

**City of Kelowna**  
**Regular Council Meeting**  
**AGENDA**



Monday, November 4, 2019  
1:30 pm  
Council Chamber  
City Hall, 1435 Water Street

**Pages**

**1. Call to Order**

I would like to acknowledge that we are gathered today on the traditional, ancestral, unceded territory of the syilx/Okanagan people.

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

**2. Confirmation of Minutes**

4 - 10

Regular PM Meeting - October 28, 2019

**3. Development Application Reports & Related Bylaws**

**3.1 Supplemental Report - Pandosy St. 1636-1652, Z19-0100 TA19-0013 - ALM888 Ventures Ltd., Inc. No. BC1089095**

11 - 11

To give Bylaw No. 11959 and Bylaw No. 11960 first reading.

**3.2 Pandosy St 1636-1652, BL11959 (TA19-0013) - ALM888 Ventures Ltd, Inc. No. BC1089095**

12 - 12

To give first reading to Bylaw No. 11959 in order to amend the City of Kelowna Zoning Bylaw No. 8000 as outlined in Schedule 'A'.

**3.3 Pandosy St 1636-1652, BL11960 (Z19-0100) - ALM888 Ventures Ltd, Inc. No. BC1089095**

13 - 13

To give first reading to Bylaw No. 11960 in order to rezone the subject property from the C7- Central Business Commercial zone to the C7rcs- Central Business Commercial (Retail Cannabis Sales) zone.

#### **4. Bylaws for Adoption (Development Related)**

- |            |  |                |
|------------|--|----------------|
| <b>4.1</b> | <b>Glenwood Ave 455, BL11914 (Z19-0038) - Mark Procknow</b>  | <b>14 - 14</b> |
|            | To adopt Bylaw No. 11914 in order to rezone the subject property from the RU1 - Large Lot Housing zone to the RU1c - Large Lot Housing with Carriage House zone.                         |                |
| <b>4.2</b> | <b>Summit Dr 1932, BL11944 (TA19-0014) - Summit Real Estate Holdings Ltd., Inc. No. BC1098449</b>  | <b>15 - 15</b> |
|            | To adopt Bylaw No. 11944 to amend the CD3 zone to allow for retail cannabis sales as a principle use.  |                |
| <b>4.3</b> | <b>Summit Dr 1932, BL11945 (Z19-0070) - Summit Real Estate Holdings Ltd., Inc. No. BC1098449</b>   | <b>16 - 16</b> |
|            | To adopt Bylaw No. 11945 in order to rezone the subject property from the CD3 Comprehensive Development 3 zone to the CD3rcs - Comprehensive Development 3 (Retail Cannabis Sales) zone. |                |
| <b>4.4</b> | <b>Abbott St 1884, BL11947 (Z19-0065) - William James Feist and Treena June Harley</b>   | <b>17 - 17</b> |
|            | To adopt Bylaw No. 11947 in order to rezone the subject property from the RU1 - Large Lot Housing zone to the RU1C - Large Lot Housing with Carriage House zone.                         |                |

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

- |            |   |                |
|------------|---|----------------|
| <b>5.1</b> | <b>Kelowna International Airport - Fees Bylaw Amendment</b>   | <b>18 - 50</b> |
|            | To amend City of Kelowna Airport Fees Bylaw 7982.   |                |
| <b>5.2</b> | <b>BL11954 - Amendment No. 35 to Airport Fees Bylaw 7892</b>  | <b>51 - 54</b> |
|            | To give Bylaw No. 11954 first, second and third readings  |                |
| <b>5.3</b> | <b>Chapman Parkade Secure Parking Area Budget Adjustment</b>  | <b>55 - 61</b> |
|            | To increase the previously approved budget for the Chapman Parkade secure parking area project to reflect the increased scope and actual cost to complete this work.  |                |
| <b>5.4</b> | <b>Complimentary Saturday Parking in December 2019</b>  | <b>62 - 64</b> |
|            | To obtain approval from Council to provide complimentary on-street parking in the downtown area on Saturdays for the month of December 2019.  |                |
| <b>5.5</b> | <b>Community Amenity Space - 350 Doyle Avenue</b>   | <b>65 - 77</b> |
|            | To provide for Council consideration information about the potential establishment of a creative hub in community amenity space to be built as part of the redevelopment of real property located at 350 Doyle Avenue in Kelowna. |                |

<b>5.6</b>	<b>Civic Awards Council Policy</b>	<b>78 - 97</b>
	To obtain Council's approval on the Civic & Community Awards Council Policy and revised Steering Committee Terms of Reference to guide the delivery of the annual awards program.	
<b>5.7</b>	<b>Framework for Bikeshare Regulation</b>	<b>98 - 125</b>
	To provide an update on the City's bikeshare permit program and transport options being provided under the program.	
<b>6.</b>	<b>Resolutions</b>	
<b>6.1</b>	<b>Draft Resolution, re: Resolution to Hold Meeting at Another Location</b>	<b>126 - 126</b>
	To schedule the Monday, November 18 Regular Council meeting at the University of British Columbia Okanagan campus	
<b>7.</b>	<b>Bylaws for Adoption (Non-Development Related)</b>	
<b>7.1</b>	<b>BL11951 - Amendment No. 35 to Traffic Bylaw No. 8120</b>	<b>127 - 130</b>
	To adopt Bylaw No. 11951 in order to include additional designated snow route areas and proposed boundary adjustments to the existing snow route areas as attached as Schedules A and B.	
<b>8.</b>	<b>Mayor and Councillor Items</b>	
<b>9.</b>	<b>Termination</b>	



## City of Kelowna Regular Council Meeting Minutes

Date:	Monday, October 28, 2019
Location:	Council Chamber City Hall, 1435 Water Street
Members Present	Mayor Colin Basran, Councillors Maxine DeHart, Ryan Donn, Gail Given, Charlie Hodge, Brad Sieben, Luke Stack and Loyal Wooldridge
Members Absent	Councillor Mohini Singh
Staff Present	City Manager, Doug Gilchrist; City Clerk, Stephen Fleming, Development Planning Department Manager, Terry Barton*; Urban Planning & Development Policy Manager, Laura Bentley*; Planner, Andrew Ferguson*; Planner Specialist, Jocelyn Black*; Planner, Aaron Thibeault*; Utility Services Manager, Kevin Van Vliet*; Infrastructure Operations Department Manager, Ian Wilson*; Divisional Director, Partnership & Investments, Derek Edstrom*; Public Works Manager, Darryl Astoorof*; Divisional Director, Infrastructure, Alan Newcombe*; Infrastructure Engineering Manager, Joel Shaw*; Parks & Buildings Planning Manager, Robert Parlane*; Real Estate Department Manager Johannes Saufferer*; Planner Specialist, Ross Soward*; Strategic Land Development Manager, Graham Hood*; Integrated Transportation Department Manager, Rafael Villarreal*; Transit and Programs Manager, Jerry Dombowsky*; Strategic Transportation Planning Manager, Mariah VanZerr*; Transportation Planner, Cameron Noonan*; Legislative Coordinator (Confidential), Arlene McClelland
Guest	Managing Director Advisory Services, Colliers Project Leaders, Ralf Nielsen*; Steve Power, Regional Transportation Plan, Planning Lead HDR

(\* Denotes partial attendance)

### 1. Call to Order

Mayor Basran called the meeting to order at 1:34 p.m.

I would like to acknowledge that we are gathered today on the traditional, ancestral, unceded territory of the syilx/Okanagan people.

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



## 2. Confirmation of Minutes

Moved By Councillor Wooldridge/Seconded By Councillor Hodge

**R998/19/10/28** THAT the Minutes of the Regular Meetings of October 21, 2019 be confirmed as circulated.

Carried

## 3. Development Application Reports & Related Bylaws

### 3.1 Pandosy St 1636 -1652, Z19-0100 TA19-0013 - ALM888 Ventures Ltd., Inc. No. BC1089095

Staff:

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

Steven Hyndman, Applicant

- Displayed a PowerPoint Presentation, re: Grasshopper Cannabis Inc.
- Provided background information and location of this application.
- Advised that during neighbourhood consultation nothing but positive feedback had been received including 9 letters of support from businesses in the area.
- Spoke the reasons for the text amendment consideration for this location; when the guidelines came out last year a 500 meter buffer between stores was appropriate but think an exception should have been made for downtown.
- Advised that other cities recognize downtown as distinct from other areas of the city and noted that downtown Kelowna is under rapid development.
- Spoke to the street façade and revitalization of this section of Pandosy Street with an upscale design being proposed.
- Spoke to the high number of parking spots featured in the area.
- Advised that educational seminars will be provided on site.
- In terms of employment there will be 9 full time staff and 6 part time staff.
- Believes there is a strong acceptance for this store and that it is fair to receive public input.

Moved By Councillor Stack/Seconded By Councillor Hodge

**R999/19/10/28** THAT Zoning Bylaw Text Amendment Application No. TA19-0013 to amend City of Kelowna Zoning Bylaw No.8000 as outlined in Schedule "A" attached to the Report from the Development Planning Department dated October 28, 2019 for Lot B, District Lot 139, Osoyoos Division Yale District Plan 5934, located at 1636-1652 Pandosy St, Kelowna, BC, be considered by Council;

AND THAT the Zoning Bylaw Text Amending Bylaw be forwarded to a Public Hearing for further consideration;

AND THAT Rezoning Application No. Z19-0100 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot B, District Lot 139, Osoyoos Division Yale District Plan 5934, located at 1636-1652 Pandosy St, Kelowna, BC from C7- Central Business Commercial zone to C7rcs- Central Business Commercial (Retail Cannabis Sales) be considered by Council;

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

AND FURTHER THAT if the Rezoning Bylaw is adopted, Council direct Staff to send a recommendation to the British Columbia Liquor and Cannabis Regulation Branch that they support issuance of a non-medical cannabis retail store license for this legal lot with the following comments:

- The proposed location meets amended site-specific local government bylaw requirements and as such, no negative impact is anticipated;
- The views of the residents were captured during a public hearing process for the rezoning of the property and Council meeting minutes summarizing those views are attached; and
- Local government recommends that the application be approved because of compliance with local regulations and policies.

Carried

Mayor Basran, Councillors DeHart and Donn - Opposed

**3.2 Rutland Ct 2155-2165, Z19-0106 (BL11950) - CGSB Automotive Group LTD., Inc. No. BC0731187**

Staff:

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

Moved By Councillor Given/Seconded By Councillor Wooldridge

**R1000/19/10/28** THAT Rezoning Application No. Z19-0106 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot 1 Section 35 Township 26 Osoyoos Division Yale District Plan 9018, located at 2155-2165 Rutland Court, Kelowna, BC from the C2 – Neighbourhood Commercial zone to the C10 – Service Commercial zone be considered by Council;

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

Carried

**3.3 Rutland Ct 2155-2165, BL11950 (Z19-0106) - CGSB Automotive Group LTD., Inc. No. BC0731187**

Moved By Councillor Wooldridge/Seconded By Councillor Given

**R1001/19/10/28** THAT Bylaw No. 11950 be read a first time.

Carried

**3.4 Barkley Road 456, Z19-0113 (BL11952) - Landon D. Horne, Tamara J. Horne**

Staff:

- Displayed a PowerPoint Presentation summarizing the application.

Moved By Councillor Stack/Seconded By Councillor Wooldridge

**R1002/19/10/28** THAT Rezoning Application No. Z19-0065 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot 10 District Lot 167 ODYD Plan 13550, located at 456 Barkley 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.

Carried

**3.5 Barkley Road 456, BL11952 (Z19-0113) - Landon D. Horne, Tamara J. Horne**



Moved By Councillor Hodge/Seconded By Councillor Wooldridge

**R1003/19/10/28** THAT Bylaw No. 11952 be read a first time.

**Carried**

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

**4.1 Ethel Street 2483, Z19-0066 (BL11927) - Uri Yarkoni**

Moved By Councillor Wooldridge/Seconded By Councillor Given

**R1004/19/10/28** THAT Bylaw No. 11927 be adopted.

**Carried**

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

**5.1 Water Supply Policy**

Staff:

- Displayed a PowerPoint Presentation summarizing the proposed Water Supply Policy and advised a change to Policy Statement No. 7 from "will" to "may" and responded to questions from Council.

Moved By Councillor Sieben/Seconded By Councillor Donn

**R1005/19/10/28** THAT Council adopts Council Policy No. 383 being the Water Supply Policy as outlined in the Report from the City Manager dated October 28, 2019.

**Carried**

**5.2 Snow Route Area Boundary Modifications**

Staff:

- Provided a summary of the proposed updates to the snow route area boundary and responded to questions from Council.

Moved By Councillor Stack/Seconded By Councillor Sieben

**R1006/19/10/28** That Council receives, for information, the report from the Public Works Manager dated October 28, 2019 recommending modifications to the designated snow route areas within the Traffic Bylaw No. 8120;

AND THAT Bylaw No. 11951 being Amendment No. 35 to Traffic Bylaw No. 8120 be forwarded for reading consideration;

**Carried**

**5.3 BL11951 - Amendment No. 35 to Traffic Bylaw No. 8120**

Moved By Councillor Stack/Seconded By Councillor Donn

**R1007/19/10/28** THAT Bylaw No. 11951 be read a first, second and third time.

**Carried**

**5.4 Development Cost Charges Bylaw No. 11948 Amendment No.5 to Development Cost Charge Bylaw No.10515**

Staff:

- Displayed a PowerPoint Presentation summarizing the proposed amendments to the Development Cost Charge Bylaw for park acquisition and development and responded to questions from Council.

Moved By Councillor Donn/Seconded By Councillor Stack

**R1008/19/10/28** THAT Council receives, for information, the report from the Infrastructure Engineering Manager dated October 28, 2019, with respect to amending the Development Cost Charge Bylaw No. 10515 with Park updates in Schedule A and the associated Map;

AND THAT Bylaw No. 11948, being Amendment No.5 to Development Cost Charge Bylaw No.10515, be given reading consideration;

AND FURTHER THAT Council direct Staff to submit the amended Development Cost Bylaw and supporting documentation to Ministry of Community Services for their review and approval prior to fourth reading and adoption by Council.

**Carried**

Councillors Sieben and Wooldridge - Opposed

#### **5.5 BL11948 - Amendment No. 5 to the Development Cost Charge Bylaw No. 10515**

Moved By Councillor Donn/Seconded By Councillor Stack

**R1009/19/10/28** THAT Bylaw No. 11948 be read a first, second and third time.

**Carried**

#### **5.6 Doyle Ave 350 Redevelopment**

Staff:

- Displayed a PowerPoint Presentation outlining the planning and disposition processes for the redevelopment plan of a portion of 350 Doyle Avenue and responded to questions from Council.

Guest, Managing Director Advisory Services, Colliers Project Leaders, Ralf Nielsen

- Displayed a PowerPoint Presentation summarizing the Performing Art Centre Feasibility Study and Options Analysis.
- Key items found that Kelowna has a thriving performing arts demand; demographic profile very supportive as well as income, population and education profile is supportive.
- Current theatre is at the end of its life cycle; both 800 and 1200 seat options are all possible at the current location.
- Responded to questions from Council.

Moved By Councillor Donn/Seconded By Councillor Given

**R1010/19/10/28** THAT Council receives, for information, the report from the Manager, Strategic Land Development dated October 28, 2019, with respect to the redevelopment of 350 Doyle Avenue.

**Carried**

#### **5.7 Highway 33 Extension Update**

Staff:

- Displayed a PowerPoint Presentation providing historical background on the Highway 33 extension and work to be undertaken as part of the Transportation Master Plan.

Moved By Councillor Stack/Seconded By Councillor Sieben

**R1011/19/10/28** THAT Council receive for information, the report from the Integrated Transportation Department Manager, dated October 28, 2019 regarding the Highway 33 Extension Update.

**Carried**

## **5.8 STPCO Update and Regional Transportation Plan – Option Refinement and Screening**

Staff:

- Displayed a PowerPoint Presentation providing an update on the Sustainable Transportation Partnership of the Central Okanagan.

Steve Power, Regional Transportation Plan, Planning Lead HDR

- Displayed a PowerPoint Presentation outlining the Regional Transportation planning option refinement and screening and responded to questions from Council.

Moved By Councillor Hodge/Seconded By Councillor Wooldridge

**R1012/19/10/28** THAT Council receives, for information the report from the Strategic Transportation Planning Manager, dated October 28, 2019, with respect to an update on Sustainable Transportation Partnership of the Central Okanagan (STPCO) activities and the Regional Transportation Plan (RTP) – Option Refinement and Screening (Connecting Our Region).

**Carried**

## **6. Resolutions**

### **6.1 Draft Resolution, re: 2020 Council Meeting Schedule**

Moved By Councillor Hodge/Seconded By Councillor Donn

**R1013/19/10/28** THAT the 2020 Council Meeting Schedule be adopted as follows:

Monday Regular Meetings	Public Hearing/Regular Meetings
January 13, 20, and 27	January 21
February 3, 10 and 24	February 4 and 25
March 2, 9, 16 and 23	March 17
April 6, 20, and 27	April 7 and 21
May 4, 11 and 25	May 12
June 1, 15, 17* and 22	June 2 and 23
July 13 and 27	July 14 and 28
August 10 and 24	August 11 and 25
September 14 and 28	September 15
October 5, 19 and 26	October 6 and 27
November 2, 9, 16 and 23	November 17
December 7 and 10*	December 8

- June 17<sup>th</sup> – Pre-Budget Council Meeting
- December 10<sup>th</sup> – 2020 Budget Deliberations

**Carried**



## 6.2 Draft Resolution, re: Cancellation of November 19, 2019 Public Hearing

Moved By Councillor Stack/Seconded By Councillor Wooldridge

**R1014/19/10/28** THAT the Public Hearing and Regular Meeting of Council held on November 19, 2019 at City Hall, Council Chambers, 1435 Water Street, Kelowna B.C, be cancelled.

Carried

## 7. Mayor and Councillor Items

Mayor Basran

- Provided condolences to the family of John (Smiley) Nelson on his recent passing and acknowledged his career with the RCMP, as a City Councillor, and as a long time civic volunteer.

Councillor Wooldridge

- Spoke to their attendance at the United Ways Roast Event.
- Spoke to their attendance at the Tribute for Teens Arrivals and Dreams charity event.

Councillor Hodge

- Provided condolences to the Nelson Family.
- There is a Downtown Kelowna Association (DKA) meeting on Wednesday.
- Spoke to their attendance at the Tribute for Teens Arrivals and Dreams charity event and commented on Councillor Donn's performance at the event.
- Congratulated Tracy Gray on her recent Federal Election victory.

Councillor DeHart

- Commented that it was a great weekend for tourism with Skate Canada in the city.
- Spoke to their attendance at the Tribute for Teens Arrivals and Dreams charity event.
- Thanked Councillor colleagues for their participation in the United Ways Roast Event.

Councillor Stack

- Spoke to their attendance at Al Stober's funeral and acknowledged Mr. Stober's contributions to the City.

Mayor Basran

- Kudos to those who organized the recent Skate Canada event in Kelowna.

Councillor Sieben

- Thanked former MP Stephen Fuhr for his outstanding work on behalf of the City.

## 8. Termination

This meeting was declared terminated at 5:07 p.m.

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

/acm

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

# Report to Council



**Date:** November 4, 2019  
**To:** Council  
**From:** City Manager  
**Subject:** Supplemental Report – Pandosy St 1636 -1652, Z19-0100 TA19-0013 - ALM888  
Ventures Ltd., Inc. No. BC1089095  
**Department:** Legislative Services

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## **Recommendation:**

THAT Council receives for information the Supplemental Report of the Legislative Services department dated November 4, 2019, regarding Rezoning Application No. Z19-0100 and Text Amendment No. TA19-0013, located at 1636-1652 Pandosy Street.

## **Purpose:**

To give Bylaw No. 11959 and Bylaw No. 11960 first reading.

## **Background:**

Council considered a text amendment and rezoning for 1636-1652 Pandosy Street on October 28, 2019 and forwarded the rezoning and text amendment application to public hearing. The corresponding bylaws may now be given first reading consideration.

Submitted by:

S. Fleming, City Clerk

# CITY OF KELOWNA

## BYLAW NO. 11959

### TA19-0013 – Commercial Zones Cannabis Amendments

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 **Section 9 – Specific Use Regulations, 9.16 RETAIL CANNABIS SALES ESTABLISHMENTS** be amended by adding the following:

**"9.16.8 Site Specific Regulations**

Regulations apply for Retail Cannabis Sales Establishments on a specific basis as follows:

	<b><i>Legal Description</i></b>	<b><i>Civic Address</i></b>	<b><i>Regulation</i></b>
1.	Lot B, District lot 139, ODYD, Plan 5934	1636-1652 Pandosy St.	To allow for a retail cannabis sales establishment within 500M of the approved retail cannabis sales establishment located at 547-559 Bernard Avenue.

"

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 this

\_\_\_\_\_  
(Approving Officer-Ministry of Transportation)

Adopted by the Municipal Council of the City of Kelowna this

\_\_\_\_\_  
Mayor

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



# CITY OF KELOWNA

## BYLAW NO. 11960

### Z19-0100 – 1636 - 1652 Pandosy Street

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

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

1. THAT City of Kelowna Zoning Bylaw No. 8000 be amended by changing the zoning classification of Lot B, District Lot 139, Osoyoos Division Yale District Plan 5934, located on Pandosy St, Kelowna, BC from C7- Central Business Commercial zone to C7rcs- Central Business Commercial (Retail Cannabis Sales) 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

Read a second and third time by the Municipal Council this

Approved under the Transportation Act this

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(Approving Officer – Ministry of Transportation)

Adopted by the Municipal Council of the City of Kelowna this

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Mayor

**CITY OF KELOWNA**  
**BYLAW NO. 11914**  
**Z19-0038 – 455 Glenwood Avenue**

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

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

1. THAT City of Kelowna Zoning Bylaw No. 8000 be amended by changing the zoning classification of Lot C, District Lot 14, ODYD, Plan 5742, located on Glenwood Avenue, Kelowna, BC 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 29th day of July, 2019.

Considered at a Public Hearing on the 27<sup>th</sup> day of August, 2019.

Read a second and third time by the Municipal Council this 27<sup>th</sup> day of August, 2019.

Adopted by the Municipal Council of the City of Kelowna this

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Mayor

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City Clerk

# CITY OF KELOWNA

## BYLAW NO. 11944

### TA19-0014 – CD3 Comprehensive Development Three - Zone Amendment

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 Schedule 'B' – Comprehensive Development Zones, CD3 – Comprehensive Development Three, Section 1.2 – Permitted Uses, The permitted principal uses in Area 2 of this zone, as shown on Figure CD 3.1, are:** be amended by adding the following in its appropriate location:

"Retail cannabis sales establishment"

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 7<sup>th</sup> day of October, 2019.

Considered at a Public Hearing on the 22<sup>nd</sup> day of October, 2019.

Read a second and third time by the Municipal Council this 22<sup>nd</sup> day of October, 2019.

Approved under the Transportation Act this

Not Required

(Approving Officer-Ministry of Transportation)

Adopted by the Municipal Council of the City of Kelowna this

\_\_\_\_\_  
Mayor

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

**CITY OF KELOWNA**  
**BYLAW NO. 11945**  
**Z19-0070 – 1920-1936 Summit Drive**

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

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

1. THAT City of Kelowna Zoning Bylaw No. 8000 be amended by changing the zoning classification of all land shown on the Strata Plan EPS4570, located on Summit Dr, Kelowna, BC from the CD3 - Comprehensive Development 3 zone to the CD3rcs - Comprehensive Development 3 (Retail Cannabis Sales) 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 7<sup>th</sup> day of October, 2019.

Considered at a Public Hearing on the 22<sup>nd</sup> day of October, 2019.

Read a second and third time by the Municipal Council this 22<sup>nd</sup> day of October, 2019.

Adopted by the Municipal Council of the City of Kelowna this

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Mayor

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City Clerk

# CITY OF KELOWNA

## BYLAW NO. 11947

### Z19-0065 – 1884 Abbott Street

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

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

1. THAT City of Kelowna Zoning Bylaw No. 8000 be amended by changing the zoning classification of Lot 21 Block 3 District Lot 14 ODYD Plan 1395 located on Abbott Street, 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 7<sup>th</sup> day of October, 2019.

Read a second and third time by the Municipal Council this 22<sup>nd</sup> day of October, 2019.

Approved under the Transportation Act this 23<sup>rd</sup> day of October, 2019.

Audrie Henry

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(Approving Officer – Ministry of Transportation)

Adopted by the Municipal Council of the City of Kelowna this

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Mayor

# Report to Council



**Date:** November 4, 2019  
**To:** Council  
**From:** City Manager  
**Subject:** Kelowna International Airport Fees Bylaw Amendment  
**Department:** Kelowna International Airport

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## **Recommendation:**

THAT COUNCIL receive for information the report of the Senior Airport Finance and Corporate Services Manager dated November 4, 2019;

AND THAT COUNCIL support Kelowna International Airport's Soaring Beyond 2.5 Million Passengers Airport Improvement Fee Capital Program;

AND FURTHER THAT Bylaw No. 11954 being Amendment No. 35 to the City of Kelowna Airport Fees Bylaw 7982 be advanced for reading consideration.

## **Purpose:**

To amend City of Kelowna Airport Fees Bylaw 7982.

## **Background:**

### *Airport Improvement Fee*

Kelowna International Airport's (the Airport's) passenger numbers increased 38 per cent between the year ended December 31, 2013 and the same period in 2018. This increase in passenger numbers has resulted in operational capacity constraints throughout the Airport's infrastructure. In addition, some of the Airport's existing infrastructure is reaching the end of its lifecycle and requires rehabilitation or replacement. The Airport has developed a capital program to address these issues, which the Airport recommends be funded by the Airport Improvement Fee (AIF). This capital development program is referred to as the Soaring Beyond 2.5 Million Passengers AIF Program (the AIF Program) and has been developed with significant consultation from the Airport's Airline Consultative Committee (ACC). The first year of the AIF Program was approved by Council as a part of the 2019 Financial Plan.

The projects within the AIF Program that have not yet commenced are anticipated to cost \$191 million (\$220 million, with inflation), be completed by the end of 2029, and consist of the following projects:

Project	Cost (Millions)	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Terminal Expansion - Phase 1	60.8										
Terminal Expansion - North Bridge	6.5										
Apron Expansion	19.6										
Self-serve Baggage Drop	1.9										
Airside Lighting and Supporting Infrastructure	0.2										
Runway End Safety Area	8.6										
Combined Operations Building	12.0										
CUTE/CUSS	3.2										
Terminal Expansion - Phase 2	41.4										
Loading Bridges	2.4										
Airside Pavement Rehabilitation	50.5										
Airside Equipment	12.8										
<b>Total</b>	<b>219.9</b>										

**Legend**  
 Design  
 Construction

- Terminal Expansion (\$109 million, with inflation)
  - The proposed Terminal Expansion would consist of an expansion of the departures lounge (Phase 1), the addition of a bridge on Gate 2 (North Bridge), and the relocation of domestic arrivals to the south end of the terminal (Phase 2).
    - Phase 1 of the Terminal Expansion would result in: an expansion of the departures lounge to the south in order to increase operational capacity and provide additional food and beverage choices; the expansion of pre-board screening to allow for CATSA Plus equipment and a reduction in wait times; and elimination of the airside corridor for Gates 6, 7 and 8 to help improve wayfinding and reduce walking distances.
    - The North Bridge would result in the addition of a fixed link and passenger loading bridge at Gate 2. This would significantly improve the ability to have domestic and international flights arriving simultaneously.
    - Phase 2 of the Terminal Expansion would result in the relocation of domestic arrivals from the north end of the terminal building to the south end. This relocation would increase the operational capacity of both the domestic and international arrivals areas, including the baggage carousels and CBSA processing space, be the second step towards eliminating the airside corridor and improving wayfinding, and would further reduce walking distances.
- Apron Expansion (\$20 million, with inflation)
  - The proposed Apron Expansion would result in the expansion of the main commercial Apron to the south, creating three new operations stands to accommodate an anticipated increase in aircraft gate requirements. Gate 11 would be constructed in 2021, and Gates 12 and 13 would be constructed in 2025 and 2026.
- Self-Serve Baggage Drop (\$2 million, with inflation)
  - Self-serve baggage drop equipment would facilitate increased automation in passenger processing by allowing passengers to drop off their own bags onto the baggage belts, rather than having it processed through an airline customer service agent. The proposed Self-Serve Baggage Drop project would see the addition of three double-sided, self-serve baggage drop units.

- Airside Lighting and Supporting Infrastructure Design (\$200K, with inflation)
  - The proposed Airside Lighting and Supporting Infrastructure Design project would allow the Airport to understand the benefits and implications of upgrading the current medium-intensity runway and approach lighting systems to high-intensity runway and approach lighting systems.
- Runway End Safety Area (\$9 million, with inflation)
  - The proposed Runway End Safety Area project would satisfy an anticipated future Transport Canada regulation that would require the Airport to have a 150-meter safety area at each end of the runway.
- Combined Operations Building (\$12 million, with inflation)
  - The proposed Combined Operations Building project would consist of a new Airport Operations Centre, and a vehicle storage and maintenance facility. These facilities would accommodate the anticipated growth in the fleet plan, as well as provide more efficient and effective facilities for the Airport Operations Specialist Fire Fighting team.
- Common Use Terminal Equipment (CUTE)/Common Use Self-Serve (CUSS) (\$3 million, with inflation)
  - The proposed CUTE/CUSS project would see the replacement of the existing CUTE/CUSS infrastructure, when the existing infrastructure is anticipated to be at the end of its lifecycle.
- Loading Bridges (\$2 million, with inflation)
  - The proposed Loading Bridge project would result in the replacement of Bridge 4.
- Airside Pavement Rehabilitation (\$51 million, with inflation)
  - The proposed Airside Pavement Rehabilitation project would consist of the lifecycle rehabilitation for the Airport's runway, taxiways, and aprons.
- Airside Equipment (\$13 million, with inflation)
  - Airside equipment includes, but is not limited to, firefighting equipment and snow clearing equipment. The proposed Airside Equipment project would see the purchase of Airside equipment to replace existing equipment at the end of its lifecycle, or expand the fleet of equipment based on anticipated growth.

In order to help fund the AIF Program, the Airport is recommending an increase to the AIF from \$20.00 per departing passenger to \$25.00 per departing passenger, effective March 1, 2020.

The AIF Program is supported by the ACC and, in October 2019, Airline's representing 95.6% of the Airport's 2018 enplaned passengers concurred with moving forward with the AIF Program projects scheduled to commence in 2020. Airline's representing 4.4% of the Airport's 2018 enplaned passengers did not respond.

On October 29, 2019, the Airport Advisory Committee supported, in principle, the AIF Program and to obtain approval from Council for an amendment to the Airport Fees and Charges Bylaw No. 7982 to increase the Airport Improvement Fee in 2020.

### Landing and Terminal Fees



The growth in passenger numbers and aircraft movements have resulted in additional infrastructure and corresponding operating costs including, but not limited to, building maintenance and technical services. As a result, the Airport is recommending a 2% increase to its Landing Fees and Terminal Fees, as shown below. The Airport intends to maintain its low-cost business model through the increase of non-aeronautical revenues.

#### *Landing Fees*

	<b>Current</b>	<b>Proposed</b>
Cost per 1,000 kg or fraction thereof	\$6.50	\$6.63

#### *Terminal Fees*

<b>Number of Passengers</b>	<b>Current</b>	<b>Proposed</b>
1-9	\$13.35	\$13.62
10-15	\$31.81	\$32.45
16-25	\$49.16	\$50.14
26-45	\$86.28	\$88.01
46-60	\$122.86	\$125.32
61-89	\$196.04	\$199.96
90-125	\$269.95	\$275.35
126-150	\$319.20	\$325.58
151-200	\$441.24	\$450.06
201-250	\$575.19	\$586.69
251-300	\$709.01	\$723.19
301-400	\$847.44	\$864.39
401+	\$1,044.62	\$1,065.51

On October 29, 2019, the Airport Advisory Committee supported, in principle, the Airport in obtaining approval from Council for an amendment to the Airport Fees and Charges Bylaw No. 7982 to increase the Landing Fees and Terminal Fees by 2%.

#### *Electric Vehicle Charging Stations*

During 2019, the Airport opened electric vehicle charging stations at the Airport. The Airport is recommending a fee of \$1.50 per hour be implemented for the use of the electric vehicle charging stations.

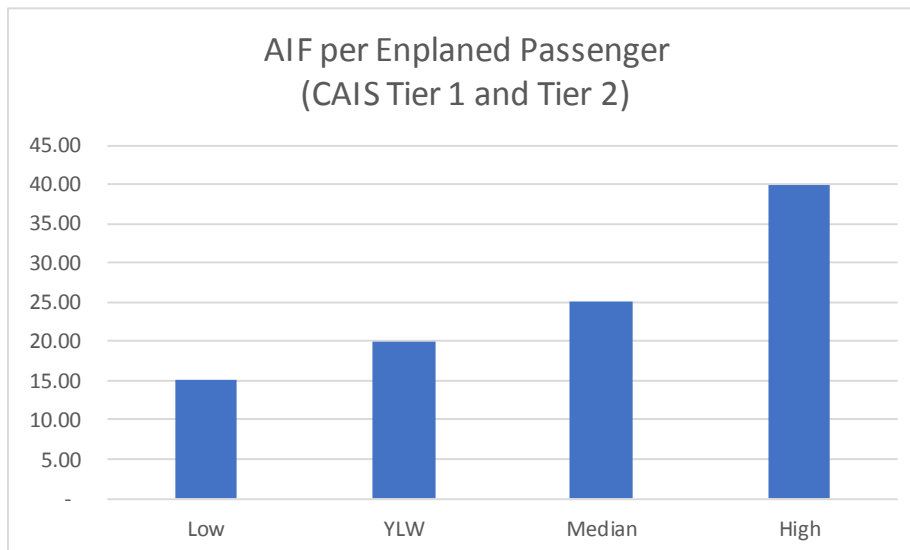
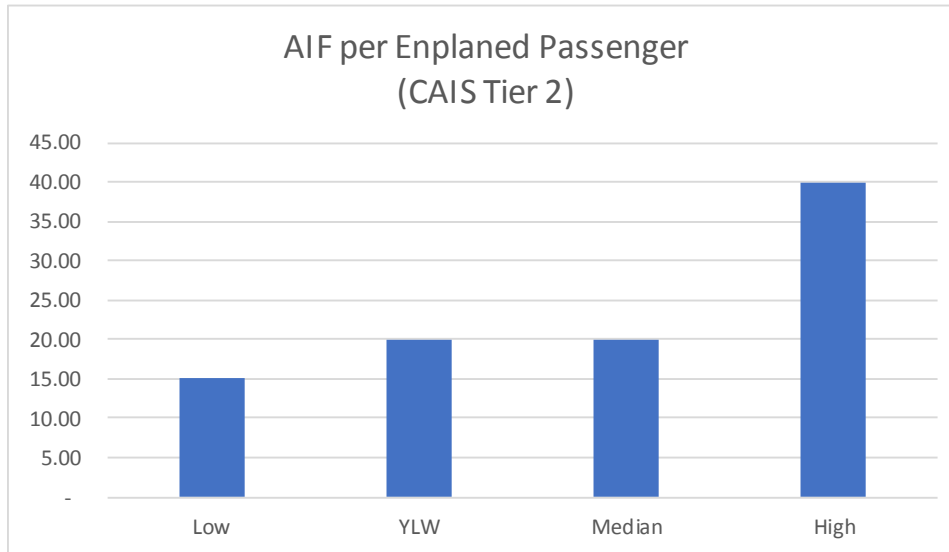
#### *Minor Edits*

The Airport is recommending certain formatting and wording changes be made within Bylaw 7982. The most significant of these changes is to the Airport Fuel Truck Licence Fee, which would see a specific rate be replaced by the need for the fee to be in accordance with Airport Traffic Regulations.

#### **Discussion:**

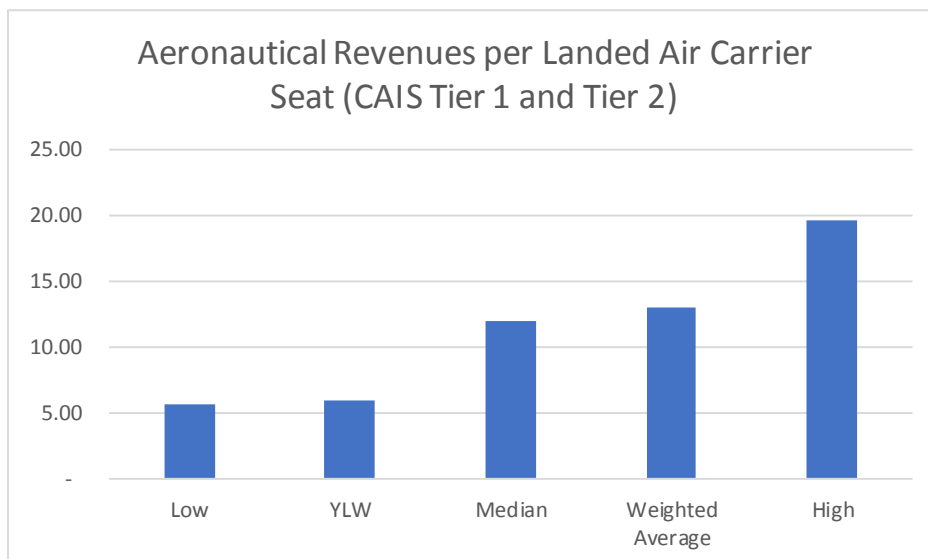
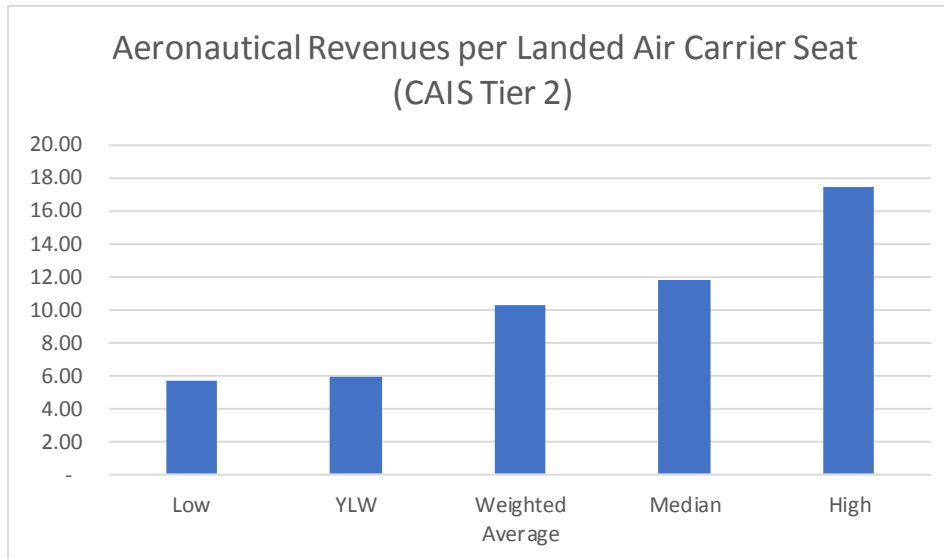
### Airport Improvement Fee

An increase in the Airport's AIF to \$25.00 per departing passenger would align with the median AIF per enplaned passenger for Tier 1 and Tier 2 airports that participate in the Canadian Airports Information Sharing program, as shown on the following page. Increasing the AIF would not be a departure from the Airport's low-cost business model.



### Landing and Terminal Fees

With a 2 per cent increase, the Airport's Aeronautical Revenues per Landed Air Carrier Seat would still be one of the lowest amongst the Tier 1 and Tier 2 airports that participate in the Canadian Airports Information Sharing program, as shown on the following page. If increased, the Airport's Landing Fees and Terminal Fees would remain aligned with the Airport's low-cost business model.



### **Conclusion:**

In order to move forward with the Soaring Beyond 2.5 Million Passengers AIF Program, the Airport is recommending an increase in the AIF to \$25.00 per enplaned passenger, effective March 1, 2020. In order to help recover the annual costs associated with operating the Airport, the Airport is recommending a 2 per cent increase to Landing Fees and Terminal Fees. Both of these increases are aligned with the Airport's low-cost business model.

### **Internal Circulation:**

J. Dueck, Controller

J. Hewitt, Communications Advisor  
S. Fleming, City Clerk

**Considerations not applicable to this report:**

***Legal/Statutory Authority:***

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

***Existing Policy:***

***Financial/Budgetary Considerations:***

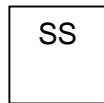
***External Agency/Public Comments:***

***Communications Comments:***

Submitted by:

S. Dyrdal, Senior Airport Finance and Corporate Services Manager

Approved for inclusion:



cc:

S. Dyrdal, Senior Airport Finance and Corporate Services Manager



# Soaring Beyond 2.5 M Passengers AIF Program

# Soaring Beyond 2.5M Passenger AIF Program

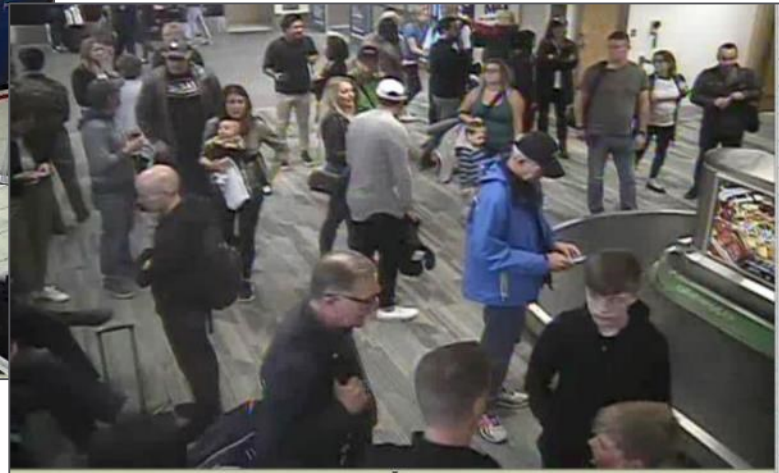
- ▶ Current Infrastructure
  - ▶ Reaching operational capacity
  - ▶ Significant rehabilitation required



Departures



Pre-board screening



Arrivals

# Soaring Beyond 2.5 Million Passenger AIF Program

Project	Cost (Millions)	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Terminal Expansion - Phase 1	60.8										
Terminal Expansion - North Bridge	6.5										
Apron Expansion	19.6										
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Loading Bridges	2.4										
Airside Pavement Rehabilitation	50.5										
Airside Equipment	12.8										
<b>Total</b>	<b>219.9</b>										

## Legend

	Design
	Construction



# Soaring Beyond 2.5 Million Passenger AIF Program

## CURRENT PHASES IN DESIGN:

**PHASE 1** Expand Departures Holdroom and Pre-board Screening to the south of the existing terminal.

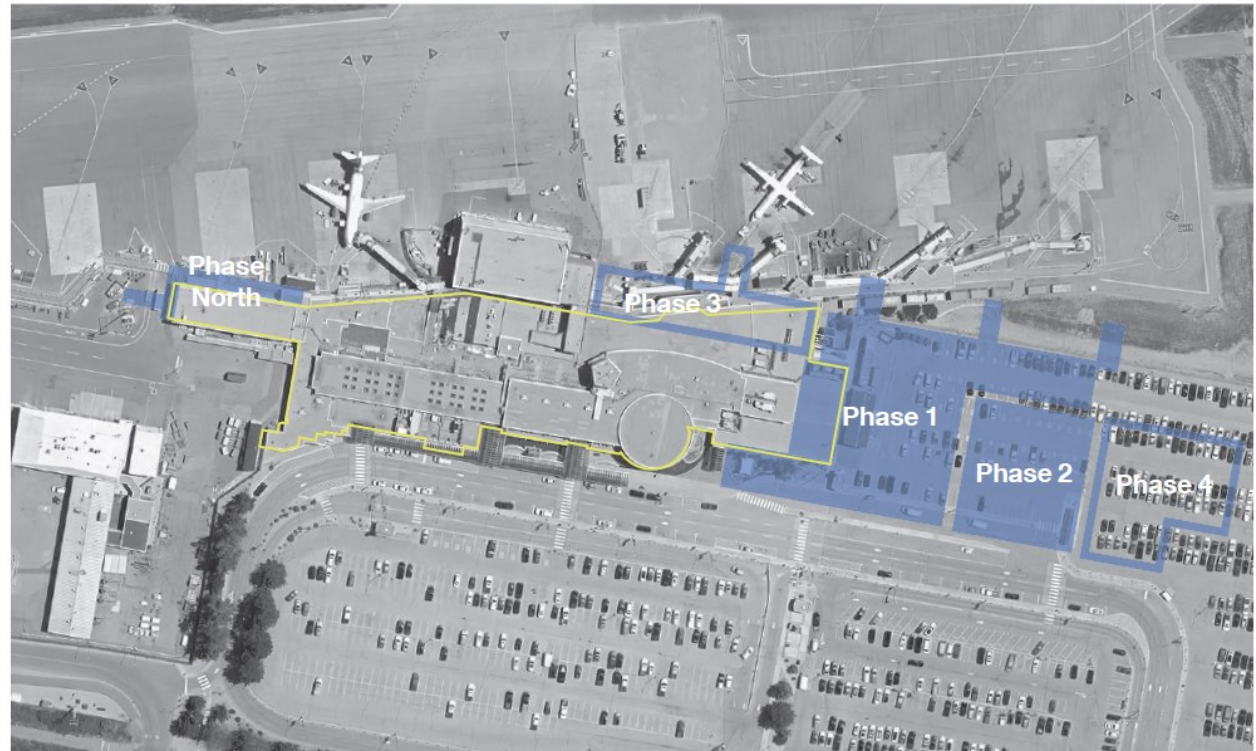
**PHASE NORTH** Reconfigure the Airside Corridor at the north end.

**PHASE 2** Relocate Domestic Arrivals to the south end of the terminal. Renovate the existing Arrivals area to accommodate a larger International Arrivals area and CBSA Facility.

## FUTURE PHASES:

**PHASE 3** Renovate and expand the existing Departures Holdroom to the north.

**PHASE 4** Relocate the International Arrivals area and CBSA Facility to the south of the terminal.





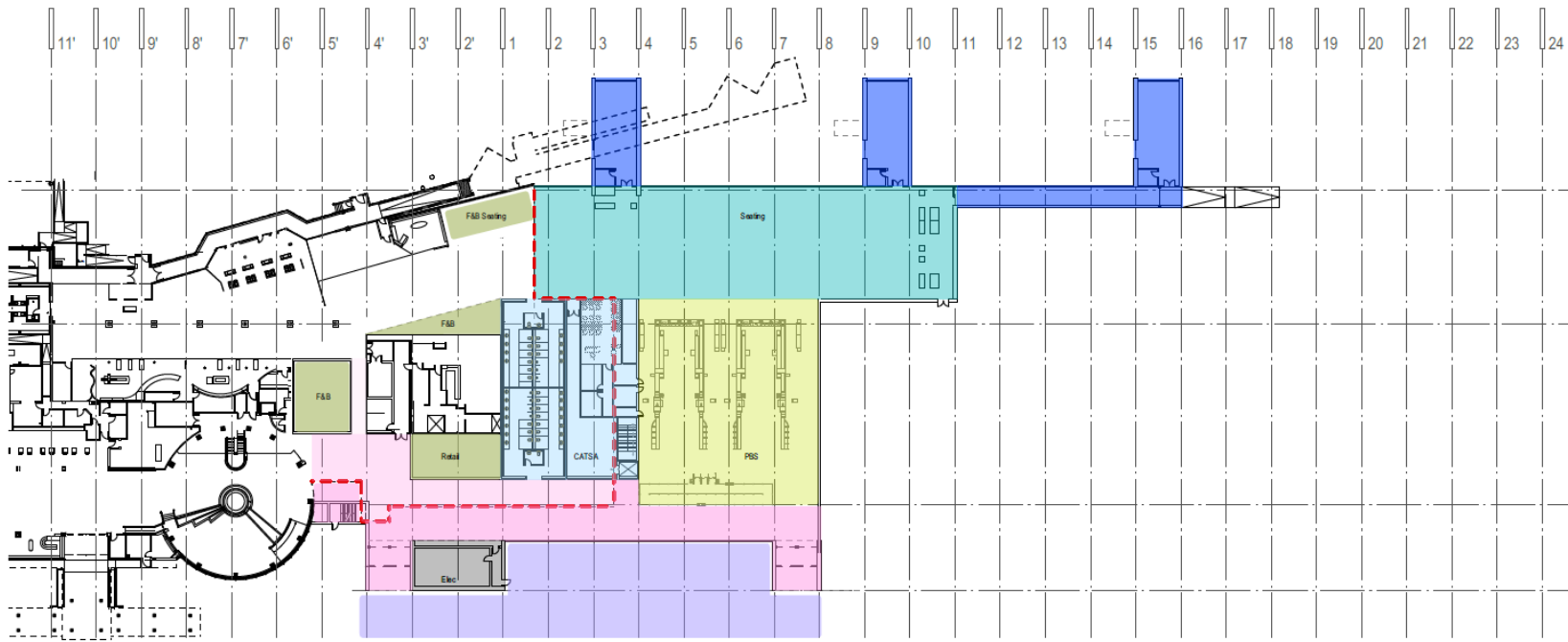
# Soaring Beyond 2.5M Passenger AIF Program

- ▶ Terminal Expansion – Phase 1 (\$60,753,000)
  - ▶ 2020 – commencement of construction
  - ▶ 2023 – completion of construction
  - ▶ Issues being addressed
    - ▶ Departures lounge – increase operational capacity
    - ▶ Pre-board screening – reduction in wait times
    - ▶ Wayfinding – first step in elimination of airside corridor
    - ▶ Walking distances – first step in reduction
    - ▶ Food and beverage – greater selection

# Soaring Beyond 2.5 Million Passengers

## ► Terminal Expansion – Phase 1 (\$60,753,000)

### 01 ATB - PHASE 1 Main Floor Plan - South End



Holdroom Addition - 1,250 sm

PBS Addition - 965 sm

Fixed Links - 540 sm

Landside Concourse Addition - 590sm

Landside Concourse Renovation - 310 sm

Canopy Addition

F&B - 335 sm

Support & Storage - 650 sm

Mech/Elec I.T. - 120 sm

# Soaring Beyond 2.5 Million Passengers

- ▶ Terminal Expansion – Phase 1 (\$60,753,000)



# Soaring Beyond 2.5 Million Passengers

- ▶ Terminal Expansion – Phase 1 (\$60,753,000)



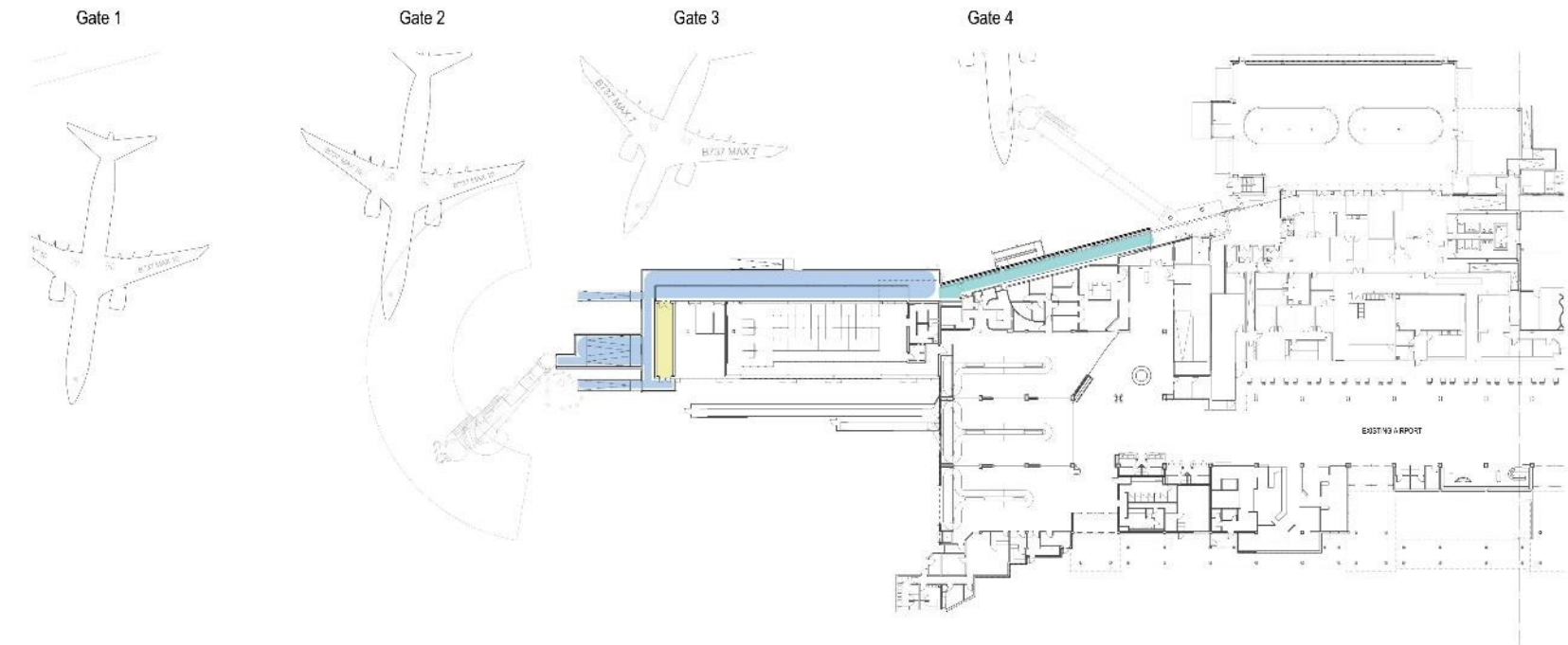
# Soaring Beyond 2.5 Million Passengers

- ▶ Terminal Expansion – North Bridge (\$6,521,000)
  - ▶ 2020 – commencement of construction
  - ▶ 2021 – completion of construction
  - ▶ Issues being addressed
    - ▶ Simultaneous domestic and international arrivals - mitigation of operational constraints

# Soaring Beyond 2.5 Million Passengers

## ► Terminal Expansion – North Bridge (\$6,521,000)

### 01 ATB - PHASE NORTH Main Floor Plan - North End



Airside Corridor Renovation - 118 sm

PIL Renovation - 38 sm

Circulation Corridors - 380 sm

Total New Construction Area: 380 sm

Total Renovation Area: 156 sm

Line of Existing Building



KELOWNA INTERNATIONAL AIRPORT

Air Terminal Building

YLW ATB CONSULTANTS MEETING - JULY 5, 2018



# Soaring Beyond 2.5 Million Passengers

- ▶ Airside Equipment – Purchase (\$1,825,000)
  - ▶ 2020 – Purchase
  - ▶ Issues being addressed
    - ▶ Acquisition of snow-clearing equipment to replace equipment at the end of its useful life
      - ▶ Loader
      - ▶ Sweeper
      - ▶ Heavy Duty Truck
      - ▶ Attachments



# Soaring Beyond 2.5 Million Passengers

- ▶ Apron 1 Expansion – Design (\$520,000)
  - ▶ 2020 – commencement and completion of design
  - ▶ Issues being addressed
    - ▶ Operational constraints on Apron 1
    - ▶ Would allow for the expansion of Gate 10 and addition of Gate 11 in 2021



# Soaring Beyond 2.5 Million Passengers

- ▶ Airside Lighting and Supporting Infrastructure – Design (\$240,000)
  - ▶ 2020 – commencement and completion of design
  - ▶ Issues being addressed
    - ▶ Understanding the benefits and implications of upgrading from the current **medium-intensity** runway and approach lighting systems to **high-intensity** runway and approach lighting systems.

# Soaring Beyond 2.5 Million Passengers

- ▶ Self-serve Baggage Drop – Consultation (\$50,000)
  - ▶ 2020 – commencement and completion of consultation



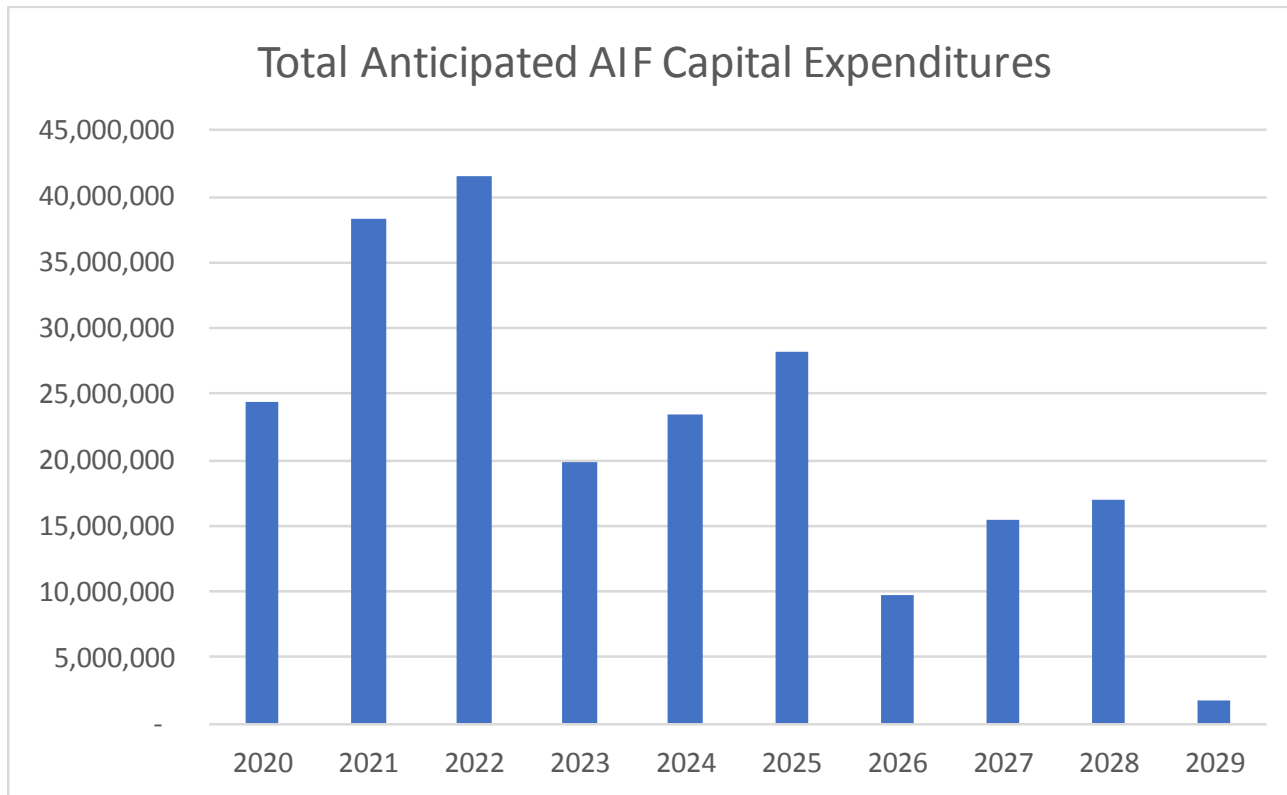
# Soaring Beyond 2.5 Million Passengers

## ▶ Financial Goals

- ▶ AIF equal to or below \$25.00/enplaned passenger
- ▶ Maximum debt level of \$40,000,000
- ▶ Debt level less than \$20,000,000 at the end of 2029
- ▶ Positive reserve balance at the end of 2029

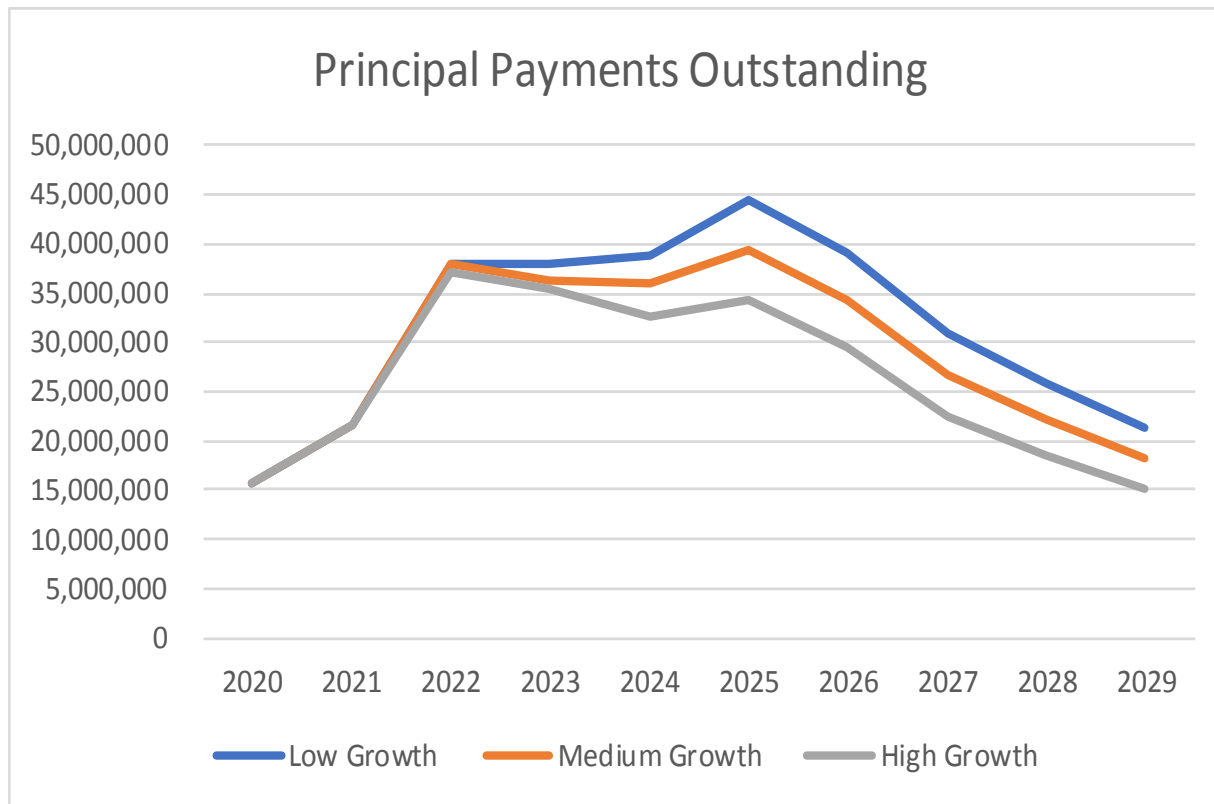
# Soaring Beyond 2.5 Million Passengers

## ► Financial Summary



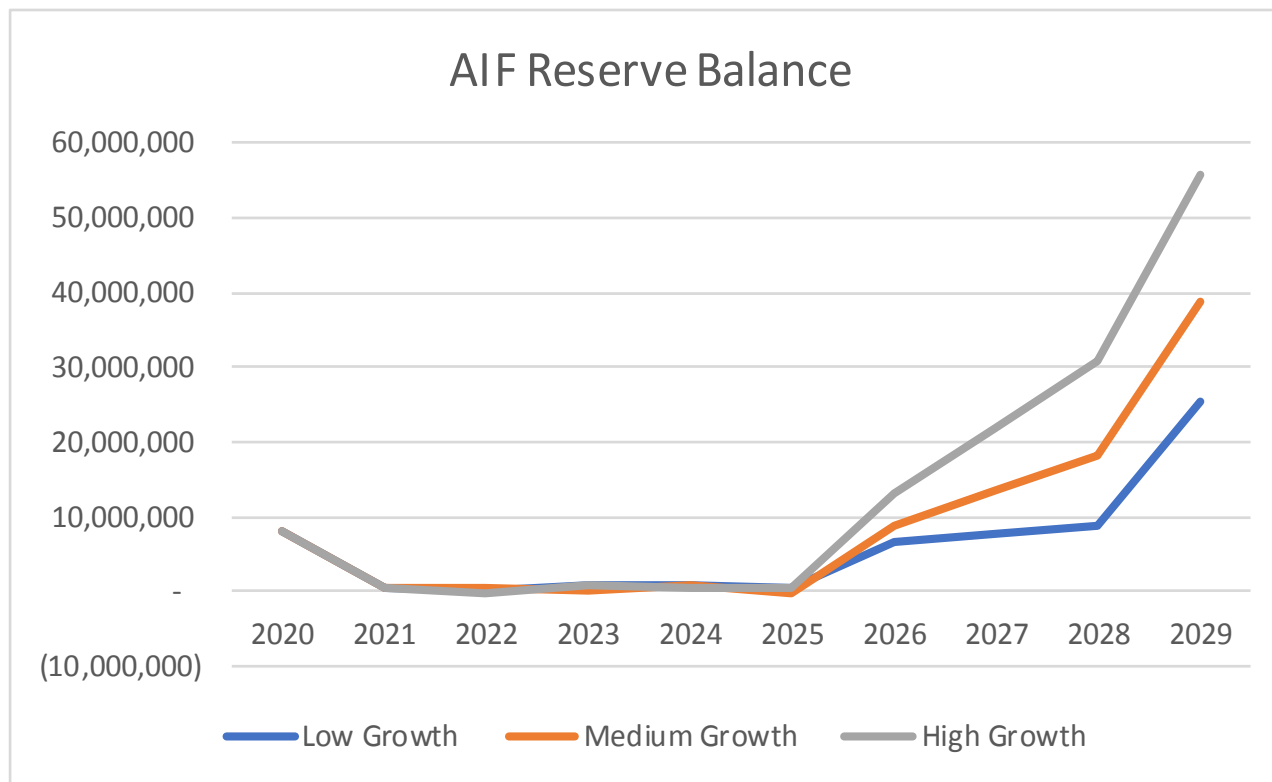
# Soaring Beyond 2.5 Million Passengers

## ► Financial Summary



# Soaring Beyond 2.5 Million Passengers

## ► Financial Summary



# Soaring Beyond 2.5 Million Passengers

## ► Financial Summary

### ► Airports by Descending AIF

AIF per Departing Passenger	Airports
\$ 40.00	Fort McMurray
\$ 35.00	Quebec City, St. John's, Gander
\$ 30.00	Montreal, Calgary, Edmonton
\$ 28.00	Halifax
\$ 25.00	Toronto, Winnipeg, Moncton, Hamilton, Prince George, Grand Prairie
\$ 23.00	Ottawa
\$ 20.00	Vancouver, Saskatoon, Regina, Kelowna, Charlottetown, Yellowknife, Fredricton
\$ 15.00	Toronto City, Victoria
\$ 7.00	London
\$ -	Abbotsford, Whitehorse

### ► AIF by Airport

AIF per Departing Passenger	Airports
\$ 25.00	Toronto
\$ 20.00	Vancouver
\$ 30.00	Montreal
\$ 30.00	Calgary
\$ 30.00	Edmonton
\$ 23.00	Ottawa
\$ 25.00	Winnipeg
\$ 28.00	Halifax
\$ 15.00	Toronto City
\$ 20.00	Kelowna
\$ 15.00	Victoria
\$ 35.00	Quebec City
\$ 20.00	Saskatoon
\$ 35.00	St. John's
\$ 20.00	Regina

# Soaring Beyond 2.5 Million Passengers

## ► Financial Summary

### ► Airline Consultative Committee Ballot

Description	Amount (\$)
Terminal Building Expansion - Construction (2020 - 2023)	67,275,000
Apron 1 South Expansion - Design (2020)	520,000
Airside Lighting and Supporting Infrastructure - Design (2020)	240,000
Self-serve Baggage Drop - Consultation (2020)	50,000
Airside Equipment - Purchase (2020)	1,825,000
<b>Total</b>	<b>69,910,000</b>

- Airlines representing 95.6% of YLW's 2018 enplaned passengers concurred with moving forward with the projects
- Airlines representing 4.4% of YLW's 2018 enplaned passengers did not provide a response to the ballot



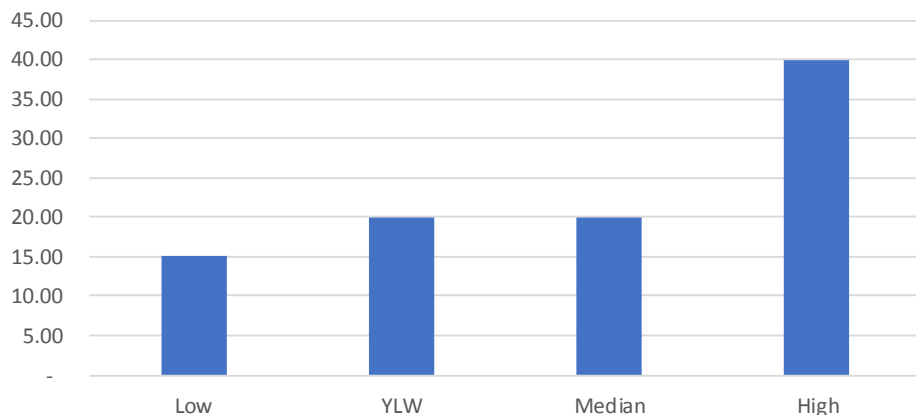
# Financial update

## ► Fees and Charges

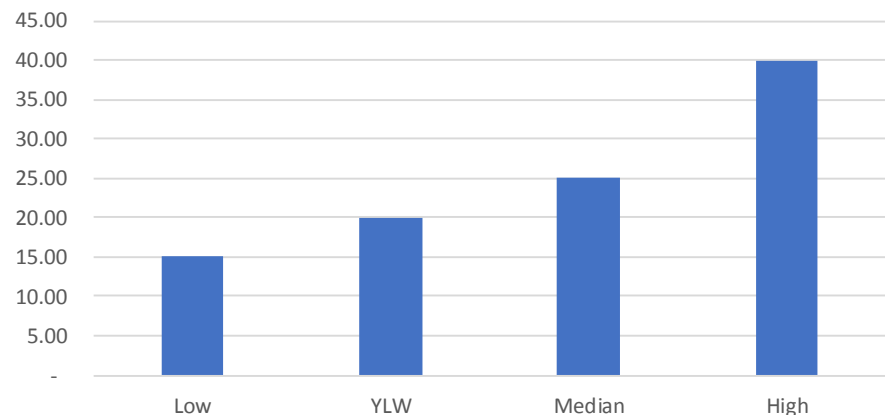
### ► Airport Improvement Fee (AIF)

- Recommending an increase from \$20 per enplaned passenger to \$25 per enplaned passenger, effective March 1, 2020.

AIF per Enplaned Passenger  
(CAIS Tier 2)



AIF per Enplaned Passenger  
(CAIS Tier 1 and Tier 2)





**YLW**

Kelowna International Airport

# Landing Fees and Terminal Fees

# Financial update

## ► Fees and Charges

### ► Landing Fees

- Recommending a 2 per cent increase effective January 1, 2020.

	Current	Proposed
Cost per 1,000 kg or fraction thereof	\$ 6.50	\$ 6.63
Q400 (approximate cost)	\$ 195.00	\$ 198.90
737 (approximate cost)	\$ 429.00	\$ 437.58

# Financial update

## ► Fees and Charges

### ► Terminal Fees

- Recommending a 2 per cent increase effective January 1, 2020.

Number of Passengers	Current	Proposed
1-9	\$ 13.35	\$ 13.62
10-15	\$ 31.81	\$ 32.45
16-25	\$ 49.16	\$ 50.14
26-45	\$ 86.28	\$ 88.01
46-60	\$ 122.86	\$ 125.32
61-89	\$ 196.04	\$ 199.96
90-125	\$ 269.95	\$ 275.35
126-150	\$ 319.20	\$ 325.58
151-200	\$ 441.24	\$ 450.06
201-250	\$ 575.19	\$ 586.69
251-300	\$ 709.01	\$ 723.19
301-400	\$ 847.44	\$ 864.39
401+	\$ 1,044.62	\$ 1,065.51

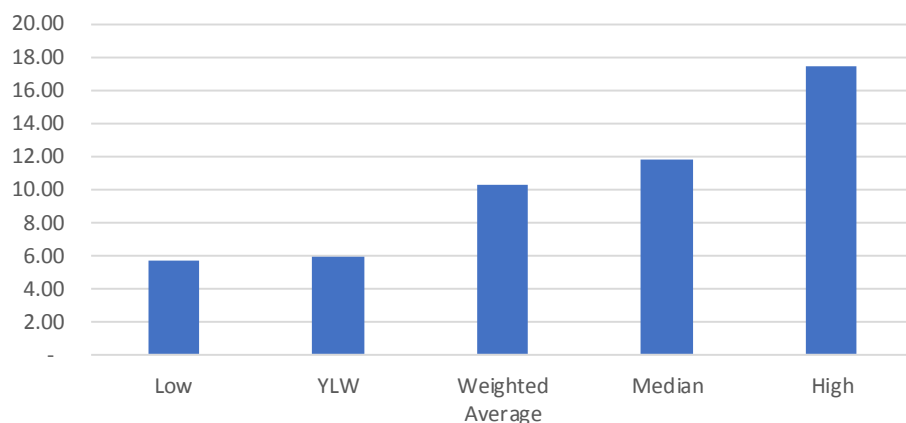
# Financial update

## ► Fees and Charges

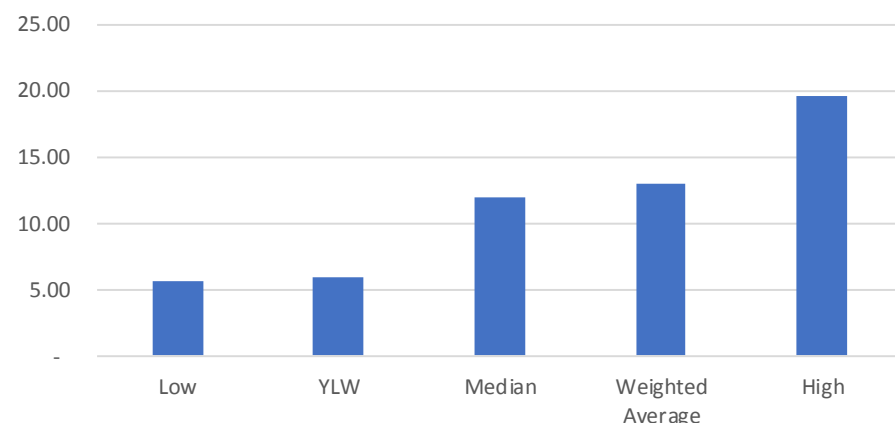
### ► Aeronautical Revenues per Landed Air Carrier Seat

#### ► CAIS Stats (Q3 2018 – Q2 2019)

Aeronautical Revenues per Landed Air Carrier Seat  
(CAIS Tier 2)



Aeronautical Revenues per Landed Air Carrier  
Seat (CAIS Tier 1 and Tier 2)





*Questions?*

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

# CITY OF KELOWNA

## BYLAW NO. 11954

### Amendment No. 35 to Airport Fees Bylaw No. 7982

The Municipal Council of the City of Kelowna, in open meeting assembled, enacts that the City of Kelowna Airport Fees Bylaw No. 7982 be amended as follows:

1. THAT all references to the words "sq. metre" be deleted and replaced with "square metre".
2. AND THAT **Schedule A, 1. AIRCRAFT LANDING FEES** be amended by adding the following in its appropriate location:  
  

"1.1(e) Effective January 1, 2020: Landing fees for Jet and Turbine aircraft will be \$6.63 per 1,000 kgs or fraction thereof, of maximum take-off weight."
3. AND THAT **Schedule A, 2. GENERAL TERMINAL FEES** be amended by deleting the following:

		<u>Effective Apr.</u> <u>1/15</u>	<u>Effective Jan.</u> <u>1/17</u>	<u>Effective Jan.</u> <u>1/18</u>	<u>Effective Jan.</u> <u>1/19</u>
Number of Passenger Seats in Aircraft		Cost per Aircraft per use	Cost per Aircraft per use	Cost per Aircraft per use	Cost per Aircraft per use
01 – 09		\$12.58	\$12.96	\$13.15	\$13.35
10 – 15		\$29.98	\$30.88	\$31.34	\$31.81
16 – 25		\$46.33	\$47.72	\$48.44	\$49.16
26 – 45		\$81.31	\$83.75	\$85.01	\$86.28
46 – 60		\$115.78	\$119.25	\$121.04	\$122.86
61 – 89		\$184.75	\$190.29	\$193.15	\$196.04
90 - 125		\$254.40	\$262.03	\$265.96	\$269.95
126 - 150		\$300.81	\$309.83	\$314.48	\$319.20
151 - 200		\$415.82	\$428.29	\$434.72	\$441.24
201 - 250		\$542.05	\$558.31	\$566.69	\$575.19
251 - 300		\$668.16	\$688.20	\$698.53	\$709.01
301 - 400		\$798.62	\$822.58	\$834.92	\$847.44
Over 400		\$984.44	\$1,013.97	\$1,029.18	\$1,044.62



And replacing it with:

		<u>Effective Jan.</u> <u>1/17</u>	<u>Effective Jan.</u> <u>1/18</u>	<u>Effective Jan.</u> <u>1/19</u>	<u>Effective Jan</u> <u>1/20</u>
Number of Passenger Seats in Aircraft		Cost per Aircraft per use	Cost per Aircraft per use	Cost per Aircraft per use	Cost per Aircraft per use
01 – 09		\$12.96	\$13.15	\$13.35	13.62
10 – 15		\$30.88	\$31.34	\$31.81	32.45
16 – 25		\$47.72	\$48.44	\$49.16	50.14
26 – 45		\$83.75	\$85.01	\$86.28	88.01
46 – 60		\$119.25	\$121.04	\$122.86	125.32
61 – 89		\$190.29	\$193.15	\$196.04	199.96
90 - 125		\$262.03	\$265.96	\$269.95	275.35
126 - 150		\$309.83	\$314.48	\$319.20	325.58
151 - 200		\$428.29	\$434.72	\$441.24	450.06
201 - 250		\$558.31	\$566.69	\$575.19	586.69
251 - 300		\$688.20	\$698.53	\$709.01	723.19
301 - 400		\$822.58	\$834.92	\$847.44	864.39
Over 400		\$1,013.97	\$1,029.18	\$1,044.62	1065.51

4. AND THAT **Schedule A, 12. LAND RENTAL RATES** be amended by deleting the following:

"Based on an independent study conducted in December, 2011 the land rental rates effective January 1, 2015 are:

±.50 acres	=	\$0.9092 per square foot
1.0 – 5.0 acres	=	\$0.6062 per square foot
6.0 – 10.0 acres	=	\$0.5196 per square foot
11.0 – 20.0 acres	=	\$0.4330 per square foot"

5. AND THAT **Schedule A, 14. AUTOMOBILE PARKING FEES** be amended by:

(a) Deleting the following:

"14. **AUTOMOBILE PARKING FEES**"

(b) Deleting the following:

"(b) Long Term Lot      \$1.75 per hour or part thereof "

And replacing it with:

"(b) Long Term Lot      \$1.75 for the 1<sup>st</sup> hour or part thereof "

6. AND THAT **Schedule A, 21. AIRPORT FUEL TRUCK LICENCE FEE** be amended by deleting the following:

"Effective February 15, 2014 a charge of \$0.040 per kilogram based on the Gross Vehicle Weight of the vehicle."

And replacing it with:

"Effective December 1, 2019, a charge in accordance with *Airport Traffic Regulations* based on the Gross Vehicle Weight of the vehicle."

7. AND THAT **Schedule A, 22. AIRPORT IMPROVEMENT FEES**, 22.1 FOR SIGNATORY AIR CARRIERS TO THE AIR TRANSPORT ASSOCIATION (ATAC) MEMORANDUM OF AGREEMENT, 22.2 FOR NON-SIGNATORY AIR CARRIERS and 22.3 WAIVER OF AIRPORT IMPROVEMENT FEE be amended by deleting the following:

"22.1 FOR SIGNATORY AIR CARRIERS TO THE AIRPORT IMPROVEMENT FEE (AIF)  
MEMORANDUM OF AGREEMENT

A fee per departing passenger, less the handling fee provided for in the ATAC Memorandum of Agreement is as follows:

For travel	Fee per departing passenger
Up To December 31, 2010	\$10.00
January 1, 2011 to December 31, 2012	\$12.00
January 1, 2013 to March 31, 2019	\$15.00
April 1, 2019 on	\$20.00

22.2 FOR NON-SIGNATORY AIR CARRIERS

For travel	Fee per departing passenger
Up to December 31, 2010	\$10.00
January 1, 2011 to December 31, 2012	\$12.00
January 1, 2013 to March 31, 2019	\$15.00
April 1, 2019 on	\$20.00

22.3 WAIVER OF AIRPORT IMPROVEMENT FEE

The Airport Director may at his discretion waive the Airport Improvement Fee where an airline has donated the departing passenger's flight for a charitable clause."

And replacing it with:

"22.1 FOR SIGNATORY AIR CARRIERS TO THE AIRPORT IMPROVEMENT FEE (AIF)  
MEMORANDUM OF AGREEMENT OR AIF AGREEMENT

A fee per departing passenger, less the handling fee provided for in the AIF Memorandum of Agreement or AIF Agreement is as follows:

For travel	Fee per departing passenger
Up To December 31, 2010	\$10.00
January 1, 2011 to December 31, 2012	\$12.00
January 1, 2013 to March 31, 2019	\$15.00
April 1, 2019 to February 29, 2020	\$20.00
March 1, 2020 on	\$25.00

22.2 FOR NON-SIGNATORY AIR CARRIERS

For travel	Fee per departing passenger
Up to December 31, 2010	\$10.00
January 1, 2011 to December 31, 2012	\$12.00
January 1, 2013 to March 31, 2019	\$15.00
April 1, 2019 to February 29, 2020	\$20.00
March 1, 2020 on	\$25.00

22.3 WAIVER OF AIRPORT IMPROVEMENT FEE

The Airport Director may at their discretion waive the Airport Improvement Fee where an airline has donated the departing passenger's flight for a charitable cause."

8. AND THAT **Schedule A, 26. ELECTRIC VEHICLE CHARGING STATIONS** be added as follows:

**"26. ELECTRIC VEHICLE CHARGING STATIONS**

26.1 Effective December 1, 2019, a charge of \$1.50 per hour."

9. This bylaw may be cited for all purposes as "Bylaw No. 11954, being Amendment No. 35 to Airport Fees Bylaw No. 7982."
10. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

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

Adopted by the Municipal Council of the City of Kelowna this

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Mayor

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City Clerk

# Report to Council



**Date:** November 4, 2019  
**To:** Council  
**From:** City Manager  
**Subject:** Chapman Parkade – Secure Parking Area Budget Adjustment  
**Department:** Parking Services Branch

---

## **Recommendation:**

THAT Council receives, for information, the report from the Manager, Parking Services dated November 4, 2019, with respect to a budget adjustment for the “Chapman Parkade – Secure Parking Area” project;

AND FURTHER THAT the 2019 Financial Plan be amended to increase the approved 2019 capital budget for “Chapman Parkade – Secure Parking Area” from \$80,000 to \$198,000, funded from the Downtown Parking Reserve to allow for completion of the revised project.

## **Purpose:**

To increase the previously approved budget for the Chapman Parkade secure parking area project to reflect the increased scope and actual cost to complete this work.

## **Background:**

During provisional budget deliberations in 2019, Council approved an initial capital budget request of \$80,000 to allow for the installation of (2) two vehicle security gates at the entrance and exit to the reserved level parking in the Chapman Parkade.

## **Discussion:**

Detailed design of the project identified additional scope items to ensure safe egress from the secure area; these items include:

- Addition of (2) two doors, (1) one at each end of the reserved level, to allow direct egress through the east and west stairwells to the exterior of the building, including new openings through the existing cast in place concrete wall.
- Installation of automatic door openers on (4) four egress doors to suit accessibility requirements.

- Addition of several curb cuts/let downs to provide accessible access to the new pedestrian egress at each end of the reserved level through the stairwell to the exterior.
- Demolition of existing sidewalk and curb portions to allow for installation of the vehicle gates including all clearance requirements for operation.
- Connection of new pedestrian doors and vehicle gates to the fire alarm system to allow for the release of the door hardware in the event of an alarm activation for fire or another emergency.

The detailed design further refined the conceptual design and validated the requirements for code compliance and additional project scope. These requirements increased the cost associated with the proposed installation by approximately \$100,000, as verified by market pricing.

**Conclusion:**

The proposed safety and security improvements associated with the Chapman Parkade align with several council priorities, including a focus on resident safety and improving access and accessibility to civic facilities. Accordingly, staff are requesting an increase to the approved budget from \$80,000 to \$198,000, including a contingency of 10%. This additional budget will be funded from the downtown parking reserve and will not impact taxation. If this increase is approved, the work will be completed through the winter of 2019.

**Internal Circulation:**

Infrastructure Delivery  
Financial Services

**Considerations applicable to this report:**

***Financial/Budgetary Considerations:***

Capital Budget Request titled, "Chapman Parkade – Secure Parking Area" will be increased from \$80k to \$198k, funded from the Downtown Parking Reserve Fund (R605).

**Considerations not applicable to this report:**

*Legal/Statutory Authority*  
*Legal/Statutory Procedural Requirements*  
*Existing Policy*  
*External Agency/Public Comments*  
*Communications Comments*

**Submitted by:** D. Duncan, Manager, Parking Services

**Approved for inclusion:** J. Säufferer, Department Manager, Real Estate

cc: M. Antunes, Budget Supervisor  
S. Bushell, Design Technician



# Chapman Parkade Secure Parking Area

November 4, 2019



# Project History

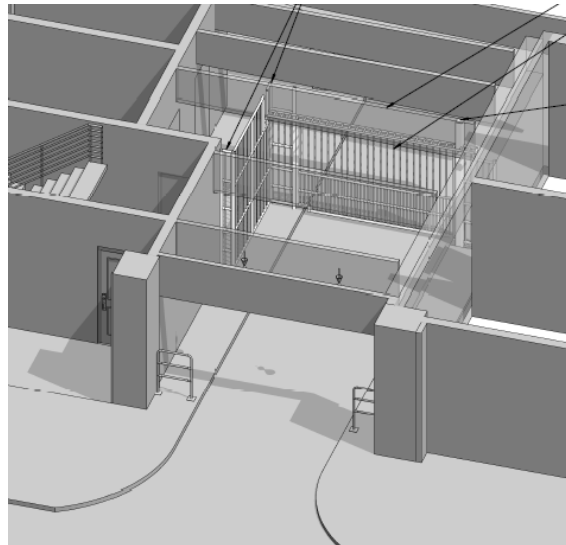
Council Approved  
Initial 2019 Capital  
Budget of \$80k

Detailed Design  
Developed-Engaged  
Architect, Structural  
and Electrical  
Consultants

Additional Scope  
Identified to Satisfy  
Building Code  
Requirements for  
Egress

Detailed Design  
Completed,  
Including Additional  
Requirements and  
Submitted for  
Pricing

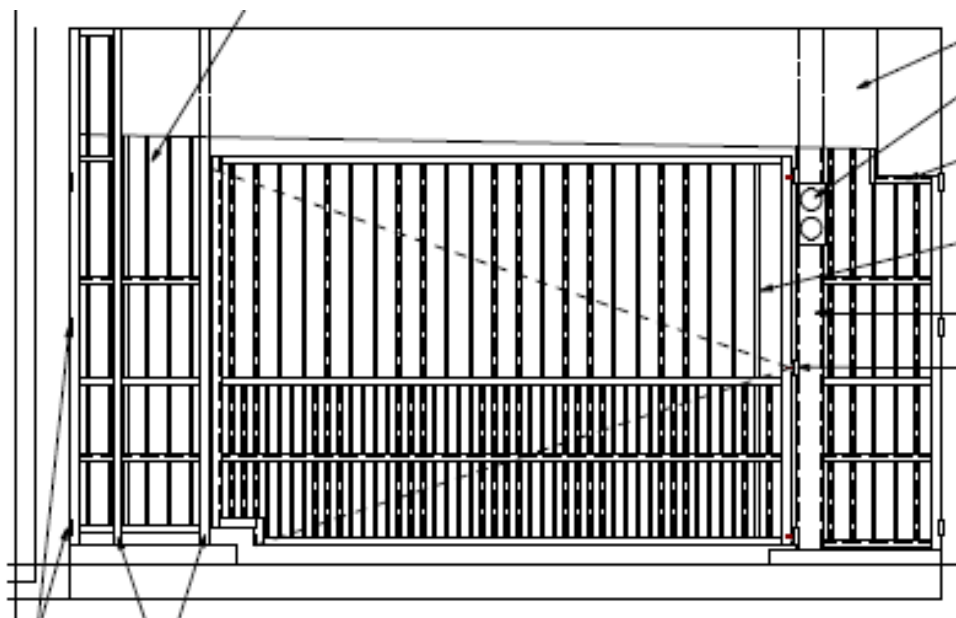
New Project Budget  
of \$198k Established





# Initial Project Scope

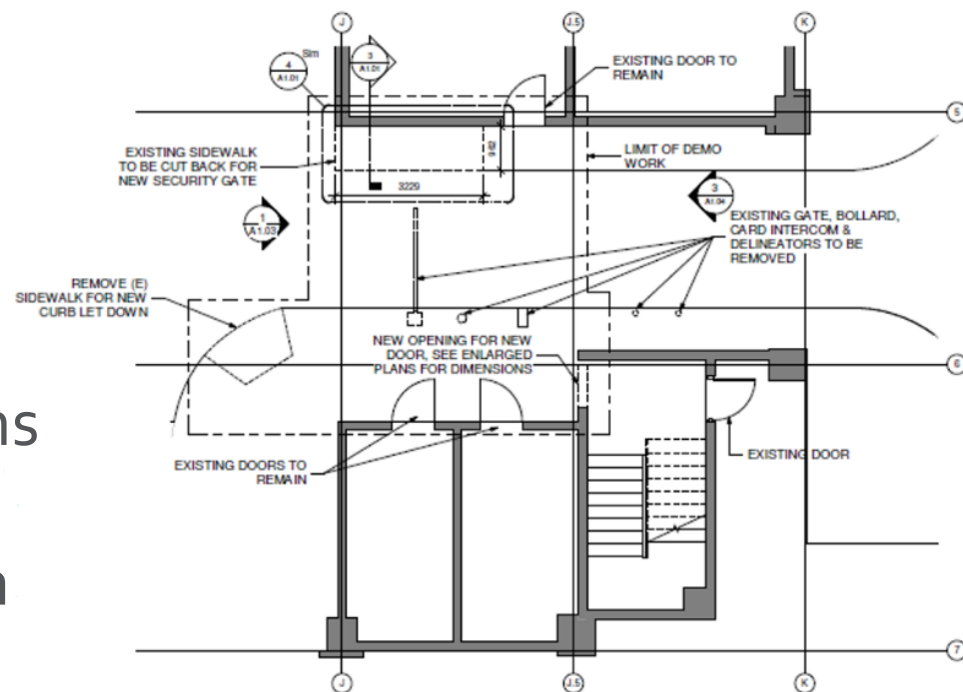
- ▶ Approved budget (2019 Capital) - **\$80k**:
  - ▶ Installation of two vehicle gates
  - ▶ Installation of access enclosures in two existing openings between the reserved level and main level of the parkade
  - ▶ *Funded from Downtown Parking Reserve*



# Updated Project Scope

- ▶ Addition of new doors into east and west stairwells
- ▶ Installation of automatic door openers on 4 egress doors
- ▶ Addition of several curb cuts/let downs to provide accessible path of travel
- ▶ Demolition of existing sidewalk and curb portions
- ▶ Connection of doors and vehicle gates to fire alarm system

- ▶ **New budget (requested) \$198k**





## *Questions?*

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

# Report to Council



**Date:** November 4, 2019

**To:** Council

**From:** City Manager

**Subject:** Complimentary Saturday On-Street Parking in December 2019

**Department:** Parking Services

---

## **Recommendation:**

THAT Council receives, for information, the report from the Manager, Parking Services dated November 4, 2019 with respect to Complimentary Saturday On-Street Parking in December 2019;

AND THAT Council approves waiving on-street parking fees in the Downtown area on the four (4) Saturdays in December 2019.

## **Purpose:**

To obtain approval from Council to provide complimentary on-street parking in the downtown area on Saturdays for the month of December 2019.

## **Background:**

For the past twenty-four (24) years, the City of Kelowna has provided complimentary on-street Saturday parking during the month of December in the Downtown area. This has been done as a Christmas promotion, at the request of the Downtown Kelowna Association ("DKA").

## **Discussion:**

Off-street parking in most downtown area, City-owned lots and parkades is currently no-charge on Saturdays in December, except for the Water Street boat launch, Police Services and City Hall parking lots and during special events (that generally occur in the evening).

## **Conclusion:**

As per the attached letter, the DKA has requested the City's approval for complimentary parking for December of 2019. Staff support DKAs request as it aligns with council's priorities of creating vibrant neighborhoods and increasing the economic resiliency of our community.

**Considerations applicable to this report:**

***Financial/Budgetary Considerations:***

The total estimated loss of parking revenue as a result of the proposed 4-day complimentary parking promotion on the downtown parking reserve is +/- \$22,000<sup>1</sup>.

***External Agency/Public Comments:***

Request letter received from the Executive Director, Downtown Kelowna.

***Communications Comments:***

Press release will be issued to notify the public.

**Considerations not applicable to this report:**

Internal Circulation  
Legal/Statutory Authority  
Legal/Statutory Procedural Requirements  
Existing Policy

**Submitted by:** D. Duncan, Manager, Parking Services

**Approved for inclusion:** J. Säufferer, Department Manager, Real Estate

Attachments: 1. Letter – Downtown Kelowna Association

cc: T. Wilson, Manager, Media Relations  
D. Gazley, Manager, Bylaw Services

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<sup>1</sup> Average downtown on-street parking revenues between January 1st and August 31<sup>st</sup>, 2019 were approximately \$5,500 per day

September 9, 2019

Dave Duncan, Parking Operations  
City of Kelowna  
1435 Water Street  
Kelowna, BC V1Y 1J4

**Re: Complimentary Saturday Parking in December in Downtown Kelowna**

Please accept this letter as the Downtown Kelowna Association's formal request to grant the annual holiday tradition of offering complimentary Saturday parking in Downtown Kelowna for the month of December 2019.

Local businesses play a vital role in Kelowna's local economy by providing jobs and preserving the Downtown neighbourhood. This is an important value added initiative for Downtown retailers, services and restaurants during the holiday shopping season.

The Downtown Kelowna Association requests public parking charges be waived for Saturday parking in Downtown Kelowna on the street and in City owned lots. Effective on the dates of December 7, December 14, December 21 and December 28, 2019.

The City's consideration and approval on this valued program is greatly appreciated.

Sincerely,



**Mark Burley** EXECUTIVE DIRECTOR

cc: Councillor Charlie Hodge

# Report to Council



**Date:** November 4, 2019

**To:** Council

**From:** City Manager

**Subject:** Creative Hub - Community Amenity Space – 350 Doyle Avenue

**Department:** Partnership Office

---

## **Recommendation:**

THAT Council receives, for information, the report from the Partnership Manager dated November 4, 2019, regarding the potential establishment of a creative hub in a community amenity space to be built as part of the redevelopment of real property located at 350 Doyle Avenue in Kelowna;

AND THAT Council approves a request to the Department of Canadian Heritage Canada Cultural Spaces Fund for a grant of up to \$35,000 representing 50 per cent of consulting costs to determine the feasibility of the establishment of a creative hub in the community amenity space at 350 Doyle Avenue in Kelowna, and the Partnership Manager is authorized to sign the grant application on behalf of the City;

AND FURTHER THAT Council directs staff to report back regarding the feasibility of the establishment of a creative hub in the community amenity space to be built as part of the redevelopment of real property located at 350 Doyle Avenue in Kelowna.

## **Purpose:**

To provide for Council consideration information about the potential establishment of a creative hub in community amenity space to be built as part of the redevelopment of real property located at 350 Doyle Avenue in Kelowna.

## **Background:**

In keeping with the City's Civic Precinct Plan (2016), proponents for re-development of the site at 350 Doyle Avenue were called upon to provide a mixed use development which includes a 6,000 square foot community amenity space ('the space'). The space was specified as a 'shell' space on the ground floor, interfacing with a new civic plaza and extended ArtWalk, and would be sold to the City of Kelowna at a nominal cost as a dedicated strata lot. The City, as strata owner, will determine the ultimate usage for the space, informed by the feasibility work described in this report.



Based on extensive community consultation, and priorities emerging from the both the Civic Precinct Plan and the 2020-2025 Cultural Plan, staff propose an initiative to explore the feasibility of establishing a creative hub in the space. For the purposes of this initiative, the characteristics of a creative hub are:

- The co-location in a shared space of at least two (2) and up to four (4) cultural/creative organizations, interests or artistic disciplines
- A space that, through good design and appropriate technical equipment, can flexibly accommodate administration, essential storage, incubation and rehearsal of new work, and performance
- Through co-location and inter-disciplinary exploration, a shared commitment to professional artistic development, the creation of new work and professional arts presentation
- Hub residents co-create a capital development and operating model supported by sound governance, administration and financial sustainability
- The space offers community engagement, accessibility and connection, including public access space and programming.

The process to determine the feasibility of a creative hub in the space is as follows:

a) issue a Request for Expressions of Interest (RFEOI) from creative organizations, enterprises, and artists. The RFEOI will gauge the number of interested parties and will inform staff for possible next steps which may include a selection process. The role of participants will be to:

- commit to the concept of a shared hub and a collaborative process to determine its feasibility
- be open and honest about their ability to contribute financially to the project and their capacity to operate within a shared space model
- dedicate staff and Board time, without compensation, to work through the feasibility process with the consultant.

b) retain the services of [BC Artscape](#) as a consultant to work with participants. More information about BC Artscape is provided below. The role of BC Artscape, with participants, will be to:

- clarify and articulate the project vision;
- explore and articulate sustainable operating models, including partnerships, operations, governance, business cases and risk profiles. As the hub concept is relatively new to the community, BC Artscape's expertise will be key in understanding the capacity of local organizations to establish and operate a hub, and also in forging a working partnership between the hub participants, the developer and the City;
- identify development mechanisms, preliminary budget, sources of capital funding and forms of tenure to advance a successful creative hub capital project; and
- Devise design criteria to support the established types of artistic practices.

At the conclusion of BC Artscape's work, reporting will include:

- broad-based analysis of creative hub feasibility within the space;
- options / recommendations for a sustainable operating model including forms of tenure;
- a capital development proposal including preliminary design specifications and costing, and potential funding sources.

Learnings from BC Artscape's work will be shared with Council through periodic updates. At the conclusion of BC Artscape's work, and following receipt of BC Artscape's findings about the feasibility of the hub, staff will bring forward options for consideration by Council. More detail is provided below.

**Discussion:**

***Request for Expressions of Interest:***

There is no requirement for a public process for the type of project envisioned in this report, but a RFEIO was determined as an appropriate method of 'testing' the marketplace to determine the level of interest in a creative hub, without imposing the requirement for qualifications or a proposal at the outset.

***Consultant:***

BC Artscape was the sole consultant approached by the City of Kelowna for this project, based on their mandate and superior experience in providing community-focused consulting work which supports the development of secure, affordable and appropriate cultural spaces for arts organizations, and empowers and supports non-profit organizations to work strategically and build capacity and organizational resilience through the process of cultural space development. As operator of the newly-established Sun Wah facility (home to over 70 artists, cultural organizations and social impact organizations in Vancouver's Chinatown) BC Artscape also has hands-on experience in the day-to-day realities of operating a hub, which will be valuable in understanding and assessing local capacity.

***Grant application:***

The Department of Canadian Heritage Canada Cultural Spaces Fund offers matching funding (up to 50 per cent) to support feasibility studies for the establishment of creative hubs. The Fund's objectives are to contribute to:

- Improved physical conditions for professional arts and heritage related collaboration, creation, presentation, preservation, and exhibition; and
- Increased and improved access for Canadians to arts and culture.

Applications for smaller grants, such as the request from the City of Kelowna for this initiative, are reviewed and approved by the regional office in Vancouver, and may be processed within a period of approximately eight weeks.

If establishment of a creative hub is determined to be feasible, a second application could be submitted to the same program to support capital costs associated with build-out of the space. The maximum contribution payable for a construction project is \$15,000,000 or 50 per cent of total eligible project costs, whichever is less. A feasibility study, such as the one proposed, which includes preliminary design and costing, is a pre-requisite for consideration of a capital funding request.

***Feasibility outcome:***

In the spirit of a true feasibility study, there is risk that the establishment of a creative hub in the space is not feasible. In this event, BC Artscape will be tasked with identifying the factors which mitigate against a hub, and suggesting possible measures or strategies to address these factors.

In the event that factors mitigating against feasibility of the creative hub cannot be addressed within the timeframe for overall development of the site, staff will bring forward alternative options for development of the space for consideration by Council.

**Conclusion:**

Establishment of a creative hub in the space responds to priorities identified in the 2020-2025 Cultural Plan to seek out innovative solutions for accessible, affordable and appropriate creative spaces.

Through facilitation by an experienced consultant, cultural interests will explore their own capacity to become developers and operators of the spaces they need. The confidence of the cultural sector to undertake its own space development can result in more, and better facilities, and ultimately may reduce reliance on the City. This project could serve as a worthwhile model for future culture-led space development initiatives, and is a logical next step in Kelowna's community cultural development.

For the developer, the establishment of a creative hub, and maintaining an authentic relationship with the cultural community, tangibly contributes to the success of creators and the Cultural District as a whole. It also positions the developer favourably in a marketplace which frequently mentions proximity to the Cultural District as a promotional tool, but which may not otherwise contribute to culture in a tangible way. Forging synergies within the cultural sector, between the sector and the developer, and between the development itself and the broader Cultural District, serves the community on multiple levels and delivers on multiple civic goals.

**Internal Circulation:**

Partnership Office  
Parks & Building Planning  
Cultural Services  
Real Estate Services  
Policy & Planning  
Community Communications  
Purchasing

**Considerations applicable to this report:****Existing Policy:****Cultural Policy 274:**

**Cultural Amenities:** Cultural amenities, such as theatres and other public facilities, are central to the development of a vibrant community. The City will explore opportunities for including cultural facilities when reviewing and/or submitting land use applications within Urban Centres.

**Cultural Industries:** Cultural industries (including cultural workers, organizations, business, facilities and educational institutions) are central to developing prosperity in Kelowna. The City recognizes the importance of these industries by providing appropriate and supportive policies, zoning, amenities and other forms of support which foster the creation of artists' studios and live/work spaces, presentation and performance venues, as well as retail and other commercial land uses that complement arts, culture and heritage.

**Financial/Budgetary Considerations:**

Total project costs are listed below. In kind amounts are estimates only and are marked \*.

<b>COSTS</b>	
BC Artscape – professional fees excl GST	\$63,940
GST on professional fees (not eligible for grant)	2,322
BC Artscape – expenses (per diems, travel, accommodation – estimate)	4,400

*City of Kelowna – in kind – project management (Cultural Services)	*9,750
*City of Kelowna – in kind – room rentals, catering, misc materials and supplies	*2,500
*Participants – in kind – staff / management time	*30,000
<b>TOTAL COSTS</b>	<b>112,912</b>
<b>REVENUES</b>	
Canada Cultural Spaces Fund (50% of professional fees + expenses)	\$34,170
City of Kelowna – Business & Entrepreneurial Development 2019 budget (50% of professional fees plus expenses and GST)	\$36,492
*City of Kelowna – in kind – project management (2020 Cultural Services – existing operating budget)	*9,750
*City of Kelowna – in kind – room rentals, catering, misc materials and supplies (2020 Cultural Services – existing operating budget)	*2,500
*Participants – in kind – staff / management time	*30,000
<b>TOTAL REVENUES</b>	<b>112,912</b>

**Considerations not applicable to this report:**

External Agency/Public Comments  
Legal/Statutory Authority  
Legal/Statutory Procedural Requirements  
Communications Comments

Submitted by:

S. Kochan, Partnership Manager

**Approved for inclusion:** D. Edstrom, Director, Partnerships & Investments Division

CC:

R. Fine, Director, Business & Entrepreneurial Development  
R. Parlane, Parks & Building Planning Manager  
C. McWillis, Cultural Services Manager  
G. Hood, Strategic Land Development Manager  
R. Soward, Planner Specialist  
L. Ruether, Communications Advisor  
D. Tompkins, Purchasing Manager



# Community Amenity Space 350 Doyle Avenue

November 4, 2019









# Creative Hub Concept

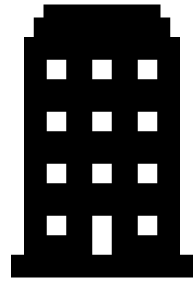
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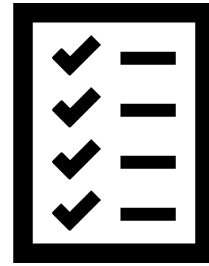
# Creative Hub Concept



Shared



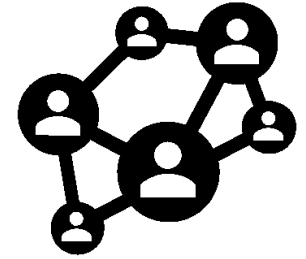
Designed



Sustainable



Creative



Connected

# BC Artscape unveils newly renovated arts centre in Vancouver's Chinatown

THE CANADIAN  
PRESS

SPENCER HARWOOD

July 29, 2018  
7:20 PM EDT

🕒 **Last Updated**  
July 29, 2018  
8:36 PM EDT

Filed under  
[PMN Canada](#)

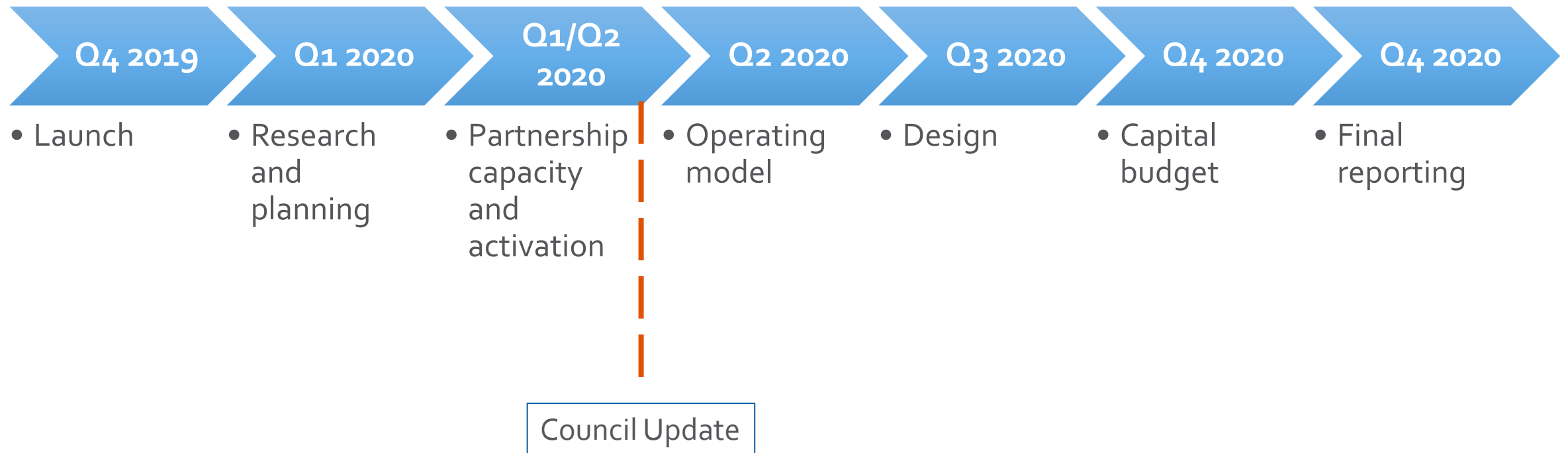


Comment

VANCOUVER — Artists in Vancouver have reason to celebrate, after a newly-renovated cultural centre in Vancouver's Chinatown opened on Sunday, touting 55 affordable spaces for artists and support groups.

The refurbished home of BC Artscape at the Sun Wah Centre, a non-profit organization dedicated to creating affordable cultural spaces for urban communities, is nearly 50,000 square feet spanning three floors in the existing Sun Wah Centre, and has already rented spaces to over 71 collaborators and artists.

# Process & Timeline



# Recommendations

- ▶ Support in principle for creative hub
- ▶ Support in principle for feasibility work led by BC Artscape
- ▶ Approval of request to Canada Cultural Spaces Fund for \$35K grant, and signing authority
- ▶ Staff to report back



*Questions?*

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

# Report to Council



**Date:** November 4<sup>th</sup>, 2019  
**To:** Council  
**From:** City Manager  
**Subject:** Civic & Community Awards Council Policy  
**Department:** Active Living & Culture

---

## **Recommendation:**

THAT Council receives, for information, the report from Active Living & Culture, dated November 4<sup>th</sup>, 2019, that introduces the Council Policy and Steering Committee Terms of Reference for the Annual Civic & Community Awards;

AND THAT Council endorse the Civic & Community Award Council Policy No. 382 as outlined in the report dated November 4<sup>th</sup>, 2019;

AND THAT Council endorse the Civic & Community Award Steering Committee Terms of Reference as outlined in the report dated November 4<sup>th</sup>, 2019;

AND FURTHER THAT Council rescind Policy No. 256 regarding Naming of Awards "In Memory" and include this information in Policy No. 382.

## **Purpose:**

To obtain Council's approval on the Civic & Community Awards Council Policy and revised Steering Committee Terms of Reference to guide the delivery of the annual awards program.

## **Background:**

The Civic & Community Awards program recognizes the outstanding achievements and contributions made in the city of Kelowna each year. The program includes 13 awards that honour volunteers, artists, athletes, environmentalists and businesses. Up to three finalists are selected in each category, with one recipient being announced during the awards ceremony.

At the AM Council meeting on October 7, 2019, Council received a report outlining changes to some award categories as well the key components of a Council Policy which would govern the Civic & Community Awards program. This report introduces the new Council Policy and accompanying Terms of Reference for the steering committee.

## **Discussion:**

As discussed at the October 7, 2019 Council meeting, the Civic & Community Awards will become more inclusive and streamlined by combining some of the existing categories. The revised award categories include establishing gender neutral awards for the citizen volunteer categories and simplifying categories where confusion surrounded the nomination process. Below is a list of the updated categories:

- Young Citizen of the Year (one award)
- Fred Macklin and Sarah Donaldson-Treadgold Memorial Citizen of the Year (one award)
- Champion for the Environment (one award)
- Corporate Community of the Year (one award)

All other categories will remain the same for the 2019 awards season.

Through the establishment of a Council Policy to guide the Annual Civic & Community Awards program, key criteria for the program will be set. This ensures that the awards are delivered as per the direction of Council and can be changed with Council approval. The policy will guide staff and the steering committee in recognizing outstanding contributions to the city of Kelowna. The process of naming Civic Awards "In Memory" is included in this new policy; therefore, Council Policy No. 256 can be rescinded. The Civic & Community Awards Council Policy (Attachment 1), establishes the following key areas:

- Award categories with general description of the award's intent
- Authority to amend award categories
- General program guidelines and award eligibility criteria
- Process for naming of awards "in memory" (rescind policy No. 256)

The criteria listed within the policy is current practice with no revisions suggested.

The Civic & Community Awards Steering Committee is established through an advisory committee of Council to oversee the annual awards program. The committee's role is detailed in the attached Terms of Reference (Attachment 2). The revised Terms of Reference captures the current practice within the following sections: scope of work, membership, appointment term and committee processes.

Following Council approval, staff will revise the nomination forms for each award to reflect the category changes. The nomination period opens on December 9<sup>th</sup>, 2019.

#### **Conclusion:**

The introduction of the Civic & Community Awards Council Policy No. 382 will help streamline the awards management process and clarify the scope and roles of the steering committee and Council. Documenting current practice in a formal policy and within the Terms of Reference will ensure the program operates and abides by the guidelines set forth by Council.

#### **Internal Circulation:**

Active Living & Culture; Communications & Information Services.

#### **Considerations applicable to this report:**

Existing Policy: Council Policy 256

**Considerations not applicable to this report:**

*Legal/Statutory Authority:*

*Legal/Statutory Procedural Requirements:*

*Financial/Budgetary Considerations:*

*External Agency/Public Comments:*

*Communications Comments:*

Submitted by: M. Moran, Recreation Technician

**Approved for inclusion:**

JG

Attachments: 2019-11-04 Presentation – Civic & Community Awards Program  
2019-11-04 Attachment 1 – Civic & Community Awards Program Council Policy No. 382  
2019-11-04 Attachment 2 – Civic & Community Awards Terms of Reference  
2019-11-04 Attachment 3 – Council Policy No. 256

cc: C. Weadon, Divisional Director, Communication & Information Services  
J. Gabriel, Divisional Director, Active Living & Culture





City of Kelowna  
1435 Water Street  
Kelowna, BC V1Y 1J4  
250 469-8500  
kelowna.ca

# Council Policy

CIVIC & COMMUNITY AWARDS

ESTABLISHED: NOVEMBER 2019

Contact Department: Active Living & Culture

## Guiding Principle

Since 1974, the City of Kelowna has formally recognized the outstanding achievements and contributions of citizens through the annual Civic & Community Awards program. This celebration showcases the variety of talent and volunteerism in our community that contributes to the vibrancy of Kelowna.

## Purpose

To provide clarity and consistency in the establishment of award criteria and management of the annual awards distributed by the City through the Civic & Community Awards program.

## Application

This policy includes the determination of award categories and eligibility criteria, as well as oversight and management of the annual Civic & Community Awards program.

## Policy Statements

1. Up to three finalists will be recognized in the following award categories:
  - a. Bob Giordano Memorial Award
    - Awarded to an individual who has contributed significantly to the city of Kelowna through voluntary service to amateur sport, such as coaching or administrative support.
  - b. Bryan Couling Memorial Award
    - Awarded to the Kelowna based team (amateur or professional) who brought the greatest amount of recognition to the city of Kelowna.
  - c. Male and Female Athlete of the Year
    - Awarded to the female and male athletes (amateur or professional) who brought the greatest amount of recognition to the city of Kelowna.
  - d. Augie Ciancone Memorial Awards
    - Awarded to the most outstanding female and male high school athletes in the Central Okanagan.
  - e. Young Citizen of the Year
    - Awarded to a young citizen in recognition of their overall outstanding voluntary contributions to the city of Kelowna.
  - f. Fred Macklin and Sarah Donald-Treadgold Memorial Citizen of the Year
    - Awarded to a citizen in recognition of their overall outstanding voluntary contributions to the city of Kelowna.
  - g. Champion for the Environment
    - Awarded to an individual or business whose actions and achievements have shown outstanding environmental leadership or innovative environmental contributions, having direct benefit on the city of Kelowna.
  - h. Corporate Community of the Year
    - Awarded to a business in recognition of their overall outstanding contributions to the community through initiatives, employee volunteerism and financial or in-kind donations, with direct benefit on the city of Kelowna.
  - i. Central Okanagan Foundation Volunteer Organization of the Year
    - Awarded to a volunteer organization that has provided outstanding community services with direct benefits to the city of Kelowna.
  - j. Teen Honour in the Arts Award
    - Awarded to a youth who has made outstanding contributions to the city of Kelowna through cultural and artistic efforts.
  - k. Honour in the Arts Award
    - Awarded to an individual who has made outstanding contributions to the city of Kelowna through cultural and artistic efforts.

- I. Anita Tozer Memorial Award
    - Awarded by Council to an individual or group in recognition of an extraordinary and positive contribution to the quality of life in Kelowna.
2. Council must approve all amendments to award categories.
3. Award eligibility is subject to the following criteria:
  - a. Nominees cannot be a current elected official
  - b. Nominees can be nominated in multiple categories if they are eligible
  - c. Award recipients can be nominated for the same award in consecutive years
  - d. Nominees can reside outside of Kelowna if the nomination package focuses only on contributions made to the city of Kelowna
  - e. City staff are eligible to be nominated if their contributions are relevant to an award category and is outside of their city work
  - f. Posthumous nominations will be accepted
4. Naming of Awards “In Memory” of Individual Citizens are subject to the following criteria:
  - a. The individual must be deceased
  - b. The next of kin agrees with the award being named after the individual
  - c. There is evidence of broad support from the community to honour this individual
  - d. The individual has provided outstanding service in a significantly tangible way to the community
  - e. The service of the individual has had a direct benefit on Kelowna residents and the city of Kelowna
  - f. The individual must not have personally profited from their activities, nor should their contributions be considered part of their normal employment situation
5. Council will establish a Civic & Community Awards Steering Committee as an advisory committee of Council to oversee the annual awards program, and report to Council on key activities and dates within the program’s timeline.
6. The Active Living & Culture Division will administer and manage the ongoing Civic & Community Awards program, including all planning, budgeting and operating activities.

**Amendments**

o4Nov R#XXXXXXX - rescinded Council Policy No.256 – “Naming of City of Kelowna Awards “In Memory” of Individual Citizens”  
o4Nov R#XXXXXXX – established Council Policy No.382 – “Civic & Community Awards”

# Terms of Reference



## CIVIC & COMMUNITY AWARDS STEERING COMMITTEE

### 1.0 Introduction

The Civic & Community Awards Steering Committee is an advisory committee of Council that oversees the annual awards program which recognizes outstanding contributions and achievements in the city of Kelowna.

The Steering Committee has four sub-committees and two supporting organizations that assist with the nominations and selection aspect of the awards.

The four sub-committees are:

- Nominating Committee
- Sports Committee
- Civic Selection Committee
- Environment Selection Committee

The two supporting organizations are:

- Okanagan Central Schools Athletic Association
- Arts Council of the Central Okanagan (ArtsCo)

### 2.0 Objective

The Objective of the Civic & Community Awards Steering Committee is to oversee the management of the annual awards program to recognize high achievements and significant contributions made in the city of Kelowna.

### 3.0 Scope of Work

To achieve this objective, the Civic & Community Awards Steering Committee will undertake the following activities:

- Attend a minimum of 3 meetings per year (typically Fall, Winter and Spring)
- Liaise with Council as necessary
- Recruit and approve sub-committee members
- Provide oversight of sub-committees
- Recommend program enhancements
- Assist with promotions for the nomination period

### 4.0 Membership

In order to provide representation from the community, the membership of the committee will consist of up to 7 voting members.

- City Councillor, as appointed by the Mayor (non-voting)
- Director of Active Living and Culture, or designate (non-voting)
- Representative of the Kelowna Chamber of Commerce
- Representative from the volunteer sector
- Up to 5 members at large (including liaisons for the nominating and sports committees)

## **5.0 General Program Guidelines**

The steering committee recruits and manages members of the sub-committees and will uphold the general program guidelines set forth by Council Policy No. 382.

## **6.0 Appointment and Term**

Members will be appointed by Council for a four year term in the year following a general local election. Membership will then run concurrent to the award presentations at the annual Community event to ensure continuity in planning for the awards season.

Council may, at any time, remove any member of the Steering Committee and any member of the Committee may resign therefrom at any time upon sending written notice to the Chairperson of the Steering Committee.

Committee members who are absent for three consecutive meetings will forfeit their appointment, unless such absence is authorized by motion of the Committee.

Committee members may stand for re-appointment at the conclusion of their term but are required to complete the committee application form to be considered in the re-election process.

Members of the Committee will serve without remuneration.

In the event of a vacancy occurring during a regular term of office, the vacancy may be filled for the remainder of that term upon resolution of Council.

The Steering Committee may appoint sub-committees to deal with any special matters coming within the scope and jurisdiction of the Committee. Any sub-committee so created will report to the Steering Committee.

## **7.0 Chairperson**

The Steering Committee will elect a Chairperson and a Vice-Chairperson at their first meeting each year. The Chairperson and Vice Chairperson will be the executive of the Committee. Councillors will not serve on the executive of the Committee.

The Chair and Vice Chair will be provided a training session by the City on procedures for Committees of Council.

## **8.0 Meeting Procedures**

The Chairperson will call meetings of the Steering Committee a minimum of 3 times per year, in order to deal with the awards process and business of the four Sub-Committees.

The Committee will recognize that each meeting can require a significant commitment of staff resources and meetings should therefore be held when there are clear items of business to address in accordance with the scope of work.

A special meeting may be called by the Chairperson or at the request of any three members of the Committee. Notice of the day, hour, and place of special meeting will be given at least three days prior to the meeting, by leaving a copy of the notice for each member of the Committee and by delivering a copy of the notice to the Office of the City Clerk for posting.

Unless otherwise authorized by the *Community Charter* or City of Kelowna Council Procedures Bylaw No. 9200 all meetings will be held in open session and in a location accessible to the public.

Unless otherwise authorized by the Committee, the public will only address the Committee when they are a scheduled delegation on the Committee meeting agenda.

A majority of the voting members will represent a quorum. A meeting will not proceed if a quorum cannot be achieved. Members must notify the City at least two (2) working days before the meeting if they are unable to attend.

The order of business is to be set out in an agenda package to be provided to the Committee members in advance of the meeting date. Items for the agenda, including presentation materials, will be forwarded electronically to the Office of the City Clerk three complete working days prior to the meeting date to be posted for the public. Minutes of the meetings will be prepared by the Office of the City Clerk and signed by the Committee Chair. Originals of the minutes will be forwarded to the City Clerk for safekeeping.

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

#### **Conflict of Interest**

Committee members must abide by the conflict of interest provisions of the *Community Charter* and City of Kelowna Council Procedure Bylaw No. 9200.

Members who have a personal, professional and/or pecuniary interest in a matter under discussion are not permitted to participate in the discussion of the matter or to vote on a question in respect of the matter. If a member was involved in the nomination process either as nominator or by providing a letter of support, they would have to declare a conflict of interest. If a member has had a close personal or working relationship with a nominee in the last 2 years, they should declare a conflict of interest. Being acquainted with a nominee will not signify an implied conflict of interest.

The member must declare their conflict and state the general nature of their conflict, at which time the committee will agree or disagree with the stated conflict. If a conflict is implied, then the member must leave the meeting or that part of the meeting where the matter is under discussion.

The member's declaration must be recorded in the minutes, and the Committee member must not attempt in any way, whether before, during or after the meeting to influence the voting on any question in respect of the matter.

#### **Voting**

All members of a committee, including the Chair, may vote on questions related to changes and updates to the awards program, unless they have declared a conflict and left the meeting.

Any member who does not indicate their vote, or has left the meeting without declaring a conflict, is counted as having voted in favour of the question.

If the votes are equal for and against, the question is defeated.

#### **Comments in Public or to the Media**

When speaking in public or to the media on an issue, Committee members must distinguish whether they are speaking as a member, a representative of another agency or community group, or as an individual. Committee members need to convey the public interest and remember that they represent the corporation of the City of Kelowna. This means they must be consistent with the City's position on specific issues.

### **9.0 Reporting to Council**

The Steering Committee will meet at least 3 times per year. The Office of the City Clerk will ensure Committee Agendas and Minutes are forwarded electronically to all Council members.

The Committee will present twice annually to Council to announce the nomination period at the beginning of December, and to announce the finalists for each award category in mid-late March.

The Committee will provide a status report to Council at the conclusion of the 4-year term. This report should include a record of work conducted and an indication of the associated costs attached to the Committee's work including staff resources.

The Committee Chairperson, Vice Chair, or a Committee member appointed by the committee, will, accompanied by the staff liaison, report to Council on behalf of the Committee.

#### **10.0 Budget**

The routine operations and any special initiatives of the Committee will be funded by allocations within the Active Living & Culture Department budget.

#### **11.0 Staff Support**

The Director of Active Living & Culture will assign an administrative liaison to the Committee.

The staff liaison will initiate recommendations to Council for committee appointments and maintain an updated list of appointees, the date they were appointed whenever changes occur, and provide a copy of the updated list to the Office of the City Clerk.

Furthermore, the staff liaison will be responsible for:

- preparing and forwarding draft agenda to the Office of the City Clerk for electronic distribution and posting;
- receiving all correspondence, and preparing correspondence and reports on behalf of the Committee;
- reviewing the draft minutes and returning them to the Office of the City Clerk to finalize prior to adoption by the Committee; and
- managing the files of the Committee, as necessary;

The Office of the City Clerk will provide meeting management and recording support for the Committee.

Support functions include the following:

- organizing and preparing the meeting agendas, in conjunction with the Chair & staff liaison;
- receiving and organizing all related presentation materials and/or correspondence prior to the meeting date for inclusion in the agenda package;
- distributing the agenda packages to committee members;
- posting all meeting notices and agendas for the public in accordance with the statutory timelines;
- preparing draft minutes, and providing the final minutes to the City Clerk and staff liaison;
- maintaining the records of the Committee, including posting and retaining minutes for the public record;
- circulating agendas and minutes electronically to all members of Council; and
- providing an annual check-in with the Committee, including meeting management training as necessary.

Endorsed by Council: November 16, 2015

Endorsed by Council: December 10, 2018

Endorsed by Council: November 4, 2019



City of Kelowna  
1435 Water Street  
Kelowna, BC V1Y 1J4  
250 469-8500  
kelowna.ca

# Council Policy

## Naming of City of Kelowna Awards “In Memory” Or Individual Citizens

APPROVED April 6, 1998

RESOLUTION: R375/10/04/26  
REPLACING: R241/98/04/06  
DATE OF LAST REVIEW: April 2010

The City of Kelowna will use the following criteria to name awards after individuals:

- \* the individual must be deceased;
- \* the next of kin is in agreement with the award being named after the individual;
- \* there is evidence of broad support from the community to honour an individual by naming an award after that individual;
- \* the individual has provided outstanding service in a significantly tangible way to the community;
- \* the service of the individual has had a direct beneficial effect on Kelowna residents;
- \* the individual must not have personally profited from their activities, nor should their contributions be considered part of their normal employment situation;
- \* there is a request from the Civic Awards Steering Committee commenting on the historical significance of the individual being honoured.

### **REASON FOR POLICY**

To establish appropriate and consistent criteria for naming awards.

### **LEGISLATIVE AUTHORITY**

Council Resolution.

### **PROCEDURE FOR IMPLEMENTATION**

Staff in the department receiving the request will review the policy and collect the required information prior to recommendations for naming of awards coming forward to Council.





# Civic & Community AWARDS





# Background

- The annual awards program recognizes volunteers, artists, athletes, individuals and businesses for their contributions to the city of Kelowna
- The program includes 13 awards and will recognize up to 39 finalists



# Framework for Council Policy

To guide the following aspects of the program:

- Establish award categories
- Authority to amend categories
- General program guidelines and award eligibility criteria
- Process for naming awards “in memory”

# Award Categories

Award Categories	Number of Awards	Award Categories	Number of Awards
Young Citizen of the Year	1	Fred Macklin and Sarah Donaldson-Treadgold Memorial Citizen of the Year	1
Champion for the Environment	1	Corporate Community of the Year	1
Bob Giordano Memorial Coach/Admin of the Year	1	Bryan Couling Memorial Team of the Year	1
Male and Female Athlete of the Year	2	Augie Ciancone Male and Female High School Athletes	2
Teen Honour in the Arts	1	Honour in the Arts	1
Central Okanagan Foundation Volunteer Organization of the Year	1		
Max number of finalists = 39		Total number of awards = 13 plus Anita Tozer Memorial	

# General Program Guidelines

- Up to three finalists will be recognized in each category
- Nominees can be nominated in multiple categories if they are eligible
- Award recipients can be nominated for the same award in consecutive years



# Award Eligibility Criteria

- Nominees cannot be a current elected official
- Nominees can reside outside of Kelowna as long as the nomination package focuses only on contributions made to the city of Kelowna
- City staff are eligible to be nominated if their contributions are outside of their city work responsibilities
- Posthumous nominations are accepted

# Process for Naming Awards

Rescind current policy No. 256 and adopt criteria within new policy No.382

- Individual must be deceased
- Individual has provided outstanding service in a significantly tangible way to the community
- The service of the individual has had a direct benefit on Kelowna residents and the city of Kelowna

# Steering Committee Terms of Reference

Minor revisions to incorporate current practice

## 4.0 Membership

- Up to 7 voting members including:
  - 1 Rep from the Chamber
  - 1 Rep from the volunteer sector
  - Up to 5 members at large





# 2019 Award Season

Nomination period opens  
**Monday December 9<sup>th</sup>, 2019**





# Comments and Feedback



# Report to Council



**Date:** November 4, 2019  
**To:** Council  
**From:** City Manager  
**Subject:** Bikeshare Permit Program Fall Update  
**Department:** Integrated Transportation Department

---

## Recommendation:

THAT Council receives for information, the report from the Integrated Transportation Department, dated November 4, 2019 regarding a progress report on the Bikeshare Permit Program and contractual obligations.

## Purpose:

To provide an update on the City's bikeshare permit program and transport options being provided under the program.

## Background:

The City's bikeshare permit program has been in effect since May 2019, with the first permitted companies beginning to operate in July 2019. The permit program is structured so that multiple operators can provide a variety of vehicles for use by residents and visitors. So far in Kelowna, permits have been issued to five different operators to deliver shared e-bikes and e-scooters.

### Alignment with the Transportation Master Plan Vision

*"Kelowna will be a city with vibrant urban centres where people and places are conveniently connected by diverse transportation options that help us transition from our car-centric culture."*

To align with the City of Kelowna's Transportation Master Plan vision, shared micro-mobility (see definition) should aim to achieve high-quality service, delivering that service to the largest number of people and managing negative

**Shared micro-mobility** refers to services that provide personal vehicles that can carry one or two passengers to customers on a short-term rental capacity. Bicycles are the most common example, but other micro-mobility vehicles include electric bicycles, scooters as well as mopeds or small quads – generally micro-mobility vehicles are powered by electricity or human propulsion.

externalities like disorder within the public realm and unauthorized or unsafe use. By building a permit program to regulate bikeshare, we are able to maximize investment and competition from firms delivering small shared vehicles in Kelowna.

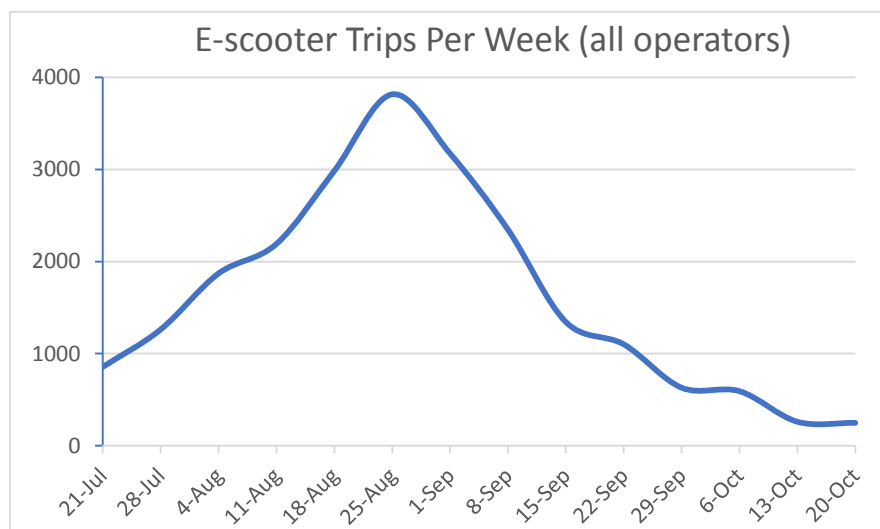
Since the permit program's launch, staff have accepted, vetted and granted permits to successful applicants to explore new ways of providing flexible, affordable and accessible transportation options. Kelowna has been joined by Montreal, Calgary and Edmonton, who have also allowed e-scooter sharing services in their cities this year. Hundreds of other cities globally permit and regulate these services. Many provinces have delivered legislation or highlighted a move to formalize new modes such as e-scooters, including British Columbia, Alberta, Quebec, Nova Scotia and Ontario.

This memo provides an update on how the bikeshare permit program has performed, the challenges with a limited geographic scope and its potential for the future.

### Results to Date

The companies currently permitted and operating in Kelowna are OGO, Bunny, and ZIP. SPIN and Roll have been issued permits but are not yet operating. While most operators have been issued permits to deliver e-scooters, Roll intends to provide both e-scooters and e-bikes.

From mid-July to mid-October 2019, there were more than 20,000 rides on a fleet that varies by the day but did not surpass 100 vehicles on any given day. For a mid-size community this is a strong indication of success and future potential. The average distance and duration for trips across the first three months for all operators are 2.8km and 22 minutes. The length and duration of trips proves there is potential to connect using the road network for short trips through and between our urban centres and allow for e-scooters and emerging micromobility options to be delivered as a convenient transportation solution.



*Figure 1 - Graph illustrates total trips for all bikeshare permit holders in Kelowna per week over the first 3 months. These trips were all made on e-scooters.*

### Enabling new shared micro-mobility options in Kelowna and British Columbia

The permit, which accommodates pedal bikes, e-bikes and e-scooters, gives the City the ability to add new vehicle types under 500kg to remain flexible as new vehicle types become available in the future. Staff have updated the permit program to add e-mopeds in September 2019. Shared e-mopeds are different from other permitted vehicles and as a result need to be parked in parking stalls and pay for the parking they consume while also paying for an On-Street Parking Permit. They will be insured, plated, titled and require a valid class 5 license in compliance with ICBC regulations.

In May, Kelowna council sent a letter to the Provincial Minister of Transportation and Infrastructure and the Premier of British Columbia requesting an exemption to the Motor Vehicle Act to test the use of e-scooters on-street in our community. The Province has recently passed legislation allowing for this type of exemption through pilot programs<sup>1</sup>. The City is in discussions with the Ministry of Transportation and Infrastructure about developing a pilot program under this new framework for e-scooters.

### Opportunities for Improvement

One of the benefits of the limited area where e-scooters were able to operate is that successes and failures can serve as learning opportunities to formulate the best model before expanding city-wide. The following challenges regarding e-scooters have been identified.

### **Balancing recreational use and commuter use**

While recreational use of e-scooters is encouraged, the use of these vehicles as a viable transportation option is desired. Advocacy with the Province has been successful as legislation will soon pass that enables a pilot program to open up the available areas where e-scooters and other innovative mobility options can be used. This can open the door to shared e-scooters and other emerging modes to be used as a transportation option. In other cities such as Calgary and Edmonton, where users of e-scooters are not confined to a single corridor, use grows significantly and is more balanced between transportation and recreational uses.

### **Conflicts along the Waterfront Walkway**

While some complaints about activity on the Waterfront Walkway mentioned e-scooters, several also highlighted conflicts between bicycles and pedestrians. Upon further analysis of the section of the corridor where e-scooters are permitted, we found the mix of activity to be substantial.

There is design guidance for the volume of users and trail characteristics where separation is desired between bikes and pedestrians on a multi-use path. Current peak hour volumes on summer weekends are 150% higher than the threshold where separation of users is desired. Without e-scooters an issue would still exist as to the compatibility and volumes of uses on the Waterfront Walkway. We see this friction acknowledged with the City's recent application to the Province's Community, Culture and Recreation Program to build a second path to separate users moving at different speeds on this same corridor to avoid conflicts.

As a response to those comments that did mention conflicts with e-scooters, the City requested permit holders limit speeds on scooters between the Kelowna Tourism Centre and the intersection of Abbott and Bernard to address location-specific concerns within Kerry Park. We have noticed fewer complaints since delivering this voluntary request to operators.

### **Riding e-scooters outside the allowed network**

To eliminate the potential for users to leave the permitted corridor, thereby breaking the law, staff require each operator to establish a geo-fence. A geo-fence means that a sensor on the scooter can detect when it is being taken away from a set area and can power down gradually. This significantly

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<sup>1</sup> "Progress Of Bills". *Leg.Bc.Ca*, 2019, <https://www.leg.bc.ca/parliamentary-business/legislation-debates-proceedings/41st-parliament/4th-session/bills/progress-of-bills>.

reduced the ability for e-scooters to be used to connect to different destinations but was successful in ensuring most trips did not leave the permitted corridor.

#### Next Steps:

- The City will continue to invite applicants who have experience delivering shared micro-mobility services to apply for a permit. After review, successful applicants will be issued permits and are free to operate within the confines of the permit program.
- A continued effort will be put into educational and infrastructure-related measures to improve safety between people on our road network. For shared micro-mobility services, the City will continue to work with operators to refine in-app education for users which has proven most effective<sup>2</sup>.
- The City will continue to communicate with the Province with regards to an exemption to the Motor Vehicle Act for electric scooters and potentially other micro-mobility options to be used on roadways.
- Updates on the performance of the Bikeshare Permit Program will be prepared every year.

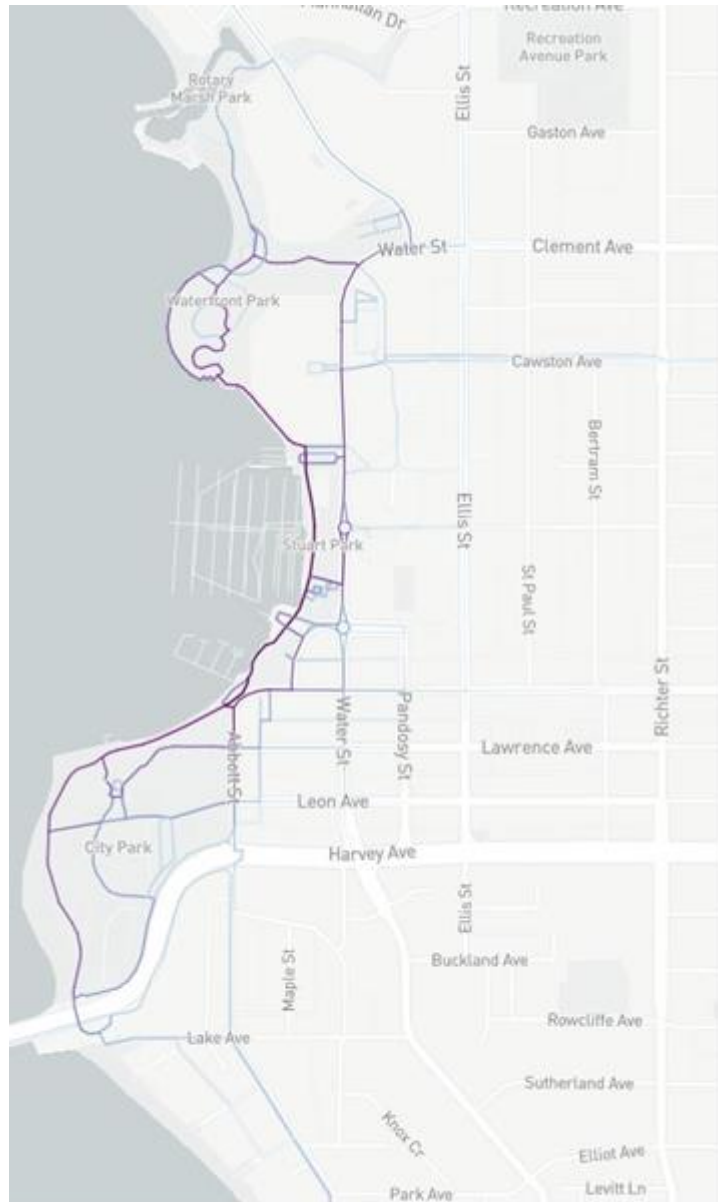


Figure 1 Heatmap of E-scooter trips for the first 3 months of operation

#### City's Obligations to Bikeshare Permit Holders

The term for a Bikeshare Permit is one year. The City has retained the ability to discontinue the Permit program for any reason whatsoever. In addition, the City, at its sole discretion, may do any of the following at any time:

<sup>2</sup> "2018 E-Scooter Findings Report". *Portlandoregon.Gov*, 2019, <https://www.portlandoregon.gov/transportation/article/709719>.

- a. Change the dates or the term of any or all Permits;
- b. Cancel any and all Permits;
- c. Adjust the Maximum Fleet Size of any Permit Holder;
- d. Issue changes to the Permit's requirements including changes to any parking requirements;
- e. Issue changes to the Permit's conditions;
- f. Change any fees imposed under the application process, or compliance with the Permit requirements or the Permit conditions; or
- g. Modify any terms of the Permit.

**Existing Policy:**

*The Kelowna On The Move: Pedestrian and Bicycle Master Plan* recommends staff "research and develop a strategy to demonstrate which programs would be most effective in achieving behavioural change to grow the share of residents selecting active modes of transportation."

*The Community Climate Action Plan* recommends staff "expand the pilot community bikeshare program."

**Internal Circulation:**

Director, Business and Entrepreneurial Development  
 Communications Advisor  
 Planner Specialist  
 Risk Manager

**Considerations not applicable to this report:**

Financial/Budgetary Considerations  
 Personnel Implications  
 Legal/Statutory Authority  
 Legal/Statutory Procedural Requirements  
 Existing Policy  
 Communications Comments  
 Alternate Recommendation  
 External Agency/Public Comments

Submitted by:

R. Villarreal, Manager, Integrated Transportation

**Approved for inclusion:**



A. Newcombe, Divisional Director, Infrastructure

**Attachment 1 - Bikeshare Permit Program Fall Update Presentation**

cc: A. Newcombe, Divisional Director, Infrastructure  
 C. Weaden, Divisional Director, Corporate Strategic Services  
 R. Fine, Director, Business and Entrepreneurial Development  
 R. Smith, Divisional Director, Planning & Development Services  
 S. Leatherdale, Divisional Director, Human Resources & Community Safety





# Bikeshare Permit Program

Fall update

November 4, 2019

# Transportation is being disrupted

- ▶ From modes to many mobility/service providers
- ▶ User centric
- ▶ Diversity in transportation options and business models
- ▶ Seamless system integration

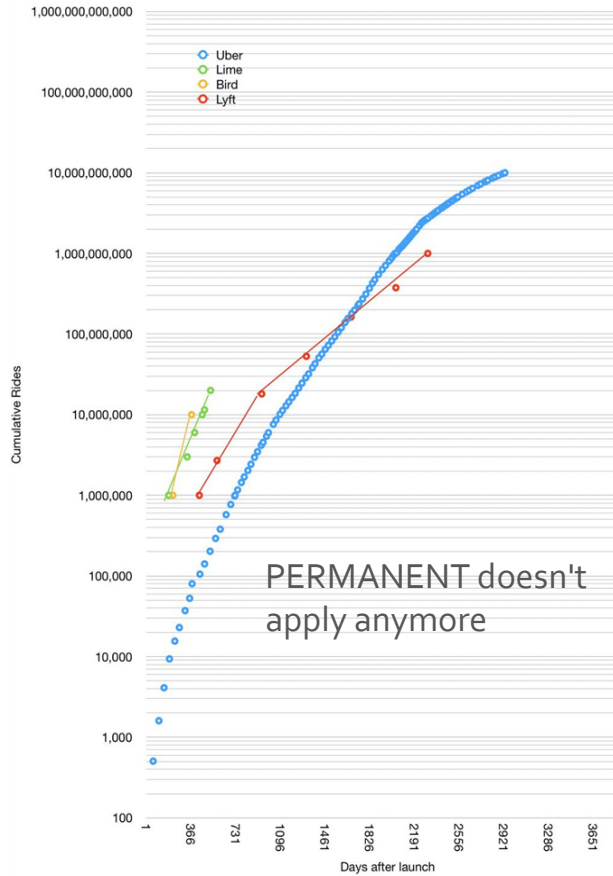


# Towards a resilient transportation system

Courage to test imperfect solutions, learn, adapt and improve. There won't be a perfect product/solution.

To accept that, with these new technologies, its not just wait and see, its about acting, adapting and learning.

# Kelowna's Initial Bikeshare Timeline (License)



Kelowna Bikeshare Proposal

• January 22 2018

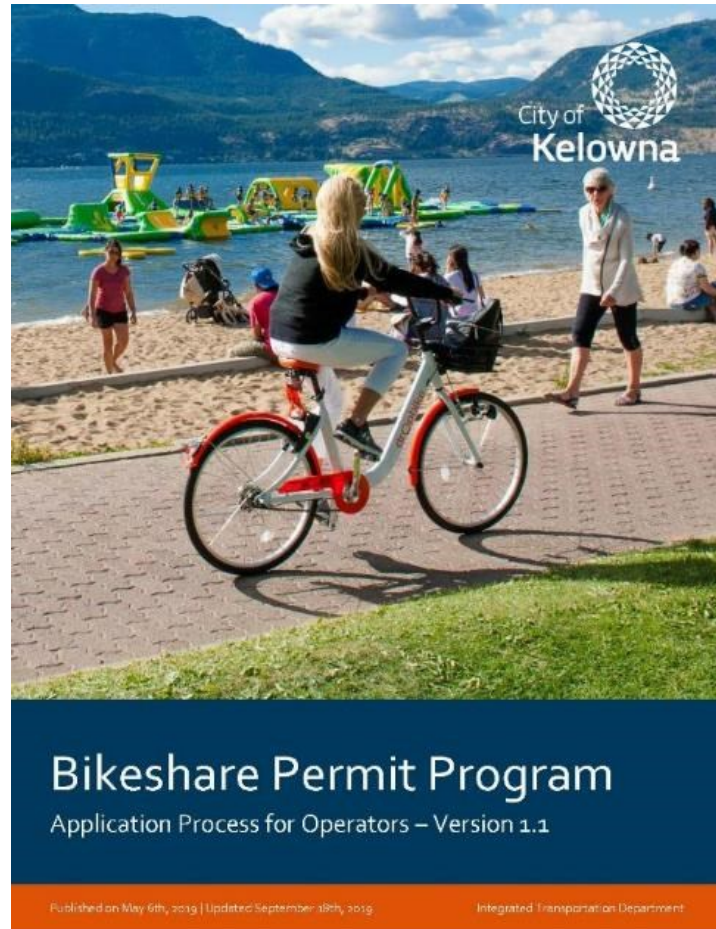
Bikeshare License Agreement to Council

• January 29 2018

Results of Pilot and PERMANENT Bike Share Proposal to Council

• Expected Fall 2019

# Kelowna's Second Pilot Bikeshare 2.0



# Multiple Vehicle Types and Operators

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# Flexible and Specific Parking Requirements

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# Application Process

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**SPIN**

## City of Kelowna Bikeshare Permit Application

PROPOSAL DATE

06.19.19

ation Planner,  
owna

EIT

**SPIN (SKINNY LABS, INC.)**

450 Mission Street, Suite 400  
San Francisco, CA 94105

hello@spin.pm  
(415) 519-9495

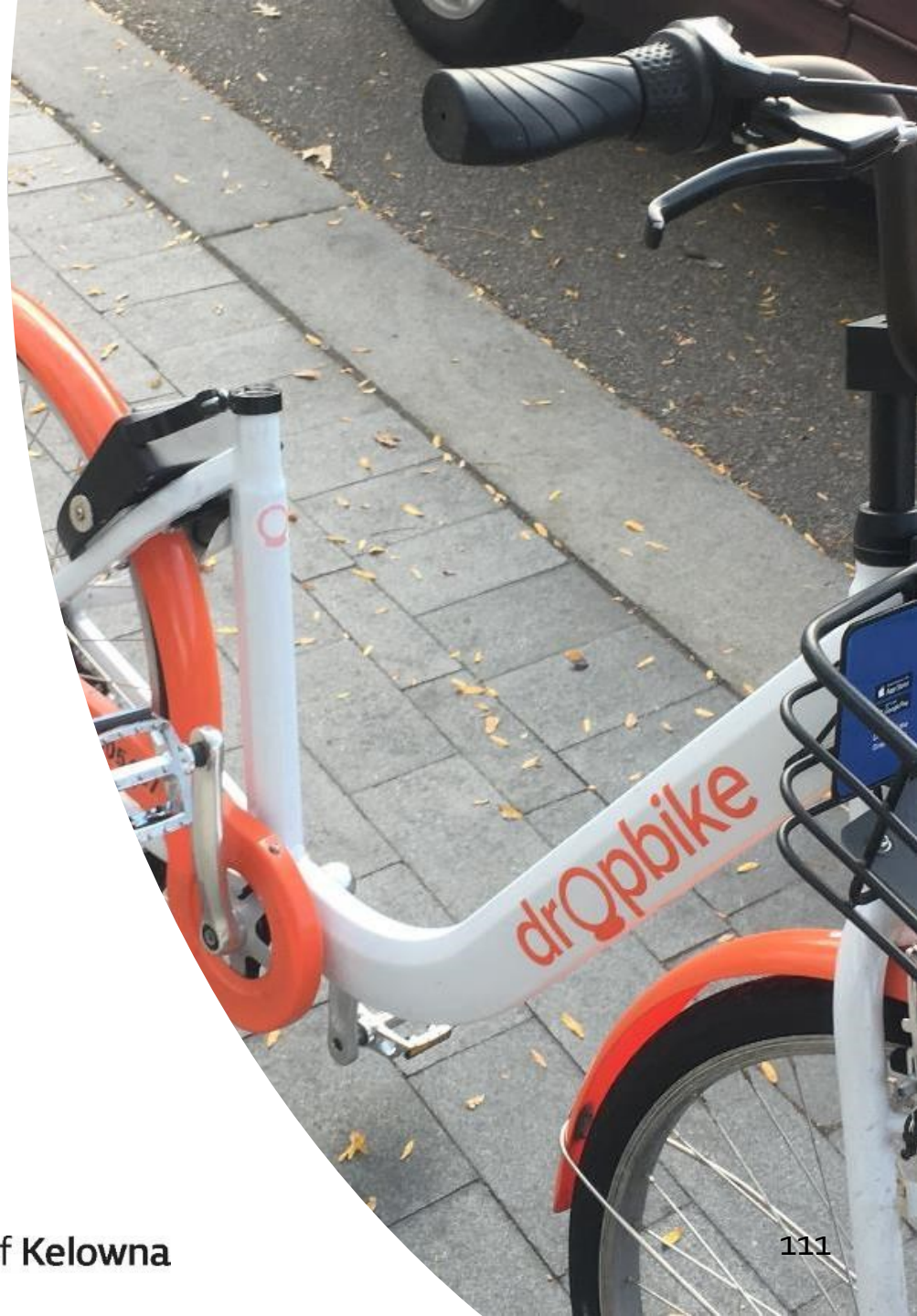
**CONTACT**

Joshua Gray  
Director of Government Partnerships  
West Coast

joshgray@spin.pm  
(415) 535-4999

# Fees to Ensure Compliance

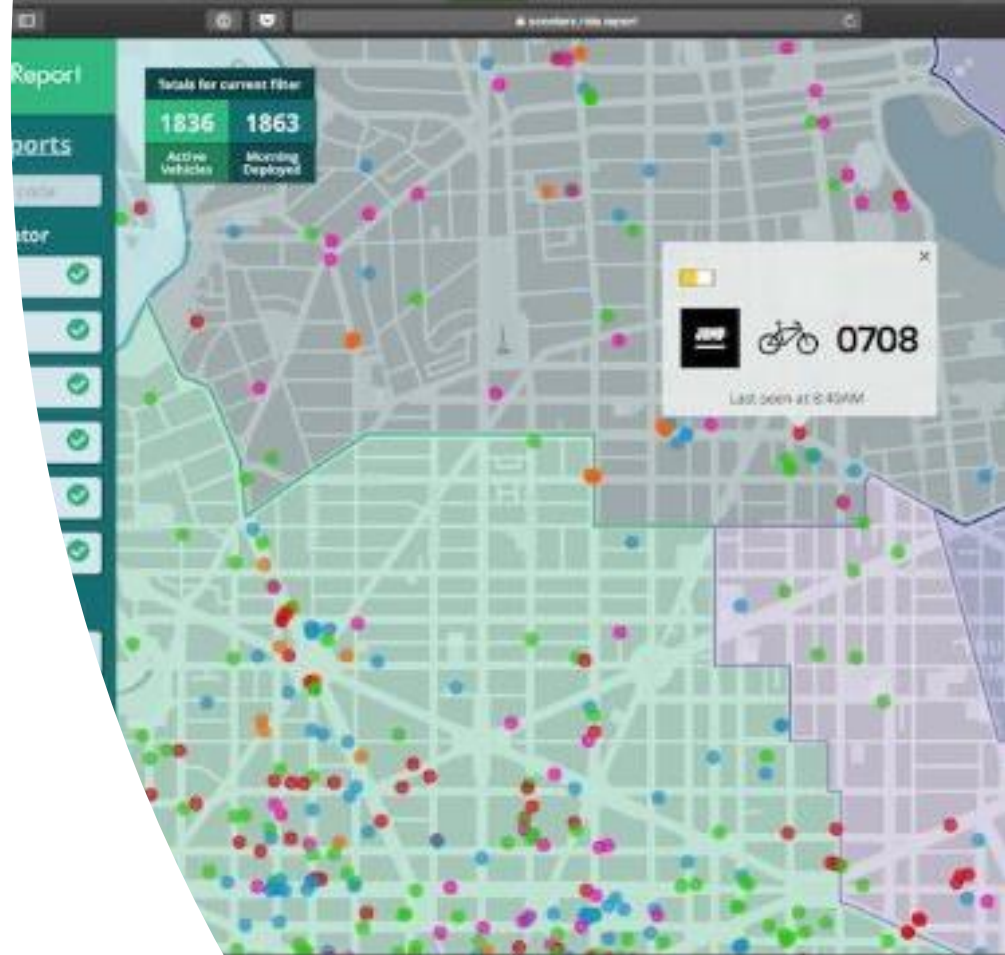
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# Ongoing Evaluation

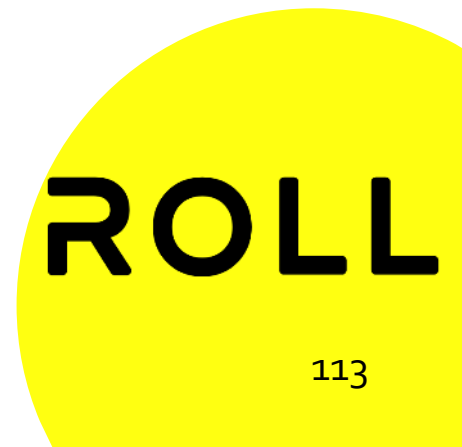
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## Permitted Operators



# Vehicle Types

## ► Electric Bicycles



Roll

## ► Electric Scooters



Zip

# Electric Bicycle Requirements

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- Allowed on roads and specific park pathways on a pilot basis.
- Helmet, lights required etc.
- Operator required to be minimum 16 years old.
- No license requirement, title, insurance or plate required.
- More information in BC's Motor Assisted Cycle Regulation.





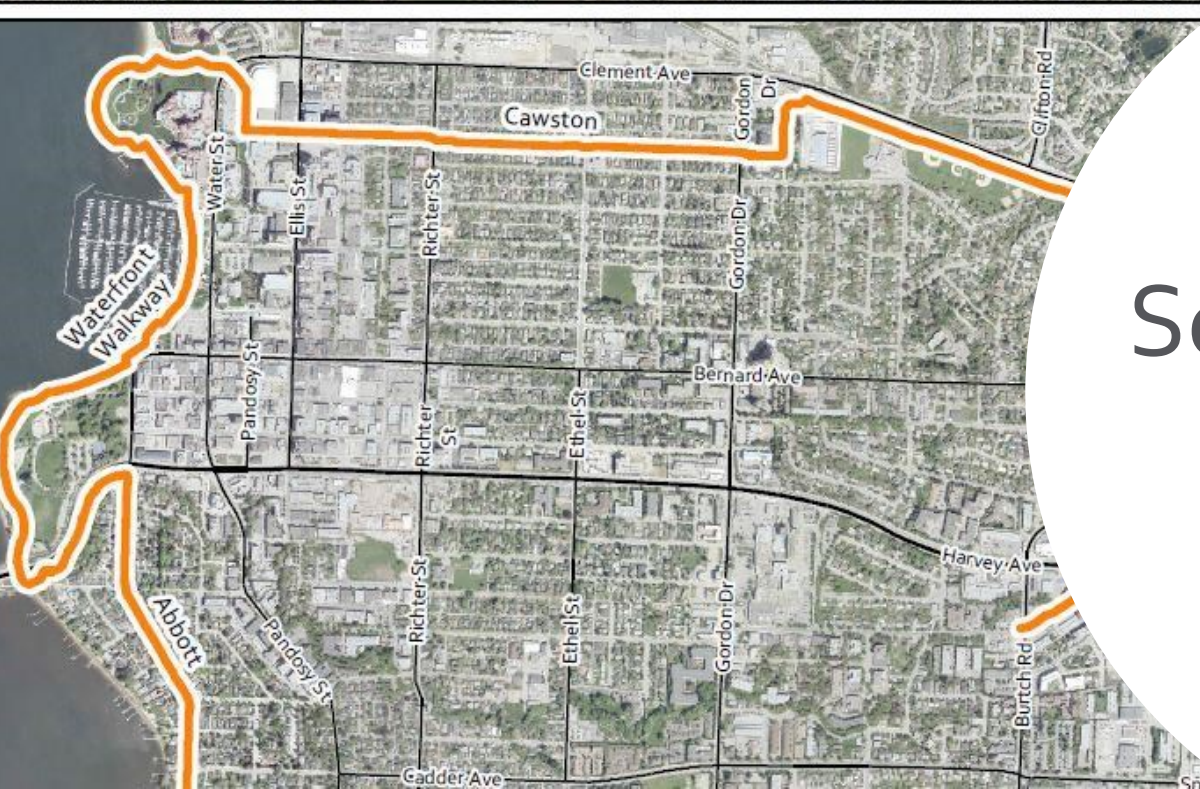
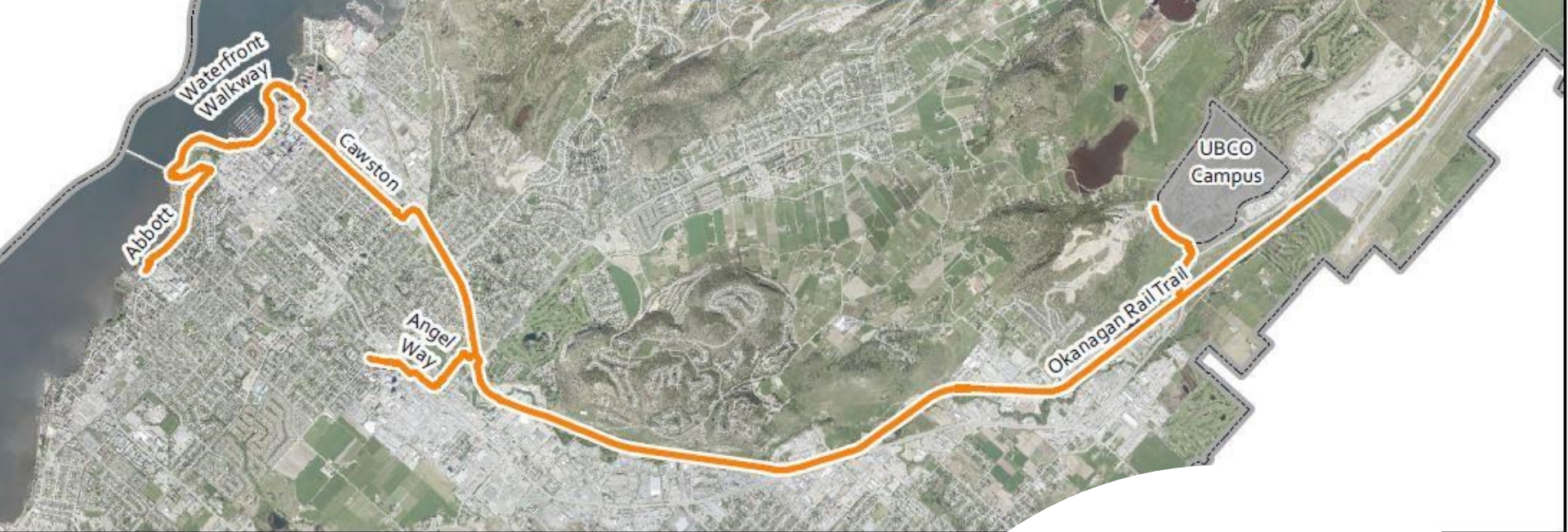
# Electric Scooter Requirements

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- Not defined in the Motor Vehicle Act.
  - Not permitted on public roadways
- Permitted in Kelowna on a corridor from the Airport to the Hospital







# Permitted Scooter Network



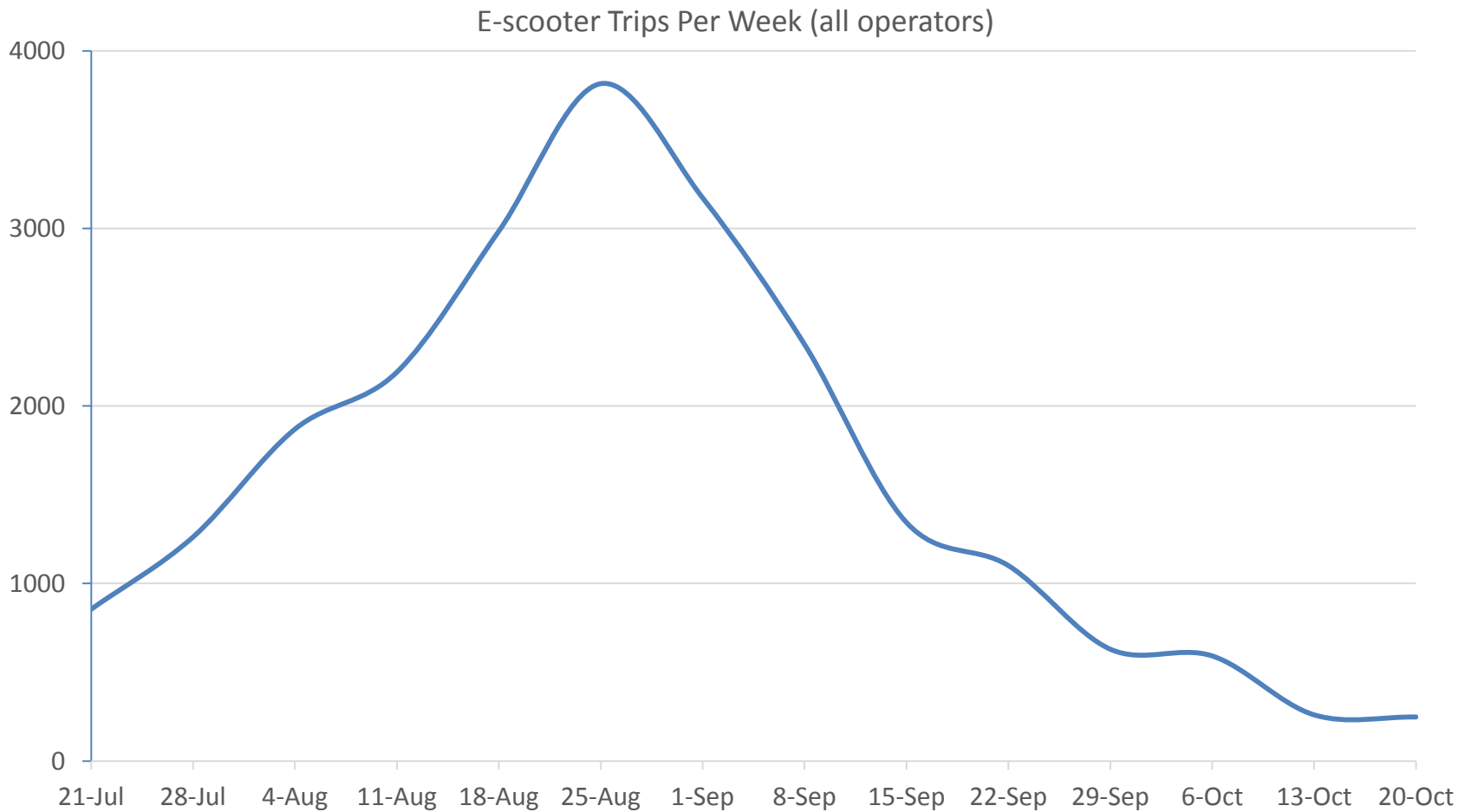
# Changes for E-Scooters Coming

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- Kelowna council letter to the province advocating for a change.
- Province has delivered legislation to enable pilots for e-scooters to be allowed on streets.



# Results to Date

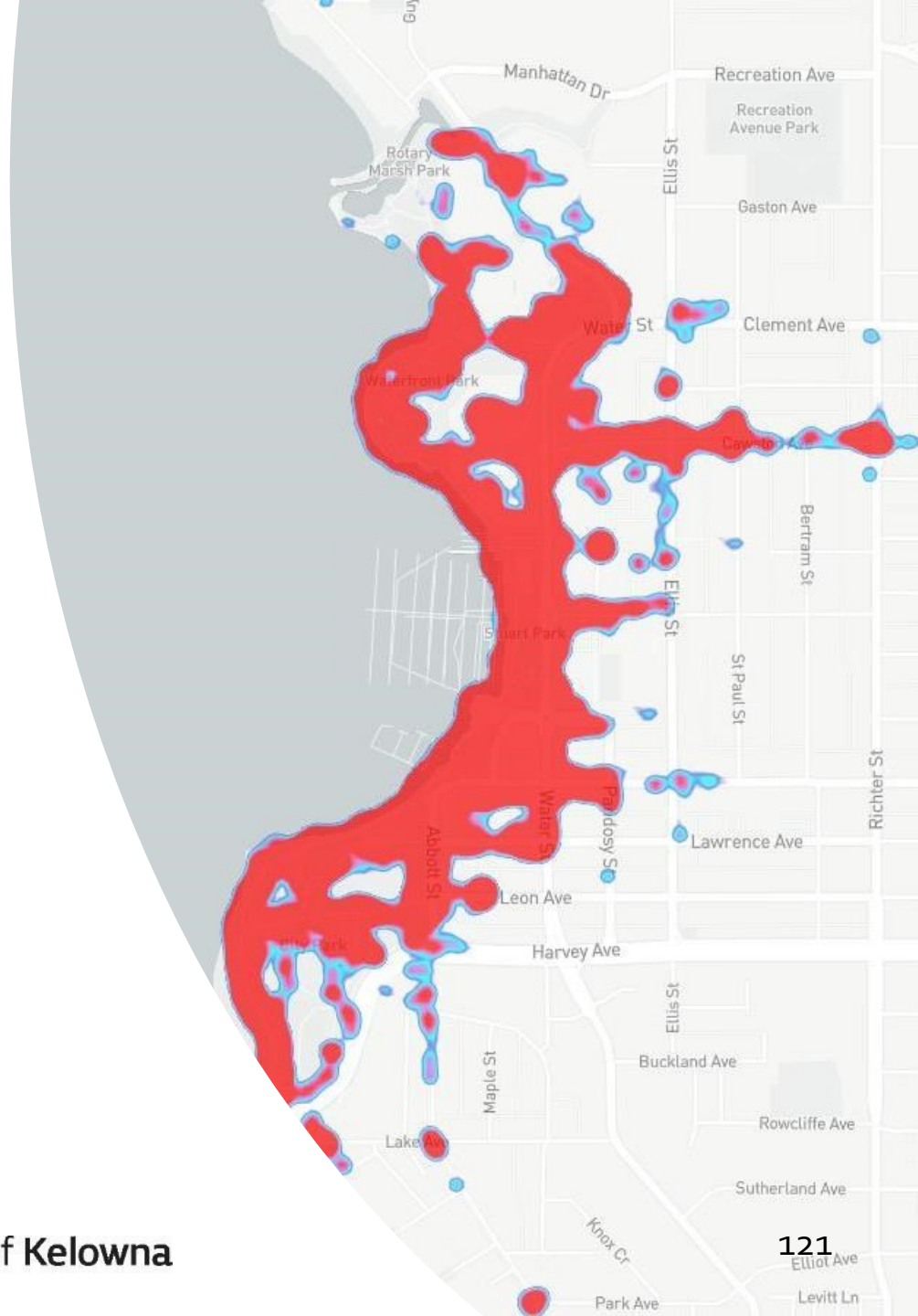


# Lessons Learned



# Balancing recreational and commuter use

- Working with the province to allowing e-scooters on road
- Rebalance the mix of use towards transportation

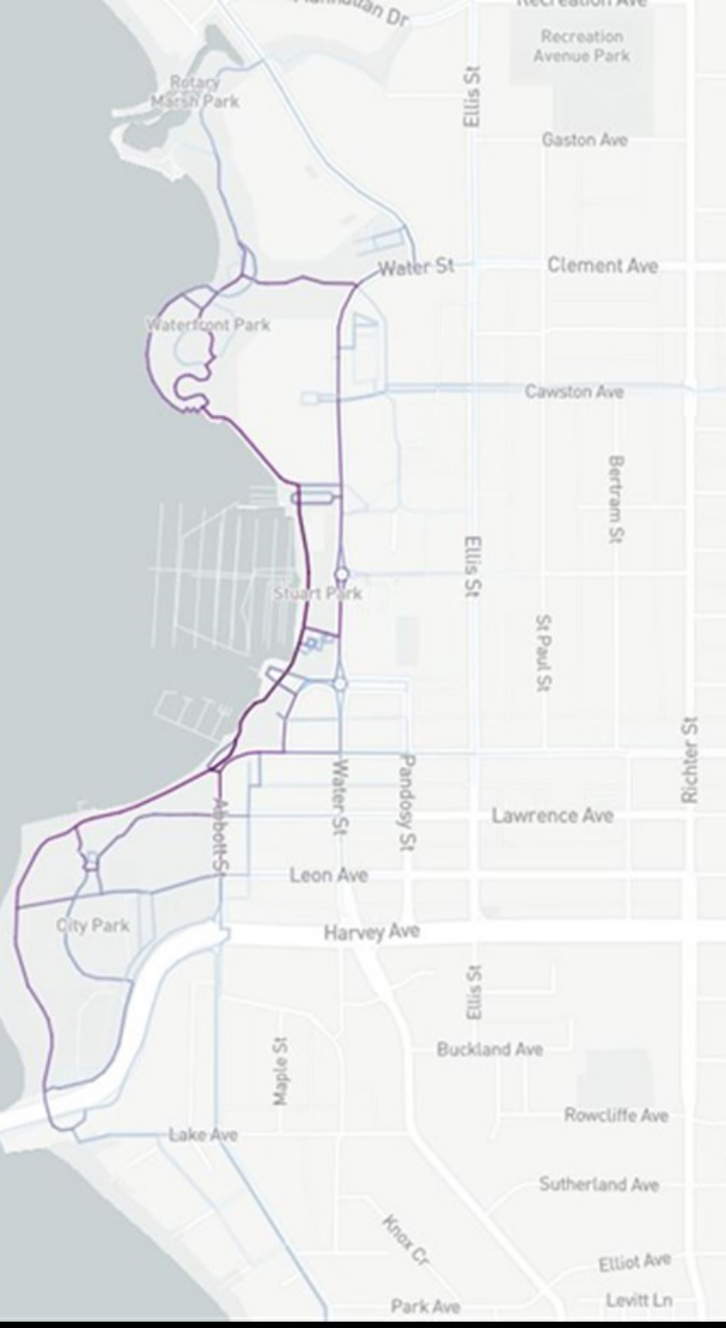


# Conflicts along the Waterfront Walkway

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- Heavy mix of activity along the corridor
- Separation between peds and bikes is desired
- Voluntary request to limit e-scooter speed





# Riding e-scooters outside the allowed network

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- Geofenced vehicles to power down when leaving the corridor
- In-app education about where e-scooters can operate



# City's Obligations to Bikeshare Permit Holders

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- The City has retained the ability to discontinue the Permit program for any reason.
- The City can also modify or cancel any and all permits at their discretion.



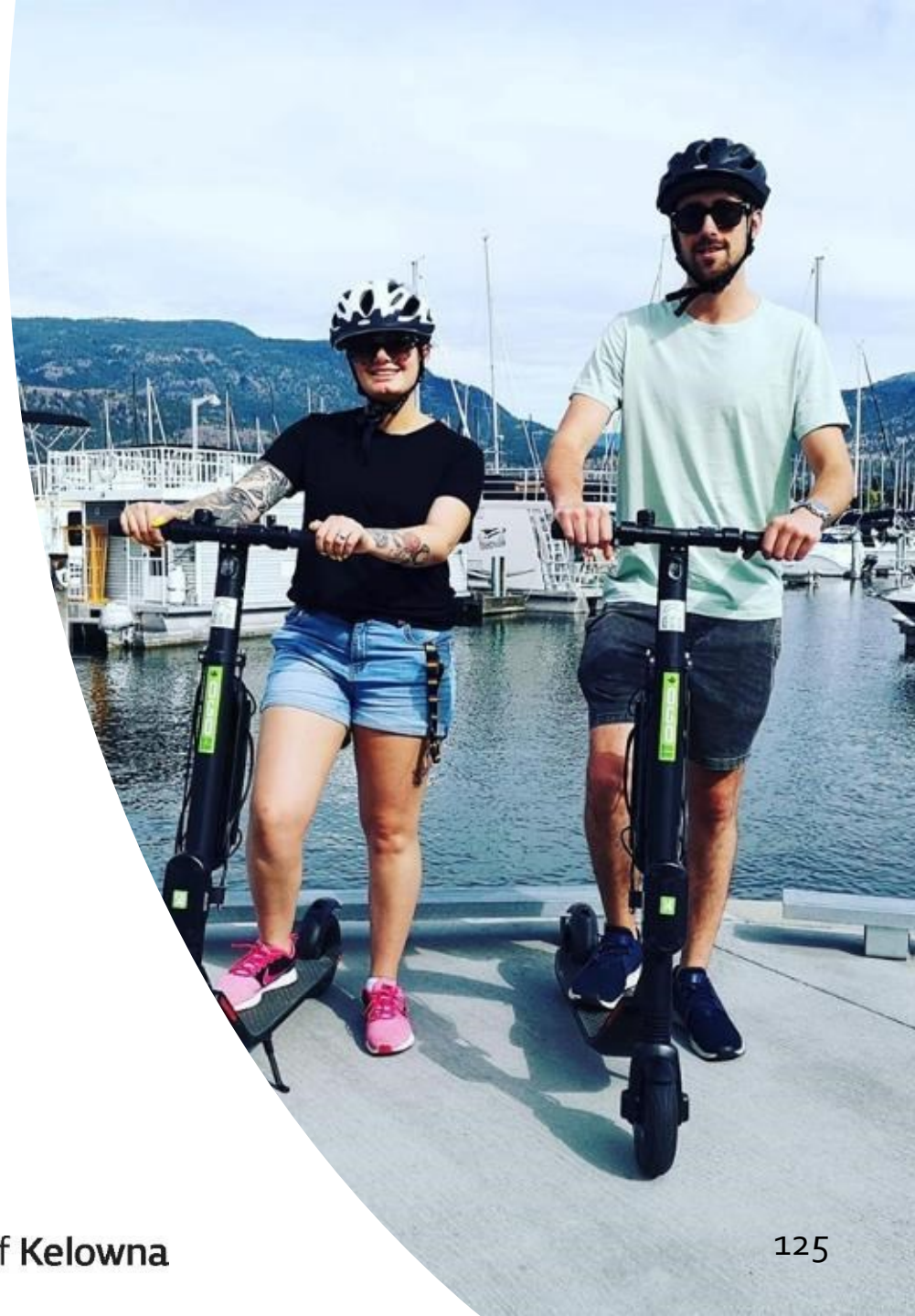
are Permit Program

ss for Operators – Version 1.1

# Next Steps

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- Continue working with qualified applicants
- Focus on education and infrastructure enhancements to enhance for those riding micro-mobility devices
  - In-app education will be a focus
- Work with the province to allow electric scooters to be used on roads
- Update yearly on progress



## **DRAFT RESOLUTION**

### Re: Resolution to Hold a Council Meeting at Another Location

THAT the Regular PM Council Meeting scheduled for Monday, November 18, 2019 be at another location other than City Hall, being the University of British Columbia Okanagan Campus, University Theatre (ADM 026) Administration building, 1138 Alumni Avenue, Kelowna, B.C., starting at 6:00 p.m.

#### **BACKGROUND:**

An invitation to hold a Council meeting at UBC was received earlier this year – a resolution is required to hold a Council meeting outside of City Hall. There will be no afternoon Council meeting on November 18<sup>th</sup>, instead the meeting will be held at the University Theatre beginning at 6:00 pm. This is an open Council meeting and the public is welcome to attend. The Council agenda for this meeting will be posted on the City web site the afternoon of Thursday, November 14<sup>th</sup>.

Date: November 4, 2019

# CITY OF KELOWNA

## BYLAW NO. 11951

### Amendment No. 35 to Traffic Bylaw No. 8120

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

1. THAT **Part 2 – General Regulations, 2.5.4 Snow Route Parking Ban Area** be amended by:
  - a) adding the map for McKinley Beach as attached to and forming part of this bylaw as Schedule A;
  - b) deleting the maps for The Ponds, Wilden and Magic Estates in their entirety and replacing with new Maps for Magic Estates – Wilden – North Clifton and South Mission as attached to and forming part of this bylaw as Schedule B.
2. This bylaw may be cited for all purposes as "Bylaw No. 11951, being Amendment No. 35 to Traffic Bylaw No. 8120."
3. This bylaw shall come into full force and effect and be binding on all persons as of the date of adoption.

Read a first, second and third time by the Municipal Council this 28<sup>th</sup> day of October, 2019.

Adopted by the Municipal Council of the City of Kelowna this

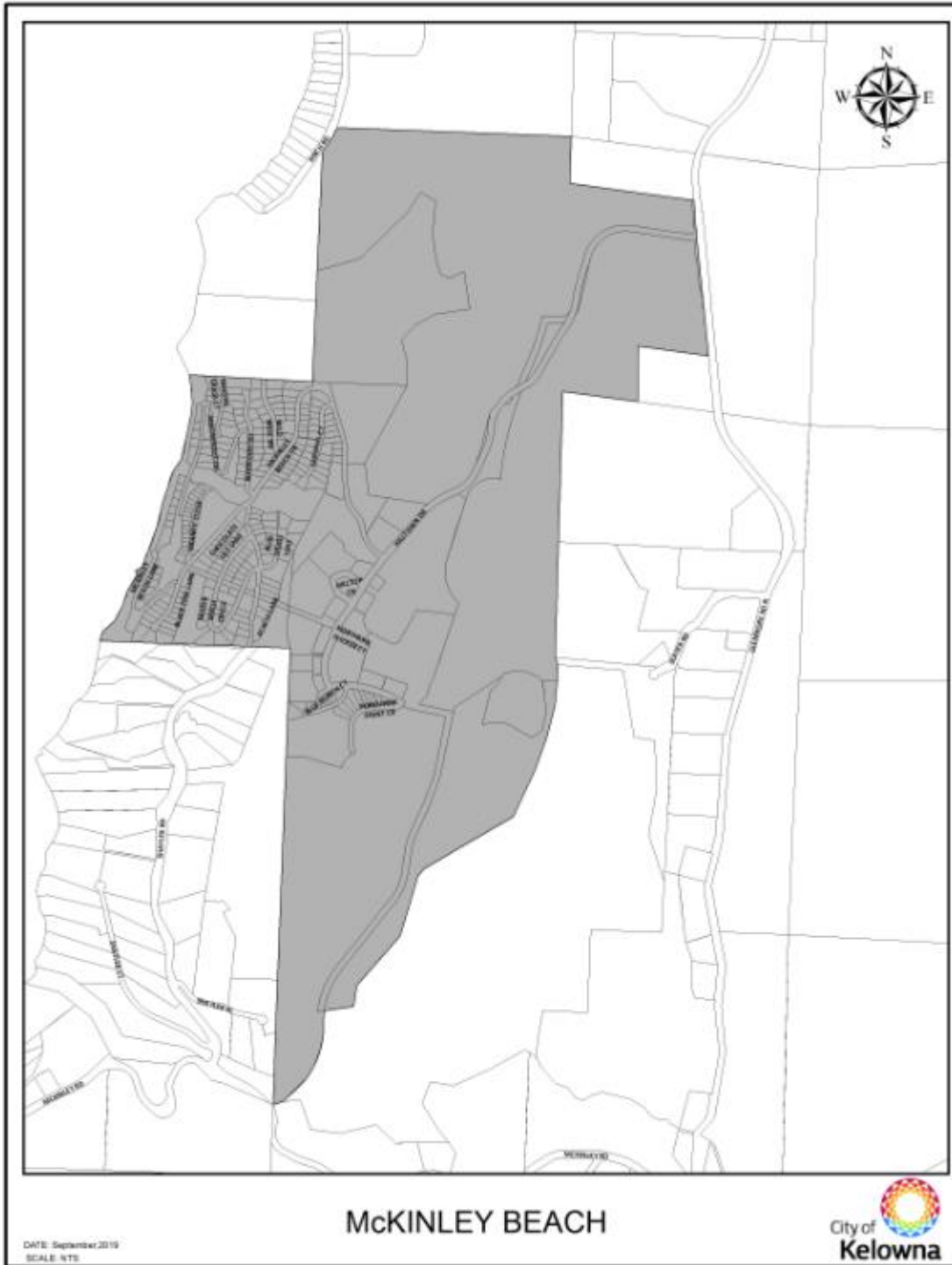
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Mayor

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City Clerk

## Schedule A





Schedule B



Schedule B – continued

