

City of Kelowna

Regular Council Meeting

AGENDA



Monday, July 13, 2020
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-video feed is being broadcast and recorded on kelowna.ca and a delayed broadcast is shown on Shaw Cable.

2. Confirmation of Minutes

5 - 11

PM Meeting - June 22, 2020

3. Development Application Reports & Related Bylaws

3.1 Arab Road 185, Z20-0025 - 1046958 B.C. Ltd., Inc. No. BC1046958

Item deferred at the request of the Applicant.

3.2 Byrns Rd 1756, A20-0001 - Byrnes Farm Ltd. Inc. No. 210094

12 - 48

To support an application to the Agricultural Land Commission for a non-adhering residential use permit to allow for an additional dwelling and for Temporary Farm Worker Housing (TFWH) for up to eight workers on the subject property.

3.3 Barton St. 4642 - Z20-0034 (BL12063) - Jeff M. Clark, Jasmine C. Bedard, Brian G. Clark and Nancy S. Clark

49 - 71

To consider rezoning the property from the RU1 – Large Lot Housing to the RU1c – Large Lot Housing with Carriage House to allow for the construction of a carriage house, and to waive the Public Hearing.

3.4 Barton St. 4642 - BL12063 (Z20-0034) - Jeff M. Clark, Jasmine C. Bedard, Brian G. Clark and Nancy S. Clark

72 - 72

To give Bylaw No. 12063 first reading.

3.5	Bach Road 185 - Z20-0019 (BL12064) - Ashwani K. Lakha and Komal R. Lakha	73 - 95
	To rezone the subject property from the RU1 – Large Lot Housing zone to the RU2 - Medium Lot Housing zone to facilitate a 2-lot subdivision, and to waive the Public Hearing.	
3.6	Bach Road 185 - BL12064 (Z20-0019) - Ashwani K. Lakha and Komal R. Lakha	96 - 96
	To give Bylaw No. 12064 first reading.	
3.7	Supplemental Report - Timberline Rd 178 - Z18-0069 (BL12051) - Michael Lanan Stang - Correspondence Received RTC	97 - 98
	To receive a summary of correspondence for Rezoning Bylaw No. 12051 and to give the bylaw further reading consideration.	
3.8	Timberline Rd 178 - BL12051 (Z18-0069) - Michael Lanan Stang	99 - 99
	To give Bylaw No. 12051 second and third reading and adopt.	
3.9	Supplemental Report - Pandosy St 2340 - Z19-0135 (BL12056) - 1128710 B.C. Ltd. Inc. No BC1128710 - Correspondence Received RTC	100 - 101
	To receive a summary of correspondence for Rezoning Bylaw No. 12056 and to give the bylaw further reading consideration.	
3.10	Pandosy St 2340 - BL12056 (Z19-0135) - 1128710 B.C. Ltd. Inc. No BC1128710	102 - 102
	To give Bylaw No. 12056 second and third reading.	
3.11	Supplemental Report - Underhill St 1940 and 1960 - Z18-0071 (BL12061) - 1940 Underhill Developments Corp Inc. No. BC1159386	103 - 104
	To receive a summary of correspondence for Rezoning Bylaw No. 12061 and to give the bylaw further reading consideration.	
3.12	Underhill St 1940, 1960 - BL12061 (Z18-0071) - 1940 Underhill Developments Corp., Inc. No. BC1159386	105 - 106
	To give Bylaw No. 12061 second and third reading.	

4. Bylaws for Adoption (Development Related)

4.1	Gallagher Rd 2975, BL11983 (TA19-0017) - David Geen	107 - 107
	To adopt Bylaw No. 11983 in order to amend Section 9 - Specific Use Regulations of Zoning Bylaw No. 8000.	

4.2	BL12027 - Zoning Bylaw No. 8000 Text Amendment No. TA19-0009 – Fencing and Retaining Walls	108 - 109
	To adopt Bylaw No. 12027 in order to amend Section 7 - Landscaping and Screening of Zoning Bylaw No. 8000.	
5.	Non-Development Reports & Related Bylaws	
5.1	RU7 Housing Updates	110 - 132
	To receive an update on the status of the RU7 Infill Housing zoning and development process and to consider interim updates to the program.	
5.2	Fleet Services NAPA Parts Program Value for Money Audit Review	133 - 140
	To provide Council with an overview of the results from the Value for Money Review for the City Fleet NAPA Parts Program and to advise of next steps.	
5.3	Kelowna Memorial Park Cemetery Value for Money Audit Review	141 - 151
	To provide Council with an overview of the results from the Value for Money Review for the Kelowna Memorial Park Cemetery and to advise of next steps.	
5.4	Child Care Needs Assessment Final Report	152 - 172
	To provide Council with a final report from the Community Child Care Planning & Needs Assessment conducted in partnership with the City of West Kelowna, District of Lake Country, and District of Peachland.	
5.5	Health Canada Substance Use and Addictions Program Funding - PEOPLE Peer Navigators and Capacity Building Project	173 - 203
	To provide Council with background and information on the PEOPLE Peers Navigators and Capacity Building Project, and to request that Council amend the 2020 budget to include funding related to the multi-year Health Canada Substance Use and Addiction Program funding.	
5.6	2020 Memorial Cup Financial Summary	204 - 211
	To seek Council's approval to provide a portion of the approved Memorial Cup grant funds to the Host Society to assist with the outstanding operational expenses of the 2020 event; and to have the remaining funds currently held in reserve be used to host the 2023 Memorial Cup.	
5.7	Tourism Recovery Support	212 - 237
	To provide information and options for consideration regarding a request from Tourism Kelowna for financial support to assist with marketing strategies and tourism recovery.	

To provide Council with an update on the Okanagan Gateway Study.

6. Mayor and Councillor Items

7. Termination



City of Kelowna Regular Council Meeting Minutes

Date: Monday, June 22, 2020
 Location: Council Chamber
 City Hall, 1435 Water Street

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

Members Absent Councillor Luke Stack

Staff Present City Manager, Doug Gilchrist; City Clerk, Stephen Fleming, Director, Planning & Development Services, Ryan Smith*; Planner Specialist, Adam Cseke*; Divisional Director, Corporate and Protective Services, Stu Leatherdale*; Community Safety Director, Darren Caul*; Policy & Planning Department Manager, Danielle Noble Brandt*; Sustainability Coordinator, Tracy Guidi*; Community Energy Specialist, Chris Ray*; Utility Planning Manager, Rod MacLean*; Divisional Director, Infrastructure, Alan Newcombe*; Integrated Transportation Department Manager, Rafael Villarreal*; Mobility Specialist, Matt Worona*; Legislative Coordinator (Confidential), Arlene McClelland

Guest Superintendent Brent Mundle*, OIC Kelowna RCMP Detachment

(* Denotes partial attendance)

1. Call to Order

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

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

2. Confirmation of Minutes

Moved By Councillor Hodge/Seconded By Councillor Wooldridge

Ro466/20/06/22 THAT the Minutes of the Regular Meetings of June 15, 2020 be confirmed as circulated.

3. Reports

3.1 RCMP Quarterly Report

Brent Mundle, Superintendent Kelowna RCMP Detachment

- Displayed a PowerPoint Presentation outlining the quarterly report highlights in the 2016-2019 Crime Reduction Strategy and responded to questions from Council.

Moved By Councillor Hodge/Seconded By Councillor Wooldridge

Ro467/20/06/22 That Council receive the RCMP Update report from the Superintendent, Kelowna RCMP Detachment dated June 22, 2020.

Carried

4. Development Application Reports & Related Bylaws

- 4.1 Arab Road 185, Z20-0025 - 1046958 B.C. Ltd., Inc. No. BC1046958 - ** Deferred to Monday, July 13, 2020**

Mayor Basran advised this item has been deferred to July 13, 2020 PM Meeting at the request of the Applicant.

- 4.2 Hwy 33 E 1799 - LUC20-0002 (BL12058) OCP20-0012 (BL12059) Z20-0043 (BL12060) - 1231306 B.C. Ltd., Inc. No. BC1231306**

Staff:

- Displayed a PowerPoint Presentation summarizing the application.

Moved By Councillor DeHart/Seconded By Councillor Donn

Ro468/20/06/22 That Application No. LUC20-0002 to discharge LUC76-1064 from Lot A, Section 18, Township 27, ODYD, Plan 29386, located at 1799 Hwy 33 E, Kelowna, BC, be considered by Council;

AND THAT OCP Amendment Application No. OCP20-0012 to amend the City of Kelowna Official Community Plan No. 10500 by changing the OCP Future Land Use designation of Lot A, Section 18, Township 27, ODYD, Plan 29386, located at 1799 Hwy 33 E, Kelowna, BC from the MRL – Multiple Unit Residential (Low Density) designation to the SC – Service Commercial designation as attached to the Report from the Development Planning Department dated June 22nd 2020, be considered by Council;

AND THAT Rezoning Application No. Z20-0043 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot A, Section 18, Township 27, ODYD, Plan 29386, located at 1799 Hwy 33 E, Kelowna, BC from the A1 – Agriculture 1 zone to the C10 – Service Commercial zone as attached to the Report from the Development Planning Department dated June 22nd 2020, be considered by Council;

AND THAT the Land Use Contract Discharge Bylaw, the Official Community Plan Map Amending Bylaw, and the Rezoning Bylaw be forwarded to a Public Hearing for further consideration;

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

Carried

4.3 Hwy 33 E 1799 - BL12058 (LUC20-0002) - 1231306 B.C. Ltd., Inc. No. BC1231306

Moved By Councillor Wooldridge/Seconded By Councillor Hodge

R0469/20/06/22 THAT Bylaw No. 12058 be read a first time.

Carried

4.4 Hwy 33 E 1799 - BL12059 (OCP20-0012) - 1231306 B.C. Ltd., Inc. No. BC1231306

Moved By Councillor Hodge/Seconded By Councillor Wooldridge

R0470/20/06/22 THAT Bylaw No. 12059 be read a first time;

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

Carried

4.5 Hwy 33 E 1799 - BL12060 (Z20-0043) - 1231306 B.C. Ltd., Inc. No. BC1231306

Moved By Councillor Wooldridge/Seconded By Councillor Hodge

R0471/20/06/22 THAT Bylaw No. 12060 be read a first time.

Carried

4.6 Kyndree Ct, Prince Edward Dr, Clifton Rd N - LUCT19-0027 (12038) Z19-0096 (12039) - Multiple Owners

Staff:

- Displayed a PowerPoint Presentation summarizing the application.

Moved By Councillor Sieben/Seconded By Councillor Wooldridge

R0472/20/06/22 WHEREAS the BC Provincial Government has mandated that all Land Use Contracts under the jurisdiction of a local government and in the Province of British Columbia be terminated by 2024;

AND WHEREAS the BC Provincial Government has provided a legislated process for the early termination of land use contracts when the local government has adopted a zoning bylaw that will apply to the land at the time the termination bylaw comes into force;

THEREFORE, BE IT RESOLVED THAT as the underlying A1 – Agriculture 1 zone for the subject properties under Land Use Contract LUC77-1023 outlined in 'Schedule A' does not meet the land use requirements under City of Kelowna Zoning Bylaw No. 8000;

THAT Application No. LUCT19-0027 to terminate LUC77-1023 from properties identified in 'Schedule A', located on Kyndree Court, Prince Edward Drive & Clifton Road North, Kelowna, B.C. be considered by Council;

AND THAT Rezoning Application No. Z19-0096 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification for properties identified in 'Schedule B', located on Kyndree Court & Prince Edward Drive, Kelowna, BC from the A1 – Agriculture 1 zone to the RR1 – Rural Residential 1 zone be considered by Council;

AND THAT Rezoning Application No. Z19-0096 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification for properties identified in 'Schedule C', located on Kyndree Court & Prince Edward Drive, Kelowna, BC from the A1 – Agriculture 1 zone to the RR2 – Rural Residential 2 zone be considered by Council;

AND THAT the Land Use Contract Termination Bylaw be forwarded to a Public Hearing for further consideration;

AND THAT Council waives the 300 meter notification mail out of Land Use Contract Terminations;

AND FURTHER THAT Council, in accordance with the *Local Government Act* s.464(2), waive the Public Hearing for Zoning Bylaw No. 12039.

Carried

4.7 Kyndree Ct, Prince Edward Dr, Clifton Rd N - BL12038 (LUCT19-0027) - Multiple Owners

Moved By Councillor Hodge/Seconded By Councillor Wooldridge

Ro473/20/06/22 THAT Bylaw No. 12038 be read a first time.

Carried

4.8 Kyndree Ct, Prince Edward Dr, Clifton Rd N - BL12039 (Z19-0096)

Moved By Councillor DeHart/Seconded By Councillor Donn

Ro474/20/06/22 THAT Bylaw No. 12039 be read a first time.

Carried

4.9 Underhill St 1940, 1960 - Z18-0071 (BL12061) - 1940 Underhill Developments Corp., Inc. No. BC1159386

Staff:

- Provided an overview of the application and responded to questions from Council.

Moved By Councillor Given/Seconded By Councillor Wooldridge

Ro475/20/06/22 THAT Rezoning Application No. Z18-0071 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of portions of Lot 1 & 2, District Lot 4646 & 127, ODYD, Plan EPP101738 located at 1940 and 1960 Underhill Rd, Kelowna, BC from the A1 – Agriculture 1 zone and C6 – Regional Commercial zone to the C4 – Urban Centre Commercial zone as shown on Map "A" attached to the Report from the Development Planning Department dated June 22nd 2020, be considered by Council;

AND THAT Council, in accordance with Local Government Act s. 464(2), waive the Public Hearing for the Rezoning Bylaw;

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

Carried

4.10 Underhill St 1940, 1960 - BL12061 (Z18-0071) - 1940 Underhill Developments Corp., Inc. No. BC1159386

Moved By Councillor Donn/Seconded By Councillor DeHart

Ro476/20/06/22 THAT Bylaw No. 12061 be read a first time.

Carried

4.11 Supplemental Report - Gordon Dr 4382 - Z20-0015 (BL12049) - Amanda and Donald Maccormack - Correspondence Received

Moved By Councillor DeHart/Seconded By Councillor Donn

Ro477/20/06/22 THAT Council receives, for information, the report from the Office of the City Clerk dated June 22, 2020 with respect to the summary of correspondence received for Zoning Bylaw No. 12049;

AND FURTHER THAT Rezoning Bylaw No. 12049 be forwarded for further reading consideration.

Carried

4.12 Gordon Dr 4382 - BL12049 (Z20-0015) - Amanda and Donald Maccormack

Moved By Councillor Sieben/Seconded By Councillor DeHart

Ro478/20/06/22 THAT Bylaw No. 12049 be read a second and third time.

Carried

5. Bylaws for Adoption (Development Related)

5.1 BL12030 (TA20-0014) - Amendment to Fencing Regulations

Moved By Councillor Sieben/Seconded By Councillor DeHart

Ro479/20/06/22 THAT Bylaw No. 12030 be adopted.

Carried

6. Non-Development Reports & Related Bylaws

6.1 Update on Environmental Protection Council Priority

Staff:

- Displayed a PowerPoint Presentation summarizing environmental protection and climate action initiatives and responded to questions from Council.

Moved By Councillor Given/Seconded By Councillor Wooldridge

Ro480/20/06/22 THAT Council receives, for information, the report from Policy & Planning, dated June 22, 2020, with respect to an update on Council's Environmental Protection Priorities.

AND THAT Council directs staff to investigate the resource and financial implications to accelerate progress on the actions outlined in the Community Climate Action Plan.

AND FURTHER THAT Council directs staff to provide an update on the status of the Sustainable Development Goals related to protecting the environment once the report is complete.

Carried

6.2 Flood Mitigation and Management Project Review

Staff:

- Displayed a PowerPoint Presentation outlining the on-going flood mitigation and management work being done in the City and responded to questions from Council.

Moved By Councillor Donn/Seconded By Councillor Singh

R0481/20/06/22 THAT Council receives for information, the report from Infrastructure Engineering dated June 22, 2020, with respect to the Flood Mitigation and Management Project Review.

Carried

6.3 Shared E-scooters in Downtown Kelowna

Staff:

- Provided an overview of the proposed restrictions to the shared E-scooter services in downtown Kelowna and responded to questions from Council.

Moved By Councillor Sieben/Seconded By Councillor Singh

R0482/20/06/22 THAT Council receives for information, the report from the Integrated Transportation Department, dated June 22, 2020, with regard to shared e-scooters in downtown Kelowna;

AND THAT Council direct staff to prohibit shared e-scooter services from operating within and along the Waterfront Walkway from the Bennett Bridge to the Rotary Marsh and on Bernard Avenue for the length and duration of the temporary closure, once shared e-scooters return to regular operation in Kelowna.

Defeated

Mayor Basran, Councillors Donn, Given and Wooldridge - Opposed

Moved By Councillor Wooldridge/Seconded By Councillor Donn

R0483/20/06/22 THAT Council directs staff to report back with the implications of creating an RFP for exclusivity of a multi modal fleet including e-scooters and e-bikes for the 2021 season.

Carried

Mayor Basran and Councillor Given - Opposed

7. Mayor and Councillor Items

Councillor Donn:

- Spoke to the funding needed from Interior Health for a second PACT team to become operational.
- Acknowledged some of the local swimming tragedies over the past few days.

Councillor Wooldridge:

- Agreed with Councillor Donn's comments regarding funding of a second PACT team.

8. Termination

This meeting was declared terminated at 4:40 p.m.

Mayor Basran

/acm



City Clerk

DRAFT

REPORT TO COUNCIL



Date: July 13, 2020

To: Council

From: City Manager

Department: Development Planning

Application: A20-0001

Owner: Byrnes Farm Ltd. Inc., No.
210094

Address: 1756 Byrns Rd

Applicant: Kevin Day

Subject: Application to the ALR for a Non-Adhering Residential Use Permit

Existing OCP Designation: REP – Resource Protection Area

Existing Zone: A1 – Agriculture 1

1.0 Recommendation

THAT Agricultural Land Reserve Appeal No. A20-0001 for Lot 23 District Lot 129 ODYD Plan 415 Except the East 4.14 Chains located at 1756 Byrns Road, Kelowna, BC for a Non-Adhering Residential Use pursuant to Section 25 of the Agricultural Land Commission Act, be supported by Council;

AND THAT the Council directs Staff to forward the subject application to the Agricultural Land Commission for consideration.

2.0 Purpose

To support an application to the Agricultural Land Commission for a non-adhering residential use permit to allow for an additional dwelling and for Temporary Farm Worker Housing (TFWH) for up to eight workers on the subject property.

3.0 Development Planning

Development Planning staff support the non-adhering residential use permit application for an additional dwelling and TFWH for up to eight workers on the subject property. This application is to allow for a third dwelling on the property as part of the farm's succession planning. The Agricultural Land Commission Act states that land within the ALR may have no more than one residence per parcel unless an owner applies to the commission for permission for a non-adhering residential use permit. The applicant and his family own four properties and lease two additional properties all along Byrns Road. All these properties have active farms and are farmed and operated by the family. The ALR application is for the third dwelling on the subject property and is part of the family's succession planning, as the applicant is nearing retirement.

When the applicant retires, his daughter and her husband plan to take over the farm duties. In order to fulfill the succession of day-to-day duties, the daughter needs to live on the farm to oversee operations.

The family's long-term plan is to remove the existing home from the property, (when the applicant's father moves off the property). This will leave the proposed new home and an existing mobile home, which are permitted in the ALR and A1 zone. For this application to meet the City of Kelowna's Agricultural Plan and the Official Community Plan policies, as well as formalize the promise to eventually remove the home, the applicant has agreed to place a restrictive covenant on one of the neighbouring vacant parcels. This adjacent parcel currently does not have a dwelling on it and the covenant would not allow a home to be constructed on this adjacent parcel until the subject third dwelling on the subject parcel is removed. The covenant would allow the proposal to meet City Agricultural policies and regulations, as well as maximizes the impact on farmable land and support the succession plan for the farm.

The application also includes a request for the permitting of an existing TFWH structure. This structure will allow up to eight workers to reside on the site. The structure is North of the existing dwellings and is 71.35m² in size. This request complies with the City of Kelowna OCP policies for TFWH requirements. The applicant has demonstrated that the scale of farm operations is large enough to benefit from farm employees whose residence on the farm property. This structure has been previously used to employ workers under the Season Agricultural Workers Program (SAWP).

4.0 Proposal

4.1 Background

The Day Family currently farms a large portion of the Byrns Road area. In addition to the subject property, they own three other properties in the area consisting of an additional 25.8ha (63.75 acres) of land, they also lease two additional parcels from the City along Byrns Rd that equal 28.37 ha (70.11 acres), making the total area currently farmed by the family 61.77 ha (152.64 acres) (Attachment C).

4.2 Project Description

Through this ALR Application the Applicants are seeking support for a third home and temporary farm worker housing on the subject property. The subject property currently has two homes, one for the retired father of the applicant and the other for the applicant's sister. This proposal is for the applicant's daughter and her husband. The applicant's daughter and her husband will be the fifth generation of the family to carry on the farm and the duties. The applicant lives on one of the neighbouring properties and is nearing retirement, so the family is seeking approvals to allow for the succession of farm duties with this new home. Having the daughter on site will make the succession of the farm possible, as the applicant can take over the duties of the farm when the applicant retires.

There are two existing homes on the property, the first is a stick frame home (89.19m²), which will be eventually removed when the father of the applicant moves on and the other is the applicant's sister, which is a mobile home (133.78m²). The third proposed home is set to be 145m², less than maximum of 500m² and is in a tight and unified area limiting the impact on surrounding agriculture. This home will also be accessed from the existing gravel driveway and no negative impacts to the existing agriculture will occur. The ALR application is also to permit an existing 71.35m² Temporary Farm Worker housing structure, which is to be used for a maximum of eight workers.

4.3 Site Context

The subject property is located within the South Pandosy – KLO OCP Sector. The surrounding area is almost entirely agricultural lands within the Agricultural Land Reserve. These properties are all zoned A1 – Agriculture 1.

Specifically, adjacent land uses are as follows:

Orientation	Zoning	Land Use
North	A1 – Agriculture 1	Active Farm / Pear Orchard & Market Garden
East	A1 – Agriculture 1	Active Farm / Pear Orchard
South	A1 – Agriculture 1	Active Farm / Alfalfa Hay farming
West	A1 – Agriculture 1	Active Farm / Livestock Barn & Alfalfa Farming

Subject Property Map: 1756 Byrns Rd



5.0 **Current Development Policies**

5.1 Kelowna Official Community Plan (OCP)

Chapter 5: Development Process

Objective 5.33 Protect and enhance local agriculture.

Policy 5.33.1 Protect Agricultural Land. Retain the agricultural land base by supporting the ALR and by protecting agricultural lands from development, except as otherwise noted in the City of Kelowna Agricultural Plan. Ensure that the primary use of agricultural land is agriculture, regardless of parcel size.

5.2 Agricultural Land Commission Act (ALCA)

Residential Use of Agricultural Land – Section 20.1

(1) Unless permitted under section 20.2, 25 or 45 or the regulations, an owner of agricultural land who constructs, alters or uses a residential structure on the agricultural land must comply with all of the following:

(a) the agricultural land may have no more than one residence per parcel;

(2) an owner may apply (a) to the commission for permission under section 25 for a non-adhering residential use

6.0 **Technical Comments**

6.1 Ministry of Agriculture

6.1.1 The parcel is located within the Agricultural Land Reserve (ALR), a provincial zone in which agriculture is recognized as the priority use and where farming is encouraged, and non-agricultural uses are restricted. As per ALC ACI Section s. 25(1.1), the ALC must not grant permission for an additional residence unless it is necessary for a farm use. It appears based on the site plan included that the location of the additional residence maintains the most optimal configuration of contiguous, productive land. Based on the information provided, Ministry staff consider the proposal to be a reasonable application based on the crop, scale, and location of the agricultural operation. Ministry staff recognize that the Day family has been farming in the Okanagan valley for four generations and contribute significantly to local agricultural production.

6.2 Policy & Planning

6.2.1 Succession planning has been identified as a challenge in farming through the development of the Agriculture Plan and it is commendable that the applicants are looking to ensure long-term success of the farm. A second dwelling is supported through OCP Policy 5.34.2 Farm Help Housing when agriculture is the principal use on the parcel, and the applicant demonstrates that the additional housing is necessary to accommodate farm employee(s) whose residence on the farm property is considered critical to the overall operation of the farm. It is suggested to have something in place (bond or other) to ensure removal of the mobile home.

7.0 Application Chronology

Date of Application Received: January 28th, 2020
Date Public Consultation Completed: N/A
Agricultural Advisory Committee: N/A

Report prepared by: Tyler Caswell, Planner I

Reviewed by: Dean Strachan, Community Planning & Development Manager

Approved for Inclusion: Terry Barton, Development Planning Department Manager

Attachments:

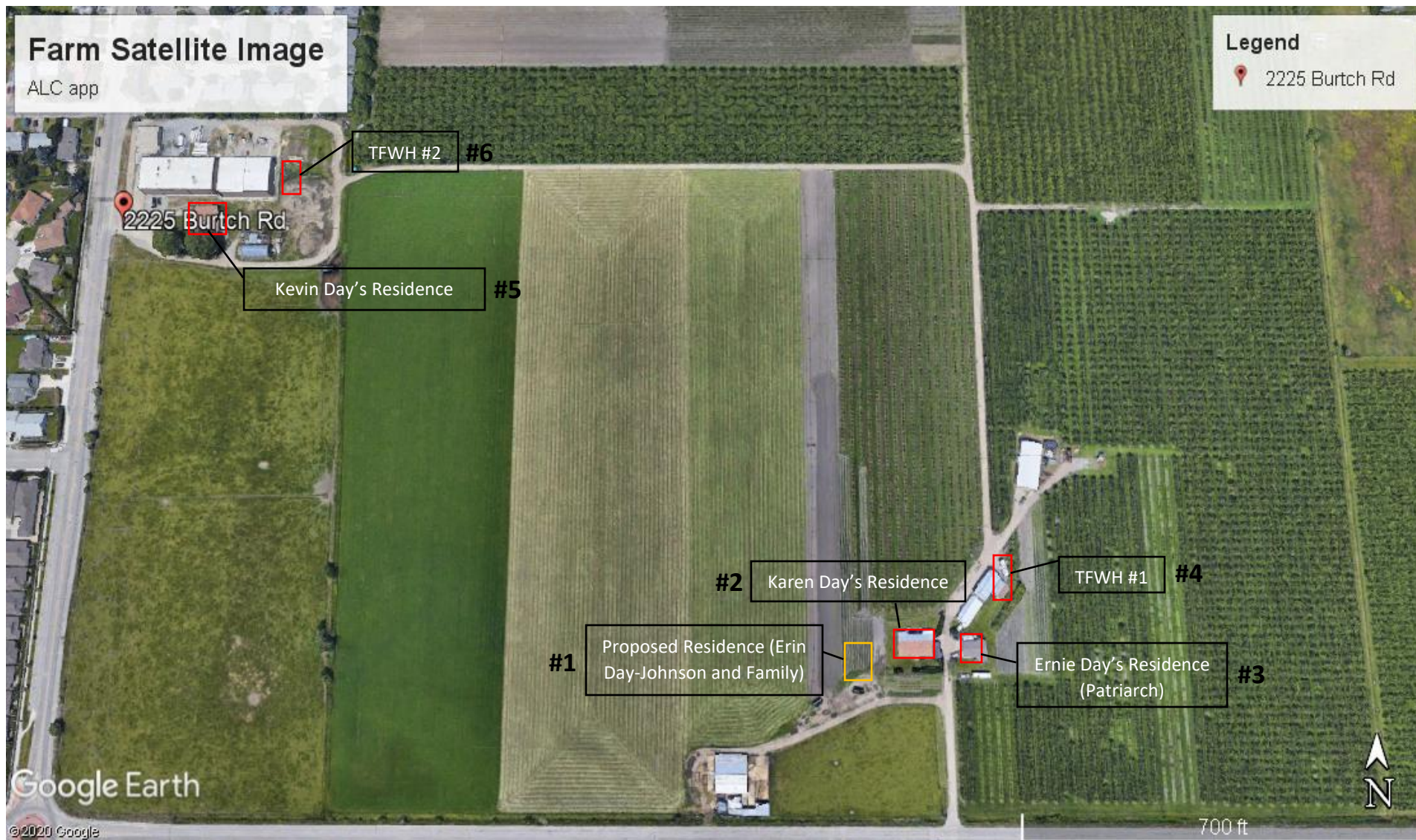
Attachment A: Site Plan

Attachment B: List of Farmed Properties

Attachment C: Agrologist Report

Attachment D: Ministry of Agriculture Letter

Attachment E: Non-Adhering Residential Use – ALC Application



Building Inventory:

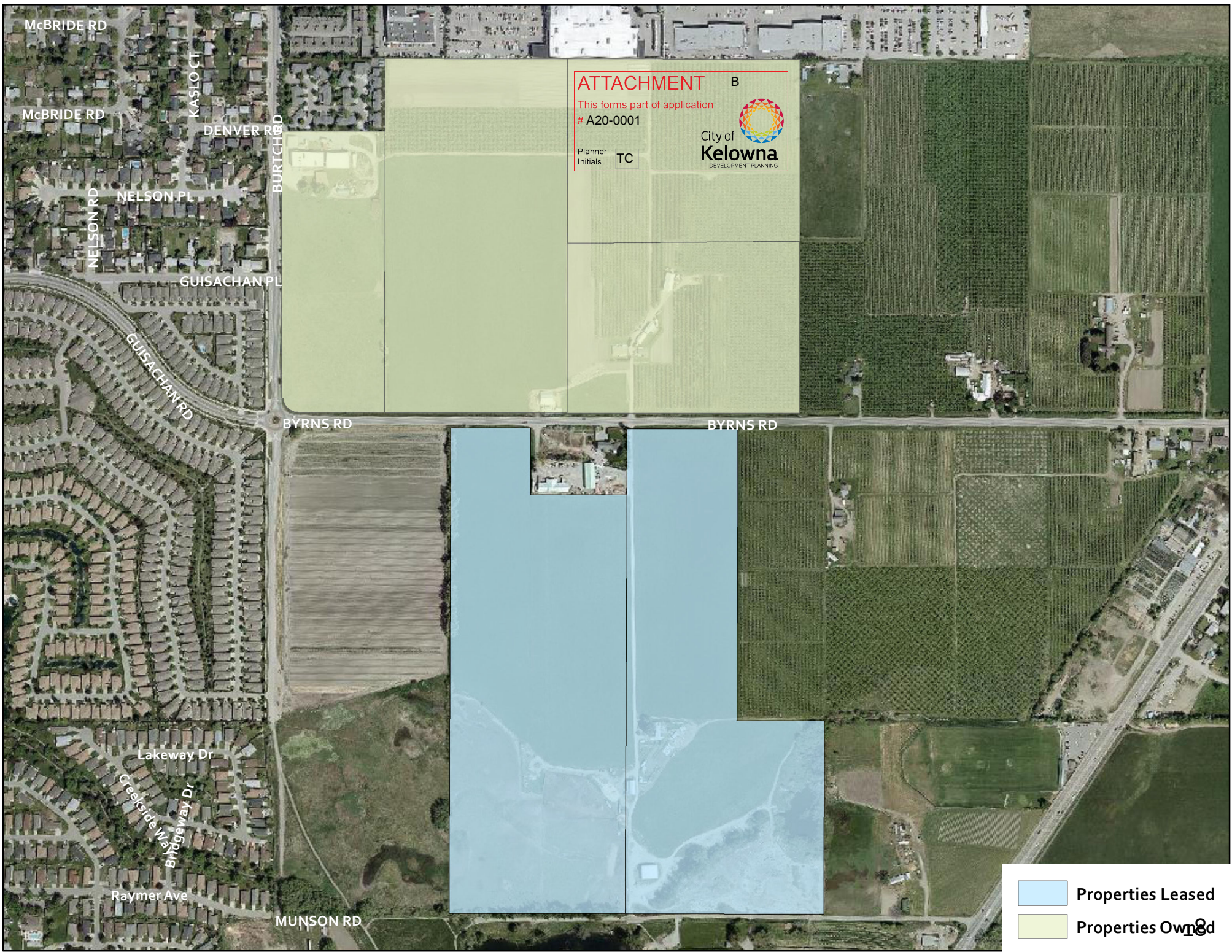
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|---|---|
| #1 – Proposed Residence of Erin Day-Johnson and Family (145m ²) | #4 – TFW Housing #1 (71m ²) |
| #2 – Karen Day's Residence (143m ²) | #5 – Kevin Day's Residence (145m ²) |
| #3 – Ernie Day's Residence (89m ²) | #6 – TFW Housing #2 (134m ²) |

ATTACHMENT A

This forms part of application
A20-0001

Planner Initials TC


City of Kelowna
DEVELOPMENT PLANNING





ATTACHMENT

B

This forms part of application
A20-0001

Planner
Initials TC



-  Properties Leased
-  Properties Owned

**A Land Use Report to Support Farm Family Housing:
Byrns' Farms Ltd.
(DBA Day's Century Growers)**

May 8, 2020



**Report Prepared by Carl Withler P.Ag.
DBA "Green Spark Consulting"
Kelowna B.C.**

This report has been prepared by a Professional Agrologist at the request of City of Kelowna staff to give them confidence that for a period of time three residences are required on the subject property to ensure on site labour is available and more importantly, to complete succession planning on a successful mixed farm and vertically integrated storage, packing and fruit shipping facility.

Report outline:

1. Statement of Qualifications
2. Farm Location/Production/Context
3. Farm Future
4. Recommendations
5. General Commentary

Statement of Qualifications: the author of this report is a Professional Agrologist (#695) registered and in good standing in the province of British Columbia and has been so for over 30 years. Because of this registration he is bound by a code of ethics, guided by standard and normal practices and uses scientific and field information to come to logical and rational recommendations and decisions.

Specific to this report Mr. Withler has spent 40 years in production agriculture working in every commodity from animal husbandry to tree fruit horticulture in Canada and abroad. During his working career Mr. Withler worked very closely with the Agricultural Land Commission (ALC), Ministry of Agriculture Strengthening Farming program staff and Local Government planners to create and review bylaws related to agricultural production. As well, Mr. Withler is relied on by Farm Industry Review board hearings as a "Knowledgeable Person" and allowed to offer opinion regarding normalized farming practices. Recently, the author retired from the provincial civil service as the Industry Specialist for the Tree fruit and Grape industries and is working as an Environmental Farm planner and replant inspector for the Treefruit Replant program. Mr. Withler is now the lead Agrologist for Green Spark Consulting

Farm Outline: The Day family has been in the Kelowna area farming for over 125 years and George Ernest Day bought the current farm location in 1952 and still lives on the property subject to this application and report. Mr. Day Sr. is now "retired", but provides input into production, historical land management and assists in moving equipment to support the family in it's various farming activities.

Currently, the farm is comprised of four separate land titles that form the North East corner of Burtch and Byrns roads in Kelowna. Between all four parcels there is a total of approximately

75 acres which is farmed and managed well above the industry standard. Added to these holdings the farm also leases property from the City of Kelowna to produce forage for the farm beef herd and local horse owners and trainers. This leased property is approximately 66 acres in size and the lease is in good standing currently. To complete the farm activity and holdings they also own 1/2 Section of land (640 acres) on Goudie road which is the appurtenant base to the Woodlot licenced issued by the Province of B.C.

Byrn's farms is one of the very truly "mixed" farms with a balance of animal husbandry and horticultural production. The focus of horticulture production is on top end pear production and direct marketing of vegetables to the citizens of Kelowna at the Bryn's road farm market. Added to this, the farm

The farm is near residential development and commercial retailers like Rona and Bubbles car wash. The farm enjoys a good working relationship with these entities and is respectful to balance farming and processing with their neighbours right to peaceful enjoyment of their properties.

In order to run a mixed farm and fruit storage and packing facility, there is a year-round need for labour. The majority of labour currently is family lead, with Kevin Day (son of George Day) and Karen Day (daughter of George Day) who work cooperatively to grow, harvest and sell the farms produce. With the development of on site packing seasonal farm workers (both local and foreign) work through the fall, winter and early spring months to ensure this happens. Keeping the plant running, staff organized and shipping on time is full time employment for Erin (Kevin's daughter) and husband Riley who currently live off farm and now need to move "on farm" to continue to take on responsibilities of family members like George, Kevin and Karen. Added to this, "in family" labour force, is Sam (Karen's son) who keeps equipment running as a licenced mechanic and is similarly integrated into the succession plan for this farm. He is currently living in the "double wide" which is slated for removal once newer houses are built and the long-term succession plan for the farm and Day family is initiated.

Added to all this family labour the Day's Century growers also employs full time farm help, part time help and temporary foreign workers. They are a significant, steady, employer who annually contribute to the economy of Kelowna and the Province of B.C. This contribution becomes more challenging if the ability of family members to move onto the farm is impeded and the proposed succession plan and farm knowledge transfer is not completed. Skills learned on the farm and are transferable to other industries and locations putting the 125-year history of Day family members farming successfully in Kelowna at risk.

ATTACHMENT C

This forms part of application

A20-0001

Planner
Initials TC



Photo 1: Overview of Owned Farm properties at N.E. corner of Burtch and Byrns roads Kelowna.



Photo 2: high yielding pear production pruned and ready for the 2020 production season. This level of management is well above industry standards.

Farm Future: Should the application in question, be successful, specifically, to build a 1600 sq. ft house for Riley and Erin to live in and stabilize the farm labour supply, ensure the continued operation of the packing plant and learn the annualized cycle of running a mixed farm and woodlot, they should live on the farm. This would mean, for some period of time, there would be three residences at the Byrn's road site:

1. Erin and Riley's house
2. Sam's double wide mobile home (to be removed at future date)
3. George's original residence (to be ultimately resided in by Karen)

As the exact date of vacancy of George's house would be (as patriarch of the family) this proposal allows for construction of Erin and Riley's house in 2021 and continued knowledge transfer from senior Day family members to younger members and reduces farm economic risk by building in a planned and organized manner. As well, on the larger lot (approximately 25 acres) the family wishes to build a principal farm residence which will house Sam (the farm mechanic) and his family. This allows for Sam's smooth transition from the "double wide" to a principal farm residence on its own, already existing, lot.



Photo 3: showing final layout of Primary residences on each lot, and a shared farm family residence (note: all residences proximate to roads, in proximity to fruit stands or packing facilities and no loss of productive farmland)

Into the foreseeable future, the farm will house and employ Kevin and family, Karen and family, Erin and Riley and Sam. Other Day family members may return to the farm should economic opportunities be created, specifically Katie (Kevin's daughter). This would be planned and managed in similar fashion to how the Day family wishes to proceed with Riley and Erin's return to the farm to work and live on the land they will ultimately manage.

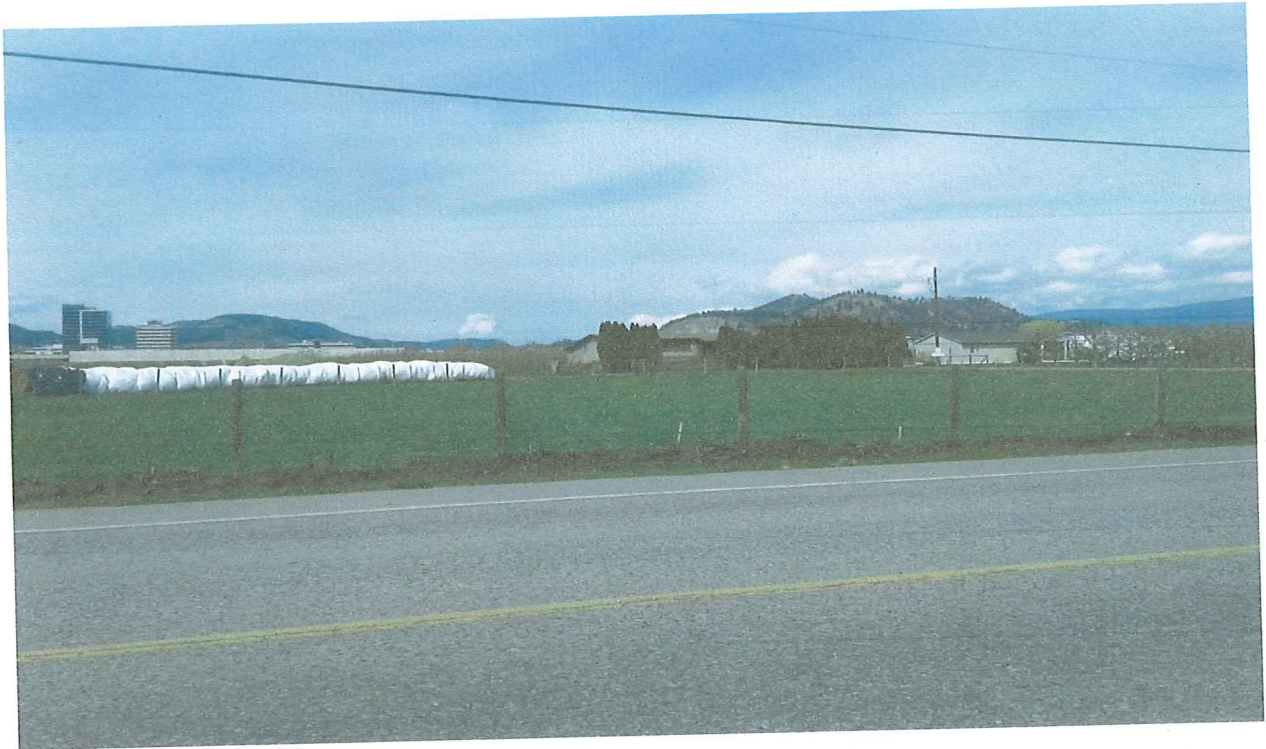


Photo 4: from Byrns road showing approximate location of proposed housing (white silage bags), trailer for removal (cedar hedges) and house to remain (far right).

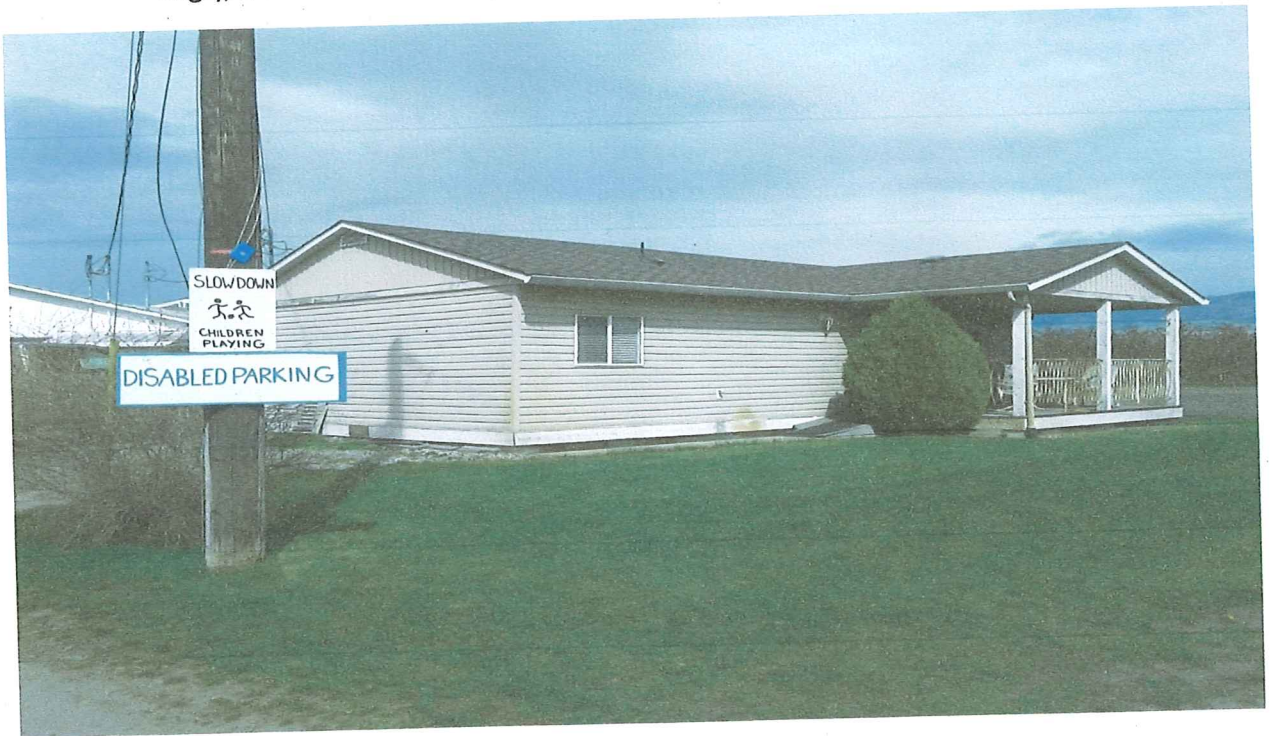


Photo 5: the patriarch's house to be renovated once vacated. Approximate size 800 ft. sq.



Photo 5; the “double wide” to be removed once farm family housing is constructed.

Recommendations: In reviewing the farming and packing facilities, interviewing family members, walking the farm and reviewing documents such as the City of Kelowna agriculture plan, the Agricultural Land Commission website I have confidence that the construction of a house for Erin and Riley at the location proposed minimizes loss of agricultural land, meets the requirements of the ALC Act, encourages a smooth farm family succession plan, respects the efforts of senior Day family members in building a successful, vertically integrated, resilient farm and allows people to age in place.

As well, construction of a house on the 25 acre parcel facing Byrn’s road near “the barn” is in the best interest of the farm as it allows family labour (Sam and family) to move smoothly from the double wide to an upgraded, updated home location.

In order to give the City confidence in carrying out this transition, it may be in their best interest to place basic conditions on building permit issuance and they may include:

1. Security deposit for removal of “double wide” trailer after transition has taken place from George’s house to Karen’s residence.
2. Time commitments for removal of trailer upon Riley and Erin’s house completion.

General Commentary: It is acknowledged by the author that this proposal is challenging for City staff as it is an additional residence without strict adherence to timelines, but it is worth noting that this property would be eligible for a Homesite Severance under the ALC policy suite.

The family has chosen not to exercise this option as it potentially alienates land from the farm unit, increases lot number and complexity and makes a fragmented farm when larger farm parcels are encouraged.

In reviewing very quickly the approximate total footage of house footing on this farm if the recommendations above are accepted there would be a residential footprint on three lots of:

Kevin and Tracey's house: approx. 1300 ft.sq. (existing on lot 1)
Sam and family's house: approx. 1600 ft.sq. (proposed on Lot 2)
George's/Karen's house: approx. 800 ft.sq. (existing on Lot 3)
Erin and Riley's house: approx. 1600 ft.sq. (proposed on Lot 4)

In total, these residences would be family occupied, located on gravel soils (less productive than other soils generally for soil based agriculture), close to roads (minimizing loss of land through driveways), and be just over the maximum foot print for a single residence outlined in earlier ALC housing documentation. These are not estate homes, but reasonable farm family homes which are close to roads, small and close to the farm activity they support.

The Day family, (starting with Ephriam Arthur Day in the 1890s), has farmed the subject property for over 125 years as it is the original property farmed by the family. Subsequent generations have created farms throughout the central Okanagan. However, the family of third generation, George Ernest Day, have been, and will continue to, farm the original Day Family Farm.

Added to this, the Day family are very active in the community donating food to the food bank, creating and managing the Benvoulin Water Users community, hosting agriculture "tours" to show world class packing and grading equipment, coaching soccer, assisting the Okanagan Basin Water Board regarding water management and supporting the growth and development of independent fruit growers and shippers of fruit domestically and around the world.

I have known Day family members for over 30 years, and they have lived and farmed locally as a family for over 125 years. They are committed to agricultural production, good land management and Kelowna generally. This transition plan is merely "the next phase" of a family farm who has been and will be here to contribute to our community.

The author remains available to City staff or project proponents to discuss this report at their request.

Respectfully submitted,



Carl Withler P.Ag. (#695)





ATTACHMENT		D
This forms part of application		
# A20-0001		
Planner Initials	TC	 City of Kelowna DEVELOPMENT PLANNING

Provincial Agricultural Land Commission - Applicant Submission

Application ID: 56989

Application Status: Under LG Review

Applicant: Byrnes Farms Ltd.

Agent: Kevin Day

Local Government: City of Kelowna

Local Government Date of Receipt: 06/22/2020

ALC Date of Receipt: This application has not been submitted to ALC yet.

Proposal Type: Non-Adhering Residential Use - Additional Residence for Farm Use

Proposal: To build a residence to house Erin Day-Johnson, daughter of Kevin Day, and her husband, Riley Johnson. They both work on the farm on a full time basis- the 5th generation to do so, (refer to appendix #1). A successful proposal will result in an orderly transfer of the daily farming duties in addition to the assumption of management duties by the next generation to continue the legacy of this highly productive family farm. As the managing team of Kevin Day and sibling, Karen Day, near retirement age, (57 and 59 years of age respectively), the need for an on site team to ensure succession.

Agent Information

Agent: Kevin Day

Mailing Address:

2225 Burtch Road

Kelowna, BC

V1Y 7Z5

Canada

Primary Phone: (250) 862-0962

Mobile Phone: (250) 470-8880

Email: kevinday44@hotmail.com

Parcel Information

Parcel(s) Under Application

1. **Ownership Type:** Fee Simple

Parcel Identifier: 001-822-047

Legal Description: L 23 DL 129 OSOYOOS DIVISION YALE DISTRICT PL 415 EXC THE E 414 CHS

Parcel Area: 7.6 ha

Civic Address: 1756 Byrnes Road

Date of Purchase: 05/22/1986

Farm Classification: Yes

Owners

1. **Name:** Byrnes Farms Ltd.

Address:

2225 Burtch Road

Kelowna, BC

V1Y 7Z5

Applicant: Byrnes Farms Ltd.

Canada
Phone: (250) 862-0962
Cell: (250) 470-8880
Email: kevinday44@hotmail.com

ATTACHMENT		D
This forms part of application # A20-0001		
Planner Initials	TC	 City of Kelowna DEVELOPMENT PLANNING

Ownership or Interest in Other Lands Within This Community

1. **Ownership Type:** Fee Simple
Parcel Identifier: 026-382-822
Owner with Parcel Interest: Byrnes Farms Ltd.
Parcel Area: 12.2 ha
Land Use Type: Agricultural/Farm
Interest Type: Full Ownership

2. **Ownership Type:** Fee Simple
Parcel Identifier: 026-382-814
Owner with Parcel Interest: Byrnes Farms Ltd.
Parcel Area: 5.5 ha
Land Use Type: Agricultural/Farm
Interest Type: Full Ownership

3. **Ownership Type:** Fee Simple
Parcel Identifier: 004-160-886
Owner with Parcel Interest: Byrnes Farms Ltd.
Parcel Area: 8.1 ha
Land Use Type: Agricultural/Farm
Interest Type: Full Ownership

Current Use of Parcels Under Application

1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).

5.3H Pear Orchard

.4H Market Garden

.4H Pasture

1.3 H Sweet Corn

equals 7.4H in full production

Total lot size 7.6H

Currently Less Than 4% of subject property consisting of farm buildings and infrastructure leaving more than 96% in full agricultural production.

2. Quantify and describe in detail all agricultural improvements made to the parcel(s).

5.3H High Producing Pear Orchard c/w underground irrigation supply and related irrigation equipment.

.4H Market Garden for direct sales to local consumers c/w irrigation

.4H Fenced pasture c/w Irrigation

1.3H Sweet Corn c/w Irrigation

Farm Accessory Buildings consisting of hay storage, equipment sheds and shop, employee shower and kitchen facilities, and TFWH (Temporary Foreign Worker Housing) facilities.

Mobile Home on Crawl Space occupied by Karen Day Financial Manager and Market Garden Manager

One Bedroom Stick Frame House on Crawl Space home of Ernest Day, Patriarch

3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).

No non-agricultural activity

ATTACHMENT		D
This forms part of application		
# A20-0001		
Planner Initials	TC	 City of Kelowna DEVELOPMENT PLANNING

Adjacent Land Uses

North

Land Use Type: Agricultural/Farm

Specify Activity: Market Garden, Pear Orchard

East

Land Use Type: Agricultural/Farm

Specify Activity: Pear Orchard

South

Land Use Type: Agricultural/Farm

Specify Activity: Alfalfa Hay farming

West

Land Use Type: Agricultural/Farm

Specify Activity: Livestock Barn and yard, Alfalfa field, Grass mix hay field/pasture.

Proposal

1. What is the purpose of the proposal?

To build a residence to house Erin Day-Johnson, daughter of Kevin Day, and her husband, Riley Johnson. They both work on the farm on a full time basis- the 5th generation to do so, (refer to appendix #1). A successful proposal will result in an orderly transfer of the daily farming duties in addition to the assumption of management duties by the next generation to continue the legacy of this highly productive family farm. As the managing team of Kevin Day and sibling, Karen Day, near retirement age, (57 and 59 years of age respectively), the need for an on site team to ensure succession.

2. Describe the necessity for an additional residence for farm use and how it will support agriculture in the short or long term.

This proposal supports local agriculture in as much as it is the intention of the applicant that this farm remain intact and managed in the same way well into the future. This is only possible with an orderly transfer of responsibilities to the next generation. In order for this to happen, Erin and her husband need to live on the farm where it is their intention to raise their family. The location of the build site is on a surface gravel seam that runs through the farm. This gravel seam, although a very small percentage of the overall farm acreage, is an extremely unproductive area and is where all of the buildings located on the lot of this application are located in an effort to maintain the highest productivity possible by having the least impact on the very fertile land that makes up our farm. The remainder of the buildings on our family farm unit consisting of our fruit packing and storage facility, the residence of Kevin Day, and a shop/storage Quonset hut, are tucked into the corner of 2225 Burtch Road, (PID 026-382-814). The majority of this building site is also placed on a gravel seam, therefore, also very unproductive. Our goal has always been to have the least detrimental impact on the productivity of this 57 hectare family farm unit, of which the subject lot is one of four lots owned by the applicant and two leased lots, by very thoughtful placement of infrastructure.

3. Describe the size, type and number, as well as occupancy of all residential structures currently

located on the property.

24X40, (960 square feet) stick frame house on crawl space occupied by patriarch, George Ernest Day, 87.

24X60, (1440 square feet) mobile home on crawl space occupied by Financial and Market Garden Manager, Karen Day. It is the applicants intention to remove the mobile home residence permanently in the foreseeable future as Karen Day intends to reside in the one bedroom stick frame residence when it becomes available.

(54X12)+15X8, (768 square feet) TFWH, occupied Temporary Foreign Workers employed by Byrnes Farms

4. What is the total floor area of the proposed additional residence in square metres?

145 m²

5. Describe the rationale for the proposed location of the additional residence.

The purpose of this proposal is to facilitate the intergenerational transfer of responsibilities of the daily operation of this mixed farm. It would be unduly difficult to accomplish that task if they lived off farm. This location is desirable as it, as well as all other buildings on this lot, will be located on a very low producing surface gravel ridge that runs from surface to very deep. The vast majority of the subject lot and the other three lots fully owned and the unregistered lease lots are highly productive clay/loam soil type. All buildings on this family farm unit have been located to have the least impact possible on the production potential. This highlights the philosophy of preservation that is nurtured within the multiple generations of the Day Family. This location is also in close proximity to a city of Kelowna sewer hook up, as yet unused, installed and located on the subject lot near Byrns Road. This eliminates the need for a septic system and all related infrastructure. Access driveways and extra parking are also already in place to accommodate this proposal. We realize there are adjacent lots which remain empty and are used strictly for agricultural purposes. As stated above, this is due to our goal to maintain the highest productivity of our land by placing all buildings on the gravel seam that runs through the parcel under application. We are willing to agree to assign a covenant to Parcel #3 (ID-004-160-886) to help formalize our promise to remove the mobile home residence permanently. This is in the foreseeable future as Karen intends to reside in the one-bedroom stick frame residence when it becomes available. We will agree to this covenant as long as it is understood that said covenant will be lifted once the mobile home residence is permanently removed.

6. What is the total area of infrastructure necessary to support the additional residence?

The existing driveway and parking are more than sufficient to accommodate this residence. The double garage and its approach, 1550 square foot rancher and the related landscaping will be well under 4000 square feet in total. There is no need for an accessory building as the existing family farm unit will easily fulfill this need.

7. Do you need to import any fill to construct the additional residence or infrastructure?

No

Applicant Attachments

- Agent Agreement - Byrnes Farms Ltd.
- Proposal Sketch - 56989
- Other correspondence or file information - Supporting Letter From Carl Withler
- Other correspondence or file information - Corporate Search
- Other correspondence or file information - Appendix #2
- Other correspondence or file information - Appendix #1
- Certificate of Title - 001-822-047

ATTACHMENT		D
This forms part of application		
# A20-0001		
Planner Initials	TC	 City of Kelowna DEVELOPMENT PLANNING

ALC Attachments

None.

Decisions

None.

ATTACHMENT		D
This forms part of application		
# A20-0001		
Planner Initials	TC	 City of Kelowna <small>DEVELOPMENT PLANNING</small>



A20-0001

1756 Byrns Road

ALC Application



Proposal

- ▶ To support an application to the Agricultural Land Commission for a non-adhering residential use permit application to allow for an additional dwelling and for TFWH for up to eight workers.

Development Process

Jan 28, 2020

Development Application Submitted



Staff Review & Circulation



Jul 13, 2020

Council Consideration



Council
Approvals



ALC Consideration



Building Permit

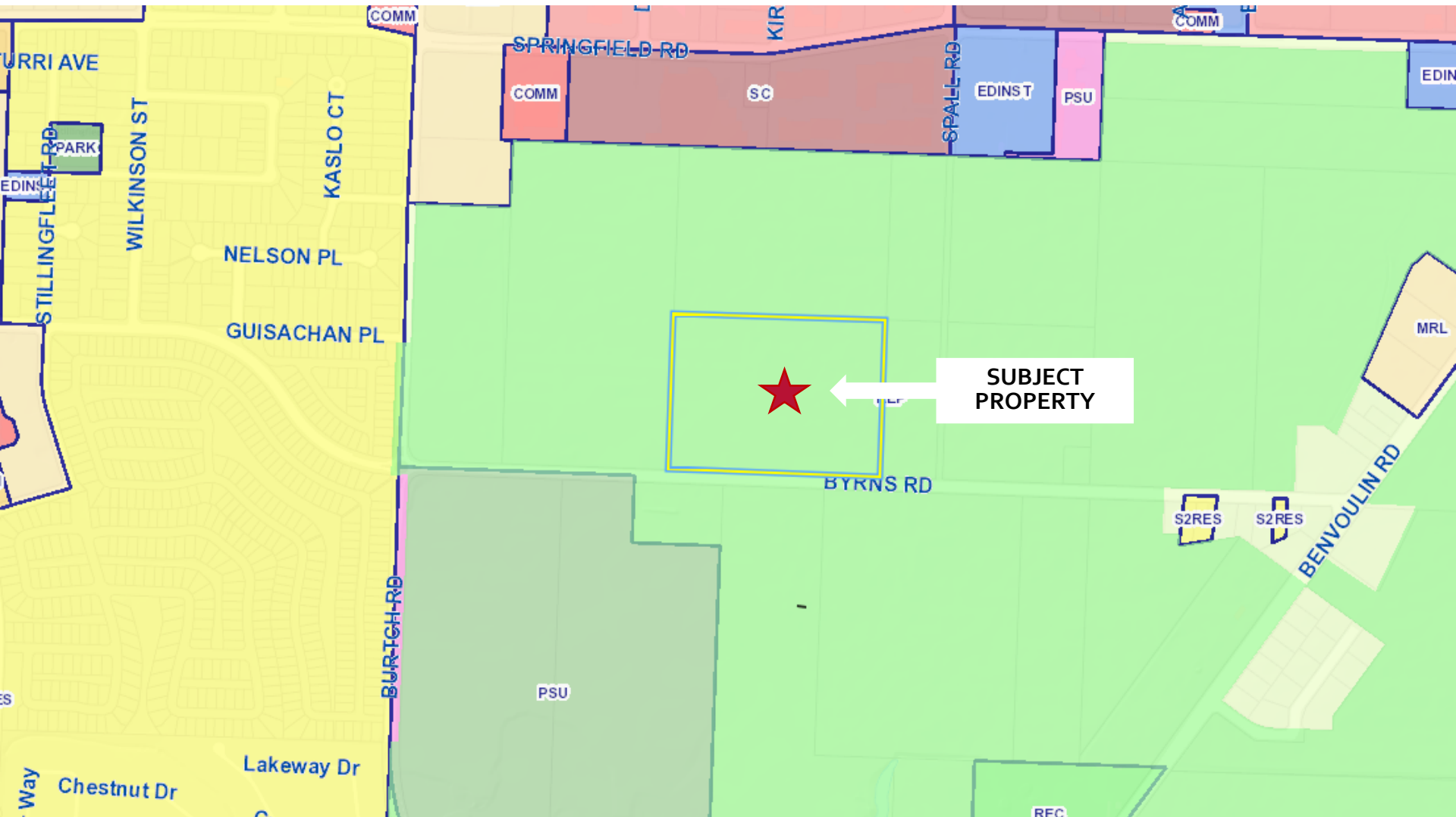
Context Map



ALR



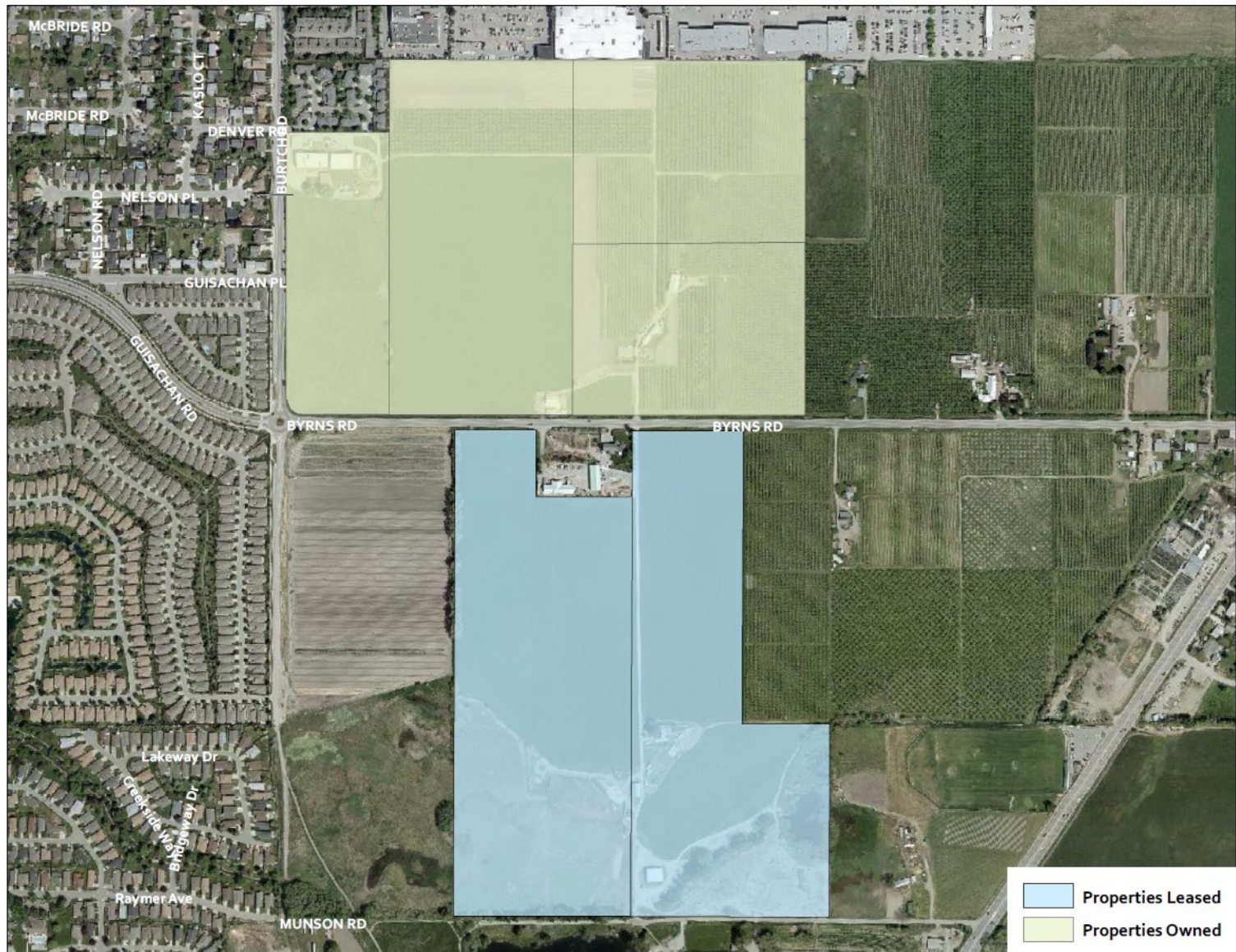
OCP Future Land Use / Zoning



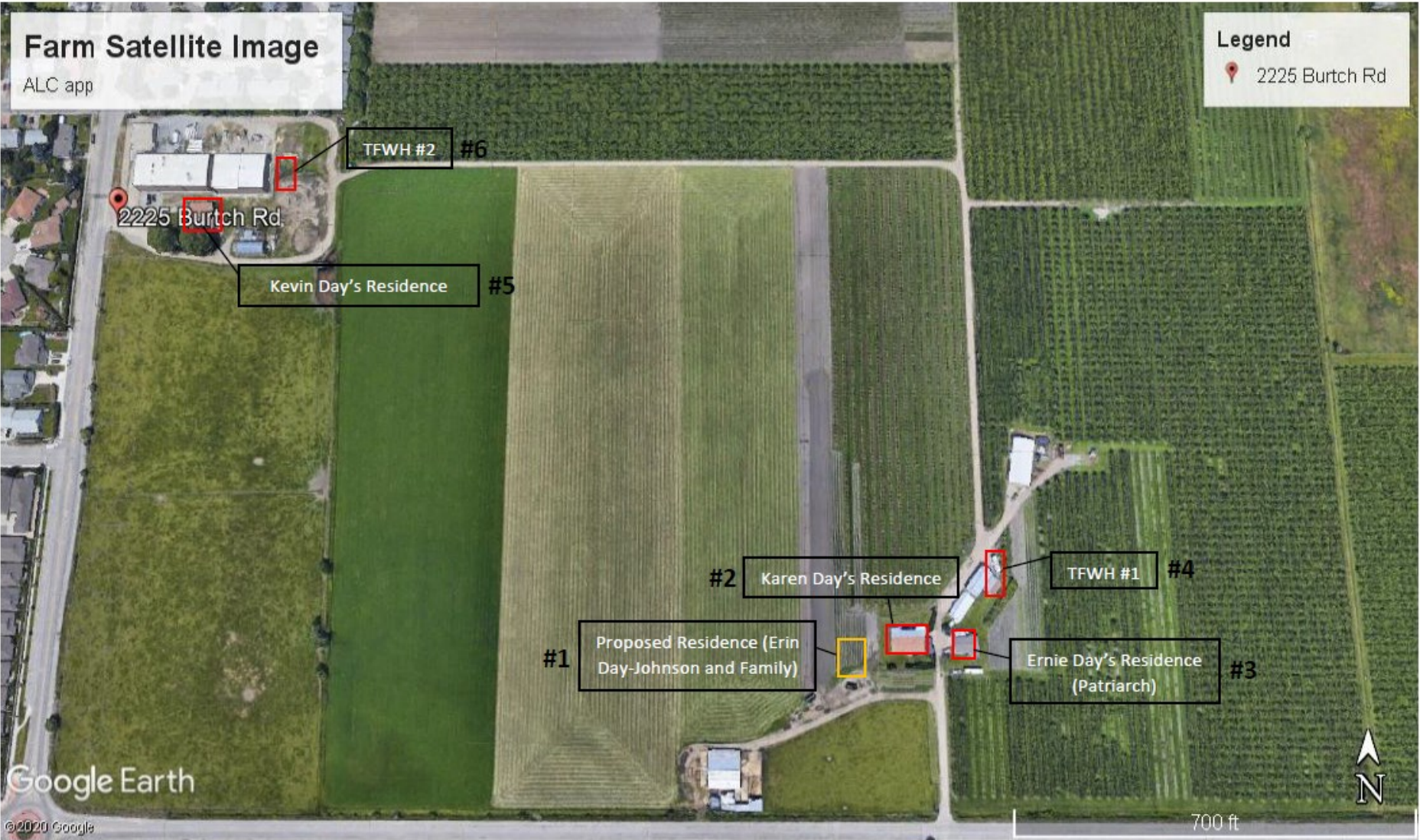
Subject Property Map



Subject Property Map



Site Plan



Project/technical details

- ▶ The applicant is nearing retirement and wants to pass over the farm operations to his daughter as part of the succession of the farm.
- ▶ To do this, they are proposing to build a third dwelling on the subject property.
- ▶ This will help the daughter oversee operations on the farm.

Project/technical details

- ▶ The family owns four properties along Byrns Rd, two of which are vacant.
- ▶ They have agreed to place a no-build covenant on one of the neighbouring vacant properties.
- ▶ This covenant can be removed once, the stick frame home is removed from the property. This would leave them with the proposed home and a mobile home.
 - ▶ This would then be permitted within the A1 zone.

Project/technical details

- ▶ The application is also for TFWH for up to eight workers
- ▶ This structure is existing and has previously had workers through the SAWP.
- ▶ The applicant has demonstrated that the farm operation is large enough to require

Development Policy

- ▶ OCP - Chapter 5: Development Process
 - ▶ Objective 5.33 Protect and enhance local agriculture
 - ▶ Policy 5.33.1 - Protect Agricultural Land.

- ▶ Agricultural Land Commission Act (ALCA)
 - ▶ Residential use of agricultural land – Section 20.1
 - ▶ (1) Unless permitted under section 20.2, 25 or 45 or the regulations, an owner of agricultural land who constructs, alters or uses a residential structure on the agricultural land must comply with all of the following:
 - ▶ (a) the agricultural land may have no more than one residence per parcel;
 - ▶ (2) an owner may apply (a) to the commission for permission under section 25 for a non-adhering residential use

Staff Recommendation

- ▶ Staff recommend **support** of the proposed Non-Adhering Residential Use application.
 - ▶ The subject property and the surrounding area is actively farmed by the family.
 - ▶ The family has agreed to placing the covenant on the other site until the third dwelling is removed.
 - ▶ The TFWH meets policies and regulations.
 - ▶ Recommend the Bylaw be forwarded to ALC for consideration



Conclusion of Staff Remarks

REPORT TO COUNCIL



Date: July 13, 2020

To: Council

From: City Manager

Department: Development Planning

Application: Z20-0034 **Owner:** Jeff M. Clark, Jasmine C. Bedard; Brian G. Clark and Nancy S. Clark

Address: 4642 Barton Street **Applicant:** Birte Decloux; Urban Options Planning and Permits

Subject: Rezoning Application

Existing OCP Designation: S2RES – Single / Two Unit Residential

Existing Zone: RU1 – Large Lot Housing

Proposed Zone: RU1c – Large Lot Housing with Carriage House

1.0 Recommendation

THAT Rezoning Application No. Z20-0034 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot 3 District Lot 580A SDYD Plan KAP69497, located at 4642 Barton St., Kelowna, BC from the RU1 – Large Lot Housing zone to the RU1c – Large Lot Housing with Carriage House zone, be considered by Council;

AND FURTHER THAT Council, in accordance with Local Government Act s. 464(2), waive the Public Hearing for the Rezoning Bylaw.

2.0 Purpose

To consider rezoning the property from the RU1 – Large Lot Housing to the RU1c – Large Lot Housing with Carriage House to allow for the construction of a carriage house, and to waive the Public Hearing.

3.0 Development Planning

Development Planning supports the proposed rezoning to the RU1c – Large Lot Housing with Carriage House.

The City's Healthy Housing Strategy promotes sensitive (incremental) urban infill such as suites and carriage houses in existing residential neighbourhoods of the City as a way to increase housing options and diversity of forms. The addition of residential units in already built-up areas advances the Official Community Plan (OCP) policy of developing compact urban form by utilizing existing roads and infrastructure and not greenfield development. The proposed rezoning to add the carriage house designation to the RU1 zone fits within the OCP Future Land Use Designation of Single / Two Unit Residential (S2RES). Finally, the proposed carriage house form is sensitive to the context of the neighbourhood, and, as such, upholds the OCP policy regarding sensitive infill.

4.0 Proposal

4.1 Project Description

The proposed rezoning would allow for a carriage house on the subject property. The proposed carriage house is 1 storey in height with 2 bedrooms. The carriage house would have access from the front of the property as the lot does not have access to a lane. No variances have been identified.

4.2 Site Context

The subject property is in the North Okanagan Mission Sector within the PGB. The subject property and all surrounding properties are zoned RU1 and have a Future Land Use Designation of S2RES. Several properties in the surrounding area have been rezoned to RU1c, RU2 and RU6.

Specifically, adjacent land uses are as follows:

Orientation	Zoning	Land Use
North	RU1 – Large Lot Housing	Single Dwelling Housing
East	RU1 – Large Lot Housing	Single Dwelling Housing
South	RU1 – Large Lot Housing	Single Dwelling Housing
West	RU1 – Large Lot Housing	Single Dwelling Housing

Subject Property Map: 4642 Barton St.



5.0 Current Development Policies

5.1 Kelowna Official Community Plan (OCP)

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 5.22 Ensure context sensitive housing development.

Policy .6 **Sensitive Infill**. Encourage new development or redevelopment in existing residential areas to be sensitive to or reflect the character of the neighbourhood with respect to building design, height and siting

6.o Application Chronology

Date of Application Received: April 17, 2020

Date Public Consultation Completed: May 16, 2020

Report prepared by: Aaron Thibeault, Planner II

Reviewed by: James Moore, Acting Development Planning Manager

Approved for Inclusion: Terry Barton, Development Planning Department Manager

Attachments:

Attachment A: Conceptual Drawing Package

Attachment B: Applicant Rationale



202-470 ST. PAUL STREET
KELOWNA, BC V1Y 2E6
(250) 212-7938
www.phsdesign.com

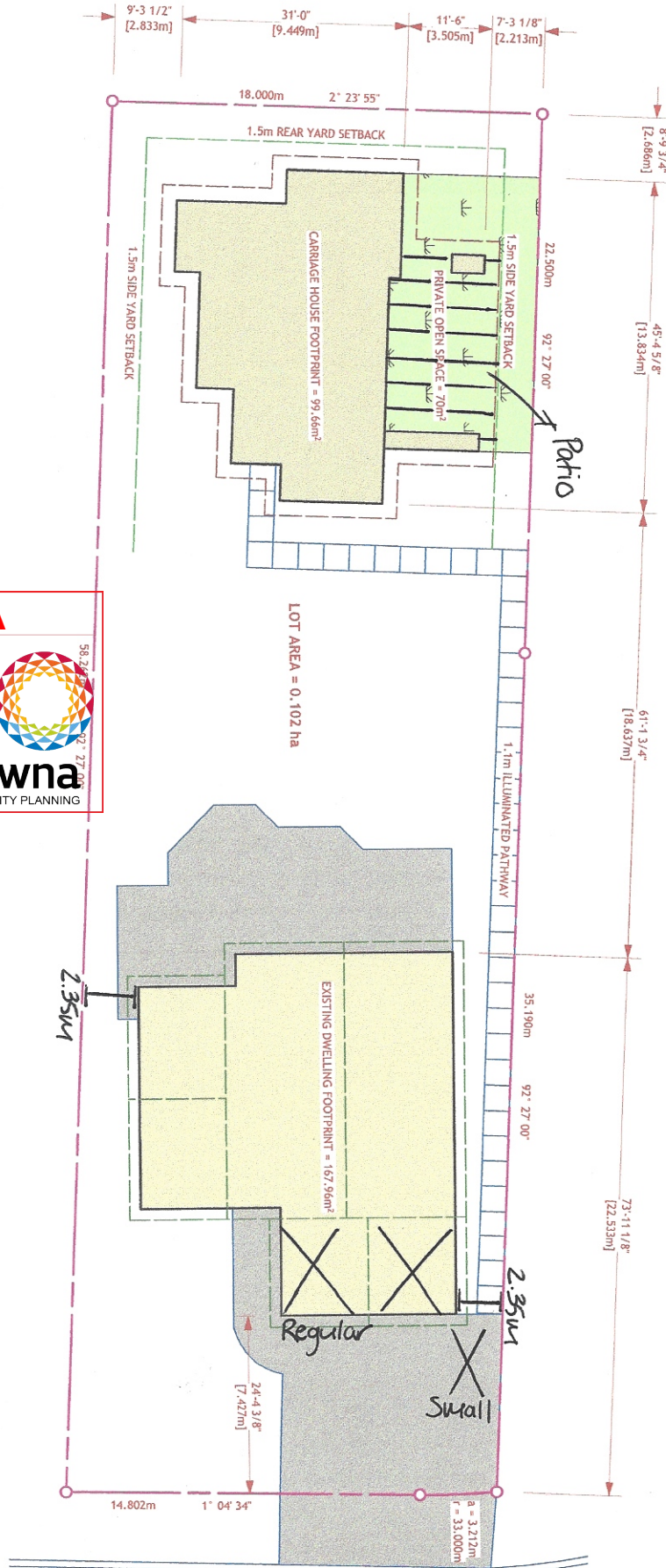
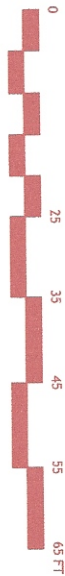
CARRIAGE HOUSE DEVELOPMENT, 4642 BARTON STREET, KELOWNA, BC

1 SITE PLAN
Scale: 1:175

ATTACHMENT A

This forms part of application
Z20-0034

Planner
Initials AT



BARTON STREET



ATTACHMENT A

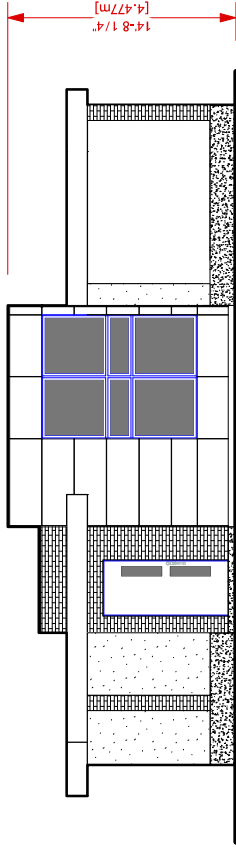
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Z20-0034

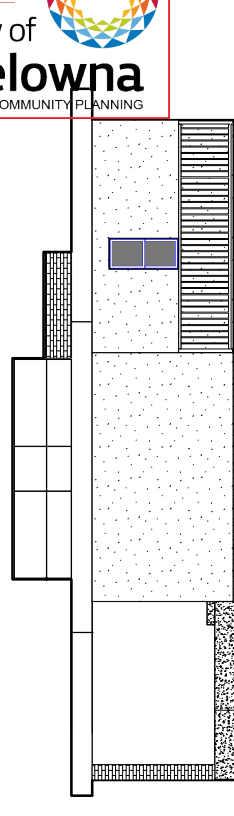
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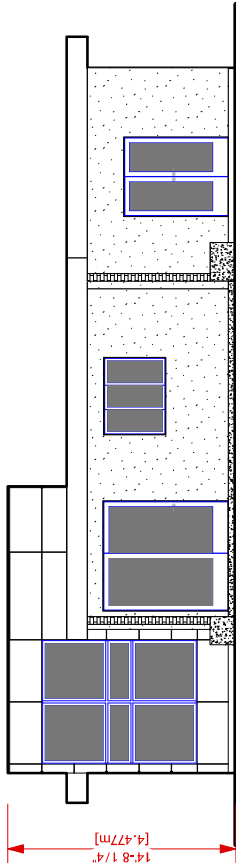
City of
Kelowna
COMMUNITY PLANNING



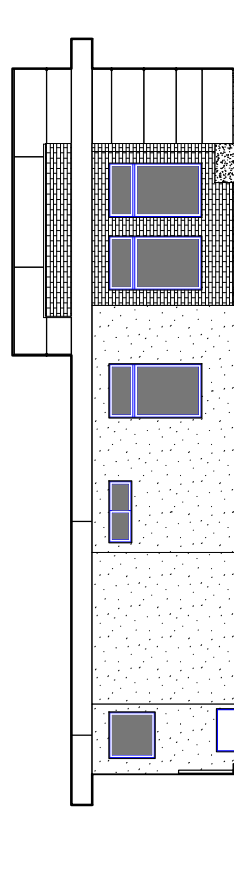
EAST ELEVATION



WEST ELEVATION



NORTH ELEVATION



SOUTH ELEVATION

ELEVATIONS

MARCH 30, 2020

SCALE: 1/8" = 1'-0"

3 OF 4

CARRIAGE HOUSE DEVELOPMENT, 4642 BARTON STREET, KELOWNA, BC

202-1470 ST. PAUL STREET
KELOWNA, BC V1Y 2E6
(250) 212-7938
www.ihdesign.com



IHS DESIGN



ATTACHMENT
A

This forms part of application
Z20-0034

Planner
Initials

AT

City of
Kelowna
COMMUNITY PLANNING


RENDERINGS

MARCH 30, 2020
SCALE: 1/8" = 1'-0"
4 OF 4

CARRIAGE HOUSE DEVELOPMENT, 4642 BARTON STREET, KELOWNA, BC

202-1470 ST. PAUL STREET
KELOWNA, BC V1Y 2E6
(250) 712-7938
www.ihdesign.com





March 31, 2020

City of Kelowna
Urban Planning Department
1435 Water Street
Kelowna, BC

ATTACHMENT B	
This forms part of application # Z20-0034	
Planner Initials	AT
 City of Kelowna COMMUNITY PLANNING	

RE: Rezoning to Construct a Carriage House at 4642 Barton Street

Dear Planning Staff,

The purpose of this application is to rezone the property at 4642 Barton Street to the RU1c – Large Lot Housing with Carriage House zone. As outlined in the attached drawings, the carriage house will be located at the rear of the property. With regards to size, the property is very large and can easily accommodate a carriage house, yet still provides ample private open space for the primary dwelling. An existing shed in the rear yard will be removed to provide space, therefore the proposed carriage house will be the only additional structure on the property. All Zoning Bylaw requirements will be easily met.

The Statutory Right of Way at the rear of the property is in the process of being released. Both parties have signed the release and we are awaiting registration. Once this occurs an updated state of title will be provided to the file manager.

The proposed two-bedroom carriage house is 1 storey in height with a large open plan living area. Both the master bedroom and the living room are directly connected to the covered patio and private open space on the north side of the carriage house. With regards to access, a foot pathway will connect the carriage house to the allocated parking on the existing driveway apron.

To this point, the neighbourhood has seen some additional housing in the form of carriage houses or RU6 - Two Dwelling Housing. For example, the neighbouring property at 4658 Barton Street was recently approved for rezoning to allow for a carriage house. Therefore, many of the Official Community Plan objectives for creating good infill housing are easily met for the subject property and the greater community. The property has easy access to schools, parks, transit and other natural amenities.

In conclusion, this proposal is anticipated to provide positive infill development that is easily integrated into the existing form of the neighbourhood, contributing quality housing stock in a desirable area of Kelowna.

Please contact me directly should you have any questions regarding our application.

Regards,

Birte Decloux on behalf of the Clark family



Z20-0034 4642 Barton St.

Rezoning Application



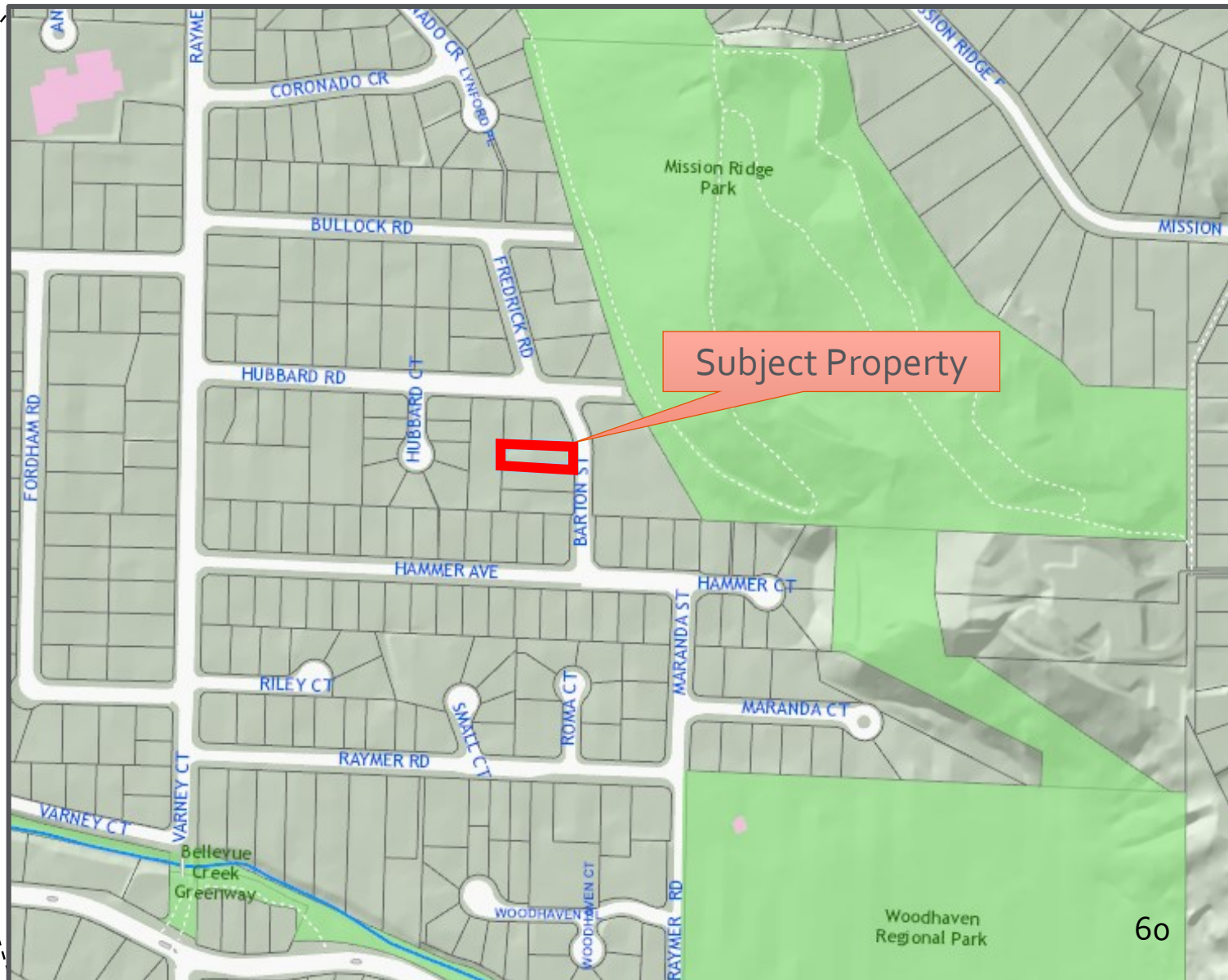
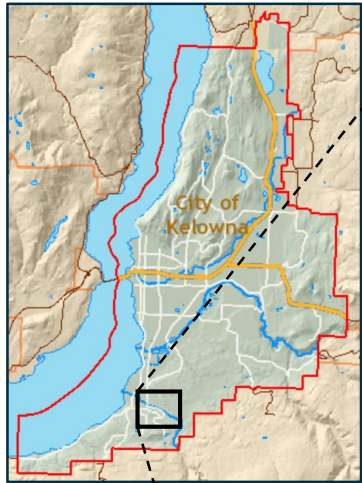
Proposal

- ▶ To consider rezoning the property from RU₁ – Large Lot Housing to RU_{1c} – Large Lot Housing with Carriage House to allow for the construction of a carriage house.

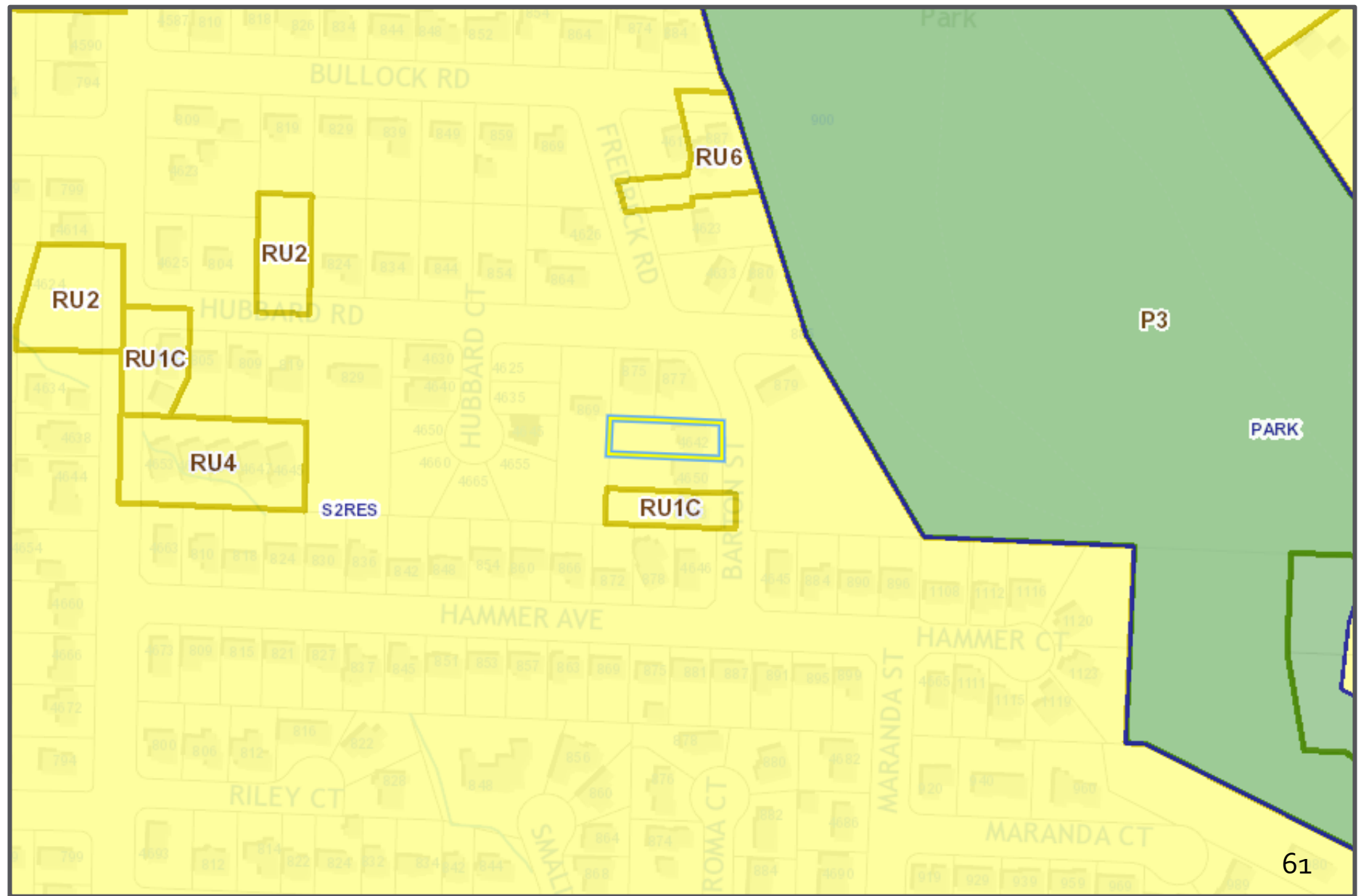
Development Process



Context Map



OCP Future Land Use / Zoning



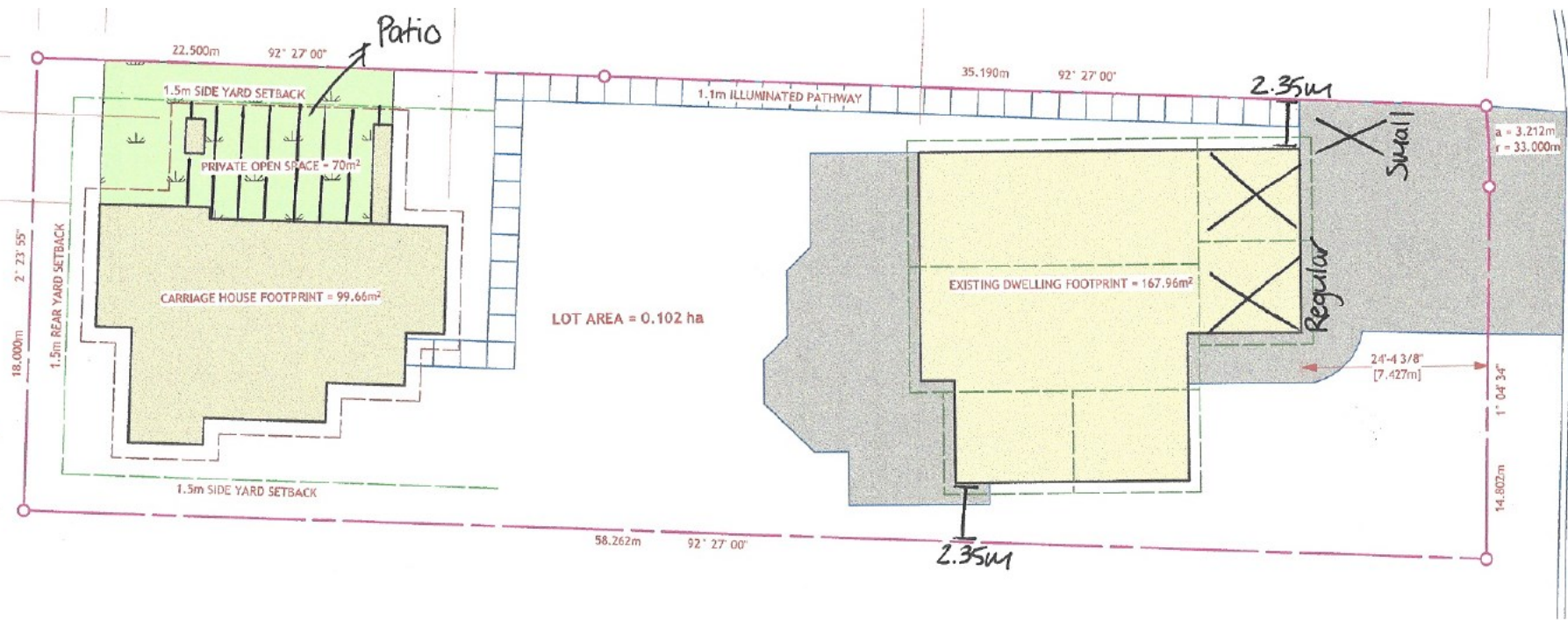
Subject Property Map



Project/technical details

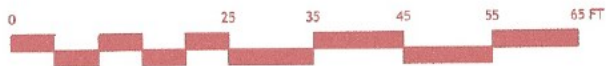
- ▶ The proposed rezoning would allow for a carriage house on the subject property.
- ▶ The proposed carriage house is 1 storey in height with 2 bedrooms.
- ▶ The carriage house would have access from the front of the property as the lot does not have access to a lane.
- ▶ No variances have been identified.

Site Plan



BARTON STREET

1 SITE PLAN
Scale: 1:175



Rendering



Development Policy

- ▶ Carriage homes are a form of rental housing which is recognized in the Healthy Housing Strategy as being a significant need in the City.
- ▶ Carriage homes also help land-owners achieve housing affordability.
- ▶ In an area of the city with urban services (incl. roads, sewer and water) that are able to accommodate a modest amount of infill, including carriage homes (hence S2RES designation).

Public Notification Policy #367

- ▶ Public Consultation completed in full compliance with Public Notification Policy #367.
 - ▶ Neighbour Consultation completed by May 16, 2020

Staff Recommendation

- ▶ Staff recommend that Council support the proposal to rezone the lot to RU1c – Large Lot Housing with Carriage House
 - ▶ Property is an area of the city that is able to accommodate a modest amount of infill while making use of existing infrastructure (promotes compact urban form and sensitive infill)
 - ▶ No variances have been identified

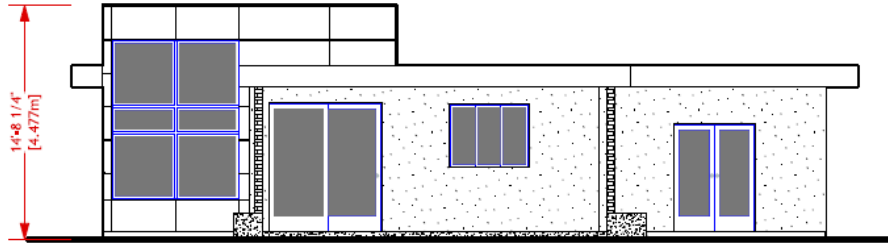


Conclusion of Staff Remarks

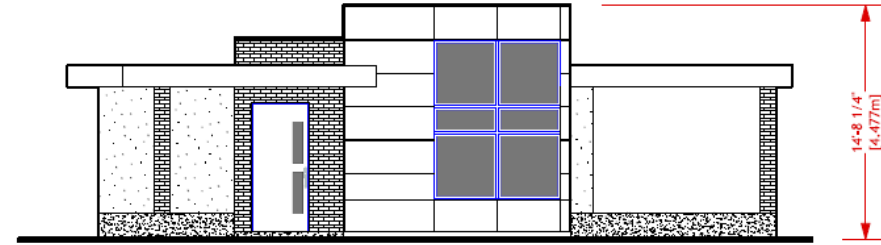
Rendering



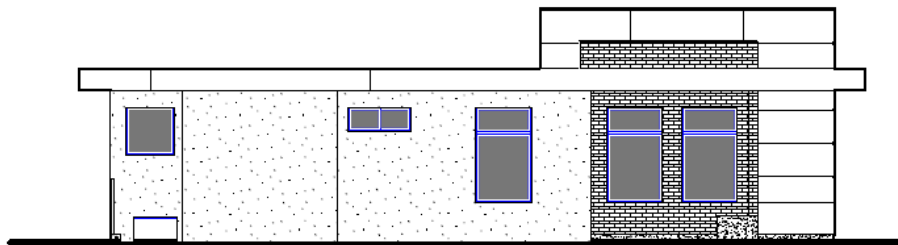
Elevations



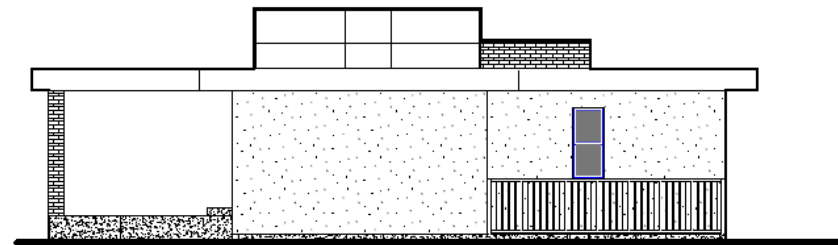
NORTH ELEVATION



EAST ELEVATION



SOUTH ELEVATION



WEST ELEVATION

CITY OF KELOWNA
BYLAW NO. 12063
Z20-0034 – 4642 Barton 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 Lot 3 District Lot 580A SDYD Plan KAP69497, located on Barton Street, Kelowna, BC from the RU1 – Large Lot Housing zone to the RU1c – Large Lot Housing with Carriage House zone;
2. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first time by the Municipal Council this

Public Hearing Waived by the Municipal Council this

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: July 13, 2020

To: Council

From: City Manager

Department: Development Planning

Application: Z20-0019

Owner: Ashwani K. Lakha and Komal R. Lakha

Address: 185 Bach Road

Applicant: Birte Decloux; Urban Options Planning & Permits

Subject: Rezoning Application

Existing OCP Designation: S2RES – Single / Two Unit Residential

Existing Zone: RU1 – Large Lot Housing

Proposed Zone: RU2 – Medium Lot Housing

1.0 Recommendation

THAT Rezoning Application No. Z20-0019 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot B Section 26 Township 26 ODYD Plan KAP57577, located at 185 Bach Rd., Kelowna, BC from the RU1 – Large Lot Housing zone to the RU2 – Medium Lot Housing zone, be considered by Council;

AND THAT Council, in accordance with Local Government Act s. 464(2), waive the Public Hearing for the Rezoning Bylaw;

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 April 8, 2020;

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

2.0 Purpose

To rezone the subject property from the RU1 – Large Lot Housing zone to the RU2 - Medium Lot Housing zone to facilitate a 2-lot subdivision, and to waive the Public Hearing.

3.0 Development Planning

Development Planning supports the proposal to rezone the subject property to the RU2 – Medium Lot Housing zone to facilitate a 2-lot subdivision.

To begin with, the subject property has a future land use designation of S2RES – Single / Two Unit Residential, and is within the City's Permanent Growth Boundary (PGB). As such, the proposed carriage house zone is consistent with the Official Community Plan's (OCP) objective of incrementally increasing residential densities in existing urban neighbourhoods and utilizing existing streets and infrastructure.

The two proposed lots are to be 41.7m in depth and 526.8m² in area, which exceeds the minimum lot depth and area for an RU2 lot at 30m and 400m² respectively. That said, each of the proposed lots are to be 12.65m in width, which is marginally less than the zone minimum of 13.0m, and will therefore require a variance. In order to mitigate against the slight reduction in lot width, a reciprocal access agreement will be required on the title of the properties limiting the two lots to a single car access point off Bach Rd.

Given the proposed zone is consistent with the OCP, and given the slight reduction in lot size that would come out of a 2-lot subdivision will be mitigated through a reciprocal access agreement on the two new lots, Staff support the proposal.

4.0 Proposal

4.1 Project Description

The applicant proposes to rezone the subject property to the RU2 – Medium Lot Housing zone to facilitate a 2-lot subdivision. The 2 proposed lots meet the minimum dimensions of the RU2 zone except for width, which would be reduced by 35 centimeters on each lot. A variance will be required to reduce lot width below the minimum requirement. A reciprocal access agreement will be required on Title limiting the two lots to a single car access.

4.2 Site Context

The property is located in the Rutland Sector and is just outside the boundary of the Rutland Urban Centre (within 150m). The lot is also directly across the street from both Rutland Senior School and Rutland Middle School.

Adjacent land uses are as follows:

Orientation	Zoning	Land Use
North	RU1 – Large Lot Housing	Single Family Housing
East	RU1 – Large Lot Housing	Single Family Housing
South	RU2 – Medium Lot Housing	Single Family Housing
West	RU1 – Large Lot Housing	Single Family Housing

Subject Property Map: 185 Bach Rd.



5.0 Current Development Policies

5.1 Kelowna Official Community Plan (OCP)

Chapter 5: Development Process

Objective 5.22 Ensure context sensitive housing development.

*Policy .6 **Sensitive Infill.** Encourage new development or redevelopment in existing residential areas to be sensitive to or reflect the character of the neighbourhood with respect to building design, height and siting*

6.0 Technical Comments

6.1 Development Engineering Department

- See Schedule A

7.0 Application Chronology

Date of Application Received: February 24, 2020

Date Public Consultation Completed: May 20, 2020

Report prepared by: Aaron Thibeault, Planner II

Reviewed by: James Moore, Acting Development Planning Manager

Approved for Inclusion: Terry Barton, Development Planning Department Manager

Attachments:

Schedule A: Development Engineering Memo

Attachment A: Applicant Rationale

Attachment B: Subdivision Plan

CITY OF KELOWNA

MEMORANDUM

Date: April 08, 2020
File No.: S20-0009
To: Community Planning (AT)
From: Development Engineering Manager (JK)
Subject: 185 Bach Rd

SCHEDULE A

This forms part of application
Z20-0019

Planner
Initials

AT



2-Lot Subdivision

LOCATION:	185 Bach Rd
APPLICANT:	Urban Options Planning & Permits
LEGAL:	PLAN KAP57577 LOT B SECTION 26 TOWNSHIP 26

WORKS AND SERVICES REQUIREMENTS

The City's Works & Utilities Department will handle the Works & Services requirements identified below between time of Preliminary Layout Review (PLR) and application for Subdivision Approval. Arrangements for construction must be made before making application for Approval of a subdivision plan.

The Development Engineering Technician this project is Jim Hager (jhager@kelowna.ca).

The following Works & Services are required for this subdivision:

1. DOMESTIC WATER AND FIRE PROTECTION

- a) The subject lot is within the Black Mountain Irrigation District (BMID) water supply area. The Developer is required to make satisfactory arrangements with BMID for all water and fire protection-related issues. All charges for service connection(s) and upgrading costs, as well as any costs to decommission existing services, shall be the responsibility of the Developer.
- b) The Developer's Consulting Mechanical Engineer will determine the fire protection requirements of this proposed development and establish hydrant requirements and service needs. All fire flow calculations approved by BMID are to be shared with the Development Engineering Branch upon submittal of off-site civil engineering drawings.
- c) Provide an adequately sized domestic water and fire protection system complete with individual lot connections. The water system must be capable of supplying domestic and fire flow demands of the project in accordance with the Subdivision,

Development & Servicing Bylaw. No. 7900. Provide water flow calculations for this development to confirm bylaw conformance. Ensure every building site is located at an elevation that ensures water pressure is within the bylaw pressure limits. Note: Private pumps are not acceptable for addressing marginal pressure.

2. DRAINAGE

- a) At the time of building permit, provide the following drawings:
 - i. A detailed Lot Grading Plan (indicate on the Lot Grading Plan any slopes that are steeper than 30% and areas that have greater than 1.0 m of fill);
 - ii. A detailed Stormwater Management Plan; and
 - iii. An Erosion and Sediment Control Plan.

3. SANITARY SEWER SYSTEM


- a) The Developer's Consulting Mechanical Engineer will determine the development requirements of this proposed subdivision and establish the service needs. Only one sanitary sewer service will be permitted per lot for this subdivision.
- b) Arrange for individual lot connections before submission of the subdivision plan, including payment of connection fees (provide copy of receipt).
- c) If required, the Applicant can sign a Third-Party Work Order for the cost of the sanitary sewer service upgrades. For estimate inquiries please contact Jim Hager, by e-mail jhager@kelowna.ca or phone, 250-862-3338.

4. ROAD IMPROVEMENTS

- a) Bach Rd is part of the City's 20-year major Road Network and is classified as a Major Collector. The eventual design of Bach Rd is a modified SS-R6 standard (including sidewalk, street lighting, curb and gutter, landscaped boulevard, and storm drainage). The Developer will be required to pay cash-in-lieu for these upgrades along the entirety of the lot's frontage (25.27 m) to defer the construction to a later date as part of a larger City-led project. The cash-in-lieu amount for these upgrades is **\$23,247.32**.

5. POWER AND TELECOMMUNICATION SERVICES

- a) Underground services will be required for all power and telecommunications to each lot in the proposed subdivision.
- b) Make servicing applications to the respective Power and Telecommunication utility companies. The utility companies are required to obtain the City's approval before commencing construction.
- c) Before making application for approval of your subdivision plan, please make arrangements with Fortis for the pre-payment of applicable charges and tender a copy of their receipt with the subdivision application for final approval.
- d) Relocate existing poles and utilities, where necessary. Remove aerial trespass (es).

SCHEDULE		A
This forms part of application		
# Z20-0019		
Planner Initials	AT	 City of Kelowna <small>COMMUNITY PLANNING</small>

**6. GEOTECHNICAL STUDY**

- a) Provide a comprehensive geotechnical report (3 copies), prepared by a Professional Engineer competent in the field of hydro-geotechnical engineering to address the items below: NOTE: The City is relying on the Geotechnical Engineer's report to prevent any damage to property and/or injury to persons from occurring as a result of problems with soil slippage or soil instability related to this proposed subdivision.
- b) The Geotechnical reports must be submitted to the Planning and Development Services Department (Planning & Development Officer) for distribution to the Works & Utilities Department and Inspection Services Division prior to submission of Engineering drawings or application for subdivision approval.
- c) Area ground water characteristics, including any springs and overland surface drainage courses traversing the property. Identify any monitoring required.
- d) Site suitability for development.
- e) Site soil characteristics (i.e. fill areas, sulphate content, unsuitable soils such as organic material, etc.).
- f) Any special requirements for construction of roads, utilities and building structures.
- g) Suitability of on-site disposal of storm water and sanitary waste, including effects upon adjoining lands.
- h) Slope stability, rock fall hazard and slippage including the effects of drainage and septic tank effluent on the site.
- i) Top of bank assessment and location including recommendations for property line locations, septic field locations, building setbacks, and ground water disposal locations.
- j) Recommendations for items that should be included in a Restrictive Covenant.
- k) Any special requirements that the proposed subdivision should undertake so that it will not impact the bank(s). The report must consider erosion and structural requirements.
- l) Any items required in other sections of this document
- m) Recommendations for erosion and sedimentation controls for water and wind.
- n) Recommendations for roof drains and perimeter drains.
- o) Recommendations for construction of detention or infiltration ponds if applicable.

7. ROAD DEDICATION/SUBDIVISION REQUIREMENTS

- a) A 1.0 m road dedication will be required along the entire Bach Rd frontage.

8. DESIGN AND CONSTRUCTION

- a) Design, construction supervision and inspection of all off-site civil works and site servicing must be performed by a Consulting Civil Engineer and all such work is

subject to the approval of the City Engineer. Drawings must conform to City standards and requirements.

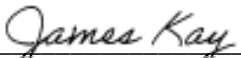
- b) Engineering drawing submissions are to be in accordance with the City's "Engineering Drawing Submission Requirements" Policy. Please note the number of sets and drawings required for submissions.
- c) Quality Control and Assurance Plans must be provided in accordance with the Subdivision, Development & Servicing Bylaw No. 7900 (refer to Part 5 and Schedule 3).
- d) A "Consulting Engineering Confirmation Letter" (City document 'C') must be completed prior to submission of any designs.
- e) Before any construction related to the requirements of this subdivision application commences, design drawings prepared by a professional engineer must be submitted to the City's Works & Utilities Department. The design drawings must first be "Issued for Construction" by the City Engineer. On examination of design drawings, it may be determined that rights-of-way are required for current or future needs.

9. OTHER ENGINEERING COMMENTS


- a) Provide all necessary Statutory Rights-of-Way for any utility corridors required, including those on proposed or existing City Lands.
- b) If any road dedication affects lands encumbered by a Utility right-of-way, please obtain the approval of the utility prior to application for final subdivision approval. Any works required by the utility as a consequence of the road dedication must be incorporated in the construction drawings submitted to the City's Development Manager.

10. CHARGES AND FEES

- a) Fees per the "Development Application Fees Bylaw" include:
 - i) Survey Monument, Replacement Fee: \$1,200.00 (GST exempt) – only if disturbed.
 - ii) Survey Monument Fee: \$50.00 per newly created lot for a total of **\$50.00** (GST exempt)
- b) Third-party work order for new sanitary service(s) **To be determined**
- c) Cash-in-lieu for Bach Rd upgrades **\$23,247.32**


 James Kay, P. Eng.
 Development Engineering Manager

JKH

SCHEDULE		A
This forms part of application # Z20-0019		
Planner Initials	AT	 City of Kelowna <small>COMMUNITY PLANNING</small>



February 7, 2020

City of Kelowna
Urban Planning Department
1435 Water Street
Kelowna, BC



RE: Proposed Rezoning, Development Variance Permit, and Two Lot Subdivision Applications for 185 Bach Road

Dear Urban Planner:

The purpose of this application is to rezone the subject property from the existing "RU1 - Large Lot Housing" zone to the proposed "RU2 - Medium Lot Housing" zone in order to facilitate a two-lot subdivision. Although the property has adequate lot area to support the subdivision, the lot width is only 25.27m. Therefore, an application has also been made for a Development Variance Permit to vary the minimum lot width of the RU2 zone from the required 13m to the proposed 12.6m for the subdivision.

The subject property is one of the larger properties in the neighbourhood, and currently contains an older dwelling that has become outdated and will be removed. In addition, the property to the south has been rezoned to RU2 - Medium Lot Housing and subdivided into 2 lots.

The subject property is located on the south side of Bach Road, and is geographically flat as shown by contour lines. Due to its proximity to Rutland road, the property is within an established neighbourhood of single unit dwellings located on a variety of lot sizes. In addition, there are multiple two dwelling lots and carriage houses in the area. The property is also located near the northern boundary of the Rutland Urban Centre and is near both Rutland Middle and Senior Schools, as well as Rutland Recreation Park. Recent commercial development is located at the corner of Rutland Road and Leathead Road, slightly west of the subject property.

With regards to infrastructure, Bach Road is paved with a sidewalk located on the north side of the road, and a paved bicycle lane along the south side. Located directly across Bach Road, there is a paved access driveway and sidewalk which leads to Rutland Senior Secondary school. The site is located within the Permanent Growth Boundary and has a Walk Score of 57 (somewhat walkable), a Transit Score of 40 (some transit), and a Bike Score of 84 (very bikeable).

The subdivision of this lot into two properties will permit an additional dwelling in a core area of Rutland. It is anticipated that the addition of this dwelling will have minimal impact on the neighbourhood and will provide positive infill in a growing area of Kelowna. Therefore, we believe this proposal is a good fit for the community.

Regards,

for [Signature]

Birte Decloux on behalf of the owners

ATTACHMENT		A
This forms part of application		
# Z20-0019		
Planner Initials	AT	 City of Kelowna COMMUNITY PLANNING

**PROPOSED SUBDIVISION SKETCH OF LOT
B SECTION 26 TOWNSHIP 26 OSOYOOS
DIVISION YALE DISTRICT PLAN KAP57577**

PID: 023-527-501

CLIENT: ASHWANI LAKHA
CIVIC ADDRESS: 185 BACH ROAD

HORIZONTAL COORDINATE SYSTEM: UTM 11 NAD83(CSRS)
VERTICAL DATUM: CGVD28

DATE OF FIELD SURVEY: NOVEMBER 6, 2018

REGISTERED DOCUMENTS:
COVENANT KK76633 (PLAN KAP57578)

ZONING: RU1

SCALE 1:200



LEGEND	
Subject Property	
Water Contour (0.5m)	
Water Contour (1.0m)	
7.5m Slope	
Bottom Slope	
Force	
Catch Basin	
Asphalt	
Paved	
Vault	
Curb Stop	
Electric Meter	
Hedge	

ATTACHMENT B

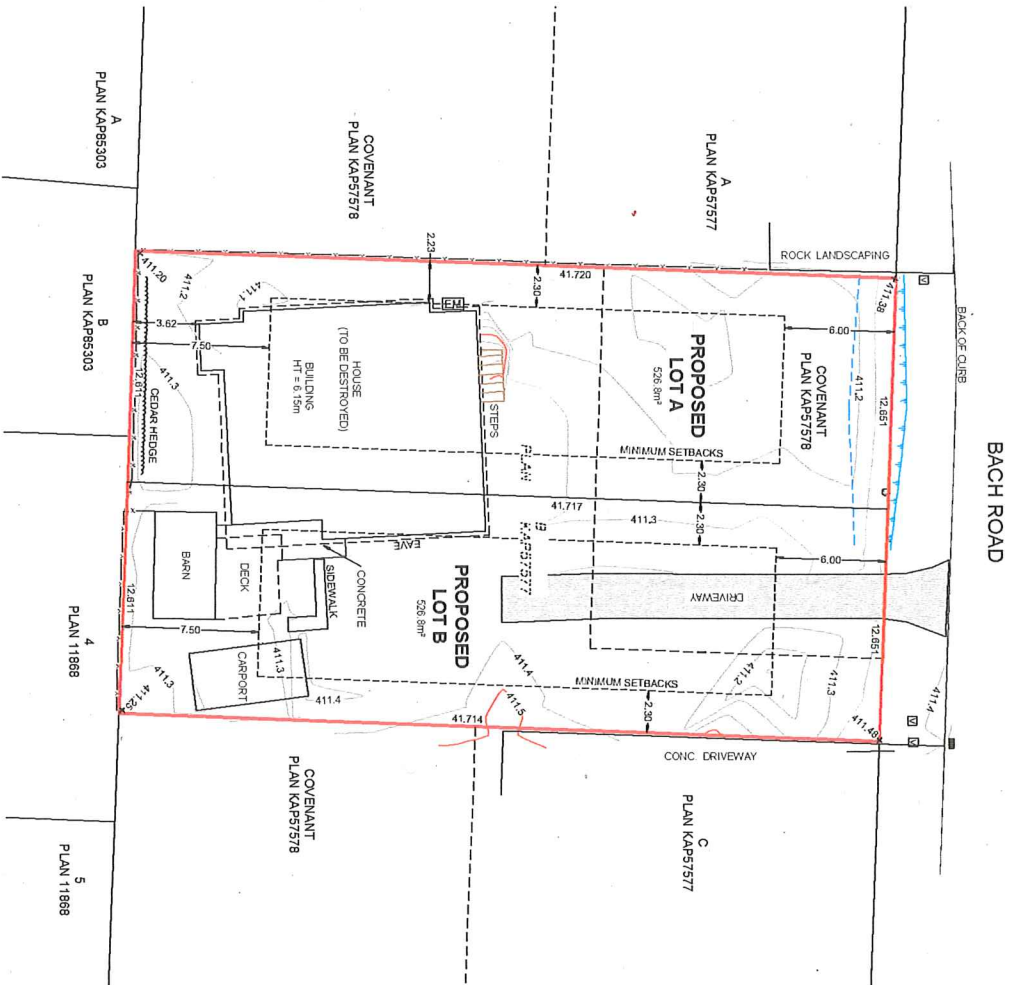
This forms part of application

Z20-0019

Planner
Initials

AT

City of
Kelowna
COMMUNITY PLANNING





Z20-0019

Property Address:

Type of Application:



Proposal

- ▶ To rezone the subject property from the RU1 – Large Lot Housing zone to the RU2 - Medium Lot Housing zone to facilitate a 2-lot subdivision.

Development Process

Feb. 24, 2020

Development Application Submitted



Staff Review & Circulation



Public Notification Received



July 13, 2020

Initial Consideration



Public Hearing
Second & Third Readings



Final Reading
DP & Variances



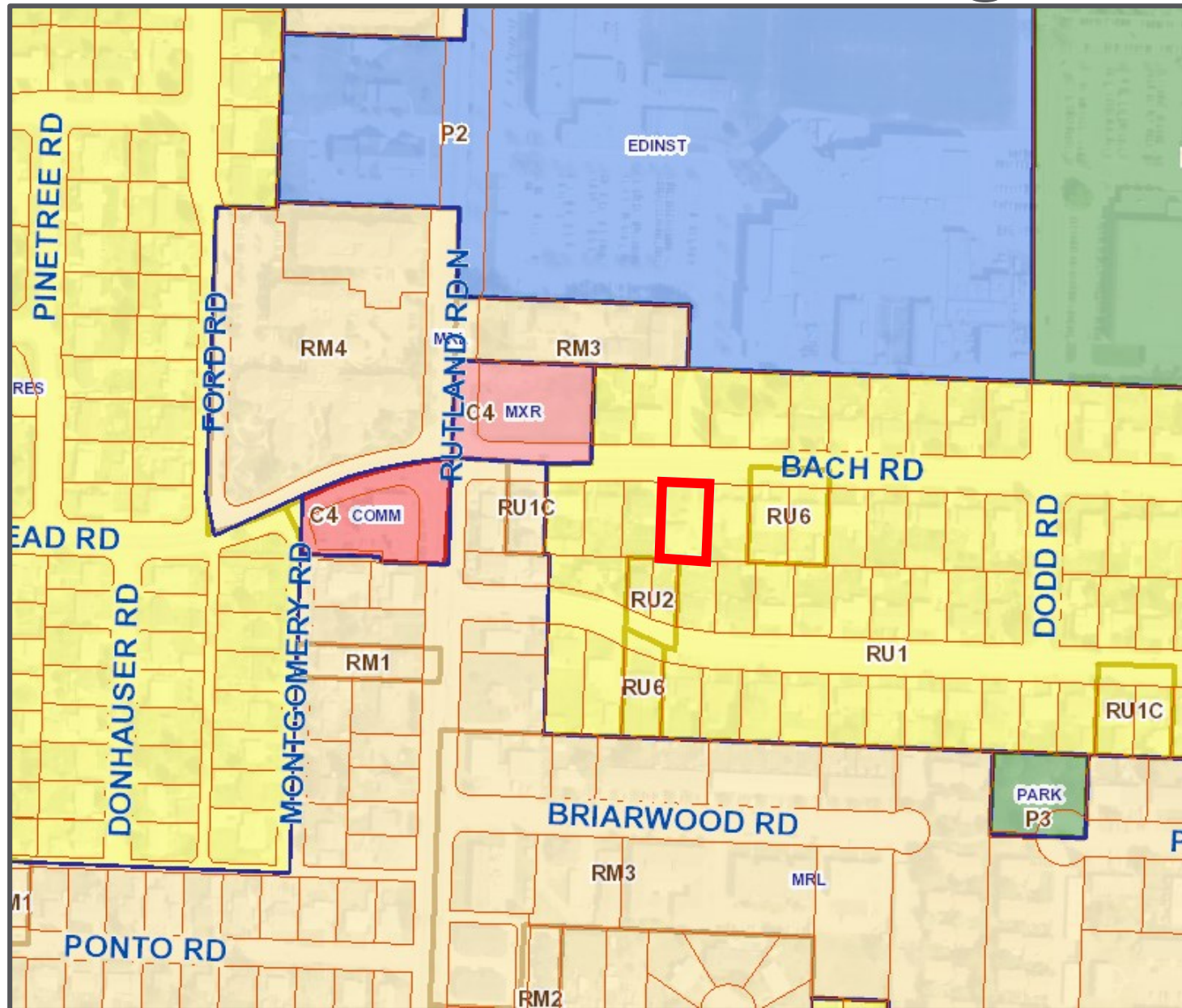
Building Permit

Council
Approvals

Context Map



OCP Future Land Use / Zoning



Subject Property Map



Project/technical details

- ▶ The applicant proposes to rezone the subject property to RU2 – Medium Lot Housing to facilitate a 2-lot subdivision.
- ▶ The 2 proposed lots meet the minimum dimensions of the RU2 zone except for width, which would be reduced by **35 centimetres** on each lot.

	RU2 Min. Dimensions	Proposed Lots
Width	13m	12.65m
Depth	30m	41.7m
Area	400m ²	526.8m ²

- ▶ A variance will be required to reduce lot width below the minimum requirement
- ▶ A reciprocal access agreement will be required on Title limiting the two lots to a single car access.

N ➔



Development Policy

- ▶ In an area of the city with urban services (incl. roads, sewer and water) that are able to accommodate a modest amount of infill, including RU2 lots (hence S2RES designation).
- ▶ Within walking distance of numerous schools and parks (incl. Rutland Recreation Park), as well as a commercial node at the intersection of Leathead Rd. and Rutland Rd. N.
- ▶ Proposed lots are in keeping with the context in the area.
 - ▶ Several lots in the area have already been upzoned from RU1 to RU2/RU1c/RU6

Public Notification Policy #367

- ▶ Public Consultation executed in full compliance with Public Notification Policy #367.
 - ▶ Neighbour Consultation completed May 20, 2020

Staff Recommendation

- ▶ Staff support rezoning the lot to RU2 to facilitate a 2-lot subdivision
 - ▶ Makes use of existing infrastructure (contain urban growth and reduce urban sprawl)
 - ▶ Proposed lots fit within the context of the neighbourhood (sensitive infill)



Conclusion of Staff Remarks

CITY OF KELOWNA
BYLAW NO. 12064
Z20-0019 – 185 Bach 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 B Section 26 township 26 ODYD Plan KAP57577, located on Bach 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

Public Hearing Waived by the Municipal Council this

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: July 13, 2020
To: Council
From: City Manager
Subject: Rezoning Bylaw No. 12051 for Z18-0069 Summary of Correspondence
Department: Office of the City Clerk

Recommendation:

THAT Council receives, for information, the report from the Office of the City Clerk dated July 13, 2020 with respect to the summary of correspondence received for Zoning Bylaw No. 12051;

AND THAT Rezoning Bylaw No. 12051 be forwarded for further reading consideration.

Purpose:

To receive a summary of correspondence for Rezoning Bylaw No. 12051 and to give the bylaw further reading consideration.

Background:

At the March 23, 2020 Council Meeting, Council passed a resolution directing staff to recommend that Council waive the Public Hearing for rezoning applications if they are consistent with the Official Community Plan, have a recommendation of support from staff and are not expected to generate significant public input based on correspondence received. This resolution is in effect until the Government of British Columbia lifts orders restricting the gatherings of people.

The public has the opportunity to submit written correspondence for applications where the Public Hearing has been waived. Notification is done through signage on the subject property, newspaper advertisements, and mailouts in accordance with the *Local Government Act* and Development Application Procedures Bylaw No. 10540.

Discussion:

Rezoning Application Z18-0069 for 178 Timberline Road was brought forward to Council for initial consideration on June 15, 2020. At this meeting, Council passed a resolution to waive the Public Hearing and correspondence was accepted between June 17, 2020 and June 29, 2020.

The Office of the City Clerk received zero pieces of correspondence.

This application was brought forward with a recommendation of support from the Development Planning Department. Staff are recommending Council proceed with further readings of the Bylaw.

Conclusion:

Following the public notification period, staff are recommending that Council give Rezoning Bylaw No. 12051, located at 178 Timberline Road, further reading consideration.

Internal Circulation:

Considerations applicable to this report:

Legal/Statutory Authority:

Local Government Act s. 464(2)

Legal/Statutory Procedural Requirements:

Following the notification period under s. 467 of the *Local Government Act*, Council may choose to give a bylaw further reading consideration, advance the bylaw to a Public Hearing, or defeat the bylaw. These are the same options available to Council for a bylaw that is considered at a Public Hearing.

Considerations not applicable to this report:

Existing Policy:

Financial/Budgetary Considerations:

External Agency/Public Comments:

Communications Comments:

Submitted by: R. Van Huizen, Legislative Technician

Approved for inclusion: L. Bentley, Deputy City Clerk

cc:

Development Planning

CITY OF KELOWNA
BYLAW NO. 12051
Z18-0069 – 178 Timberline 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 13, Section 16, Township 28, SDYD, Plan 34351 located at Timberline Road, Kelowna, BC from the A1 – Agriculture 1 zone to the RR1c – Rural Residential 1 with Carriage House zone.
2. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first time by the Municipal Council this 15th day of June, 2020.

Public Hearing Waived by the Municipal Council this 15th day of June, 2020.

Read a second and third time and adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk

Report to Council



Date: July 13, 2020
To: Council
From: City Manager
Subject: Rezoning Bylaw No. 12056 for Z19-0135 Summary of Correspondence
Department: Office of the City Clerk

Recommendation:

THAT Council receives, for information, the report from the Office of the City Clerk dated July 13, 2020 with respect to the summary of correspondence received for Zoning Bylaw No. 12056;

AND THAT Rezoning Bylaw No. 12056 be forwarded for further reading consideration.

Purpose:

To receive a summary of correspondence for Rezoning Bylaw No. 12056 and to give the bylaw further reading consideration.

Background:

At the March 23, 2020 Council Meeting, Council passed a resolution directing staff to recommend that Council waive the Public Hearing for rezoning applications if they are consistent with the Official Community Plan, have a recommendation of support from staff and are not expected to generate significant public input based on correspondence received. This resolution is in effect until the Government of British Columbia lifts orders restricting the gatherings of people.

The public has the opportunity to submit written correspondence for applications where the Public Hearing has been waived. Notification is done through signage on the subject property, newspaper advertisements, and mailouts in accordance with the *Local Government Act* and Development Application Procedures Bylaw No. 10540.

Discussion:

Rezoning Application Z19-0135 for 2340 Pandosy Street was brought forward to Council for initial consideration on June 15, 2020. At this meeting, Council passed a resolution to waive the Public Hearing and correspondence was accepted between June 17, 2020 and June 29, 2020.

The Office of the City Clerk received zero pieces of correspondence.

This application was brought forward with a recommendation of support from the Development Planning Department. Staff are recommending Council proceed with further readings of the Bylaw.

Conclusion:

Following the public notification period, staff are recommending that Council give Rezoning Bylaw No. 12056, located at 2340 Pandosy Street, further reading consideration.

Internal Circulation:

Considerations applicable to this report:

Legal/Statutory Authority:

Local Government Act s. 464(2)

Legal/Statutory Procedural Requirements:

Following the notification period under s. 467 of the *Local Government Act*, Council may choose to give a bylaw further reading consideration, advance the bylaw to a Public Hearing, or defeat the bylaw. These are the same options available to Council for a bylaw that is considered at a Public Hearing.

Considerations not applicable to this report:

Existing Policy:

Financial/Budgetary Considerations:

External Agency/Public Comments:

Communications Comments:

Submitted by: R. Van Huizen, Legislative Technician

Approved for inclusion: L. Bentley, Deputy City Clerk

cc:

Development Planning

CITY OF KELOWNA
BYLAW NO. 12056
Z19-0135 – 2340 Pandosy 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 Lot 2 District Lot 14 ODYD Plan 12868, located on Pandosy Street, Kelowna, BC from the RU1 – Large Lot Housing zone to the HD3 – Health Services Transitional 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 15th day of June, 2020.

Public Hearing Waived by the Municipal Council this 15th day of June, 2020.

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: July 13, 2020
To: Council
From: City Manager
Subject: Rezoning Bylaw No. 12061 for Z18-0071 Summary of Correspondence
Department: Office of the City Clerk

Recommendation:

THAT Council receives, for information, the report from the Office of the City Clerk dated July 13, 2020 with respect to the summary of correspondence received for Zoning Bylaw No. 12061;

AND THAT Rezoning Bylaw No. 12061 be forwarded for further reading consideration.

Purpose:

To receive a summary of correspondence for Rezoning Bylaw No. 12061 and to give the bylaw further reading consideration.

Background:

At the March 23, 2020 Council Meeting, Council passed a resolution directing staff to recommend that Council waive the Public Hearing for rezoning applications if they are consistent with the Official Community Plan, have a recommendation of support from staff and are not expected to generate significant public input based on correspondence received. This resolution is in effect until the Government of British Columbia lifts orders restricting the gatherings of people.

The public has the opportunity to submit written correspondence for applications where the Public Hearing has been waived. Notification is done through signage on the subject property, newspaper advertisements, and mailouts in accordance with the *Local Government Act* and Development Application Procedures Bylaw No. 10540.

Discussion:

Rezoning Application Z18-0071 for 1940 and 1960 Underhill Street was brought forward to Council for initial consideration on June 22, 2020. At this meeting, Council passed a resolution to waive the Public Hearing and correspondence was accepted between June 24, 2020 and July 6, 2020.

The Office of the City Clerk received five pieces of correspondence and these have been circulated to Council. They are summarized as follows:

- 5 letters of concern/opposition

Staff responded to procedural questions raised in two of the pieces of correspondence.

This application was brought forward with a recommendation of support from the Development Planning Department. Staff are recommending Council proceed with further readings of the Bylaw.

Conclusion:

Following the public notification period, staff are recommending that Council give Rezoning Bylaw No. 12061, located at 1940 and 1960 Underhill Street, further reading consideration.

Internal Circulation:

Considerations applicable to this report:

Legal/Statutory Authority:

Local Government Act s. 464(2)

Legal/Statutory Procedural Requirements:

Following the notification period under s. 467 of the *Local Government Act*, Council may choose to give a bylaw further reading consideration, advance the bylaw to a Public Hearing, or defeat the bylaw. These are the same options available to Council for a bylaw that is considered at a Public Hearing.

Considerations not applicable to this report:

Existing Policy:

Financial/Budgetary Considerations:

External Agency/Public Comments:

Communications Comments:

Submitted by: R. Van Huizen, Legislative Technician

Approved for inclusion: L. Bentley, Deputy City Clerk

cc:

Development Planning

CITY OF KELOWNA
BYLAW NO. 12061
Z18-0071 – 1940 and 1960 Underhill 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 portions of the following:
 - a) Lot 1, District Lot 4646 & 127, ODYD, Plan EPP101738 located at Underhill Street, Kelowna, BC; and
 - b) Lot 2, District Lot 4646 & 127, ODYD, Plan EPP101738 located at Underhill Street, Kelowna, BCfrom the A1 – Agriculture 1 zone and the C6 – Regional Commercial zone to the C4 – Urban Centre Commercial zone as shown on Map "A" attached to and forming part of this bylaw.
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 22nd day of June, 2020.

Public Hearing Waived by the Municipal Council this 22nd day of June, 2020.

Read a second and third time by the Municipal Council this

Approved under the Transportation Act this

(Approving Officer – Ministry of Transportation)

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk



MAP "A" ZONING AMENDMENT File Z18-0071



Rezone a portion of the subject property from
C6 - Regional Commercial to C4 - Urban Centre Commercial.



Rezone a portion of the subject property
from A1 - Agriculture to
C4 - Urban Centre Commercial.

This map is for general information only.
The City of Kelowna does not guarantee its
accuracy. All information should be verified.

0 30 60 Metres Rev. Thursday, June 11, 2020



CITY OF KELOWNA

BYLAW NO. 11983

TA19-0017 – 2975 Gallagher 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 **Section 9 Specific Use Regulations, 9.13.4 Site Specific Regulations** be amended, by adding in its appropriate location the following:

	<i>Legal Description</i>	<i>Civic Address</i>	<i>Regulation</i>
	Lot A, Section 12, Township 26, ODYD, Plan EPP71625 located at 2975 Gallagher Road, Kelowna, BC to existing table: 'Regulations apply for Temporary Farm Worker Housing on a site-specific basis as follows:' Notwithstanding section 9.13.2(a) TFWH Footprint Size, the TFWH footprint may not exceed 0.95 ha for structures to accommodate a maximum of 130 temporary farmworkers.	2975 Gallagher Road, Kelowna, BC	The following regulations shall apply to this farm unit only. Notwithstanding section 9.13.2(a) TFWH Footprint Size, the TFWH footprint may not exceed 0.95 ha for structures to accommodate a maximum of 130 temporary farmworkers.

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 3rd day of February, 2020.

Considered at a Public Hearing on the 25th day of February, 2020.

Read a second and third time by the Municipal Council this 25th day of February, 2020.

Approved under the British Columbia Ministry of Agriculture this 19th day of June, 2020.

Lana Popham

(Approving Officer – British Columbia Ministry of Agriculture)

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk

CITY OF KELOWNA

BYLAW NO. 12027

TA19-0009 – Amendment to Fencing and Retaining Walls

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 7 – Landscaping and Screening, 7.5.9- Fencing and Retaining Walls** be amended by deleting the following:

Retaining walls on all residential **lots**, except those required as a condition of **subdivision** approval, must not exceed a **height** of 1.2 m measured from grade on the lower side, and must be constructed so that any **retaining walls** are spaced to provide at least a 1.2 m horizontal separation between them.

And replacing it with:

Retaining walls on all **lots**, except those required as a condition of **subdivision** approval, must not exceed a **height** of 1.2m measured from **natural grade** on the lower side, and must be constructed so that any **retaining walls** are spaced to provide a 1.2m horizontal separation between tiers. The maximum number of tiers is two with a maximum total **height** of 2.4m. Any multi-tier structure more than 2 tiers must be designed and constructed under the direction of a qualified professional engineer.

2. AND THAT **Section 7 – Landscaping and Screening, 7.5.- Fencing and Retaining Walls** be amended by adding in its appropriate location the following:

7.5.14 A modified slope which has a finished slope greater than 1:2 (50%) and an elevation change greater than 1.2m must be installed under the direction of a qualified professional engineer.

7.5.15 An exposed natural rock surface on a lot that has the potential for materials to displace causing a hazardous condition, must be reviewed by a qualified professional engineer with the appropriate and measures undertaken as prescribed by the engineer.

7.5.16 As per the Engineers and Geoscientists BC's Quality Management Guidelines all **retaining walls** including but not limited to, gravity, piling, cantilever, anchored, mechanically stabilized earth (MSE), and geosynthetic reinforced soil (GRS) walls when over 3.0m high or deemed high risk are included in the requirement to have documented independent reviews conducted by a qualified professional, as retaining walls fulfill the important structural function of safely retaining soil.

3. 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 25th day of May, 2020.

Considered at a Public Hearing on the 23rd day of June, 2020.

Read a second and third time by the Municipal Council this 23rd day of June, 2020.

Approved under the Transportation Act this 24th day of June, 2020.

Audrie Henry

(Approving Officer – Ministry of Transportation)

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk

Report to Council



Date: July 13, 2020
To: Council
From: City Manager
Subject: RU7 Infill Housing Updates
Department: Development Planning

Recommendation:

THAT Council receives, for information, the report from the Development Planning Department dated July 13, 2020, with respect to the RU7 Housing Updates;

AND THAT Council directs Staff to prepare amendments to the Official Community Plan and Zoning Bylaw, as outlined in the RU7 Housing Updates report from the Development Planning Department, dated July 13, 2020;

AND FURTHER THAT Council grant a 1-year extension to the fast-track process to the winners of the Infill Challenge, to conclude on July 13, 2021.

Purpose:

To receive an update on the status of the RU7 Infill Housing zoning and development process and to consider updates to the program.

Background:

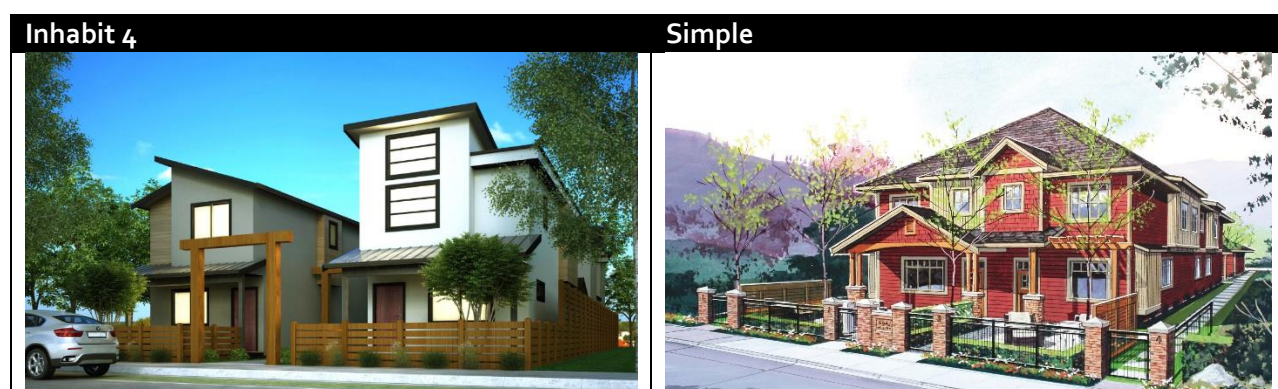
On January 16, 2017, Council adopted the RU7 – Infill Housing zone and its associated design guidelines and processes. This marked the conclusion of a collaborative design competition process called the Infill Challenge that has resulted in the creation of new “missing middle” housing in Kelowna.

The Infill Challenge Process

The Infill Challenge was an innovative competition hosted by the City for the development of new designs for sensitive infill housing in select parts of Kelowna’s Urban Core Area, allowing for up to four residential units where previously only two were permitted. Winning projects were intended to act as catalysts, inspiring greater achievement in the design of sensitive infill housing, strengthening community and developer support along the way.

The process began officially in June of 2015 with the establishment of a Community Panel¹. The panel helped to set the parameters for the competition. Following the closing of the competition, an Evaluation Committee² was formed. The Evaluation Committee decided on a final two (2) submissions to recommend as winners to Council. These two submissions were endorsed by Council on May 30, 2016. Each of the two winning submissions is described below:

1. **Inhabit4:** this design provides two detached homes in the front of a lot, with two attached units at the rear of the parcel.
2. **Simple:** this design concept aims to allow new infill housing blend into the neighbourhood, with an aesthetic that mirrors a large detached home.



The RU7 Zone

The RU7 – Infill Housing zone was crafted on the basis on the two winning designs. On January 16, 2017, the RU7 zone was adopted and applied to over 800 properties in the area shown in Attachment A. The bylaw was intended to create a progressive and flexible zone that would further increase choice in housing form and tenure in the neighbourhoods near Downtown and South Pandosy. While allowing more density and flexibility, the RU7 zone allowed only modest increases in the size of buildings when compared to the previous RU6 zone. Key differences are shown below:

Regulation	RU6	RU7
Max. Units	2	2-4 dwellings (depending on lot width)
Max. Height	2 ½ storeys or 9.5m	2 storeys or 8.0m
Max. Site Coverage	50% (including driveways and parking areas)	55%
Min. Front Yard	4.5m	4.0m
Min. Rear Yard	7.5m (1.5m for accessory buildings)	0.9m
Min. Side Yard	2.0m	1.2m

¹ The panel included representatives from the Urban Development Institute, the Canadian Home Builders Association, architects, home designers, SD23, Interior Health Authority, Okanagan Mainline Real Estate Board, affected Neighbourhood Associations, and area residents.

² Seven (7) members representing a variety of perspectives volunteered to sit on the Evaluation Committee.

A visual illustration of how the maximum development under RU6 compares to RU7 is shown below.



It was recognized that this was an innovative, leading edge process and that regular check-ins and adjustments would be required until the results on the ground achieve the objectives of the process.

The Accelerated Process (aka: the “fast-track”)

One of the primary benefits to the winning designs of the Infill Challenge was exclusive access to accelerated Planning and Building Permit approvals. Because they had been pre-reviewed by staff, winning designs were exempted from the requirement to obtain a Development Permit and Building Permit reviews were accelerated. If a property owner elected to use one of the winning designs, they would be eligible for the “fast-track”, which reduced approval processing times by approximately 6-8 weeks.

Taken together, these elements have made infill housing in the zoned areas far simpler and low-risk. Where a similar infill project approval would have taken over a year and required a formal Public Hearing, it now takes approximately 2-3 weeks.

Discussion:

The RU7 zone, associated design guidelines and the “fast-track” process have all been in operation since early 2017. The zoning came into effect just at the peak activity of the real estate market boom, which has led to a higher uptake than what had been anticipated. As of the end of 2019, 96 building permits had been issued in the RU7 area³. The zoned area and the location of the permits issued are shown on Attachment A.

Evaluating the success of the program to date is a complex task and requires consideration of a variety of issues. This report is an interim evaluation, with a full evaluation expected to be complete in the late Summer of 2020 in conjunction with work being done for the Official Community Plan. On that basis, the following issues and recommendations address only the most pressing concerns. Issues such as tenure, mature tree retention, affordability, parking, architecture and design will be addressed in the broader review. Of note, staff has kept close contact with area residents, and with the home building community. Their feedback is integrated into each of the issues discussed below.

³ This total excludes renovations to existing dwellings and carriage homes.

Proximity & Site Coverage

When originally crafted, the RU7 zone and fast-track process were expected to receive modest uptake. Given market conditions at the time of adoption, however, uptake of the fast-track plans was more robust. As a result, there are several instances of the same fast-track plans being developed next to each-other, leading to a more monotonous, repetitive form of development.

In addition, the site coverage regulations in the RU7 zone were crafted with the expectation that there would be no significant driveways, with all access coming directly from the lane. As a result, and contrary to most other residential zones, the RU7 zone does not include a maximum site coverage that includes driveways and parking areas. Recent experience suggests that there is a demand for some larger driveways than initially anticipated in the RU7 area, and the current structure of the regulation leaves staff unable to address the issue effectively.

Recommendation:

- 1) Update regulations and guidelines to prevent the same winning design from being used side-by-side or on corner lots.
- 2) Update the regulations to include a maximum site coverage that includes driveways and parking areas.

Landscaping & Site Plan

Landscaping is another key element that helps new projects integrate well into existing neighbourhoods. Projects that deliver a high standard of landscaping can blend more seamlessly into their context.

Where possible, existing mature trees should be retained or replaced with new trees. Sufficient green space at grade should be provided for each unit. These considerations are captured in the form and character guidelines that apply to the RU7 zone.

To date, some projects have been able to retain mature trees; however, these have been the exception. Unfortunately, few projects are following up and planting new trees despite them being shown on landscape plans.

Several utility and servicing functions are needed for RU7 projects. FortisBC requires a transformer on roughly every second property that redevelops, and Canada Post requires a community mailbox on each property. Space for a water meter that meets the City's servicing requirements is also needed. These items are not always shown on site plans and may affect landscaping and site layout.

As a result, staff have begun enforcing landscape bonding requirements for RU7 developments, which is beginning to prove effective in ensuring high-quality landscaping. These requirements, however, could be more clearly connected to the fast-track process. The fast-track process would need to be updated to include mandatory landscape bonding to be returned after one growing season.

Recommendations:

- 1) Integrate the landscape bond requirement with the “fast track” process.
- 2) Require utility and servicing components to be shown on site plans, landscape plans, and elevation plans.

Secondary Suites and Lighted Paths

Originally, the RU7 zone allowed for the creation of secondary suites, limited to rental only. Shortly after the adoption of the zone, however, staff brought forward an amendment to the zone to remove this potential due to administrative challenges determining appropriate servicing requirements based on the development potential. In the years following this amendment, staff have had numerous discussions with homeowners in the RU7 area who simply want to add a secondary suite to their existing home and find that they are unable to do so. This outcome is inconsistent with the original intent of the zone.

Following the experience of RU7 development to date, staff have been made aware that the Fire Department is seeking further clarity on requirements for a 1.1m wide lighted pathway to any units located at the rear of a parcel. This requirement is not in the RU7 zone today.

Recommendations:

- 1) Update the RU7 zone to allow one secondary suite in a single detached dwelling where there are no other dwelling units on the property. Secondary suites would not be permitted in any other configurations.
- 2) Update the RU7 zone to require 1.1m wide lighted pathways.

Home-Based Businesses

Today, the Zoning Bylaw establishes two different classifications for home based businesses – ‘major’ and ‘minor’. Minor home based businesses are widely permitted across residential zones, since they have strict limitations, such as allowing only one client per day and requiring no on-site parking. Major home based businesses have a broader scope of operations, and are permitted in fewer residential zones. They are usually found in single or two-family development, where onsite parking for clients can be readily accommodated.

The RU7 zone only permits minor home based businesses, modeled after the City’s other multi-unit housing zones. However, many properties zoned RU7 contain only single or two-unit development where a major home based businesses could easily be accommodated.

Recommendation:

- 1) Update the RU7 zone to allow ‘home based businesses, major’ as a permitted secondary use in a single detached dwelling where there are no other dwelling units on the property.

Fast-Track Process Extension

The fast-track program was developed as an incentive for the winning designs in the Infill Challenge and was granted for a 3-year period. The 3-year term of this reward has now passed. The City has the exclusive option of extending the reward for 2 additional 1-year terms. Staff are recommending that the term be extended by 1 year, providing time for a thorough review of the program and consideration of options with Council.

However, during this extension, the Building Permit portion of the fast-track program is recommended to be allowed to lapse. It has been found to provide a limited processing benefit, as permits approval times are already rapid, particularly where plans are similar.

Recommendation:

- 1) Extend the Fast-Track program by 1 year to provide necessary time to consider alternative options.

Summary:

The RU7 program is still in its infancy and is evolving quickly. As an innovative pilot program, regular updates and adjustments were always anticipated to ensure that the outcomes of development achieve the objectives of the program. Through regular interactions with all the parties involved in infill housing, staff have identified a number of issues that can and should be addressed quickly.

At this stage, staff feel it is still somewhat premature to make fundamental changes to the RU7 program. The housing market is still stabilizing after a period of rapid growth, and recent RU7 projects are beginning to embrace higher quality design and innovation. Staff are recommending that a larger review be conducted in the Summer of 2020, in conjunction with the Official Community Plan update. In the meantime, this report provides a number of recommendations to address pressing, smaller-scale issues that, if dealt with now, will ensure that the upcoming RU7 projects continue to improve.

Internal Circulation:

Policy & Planning
Development Services

Existing Policy:

2030 Official Community Plan Bylaw No. 10500

Objective 5.3 Focus development to designated growth areas

Policy 5.3.2 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 per ha 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 5.22 Ensure context sensitive housing development

Policy 5.22.6 Sensitive Infill. Encourage new development or redevelopment in existing residential areas to be sensitive to or reflect the character of the neighbourhood with respect to building design, height and siting.

Objective 5.23 Address the needs of families with children through the provision of appropriate family-oriented housing

Intensive Residential Infill Neighbourhood Design Guidelines

Objectives:

- Preserve and Enhance the scale and character of neighbourhoods experiencing intensive infill pressure;
- Ensure compatibility of new infill development with existing dwellings and surrounding properties;
- Promote a high standard infill design, construction and landscaping;
- Preserve established trees and green space on properties.

Considerations not applicable to this report:

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

Submitted by: J. Moore, Acting Urban Planning Manager

Approved for inclusion: T. Barton, Development Planning Department Manager

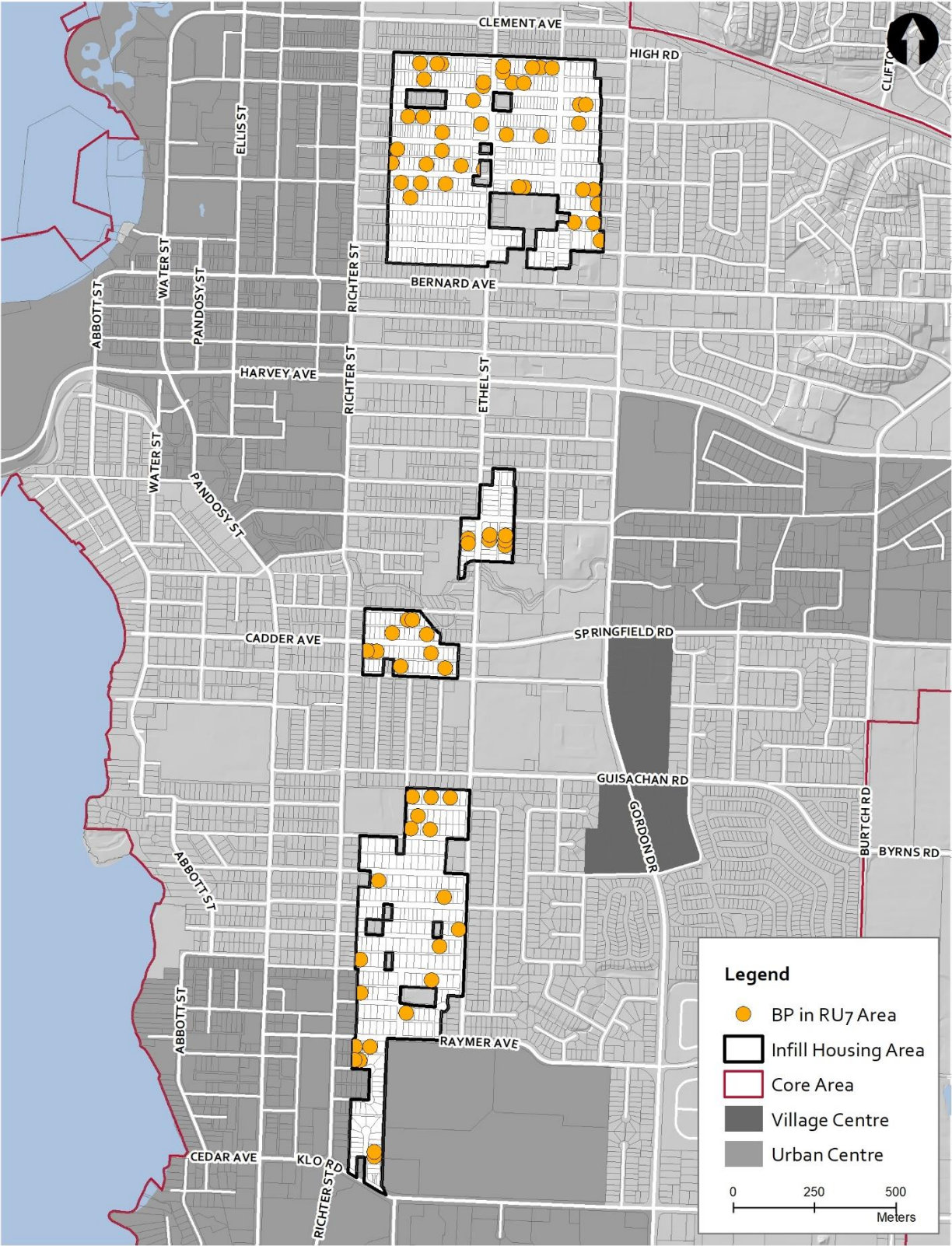
Attachments:

Attachment A: Areas zoned RU7 and Building Permits issued in the RU7 area

CC:

D. Noble-Brandt, Policy & Planning Department Manager
M. Bayat, Building & Permitting Manager
J. Kay, Development Engineering Manager

Attachment A - Areas zoned RU7 and Building Permits issued in the RU7 area





RU7 Updates

June 22, 2020



Purpose

- ▶ Receive RU7 status update
- ▶ Consider interim updates to the RU7 zone

Background

- ▶ Infill Challenge (2015/16)
 - ▶ Design competition for new forms of infill housing
 - ▶ Led by a Community Panel
- ▶ Vision

*Infill housing will strengthen
neighbourhoods where the
diverse needs of all are met
locally.*

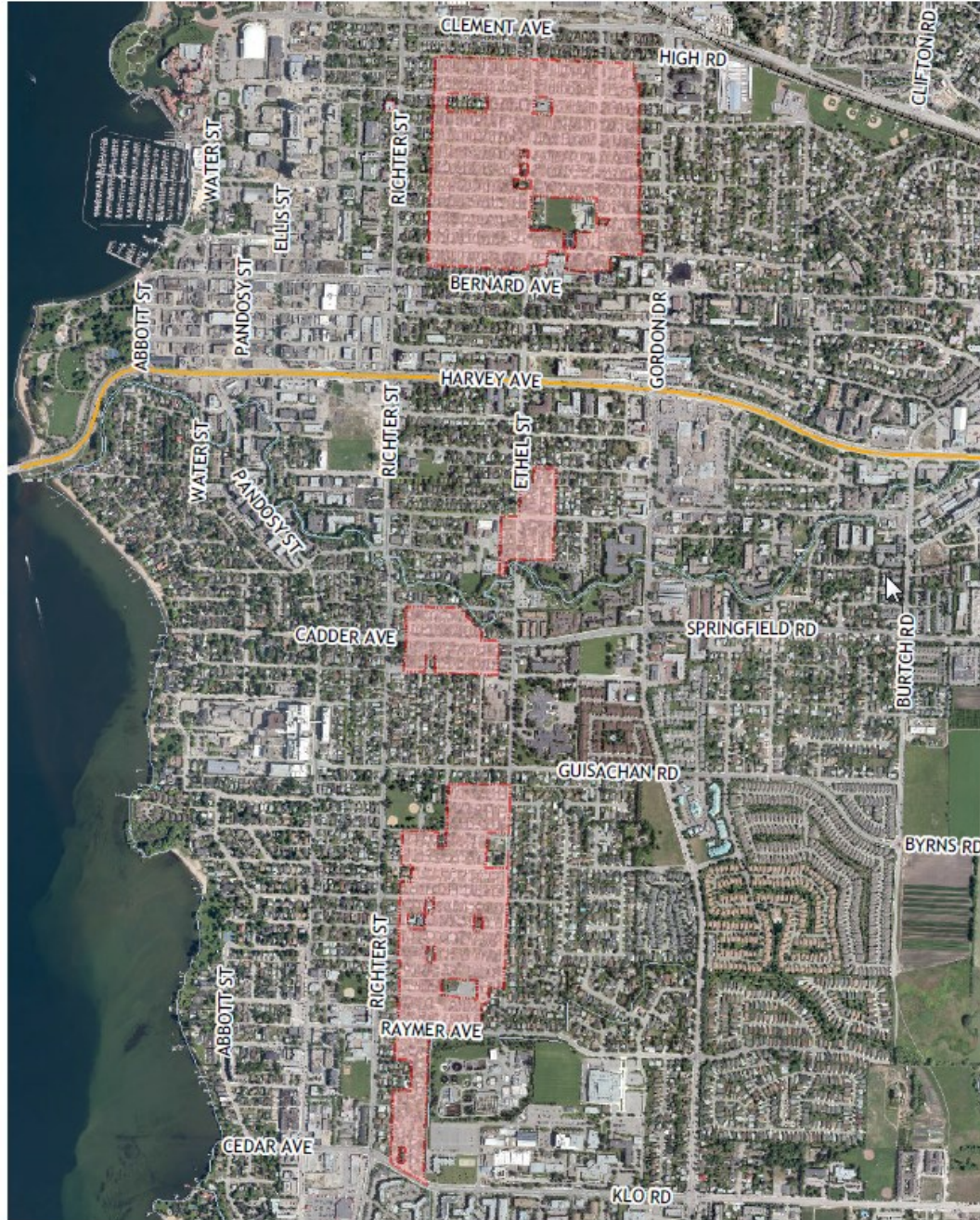
Background

- ▶ 2 winning designs



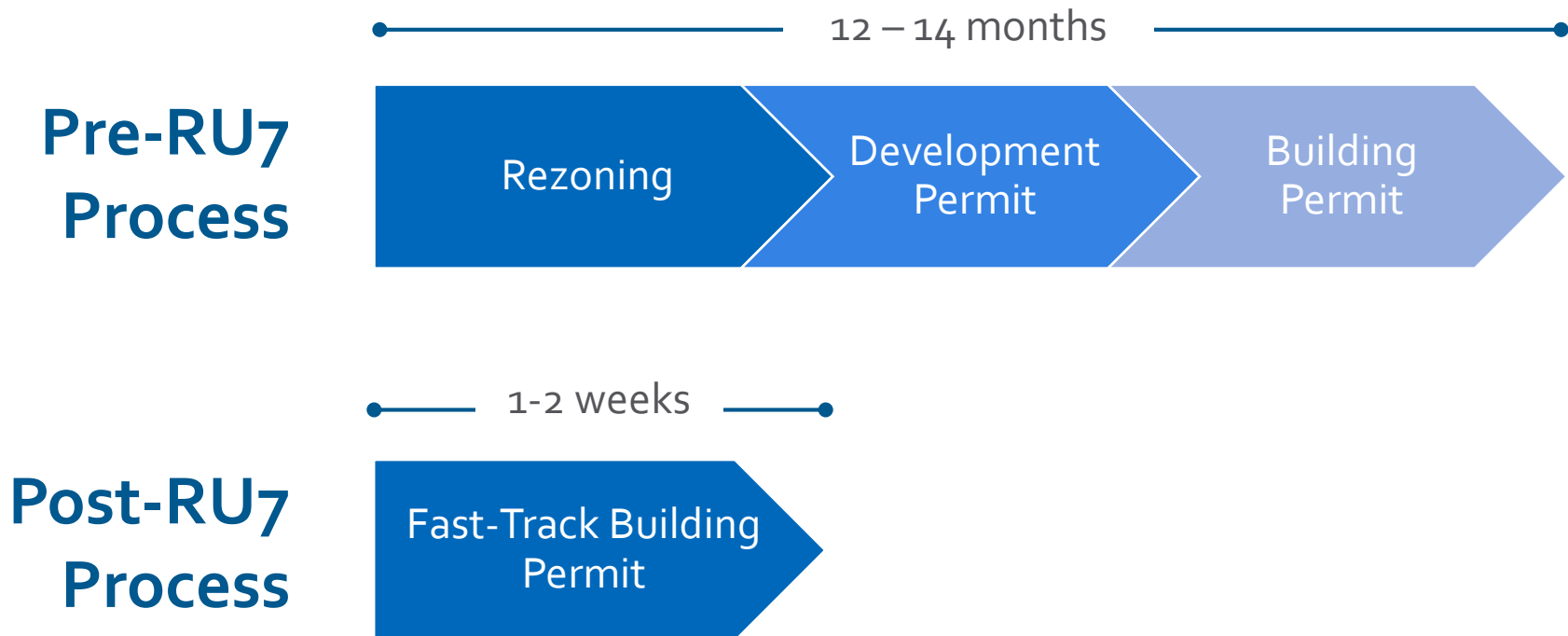
Background

- ▶ Rezoning to a new RU7 Infill Housing zone
 - ▶ Supporting Urban Centres
 - ▶ Consistent sizes
 - ▶ Lane access



Background

Fast-Track Process



Current Status

- ▶ 96 projects built or under construction
- ▶ Majority are 4-plex
- ▶ More innovation being demonstrated
- ▶ Aligning to market – becoming more “mature”

Recommendations:

Proximity

Issue	Recommendation
Fast-track designs repeated next to each other	Require different designs on adjacent lots and on corner lots

Site Coverage

Issue	Recommendation
Site coverage regulation does not include driveways and parking	Add new site coverage regulation for driveways and parking

Recommendations:

Landscaping

Issue	Recommendation
Landscaping standards not being consistently followed	Ensure landscape bonding is taken with all Ru7 applications

Site Plan

Issue	Recommendation
Some utility requirements are not being identified	Require utility and mail boxes on site plans

Recommendations:

Secondary Suites

Issue	Recommendation
Secondary suites not currently permitted	Allow one secondary suite in a single detached dwelling

Home Based Businesses, Major

Issue	Recommendation
Major home based businesses not currently permitted	Allow one major home based business in a single detached dwelling

Recommendations:

Fast-Track Extension

Issue	Recommendation
Fast-Track program is nearing expiry	Extend the Fast-Track program by 1 year

Summary

- ▶ Adaptive management
- ▶ RU7 is maturing and evolving
- ▶ Interim changes will address several current challenges
- ▶ Larger RU7 review underway

Conclusion of Staff Remarks





Conclusion of Staff Remarks

Report to Council



Date: July 13, 2020
To: Council
From: City Manager
Subject: Fleet Services / NAPA Fleet Parts Program Review
Department: Civic Operations

Recommendation:

THAT Council receives for information the report from the Civic Operations Department, dated July 13, 2020 regarding the NAPA Fleet Parts Program Value for Money Review.

Purpose:

To provide Council with an overview of the results from the Value for Money Review for the City Fleet NAPA Parts Program and to advise of next steps.

Background:

To demonstrate accountability for its use of public funds, the City performs reviews of ongoing projects and programs as a best practice in support of rigorous economic governance.

Value for Money (VFM) reviews provide an objective, professional and systematic examination to ensure business elements such as financial, human and physical resources are managed with due regard to economy, efficiency and effectiveness. The process involves project/program selection, establishing the specific project scope, sourcing a qualified independent professional, preparation (by the independent professional) of draft and final reports, delivery of an executive summary to the City Manager and reporting annually at the year-end Audit Committee meeting.

Prior to 2013, parts, materials and services for Fleet Service's maintenance and repair needs were procured by Fleet Services employees on an as-needed basis. At the time, it was estimated that an average of 2 hours per day per Fleet Services Technician was required for the task of procuring parts and materials. It was recognized that this model was neither efficient nor provided good customer service for the internal equipment user groups because of extended down time of equipment waiting for parts and service.

It was also recognized that the process was very paper intensive and inefficient and there was little consideration of pricing or best value for parts and materials. At the time, staff estimated that there

were over 5,000 parts invoices and 1,800 credit card transactions generated and paid on an annual basis which resulted in a significant workload for Finance, Purchasing and Clerical staff.

Fleet parts and material procurement models were investigated, and staff concluded that a partnership model would provide best value to the City. This partnership would introduce expertise in parts procurement, parts inventory control, parts tracking as well as an opportunity to shift from an onerous paper system to a fully integrated electronic system.

In 2012, the City put out a call for a Vehicle and Equipment Parts and Supply Management Request for Proposal (RFP) resulting in a five-year (2013-2017) agreement with UAP Inc. (d.b.a. NAPA Auto Parts). This agreement was extended an additional 3 years and will now expire in December 2020.

Findings:

Overall, it was identified that the NAPA arrangement is providing increased efficiencies and effectiveness in inventory management compared to the previous process.

The agreement has achieved the objective of freeing up time for mechanics to perform maintenance and repairs and improving customer service. NAPA is handling the procurement of virtually all repair parts. A store of inventory is held on-site and the liability for all inventory is assumed by NAPA. The average “fill rate” (parts on hand in the storage space) is 85 per cent, meeting the original target outlined by the City.

The workload for processing of invoices and purchase orders has significantly improved, as the City now receives a single invoice weekly, which also includes invoicing for outsourced repairs. NAPA also produces monthly key performance indicator (KPI) reports summarizing performance.

Additional benefits that have been realized through this agreement include access to specialty tools that can be signed out to mechanics, as well as free staff technical training.

Conclusions and Next Steps:

The Value for Money consultant recommended potential improvements in the following areas:

- **Fill rate:** there may be an opportunity to further increase the fill rate. However, it should be noted that there may be additional costs required to increase fill rate, due to the very diverse nature of the City fleet and very limited storage/warehouse space for parts.
- **Review of inventory held on site:** currently there is a physical audit at least once per year to review the parts inventory and NAPA is very responsive to requested changes in inventory. The consultant felt that parts inventory should be reviewed regularly to ensure it is turning over at a reasonable rate. Staff have also noted that in the current NAPA agreement, the City would be responsible for acquiring any non-NAPA parts if the agreement were terminated. This may be an area for further improvement.
- **Key Performance Indicators:** NAPA produces a very detailed monthly KPI report. It was recommended that some of the KPI's should be customized or independently verified by City staff.
- **Develop a Comprehensive Agreement Analysis:** It was recommended that a comprehensive cost analysis be developed to better evaluate negotiated changes upon renewal of the agreement (e.g. changes to fixed fees, parts discount volumes, markup rates).

The consultant evaluated a few alternative options to the current partnership, including issuing a new competition to test the market (which is also required under current City Policy). Staff intend to work with Purchasing to issue a new competition prior to the expiration of the current agreement (December 31, 2020).

Internal Circulation:

Finance
Communications
Purchasing

Existing Policy:

The Purchasing Branch was consulted and provided the particulars and conditions of this contract arrangement as it related to the service provider selection options and Policy obligations. The Purchasing Branch, in consideration of those details and applicable regulations has strategies it can employ to reach a suitable selection process for this circumstance.

Considerations not applicable to this report:

Financial/Budgetary Considerations:

Communications Comments:

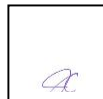
Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

External Agency/Public Comments:

Submitted by I Wilson, Infrastructure Operations Department Manager

Approved for inclusion:



Joe Creron, Deputy City Manager

Fleet Services NAPA Parts Program Review



Background: Prior to 2013

- ▶ Parts procured on as-needed basis
- ▶ Inefficiencies:
 - ▶ Technicians sourced parts (taking away from mechanical duties)
 - ▶ Increased down time
 - ▶ Pricing not always considered
 - ▶ Significant administration required
 - ▶ 5,000 P.O.'s
 - ▶ 1,800 credit card transactions

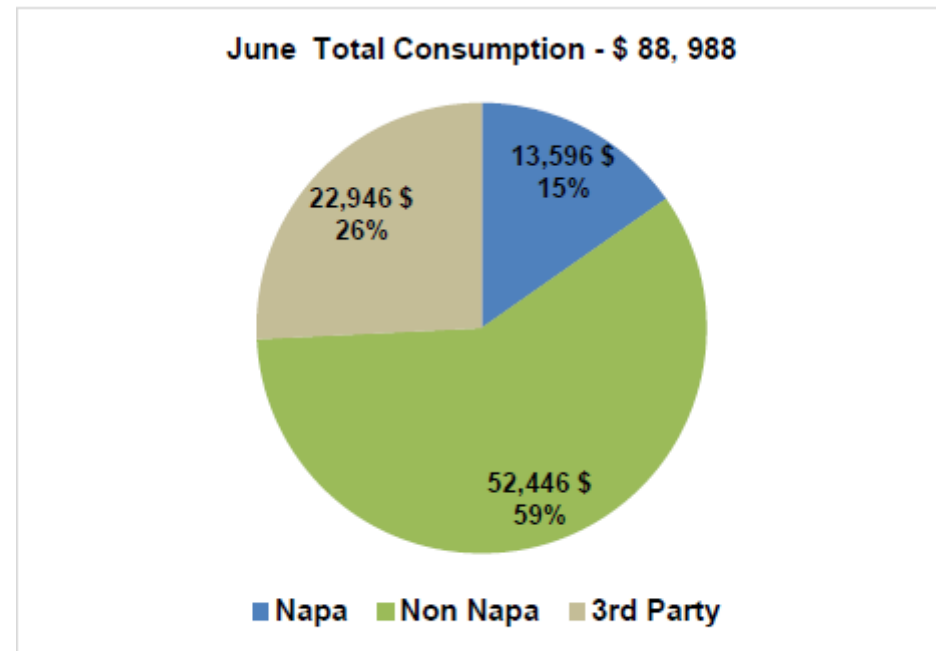
New Partnership:

- ▶ RFP awarded (2012): NAPA
- ▶ City provided small warehouse space
- ▶ NAPA provides:
 - ▶ Procurement/administration
 - ▶ Inventory control / tracking
 - ▶ Favorable pricing
 - ▶ Electronic KPI's



Recommendations

- Fill Rate
- Inventory review
- Customize / confirm Performance Indicators
- More comprehensive analysis of agreement



*Napa Parts account for 15% of total consumption for the month

Next Steps

- ▶ New competition prior to expiration of the current agreement (Dec. 2020)
 - ▶ Integrate consultant recommendations where possible



Report to Council



Date: July 13, 2020

To: Council

From: City Manager

Subject: Kelowna Memorial Park Cemetery Value for Money Review

Department: Park Services – Infrastructure Operations - Civic Operations

Recommendation:

THAT Council receives for information the report from the Civic Operations Department, dated July 13, 2020, regarding the Kelowna Memorial Park Cemetery Value for Money Review.

Purpose:

To provide Council with an overview of the results from the Value for Money Review for the Kelowna Memorial Park Cemetery and to advise of next steps.

Background:

To demonstrate thorough accountability for its use of public funds, the City performs reviews of ongoing projects and programs as a best practice in support of rigorous economic governance. To ensure business elements such as financial, human, and physical resources are managed with due regard to economy, efficiency and effectiveness, Value for Money (VFM) reviews are undertaken. These audits provide an objective, professional and systematic examination of the specific operations being audited. The process involves project/program selection, establishing the specific project scope, sourcing a qualified independent professional, preparing (by the independent professional) of draft and final reports, delivery of an executive summary to the City Manager and reporting annually at the year-end Audit Committee meeting.

This review focused on Kelowna Memorial Park Cemetery (KMPC). The City of Kelowna has owned and operated KMPC since 1911. Prior to the Parks Department assuming management of the cemetery in the late 1990's, the cemetery was subsidized annually in the order of \$100,000 per year of taxation with a care fund balance of approximately \$700,000. The Parks Department developed a Master Plan and associated financing plan with a goal of self-sufficiency and including a care fund that would be enough for perpetual maintenance. With over 20,000 citizens memorialized at the site, KMPC has been a key cultural and historical asset for the City for over a century.

The purpose was to review the City's operating model, including financial self-sufficiency and capital requirements, and determine if it was in the City's best interests to continue to operate the cemetery.

Three key components of the operation were considered in the review:

- The benefits and challenges of different operating models including third party operators
- The opportunities available for the successful future operation of the cemetery, and
- Recommendations towards an improved operating model.

Findings and Recommendations:

The consultant found that the Cemetery is operating sustainably, with many best practices implemented to build upon for improvements to long term outcomes.

The majority of the work at the Cemetery, including grounds maintenance and burial services, are contracted out. Office administration and sales are carried out in-house. The consultant found that this model is working well and that payroll costs as a percentage of revenue are generally below the industry average.

Most municipal cemeteries receive taxpayer subsidies, however KMPC has had a long-standing goal of self-sufficiency in annual budgets. Under BC law, cemeteries must contribute annually to a Care and Maintenance Reserve which is intended to fund perpetual maintenance once a cemetery is fully occupied. KMPC is contributing more than the required minimum to this reserve; however, the Cemetery needs to stay open for more than 25 years to build this reserve sufficiently. The care fund has grown from approximately \$700,000 in the late 1990's to over \$3 million today. The 2015 KMPC Cemetery Master Plan contained recommendations for annual price adjustments and modeled the growth of this reserve into the future; it is recommended that these models be updated and include asset management.

KMPC is also unique in having an additional "Replacement Reserve" which is essentially a capital reserve for Cemetery improvements and development of additional products. When these voluntary contributions are excluded from annual operating statements, the Cemetery reports an operating surplus (totaling \$740,000 from 2014-2018).

Next Steps:

An update to the Cemetery business plan is currently in the 2020 budget. The consultant confirms that the business plan should be updated, with a focus on several areas:

- Update the future / predicted model for Cemetery finances, with a focus on extending the life of the Cemetery
- Better define the purpose of the Replacement reserve funds
- Develop a financial report that is transparent and highlights that the Cemetery is self-sufficient
- Consider a business plan with a "never close" scenario
- Build new performance measures and targets for revenue and long-term outcomes
- Identify additional ancillary products to increase revenue opportunities

Conclusion:

As outlined in the review, KMPC is a well-run operation and development of an updated business plan is necessary to ensure that the cemetery remains self-sufficient today and into the future while preserving a key cultural and historical asset of the City.

Internal Circulation:

Financial Services
Communications
Parks

Considerations applicable to this report:

City of Kelowna Documents

- Kelowna Memorial Park Cemetery Master Plan 2015
- Bylaw No, 11664

BC Provincial Act and Regulation

- Cremation, Interment and Funeral Services Act
- Cremation, Interment and Funeral Services Regulation

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: David Gatzke, Cemetery Manager, KMPC

Approved for inclusion:



Joe Creron, Deputy City Manager

CC:

L. Ruether, Communications Advisor

Kelowna Memorial Park Cemetery (KPMC)



Background

- ▶ City of Kelowna has owned and operated since 1911
- ▶ Most grounds maintenance and burial services contracted; administration and sales in-house
- ▶ Since late 90's, KMPC operated on a self-sufficient model
- ▶ Several reserves established (above and beyond Provincial requirements)



Pioneer Section – First burial 1893

Key Findings

- ▶ Sustainable
- ▶ Well-run operation
- ▶ Existing operating model is working well



Legacy Gardens Niche and Mausolea



Dilworth Mountain Scattering Trail

Moving Forward Business Plan Update



Visiting Legacy Gardens

Moving Forward

Business Plan Update

- ▶ Updating the future/predicted model for Cemetery finances - with a focus on extending the life of the Cemetery
- ▶ Developing a financial report that is transparent and highlights that the Cemetery is self-sufficient



Local high school students – marker restoration workshop and reading of Hamlet in the Pioneer Section

Moving Forward Business Plan Update

- ▶ Refine the purpose and use of the Replacement reserve funds
- ▶ Consider a business plan with a “never close scenario”



KMPC Landscape Concept Plan – 2015 KMPC Master Plan

Moving Forward

Business Plan Update

- ▶ Incorporating new performance measures and targets for revenue and long term outcomes
- ▶ Identify additional ancillary products to increase revenue opportunities



Family Urns in Legacy Gardens



Questions?

For more information, visit kelownacemetery.ca

Report to Council



Date: July 13, 2020
To: Council
From: City Manager
Subject: Child Care Needs Assessment Final Report
Department: Active Living & Culture

Recommendation:

THAT Council receives, for information, the report from Active Living & Culture dated July 13, 2020 regarding the Community Child Care Planning & Needs Assessment Grant Final Report;

AND THAT Council direct staff to work with the Central Okanagan Child Care Committee to submit a final Union of BC Municipalities (UBCM) grant report and a Child Care Community Planning Report to the UBCM and the Ministry of Child and Family Development fulfilling the grant obligations of the Community Child Care Planning Program.

Purpose:

To provide Council with the final report from the Community Child Care Planning & Needs Assessment conducted in partnership with the City of West Kelowna, District of Lake Country, and District of Peachland.

Background:

In 2018, the BC Ministry of Children and Family Development (MCFD) announced two new funding programs to support local governments to better understand local child care needs and to develop new child care spaces in their communities. One of the funding programs, the Community Child Care Planning Program, is administered by the Union of BC Municipalities (UBCM). Eligible projects were able to receive up to \$25,000 per local municipality or regional district included in the application.

The Care for Our Kids study is the result of a successful regional application to the Community Child Care Planning Program due to the known crossover in child care between municipalities. The City of Kelowna is the project lead for the \$97,300 grant, collaborating with the City of West Kelowna, District of Lake Country and District of Peachland, along with the Child Care Council of Central Okanagan. Urban Matters was consulted as the lead in the data collection and reporting of this information. The project had four areas of focus:

- Collect information regarding child care needs of the community;

- Create an inventory of existing child care spaces;
- Establish space creation targets over the next 10 years;
- Identify actions that can be taken to meet space creation needs.

This work will be an important resource and advocacy tool to help communities in the region. The information gathered will be shared with MCFD and can also help local governments and their partners advocate and justify future space creation investments through the Child Care BC New Spaces Fund, and the Community Child Care Space Creation Program, which both have up to \$1 million available in future project funding.

The collection of this information is intended to help local governments, the child care community, as well as provincial decision-makers better understand the child care needs regionally and in their community, and make informed decisions on future child care planning.

Discussion:

The [Care for Our Kids Final Report](#) highlights the project findings after engaging with over 630 parents, caregivers, child care providers, and other stakeholders through two online surveys, nineteen one-on-one interviews, four focus groups, multiple drop-ins to parent programs, and two action planning workshops. This study also catalogued a total of 5,752 child care spaces across the region (including both licensed child care and spaces where licensing is not required).

Highlights of findings from the report include:

- In a 2017 study completed by the MCFD, performance indicators show that the Central Okanagan is an area with “significant difficulty in finding care” for infants/toddlers (0-36 months), and “general difficulty to find care” for ages 3-5 years, with current survey data and engagement feedback supporting those findings. Another need currently not being met identified in the provider survey was care for school-aged children.
- 49 per cent of survey respondents across the Central Okanagan indicated that they had been on two to five waitlists prior to accessing care, and it was found that it takes between one month and two years for families to find care in the region.
- As a result of the lack of availability in spaces, parents are looking for care alternatives, with 34 per cent of survey respondents indicating that they use a family member or friend for care.
- Parents and caregivers are also looking for greater flexibility in the child care they receive, with 37 per cent stating that if given the choice, they’d chose an alternate care arrangement that provided more flexibility, was more affordable and was licensed.
- Other layered complexities considered in this report are the challenges and impacts on child care providers, children, parents, and underserved populations.
- Engagement with child care providers emphasized the complexity of the child care system in the Central Okanagan and the many barriers and factors faced to address child care needs.
 - The largest issue facing child care providers is the shortage of Early Childhood Educators (ECE’s) available to provide care; 83 per cent of respondents in the provider survey indicated that staff leave the sector to go to another profession.
 - In relation to opening new spaces, difficulties were noted in finding appropriate, affordable locations, and navigating licensing and municipal processes.
- In order to improve access to licensed care spaces across BC, the MCFD has provided target access rates across two age ranges.

- For children aged 0-5, the target access rate is 30 per cent. Kelowna's current access rate is 28.1 per cent, meaning an average of 30 new spaces created per year over the next 10 years are needed in order to meet the MCFD's target.
- For children aged 6-12, the target access rate is 80 per cent. Kelowna's current access rate is 20 per cent, meaning an average of 1103 new spaces created per year over the next 10 years would be needed in order to meet the MCFD's target.
- The recommendations set out in this report are grounded in the province's goal to move towards Universal Child Care – which encourages a move towards Licensed child care that offers inclusive and culturally appropriate programming, and programming for children with diverse needs.

As we look to increase the number of child care spaces within the Central Okanagan over the next ten years, systemic child care challenges must be considered; a multi-dimensional, community approach is required to improve child care in the region and to create transformational change.

Five main areas for action planning were identified:

- Process – streamline or simplify municipal and other regulatory processes
- Policy – develop or refine local government plans and policies with child care in mind
- Partnerships – leverage partnerships to access funding to 'unlock' underutilized assets or develop new ones
- Advocacy – advocate to higher levels of government for enhanced local funding and support
- Education & Training – reduce the knowledge gap for parents trying to access care and providers looking to startup or expand

With each recommendation, this plan has outlined actions, roles, timelines, outcomes and measures of success to help move the region towards a more sustainable child care offering. These action planning steps address gaps which were identified throughout the region in varying degrees. Some actions may be more applicable to other local municipalities, depending on the existing structure of local government organization. Each municipality will have to analyze and prioritize the actions based on local resources and need.

There are some actions that the City of Kelowna is already taking to address this issue. The Permissive Tax Exemption Bylaw 11936 includes a section for Social Services such as non-profit child care societies and child development associations. Properties that are eligible for this tax exemption must have the public as the primary beneficiary and therefore must be accessible to the public. The Kelowna Zoning Bylaw permits child care as either principal or secondary uses in numerous zones including residential, commercial, agricultural, industrial and public zones. A text amendment is currently underway to reduce the parking requirements to help facilitate more child care centres in residential neighbourhoods. As well, child care is being considered in the updated draft policies of the Official Community Plan 2040, which will be brought to Council at a future date and will include updated language regarding prioritizing child care.

Conclusion:

This work will be an important resource and advocacy tool to support regional efforts. The data provided will assist local governments and community partners with tangible information to inform future planning at a local, regional and provincial level.

Utilizing this data will display stronger context of the child care needs in the region if municipalities decide to apply to the Ministry of Children and Family Development's Community Child Care Space Creation Program. This program was established to assist local governments in creating new licensed child care spaces, either within their own facilities or in a facility under a long-term lease agreement by the government. Another funding program, called the Child Care BC New Spaces Fund would allow for community organizations to apply for funding for new licensed child care spaces. This report will be able to serve community organizations and highlight the needs across the Central Okanagan in order to strengthen applications for funding.

The City will continue to support the sector and child care space creation through its involvement with the Child Care Council of Central Okanagan and our regional partners regarding this data and subsequent recommendations.

The Care for Our Kids Final Report with endorsement from all participating municipalities is due to UBCM and MCFD by July 31st in order to fulfill the City's requirements for the Community Child Care Planning & Needs Assessment. The City's regional partners, Lake Country, Peachland and West Kelowna, have all endorsed the final report at this time.

Internal Circulation:

Active Living & Culture Division
Communications Department
Policy & Planning Department
Development Planning Department

Considerations applicable to this report:

Financial/Budgetary Considerations: The submission of the final report to the province will allow us to receive the final 25 per cent of funding from UBCM and complete the project.

Considerations not applicable to this report:

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Existing Policy:

External Agency/Public Comments:

Communications Comments:

Submitted by: M. Siggers, Community & Neighbourhood Services Manager

Approved for inclusion:

JG

Attachments: 2020-07-13 Presentation Child Care Needs Assessment

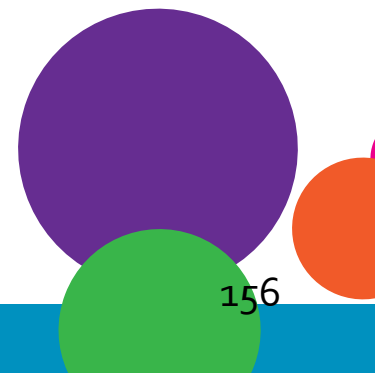
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Community Child Care Planning

Central Okanagan

Council Presentation

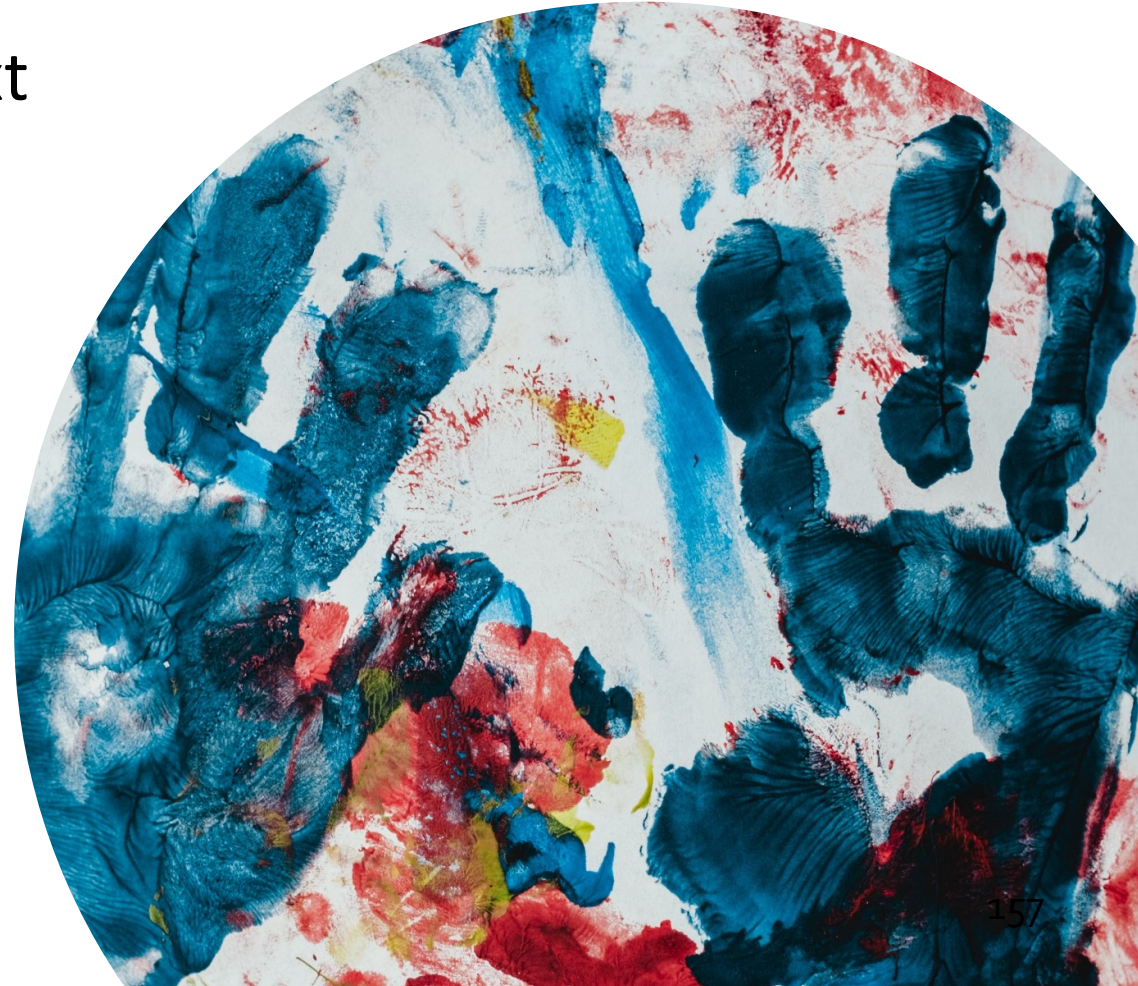
July 13, 2020





Agenda

1. Project introduction & provincial context
2. Methodology
3. Results
4. Recommendations & Action Plan
5. Council Resolution



Why should better access to child care matter?

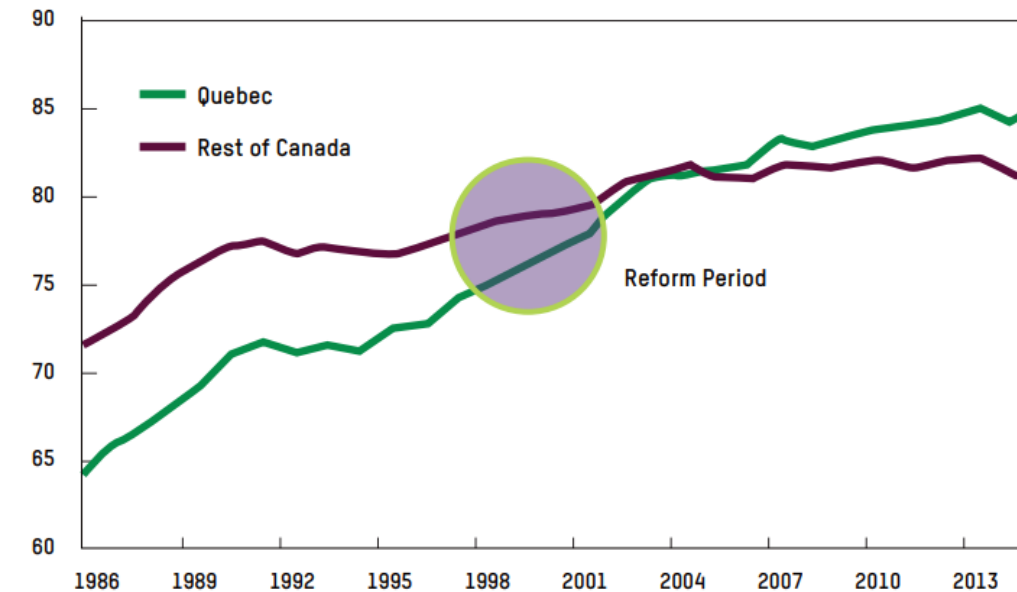
- Economic growth
- Child development
- Gender equality

\$19.2 BILLION

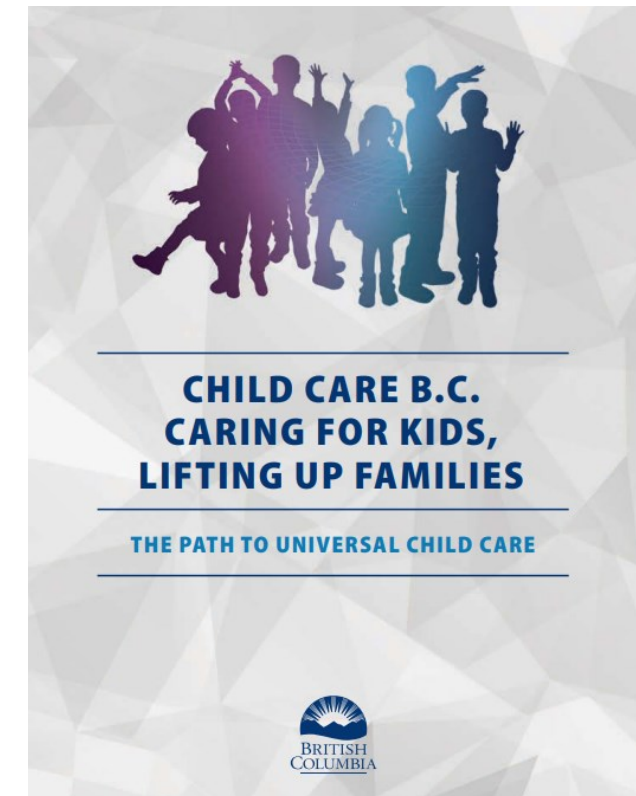
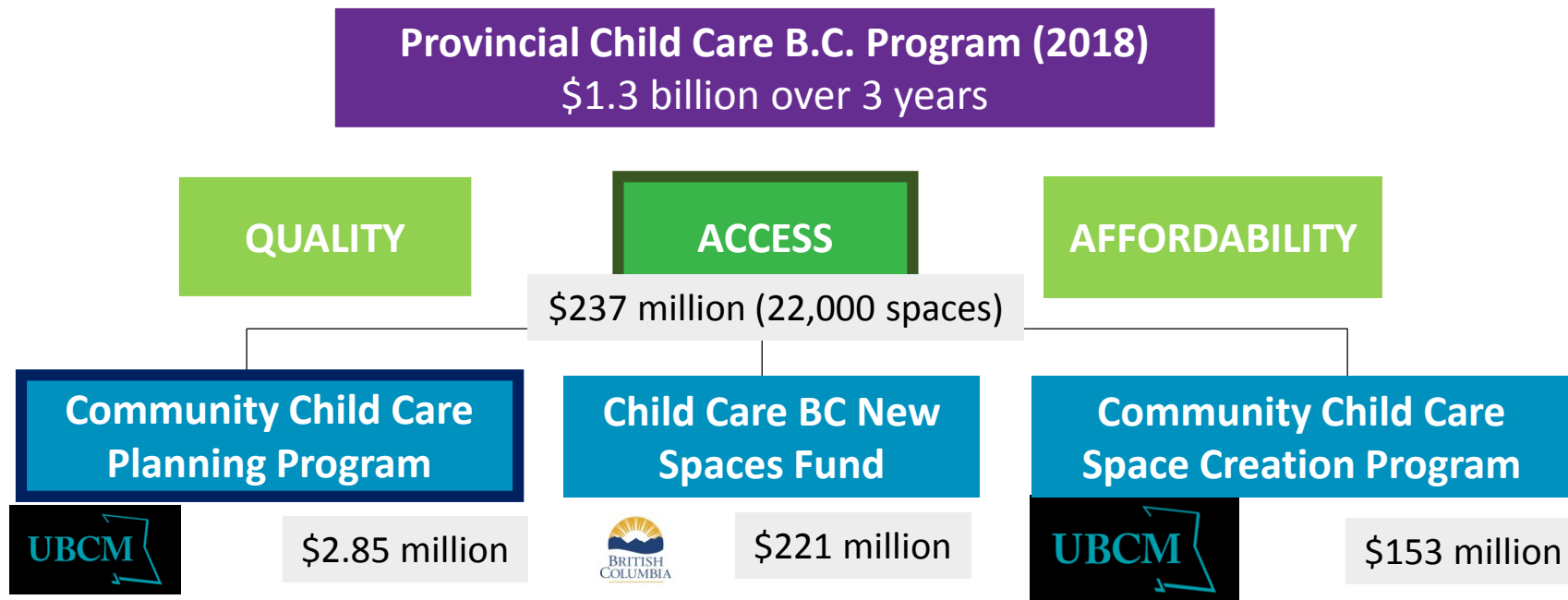
IF THE 670,000 WOMEN WHO WERE WORKING PART-TIME IN 2016 WERE ABLE TO FIND FULL-TIME WORK THEY WANTED, THEY WOULD HAVE BROUGHT HOME AN ADDITIONAL \$19.2 BILLION IN WAGES.⁹

International studies, program evaluations and quality measurements have repeatedly shown that participation in early childhood education and care programs has positive effects on children's cognitive and language development and their happiness, and has long-term impacts on their education, employment and earnings.¹⁸

Figure 2: Women's Labour Force Participation Rates in Quebec and the Rest of Canada, Ages 25-54



Provincial Strategy - Child Care B.C. (Budget 2018)



Goal: Move towards Universal Child Care

Methodology

- Community Engagement
- Child Care Inventory
- Community Profile
- Background Policy Research
- Space Creation Targets
- Recommendations & Actions





Results: Community Engagement

427
participants

PARENT & CAREGIVER SURVEY

40
participants

POP-INS

58
participants

PROVIDER SURVEY

18
participants

ONE-ON-ONE INTERVIEWS

40+
participants

FOCUS GROUPS

51
participants

CHILD CARE PROVIDER WORKSHOP

Results Inventory

Table 1. Number of child care spaces and program locations for each municipality

Child care program locations within the Central Okanagan:

Kelowna

120

Lake Country

13

Peachland

4

West Kelowna

58

Total

195

162

	Group Child Care (birth - 36 months)	Group Child Care (30 months to school age)	Licensed Preschool	Group Child Care (school age)	Multi- Age Child Care	Family Child Care	In-Home Multi-Age Child Care	TOTAL Child Care Spaces
Kelowna	551	1088	495	1457	293	147	5	4036
Lake Country	24	89	84	125	0	21	8	351
Peachland	0	8	18	44	0	7	0	77
West Kelowna	72	223	266	527	64	105	31	1288
TOTALS	647	1408	863	2153	357	280	44	5752

Results: Current Supply & Access Rate

Table 5. Child population, number of spaces and access rate:
Ages 0 – 5

Community Child Population	Child Population (0 to 5 years)	Number of Spaces (2019)	Access Rate (spaces per 100 children)
Kelowna	6635	1862	28.1
Lake Country	755	128	16.9
Peachland	225	12	5.1
West Kelowna	2005	395	19.7
TOTALS	9620	2396	Average = 17.4

Table 6. Child population, number of spaces and access rate:
Ages 6 – 12

Community Child Population	Child Population (6 to 12 years)	Number of Spaces (2019)	Access Rate (spaces per 100 children)
Kelowna	8600	1680	20
Lake Country	990	140	14
Peachland	275	48	17
West Kelowna	2615	627	24
TOTALS	12480	2494	Average = 18.1

*Licensed preschool spaces were not used to determine access rates as programs are typically part-time and families may still require additional care to meet their needs.



Results: Demand & Space Creation Targets

Ages 0 to 5:

TARGET:

2163 total spaces in 10 years

**~ 30 new spaces per year
over the next 10 years.**

Ages 6 to 12:

TARGET:

12,708 total spaces in 10 years

**~ 1103 new spaces per year
over the next 10 years.**



Results • Recommendations & Actions

12 recommendations under 5 themes across the Central Okanagan:

- Process
- Policy
- Partnerships
- Advocacy
- Education & Training



Recommendations: Process

- **Streamline** local government regulatory **processes** (business licensing and zoning) and work with licensing to improve application and referral steps
- Promote and consider developing **municipal incentives** for child care providers (i.e. Free business licensing for startups, Permissive Tax Bylaw)



Recommendations: Policy

- **Align policy documents** that are inclusive of child care



Recommendations: Partnering

- Consider **joint-use agreements** between public institutions to help facilitate the creation of additional child care spaces
- Identify, review and **assess under-utilized physical space** within the community suitable for child care through community partnerships



Recommendations: Advocacy

- Advocate for child care to be **included in elementary** schools
- Advocate for the implementation of new licensed child care facilities in **new school builds**
- Advocate to the province for **fair wages, benefits, continuing education** and structured apprentice program for child care providers (ECEs) – (i.e. support for \$10 day child care)
- Support and **encourage employers** to share responsibility for child care within their communities



Recommendations: Education & Training

- Explore the development of child care startup workshops to ease the process for new licensed child care providers
- Improve the experience for parents who require flexible care or are looking for different types of child care solutions that align with family care needs
- Raise awareness about the importance of Early Childhood Education and the role of Early Childhood Educators (ECEs)



Council Resolution

That Council direct staff to work with the Central Okanagan Child Care Committee to **submit final UBCM grant report and the Child Care Community Planning Report to the UBCM and the Ministry of Child and Family Development** fulfilling the grant obligations of the Child Care Space Planning program.



Thank you.

Report to Council



Date: July 13, 2020

To: Council

From: City Manager

Subject: Health Canada Substance Use and Addictions Program Funding – PEOPLE Peer Navigators and Capacity Building Project

Department: Active Living and Culture

Recommendation:

THAT Council receive for information the report from the Active Living and Culture Department dated July 13, 2020 regarding funding received under the Health Canada Substance Use and Addictions Program for a PEOPLE Peer Navigators and Capacity Building Project;

AND THAT COUNCIL approve the amendment of the 2020 Financial Plan to include \$691,000 for a three-year Health Canada grant program.

Purpose:

To provide Council with background and information on the PEOPLE Peers Navigators and Capacity Building Project, and to request that Council amend the 2020 budget to include funding related to the multi-year Health Canada Substance Use and Addiction Program funding.

Background:

The City, working in partnership with Urban Matters and PEOPLE Lived Experience Society recently received notification from Health Canada that the application for PEOPLE Peer Navigators and Capacity Building Project received full funding for three years under the Health Canada Substance Use and Addictions Funding Program (SUAP). This funding program provides grants and contributions funding to other levels of government, community-led and not-for-profit organizations to respond to drug and substance use issues in Canada. Funding supports a wide range of evidence-informed and innovative problematic substance use prevention, harm reduction and treatment initiatives across Canada at the community, regional and national levels.

The City of Kelowna, through the work of the Social Development Department, is convening several collective impact and capacity building initiatives aiming to improve community wellness. During capacity building exercises with people with lived and living experience of past or current substance use

and/or homelessness (PWLLE), a vision for enhanced harm reduction, healing, and supports provided by peers emerged.

The PEOPLE Lived Experience Society was developed from this vision. Supported by Urban Matters CCC in its development, PEOPLE has recently been established as a social enterprise that to date has engaged two cohorts of a total of over 50 PWLLE individuals in a series of learning modules and has secured meaningful employment contracts over the past year. The City of Kelowna has been an integral project partner and investor in the development of PEOPLE, while Urban Matters has incubated and supported, and continues to support, PEOPLE's development into an independent enterprising non-profit organization.

Discussion:

The SUAP grant application, PEOPLE Peer Navigators and Capacity Building project, was developed in partnership with Urban Matters. The grant application approved by Health Canada stipulates that the City is the lead in the implementation of this collaborative project with the responsibility for the overall management and reporting of the project. The City's commitment is outlined in the Contribution Agreement with Health Canada attached to this report. The Agreement also outlines Health Canada's funding contribution which will require amendment to the 2020 Financial Plan.

The Health Canada Contribution Agreement identifies Urban Matters CCC as a partner with the City and specifies that Urban Matters will be responsible for executing the approved work program through an agreement between the two parties. Other key partners such as the Central Okanagan Journey Home Society, and PEOPLE will participate on a Project Team to assist in the planning and coordination of this initiative.

This goal of the PEOPLE Peer Navigators and Capacity Building Project is to develop and implement a peer navigators' program designed to support the training of PWLLE to participate in the delivery of services provided by local social serving organizations. The aim is to increase the participation of people with lived experience into supporting peers in their navigation of services. Through this project the capacity of local organizations to meaningfully integrate people with lived experience into their service delivery will be increased, along with the introduction of peer to peer Indigenous cultural teachings to support healing and wellness.

Conclusion:

The PEOPLE Peer Navigators and Capacity Building project responds to critical gaps identified by the local PWLLE with current or past substance use. A focus highlighted by PWLLE was the need for the organizations delivering harm reduction services to consider stigma reduction and dignity. Ideally, this will be achieved by peer navigators being embedded in all social service organizations and places where people are seeking help. This bold vision from PWLLE is supported by evidence demonstrating the value peers play in supporting positive healing experiences for individuals who use substances and/or are experiencing homelessness. The role of peers is also recognized in the Journey Home Strategy, with a key action in the implementation plan focusing on the introduction of peer support models.

The City and Urban Matters will work together to cultivate a broad network of partners to deliver this project, including the meaningful involvement of PWLLE through PEOPLE Employment Services programs. By deliberately collaborating across sectors and building capacity of PWLLE to innovate and transform harm reduction practices, this project's goal is to begin to address problematic stigma and loss of dignity that is preventing and/or creating barriers to people seeking supports.

Internal Circulation:

Divisional Director, Active Living & Culture
Community Safety Director
Sustainability Coordinator
Communications Department Manager
Partnership Manager
Grants and Special Projects Manager
Admin & Business Services Manager
Financial Analyst
Purchasing Manager

Considerations applicable to this report:***Financial/Budgetary Considerations:***

The PEOPLE Peers Project has been approved for Health Canada's SUAP funding over the next three years. Subject to the terms of the Contribution Agreement with Health Canada, the City can receive \$691,000 toward eligible expenditures over the term of the grant. Health Canada's contribution will be paid as follows:

- In Fiscal Year 2020-2021 up to \$174,250
- In Fiscal Year 2021-2022 up to \$291,750
- In Fiscal Year 2022-2023 up to \$225,000

The resolution proposed in this report is that Council amend the 2020 budget to reflect the total amount of Health Canada's financial commitment.

Existing Policy:

In reference to the City's purchasing policy, the Purchasing Branch was consulted and provided the particulars and conditions of the Health Canada SUAP funding arrangement as it relates to the service provider selection. The Purchasing Branch, in consideration of those details and applicable regulations, determined a direct award selection was suitable and supported in this circumstance.

Considerations not applicable to this report:

Legal/Statutory Authority

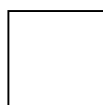
Legal/Statutory Procedural Requirements

External Agency/Public Comments

Communications Comments

Submitted by: S. Wheeler, Social Development Manager

Approved for inclusion:



J. Gabriel, Divisional Director, Active Living & Culture

Attachments: Health Canada – Substance Use and Addictions Program – Contribution Agreement



Substance Use and Addictions Program

CONTRIBUTION AGREEMENT

Made in duplicate

BETWEEN: HER MAJESTY THE QUEEN IN RIGHT OF CANADA, as represented by the Minister of Health, and acting through Health Canada (hereinafter referred to as "Canada")

AND: The City of Kelowna, a corporation incorporated under the laws of British Columbia (hereinafter referred to as the "Recipient")

Canada and the Recipient are also referred to individually as a "Party", or collectively as the "Parties".

CONTRIBUTION AGREEMENT
TABLE OF CONTENTS

PREAMBLE

- 1. DEFINITIONS**
- 2. PURPOSE**
- 3. TERM OF AGREEMENT**
- 4. FINANCIAL CONTRIBUTION AND OBLIGATIONS**
- 5. RECORDS AND AUDIT**
- 6. AUDITOR GENERAL OF CANADA**
- 7. INFORMATION MANAGEMENT**
- 8. PERFORMANCE MEASUREMENT AND EVALUATION**
- 9. OTHER REPORTING**
- 10. DEFAULT**
- 11. REMEDIES ON DEFAULT**
- 12. ASSETS**
- 13. LIABILITY**
- 14. INDEMNIFICATION**
- 15. LOBBYING**
- 16. INTELLECTUAL PROPERTY RIGHTS**
- 17. SEVERABILITY**
- 18. OTHER INTERESTS**
- 19. CONFLICT OF INTEREST**
- 20. ASSIGNMENT**
- 21. RELATIONSHIP OF THE PARTIES**
- 22. SUCCESSORS**
- 23. GOVERNING LAWS**
- 24. DISPUTE RESOLUTION**
- 25. COMMUNICATIONS**
- 26. AMENDING OR TERMINATING THE AGREEMENT**
- 27. ENTIRE AGREEMENT**
- 28. OBLIGATIONS SURVIVING TERMINATION**
- 29. REPRESENTATIVES OF THE PARTIES AND NOTICE**
- 30. COUNTERPARTS**
- 31. WAIVER**

APPENDIX A - OVERVIEW

APPENDIX B - BUDGET

APPENDIX C - REPORTING PLAN

APPENDIX D - CASHFLOW FORECAST AND RECORD OF EXPENDITURES FORM

PREAMBLE:

WHEREAS Canada has established a Program called Substance Use and Addictions Program;

WHEREAS the Recipient has submitted to Canada a proposal for the funding of an Initiative called PEOPLE Peer Navigators and Capacity Building, which qualifies for support under the Program;

WHEREAS the Recipient is responsible for receiving and managing the funding provided under this Agreement, for further distributing these funds to any Third-Party for projects that qualify for funding under the Initiative and for overseeing/monitoring the progress of the projects undertaken by any Third-Party; and

WHEREAS Canada wishes to provide financial assistance to support the Initiative;

THEREFORE, the Parties agree as follows:

1. DEFINITIONS

In this Agreement,

- 1.1 “Agreement” means this contribution agreement and includes all appendices and any amendments made to this Agreement in accordance with section 26;
- 1.2 “Appropriation” means any authority of Parliament to pay money out of the Consolidated Revenue Fund;
- 1.3 “Asset” means any item that has an acquisition cost of \$1000 or greater, and may, where applicable, include any electronic device the cost of which is under \$1000 (e.g. communication device, computer equipment, audio visual equipment), acquired by the Recipient with contribution funds provided under this Agreement or under a previous agreement funded by the same Program;
- 1.4 “Budget” means the total forecasted expenditures for the Initiative, as well as the total amount of cash and/or in-kind contributions to be received from all sources for the Initiative, as set out in Appendix B. For the purposes of this Agreement, in-kind contributions mean non-monetary contributions which the Recipient provides or receives from others to undertake the Initiative;
- 1.5 “Eligible Expenditures” means the costs described in Appendix B to this Agreement that Canada has agreed to contribute to and that are incurred and paid by the Recipient in carrying out the Initiative;
- 1.6 “Evaluation” means the systematic collection and analysis of evidence on the outcomes of initiatives and programs used to make judgments about their relevance, performance and alternative ways to deliver them or to achieve the same results;
- 1.7 “Fiscal Year” means the twelve-month period beginning April 1 of any year and ending March 31 of the following year, and including parts thereof in the event that this Agreement commences after April 1st or expires or terminates before March 31st;
- 1.8 “Initiative” means what is described in Appendix A to this Agreement;
- 1.9 “Material” means anything that is created or developed by the Recipient with funding under this Agreement including designs, reports, photographs, drawings, plans, specifications, documents, tools, resources, computer software, surveys, databases and Web sites;
- 1.10 “Performance Measurement” means the process and systems of selection, development and ongoing use of performance measures to guide decision-making; and
- 1.11 “Program” means **Substance Use and Addictions Program**.

- 1.12 “Third-Party” means an individual or entity (incorporated or not) who is provided with funding by the Recipient to carry out a project under the Initiative pursuant to the terms of an agreement entered into between the Recipient and that Third-Party in accordance with section 4.14 of this Agreement.

2. PURPOSE

The purpose of this Agreement is to set out the terms and conditions pursuant to which Canada will make a contribution to the Recipient who shall use the funding provided under this Agreement solely to carry out the Initiative in a diligent and professional manner, in accordance with the terms of this Agreement and applicable laws.

3. TERM OF AGREEMENT

- 3.1 This Agreement will come into effect when the last Party has signed and will end on **March 31, 2023**, unless terminated earlier in accordance with the terms of this Agreement.

- 3.2 Eligible Expenditures that are incurred between April 1, 2020 and the signing of this Agreement, may be reimbursed as to provide sufficient time to implement the Initiative and meet the objectives within the proposed timelines.

4. FINANCIAL CONTRIBUTION AND OBLIGATIONS

- 4.1 Subject to the terms of this Agreement, Canada will make a contribution to the Recipient of up to **SIX HUNDRED NINETY ONE THOUSAND** dollars (\$691,000) toward Eligible Expenditures.

Canada’s contribution will be paid as follows:

In Fiscal Year 2020-2021 up to \$174,250
 In Fiscal Year 2021-2022 up to \$291,750
 In Fiscal Year 2022-2023 up to \$225,000

4.2 Reimbursement

Payments shall be made in the form of reimbursement to the Recipient for Eligible Expenditures upon receipt and acceptance by Canada of the Cashflow Forecast and Record of Expenditures Form (Appendix D), hereinafter called the "Cashflow", submitted by the Recipient in accordance with the Reporting Plan (Appendix C).

4.3 Cashflow Forecast and Record of Expenditures

- 4.3.1 The Cashflow (Appendix D) for each Fiscal Year shall be signed by the Recipient’s authorized representative(s) and contain the following information:
- a) a projection of expenditures to be incurred during the agreed upon upcoming reporting period and for the remainder of the Fiscal Year, by category of Eligible Expenditures;
 - b) the actual Eligible Expenditures incurred during the last reporting period.
- 4.3.2 Where the Cashflow is for the final reporting period of a Fiscal Year, or is the final Cashflow submitted upon termination or expiration of the Agreement, the Cashflow shall, in addition to the information outlined above, include any expense described in the Budget (Appendix B) that the Recipient has incurred in the applicable reporting period and which once paid for by the Recipient will be an Eligible Expenditure within the meaning of this Agreement.

4.4 Proceeds or Income

In accordance with the Reporting Plan (Appendix C), the Recipient shall report to Canada all proceeds or other income derived from contribution funding under this Agreement (e.g., interest). Such proceeds or income may be applied to reduce amounts otherwise payable under this Agreement. Where Canada determines that no such reduction is possible, or that any such reduction would only cover part of the proceeds or income derived from the use of the contribution funds, the remainder of the proceeds or income shall constitute an overpayment and be repayable in accordance with section 4.8 or, with the prior written approval from Canada, may be used by the Recipient to enhance the Initiative.

4.5 Adjustment

Notwithstanding any other provisions of this Agreement, Canada may withhold or reduce any payments to be made to the Recipient pursuant to this Agreement in the event that:

- 4.5.1 any report has not been submitted by the Recipient in accordance with the requirements of Appendix C; or
- 4.5.2 any report or any audit conducted under this Agreement indicates that the Recipient's actual Eligible Expenditures for the Initiative have been lower than the amount disbursed to the Recipient up to the time of such report or audit.

4.6 Holdback

Canada shall be entitled to withhold up to 15% of the amount of funding payable in the final Fiscal Year of funding of this Agreement. This holdback will be released upon submission by the Recipient and acceptance by Canada of the following items:

- 4.6.1 the Recipient's final Cashflow;
- 4.6.2 all reports that the Recipient is required to submit pursuant to the Reporting Plan (Appendix C); and
- 4.6.3 such other documentation and information relating directly or indirectly to the Initiative that Canada may, at its sole discretion, request from the Recipient.

Canada will be entitled to make any necessary adjustments to the holdback before releasing the final amount.

4.7 Claiming Eligible Expenditures upon termination or expiration

The Recipient must submit its final claim for Eligible Expenditures within ninety (90) calendar days following the termination or expiration of this Agreement. Canada shall not be obliged to reimburse a claim submitted beyond that period.

4.8 Overpayments

Any overpayment, unspent advance, or disallowed expenditure shall be repayable to Canada, and until repaid, constitutes a debt due to Canada. Canada may deduct the said amount from any subsequent payments under this Agreement, or if no further payments remain to be made, or the said amount is determined after the termination or expiration of this Agreement, the Recipient shall, unless otherwise agreed, repay the amount within thirty (30) calendar days of written notification from Canada. The repayment shall be by cheque(s), or other agreed upon method, payable to the Receiver General for Canada and shall be sent to Canada's representative identified in section 29. Interest shall be charged on any overdue amounts in accordance with the *Interest and Administrative Charges Regulations*.

4.9 Underspending

The Recipient shall inform Canada in writing of any potential underspending for any given Fiscal Year on **MARCH 1ST** and earlier if requested.

4.10 Deduction or Set-off of debts owed to Canada

The Recipient has provided and shall continue to provide Canada with a list of all amounts owing to the federal government under legislation or agreement, which are past due and in arrears as at the time of the Recipient's application for funding, or at any time during the term of this Agreement. The Recipient acknowledges that Canada may set-off or deduct these amounts from any amounts payable to the Recipient under this Agreement.

4.11 Funding subject to Appropriation and Program funding authorities

4.11.1 Notwithstanding any other provision of this Agreement, the amount of funding to be provided to the Recipient pursuant to this Agreement is subject to there being an Appropriation of funds by the Parliament of Canada for the Fiscal Year in which any commitment would come due for payment.

4.11.2 In the event that authorities for the Program are amended or terminated, or if funding levels are reduced or cancelled by the Parliament of Canada for any Fiscal Year in which a payment is to be made under this Agreement, Canada may reduce or terminate any further payments to be made under this Agreement.

4.11.3 Where funding under this Agreement is to be reduced or terminated under section 4.11.2 Canada shall provide the Recipient with at least ninety (90) calendar days written notice of the reduction or termination and shall reimburse the Recipient for any Eligible Expenditures incurred up to the date upon which the reduction/termination is to take effect.

4.12 Other sources of funds

4.12.1 The Recipient acknowledges having disclosed to Canada, as part of its application for funding under the Program, all actual and/or anticipated sources of assistance for carrying out the Initiative, including cash and in-kind contributions from all levels of government and/or private sources. The Recipient further acknowledges that Canada's approval of the funding for this Initiative was based on the approved Budget.

4.12.2 If requested, the Recipient shall provide to Canada in each year of this Agreement a declaration signed by its authorized representative(s) confirming the total contributions (both cash and in-kind contributions) that it has received from all sources for the Initiative, as well as the total expenditures made in relation to the Initiative. Such declaration shall reflect total contributions and total expenditures for the preceding Fiscal Year and be submitted in accordance with the Reporting Plan (Appendix C).

4.12.3 Where Canada's contribution under this Agreement exceeds \$100,000, the Recipient shall provide to Canada, upon expiration or termination of the Initiative, a final declaration signed by its authorized representative(s) confirming the total contributions (both cash and in-kind contributions) that it has received from all sources for the Initiative, as well as the total expenditures made in relation to the Initiative. Such declaration shall be submitted in accordance with the Reporting Plan (Appendix C).

4.12.4 If the total amount of assistance from all sources for carrying out the Initiative (including federal, provincial/territorial and municipal governments, private sector, etc.) exceeds one hundred per cent (100%) of the total cost of carrying out the Initiative, Canada may, in its discretion and having regard to Canada's proportionate share of the total cost of the Initiative as set out in the Budget (Appendix B):

4.12.4.1 reduce Canada's contribution by such amount as Canada considers appropriate, up to the amount of the additional assistance received; or

4.12.4.2 if the full amount of Canada's contribution has already been paid, require the Recipient to repay such amount as Canada considers appropriate, up to the amount of the additional assistance received. Until repaid, the excess amount constitutes an overpayment within the meaning of section 4.8.

4.13 Budget adjustments

The Recipient may, within a given Fiscal Year's budget and upon notice to Canada, make minor adjustments to budget amounts among the approved broad budget expenditure categories. For the purposes of this section, a minor adjustment is an adjustment that does not exceed 15% of the approved amount for an expenditure category (calculated cumulatively). Where the proposed adjustment exceeds 15% of the approved budget amount for an expenditure category, the Recipient must seek Canada's prior written consent before implementing the adjustment. The adjustments under this section may not increase the total amount of Canada's contribution in any given Fiscal Year of the Agreement.

4.14 Further distribution of funding

The Recipient shall

- 4.14.1 Have in place operational procedures relating to the management of the distribution of contribution funds to any Third-Party and provide a copy of those procedures to Canada upon request;
- 4.14.2 Provide Canada with a description of the Recipient's responsibilities in ensuring that a clear, transparent, open and fair decision-making process is used in the selection of Third-Party entities and projects to be funded;
- 4.14.3 Provide Canada with a description of redress provisions to handle grievances or other matters regarding the Recipient's decision-making process;
- 4.14.4 Ensure that materials submitted to Canada pursuant to this Agreement do not infringe any Third-Party intellectual property rights and bear the appropriate copyright notice and attribution to the author(s);
- 4.14.5 Provide Canada with access to all signed agreements with Third-Parties;
- 4.14.6 Ensure that the terms of the written agreement between the Recipient and each Third-Party entity that will receive funding mirrors the basic elements of the Agreement between Canada and the Recipient, and include the following:
 - 4.14.6.1 A description of the responsibilities of the parties, financial and otherwise, including clear expectations as to the results expected through carrying out the activities of the project;
 - 4.14.6.2 The right of the Recipient to monitor and review the Third-Party projects through site visits or other means, as well as conduct inspections of financial records or an audit to confirm compliance with the agreement and the appropriate use of funds;
 - 4.14.6.3 The right of the Recipient to share with Canada copies of reviews, evaluations and audit reports of the Third-Party with respect to the funding;
 - 4.14.6.4 The right of Canada to access the documents and premises of a Third-Party for the purposes of monitoring compliance with this Agreement;
 - 4.14.6.5 The right of the Auditor General of Canada, at his/her own cost, under the authority of subsection 7.1 of the *Auditor General Act*, to conduct an inquiry into the use of funds. The Third-Party shall cooperate with the Auditor General and his/her representatives or agents in connection with such inquiry, and shall grant access to its documents, records and premises as required by the Auditor General or his/her representatives or agents for purposes of any such inquiry. The Auditor General may, at his/her discretion, discuss any concerns raised in such inquiry with the Parties and the Third-Party. The results may be reported to Parliament in a report of the Auditor General.
 - 4.14.6.6 A requirement for the Third-Party to keep all records, information, databases, reports and all other documentation related to the project and associated expenditures and

costs, for a period of six (6) years from the expiration or termination of the agreement;

4.14.6.7 Appropriate measures for elements of non-compliance or default, including termination of the agreement and possible legal recourse;

4.14.6.8 A provision for the Recipient to make known Canada's role in the funding provided to the Third-Party;

4.14.6.9 A provision stipulating that payments are subject to there being an Appropriation of funds by the Parliament of Canada and are also subject to being amended or terminated in the event that federal program levels are amended or terminated for any Fiscal Year in which a payment is to be made under the agreement;

4.14.6.10 A requirement for the Third-Party to repay to the Recipient any funds to which the Third-Party is not entitled, including payments made in error, overpayments and costs that were not eligible for reimbursement;

4.14.6.11 A requirement for the Third-Party to ensure that any research project involving humans includes a research protocol that is consistent with the principles set out in the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans* and that appropriate records are kept and a copy provided to the Recipient, if requested to do so;

4.14.6.12 A requirement for the Third-Party to comply with all applicable laws and policies pertaining to privacy and confidentiality in dealing with information and records related to the Initiative; and

4.14.6.13 A provision stipulating that the Third-Party should, where appropriate, deliver its services, programs, projects or activities in both official languages.

4.14.7 Be permitted to further distribute funding in accordance with the terms of written agreements established between the Recipient and Third-Party prior to the coming into force date of this Agreement and shall endeavour to align the terms of those existing written agreements with the requirements under section 4.14.6 at the earliest opportunity.

5. RECORDS AND AUDIT

5.1 Canada reserves the right to audit or cause to have audited the accounts and records of the Recipient to ensure compliance with the terms of this Agreement. The scope, coverage and timing of such an audit shall be determined by Canada and may be carried out by employees or agents of Canada at Canada's expense.

5.2 The Recipient:

5.2.1 acknowledges that Canada may audit any or all records, including financial records of the Recipient or its agents, whether directly or indirectly related to this Agreement as is necessary to satisfy Canada that the objectives and activities of the Initiative have been carried out and that the funds have been spent in accordance with the terms of this Agreement;

5.2.2 shall keep proper and accurate Initiative-related accounts and records (including activity, progress and evaluation reports, reports on audits carried out by, or on behalf of the Recipient, all contracts, agreements, invoices receipts and vouchers relating to Eligible Expenditures and revenues, including contributions from other sources (both cash and in-kind contributions)) in accordance with this Agreement, generally accepted accounting principles and good financial management practices;

5.2.3 shall make such accounts and records available for audit by Canada upon reasonable notice, and permit Canada to inspect the records and make extracts from and/or make copies of the records; and

5.2.4 shall provide reasonable facilities to Canada for such audits and inspections and provide Canada with all information necessary to understand the records.

6. AUDITOR GENERAL OF CANADA

The Recipient acknowledges that the Auditor General of Canada may, at his/her own cost, under the authority of subsection 7.1 of the *Auditor General Act*, conduct an inquiry into matters relating to this Agreement. The Recipient shall cooperate with the Auditor General and his/her representatives, employees, or contractors relative to any such inquiry and grant them access to the Recipient's documents, records, and premises for purposes of any such inquiry. The Auditor General may discuss any concerns raised in such an inquiry with the Recipient and with Canada. The results may be reported to Parliament in a report of the Auditor General.

7. INFORMATION MANAGEMENT

7.1 Access to records

Upon request, the Recipient shall allow representatives of Canada to have access to its staff, premises, Initiative site and records (including files, information, databases, reports and invoices for costs for which reimbursements have been claimed) for purposes related to the monitoring of the Recipient's compliance with this Agreement.

7.2 Retention of records

Unless otherwise agreed to by the Parties, the Recipient shall keep all records, information, databases, reports and all other documentation related to the Initiative and associated expenditures and costs, for a period of six (6) years from the expiration or termination of this Agreement.

7.3 Consent to disclosure

The Recipient consents to the disclosure by Canada, for purposes related to the administration of the Program or this Agreement or for purposes related to the Recipient's eligibility for federal funding under any other program or initiative, of any information, other than personal information, relating to the Recipient or the Initiative including, but not limited to: information about amounts advanced or paid as reimbursement of Eligible Expenditures, the criteria used for calculating payments; data showing the activities supporting such payments; and analysis, assessment, audit and evaluation reports relating to the Recipient or the Initiative.

7.4 The Recipient authorizes Canada, without any further formality, to consult such individuals or organizations, including financial institutions, accounting firms, credit bureaus and other government organizations, that it deems necessary for the purpose of obtaining any information, (including information relating to the Recipient's financial situation), useful to the administration and monitoring of this Agreement; and these contacted individuals and organizations to disclose the information requested.

7.5 Personal and confidential information

The Parties shall comply with applicable laws and policies pertaining to privacy and confidentiality in dealing with information and records related to the Initiative.

8. PERFORMANCE MEASUREMENT AND EVALUATION

The Recipient shall:

- 8.1 measure progress and performance on an ongoing basis to ensure that data is available to support the management of the Initiative. This includes: performance measurement planning; regularly collecting data on output and outcome indicators; analyzing and/or synthesizing the data; using the data to inform decision-making and to continuously improve implementation; and reporting to Canada in accordance with the Reporting Plan (Appendix C);
- 8.2 participate in any Program-level Performance Measurement and/or Evaluation activities led by or on behalf of Canada; and

- 8.3 if requested to do so, carry out an independent Evaluation of the Initiative in a form satisfactory to Canada, and provide Canada with a copy of the resulting report(s) in accordance with the Reporting Plan (Appendix C).

9. OTHER REPORTING

The Recipient shall:

- 9.1 provide Canada with a copy of its annual financial statements within thirty (30) calendar days of the completion of such statements; and
- 9.2 provide Canada with a copy of any audit report (financial or otherwise) prepared by its auditors within thirty (30) calendar days of the release of such report.

10. DEFAULT

10.1 The following constitute events of default:

- 10.1.1 the Recipient fails to take all the necessary actions to maintain itself in good standing, to preserve its legal capacity, and to inform Canada without delay of any failure to do so;
- 10.1.2 the Recipient fails to perform or comply with any term, condition or obligation contained in this Agreement;
- 10.1.3 the Recipient has made materially false or misleading representations or statements, or provided materially false or misleading information to Canada on any matter related to this Agreement, other than in good faith (the Recipient shall demonstrate good faith);
- 10.1.4 in the opinion of Canada, the Recipient fails to proceed diligently with the implementation of the Initiative so as to jeopardize the success or outcome of the Initiative;
- 10.1.5 in the opinion of Canada, there is a material adverse change in the Recipient's ability to implement the Initiative as set out in Appendix A; or
- 10.1.6 the Recipient becomes insolvent or commits an act of bankruptcy, makes an assignment for the benefit of creditors or takes the benefit of any statute relating to bankrupt or insolvent debtors, goes into receivership or bankruptcy, ceases to carry on business, or is wound up or dissolved.

11. REMEDIES ON DEFAULT

- 11.1 If, in the opinion of Canada, an event of default occurs, Canada may, with prior notice to the Recipient and in addition to any other remedy provided by law or under this Agreement, exercise one or more of the following remedies:
- 11.1.1 require that the Recipient take such reasonable action as may be necessary to remedy the event of default;
- 11.1.2 alter the frequency and/or content of reporting to be provided by the Recipient under the terms of this Agreement and/or impose additional reporting requirements;
- 11.1.3 suspend or reduce the payment of any amount payable under this Agreement, regardless of whether the amount is owing prior to, or after the date of such suspension or reduction;
- 11.1.4 direct the Recipient to repay to Canada all or part of the funds paid under this Agreement, with interest calculated in accordance with the *Interest and Administrative Charges Regulations*, from the date of demand for repayment; or
- 11.1.5 terminate this Agreement.

12. ASSETS

- 12.1 The Recipient shall report to Canada on Assets in accordance with the requirements of the Reporting Plan (Appendix C).
- 12.2 During the term of this Agreement, the Recipient shall use the Assets for the purpose of the Initiative and shall not, except with the prior written consent from Canada and in accordance with such terms and conditions as may be imposed by Canada,
 - 12.2.1 purchase any Assets valued over \$10,000;
 - 12.2.2 change the use of any such Assets or permit them to be used for activities that are not directly related to the Initiative;
 - 12.2.3 sell, exchange, transfer or dispose of any Assets. Any sales, exchanges, transfers and disposals made with the prior written consent of Canada must be at fair market value, with all proceeds used to further support the Initiative; or
 - 12.2.4 pledge, mortgage, or permit the creation of any security interest, claim or lien against the Assets.
- 12.3 Upon the expiration or termination of this Agreement, the Recipient shall provide an inventory of the Assets it has preserved and, if so directed by Canada, the Recipient shall:
 - 12.3.1 sell the Assets, or any part of them, at fair market value;
 - 12.3.2 transfer the Assets or any part of them to another person or organization designated or approved by Canada; or
 - 12.3.3 dispose of the Assets or any part of them in such other manner as may be determined by Canada.
- 12.4 Canada may direct the Recipient to repay any proceeds realized from the sale, exchange, transfer, or disposal of Assets to offset Canada's contribution to Eligible Expenditures under this Agreement.

13. LIABILITY

- 13.1 Canada and its employees and agents shall not be held liable for any injury, including death, to any person, or for any loss or damage to property belonging to the Recipient or anyone else, or for any obligation of the Recipient incurred or suffered by the Recipient or its agents, employees, contractors, voluntary workers or any Third-Party in carrying out the Initiative, including where the Recipient has entered into loans, capital leases or other long-term obligations in relation to this Agreement.
- 13.2 The Recipient agrees to protect itself, through an appropriate policy of insurance, against any liability resulting from anything done or omitted to be done by the Recipient in carrying out the Initiative under this Agreement, for such coverage limits as a reasonably prudent party carrying out the same or similar activities might obtain.
- 13.3 The Recipient agrees to be solely responsible for any and all deductions and payments required to be made from or to employees and anyone else, including those for the Canada or Quebec Pension Plans, Employment Insurance, the Worker's Compensation Board, or the Canada Revenue Agency.

14. INDEMNIFICATION

During and following the expiration of this Agreement, the Recipient shall indemnify and save harmless Canada and its employees and agents from and against all claims, losses, damages, costs, expenditures, including solicitor/client fees, administrative fees and disbursements, actions, and any other proceedings made, sustained, brought, prosecuted, threatened to be brought, or prosecuted in any manner based on, occasioned by, or attributable to any environmental effect, injury to or death of a person, or damage to

or loss of property, arising directly or indirectly from any act, omission or delay on the part of the Recipient or its employees, servants, agents, voluntary workers or any Third-Party in carrying out the Initiative, except that Canada shall not claim indemnification under this section to the extent that the injury, loss, or damage has been caused by Canada or its employees or agents.

15. LOBBYING

- 15.1 The Recipient warrants that the Recipient and any person lobbying on its behalf to obtain funding under this Agreement, were, are, and shall continue to remain in compliance with the *Lobbying Act*.
- 15.2 The Recipient warrants that it has not and shall not, directly or indirectly, make any payment to any individual that is in whole or in part contingent upon the solicitation of funds, negotiating or signing of this Agreement.
- 15.3 The Recipient understands and acknowledges that lobbying activities, as described in subsection 5(1) of the *Lobbying Act*, are not Eligible Expenditures, and therefore, funding provided under this Agreement cannot be used to support any of the Recipient's lobbying activities.

16. INTELLECTUAL PROPERTY RIGHTS

- 16.1 Any Material created or developed by the Recipient, Third-Party, or other entity with whom the Recipient has collaborated with in carrying out its obligations under this Agreement shall vest in and remain the property of the Recipient, Third-Party, or other entity, unless otherwise agreed to by the Parties. The Recipient shall report to Canada what Materials, if any, have been created or developed under this Agreement and provide copies of such Materials to Canada if requested to do so.
- 16.2 Canada will review the list of Materials provided by the Recipient pursuant to section 16.1 for the purpose of determining if Canada wishes to seek permission to use any such Materials.

17. SEVERABILITY

If any provision of this Agreement is determined to be invalid or unenforceable, in whole or in part, by a court of competent jurisdiction, such invalidity or unenforceability shall not affect the remaining terms or provisions of this Agreement.

18. OTHER INTERESTS

While this Agreement is in effect, the Recipient shall not pursue other activities or interests that are inconsistent with those funded under this Agreement.

19. CONFLICT OF INTEREST

The Recipient acknowledges that individuals who are subject to the provisions of the *Conflict of Interest Act* (S.C. 2006, c. 9, s. 2), the *Conflict of Interest Code for Members of the House of Commons*, the *Conflict of Interest Code for Senators*, the *Conflict of Interest and Post-Employment Code for Public Office Holders*, the *Values and Ethics Code for Health Canada*, the *Values and Ethics Code for the Public Sector*, or any other values and ethics codes applicable within provincial or territorial governments or specific organizations, cannot derive any direct benefit resulting from this Agreement unless the provision or receipt of such benefit is in compliance with such legislation and codes.

20. ASSIGNMENT

The Recipient shall not assign this Agreement or any payment, right or obligation thereunder without the prior written consent of Canada. Any assignment made without that prior written consent is void and of no effect.

21. RELATIONSHIP OF THE PARTIES

Nothing contained in this Agreement creates or shall be construed to create a relationship of principal-agent, employer-employee, partnership, or joint venture between the Parties. The Recipient shall not

represent itself (including in any agreement with a third-party) as the agent, employee or partner of Canada or in a manner that could lead a member of the public to believe that the Recipient is an agent, employee or partner of Canada.

22. SUCCESSORS

This Agreement binds the Parties and their respective successors and assigns.

23. GOVERNING LAWS

This Agreement shall be governed by, interpreted and enforced in accordance with the laws in force in **British Columbia** and the laws of Canada applicable therein. The Parties further agree to attorn to the jurisdiction of the Courts of **Province of British Columbia**.

24. DISPUTE RESOLUTION

- 24.1 In the event of a dispute under this Agreement, the Parties, or their representatives, agree to meet promptly for the purposes of attempting, in good faith, to negotiate a settlement.
- 24.2 If the Parties are unable to settle the dispute by negotiation within ten (10) business days of such meeting or any other period agreed to, the Parties may agree to refer the dispute to mediation, based on terms agreed to by the Parties and reflected in a written agreement entered into on behalf of the Parties by their duly authorized representatives.
- 24.3 The ability of Canada to take action to terminate under this Agreement shall not be prejudiced by this section or any procedure flowing from it.

25. COMMUNICATIONS

25.1 Acknowledgment

The Recipient shall acknowledge Canada's support in all public communications Materials and products (including, but not limited to, information and advertising campaigns, invitations to participate in activities, printed/audio/visual electronic Materials, Web sites and exhibits) under this Agreement. Such acknowledgment shall be in a form satisfactory to Canada. The Recipient shall withdraw the acknowledgment upon the written request of Canada.

25.2 Disclaimer

The Recipient shall, unless otherwise directed by Canada, ensure that the following disclaimer appears on any Materials developed for public distribution under this Agreement: "The views expressed herein do not necessarily represent the views of Health Canada."

25.3 Prior notice and participation

The Recipient shall, where possible, give ten (10) business days' notice to Canada of a proposed public announcement or ceremony relating to the Initiative. Where Canada wishes to participate in such an announcement or ceremony, the Recipient shall, where possible, co-operate with Canada during such announcement or ceremony.

25.4 Language of communication

The Recipient shall carry out the Initiative and provide to the public oral and written communications related to the Initiative in both of Canada's official languages (English and French) unless otherwise stated in Appendix A. The Recipient shall ensure that these obligations are fulfilled by any Third Party.

25.5 Language of Agreement

The Parties agree that this Agreement is drafted in English only.

26. AMENDING OR TERMINATING THE AGREEMENT

- 26.1 All amendments to this Agreement are to be made in writing and signed by both Parties except where minor budget adjustments are made in accordance with section 4.13.
- 26.2 This Agreement may be terminated, in writing, by mutual consent of the Parties.
- 26.3 Nothing in section 26.2 limits Canada's ability to terminate this Agreement pursuant to sections 4.11 or 11.

27. ENTIRE AGREEMENT

This Agreement, including its preamble and all Appendices attached hereto sets forth the entire agreement between the Parties with respect to its subject-matter and supersedes and cancels all prior agreements, understandings, negotiations and discussions, both oral and written, between the Parties with respect to the Initiative.

28. OBLIGATIONS SURVIVING TERMINATION

All obligations of the Recipient shall expressly, or by their nature, survive termination or expiration of this Agreement until, and unless, they are fulfilled, or by their nature expire.

29. REPRESENTATIVES OF THE PARTIES AND NOTICE

Communications, including reporting and any notice, demand, request or other communication, shall be in writing and sent to the coordinates below. Communications that are delivered in person shall be deemed to have been received upon delivery; communications transmitted by facsimile or by e-mail shall be deemed to have been received one (1) business day after having been sent; and communications that are sent by mail shall be deemed to have been received five (5) business days after being mailed.

Any Notice to Canada shall be addressed to:

Brigitte Lapointe
 Senior Program Officer
 Health Canada
 Controlled Substances and Cannabis Branch
 Key Initiatives - Substances Use and Addictions Program
 1st Floor, Main Stats Building, AL-NCR 0301B
 150 Tunney's Pasture Driveway, Tunney's Pasture
 Ottawa, Ontario K1A 0T6

Email: brigitte.lapointe@canada.ca
 Telephone: 343-542-6618

Any notice to the Recipient shall be addressed to:

Sue Wheeler
 Social Development Manager
 City of Kelowna
 1435 Water Street,
 Kelowna, British Columbia V1Y 1J4

Email: SWheeler@kelowna.ca
 Telephone: 250-470-0663

30. COUNTERPARTS

This Agreement may be signed in counterparts and each counterpart shall constitute an original document; these counterparts taken together shall constitute one and the same Agreement.

31. WAIVER

The fact that Canada refrains from exercising a remedy or right that it is entitled to exercise under this Agreement will not be considered to be a waiver of such remedy or right and, furthermore, partial or limited exercise of a right conferred on Canada will not prevent it in any way from later exercising any other right or remedy under this Agreement or other applicable law, unless Canada waives such right in writing.

IN WITNESS WHEREOF, this Agreement is duly executed by authorized representatives of the Parties.

For the Recipient:

Signature of Authorized Representative

Date

Print Name

Print Title

Print Organization’s Name

For Canada:

Signature of Authorized Representative

Date

Print Name

Print Title



APPENDIX A

OVERVIEW

SUMMARY

The aim of this project is to train and mentor people with lived and living experience with substance use (PWLLE) to become peer navigators and to support the capacity of social service organizations in central Okanagan (Kelowna and West Kelowna). In addition, this project will develop a curriculum for peer-to-peer Indigenous cultural teachings (such as smudge, land-based learning, tobacco teachings, drum and song), support Indigenous peers to gain competencies to deliver those teachings, and support organizations to introduce peer-to-peer Indigenous cultural teachings as a service offering within their organization.

GOALS/OBJECTIVES

The goals of this project are:

- Build the skills and confidence of PWLLE to safely and effectively take on roles related to peer navigation. This was explicitly identified by PWLLE as an element missing in supports provided to individuals with current and past experiences of substance use;
- Develop the competencies and capacity of Indigenous PWLLE to support access to cultural teachings;
- Improve experiences of hundreds of people seeking help in the Central Okanagan, and their access to harm reduction services and supports with the introduction of peer navigator positions and Indigenous cultural teachings within social serving agencies;
- Build capacity of social serving organizations to meaningfully incorporate PWLLE into support, navigation, and harm reduction roles; and
- Through compelling outcomes from this program, scale PEOPLE and specifically the peer navigator and Indigenous cultural teachings to support increased effectiveness of harm reduction in other communities.

KEY ACTIVITIES AND DELIVERABLES/OUTPUTS

Key activities of the project are as follows:

Fiscal Year 2020/21	
Key Activities	Key Deliverables/Outputs
Meet with project partners to review project and deliverables	<ul style="list-style-type: none">• Meeting notes
Prepare contracts and memorandum of understanding (MOU) with project partners	<ul style="list-style-type: none">• Signed contract and MOU documents
Prepare application form; determine selection criteria and screening process for cohort of PWLLE for peer navigator roles; get word out about opportunity to PWLLE; Select PWLLE for the program.	<ul style="list-style-type: none">• Application form;• Selection/screening process and criteria

This process will be done alongside Indigenous Elders and partners.	
Engage community partners to develop a peer navigator training curriculum; connect with and draw learnings from Street Degrees program (VCH) and other relevant resources	<ul style="list-style-type: none"> • Peer navigator training curriculum
Engage Elders and Indigenous partners to develop cultural mentorship and training curriculum to support harm reduction and healing	<ul style="list-style-type: none"> • Cultural mentorship and teachings curriculum
Set-up schedule, recruit facilitators, and sort logistics for training modules for both peer navigator and cultural mentorship programs	<ul style="list-style-type: none"> • Schedule • Logistics • Facilitators
PWLLE undertake training modules in both cohorts	<ul style="list-style-type: none"> • Knowledge and skills transfer to PWLLE
Interview service providers to understand the barriers and opportunities for introducing peer navigator roles and cultural teachings to support harm reduction in their organizations	<ul style="list-style-type: none"> • Interview guide; • Summary report capturing themes from interviews
Prepare plan for organizational change leadership, including workshops, policy/procedures, and resources.	<ul style="list-style-type: none"> • Organizational change leadership package/toolkit
Host a series of workshops with social serving organizations to increase capacity and understanding of best practices when introducing peer navigators and cultural teaching services into their organization	<ul style="list-style-type: none"> • Knowledge transfer to social serving organizations
Deliver organizational mentorship to further capacity building	<ul style="list-style-type: none"> • Knowledge transfer to social serving organizations
Engage in PWLLE and organizational evaluation of training and workshop/mentorship	<ul style="list-style-type: none"> • Training curriculum and workshop evaluation and learnings
Develop proposal call and selection criteria for social serving organizations	<ul style="list-style-type: none"> • Call for proposals and selection criteria developed
Launch a “call for proposals” for service provider organizations to apply for funding to support either peer navigator or cultural teachings into their organization	<ul style="list-style-type: none"> • Call for proposals launched
Review applications and select successful organizations	<ul style="list-style-type: none"> • Successful applications received and selected
Create contracts and MOUs for successful organizations	<ul style="list-style-type: none"> • Contract and MOUs

Match PWLLE peer navigators and Indigenous PWLLE with appropriate organizations	<ul style="list-style-type: none"> PWLEE match completed
Fiscal Years 2020/21 to 2022/23	
Initiate employment terms with PWLLE navigators and Indigenous PWLLE to deliver peer-to-peer cultural teachings	<ul style="list-style-type: none"> Knowledge transfer
Host ongoing mentorship for PWLEE; host ongoing mentorship with social serving organizations	<ul style="list-style-type: none"> Knowledge transfer
Host ongoing peer-to-peer learning and organization to organization learning through regular sharing circles	<ul style="list-style-type: none"> Knowledge transfer and ongoing learning
Fiscal Year 2021-2022	
Engage in program evaluation and identify opportunities to adjust the program to respond to learnings and reflection	<ul style="list-style-type: none"> Program evaluation documents
Adjust application forms, recruitment process, and other procedures to respond to learnings from Year 1 of the program	<ul style="list-style-type: none"> Revised procedures
Recruit cohorts of PWLLE for 2 nd round of peer navigator and cultural mentorship programs	<ul style="list-style-type: none"> Recruitment completed
Set up schedule, recruit facilitators, and sort logistics for training modules for both peer navigator and cultural mentorship programs	<ul style="list-style-type: none"> Program logistics and training modules completed
PWLLE undertake training modules in both cohorts	<ul style="list-style-type: none"> Knowledge and skills transfer to PWLLE
Host organizational workshops and mentorship	<ul style="list-style-type: none"> Knowledge transfer
Launch a “call for proposals” for service provider organizations to apply for funding to support either peer navigator or cultural teachings into their organization	<ul style="list-style-type: none"> Call for proposals launched
Review applications and select successful organizations	<ul style="list-style-type: none"> Successful applications received and selected
Create contracts and MOUs for successful organizations	<ul style="list-style-type: none"> Contract and MOU completed
Match PWLLE peer navigators and Indigenous PWLLE with appropriate organizations	<ul style="list-style-type: none"> PWLEE match completed
Fiscal year 2022/23	
Engage in program evaluation and identify opportunities to adjust the	<ul style="list-style-type: none"> Program evaluation documents

program to respond to learnings and reflections	
Engage in complete program evaluation	<ul style="list-style-type: none">• Program evaluation complete
Explore opportunities to share knowledge and learning with broader practice networks and communities (Ongoing)	<ul style="list-style-type: none">• Slide DECK and presentation

OUTCOMES

This initiative will contribute to and report on the SUAP outcomes and performance indicators that are relevant to their project.

	SUAP OUTCOMES	SUAP PERFORMANCE INDICATORS
SHORT-TERM	1.1 Targeted stakeholders ^[1] and Canadians ^[2] access information on substance use	a) # of targeted Canadians and stakeholders with access to substance use-related awareness/education products developed by projects funded through SUAP
		b) # of participants in substance use-related learning/engagement opportunities delivered by projects funded through SUAP (by: type of participant – stakeholders; Canadians by gender; Canadians by Official Language)
	1.2 Innovative treatment/harm reduction services ^[3] are available/accessible in communities	a) # of new services offered by SUAP funded projects
		b) # of clients accessing services offered by SUAP funded projects
		c) # of Naloxone kits distributed by projects funded through the SUAP
	1.3 Targeted stakeholders and Canadians are equipped with the capacity (knowledge, skills, and supports ^[4]) to inform their decisions and actions related to substance use	a) % of targeted Canadians and stakeholders who reported that they gained knowledge/skills about substance as a result of projects funded through SUAP (by: target – stakeholders; Canadians by gender, and Canadians by Official Language; and by type of knowledge/skills)
	1.4 Substance use-related knowledge is generated by projects funded through SUAP	a) # of substance use-related awareness/education (knowledge) products ^[5] developed by projects funded through SUAP
		b) # of substance use-related learning/engagement opportunities ^[6] delivered by projects funded through SUAP

^[1] **Targeted Stakeholders** may include: P/T governments, pan-Canadian health organizations, non-profit organizations, communities or others at the organizational or system level. This relates to initiatives targeting organization, system or policy and practice change.

^[2] **Targeted Canadians** may include youth, adults and any other target populations or sub-populations as identified by research and evidence. This relates to initiatives targeting individual change (or groups of individuals).

^[3] SUAP definition / examples of treatment and harm reduction services, based on analysis of existing SUAP funded projects is under development. **Services Categories currently include** harm reduction / outreach; early intervention; treatment (OAT, iOAT, TiOAT, methamphetamine treatment, nicotine vaping cessation); drug checking; safer supply; surveillance.

^[4] **Supports:** Friends, family, community and health and other system supports (including supportive environments and treatment or harm reduction service settings) etc.

^[5] **Awareness / Education (knowledge) products:** Policy documents, standards, guidelines, training/curriculum, papers, tools/toolkits, webinars, informational resources, reports, networks / platforms, etc.

^[6] **Learning / Engagement Opportunities:** Training sessions, workshops, roundtables, educational events, webinars, conferences, collaborative web spaces, e-learning modules, meetings, presentations, webinars, focus groups, dialogues, etc.

		c) # of research ^[7] and surveillance projects funded through SUAP
MEDIUM-TERM	2.1 Uptake of positive personal behaviours that reduce the harms of substance use ^[8]	a) % of targeted Canadians who reported that they intend to use knowledge/skills related to substance use provided by projects funded through SUAP (by: gender; Official Language; and type of behaviour change – reduced use; safer use; not using; etc.)
		b) % of targeted Canadians who reported they used knowledge/skills related to substance use provided by projects funded through SUAP (by: gender; Official Language; and type of behaviour change – reduced use; lower-risk use; not using; etc.)
		c) % of clients in SUAP funded treatment and/or harm reduction services project reporting a positive behaviour/health outcome (safer use; adherence and/or retention in service; connection to other health and social services)
	2.2 Targeted stakeholders use evidence-informed information on substance use to change policies, programs, and practice	a) % of targeted stakeholders who reported that they intend to use knowledge/skills related to substance use provided by projects funded through SUAP to make evidence-informed improvements ^[9] to policies, programs and/or practice (by: type of improvement)
		b) % of targeted stakeholders who reported that they used knowledge/skills related to substance use provided by projects funded through SUAP to make evidence-informed improvements to policies, programs and/or practice (by: type of improvement)
		c) Case studies describing how SUAP-funded research and surveillance were used to inform policies, programs and/or practices
LONG-TERM	3.1 Canadians have access to quality, evidence-informed health promotion, prevention, treatment and harm reduction programs and services	a) % of the stakeholders of projects funded through SUAP that reported that projects contributed to Canadians having access to quality, evidence-informed substance use-related health promotion, prevention, treatment and harm reduction information
		b) % of projects funded through SUAP that reported that they plan to sustain activities post-Health Canada funding
		c) Case studies describing how a project funded through SUAP reduced duplication and/or led to cost savings (e.g., sharing of processes, tools, learnings)
	3.2 Canadians have better health outcomes	a) Case studies describing how a project funded through the SUAP contributed to Canadians having better health outcomes (e.g., reduction or cessation of substance use, improved health, relationships, engagement with the community, etc.)

PARTNERSHIPS

Name of Partner Organization	Partner’s Role
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^[7] **Research categories:** cannabis and mental health; cannabis and public health; alcohol warning labels; recovery supports and integration back to the community; school-based policies and their impact on student substance use; youth vaping; other.

^[8] **Behaviour change (positive action) categories** – includes those related to making more informed choices related to substance use (cannabis, opioids, alcohol, meth, other) including reduced use; lower-risk use; not using; retention in harm reduction and/or treatment or other services.

^[9] **Type of improvement:** adopting policies to ensure the meaningful involvement of people with lived experience; changes to programs to make them more culturally relevant or trauma-informed; practice changes that improve treatment services. For a full listing of current SUAP project policy, program and practice improvement types/categories see the SUAP Logic Model Definitions below (to be updated for CFP 2019-20)

ARRANGEMENT #: 2021-HQ-000025

Urban Matters CCC	<ul style="list-style-type: none">• Overall program execution; strategic support for PEOPLE Employment Services; and mentoring staff of PEOPLE
PEOPLE Employment Services	<ul style="list-style-type: none">• Responsible for hosting training, holding contracts with employers, and hiring peer navigators and peer cultural teachers
Interior Health Authority	<ul style="list-style-type: none">• Key program champion. Sounding board for integration of peer navigation to bolster harm reduction services, access to best practices and ongoing health data.
Ki-Low-Na Friendship Society	<ul style="list-style-type: none">• Support access to and connections with Elders, Indigenous PWLLE, and other cultural resources
Kelowna Community Action Team	<ul style="list-style-type: none">• Feedback on program design and execution, as well as access to a host of organizations with interest in peer navigation and peer-to-peer cultural services
West Kelowna Shelter Society	<ul style="list-style-type: none">• Currently supporting one peer outreach position through PEOPLE Employment Services, and key partner in growing peer navigators in West Kelowna
Westbank First Nation (WFN)	<ul style="list-style-type: none">• Supporting Indigenous cultural teaching through program referrals, referrals to Elders, and access to cultural services/supports
Westside Community Action Team	<ul style="list-style-type: none">• Feedback on program design and execution, as well as access to a host of organizations with interest in peer navigation and peer-to-peer cultural services
Central Okanagan Foundation	<ul style="list-style-type: none">• Support organizational development and scaling to other communities
United Way Southern Interior BC	<ul style="list-style-type: none">• Provide \$10K to support peer navigator position in the community
Journey Home Society of Central Okanagan & Lived Experience Circle on Homelessness	<ul style="list-style-type: none">• Provide project input

TARGET GROUPS

The target populations are Indigenous and non-Indigenous people with lived and living experience of past or current substance use (PWLLE) and social serving organizations who will benefit from introducing peer navigators and cultural teachings to bolster their harm reduction services and effectiveness.

OFFICIAL LANGUAGES

This initiative will not target both official languages. Where appropriate, the program will invest in Indigenous language descriptions to support Indigenous cultural training and peer-to-peer cultural services.

SEX AND GENDER

PEOPLE Employment Services actively and on an ongoing basis considers sex- and gender-based analysis in all of its program design and delivery. All training is undertaken to promote gender equality, and every effort is made to foster changes in power

relationships between women and men. The PEOPLE team is diverse, with a female founder, male peer coordinator and both female and male social-work mentors.

Evidence strongly suggests that incidences of overdoses and deaths are most prevalent among men between the ages of 30 and 59 who use alone. An engagement campaign conducted by Interior Health Authority in 2018 called the Use Safe Campaign identified that stigma was one of the key reasons that prevented individuals using along from accessing harm reduction supports and additional services. All of PEOPLE's programming has been designed to reduce stigma that prevents individuals from accessing help.

In British Columbia, Indigenous women are uniquely impacted; in 2018, 39% of all fatal overdoses for First Nations were among women, compared with a rate of 17% for non-First Nations deaths. (Source: <https://www.fnha.ca/about/news-and-events/news/first-nations-opioid-overdose-deaths-rise-in-2018>) The project team will take these realities into consideration when designing and implementing the Indigenous cultural teachings part of the project in order to support female participation in the program, and support access to healing and harm reduction services for women.

APPENDIX B - BUDGET

BUDGET EXPENDITURE CATEGORIES	Budget by Fiscal Year (April 1 to March 31)									TOTAL BUDGET	Total Contribution from HC
	2020-2021			2021-2022			2022-2023				
	04/2020 - 03/31/20YY			04/01/2021 - 03/01/2022			04/01/2022 - 03/31/2023				
	HC	Other Sources		HC	Other Sources		HC	Other Sources			
		Cash	In-kind		Cash	In-kind		Cash	In-kind		
PERSONNEL SALARIES & BENEFITS	\$35,000			\$25,000			\$15,000			\$75,000	\$75,000
CONTRACTUAL PERSONNEL	\$87,500			\$215,000			\$189,500			\$492,000	\$492,000
TRAVEL & ACCOMMODATIONS										\$0	\$0
MATERIALS & SUPPLIES	\$30,750			\$25,750			\$500			\$57,000	\$57,000
EQUIPMENT	\$1,000			\$1,000						\$2,000	\$2,000
RENT & UTILITIES	\$5,000			\$5,000						\$10,000	\$10,000
PERFORMANCE MEASUREMENT	\$5,000			\$10,000			\$10,000			\$25,000	\$25,000
OTHER COSTS (please specify):											
1) Insurance	\$10,000			\$10,000			\$10,000			\$30,000	\$30,000
TOTAL	\$174,250	\$0	\$0	\$291,750	\$0	\$0	\$225,000	\$0	\$0	\$691,000	\$691,000

COMMENTS:

APPENDIX C

REPORTING PLAN

ITEM	DUE DATE
RECIPIENT SIGNING AUTHORITIES <i>* Use template provided by HC</i>	<ul style="list-style-type: none"> • Upon signature of the Agreement • Updates as required throughout the Agreement
CASHFLOW FORECAST <i>* Use Appendix D</i>	<ul style="list-style-type: none"> • Within 30 calendar days of Agreement signature • April 30th for each subsequent Fiscal Year
RECORD OF EXPENDITURES <i>* Use Appendix D</i>	<ul style="list-style-type: none"> • A total of 2 times for Fiscal Year(s) 2020-21, 2021-2022, 2022-2023: <ul style="list-style-type: none"> • October 31 • April 30 • The maximum reporting frequency is 4 times per Fiscal Year and it can be enforced at any time during the course of the Agreement when communicated in <u>writing</u> by your Health Canada Representative prior to March 31 of a particular Fiscal Year.
ANNUAL PLAN <i>* Use template provided by HC unless otherwise indicated</i>	<ul style="list-style-type: none"> • Within 30 calendar days of Agreement signature • April 30th for each subsequent Fiscal Year
PERFORMANCE MEASUREMENT TOOLS (Logic Model & Indicator Table) <i>* Use Indicator Table template provided by HC</i>	<ul style="list-style-type: none"> • 3 months after Agreement is signed
PROGRESS / PERFORMANCE REPORT <i>* Use template(s) provided by HC</i>	<ul style="list-style-type: none"> • A total of 2 times for Fiscal Year(s) 2020-21, 2021-22, 2022-23: <ul style="list-style-type: none"> • October 31 • April 30 • The maximum reporting frequency is 4 times per Fiscal Year and it can be enforced at any time during the course of the Agreement when communicated in <u>writing</u> by your Health Canada Representative prior to March 31 of a particular Fiscal Year.
FINAL EVALUATION REPORT <i>* Use template provided by HC unless otherwise indicated</i>	<ul style="list-style-type: none"> • June 30, 2023

DECLARATION OF UNDERSPENDING <i>* Use template provided by HC</i>	<ul style="list-style-type: none">• March 1 of each Fiscal Year and earlier if requested
DECLARATION OF PROCEEDS OR INCOME (e.g., interest, credits, rebates, refunds, etc.) <i>* Use template provided by HC unless otherwise indicated</i>	<ul style="list-style-type: none">• April 30, 2023
OTHER SOURCES OF FUNDS - DECLARATION OF REVENUE AND EXPENDITURES <i>* Use template provided by HC unless otherwise indicated</i>	<ul style="list-style-type: none">• Upon signature of the Agreement, a declaration of all actual and/or anticipated sources of assistance for carrying out the Initiative (including cash and in-kind contributions)• Following the expiration or termination of the Agreement, a final declaration of the total contributions received from all sources for the Initiative (including cash and in-kind contributions), as well as the total expenditures made in relation to the Initiative:<ul style="list-style-type: none">• April 30, 2023
DECLARATION OF ASSETS ACQUIRED <i>* Use template provided by HC unless otherwise indicated</i>	<ul style="list-style-type: none">• April 30, 2023
ANNUAL AUDITED FINANCIAL STATEMENTS	<ul style="list-style-type: none">• Within 30 calendar days of release
OTHER AUDIT REPORTS	<ul style="list-style-type: none">• Within 30 calendar days of release

CASH FLOW FORECAST AND RECORD OF EXPENDITURES

Period: Semi-Annual

Part 1	Arrangement Number:	Initiative Title:	Organization Name:	Health Canada Program Name:	Fiscal Year:
	2021-HQ-000025	PEOPLE Peer Navigators and Capacity Building	City of Kelowna	Substance Use and Addictions Program	2020-2021

Part 2	First Period 04/01/2020 - 09/31/2020				Second Period 10/01/2020 - 03/31/2021				Baseline Approved Budget	Actuals to date plus future Forecasts	Variance % between Baseline & Forecasted Expenses	Total Actual Expenses	Total Funding Remaining	Variance % between Baseline & Actual Expenses	Budget Item "Other Costs", Please Specify:			
	Budget Items	Forecast	Actual	Difference		Forecast	Actual	Difference							Description	Total Forecast	Total Actual	
\$				%	\$			%										
Personnel Salaries & Benefits				0	0%			0	0%	35,000	0	100%	0	35,000	100%	Insurance	10,000	
Contractual Personnel				0	0%			0	0%	87,500	0	100%	0	87,500	100%	**		
Travel & Accommodations				0	0%			0	0%		0	0%	0	0	0%	**		
Materials & Supplies				0	0%			0	0%	30,750	0	100%	0	30,750	100%	**		
Equipment				0	0%			0	0%	1,000	0	100%	0	1,000	100%	**		
Rent & Utilities				0	0%			0	0%	5,000	0	100%	0	5,000	100%	**		
Performance Measurement				0	0%			0	0%	5,000	0	100%	0	5,000	100%	**		
				0	0%			0	0%		0	0%	0	0	0%	**		
				0	0%			0	0%		0	0%	0	0	0%	**		
				0	0%			0	0%		0	0%	0	0	0%	**		
Other Costs				0	0%			0	0%	10,000	0	100%	0	10,000	100%	**		
TOTAL		\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$174,250	\$0	100%	\$0	\$174,250	100%	SUBTOTAL	\$10,000	\$0

Part 3		April	May	June	July	August	September	Subtotal	October	November	December	January	February	March	Subtotal	Total
	Monthly Forecast / Monthly Actual	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Part 4		2020-21	2021-22	2022-23	20XX-XX	20XX-XX	Total
	Annual Forecast	\$174,250	\$291,750	\$225,000	\$0	\$0	\$691,000
	Annual Actual	\$0	\$0	\$0	\$0	\$0	\$0

Part 4.5 (Contact the Office of Gs&Cs to unlock) Complete Part 4.5 only if a carry-forward from the previous fiscal year has been approved by Health Canada. NOTE: This is not permitted under most funding agreements.

Part 5	AUTHORIZED SIGNATURE			HEALTH CANADA		
	I certify that the amounts indicated accurately reflect the initiative forecasts and expenditures for the period specified and that Health Canada may at any time request supporting documents for audit purposes.			Document verified by:		
				Signature		
				Date		
Authorized Signature			Print Name		Date	
					Print Name	

CASH FLOW FORECAST AND RECORD OF EXPENDITURES

Period: Semi-Annual

Part 1	Arrangement Number:	Initiative Title:	Organization Name:	Health Canada Program Name:	Fiscal Year:
	2021-HQ-000025	PEOPLE Peer Navigators and Capacity Building	City of Kelowna	Substance Use and Addictions Program	2021-2022

Part 2

Budget Items	First Period 04/01/2021 - 09/31/2021				Second Period 10/01/2021 - 03/31/2022				Baseline Approved Budget	Actuals to date plus future Forecasts	Variance % between Baseline & Forecasted Expenses	Total Actual Expenses	Total Funding Remaining	Variance % between Baseline & Actual Expenses	Budget Item "Other Costs", Please Specify:		
	Forecast	Actual	Difference		Forecast	Actual	Difference								Description	Total Forecast	Total Actual
			\$	%			\$	%									
Personnel Salaries & Benefits			0	0%			0	0%	25,000	0	100%	0	25,000	100%	Insurance	10,000	
Contractual Personnel			0	0%			0	0%	215,000	0	100%	0	215,000	100%	**		
Travel & Accommodations			0	0%			0	0%		0	0%	0	0	0%	**		
Materials & Supplies			0	0%			0	0%	25,750	0	100%	0	25,750	100%	**		
Equipment			0	0%			0	0%	1,000	0	100%	0	1,000	100%	**		
Rent & Utilities			0	0%			0	0%	5,000	0	100%	0	5,000	100%	**		
Performance Measurement			0	0%			0	0%	10,000	0	100%	0	10,000	100%	**		
			0	0%			0	0%		0	0%	0	0	0%	**		
			0	0%			0	0%		0	0%	0	0	0%	**		
			0	0%			0	0%		0	0%	0	0	0%	**		
Other Costs			0	0%			0	0%	10,000	0	100%	0	10,000	100%	**		
TOTAL	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$291,750	\$0	100%	\$0	\$291,750	100%	SUBTOTAL	\$10,000	\$0

Part 3		April	May	June	July	August	September	Subtotal	October	November	December	January	February	March	Subtotal	Total
	Monthly Forecast / Monthly Actual	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Part 4		2020-21	2021-22	2022-23	20XX-XX	20XX-XX	Total
	Annual Forecast	\$174,250	\$291,750	\$225,000	\$0	\$0	\$691,000
	Annual Actual	\$0	\$0	\$0	\$0	\$0	\$0

Part 4.5 (Contact the Office of Gs&Cs to unlock) Complete Part 4.5 only if a carry-forward from the previous fiscal year has been approved by Health Canada. NOTE: This is not permitted under most funding agreements.

Part 5	AUTHORIZED SIGNATURE					HEALTH CANADA								
	I certify that the amounts indicated accurately reflect the initiative forecasts and expenditures for the period specified and that Health Canada may at any time request supporting documents for audit purposes.					Document verified by:								

CASH FLOW FORECAST AND RECORD OF EXPENDITURES

Period: Semi-Annual

Part 1	Arrangement Number:	Initiative Title:	Organization Name:	Health Canada Program Name:	Fiscal Year:
	2021-HQ-000025	PEOPLE Peer Navigators and Capacity Building	City of Kelowna	Substance Use and Addictions Program	2022-2023

Part 2

	First Period 04/01/2022 - 09/31/2022				Second Period 01/10/2022 - 03/31/2023				Baseline Approved Budget	Actuals to date plus future Forecasts	Variance % between Baseline & Forecasted Expenses	Total Actual Expenses	Total Funding Remaining	Variance % between Baseline & Actual Expenses	Budget Item "Other Costs", Please Specify:		
Budget Items	Forecast	Actual	Difference		Forecast	Actual	Difference										
			\$	%			\$	%									
Personnel Salaries & Benefits			0	0%			0	0%	15,000	0	100%	0	15,000	100%	Insurance	10,000	
Contractual Personnel			0	0%			0	0%	189,500	0	100%	0	189,500	100%			
Travel & Accommodations			0	0%			0	0%		0	0%	0	0	0%	**		
Materials & Supplies			0	0%			0	0%	500	0	100%	0	500	100%	**		
Equipment			0	0%			0	0%	0	0	0%	0	0	0%	**		
Rent & Utilities			0	0%			0	0%	0	0	0%	0	0	0%	**		
Performance Measurement			0	0%			0	0%	10,000	0	100%	0	10,000	100%	**		
			0	0%			0	0%		0	0%	0	0	0%	**		
			0	0%			0	0%		0	0%	0	0	0%	**		
Other Costs			0	0%			0	0%	10,000	0	100%	0	10,000	100%	**		
TOTAL	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$225,000	\$0	100%	\$0	\$225,000	100%	SUBTOTAL	\$10,000	\$0

Part 3

[illegible]

Part 4

	2020-21	2021-22	2022-23	20XX-XX	20XX-XX	Total
Annual Forecast	\$174,250	\$291,750	\$225,000	\$0	\$0	\$691,000
Annual Actual	\$0	\$0	\$0	\$0	\$0	\$0

Part 4.5 (Contact the Office of Gs&Cs to unlock) Complete Part 4.5 only if a carry-forward from the previous fiscal year has been approved by Health Canada. **NOTE:** This is not permitted under most funding agreements.

Part 5

AUTHORIZED SIGNATURE I certify that the amounts indicated accurately reflect the initiative forecasts and expenditures for the period specified and that Health Canada may at any time request supporting documents for audit purposes.			HEALTH CANADA Document verified by:	
_____ Authorized Signature			_____ Signature	
_____ Print Name			_____ Print Name	
_____ Date			_____ Date	

Report to Council



Date: July 13, 2020
To: Council
From: City Manager
Subject: 2020 Memorial Cup Financial Summary
Department: Sport & Event Services

Recommendation:

THAT Council receives, for information, the report from the Sport & Event Services Department, dated July 13, 2020, pertaining to the cancellation of the 2020 Memorial Cup and the financial outcomes associated with it;

AND THAT Council approves the allocation of \$90k in committed grant funds to the Kelowna Memorial Cup 2020 Society to assist with the outstanding operational expenses related to the preparations for hosting the 2020 Memorial Cup;

AND FURTHER THAT Council approves the remaining \$135k currently held in reserve be set aside should the next Western Hockey League Memorial Cup Event be awarded to Kelowna.

Purpose:

To seek Council's approval to re-allocate the approved 2020 Memorial Cup grant funds.

Background:

On August 13, 2018, Council agreed to support a bid to host the 2020 Memorial Cup and to provide a grant of \$225k to assist with the expenses to host this unique sport tourism opportunity. The strong support represented a significant investment towards the event and demonstrated the City's commitment to a successful bid. A local non-profit Host Society developed Kelowna's bid and reviewed the various considerations for hosting the event. The City's Event Services team assisted the Host Society with their bid preparations and supported them throughout the planning process.

On October 3, 2018, the Canadian Hockey League (CHL) announced that Kelowna was selected to host the 2020 Memorial Cup. It was anticipated that over 10,000 visitors would visit Kelowna for the 2020 Memorial Cup from May 21 to 31, 2020 with an economic spinoff of more than \$12M to the local community.

By early 2020, plans to host the event were progressing well with strong ticket sales and positive community support. Preliminary reports of the impact of the COVID-19 pandemic prompted the Host Society to explore safety-related adjustments to the plans however, the intention to move forward with the event did not change. As the pandemic progressed and restrictions tightened, it became apparent that the event would not be able to proceed and various postponement options were considered. On March 23, 2020, the CHL officially cancelled the 2020 Memorial Cup and all parties were notified.

Immediately upon cancellation, the Host Society began the process of winding-up operations and sorting out the financial details of the event. Tasks included, but were not limited to: cancelling all event-related activities, refunding tickets, negotiating with suppliers/vendors and informing sponsors/funders. Significant planning had taken place in preparation for the event, and a number of non-refundable operational expenses were incurred, such as branding/design, advertising/promotion and bid development. The outcome is a fairly significant deficit with revenues of \$43k and expenses of \$308k, totaling a net loss of approximately \$265k.

Request for Funding:

The Kelowna Memorial Cup 2020 Society is hoping to divide the event liability equally between the three host organizations: City of Kelowna, Kelowna Rockets and Canadian Hockey League. To that end, they have asked the City to contribute \$90k of the committed funds to the Host Society to assist with the outstanding operational expenses. Additionally, the Host Society has asked the City to set aside the remaining \$135k of committed funds should the next Western Hockey League Memorial Cup event be awarded to Kelowna. To date, none of the City's committed funds have been transferred to the Host Society.

Internal Circulation:

Active Living & Culture Division
Financial Services Division
Communications Department

Financial/Budgetary Considerations:

In the 2020 Financial Plan, Council approved a grant in the amount of \$225k for the 2020 Memorial Cup to be funded \$25K from the Event Development Funds Reserve and \$200k from the Public Private Partnership Opportunity Reserve. The request is to have \$90k of the grant funds used to assist with the outstanding expenses as the event was cancelled due to COVID-19. Furthermore, that the remaining \$135k currently held in reserve be set aside should the next Western Hockey League Memorial Cup event be awarded to Kelowna.

Considerations not applicable to this report:

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

Submitted by:

Doug Nicholas, Sport & Event Services Manager

Approved for inclusion:

Jim Gabriel, Divisional Director, Active Living & Culture

Attachments:

2020 Kelowna Memorial Cup – PowerPoint Presentation

cc: Genelle Davidson, Divisional Director, Financial Services



Kelowna 2020 Memorial Cup

July 13, 2020



Timeline

- ▶ June 2018 – bid process begins
- ▶ August 2018 – Council supports bid
- ▶ October 2018 – Kelowna wins bid
- ▶ November 2018 – event planning process begins
- ▶ May 2019 – Halifax hand-off
- ▶ February 2020 – COVID-19 modifications
- ▶ March 2020 – event cancelled
- ▶ April 2020 – event wind-up process begins



Funding Request

- ▶ \$225K committed to 2020 Event

- ▶ \$90K – deficit share



- ▶ \$135K – 2023 Memorial Cup



Questions?

For more information, visit kelowna.ca.

Report to Council



Date: July 13, 2020
To: Council
From: City Manager
Subject: Tourism Recovery Support
Department: Business & Entrepreneurial Development

Recommendation:

THAT Council receives, for information, the report from the Partnership Office dated July 13, 2020 regarding tourism recovery support;

AND THAT Council direct staff to bring forward the 2021 Affordable Housing Plan with a 50/50 sharing of the Online Accommodation Platform revenue on a one time basis only;

AND FURTHER THAT the City of Kelowna endorses the resumption of destination marketing by Tourism Kelowna to local, regional, provincial and Western Canadian audiences, until such time as national and international visitation is approved as safe by provincial health authorities

Purpose:

To provide information and options for consideration regarding a request from Tourism Kelowna for financial support to assist with marketing strategies and tourism recovery.

Background:

The tourism sector has been deeply impacted by the COVID-19 pandemic. From the outset, Tourism Kelowna has responded to visitor health concerns and assisted in managing the needs of tourism-related businesses as they face devastating revenue losses.

As tourism enters a transitional re-opening phase, Tourism Kelowna is now focused on ensuring its own viability and implementing strategic marketing initiatives to help drive recovery of the visitor economy. To support these efforts, Tourism Kelowna has approached the City of Kelowna for additional financial support.

Discussion:

Tourism Kelowna's approved 2020 budget was \$4.7 million, including core marketing funding of \$2.96 million in expected Municipal and Regional District Tax (MRDT), and approximately \$344,000 of municipal funding paid in monthly instalments of \$28,702. Municipal funding is allocated as follows in the Tourism Kelowna budget: \$31,100 for Events, \$138,330 for Marketing and \$175,000 for operation of the Visitor Centre.

In response to the pandemic, Tourism Kelowna reduced its budget by cutting approximately \$2 million in program and operational costs, leaving \$2.69 million for basic operations and marketing. Cuts included closure of two visitor centre locations, staff layoffs, cancellation of 2020 Q1 and Q2 marketing campaigns and programs, and elimination of other planning and research initiatives. Revenues were projected at \$1.92 million (including \$1.04 million in MRDT).

In addition to other relief measures available to tourism businesses and employees, Tourism Kelowna as an organization has benefited from emergency funding programs including:

- A grant of \$477,400 from the Province of BC to cover staff and fixed overhead costs;
- Marketing resources totaling \$295,000 from Destination Canada (through Destination BC), payable in two instalments of \$147,500, one now, and one in January 2021; and
- Canada Emergency Wage Subsidy (75%) of \$283,000 up to September 2020.

2020 MRDT revenues used to support marketing activity are projected to mirror occupancy rates, which remain very low at 10% to 20% of normal rates for the spring/summer period, possibly extending into the fall period depending on how long it takes for visitor confidence to return. This is supported by results from a recently conducted Tourism Kelowna stakeholder survey.

In addition to much lower MRDT revenues, there is a lag time of approximately three months for revenues to be processed and paid to Tourism Kelowna. The Province has also provided businesses with an option to defer their tax remittances to September, meaning that at least some of the 2020 MRDT revenue may not be available until the end of 2020 and into Q1 2021.

For Q1 2020, general MRDT revenues received were \$142,450, and there was no Online Accommodation Platform (OAP) payment. This compares to Q1 2019 MRDT revenues of \$560,450, which included an OAP payment of \$119,000.

Tourism Kelowna has requested the City's assistance to ensure destination marketing resources are in place for the summer of 2020 to enable the launch of a strong tourism recovery campaign. Information about the marketing recovery campaign has been provided by Tourism Kelowna and is contained in Appendix A.

Staff have considered a number of options in an attempt to strike an appropriate balance between the City's long-term priority to fulfill its affordable housing objectives through use of OAP revenues, and the need to respond in the short term to the impact of the pandemic on the tourism sector and the local economy.

Discussion:

Recognizing the unique challenges that Online Accommodation Platforms have posed to the housing market, the Province has provided municipalities the opportunity to allocate the OAP revenue stream to address local affordable housing needs. With persistent housing challenges in Kelowna, the OAP funds have been directed into the Online Accommodation Platform Reserve since 2018 and are currently earmarked for an affordable housing land acquisition project to support increasing the number of affordable rental units in Kelowna. As part of the Healthy Housing Strategy, City staff are developing an Affordable Housing Land Acquisition Strategy and associated funding options, which will be brought to Council at a later date.

In view of the City's affordable housing plans, the need for OAP revenues to support affordable housing initiatives, and very low revenues anticipated for 2020 OAP, staff investigated alternative avenues to provide support for tourism recovery marketing. Staff have identified two preferred approaches which, when combined, provide both immediate and extended market recovery support. These approaches have been reviewed with Tourism Kelowna:

a) that the City pays to Tourism Kelowna the remaining balance of 2020 budgeted City support as a lump sum payment. By combining remaining monthly instalments into a lump sum of approximately \$143,500, Tourism Kelowna will be better positioned to implement immediate marketing initiatives, and there will be minimal budget impact for the City. These are not new or additional resources for Tourism Kelowna but the change in payment schedule functions as a cash flow 'bridge' to support marketing initiatives during a time when MRDT revenues are reduced/deferred.

b) It is reasonable to assume that tourism recovery will continue into 2021 and this should be accounted for in planning for 2021 OAP revenues. The City's 2021 Affordable Housing Plan will be submitted to the Province by the end of November 2020. Staff propose that the 2021 Affordable Housing Plan reflect a 50/50 sharing of 2021 OAP revenues between the City and Tourism Kelowna. This sharing mechanism is used by other jurisdictions and reflects:

- the need for additional marketing resources for Tourism Kelowna during the continuing recovery period expected in 2021, and
- the need to continue accumulation of financial resources to support affordable housing initiatives.

For 2022, the City's intention is to once again claim 100% of OAP revenues to support affordable housing initiatives. This will be reviewed with Tourism Kelowna in Q3 2021.

Conclusion:

Through a Tourism Kelowna Resident Sentiment Survey conducted between June 3 and June 6, 2020, local residents report a 'green light' level of comfort for marketing regionally and within BC, and when deemed safe by health officials, to western Canadian Provinces. They are less supportive, at 'yellow light' cautionary levels, regarding marketing to the rest of Canada, and over 73% responded as 'not comfortable' for welcoming any U.S. or international visitors.

These results are a good indication that there is community support for resumption of destination marketing with a 'short haul' (BC and Western Canada) focus. Tourism businesses are eager to re-open and welcome visitors. With the recent provincial announcement that British Columbia has entered Phase 3 of its reopening plan, Tourism Kelowna is poised to implement promotions which generate revenues and recovery for their hundreds of stakeholders. In accordance with Destination Canada and Destination BC direction, municipal governments have been asked to confirm, on behalf of their residents, that destination promotion can resume.

The City of Kelowna values its relationship with Tourism Kelowna and recognizes the significant role of tourism in the local economy. In response to the unprecedented financial impact of the pandemic on the tourism sector, the City is enabling tourism recovery by supporting Tourism Kelowna's marketing initiatives.

Internal Circulation:

Finance
Policy & Planning
Active Living & Culture
Communications

Financial/Budgetary Considerations:

In November 2018 and November 2019 City Council approved the direction of the OAP revenues towards affordable housing initiatives. In 2019, the City received \$3.6 million of MRDT revenues and contributed \$470,690 to the OAP reserve for affordable housing initiatives, with the remaining \$3.1 million disbursed to Tourism Kelowna for marketing purposes. A total of \$514,690 in 2018/2019 OAP revenues is held in the OAP reserve.

Considerations not applicable to this report:

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

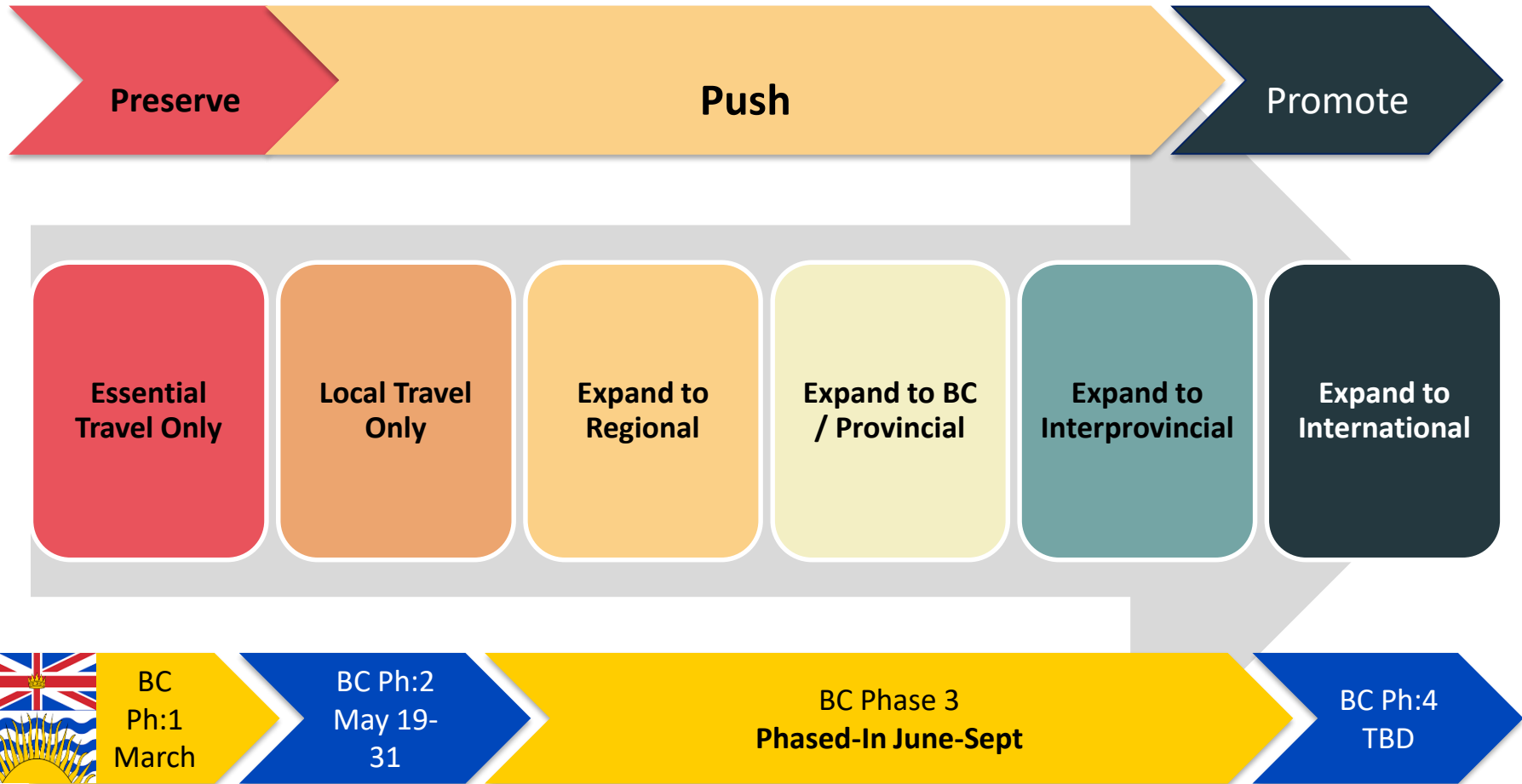
Submitted by: S. Kochan, Partnership Manager

Approved for inclusion: R. Fine, Director Business & Entrepreneurial Development

Attachment: 1. Appendix A: 'The Way Forward' (Tourism Kelowna 2020 Marketing Recovery Campaign)
2. PowerPoint

cc: M. Antunes, Financial Planning Manager
M. Kam, Acting Manager, Long Range Policy Planning
J. Gabriel, Director, Active Living & Culture
L. Ballantyne, CEO Tourism Kelowna

The Way Forward



The Way Forward: COVID-19 Response Plan

	1) PRESERVE	2) PUSH	3) PROMOTE
Estimated Timing	<i>Now: during travel restrictions March-June (Q2)</i>	<i>Next: as travel restrictions are lifted Staged return: July to Sept (Q3)</i>	<i>Ahead: as additional restrictions lifted Staged return: Oct to Dec (Q4)</i>
Key Focus	<u>Preserve</u> and protect visitor economy and the DMO, help businesses persevere, enhance awareness of local stakeholders and industry	<u>Push</u> out marketing, heavy-up targeted media campaigns, short-haul markets for immediate conversions, revenue flow and recovery	<u>Promote</u> destination again to begin recovering visitation and economic impact, rebuild awareness and desire to travel
Key Actions Based on Funding Availability (TBD)	<ul style="list-style-type: none"> Establish weekly stakeholders communications Link local businesses with resources (e.g. public health, business assistance) Connect consumers to businesses to #supportlocal #exploreKelownafromhome Expand online store with more local products Host sector group meetings Host tourism townhalls with partner organizations Continue Meetings & Events sales Stakeholder and residents surveys Participate in Central Okanagan Economic Recovery Task Force Seek emergency funding for DMO viability 	<ul style="list-style-type: none"> Visitor Centre staged re-opening Launch BC and AB media campaigns as travel returns Resume some of the paused Meetings & Conference tactics Pursue partnerships with nearby communities for Okanagan-wide programs Reconnect to Destination BC partnered programs Launch Stakeholder Membership Benefits relief program 	<ul style="list-style-type: none"> Expand marketing into Western Canada campaigns re: winter Resume remaining national and U.S. marketing tactics paused in spring; staged return to key markets Provide ticket sales support for Brier for spring 2021 visitation recovery See new revenue to offset expected decrease in 2021 marketing/ MRDT funds



Kelowna is Ready

2020 Marketing Recovery Campaign

Recovery Campaign: *Kelowna Is Ready*

WHEN

- Return to travel will be in stages
- Aligned with the Province's re-opening and the City's readiness to welcome visitor
- When BC moves into Phase 3, late June?
- Adding new travel markets when safe
- Marketing through to end of 2020 with seasonal messaging e.g. winter
- Consider resident's support
- Consider tourism business-readiness

Recovery Campaign: *Kelowna Is Ready*

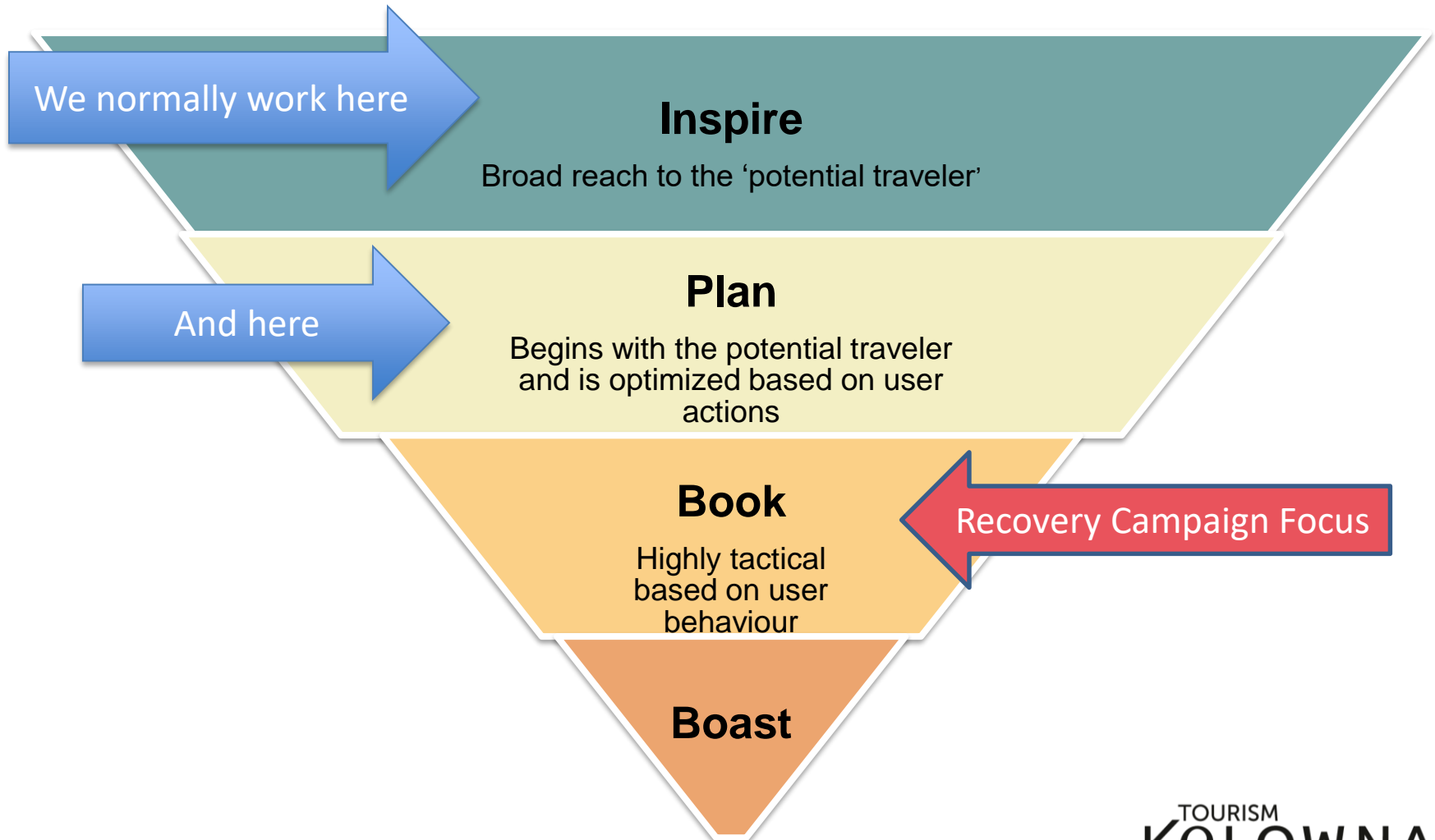
WHO

- It will be a very, very crowded marketplace within the province
- Kelowna and the Okanagan an important part of DBC's in-province campaign
- Focus on repeat/ return visitors in short-term (64%)

HOW

- Begin to recapture overnight visitation
- Visitation numbers, hotel occupancy, ADR, RevPAR, other industry indicators
- Increase 'low-funnel' tactics to ring registers

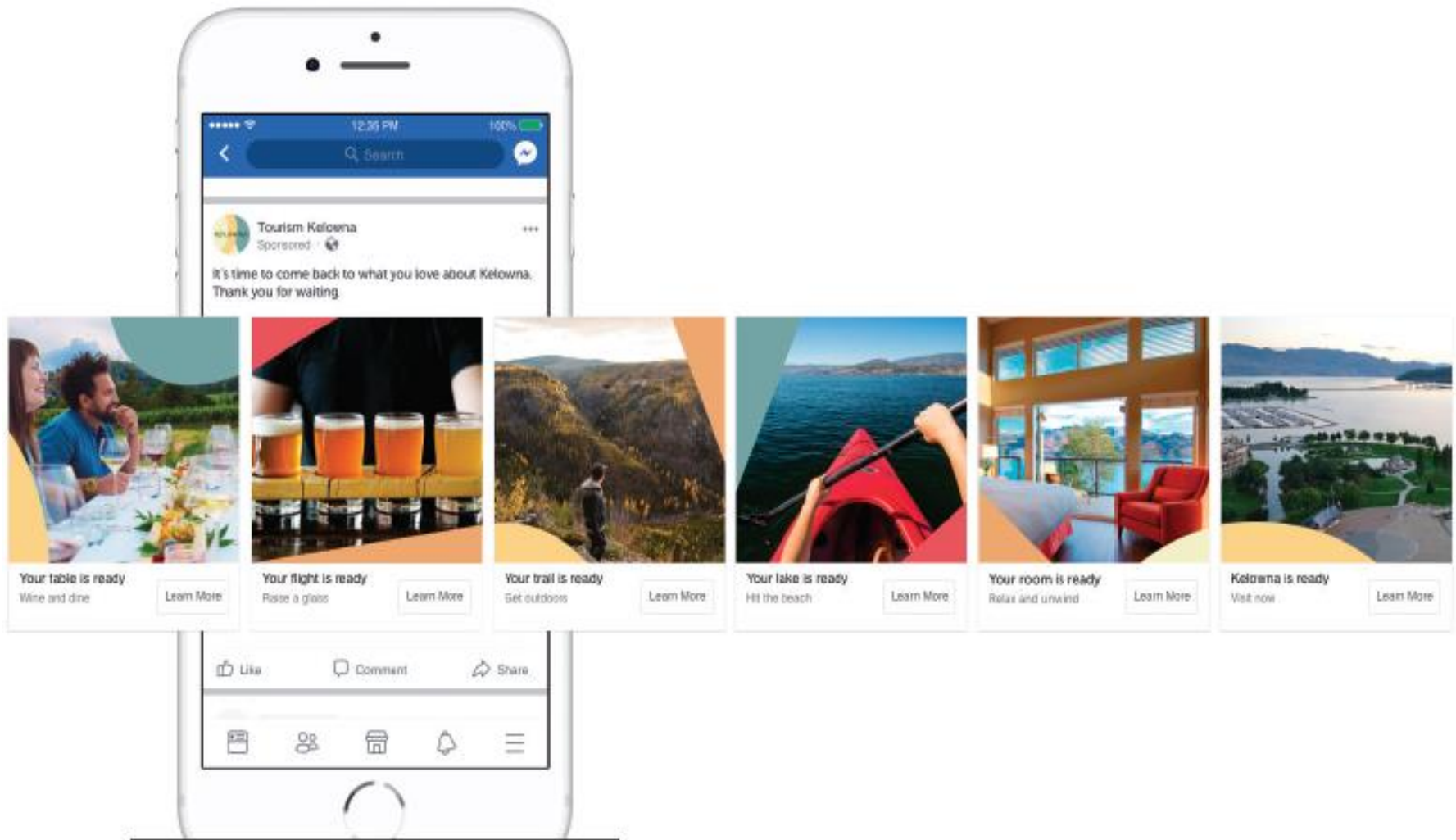
Consumer Funnel



Proven Campaign Tactics

- **Print** (province-wide through DBC partnership)
- **TV** (Global TV, in-show bottom screen banners)
- **Paid Social** (Facebook & Instagram)
- **E-mail Marketing**
- **Google Adwords** (high ranked keyword searches)
- **Online Travel Agency Ads** (tripadvisor, expedia)
- **Digital Ads** (Weather Network)
- **Native Content** (ads look like editorial content)
- **Digital Retargeting** website ads

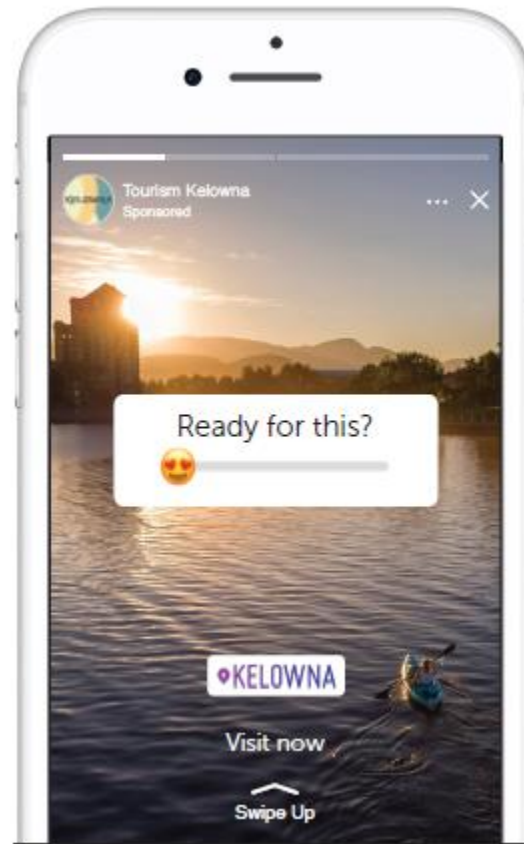
Campaign Creative – Social Ads



Campaign Creative – Social Ads



Campaign Creative – Social Ads



Campaign Creative – TV Banners



Delivering 11 million impressions

Budget: \$350,000

51% promoting Summer

35% promoting Fall

14% promoting Winter

Goals (KPIs): page views, link clicks,
open rates, response rates, bookings



We Are Ready



Tourism Recovery Support

July 13, 2020



MRDT revenue streams

MRDT

- Tax remitted by hotels/motels
- Province → City → Tourism Kelowna for marketing

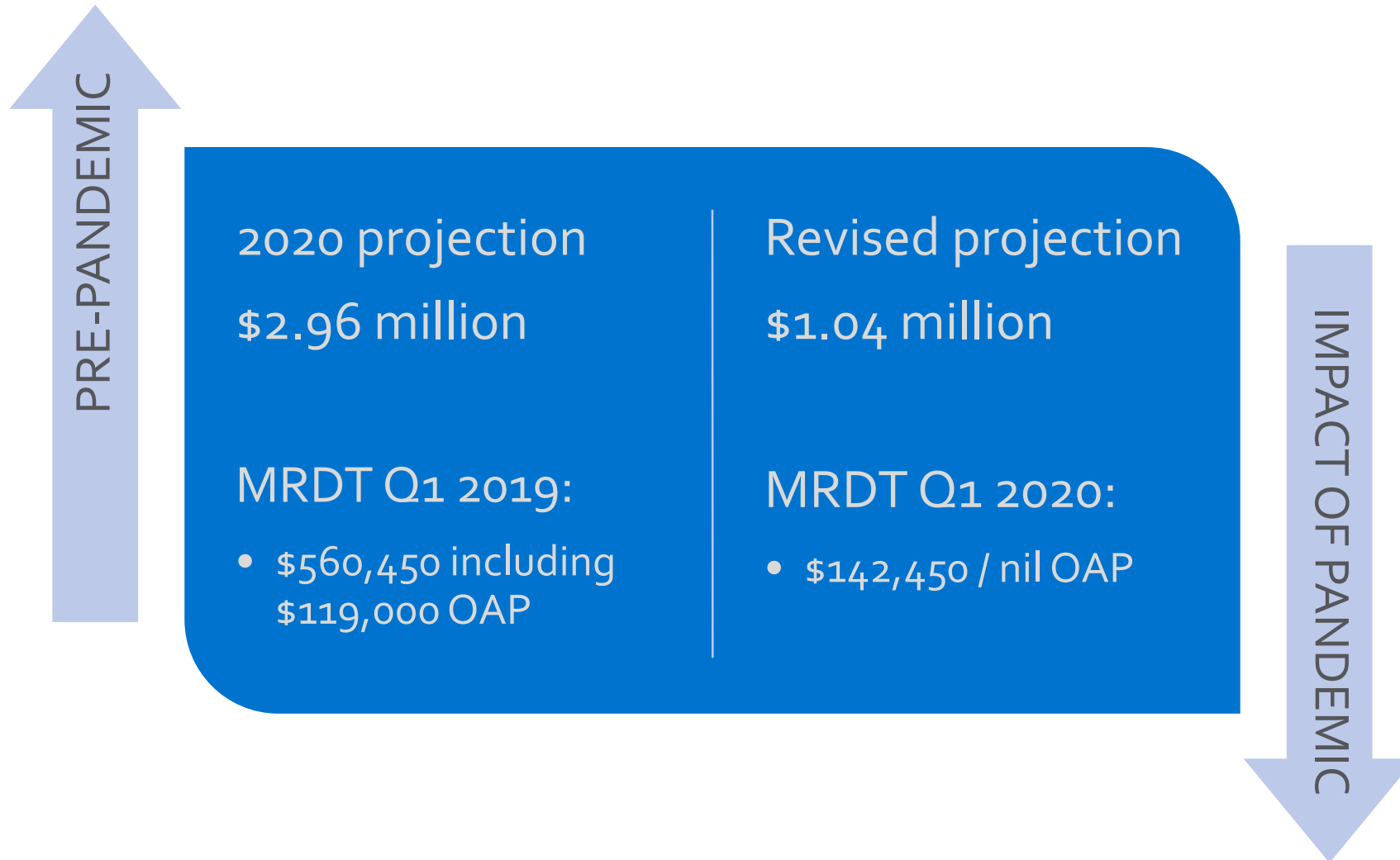
OAP

- Tax remitted by Online Accommodation Platform hosts (2018)
- For marketing or affordable housing

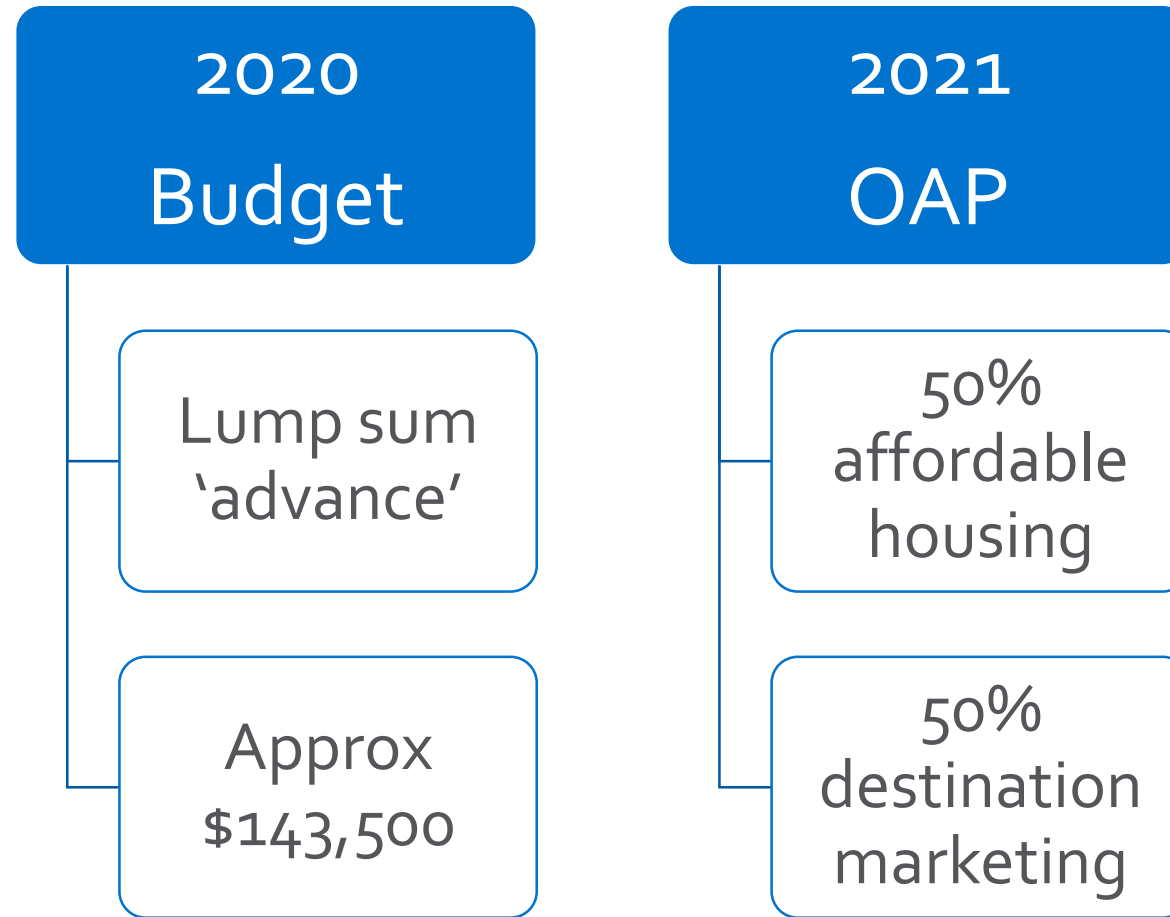
City of Kelowna OAP Reserve



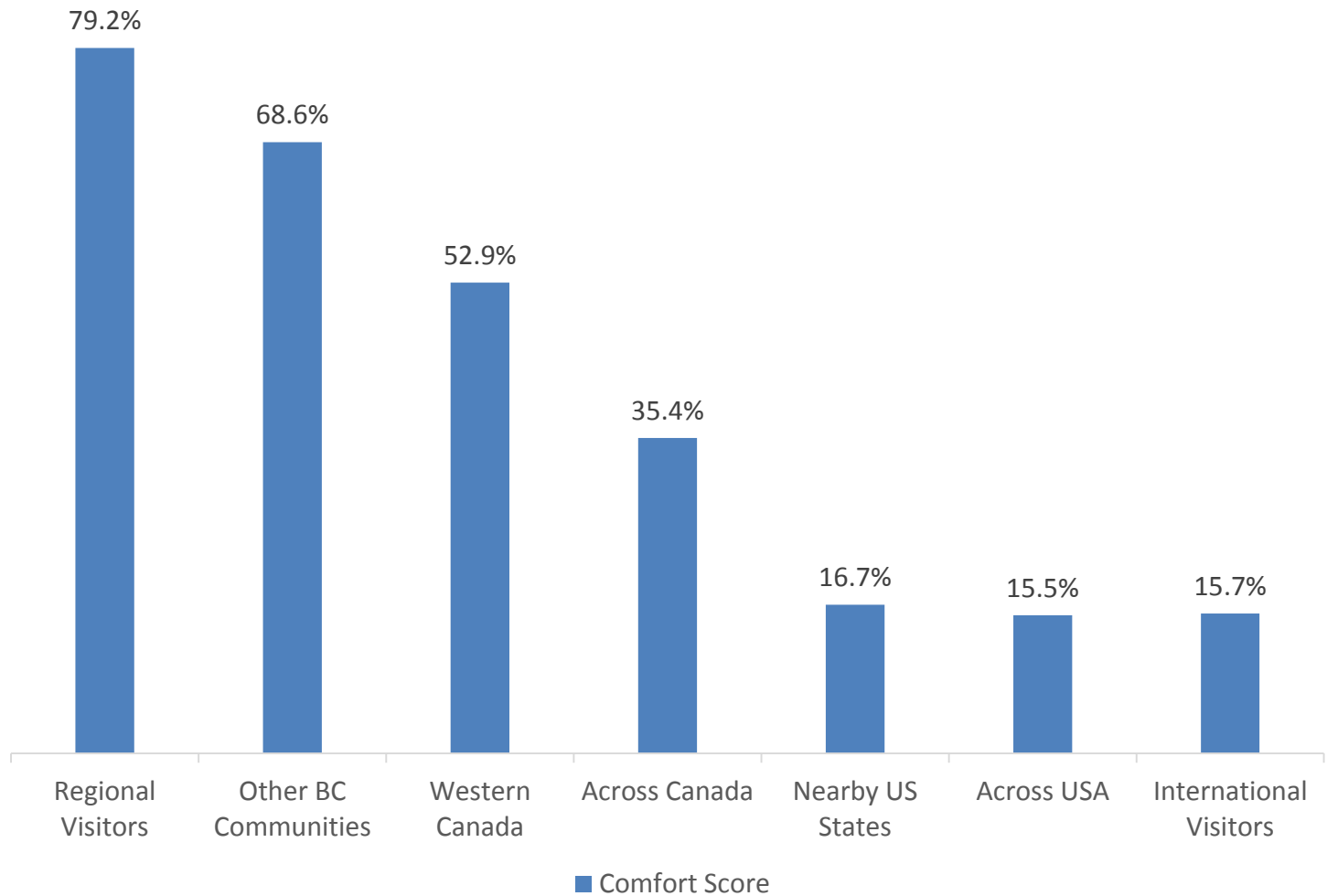
MRDT revenues



Marketing Recovery Support

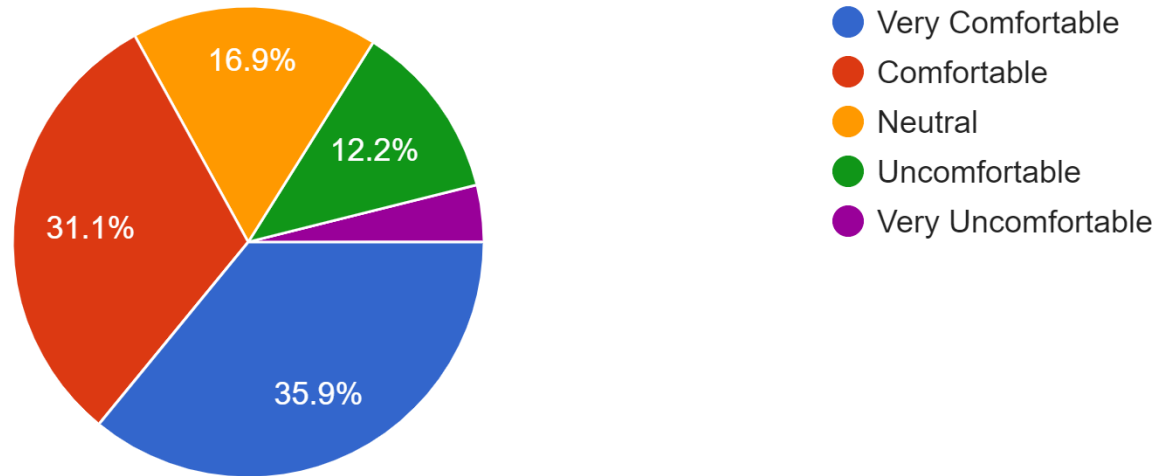


Summary of resident comfort levels for welcoming visitors back to Kelowna



11. How would you feel if you saw advertising promoting Kelowna as a place for residents of BC to visit when it is safe to do so (according to the provincial government and health authority)?

615 responses



General Comfort Score

Comfortable: 67.0% of residents
Neutral: 16.9% of residents
Not Comfortable: 16.1% of residents



Questions?

For more information, visit kelowna.ca.

Report to Council



Date: July 13, 2020
To: Council
From: City Manager
Subject: Okanagan Gateway Study
Department: Integrated Transportation

Recommendation:

THAT Council receives, for information, the report from the Integrated Transportation Department dated July 13, 2020, with respect to the Okanagan Gateway Study.

Purpose:

To provide Council with an update on the Okanagan Gateway Study.

Background:

The Okanagan Gateway Transportation Study (OGTS) has been developed in partnership with the Kelowna International Airport (YLW), the City of Kelowna (COK), the University of British Columbia - Okanagan (UBCO) and the BC Ministry of Transportation and Infrastructure (BC MoTI).

This study recommends a suite of future transportation projects, programs and policies to strengthen the economy, quality of life and further the OGTS partners' commitment to climate action by improving connections to the Kelowna International Airport and the University of British Columbia Okanagan. The OGTS supports the vision of YLW, UBCO and surrounding area as a growing, vibrant and connected hub that benefits the whole region.

Discussion:

The table below summarizes the core functions and objectives to be addressed in the OGTS.

Core Function	Functional Objectives and Description
Access for people to and from the Okanagan Gateway	<ul style="list-style-type: none">Provision of capacity for private vehicles will meet the residual demand not accommodated by transit, active modes or through trip reduction strategies.
Business, tourism and industrial access to and from the Okanagan Gateway	<ul style="list-style-type: none">Strategically-placed highway access is focused on supporting economic growth in the area, with a particular emphasis on moving goods to and from the Gateway.

Moving people and goods through the Okanagan Gateway	<ul style="list-style-type: none"> The network will allow for efficient and generally unimpeded travel through the Gateway on the highway and rail trail.
Moving people within the Okanagan Gateway	<ul style="list-style-type: none"> Given the short nature of internal Gateway trips, walking, cycling and transit should be prioritized for trips between internal Gateway locations on local streets.

Recommendations from the OGTS are being integrated into concurrent transportation planning efforts for consideration, including the Regional Transportation Plan and Kelowna Transportation Master Plan.

Conclusion:

The recommendations from the OGTS have been coordinated with and incorporated into the Regional Transportation Plan with the intent to have a coordinated approach to look for funding to advance the various phases of the study.

Internal Circulation:

Airport Director
Communications Advisor
Divisional Director, Planning & Development Services
Infrastructure Engineering Manager
OCP Project Planner
Senior Airport Development Manager
Strategic Transportation Planning Manager
Transportation Engineering Manager

Considerations applicable to this report:

Legal/Statutory Authority:
Legal/Statutory Procedural Requirements:
Existing Policy:
Financial/Budgetary Considerations:
External Agency/Public Comments:
Communications Comments:

Considerations not applicable to this report:

Submitted by:
G. Foy, Transportation Engineering Manager

Approved and reviewed by:
R. Villarreal, Integrated Transportation Manager

Approved for inclusion:



A. Newcombe, Divisional Director, Infrastructure

Attachment 1 – Okanagan Gateway Study Presentation

cc: Airport Director
Divisional Director, Corporate Strategic Services
Divisional Director, Infrastructure
Divisional Director, Planning & Development Services
Senior Airport Development Manager



Okanagan Gateway Transportation Study

Kelowna Council Presentation

July 13, 2020

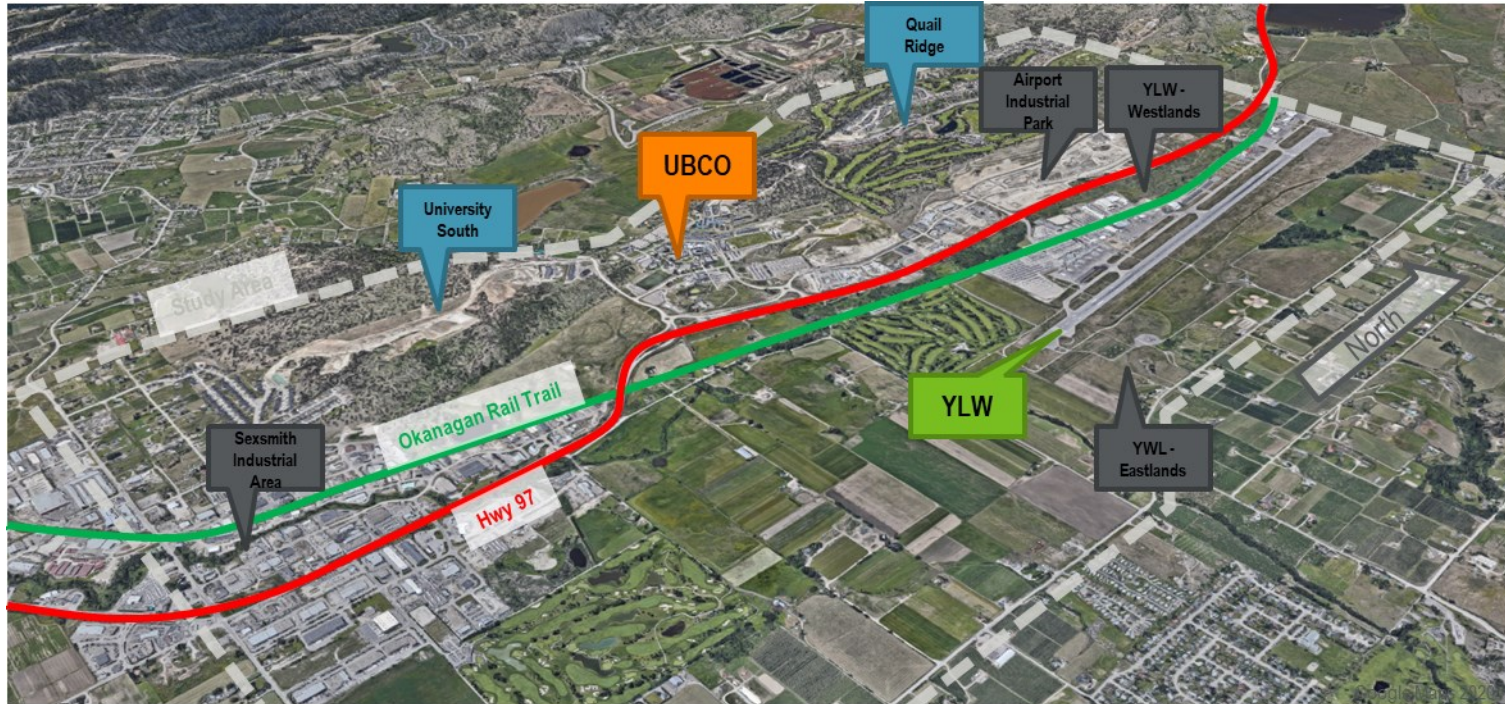


The Okanagan Gateway Transportation Study (OGTS)

- ▶ An overall transportation strategy for an important and growing area.
- ▶ In partnership, the BC Ministry of Transportation and Infrastructure, the City of Kelowna, Kelowna International Airport and the University of British Columbia coordinated efforts to assess future transportation needs.
- ▶ An approach that recognizes shared interest in the Gateway's success, the interconnected nature of transportation and the benefits of coordinated action.

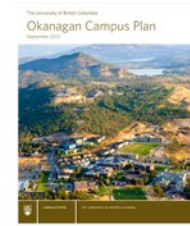


The Okanagan Gateway



The Okanagan Gateway Transportation Study (OGTS)

- ▶ A focused technical study of the future transportation needs of the Okanagan Gateway
- ▶ Considers current and future conditions.
- ▶ Recommends policies, projects and programs for consideration within other City, regional and provincial plans.



Kelowna Transportation
Master Plan



Regional Transportation
Plan



01 **Objectives and Background**

02 **Travel Patterns**

03 **Modal Shift**

04 **Implementation and Future Study**

01 **Objectives and Background**

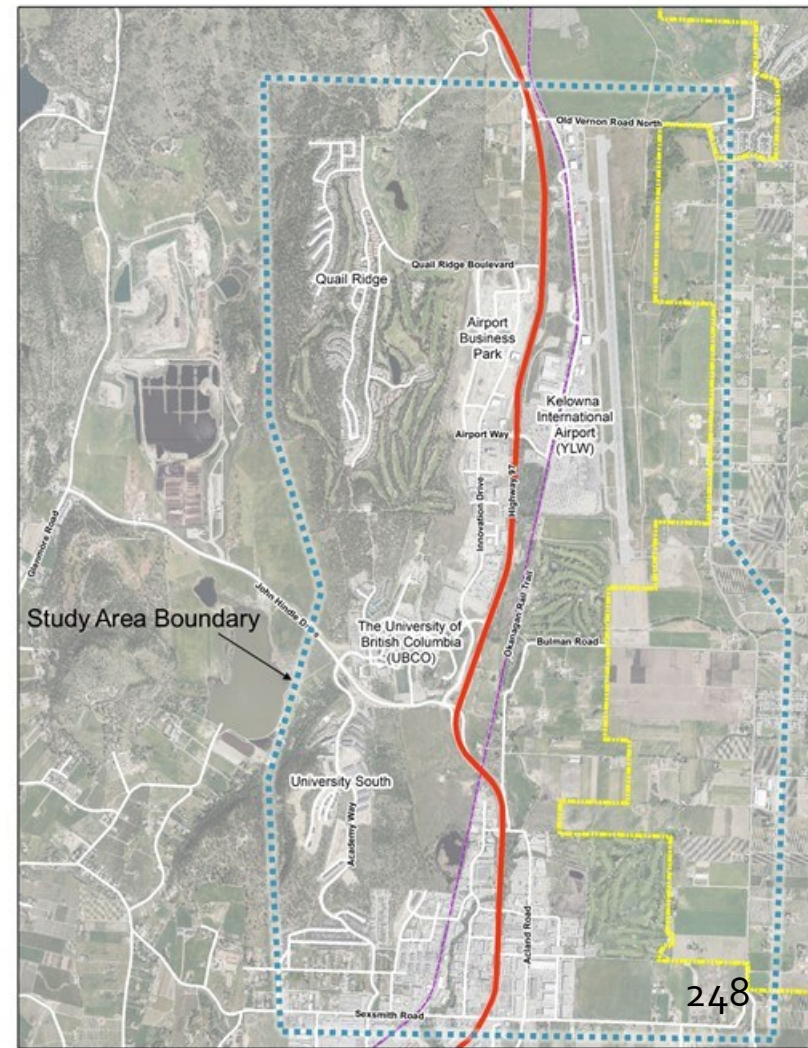
OGTS Partners



The OGTS

- defines future transportation projects, programs and policies to strengthen the economy and quality of life
- furthers the OGTS partners' commitment to climate action
- improves connections to YLW and UBCO

The OGTS supports the vision of YLW, UBCO and surrounding area as a growing, vibrant and connected hub that benefits the whole region.



Functions and Objectives

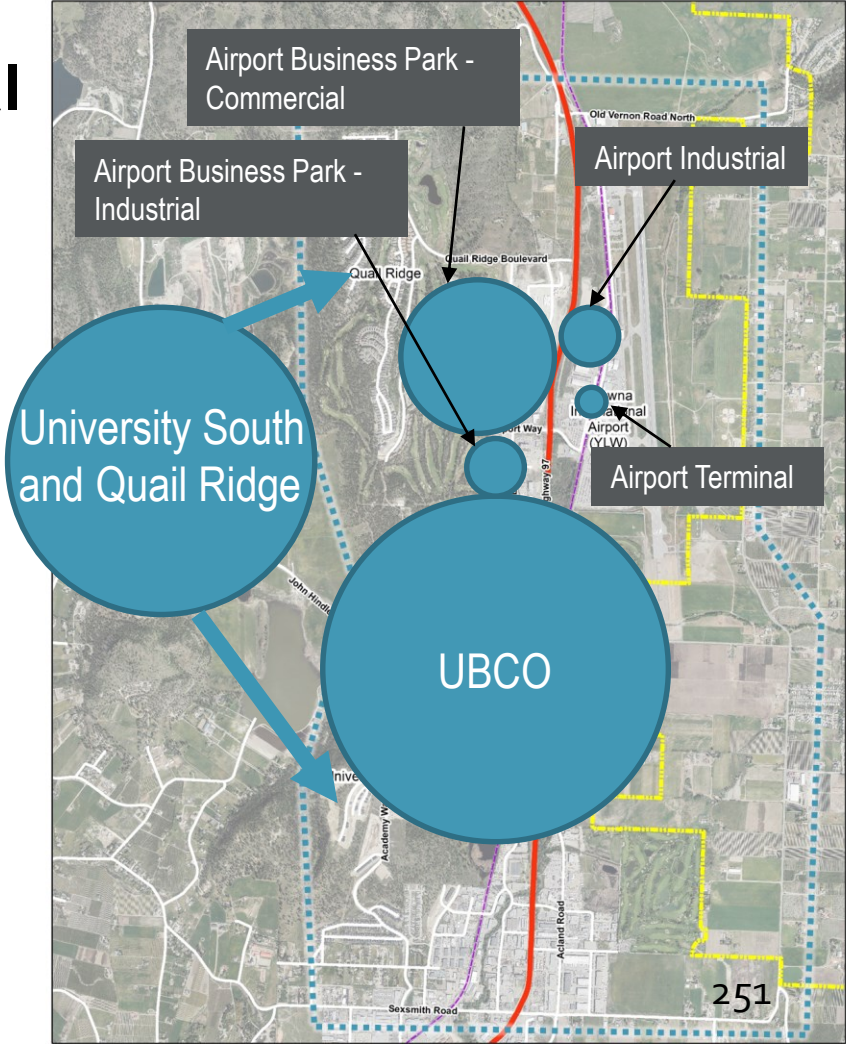
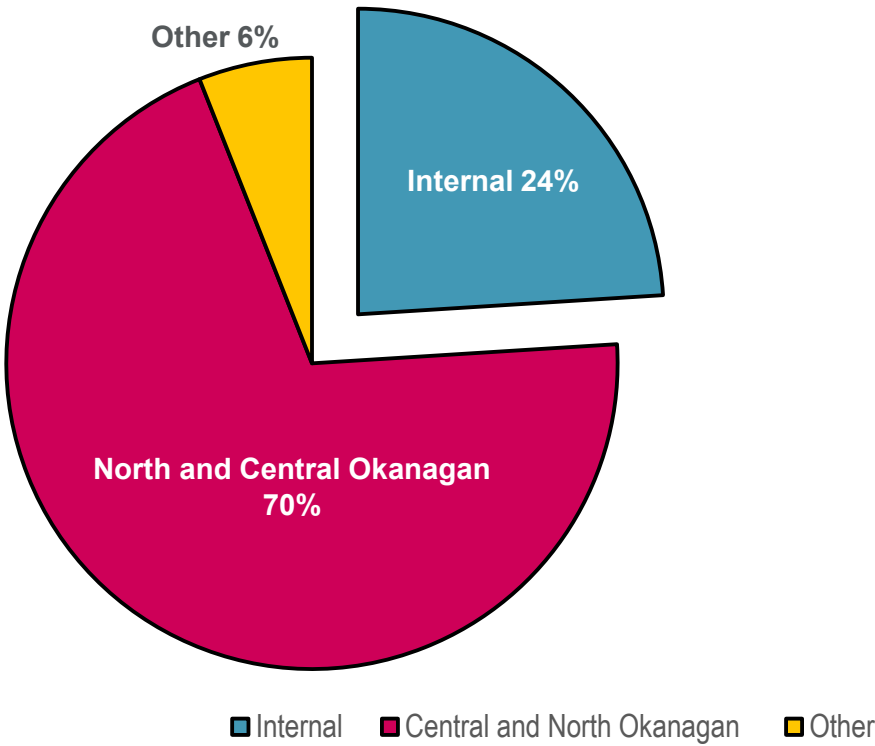
Core Function	Functional Objectives and Description
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Business, tourism and industrial access to and from the Okanagan Gateway	<ul style="list-style-type: none"> Strategically-placed highway access is focused on supporting economic growth in the area, with a particular emphasis on moving goods to and from the Gateway.
Moving people and goods through the Okanagan Gateway	<ul style="list-style-type: none"> The network will allow for efficient and generally unimpeded travel through the Gateway on the highway and rail trail.
Moving people within the Okanagan Gateway	<ul style="list-style-type: none"> Given the short nature of internal Gateway trips, walking, cycling and transit should be prioritized for trips between internal Gateway locations on local streets.

02 **Travel Patterns**

Existing Travel Patterns – Internal

(Streetlight Data)

Travel to the Gateway

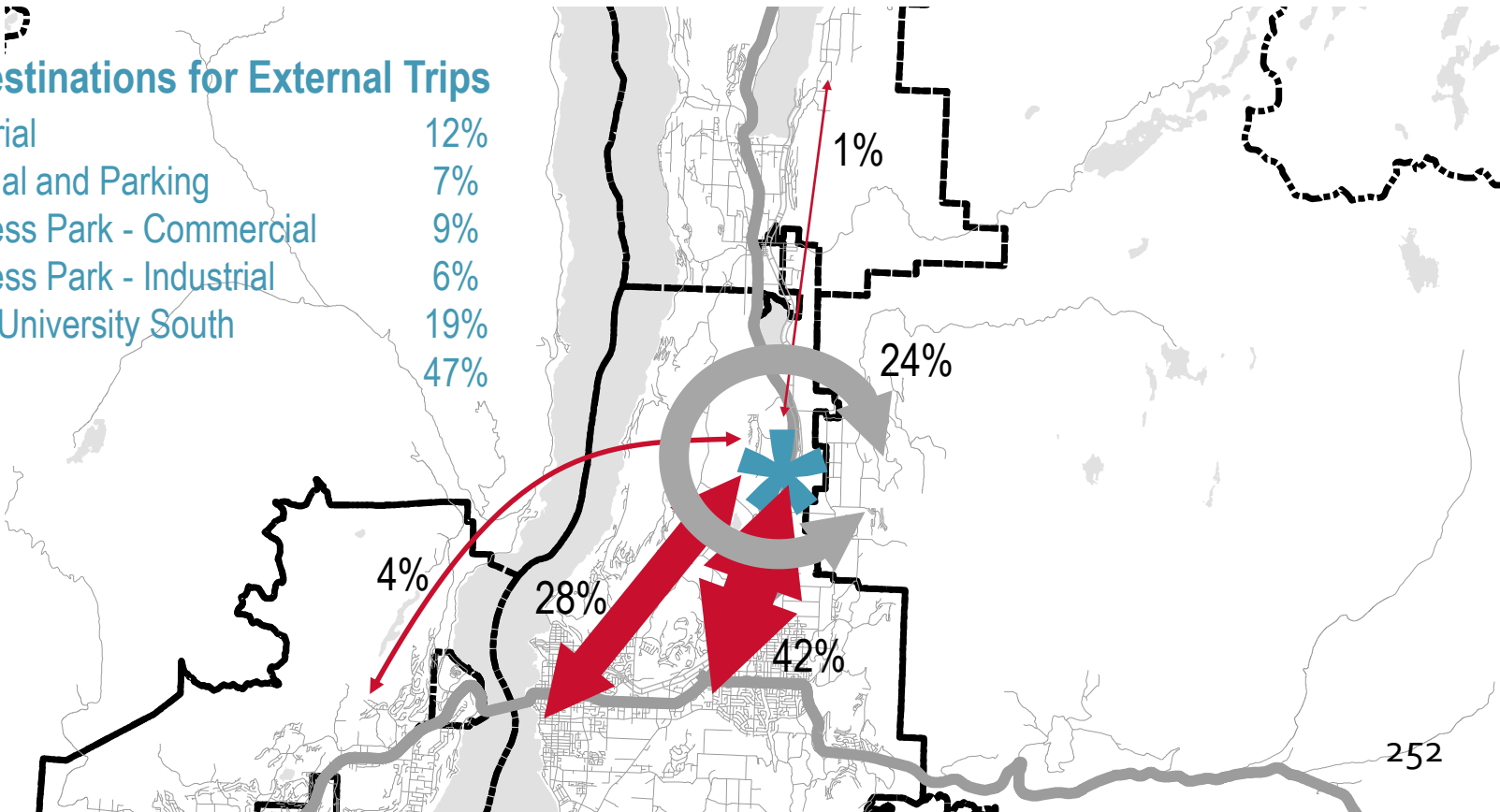


Existing Travel Patterns – External

(Streetlight Data)

Gateway Destinations for External Trips

Airport Industrial	12%
Airport Terminal and Parking	7%
Airport Business Park - Commercial	9%
Airport Business Park - Industrial	6%
Quail Ridge / University South	19%
UBCO	47%

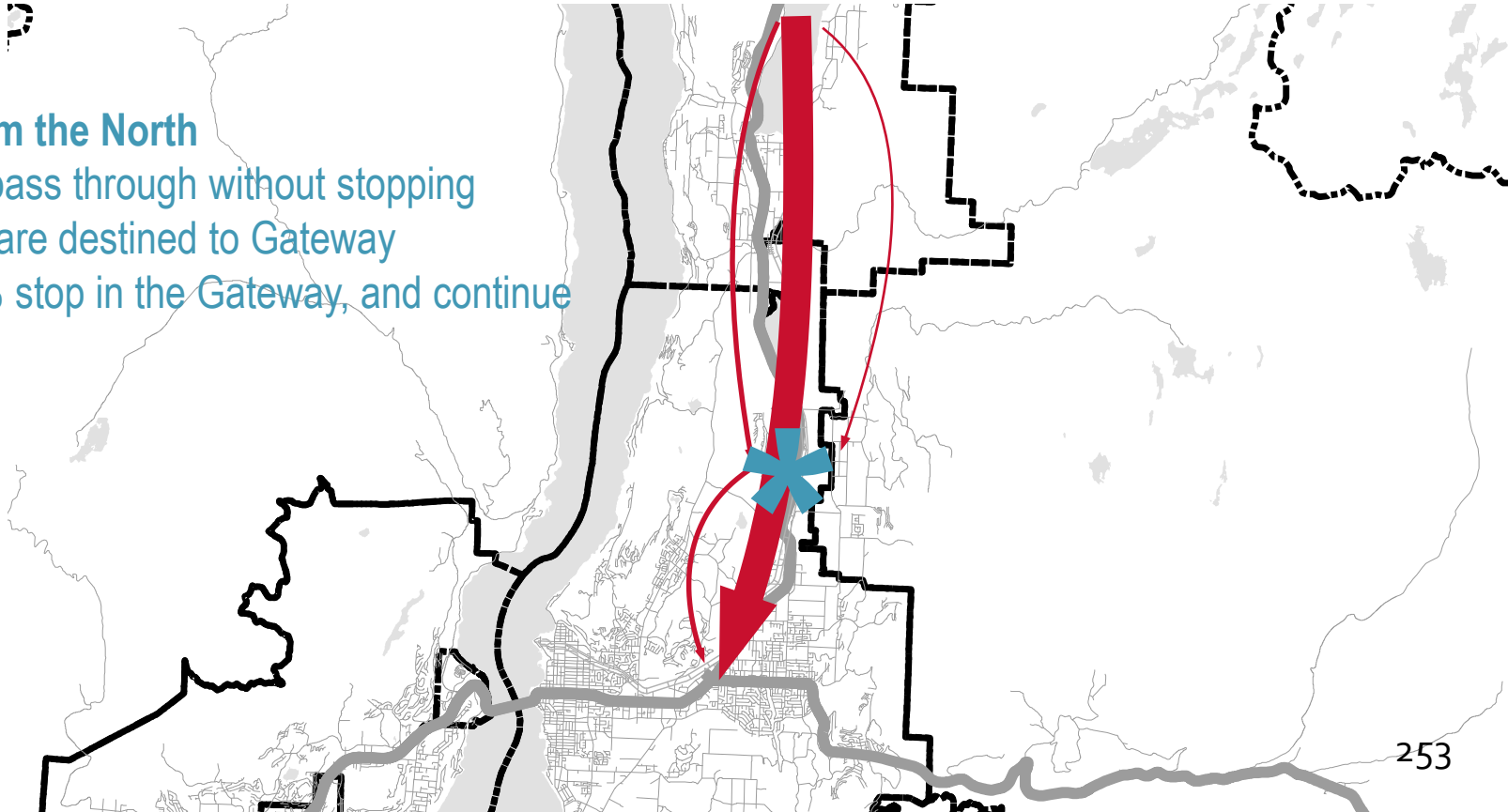


Existing Travel Patterns – From the North

(Streetlight Data)

Trips from the North

- 72% pass through without stopping
- 2.5% are destined to Gateway
- 25.5% stop in the Gateway, and continue



Total Daily Gateway Trips (to/from/through Gateway)

by car - 164,000



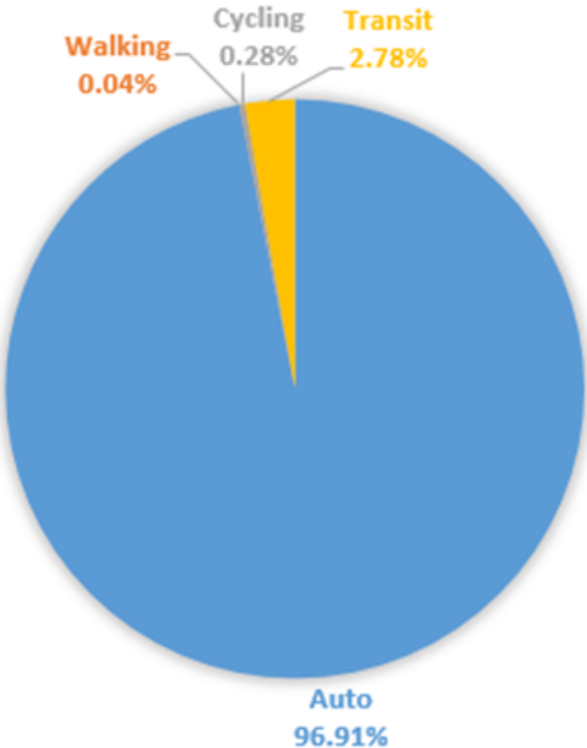
by transit - 4,700



cycling - 500



walking - 50



Future Issues (unless something changes)

- Highway access to YLW
- UBCO Access
- Sexsmith Road and adjacent area
- Internal Gateway Travel
- Other
 - Industrial expansion
 - Active transportation network gaps
 - Network redundancy
 - Transit at airport
 - Minor street access to the highway

03 **Modal Shift**

Trends and Technology

Potential Effects on Vehicle Demand



Younger generations are less car-dependent than their parents



Job automation in industrial and agricultural fields



Trending towards telecommuting



Goods movement optimization and drones



Online shopping



Shared mobility



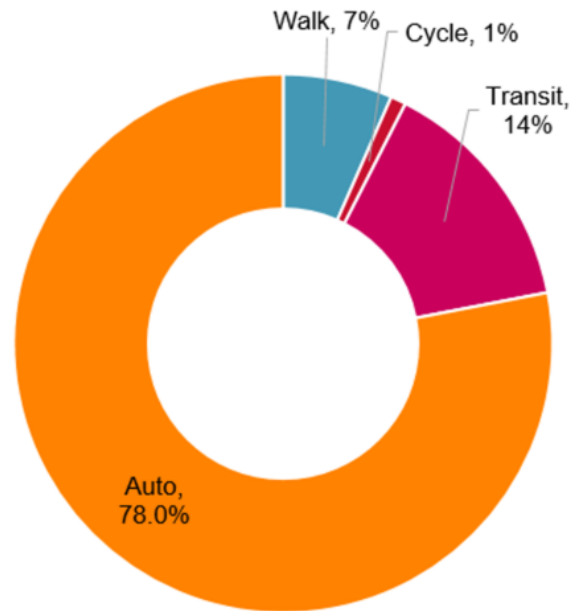
Automated and connected vehicles*



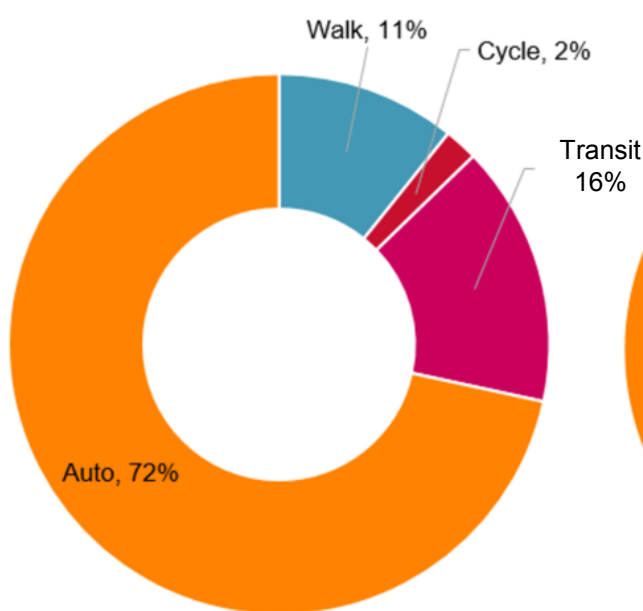
Vehicle electrification

* - Likely to be affected by government regulation

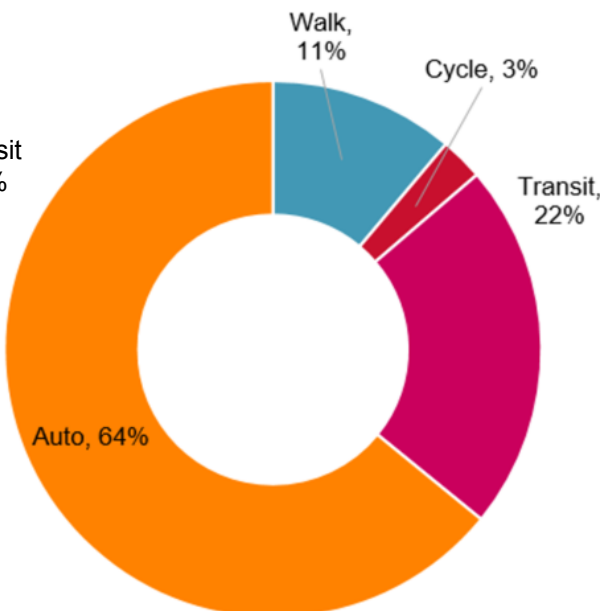
The OGTS Mode Shift Strategy



Existing



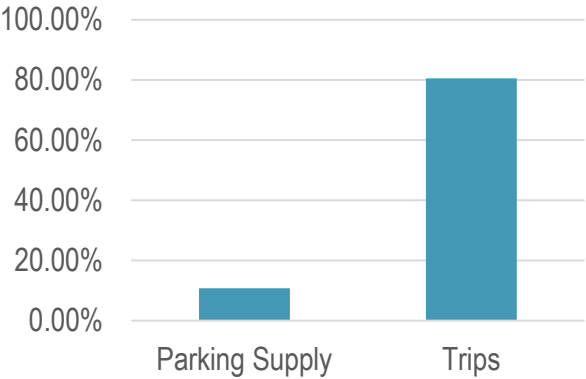
No Mode Shift Strategy



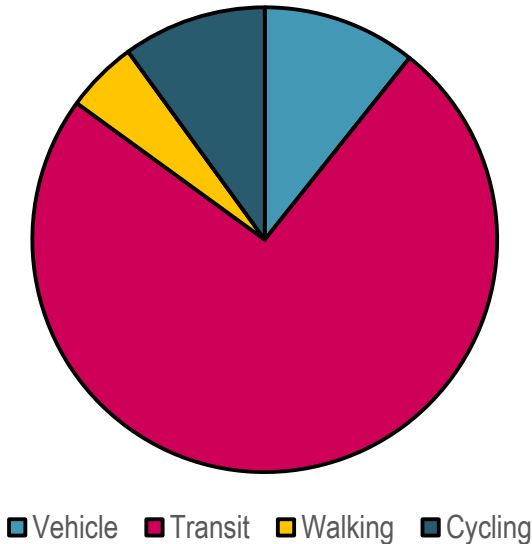
With Mode Shift Strategy

Travel to UBCO

Now to 2040



Allocation of Future Trips



Scenario	Parking Spaces	Trips (AM + PM PHs)				
		Walk	Bike	Transit	Auto	Total
Existing	2,900	545	42	1383	2221	4190
Future (based on EMME Model)	Un-constrained	1134	76	2495	3856	7561
Adjusted Future (based on parking constraint)	3,210	1204	215	3683	2458	2597561

Airport Transit

- Airport Daily Trips (all modes) - ~7,000
- Cost to extend RapidBus (or similar service) from UBCO to YLW:
 - Daily half hour service 6:00 am to 9:00 pm (15 hours/day) - \$630,000/year
 - Typical farebox recovery of 36% generates \$224,000 in annual revenue
 - Requires about 250 trips/day to achieve 36% farebox recovery
 - **Transit mode share needs to be approx. 3.6%**
 - Service hours could be extended to align with Kelowna Flightcraft shift change by dropping late evening frequency to hourly

Transit Use is Low at Airports...

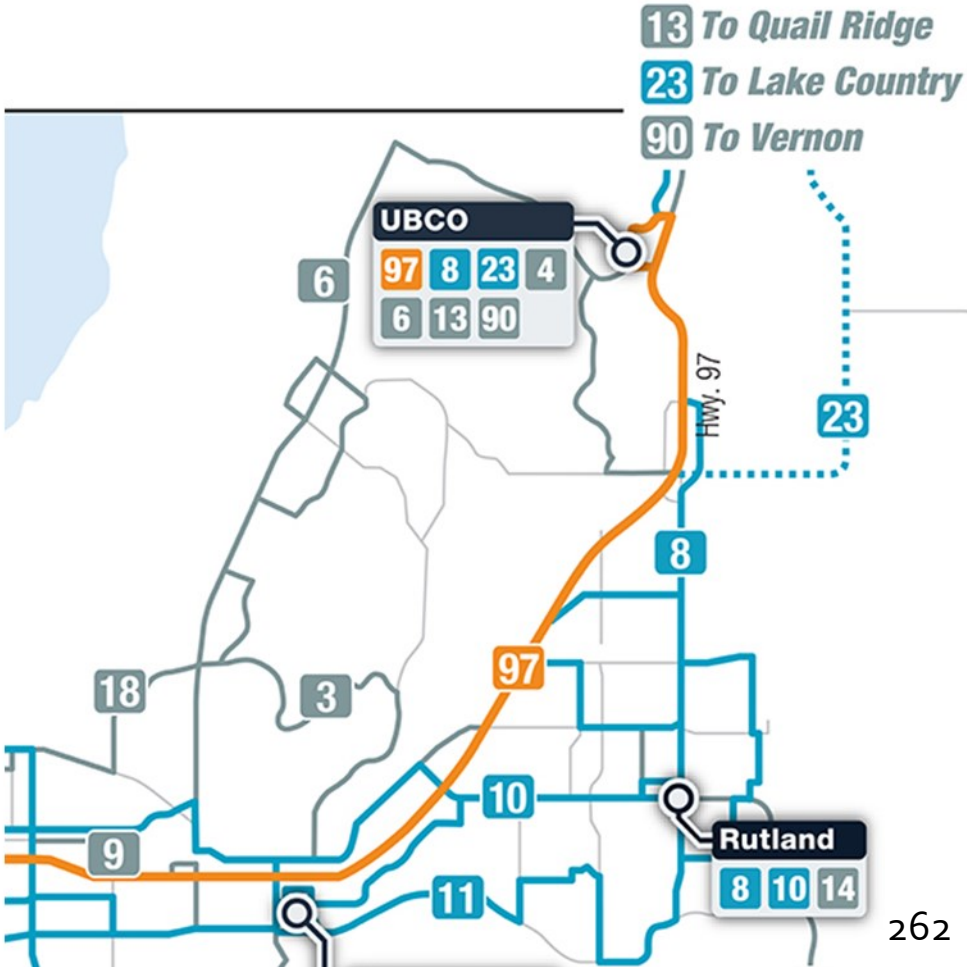
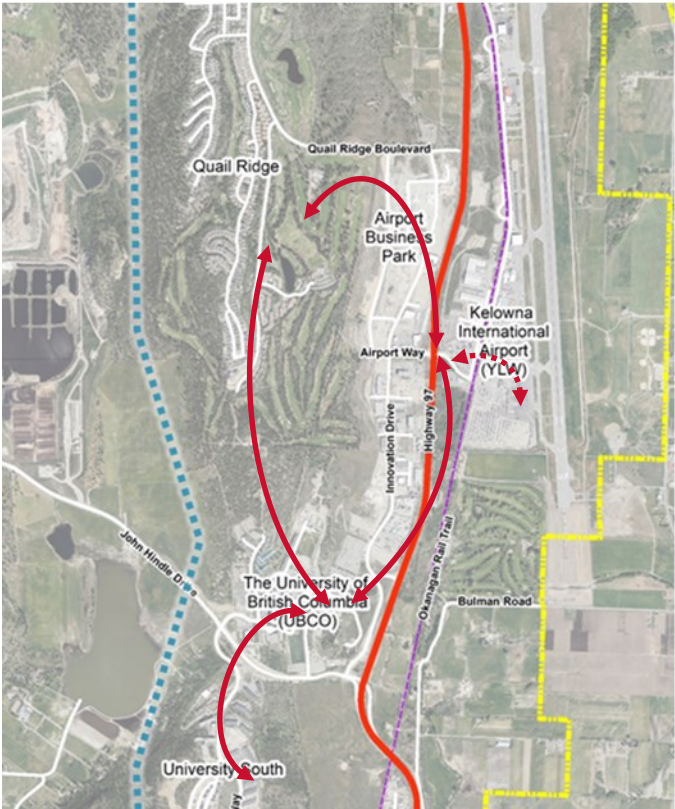
- **Winnipeg:** "Currently only about 2% of trips to the airport use transit"
- **Victoria:** "Only 60 passengers carried on a typical day. Most of trips are employees going to/from work"

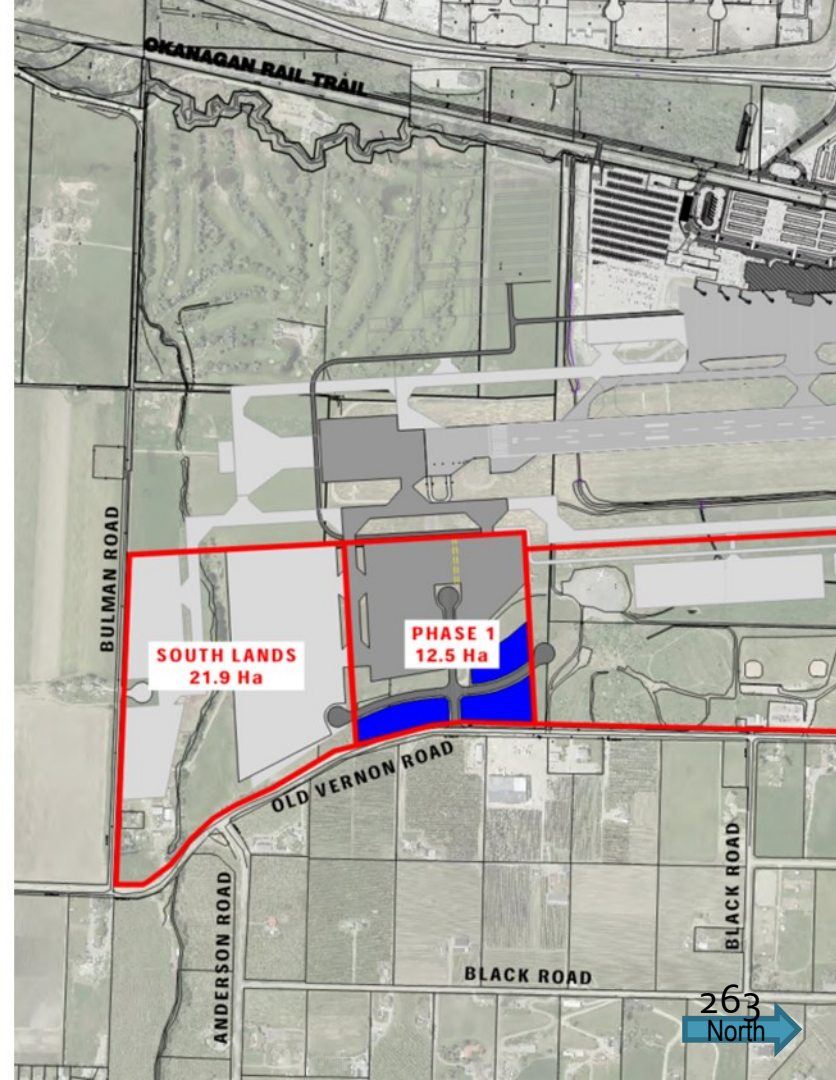
Quail Ridge Connection

- Current connection uses Pine Trail, which generally parallels the Glenmore Ellison Improvement District (GEID) access between Country Club Drive and the Upper Residence parking lot
- Rugged and not lit
- 2019 counts by UBCO – average daily use
 - 195 pedestrians
 - 33 cyclists



Gateway Transit Shuttle





Pedestrian Network Gaps



Airport to hotels –
southwest side



Innovation Drive –
sidewalk gaps



Sexsmith Road –
sidewalk gaps

Potential Employer Based Initiatives

- On-site cycling infrastructure and end-of-trip facilities (secure bike storage, showers, change areas, etc.);
- Employee programs and incentives to coordinate shift times to align with transit service;
- Incentives to use transit or cycle, such as transit pass subsidies or fun programs such as bike to work week; and,
- Carpool incentives such as reduced parking costs or premium parking spaces.

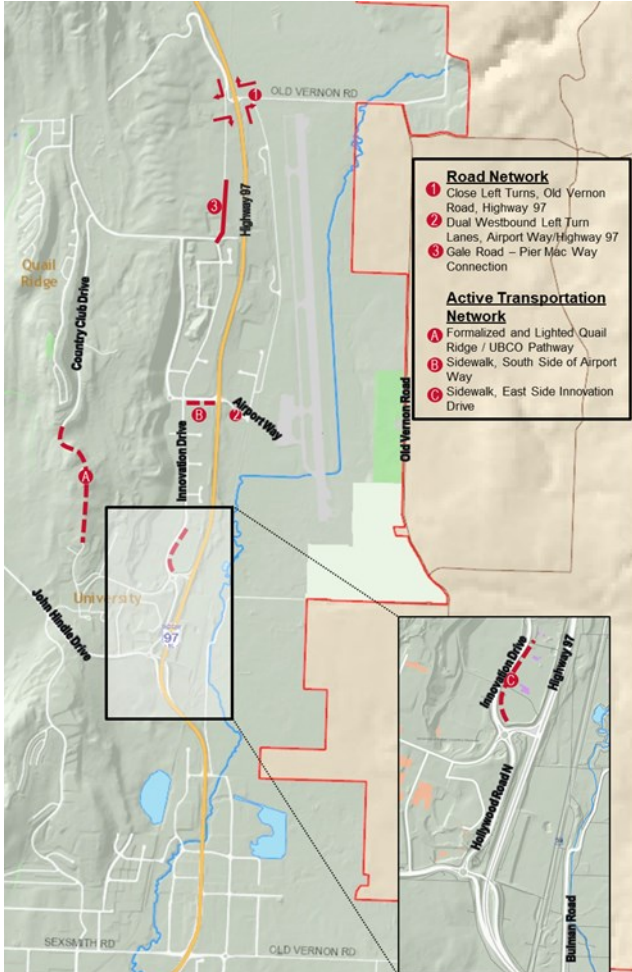
04 **Implementation and Future Study**

Road and Highway Network

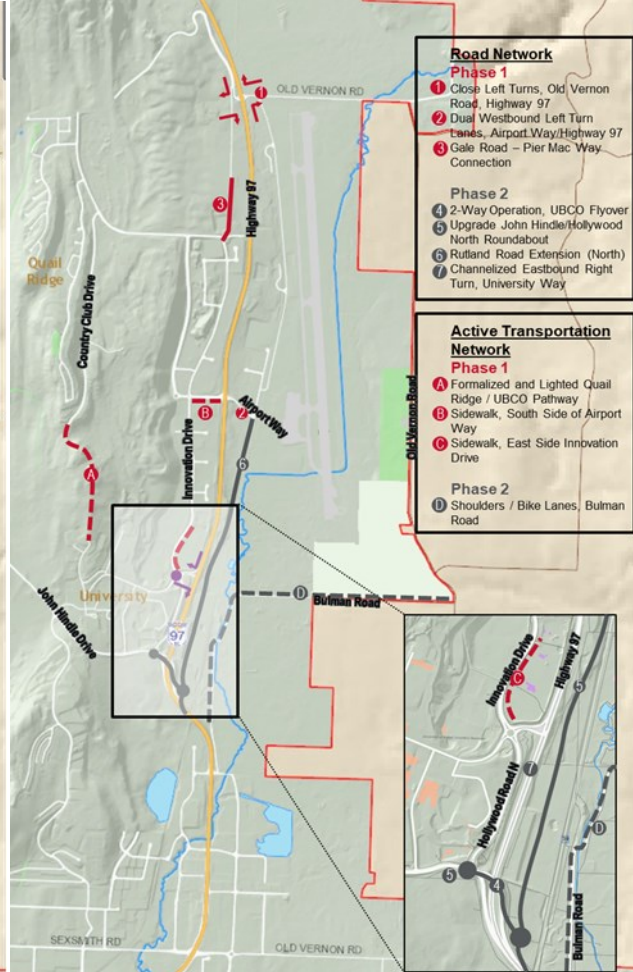


Implementation

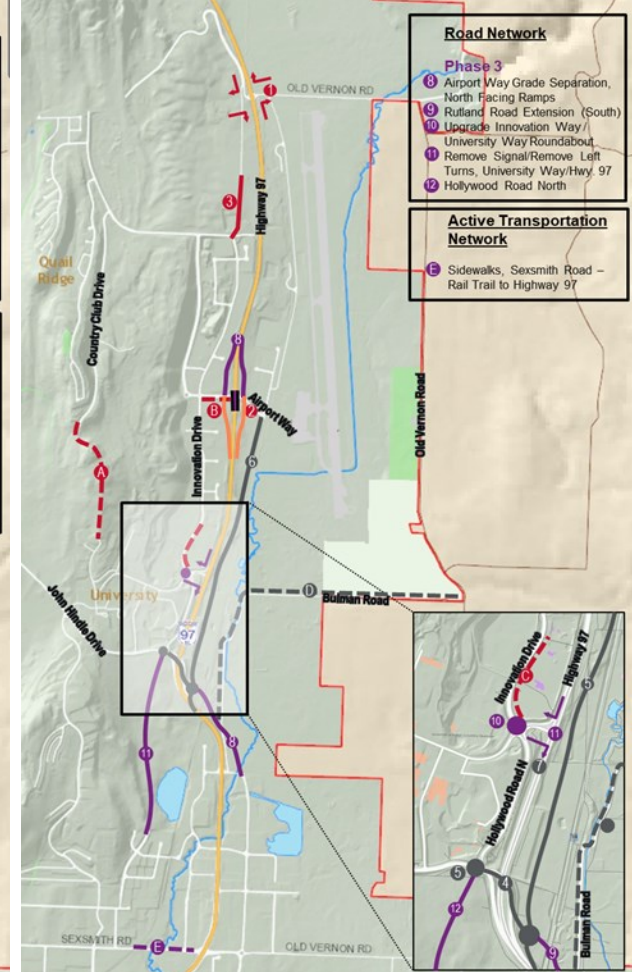
- Phased approach that allows investment to be spread over the full horizon of the OGTS
- Phasing Assumptions
 - Phase 1 – within 5 years
 - Phase 2 – 5 to 10 years
 - Phase 3 – 10 to 15 years
 - Phase 4 – beyond 15 years
- Priorities will change over time; implementation should be adaptable to take advantage of opportunities (eg., funding)
- OGTS is a conceptual plan; further detailed planning and engineering refinement is required to optimize concepts.



Phase 1



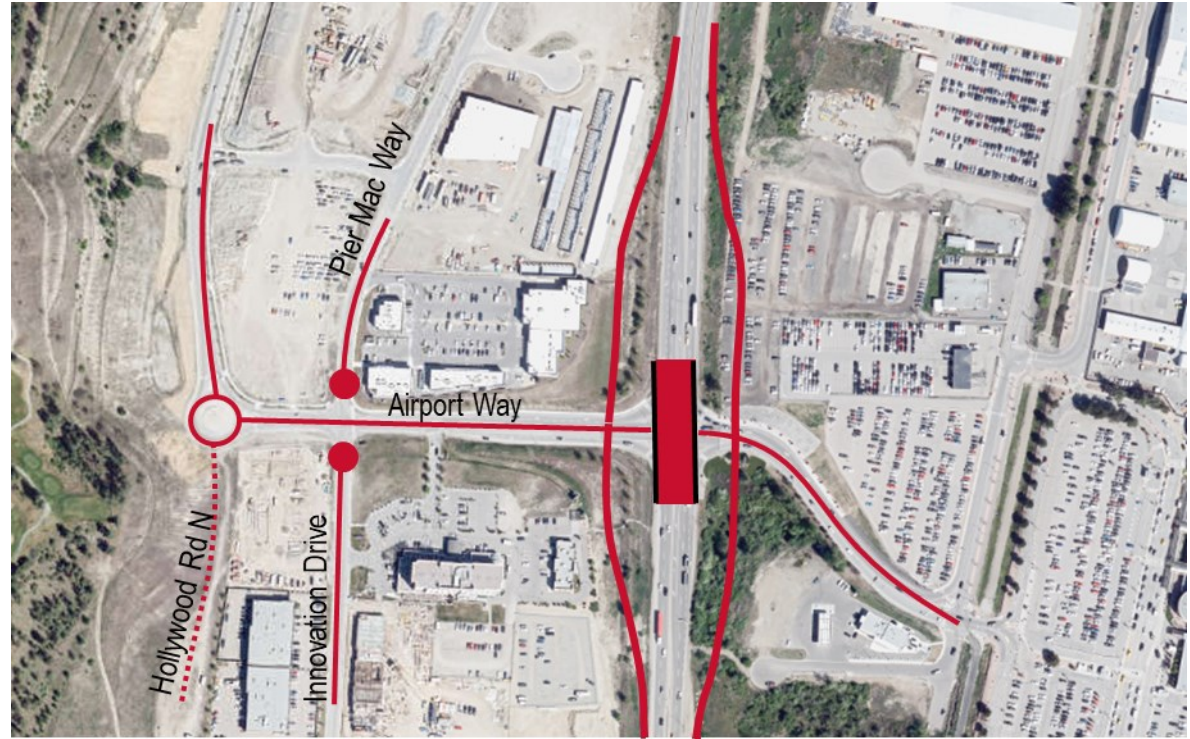
Phase 2



Phase 3

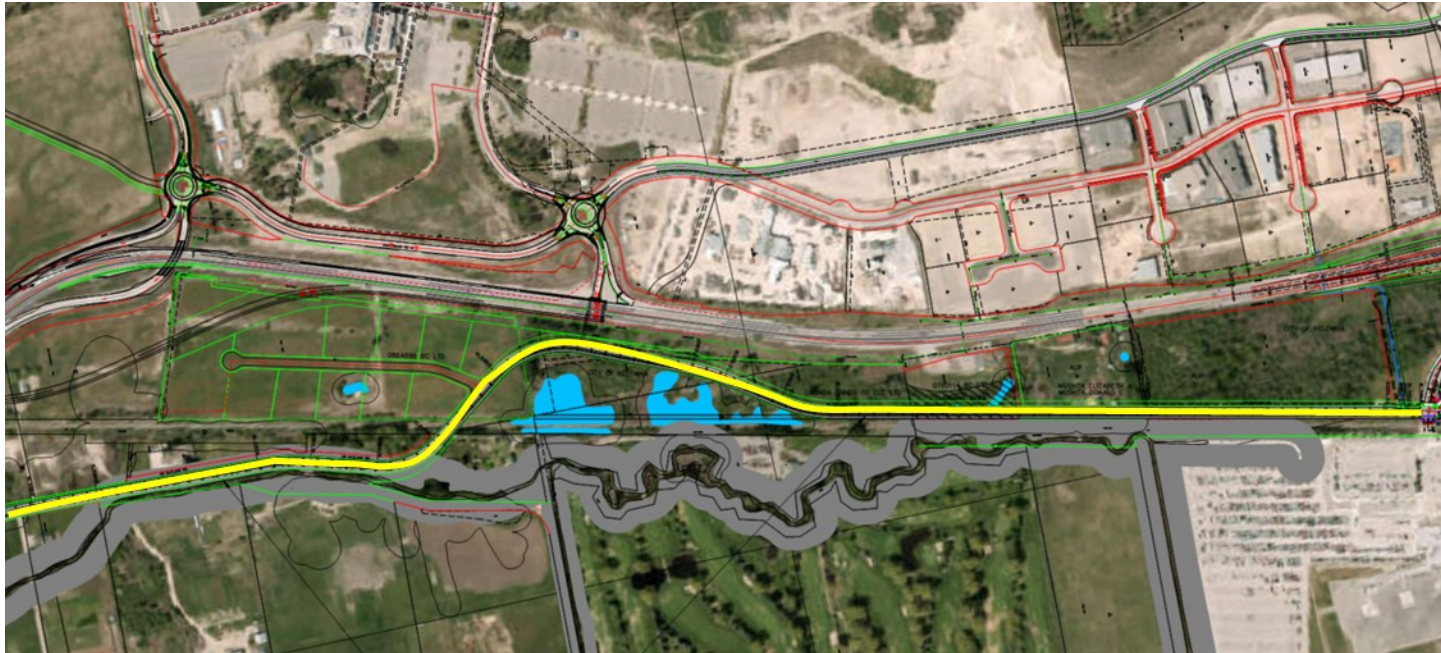
Future Engineering Refinement – Airport Way Interchange

- Previous versions required Hollywood North Extension, closure of Innovation Way
- Through design and engineering, optimize interchange and local road network connections



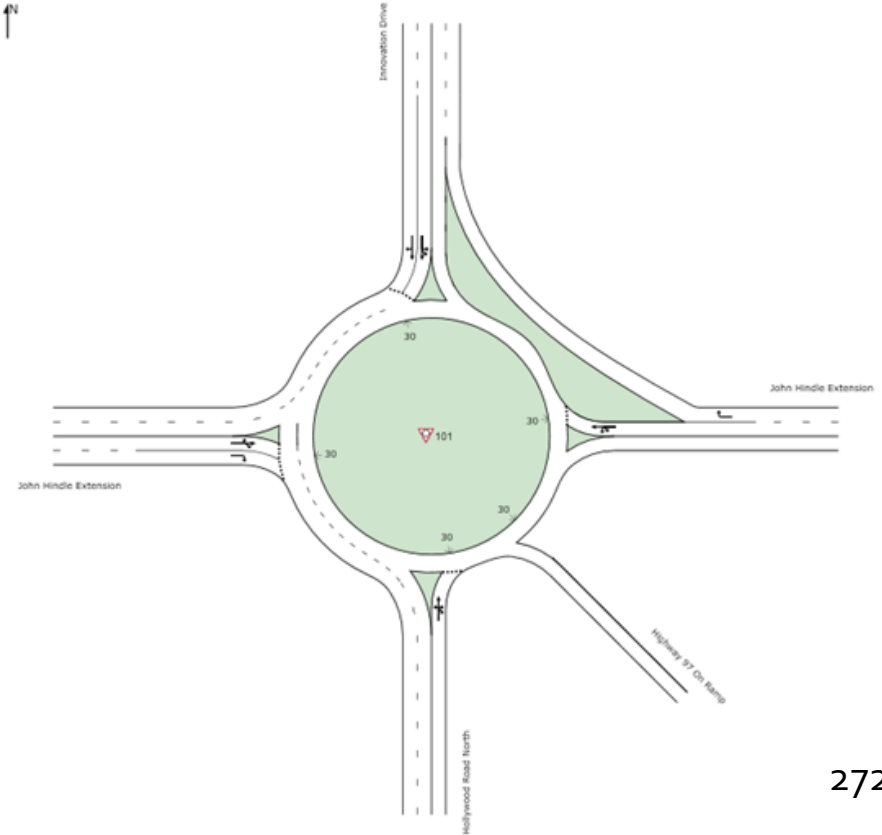
Future Engineering Refinement – Rutland Road Extension

- Previous alignments impacted wetlands, Okanagan Rail Trail
- Opportunity to reduce impact by routing through YLW-owned lands



Future Engineering Refinement – John Hindle Drive Extension

- Roadway geometry associated with UBCO Flyover conversion to two-way traffic
- Detailed traffic operations assessments on roundabouts on both sides of Highway 97
- Detailed assessment of Highway 97 exit to roundabout on east side



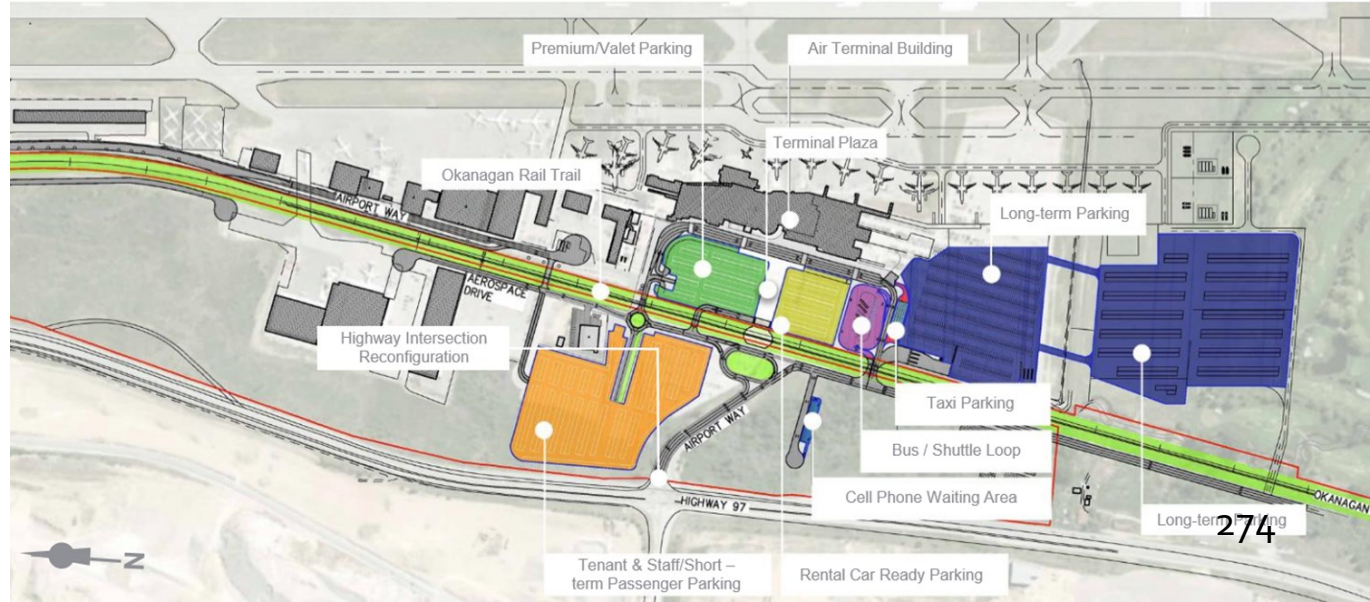
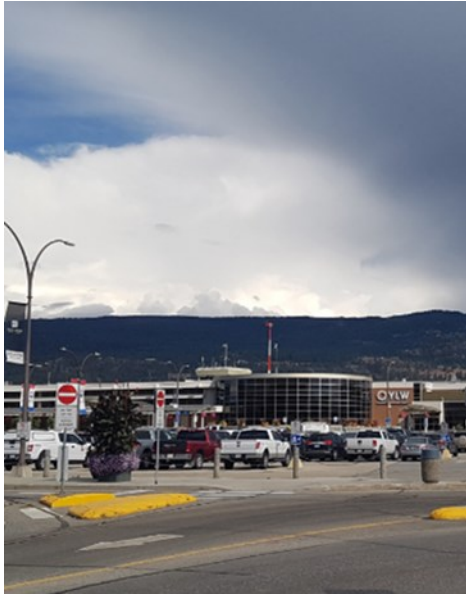
Future Engineering Refinement – UBCO Transit

- Significant service planning update
- Revenue and cost recovery assessments (eg., UPass effects)
- Gateway shuttle



Future Engineering Refinement – Airport Transit

- Strategy to build to 3-4% transit mode split
- Service planning
- Employer coordination
- East airport industrial lands





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Thank you.

Questions?