuments 95H1858, 78H8229 and 86H2365, and are referred to the central meridian of UTM Zone 11 (117° W. longitude).
The UTM coordinates and estimated horizontal positional accuracy achieved are derived from observations to Control Monuments 95H1858, 78H8229 and 86H2365.
This plan shows horizontal ground-level distances unless otherwise specified. To compute grid distances, multiply ground-level distances by the average combined factor of 0.999938. The average combined factor has been derived from geodetic control monuments 95H1858, 78H8229 and 86H2365.
This plan lies within the Central Okanagan Regional District.
This plan lies within the City of Kelowna.
The field survey represented by this plan was completed on the 5th day of August, 2015
Roger Galibois, BCLS 693
Book of Reference
PARCEL DESCRIPTION AREA
CLOSED LANE CREATED ON PLAN 3133 188.9m²
CLOSED LANE CREATED ON PLAN 6535 191.1m²
TOTAL AREA 378.0m²
MMM GROUP
MMM Geomatics BC
540 Leon Avenue
Kelowna, BC V1Y 6J6
t. 250.869.1334
FILE: 271502-K02 DWG.No.: V01
95H1858
Datum: NAD83(CSRS) 4.0.0.BC.1
UTM ZONE 11
Northing 5529951.98
Easting 321650.83
Combined Scale Factor 0.999939
Estimated horizontal accuracy is 0.01 metres
86H2365
Datum: NAD83(CSRS) 4.0.0.BC.1
UTM ZONE 11
Northing 5529841.61
Easting 322048.09
Combined Scale Factor 0.999937
Estimated horizontal accuracy is 0.01 metres
78H8229
Datum: NAD83(CSRS) 4.0.0.BC.1
UTM Zone 11
Northing 5528217.91
Easting 321624.96
Combined Scale Factor 0.999939
Estimated horizontal accuracy is 0.01 metres
LEON AVENUE
STREET
ETHEL
HARVEY AVENUE (HWY 97)
HIGHWAY
CLOSED LANE PLAN 6535
CLOSED LANE PLAN 3133
PLAN 3133
PLAN 3604
PLAN 3007
PLAN 8239
D. L. 2
Rem. 2
Rem. 1
Rem. 2
Rem. 2
1
3
4
9952
6535
138
A
Fd. Bent Straightened
Fd 1/2" round above IP Removed
1/2" pipe
1/2" round
d = 7.80
r = 5.00
302.56 (302.54 GRID)
93° 52' 40"
85° 03' 40"
6.14
91° 45' 20"
2° 20' 00"
453.03 (453.00 GRID)
177° 21' 50"
228.01 (228.00 GRID)
128° 16' 01"
505.98 (505.95 GRID) TO 86H2365
445° 57' 45"
598.83 (598.79 GRID) TO 86H2365
2° 00' 45"
737.57 (737.52 GRID) TO 78H8229