

City of Kelowna

Regular Council Meeting

AGENDA



Monday, November 25, 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 - 9

Regular PM Meeting - November 18, 2019

3. Reports

3.1 RCMP and Police Services Resource Plan

10 - 43

The consultants will present the findings of the RCMP and Police Services Resource Review.

3.1.1 RCMP and Police Service Resource Plan PowerPoint

44 - 87

4. Development Application Reports & Related Bylaws

4.1 Ellis St. 1095, Z19-0071 (BL11962) - BMK 140 Holdings Inc., Inc.No. BCo748760

88 - 96

To consider an application to rezone the subject property from the I4 – Central Industrial zone to the C7 – Central Business Commercial zone to facilitate adaptive re-use of the existing buildings towards retail, and to facilitate future redevelopment of the site.

4.2 Ellis St. 1095, BL11962 (Z19-0071) - BMK 140 Holdings Inc., Inc. No. BCo748760

97 - 97

To give first reading to Bylaw No. 11962 in order to rezone the subject property from the I4 - Central Industrial zone to the C7 - Central Business Commercial zone.

4.3	Highway 33 E 1583, Heritage Designation Addition Application - Kasmir Felix Domincas Sandana	98 - 118
	To consider whether to defer the addition of 1583 Highway 33 E to the Kelowna Heritage Register and the designation of 1583 Highway 33 E as a Municipal Heritage building under Section 611 of the Local Government Act.	
5.	Bylaws for Adoption (Development Related)	
5.1	Zoning Bylaw No. 8000 - Section 8 Parking & Loading Zoning Bylaw - Text Amendment Application BL11850 (TA18-0009) - City of Kelowna	119 - 145
	To adopt Bylaw No. 11850 to amend Zoning Bylaw No. 8000 Section 8 Parking & Loading.	
5.2	Eldorado Rd 509 - BL11938 (Z19-0069) - Judith Parsons	146 - 146
	To adopt Bylaw No. 11938 in order to rezone the subject property from the RU1 - Large Lot Housing zone to the RU2 Medium Lot Housing zone.	
6.	Non-Development Reports & Related Bylaws	
6.1	Delegation of Authority - Airport Agreements	147 - 148
	To create the City of Kelowna Airport Agreements Delegation of Authority Bylaw No. 11961.	
6.2	BL11961 - Delegation of Authority to Enter into Agreements Bylaw No. 11961	149 - 150
	To give Bylaw No. 11961 first, second and third reading to implement a new bylaw for delegation of authority for entering into Kelowna Airport (YLW) related agreements.	
6.3	Community Resiliency Investment (CRI) Program Funding 2020	151 - 152
	To seek Council approval towards an application for funding through the Community Resiliency Investment (CRI) Program.	
6.4	Poplar Point Pump Station Slope Stabilization - Budget adjustment Nov 14	153 - 155
	To transfer funds from an available Water Utility operating budget project (Flood Resilience of Water Sources) to complete more critical works for the Poplar Point Pump Station Slope Stability project.	
6.5	Affordable Housing and Online Accommodation Platform Revenue	156 - 160
	To consider re-allocating funds towards a tourism sector housing needs assessment, and to direct funding received from Online Accommodation Platforms (OAP) for 2020.	

6.6 Climate Action Plan Progress 161 - 183

To provide Council with an update on the progress of the actions identified in the Community Climate Action Plan as well as an update on the emission reductions achieved since 2007.

6.7 Progress on the Agriculture Plan 184 - 211

To provide Council an update on the implementation progress of the Agriculture Plan.

7. Bylaws for Adoption (Non-Development Related)

7.1 BL11743 - Road Closure Bylaw - Portion of Road Adjacent to Railway Ave 212 - 213

Mayor to invite anyone in the public gallery who deems themselves affected by the proposed road closure to come forward.

To adopt Bylaw No. 11743 in order to permanently close a portion of highway on Railway Avenue.

7.2 BL11744 - Road Closure Bylaw - Portion of Graham Street 214 - 215

Mayor to invite anyone in the public gallery who deems themselves affected by the proposed road closure to come forward.

To adopt Bylaw No. 11744 in order to permanently close a portion of highway adjacent to 1180 Graham Street.

8. Mayor and Councillor Items

9. Termination



City of Kelowna Regular Council Meeting Minutes

Date: Monday, November 18, 2019
 Location: 6:00 pm
 UBCO Okanagan, University Theatre Administration Building
 1138 Alumni Avenue
 Kelowna, BC V1V 1V7

Members Present Mayor Colin Basran, Councillors, Maxine DeHart, Ryan Donn, Gail Given, Brad Sieben, Mohini Singh and Loyal Wooldridge

Members Absent Councillors Charlie Hodge and Luke Stack

Staff Present City Manager, Doug Gilchrist; City Clerk, Stephen Fleming, Divisional Director, Active Living & Culture, Jim Gabriel*; Sport & Event Services Manager, Doug Nicholas*; Divisional Director, Planning & Development Services, Ryan Smith*; Development Planning Department Manager, Terry Barton*; Urban Planning & Development Policy Manager, Laura Bentley*; Divisional Director, Infrastructure, Alan Newcombe*; Integrated Transportation Department Manager, Rafael Villarreal*; Strategic Transportation Planning Manager, Mariah VanZerr*; Legislative Coordinator (Confidential), Transportation Planner, Cameron Noonan*; Policy & Planning Department Manager, Danielle Noble-Brandt*; Long Range Policy Planning Manager, James Moore*; Planner Specialist, Ross Soward*; Development Engineering Manager, James Kay*; Legislative Coordinator (Confidential), Arlene McClelland

(* Denotes partial attendance)

1. Call to Order

Mayor Basran called the meeting to order at 6:08 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 delayed broadcast is shown on Shaw Cable.

2. Confirmation of Minutes

Moved By Councillor Wooldridge/Seconded By Councillor Donn

R1038/19/11/18 THAT the Minutes of the Regular Meetings of November 4, 2019 be confirmed as circulated.

Carried

3. Public In Attendance

3.1 Final Report - Kelowna 2019 55+ BC Games

David Graham, President of BC Games Society.

- Displayed a PowerPoint Presentation outlining the most successful 55+ BC Games on record.

Moved By Councillor DeHart/Seconded By Councillor Donn

R1039/19/11/18 THAT Council receives, for information, the report from the Sport & Event Services Manager dated November 18, 2019, regarding the Kelowna 2019 55+ BC Games and the dissolution of the local Games Society.

Carried

4. Development Application Reports & Related Bylaws

4.1 Harvey 757, Z19-0037 - Harsheen and Gursher Pannu

Staff:

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

The Mayor invited the Applicant or Applicant's representative to come forward.

Jesse Alexander, New Town Architecture & Engineering Inc.

- Displayed a PowerPoint Presentation.
- Believes the RM4 zone is appropriate and best for this site.
- Early in the development process met with staff, land assembly was brought forward to the owner; efforts were made by the land owner to acquire neighbouring properties, however, this option was not available.
- This location is outside the urban centre and is in a transition area.
- This proposed application delivers housing variety in downtown.
- Spoke to Official Community Plan objectives and policies.
- Have not received any negative feedback in public consultations.
- Responded to questions from Council.

Moved By Councillor Given/Seconded By Councillor Wooldridge

R1040/19/11/18 That Rezoning Application No. Z19-0037 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot 1, Block 1, District Lot 138, ODYD, Plan 7117, located at 757 Harvey Ave, Kelowna, BC from the RU6 – Two Dwelling Housing zone to the RM4 – Transitional Low Density Multiple Housing zone, **NOT** be considered by Council.

Carried

4.2 Hollywood Rd 150, Z19-0109 (BL11953) - Lexington Enterprises Ltd.

Staff:

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

Moved By Councillor Given/Seconded By Councillor Singh

R1041/19/11/18 THAT Rezoning Application No. Z19-0109 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of all land shown on the Strata Plan KAS2403, located at 150 Hollywood Rd S, Kelowna, BC from the C4- Urban Centre Commercial zone to the C4- Urban Centre Commercial zone (Retail Cannabis Sales) zone, 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 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

4.3 Hollywood Rd 150, BL11953 (Z19-0109) - Lexington Enterprises Ltd.

Moved By Councillor Singh/Seconded By Councillor Wooldridge

R1042/19/11/18 THAT Bylaw No. 11953 be read a first time.

Carried

4.4 Sadler Rd 145, Hwy 33 E 180 & 190, Z18-0117 (BL11957) - Studio 33 Properties Ltd., Inc No.BC1137489

Staff:

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

Moved By Councillor Sieben/Seconded By Councillor Singh

R1043/19/11/18 THAT Rezoning Application No. Z18-0117 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lots 1, 2 & 3 Section 26 Township 26 ODYD Plan 10045, located at 180 & 190 Hwy 33 E and 145 Sadler Rd, Kelowna, BC from the RU1 – Large Lot Housing zone and RU6 – Two Dwelling Housing zone to the C4 – Urban Centre Commercial zone, be considered by Council;

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

AND THAT final adoption of the Rezoning Bylaw be considered subsequent to the outstanding conditions of approval as set out in Schedule "A" attached to the Report from the Development Planning Department dated November 18, 2019;

AND FURTHER THAT final adoption of the Rezoning Bylaw be considered in conjunction with Council's consideration of a Development Permit and a Development Variance Permit for the subject properties.

Carried

4.5 Sadler Rd 145, Hwy 33 E 180 & 190, BL11957 (Z18-0117) - Studio 33 Properties Ltd., Inc No.BC1137489

Moved By Councillor Wooldridge/Seconded By Councillor Given

R1044/19/11/18 THAT Bylaw No. 11957 be read a first time.

Carried

4.6 Houghton Rd 595, DP19-0182 - 562957 B.C. LTD. INC. NO. 0562957

Staff:

- Displayed a PowerPoint Presentation summarizing the application.

Moved By Councillor Sieben/Seconded By Councillor Donn

R1045/19/11/18 THAT Council authorizes the issuance of Development Permit No. DP19-0182 for Lot 5 Section 26 Township 26 ODYD Plan 29795, located at 595 Houghton Road, Kelowna, BC subject to the following:

1. The dimensions and siting of the building to be constructed on the land be in accordance with Schedule "A";
2. The exterior design and finish of the building to be constructed on the land be in accordance with Schedule "B";
3. Landscaping to be provided on the land be in accordance with Schedule "C";
4. The applicant be required to post with the City a Landscape Performance Security deposit in the form of a "Letter of Credit" in the amount of 125% of the estimated value of the landscaping, as determined by a Registered Landscape Architect;

AND THAT the applicant be required to complete the above noted conditions of Council's approval of the Development Permit Application in order for the permits to be issued;

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

Carried

5. Bylaws for Adoption (Development Related)

5.1 Maple St 1869, BL11499 (Z17-0045) - Gregory and Linda Bauer

Moved By Councillor Given/Seconded By Councillor Wooldridge

R1046/19/11/18 THAT Bylaw No. 11499 be adopted.

Carried

5.2 Gramiak Rd 535, BL11949 (Z19-0062) - Barry and Doris Marciski

Moved By Councillor Donn/Seconded By Councillor Sieben

R1047/19/11/18 THAT Bylaw No. 11949 be adopted.

Carried

6. Non-Development Reports & Related Bylaws

6.1 Transportation Master Plan Options Development

Staff:

- Displayed a PowerPoint Presentation providing an overview of the projects, policies and programs under consideration for the Transportation Master Plan as well as investment packages and responded to questions from Council.

Moved By Councillor Wooldridge/Seconded By Councillor Donn

R1048/19/11/18 THAT Council receive for information, the report from the Strategic Transportation Planning Manager dated, November 18, 2019 regarding draft options for the Transportation Master Plan (TMP).

Carried

6.2 Community Trends Report 2019 - Impacts of the Sharing Economy

Staff:

- Displayed a Power Point Presentation outlining the Sharing Economy Impacts from the 2019 Community Trends report and responded to questions from Council.

Moved By Councillor Donn/Seconded By Councillor DeHart

R1049/19/11/18 THAT Council receives, for information, the report from the Planner Specialist dated November 25, 2019, with respect to Kelowna's 2019 Community Trends Report.

Carried

6.3 Okanagan Rail Trail Status Update

Staff:

- Displayed a slide outlining the proposed Master Plan Principles and activities of the Okanagan Rail Trail Committee.

Moved By Councillor Wooldridge/Seconded By Councillor DeHart

R1050/19/11/18 THAT Council receives, for information, the report from the Manager, Development Engineering dated November 18, 2019, with respect to the Okanagan Rail Trail – Status Update;

AND THAT Council endorses the project principles that will guide the development of the Okanagan Rail Trail Master Plan.

Carried

7. Bylaws for Adoption (Non-Development Related)

7.1 BL11954 - Amendment No. 35 to Airport Fees Bylaw 7892

Moved By Councillor Donn/Seconded By Councillor Sieben

R1051/19/11/18 THAT Bylaw No. 11954 be adopted.

Carried

8. Mayor and Councillor Items

Councillor DeHart:

- Spoke to their attendance at the JCI Luncheon last week with the Mayor.
- Spoke to their attendance at the Chamber of Commerce luncheon regarding the economic outlook in 2020.

Councillor Sieben:

- Spoke to their attendance at the Hotel Eldorado Innkeepers Fund Raising Gala in support of KGH.

Councillor Singh:

- Acting as Deputy Mayor this month and spoke to attending the 25 Year Memorial for Mindy Tran.

Councillor Wooldridge:

- Spoke to their attendance at West Kelowna's Multi Sport Dome Grand Opening.
- Spoke to their attendance at the Drag Queen Story Time at the Okanagan Regional Library.
- Spoke to their attendance at the Taste of Japan organized by the Kelowna-Kasugai Sister City Association held at Dr. Knox Middle School.

Councillor Given:

- Congratulated organizers of the International Indigenous Tourism Conference held in Kelowna last week.

Mayor Basran:

- Thanked the hosts of UBC Okanagan for a great meeting.

9. Termination

This meeting was declared terminated at 8:22 p.m.

Mayor Basran

/acm

City Clerk

Report to Council



Date: November 25, 2019

To: Council

From: City Manager

Subject: Griffiths and Pollard RCMP and Police Services Resource Review

Department: Deputy City Manager, Operations

Recommendation:

THAT the Griffiths and Pollard RCMP and Police Services Resource Review – Executive Summary dated November 2019 be received as information.

AND THAT staff report back to City Council in the new year with a strategy to deliver RCMP and Police Services needs over the next 5 years.

Purpose:

The consultants will present the findings of the RCMP and Police Services Resource Review. The purpose of this report was to conduct a review and develop a new 5 Year plan for 2020 to 2025 including support services delivered by civilian staff in Police Services. In addition to proposing future resourcing needs and advice on delivering policing services more effectively and efficiently, the consultant will comment on the results expected and achieved by adding resources proposed by the Prosser Report in 2012.

Background:

The Prosser Report identified policing needs over a 5-year period; 2012 to 2017. The Prosser Report identified hiring 35 members over that time. The City of Kelowna resourced 29 members during that time but resourced an additional 11 members during 2018 and 2019.

Since the Prosser Report in 2012, our environment has changed. Our population has increased by 15,000 residents and the opioid crisis has swept across North America, including Kelowna. Our consultant was also asked to pay attention to our significant influx in tourists which is in the order of 2 million visitors annually and most visit between May 1st and October 1st each year. Comparing us to similar population sized cities is not applicable unless they have a significant tourist population.

Many initiatives are underway to manage and reduce the outcomes of the opioid crisis and help those who can't afford a home or have mental illness. It doesn't matter how many police resources we add, it will not solve the problems of homelessness, mental health challenges or eliminate related crime. These issues need more intense attention from other levels of government. Although 87% of our community feels safe according to our 2018 Citizen Survey, almost half of our community believe

community safety has worsened in the last three years. Property crime has significantly increased, and our experience indicates this is largely due to those who have a drug addiction and need money to buy drugs.

The report outlines the need to add 56 RCMP members and 28 civilian positions. In the new year, staff will prepare a report to City Council in collaboration with the RCMP. The strategy will outline priorities and a financing plan that is affordable for our community. The needs identified here must be assessed in relation to all City requirements. As Provincial funding for housing and support services are expanding through the Journey Home Strategy 's five-year plan to address homelessness we expect to see fewer resourcing needs in this area.

Some policing needs will be addressed during the 2020 Provisional Budget. Our community has told us that community safety is their top priority and we are committed to addressing this community priority in a financially responsible manner. Staff propose to complete a Community Safety and Well-being Strategy which will also be considered at the 2020 Provisional Budget.

Internal Circulation:

RCMP Superintendent
Divisional Director, Human Resources and Community Safety
Community Safety Director

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:

Joe Creron
Deputy City Manager, Operations

KELOWNA RCMP AND POLICE SERVICES RESOURCE REVIEW

EXECUTIVE SUMMARY

Curt Taylor Griffiths, PhD

Nahanni Pollard, PhD

Joshua J. Murphy, MA

and

Brent Jette, BA

Curt T. Griffiths, Ltd.

Prepared for the City of Kelowna

November 2019

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LIST OF ABBREVIATIONS

ACT	Assertive Community Teams
AOT	Assertive Outreach Teams
CAD	Computer-aided dispatch
CSO	Community safety officer
ERT	Emergency Response Team
GD	General duty
ICE	Internet child exploitation
ME	Municipal employee
OT	Overtime
PACT	Police and Crisis Team
POP	Problem-oriented policing
SRO	School resource officer
WSO	Watch support officer
YLW	Kelowna International Airport

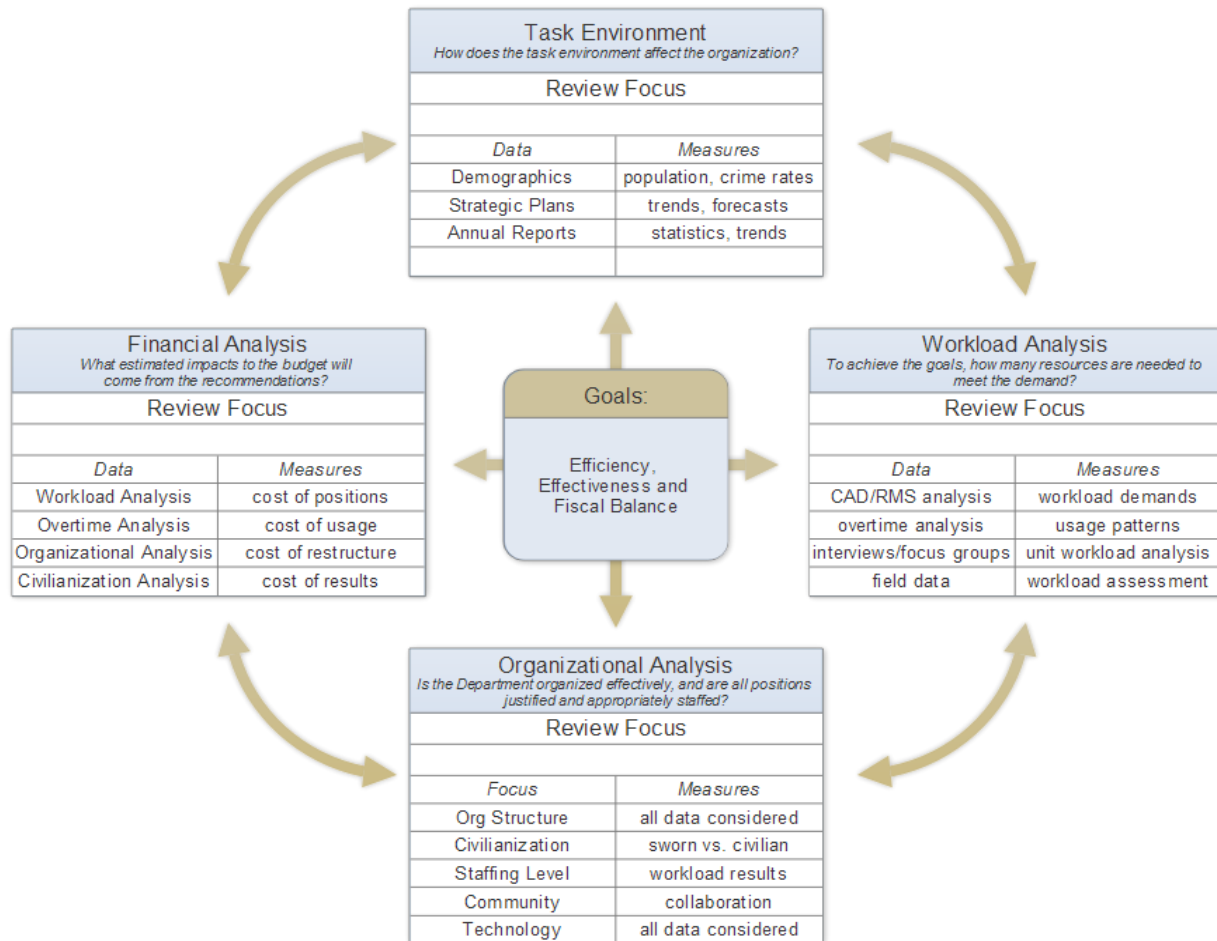
INTRODUCTION

The general objectives of a resource review are to identify the mandate (purpose, goals, and objectives), resources, structure, work (tasks and flow), and internal processes (i.e., work allocation, performance management, and reporting) that either hinder or facilitate the current effective and efficient delivery of police services in a municipality. The results of these reviews can provide direction for the reallocation of existing resources, changes in work tasks and work flow, and the identification of gaps in capacity that require additional resources.

The basic premise of a resource review is that police services must demonstrate current resources are being used as effectively and efficiently as possible and that any additional resources can only be effective if deployed within a best practice, evidence-based service delivery framework. The results of a review can provide direction for the reallocation of existing resources, changes in work tasks and work flow, and the identification of gaps in capacity that require additional resources. The findings will also facilitate the identification of resources that will be required to meet the demands placed on the Kelowna RCMP and Police Services in the future.

The framework used for the review is presented in Figure 1.

Figure 1: Framework for the Resource Review



The project framework facilitated the collection of extensive qualitative information through interviews, focus group sessions, field observations, and an analysis of the detachment's computer-aided dispatch (CAD) data (see

Figure 2).

Figure 2: The Multi-Method Approach



POLICING IN THE EARLY 21ST CENTURY

The complexity of the police role has increased exponentially during this time. Police officers in the early 21st century are highly trained, multi-skilled professionals who have a broad range of demands placed on them. They must be able to deal with at-risk and vulnerable groups, cultural and ethnic minorities, newcomers, and Indigenous peoples in a broad range of contexts. Police officers are often de facto psychologists, mediators, and problem solvers who are in near-continuous contact with the public.

A large portion of police work involves officers restoring order in situations of conflict without resorting to the criminal law. Patrol or general duty officers, for example, are involved in a myriad of activities that are not directly related to law enforcement yet play a critical role in reassuring community residents and ensuring that communities are safe and secure.

Police officers are involved in developing and sustaining partnerships with the community, taking initiatives to improve the quality of life in communities and neighbourhoods, providing reassurance to community residents, and conducting outreach to communities of diversity. This includes Indigenous people, newcomers and refugees, people in communities of diversity, and those who are vulnerable and at-risk.

The Mental Health of Sworn Officers and Civilian Employees

In recent years, there has been an increasing focus on the mental health of the police and other first responders and the extent to which these personnel suffer from occupational stress injuries. These injuries may be physical and/or mental and are a consequence of their organizational and operational experiences on the job. The effects of stress experienced by police officers range from minor annoyances (which can be managed) to alcohol or drug addiction and suicide.

Occupational stress injuries can affect the officer, his or her family, and the officer's performance on the job. Self-care and mental health are increasingly core components of police recruit and in-service training programs. The nature and extent of the stressors faced by sworn and civilian

members in a police service may be related to the level of resourcing and/or how existing resources are being deployed and utilized.

The Mandated and Assumed Responsibilities of the Police

The police must address both their mandated and assumed responsibilities. The *mandated responsibilities* include the tasks assigned to the police by legislation, and the various provincial and territorial police acts, and regulations and policies formulated by government. Police services are also responsible for adhering to provincial policing standards and regulations. The *assumed responsibilities* are those that are a consequence of community expectations, the expansion of police activities due to the above-noted downloading, recommendations of task forces and commissions of inquiry, and the policies of individual police agencies as set out in strategic plans and documented in annual reports, among others.

Assessing Police Effectiveness

Any discussion of police resources must consider the issue of how effective a police service is given the resources it is provided. A key issue surrounding the operation of police services is how to measure performance. Performance measurement can be taken to mean the collective actions taken by a police service to assess the efficiency and effectiveness of its activities and interventions.

A fundamental premise is that the lived experiences of all of the stakeholders are important and that there is a wealth of information and experience that can be tapped to determine not only the challenges that face the detachment, the municipal government, and the community, but also to identify opportunities for more effective responses going forward.

The Policing Environment

The operations of the Kelowna RCMP cannot be considered in isolation from the community in which the police carry out their mandate and the issues that are present in the community. Determining the current and required resources for the detachment is one part of the equation;

the second part is ensuring that any additional resources that are provided to the detachment are maximized. This is best done by considering the police to be only one of several key stakeholders.

REVIEW FINDINGS AND RECOMMENDATIONS

The materials gathered during the review revealed a number of key issues that confront the city and the detachment. These also present opportunities for the detachment, its current and potential partners, and for the community. The overall finding was that the detachment does not have sufficient resources in a number of key areas. This has a significant impact on the detachment's ability to ensure the safety and security of the community and it places sworn members and civilian personnel at risk with respect to their mental health and operational fatigue and burnout.

The specific findings of the study and the recommendations that flow from them are set out in the Tables 1 to 22 below. Some of the findings and recommendations will require additional staffing, both sworn and civilian positions. Municipal council should decide the timing of the funding for the recommended positions. At council's discretion, these positions could be phased in over a period of time; however, in a number of areas discussed in the report, the need for additional staffing is immediate.

Table 1: Review Findings & Recommendations – The Policing Environment

FINDINGS	RECOMMENDATIONS FOR THE DETACHMENT
A distinguishing feature of the policing environment is the arrival of nearly 2 million guests during the holiday season, June–September. This contributes to the already heavy workload of the officers and civilian support staff.	Include reassurance policing and high-visibility policing in key features of the policing model in Kelowna.

<p>Drugs, homelessness, and mental illness place increasing demands on the detachment, its officers, and civilians.</p>	<p>Expand the detachment’s capacity to engage in collaborative partnerships with NGOs and other agencies and services to effectively respond to the needs of this vulnerable and at-risk population. This includes partnerships with other agencies in initiatives such as the Assertive Community Teams (ACT) and Assertive Outreach Teams (AOT).</p> <p>On the other hand, the detachment should resist being drawn into resource-intensive areas that are within the mandate of the provincial and federal governments except on a collaborative basis with additional resources.</p>
<p>As of mid-Summer 2019, there were no residential treatment beds for adults or youth in Kelowna or surrounding communities.</p>	<p>Join with the City of Kelowna and other service providers to advocate for the development of services for at-risk and vulnerable populations.</p>

FINDINGS	RECOMMENDATIONS FOR THE DETACHMENT
The property crime rate in Kelowna is exceptionally high, driven in large measure by drugs/addiction and homelessness.	In collaboration with the city, service providers, and community stakeholders, develop a community safety and well-being plan that sets out collaborative strategies for addressing the issues of at-risk and vulnerable people.
During the time period 2014–2018, there was a significant increase in Priority 1 calls for service related to suicide (+117%) and for mental health (+151%). These figures reflect the increasing demands for service being made on the detachment by mental-health-related incidents.	Participate in ACT and AOT and the municipality should work with the provincial government to develop programs and services for people with mental health issues.
During the time period 2014–2018, there was a significant increase in Priority 3 calls for service for “Unwanted Person” (+170%) and “Suspicious Person” (+68). The majority of these calls are related to disorder in the Downtown Core.	Request the City of Kelowna develop a community safety and well-being plan that includes a strategy for addressing the long-term needs of at-risk and vulnerable people.
The pattern of demands for service is that the majority of calls come during the day, although the more serious calls for service are at night.	Maintain the current shifting structure but increase the size of the patrol teams. This will serve to offset the quantity of calls during the day and the severity and increased resources per call necessary at night.
There is a May–September tourist-related surge in calls for service, with a high number coming in during the day and on the weekends.	Utilize a tiered-policing arrangement to ensure there are sufficient resources during the surge. This may, for example, include specialized weekend teams on a fixed shift assigned on overtime Thursday to Saturday, 1500-0300.
There are significant calls for assistance that Kelowna RCMP provides resources for, many of which are covered under service agreements for areas directly bordering the city.	Calls for assistance should be closely monitored for the impact on detachment resources. Consider whether a zone response model is appropriate given the nature and frequency of these assistance calls.

Table 2: Review Findings & Recommendations – Policing in Kelowna

FINDINGS	RECOMMENDATIONS FOR THE DETACHMENT
The sworn members and civilian employees in the Kelowna detachment are dedicated professionals who, in many instances, are unable to meet the service demands placed on them.	Make every effort to provide the sworn members and civilian employees with the resources and strategies they need to be successful.
There is some question as to whether the initiatives taken by the detachment to date have had an appreciable impact on crime prevention and crime response. This is due, in part, to the absence of a framework for community-based strategic policing, gaps in capacity, and the lack of linkages between police activities and other initiatives in the community.	<p>Develop a community-based strategic policing plan to ensure that existing and future resources are utilized to maximum effectiveness and efficiency.</p> <p>This plan would be one component of a community safety and well-being plan. The detachment's Crime Reduction Strategy should be a component of the community policing plan.</p> <p>Ensure an evaluative framework to assess effectiveness accompanies all aspects of this plan, with a timeline for report backs.</p>
A lack of resources to effectively respond to increasing service demands may have a significant impact on the mental health of sworn members and civilian staff.	<p>Provide sworn members and civilian support staff with the necessary resources to respond to the demands for service that have been documented in the report.</p> <p>Pay particular attention to ensuring the mental wellness of sworn and civilian members of the detachment.</p>
Although the detachment enjoys the support and confidence of the community, this may be at risk if crime rates keep increasing. All communities have a tipping point at which residents feel unsafe and are concerned about the ability of the police to keep them safe.	Explore initiatives that the detachment, in collaboration with community stakeholders, can implement to increase citizens' feelings of safety and security and their trust and confidence in the police.

Table 3: Review Findings & Recommendations – Community Safety and Well-Being

FINDINGS	RECOMMENDATIONS FOR THE DETACHMENT
The City of Kelowna does not currently have a community safety and well-being plan. This results in the police, agencies, NGOs, private sector, and community stakeholders operating in silos and without the benefit of collaborative partnerships.	Develop a community safety and well-being plan in collaboration with the City of Kelowna and other community stakeholders.

Table 4: Review Findings & Recommendations – Community Policing

FINDINGS	RECOMMENDATIONS FOR THE DETACHMENT
The detachment currently does not have a community policing strategy that sets out how resources will be maximized to improve the delivery of policing services and how police efforts interface with those of community stakeholders and provincial agencies.	Develop a community policing plan that includes prevention, enforcement, and the identification of current and potential collaborative partnerships. This strategic plan should be a component of a larger community safety and well-being plan.
The detachment does not have a robust community policing section, composed of sworn and civilian members. Although a corporal and constable have been assigned to do proactive beat policing, this falls far short of the capacity in comparably-sized departments and detachments in the province	Arrange for funding to be provided for 4 neighbourhood police officer positions to focus on community engagement and community policing. There are several models that could inform this, including the former Neighbourhood Empowerment Teams in the Edmonton Police Service and the Toronto Police Service Neighbourhood Police Officer program. Assign these officers to specific geographic areas of the city for sufficient periods of time to facilitate the development of police–community partnerships and neighbourhood-specific programs and interventions.
The Downtown Core and other neighbourhoods would benefit from increased police visibility. Foot patrols are a way to accomplish this. Properly deployed foot patrols can provide increased police visibility resulting in reassurance policing; the project team suggests that foot patrol be deployed in different areas of the city, not solely in the Downtown Core.	Obtain funding for 6 sworn officer positions in foot patrol. These officers should commit to the foot patrol for an extended period of time and be selected for their interest in community engagement as well as enforcement, have good communication skills, and understand the importance of trauma-informed policing and procedural justice policing.
Currently, the civilian personnel involved in community policing do not have time to effectively recruit and manage volunteers who are an important part of the model.	Secure funding to hire 1 volunteer coordinator.

Table 5: Review Findings & Recommendations – Detachment Resources

FINDINGS	RECOMMENDATIONS FOR THE DETACHMENT
The Kelowna RCMP detachment is currently under-resourced both with respect to sworn members and civilian employees. This impacts the ability of the detachment to respond to service demands from the community, to develop strategic partnerships with the community, and to implement and sustain effective crime prevention, crime attack, and crime response strategies.	Allocate additional sworn and civilian personnel to specific areas as required. These are documented in the report

Table 6: Review Findings & Recommendations – Responding to Calls for Service

FINDINGS	RECOMMENDATIONS FOR THE DETACHMENT
The Kelowna RCMP detachment is experiencing increased calls for service. Given the growth projections for Kelowna and the increasing numbers of tourists who come to the city, it is likely that the demands on the detachment will continue to increase.	Ensure that existing and any additional resources are effectively and efficiently utilized. This requires that the detachment put in place systems and protocols to assess performance of sworn and civilian staff as well as program and deployment strategies on an ongoing basis.
Currently, the communications centre dispatches most calls for service. Save for Priority-4 calls, there appears to be limited triaging of lower priority calls to determine if and how they are responded to. One consequence of this is that patrol officers have very little proactive time to engage with community residents and conduct problem-solving policing.	Establish a standardized and consistent system for triaging lower priority calls for service. This could include the creation of watch support officers (WSOs) and community safety officers (CSOs) in a tiered policing arrangement.
Kelowna patrol officers have an average response time of approximately 8 minutes to Priority -1 calls for service, which is generally within the range of accepted practice for police services. However, analysis of the CAD data revealed 12% of Priority-1 calls for service are responded to by a single patrol officer. This raises significant safety and liability issues.	Allocate additional positions in patrol to alleviate this situation.
In 2018, patrol officers responded to a large number of abandoned 911 calls. Responding to these calls places a significant strain on patrol.	Consider an alternate response structure for abandoned 911 calls, perhaps through the use of tiered policing.

FINDINGS	RECOMMENDATIONS FOR THE DETACHMENT
The Detachment responds to a statistically large proportion of calls in the downtown, or Central City subsection. This also includes the significant proportion of both mental health and suicide calls.	Consideration should be given to expanding the zone model to better respond to service demands from the downtown area, while addressing serious demands from outlying areas as well, such as Rutland. This model would be possible only with additional patrol resources recommended in this report.

Table 7: Review Findings & Recommendations – Tiered Policing

FINDINGS	RECOMMENDATIONS FOR THE DETACHMENT
<p>The detachment currently does not have tiered policing, which, if carefully designed, can increase the effectiveness and efficiency of police service delivery. There is little, if any, triaging of calls for service to alternate service delivery models, which results in patrol officers attending minor calls for service that could more efficiently and cost-effectively be handled by non-sworn personnel.</p> <p>The detachment senior management have proposed to create a WSO program to fulfill this function.</p>	<p>The project team supports senior management’s proposal to fund 5 watch support officers (4 WSOs and 1 WSO Supervisor).</p> <p>Assign 1 WSO to each watch to respond to low-priority calls for service, assist with general inquiries from community residents, serve legal documents, and perform a variety of other administrative tasks to free up patrol officers.</p>
<p>Many police services include CSOs as part of their tiered policing model. CSOs respond to low-priority, minimal-risk calls for service. If properly designed and implemented, tiered policing can assist in the effective and efficient use of police resources and can contribute to the safety and security of the community. It is important, however, to clearly define the roles and responsibilities of each tier to avoid mission creep.</p>	<p>Provide support for the detachment to develop a plan for a CSO program. This will involve determining how CSOs interface with the WSOs, by-law officers, and patrol. This will also involve working with relevant partners to develop a training program.</p> <p>Ensure the community policing plan clearly articulate the roles and responsibilities of the personnel in the tiered policing model, including sworn officers, WSOs and CSOs.</p>

Table 8: Review Findings & Recommendations – Patrol

FINDINGS	RECOMMENDATIONS FOR THE DETACHMENT
Understaffing of patrol has a significant impact on the ability of the detachment to respond effectively to the demands for service. Officers have very little proactive time and are in danger of becoming call-takers. This also places the officers at risk of mental health issues.	Secure funding for 24 additional general duty (GD) positions (6 per team). In addition, ensure patrol is assisted by new tiered policing positions, including WSOs and CSOs.

FINDINGS	RECOMMENDATIONS FOR THE DETACHMENT
Kelowna RCMP general duty officers have a much larger file load than their counterparts in other detachments that are policing similar-size populations and have similar staffing levels.	<p>Arrange for funding to be provided for 4 general investigation positions, 1 for each watch, to assist with more complex investigative files and to improve the quality of investigations.</p> <p>These officers, along additional GD members, the WSOs, and the CSOs, should contribute to a reduction in the file load of GD members and increase the quality of investigations.</p>
General duty officers in Kelowna are carrying serious case files, including Internet child exploitation (ICE) and fraud files. This is in sharp contrast to their GD counterparts in other RCMP detachments of similar size. This is in large measure a function of understaffing of specialty units.	Assign additional officers to the investigative units to ensure that GD members are not carrying files of a serious nature that require time and expertise to successfully investigate.
The detachment currently dispatches members to the majority of calls, and even with minor calls for service, they are required to open a file on every call to which they respond. This contributes to a high call load for officers, reduces the amount of time for proactive policing, and limits the ability of GD officers to successfully conclude the files they are carrying in a timely manner.	<p>Develop a more comprehensive system to triage calls for service such that GD officers are not required to attend all lower priority calls for service and to open a file on every call. Possible initiatives include the development of a Telephone Response Team that would respond to minor, less serious calls for service and follow up with complaints and victims. The requested WSOs can also assist with minor calls for service. This may occur for a large proportion of Priority-4 calls; however, it should be expanded to consider some Priority-3 calls as well.</p> <p>The CSOs could also be tasked with responding to lower level calls for service in which the perpetrator is not present. Special constables could also be charged with responding to less serious calls for service and for following up on calls initially handled by sworn members.</p>
Analysis of the CAD data revealed, due to high call and case file loads, GD members, on average, have little proactive time to engage with the community.	Create proactive time by better matching resources to service demands, deploying WSOs and CSOs, and providing patrol-aligned general investigation officers for each watch.

FINDINGS	RECOMMENDATIONS FOR THE DETACHMENT
Patrol officers are currently carrying files involving serious offences, including Internet child exploitation and fraud over \$100,000. This makes Kelowna outliers in comparison with their colleagues in other detachments. Combined with a high file load, patrol officers may not have the time or expertise to effectively investigate these serious offences. This, in turn, may undermine public confidence and trust in the police.	Secure funding for previously-noted 4 general investigation positions, with one officer permanently assigned to each GD watch to assist with the more serious cases.
Due to limited analytical capacities, there is some question as to whether the Kelowna RCMP are intelligence led. There also seems to be little use of problem-oriented policing (POP), a core component of proactive, preventive policing.	Significantly improve the analytical capacities of the detachment, both by hiring additional staff and by ensuring that the analysts have the requisite analytical skills to produce real-time intelligence for patrol members.
Kelowna residents are currently allowed to purchase alarm permits that ensure that a patrol unit will be dispatched to their residence in the case of an alarm. This is a drain on patrol resources, increases response times to other service demands, and inappropriately privatizes a public safety service.	Conduct a review of the Alarm Permit program and include an examination of how other jurisdictions in North America have addressed this issue. Possible options include a cost-recovery scheme from chronic alarm premises and/or using alternative response options.
An analysis of the CAD data revealed the patrol shifts are in general alignment with calls for service.	Increase the number of patrol officers to meet the demands of service and ensure that minimum staffing levels are maintained.
<p>The GD officers who were accompanied on patrol expressed little interest in proactive community engagement or community-focused policing activities.</p> <p>Although GD officers have a workload and are carrying a large number of files, the proactive time that they do have is spent on enforcement-related activities.</p>	<p>Engage with all key stakeholders in the community in the development of a community safety and well-being plan that would include a community policing plan.</p> <p>Concurrently, expect GD officers to engage in proactive community engagement activities when time permits. This includes participating in an “Adopt a School” program.</p>
In mid-2019, the detachment implemented a two-officer foot patrol team. This was effective in addressing issues of crime and disorder and also improved public confidence in the police and facilitate reassurance policing.	<p>Secure additional positions to staff a permanent Beat Team in the Downtown Core, as the impact from two members is extremely limited to point of being inconsequential. Likewise, deploy additional foot patrol resources during the tourist season.</p> <p>Integrate the mandate and activities of the foot patrol team into an overall community policing plan to be developed by the detachment.</p>

FINDINGS	RECOMMENDATIONS FOR THE DETACHMENT
Watch 5 does not seem to have achieved its intended objectives. Two of the members are also members of the Emergency Response Team (ERT) team and are only available, on average, 50% of the time.	Disband Watch 5 as intended by senior management. The proposal to attach investigators and WSOs to each watch will provide a better return on investment.

Table 9: Review Findings & Recommendations – Overtime

FINDINGS	RECOMMENDATIONS FOR THE DETACHMENT
The detachment does not currently report on overtime (OT) information in a manner that easily facilitates analysis and monitoring of its usage. Aggregate data are not useful in determining the nature and extent of OT and the OT drivers. The timing, type, and nature of OT usage on an individual basis is the ideal way to assess trends.	If not already in place, develop a system to capture the date and time of the OT, the member, and unit completing the OT, the nature or reason for the OT (minimums, vacation backfill, extended tour, project, etc.), and who the OT was requested from and the cost centre it is to be assigned to.

Table 10: Review Findings & Recommendations – Detachment Capacities

FINDINGS	RECOMMENDATIONS FOR THE DETACHMENT
Similar to most other detachments and municipal police services, the Kelowna detachment has a limited capacity to assess the effectiveness and efficiency of its operations on an ongoing basis.	<p>With additional analyst positions, develop robust metrics for performance. The four pillars framework set out in the report can inform the development of metrics.</p> <p>Develop a protocol to provide report-backs to the municipal council on the impact of its initiatives generally as well as the additional resources recommended in this report.</p>

Table 11: Review Findings & Recommendations – General Investigations

FINDINGS	RECOMMENDATIONS FOR THE DETACHMENT
<p>There is a lack of capacity in a number of General Investigation sections. This has a significant impact on the ability of the detachment to investigate crime, is a source of stress and potential mental health issues for officers, results in the downloading of serious crime files to GD, and may undermine public confidence and trust in the police.</p> <p>The Domestic Violence Unit, for example, is staffed by one corporal and one constable. These officers are only able to investigate the highest-risk cases; the remainder are sent to GD members.</p>	<p>Increase General Investigations sections by an additional 10 positions, to be allotted to specialty units at the discretion of senior management.</p>
<p>There does not appear to be a tenure policy in place to restrict the amount of time officers can spend in specialized units. This limits opportunities for uniformed officers and may affect officer morale.</p>	<p>Consider developing a tenure policy, particularly since the churn rate through the transfer policy appears to be lower in Kelowna than in other RCMP detachments.</p>

Table 12: Review Findings & Recommendations – Addressing the Needs of at-Risk and Vulnerable Populations

FINDINGS	RECOMMENDATIONS FOR THE DETACHMENT
<p>Similar to their municipal and detachment counterparts across the province, the Kelowna RCMP are responding to an increasing number of calls for service involving at-risk and vulnerable people. This includes individuals who are homeless, mentally ill, and/or addicted. These increasing demands are due, in part, to downloading that has occurred as a consequence of the provincial government failing to provide adequate funding for mental health and social services, housing, treatment, and other services.</p>	<p>Clearly set out the role of the detachment in responding to at-risk and vulnerable populations in a community safety and well-being plan. The police should not be the default service to respond to situations arising due the failure of the provincial government to provide resources and programs for these populations.</p>
<p>The current Police and Crisis Team (PACT) patrol unit is an important component in the response to people with mental illness, but is not sufficient to work on long-term solutions to the issues faced by this population.</p>	<p>Retain the existing PACT unit. Direct additional resources provided for this area toward the established Assertive Community Team (ACT) and the development of an Assertive Outreach Team (AOT) in collaboration with Interior Health. Development of the AOT will require a commitment by Interior Health. The Vancouver AOT model, in which the VPD partners with Coastal Health, can serve as a model.</p>

FINDINGS	RECOMMENDATIONS FOR THE DETACHMENT
Kelowna has limited multi-agency approaches to address the issues of people with mental illness. Although Kelowna has an ACT team, there is no officer assigned full time to the team. This compromises the integrity and effectiveness of the ACT team.	Secure funding for 1 sworn position to be a full-time member of the Kelowna ACT team. In addition, obtain funding for 1 sworn position to be a full-time member of an AOT team, to be developed in collaboration with Interior Health.

Table 13: Review Findings & Recommendations – Community Stakeholders

FINDINGS	RECOMMENDATIONS FOR THE DETACHMENT
The community stakeholders who contributed to the review via interviews and focus groups offered varying perspectives on the challenges and opportunities facing the community.	Involve all community stakeholders in the development of the detachment's community policing plan and the city's larger community safety and well-being plan.
Community stakeholders agreed the detachment sought to address the needs of various segments of the community but were hindered in their efforts by a lack of resources.	Provide the RCMP and Police Services with sufficient resources to support their policing efforts and collaborate with community stakeholders to achieve objectives.

Table 14: Review Findings & Recommendations – Crime Prevention

FINDINGS	RECOMMENDATIONS FOR THE DETACHMENT
Although the detachment does have a crime reduction strategy, there is currently no comprehensive crime prevention plan. These plans are generally a component of a community policing plan.	Ensure crime prevention is a component of community plan, which itself should be a key component of a community safety and well-being plan.
In contrast to comparable municipal and RCMP detachments, the Kelowna detachment does not have a dedicated Crime Prevention Unit composed of sworn and civilian members.	Reconfigure existing resources to form a Crime Prevention Unit.
Due to limited capacity, the Crime Prevention section is unable to engage in proactive initiatives. Its efforts are further hindered by the lack of integration with patrol and specialty unit operations.	Develop a community policing strategy that includes the mandate and role of the Crime Prevention section and identify how it interfaces with patrol and specialty unit operations.
The Crime Prevention Unit does not have access to analytics that would assist them in prioritizing their proactive initiatives and enable them to assess the effectiveness of their strategies.	Secure funding to hire 1 analyst whose work would be dedicated to supporting the detachment's crime prevention efforts (see below).

FINDINGS	RECOMMENDATIONS FOR THE DETACHMENT
<p>The Crime Prevention section is primarily reactive and is generally not integrated into the operations of the detachment or the decision making of the municipal government.</p> <p>The detachment is not currently employing problem-oriented policing methods, a core component of most police services.</p>	<p>Integrate crime prevention as a core component of the to-be-developed community safety plan. Ensure crime prevention is integrated into the policy and operations of the detachment.</p> <p>Adopt problem-oriented policing approaches and integrate these into the policies and operations of the detachment.</p>
<p>The detachment does not have a dedicated Crime Prevention Unit comprised of sworn and civilian members. Recently, a new position has been created of Crime Prevention/Victim Services; however, it is uncertain how the activities of the officer in this position will interface with the Crime Prevention section and the community policing coordinators.</p> <p>Most departments and detachments the size of Kelowna RCMP detachment have a Crime Prevention section composed of sworn and civilian members.</p>	<p>Locate all sworn and civilian crime prevention-related positions in an integrated unit to maximize effectiveness and efficiency.</p>
<p>City departments generally do not consult the Crime Prevention Section for considerations such as Crime Prevention Through Environmental Design and other decisions that can impact crime and disorder in the city.</p>	<p>Establish a protocol in the municipal government that requires all planning decisions and other initiatives that may have implications for crime and disorder to be vetted by members of the Crime Prevention section. If properly implemented, this will reduce crime and disorder as well as calls for service.</p>

Table 15: Review Findings & Recommendations – The School Resource Program

FINDINGS	RECOMMENDATIONS FOR THE DETACHMENT
<p>Research studies have found that School Resource programs can have a significant impact on the quality of life in the school community, improve student and teacher morale, have a positive impact on student behaviour, and are valuable in identifying at-risk youth.</p> <p>The Kelowna detachment's School Resource program is ineffective due to understaffing. For example, one school resource officer (SRO) is responsible for 18 schools. This is exacerbated when you have a vacancy in a SRO position, as you have insufficient SRO positions to share the workload.</p> <p>The detachment's School Resource program is highly valued by school administrators, teachers, and students and should be strengthened.</p>	<p>Secure funding for 5 additional SRO positions. This will provide for 1 SRO per high school plus 2 SROs to cover the elementary and middle schools. In addition, every patrol officer should identify a school that they will attend when available under an Adopt-a-School program.</p> <p>A plan should be in place to avoid vacancies in SRO positions.</p> <p>During the summer, consideration should be given to the having the SROs function as a youth unit.</p>
<p>A key feature of best-practice School Resource programs is that officers remain in the program for a lengthy period of time.</p>	<p>Select SROs who plan to remain in the program for several years and who are not intending to transfer in the immediate future. This should be incorporated into the recommended tenure plan. Officers should be transferred from the SRO program on a rolling basis, e.g. no more than one per year to ensure continuity.</p>
<p>Best-practice School Resource programs involve officers who have a special interest in youth and families.</p>	<p>Select officers for the School Resource program who have a demonstrated interest in working with youth and families.</p>

Table 16: Review Findings & Recommendations – Analytics

FINDINGS	RECOMMENDATIONS FOR THE DETACHMENT
<p>The detachment's Analytics section currently does not have the capacity to play an integral role in the prevention and response to crime. The workload of the Analytics section is not sustainable. Analytics are not fully integrated into all facets of the detachment's operations.</p>	<p>Secure funding to hire an additional 3 analysts, one each to support patrol, crime prevention, and business analysis. With the additional positions, develop a strategic plan that sets out how analytics will be utilized to ensure best practice, evidence-based policing.</p>

The demand for forensic video analysis has grown exponentially. At present, Kelowna detachment relies upon a forensic video analyst in the West Kelowna detachment. When this person is busy or away, video analysis is not completed in a timely manner.

Obtain funding for **1** forensic video analyst position.

Table 17: Review Findings & Recommendations – Civilian Municipal Employees

FINDINGS	RECOMMENDATIONS FOR THE DETACHMENT
The current level of administrative staffing is insufficient to meet demands. This significantly impacts detachment operations and is also affecting the morale and mental health of the administrative staff.	Hire additional full-time administrative personnel in several key areas of the detachment, including the transcription section, exhibits, and disclosure.
Although senior management is focused on mental health issues among sworn and civilian personnel, there is no format for imparting information to support staff. Municipal employees are unable to access the RCMP Employee Assistance Program, as it is restricted to RCMP sworn and civilian members.	Secure resources to develop a training program on mental health for civilian support staff. Ensure this course is delivered by a professional clinician with expertise in mental health issues among first responders.
There is no orientation for new municipal employees (MEs), casuals, or floaters. Several years ago, an administrative staff person began work on an orientation booklet for new civilian support staff. It contained a checklist of what every employee should know and also included where a new employee could go for assistance. This booklet was never completed. This booklet can be a very important part of building a team environment in the detachment.	Provide the time and support for the staff person who did the initial work on the booklet to complete it. This should be a priority for the detachment.
The detachment currently lacks capacity to process files in a timely manner. The requirements have become more onerous due to court decisions (e.g., <i>R. v. Jordan</i> , 2016).	Hire 2 court liaison officers.
The civilian support staff in the detachment reported their union has very little understanding of their job tasks and skill sets. Civilian MEs indicated they are not “on the radar” of their union.	Initiate a dialogue between the civilian support staff and their union about these issues.
A job evaluation survey has not been conducted in the detachment since at least 2011. There are issues surrounding the job descriptions and pay levels of civilian support staff. Personnel in the Records department are paid less than the person who sells tickets at the local swimming pool.	Conduct a job evaluation survey, including a review of the job tasks and pay levels of civilian staff at the RCMP detachment.
Civilian support staff expressed concerns about the lack of succession planning for positions.	In collaboration with civilian personnel, develop a succession plan for civilian support staff.

Table 18: Review Findings & Recommendations – Civilian Support Sections

FINDINGS	RECOMMENDATIONS FOR THE DETACHMENT
Exhibits section: The section is currently understaffed and is experiencing a heavy workload. This contributes to lengthy delays in managing exhibits.	Hire 1 additional position.
Disclosure section: The section is currently understaffed and is experiencing a heavy workload. This is due to legislative changes beyond the control of the detachment.	Hire 1 additional position.
Transcription section: The section is backlogged. The current turnaround time of 90–120 days to complete transcripts is too lengthy and may compromise the timeliness of prosecutions under the <i>R. v. Jordan</i> (2016) decision. This is another example of how legislation has had a significant impact on the resource demands in the detachment.	Hire 2 additional positions.
Crime reviewer section: This section is currently understaffed and is unable to process files in a timely manner. The workload of this section has been significantly impacted by the <i>R. v. Jordan</i> (2016) decision.	Hire 1 additional position.
Police Service Clerks: The general workload of the MEs in the detachment has increased and most units are having difficulty fulfilling their mandates. Floaters, rather than casuals, are the most effective way to maximize the efforts of support personnel, as they can be moved across different sections.	Hire 4 additional floater positions.

Table 19: Review Findings & Recommendations – Public Accessibility to the Detachment

FINDINGS	RECOMMENDATIONS FOR THE DETACHMENT
The front counter at the detachment is not staffed evenings and weekends, which limits public to the detachment. Other comparably sized detachments have hours that extend into the early evening as well as limited hours on the weekend.	Hire 1 police information clerk to allow the front counter to be open later in the evening during the week and for limited hours on the weekend.

Table 20: Review Findings & Recommendations – Kelowna International Airport

FINDINGS	RECOMMENDATIONS FOR THE DETACHMENT
<p>There has been an exponential growth in the number of passengers at Kelowna International Airport (YLW). The total number of passengers flying domestically increased from just over 1.4 million to over 1.9 million during the 5-year period 2014–2018. There were also increases in international passengers during this period of time. YLW is the busiest Class-2 airport in Canada and the largest airport in the region. The growth of passenger and plane traffic is expected to continue and even accelerate.</p> <p>Airports are a major security risk in the contemporary geopolitical environment. YLW is currently staffed with only partial full-time coverage by a sworn officer with the knowledge and training applicable to this environment.</p>	<p>Increase policing resources for the airport to reflect the rise in passenger traffic and ensure future increases in the number of sworn officers at the airport are tied to passenger numbers and have the training and knowledge for this unique environment.</p>
<p>Currently, there is one sworn member assigned to the airport. When this officer is off-duty, a reserve officer or general duty officer assumes the role and responds to calls for service, as required and they need to have the knowledge and training applicable to this environment.</p>	<p>Provide for 1 additional sworn officer position at YLW to ensure adequate coverage.</p> <p>Implementing a tiered policing arrangement including reservists and/or special constables could assist the officers posted to the airport in responding to calls for service.</p>

Table 21: Review Findings & Recommendations – Communication and Media Relations

FINDINGS	RECOMMENDATIONS FOR THE DETACHMENT
<p>A number of the community stakeholders who were interviewed and participated in focus groups indicated noted a lack of sufficient proactive communication between the detachment and the community. It does not appear that the department has a communication strategy to proactively inform the community about the wide range of activities of sworn officers and civilian members. An effective communication strategy can be a key component of building the public's trust and confidence in the police.</p>	<p>Develop a communication plan that includes strategies for proactively informing the community of its activities. Create 1 civilian position to be staffed by a person with expertise in communications and media relations.</p>

Table 22: Review Findings & Recommendations – Crown Counsel

FINDINGS	RECOMMENDATIONS FOR THE DETACHMENT
<p>Although an important component of the resource review, Crown Counsel refused to cooperate with the project team. This was disconcerting, given the important role of the Crown Prosecution Service and its relationship with the police.</p>	<p>Encourage the City of Kelowna to request that the Crown Prosecution Service provide information on its relationship with the Kelowna detachment, including identifying areas of lack of capacity and suggestions for improving case processing.</p>

SUMMARY OF RECOMMENDED POSITIONS

RCMP Sworn

The following sworn positions have been identified based on materials gathered in interviews, focus groups, including community stakeholders, field observations, and an analysis of the detachment's Computer-Aided Dispatch (CAD) data for the years 2014–2018.

Table 23: Recommended Sworn Positions – Summary

<i>Position</i>	<i>Number</i>
<i>Assertive Community Team (ACT) officer</i>	1
<i>Assertive Outreach Team (AOT) member</i>	1
<i>Foot Patrol</i>	6
<i>Airport</i>	1
<i>General Duty</i>	24
<i>General Investigation (Watch support)</i>	4
<i>School Resource Officer</i>	5
<i>Neighbourhood Police Officer</i>	4
<i>Investigations (all units)</i>	10
<i>Total recommended sworn positions</i>	56

The project team would prioritize the positions as follows: General Duty; foot patrol; filling the current School Resource Officer vacancy; assigning an officer to be a full-time member of the Assertive Community Team (ACT); and, Investigations.

Civilian

The civilian municipal employees play a critical role in the operations of the Kelowna detachment and are a vital component in the effective and efficient delivery of policing services. The project team met with the MEs and reviewed a survey questionnaire that was completed by all of the units. The following civilian ME positions are recommended to fill the gaps that were identified from these materials.

Table 24: Recommended Civilian Positions – Summary

Position	Number
<i>Analyst</i>	3 (1 each for patrol, crime prevention, and business analysis)
<i>Volunteer Coordinator</i>	1
<i>Watch Support Officers (WSOs)</i>	5 (1 per Watch and 1 Supervisor)
<i>Forensic Video Analyst</i>	1
<i>Court Liaison Officers</i>	2
<i>Community Safety Officer Program (program development)</i>	1
<i>Exhibits</i>	1
<i>Disclosure</i>	1
<i>Transcription</i>	2
<i>Crime Reviewer</i>	1
<i>Police Information Clerk (Front Counter)</i>	1
<i>Police Service Records Clerks</i>	4
<i>Police Services Exempt Floaters</i>	4
<i>Communications and Media Relations</i>	1
Total Recommended Civilian Positions	28

The project team would prioritize the positions as follows: Watch Support Officers (WSOs); crime analysts; “floaters”; crime reviewer; disclosure; court liaison; transcription; and, forensic video analyst.

SUMMARY

This resource review was framed within the larger context of best-practice and evidence-based policing. The study acknowledged the increasing complexity of the police role, which includes both mandated and assumed responsibilities. The project team then considered the environment in which police services in Kelowna are delivered and the demands that are made on the detachment as a result of court decisions, changes in legislation, training standards, and policy as well as the challenges presented by at-risk and vulnerable people due to addiction, mental health issues, and/or homelessness.

The review proceeded on the basis of two fundamental principles: 1) police services should ensure that existing resources are being used as effectively and efficiently as possible, and 2) new resources should be targeted for specific areas where analysis has revealed there are gaps in service delivery, with metrics to assess the impact of additional resources.

A review of the materials gathered for this report in interviews, focus groups, and field observations, as well as the results of a statistical analysis of the detachment’s data for the years 2014–2018 resulted in the identification of a number of significant gaps in Kelowna detachment’s capacities. The detachment is understaffed on both the sworn and civilian side, resulting in a significant impact on the ability of the detachment to ensure the safety and security of the community. It is also placing the mental health of detachment personnel at risk.


The project team found that the Kelowna detachment has a strong senior management team and dedicated and professional sworn and civilian members. The project team’s overall impression, however, is that time and events have caught up with the City of Kelowna, and municipal and police leadership must address many “big city” challenges.

A key feature of the policing environment is the growing number of at-risk and vulnerable people,

particularly in the Downtown Core. The absence of a strong infrastructure of residential and community-based treatment facilities, programs, and services is a disconcerting feature of the current landscape and have a significant impact on the demands being made on the police.

A community safety and well-being plan, which would include a community policing plan, is required for a coordinated, problem-solving approach to the challenges faced by the city. There are many opportunities to better leverage existing municipal and provincial resources, to identify specific areas where additional funding is required, and to define the parameters of police responsibilities. Developing a community safety and well-being plan as well as a detachment community policing plan would facilitate a move away from reactive interventions to proactive solutions.

The provincial government has a much more substantive role to play in meeting its mandated responsibilities, particularly with respect to addressing the needs of at-risk and vulnerable people. To date, its efforts have been limited and fragmented. It is important that municipal council advocate with provincial authorities to develop partnerships so that the municipality and the detachment do not bear the full cost of developing initiatives for populations whose needs fall under the mandate of provincial agencies. Without substantive involvement and funding from the province, many of the challenges facing the city will continue to fall to the city and to the police, and resource requirements will continue to increase.



KELOWNA RCMP AND POLICE SERVICES RESOURCE REVIEW

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Objectives of the Review

- **Holistic Framework**
- Identify, Evaluate and Make Recommendations:
 - Mandate of the Detachment/Sections/Units
 - Demands, both internal and external
 - Ability to meet demands
 - Effectiveness and Efficiency of Current Practice
 - Identification of Gaps in Capacity
 - Opportunities for Collaborative Partnerships

Key Foci of a Resource Review

- Police services must demonstrate that current resources are being used as **effectively and efficiently** as possible
- Any additional resources can only be effective if delivered within a best practice, **evidence-based** service delivery framework

Data & Information Sources

- Interviews
- Focus Groups
- Ride Alongs
- Best Practices Review
- Public Information and Statistics
- CAD/RMS data (police databases)
- Other internal data (as available)

Sources of Information

- Detachment Management
- Sworn Members in all Units
- Civilian Municipal Employees
- Community Stakeholders
 - *Kelowna Chamber of Commerce*
 - *Journey Home Society*
 - *Downtown Kelowna Association*
 - *Tourism Kelowna*
 - *BC Housing*
 - *Interior Health*
 - *School Districts*

Previous Reports

- Prosser Report (2012)
 - Resulted in addition of a number of officers
 - Impact difficult to determine, given lack of benchmarks and report-backs
 - Report is 7 years old; many of the issues that existed then have grown exponentially
 - Less holistic framework than the current project
- Ipsos (2018)
- City of Kelowna Public Safety & Crime Survey (2019)
- McKinnon (2018)

Context of Canadian Policing

- Impacts of Court decisions
 - Increasing downloading of responsibility
 - Increasing case complexity
 - Diversification of the police role
 - Increasing public expectations vs. de-policing
- Increasing costs
 - New Developments
 - Tiered policing
 - Intelligence-led policing
 - Performance metrics/evaluation
 - Increasing need for partnerships

Mental Health Of Officers and Civilians

- Increasing focus on mental health issues among members and civilians
- On average, **RCMP members score higher** on key scales such as the Maslach Burnout Inventory, the Depression/Anxiety/Social Stigma Scale and PTSD scale
 - Due in part to chronic understaffing of detachments
 - Extent of mental health issues among civilian staff unknown
- **Under-resourcing** a major source of stress for officers and civilian employees

Kelowna Policing Environment

- Fastest-growing city in BC
 - 5th fastest-growing metropolitan area in Canada (growth rate of 1.8% vs. Canadian average of 1.4%)
- The impact of the downtown core
- The impact of tourist season
- Lack of provincial resources/coordinated plan

Kelowna Policing Environment (*con't*)

- Public Safety & Crime Survey (April, 2019)
 - Nearly all residents feel very safe or somewhat safe in their neighbourhood during the daytime
 - Residents in Central Kelowna (69%) are significantly less likely than those in other regions to feel very or somewhat safe in their neighbourhood during the night.
 - Nearly one-quarter (24%) believe property crime rates have increased.
 - Citywide, residents think the most important crime-related problems are breaking and entering/property crimes and drug use (45% and 38% respectively of total residents).

Top 10 Priority 1 Calls

Significant increases across numerous serious incident classes since 2014

Top 10 Priority 1 Calls, all call types	2014	2015	2016	2017	2018	Grand Total
<i>DOMI</i>	444	500	464	532	649	2,589
<i>SUICID</i>	327	388	503	636	710	2,564
<i>MARINE</i>	464	165	192	45	75	941
<i>DISTB</i>	145	183	185	182	208	903
<i>WEAPON</i>	104	117	129	141	192	683
<i>ALARMF</i>	121	108	104	84	119	536
<i>MHA</i>	39	56	66	88	98	347
<i>ASLT</i>	48	67	59	77	65	316
<i>SHOTS</i>	51	51	47	40	73	262
<i>MVIINJ</i>	46	48	55	50	47	246

Top 10 priority 1 calls (% change)

Significant increases in Suicide calls and Mental Health Act calls

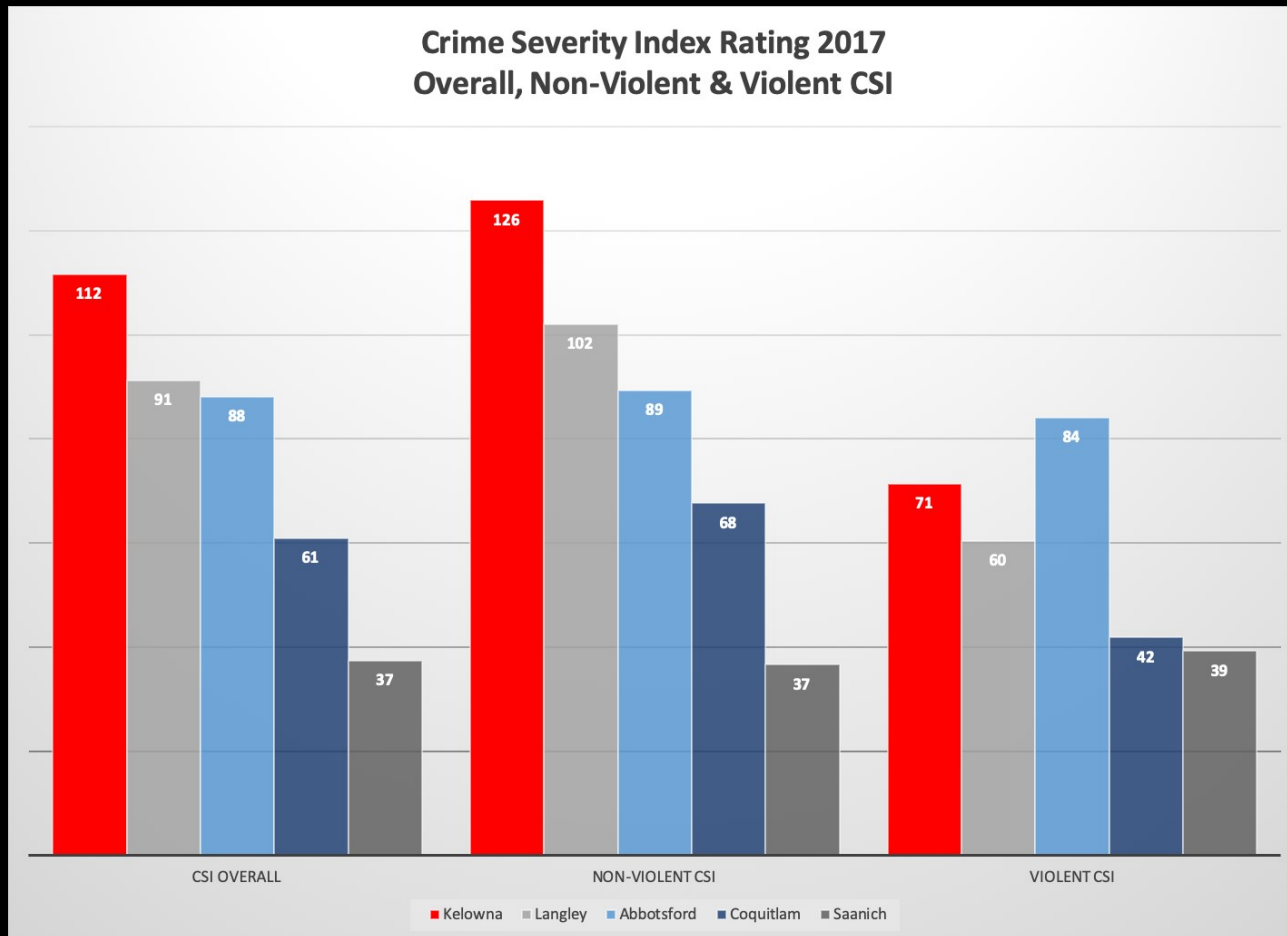
Top 10 Priority 1 Calls, all call types (% change)	2014	2015	2016	2017	2018	% change 2014-2018
<i>DOMI</i>		13%	-7%	15%	22%	46%
<i>SUICID</i>		19%	30%	26%	12%	117%
<i>MARINE</i>		-64%	16%	-77%	67%	-84%
<i>DISTB</i>		26%	1%	-2%	14%	43%
<i>WEAPON</i>		13%	10%	9%	36%	85%
<i>ALARMF</i>		-11%	-4%	-19%	42%	-2%
<i>MHA</i>		44%	18%	33%	11%	151%
<i>ASLT</i>		40%	-12%	31%	-16%	35%
<i>SHOTS</i>		0%	-8%	-15%	83%	43%
<i>MVIINJ</i>		4%	15%	-9%	-6%	2%

Kelowna and Comparison Areas

TYPE OF POLICING	POLICING JURISDICTION	2008	2017	% Change
Independent Municipal	Abbotsford Mun (1)	132,890	145,184	9%
RCMP Municipal	Coquitlam Mun (1)	122,673	150,198	22%
RCMP Municipal	Kelowna Mun	117,722	127,330	8%
RCMP Municipal	Langley Township Mun (1)	102,179	128,524	26%
Independent Municipal	Saanich Mun	112,311	115,864	3%

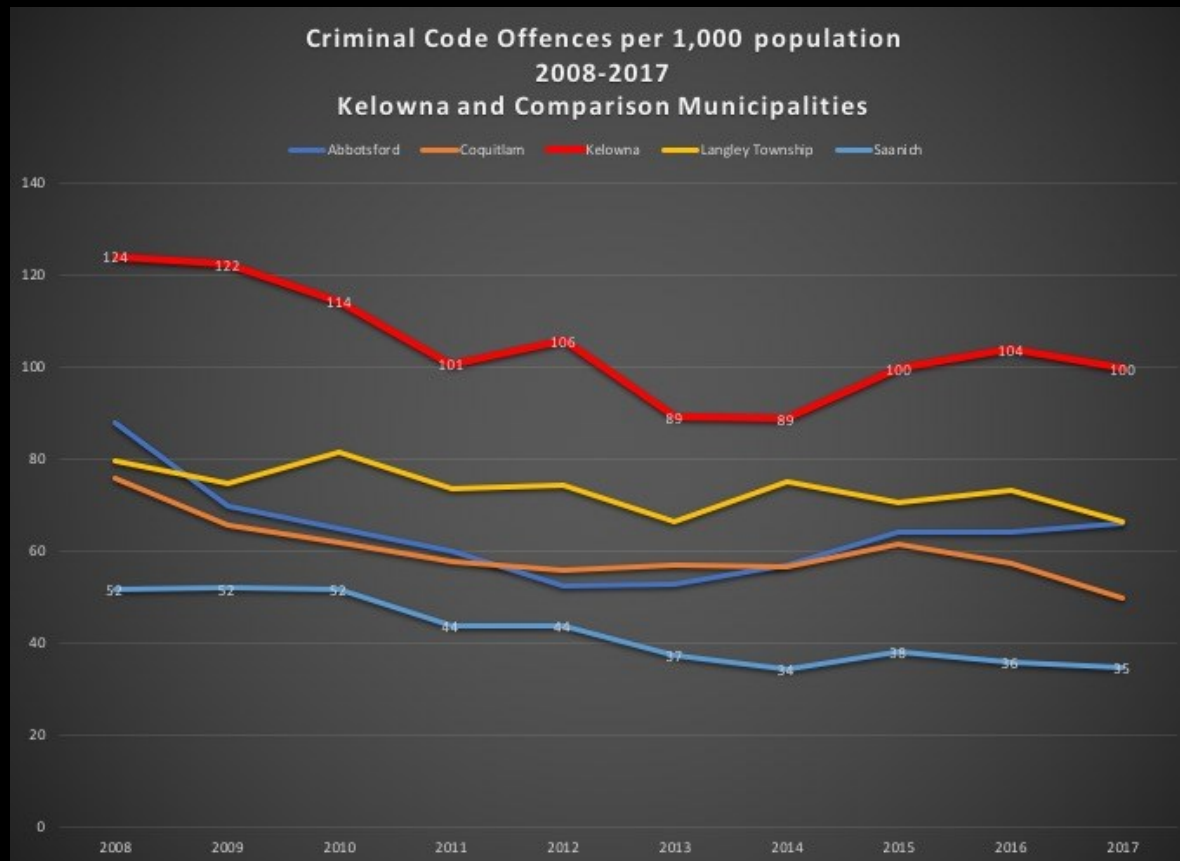
Crime in Kelowna

Kelowna CSI far higher than comparable Detachments/
Departments in BC Overall and Non-Violent CSI



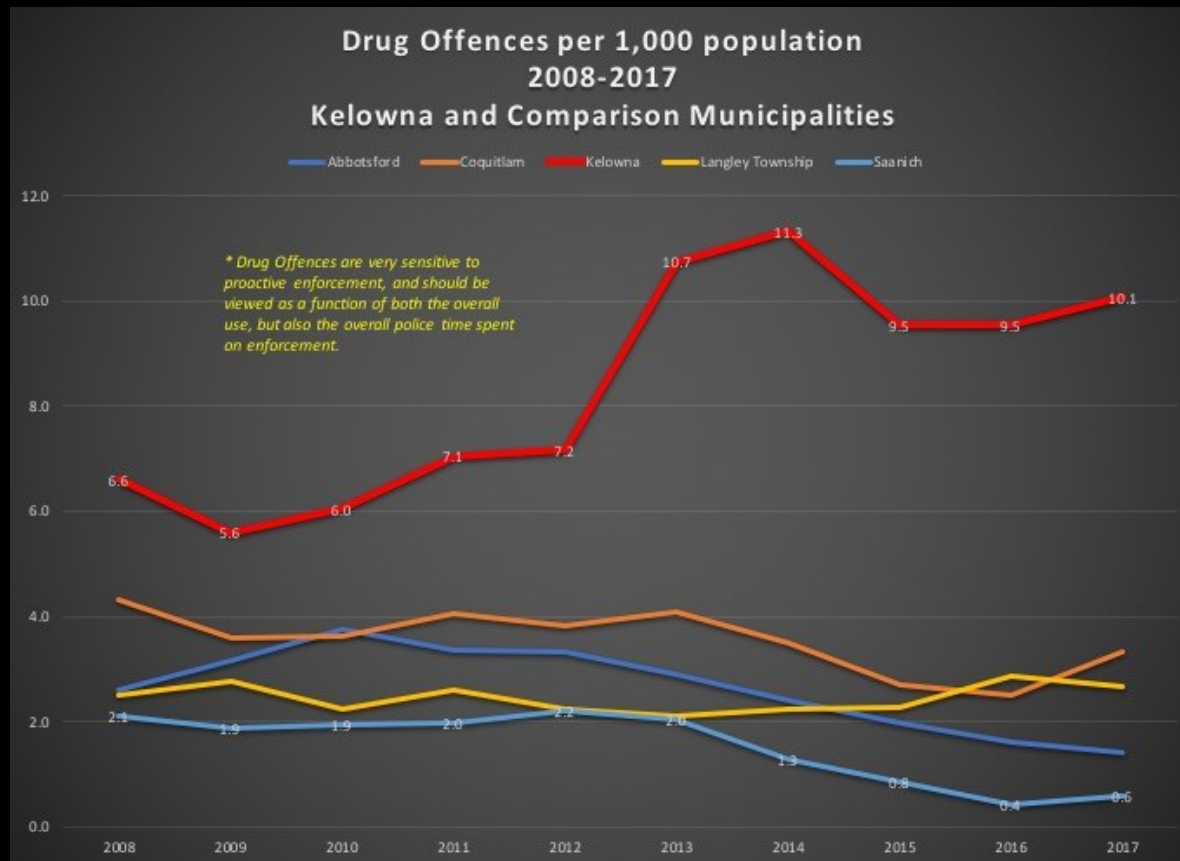
Crime in Kelowna

Has remained high, and above comparison Detachments/
Departments since 2008



Crime in Kelowna

Drug offences are significantly above comparison areas

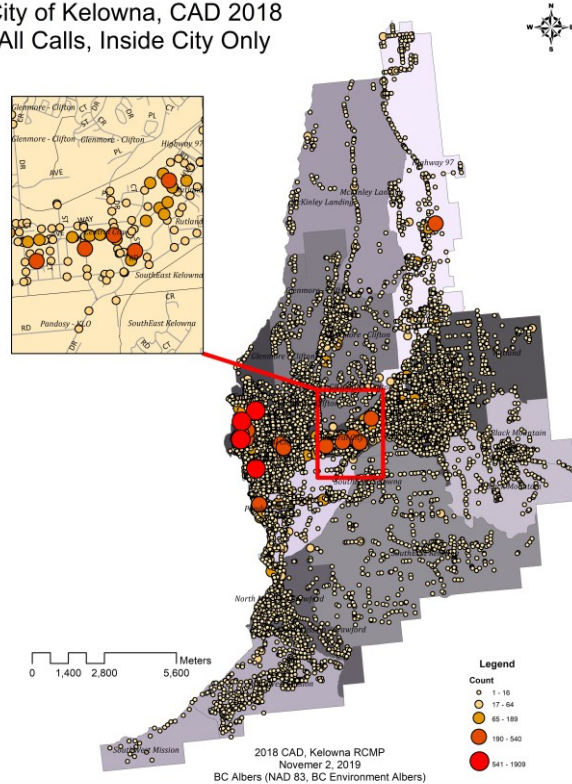


Downtown and Rutland demand the most police response

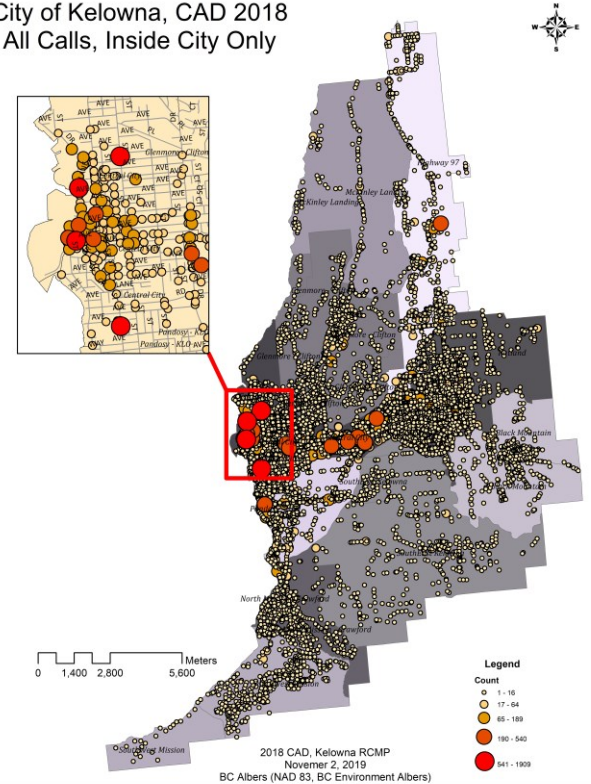


Downtown and Rutland

City of Kelowna, CAD 2018
All Calls, Inside City Only



City of Kelowna, CAD 2018
All Calls, Inside City Only



Community Stakeholders

- Safety/security in downtown/growing street disorder
- Lack of transparency from service providers (BC Housing, BC Health, RCMP) about solutions to concerns
- Concern with lack of treatment beds; need more than supportive housing
- City downloading core municipal services onto business improvement associations

Demands and Responses

General Duty

Demands And Responses

- High demand environment
 - Call load increasing
 - Call severity increasing
 - Most calls dispatched; little triaging
- Lack of detachment capacity to respond
- Deployment of patrol officers does not match the demands for service
- Little to no ability to be proactive or focus on problem solving

- May-August tourist “surge”
- Call impact significant during the day and weekend increases during the “surge”
- dispatched calls, p1-p4 only

	Jan-April							May-Aug							Sept-Dec						
Hour	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat
6 AM	28	32	30	42	40	28	40	47	49	47	59	52	49	52	35	31	36	41	43	30	5
7 AM	41	88	71	53	61	60	65	9	108	113	91	101	84	86	51	81	98	90	84	94	1
8 AM	65	109	103	100	92	97	61	10	104	119	121	136	142	102	56	123	98	128	103	109	12
9 AM	75	117	97	103	104	98	95	122	137	131	135	138	143	116	99	144	119	139	135	135	12
10 AM	89	122	126	117	135	116	100	124	160	153	158	159	159	130	122	149	122	123	144	122	12
11 AM	87	140	133	133	107	116	109	137	168	158	160	156	172	140	123	143	118	145	131	133	12
12 PM	113	143	134	101	129	127	90	126	154	191	161	168	167	144	133	128	135	136	129	120	11
1 PM	109	135	145	123	114	132	117	135	166	179	169	170	158	145	117	145	151	151	112	156	13
2 PM	111	137	154	119	143	158	116	144	180	180	189	188	177	139	131	158	148	154	143	153	12
3 PM	105	133	133	162	140	156	122	131	151	196	198	187	187	140	134	184	178	166	151	186	13
4 PM	125	148	166	132	139	151	141	131	192	191	188	174	209	143	123	159	162	174	160	186	13
5 PM	100	123	141	115	120	138	112	110	164	196	167	173	178	148	101	125	137	130	145	144	13
6 PM	92	130	112	110	103	117	105	112	138	135	154	179	181	159	90	121	116	124	131	107	9
7 PM	106	115	112	119	99	114	111	156	158	144	158	186	204	153	112	151	128	132	116	158	13
8 PM	91	91	102	8	109	115	100	124	123	140	146	168	168	143	100	100	111	124	123	133	12
9 PM	70	96	97	88	118	118	104	125	135	126	136	141	166	143	113	86	113	97	91	130	12
10 PM	38	68	82	30	83	103	106	131	109	136	107	133	143	176	93	95	84	93	7	112	12
11 PM	86	70	63	70	78	92	98	145	117	95	124	112	141	153	108	90	78	67	67	88	12
12 AM	100	70	50	52	48	45	97	162	105	93	97	70	93	135	110	64	52	65	64	55	12
1 AM	80	62	30	40	38	58	107	143	85	64	70	58	84	121	128	51	55	63	49	59	11
2 AM	80	59	30	30	42	55	87	121	56	48	62	58	88	132	104	45	41	34	49	40	9
3 AM	68	33	22	26	19	30	55	80	65	38	41	56	56	70	70	33	34	40	25	61	5
4 AM	48	20	26	18	26	33	44	56	40	27	31	39	38	57	40	21	33	28	27	36	4

Higher frequency of calls during the day; however, more serious calls at night

	Hour	Jan-April							May-Aug							Sept-Dec						
		Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat
PRIORITY 1 CALLS ONLY	6 AM	1%	1%	1%	1%	1%	0%	0%	1%	1%	1%	0%	1%	0%	2%	1%	0%	0%	1%	0%	0%	1%
	7 AM	1%	1%	0%	0%	0%	0%	0%	1%	1%	0%	1%	1%	1%	1%	1%	0%	0%	1%	0%	0%	1%
	8 AM	1%	1%	0%	0%	0%	0%	0%	1%	1%	0%	1%	0%	0%	1%	0%	1%	0%	0%	1%	0%	1%
	9 AM	1%	0%	0%	0%	0%	0%	1%	1%	0%	0%	0%	1%	0%	0%	1%	1%	0%	0%	0%	0%	0%
	10 AM	0%	0%	0%	0%	0%	0%	1%	0%	0%	0%	0%	0%	0%	1%	0%	0%	0%	0%	0%	0%	0%
	11 AM	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
	12 PM	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	1%	0%	0%	0%	0%	0%	0%	0%	1%	0%
	1 PM	0%	0%	0%	0%	0%	1%	0%	0%	1%	0%	0%	0%	0%	1%	0%	0%	1%	0%	0%	0%	0%
	2 PM	0%	0%	0%	0%	0%	0%	0%	1%	0%	0%	0%	1%	0%	0%	0%	0%	0%	0%	1%	0%	1%
	3 PM	0%	1%	0%	0%	1%	0%	1%	1%	0%	1%	1%	1%	0%	0%	0%	0%	0%	1%	0%	0%	1%
	4 PM	0%	0%	1%	0%	1%	1%	1%	0%	1%	1%	1%	1%	1%	0%	1%	0%	0%	0%	0%	0%	1%
	5 PM	0%	1%	1%	1%	1%	0%	0%	1%	0%	0%	1%	0%	1%	1%	1%	1%	1%	1%	0%	1%	1%
	6 PM	0%	1%	1%	0%	0%	0%	1%	0%	1%	0%	1%	0%	1%	1%	0%	1%	1%	0%	1%	1%	1%
	7 PM	1%	0%	1%	1%	0%	0%	0%	1%	0%	1%	1%	1%	0%	1%	0%	1%	0%	1%	1%	1%	1%
	8 PM	1%	0%	0%	1%	1%	1%	1%	1%	1%	1%	0%	1%	0%	0%	1%	1%	0%	1%	0%	0%	0%
	9 PM	1%	0%	1%	0%	1%	0%	0%	0%	1%	1%	1%	0%	1%	1%	1%	0%	1%	1%	1%	1%	1%
	10 PM	1%	1%	1%	1%	1%	1%	1%	0%	0%	0%	1%	1%	1%	1%	1%	1%	2%	1%	2%	1%	1%
	11 PM	1%	1%	2%	1%	0%	1%	0%	0%	1%	0%	0%	0%	0%	1%	1%	1%	0%	1%	0%	0%	1%
	12 AM	1%	1%	1%	1%	1%	0%	1%	1%	1%	1%	0%	2%	1%	1%	1%	1%	1%	0%	1%	1%	1%
	1 AM	1%	0%	1%	1%	0%	1%	1%	1%	1%	1%	0%	1%	1%	1%	1%	0%	1%	1%	1%	1%	1%
	2 AM	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	0%	1%	0%	1%	1%	0%	0%	1%
	3 AM	0%	1%	1%	1%	1%	2%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	0%	1%	1%	1%
	4 AM	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	0%	1%	0%	1%	1%	1%	1%	1%	0%	1%	1%
	5 AM	1%	1%	0%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	0%	0%	1%
	Total		0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Period Total		100%							100%							100%						

Demands And Responses (con't)

- PACT patrol unit effective as initial response
 - Need additional multi-agency team for long-term problem-solving for individuals
- 12% of Priority 1 calls for service attended by a single officer and increasing since 2015
 - Indicates insufficient officers for back-up
 - Safety/liability issues/Mental health issues

Demands And Responses (con't)

- Current patrol staffing is not in line with 1) call load; 2) file load average; or 3) comparison regions
- Members carry an average caseload of 66 files per authorized member (patrol and investigations); in contrast, municipal officers carry an average of 32 files per authorized officer

General Duty

- Chronic Understaffing
 - *“Six years ago, 16 Constables hit the road every shift. They did regular roadblocks and had proactive time to do other things as well. Now, we’re lucky to get 11 or 12 officers on the road and **there is no proactive time.**”*
- Concerns with Officer Mental Health
 - *“We can’t fill the watches, in part, due to burnout.”*
 - *“Members are getting overworked and stressed.”*
 - *“**75% of my unit has mental health issues due to overwork and burnout.**”*

The By-Law Officers

- Provide an order maintenance presence in the downtown core
- Can be a valuable component of tiered policing
- Important to set strict parameters on activities/authorities
 - Issues of public safety and municipal liability
 - Guard against “mission creep”
- Training/supervision/interface issues

Staffing Calculation

General Duty

Response Times & Service Times

	Priority 1	Priority 2
<i>Time in Minutes</i>	<i>N = 1,576</i>	<i>8,451</i>
Average	8:06	12:11
Median (50th percentile)	5:46	7:50
75% of calls responded to within:	9:41	14:11
<i>2018 only, files with "on scene" time only, and only 9-1-1</i>		

SERVICE TIMES	Priority 1	Priority 2	Priority 3	Priority 4
<i>Time in Minutes</i>	<i>N = 2,312</i>	<i>16,141</i>	<i>21,077</i>	<i>3,279</i>
Average	1:21:26	50:53	47:44	38:02
Median (50th percentile)	1:03:47	31:42	30:24	22:42
75% of calls cleared within:	1:46:26	1:04:06	57:53	46:56
<i>2018 only, files with "on scene" time only, all receipt types</i>				

Percentage Unallocated Time

When GD is deployed at
minimums (which is most of
the time)

When deployed at minimums...			
HOUR	total average time needed	time per member on shift	% of Proactive Time
12 AM	8:14:19	0:41:12	32%
1 AM	7:59:28	0:39:57	35%
2 AM	7:16:39	0:36:23	40%
3 AM	6:49:46	0:34:09	43%
4 AM	5:57:04	0:29:45	52%
5 AM	5:13:30	0:26:08	57%
6 AM	6:02:35	0:30:13	50%
7 AM	7:41:59	0:38:30	37%
8 AM	8:45:44	0:43:49	28%
9 AM	9:32:22	0:47:42	22%
10 AM	10:11:46	0:50:59	17%
11 AM	10:22:16	0:51:51	15%
12 PM	10:21:52	0:51:49	15%
1 PM	10:28:35	0:52:23	13%
2 PM	10:47:06	0:53:56	12%
3 PM	11:25:52	0:57:09	5%
4 PM	11:38:47	0:58:14	3%
5 PM	10:27:57	0:52:20	13%
6 PM	9:50:29	0:49:12	18%
7 PM	10:28:14	0:52:21	13%
8 PM	9:44:28	0:48:42	20%
9 PM	9:32:25	0:47:42	22%
10 PM	9:01:39	0:45:08	25%
11 PM	8:46:23	0:43:52	28%

Staffing Calculation GD

To meet current demand, these are the necessary
'roadable' resources

Row	Detail	P1, P2, P3	All Calls	P 1 and 2 only
1	Number of dispatched calls	48,744.0	52,842	22,208
2	Hours per call (median)	1.15	1.15	1.15
3	Call hours per year	56,056	60,768	25,539
4	<i>Proactive Time (50%)</i>	<i>28,028</i>	<i>30,384</i>	<i>12,770</i>
5	<i>Backup Required (50%)</i>	<i>28,028</i>	<i>30,384</i>	<i>12,770</i>
6	Total hours per year	112,111	121,537	51,078
7	Hours per officer per year	1,456	1,456	1,456
8	Minimum Deployed Officers	77	83	35

Recommended Staffing in GD

- This estimate of 104 officers corresponds to the minimum roadable estimate for all calls when factoring in the 70 percent relief factor.
- Therefore, in order to meet the current demand in Kelowna (and presuming it remains constant), the general duty teams should be increased to 26 members (104 overall).
- This would necessitate a net increase of 24 officers to general duty.

Row	Staffing Ratio to Staff 1 Car 24 hours/day, 365 days/year	
1	2	A/B
2	2	C/D
3	4	total
4	2,080	total possible hours per officer
5	8,320	person hours needed
6	1,456	work hours available (70% of total)
7	5.7	officer ratio (x1)
8	18	minimums per 24 hours
9	104	employed officers

Other Units/Work Areas

Shortfalls and Opportunities

Investigations

- The workload of investigators results in serious cases being downloaded to the GD members
- GD members are carrying files that involve serious and complex offences, including ICE (Internet Child Exploitation) and Frauds over \$100,000.00.

“We do not have the ability to investigate historical child abuse cases, since we have new ones coming in all the time.”

“Domestic violence cases: we are only able to take the highest risk domestic violence cases. The mandate of our unit is that we take cases where there is a fear of death or serious violent injury. The cases come from GD; however, if we don’t take the file, we assist GD with the investigation.”

Crime Prevention In Kelowna

- Lack of a comprehensive crime prevention strategy
- Requires
 - Goals
 - Assessment metrics
 - Analytic support
 - Sworn member integration
- Should be an integral part of a community policing plan

Airport Security

- *“Aviation security- security of aircraft, airports and all elements of the aviation sector-is a key component of Canadian national security”*
(Federal Minister of Transport, 2006)
- Exponential increase in passenger/aircraft traffic
- 10th busiest airport in Canada
- Under-policed: currently one officer, 8-hour shift, M-F
- Most common call: **Weapons**

The School Resource Officer Program

- SRO programs, if properly implemented, can be highly successful and provide a good ROI (c.f. Peel Regional Police)
- 5th largest school district in BC
- Currently 3 SROs with as many as 18 schools each
- Delta (BC) PD SRO program good comparable/ best practice model; SRO officers' tenure 3-5 years
 - Delta: 1 SRO per high school; 1 SRO for elementary; patrol officer "adopt a school" program

Analytics

- The workload of the analytics unit is not sustainable
- **Insufficient capacity** to support patrol, investigations, crime prevention, business analysis
- **Limited capacity** for intelligence-led policing and problem-solving analytics, e.g. problem premises; chronic offenders; predictive policing

Civilian Municipal Employees

- Highly dedicated and professional
- Lack of capacity in critical areas, e.g. disclosure, transcription, exhibits
- Staff are overloaded with work
 - Often come into the detachment on evenings, holidays, and weekends.
 - High stress levels and at risk of mental health issues
- Need “floaters” (rovers) rather than casuals

Recommendations

Summary of Sworn and Civilian Positions

Recommendations

The detachment should develop the capacity to assess on an ongoing basis the effectiveness and efficiency of its operations

Report-backs should be provided to municipal council on the impact of any additional resources

The detachment should develop a community policing strategy that would include prevention, enforcement, and partnerships

The detachment can be a major contributor /component of a community safety and well-being plan via the community policing strategy

Recommended Sworn Positions

POSITION	NUMBER
Assertive Community Team (ACT) officer	1
Foot General Duty	6
General Duty	24
School Resource Officer	5
Investigations (all units)	10
<hr/>	
Total recommended sworn positions	56

Recommended Civilian Positions

Position	Number
Analyst	3 (one each for General Duty, crime prevention, and business analysis)
Volunteer Coordinator	1
Watch Support Officers (WSOs)	5 (one per Watch + Supervisor)
Forensic Video Analyst	1
Court Liaison Officers	2
Community Safety Officer Program (program development)	1 (program development)
Exhibits	1
Disclosure	1
Transcription	2
Crime Reviewer	1
Police Information Clerk (Front Counter)	1
Police Service Records Clerks	4
Police Services Exempt Floaters	4
Communications and Media Relations	1
Total Recommended Civilian Positions	28



Questions

REPORT TO COUNCIL



Date: November 25, 2019

To: Council

From: City Manager

Department: Development Planning - Urban

Application: Z19-0071

Owner: BMK 140 Holdings Inc., Inc.No.
BC0748760

Address: 1095 Ellis Street

Applicant: New Town Services

Subject: Rezoning Application

Existing OCP Designation: Mixed Use Residential / Commercial (MXR)

Existing Zone: I4 – Central Industrial

Proposed Zone: C7 – Central Business Commercial

1.0 Recommendation

THAT Rezoning Application No. Z19-0071 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lots 10, 11, 12, 13, 14 District Lot 139 ODYD Plan 6753, located at 1095 Ellis St., Kelowna, BC from the I4 – Central Industrial zone to the C7 – Central Business Commercial zone, be considered by Council;

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

AND FURTHER THAT final adoption of the Rezoning Bylaw be considered subsequent to the outstanding conditions of approval as set out in Schedule "A" attached to the Report from the Development Planning Department dated November 25, 2019.

2.0 Purpose

To consider an application to rezone the subject property from the I4 – Central Industrial zone to the C7 – Central Business Commercial zone to facilitate adaptive re-use of the existing buildings towards retail, and to facilitate future redevelopment of the site.

3.0 Development Planning

Development Planning supports the proposal to rezone the subject property to the C7 – Central Business Commercial zone. The subject property has a Future Land Use designation of Mixed Use Residential / Commercial (MXR) in the Official Community Plan (OCP), which supports the C7 zone. Also, the property is

in the City Centre Urban Centre, which the OCP designates as the highest priority for incorporating a mix of residential and commercial uses, as is accommodated by the C7 zone. In this case, the planned adaptive reuse of the existing buildings towards retail uses is consistent with the vision of incorporating a mix of commercial and residential uses in the area.

In addition, the opportunity to eventually redevelop the site with greater density and a mix of residential and commercial uses, as is permitted under the C7 zone, is consistent with the long-term vision for the area. To reinforce this, the subject property is in an amenity-rich location within walking distance of Knox Mountain; Waterfront Park; Rotary Marsh Park; Sunset Dr. Park; Recreation Ave. Park; the Civic Precinct; and numerous high density residential developments. The WalkScore for the property is 82, as most errands can be accomplished on foot. As such, allowing for more residential density as well as commercial uses to cater to local residents, as is permitted under the C7 zone, is welcome.

4.0 Proposal

4.1 Background

The subject property was formerly the site of the OK Builders Supplies company, but now sits vacant. The property owner plans to lease the existing buildings to a new tenant or tenants with a more retail-oriented focus. Application for a Development Permit is expected once specific tenants are secured and plans are solidified to modify the buildings to accommodate the new tenant(s).

In addition, the owner expects to redevelop the site in the longer term, and seeks to have zoning in place that is consistent with the vision for the area outlined in the OCP, which envisions a mix of residential and commercial uses.

4.2 Project Description

The applicant seeks to rezone the property to C7 – Central Business Commercial. This would allow the existing buildings, which formerly housed industrial uses, to accommodate more retail-oriented uses. In addition, the zoning would allow the site to eventually be redeveloped with greater density and a mix of uses.

The purpose of the C7 zone, as described in the Zoning Bylaw, is to preserve land for the orderly development of the financial, retail and entertainment, governmental, cultural and civic core of the Downtown while also encouraging high density mixed-use buildings. In this particular area, the C7 zone would allow a height of up to 22 m (approximately 6-7 storeys) and a floor area ratio of 9.0.

4.3 Site Context

The subject property is in the north end of the City Centre Urban Centre, approximately 200 m north of the Civic Precinct. The property is surrounded on most sides by industrial properties with a variety of industrial uses ranging from light (warehouses) to heavy (a concrete mixing plant to the south, across Gaston Ave.). The property to the west is zoned C4 – Urban Centre Commercial and is vacant except for a parking garage that is mostly below ground. Though the immediate vicinity contains numerous industrial uses, the area is in the process of transitioning to a mix of residential and commercial uses, as is appropriate for an amenity-rich area in the City Centre in close proximity to the Civic Precinct.

Adjacent land uses are as follows:

Orientation	Zoning	Land Use
North	I ₄ – Central Industrial	Storage Warehouse
East	I ₄ – Central Industrial	Distribution Warehouse
South	I ₄ – Central Industrial	Concrete Mixing Plant
West	C ₄ – Urban Centre Commercial	Parking Garage / Vacant

Subject Property Map: 1095 Ellis St.



5.0 Current Development Policies

5.1 Kelowna Official Community Plan (OCP)

Chapter 1: Introduction

Goals for a Sustainable Future:

Contain Urban Growth – Reduce greenfield urban sprawl and focus growth in compact, connected and mixed-use (residential and commercial) urban and village centres.

Chapter 5: Development Process

Objective 5.3 Focus development to designated growth areas

Policy .2 Compact Urban Form. Develop a compact urban form that maximizes the use of existing infrastructure and contributes to energy efficient settlement patterns. This will be done by increasing densities (approximately 75 - 100 people and/or jobs located within a 400 metre walking distance of transit stops is required to support the level of transit service) through development, conversion, and re-development within Urban Centres (see Map 5.3) in particular and existing areas as per the provisions of the Generalized Future Land Use Map 4.1.

Objective 5.24 Encourage mixed-use commercial development

Chapter 14: Future Land Use

Land Use Designation Definitions

Mixed Use Residential / Commercial (MXR): Developments that provide for commercial floor space on the ground floor or above, with additional potential for residential units above the ground floor. For Urban Centres other than the City Centre, building densities should decrease as the distance from the core of the Urban Centre increases. Other relevant policies include Policy 5.5.1 Building Height and Chapter 17 – Urban Centre definition. Maximum density at the centre of the core would be consistent with zoning as follows: City Centre – C7 zone; Rutland – C7 zone; Pandosy – C4 zone; Midtown – C6 zone; Capri/Landmark – C4 zone.

Chapter 17: Definitions

City Centre (Downtown): A vibrant, amenity-rich area wherein different land uses frequently occur within the same building and almost always occur within any given one block area. City Centres contain a variety of housing types, the presence of which contributes to social diversity. City Centres are highly urbanized environments in which non-automobile forms of transportation are given highest priority. Cars will primarily be parked in parkades, at on-street parking meters, or at small, common surface parking lots. In addition to being a primary tourist and entertainment draw, City Centres will draw people for work, shopping, and recreation from a city population of at least 80,000. City Centres are located at least 2 kilometres from the core of a Highway Centre or Town Centre. Density will decrease as the distance from the core increases.

6.0 Technical Comments

6.1 Development Engineering Department

See Schedule A.

7.0 Application Chronology

Date of Application Received: June 5, 2019

Date Public Consultation Completed: July 11, 2019

Report prepared by: Aaron Thibeault, Planner II

Reviewed by: Laura Bentley, Urban Planning & Development Policy Manager

Reviewed by: Terry Barton, Development Planning Department Manager

Approved for Inclusion: Ryan Smith, Divisional Director, Planning & Development Services

Attachments:

Schedule A: Development Engineering Memo

Attachment A: Applicant Rationale

SCHEDULE

A

This forms part of application

Z19-0071

Planner
Initials

AT



CITY OF KELOWNA MEMORANDUM

Date: October 31, 2019 (Revised)
File No.: Z19-0071
To: Community Planning (AT)
From: Development Engineering Manager (JK)
Subject: 1095 Ellis Street 5 Lots from I4 – C7

Development Engineering has the following comments and requirements associated with this application.

1. General

Road frontage improvements are triggered by this rezoning application. However, Development Engineering will defer the requirements to redevelopment of the site as triggered by a development permit application or building permit application proposing an increase in floor area.

Required road frontage improvements will be determined according to the requirements in the Subdivision, Development & Servicing Bylaw at the time a development permit application or building permit application is received proposing an increase in floor area.

The consolidation of the lots and required road dedications will also be deferred until such time as a development permit application or building permit application is received proposing an increase in floor area.

2. Water

- (a) The property is located within the City of Kelowna service area. The existing lots are serviced with a 19mm diameter water service. Only one service will be permitted to the site or per property. The applicant, at his cost, will arrange for the removal of the existing services and the installation of one new larger metered water service.
- (b) The developer's consulting engineer will determine the domestic and fire protection requirements of this proposed development and establish hydrant requirements and service needs. The bylaw requirement for commercial zoning is 150l/s and is available at the site. If it is determined that upgrades to any other existing water distribution system must be made to achieve the required fire flows, additional bonding will be required.
- (c) An approved backflow protection device must also be installed on site as required by the City Plumbing Regulation and Water Regulation bylaws.

A water meter is mandatory for this development and must be installed inside a building on the water service inlet as required by the City Plumbing Regulation and Water Regulation bylaws. The developer or building contractor must purchase the meter from

the City at the time of application for a building permit from the Inspection Services Department, and prepare the meter setter at his cost

3. Sanitary Sewer

The developer's consulting mechanical engineer will determine the development requirements of this proposed development and establish the service needs. Only one service will be permitted for this development. The applicant, at his cost, will arrange for the removal and disconnection of the existing services and the installation of one new larger service

4. Road Improvements

The driveway letdown on Ellis St. is to be removed and replaced with barrier curb and sidewalk. This work can be done under a third party work order by City Crews. Contact Mike Thomas at Infrastructure Delivery 250-469-8797 for a quote.

5. Design and Construction

- (a) Design, construction supervision and inspection of all off-site civil works and site servicing must be performed by a Consulting Civil Engineer and all such work is subject to the approval of the City Engineer. Drawings must conform to City standards and requirements.
- (b) Engineering drawing submissions are to be in accordance with the City's "Engineering Drawing Submission Requirements" Policy. Please note the number of sets and drawings required for submissions.
- (c) Quality Control and Assurance Plans must be provided in accordance with the Subdivision, Development & Servicing Bylaw No. 7900 (refer to Part 5 and Schedule 3).
- (d) A "Consulting Engineering Confirmation Letter" (City document 'C') must be completed prior to submission of any designs.

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

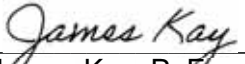
6. Servicing Agreements for Works and Services

- (a) A Servicing Agreement is required for all works and services on City lands in accordance with the Subdivision, Development & Servicing Bylaw No. 7900. The applicant's Engineer, prior to preparation of Servicing Agreements, must provide adequate drawings and estimates for the required works. The Servicing Agreement must be in the form as described in Schedule 2 of the bylaw.
- (b) Part 3, "Security for Works and Services", of the Bylaw, describes the Bonding and Insurance requirements of the Owner. The liability limit is not to be less than \$5,000,000 and the City is to be named on the insurance policy as an additional insured.

7. Charges and Fees

Fees per the "Development Application Fees Bylaw" include:

- (i) Engineering and Inspection Fee: 3.5% of construction value (plus GST).



James Kay, P. Eng.
Development Engineering Manager

JA

ATTACHMENT A

This forms part of application

Z19-0071

Planner
Initials

AT



Applicant Rationale

With the OK Builder's Supply Centre closing down, the owner has lost their anchor (and only) tenant for that building. With several residential towers being built within 1-2 blocks, they are recognizing that the area is transforming and that there is now critical mass to support commercial development in the area (which is consistent with the OCP Land Use Designation). As of right now, the owner would like to utilize the existing building for a deli restaurant, and perhaps a boutique grocery store with a couple of other small commercial CRUs. The owner doesn't have any tenants lined up yet, so the City could expect to see form/character DP applications in the short term future as needed once tenants are secured and their needs are understood. Same goes for building permits.

In the longer term future, the owner may look to redevelop the overall site as a higher density mixed use project, hence the request for C7 vs something like C4. Both zones are consistent with the OCP Land Use Designation, but zoning C7 now will save the owner and the City having to complete 2 zoning processes.

CITY OF KELOWNA
BYLAW NO. 11962
Z19-0071 - 1095 Ellis Street

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 Lots 10, 11, 12, 13, 14 District Lot 139 ODYD Plan 6753, located on Ellis St., Kelowna, BC from the I₄ – Central Industrial zone to the C₇ – Central Business Commercial zone.
2. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first time by the Municipal Council this

Considered at a Public Hearing on the

Read a second and third time by the Municipal Council this

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk

REPORT TO COUNCIL



Date: November 25, 2019

To: Council

From: City Manager

Department: Development Planning & Policy and
Planning Departments

Application: HD19-0001

Owner: Kasmir Felix Domincas
Sandana

Address: 1583 Highway 33 E

Applicant: Chataway, Peter J dba Fine
Home Designs

Subject: Heritage Designation Application 1583 Highway 33 E

1.0 Recommendation

THAT Council defer consideration of a request to add the subject property at 1583 Highway 33 E to the Kelowna Heritage Register;

AND THAT Council direct staff to bring back application HD19-0001 to an afternoon Council meeting once the outstanding legal issues pertaining to the property are resolved;

AND FURTHER THAT the applicant, or their representative, be provided an opportunity to be heard prior to Council debate on the deferral recommendations.

2.0 Purpose

To consider whether to defer the addition of 1583 Highway 33 E to the Kelowna Heritage Register and the designation of 1583 Highway 33 E as a Municipal Heritage building under Section 611 of the Local Government Act.

3.0 Development Planning & Policy and Planning

While Development Planning Staff and Policy and Planning Staff are supportive of the request to add 1583 Highway 33 E to the Heritage Register and the request for the Heritage Designation of the building on the subject property, Staff recommend Council defer consideration of the application until legal issues involving the applicant are resolved. Staff are aware of legal action involving the applicant and subject property, and while these do not involve the City, there is a concern the City may be drawn into these actions should Council consider the heritage register and heritage designation at this time. Staff support the application returning to Council once the outstanding legal issues are resolved.

4.0 Proposal

4.1 Background

The property owner of 1583 Highway 33 E is requesting that the subject property be added to the Kelowna Heritage Register and designated as a municipal heritage building for long-term protection.

Heritage Designation is the legal protection through passage of a bylaw and is a tool often used to achieve long term protection of a heritage building. Heritage Designation travels with the title and must be registered with the provincial Land Titles Office.

In the absence of the Heritage Advisory Committee, 1583 Highway 33 E was evaluated by an external heritage consultant using the [Kelowna Heritage Register Evaluation Criteria](#). The evaluation concluded the property should be added to the Heritage Register – receiving a Group A classification, primarily due to its high scores with historical association and historical pattern.

It should be noted the Official Community Plan Future Land Use designation for the subject property and adjacent properties to the south and west is COMM – Commercial, though they are all currently zoned A1 – Agriculture 1 with residential uses. While the proposal to add the property to the Heritage Register and designate it as a heritage building would limit future redevelopment opportunities, only two other properties in this City Sector are on the Heritage Register and the site is identified to have heritage value and significance.

4.2 Heritage Value and Heritage Character

Constructed between 1908 and 1914, the Felix Casorso House is valued as a reflection of the earliest agricultural development of the Rutland area of Kelowna. Significance lies in the association of this place with the Belgo-Canadian Land Company (BCLC), one of the major early speculative agricultural companies in the Okanagan. The property further possesses significance for its long-term historical association with members of the Casorso family, who were among the first Italian immigrants in the Okanagan Valley.

Aesthetically, the subject house is valued for its vernacular Foursquare design, a trending design in residential architecture in Kelowna and widely popular in-house plan catalogues in the early 1900s. This house is also valued for its long-term ownership pattern, having been owned by only two families since it became privately owned in 1924. The house was purchased from the Casorso family in 1979 by the Sandana family, who have contributed to the agricultural heritage of this place by maintaining its presence as a farm house on the land, and through their fruit growing and raising of livestock on the lands around the home.

4.3 Site Context

The subject property is located in the Belgo – Black Mountain City Sector near the intersection of Hwy 33 E and Loseth Rd and just south of Loseth Park. It is in close proximity to transit routes along Highway 33 E. The property is designated COMM – Commercial, though it is currently zoned A1 – Agriculture 1 and is used as a residence. It is adjacent to the Black Mountain Village Centre. Although there is not a large amount of local commercial sites in the area the property is situated on an active transportation network along Highway 33.

Specifically, adjacent land uses are as follows:

Orientation	Zoning	Land Use
North	RU1 – Large Lot Housing	Residential
East	RM3 – Low Density Multiple Housing	Residential
South	A1 – Agriculture	Agriculture / Residential
West	A1 – Agriculture	Agriculture / Residential

Subject Property Map: 1583 Highway 33 E



5.0 Current Development Policies

5.1 Kelowna Official Community Plan (OCP)

Chapter 5:

Objective 5.7 Identify and conserve heritage resources.

Policy 5.7.2 Heritage Designation. Encourage owners of properties listed in the Kelowna Heritage Register and identified as significant to voluntarily provide long-term heritage protection to their properties through the use of a Heritage Designation Bylaw.

Chapter 9:

Objective 9.2 Identify and conserve heritage resources.

Policy 9.2.1 Heritage Register. Ensure that the Heritage Register is updated on an on-going basis to reflect the value of built, natural and human landscapes.

5.2 Heritage Strategy

Strategy 1 – Preserve and Protect Heritage Resources. Continue to preserve and protect significant heritage resources through the use of protection tools and heritage planning initiatives.

Strategy 5 – Update Heritage Register. Continue to identify the City's significant cultural/natural landscapes, archaeological and built heritage resources.

6.0 Application Chronology

Date of Application Received: June 20, 2019

7.0 Legal/Statutory Procedural Requirements

[Compensation for heritage designation](#) (per s. 613(1)(a) of the LGA):

1) If a designation by a heritage designation bylaw causes, or will cause at the time of designation, a reduction in the market value of the designated property, the local government must compensate an owner of the designated property who makes an application under subsection (2),

(a) in an amount or in a form the local government and the owner agree on, or

(b) failing an agreement, in an amount or in a form determined by binding arbitration under subsection (4).

(2) The owner of a designated property may apply to the local government for compensation for the reduction in the market value of the designated property.

Should the legal action end in favour of the current property owner, and the property owner wishes to pursue voluntary heritage designation, the owner will not be able to apply to the local government for compensation for the reduction in the market value of the designated property.

8.0 Alternate Recommendation

THAT Council direct staff to bring forward a report for consideration to add the subject property at 1583 Highway 33 E to the Heritage Register and to designate 1583 Highway 33 E as a Municipal Heritage building under Section 611 of the Local Government Act.

Report prepared by: Lauren Sanbrooks, Planner II, Policy & Planning
Andrew Ferguson, Planner I, Development Planning

Reviewed by: James Moore, Long Range Policy Planning Manager

Reviewed by: Laura Bentley, Urban Planning & Development Policy Manager

Approved for Inclusion: Danielle Noble-Brandt, Policy & Planning Department Manager

Attachments:

Schedule A: Statement of Significance – 1583 Highway 33 E

Statement of Significance

Felix Casorso House

1583 Highway 33 - Kelowna, BC



Prepared by Elana Zysblat, CAHP :: Ance Building Services :: June 2019

Statement of Significance



Description of the Historic Place

The Felix Casorso House is an early twentieth-century Foursquare Style farmhouse with a full-width front porch located at the intersection of Highway 33 and Loseth Road in the Rutland area of Kelowna. The wood-frame, two-and-a-half-storey house faces south, with its back to Highway 33.

Heritage Values of the Historic Place

Constructed between 1908 and 1914, the Felix Casorso House is valued as a reflection of the earliest agricultural development of the Rutland area of Kelowna. Significance lies in the association of this place with the Belgo-Canadian Land Company (BCLC), one of the major early speculative agricultural companies in the Okanagan. A major landowner at the time, the BCLC irrigated, planted, and planned to further develop 10,000 acres in Rutland between 1908 and 1914. Constructed on BCLC lands, this house is an important example of the type of residential construction that was deemed preferred for important company men and their families. It represents a sense of permanence for the company as it established its foothold on the land through other improvements such as dams, irrigation networks, orchards, and other crops. These heritage values are also relevant to the association of this place with the Land and Agricultural Company of Canada (L&A), which purchased the BCLC's lands in 1914, and which was controlled by most of the same shareholders as the BCLC's.

The property further possesses significance for its long-term historical association with members of the Casorso family, who were the first Italian immigrants in the Okanagan Valley, having arrived in Kelowna with Father Pandosy in 1884. Joseph and Felix Casorso, two brothers of eight in the family, purchased the L&A's land and real estate holdings in 1924. Felix Casorso lived in the subject house, and Joseph

lived at the nearby Belgo house. From these properties the Casorso brothers formed the Black Mountain Cattle Company and the Belgo Cooperative Growers Association, and continued to farm the surrounding orchards, crops, and range to great acclaim and success. As the home of Felix Casorso until 1972 (his death) and his wife, Veronica, until 1978, this house holds important associations for the community to the contributions and impact of the pioneer Casorso family on the agricultural and ranching economy of the Okanagan and British Columbia and on the cowboy/rodeo legacy in Kelowna. It is also noteworthy that Felix Casorso was a founding trustee of the Black Mountain Irrigation District, which still exists today.

Aesthetically, the subject house is valued for its vernacular Foursquare design, a trending design in residential architecture in Kelowna and widely popular in house plan catalogues in the early 1900s. This house is also valued for its long-term ownership pattern, having been owned by only two families since it became privately owned in 1924. The house was purchased from the Casorso family in 1978 by the Sandana family, who have contributed to the agricultural heritage of this place by maintaining its presence as a farm house on the land, and through their fruit growing and raising of livestock on the lands around the home.

Character-defining elements

- Original location of the house in the Rutland area of Kelowna
- Situation of the house on the lot, with the front façade oriented toward the south
- The farm-sized, relatively large surviving property (1.66 acres)
- Continuous residential and agricultural use since construction
- Residential form, scale and massing
- Wood-frame construction
- Single-storey hipped roof addition at rear
- One interior and one exterior brick chimney (now clad in river rock)
- Physical and associative relationship with the Belgo House nearby
- Landscaped rural setting, with surviving elements of the BCLC, L&A and Casorso Brothers agricultural enterprises on the land, including the barn, farm shed, and cherry shack
- Half a dozen mature trees on the property ranging from 30-125 years old

Character-defining elements of vernacular Foursquare design, including:

- Two-and-a-half-storey height
- Box form
- Symmetrical cubic plan
- Hipped roof
- Full-width open front porch with square columns and balusters
- Window and door openings related to its original design
- Original wood windows, where surviving
- Original horizontal wooden siding beneath the stucco and shingle cladding

Archival Photographs



Mr. Felix Casorso and subject house in the butte country, Black Mountain district. c. 1925-1926.
Source: BC Archives Item I-52490



Looking north over the Casorso property, alfalfa fields main road orchards and bee-hives in the distance. c. 1925-1926. Source: BC Archives Item I-52422

Current Photographs (all photos in document provided by Kim Sandana)



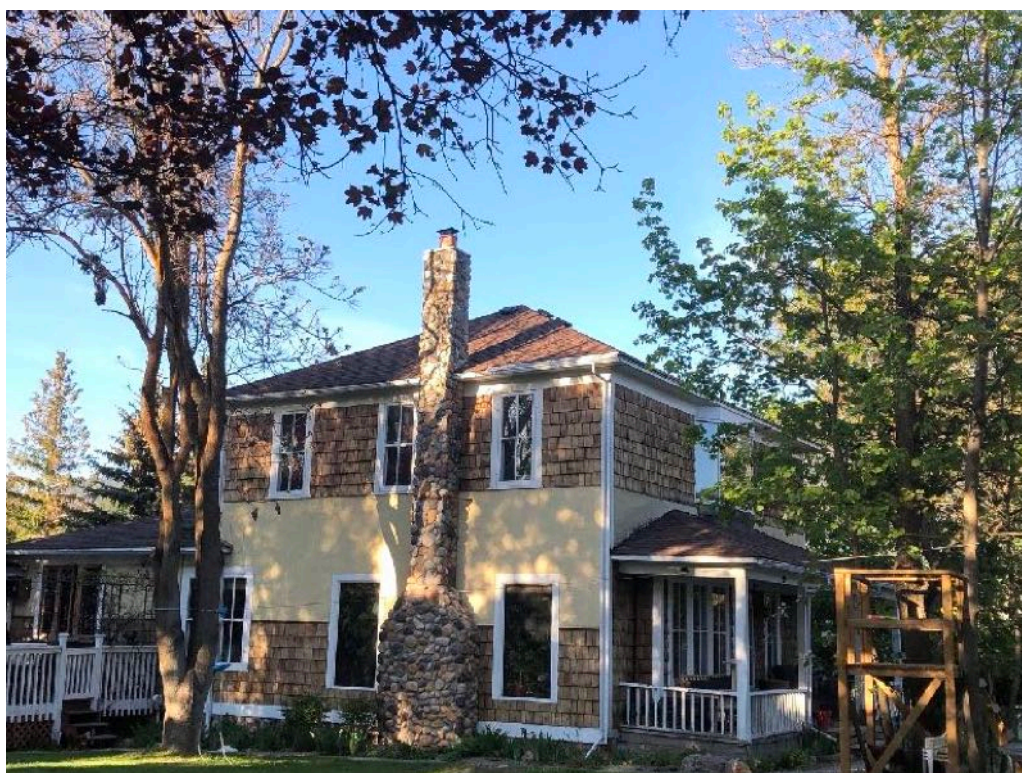
Front elevation (south)



Front (south)
and side (east)
elevations



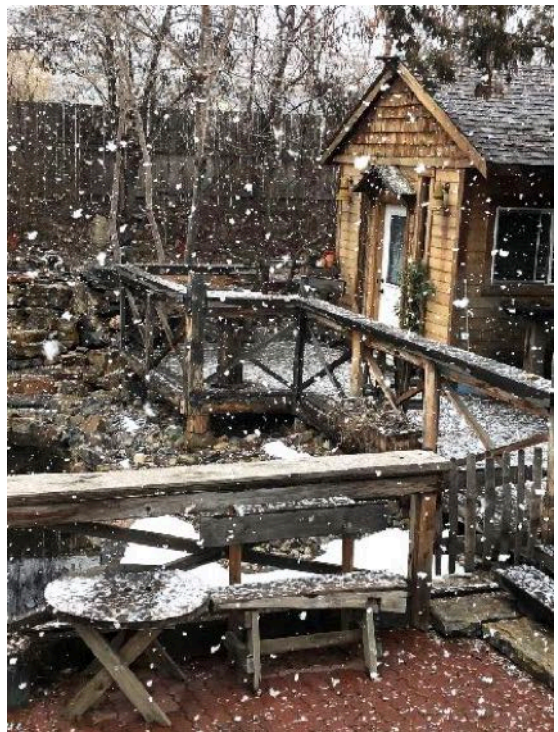
Rear elevation (north)



Side elevation (west)



Views off the property, landscaping and accessory buildings



Heritage Evaluation (as per the Kelowna Heritage Register Evaluation Criteria)**A. Architectural History:**

Style or type of building, structure or landscape; design attributes; construction methods/materials; notable designer or buildings.

Criterion	Grade	Points	Rationale
A.1. Style and/or Type	G	12	The Four-Square Style of house is a relatively common style for this time period in Kelowna. There are approximately 12 Foursquare Houses on the Kelowna Heritage Register.
A.2. Design	G	10	<p>The design of this house is typical of a Foursquare design of this time period:</p> <ul style="list-style-type: none"> • Square floor plan • Bi-lateral symmetry • Front porch • Hipped roof <p>However, some typical elements of this style are missing, such as a front dormer window.</p>
A.3. Construction	F/P	0	The construction of this house is typical for its age and design.
A.4. Designer / Builder	F/P	0	It is speculated that the house was constructed by M.J. Curts, but this is unsubstantiated. The designer or architect is also unknown. The house may be a "pattern house", chosen from a catalogue.
Subtotal Score		22	

B. Cultural History:

Historical association with important people or events; historical patterns within the city's history.

Criterion	Grade	Points	Rationale
B.1. Historical Association	E	35	<p>This historic place has associations with the following notable people, organizations, and events:</p> <p>Farming – this is a strong example of development associated with early agriculture in this area. It is a reminder of the large orchard homesteads that characterized Rutland in the early twentieth century.</p> <p>Belgo-Canadian Land Company (BCLC) – this company owned 10,000 acres in this area, and it is believed that they constructed this house in 1907/08. The BCLC was one of the early speculative companies to develop, irrigate, and subdivide this land for farming, and their actions here opened the doors for the agricultural prosperity and subsequent development of the Rutland area.</p> <p>Casorso Brothers – Felix and Joseph Casorso purchased the house in 1925, and it became Felix's home until his death in 1973. The Casorso family were the first Italian pioneer family in Kelowna, having arrived with Father Pandosy in 1884. These two of the eight Casorso Brothers started the Black Mountain Cattle Company at this place. Felix Casorso was instrumental in helping to establish the Black Mountain Irrigation District (BMID) in this area, which still oversees the local water system. The many Casorso families in the Kelowna area were master farmers and ranchers, representing the area on many provincial boards and councils related to agricultural regulation and development.</p> <p>Sandana Family – The Sandana family purchased this home in 1978 from the Casorso family.</p>
B.2. Historical Pattern	E	30	<p>This house has considerable significance related to the early agricultural history of Kelowna and the Rutland area. Being a product of early agricultural speculation and land development, it speaks to the economic foundation of what caused this area to boom in the early twentieth century. Its location and situation in the landscape reflect the early orchard homesteads that dotted this area at the time. Given the fact that much of the original context is being lost due to residential development in the area, the retention of this home as a reminder of the early agricultural development pattern of this area is valid.</p>
Subtotal Score		65	

C. Context:

Context of each resource within the historical landscape or neighbourhood; compatibility with other buildings and groupings of buildings; symbolic importance as a local landmark.

Criterion	Grade	Points	Rationale
C.1. Landscape / Site	G	5	The context of the house in relation to the nearby geographic features such as Black Mountain is authentic and intact. There are remaining features of the Casorsos' residence and farming activities remaining on the property, such as several mature trees, and outbuildings including the Barn, Farm Shed, and Cherry Shack (which was moved from the other side of the highway in approximately 2003). These elements help to retain a sense of the past and reflect the agricultural significance and history of this place within rapidly developing and urbanizing surroundings.
C.2. Neighbourhood	G	6	The house has physical and historical associations with the Belgo House, approximately three kilometres away. Both are of a similar design, and both have associations with the Belgo-Canadian Land Company.
C.3. Visual / Symbolic Importance	G	8	The house is a visual reminder of the agricultural roots of the area, and stands as a symbolic oasis of this bygone time in its rapidly urbanizing surroundings. Stylistically the house becomes more important in this context, as it reflects the preferred style and design of farmhouses in the early twentieth-century in this area, a style that is no longer relevant or seen in the newly built homes nearby. It creates a visual historic counterpoint to the modern development.
Subtotal Score		19	

D. Integrity:

Degree to which the resource has been altered since originally constructed and designed. The reversibility of alterations was also taken into account.

Criterion	Grade	Rationale
D.1. Integrity & Condition	G	The house retains a solid integrity to its original design and form. While some materials and finishes have been modernized or altered over time (i.e. siding, and cladding on foundation) these could easily be removed to reveal authentic historical materials which remain underneath. The current roofing material is not authentic to the original design, but practicality in terms of fire safety should be considered when conservation decisions are made regarding reverting to a historical material which may compromise the safety and longevity of the building. The three or four modern windows that have been added could be replaced with original windows (which may still exist on the property) or new historically sensitive windows.
Subtotal Score	-8	

Category	Score	Total allowed
A. Architectural History	22	40
B. Cultural History	65	35
C. Context	19	25
D. Integrity	-8	0
Subtotal	98	-30
Final Score	68	
Eligibility	Group A Heritage Register	

Research Resources

Author unknown. September 25, 1906. Kelowna – The Orchard City of Far-Famed and Lovely Okanagan Valley. Vancouver Daily World newspaper. – Provides contextual background about the early development of Kelowna.

Author unknown. November 16, 1908. Fruit Company to do Business in B.C. The Victoria Daily Times newspaper. – Incorporation of the Belgo-Canadian Fruit Lands Company in Antwerp. Demonstrates that the house couldn't have been built by this company in 1907/08.

Author unknown. June 17, 1910. News of the Valley. The Orchard City Record newspaper. – illustrates the timing of major works of the Belgo-Canadian Lands Company around the Black Mountain area.

Author unknown. July 7, 1910. Belgian Capital Invested in Western Canada. The Orchard City Record newspaper. – Article related to the level of investment and irrigation works of the Belgo-Canadian Fruit Lands Company in the area.

Author unknown. November 1, 1910. In the Heart of B.C. Fruit Belt – The Fertile Districts of the Famous Okanagan Valley. Vancouver Daily World newspaper. – Provides insight into the favourability of the land and the major irrigation projects being undertaken.

Author unknown. February 2, 1911. The Orchard City Record newspaper. – Reference to "Belgo-Canadian camp" suggests that the company hadn't established permanent community at this point.

Author unknown. February 2, 1911. The Orchard City Record newspaper. – Reference to "Belgo-Canadian camp" suggests that the company hadn't established permanent community at this point.

Author unknown. August 14, 1912. Kelowna Entertains Delegates of Irrigation Association. The Kelowna Orchard City Record newspaper. – Mention of "Belgo-Canadian camp" as site visited by delegates.

Author unknown. August 24, 1912. Kelowna, Orchard City of the Beautiful Okanagan Valley. The Calgary Herald newspaper. – Mentions the irrigation work of the BCLC.

Author unknown. March 15, 1924. Casorso Brothers Buy Up Famous Okanagan Farm. The Province newspaper. – Shows the Casorsos' real estate investment and renown as prominent stockmen.

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Author unknown. February 6, 1932. The Times Colonist newspaper (Victoria). – Social pages piece showing Felix Casorso's association to the Black Mountain Irrigation District and his reputation as a rancher.

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Author unknown. February 22, 1960. Prominent Okanagan Rancher Dies. The Vancouver Sun newspaper. – Provides biographical information about Joseph Casorso.

Boam, Henry J. 1912. British Columbia: its history, people, commerce, industries, and resources. Pg. 326-327. – A historical perspective on the BCLC's operations in 1912.

BC Archives: Indexes to births (1854-1903), marriages (1872-1938), deaths (1872-1993), colonial marriages (1859-1872) and baptisms (1836-1888), archival photographs

City of Kelowna Heritage Register - Statements of Significance for Second and Third Casorso Houses and Block

Chataway, Peter. As built elevations, floor plans, site plan and tree plan

Dauncey, Lorri. Heritage Significance Overview – For Inclusion on the Heritage Register.

Loseth, Diane and Rampone, Don. May 6, 2019. Farmers Fed Valley, World. The Daily Courier newspaper.

Loseth, Diane and Rampone, Don. May 13, 2019. Kelowna Cowboy Faced Bears, Rattlesnakes, Horses. The Daily Courier newspaper. – Biographical information about Felix Casorso.

Zacharias, Rand. October 2, 2017. The Casorso Family Homes of Kelowna — An Italian Adventure. Website: <https://owlcation.com/humanities/An-Italian-Adventure> - Historical information about the Casorso family and their earliest residences.

Site photographs - Sandana family



HERITAGE REGISTER & DESIGNATION REQUEST

1583 Highway 33 E





Heritage Value & Heritage Character



Felix Casorso house and farm

#2019-351B



Side Elevation (west)

Source: Kim Sandana



Questions?

For more information, visit kelowna.ca.

CITY OF KELOWNA
BYLAW NO. 11850
TA18-0009 – Section 8 Parking & Loading

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 2 – Interpretation, 2.3.3 General Definitions** be amended by:

- a) Adding a new definition for "**CAR-SHARE ORGANIZATION**" in it's appropriate location that reads:

"**CAR-SHARE ORGANIZATION** means operations that allow members of the public to book **vehicles** on a short-term as-needed basis, paying only for the time they use the **vehicle** and the distance they drive. The operators are responsible for maintenance, insurance and **vehicle** booking through an online application."

- b) Adding a new definition for "**CAR-SHARE VEHICLE (CLASSIC)**" in it's appropriate location that reads:

"**CAR-SHARE VEHICLE (CLASSIC)** means a **vehicle** owned or leased by a car-share organization where the **vehicle** is returned to the same location at the end of every booking to a shared-vehicle parking area."

- c) Adding a new definition for "**CAR-SHARE VEHICLE (ONE-WAY)**" in it's appropriate location that reads:

"**CAR-SHARE VEHICLE (ONE-WAY)** means a **vehicle** owned or leased by a **car-share organization** that has no fixed or dedicated parking space."

- d) Adding a new definition for "**CAR-SHARE VEHICLE PARKING SPACE**" in it's appropriate location that reads:

"**CAR-SHARE VEHICLE PARKING SPACE** means a parking space reserved for the exclusive use of a classic or one-way car share **vehicle**."

- e) Adding a new definition for "**SHORT-TERM BICYCLE PARKING**" in it's appropriate location that reads:

"**SHORT-TERM BICYCLE PARKING** means bicycle parking that is provided for patrons, customers, and visitors of a **development** in a manner that is convenient and readily accessible for bicycles to park. Short-term parking of bicycles should serve the main entrance of a **building** and should be visible to pedestrians and bicyclists."

- f) Adding a new definition for “**LONG-TERM BICYCLE PARKING**” in it’s appropriate location that reads:

“**LONG-TERM BICYCLE PARKING** means bicycle parking that is specifically provided and equipped for residents, students, employees, and others who generally stay at a site for several hours. The parking provided shall be easy to access for a range of users, secure for long periods of time and provide shelter from weather.”

- g) Adding a new definition for “**END-OF-TRIP FACILITIES**” in it’s appropriate location that reads:

“**END-OF-TRIP FACILITIES** means the suite of complementary common facilities such as clothing lockers, change room, washroom, shower access, bike repair space, and bike wash stations that are necessary to support cyclists, joggers, walkers and other active commuters where these amenities are needed at the end of their trip.”

- h) Adding a new definition for “**LOCK-OFF UNIT**” in it’s appropriate location that reads:

“**LOCK-OFF UNIT** means a smaller dwelling unit within a larger principal dwelling unit, which must have separate external access to a shared common hallway and shared internal access, and which can be locked off from the larger dwelling unit, but does not include a secondary suite.”;

- i) Adding a new definition for “**TOWNHOUSE**” in it’s appropriate location that reads:

“**TOWNHOUSE** means any development with three or more **dwelling** units, with each dwelling unit having a direct entrance at grade. Townhouse definition includes row housing and stacked row housing.”;

2. AND THAT City of Kelowna Zoning Bylaw No. 8000, **Section 8 – Parking and Loading** be deleted in its entirety and replaced with a new **Section 8 – Parking and Loading** as attached to and forming part of this bylaw.
3. AND THAT City of Kelowna Zoning Bylaw No. 8000, **Section 9 - Specific Use Regulations 9.5 Secondary Suite and Carriage House** 9.5a.10 be deleted in its entirety that reads:

“9.5a.10 Secondary suite parking:

- i. shall be designated as being solely for the use of the **secondary suite**;
- ii. shall be accessed from a lane in circumstances where a rear or a side lane abuts the property;
- iii. shall be surfaced with permanent surface of asphalt, concrete or similar hard surfaced material.
- iv. shall be accessed from any driveway existing at the time the **secondary suite** use commences in circumstances where no rear or side lane abuts the property;
- v. can be located in the driveway and in tandem with the single detached **dwelling** parking as long as two additional off-street parking spaces are provided for the principal **dwelling**.”

4. 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 7th day of October, 2019.

Considered at a Public Hearing on the 22nd day of October, 2019.

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

Approved under the Transportation Act this 4th day of November, 2019.

Robyn M. Clifford
(Approving Officer-Ministry of Transportation)

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk

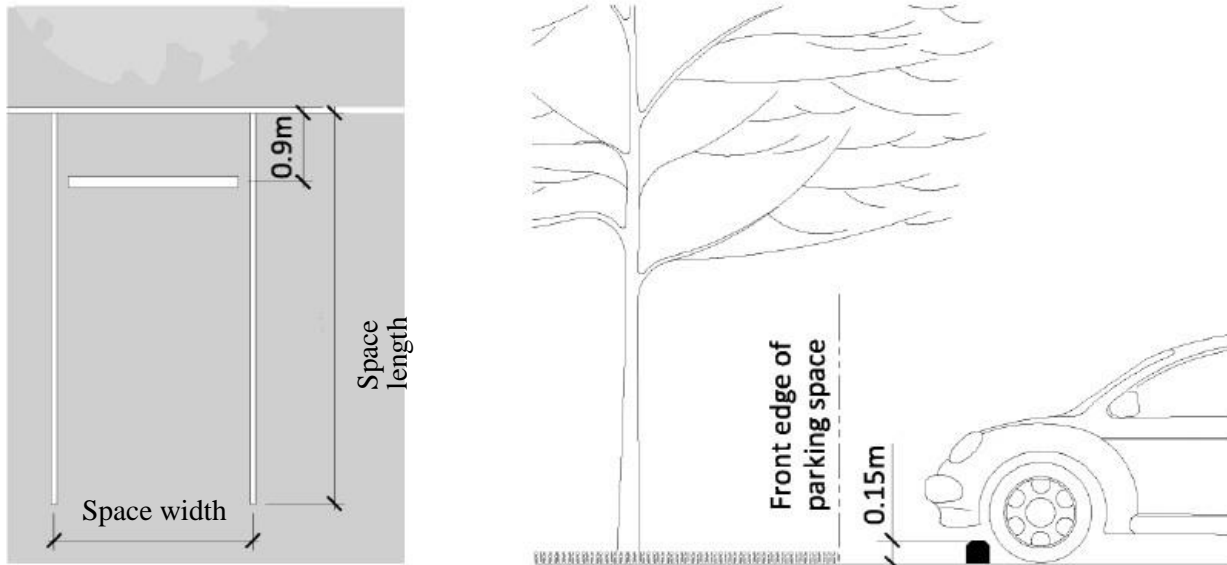
Section 8 – Parking and Loading

8.1 General Provisions and Development Standards

- 8.1.1 Where provision of off-street parking or **loading spaces** is required by this Bylaw, a plan of the proposed **site** layout and landscape plan shall be included with the **development** permit application or **building permit**, as the case may be. The plans must be included with the **building permit** application. The **site** plan must be drawn to scale and must clearly illustrate the **lot** size and configuration, **building** locations, **parking spaces**, **loading spaces**, on-site circulation, access driveways, **landscaping**, **fences**, and any other details relevant to the review of the **development** proposal.
- 8.1.2 Off-street **parking spaces** shall not be credited as off-street **loading spaces** or vice versa.
- 8.1.3 In lieu of providing the required number of off-street vehicular where the **City** owns and operates a parking facility within **urban centres**, a property **owner** within an **urban centre** may pay to the **City** a sum of money equal to the number of **parking spaces** not provided multiplied by the applicable cash-in-lieu amount as determined from time to time by **Council**. The sum of money will be deposited in the parking facilities reserve fund for disposition as directed by **Council**. Cash-in-lieu is not permitted where compliance with Ministry of Transportation & Infrastructure (MOTI) standards is required.
- 8.1.4 Every off-street parking or loading area (including every access road to such areas) required by this Bylaw to accommodate three (3) or more **vehicles**:
- (a) shall have a durable, dust-free hard surface of concrete, asphalt or similar material, constructed such that the surface drainage is directed to the public storm sewer system (if available), or alternatively to approved planting areas, or an approved on-site drainage system;
 - (b) despite Section 8.1.4(a), any requirement for hard surfacing such as concrete or asphalt does not apply (but dust free surface shall be required) to **agricultural zones**, **public parks**, or **open space uses**;
 - (c) shall clearly delineate individual **parking spaces**, **loading spaces**, spaces for the disabled, maneuvering aisles, entrances, and exits with pavement markings, signs, and/or other physical means;
 - (d) shall be designed to allow forward entry to and exit from the lot on which the parking or loading area is located directly to a dedicated public street or lane, without encumbering any lands other than the subject lot. This provision does not apply where parking or loading can be provided and accessed directly from an **abutting** lane. This provision shall not apply where **tandem parking** results in the provision of three or more **parking spaces** where access is from a local collector road or a road of a lesser standard as identified in the City of Kelowna's Official Community Plan;
- 8.1.5 No required parking shall be provided parallel to and flanking a **lane** unless the **parking area** is accessible by a driveway and is screened from the **lane** by a physical barrier.
- 8.1.6 Any parking lot over 50 vehicles must incorporate landscaped islands as described below:
- (a) Landscaped islands are required at the end of each parking aisle;
 - (b) The maximum number of parking spaces in a consecutive row is 15 with a landscaped island separating the next 15 spaces or drive aisle;
 - (c) Landscaped islands are not to be longer than the adjacent parking space;
 - (d) Landscaped islands shall be clearly delineated as separate and in addition to required **parking and loading spaces**;
 - (e) Locate landscaped islands such that loading and unloading vehicles can gain access without undue interference;
 - (f) Landscaping shall be consistent with Section 7 regulations.

- 8.1.7 Every off-street parking or loading area, and access thereto, shall have fencing, curbs, or secured wheel stops to prevent **vehicles** from encroaching upon **property lines**.
- 8.1.8 All off-street **parking spaces** on parcels with 5 or more parking spaces and **abuts** a pedestrian walkway or landscaped area without a barrier curb needs to have a wheel stop that is 0.9 metres from the walkway or landscaping area and minimum 0.15 metres in height as described Figure 8.1.8. This requirement does not apply to a parking space if the **parking space** is configured parallel to the curb or drive aisle.

Figure 8.1.8



- 8.1.9 Where a wheel stop is provided pursuant to Section 8.1.8 the portion of the parking space between the wheel stop and the front edge of the parking space, as marked in Figure 8.1.8, is exempt from the requirements of section 8.1.4 and may be surfaced with permeable material or landscaping, provided that no landscaping exceeds 0.15 metres in height.
- 8.1.10 Every off-street parking or loading area which is illuminated shall have all lighting positioned in such a manner that light falling onto **abutting** properties is minimized.
- 8.1.11 Any trash storage or collection area co-existing with any parking or loading area:
- (a) shall be clearly delineated as separate and in addition to required **parking and loading spaces**;
 - (b) shall be located such that collection vehicles can gain access without undue interference with the operation of the parking and loading area; and
 - (c) shall have a fenced or landscaped screen as required by Section 7.

8.1.12 Maximum grades.

- (a) The maximum **grade** for a **drive aisle** or a parking space is 8%;
- (b) The maximum **grade** for a **driveway** is 15%;
- (c) Where a drive aisle or a parking space is located within 6.0 metres of a fronting property line it must comply with applicable grade requirements prescribed in the Subdivision, Development & Servicing Bylaw.

Figure 8.1.12.a - Maximum Grades for Parking Areas

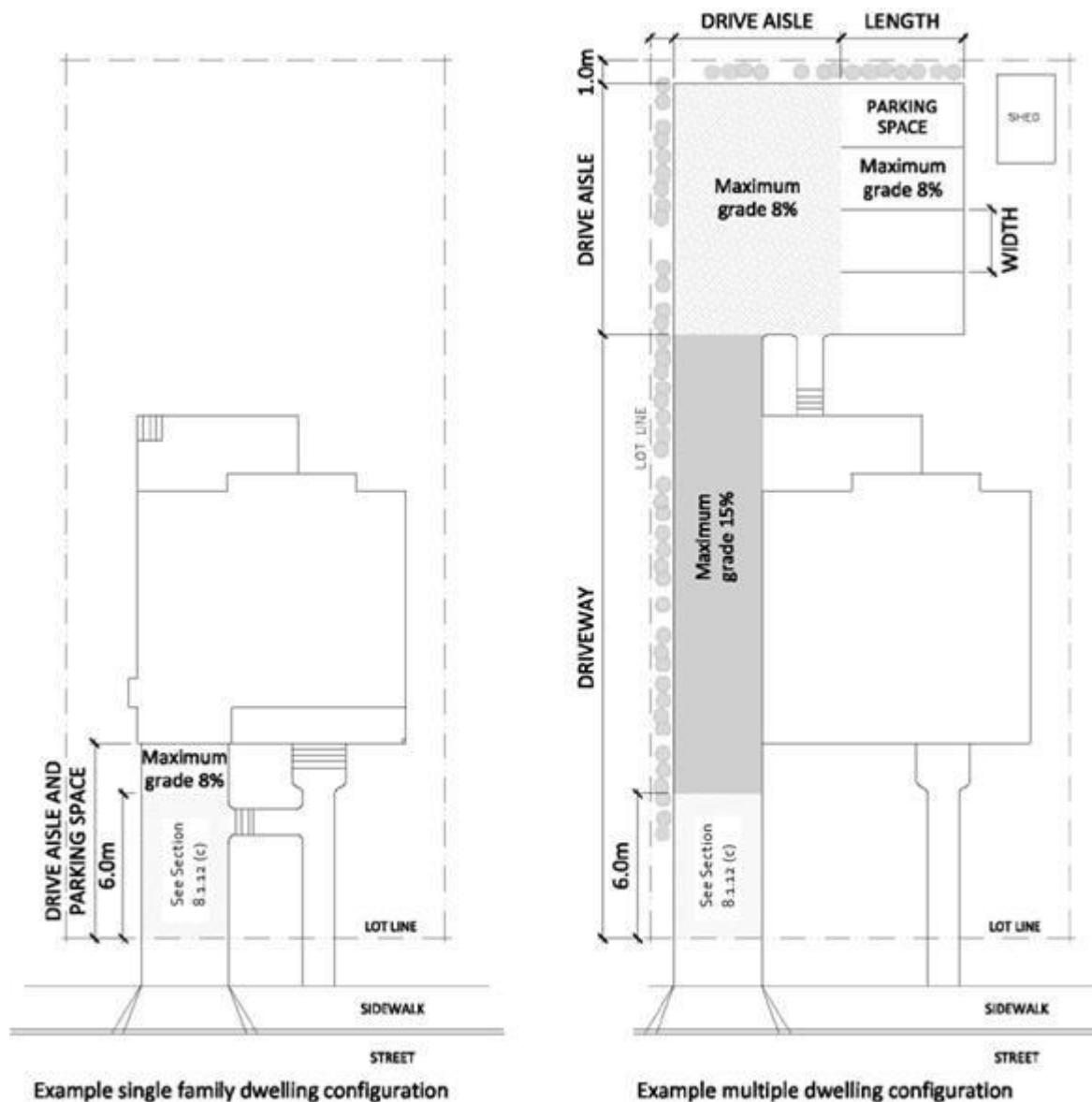
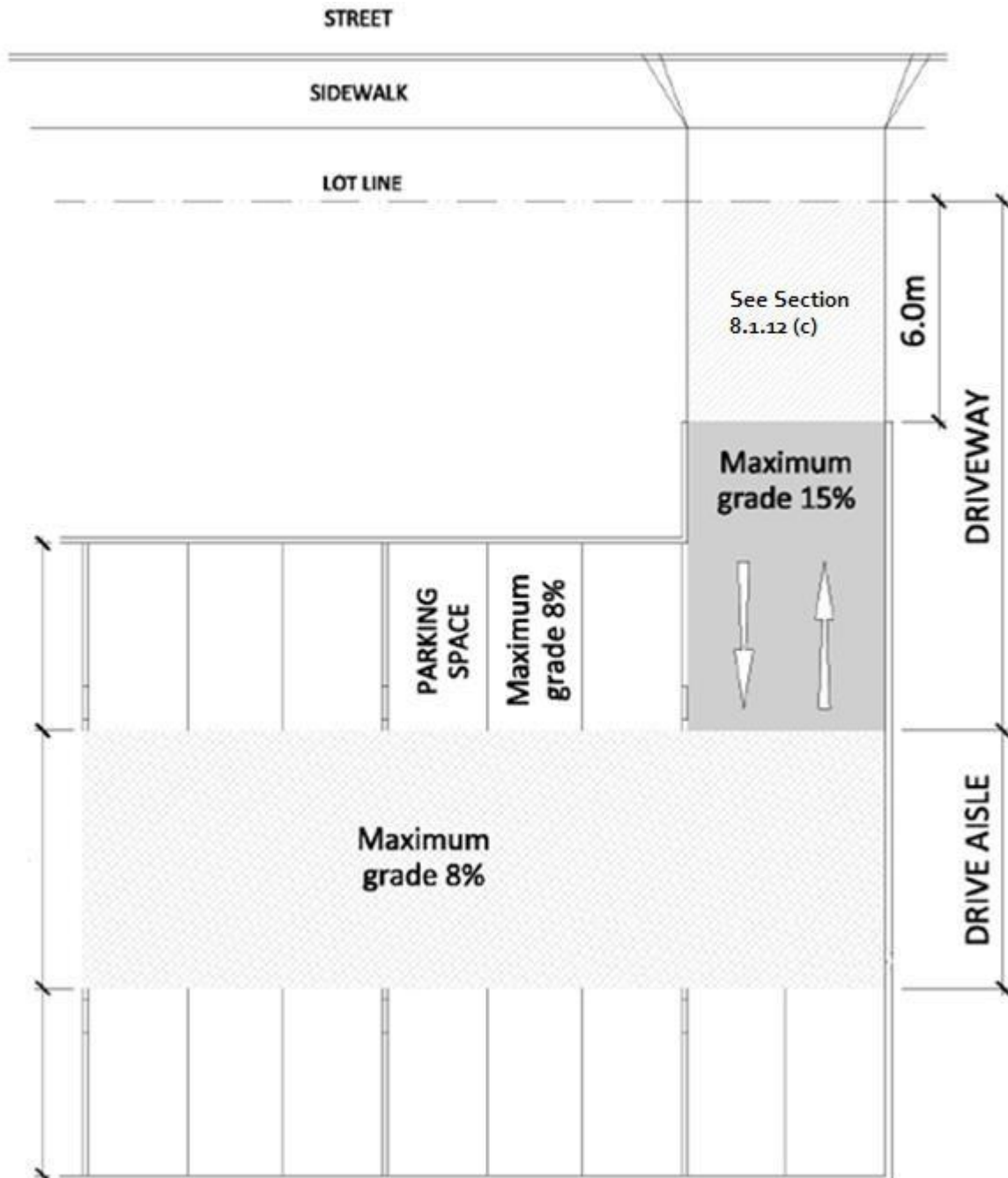


Figure 8.1.12.b – Example Parkade Configuration



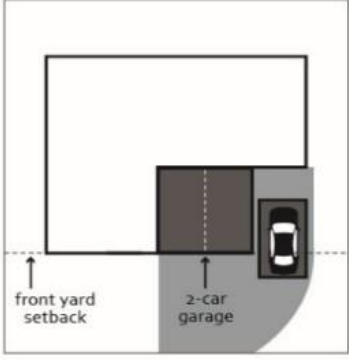
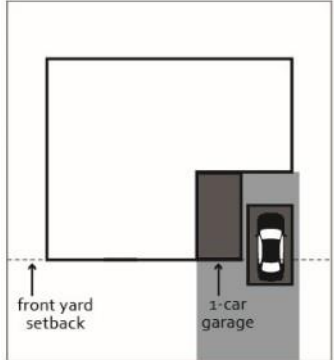
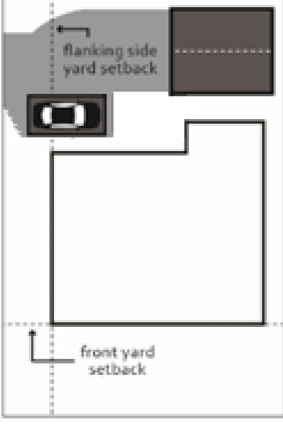
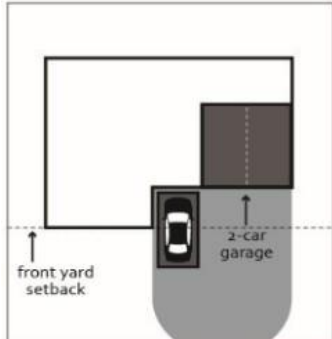
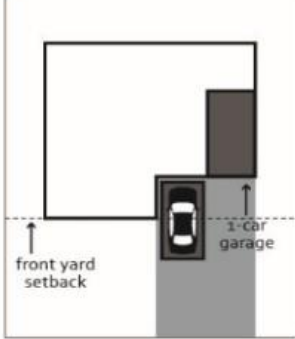
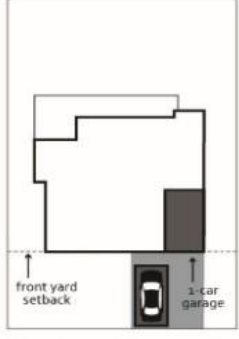
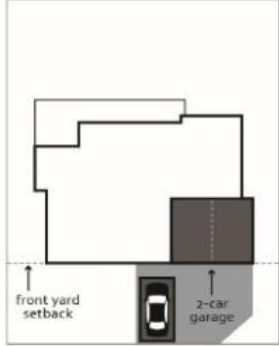
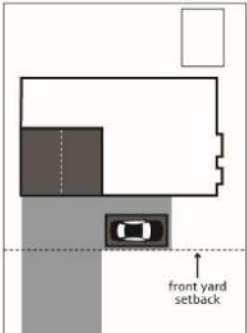
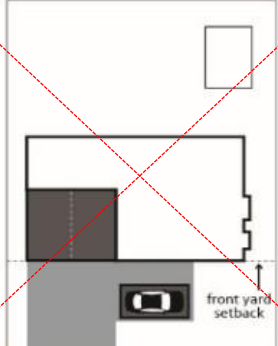
8.2 Off-Street Parking Regulations

- 8.2.1 Where any **development** is proposed, including new **development**, change of **use** of existing **development**, or enlargement of existing **development**, off-street vehicle parking (including parking for the disabled, and visitors) shall be provided onsite by the property **owner** in accordance with the requirements of this Bylaw.

Parking Setbacks

- 8.2.2 All off-street parking for **non-residential use** classes shall have a minimum 1.5 metre setback from any front **lot line**, any **side** or **rear property line** abutting **residential zones**, or any **lot line abutting a street** unless the **building** setback is smaller. For example, if the **building** setback is 0 metres then the parking setback is 0 metres.
- 8.2.3 All off-street parking for **residential use** classes shall have a minimum 1.5 metre setback from any **side** or **rear lot line** or 3.0 m from any **flanking street** unless the **development** contains two or less **dwelling** units or the **building** setback is smaller. For example, if the **building** setback is 0 metres then the parking setback is 0 metres.
- 8.2.4 All off-street parking for **residential use** classes containing two or less **dwelling** units shall not have any off-street **parking spaces** located in the required **front yard** or **flanking street** setback area.
- 8.2.5 Notwithstanding Section 8.2.4, off-street parking for **residential use** classes containing two or less **dwelling** units may be located in the required **front yard** or **flanking street** setback area if:
- (a) the **parking spaces** are located on a driveway which provides access to a required off-street **parking space** that is not in the **front yard** or **flanking street** setback area; or
 - (b) One off-street parking space may be located in the required **front yard** or **flanking street** setback area that does not provide access beyond the **front yard** or **flanking street** setback area if the parking space meets one of the permitted parking configurations shown specifically in Figure 8.2.5:

Figure 8.2.5 - Permitted and Not Permitted Parking Configurations

		
Side Yard Parking – Double Garage	Side Yard Parking – Single Garage	Corner Lot Parking
		
Front Yard Parking 1 – Double Garage	Front Yard Parking 1 – Single Garage	Front Yard Parking 2 – Single Garage
		
Front Yard Parking 2 – Double Garage	Perpendicular Parking – Permitted	Perpendicular Parking – NOT Permitted

Tandem Parking

8.2.6 **Tandem parking spaces** is permitted only for the following land **uses** (not between land uses):

- (a) **single dwelling housing** (which may be in tandem with a secondary suite or carriage house);
- (b) **short-term rental accommodations**;
- (c) **two dwelling housing**; and
- (d) **townhouses** where the lot is located within the Urban Core as defined in the Official Community Plan. Visitor parking stalls cannot be configured in tandem.

Size and Ratio

8.2.7 Each required off-street **parking space** and parking lot layout shall conform to the following provisions:

Table 8.2.7 (a) Dimensions of Parking Spaces and Drive Aisles			
	Min. Length	Min. Width	Min. Height Clearance
Parking Spaces:			
Regular Size Vehicle Parking Space	6.0m	2.5m	2.0m
Small Size Vehicle Parking Space	4.8m	2.3m	2.0m
Accessible Parking Spaces	6.0m	3.9m	2.3m
Van-Accessible Parking Spaces	6.0m	4.8m	2.3m
Regular Size Parallel Parking Space	7.0m	2.6m	2.0m
Small Size Parallel Parking Space	6.5m	2.5m	2.0m
Drive Aisles:			
All two-way drive aisles serving 90 degree parking (e.g. parking lot, parkade, garage)	n/a	7.0m	2.0m
All two-way surface drive aisles without adjacent parking	n/a	6.0m	2.0m
One way drive aisles (60 degree parking)	n/a	5.5m	2.0m
One way drive aisles (45 degree parking & parallel parking)	n/a	3.5m	2.0m

Table 8.2.7 (b) Ratio of Parking Space Sizes		
Uses:	Min. Regular Size Vehicle Parking Spaces	Max. Small Size Vehicle Parking Spaces
Single Detached Dwelling or Two Dwelling Attached Housing	50%	50%
Carriage house or secondary suite	0%	100%
Short-term rental accommodations	0%	100%
Dwelling units in the RU7 zone	0%	100%
Multiple dwelling housing	50% ❶ ❷	50%
Commercial	100% for customer stalls 50% for all other stalls	0% for customer stalls 50% for all other stalls
Industrial	70%	30%
Institutional	50%	50%
❶ For the purpose of calculating the percentage of regular size vehicle parking spaces, "Accessible Parking Spaces" shall be included in the minimum number regular size vehicle parking spaces.		
❷ All visitor parking stalls must be regular size vehicle parking spaces.		

8.2.8 Length, width and height measurements shall be clear of obstructions (including but not limited to columns, **property lines**, curbs, walls, pipes, roof features, fences, and emergency exit painted areas). Spacing measurements shall be taken from the inside to inside of obstructions.

- 8.2.9 Where a **parking space abuts** an obstruction (including but not limited to columns, **property lines**, curbs, walls, pipes, roof features, fences, and emergency exit painted areas) the **parking space** shall follow the following regulations:
- (a) be an additional 0.2 m wider where the **parking space abuts** an obstruction on one side;
 - (b) be an additional 0.5 m wider where the **parking space abuts** an obstruction on both sides; and
 - (c) be an additional 0.8 m wider where the **parking space abuts** a doorway.

Number of Spaces

- 8.2.10 The minimum and maximum number of off-street **vehicle parking spaces** required for each **use** (including visitor spaces) is specified in **Table 8.3 Required Parking** except where additional parking is required by the Ministry of Transportation & Infrastructure (MOTI) if the **site** has direct access to a provincial highway. The total vehicle parking amount can be reduced with the car-share parking incentives (as per section 8.2.12), the rental housing incentives (as per Section 8.2.13), and the bicycle parking incentives (as per Section 8.5.8).
- 8.2.11 Car-Share Incentives:
- Within the Urban Core, University South Village Centre, and Glenmore Valley Village Centre as defined in the Official Community Plan, the total minimum off-street vehicle parking requirements for **multiple dwelling housing** and any **commercial use** (e.g. **office** and **retail**) can be reduced by five (5) **parking spaces** per **car share vehicle** (must provide a new **vehicle** to a **car-share organization**) subject to the following regulations:
- (a) The maximum reduction in total required parking is 20% (for base parking requirement);
 - (b) The **car-share vehicle parking space** must be located on-site or within 100 metres of the subject property, in a highly visible spot, at-grade, publicly accessible at all times (i.e. not within an enclosed parkade), clearly marked for the exclusive use of the shared **vehicle**, and guaranteed to operate for a minimum of two years;
- 8.2.12 Rental Housing Incentives:
- If a **development** rezones to a sub-rental **zone** guaranteeing the **development** as rental housing, then a 20% reduction to the parking requirement (both base and visitor) can be applied if the development is located within an **urban centre** and a 10% reduction to the parking requirement (both base and visitor) can be applied if the development is located outside an **urban centre**.
- 8.2.13 **Parking spaces** for **secondary uses** shall be provided in addition to the required **parking spaces** for the **principal use** on a **site**.
- 8.2.14 Where calculation of the total number of **parking spaces** yields a fractional number:
- (a) Any fraction less than one-half (0.5) rounds down to the nearest whole integer (including zero); and
 - (b) Any fraction one-half (0.5) or greater rounds up to the nearest whole integer.
- 8.2.15 Where **gross floor area** is used as a unit of measurement for the calculation of required **parking spaces**, it must exclude all parking and loading areas, secure bicycle parking areas, common stairways and mechanical rooms within the **building**.

8.2.16 Where **Table 8.3 Required Parking** does not clearly define requirements for a development, the single **use** class or combination of **use** classes most representative of the proposed **development** shall be **used** to determine the parking requirements.

8.2.17 Where a **development** consists of a mix of **use** classes, the total off-street parking requirement shall be the sum of the off-street parking requirements for each **use** class.

- (a) Notwithstanding Section 8.2.17, in mixed-use developments the parking spaces required for **Offices** and other commercial related land **uses** can be shared with the **residential** visitor parking requirements. Parking spaces must be available for both land uses (commercial and visitor) at all times.

8.2.18 **Lock-off Units** do not require any separate **parking spaces** but must be counted as a **dwelling** unit for the purpose of minimum required visitor parking space amounts.

8.2.19 Accessible Parking Standards:

- (a) The minimum accessible parking shall be provided as a function of the total number of parking space provided onsite as described in Table 8.2.19:

Table 8.2.19 Amount of Accessible Parking Spaces		
Total Number of Parking Spaces Onsite.	Minimum Number of Required Accessible Parking Spaces	Minimum Number of Required Van-Accessible Parking Spaces
1 – 4 spaces	0 spaces	0 spaces
5 – 36 spaces	1 space	1 space
37 – 68 spaces	2 spaces	1 space
69 – 100 spaces	3 spaces	1 space
101-150 spaces	4 spaces	1 space
151-200 spaces	5 spaces	1 space
201-300 spaces	6 spaces	2 spaces
301-400 spaces	7 spaces	2 spaces
401-500 spaces	8 spaces	2 spaces
Over 500 spaces	2% of total	2 spaces

- (b) If a visitor **parking space** is required, then at least one of those visitor **parking spaces** shall be configured as an accessible parking space;
- (c) Designate as an accessible parking space using appropriate signage;
- (d) Include accessible parking spaces in the calculation of the applicable minimum parking requirement; and
- (e) Accessible parking spaces shall be located as close to a main **building** entrance, on a level non-skid surface.

Figure 8.2.19 Accessible Parking Standards

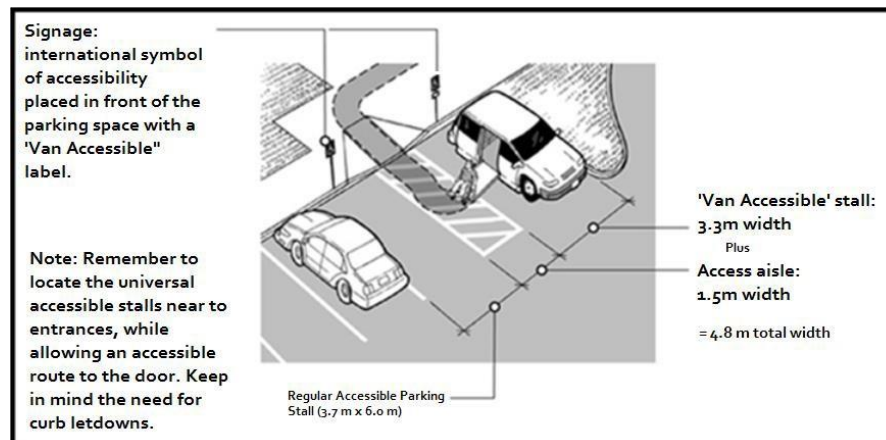


Table 8.3 – Required Off-Street Parking Requirements

Table 8.3.1 Residential Parking

Land Use / Type of Development	Base Parking Requirement (number of spaces)			Minimum Visitor Parking Requirement ❶❷❸
	C4 & C7 Zones	All other non- single family zones within Urban or Village Centres ❷	All other non- single family zones not within an Urban or Village Centre❷	
Multiple Dwelling Housing: Apartment Housing Townhouses Row Housing Stacked Row Housing Three Dwelling Housing Four Dwelling Housing	Min 0.8 spaces & Max 1.25 spaces per bachelor dwelling unit (includes micro-suite housing);	Min 0.9 spaces & Max 1.25 spaces per bachelor dwelling unit (includes micro-suite housing);	Min 1.0 space & Max 1.25 spaces per bachelor dwelling unit (includes micro- suite housing);	Min 0.14 spaces & Max 0.2 spaces per dwelling unit
	Min 0.9 spaces & Max 1.25 spaces per 1 bedroom dwelling unit;	Min 1.0 space & Max 1.25 spaces per 1 bedroom dwelling unit;	Min 1.25 spaces & Max 1.6 spaces per 1 bedroom dwelling unit;	
	Min 1.0 space & Max 1.5 spaces per 2 or more bedroom dwelling unit;	Min 1.25 spaces & Max 1.6 spaces per 2 bedroom dwelling unit;	Min 1.5 spaces & Max 2.0 spaces per 2 bedroom dwelling unit	
		Min 1.5 spaces & Max 2.0 spaces per 3 bedroom dwelling unit	Min 2.0 spaces & Max 2.5 spaces per 3 bedroom or more dwelling units;	

❶ Visitor parking is to be easily accessible to the access points of the corresponding development and/or buildings. Visitor parking is a separate minimum parking requirement that rounds up or down independent of the basic parking requirement.

❷ These regulations do not apply to the RU7 zone. See Table 8.3.1 Residential Parking for RU7 parking regulations.

❸ Lock-off Units do not require any separate parking spaces but must be counted as a dwelling unit for the purpose of minimum required visitor parking space amounts.

Table 8.3.1.1 Residential Parking

Land Use / Type of Development	Base Parking Requirement		Visitor Parking Requirement ❶
	Minimum	Maximum	
Bed and Breakfast Homes	1.0 space per sleeping unit plus parking requirement for principal dwelling unit	1.5 spaces per sleeping unit	n/a
Boarding or Lodging Houses	1.0 space per 2 sleeping units	1.5 space per 2 sleeping units	n/a
Carriage House Secondary Suites	1.0 space ❷	2.0 spaces	n/a
Congregate Housing & Supportive Housing	0.35 spaces per sleeping unit ; Plus 0.5 spaces per non-resident on-duty employee or 3.0 spaces (whichever is greater)	n/a	Min 0.14 spaces & Max 0.2 spaces per dwelling unit
Group Homes, Major Group Homes, Minor	1.0 space; plus an additional 1.0 space per 3 beds	2.0 spaces; plus an additional 1.25 space ¹ per 3 beds	n/a
Home Based Business, Major	1.0 space	2.0 spaces	n/a
Home Based Business, Minor	No spaces required	n/a	n/a
Home Based Business, Rural	1.0 space	n/a	n/a
Mobile Homes in RM7 zone	2.0 spaces per dwelling unit	2.5 spaces per dwelling unit	Min 0.14 spaces & Max 0.2 spaces per dwelling unit
Residential units in the RU7 zone	1.0 space per dwelling unit	2.0 spaces per dwelling unit	n/a
Residential Security/Operator Unit	1.0 space per dwelling unit	2.0 spaces per dwelling unit	n/a
Short – Term Rental Accommodation:			n/a
<ul style="list-style-type: none"> Principal use & Secondary use for Multiple Dwelling Housing 	Equivalent to the parking requirements for the principal use for that zone.	n/a	
<ul style="list-style-type: none"> Secondary use for single detached housing, semi-detached housing, & duplex housing 	1.0 space per two sleeping units	n/a	
Single Detached Housing Two Dwelling Housing	2.0 spaces per dwelling unit	n/a	0.0 spaces or Min 0.14 spaces & Max 0.2 spaces per dwelling unit ❸

❶ Visitor parking is to be easily accessible to the access points of the corresponding **development** and/or **buildings**. Visitor parking is a separate minimum parking requirement that rounds up or down independent of the basic parking requirement.

❷ Parking space can be located in the driveway and in tandem with the single detached **dwelling** parking as long as two additional off-street **parking spaces** are provided for the **principal dwelling**. Notwithstanding Section 8.1.4, parking for **secondary suites** or **carriage houses** can be surfaced with a dust-free material.

❸ Within residential strata (non-RU7) developments with 3 or more **dwelling units** the visitor parking requirement is 0.14 spaces per **dwelling unit**.

Table 8.3.2 Commercial		
Land Use / Type of Development	Parking Requirement <small>NOTE: GFA = Gross Floor Area</small>	
	Minimum	Maximum
Boat Storage	1.0 spaces per 10 boat storage spaces plus 2 spaces for employees	1.25 spaces per 10 boat storage spaces plus 2 spaces for employees
Commercial Schools	See table 8.3.5 Institutional for school parking requirements	n/a
Gas Bars	2.0 spaces per service bay (plus GFA for any retail)	n/a
Hotels Motels	0.8 spaces per sleeping units in the C7 zone; plus requirements of other uses 1.0 space per sleeping unit ; plus requirements of other uses	1.5 spaces per sleeping units , plus requirements of other uses
All commercial uses in the C4 zone even if listed separately below ❶ ❷	1.3 spaces per 100 m ² GFA	3.0 spaces per 100 m ² GFA
All commercial uses in the C7 zone even if listed separately below ❶ ❷	0.9 spaces per 100 m ² GFA ❸	2.5 spaces per 100 m ² GFA
Animal Clinics, Major and Minor Health Services, Major and Minor (includes dental offices, surgeries, and similar uses)	3.5 spaces per 100 m ² GFA ,	5.0 spaces per 100 m ² GFA
Food Primary Establishment Liquor Primary Establishment Drive-in Food Services	2.5 spaces per 100 m ² GFA or 5.0 spaces (whichever is greater)	3.5 spaces per 100 m ² GFA ,
Fleet Services	2.0 spaces per 100 m ² GFA ; or 1 spaces per vehicle in fleet plus 1 per employee on duty (whichever is greater)	2.5 spaces per 100 m ² GFA ; or 1.25 spaces per vehicle in fleet plus 1.25 spaces per employee on duty (whichever is greater)
Personal Services (includes hairdressers, dry cleaners, repair of personal goods, travel agents, and similar uses)	2.5 spaces per 100 m ² GFA	3.5 spaces per 100 m ² GFA
Financial Services Offices	2.5 spaces per 100 m ² GFA	3.5 spaces per 100 m ² GFA
All other commercial uses not listed above: ❶		
(a) GFA less than 1,000 m ²	2.0 spaces per 100 m ² GFA	2.5 spaces per 100 m ² GFA
(b) GFA 1,000 m ² to 2,000 m ²	2.5 spaces per 100 m ² GFA	3.5 spaces per 100 m ² GFA
(b) GFA 2,000 m ² to 20,000 m ²	3.0 spaces per 100 m ² GFA	4.0 spaces per 100 m ² GFA
(c) GFA greater than 20,000 m ²	4.0 spaces per 100 m ² GFA	5.25 spaces per 100 m ² GFA
❶ For shopping centres, calculate the area by adding all the tenant spaces together. ❷ This rule only applies to land use categories that are based on a number of parking spaces per GFA. ❸ The minimum parking requirement may be affected by Diagram 8.3.8 Parking Exception Areas		

Table 8.3.3 Agriculture		
Land Use / Type of Development		
Greenhouses and Plant Nurseries	6.7 spaces per 100 m ² GFA of retail sales structure	n/a
Farm Retail Sales	5.0 spaces per 100 m ² GFA , minimum 4	n/a

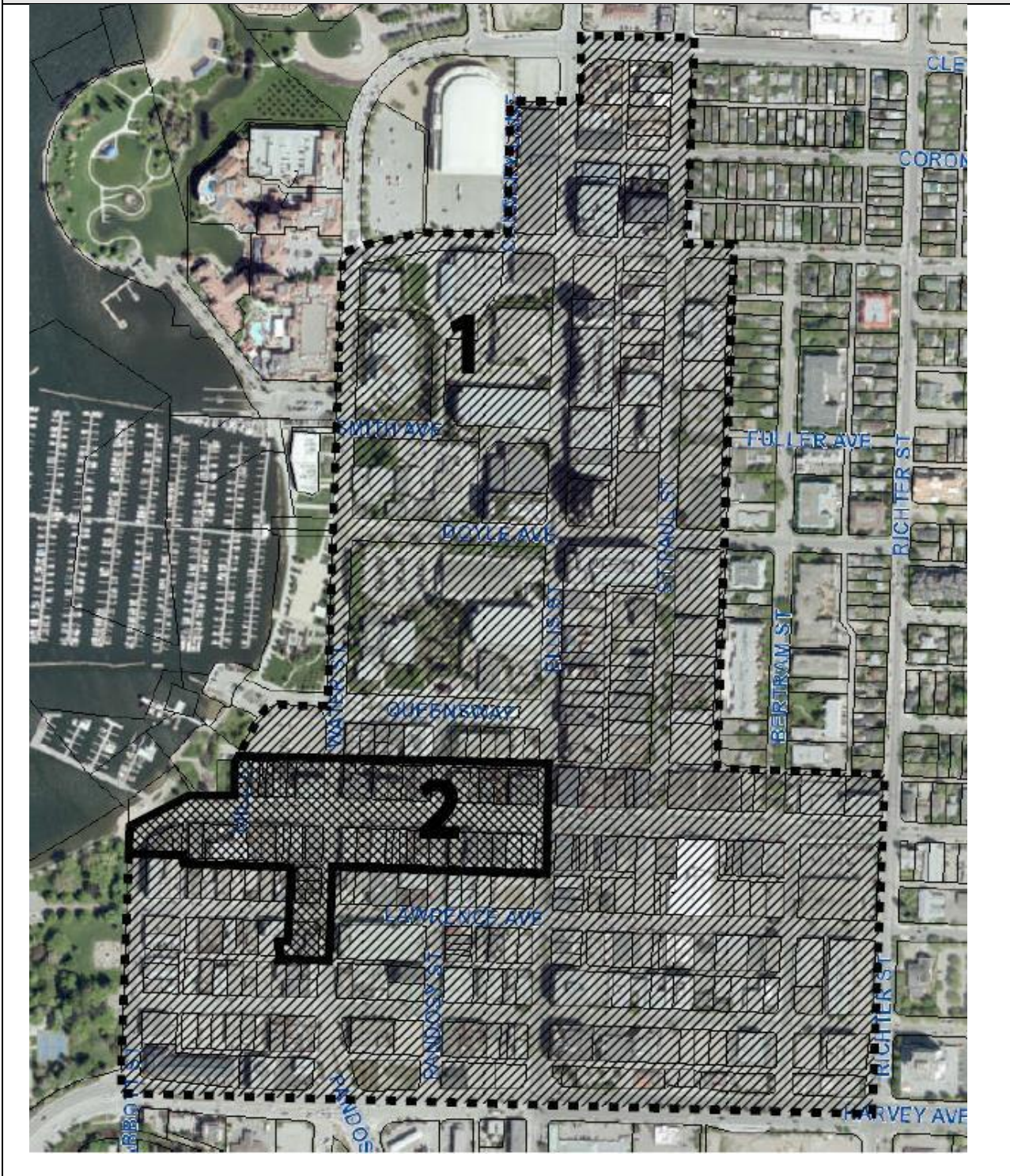
<i>Table 8.3.4 Industrial</i>		
Land Use / Type of Development		
Bulk Fuel Depot	1.0 space per employee on duty	n/a
General Industrial Uses	1.0 space per 100 m ² GFA (includes mezzanine area); Plus 2.5 spaces per 100 m ² GFA for all floor area devoted to accessory activities such as any indoor display, office, administrative or technical support, or retail sale operations.	2.5 spaces per 100 m ² GFA (includes mezzanine area); Plus 3.0 spaces per 100 m ² GFA for all floor area devoted to accessory activities such as any indoor display, office, administrative or technical support, or retail sale operations.
Warehousing and Storage	0.5 spaces per 100 m ² GFA (minimum 2 spaces); Plus 2.5 spaces per 100 m ² GFA for all floor area devoted to accessory activities such as any indoor display, office, administrative or technical support, or retail sale operations.	1.0 space per 100 m ² GFA ; Plus 3.0 spaces per 100 m ² GFA for all floor area devoted to accessory activities such as any indoor display, office, administrative or technical support, or retail sale operations.

<i>Table 8.3.5 Institutional</i>		
Land Use / Type of Development		
Cemetery	1.0 space per employee	n/a
Detention and Correction Services	1.0 space per 2 inmates (capacity)	n/a
Emergency and Protective Services	4.0 spaces per 100 m ² GFA	n/a
Extended Medical Treatment Services		
Hospitals	1.0 space per 100 m ² GFA	n/a
Funeral Services	3.5 spaces per 100 m ² GFA	n/a
School, Elementary	1.0 space per 100 m ² GFA	n/a
School, Secondary	1.5 spaces per 100 m ² GFA	n/a
Universities or Colleges	2.0 spaces per 100 m ² GFA	n/a
Temporary Shelter Services	1.0 space per 3 beds	n/a

<u>Table 8.3.6 Community, Recreational, and Cultural</u>		
Land Use / Type of Development	Parking Requirement	
	Minimum	Maximum
Bowling Alley	2.0 spaces per alley	n/a
Child Care Centre, Major (includes preschool)	1.0 space per 10 children, plus 1 per 2 employees on duty; but a minimum of 4.0 spaces	n/a
Child Care Centre, Minor	2.0 spaces	n/a
Cultural and Recreation Services Exhibition and Convention Facilities	1.0 space per 5 seating spaces; or 20.0 spaces per 100 m ² of floor area used by patrons (whichever is the greater)	n/a
Cultural Facility (e.g. Museum, Art Gallery)	2.5 spaces per 100 m ² GFA	n/a
Curling Rink	4.0 spaces per curling sheet	n/a
Golf Course	6.0 spaces per hole; plus the parking required for other secondary uses	n/a
Golf Driving Range	2.0 spaces per tee	n/a
Library	2.5 spaces per 100 m ² GFA	n/a
Participant Recreation Services, Outdoor (except golf courses) Participant Recreation Services, Indoor (except curling rinks, swimming pools, and racquet clubs)	1.0 space per employee on duty, plus 1.0 space per 3 users	n/a
Racquet Clubs	3 per court	n/a
Recycled Materials Drop-off Centre	1 per recycling container, minimum of 2	n/a
Religious Assemblies	1 per 5 seats or 10 per 100 m ² of GFA (whichever is greater)	n/a
Spectator Entertainment Establishment	1 per 4 seats	n/a
Spectator Sports Establishment	1 per 4 seats	n/a
Swimming Pool (Public)	25.0 per 100 m ² of pool water surface	n/a
Tourist Campsite	1.1 per camping space	n/a

<u>Table 8.3.7 Water Uses</u>		
Land Use / Type of Development	Parking Requirement	
	Minimum	Maximum
Marinas	1 per 2 boat spaces	n/a
Marine Fuel Facilities	1 per business	n/a
Marine Equipment Rentals	1 per 1 boat space, plus 1 per business	n/a

Diagram 8.3.8 Parking Exception Areas



1. Notwithstanding Table 8.3.2 Commercial Parking Requirements, the minimum parking requirement for all C-7 zoned lots in Area 1 & 2 shown in Diagram 8.3.8 shall be 0.9 stalls per 100 m² of Gross Floor Area (GFA). This rule only applies to land use categories that are based on a number of parking spaces per GFA.
2. All lots in Area 2 shown in Diagram 8.3.8 shall not be required to meet any **vehicle parking space** requirements if the **height** of the **buildings** on the lot are:
 - o 15.0 metres or less and 4 **storeys** or less.

8.4 Off-Street Loading

- 8.4.1 Where **development** is proposed, including new **development**, change of **use** of existing **development**, or enlargement of existing **development**, off-street **loading spaces** shall be provided by the property **owner** in accordance with the requirements of this Bylaw. Detention and correction services located within a security **fence** are exempt from providing off-street **loading spaces**.

Number of Spaces

- 8.4.2 The number of off-street **loading spaces**, including bus **loading spaces**, required for each **use** is specified in **Table 8.4 Minimum Loading Required**. The maximum number of loading spaces required by this section is three (3) spaces.
- 8.4.3 Where calculation of the total number of **loading spaces** yields a fractional number, the following counting rules apply (unless specifically defined in **Table 8.4 Minimum Loading Required**):
- a) Any fraction less than one-half (0.5) rounds down to the nearest whole integer (including zero); and
 - b) Any fraction one-half (0.5) or greater rounds up to the nearest whole integer.
- 8.4.4 Where **gross floor area** is used as a unit of measurement for the calculation of required **loading spaces**, it must exclude all parking and loading areas, secure bicycle parking areas, common stairways and mechanical rooms within the building.
- 8.4.5 Where the **Loading Schedule** does not clearly define requirements for a particular **development**, the single **use** class or combination of **use** classes is most representative of the proposed **development** shall be used to determine the **loading space** requirement.
- 8.4.6 Where a **development** consists of a mix of **use** classes, the total off-street loading requirement shall be the sum of the off-street loading requirements for each **use** class, unless there is a complementary demand or differences in periods of **use** for loading that warrants a different requirement.

Location

- 8.4.7 Off-street **loading spaces** shall be provided entirely within the property of the **development** being served.
- 8.4.8 Off-street **loading spaces** shall be oriented away from **residential development**.

Size and Access

- 8.4.9 Each off-street **loading space** shall be of adequate size and accessibility to accommodate the **vehicles** expected to load and unload, but in no case shall a **loading space** be less than 28 m² in area, less than 3.0 m in width, or have less than 4.0 m in overhead **clearance**.
- 8.4.10 Each required bus **loading space** shall be a minimum of 3.6 m in width, a minimum of 12.2 m in length, and have a minimum **clearance** of 4.6 m.
- 8.4.11 Access to any loading area shall be provided, wherever possible, internally to the **development** or from a **lane abutting** the **development**.

- 8.4.12 Access to any loading area shall be arranged such that no backing or turning movement of vehicles going to or from the site causes interference with traffic on the **abutting streets** or lanes.

Table 8.4 – Minimum Loading Required

Type of Development (Use)	Required Loading Spaces
Child Care Centre, Major	For 9 – 15 children 0 car loading space For 16 – 25 children 0 car loading space For 26 or more children 1 car loading space
Commercial Uses (except above) and Industrial Uses	1 per 1,900 m ² GFA
Community, Educational (except below), Recreational and Institutional Uses	1 per 2,800 m ² GFA
Food Primary Establishment	1 per 2,800 m ² GFA
Hotels Motels	1 per 2,800 m ² GFA
Liquor Primary Establishment	1 per 2,800 m ² GFA
Schools, Universities or Colleges	1.5 car loading spaces per 100 students, minimum 5; plus 3 bus loading spaces

8.5 Off-Street Bicycle Parking

- 8.5.1 Where any **development** is proposed, including new **development**, change of **use** of existing **development**, or enlargement of existing **development**, off-street bicycle parking shall be provided by the property **owner** in accordance with the requirements of this Bylaw.
- 8.5.2 The number of **short-term** and **long-term** off-street **bicycle parking spaces** required for each **use** class is specified in **Table 8.5 Minimum Bicycle Parking Required**.
- 8.5.3 Where calculation of the total number of **parking spaces** yields a fractional number:
- Any fraction less than one-half (0.5) rounds down to the nearest whole integer (including zero); and
 - Any fraction one-half (0.5) or greater rounds up to the nearest whole integer.
- 8.5.4 Where the **Bicycle Parking Schedule** does not clearly define requirements for a particular **development** the single **use** or combination of **use** most representative of the proposed **development** shall be used to determine the parking requirement.
- 8.5.5 **Short-Term Bicycle Parking Standards:**
- Short-Term Bicycle Parking** must be conveniently located within: 15 metres of any main entrances (whether inside or outside of the building), a well-lit area, clearly visible to visitors, and subject to casual surveillance by occupants of the building(s).
 - Short-term bicycle parking** spaces shall be provided in a bicycle rack that is permanently anchored to the ground or a wall.
 - Design and install **short-term bicycle parking** to the minimum dimensions shown in **Table 8.5.1 Minimum Dimensions for Bicycle Parking**.
- 8.5.6 **Long-Term Bicycle Parking Standards:**
- Long-Term Bicycle Parking** must be located inside a **building** or within a secure, weather-protected, dedicated bicycle parking facility accessible to residents, employees or other identified users of the building.
 - The entry door into the long-term bicycle parking facility must have a minimum width of 0.9 metres.
 - Long-Term Bicycle Parking** spaces can be arranged in a Ground-Anchored or Wall-Mounted configuration provided that:
 - A minimum 50% of the required **Long-Term Bicycle Parking** shall be Ground-Anchored.
 - Wall-Mounted bicycle racks located in front of an automobile stall within a parkade will only be counted towards the minimum **Long-Term Bicycle Parking** if the automobile stall meets the minimum Regulated - size vehicle standards.
 - A minimum of 75% of the **Long-Term Bicycle Parking** spaces shall be located at-grade or within one **storey** of **building grade** and shall be easily accessible to users.
 - Long-Term Bicycle Parking** spaces must have a minimum unobstructed height clearance of 1.9 metres between the floor and any mechanical equipment, or, if there is no mechanical equipment, between the floor and the ceiling.
 - Design and install **Long-Term Bicycle Parking** spaces to the minimum dimensions shown in **Table 8.5.1 Minimum Dimensions for Bicycle Parking**.
 - A "bicycle repair and wash station" is required after 20 long term bike parking stalls are required. A "bicycle repair and wash station" includes tools for bikes, a commercial grade pump, access to water, and a way to raise a bikes up to perform simple maintenance.

- 8.5.7 Bicycle racks shall be:
- (a) constructed of theft resistant material;
 - (b) securely anchored with tamper-proof hardware to the floor, **building**, or ground;
 - (c) constructed to support from two points on the bicycle frame for a horizontal rack; and
 - (d) constructed to enable the bicycle frame and at least one wheel to both be securely locked to the rack with a single U-style lock.

8.5.8 Bicycle Parking Incentives:

Within the Urban Core, University South and Glenmore Valley Village Centres as defined in the Official Community Plan, the total minimum off-street vehicle parking requirements can be reduced by 20 percent (20%) up to a maximum of five (5) **parking spaces** (for the base parking requirement) subject to the provision of the bonus long-term bicycle parking spaces identified within Table 8.5.

Table 8.5 – Minimum Bicycle Parking Required

Type of Development (General Uses) ①	Bicycle Parking Spaces ④		
	Required Long-term	Bonus Long-term	Required Short-term
Institutional Zones	1 per 25 employees	n/a	6 per entrance
Apartment Housing (includes supportive housing)	0.75 per 2 bedroom or less dwelling units 1.0 per 3 bedroom or more dwelling units	1.0 per bachelor or 1-bedroom dwelling unit 1.5 per 2-bedroom dwelling units 2.0 per 3-bedroom or more dwelling units	6 per entrance, plus for buildings with greater than 70 units: 1 space for every additional 5 units
Assisted Living Facility (dwelling unit for elderly and / or people with disabilities) and Congregate Housing	1.0 space per 20 dwelling units plus 1.0 space per 10 employees	n/a	6 per entrance
Townhouses	No requirement ⑤	n/a ⑥	4 spaces or 1 per 5 units (whichever is greater) ②
Commercial Uses	1 per 500 m ² of GFA	2.0 per 500 m ² of GFA	2 per entrance or 1 space per 750m ² of GFA (whichever is greater)
Industrial Uses	0.5 per 1,000 m ² of GFA ③	1.0 per 1,000 m ² of GFA	No requirement
Type of Development (Specific Uses)	Bicycle Parking Spaces ④		
	Required Long-term	Required Short-term	
Hotel / Motel	1 per 20 sleeping units	6 per entrance	
Day-care centre for 15 or more children	1 per 10 employees, min 2 spaces	1 for each 10 students of planned capacity, min 2 spaces	
Elementary and Secondary Schools	1 per 10 employees, min 2 spaces	6 per entrance or 3 per 10 student seats at entrance (whichever is greater)	
Post-secondary Schools	1 per 10 employees plus 1 for each 10 students of planned capacity, min 2 spaces	6 per entrance or 3 per 10 student seats at entrance (whichever is greater)	
Cultural Facility or Library	1 space for 15 employees	2 per entrance (for buildings up to 1,000 m ²); 6 per entrance (for buildings greater than 1,000m ² GFA) 16 spaces per entrance (for buildings greater 2,000m ² GFA)	

Health Services	1 space for 15 employees	6 spaces per public building entrance or 1 per 1000m ² (whichever is greater)
Offices	1 per 500 m ² of GFA	2 per entrance or 1 space per 750m ² of GFA (whichever is greater)
Community Recreation Services	1 space per 15 employees	12 spaces per public building entrance
Notes: ① Utilize the 'General Uses' for bicycle parking calculations unless the land use matches the Specific Uses. ② Regulation only applies to lots with 5 or more dwelling units. ③ Industrial Uses (for the purpose of bicycle parking calculations): means any principal or secondary use that is exclusively within an Industrial zone . For example, if a principal or secondary use is within a commercial and an industrial zone then that use shall be calculated with the commercial bicycle parking rate (e.g. a food primary or liquor primary establishment located in an industrial area would use the commercial bicycle parking rate). ④ All area numbers are based on Gross Floor Area (GFA). ⑤ The bike parking exclusion for Townhouses only applies to dwelling units which have an attached private garage with direct entry from the garage to the dwelling unit, otherwise, the Apartment Housing category must be used to calculate the long term-bicycle parking requirement. + Townhouses without an attached private garage with direct entry from the garage to the dwelling unit can utilize the bonus bicycle parking provisions within apartment housing.		

Table 8.5.1 Minimum Dimensions for Bicycle Parking (in metres)

	Ground Anchored Rack		Wall Mounted Rack	
Angle of Rack (in an aerial perspective, measured from the plane of the nearest wall of a building)	>45 degrees	≤45 degrees	>45 degrees	≤45 degrees
Minimum space depth	1.8 m	1.45 m	1.2 m	1.2 m
Minimum aisle width	1.5 m	1.5 m	1.5 m	1.5 m
Minimum distance between bicycle racks (for racks that accommodate two or more bicycles)	0.9 m	1.3 m	0.9 m	1.3 m
Minimum distance between bicycle racks (for racks that accommodate no more than one bicycle)	0.45 m	0.65 m	0.45 m	0.65 m
Minimum distance between bicycle racks and wall, entrance door to bicycle storage facility, or other obstacle.	0.6 m	0.6 m	0.6 m	0.6 m

Figure 8.5.1: Short-Term Bicycle Parking Configuration Example

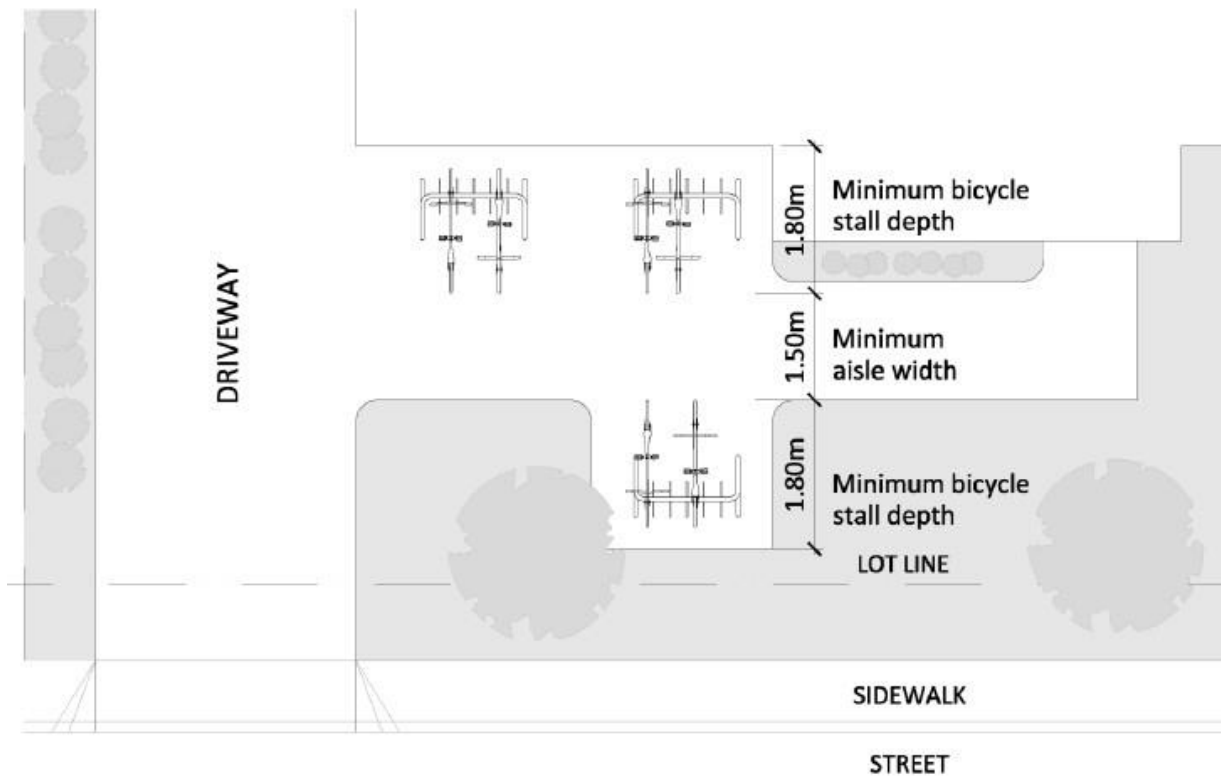
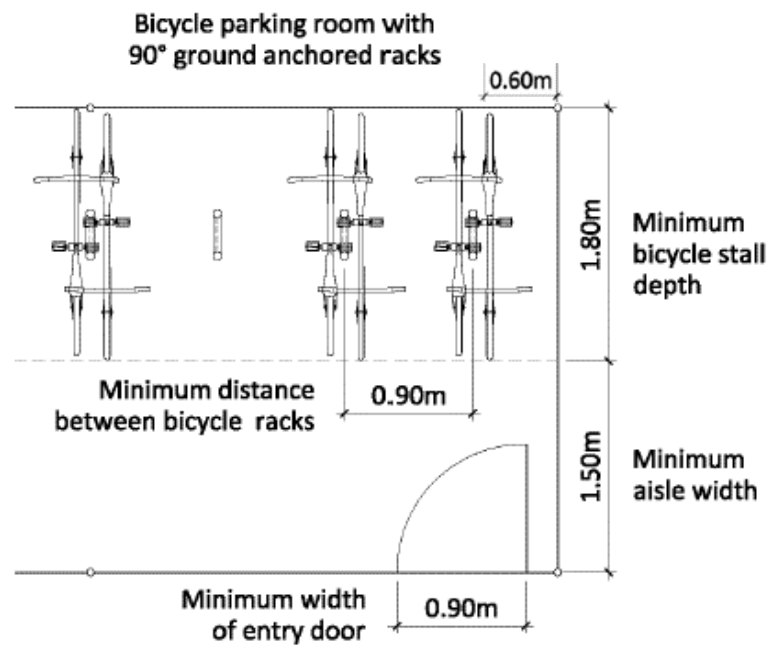
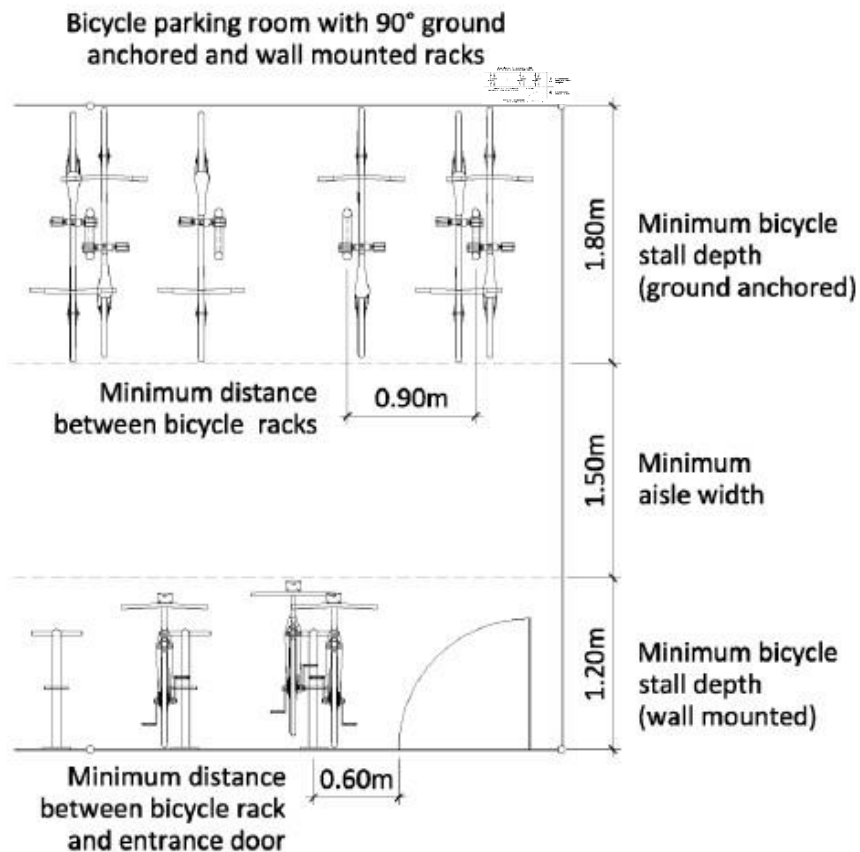
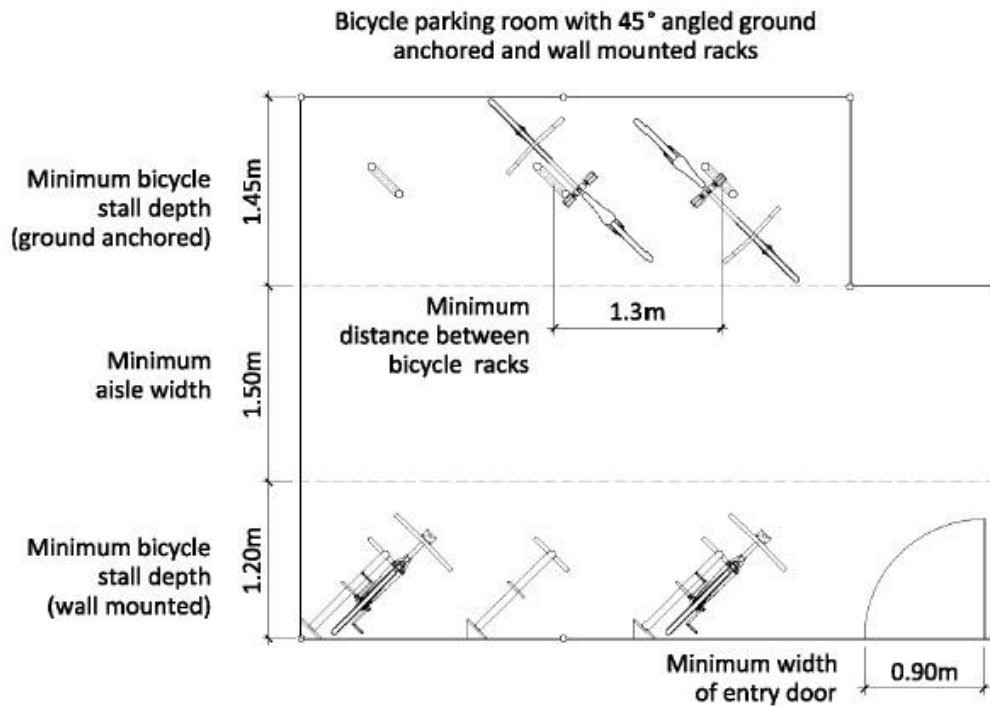


Figure 8.5.2: Long-Term Bicycle Parking Configurations Example





8.6 End of Trip Facilities

8.6.1 Where any **commercial** or **industrial development** is proposed, the **end-of-trip facilities** shall be provided in accordance with Table 8.6 below:

Table 8.6 Required End-of-Trip Facilities				
Long-Term Bicycle Parking Spaces	Number of Toilets	Number of Sinks	Number of Showers	Number of storage lockers
0-3	0	0	0	0
4-29 ❶	2	2	2	0.5 lockers per bicycle space
30-64 ❶	4	4	4	0.5 lockers per bicycle space
65 and over ❶	+2 for each additional 30 bicycle spaces	+2 for each additional 30 bicycle spaces	+2 for each additional 30 bicycle spaces	0.5 lockers per bicycle space
❶ End of trips shall include a "bicycle repair and wash station" including tools for bikes, a commercial grade pump, access to water, and way to raise a bike up to perform simple maintenance. A "bicycle repair and wash station" is required after 4 long term bike parking stalls are required.				

Section 8 – Parking and Loading amended as follows:

Sub-Section 8.1 Off-Street Vehicle Parking – BL8654, BL8528, BL10796, BL10816, BL11140, BL11263

Sub-Section 8.3 Development Standards – BL8528

Sub-Section 8.4 Off-Street Bicycle Parking – BL8654 & BL10613

Sub-Section 8.5 General Provisions – BL8654, BL9120

Table 8.1 – Parking Schedule – BL8367, BL8430, BL8528, BL8820, BL8881, BL8900, BL8960, BL9041, BL9723, BL9766, BL9953, BL10686, BL10796, BL10804, BL10981; BL10997, BL11140, BL11313

Table 8.2 – Loading Schedule – BL8960, BL10804

Table 8.3 – Bicycle Parking Schedule – BL8528, BL8654, BL8960, BL11140

CITY OF KELOWNA
BYLAW NO. 11938
Z19-0069 – 509 Eldorado Road

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

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

1. THAT City of Kelowna Zoning Bylaw No. 8000 be amended by changing the zoning classification of Lot 5 District Lot 167 ODYD District Plan 16646 located on Eldorado Road, Kelowna, BC from the Ru1 – Large Lot Housing zone to the Ru2 – Medium Lot Housing zone.
2. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first time by the Municipal Council this 7th day of October, 2019.

Considered at a Public Hearing on the 5th day of November, 2019.

Read a second and third time by the Municipal Council this 5th day of November, 2019.

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk

Report to Council



Date: November 25, 2019
To: Council
From: City Manager
Subject: Delegation of Authority – Airport Agreements
Department: Kelowna International Airport

Recommendation:

THAT Council receives, for information, the Report from the Senior Airport Finance and Corporate Services Manager dated November 25, 2019, pertaining to implementation of a new bylaw for delegation of authority for entering into airport related agreements;

AND THAT Bylaw No. 11961, being the Airport Agreements Delegation of Authority Bylaw, be forwarded for reading consideration.

Purpose:

To create the City of Kelowna Airport Agreements Delegation of Authority Bylaw No. 11961.

Background:

The Kelowna International Airport (the Airport) enters into various agreements, that are consistent with delivery of the approved master plan, in the normal course of operations of the Airport. These agreements include, but are not limited to, agreements related to the Airport Improvement Fee, the operation of airlines, ground handlers and NAV Canada at the Airport, and revenue generation.

Discussion:

In an effort to improve or stop lower value activities, the Airport is recommending a delegation of certain authorities from Council to the Airport Director that would authorize the Airport Director to negotiate, approve, enter into and amend certain agreements, on behalf of the City of Kelowna.

Under the Bylaw, the Airport Director would be delegated the authority to enter into contracts related to the Airport Improvement Fee, airlines operating at the Airport, ground handlers operating at the Airport, NAV Canada and generation of revenues at the Airport. These contracts are entered into in the course of operations of the Airport and include, but are not limited to, the following agreements:

- Airport Improvement Fee: Airport Improvement Fee Agreement
- Airlines Operating at the Airport: Air Carrier Airport Use Agreement
- Ground Handlers Operating at the Airport: Ground Handler Licence Agreement
- NAV Canada: Aviation Services and Facilities Agreement
- Generation of Revenues at the Airport: Parking, Car Rental, Food and Beverage and Advertising

These agreements are operational in nature, do not include the lease of land and any fees and charges referred to in these agreements are governed by the Airport Fees Bylaw, which is approved and/or amended via Council approval periodically. All agreements would be in accordance with City bylaws and policies, including those for Purchasing, and would be reviewed by legal counsel, if applicable.

The Airport Director will provide a report to Council regarding any transactions approved by this Bylaw on an annual basis, in order to ensure full accountability and transparent reporting.

Conclusion:

In order to improve or stop lower value activities, the Airport is recommending a delegation of authority from Council to the Airport Director to authorize the Airport Director to negotiate, approve, enter into and amend certain Airport-related agreements, on behalf of the City of Kelowna.

Internal Circulation:

J. Dueck, Controller
 J. Hewitt, Communications Advisor
 D. Tompkins, Purchasing Manager
 S. Fleming, City Clerk

Considerations applicable to this report:

Legal/Statutory Authority: Community Charter, section 154 – Delegation of Council Authority
Legal/Statutory Procedural Requirements: Community Charter, section 154 – Delegation of Council Authority

Considerations not applicable to this report:

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:

SS

cc:

S. Dyrdal, Senior Airport Finance and Corporate Services Manager

CITY OF KELOWNA

BYLAW NO. 11961

Delegation of Authority to Enter into Agreements

WHEREAS Section 154(1) of the *Community Charter*, as amended from time to time, empowers the City to, by bylaw, delegate powers, duties and functions, including those specifically established by an enactment, to officers and employees of the City;

AND WHEREAS Council wishes to delegate to its officers and employees' certain powers, duties and functions;

AND WHEREAS Council wishes to specify which officers and employees may act as signatories on behalf of the City as it relates to agreement transactions;

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

SECTION 1 - INTRODUCTION

1.1 This bylaw may be cited for all purposes as the "Delegation of Authority to Enter into Agreements Bylaw No. 11961";

1.2 Definitions

1.2.1 In this Bylaw:

"**Agreement**" means a negotiated and typically legally binding arrangement between two or more parties as to a course of action;

"**Airport**" means the airport operated by the City of Kelowna known as Kelowna International Airport;

"**Airport Director**" means the person hired in this position by the City Manager;

"**City**" means The Corporation of the City of Kelowna or the area within the Municipal boundaries thereof; and

"**Council**" means the Municipal Council for the City of Kelowna;

SECTION 2 - Authorized Signatories for Airport Agreements

2.1 Provided that all necessary prerequisites of the *Community Charter* the *Local Government Act*, other applicable federal and provincial enactments, City bylaws, and City policies have been met, the Airport Director is assigned the authority within the parameters established by Section 2 to negotiate, approve, execute and amend Agreements related to the Airport Improvement Fee, airlines operating at the Airport, ground handlers operating at the Airport, NAV Canada, revenues including but not limited to parking, car rental, food and beverage, and advertising, on behalf of the City;

2.2 The maximum term of an agreement shall be twenty years inclusive of any rights of renewal;

- 2.3 The Airport Director shall provide a report to Council to be received for information regarding any transactions approved pursuant to this Bylaw on an annual basis;

SECTION 3 - SEVERABILITY

- 3.1 In the event that any section of this bylaw is for any reason held invalid by a decision of a court of competent jurisdiction, the invalid section or sub-section shall be severed from and not affect the remaining provisions of this bylaw;

SECTION 4 – EFFECTIVE DATE

- 4.1 This bylaw comes into full force and effect and is binding on all persons as 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

Mayor

City Clerk

Report to Council



Date: November 25, 2019
To: Council
From: City Manager
Subject: Community Resiliency Investment Program Funding 2020
Department: Park Services

Recommendation:

THAT Council receives, for information, the November 25, 2019 report from the Urban Forestry Technician with respect to 2020 Community Resiliency Investment (CRI) Program funding;

AND THAT Council approves staff to apply for a grant from the CRI program to continue to support wildfire fuel mitigation;

AND FURTHER THAT upon confirmation of the grant award, the current Financial Plan will be amended to include the receipt of up to \$150,000 from the Community Resiliency Investment Program.

Purpose:

To seek Council approval towards an application for funding through the Community Resiliency Investment (CRI) Program.

Background:

The City of Kelowna has a well-established Community Wildfire Protection Program. Program priorities are determined by our current *Community Wildfire Protection Plan (CWPP)*.

The CWPP is a document that defines the wildfire risk in an identified area, identifies measures necessary to mitigate those risks and outlines a plan of action to be implemented.

Many prioritized recommendations of the current CWPP have been or are being addressed through capital and external funding. Our primary source of external funding is the Community Resiliency Investment (CRI) Program; a provincial initiative intended to reduce the risk and impact of wildfire to communities in British Columbia through community funding, supports, and priority fuel management activities within municipal boundaries. In 2019 the City of Kelowna received \$100,000 (2019 maximum award) to complete activities related to CWPP recommendations, including:

- Initiation of wildfire fuel mitigation across the eastern parcel of Knox Mountain Park - Phase 1 (\$55,000);
- Development of a wildfire fuel mitigation maintenance schedule for previously treated areas;
- Development of a landscaping standard for wildland-urban interface areas that meets FireSmart guidelines (including a requirement for a landscape plan to be included with DP application);
- Updating our Terms of Reference document that will be provided to developers and Qualified Professionals completing the assessments that lists all required elements of a basic wildfire hazard report; and
- Assessment of our current development permit processes to identify opportunities to align the process with the goals of our CWPP (total allocation for latter four activities is \$45,000).

Discussion:

On October 18th, 2019, staff applied for 2020 CRI Program funding of \$150,000 (2020 maximum award). Allocation of these funds are to be used to complete the second phase of fuel mitigation work across Knox Mountain Park East. If possible, 2019 and 2020 CRI funding will be coordinated to complete the fuel mitigation as one activity over the winter of 2019/2020. In the event this is not possible, we will proceed with Phase 1 of work (\$55,000 portion of 2019 award) this season and continue with Phase 2 of work (\$150,000 total of 2020 award) in the winter of 2020/2021. Applications for CRI Program funding require a new Council resolution annually.

Internal Circulation:

Communications
Financial Planning
Fire Department
Infrastructure Operations
Park Services

Considerations not applicable to this report:

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Existing Policy:

Financial/Budgetary Considerations:

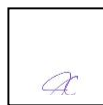
External Agency/Public Comments:

Communications Comments:

Submitted by:

T. Bergeson, Urban Forestry Technician

Approved for inclusion:



Joe Creron, Deputy City Manager - Operations

cc:

Report to Council



Date: November 25, 2019
To: Council
From: City Manager
Subject: Poplar Point Pump Station Slope Stabilization - Budget Transfer
Department: Utility Services

Recommendation:

THAT Council receives for information the report from the Water Operations Manager, regarding the Poplar Point Pump Station Slope Stabilization – Budget Transfer;

AND THAT the Financial Plan be amended to cancel the Flood Resilience of Water Sources Project and transfer these funds to the Water Utility operating budget: Poplar Point Pump Station Slope Stabilization Project to complete more critical works at the Poplar Point Pump Station.

Purpose:

To transfer funds from an available Water Utility operating budget project (Flood Resilience of Water Sources) to complete more critical works for the Poplar Point Pump Station Slope Stability project.

Background:

The Poplar Point Pump Station is one of two main water intakes for the City Water Utility. It is located at the base of a rock bluff, where loose rock is beginning to threaten the safety of the site. A rock stability report has been prepared jointly by a geotechnical engineer, in consultation with an expert contractor, to determine the construction methodology, constructability and provide accurate construction pricing. The issues at the site were broken down into the following three hazards:

- The raveling soil slope at the north end of the site which presents a risk of further destabilization which could increase the potential for rockfall event at the water intake facility.
- The steep rock face directly east of the building that poses the potential for a rockfall event. The rockfall event may originate near Paul Tomb's Trail which is upslope of the steep rock face towards Knox Mountain. Another origin point for a rock fall event could be rock blocks

that may become disjointed from the rock face and impact the building or the chlorine delivery truck that supplies chlorine to the water intake facility.

- The slope to the east of Poplar Point Drive which has the potential for rockfall events to leave debris on the road blocking access to the water intake facility and requiring maintenance crews to remove the debris.

The initial project budget covered the assessment and consultant fees. Additional budget is required to cover the projected costs for this high priority work. There is surplus budget available from another Water Utility operating account that can be transferred for this project as follows: Flood Resilience of Water Sources (Work Order 1168-13).

In addition to the physical and logistical hazards with the rock wall there is a staff safety hazard if the slope was to fail while staff or other people were on site.

Discussion:

Policy 261 requires Council approval to cancel project funding of an approved project prior to the transfer of those funds to another project to meet the needs of an anticipated over expenditure.

The budget cancellation and re-allocation of those funds in the amount of \$44,370 added to the existing slope stabilization budget of \$51,070 will total \$95,440. Cost Estimates for the work have been received at \$89,800.

Conclusion:

The cancellation of the Flood Resilience Project and re-allocation of the funds to the Poplar Point Pump Station Slope Stabilization Project is prudent for the safety and integrity of the City's primary water supply facilities.

Internal Circulation:

Deputy City Manager
Divisional Director, Financial Services
Divisional Director, Infrastructure
Financial Analyst
Financial Planning Manager
Financial Services Supervisor
Infrastructure Administration Manager
Utility Planning Manager
Water Supply & Pumpstations Supervisor

Considerations applicable to this report:

Financial/Budgetary Considerations:

The following budget transfer is proposed:

		Current Budget	Transfer Amt.	Revised Budget
1168-13	Flood Resilience of Water Sources	\$44,370	-\$44,370	\$0
1168-09	Poplar Point Pump Station Slope Stabilization	\$51,070	+\$44,370	\$95,440

Considerations not applicable to this report:

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Existing Policy:

External Agency/Public Comments:

Communications Comments:

Submitted by:

A Weremy, Water Operations Manager

Approved for inclusion:



J. Creron, Deputy City Manager, Civic Operations

cc: J. Creron, Deputy City Manager
G. Davidson, Divisional Director, Financial Services
A. Newcombe, Divisional Director, Infrastructure
K. Van Vliet, Utility Services Manager
S. Doyle, Financial Services Supervisor

Report to Council



Date: November 25, 2019
To: Council
From: City Manager
Subject: Affordable Housing and Online Accommodation Platform Revenue
Department: Policy & Planning

Recommendation:

THAT Council receives, for information, the report from the Policy & Planning Department, dated November 25, 2019, with respect to affordable housing and revenue from online accommodation platforms (OAP);

AND THAT Council direct Staff to submit the necessary documentation to Destination BC in accordance with the recommendations outlined in the report from the Policy & Planning Department, dated November 25, 2019;

AND FURTHER THAT the 2019 financial plan be amended to include up to \$30,000 from the OAP reserve to support the joint tourism sector housing needs study.

Purpose:

To gain Council support to jointly fund with Tourism Kelowna a tourism sector housing needs assessment study

Background:

As of October 1, 2018, all Online Accommodation Platforms (OAP), such as Airbnb, have been subject to the Municipal and Regional District Tax (MRDT) – formerly known as the “Hotel Tax”. Recognizing the unique challenges that online accommodation platforms have posed to the housing market, the Province has supported municipalities in accessing revenue from these platforms to dedicate towards addressing local affordable housing needs. Local governments are required to submit annual plans to Destination BC in order to access the funding.

Revenues from this sector are very difficult to predict, particularly because this new revenue stream has become available at a time when the sector is in flux in Kelowna following the introduction of new regulations. At present, the City has received \$335,800, representing revenue from the period beginning

in October 1, 2018 to June 30, 2019. In response to these new regulations, staff expect significant variation in revenue over the coming 1-2 years.

Over the course of the past year, City staff have continued to liaise with staff from Tourism Kelowna over the status of the OAP funds and to discuss their future use. As part of discussions between the City and Tourism Kelowna about future use of OAP funds, a research project was identified which will support future decision making by both organizations about use of OAP funds. While the City has conducted several important studies relating to housing needs and the rental housing inventory, the perspective of employers and workers regarding how gaps in the housing supply affect staff attraction, retention and the bottom line for businesses is not as well understood. In view of this, the City and Tourism Kelowna propose to undertake in partnership a research project which has the following components:

- a survey of Tourism Kelowna stakeholders to gather information about tourism businesses, employees, wage levels and housing needs/issues;
- a review of baseline data and trends already compiled in a range of housing needs assessments and reports;
- a scan of tourism worker housing strategies used in other tourism-involved jurisdictions;
- focus groups with tourism employees to obtain more in-depth information about housing issues, affordability and ideas; and
- preparation of a report which brings together housing market conditions in Kelowna and area, the perspectives of tourism employers and staff, and potential strategies and solutions.

The work will be carried out by a qualified consultant that is selected in compliance with City Purchasing Policy and in consultation with the City's Purchasing Manager as needed. The consultant selection will be endorsed by both Tourism Kelowna and the City. The project budget is up to \$40,000 which includes consulting fees and expenses, and GST, and will be cost shared by Tourism Kelowna and the City. The City's share (up to \$30,000) will be paid from OAP revenues, and Destination BC has confirmed that use of OAP funds for this study is within their guidelines.

Discussion:

OAP funding has been made available to municipalities in recognition of the impact that short-term rentals are having on housing affordability. With persistent housing affordability challenges in Kelowna, staff are recommending that the OAP funding continue to be directed to the Housing Opportunities Reserve Fund (HORF) in 2020 for use in directly addressing affordability locally. As indicated in *Appendix A*, Tourism Kelowna has confirmed their understanding of the City's plan to continue to apply OAP revenues to the HORF for 2020.

It is anticipated that the tourism sector housing needs assessment work will be completed by the summer of 2020. Staff will return to Council with a report summarizing the findings of the work at that time.

Once OAP revenues have stabilized and staff from the City and from Tourism Kelowna have had further discussions, staff will review the arrangement and report back to Council with any recommended changes in the Fall of 2020.

Conclusion:

OAP revenues could represent an important counter-balance to the impacts of short-term rentals on housing affordability in Kelowna by providing a consistent stream of revenue for land acquisition, grants and partnerships. This would be in direct support of the goals of the City's *Healthy Housing Strategy*. However, more time is required for the short-term rental sector to stabilize in Kelowna and for discussions to continue with Tourism Kelowna.

Internal Circulation:

Business and Entrepreneurial Development
Urban Planning
Real Estate
Financial Planning
Accounting Operations

Considerations applicable to this report:

Financial/Budgetary Considerations:

At present, the City has received \$335,800 in OAP revenue, representing the period beginning in October 1, 2018 to June 30, 2019. Given the likely variability in revenue from OAP sources over the coming year, staff have budgeted an estimated 2020 revenue of \$400,000.00.

Existing Policy:

Official Community Plan Bylaw No. 10500

Objective 10.3 Support the creation of affordable and safe rental, non-market and/or special needs housing.

Policy 10.3.1 Housing Availability. Support the provision of housing for all members of the community, including those in core housing need or requiring special needs housing (transitional, age in place, emergency or shelter).

Policy 10.3.2 Housing Opportunities Reserve Fund. Maintain a housing opportunities reserve fund.

Policy 10.3.4 Use of the Housing Opportunities Reserve Fund. The Housing Opportunities Reserve Fund shall be used for the City to develop and partner to deliver affordable housing units.

Healthy Housing Strategy

Key Direction 1: Promote and protect rental housing

Key Direction 2: Improve housing affordability and reduce barriers for affordable housing

Key Direction 3: Build the right supply

Key Direction 4: Strengthen partnerships and align investments

External Agency/Public Comments:

Tourism Kelowna has provided correspondence in support of staff's proposed use of OAP funds for 2020 – see Attachment A.

Considerations not applicable to this report:

Legal/Statutory Authority
Legal/Statutory Procedural Requirements
Communications Comments

Submitted by:

J. Moore, Long Range Policy Planning Manager

Approved for inclusion:



D. Noble-Brandt, Policy & Planning Department Manager

CC:

R. Smith, Planning & Development Services Divisional Director
D. Noble-Brandt, Policy & Planning Department Manager
T. Barton, Development Planning Department Manager
J. Gabriel, Active Living & Culture Divisional Director
S. Wheeler, Social Development Manager
G. Wise, Business License Manager

Attachments:

Appendix A – Tourism Kelowna correspondence

November 15, 2019

Municipal Regional District Tax Program
Destination British Columbia
12th Floor, 510 Burrard Street
Vancouver, BC, V6C 3A8

RE: Application by the City of Kelowna to use Online Accommodation Platform Revenue for Affordable Housing in 2020

As designated recipient of 3% MRDT revenues, the City of Kelowna has confirmed that for the second year in a row they will apply to use revenues from Online Accommodation Platforms (OAP) for affordable housing initiatives in 2020.

Over the past year the Tourism Kelowna Board of Directors has met with City of Kelowna staff to discuss alternative uses for these funds that would more directly benefit Kelowna's tourism industry. However, the City has confirmed they will be submitting an Affordable Housing MRDT Plan (OAP revenues only) for 2020. As a result, Tourism Kelowna has not designated other uses for OAP revenues in its 2020 tactical plan.

We need to acknowledge that Tourism Kelowna represents a wide variety of stakeholders, many of whom would prefer these funds remain allocated to destination marketing. For this reason, we appreciate our current and ongoing consultation process with the City of Kelowna, especially the exploration of a joint tourism employer housing needs assessment study.

I hope you find this to be sufficient indication of Tourism Kelowna's awareness of the City of Kelowna's submission. Please feel free to contact me directly at (250) 212-6407 if more information is needed.

Sincerely,



Lianne Ballantyne
President & CEO, Tourism Kelowna

cc. Thom Killingsworth, Chair, Tourism Kelowna Board of Directors

Report to Council



Date: November 25, 2019
To: Council
From: City Manager
Subject: Community Climate Action Plan Progress Report
Department: Policy & Planning

Recommendation:

THAT Council receives, for information, the report from Policy & Planning dated November 25, 2019, with respect to progress on the Community Climate Action Plan.

Purpose:

To provide Council with an update on the progress of the actions identified in the Community Climate Action Plan as well as an update on the emission reductions achieved since 2007.

Background:

Last year, Council endorsed Our Kelowna as We Take Action: Kelowna's Community Climate Action Plan (CCAP). The CCAP focuses on actions the City can lead to help the community reduce its GHG footprint as local governments can influence emission reductions through land use planning, transportation options, building requirements and waste services. Over the short-term, the CCAP defines a path to slow emissions growth – to reduce emissions by four per cent below 2007 levels by 2023. The CCAP also identifies a mid-target of 25% below 2007 levels by 2033 and a long-term target of 80% below 2007 levels by 2050. Beyond 2023, however, more work will need to be done to identify actions to achieve the 2033 and 2050 target. In order to make significant progress on the targets, it is imperative that everyone - residents, businesses, industry, and senior levels of government – do their part. The City's actions are essential to support a transition to lower emissions, but it will ultimately be a shift in the community's behavior and regulation at the senior government level that is necessary to achieve the targets.

In the Plan a commitment was made to report on progress biannually, however, due to the heightened profile of climate change, staff felt it was imperative to provide Council an earlier update. The Plan's actions are divided into two separate categories. The first are actions that can be undertaken with existing staff and financial resources and the second category are actions that require additional resources to achieve. In the year since the CCAP was endorsed by Council, significant progress has been made on the Plan's actions as outlined in the table below and Attachment A. Of the 47 actions,

nearly sixty-eight per cent of the actions are in progress, ongoing or complete. This does not include the three ambitious actions that were recommended in the Plan which have not been started: to invest more in alternative transportation; to investigate transportation pricing strategies and to adopt all levels of Energy Step Code early. While the number of actions that are under way is an accomplishment, many of the Plan's actions, such as community and transportation planning, will be slow to realize GHG reductions in the short term, but these actions are critical for success in creating a low carbon community.

Table 1. Status summary of Community Climate Action Plan Progress

	Actions with existing resources				Actions with additional resources			
	Ongoing / Complete	In progress	Not started	Total actions	Ongoing / Complete	In progress	Not started	Total actions
Ongoing	11	2	0	13	0	0	2	2
Years 0 - 2 (2018 – 2020)	5	9	5	19	0	3	2	5
Years 3 - 5 (2021 – 2023)	0	0	2	2	0	2	4	6
Total	16	11	7	34	0	5	8	13

4

Some of the Plan's implementation successes have included:

- Energy Step Code Implementation Strategy endorsed for Part 9 buildings (Step 1 comes into effect December 1, 2019);
- Ongoing implementation of the capital projects and policy related actions from the *Pedestrian and Bicycle Master Plan*;
- Ongoing coordination of transportation and land use planning through the development of the 2040 Official Community Plan and Transportation Master Plan;
- Received FortisBC grant for a 2-year Community Energy Specialist position that has initiated work on several of the CCAP's actions including a Community Retrofit Strategy and an Electric Vehicle Strategy; and
- Received grant funding for several climate mitigation and adaptation projects including a federal/provincial/FortisBC grant to expand the electric vehicle charging network with four DC Fast Charge stations; a FortisBC grant to support a *See the Heat* thermal imaging program for residents; and a federal Disaster Mitigation Adaptation Fund grant for a Mill Creek Off-Stream Storage Projects and Channel Conveyance grant.

The Community Climate Action Plan includes seven indicators to monitor success. Only two of the seven indicators are available currently:

- *Number of actions initiated or completed:*
Despite only completing the first year of the Plan, 68 per cent of the Plan's actions have been initiated or completed exceeding the 60 per cent target established for the end of year 2.
- *Community greenhouse gas emission reduction:* At the time the CCAP was authored, emissions data was only available until 2012. The Province has recently released community emissions data up to 2017 for buildings and waste. This, supplemented with transportation emissions estimated from annual fuel sales, provides an estimate on how Kelowna is progressing on reducing community GHG emissions as shown in the Table 2.

Variation in emissions are noted from year to year, which can in part be due to weather factors (e.g. cold years will use more natural gas or electricity for heating). The concerning trend, however, is the community is losing ground and has not been able to achieve the same degree of absolute emission reduction that was achieved in 2010. Progression on absolute emission reductions is paramount to limiting the extent and impacts of climate change. Even when examining per capita emissions, the community appears to have stagnated and is not progressing in achieving individual reductions (except for 2016). Looking forward, while 2018 emissions are not yet available (they are expected in the fall 2020), it is encouraging to note that fuel sales in the community have declined by approximately three per cent over 2017.

Table 2: Kelowna's annual community greenhouse gas emissions

Year	On Road Transportation Emissions (tonnes CO ₂ e)	Buildings Emissions (tonnes CO ₂ e)	Waste Emissions (tonnes CO ₂ e)	Total Emissions (tonnes CO ₂ e)	% change compared to 2007	% per capita change from 2007
2007	376,088	255,609	49,270	680,967		
2010	357,167	242,285	49,233	648,685	-4.7%	-9.8%
2012	354,303	251,813	50,510	656,626	-3.6%	-11.9%
2014	366,059	257,939	60,164	684,162	0.5%	-10.2%
2016	370,199	241,514	49,995	661,708	-2.8%	-16.8%
2017	385,102	287,143	48,792	721,037	5.9%	-10.9%

Discussion:

Last October, the Intergovernmental Panel on Climate Change (IPCC) published a special report warning of the urgency to limit global warming to 1.5°C by 2030 to reduce the risks of extreme weather, rising sea levels and other impacts to millions of people. This will require “rapid and far-reaching” transitions in land, energy, industry, buildings, transport, and cities to reduce global net human-caused emissions of carbon dioxide (CO₂) by about 45 percent from 2010 levels by 2030, reaching ‘net zero’

around 2050.¹ In addition, earlier this month, more than 11,000 scientist signatories from around the world, declared clearly and unequivocally that the planet is facing a climate emergency, linked closely to excessive consumption of the world's most affluent countries.²

In response to the science, there has been a recent surge of concern for our world's climate: youth are striking to encourage political action; grassroots citizen movements are demanding change; and some governments are declaring climate emergencies.³ A group of youth are even taking the federal government to court claiming the government's failure to take actions consistent with the scientific evidence violates their rights to life, liberty and security under the Canadian Charter of Rights and Freedoms.⁴

Despite the dedication to implementing the CCAP's actions, progress on the City's community greenhouse gas reduction target is questionable due to the erratic year over year changes in emissions. Further, the CCAP's targets are far below what the IPCC recommends to limit global warming to 1.5°C. To align with IPCC targets, the City would have to vastly accelerate its targets, nearly doubling the CCAP's mid-term target from 25 per cent below 2007 levels by 2033 to reducing GHG's by 48% below 2007 levels by 2030.

Understanding the resource implications of developing a more ambitious target is the first step to understand what and how much action is needed to align with the global IPCC targets. This would involve determining the financial and staff resources required to update the CCAP and would include conversations with consultants to understand the extent of modelling, action identification and public engagement required in order to update the short, mid and long-term targets.

Conclusion:

At the community level, local governments have the front-line responsibility to impact climate change and adaptation. They are on the front lines of flooding, wildfires, and storms; responsible for infrastructure; provide first responder services; educate and prepare residents; and influence more than half of GHG emissions emitted.⁵ To effectively fight climate change, carbon pollution needs to be rapidly reduced, reaching net zero by mid-century. The benefits of acting on climate change are, however, far reaching and extend beyond reducing emissions. Improved health and air quality, greater community resilience, economic development and reduced costs⁶ are just a few of positive community impacts climate solutions can have.

¹ Intergovernmental Panel on Climate Change (IPCC), October 8, 2018. Summary for Policymakers of IPCC Special Report on Global Warming of 1.5°C approved by governments.
<https://www.ipcc.ch/2018/10/08/summary-for-policymakers-of-ipcc-special-report-on-global-warming-of-1-5c-approved-by-governments/>

² BioScience, November 5, 2019. World Scientists' Warning of a Climate Emergency.
<https://academic.oup.com/bioscience/advance-article/doi/10.1093/biosci/bizo88/5610806#165912541>

³ BioScience, November 5, 2019. World Scientists' Warning of a Climate Emergency.
<https://academic.oup.com/bioscience/advance-article/doi/10.1093/biosci/bizo88/5610806#165912541>

⁴ Times Colonist, November 3, 2019. Youth-group lawsuit draws attention to climate crisis.
<https://www.timescolonist.com/opinion/op-ed/david-suzuki-youth-group-lawsuit-draws-attention-to-climate-crisis-1.23995766>

⁵ Don Lidstone, QC and Ian Moore, September 25, 2019. "Declaring a Climate Emergency – Legal Issues" for Planning Institute of BC Climate Emergency Webinar.

⁶ City of Vancouver, April 16, 2019. Climate Emergency Response Administrative Report.
<https://council.vancouver.ca/20190424/documents/cfsc1.pdf>

Considerations applicable to this report:

Existing Policy:

OCP

- Objective 6.2 Improve energy efficiency and reduce community greenhouse gas emissions.
- Policy 6.2.1 The City of Kelowna will, in partnership with: senior governments; local residents and businesses; NGOs; external agencies; and utility providers, work towards reducing absolute community greenhouse gas emissions by:
 - 4% below 2007 levels by 2023;
 - 25% below 2007 levels by 2033; and
 - 80% below 2007 levels by 2050.

The City of Kelowna's efforts will be focussed on creating a dynamic community that embraces sustainable transportation options, energy efficient buildings and vibrant urban centres.

The City will support the reduced use of fossil fuels in buildings by encouraging renewable energy supplies, and energy efficient technologies in new and existing buildings.

The City will lead through example and strive to meet the BC Climate Action Charter targets for the reduction of GHG emissions from municipal infrastructure.

Imagine Kelowna

- Goal: Take action and be resilient in the face of climate change.

Council Priorities

- Community and corporate greenhouse gas emissions are decreasing
- Neighbourhoods and city infrastructure are resilient and adaptable to climate change

Financial/Budgetary Considerations:

At Council's direction, staff will report back on the resource (both financial and staff) implications to develop a more ambitious community GHG reduction target.

Submitted by:

T. Guidi, Sustainability Coordinator

Approved for inclusion:



Danielle Noble-Brandt, Dept. Manager, Policy & Planning

cc:

R. Villarreal Pacheco, Integrated Transportation Department Manager

M. Bayat, Development Services Director

M. VanZerr, Strategic Transportation Planning Manager

R. MacLean, Utility Planning Manager

C. McWillis, Cultural Services Manager

A. Hunsberger, Urban Forestry Supervisor

A. Cseke, Planner Specialist

N. Mora Castro, Environmental Technician

Attachment A: Community Climate Action Plan Implementation Progress

Legend: Ongoing/ complete In progress Not started

Table 1: Progress of implementation actions to be undertaken with existing resources

Action #	Description	Action Status	Action Implementation Notes
In progress or ongoing actions			
T1	Implement policy actions from the Pedestrian and Bicycle Master Plan	In Progress	Several of the policy recommendations are in progress including policy updates for bicycle parking, end of trip facilities, and driveway locations adjacent to active transportation corridors.
T2	Implement capital projects from the Pedestrian and Bicycle Master Plan	Ongoing	In 2018 expanded the active transportation network by 5.7 km of buffered bike lanes, 12.5 km of multi-use path, 0.8 km of sidewalk, 3.0 km of bike lanes. 2019 Plans include 11.6 km of buffered bike lanes, 2.6 km of cycle tracks, 6.0 km of new bike lanes and 1.6 km of sidewalk.
T3	Continue improving public transit service delivery	Ongoing	In 2018 restructured transit service to add a new route linking downtown to UBCO via Glenmore, bus service to University Heights, added 5,000 service hours.
B1	Partner with FortisBC on delivery of programs	Ongoing	Promotion of rebates and FortisBC programs such as the 2019 Small Business Program. In 2020 the City is offering the <i>See the Heat</i> program where residents and City staff can borrow a thermal imaging camera to see heat loss in their homes (the program is funded by FortisBC). The City is also running a workshop for rental building owners/managers to educate them on FortisBC's Rental Apartment Efficiency Program.
B2	Engage building community on regional Energy Step Code implementation strategy	Ongoing	Lake Country and Penticton implemented Energy Step Code for Part 9 buildings earlier in 2019. Kelowna regulations come into effect December 1, 2019 (i.e., Step 1 required for Part 9 residential buildings). Okanagan communities meet quarterly to discuss challenges and opportunities for regional collaboration.
B3	Develop educational offerings to support transition to Energy Step Code	Ongoing	Energy Step Code Industry Workshop in the Spring of 2018. Energy Step Code Airtightness and Assembly Details training in the Fall of 2019. Worked with CHBA-CO to offer builder breakfast series on Energy Step Code. Offering internal training for Building Officials (i.e., Building Inspectors, Plan Checkers, and One Window staff).
W1	Implement the 2017 Solid Waste Management Plan	Ongoing	Ongoing waste reduction programs happen annually such as composter sale, repair cafes, and trunk sales. The addition of two summer recycling ambassadors have increased outreach and education. The new waste contract will see compressed natural gas vehicles instead of gasoline.
LU1	Update the Zoning and Traffic Bylaws to incentivize car sharing	In Progress	Proposed amendments to Zoning Bylaw have received 3 rd reading to allow parking requirement reductions in multi-family residential development that include car share vehicles. Will be presented to Council for final reading November 25 th , 2019.

Action #	Description	Action Status	Action Implementation Notes
O1	Implement the Urban Forestry Strategy	Ongoing	In 2019 the City sold 600 trees through Neighbourwoods for planting on private property. On public property, will plant 400 street trees, 100 trees along Mill Creek and 5,000 tree seedlings in various locations.
O2	Implement the 2017 Agriculture Plan	Ongoing	As of fall 2019, 75% of the Plan's 52 actions are ongoing, in progress or complete.
O3	Continue to implement the Clean Air Strategy	Ongoing	Ongoing programs include Safe Routes to School, Agricultural Chipping Program, Woodstove Exchange Program, and Mow/Chip It rebates. Initiated work on amendments to the Smoke Control Bylaw and initiated development of an Anti-idling Bylaw.
O5	Investigate options to fund climate mitigation and adaptation initiatives	Ongoing	Recently received: <ul style="list-style-type: none"> • Funding from Disaster Mitigation Adaptation Fund for the Mill Creek Off-Stream Storage Projects and Channel Conveyance Project. • Grant from Pacific Institute for Climate Solutions to hire a student to develop climate adaptation policy for the OCP update. • Grant from FortisBC to hire a Community Energy Specialist position for 2 years (to March 2021). • Funding from FortisBC to support Energy Step Code training and <i>See the Heat</i> thermal imaging camera program. • Federal grant and partnership with FortisBC to expand level 3 electric vehicle charging infrastructure.
O6a	Investigate developing a Climate Adaptation Plan	Ongoing	Okanagan Regional Districts are currently in process of modelling climate change impacts for the Okanagan area, with report expected early 2020. A water shortage modelling project is underway to compare water requirements versus supply. In 2020 staff will be investigating options for a Climate Adaptation Plan and potential funding sources.
Actions to be implemented Years 0 – 2			
T4	Develop a disruptive mobility strategy	Not started	
T5	If successful, expand the pilot community bike share program.	Ongoing	In 2019 developed and implemented bike share permit program. Four bikeshare companies with permits to operate in Kelowna (most using e-scooters).
T7	Update the Zoning Bylaw to restrict drive-through uses	Not started	
T9	Implement an anti-idling bylaw	In progress	This is being developed as a regional initiative through the Regional Air Quality program.
T10	Investigate regulations and incentives for City parking to prioritize the use of alternative transportation modes	Ongoing	Council endorsed an updated Downtown Area Parking Plan, July 2019.
T12	Investigate options for a regional fuel tax	Not started	
B5	Update Building Bylaw for part 9 buildings requiring Step Code 1 (April 2019) and Step Code 3 (Oct 2020)	Complete	Step 1 for Part 9 residential buildings comes into effect in Kelowna on December 1, 2019. Step 3 comes into effect June 1, 2021.
B6	Relax Zoning Bylaw setback requirements to allow thicker walls for Step 4 and 5 buildings	Complete	Final adoption of the zoning amendments completed June 17, 2018.

Action #	Description	Action Status	Action Implementation Notes
B7	Create a building permit fee rebate program for part 9 buildings for those achieving Steps 4 or 5	Complete	Endorsed as part of the Energy Step Code Implementation Strategy for Part 9 buildings on May 6, 2019. Also included a building permit fee rebate for modelling and blower door testing to encourage builders to use Step Code in advance of Step 1 coming into effect December 1, 2019.
B8	Investigate updating the OCP Development Permit Guidelines to include building energy efficiencies	In progress	The Urban Design Development Permit Guidelines will incorporate this as part of the OCP 2040 update.
LU2	Amend the Zoning Bylaw to establish updated parking minimums and maximums	In progress	Proposed amendments to Zoning Bylaw have received 3 rd reading to reduce parking minimums for several multi-family zones and urban centre commercial zones. Will be presented to Council for final reading November 25 th , 2019.
LU4	Coordinate land use and transportation planning through OCP and transportation plans	In progress	Both the OCP update and Transportation Master Plan are coordinated and in progress.
LU5	As part of the OCP update, reinforce the Permanent Growth Boundary (PGB)	In progress	Council endorsed the growth scenario on March 4 th that reinforces the PGB and focuses on infill and redevelopment in the Core Area and no new suburban areas are identified for new development.
LU6	As part of the OCP update, evaluate a more compact growth strategy	In progress	Council endorsed the growth scenario on March 4 th that reinforces the PGB and focuses on infill and redevelopment in the Core Area and no new suburban areas identified for new development. Draft Future Land Use map presented to Council on August 12, 2019.
LU8	Investigate amendments to Bylaw 7900 to include pedestrian connectivity	In progress	Bylaw 7900 updates separated into 2 components. The first is immediate actions which is currently in draft form. The second is structural change which will be drafted later in 2020.
LU9	Incorporate a policy into the Official Community Plan to design neighbourhoods through a systems approach.	In progress	Being considered as part of the policy development for the OCP 2040 update.
O4	Amend the landscape regulations in both Zoning and Subdivision Bylaws to include tree protection and replacement requirements.	Not started	
O10	Investigate the opportunity to use treated effluent from the WWTF for irrigation	Not started	
O12	Investigate opportunities in the Cultural Plan update to incorporate climate change messaging through artistic work.	In progress	Culture Plan update is in progress.
Actions to be implemented Years 3 – 5			
LU7	Investigate options to amend OCP policy and Zoning regulations for shared parking facilities in new and existing developments	Not started	
O8	Investigate adopting both a private and heritage tree protection bylaw	Not started	Budget submission and work plan entry for 2020. This also achieves goals outlined in Urban Forestry Strategy and Heritage Strategy.

Table 2: Progress of implementation actions to be undertaken requiring additional resources

Action #	Description	Action Status	Action Implementation Notes
In progress or ongoing actions			
T8	Through the TDM review project, enhance Kelowna's TDM program	Not started	
O11	Investigate implementing or expanding education and engagement campaigns	Not started	
Actions to be implemented Years 0-2			
T6	Develop an electric vehicle strategy	In progress	Preliminary work has been undertaken, and the community strategy is expected to be developed in 2020. Work continues with FortisBC to expand the EV charging network.
B4	Develop a community energy retrofit strategy	In progress	<ul style="list-style-type: none"> Preliminary work has been undertaken. See the Heat Thermal Imaging Public Campaign to be launched Winter 2020. The City contributes to the Municipal Top Up Program for EnerGuide assessments through provincial Better Homes BC program. Partnering with Natural Resources Canada (NRCan) to develop a prototype of the Canadian Energy End Use Map which would give the City better insight into energy and emissions from buildings at the parcel level.
B9	Investigate options to implement Energy Step Code for Part 3 buildings once available	In progress	Hosted an Energy Step Code Solutions Lab for Part 3 buildings for stakeholders in September 2019. Input will be analyzed, and recommendations will be made Winter 2020.
B10	Investigate adopting Steps 4 and 5 for part 9 buildings once Province makes it available	Not started	Province currently allows communities to adopt up to Step 3 (and incentivize beyond this). Action will be delayed until provincial regulations allow and success of Kelowna's Step 1 and 3 implementation is determined.
B11	Investigate financing models to support city-wide deep energy retrofits	Not started	
Actions to be implemented Years 3 – 5			
T11	Investigate options to integrate alternative fuels into fleets such as transit.	In progress	New waste hauling contract will utilize compressed natural gas vehicles to reduce emissions. The City is looking at a pilot project to add a Level 3 electric vehicle charger for the Yards facility for fleet vehicles.
LU3	Apply an infrastructure cost analysis to major OCP amendments and ASP applications	In progress	Model City Infrastructure is in a pilot phase, ultimately it will be utilized as part of the review of major OCP amendments / ASP applications.
RE1	Investigate opportunities to increase both supply and demand of Renewable Natural Gas	Not started	
O6b	Develop a Climate Adaptation Plan	Not started	
O7	Investigate doing a Green Economy Study	Not started	
O9	Investigate process improvements to ensure that tree planting requirements are executed through site construction	Not started	

Table 3. Status summary of Community Climate Action Plan Progress

	Actions with existing resources				Actions with additional resources			
	Ongoing / Complete	In progress	Not started	Total actions	Ongoing / Complete	In progress	Not started	Total actions
Ongoing	11	2	0	13	0	0	2	2
Years 0 - 2 (2018 – 2020)	5	9	5	19	0	3	2	5
Years 3 - 5 (2021 – 2023)	0	0	2	2	0	2	4	6
Total	16	11	7	34	0	5	8	13



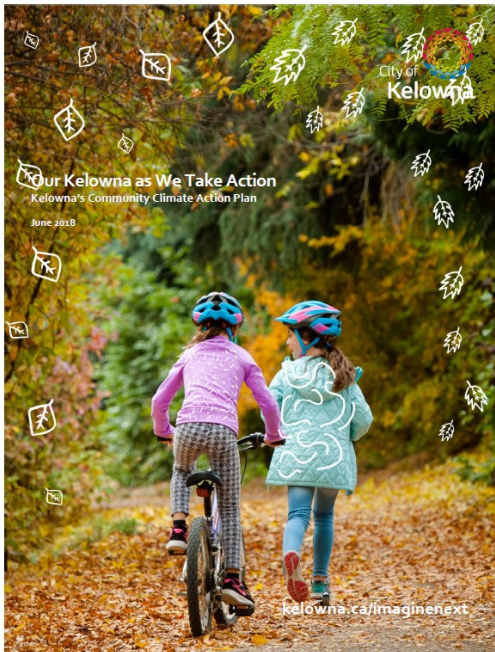
Climate Action Plan

Progress Report

November 2019

Community Climate Action Plan

Endorsed June 2018



Reduce community greenhouse gas emissions below 2007 levels by:

- ▶ 4% by 2023
- ▶ 25% by 2033
- ▶ 80% by 2050



The Plan's actions

47 actions

- ▶ Actions that can be achieved with existing resources (34)
- ▶ Actions that require additional resources (13)

Plus 3 ambitious actions

“It takes a village”

- ▶ City actions support transition to lower emissions
- ▶ Senior levels of government provide new regulation
- ▶ Community chooses low carbon options

CCAP progress

	Actions with existing resources				Actions with additional resources			
	Ongoing/ Complete	In progress	Not started	Total actions	Ongoing/ Complete	In progress	Not started	Total actions
Ongoing	11	2	0	13	0	0	2	2
Years 0 - 2 (2018 - 2020)	5	9	5	19	0	3	2	5
Years 3 - 5 (2021 – 2023)	0	0	2	2	0	2	4	6
Total	16	11	7	34	0	5	8	13

Examples of progress



- ▶ Energy Step Code Implementation Strategy
- ▶ Pedestrian and Bicycle Master Plan ongoing implementation
- ▶ Grants for
 - ▶ Community Energy Specialist
 - ▶ 4 EV Charging Stations
 - ▶ See the Heat Thermal Imaging Project
 - ▶ Mill Creek Off-Stream Storage Project

Evaluating success

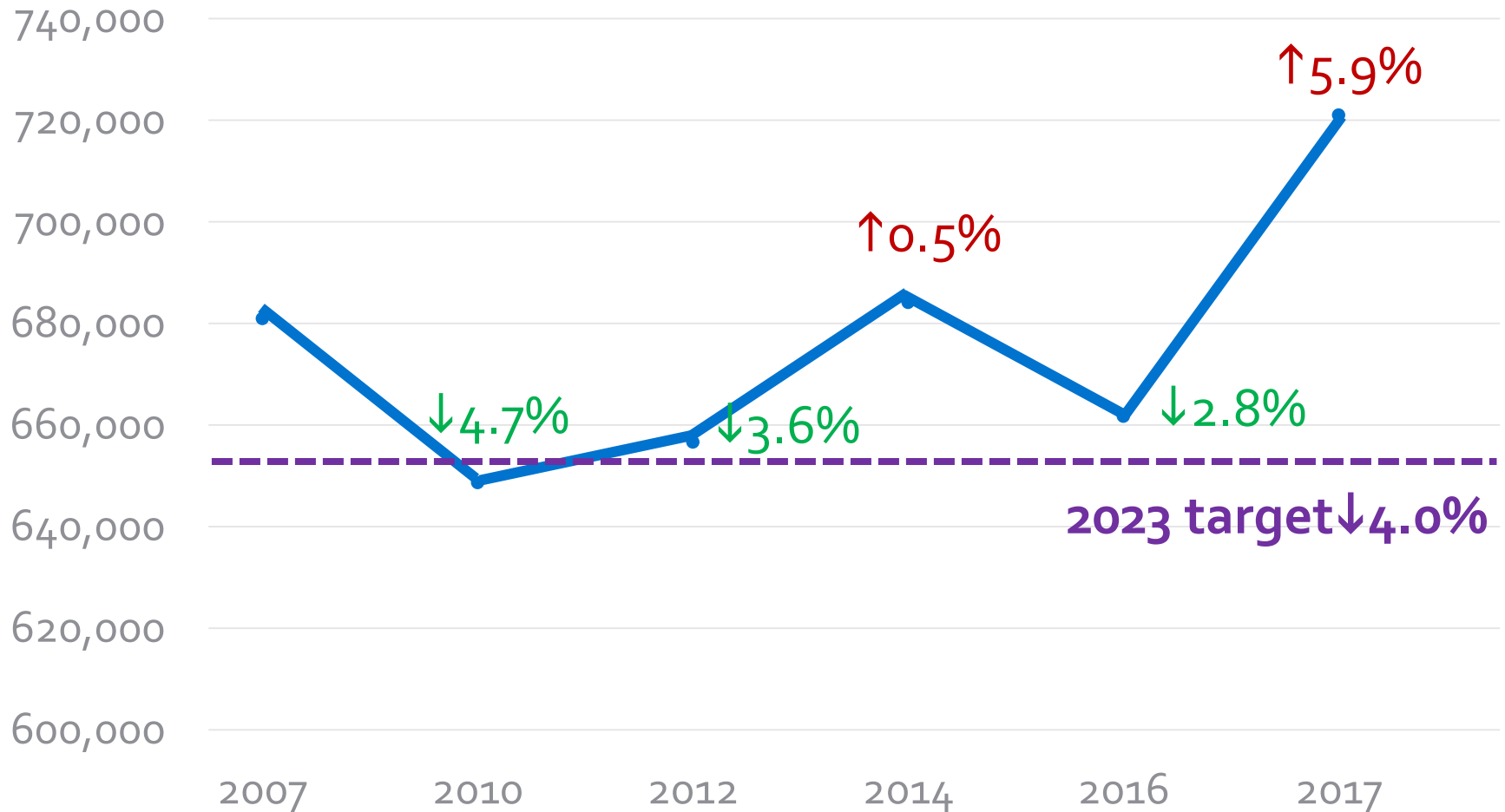
actions initiated

- ▶ 68% of Plan's actions initiated or completed
- ▶ Surpasses 2 year target



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Evaluating success: GHG emissions



Measuring up?

Kelowna's target

- ▶ Questionable to achieve the short term 4% target
- ▶ Does not align with IPCC recommendations
- ▶ Would have to double mid-term target to align with IPCC target (**48% below 2007 levels by 2030**)

Re-evaluate targets

- ▶ Examine resource implications to re-examine targets
 - ▶ Financial costs to engage consultant for modelling, action development, engagement
 - ▶ Staff implications to project manage, engagement and action development

Maintain the course

- ▶ Keep existing targets:
 - ▶ 4% by 2023
 - ▶ 25% by 2033
 - ▶ 80% by 2050
- ▶ Report biannually on progress

Re-evaluate targets

- ▶ Examine resource implications to re-examine targets
 - ▶ Financial costs for consultant for modelling, action development, engagement
 - ▶ Staff implications to project manage, action development, engagement

Achieving multiple goals



IMPROVED
HEALTH



IMPROVED
AIR QUALITY



COMMUNITY
RESILIENCE



ECONOMIC
DEVELOPMENT



REDUCED
COSTS



Questions?

For more information, visit kelowna.ca.

Report to Council



Date: November 25, 2019
To: Council
From: City Manager
Subject: Implementation Progress of the Agriculture Plan
Department: Policy & Planning

Recommendation:

THAT Council receives for information, the report from the Policy and Planning Department, dated November 25, 2019, with respect to progress on implementing the recommended actions in the Agriculture Plan.

Purpose:

To provide Council an update on the implementation progress of the Agriculture Plan.

Background:

Endorsed by Council in August 2017, the Agriculture Plan has a vision that *"Kelowna is a resilient, diverse, and innovative agricultural community that celebrates farming and values farmland and food producers as integral to our healthy food system, economy and culture."* The Plan includes 52 recommendations that the City can take a lead role in implementing under four themes:

1. Strengthen local policies and regulations to protect agriculture;
2. Stewarding natural resources and the environment for food production;
3. Improving awareness of local agriculture and access to local food; and
4. Fostering and sustaining farm business and farmland.

The Agriculture Plan divides the actions into two separate categories. The first are actions that can be undertaken using existing staff resources. Most of these actions can be achieved with existing financial resources. The second category includes actions that require additional staff and/or financial resources to be achieved. The actions in each of the categories are then organized according to an implementation timeline:

- **Ongoing actions:** Actions that are required to be addressed throughout the life of the plan
- **Phase 1 (2017 – 2019):** This phase tackles the short-term high priority and short-term medium priority actions with a completion goal of one to two years after the Plan's endorsement.
- **Phase 2 (2020 – 2022):** This phase includes medium term medium priority actions. The goal is to address these actions approximately three to five years after the Plan's endorsement.

- **Phase 3 (2023 – 2027):** This phase addresses actions that are longer term in nature, approximately five to ten years after the Plan's endorsement.

Progress on actions

As summarized in Table 1 below, many of the Agriculture Plan's actions have been successfully implemented (Attachment A: *Agriculture Plan Implementation Progress* provides further details about the status of each of the actions).

Table 1: Status Summary of Agriculture Plan Actions

	Actions to be achieved with existing staff resources <i>(some actions may require additional budget)</i>				Actions to be achieved with additional staff and/or financial resources			
	Completed	In progress / ongoing	Not started	Total actions	Completed	In progress / ongoing	Not started / not proceeding	Total actions
Ongoing	1	8	0	9	0	2	2	4
Phase 1 (2017 – 2019)	13	0	0	13	5	3	4	12
Phase 2 (2020 – 2022)	1	2	3	6	1	1	3	5
Phase 3 (2023 – 2027)	0	2	0	2	0	0	1	1
Total	15	12	3	30	6	6	10	22

Of the actions that could be achieved with existing staff resources, all of Phase 1 and most of the ongoing actions have been implemented. In addition, five actions from Phase 2 and Phase 3 have been started or accomplished ahead of schedule.

Of the actions that require additional resources, twelve of the twenty-two actions have been started or completed. This is success in itself as these actions were executed without any additional staff or financial resources being committed to the Agriculture Plan implementation. This accomplishment was the result of staff from Policy and Planning and Development Planning working collaboratively to

incorporate recommended Zoning Bylaw updates with other policy updates completed in 2018. Further, the Ministry of Agriculture and Agriculture Land Commission (ALC) have introduced several new regulations, achieving some of the Plan's recommendations initially intended for City staff to investigate. The ALC Act and ALR Use Regulations now require a maximum 500 m² total floor area for new homes (action 1.3b) and rules for removal or placement of soil (action 1.4f) on ALR properties.

Some of the Plan's implementation successes have included:

- 15 actions completed as part of the Agriculture Plan Policy Implementation amendments to the OCP and Zoning Bylaw adopted October 1, 2018;
- 3 actions are ongoing or in progress in conjunction with Kelowna International Airport including Farm to Flight and minimizing impacts to agriculture during expansion;
- 4 actions are ongoing or in progress related to agriculture water supply including initial engagement on water rate design as part of the SEKID/SOMID water integration project; and
- 1 action ongoing related to reducing smoke from agricultural wood waste burning by continuing to offer the Agriculture Wood Waste Chipping Program and introducing the mow/chip/rent-it rebate for farmers.

Evaluating Success

The Agriculture Plan includes a "Monitoring and Evaluation Strategy" to determine the progress of the Plan over time. Some of the measures are available annually or at the end of each Phase, but others rely on data available in five year or more increments, such as the federal Census of Agriculture or the provincial Agricultural Land Use Inventory. Attachment B summarizes the performance status of each of the indicators for phase 1 illustrating whether they are performing in the right direction, minimal change or performing in the wrong direction.

5 indicators performing in the right direction

1. **Number of completed actions.** One of the biggest successes to date, and the area the City has the most influence over, has been the number of Plan's actions that have been completed. Forty per cent of all the Plan's actions were completed during Phase 1 despite any additional resources being committed to the Plan's implementation, exceeding the Plan's target by ten percentage points. When including "ongoing actions" and "actions that are in progress", this number jumps to seventy-five per cent, a target identified for the end of Phase 2 if the City invested additional staff and/or financial resources, which to date has not happened.
2. **Number of ongoing actions.** Sixty two percent of the ongoing actions are being implemented, nearly doubling the target set in the Plan.
3. **Compliance and Enforcement.** To ensure farmland is available for farming, 21 compliance and enforcement files for contraventions to the ALC Act, have been closed since the beginning of 2017. This is far beyond the five targeted for phase 1 in the Agriculture Plan. The success of the compliance and enforcement program is due in part to a permanent ALC Compliance and Enforcement Officer being based in the region. The success is also due to City Bylaw, Licensing and Planning staff meeting monthly with the Compliance and Enforcement Officer to identify problem sites and establish actions to bring properties into compliance.

4. **OCP amendments outside the Permanent Growth Boundary.** Since the Plan's inception, only one OCP amendment has occurred outside the Permanent Growth Boundary (PGB) which was a designation change from single two unit residential to multiple unit residential. Although this designation change occurred in an area adjacent to agricultural lands, it is not anticipated to have an impact on agriculture as it has been found that there are less conflicts and complaints from those living adjacent to agricultural lands in higher density types of housing than there are from single family homes on larger properties.¹
5. **Changing Future Land Use Designation from Resource Protection.** Most agricultural properties are given the designation of Resource Protection in the Official Community Plan. In the past two years, zero parcels have changed from Resource Protection to another future land use designation.

1 indicator with minimal change



1. **Farmland preservation.** The number of hectares of land in the ALR and/or land Zoned A1 have remained relatively constant since the Agriculture Plan's endorsement

3 indicators performing in the wrong direction



1. **Land acreage in production.** This is an area that the City has the least influence over. While farmland can be preserved, the City does not have the ability to ensure it is actively farmed. The number of hectares in production has declined 7.2 per cent since 2017. This number is tracked through BC Assessment and when examining the data back to 2011 reveals annual variability in the indicator, although nowhere near the degree experienced over the past two years. The biggest decline was between 2017 and 2018 (14.0 per cent in the number of hectares farmed) so it is encouraging to see this number starting to rebound. This indicator should continue to be tracked annually and supplemented with provincial Agriculture Land Use Inventory and Census data when it becomes available to have a better overall understanding of active farming in Kelowna.
2. **Active farms.** The number of active farm operations has declined 3.9 per cent over the past two years. Like the land acreage in production indicator, this indicator varies year to year and should continue to be tracked annually and supplemented with other data as it becomes available.
3. **Retail opportunities for local food.** As the action to update the Business Licence Bylaw to include local food sales has not been implemented yet this indicator is performing in the wrong direction. It should be noted that this action was identified as needing additional resources to achieve and will be reviewed in Phase 2.

¹ Ministry of Agriculture, *Guide to Edge Planning: Promoting Compatibility Along Agricultural-Urban Edges*, https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/agricultural-land-and-environment/strengthening-farming/planning-for-agriculture/823100-3_edge_guide_2015.pdf, page 10

Next Steps

Phase 2 of the Agriculture Plan is from 2020 to 2022. In the immediate future, work will focus on completing those actions that are currently in progress as well as continue to implement ongoing actions. Many of the remaining actions, however, will require additional resources, either financial and/or staff to be undertaken. Funding and resourcing options will be investigated and budget requests for individual actions will be made as part of the normal budget cycle in 2021 or beyond.

Internal Circulation:

Urban Planning & Development Policy Manager
Acting Agriculture Manager
Acting Supervisor Manger Suburban and Rural Planning
Senior Airport Finance & Corporate Services Manager
Utility Planning Manager
Utility Services Manager
Real Estate Services Manager
Environmental Technician

Considerations applicable to this report:

Existing Policy:

Official Community Plan 2030:

- Goal 9: Enable healthy and productive agriculture
- Objective 5.13 Increase local food production and supporting policies
- Objective 5.33 Protect and enhance local agriculture and supporting policies
- Objective 5.34 Preserve productive agricultural land and supporting policies
- Objective 7.5 Minimize impacts on agricultural land and supporting policies

Imagine Kelowna

- Goal: Protect agricultural land

Agriculture Plan 2017

Financial/Budgetary Considerations:

Many of the remaining actions in the Agriculture Plan not yet undertaken will require additional resources, either financial and/or staff to be implemented. Funding and resourcing options will be investigated and budget requests for individual actions will be made as part of the normal budget cycle in 2021 or beyond

External Agency/Public Comments:

The progress on the Agriculture Plan was presented to the Agriculture Advisory Committee (AAC) on November 14, 2019. The AAC adopted the resolution below (to be finalized as part of the formal adoption of the minutes at the next AAC meeting in December):

Moved By Yvonne Herbison/Seconded By Keith Duhaime

THAT the Agricultural Advisory Committee receives for information, the report from the Policy and Planning Department, dated November 14, 2019, with respect to progress on implementing the recommended actions in the Agriculture Plan.

Carried

ANEDOTAL COMMENTS

- The Agricultural Advisory Committee expresses appreciation for the thoroughness and the continued evaluation and follow through on the plan's action items.

- Strongly encourage Council to find additional resources to support the Agriculture Plan.

Submitted by:

T. Guidi, Sustainability Coordinator

Approved for inclusion:



Danielle Noble-Brandt, Dept. Manager, Policy & Planning

Attachment A: Agriculture Plan Implementation Progress

Legend: AGRI = Ministry of Agriculture
ALC = Agriculture Land Commission

Ongoing/ complete

In progress

Not started

Not proceeding

Table 1. Implementation actions to be undertaken with existing staff resources.

Action #	Description	Action Status	Action implementation notes
Ongoing Actions			
1.4a	Maintain the agricultural compliance and enforcement strategy.	Ongoing	Bylaw, Licensing and Planning staff meet with ALC Compliance and Enforcement staff monthly. Note: a regional approach is starting to emerge.
1.4i	Investigate opportunities to minimize impacts, where possible, to agriculture during expansion of YLW as outlined in the 2045 Airport Master Plan.	Ongoing	YLW offered topsoil to farmers from areas to be developed. Staff are investigating utilizing YLW lands zoned for agriculture for farming (e.g. a piece north of the tower will not develop for 25-30 years).
2 a	Evaluate and monitor City of Kelowna water pricing with the goal of sustaining agriculture.	In progress	Agriculture water rate design engagement will be completed in 2019 with the SEKID/SOMID project. On October 28, 2019 Council approved Water Supply Policy 383 committing to appropriate water quality for agriculture and water pricing that is competitive within the Okanagan valley.
2 b	Include agriculture in municipal climate change strategies and plans.	Complete	Community Climate Action Plan Action O2 – <i>"implement the actions of the 2017 Agriculture Plan to increase and encourage local food production"</i>
2 c	Implement the actions of the 2015 Central Okanagan Clean Air Strategy to reduce smoke from burning.	Ongoing	A new mow/chip/rent-it rebate was introduced in 2018. This and the continuing agricultural wood waste chipping program divert orchard waste from burning. Staff are reviewing Open Burning bylaws.
2 e	Continue to work with the RDCO to enforce the Noxious Insect Control Bylaw and Noxious Weeds & Grass Control Bylaw. Consider informing residents seasonally through a press release.	Ongoing	The RDCO promotes various noxious weeds regularly as time permits or as issues are raised (e.g. Japanese knotweed, puncture vine, leaf spurge)
2 f	Continue to work towards ensuring sustainable, redundant and secure water for all agriculture.	Ongoing	Redundancy/capacity improvements are being completed as part of SEKID/SOMID project. Water distribution model of irrigation system is complete. A water shortage modelling project is underway to compare water requirements versus supply available in upper watershed. Staff are participating in agriculture water reserve and Environmental Flow Needs discussions with OBWB.
3 a	Expand programs such as Farm to Flight at YLW to highlight local food and beverage products.	Ongoing	Sales have expanded to include cherries, peaches, apples and pears.
3 f	Encourage opportunities to meet with community groups, including real estate groups, to communicate existing land use policies and the impacts of non-farm use on farm land.	Ongoing	Staff met with realtors in August and will provide additional educational sessions with community groups and realtors as requested.
Actions to be implemented Phase 1: (2018 – 2019)			
1.1a	Restrict additional density outside the PGB.	Complete	Revised OCP Policy 5.3.1 adopted Oct. 1, 2018

Action #	Description	Action Status	Action implementation notes
1.1b	Restrict community sewer service expansion into agricultural areas except where infrastructure is needed to address health issues and protection of natural assets as identified by the City of Kelowna or senior government	Complete	New OCP Policy 7.2.2 adopted Oct. 1, 2018
1.1c	Restrict non-farm uses that do not directly benefit agriculture	Complete	Revised OCP Policy 5.33.6 adopted Oct. 1, 2018
1.1d	Protect and support the continued designation of Natural Resource Protection Lands for agricultural purposes	Complete	New OCP Policy 5.34.5 adopted Oct. 1, 2018
1.1f	Expand urban agricultural opportunities as a way to improve food system resiliency and promote social inclusion, such as community gardens or urban farming.	Complete	New OCP Policy 5.13.5 adopted Oct. 1, 2018
1.2a	Adopt Residential Footprint policies as per the Non-farm use white paper (Appendix G)	Complete	Revised Zoning Bylaw regulation 11.1.6 adopted Oct. 1, 2018
1.2b	Include underground residential services within the Residential Footprint	Complete	New Farm DP Guideline 1.9.2 adopted Oct. 1, 2018
1.2c	Only structures used exclusively for farm use, or have a direct and on-going benefit to agriculture may be located outside the Residential Footprint	Complete	New Farm DP Guideline 1.9.3 adopted Oct. 1, 2018
1.2d	On agricultural lands, locate facilities accessed by the public near the road entrance to reduce the footprint	Complete	New Farm DP Guideline 1.10 adopted Oct. 1, 2018
1.2e	Ensure that the Residential Footprint maximizes the agricultural potential	Complete	New Farm DP Guideline 1.9.1 adopted Oct. 1, 2018
1.2f	Require statutory covenants on non-agricultural land to notify landowners of surrounding "normal farm practices"	Complete	Revised Farm DP Guideline 1.7 adopted Oct. 1, 2018
1.2g	Discourage uses of urban land adjacent to agricultural land by vulnerable populations to limit interface incompatibilities	Complete	New OCP Policy 5.33.9 adopted Oct. 1, 2018
1.4c	Update the Development Applications Procedures Bylaw to allow the Community Planning Manager to request an Agricultural Impact Assessment.	Complete	Already in place as the Development Applications Procedures Bylaw, Schedule 3, Section 1.1.2 (b) states "Any additional Development Approval information the Department Manager, Community Planning may require to evaluate adequately..."
Actions to be implemented in Phase 2 (2020 – 2022)			
1.1e	Explore a new OCP Land Use Designation: Transition to Agriculture.	Complete	Staff explored utilizing a new OCP designation as part of the OCP update and determined it was not feasible to pursue.
1.4d	Explore opportunities to better match tax rates with farm land production activities.	In progress	This would require advocating to the Provincial Government.
1.4e	Update the Noxious Insect Control Bylaw and Noxious Weeds & Grass Control Bylaw to include current noxious species and diseases.	Not started	Action assigned to the Regional District of Central Okanagan who oversees these bylaws.
2 d	Create consistent water restriction / drought level messaging within affected areas or watersheds to ensure highest compliance by users.	In progress	Developed a consistent water restriction in conjunction with all water providers in Kelowna. A water shortage plan is under development.
3 d	Develop a Healthy Food Strategy for Kelowna.	Not started	Staff and financial resources are required to proceed.
4 a	Investigate and support opportunities for alternative ownership models for farmland for the purpose of increasing production levels on farmland.	In progress	Staff are working with the Young Agrarians to match new farmers with City owned agricultural land for food production.

Action #	Description	Action Status	Action implementation notes
Actions to be implemented in Phase 3 (2023 – 2027)			
2 g	Develop emergency plans (i.e. wildfire, drought) that are inclusive of agriculture.	In progress	Emergency Management BC has livestock relocation factsheets to prepare producers for an emergency. Locally, staff work with ALERT, CDART and local vets to evacuate animals in an emergency. Staff are developing a plan to assist hobby farmers and residents to farm move animals during an emergency. A water shortage plan that includes drought management is under development.
3 h	Identify opportunities to increase YLW's air cargo service, which could potentially provide the opportunity to ship local agricultural products to additional markets.	In progress	Staff are working on increasing airside land available for development which would allow for more cargo planes to access YLW and provide an opportunity to ship more agricultural products.

Table 2. Implementation actions to be undertaken: additional staff resources required

Action #	Description	Action Status	Action implementation notes
Ongoing Actions			
1.4a	Expand the City's Agricultural Compliance and Enforcement Strategy.	In progress	A regional approach is starting to emerge so may focus compliance and enforcement in other areas.
1.4b	Establish procedures for zoning compliance review via business license applications on agricultural properties	In progress	Staff are being proactive where possible and linking to compliance and enforcement, but a formalized review requires additional staff as this is very resource intensive.
3 g	Consider the opportunity for farm tours for elected officials and staff.	Not started	Additional staff and financial resources are required to organize and host a tour.
3 b	Use existing communications channels (e.g. website, social media, printed signs, pamphlets) to raise the level of understanding about agriculture as outlined in the <i>Farm Community Identity White Paper</i> .	Not started	AGRI is looking at developing resources to reduce complaints and increase understanding. These resources could be included on City's website at a future date.
Actions to be implemented Phase 1 (2018 – 2019)			
1.3a	Review and amend the A1 Zone to ensure compliance	In progress	Some Zoning Bylaw updates adopted Oct. 1, 2018. As the AGRI/ALC continues to update their policies, more updates will be required.
1.3b	Investigate adopting a maximum home (principal dwelling) total floor area within the A1 zone	Complete	This is now an ALC regulation.
1.3c	Revise policy for mobile homes on farmland occupied by the owner's immediate family	Complete	Zoning Bylaw 2.3.3 (Definition), 11.1.4 (b) adopted Oct. 1, 2018. Note: ALC regulations have put further restrictions on mobile homes.
1.3d	Remove "carriage house" as a permitted use within the A1 zoning	Complete	Zoning Bylaw 11.1.10 Prohibited Uses adopted Oct. 1, 2018. Note: ALC regulations no longer allow carriage houses.
1.3e	Update zoning bylaw subdivision regulations to increase the minimum lot size in the ALR from 2.0 ha to 4.0 ha	Complete	Revised Zoning Bylaw 11.1.5 (b) adopted Oct. 1, 2018.
1.3f	Update vegetative buffer specifications as outlined in Edge Planning White Paper	In progress	This is being completed in conjunction with a Farm Protection DP update.
1.3g	Investigate parking limitations on agricultural lands	In progress	ALC regulations cover parking for events, however, alcohol production facilities, fruit stands, etc. are not covered by these regulations and will be investigated as part of the Farm Protection DP Guidelines update.
1.3h	Investigate local food retail opportunities outside of the ALR as described in the <i>Increasing Local Food Access White Paper</i> (Appendix E)	Not started	
1.3i	Revise the definition of "urban agriculture" to include the sale of farm products as a seasonal retail operation	Not started	
1.3j	Design specific sites and/or zones as suitable for "local produce stands" as per the Local Food Retail Opportunities White Paper (Appendix E)	Not started	
3 c	Investigate opportunities for pop up markets to sell local produce as described in the Local Food Retail Opportunities White Paper (Appendix E)	Not started	

Action #	Description	Action Status	Action implementation notes
1.3k	Provide regulation for commercial assembly events on farmland that aligns with Ministry of Agriculture and ALC regulations.	Complete	The ALC regulates assemblies and staff investigated and determined ALC should enforce their own regulation. City has regulations regarding noise and parking.
Actions to be implemented in Phase 2 (2020 – 2022)			
1.3l	Investigate options to regulate permitted uses in the ALR consistent with the Ministry of Agriculture Bylaw Standards	Ongoing	Some Zoning Bylaw updates adopted Oct. 1, 2018. As the AGRI/ALC continues to update their policies, more updates will be required.
1.4f	Update the <i>Soil Deposit and Removal Bylaw</i> to ensure that it reflects current industry best practices. Consider identifying priority areas, such as the ALR, whereby soil deposit and removal will be restricted.	Complete	ALR regulations updated February 2019 provide rules for soil deposit and removal on ALR land.
1.4g	Update the <i>Business Licence Bylaw</i> to include the new definition of local food sales. A license should be required for these retail operations whether the stand is on public or private property.	Not started	
1.4h	Require a business licence for commercial assembly events including conditions such as time parameters and parking requirements.	Not proceeding	The ALC regulates assemblies and staff investigated and determined ALC should enforce their own regulation.
3 e	Evaluate an Agricultural Signage Program to raise awareness and appreciation for agricultural areas within the City.	Not started	Defer until AGRI has program to address complaints.
Actions to be implemented in Phase 3 (2023-2027)			
2 h	Investigate creative approaches to provide existing neighborhoods on the urban side of the Permanent Growth Boundary with vegetative buffers.	Not started	


Table 3. Status summary of Agriculture Plan actions


	Actions with existing resources				Actions with additional resources			
	Completed	In progress / ongoing	Not started	Total actions	Completed	In progress / ongoing	Not started / not proceeding	Total actions
Ongoing	1	8	0	9	0	2	2	4
Phase 1 (2017 – 2019)	13	0	0	13	5	3	4	12
Phase 2 (2020 – 2022)	1	2	3	6	1	1	3	5
Phase 3 (2023 – 2027)	0	2	0	2	0	0	1	1
Total	15	12	3	30	6	6	10	22




Attachment B: Agriculture Plan Performance Indicators







LEGEND

Performing in the right direction 

Performing in the wrong direction 

Difference in performance is minimal 

Indicator/Target	Measurement frequency	Data	Performance
1. Short-term, medium-term and long-term actions are implemented according to phases			
1.1. 30% of actions implemented in Phase 1 with only existing resources – or - 50% of actions implemented in Phase 1 with additional resources	Phase 1	No additional resources provided <ul style="list-style-type: none">• 21 actions complete (40% of all actions)• 39 actions complete, in progress or ongoing (75% of all actions)	
1.2. 20% of actions implemented in Phase 2 with only existing resources – or - 25% of actions implemented in Phase 2 with additional resources	Phase 2	To be reported in Phase 2	
1.3. 50% of actions implemented in Phase 3 with only existing resources – or – 25% of actions implemented in Phase 3 with additional resources	Phase 3	To be reported in Phase 3	
2. Ongoing actions are commenced or continued along the entire timeframe of the plan			
2.1. 30% of ongoing actions followed by end of Phase 1 with existing resources – or - 50% of ongoing actions followed by end of Phase 1 with additional resources	Phase 1	No additional resources provided <ul style="list-style-type: none">• 8 actions ongoing (62% of all ongoing actions)	
2.2. 50% of ongoing actions followed by end of Phase 2 with existing resources – or - 75% of ongoing actions followed by end of Phase 2 with additional resources	Phase 2	To be reported in Phase 2	
2.3. 75% of ongoing actions followed by end of Phase 3 with existing resources – or - 100% of ongoing actions followed by end of Phase 3 with additional resources	Phase 3	To be reported in Phase 3	
3. Land acreage in crop production increases			
3.1. Acres of land in production within the ALR and A1 zone increases within 10 years of the Plan’s endorsement (BC Assessment Data)	Annually	2017 baseline 7183.5 ha 2018 = 6,178.7 ha (↓14.0%) 2019 = 6,665.6 ha (↓7.2%)	
3.2. Acres of land in production within the ALR and A1 zone increases within 10 years of the Plan’s endorsement (Census of Agriculture, Statistics Canada)	Every 5 years	To be reported in subsequent phases when data is available	
3.3. Acres of land in production within the ALR and A1 zone increases within 10 years of the Plan’s endorsement (Agriculture Land Use Inventory by Ministry of Agriculture)	As available	To be reported in subsequent phases when data is available	

Indicator/Target	Measurement frequency	Data	Performance
4. New farm operations establish within the City of Kelowna			
4.1. The number of active farm operations in the community increases within 10 years of Plan's endorsement (BC Assessment Data)	Annually	2017 baseline: 1034 farms 2018 = 918 farms (↓11.2%) 2019 = 994 farms (↓3.9%)	
4.2. The number of active farm operations in the community increases within 10 years of Plan's endorsement (Census of Agriculture, Statistics Canada)	Every 5 years	To be reported in subsequent phases when data is available.	
4.3. The average age of farmers in the region decreases within 10 years of the Plan's endorsement (Census of Agriculture, Statistics Canada)	Every 5 years	To be reported in subsequent phases when data is available.	
5. The number of retail opportunities for local food producers increases			
5.1. Business licence bylaw updated to include licencing for local food sales by end of Phase 1	Phase 1	Action is incomplete	
5.2. Local food products are available in a variety of locations, year-round, by the end of Phase 2	Phase 2	To be reported in Phase 2	
6. Compliance and enforcement of non-farm use on farmland is reinforced			
6.1. At least 5 non-farm use contraventions are closed off during each of Phase 1, Phase 2 and Phase 3 of the Agriculture Plan	Each Phase	From 2017 to Oct. 3, 2019 21 files closed in Kelowna. ¹	
7. Preservation of farmland within and outside of the ALR continues			
7.1. # hectares have been maintained or increased in the ALR and/or A1 (GIS data)	Each Phase	Change A1 2017 = 11,996 ha 2019 = 11,813 ha (↓1.5%) Change ALR 2017 = 8,621 ha 2019 = 8,585 ha (↓0.4%)	
7.2. Number of OCP amendments outside of the Permanent Growth Boundary	Annually	1 from S2Res to MRL	
7.3. Number of parcels changed from a Resource Protection Area to Alternate FLU	Annually	0	

¹ Personal Communication, Dave Birchmore, Compliance and Enforcement Supervisor, Agricultural Land Commission. Data provide from January 2017 to October 2019.



Agriculture Plan Implementation Progress

November 2019

Agriculture Plan

Endorsed August 2017

Vision:

Kelowna is a resilient, diverse, and innovative agricultural community that celebrates farming and values farmland and food producers as integral to our healthy food system, economy and culture.



52 recommendations from 4 themes

1. Strengthen local policies and regulations to protect agriculture;
2. Stewarding natural resources and the environment for food production;
3. Improving awareness of local agriculture and access to local food; and
4. Fostering and sustaining farm business and farmland



The actions

▶ Phases

- ▶ Ongoing
- ▶ Phase 1 (2017 - 2019)
- ▶ Phase 2 (2020 – 2022)
- ▶ Phase 3 (2023 – 2027)

▶ Two categories

- ▶ Actions to be implemented with existing resources
- ▶ Actions to be implemented with additional resources

Phase 1 progress

	Actions with existing resources				Actions with additional resources			
	Completed	In progress / ongoing	Not started	Total actions	Completed	In progress / ongoing	Not started / not proceeding	Total actions
Ongoing	1	8	0	9	0	2	2	4
Phase 1 (2017 – 2019)	13	0	0	13	5	3	4	12
Phase 2 (2020 – 2022)	1	2	3	6	1	1	3	5
Phase 3 (2023 – 2027)	0	2	0	2	0	0	1	1
Total	15	12	3	30	6	6	10	22

Examples of progress

15

15 actions completed as part of OCP/Zoning Bylaw amendments, adopted October 1, 2018

3

3 actions in progress / ongoing actions at YLW (e.g. Farm to Flight, minimize impacts to agriculture)

4

4 actions in progress / ongoing related to agriculture water supply

1

1 action related to smoke reduction from agricultural burning



Evaluating success



5 indicators
performing in the
right direction



1 indicators with
minimal difference



3 indicators
performing in the
wrong direction



Completed actions



- ▶ 40% actions completed
- ▶ 75% actions ongoing, in progress, completed



Compliance and enforcement



21 files closed for contraventions to ALC Act

Land protection



-
- ▶ **1** OCP amendment outside the PGB
 - ▶ **0** parcels changed from Resource Protection to alternative future land use designation



Farmland preservation



- ▶ # hectares **A1**
down 1.5%
- ▶ # hectares **ALR**
down 0.4%



- ▶ Number of farms down 3.9%
- ▶ Hectares in production down 7.2%

Active farming



Next Steps

- ▶ Phase 2: 2020 – 2022
- ▶ Continue “ongoing” actions
- ▶ Focus on “in progress” actions
- ▶ Budget requests 2021 and beyond for actions needing additional resources



Questions?



CITY OF KELOWNA

BYLAW NO. 11743

Road Closure and Removal of Highway Dedication Bylaw (Portion of Road adjacent to 1000 Railway Avenue)

A bylaw pursuant to Section 40 of the Community Charter to authorize the City to permanently close and remove the highway dedication of a portion of highway on Railway Avenue

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

1. That portion of highway attached as Schedule "A" comprising 0.195 ha shown in horizontal bold black as Closed Road on the Reference Plan prepared by Robert T. Macdonald, B.C.L.S., is hereby stopped up and closed to traffic and the highway dedication removed.
2. The Mayor and City Clerk of the City of Kelowna are hereby authorized to execute such conveyances, titles, survey plans, forms and other documents on behalf of the said City as may be necessary for the purposes aforesaid.

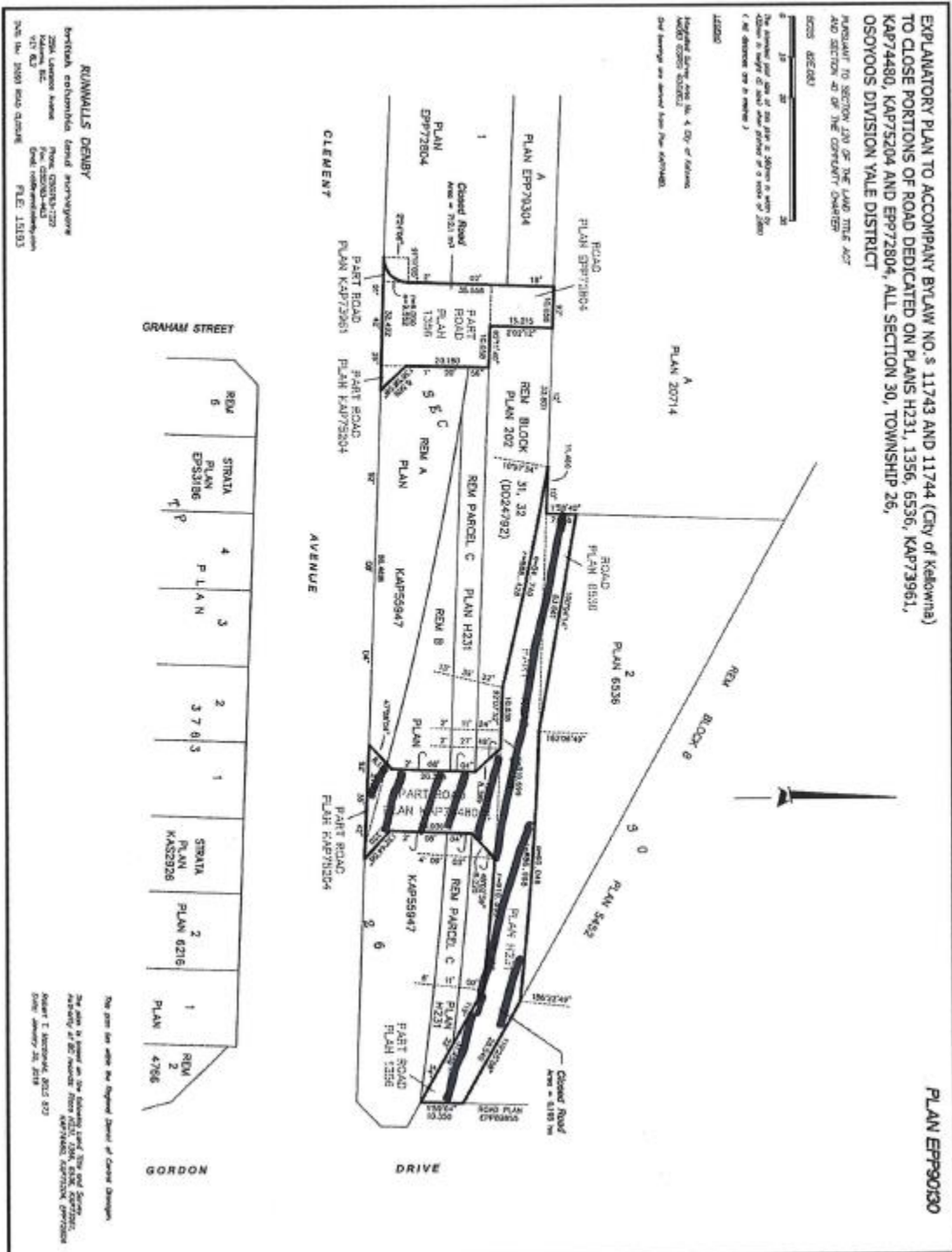
Read a first, second and third time by the Municipal Council this 21st day of October, 2019.

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk

Schedule "A"



CITY OF KELOWNA

BYLAW NO. 11744

Road Closure and Removal of Highway Dedication Bylaw **(Portion of Road adjacent to 1180 Graham Street)**

A bylaw pursuant to Section 40 of the Community Charter to authorize the City to permanently close and remove the highway dedication of a portion of highway on adjacent to 1180 Graham Street

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

1. That portion of highway attached as Schedule "A" comprising 712.1m² shown with horizontal lines in bold black as Closed Road on the Reference Plan prepared by Robert T. Macdonald, B.C.L.S., is hereby stopped up and closed to traffic and the highway dedication removed.
2. The Mayor and City Clerk of the City of Kelowna are hereby authorized to execute such conveyances, titles, survey plans, forms and other documents on behalf of the said City as may be necessary for the purposes aforesaid.

Read a first, second and third time by the Municipal Council this 21st day of October, 2019.

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk

Schedule "A"

