

**City of Kelowna  
Regular Council Meeting  
AGENDA**



**Monday, September 19, 2016  
1:30 pm  
Council Chamber  
City Hall, 1435 Water Street**

**Pages**

**1. Call to Order**

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

**2. Confirmation of Minutes**

3 - 15

PM Meeting - September 12, 2016

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

**3.1 1280 Wilmot Avenue, Z15-0060 - Romesha Ventures Inc.**

16 - 25

To consider a rezoning application for a portion of land off of Nishi Court to allow the creation of four residential lots and the designation of approximately 2.4 ha of natural area parkland.

**3.2 1280 Wilmot Avenue, BL11286 (Z15-0060) - Romesha Ventures Inc.**

26 - 27

To give Bylaw No. 11286 first reading in order to rezone a portion of the subject property to allow the creation of four residential lots and the designation of approximately 2.4 ha of natural area parkland.

**3.3 4544 Gordon Drive, DP16-0198 - School District No. 23**

28 - 41

To consider a Staff recommendation to issue a Development Permit for the form and character of a freestanding digital sign at Okanagan Mission Secondary School.

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

**4.1 Overview of 2017 Cultural Grants**

42 - 84

To provide an overview of grant programs and processes to be administered by the Cultural Services Branch for 2017.

<b>4.2</b>	<b>Official Community Plan Annual Indicators Report 2016</b>	<b>85 - 133</b>
	To assess progress towards achieving the objectives of the Official Community Plan. This is the fifth Official Community Plan Indicators report, containing a baseline as well as four successive years' worth of data, where data is available.	
<b>4.3</b>	<b>Rental Housing Grants Bylaw Update</b>	<b>134 - 136</b>
	To consider amendments to the Housing Opportunities Reserve Fund Bylaw to encourage more rental housing diversity.	
<b>4.4</b>	<b>BL11287 - Amendment No. 4 to Housing Agreement Opportunities Reserve Fund Bylaw No. 8593</b>	<b>137 - 137</b>
	To give Bylaw No. 11287 first, second and third readings in order to amend the City of Kelowna's Housing Opportunities Reserve Fund Bylaw to encourage more rental housing diversity.	
<b>4.5</b>	<b>Project Update - Public Placemaking (Bernard Avenue Laneway)</b>	<b>138 - 160</b>
	To endorse a Memorandum of Understanding that will frame the proposed 2017 permanent site improvements intended to rejuvenate the Bernard Avenue Laneway.	
<b>4.6</b>	<b>Off-leash Dog Beaches &amp; Parks Community Engagement</b>	<b>161 - 279</b>
	To provide additional designated off-leash dog beach locations distributed across the City waterfront in response to the findings of the statistically valid survey completed in early 2016.	
<b>4.7</b>	<b>Sufficiency Report for the Owner Initiated Local Area Service for Aspen Road</b>	<b>280 - 283</b>
	To receive the Certificate of Sufficiency for a Local Area Service for Aspen Road, and to review and authorize a local service area for upgrades necessary to build water improvements.	
<b>4.8</b>	<b>BL11275 - Establishment of Local Area Service Bylaw for Aspen Road</b>	<b>284 - 288</b>
	To give Bylaw No. 11275 first, second and third readings in order to establish a Local Area Service to construct works within the Local Area Service and establish the property owner's portion of the cost within the Local Area Service.	

## **5. Mayor and Councillor Items**

## **6. Termination**





**City of Kelowna**  
**Regular Council Meeting**  
**Minutes**

Date: Monday, September 12, 2016  
 Location: Council Chamber  
 City Hall, 1435 Water Street

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

Council Members Absent: Councillor Brad Sieben

Staff Present: City Manager, Ron Mattiussi; City Clerk, Stephen Fleming; Community Planning Department Manager, Ryan Smith\*; Urban Planning Manager, Terry Barton\*; Suburban & Rural Planning Manager, Todd Cashin\*; Planner, Adam Cseke\*; and Legislative Systems Coordinator, Sandi Horning

(\* 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 and video feed is being broadcast and recorded by CastaNet and a delayed broadcast is shown on Shaw Cable.

## 2. Confirmation of Minutes

Moved By Councillor Hodge/Seconded By Councillor Given

R657/16/09/12 THAT the Minutes of the PM Meeting of August 29, 2016 be confirmed as circulated.

Carried

## 3. Development Application Reports & Related Bylaws

3.1 3150 & 3170 Sexsmith Road, OCP15-0017 & Z15-0054 - John & Kimberly Berg and Shanny & Marlin Toews

Mayor Basran advised that this application was withdrawn at the Applicants' request.

3.2 760 Mitchell Road, Z16-0015 - Terence Dewar

Staff:

- Displayed a PowerPoint presentation summarizing the application.

Moved By Councillor Stack/Seconded By Councillor DeHart

R658/16/09/12 THAT Rezoning Application No. Z16-0015 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot 13 Section 22 Township 26 ODYD Plan 25984, located at 760 Mitchell Road, Kelowna, BC from the RU1 - Large Lot Housing zone to the RU1c - Large Lot Housing with Carriage House zone, be considered by Council;

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

AND THAT final adoption of the Rezoning Bylaw be considered subsequent to the outstanding conditions of approval as set out in Attachment "A" attached to the Report from the Community Planning Department date June 13, 2016;

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

Carried

3.3 760 Mitchell Road, BL11284 (Z16-0015) - Terrance Dewar

Moved By Councillor Gray/Seconded By Councillor Donn

R659/16/09/12 THAT Bylaw No. 11284 be read a first time.

Carried

### **3.4 1960 Paly Road, LUC16-0003 - Krista Eve Almeida & Stephen Glegg**

Councillor Singh declared a conflict of interest as her property backs onto the subject property and left the meeting at 1:39 p.m.

Staff:

- Displayed a PowerPoint presentation summarizing the application.

Moved By Councillor Stack/Seconded By Councillor Hodge

**R660/16/09/12** THAT Application No. LUC16-0003 to discharge LUC 78-1024 from Lot 17, Section 17, Township 23, ODYD, District Plan 31701, located on 1960 Paly Road, Kelowna, BC, be considered by Council;

AND THAT the Land Use Contract Discharge be forwarded to a Public Hearing for further consideration.

Carried

### **3.5 1960 Paly Road, BL11285 (LUC16-0003) - Discharge of Land Use Contract LUC78-1034 (M27805) - Krista Eve Almeida & Stephen Glegg**

Moved By Councillor Donn/Seconded By Councillor Given

**R661/16/09/12** THAT Bylaw No. 11285 be read a first time.

Carried

Councillor Singh rejoined the meeting at 1:41 p.m.

### **3.6 1787 Mountain Avenue, Z16-0004 - Janice & William Henry**

Staff:

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

Moved By Councillor Hodge/Seconded By Councillor Gray

**R662/16/09/12** THAT Rezoning Application No. Z15-0004 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot 1 Section 29 Township 26 IDYD Plan EPP62461, located at 1987 Mountain Avenue, Kelowna, BC from RU1 - Large Lot Housing zone to the RU1c - Large Lot Housing with Carriage House zone, be considered by Council;

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

AND FURTHER THAT final adoption of the Rezoning Bylaw be considered.

Carried

**3.7 1787 Mountain Avenue, BL11284 (Z16-0004) - Janice & William Henry**

Moved By Councillor Donn/Seconded By Councillor Given

R663/16/09/12 THAT Bylaw No. 11282 be read a first time.

Carried

**3.8 700 McCurdy Road, Z16-0025 - Silver City Holdings Inc.**

Staff:

- Displayed a PowerPoint presentation summarizing the application.

Moved By Councillor Donn/Seconded By Councillor Given

R664/16/09/12 THAT Rezoning Application No. Z15-0000 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot A, DL 143, ODYD, Plan 23765, located at 700 McCurdy Road, Kelowna, BC from the A1 - Agriculture 1 zone to the I2 - General Industrial zone be considered by Council;

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

AND THAT final adoption of the Rezoning Bylaw be considered subsequent to the outstanding conditions of approval as set out in Schedule "A" attached to the Report from the Community Planning Department dated July 18, 2016;

AND FURTHER THAT final adoption of the Rezoning Bylaw be considered subsequent to the lot consolidation of the subject properties; Lot A DL 143 ODYD Plan 23765 located at 700 McCurdy Road, Kelowna BC; and Lot 1 Section 26 Township 26 and of DL 143 ODYD Plan KAP55507, located at 690 McCurdy Road, Kelowna BC; as indicated in Schedule "B" attached to the Report from the Community Planning Department.

Carried

**3.9 700 McCurdy Road, BL11283 (Z16-0025) - Silver City Holdings Inc.**

Moved By Councillor Donn/Seconded By Councillor Given

R665/16/09/12 THAT Bylaw No. 11283 be read a first time.

Carried

**3.10 3441, 3451, 3461, & 3471 Lakeshore Road, Z16-0040 & OCP16-0007 - 0984342 BC Ltd. & City of Kelowna**

Staff:

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

Moved By Councillor Hodge/Seconded By Councillor Given

**R666/16/09/12** THAT Official Community Plan (OCP) Amendment Application No. OCP16-0007 to amend the City of Kelowna's Official Community Plan Bylaw No. 1050 by changing the OCP's land use designation of Lot 36, District Lot 134, ODYD, Plan 3886, located on 3471 Lakeshore Rd, Kelowna, BC, from the S2RES - Single / Two Unit Residential designation to the MXR - Mixed Use (Residential / Commercial) designation be considered by Council;

AND THAT Rezoning Application No. Z16-0040 to amend the City of Kelowna's Zoning Bylaw No. 8000 by changing the zoning classification of the following lots be considered by Council:

1. Lot 36, District Lot 134, ODYD, Plan 3886, located on 3471 Lakeshore Rd, Kelowna, BC from the RU6 - Two Dwelling Housing zone to the C4 - Urban Centre Commercial zone;
2. Lot 37, District Lot 134, ODYD, Plan 3886, except Plan 40525 located on 3461 Lakeshore Rd, Kelowna, BC from the C9 - Tourist Commercial zone to the C4 - Urban Centre Commercial zone;
3. Lot 38, District Lot 134, ODYD, Plan 3886, except Plan 40525 located on 3461 Lakeshore Rd, Kelowna, BC from the C9 - Tourist Commercial zone to the C4 - Urban Centre Commercial zone;
4. Lot 39, District Lot 134, ODYD, Plan 3886, except Plan 76671 located on 3451 Lakeshore Rd, Kelowna, BC from the C9 - Tourist Commercial zone to the C4 - Urban Centre Commercial zone;
5. Lot 3, District Lot 134, ODYD, Plan 38150, located on 3441 Lakeshore Rd, Kelowna, BC from the C9 - Tourist Commercial zone to the C4 - Urban Centre Commercial zone;

AND THAT the Official Community Plan and Zone Amending Bylaws be forwarded to a Public Hearing for further consideration;

AND THAT final adoption of the Official Community Plan and Zone Amending Bylaw be subsequent to the following:



- a) The outstanding conditions identified in Attachment "A" associated with the report from the Community Planning Department dated August 15<sup>th</sup> 2016.

Carried

**3.11 3441, 3451, 3461 & 3471 Lakeshore Road, BL11280 (OCP16-0007) - 0984342 BC Ltd.**

Moved By Councillor Hodge/Seconded By Councillor Gray

R667/16/09/12 THAT Bylaw No. 11280 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

**3.12 3441, 3451, 3461 & 3471 Lakeshore Road, BL11281 (Z16-0040) - 0984342 BC Ltd. & City of Kelowna**

Moved By Councillor Gray/Seconded By Councillor Hodge

R668/16/09/12 THAT Bylaw No. 11281 be read a first time.

Carried

**3.13 720 Valley Road, Z16-0046 - Valley Land Subdivision Ltd.**

Staff:

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

Moved By Councillor Gray/Seconded By Councillor Singh

R669/16/09/12 THAT Official Community Plan Map Amendment Application No. OCP16-0010 to amend Map 4.1 in the Kelowna 2030 - Official Community Plan Bylaw No. 10500 by changing the Future Land Use designation of a portion of Lot A Sections 32 and 29 Township 26 ODYD Plan EPP54061, located at 720 Valley Road, Kelowna, BC from the MRM - Multiple Unit Residential (Medium Density) designation to the MRL - Multiple Unit Residential (Low Density) designation, as shown on Map "A" attached to the Report from the Community Planning Department dated September 12, 2016 be considered by Council;

AND THAT Rezoning Application No. Z15-0000 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot A Sections 32 and 29 Township 26 ODYD Plan EPP54061, located at 720 Valley Road, Kelowna, BC from the A1 - Agricultural zone to the CD27 - Comprehensive Development Zone be considered by Council;

AND THAT Zoning Bylaw Text Amendment Application No. TA16-0009 to amend City of Kelowna Zoning Bylaw No. 8000 as outlined in the Report from the Community Planning Department dated September 12, 2016 be considered by Council;

AND THAT Council considers the Public Information Session public process to be appropriate consultation for the Purpose of Section 475 of the Local Government Act, as outlined in the Report from the Community Planning Department dated September 12, 2016;

AND THAT the OCP Amending Bylaw, Rezoning Bylaw and Text Amendment Bylaw be forwarded to a Public Hearing for further consideration;

AND THAT final adoption of the Rezoning Bylaw be considered subsequent to the outstanding conditions of approval as set out in Schedule "A" attached to the Report from the Community Planning Department dated September 16, 2016;

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

AND THAT Council authorizes staff to release the Housing Agreements registered on title under numbers KN110164 and KN111083;

AND THAT Council consider a Bylaw which would authorize the City of Kelowna to repeal Bylaw No. 8477 being Housing Agreement Authorization Bylaw Marona Estates Ltd, and all amendments thereto, for Lot A Sections 32 and 29 Township 26 ODYD Plan EPP54061;

AND FURTHER THAT the repeal of Bylaw No. 8477, being Housing Agreement Authorization, be forwarded for reading consideration.

Carried

**3.14 720 Valley Road, BL11276 (OCP16-0010) - Valley Land Subdivision Ltd.**

Moved By Councillor Gray/Seconded By Councillor Hodge

R670/16/09/12 THAT Bylaw No. 11276 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

**3.15 BL11277 (TA16-0009) - CD27, Valley Lands Comprehensive Development Zone**

Moved By Councillor Gray/Seconded By Councillor Hodge

R671/16/09/12 THAT Bylaw No. 11277 be read a first time.

Carried

**3.16 720 Valley Road, BL11278 (Z16-0046) - Valley Land Subdivision Ltd.**

Moved By Councillor Stack/Seconded By Councillor DeHart

R672/16/09/12 THAT Bylaw No. 11278 be read a first time.

Carried

**3.17 BL11279 - A Bylaw to Repeal Housing Agreement Authorization Bylaw No. 8477**

Moved By Councillor DeHart/Seconded By Councillor Stack

R673/16/09/12 THAT Bylaw No. 11279 be read a first, second and third time.

Carried

**3.18 894 Stremel Road, BL11244 (OCP16-0001) - McBeetle Holdings Ltd.**

Moved By Councillor Singh/Seconded By Councillor DeHart

R674/16/09/12 THAT Bylaw No. 11244 be adopted.

Carried

**3.19 894 Stremel Road, BL11245 (Z16-0006) - McBeetle Holdings Ltd.**

Moved By Councillor Singh/Seconded By Councillor DeHart

R675/16/09/12 THAT Bylaw No. 11245 be adopted.

Carried

**3.20 894 Stremel Road, DP16-0016 - McBeetle Holdings Ltd.**

Staff:

- Displayed a PowerPoint presentation summarizing the application.



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

**R676/16/09/12** THAT Council authorizes the issuance of Development Permit No. DP16-0016 for Lot A, Section 34, Township 26, ODYD Plan EPP53299, located at 894 Stremel Road, Kelowna, BC subject to the following:

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

AND THAT Council's consideration of this Development Permit be considered subsequent to the outstanding conditions of approval as set out in Schedule "A" attached to the Report from the Community Planning Department dated (April 12, 2016);

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

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

**Carried**

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

**4.1 Upper Mission Drive (E of), BL11266 (OCP16-0011) - Calcan Investments Inc.**

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

**R677/16/09/12** THAT Bylaw No. 11266 be adopted.

**Carried**

#### 4.2 Upper Mission Drive (E of), BL11267 (Z16-0041) - Calcan Investments Inc.

Moved By Councillor DeHart/Seconded By Councillor Stack

R678/16/09/12 THAT Bylaw No. 11267 be adopted.

Carried

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

#### 5.1 125 Dundas Road, RTE16-0004 - Revitalization Tax Exemption

Staff:

- Displayed a PowerPoint presentation summarizing the Revitalization Tax Exemption Agreement with Unico One Development and responded to questions from Council.

Moved By Councillor Stack/Seconded By Councillor Donn

R679/16/09/12 THAT Council approves the City of Kelowna entering into a Revitalization Tax Exemption Agreement with Unico One Development Ltd. for Lot 1, Section 22, Township 26, ODYD, Plan EPP51775, located on 125 Dundas Road, Kelowna, BC, in the form attached to the report from Community Planning dated September 12<sup>th</sup>, 2016;

AND THAT the Mayor and City Clerk be authorized to execute the Revitalization Tax Exemption Agreement.

Carried

#### 5.2 Land Use Contract Termination Strategy

Staff:

- Displayed a PowerPoint presentation summarizing the Land Use Contract Terminology Strategy and responded to questions from Council.

Moved By Councillor DeHart/Seconded By Councillor Donn

R680/16/09/12 THAT Council receives, for information, the report from the Urban Planning Department dated September 12<sup>th</sup>, 2016, with respect to the Land Use Contract Termination Strategy;

AND THAT Council endorse the strategy outlined in the Land Use Contract Termination Strategy report dated September 12<sup>th</sup>, 2016 which states:

1. Land Use Contracts will be terminated and associated rezonings (where necessary) performed over time between 2017 and 2022;
2. Staff will bring forward the Land Use Contracts for termination based upon development potential (any with remaining development potential) and their age (oldest to youngest);

3. Staff will bring forward a Land Use Contract termination whenever an applicant applies to discharge a Land Use Contract on their property;

AND FURTHER THAT Council direct Staff to rescind the 1997 Council Policy #282 regarding the Strategy for Elimination of Remaining Land Use Contracts.

Carried

### **5.3 Mission Creek Restoration Initiative - Funding Contributions**

Staff:

- Displayed a PowerPoint presentation regarding the Mission Creek Restoration Initiative.
- Showed a video that is posted on the Mission Creek website regarding the restoration initiative.
- Responded to questions from Council.

Moved By Councillor Hodge/Seconded By Councillor Donn

**R681/16/09/12** THAT Council receives, for information, the report from the Suburban & Rural Planning Manager dated September 12<sup>th</sup>, 2016, with respect to Mission Creek Restoration Initiative project Funding Contributions;

AND THAT the 2016 Financial Plan be amended to include the contribution from the Central Okanagan Land Trust (COLT) of \$185,202;

AND THAT the 2016 Financial Plan be amended to include the contribution from the Southern Interior Land Trust (SILT) of \$107,710;

AND THAT the 2016 Financial Plan be amended to include the contribution from the Ministry of Forests, Lands and Natural Resource Operations (MoFLRNO) of \$16,127;

AND FURTHER THAT the 2016 Financial Plan be amended to include the contribution from the Bennett Bridge HADD Fund of \$13,608.

Carried

### **5.4 3441, 3451, 3461 & 3471 Lakeshore Road (Portion adjacent to) - Road Closure**

Moved By Councillor Donn/Seconded By Councillor Hodge

**R682/16/09/12** THAT Council receives, for information, the Report from the Manager, Real Estate Services dated September 12<sup>th</sup>, 2016, recommending that Council adopt the proposed road closure of a portion of road adjacent to 3441, 3451, 3461 & 3471 Lakeshore Road;

AND THAT Bylaw No.11274, being proposed road closure of a portion of road adjacent to 3441, 3451, 3461 & 3471 Lakeshore Road, be forwarded for reading consideration.

Carried

#### 5.5 Lakeshore Road (Portion of), BL11274 - Road Closure & Removal of Highway Dedication Bylaw

Moved By Councillor Stack/Seconded By Councillor DeHart

R683/16/09/12 THAT Bylaw No. 11274 be read a first, second and third time.

Carried

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

##### 6.1 BL11269 - Amendment No. 4 to Revitalization Tax Exemption Bylaw No. 9561

Moved By Councillor DeHart/Seconded By Councillor Stack

R684/16/09/12 THAT Bylaw No. 11269 be adopted.

Carried

#### 7. Mayor and Councillor Items

Councillor Stack:

- Will be attending a National Housing Strategy conference next week in Vancouver.

Councillor DeHart:

- Commented on her attendance, on behalf of the Mayor, at the Sears National Cycle for Cancer event this past week.
- Commented on her attendance at the 'Cops for Kids' Breakfast and noted that the cyclists will be returning to the Ramada Hotel parking lot on Sunday at 11:30 a.m.
- Advised that she will be attending the 'Moon Festival' ceremony at PRC later this week.

Councillor Singh:

- Commented on her attendance at the 9/11 Memorial this past Sunday.

Councillor Hodge:

- Commented on his attendance at a SILGA Executive meeting this past week and spoke to the SILGA Youth initiative.

Councillor Gray:

- Commented that Rib Fest is happening this weekend in City Park and she is looking forward to being a judge.

## Councillor Donn:

- Looking forward to the opening of the Kelowna Gospel Mission's Courtyard.
- Noted that he will be attending a Biosolids Committee meeting this coming week.
- Spoke to his concerns with respect to some of the high rental rates being charged by some developers who have received revitalization tax agreements from the City.

## Councillor Given:

- Spoke to comments received from members of the public expressing their concerns regarding the high rental rates being advertised for micro-suites and expressed her disappointment with the rates.

## Mayor Basran:

- Encouraged Council to attend the official opening of the new Bulman Road safe cycling route to UBC-O being held at 2:00 pm on Tuesday.
- Kudos to the KGH Foundation for their annual Heart of Gold Gala which raised approximately \$1.2 Million for health care in the community.

## Councillor Gray:

- Noted that there is information online regarding rents at Cambridge House and to look carefully as to whom is actually advertising the rental rates.

**8. Termination**

This meeting was declared terminated at 3:03 p.m.

\_\_\_\_\_  
Mayor

/slh

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

# REPORT TO COUNCIL



**Date:** September 19, 2016

**RIM No.** 1250-01

**To:** City Manager

**From:** Community Planning Department (EW)

**Application:** Z15-0060 **Owner:** Romesha Ventures Inc.,  
Inc.No. BC0452408

**Address:** 1280 Wilmot Ave **Applicant:** Protech Consulting 2012

**Subject:** Rezoning Application

**Existing OCP Designation:** S2RES - Single / 2 Unit Residential

**Existing Zone:** A1 - Agricultural

**Proposed Zone:** RU1h - Large Lot Residential (Hillside Area)  
P3 - Parks and Open Space

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## 1.0 Recommendation

THAT Rezoning Application No. Z15-0060 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Part of Lot 12, Section 13, Township 26, ODYD, Plan KAP82084 except Plans KAP85143 and KAP86150 located at 1280 Wilmot Ave., Kelowna, BC from the A1 - Agricultural zone to the RU1h - Large Lot Residential Housing Hillside zone and from the RU1 - Large Lot Residential zone to the P3 - Parks and Open Space zone as shown on Map "A" be considered by Council;

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

## 2.0 Purpose

To consider a rezoning application for a portion of land off of Nishi Court to allow the creation of four residential lots and the designation of approximately 2.4 ha of natural area parkland.

## 3.0 Community Planning

Community Planning Staff support the application. The parcel being rezoned from A1 to RU1 is a very small parcel in the heart of a residential area. It is unlikely to be used for any agricultural purposes and it has only remained zoned A1 as the result of different phased developments over the past decade. The applicant is designating significantly more area as park than currently shown on the OCP Future Land Use Map. The rezoning will allow the applicant to complete a



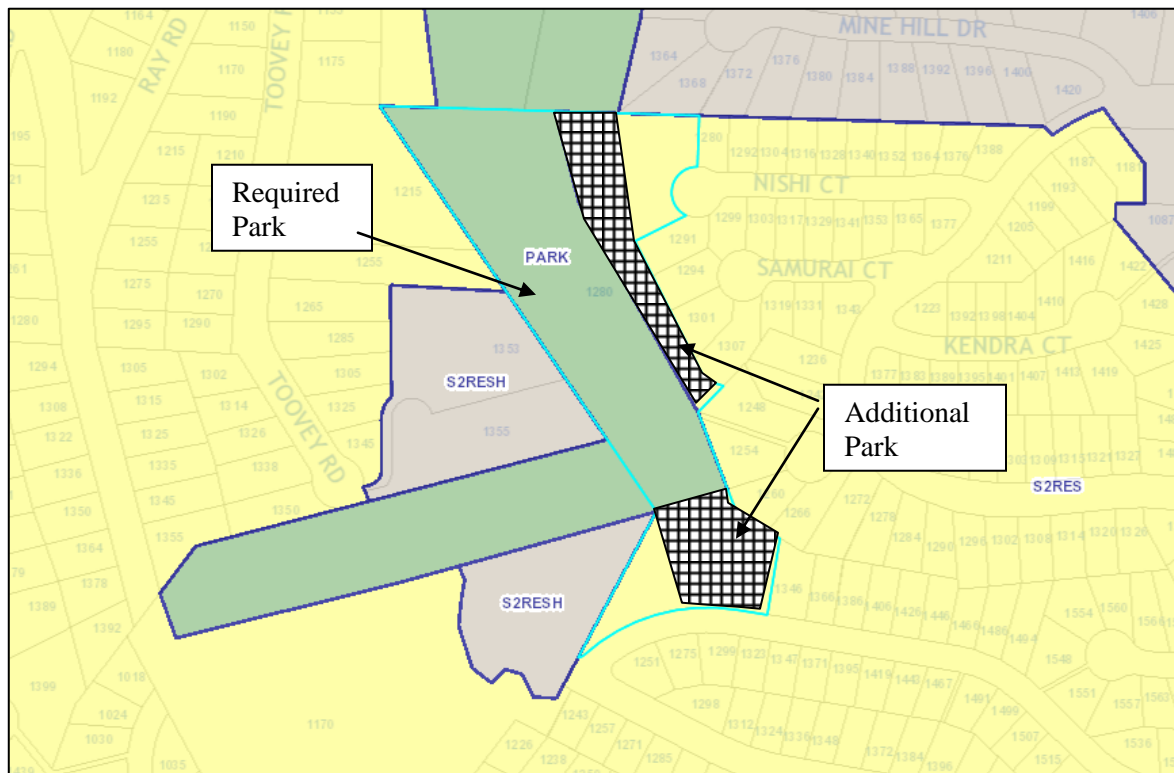
subdivision which will create 4 new residential lots and dedicate a substantial area of land to the City.

#### 4.0 Proposal

##### 4.1 Background

The subject parcel is a remnant parcel that was left after development on Black Mountain. A 1340 m<sup>2</sup> portion of land at the end of Nishi Court was left as A1 - Agricultural land, rather than being zoned for RU1 or RU1h like the remainder of the development. A sliver of the property is also zone RU1h.

The Official Community Plan designates a portion of the property for future parks use. The applicant is designating significantly more land as park than is required by the OCP. The parkland will be steeply sloped grassland with some trees and potential for a future public trail connection.



##### 4.2 Project Description

The applicant intends on subdividing the property to create 3 lots off of Nishi Ct and 1 new lot on Wilmot. The lots will be of similar size and character to the existing neighbourhood.

The remainder of the property will be designated for park and protected use. The parkland dedication will ensure that the steep sloped area is protected in perpetuity and allow for a public trail system. The park dedication will fit together with the larger vision for parks in the area. At the subdivision stage, black chain link fencing will be required to delineate the public and private property interface and a pedestrian walkway will be secured off of Nishi Ct to provide access to the park space.

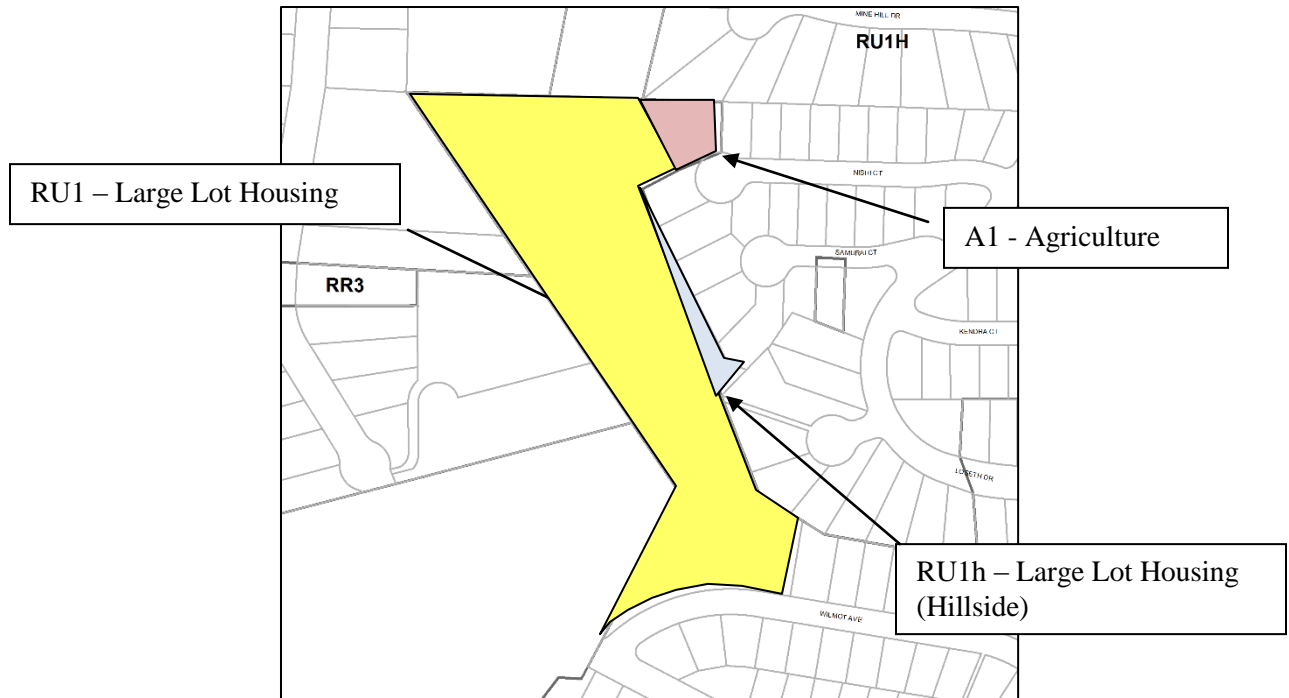


Figure 1 - Current Zoning

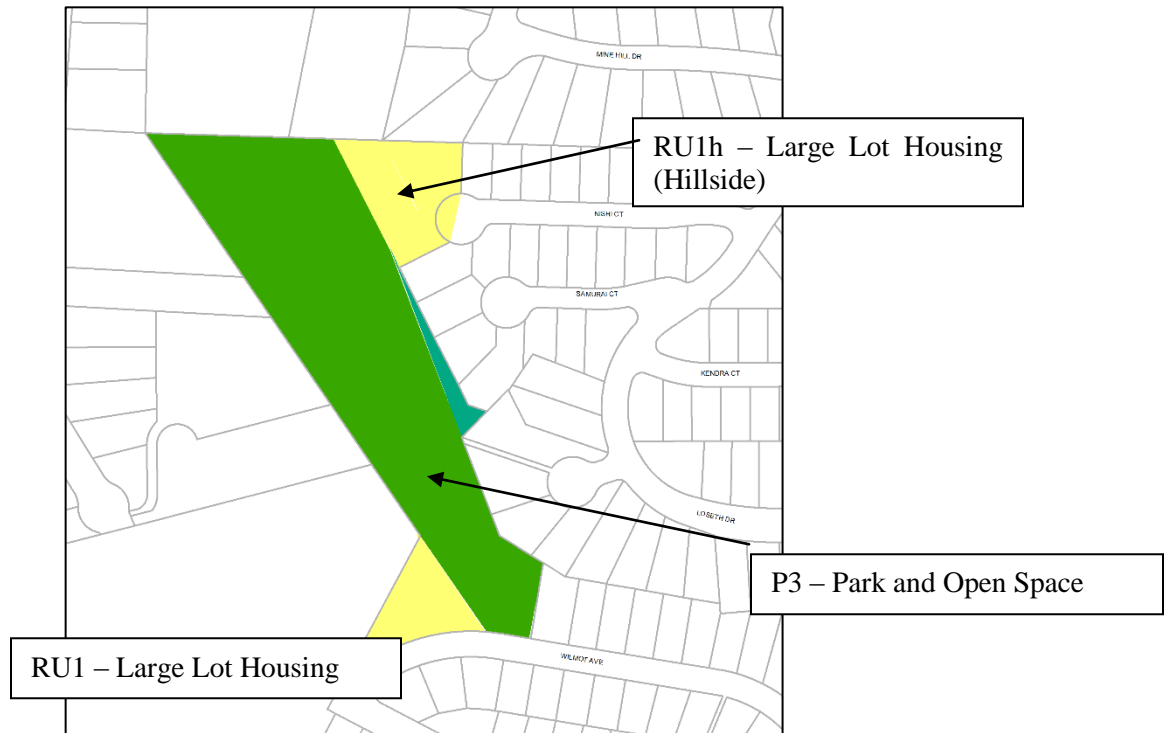


Figure 2 Requested Configuration



### 4.3 Site Context

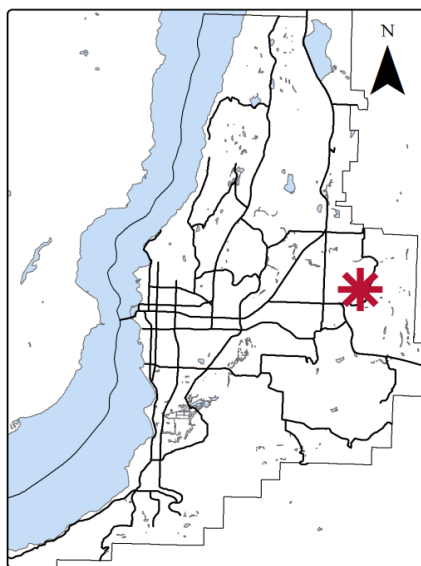
The subject property is in the Black Mountain area, in a suburbanized neighbourhood characterized by single family dwellings on steep lots. The area being rezoned from A1 is at the end of a developed cul-de-sac. The future parkland is further behind, stretching down to Wilmot Ave. A small portion of land fronting Wilmot will remain RU1 - Large Lot Residential.



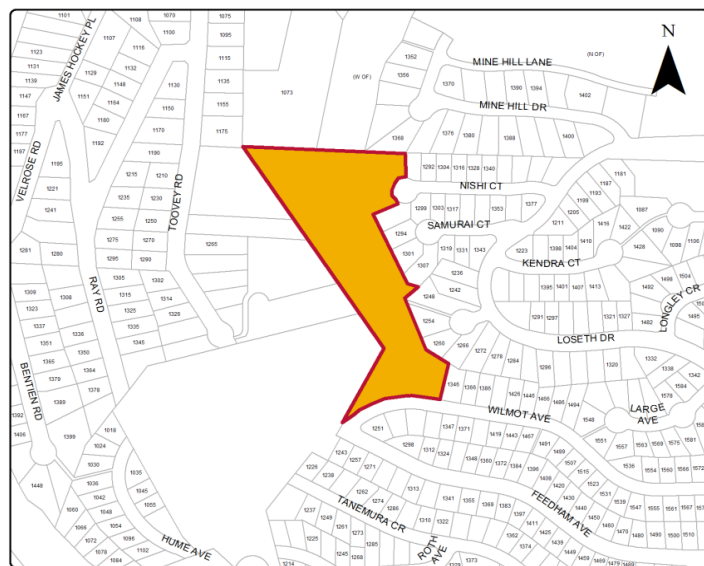
Adjacent land uses are as follows:

Orientation	Zoning	Land Use
North	RU1h - Large Lot Housing Hillside	Residential
East	RU1h - Large Lot Housing Hillside	Residential
South	RU1h - Large Lot Housing Hillside	Residential
West	RU1 - Large Lot Housing	Vacant

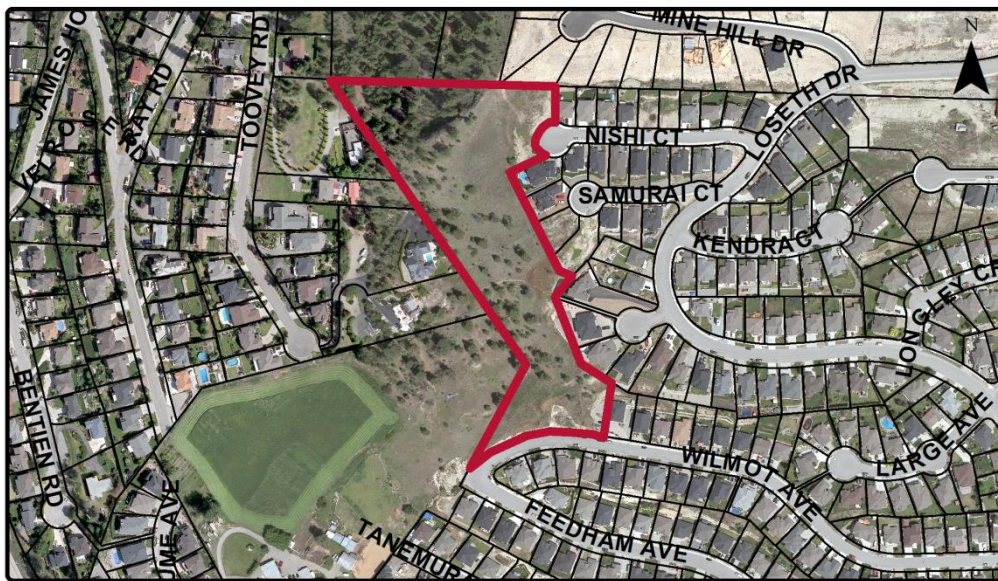
Subject Property Map:



CONTEXT



NEIGHBOURING ZONING



SUBJECT PROPERTY

## 5.0 Current Development Policies

### 5.1 Kelowna Official Community Plan (OCP)

#### Chapter 5: Development Process

**Compact Urban Form.**<sup>1</sup> 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.

**Cluster Housing.**<sup>2</sup> Require new residential development to be in the form of cluster housing on / or near environmentally sensitive areas and areas of steeper slopes to lessen site disturbance and environmental impact on those areas identified on the Future Land Use Map 4.1 as single-two unit residential hillside. Steeply sloped areas should be retained as natural open space, public or private. The intent of the clustering would be to preserve features identified through the Development Permit process that otherwise might be developed and to maximize open space in order to:

- a. Protect environmentally sensitive areas of the development site and preserve them on a permanent basis utilizing the most appropriate tools available; and
- b. Facilitate creative and flexible site design that is sensitive to the land's natural features and adaptive to the natural topography.

<sup>1</sup> City of Kelowna Official Community Plan, Policy 5.3.2 (Development Process Chapter).

<sup>2</sup> City of Kelowna Official Community Plan, Policy 5.22.1 (Development Process Chapter).

## 6.0 Technical Comments

### 6.1 Development Engineering Department

- See attached Memorandum dated January 14, 2016.

### 6.2 Fire Department

- The Fire Department has no issues with the rezoning application.

### 6.3 Irrigation District

- No comments or concerns received from BMID.

## 7.0 Application Chronology

Date of Application Received: November 16, 2015  
Date Public Consultation Completed: July 12, 2016

Report prepared by:

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Emily Williamson, Planner I

Reviewed by:

☐

Terry Barton, Urban Planning Manager

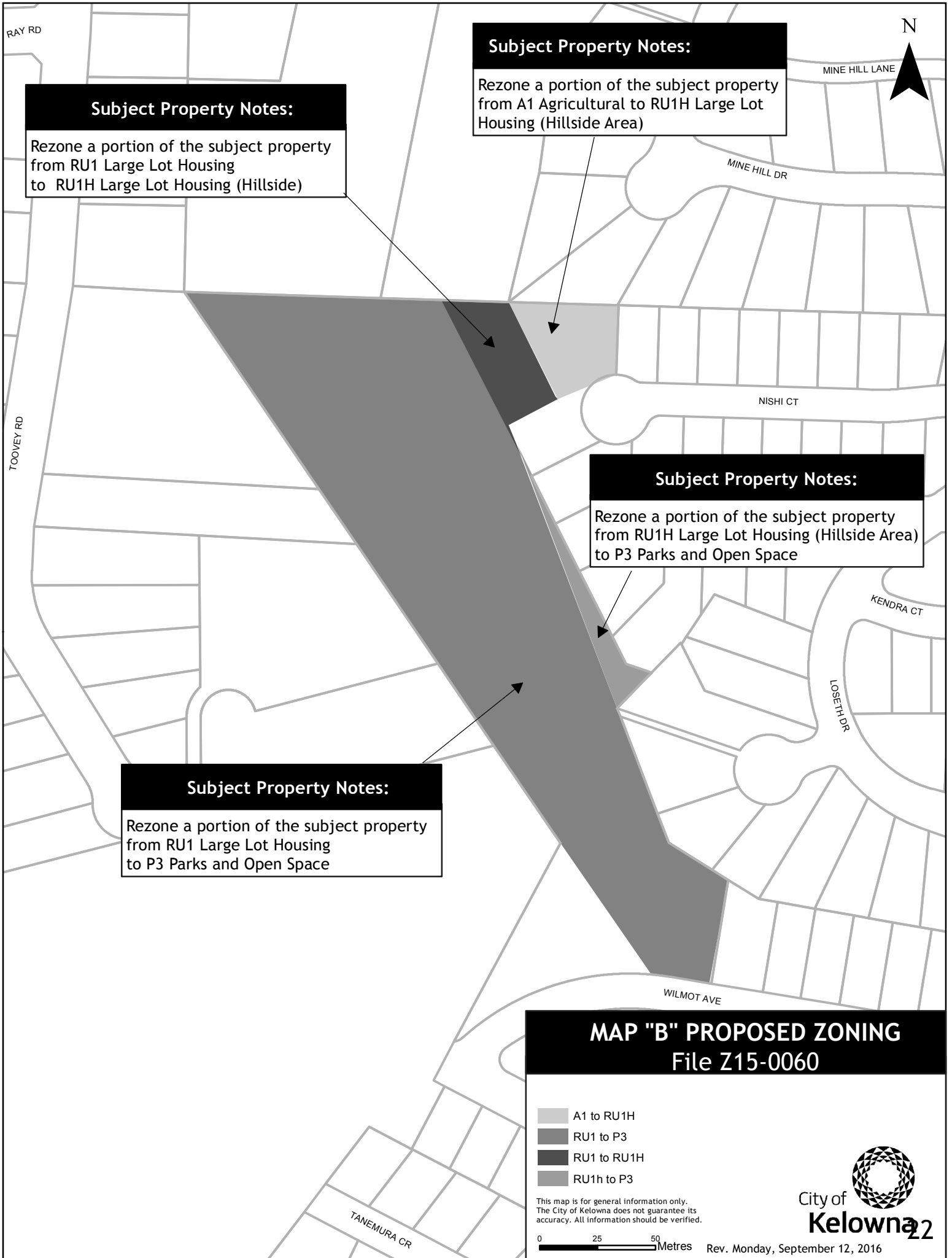
Approved for Inclusion:

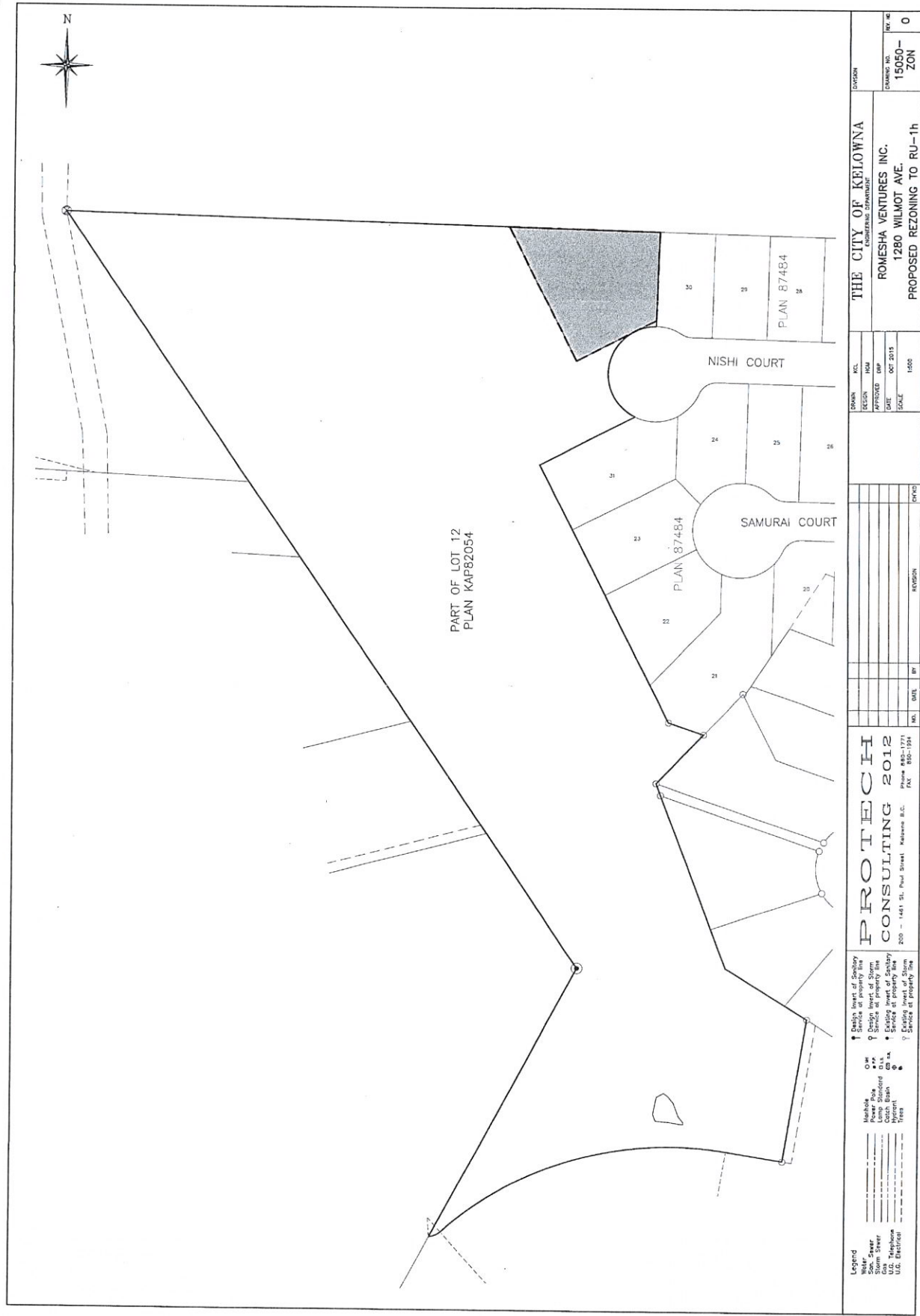
☐

Ryan Smith, Community Planning Department Manager

### Attachments:

Site Plan  
City of Kelowna Memorandum dated January 14, 2016









**Date:** January 14, 2016

**File No.:** Z15-0060

**To:** Community Planning (RR)

**From:** Development Engineering Manager (SM)

**Subject:** 1280 Wilmot Avenue A1, RU1, RU1H to RU1H

## 1. General

Steve Muenz, P. Eng.  
Development Engineering Manager

25

**CITY OF KELOWNA**  
**BYLAW NO. 11286**  
**Z15-0060 - Romesha Ventures Inc., Inc. No. BC0452408**  
**1280 Wilmot Avenue**

---

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 a portion of Lot 1, Section 13, Township 26, ODYD, Plan KAP82094 Except Plans KAP85143 and KAP86150 located on Wilmot Avenue, Kelowna, B.C., from the A1 - Agricultural 1 Zone to the RU1h - Large Lot Housing Hillside zone and from the RU1 - Large Lot Residential zone to the P3 - Parks and Open Spaces zone as shown on Map "A" attached;
2. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first time by the Municipal Council this

Considered at a Public Hearing on the

Read a second and third time by the Municipal Council this

Adopted by the Municipal Council of the City of Kelowna this

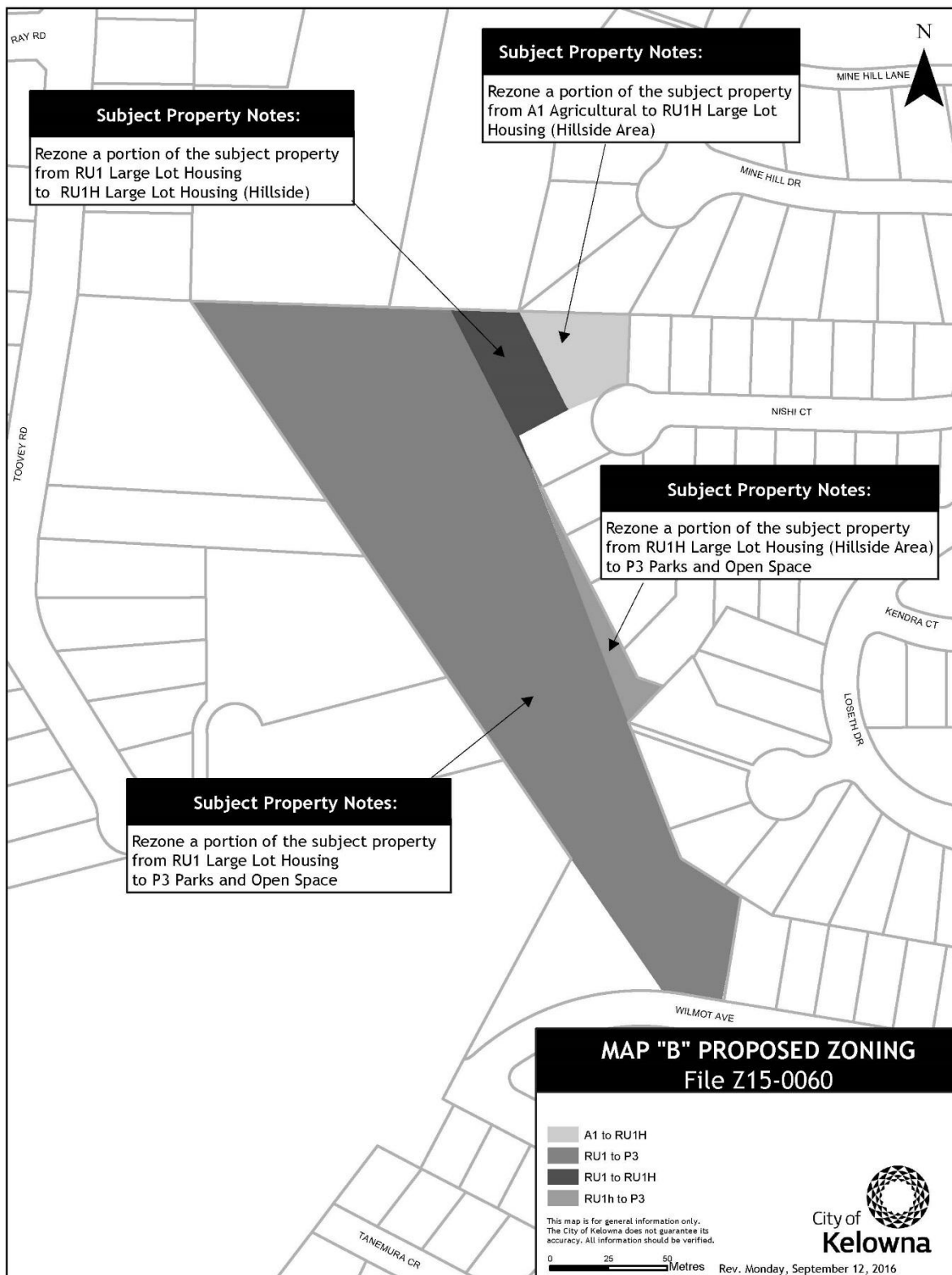
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Mayor

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City Clerk





# REPORT TO COUNCIL



**Date:** September 19, 2016

**RIM No.** 0940-00

**To:** City Manager

**From:** Community Planning Department (EW)

**Application:** DP16-0198      **Owner:** School District No. 23

**Address:** 4544 Gordon Dr      **Applicant:** Prosign

**Subject:** Development Permit Application

**Existing OCP Designation:** EDINST - Educational/Major Institutional

**Existing Zone:** P2 - Education and Minor Institutional

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## 1.0 Recommendation

THAT Council authorizes the issuance of Development Permit No. DP16-0198 for Lot A, District Lot 358, ODYD, Plan EPP25076, located at 4544 Gordon Dr, Kelowna, BC subject to the following:

1. The dimensions and siting of the sign and the exterior design and finish of the sign to be constructed on the land be in accordance with Schedule "A";
2. Sign copy shall remain in place for a minimum of 6.0 seconds before switching to the next copy;
3. The maximum transition time between each digital copy shall not exceed 0.25 seconds;
4. Copy shall not be shown on the digital display using full motion video or otherwise give the appearance of animation of movement, and the transition between each digital copy shall not be displayed using any visible effects, including but not limited to action, motion, fading in and out, dissolving, blinking, intermittent, or flashing light or the illusion of such effects;
5. Copy shall not be shown in a manner that requires the copy to be viewed or read over a series of sequential copy messages on a single digital display, or sequences on multiple digital displays;
6. No third party commercial advertising shall be permitted;
7. The signs must be equipped with an ambient light sensor;
8. The digital display shall not increase the light levels adjacent to the digital display by more than 3.0 LUX above the ambient light level;

9. While the sign is in operation, the light output for the digital shall be set in accordance with the following maximum luminance levels when measured from the sign face at its maximum brightness:
  - a. From sunrise to sunset, 7500 Nits;
  - b. From sunset to sunrise, 300 Nits;
10. If any component on the sign fails or malfunctions the sign shall be programmed to automatically turn off.

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

## **2.0 Purpose**

To consider a Staff recommendation to issue a Development Permit for the form and character of a freestanding digital sign at Okanagan Mission Secondary School.

## **3.0 Community Planning**

Community Planning Staff supports the Development Permit application for a freestanding sign for Okanagan Mission Secondary School along Gordon Drive. The electronic screen is a change to the character of the existing sign and meets the majority of design guidelines for a sign in the Comprehensive and Revitalization Development Permit Areas. The sign is located on institutional zoned land in support of the high school without any commercial messaging. The electronic screen does contribute to the overall quality of the school development, is consistent with the appearance and scale of the buildings, and provides public messages to students, parents, and neighbours.

While staff recognizes the intent to modernize the current signage, staff does have concerns on potential impacts the sign will have on the surrounding residential neighbourhood. To address these concerns, requirements for transition time between digital copy, appearance of animation, brightness, and prohibiting third party advertising have been included as conditions in the attached draft development permit.

## **4.0 Proposal**

### **4.1 Project Description**

The applicant proposes moving the existing freestanding sign, modifying the façade, and replacing the manual changeable copy sign area with an electronic screen. The applicant has provided a rationale for the sign proposal (Attachment A) which includes mitigating vandalism, no longer requiring staff or students to use ladders to change the copy, and improving communication with parents, students, and the community.

The façade and materials of the sign are consistent with the recently renovated façade of OKM school; brick base and woodgrain composite materials left over from the renovation will cover the existing steel structural components of the existing sign. The proposed height of the sign will remain the same, at the maximum height permitted in the P2 Zone (4.0 m). The proposed sign has been moved north of the existing sign from the exit to the entrance of the parking lot due to traffic flow changes at OKM school. An existing tree will need to be removed to facilitate the sign

in the new location. To compensate, the applicant has committed to plant a tree and re-landscape the boulevard where the current sign is located.

The electronic screen is considered a Changeable Copy Sign - Electronic, as defined in Sign Bylaw No. 8235. These are permitted on free-standing signs and must include public service information (time, date or temperature) for a portion of the message. Additional specific regulations are noted in Sections 5.10 and 6.1 of the Sign Bylaw.

#### 4.2 Site Context

The subject property is Okanagan Mission Secondary School, located in the North Okanagan Mission sector of the City, on the west side of Gordon Drive. The surrounding area is characterized by residential uses.

Specifically, adjacent land uses are as follows:

Orientation	Zoning	Land Use
North	RU1 - Large Lot Housing	Single dwelling housing
East	RU1 - Large Lot Housing RU1c - Large Lot Housing with Carriage House	Single dwelling housing, carriage home
South	RU1 - Large Lot Housing	Single dwelling housing
West	RU1 - Large Lot Housing	Single dwelling housing

#### 4.3 Sign Analysis Table

Sign Bylaw Analysis Table		
CRITERIA	P2 ZONE REQUIREMENTS	PROPOSAL
Maximum Height	4.0 m	4.0 m
Maximum Area	4.0 m <sup>2</sup>	3.8 m <sup>2</sup>

### 5.0 Current Development Policies

#### 5.1 Kelowna Official Community Plan (OCP)

##### Comprehensive Development Permit Area

Consideration has been given to the following guidelines as identified in Section 14.A. of the City of Kelowna Official Community Plan related to Comprehensive Development Permit Areas:

Comprehensive Development Permit Area	Yes	No	N/A
<b>Signs</b>			
Do signs contribute to the overall quality and character of the development?	✓		
Is signage design consistent with the appearance and scale of the building?	✓		
Are signs located and scaled to be easily read by pedestrians?		✓	
For culturally significant buildings, is the signage inspired by historical influences?			✓

## **6.0 Technical Comments**

### **6.1 Building & Permitting Department**

- No comments.

### **6.2 Development Engineering Department**

- See attached memorandum (Attachment B), dated August 23, 2016.

## **7.0 Application Chronology**

Date of Application Received: August 8, 2016

## **8.0 Alternate Recommendation**

THAT Council NOT authorize the issuance of Development Permit No. DP16-0198 for Lot A, DL 358, ODYD, Plan EPP25076, located at 4544 Gordon Drive, Kelowna, BC.

## **9.0 Report prepared by:**

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Emily Williamson, Planner

**Reviewed by:**

☐

Terry Barton, Urban Planning Manager

**Approved for Inclusion:**

☐

Ryan Smith, Community Planning Department Manager

## **Attachments:**

Draft DP

Attachment A - Applicant's Proposal and Rationale

Attachment B - City of Kelowna Memorandum

# DEVELOPMENT PERMIT



## APPROVED ISSUANCE OF DEVELOPMENT PERMIT NO. DP16-0198

**Issued To:** The Board of Education of School District No. 23 (Central Okanagan)  
**Site Address:** 4544 Gordon Dr, Kelowna, BC  
**Legal Description:** Lot A, DL 358, ODYD, Plan EPP25076  
**Zoning Classification:** P2 - Education and Minor Institutional  
**Development Permit Area:** Comprehensive Development

### SCOPE OF APPROVAL

This Permit applies to and only to those lands within the Municipality as described above, and any and all buildings, structures and other development thereon.

This Permit is issued subject to compliance with all of the Bylaws of the Municipality applicable thereto, except as specifically varied or supplemented by this Permit, noted in the Terms and Conditions below.

The issuance of a Permit limits the Permit Holder to be in strict compliance with regulations of the Zoning Bylaw and all other Bylaws unless specific Variances have been authorized by the Permit. No implied Variances from bylaw provisions shall be granted by virtue of drawing notations that are inconsistent with bylaw provisions and that may not have been identified as required Variances by the applicant or Municipal staff.

### 1. TERMS AND CONDITIONS

THAT Development Permit No. DP16-0198 for Lot A, DL 358, ODYD, Plan EPP25076, located at 4544 Gordon Dr, Kelowna, BC to allow an electronic changeable copy sign be approved subject to the following:

THAT Council authorizes the issuance of Development Permit No. DP16-0198 for Lot A, DL 358, ODYD, Plan EPP25076, located at 4544 Gordon Dr, Kelowna, BC subject to the following:

1. The dimensions and siting of the sign and the exterior design and finish of the sign to be constructed on the land be in accordance with Schedule "A";
2. Sign copy shall remain in place for a minimum of 6.0 seconds before switching to the next copy;
3. The maximum transition time between each digital copy shall not exceed 0.25 seconds;
4. Copy shall not be shown on the digital display using full motion video or otherwise give the appearance of animation of movement, and the transition between each digital copy shall not be displayed using any visible effects, including but not limited to action, motion, fading in and out, dissolving, blinking, intermittent, or flashing light or the illusion of such effects;

5. Copy shall not be shown in a manner that requires the copy to be viewed or read over a series of sequential copy messages on a single digital display, or sequences on multiple digital displays;
6. No third party commercial advertising shall be permitted;
7. The signs must be equipped with an ambient light sensor;
8. The digital display shall not increase the light levels adjacent to the digital display by more than 3.0 LUX above the ambient light level;
9. While the sign is in operation, the light output for the digital shall be set in accordance with the following maximum luminance levels when measured from the sign face at its maximum brightness:
  - a. From sunrise to sunset, 7500 Nits;
  - b. From sunset to sunrise, 300 Nits;
10. If any component on the sign fails or malfunctions the sign shall be programmed to automatically turn off.

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

## **2. PERFORMANCE SECURITY**

None required.

## **3. DEVELOPMENT**

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

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

**This Permit IS NOT a Building Permit.**

## **4. APPLICANT'S AGREEMENT**

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

- a) All actions and proceedings, costs, damages, expenses, claims, and demands whatsoever and by whomsoever brought, by reason of the Municipality granting to me the said Permit.
- b) All costs, expenses, claims that may be incurred by the Municipality if the construction by me of engineering or other types of works as called for by the Permit results in damages to any property owned in whole or in part by the Municipality or which the Municipality by duty or custom is obliged, directly or indirectly in any way or to any degree, to construct, repair, or maintain.

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

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

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

---

Signature of Owner / Authorized Agent

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Date

---

Print Name in Bold Letters

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Telephone No.

#### **5. APPROVALS**

Issued and approved by Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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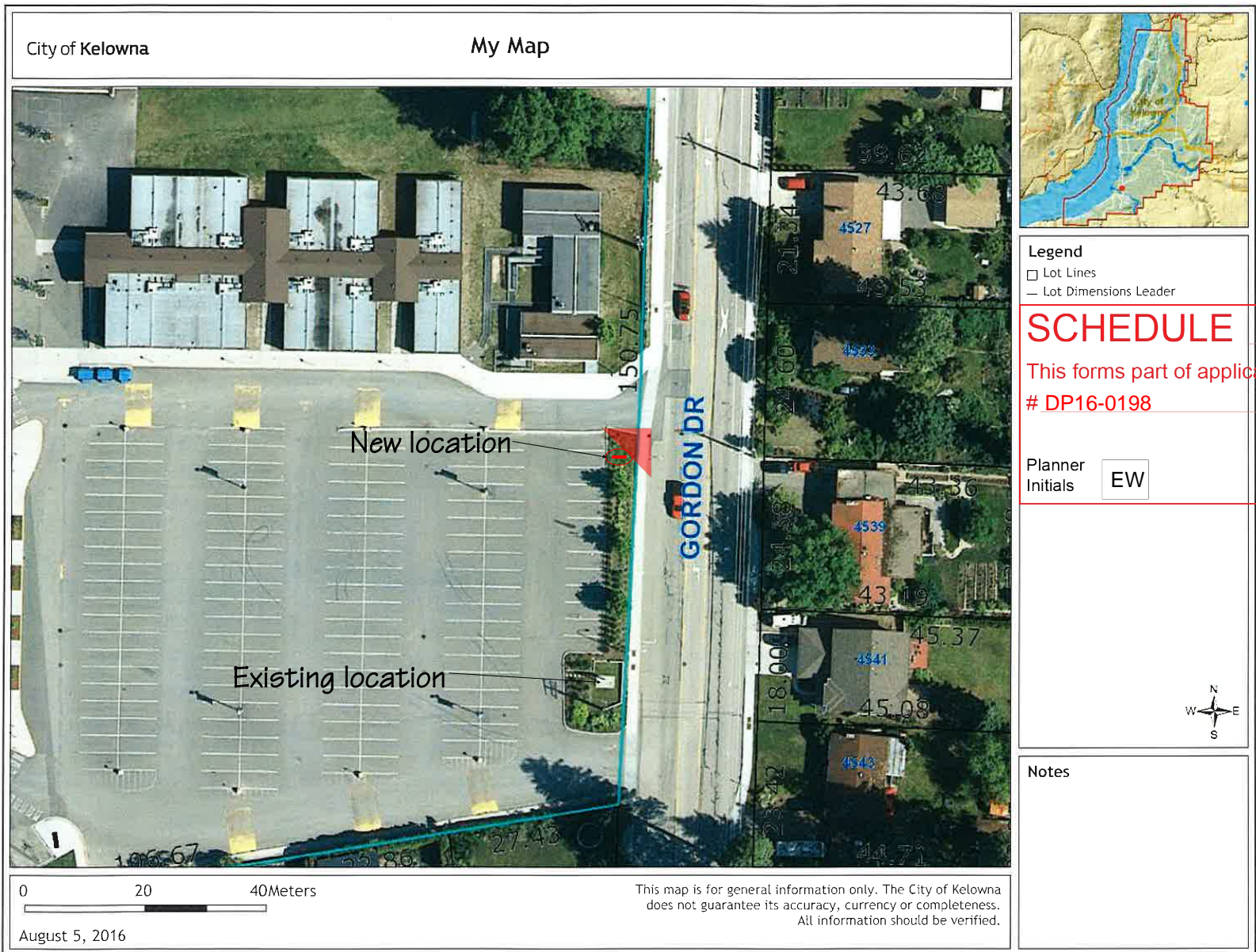
Ryan Smith, Community Planning Department Manager  
Community Planning & Real Estate

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Date

**The PERMIT HOLDER is the CURRENT LAND OWNER.**





ProSign!

439 Banks Road Kelowna, BC V1X 6A2  
 Ph. 250.763.1954 Fx. 250.763.2796  
[www.prosignbc.com](http://www.prosignbc.com) [signs@prosignbc.com](mailto:signs@prosignbc.com)

Project: OKM relocated sign location - Plot view

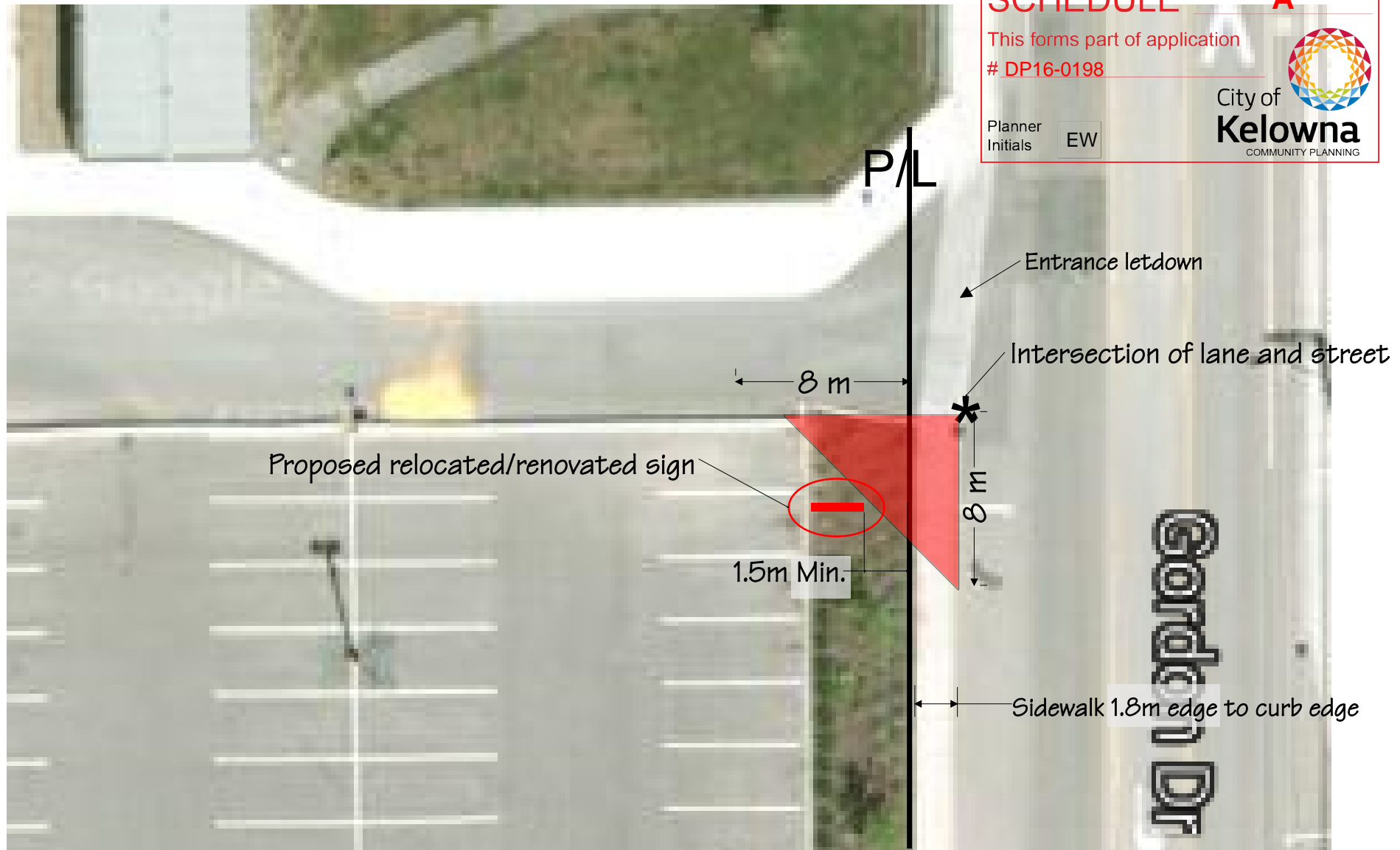
Date: Aug. 2016

Sales Person: DG

Designed By: DG

Approved: \_\_\_\_\_

Date: \_\_\_\_\_



**ProSign!**

439 Banks Road Kelowna, BC V1X 6A2  
Ph. 250.763.1954 Fx. 250.763.2796  
www.prosignbc.com  signs@prosignbc.com

Project: OKM proposed sign location - "zoomed" Plot view

Date: Aug. 2016 Sales Person: DG Designed By: DG

Approved: \_\_\_\_\_

Date: \_\_\_\_\_



# SCHEDULE

A

This forms part of application

# DP16-0198

Planner  
Initials

EW

City of  
**Kelowna**  
COMMUNITY PLANNING



OSLAGUON MIDDLE  
AND SENIORS SCHOOL  
COMMUNITY MEETING  
MON 7-9  
FRI 6-8 PM

ENTRANCE  
ONLY





*3-D illuminated letters (both sides)*

## SCHEDULE A

This forms part of application

# DP16-0198

Planner  
Initials EW



*Woodgrain composite panels*

*Brick to match school*

*New electronic (LED) message sign; double-sided*

### 4544 Gordon Drive

Proposed relocation/renovation of  
existing freestanding sign

Height from Grade = 4.0m

Sign area = 3.8m<sup>2</sup>

Construction value = \$ 40,000



<b>ATTACHMENT     A</b>	
This forms part of application # <u>DP16-0198</u>	
Planner Initials	<div style="border: 1px solid black; padding: 2px; display: inline-block;">EW</div>
<div style="text-align: right;"> <b>City of Kelowna</b> <small>COMMUNITY PLANNING</small></div>	

Prosign, div. of T.D. Professional Signs Ltd  
439 Banks Road  
Kelowna, BC Canada  
V1X 6A2

*PreSign!*

August 8, 2016

City of Kelowna – Community Planning  
1435 Water Street  
Kelowna, BC V1Y 1J4

Attn: Ryan Smith

Re: Sign Permit Application and Development Proposal for Okanagan Mission Secondary School

Dear Ryan:

In 2004, a “monument style” manual message sign (reader board) was installed at Okanagan Mission Secondary School (Sign Permit BP27577). The design was based on a desire to keep the sign as low as possible both for aesthetics and to enable students to change the messages without the need for a ladder. Within a very short time following installation, the sign was vandalized to such an extent that it had to be completely removed. The School District then contracted MSS Engineering to design a structure that would support a replacement sign and elevate it to the maximum height allowed under the sign bylaw for a P-2 zone. While this made vandalism of the sign cabinet more difficult, a locking protective cover system was still required in order to protect the messages. This required that the faces be opened and the messages changed with the use of a ladder. The school has managed this system for several years, but always with the goal of replacing the sign with an electronic message sign that would eliminate the need for students and/or staff to be working from ladders, and that would make updating messages much simpler, improving communications with parents, students and the community. Further, over the period of time the sign has been in place the traffic flow for the school has been changed, such that the current sign is now at the exit from the school grounds, rather than the entrance.

As part of a major renovation currently underway, the school and District requested proposals for relocating the existing sign and replacing the message portion with an LED electronic message centre (EMC). Our proposal, documented in attached drawings, is to utilize the existing sign structure but replace the current fluorescent backlit sign cabinet with an EMC. Because of the recent renovations at OKM, there is material available to add a woodgrain composite façade to the sign structure, as well as a brick base. As shown in our photo mock-ups, this results in the steel structural components being completely concealed. We have also proposed adding the school name in individual router-cut acrylic letters that are “pushed through” negatives of the letters router-cut from the composite sheeting. The result is a 3-D letter look that is backlit with LEDs to provide a white “halo” around the letters at night. (See night elevation view.) The overall size of the sign assembly is virtually identical to the current sign and is in compliance with the size restrictions for the P-2 zone.

The proposed EMC is a later (and smaller) version of those currently in use at Kelowna Secondary School is fully controllable with its accompanying software such that brightness is automatically adjusted according to ambient light conditions; on/off times can be set to whatever the user selects; message change frequency is fully adjustable; and special effects can be individually selected or not used at all.

The proposed new location is in the same vicinity as the current sign, relative to the surrounding neighbours, and is in the same permanently landscaped area, adjacent to the student parking area. In order to provide visibility to northbound traffic, one existing tree will need to be removed. The location is based on a 1.5 m minimum setback from the property line and complies with the "8 m triangle" requirement for signs at intersections, thus no variance is being requested for location or sign size.

It is our strong belief that the proposed relocation and renovation of this sign will not only improve the school's ability to communicate its message, but will also greatly improve the overall look and feel from Gordon Drive and the surrounding neighbourhood.

Yours truly,

A handwritten signature in black ink, appearing to read "Doug Gossoo", with a stylized flourish at the end.

Doug Gossoo  
President

T. 250-878-0511  
E. [doug@prosignbc.com](mailto:doug@prosignbc.com)

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**CITY OF KELOWNA**

**MEMORANDUM**

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**Date:** August 23, 2016  
**File No.:** DP16-0198

**To:** Community Planning (EW)

**From:** Development Engineering Manager(PI)

**Subject:** 4544 Gordon Drive Electronic Message Sign

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Development Engineering Services comments and requirements pertaining to this application are as follows:

General

The Development Permit application to alter the existing sign to permit the installation of an electronic message sign will not compromise City of Kelowna servicing requirements.

---

Purvez Irani, MS, P Eng., PTOE  
Development Engineering Manager

SS

# Report to Council



**Date:** September 19, 2016  
**File:** 0710-01  
**To:** City Manager  
**From:** Sandra Kochan, Cultural Services Manager  
**Subject:** Overview of 2017 Cultural Grants

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## **Recommendation:**

THAT COUNCIL receives, for information, the overview of 2017 Cultural Grants as contained in the report dated September 19, 2016 from the Cultural Services Manager;

AND THAT COUNCIL approves the guidelines for the 2017 Professional Operating Grants, 2017 General Operating Grants and the 2017 Project Grants as set out in the report dated September 19, 2016 from the Cultural Services Manager;

AND THAT COUNCIL endorses the process of recruiting, training and remunerating a Cultural Grant Panel through a public Call for Applications as set out in the report dated September 19, 2016 from the Cultural Services Manager;

AND FURTHER THAT COUNCIL directs staff to provide, for information, a list of the 2017 recipients in the General Operating, Project and Organization Development programs, as well as a summary of achievements, benefits and impact arising from grants awarded in these programs in 2016.

## **Purpose:**

To provide an overview of grant programs and processes to be administered by the Cultural Services Branch for 2017.

## **Background:**

As a result of a Grant Program Review Project in 2015, a suite of updates and changes to various cultural grant programs were recommended, with phased implementation over several years.

The first round of updates and changes were introduced for the 2016 grant cycle including:

- Establishment of new guidelines for Professional Operating Grants;
- Revisions to eligibility and evaluation criteria for General Operating Grants;



- For Project Grants, advance notification of a three-year eligibility limit commencing in 2017 and clarification of eligibility and evaluation criteria;
- For Organization Development Grants, revised guidelines and a separate intake date at the end of April, allowing organizations to undertake organization development projects in response to General Operating Grant feedback in the same year.

A second phase of updates and changes are now being introduced for the 2017 grant cycle and are itemized in this report for Council's consideration.

#### A. Professional Operating Grants

The purpose of professional operating grants is to provide consistent and reliable annual support to professional, established non-profit arts and cultural organizations which provide impactful, quality programs and services, demonstrate sustainable operations and contribute to the realization of the City's cultural vision, principals and goals as outlined in the 2012-2017 Cultural Plan.

New guidelines were introduced in 2016, and other than adjusting dates as needed, no other changes are proposed. The 2017 guidelines are attached as Appendix A.

In 2016, four organizations (Okanagan Symphony, Ballet Kelowna, Alternator Centre for Contemporary Art and Bumbershoot Children's Theatre) received a total of \$140,000 through this program. Each of the organizations has provided a report to Council.

Applications in this program are due on December 15, 2016 and upon completion of application review, staff will bring forward a report in early February 2017 seeking approval of funding recommendations in this program.

#### B. General Operating Grants

This program aims to provide annual assistance to non-profit arts, culture and heritage organizations. Most organizations benefiting from this program are small, volunteer-led organizations providing a wide range of arts, culture and heritage programs.

In 2016, 15 organizations received a total of \$104,300 through this program, out of a funding envelope of \$109,300. No change is proposed to the funding envelope for 2017. The remaining \$5,000 will be carried over into the 2017 budget.

The 2017 program guidelines are attached as Appendix B. Changes introduced for 2017 are:

- a) Section 4.1.1 - introduction of two-tier evaluation, diverting returning applicants seeking less than \$5,000 in operating support to a simplified process in which applications are reviewed by staff. A mechanism for clarification and review of staff funding recommendations has also been introduced (Section 4.2.1).

All other applications will continue to be reviewed by an independent, arms-length panel. (Changes to the arms-length panel are detailed in section E below.)

This simplified process responds to feedback from both applicants and previous adjudication panels that a full application and adjudication process may not be

warranted for all applicants, and that where appropriate, the application process should be streamlined.

The guidelines also include minor housekeeping amendments to change dates and adjust wording to accommodate the two-tier evaluation process.

#### C. Project Grants

Project Grants provide assistance to non-profit organizations which deliver festivals, events or special projects which prominently feature arts, culture and heritage. Funding is provided on a matching basis for up to 50 per cent of the project cost, with a maximum of \$10,000 available.

In 2016, 10 organizations received a total of \$47,888 through this program, out of a funding envelope of \$55,000. The remaining \$7,112 was applied to Organization Development Grants to address unusually high demand in this program in 2016.

The 2017 program guidelines are attached as Appendix C. Changes for 2017 are:

- a) As with the General Operating Grants, introduction of a two-tier evaluation process diverting returning projects seeking less than \$3,500 to a streamlined staff review process - see Sections 4.1.1 and 4.2.1;
- b) Applicants were notified last year that, effective in 2017, organizations will be limited to a maximum of three grants from this program for the same project, regardless of the years in which support was provided (consecutive or intermittent) - see Section 1.1. This reflects a core principle of the program; it is not intended to be an ongoing source of support and the entrance of new applicants and projects into the program is a key objective.
- c) For 2017 only, through the City's Canada 150 Grant Program, an incentive top-up grant will be available to applicants whose projects demonstrate a connection to one or more of the City of Kelowna's Canada 150 themes.

The guidelines also include minor housekeeping amendments to change dates and adjust wording to accommodate the listed changes.

#### D. Organization Development Grants

This program, which provides a total of \$15,000 in small grants to non-profit organizations seeking to undertake projects which will improve their planning, governance and capacity, will continue in 2017, with a proposed application deadline at the end of April. In 2016, nine organizations received a total of \$22,112. Changes to this program will be the subject of a future report to Council.

#### E. Cultural Grant Panel

For several years, the Central Okanagan Foundation ('COF') has been contracted by the Cultural Services Branch to recruit, train, convene and facilitate roundtable meetings of adjudicators for the General Operating and Project Programs.

COF's service has been exemplary, and COF will continue to play an important role in facilitating and documenting roundtable discussions of adjudicators which formulate final arms-length recommendations for funding awards.

With the introduction of two-tier evaluation, and the need to spend more time familiarizing adjudicators with City funding objectives and requirements, the following changes are being introduced for 2017:

The City will assemble a Cultural Grant Panel by recruiting up to 12 Kelowna residents through a Call for Applications, attached as Appendix D. The Call for Applications provides information about eligibility, the Panel's role, estimated time commitment and, for the first time, introduces remuneration for panel members based on a reading fee per application and a per diem rate for attendance at roundtable meetings. Selection of Grant Panel members will be based on staff review and final approval by the Division Director.

The public call and remuneration for panel members is recommended because:

- The pool of experienced adjudicators in the community has been called on year after year by a number of funders and needs to be refreshed;
- New expertise (especially through newcomers to Kelowna) may be identified through a public call;
- Qualified individuals who serve as adjudicators are expected to take time away from their businesses, vocations and families in December and early January to receive orientation and review applications. Expecting them to do this on a volunteer basis without remuneration is no longer deemed reasonable and the City of Kelowna joins the ranks of other municipalities who provide at least some compensation to grant adjudicators for their time.

The City will also play a more active role in providing orientation to the Cultural Grant Panel about the City's funding objectives, and in training panelists in the use of the assessment tools.

The annual Memorandum of Understanding between Cultural Services and COF has been adjusted to reflect these changes, and the contract fee paid to COF has been reduced from \$10,000 to \$4,700. The Memorandum of Understanding is attached as Appendix E. Remaining funding will be used for remunerating Cultural Grant Panel members, and other costs associated with hosting panel orientation and roundtable meetings. This is a re-allocation of existing Cultural Services budget associated with grant administration and will not require any additional funds in 2017.

**Program activity:**

A chart summarizing applications and grant awards in the Operating and Project programs for the years 2010 to 2016 is included as Appendix F.

**Program promotion and information:**

Cultural Services staff ensure that program guidelines and various forms are posted on the City's website. The majority of applicants continue to access materials online, or through email.

The City distributes an email bulletin announcing that guidelines and application forms are available. This is supported by public service announcements and occasional paid advertising.

Three public information workshops are scheduled to help attendees with the 2017 application process. All workshops are free to attend and are held at the Rotary Centre for the Arts. Pre-registration is requested:

Workshop #1: Wednesday, October 12, 2016 / 5:00 to 7:00 p.m.  
 Workshop #2: Thursday, October 13, 2016 / 10:00 a.m. to 12 Noon  
 Workshop #3: Thursday, October 13, 2016 / 1:00 to 3:00 p.m.

Registration will be available on line at [kelowna.ca](http://kelowna.ca) or by phoning 250-469-8800.

#### **Intake timeline:**

A summary of the grant process for 2017 is provided in the following chart:

PHASE ONE Oct-Dec Application Intake	PHASE TWO Nov-Jan Grant Panel & Adjudication	PHASE THREE Jan-Feb Grants Awards & Distribution
Guidelines and application forms (available early Oct)	Grant Panel recruitment (Nov)	Staff contact all applicants (late Jan)
Public workshops (mid-Oct)	Panel orientation (early Dec)	Staff report to Council re: grant awards (early Feb)
Staff support for applicants (Oct/Nov)	Individual panel members review applications (Dec-Jan)	Follow up with applicants (Feb)
Application deadline (Dec. 2)	Staff review of streamlined applications (Dec-Jan)	Confirmation letters and cheques to recipients by end of February
	Panel roundtable to finalize awards (mid-Jan)	

#### **Accountability:**

Through the guidelines, application forms and confirmation letters, grant recipients acknowledge and agree to conditions of funding. Highlights include:

- The recipient will make every effort to secure funding from other sources as indicated in its application;
- If there are any changes in the organization's activities as presented in its application, Cultural Services must be notified in writing immediately and approve such changes;
- In the event that the grant funds are not used for the activities as described in the application, they are to be repaid to the City;
- The recipient must acknowledge the financial assistance of the City of Kelowna through use of the City's logo in accordance with prescribed standards;
- Recipients must provide a Final Report as a pre-condition for future eligibility in any Cultural Services grant program.

#### **Internal Circulation:**

Director, Active Living & Culture  
 Communications Advisor

**Existing Policy:** Cultural Policy 274

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

The Central Okanagan Foundation has been consulted in the preparation of this report.

**Considerations not applicable to this report:**

Legal/Statutory Authority  
Legal/Statutory Procedural Requirements  
Financial/Budgetary Considerations  
Personnel Implications  
Communications Comments  
Alternate Recommendation

Submitted by:

S. Kochan, Cultural Services Manager

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

**Attachments:**

Appendix A - 2017 Professional Operating Grant Guidelines  
Appendix B - 2017 General Operating Grant Guidelines  
Appendix C - 2017 Project Grant Guidelines  
Appendix D - Cultural Grant Panel - Call for Applications  
Appendix E - Memorandum of Understanding  
Appendix F - Grant Summary 2010-2016

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

## 2017 Cultural Grants - Professional Operating Program GUIDELINES

Deadline: Thursday, December 15, 2016 at 4:00 p.m. PST

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

Sandra Kochan, Cultural Services Manager  
250-469-8935  
[skochan@kelowna.ca](mailto:skochan@kelowna.ca)

Submit required materials by the deadline to:

2017 Professional Operating Grants  
City of Kelowna Cultural Services Branch  
Glenmore Office\*  
#105 - 1014 Glenmore Drive  
Kelowna, BC V1Y 4P2  
HOURS: Monday to Friday, 8:30 a.m. to 4:30 p.m.

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

## **CITY OF KELOWNA CULTURAL SERVICES BRANCH**

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

### **VISION:**

A community which is thriving, engaging and inspiring.

### **GUIDING PRINCIPLES:**

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

### **GOALS 2016-2017:**

#### **Cultural vitality:**

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

#### **Strengthening the cultural ecosystem:**

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

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

At [www.kelowna.ca](http://www.kelowna.ca), learn more about:

[Cultural Plan](#): Home Page/Residents/Arts, Culture & Heritage/Cultural Plan

[Official Community Plan](#): Home Page/Residents/City Planning/Community Plan

[Cultural Policy 274](#): Home Page/City Hall/Council/Policies

## **1.0 PROFESSIONAL OPERATING PROGRAM OBJECTIVES AND DESCRIPTION**

### **1.1 Objectives:**

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

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

### **1.2 Organization profile:**

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

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

### **1.3 Eligibility:**

To participate in this program, the organization must:

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



**1.4 *Ineligible organizations are:***

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

**1.5 *Ineligible activities are:***

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

**2.0 APPLICATION PROCESS**

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

Eligible applicants will submit a package of requested materials to Cultural Services by the program deadline, 4 p.m. PST, Thursday, December 15, 2016. Incomplete or late applications will not be accepted. Receipt of a complete application prior to the deadline does not guarantee funding.

**3.0 ASSESSMENT CRITERIA**

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

Criteria are grouped into five (5) categories:

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

Detailed criteria are listed in Schedule 1 of these Guidelines.

## 4.0 ASSESSMENT AND APPROVAL PROCESS

### 4.1 *Staff Review:*

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

### 4.2 *Interview:*

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

### 4.3 *Notification:*

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

### 4.4 *Funding Reductions and Fair Notice:*

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

### 4.5 *Request for Clarification/Request for Reconsideration:*

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

### 4.6 *Council Approval/Distribution:*

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

### 4.7 *Annual Report:*

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

## 5.0 PROGRAM TIMELINES

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

Deadline	Staff Review	Interview	Council Approval	Distribution	Annual report
Dec 15 2016	Early Jan 2017	Late Jan 2017	Early Feb 2017	By end Feb 2017	Spring 2017

## 6.0 CONDITIONS OF FUNDING

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

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

## 7.0 CONFIDENTIALITY

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

## 8.0 CONTACT INFORMATION

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

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

## 2017 Cultural Grants - General Operating Program GUIDELINES

Deadline: Friday, December 2, 2016 at 3:00 p.m. PST

These guidelines have been revised for 2017 - previous versions no longer apply.

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

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

Submit required materials by the deadline to:

2017 General Operating Grants  
City of Kelowna Cultural Services Branch  
Glenmore Office\*  
#105 - 1014 Glenmore Drive  
Kelowna, BC V1Y 4P2  
HOURS: Monday to Friday, 8:30 a.m. to 4:30 p.m.

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

## **CITY OF KELOWNA CULTURAL SERVICES BRANCH**

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

### **VISION:**

A community which is thriving, engaging and inspiring.

### **GUIDING PRINCIPLES:**

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

### **GOALS 2016-2017:**

#### **Cultural vitality:**

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

#### **Strengthening the cultural ecosystem:**

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

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

At [www.kelowna.ca](http://www.kelowna.ca), learn more about:

[Cultural Plan](#): Home Page/Residents/Arts, Culture & Heritage/Cultural Plan

[Official Community Plan](#): Home Page/Residents/City Planning/Community Plan

[Cultural Policy 274](#): Home Page/City Hall/Council/Policies

## 1.0 GENERAL OPERATING PROGRAM OBJECTIVES AND DESCRIPTION

### 1.1 *Objectives:*

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

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

### 1.2 *Organization profile:*

Organizations participating in this program are Kelowna-based, established, non-profit arts, culture and heritage organizations that have a mission to:

- 1.2.1 develop, create, produce, present and disseminate artistic work in any artistic discipline (Aboriginal arts, community arts, dance, interdisciplinary, literary, media, multidisciplinary, music, theatre, visual arts, fibre arts);
- 1.2.2 create, provide or facilitate events, materials, communications and/or services which interpret and convey the human history of Kelowna and/or foster preservation, stewardship, and public interpretation and appreciation of heritage knowledge, assets, collections and sites;
- 1.2.3 provide public education, programs, events or services focused on awareness, appreciation and celebration of Aboriginal and other ethno-cultural heritage, including language, traditions and artforms; or
- 1.2.4 develop and deliver programs and services which provide quality visual art, music or theatre experiences for participants living with chronic or permanent health conditions or disabilities which may limit their access to programs and services designed for the general population.
- 1.2.5 provide services or resources in support of artists and arts organization in the areas of research, information, professional development, networking, administration, audience development, marketing and communications.

They have been incorporated and actively providing the majority of their public programs and services in Kelowna for at least one (1) year prior to the application deadline. They demonstrate an inclusive, diverse and welcoming approach in their operations and activities. They have sound governance and are fiscally responsible, with diverse sources of revenue and good recordkeeping practices. They can demonstrate a need for financial support, and if they have a surplus or reserve, they have a plan for how that surplus or reserve will be used to improve their service to the community. They offer programming and/or services throughout the year.

### 1.3 *Eligibility:*

To participate in this program, the organization must:

- Be a registered non-profit society or a registered charity with the Canada Revenue Agency (CRA) and be registered for at least one (1) year at the time of the application deadline;
- Be physically located, have an active presence and have the majority of its programs and services delivered within the City of Kelowna for at least one (1) year at the time of the application deadline;
- Have a mandate and carry out activities which are consistent with the vision, principles, goals and objectives of this program;
- Be committed to providing arts, culture or heritage opportunities to Kelowna residents without exclusion of anyone by reason of religion, ethnicity, gender, age, sexual orientation, language, disability or income;
- Have fulfilled all reporting requirements for any previous grants from the City of Kelowna;
- Have an independent Board of Directors composed of volunteers and representative of its mission and audience. Directors must:

- Meet the minimum statutory requirements imposed by the relevant incorporation statute (i.e. BC Societies Act); and
- Not be remunerated for their services as Director (except for reimbursement of reasonable expenses) nor hold concurrent staff positions.
- Have an annual budget and independently prepared financial statements indicating evidence of financial support from private and public sector sources other than the City of Kelowna.

**1.4 *Ineligible organizations are:***

- Publicly funded or private educational institutions (public schools, universities, colleges, training organizations)
- Organizations which do not have arts, cultural and heritage mandates as described in the organization profile
- Organizations whose operations and activities are not consistent with the program objectives, description and/or eligibility requirements
- Organizations which operate City-owned facilities and receive City of Kelowna support through a Lease & Operating Agreement
- Organizations which receive City of Kelowna support through a Service Agreement or directly by a budget line item
- Organizations which receive City of Kelowna support through the Professional Operating program
- Organizations which have outstanding indebtedness to the City of Kelowna or which have not fulfilled reporting requirements for any previous grants from the City of Kelowna
- Unincorporated committees, groups, collectives or individuals.

**1.5 *Ineligible activities are:***

- Organization start up costs
- Deficit reduction
- Bursaries or scholarships
- Acquisition of real property
- Development of capital proposals or feasibility studies
- Sports, politics, education, religion, social service or healthcare
- Focused on attracting a limited or special interest audience

## **2.0 APPLICATION PROCESS**

Application forms are available on the [City's website](#).

Organizations considering submission of an application are encouraged to do the following prior to completing an application form and well in advance of the application deadline:

- Review these guidelines
- Contact City staff for more information
  - Caroline Ivey, [civey@kelowna.ca](mailto:civey@kelowna.ca), (250) 469-8474
- Attend a grant information workshop in October 2016.

Eligible applicants will deliver the application form and required support materials by the program deadline, 3 p.m. PST, Friday, December 2, 2016 to:

2017 General Operating Grants  
City of Kelowna Cultural Services Branch  
Glenmore Office\*  
#105 – 1014 Glenmore Drive  
Kelowna, BC V1Y 4P2

HOURS: Monday to Friday, 8:30 a.m. to 4:30 p.m.

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



NOTE: Applications will be accepted through Canada Post mail provided that they are received prior to the deadline.

Applications will not be accepted by email.

Incomplete or late applications will not be accepted. Receipt of a complete application prior to the deadline does not guarantee funding. Obtaining an operating grant is a competitive process and demand exceeds available resources.

### 3.0 ASSESSMENT CRITERIA

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

Criteria are grouped into three (3) categories:

- Program Quality (30%) – the quality of programs and services provided to the community, including the involvement of local artists or other relevant disciplines, distinctive or innovative initiatives, alignment and fulfillment of civic and organization objectives;
- Organizational effectiveness (30%) – sound governance and administration practices, financial health (i.e. realistic budgets with diversified sources of revenue), capacity for growth and adaptation, effective partner/collaborator;
- Community Engagement and Impact (40%) – demonstrated audience and public participation, community support, growth, contributions to the health and vitality of the cultural sector, learning opportunities for artists, audiences and participants, enhancing Kelowna’s cultural profile.

Detailed criteria are listed in Schedule 1 of these Guidelines.

### 4.0 ASSESSMENT OF APPLICATIONS

#### 4.1 *Independent Evaluation:*

Except as noted in Section 4.1.1 below, applications in this program are adjudicated by a Cultural Grant Panel of professional qualified peer and community representatives. Adjudication by panelists is independent and at arms length from the City of Kelowna.

Panelists are invited to participate based on their experience, merit and familiarity with grantmaking practice and the local arts, culture and heritage community. To the extent possible, the panel will reflect the diversity of the community at large and the range of disciplines and activities in the list of applicants.

Panelists who have a real or perceived conflict of interest regarding any application will be required to declare that such a conflict exists and will not participate in decisions relating to that application.

Cultural Services staff will be present as observers during the adjudication process, but will not be active participants.

The Cultural Grant Panel will, within 60 days of the application deadline, provide its recommendations to City staff. The panel’s recommendations are final and will be presented by staff to Kelowna City Council in early February, 2017.

#### ***4.1.1 Two-Tier Evaluation Process: (NEW)***

Commencing in 2017, in response to feedback from applicants and adjudicators, some applications will be diverted into a streamlined process, as follows:

- (a) all applications from first-time applicants in the General Operating Program, regardless of the grant amount requested, will complete a Regular Application Form and will be subject to independent evaluation by the Cultural Grant Panel;
- (b) returning applicants requesting a General Operating Grant of less than \$5,000 will complete a Condensed Application Form which will be reviewed by Cultural Services staff. The results of the staff review will be forwarded to the Director of the Active Living & Culture Division for final approval;
- (c) all other applicants will use the Regular Application Form and will be subject to independent evaluation by the Cultural Grant Panel.

#### ***4.2 Notification:***

Applicants will receive written notification of evaluation results by early February, 2017. Notification will include feedback from the Grant Panel and/or City staff. All applicants are encouraged to meet with City staff to review the feedback.

#### ***4.2.1 Request for Clarification/Request for Reconsideration (NEW)***

Applicants who have submitted a Condensed Application Form for staff review pursuant to Section 4.1.1(b) and do not agree with the funding notification may request further clarification from staff, or if still in disagreement after clarification, may make a formal request for reconsideration by the Director of the Active Living & Culture Division. In the event of a formal request for reconsideration, the City may delay distribution of some or all of the funds in this program until all of the funding decisions have been resolved, and the Director's decision will be final.

#### ***4.3 Fair Notice/Organization Development:***

Feedback from the Grant Panel and/or City staff may include recommendations for improvement to the organization's program quality, organizational effectiveness, or community engagement and impact.

Organizations returning to the General Operating Program in subsequent years will be required to demonstrate how they have responded to the feedback and worked to make the necessary improvements. This information is part of the Final Report.

Lack or insufficiency of response will be considered in future applications and may result in a reduction or withdrawal of support, or the imposition of conditions for future program eligibility.

Organizations receiving feedback or recommendations for improvement through review of their General Operating Grant application can formulate an organization development project and apply for an Organization Development Grant in the same year as their operating funding was reviewed.

#### ***4.4 Distribution:***

Following presentation of the staff report to City Council, applicants will receive a cheque and an accompanying confirmation letter detailing any terms and conditions, feedback or follow up items.

#### ***4.5 Final Report:***

Successful applicants will provide a Final Report in a prescribed format to the Cultural Services Branch. Receipt of these reports is a pre-condition for future eligibility in any Cultural Services grant program. Final Reports are provided to the evaluation panel and form part of their assessment.

Final Reports for 2017 General Operating Grants must be submitted on or before November 3, 2017.

## 5.0 TIMELINE

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

Deadline	Appn Review	Notification	Council Report	Distribution	Final Report
Dec 2 2016	Jan 2017	Late Jan 2017	Early Feb 2017	By end Feb 2017	Nov 3 2017

## 6.0 CONDITIONS OF FUNDING

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

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

## 7.0 CONFIDENTIALITY

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

## 8.0 CONTACT INFORMATION

Staff: Caroline Ivey, Cultural Services Coordinator  
 Address: 105 - 1014 Glenmore Drive  
 Kelowna, BC V1Y 4P2  
 Phone: (250) 469-8474  
 Hours: Monday - Friday, 8:30 a.m. to 4:30 p.m.  
 Email: [civey@kelowna.ca](mailto:civey@kelowna.ca)  
 Website: [kelowna.ca/culture](http://kelowna.ca/culture)

<b>SCHEDULE 1 - DETAILED ASSESSMENT CRITERIA</b>	
Program Quality  30%	Programs and services are well-organized.
	Programs and services are aligned with the organization's vision, mission and goals.
	Programs and services are aligned with the 2016-2017 goals of the General Operating Program.
	Programs and services are designed and delivered in response to community interest or need.
	Programs and services are distinctive, original, unique or innovative.
	Local artists and/or cultural workers with appropriate expertise and experience are involved in program design and delivery.
	Programs have evolved or are evolving to reflect changes in the community and in the sector as a whole.
	The organization has a way to gather feedback about its programs and services and regularly evaluates and improves its programs and services in response.
Organizational Effectiveness  30%	Revenue includes diverse sources of support, including public sector, private sector, individual donations, self-generated revenue and in-kind support.
	Sound financial and budgeting practices are in place with expenses aligned to realistic revenue projections.
	There is an appropriate balance between administrative and program-related costs to enable fulfillment of the organization's mission and objectives.
	There is evidence of a healthy overall financial position with adequate resources to support the organization's mission and goals.
	There is evidence of financial planning for revenue-diversification, program support or growth, and to support long-term goals and strategies.
	If in a deficit position, there are realistic and achievable plans to reduce the deficit and build working capital.
	Board membership provides appropriate expertise and relevant community representation to support the mission, goals, and strategies of the organization.
	The Board regularly reflects on its role and actively addresses challenges and opportunities which may influence the organization's policy, planning or direction.
	The organization has leveraged its human and financial resources by actively collaborating with other organizations to deliver programs or initiatives.
	There are clear and realistic goals with measurable actions and the required resources to implement them. They are linked to the mission, provide overall direction for the organization and drive day-to-day operations.
Community Engagement and Impact  40%	There are appropriate positions and structures in place to support operations, programs or services and align with mission, goals and strategies.
	There is evidence of demand and participation in the programs or services through quantifiable data including level of activity, attendance, participation, membership and volunteers.
	There is evidence of positive change or growth in demand and participation and/or in the quality or quantity of programs and services offered.
	There are effective strategies in place to create awareness of, build appreciation for, and drive participation in the organization and its programs or services.
	There are policies or practices and programs in place to eliminate barriers for people to participate in the organization and its programs or services.
	The organization actively provides learning opportunities for its audiences, participants and volunteers.

## 2017 Cultural Grants - Project Program GUIDELINES

Deadline: Friday, December 2, 2016 at 3:00 p.m. PST

These guidelines have been revised for 2017 - previous versions no longer apply.

NOTE: requests for support for organization development projects are governed by separate guidelines available [here](#).

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

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

Submit required materials by the deadline to:

2017 Project Grants  
City of Kelowna Cultural Services Branch  
Glenmore Office\*  
#105 - 1014 Glenmore Drive  
Kelowna, BC V1Y 4P2  
HOURS: Monday to Friday, 8:30 a.m. to 4:30 p.m.

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

## CITY OF KELOWNA CULTURAL SERVICES BRANCH

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

### VISION:

A community which is thriving, engaging and inspiring.

### GUIDING PRINCIPLES:

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

### GOALS 2016-2017:

#### Cultural vitality:

- Foster cultural leadership and artistic excellence
- Integrate local heritage as part of cultural vitality
- Enhance cultural vitality at street level: make arts, culture and heritage more visible, particularly in urban centres, neighbourhoods and public spaces; increase the number of people who attend and participate in arts, culture and heritage offerings
- Build cultural citizenship and creative fitness: encourage individual expression and participation in arts, culture and heritage activity; youth engagement and arts education; outreach and creativity to reduce barriers to individual expression and participation.
- **NEW:** for 2017 only, recognize and celebrate the 150<sup>th</sup> anniversary (Sesquicentennial) of Canadian Confederation

#### Strengthening the cultural ecosystem:

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

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

At [www.kelowna.ca](http://www.kelowna.ca), learn more about:

[Cultural Plan](#): Home Page/Residents/Arts, Culture & Heritage/Cultural Plan

[Official Community Plan](#): Home Page/Residents/City Planning/Community Plan

[Cultural Policy 274](#): Home Page/City Hall/Council/Policies

## 1.0 PROJECT PROGRAM OBJECTIVES AND DESCRIPTION

### 1.1 Objectives:

This program aims to provide assistance to non-profit organizations which provide festivals, events, or special projects which are publicly accessible, prominently feature arts, culture and heritage and are aligned with the City's cultural vision, principles and goals.

Organizations need not be from the arts, culture or heritage sector but must, through their application, demonstrate that their festival, event or project has an arts, culture or heritage focus.

Cultural facility operators or recipients of General or Professional Operating grants from the City of Kelowna are eligible to apply but must clearly demonstrate that their proposed project is outside the scope of their annual programs and services which are already supported by the City.

Grants are available for up to 50% of the total project cost, to a maximum of \$10,000. Project grants require matching support from other sources which is equal to or more than the amount provided by the City. Matching contributions may be cash or in kind and must be identified, even if not confirmed, in the application. Projects must be completed by December 31, 2017, unless alternate arrangements are made with City staff.

Support from this program acknowledges that new initiatives often need 'seed money' to get started. Grant funds can be used for:

- Venue rental and other venue related costs (tents, furniture, audio/visual/lighting and other equipment, technical/trade services)
- Material costs relating to design, production/fabrication and installation of new or original works, structures, sets or costumes relating to the project;
- Payment of fees and expenses for participating artists and cultural professionals;
- Design, production and distribution of original material in any medium which is suitable for a public audience, and does not contain commercial or advertising content (i.e. information brochures, interpretive signage, maps, video). Websites, promotional items (ads, posters, handbills) and directional signage are excluded.
- Fees for licenses, permits, insurance and security
- Costs of volunteer recruitment, training and support.

**NEW:** For 2017 only, [Canada 150 Incentive Grants](#) are available through the Project Program for arts, culture or heritage projects which are linked to Canada's Sesquicentennial and which meet the City of Kelowna's Canada 150 eligibility criteria. See Sections 1.5 and 3.0 and Schedule 1 for details.

This program is not intended to be an ongoing source of support and the entrance of new applicants and projects into the program is a key objective. Effective for the 2017 grant cycle, organizations will be limited to a maximum of three (3) grants from this program for the same project. An organization which has accessed this program three (3) times for the same project, regardless of the years in which support was provided, will no longer be eligible for support of that project.

Applicants are strongly encouraged to ensure that arts, culture or heritage professionals are engaged in the project and compensated for their participation in accordance with sector standards.<sup>1</sup>

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<sup>1</sup> Please refer to: American Federation of Musicians: [www.afm.org](http://www.afm.org); Canadian Actors Equity Association: [www.caea.com](http://www.caea.com); Canadian League of Composers: [www.clc-lcc.ca](http://www.clc-lcc.ca); Canadian Alliance of Dance Artists: [www.cadabc.org](http://www.cadabc.org); Professional Writers Association of Canada: [www.pwac.ca](http://www.pwac.ca); Canadian Artists Representation/Le front des artistes canadiens/CARFAC: [www.carfac.ca](http://www.carfac.ca).

### ***1.2 Organization profile:***

Organizations participating in this program are Kelowna-based, established, non-profit organizations which have been incorporated and actively providing the majority of their public programs and services in Kelowna for at least one (1) year prior to the application deadline. They demonstrate an inclusive, diverse and welcoming approach in their operations and activities. They have sound governance and are fiscally responsible, with diverse sources of revenue and good recordkeeping practices.

The organization has a vision and a feasible plan and budget for the creation and delivery of a festival, event or project which has an arts, culture or heritage focus, has artistic or cultural leadership, and will be accessible and beneficial to Kelowna residents.

### ***1.3 Eligibility:***

To participate in this program, the organization must:

- Be a registered non-profit society or a registered charity with the Canada Revenue Agency (CRA) and be registered for at least one (1) year at the time of the application deadline;
- Be physically located, have an active presence and have the majority of its programs and services delivered within the City of Kelowna for at least one (1) year at the time of the application deadline;
- Either solely, or in partnership with others, propose an initiative which is consistent with the vision, principles, goals and objectives of this program;
- Be committed to carrying out its initiative for the benefit of Kelowna residents without exclusion of anyone by reason of religion, ethnicity, gender, age, sexual orientation, language, disability or income;
- Have fulfilled all reporting requirements for any previous grants from the City of Kelowna;
- Have other revenue sources for the project;
- Have an independent Board of Directors composed of volunteers and representative of its mission and audience. Directors must:
  - Meet the minimum statutory requirements imposed by the relevant incorporation statute (i.e. BC Societies Act); and
  - Not be remunerated for their services as Director (except for reimbursement of reasonable expenses) nor hold concurrent staff positions.
- Submit a project budget;
- Provide independently prepared financial statements for the most recently completed fiscal year.

### ***1.4 Ineligible organizations are:***

- Publicly funded or private educational institutions (public schools, universities, colleges, training organizations)
- Organizations whose mandates, operations and activities are not consistent with the program objectives, description and/or eligibility requirements
- Organizations which have outstanding indebtedness to the City of Kelowna or which have not fulfilled reporting requirements for any previous grants from the City of Kelowna
- Unincorporated committees, groups, collectives or individuals

### ***1.5 Examples of eligible activities:***

a) Festival - an organized event which occurs over more than one day, incorporates an intensive level of planned activity into those days, and demonstrates established or potential audience support from a broad range of the community. Must have an arts, culture or heritage focus.

b) Event - an organized performance, gathering, activity or cluster of activities which occurs on a single day. Examples include activities which are to be delivered during 2017 Culture Days (September 29 to October 1). Must have an arts, culture or heritage focus.



c) Project - a special initiative which may be one-time, with clear start and end dates and identified outcomes. Examples include new or unique collaborations, creation of new work, publications, artist residencies, workshops or conferences, or other time-bound initiatives which have discrete budgets, plans and sources of support. Must have an arts, culture or heritage focus.

d) Art - includes any artistic discipline - Aboriginal arts, community arts, dance, interdisciplinary, literary, media, multidisciplinary, music, theatre, visual arts.

e) Heritage - includes events, materials, communications and/or services which interpret and convey the human history of Kelowna and/or foster preservation, stewardship, and public interpretation and appreciation of heritage knowledge, assets, collections and sites.

f) Culture - includes public education, programs, events or services focused on awareness, appreciation and celebration of Aboriginal and other ethno-cultural heritage, including language, traditions and artforms.

g) **NEW for 2017 only** - a project proposed in this program is eligible for a 'top up' Canada 150 Incentive Grant if it includes at least one of the following City of Kelowna Canada 150 themes:

- embrace, preserve and celebrate the natural assets of Kelowna including the lake, trails, landscape and four season recreational opportunities;
- celebrate cultural diversity and freedom;
- empower our youth to shape the community they desire;
- honour the history of our region and the prominent people and events that connect us;
- recognize and celebrate the rich history and knowledge of Indigenous nations who continue to be an integral part of our community; and
- lay the groundwork for innovation that will strengthen our community.

### **1.6 *Ineligible activities are:***

- Projects without a central artistic, cultural or heritage focus
- Projects which do not engage artists and/or cultural workers in a leadership role
- Trade shows
- Fundraising
- Projects which already receive financial or in kind support (including site provision) from other City of Kelowna sources, including City of Kelowna Outdoor Event Offset Grants
- Organization start up costs or ongoing operating or administration expenses
- Costs of décor, food, beverage and purchased advertising
- Retroactive funding for events which have already occurred
- Deficit reduction
- Bursaries or scholarships
- Construction, renovation, property purchase or major equipment purchases
- Development of capital proposals or feasibility studies
- Activities focused on sports, politics, education, religion, social service or healthcare.

## **2.0 APPLICATION PROCESS**

Due to the nature of the eligibility criteria for this program, application forms are available only through the Cultural Services office and will not be published on-line. Please contact Caroline Ivey, (250) 469-8474, [civey@kelowna.ca](mailto:civey@kelowna.ca) to discuss eligibility for this program and obtain more information.

Organizations considering submission of an application are encouraged to do the following well in advance of the application deadline:

- Review these guidelines
- Contact City staff for more information
- Attend a grant information workshop in October 2016

- Prepare a draft application and have it reviewed by City staff or a knowledgeable advisor

Eligible applicants will deliver the application form and required support materials by the program deadline, 3 p.m. PST, Friday, December 2, 2016 to:

2017 Project Grants  
City of Kelowna Cultural Services Branch  
Glenmore Office\*  
#105 - 1014 Glenmore Drive  
Kelowna, BC V1Y 4P2

HOURS: Monday to Friday, 8:30 a.m. to 4:30 p.m.

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

NOTE: Applications will be accepted through Canada Post mail provided that they are received prior to the deadline.

Applications will not be accepted by email.

Incomplete or late applications will not be accepted. Receipt of a complete application prior to the deadline does not guarantee funding. Obtaining a grant is a competitive process and demand exceeds available resources.

### 3.0 ASSESSMENT CRITERIA

The criteria listed below and in Schedule 1 represent 'good' practices for project development and delivery. Assessment will be based on the degree to which organizations meet the criteria, based on the information they provide. All organizations and projects are unique; there is no expectation that an organization must be demonstrating exceptional performance in all areas in order to receive funding support. However, the assessment criteria provide an objective framework within which the project's feasibility and impact can be considered, and form the basis for constructive feedback to the organization.

Criteria are grouped into three (3) categories:

- Quality of Proposed Project (30%) - distinctive or innovative initiative, qualifications and experience of artistic/cultural leadership, type and depth of arts, culture or heritage features, extent to which initiative fosters dialogue, learning, reflection, awareness, new perspectives, or celebration of Kelowna's cultural identity and community, alignment with and fulfillment of civic objectives
- Feasibility of Proposed Project (30%) - realistic budget which reflects reasonable revenues and expenses, evidence of community support, diverse revenue sources, planning and management expertise to realize the project, involvement of committed collaborators or partners, a realistic timeline for completion of the project by year end
- Impact of Proposed Project (40%) - anticipated attendance/participation, demographics and reach of anticipated attendance/participation, clearly articulated objectives and outcomes for the project, how the success of the project will be evaluated, potential to attract a non-resident audience, sensitivity to and mitigation of environmental impacts, education/learning opportunities, legacy potential of project

Detailed criteria are listed in Schedule 1 of these Guidelines.

## 4.0 ASSESSMENT OF APPLICATIONS

### 4.1 *Independent Evaluation:*

Except as noted in Section 4.1.1 below, applications in this program are adjudicated by a Cultural Grant Panel of professional qualified peer and community representatives. Adjudication by panelists is independent and at arms length from the City of Kelowna.

Panelists are invited to participate based on their experience, merit and familiarity with grantmaking practice and the local arts, culture and heritage community. To the extent possible, the panel will reflect the diversity of the community at large and the range of disciplines and activities in the list of applicants.

Panelists who have a real or perceived conflict of interest regarding any application will be required to declare that such a conflict exists and will not participate in decisions relating to that application.

Cultural Services staff will be present as observers during the adjudication process, but will not be active participants.

The Cultural Grant Panel will, within 60 days of the application deadline, provide its recommendations to City staff. The panel's recommendations are final and will be presented by staff to Kelowna City Council in early February, 2017.

#### 4.1.1 *Two-Tier Evaluation Process: (NEW)*

Commencing in 2017, in response to feedback from applicants and adjudicators, some applications will be diverted into a streamlined process, as follows:

- a) all applications from first-time applicants in the Project Program, regardless of the grant amount requested, will complete a Regular Application Form and will be subject to independent evaluation by the Cultural Grant Panel;
- b) returning applicants requesting a Project Grant of less than \$3,500 for continuation of previously funded projects will complete a Condensed Application Form which will be reviewed by Cultural Services staff. The results of the staff review will be forwarded to the Director of the Active Living & Culture Division for final approval;
- c) all other applicants will use the Regular Application Form and will be subject to independent evaluation by the Cultural Grant Panel.

### 4.2 *Notification:*

Applicants will receive written notification of evaluation results by early February, 2017. Notification will include feedback from the Grant Panel and/or City staff. All applicants are encouraged to meet with City staff to review the feedback.

#### 4.2.1 *Request for Clarification/Request for Reconsideration (NEW)*

Applicants who have submitted a Condensed Application Form for staff review pursuant to Section 4.1.1(b) and do not agree with the funding notification may request further clarification from staff, or if still in disagreement after clarification, may make a formal request for reconsideration by the Director of the Active Living & Culture Division. In the event of a formal request for reconsideration, the City may delay distribution of some or all of the funds in this program until all of the funding decisions have been resolved, and the Director's decision will be final.

### 4.3 *Distribution:*

Following presentation of the staff report to City Council, applicants will receive a cheque and an accompanying confirmation letter detailing any terms and conditions, feedback or follow up items.

#### 4.4 Final Report:

Successful applicants will provide a Final Report in a prescribed format to the Cultural Services Branch. Receipt of these reports is a pre-condition for future eligibility in any Cultural Services grant program. Final Reports are provided to the evaluation panel and form part of their assessment.

Final Reports for 2017 Project Grants must be submitted within 60 days of completion of the project. If the applicant intends to apply for support in 2018, a Final Report for the 2017 project must be provided prior to the 2018 grant deadline.

#### 5.0 TIMELINE

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

Deadline	Panel Review	Notification	Council Report	Distribution	Final Report
Dec 2 2016	Jan 2017	Late Jan 2017	Early Feb 2017	By end Feb 2017	Within 60 days of completion or prior to 2018 deadline

#### 6.0 CONDITIONS OF FUNDING

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

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

#### 7.0 CONFIDENTIALITY

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

## 8.0 CONTACT INFORMATION

Staff: Caroline Ivey, Cultural Services Coordinator  
Address: 105 - 1014 Glenmore Drive  
Kelowna, BC V1Y 4P2  
Phone: (250) 469-8474  
Hours: Monday - Friday, 8:30 a.m. to 4:30 p.m.  
Email: [civey@kelowna.ca](mailto:civey@kelowna.ca)  
Website: [kelowna.ca/culture](http://kelowna.ca/culture)

SCHEDULE 1 - DETAILED ASSESSMENT CRITERIA	
Project Quality  30%	The project has a central arts, culture or heritage idea or theme which is clearly articulated.
	The project is aligned with the applicant's core mission.
	The project is aligned with program objectives, vision, principles and goals.
	The project is a unique or distinctive addition to Kelowna's cultural identity and community.
	There is qualified artistic and/or cultural leadership for the project.
	The project provides for public engagement in the central idea or theme.
	If the applicant receives operating support from the City of Kelowna, the project is clearly distinct and separate from the applicant's normal programs and services already supported by the City.
Added for 2017	<b>FOR CANADA 150 INCENTIVE GRANT:</b> The project includes or reflects one or more of the following themes: <ul style="list-style-type: none"> <li>• embrace, preserve and celebrate the natural assets of Kelowna including the lake, trails, landscape and four season recreational opportunities;</li> <li>• celebrate cultural diversity and freedom;</li> <li>• empower our youth to shape the community they desire;</li> <li>• honour the history of our region and prominent people and events that connect us;</li> <li>• recognize and celebrate the rich history and knowledge of Indigenous nations who continue to be an integral part of our community; and</li> <li>• lay the groundwork for innovation that will strengthen our community.</li> </ul>
Project Feasibility  30%	The project is well-organized.
	Artistic and cultural leadership is appropriately engaged and compensated.
	The organization has sufficient human and cash resources to support the project and the project budget.
	There is a realistic and achievable timeline for completion of the project by the end of 2016.
	The project budget reflects diverse sources of revenue, including earned revenue and community support.
	The proposed use of grant funds is consistent with the program objectives and description.
	The project budget reflects a reasonable balance between administrative and production costs for the project.
	Current letters of project support have been provided by named partners and collaborators.
	The applicant has strategies in place to create awareness of, build appreciation for and drive participation in the project.
Project Impact  40%	Matching requirements of the program have been met.
	There is evidence of demand, need or an audience for the project.
	The project has the potential to engage new or underserved audiences.
	The applicant has identified specific, measurable outcomes for the project.
	The applicant has determined how the success of the project will be evaluated.
	The applicant has identified strategies to eliminate barriers for people to participate in the project.
	The applicant has considered the potential for cultural tourism and has effective strategies in place to engage both residents and visitors in the project.
	There are education/learning opportunities in the project which are beneficial to artists, cultural workers and/or the community at large.
	Any environmental impacts of the project have been identified, along with mitigation strategies.
	The applicant intends to continue or expand the project in future years.





## Call for Applications – Cultural Grant Panel

The City of Kelowna is seeking Kelowna residents to serve on a Cultural Grant Panel. The Panel adjudicates funding applications and provides advice to the City of Kelowna Cultural Services Branch (CSB) on grant administration procedures and processes.

Individuals interested in being on the Panel are invited to submit an application by **4:00 p.m., Friday, November 4, 2016.**

An application consists of a letter or resume outlining relevant experience, and reasons for interest in the role. Email and telephone contact information must also be included.

Applicants may be contacted for a telephone interview following the application deadline. Responses to all applicants will be provided by CSB staff by the end of November.

More details about eligibility and the work of the Cultural Grant Panel are provided in the backgrounder which follows.

Applications can be submitted by:

- Emailing to [culture@kelowna.ca](mailto:culture@kelowna.ca) by the deadline; OR
- Delivering to the Cultural Services Branch at #105 – 1014 Glenmore Drive, Kelowna, BC V1Y 4P2 by the deadline; OR
- Mailing to the address above, on the condition that the application arrives prior to the deadline.

Late applications will not be accepted.

For more information, contact Cultural Services Manager Sandra Kochan, [skochan@kelowna.ca](mailto:skochan@kelowna.ca), 250-469-8935.

## **Background about the Cultural Grant Panel**

### **Candidate Profile**

The Panel consists of up to 12 members who:

- Are Kelowna residents
- Have fulfilled the application and eligibility requirements
- Have an interest in arts, culture and heritage
- Have expertise that includes but is not limited to:
  - Education, training and work experience in one or more arts disciplines or heritage; or
  - Education, training and work experience in other occupations such as law, business, accounting, or administration.
- Familiarity with the not-for-profit sector, policy development, public sector funding, grant adjudication, municipal government and general issues related to arts and heritage are assets.

### **Ineligibility**

A person will not be eligible to be a Panel member for the General Operating or Project programs or any other program if he or she:

- Is a member of the Board of Directors for any organization applying for funding in said program(s);
- Is a paid or unpaid staff member of any organization applying for funding in said program(s); or
- Has, directly or indirectly, any interest in a contract with or for an organization applying for funding in said program(s).

Guidelines governing conflict of interest during the adjudication process are provided during the Panel orientation.

### **Role of the Panel**

Members of the Panel make recommendations to the City of Kelowna Cultural Services Branch for grants to organizations through the following funding programs:

- General Operating Grants (one intake per year)
- Project Grants (one intake per year)
- Other programs as may be determined by CSB from time to time.

Formulation of grant recommendations is based on:

- A review of the application and support materials provided by the applicant;
- Consideration of the applicant's Final Report(s) from the previous year(s);
- Completion of a scoring matrix based on the criteria in the program guidelines;
- Comments, staff notes and the Panel roundtable discussion.

The Panel provides its funding review and recommendations independently and at arms length from the City of Kelowna. City of Kelowna staff function as information resources for the Panel, but are not active participants in the adjudication process. Roundtable meetings of the Panel are facilitated by the Central Okanagan Foundation.

**Term**

To build continuity and experience, Panel members are encouraged to serve for at least two consecutive grant cycles over a two-year period. Longer service is welcomed, up to a maximum of 4 grant cycles (consecutive or intermittent).

Time and skillset permitting, Panel members may be involved in evaluating applications in more than one program per grant cycle.

**Selection**

Selection of Panel members will be based on staff review and final approval by the Division Director of Active Living & Culture.

**Typical Grant Cycle**

<b>PHASE ONE Oct-Dec Application Intake</b>	<b>PHASE TWO Nov-Jan Grant Panel &amp; Adjudication</b>	<b>PHASE THREE Jan-Feb Grant Awards &amp; Distribution</b>
Guidelines and application forms (available early Oct)	Panel member recruitment (Nov)	Staff contact all applicants (late Jan/early Feb)
Public workshops (mid-Oct)	Panel orientation (early Dec)	Staff report to Council re: grant awards (early Feb)
Staff support for applicants (Oct/Nov)	Panel independent application review (Dec-Jan)	Follow up with applicants (Feb)
Application deadline (early Dec)	Panel roundtable to decide on grant awards (mid-Jan)	Grant awards paid to recipients by end of February

**Time Commitment**

- Panel orientation (early Dec) – 2 hours per program
- Independent review of applications (Dec/Jan)– 60 to 90 minutes per application, including preparation of scorecard and comments.
- Roundtable meeting – 4 to 5 hours per program, depending on the number of applications

**Remuneration**

In order to attract and retain qualified Panel members, CSB will provide the following compensation to Panel members:

- A reading fee of \$25 per application reviewed and scored; and
- \$125 per diem for full attendance at a Roundtable meeting.

There is no remuneration for time or expenses incurred in the application or orientation process.



This agreement dated October 1, 2016

**Memorandum of Understanding  
between**

**City of Kelowna Cultural Services Branch (CSB)  
#105 - 1014 Glenmore Drive  
Kelowna, BC V1Y 4P2  
Attention: Sandra Kochan, Cultural Services Manager**

**and**

**Central Okanagan Foundation (COF)  
#225 - 1889 Springfield Road  
Kelowna, BC V1Y 5V5  
Attention: Cheryl Miller, Director of Grants & Community Initiatives**

To adjudicate and administer the  
**City of Kelowna 2017 General Operating Grants ('Operating Grants')**

**and**

**City of Kelowna 2017 Project Grants ('Project Grants')**

To ensure the successful administration of the Operating and Projects Grants programs, agreement is hereby established between the City of Kelowna Cultural Services Branch and the Central Okanagan Foundation as follows:

1. The term of this agreement will be October 1, 2016 to September 30, 2017.
2. CSB will:
  - a) Prepare, post and promote Operating and Project Program guidelines and applications.
  - b) Organize and facilitate information workshops for interested grant applicants. The workshops are tentatively scheduled for October 12 and 13, 2016.
  - c) Be the primary point of contact for inquiries from grant applicants prior to the application deadline of December 2, 2016.
  - d) Through a public call, invite applications from Kelowna residents and recruit up to 12 individuals to serve on a Cultural Grant Panel which will adjudicate applications and make recommendations for grant awards in each Program. The call for applications is attached to this MOU for reference.
  - e) In consultation with COF, determine for each Program:
    - composition of the Review Panel by selecting up to five (5) individuals and one alternate from the Cultural Grant Panel;
    - format and content for orientation of the Review Panel, tentatively scheduled for the week of December 12, 2016;
    - facilitation methods for roundtable meetings of the Review Panel, tentatively scheduled for January 10 (Operating) and January 11 (Project), 2017.
  - f) Manage the venue booking and costs for orientation and roundtable meetings of the Review Panels.
  - g) Provide to each Review Panel member an evaluation package containing an assessment tool and vetted applications for review. Evaluation packages will be available for distribution at the Panel orientation.
  - h) Upon completion of the adjudication process and receipt of the Review Panel minutes:
    - inform grant applicants in writing of the committees' recommendations pending a staff report to City Council;
    - and

-pay to each Review Panel member:

- a reading fee of \$25 per application reviewed and scored; and
- \$125 per diem for full attendance at a Roundtable meeting.

- i) Upon reporting to City Council, facilitate payment of grant awards to successful applicants by February 28, 2017.
- j) Be the primary point of contact for any applicants seeking more information about the adjudication process or the committees' recommendations.
- k) Track and manage submission of final reports, per the Program guidelines.

3. COF will:

- a) Assist and advise CSB to determine for each program:
  - composition of the Review Panel by selecting up to five (5) individuals and one alternate from the Cultural Grant Panel;
  - format and content for orientation of the Review Panel, tentatively scheduled for the week of December 12, 2016;
  - facilitation methods for roundtable meetings of the Review Panel, tentatively scheduled for January 10 (Operating) and January 11 (Project), 2017.
- b) For each program:
  - attend the Review Panel orientation; and
  - facilitate a roundtable meeting of the Review Panel to review each application as a group and formulate recommendations for grant awards. Meetings are tentatively scheduled for January 10 (Operating) and January 11 (Project).
- c) Ensure that comprehensive minutes are recorded by a qualified minute taker/ transcriber at each roundtable meeting, documenting the discussion and rationale for recommendations. Any costs associated with recording of minutes are to be paid by COF.
- d) Prepare minutes from each roundtable meeting for distribution to and approval by the Review Panel members. Upon approval, the minutes will be provided to CSB. Approved minutes will be provided to CSB no later than January 23, 2017.
- e) Support CSB staff in the preparation of a report to Kelowna City Council containing the Review Panel recommendations for awarding or declining grants, with summary information about each of the successful applicants/projects. The Council Report is tentatively scheduled for Monday, February 6, 2017 and will be presented by CSB staff.
- f) Return all documents and materials associated with the grant adjudication process and roundtable meetings to Sandra Kochan, Cultural Services Manager, City of Kelowna.

4. CSB will pay \$4,700 inclusive of any applicable taxes to COF to provide the services listed in Section 3 above. Payment will be made upon receipt of an invoice from COF after completion of the adjudication process and staff report to council.

5. Both parties agree that it is their intention to receive and adjudicate applications, and disburse both Operating and Project Grants by February 28, 2017 and will cooperate to this end.

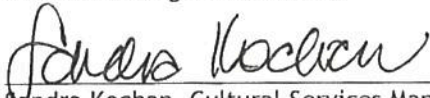
6. This agreement may be renewed, with amendments as needed, for future years.

We agree to the terms and conditions outlined in this Agreement.



Cheryl Miller, Director of Grants & Community Initiatives  
Central Okanagan Foundation

September 6, 2016  
Date



Sandra Kochan, Cultural Services Manager  
City of Kelowna

SEPTEMBER 6, 2016  
Date

Appendix F Sept. 19, 2016  
2017 Cultural Grants

YEAR	DETAILS	OPERATING	PROJECT
<b>2010</b>	\$ available	\$80,000	\$70,000
	# of applications	15	28
	\$ requested	\$133,200	\$292,274
	# of grant awards	12	15
	\$ total awards	\$77,500	\$67,500
<b>2011</b>	\$ available	\$110,000	\$70,000
	# of applications	21	22
	\$ requested	\$177,700	\$134,825
	# of grant awards	16	12
	\$ total awards	\$95,200	\$70,000
<b>2012</b>	\$ available	\$110,000	\$70,000
	# of applications	20	24
	\$ requested	\$186,370	\$141,488
	# of grant awards	18	17
	\$ total awards	\$110,000	\$70,000
<b>2013</b>	\$ available	\$111,500	\$65,000
	# of applications	22	17
	\$ requested	\$190,900	\$100,457
	# of grant awards	17	13
	\$ total awards	\$111,235	\$65,000
<b>2014</b>	\$ available	\$110,000	\$65,000
	# of applications	17	16
	\$ requested	\$133,800	\$107,407
	# of grant awards	15	10
	\$ total awards	\$102,300	\$51,550
<b>2015</b>	\$ available	\$109,300	\$70,000
	# of applications	19	18
	\$ requested	\$160,500	\$119,210
	# of grant awards	15	15
	\$ total awards	\$109,300	\$70,000
<b>2016</b>	\$ available	\$109,300	\$55,000 (\$15K to Org Dev't)
	# of applications	15	12
	\$ requested	\$132,250	\$80,713
	# of grant awards	15	10
	\$ total awards	\$104,300 <sup>1</sup>	\$47,888 (\$7,112 to Org Dev't)

<sup>1</sup> The remaining \$5,000 will be carried over into the 2017 budget and added to the 2017 funding envelope.



# 2017 CULTURAL GRANTS

September 19, 2016





## OVERVIEW

- ▶ Implementing second phase of recommendations from 2015 Grant Review Project
- ▶ Streamlining application process for small grants
- ▶ Public recruitment process for Cultural Grant Panel

# PROGRAM CHANGES

## General Operating

- ▶ Two-tier evaluation
- ▶ Returning applicants seeking less than \$5,000 will be reviewed by staff
- ▶ All other applications will go to an independent arms length panel

## Project

- ▶ Two-tier evaluation
- ▶ Returning projects seeking less than \$3,500 will be reviewed by staff
- ▶ C150 'top-up' incentive grants for eligible projects
- ▶ 3 year limit in effect

## CULTURAL GRANT PANEL

- ▶ City recruits through public call
- ▶ City and COF provide orientation
- ▶ Panelists provide arms-length review
- ▶ COF facilitates and documents roundtable
- ▶ Panelists receive reading fees and per diem

## INFORMATION WORKSHOPS

- ▶ Free - at Rotary Centre for the Arts
- ▶ Pre-registration requested

#1 Weds. Oct. 12 / 5:00-7:00 pm

#2 Thurs. Oct. 13 / 10:00 am-12 Noon

#3 Thurs. Oct. 13 / 1:00-3:00 pm

Register on-line at [kelowna.ca](http://kelowna.ca)  
or call 250-469-8800



# Report to Council



**Date:** September 19, 2016  
**File:** 1200-40  
**To:** City Manager  
**From:** G. March, Planner Specialist  
**Subject:** Official Community Plan Annual Indicators Report 2016

---

## **Recommendation:**

THAT Council receives for information the report from the Planner Specialist, dated September 19, 2016 with respect to the Official Community Plan Annual Indicators Report 2016.

## **Purpose:**

To assess progress towards achieving the objectives of the Official Community Plan. This is the fifth Official Community Plan Indicators report, containing a baseline as well as four successive years' worth of data, where data is available.

## **Background:**

The Official Community Plan (OCP) is our shared vision for Kelowna as a sustainable city over the next 20 years. It illustrates how we want to grow and what we want our city to be like. Importantly, it outlines what our city needs to be successful in the future – a great place to live, work and play. To achieve this, the OCP sets goals, objectives and policies to guide our growth and change. The plan was developed with significant public involvement and responds to the community's vision for a livable and thriving community.

According to community input into the Official Community Plan (OCP) 2010 - 2030, residents want a city where:

- Urban communities are compact and walkable;
- Housing is available and affordable for all residents;
- People feel safe downtown and in their own neighbourhoods;
- The natural environment (land and water) is protected and preserved;
- Walking paths and bicycle routes connect to key destinations;
- The economy is growing, vibrant and bringing in new businesses;

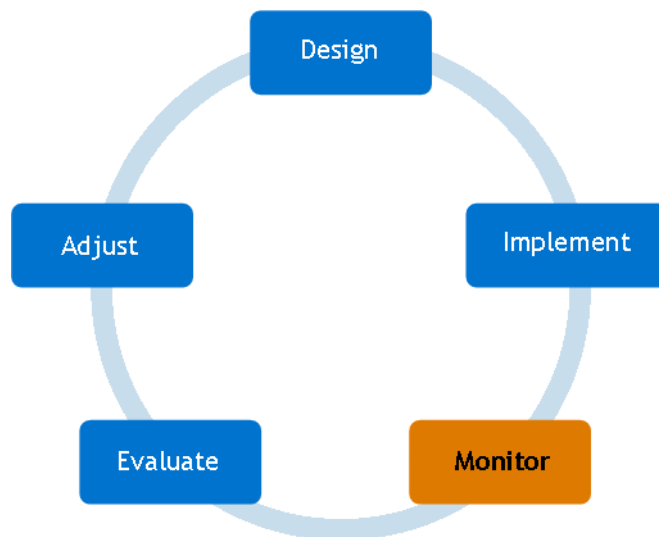
- Buildings and public spaces are attractive places; and,
- Recreation and cultural opportunities are plentiful.

Becoming a sustainable city requires a balance between environmental protection, economic growth, social development and cultural vibrancy. The OCP considers all aspects of our community, such as housing, land use, transportation, infrastructure, parks, economic development and the natural and social environments around us.

As a guiding document, the OCP is used by Council and staff to take action towards making the community's vision a reality. For instance, the OCP guides long-term civic infrastructure investment and helps to prioritize the use of limited resources. The OCP is also used by the development community, businesses and the public for a range of purposes such as determining which areas are suitable for development or what changes could occur at a neighbourhood level.

Ensuring the successful implementation of the OCP requires a commitment that extends well beyond the date of adoption. A robust monitoring and evaluation program is a central part of this effort and is vital in equipping staff and elected officials with the information needed to respond to the evolving context of the community and to determine whether OCP objectives are being achieved (see Figure 1). The *OCP Indicators Report* represents the City's principal effort in this area, using metrics that have been established and measured at regular intervals to quantify progress. Measuring progress will provide information on where changes may need to be considered for goals to be achieved. Alternatively, should it be decided that goals are no longer relevant, the goals themselves can be changed. In either situation, the objective is to align the City's and community's efforts with community goals. Page 3 of the annual indicators report (Attachment 1) outlines the OCP evaluation process and how the monitoring component fits within the larger framework.

**Figure 1: The Planning Cycle**



The intent of the *OCP Indicators Report* is to produce a snapshot report on an annual basis providing data relative to previous years. The OCP is a living document and data from these reports is used to support OCP amends on an ongoing basis. On a larger scale, the data from the indictors reports will be fundamental to informing any potential changes as part of the upcoming OCP Update process.



June 2012 was the first year that the OCP was measured and summarized in a report based on adherence to goals and objectives. Where data was available, a baseline was established and one subsequent year was measured. The 2012 report provided the reference point and basis to begin to establish trends moving forward.

This year's report builds on the previous reports and contains all data and results from the five years the OCP indicators were assessed. In the majority of cases, five years' worth of data is now available. However, it should be noted that five years' worth of data does not necessarily result in a trend. Anomalies may be present when considering the host of external factors that can influence the formation of a trend.

#### **Discussion:**

Developing performance indicators is a challenging task. No one indicator will provide a complete picture of a given issue, and measuring too many indicators can be a significant burden that adds little value. The OCP Indicators Report recognizes this and attempts to strike a balance where indicators are selected and used to identify where additional investigation may be needed at a more detailed level.

Overall, this year's report (Attachment 1) suggests that the City is moving towards achieving OCP goals. Of the 25 indicators, 15 are trending in a positive direction, 3 are trending in a negative direction, 4 saw minimal change from previous years, and 3 do not yet have enough data to determine a trend. Of the 3 without enough data, 1 will be updated at the next Census, and 2 will have data available in next year's report.

Highlights from the indicators include:

- The percentage of new residential units that are multi-family continued to improve for the fifth consecutive year.
- 2015 continued to see more residential building permits issues for the Urban Core than 2011 and 2012, overall indicating a positive trend in this central location.
- The vacancy rate has remained below three per cent for the last 3 years, creating a constrained rental market. The City acknowledges the challenges from the low vacancy rate and in response has multiple incentives in place to encourage development of rental housing including, tax incentives, micro-suite incentives and rental housing grants.
- In terms of safety, the mid-year estimate suggests that the crime rate has seen minimal change since the baseline year of 2011.
- Local wages are keeping pace with provincial benchmarks.
- The number of businesses with employees continues to increase which reflects a healthy climate for investment and a sense of optimism from business owners.
- The percentage of parks and transportation dollars spent in the urban core decreased in 2015 but the overall trend supports the OCP objectives of increasing private investment in the central part of the city. Since the baseline year, almost 69 per cent of parks and transportation dollars have been spent in the urban core.
- Average household electricity and gas consumption continues to decrease.
- The percentage of land protected as park continues to increase each of the last 4 years towards the target.

The effectiveness of OCP implementation is measured by indicator performance. Having 19 of the indicators (76 per cent) either performing in a positive direction, or remaining consistent, suggests that the intent of the OCP is being implemented and that the policies are resulting in a positive performance. This year's result is an increase over the previous year where 72 per cent of indicators were performing in either a positive direction or remained consistent.

The plan is to continue to monitor the indicators on an annual basis, and make amendments to the OCP, on an ongoing basis, as necessary. The indicators themselves will be looked at as part of the OCP update process and will be amended depending on the outcome of the OCP Update.

**Internal Circulation:**

Divisional Director, Community Planning and Real Estate  
Divisional Director, Active Living & Culture  
Director, Regional Services  
Director, Real Estate Services  
Manager, Parks & Building Planning  
Department Manager, Community Planning  
Manager, Transportation & Mobility  
Crime Prevention Supervisor, Police Services  
Manager, Cultural Services  
Communications Supervisor, Communications

**Financial/Budgetary Considerations:**

Staff will monitor the indicators annually, and if trends are not moving in the desired direction, staff will then return with suggestions for how favourable changes may be achieved. Where there are personnel or budgetary implications, such would be identified at that time.

A complete OCP review, at the appropriate time, will be considered for funding through the normal budgeting process.

**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:

G. March, Planner Specialist

**Approved for inclusion:**

J. Moore, Long Range Policy Planning Manager



Attachment: Official Community Plan Indicators Report 2015

cc:

Divisional Director, Community Planning and Real Estate

Divisional Director, Active Living & Culture

Director, Regional Services

Director, Real Estate Services

Manager, Parks & Building Planning

Department Manager, Community Planning

Manager, Transportation & Mobility

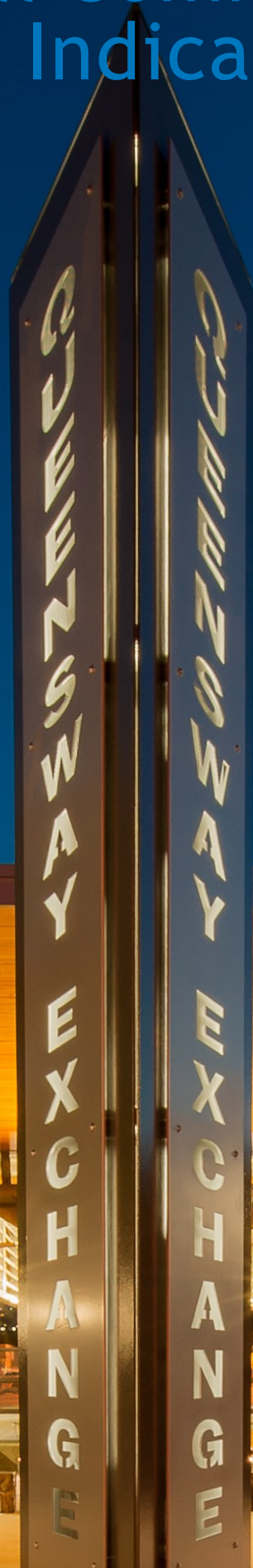
Crime Prevention Supervisor, Police Services

Manager, Cultural Services

Communications Supervisor, Communications

# Official Community Plan Indicators Report

2016



City of  
**Kelowna**

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## Introduction

### The Official Community Plan

The Official Community Plan (OCP) is our shared vision for Kelowna as a sustainable city over the next 20 years. It illustrates how we want to grow and what we want our city to be like. It outlines what our city needs to be successful in the future – a great place to live, work and play. To achieve this, the OCP sets goals, objectives and policies to guide our growth and change (see pg. 4). It was developed with significant public involvement and responds to the community's vision for a livable and thriving community.

The OCP guides long-term civic infrastructure investment and helps to prioritize the use of limited resources. The OCP is also used by the development community, businesses and the public for a range of purposes such as determining which areas are suitable for development or what changes could occur at a neighbourhood level.

### OCP Indicators Report

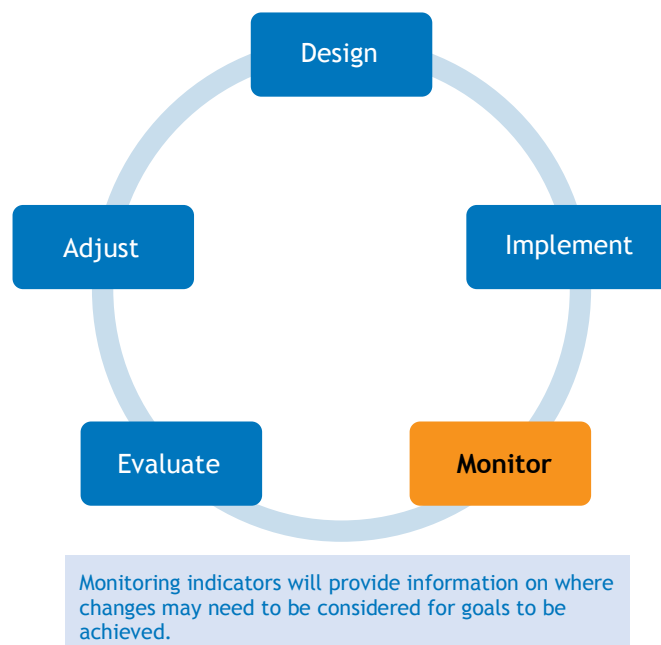
Ensuring the successful implementation of the OCP requires a commitment that extends well beyond the date of adoption. A robust monitoring and evaluation program is a central part of this effort and is vital in equipping staff and elected officials with the information needed to respond to the evolving context of the community and to determine whether OCP objectives are being achieved. The *OCP Indicators Report* represents the City's principal effort in this area, using metrics that have been established and measured at regular intervals to quantify progress. Measuring progress will provide information on where changes may need to be considered for goals to be achieved.

Indicators were selected using two key criteria: the indicators had to be meaningful by reflecting the goals and objectives of the OCP, and they had to be based on data that would be readily available on an annual basis.

The 2016 report contains data to the end of 2015, and builds on the previous years, including all data and results from the previous four reports. 2011, the year the OCP was adopted, is used as the baseline year. Some indicators utilize years prior to 2011 to help provide a broader view of how these indicators are performing in the long term.

### How to use this report

For each indicator, four key questions are answered: What is being measured? Why is it important? What is the desired target? How are we doing? A coloured symbol measures performance relative to the baseline year. However, it is important to note that performance (annual) does not always equate to a trend (long-term). While performance in any given year may be positive or negative, a clear trend may take many years of data to identify reliably. Where possible, trend lines are included in the graphs to help illustrate the indicator trend over the four years.





## OCP Goals

The objectives and policies of the OCP are focused on creating a sustainable community and support the following main goals:





## Balance Sheet

The following is a snapshot of how we are performing in the current year relative to the previous years:

Performing in the right direction → Performing in the wrong direction ← Yearly difference in performance is minimal ==

Indicator	Measurement frequency	Performance
Contain Urban Growth		
1. Urban Growth		
1.1 Percent of new residential units located in the Urban Core	Annually	→
1.2 Percent of new commercial square footage located in the Urban Centres	Annually	→
1.3 Impact of changes to the Permanent Growth Boundary	Annually	→
Address Housing Needs of All Residents		
2. Housing Composition	Annually	→
3. Housing Affordability		
3.1 Housing affordability index (ratio of income to house price)	Annually	→
3.2 Rental vacancy rate	Annually	←
3.3 Supply of single unit residential land	Annually	←
3.4 Supply of multiple unit residential land likely to redevelop by 2030	Annually	→
Feature a Balanced Transportation Network		
4. Length of new cycling and pedestrian network compared to new roads	Annually	←
5. Modal split for travel to work	Every 5 years	Not enough data
6. Proximity to transit	Annually	→
Improve Efficiency and Performance of Buildings		
7. Average household energy (electricity and gas) consumption	Annually	→
Foster Sustainable Prosperity		
8. Median household income relative to provincial median	Annually	→
9. Business Growth (number of businesses with employees)	Annually	→
Protect and Enhance Natural Areas		
10. Percent of environmentally sensitive land under formal protection	Annually	→
11. Percent of green space protected from development	Annually	→
Provide Spectacular Parks		
12. Percent of residents that live within 400m of a park	Annually	→
13. Number of public program hours delivered per resident	Annually	==
Include Distinctive and Attractive Neighbourhoods		
14. Distinctive Neighbourhoods		
Percent of parks and transportation dollars spent in the Urban Core	Annually	→
Percent of total assessed value within the Urban Core	Annually	==
Enable Healthy and Productive Agriculture		
15. Food Production		
Percent of land base actively farmed	Annually	==
Number of community gardens	Annually	→
Encourage Cultural Vibrancy		
16. Safety		
Crime rate in Kelowna	Annually	==
Number of motor vehicle crashes reported per 1,000 people	Annually	2014 data not available
17. Cultural indicator (undetermined to date)	Annually	Not enough data

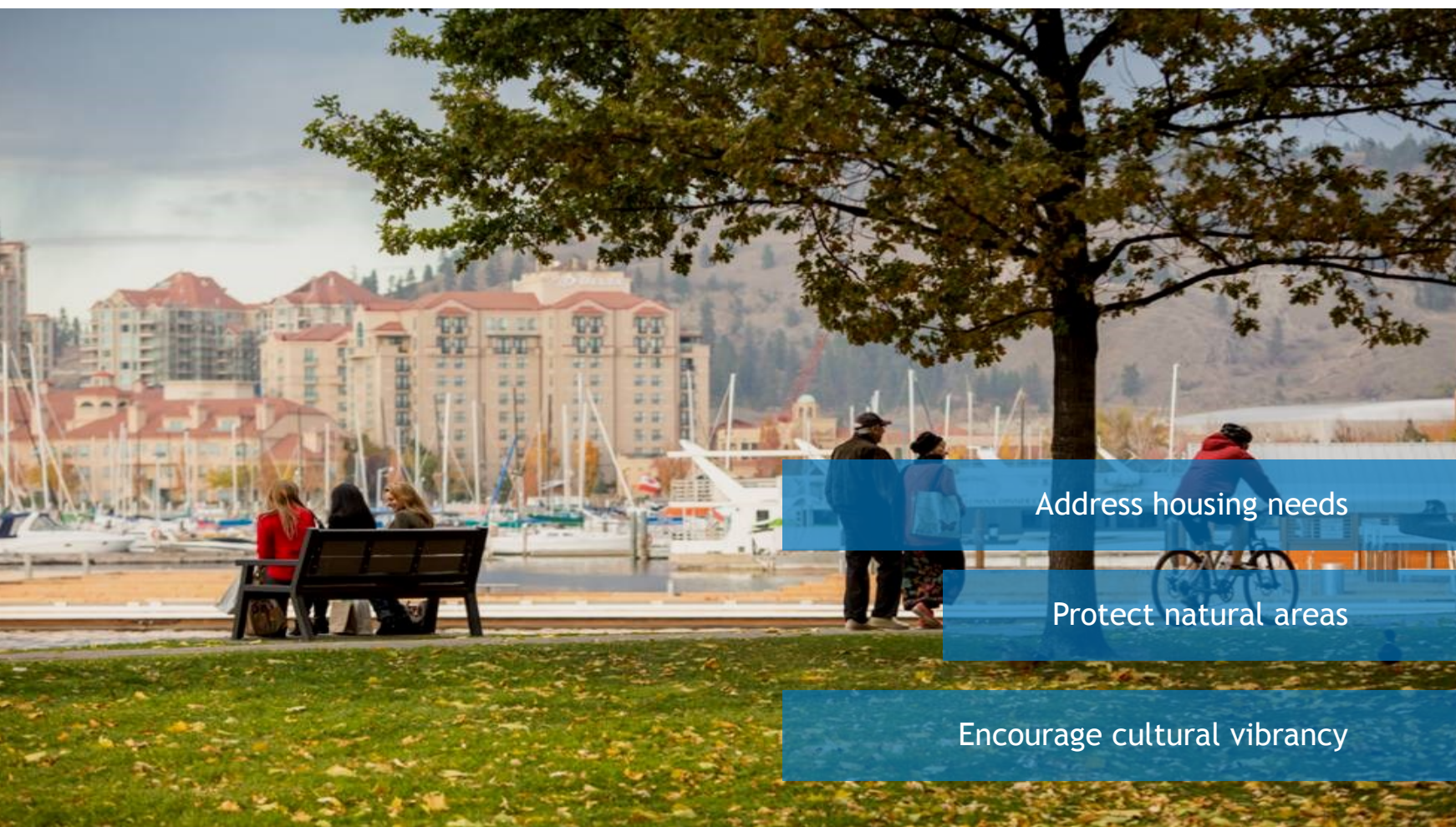
# Trends & Issues

.....

## Emerging Trends & Issues

The 2016 OCP Indicators Report contains five years worth of data. Where possible, trend lines have been included to show how the indicators has been performing over time. Some of the key areas where trends are emerging include:

- More development is taking place in the city's urban centres (indicator 1.1)
- Proportion of new housing that is multi-family housing continues to increase (indicator 2)
- Rental housing vacancy rate continues to decrease below the target rate (indicator 3.2)
- Number of businesses with employees continues to increase year-over-year (indicator 9)
- Access and proximity to parks for city residents has increased consistently since 2011 (indicator 12)
- The majority of investment in parks and transportation is in the Urban Core (indicator 14)



Address housing needs

Protect natural areas

Encourage cultural vibrancy

# 1

## Urban Growth

### 1.1 Residential Units

#### What is being measured?

This indicator measures the percentage of new residential units located within Kelowna's Urban Core, as well as the percentage of new units located within Kelowna's five Urban Centres. New units are based on annual building permit issuance data from the City of Kelowna. The Urban Core was introduced with adoption of OCP 2030.

#### Why is this indicator important?

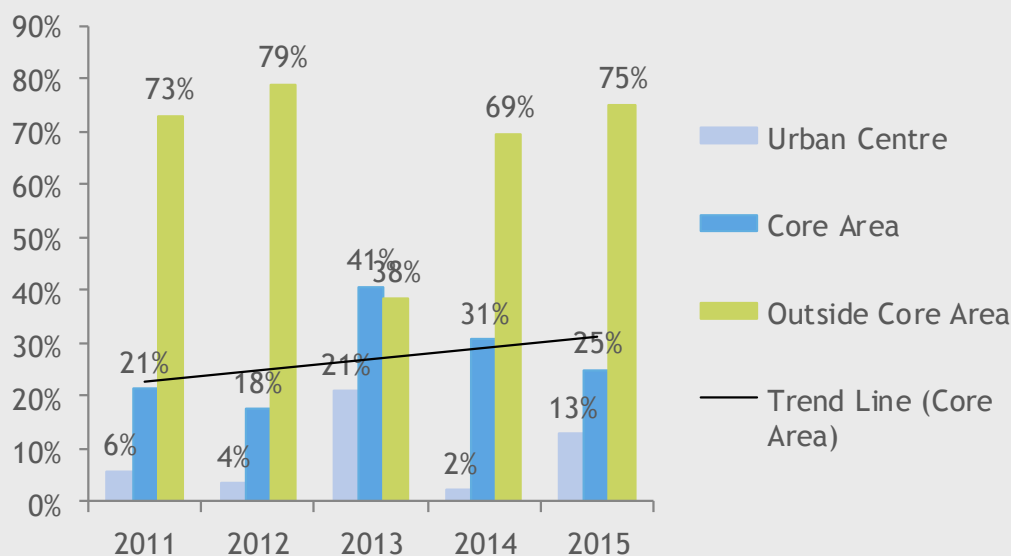
One of the main goals of the OCP is to contain urban growth by reducing urban sprawl and developing great neighbourhoods. To achieve this, the City of Kelowna aims to balance the projected need for approximately 20,100 housing units by the year 2030 by directing this growth to the Urban Core and its supporting Urban Centres.

**Target / Desired Trend:** Increase the proportion of units in the Urban Core and Urban Centres to approximately 46% of all new residential units

**How are we doing?** Performing in the right direction. →

In 2015, 13% of all new residential units approved were located in an urban centre, and 25% were located in the Urban Core. This is an increase in development in the urban centres, but a decrease in the number of units in the Urban Core. A significant number of the units outside of the urban core in 2015 are associated with development at University South Village Centre. This area is outside of the Urban Core, but the City is supportive of growth as it is creating a more complete university community. The City continues to encourage growth in the Urban Centres through strategic civic investments and the use of financial incentives.

#### Location of New Residential Units



## 1.2 Commercial Space

**What is being measured?**

This indicator measures the percentage of new commercial square footage located within Kelowna's Urban Centres. New commercial square footage is based on annual building permit issuances.

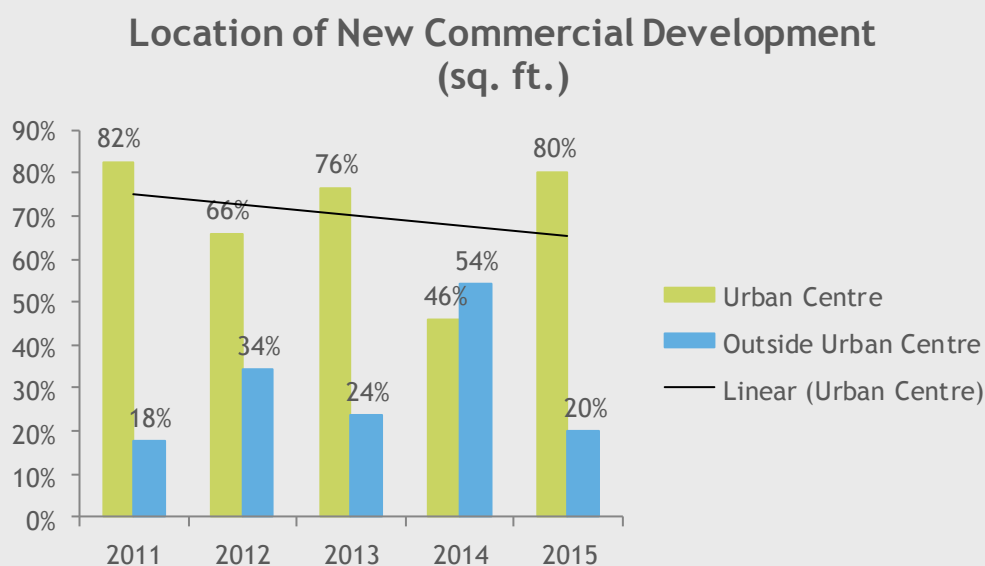
**Why is this indicator important?**

The City of Kelowna projects the need for an additional 3,000,000 square feet of commercial floor space by the year 2030 to accommodate the projected growth within the City. Much of the new commercial growth is projected to be in the Urban Centres and this is supported by policies that aim to ensure that these Centres develop as vibrant commercial nodes. However, small amounts of commercial space are expected in suburban areas (e.g. convenience commercial) to facilitate the development of complete suburbs.

**Target / Desired Trend:** Increase the percentage of new commercial space in Urban Centres

**How are we doing?** Performing in the right direction. →

In 2015, 80% of all new commercial development was within the city's urban centres. This data reinforces that 2014 was an outlier based on the fact that four of the five years have had a very high proportion of commercial development in the Urban Centres. The city's urban centres continue to attract commercial development with the Downtown's Revitalization Tax Exemption Program supporting projects such as the Okanagan Centre for Innovation. This trend highlights the City's efforts to encourage compact growth by directing commercial development and employment to areas that will continue to be prioritized for future residential development as well as transit and alternative transportation infrastructure.



# 1

## Urban Growth

### 1.3 Permanent Growth Boundary

#### What is being measured?

This indicator measures how much building space has been added for urban development where changes to the Permanent Growth Boundary (PGB) have been approved. Data for this indicator is based on annual building permit issuances from the City of Kelowna.

#### Why is this indicator important?

This indicator serves as a tool used to protect farms, forests, parks and to promote the efficient use of land and services within the Permanent Growth Boundary (PGB). By designating the area inside the boundary for higher density urban development, and the area outside for lower density rural development, the PGB helps control urban sprawl and protect agricultural land.

**Target / Desired Trend:** No changes to the PGB that result in an increase in building floor area for urban development

**How are we doing?** Performing in the right direction. →

There have been minor changes to the Permanent Growth Boundary but none have resulted in additional floor space for urban development. This indicator has been trending in the right direction for five consecutive years. This suggests that the PGB is playing a positive role in containing urban sprawl and directing growth to designated areas.

0 sq.ft.

of new building space added for urban development in 2015 as a result of changes to the PGB

“Over the last 5 years, the Permanent Growth Boundary has not been amended to accommodate urban development.”



## 2

### Housing Composition

#### What is being measured?

This indicator measures the composition of new residential units by housing type. Housing types are categorized as either multiple unit residential (e.g.: row housing, apartment housing) or single/two unit residential (e.g.: detached or semi-detached dwellings). Data for this indicator is based on annual building permit issuances from the City of Kelowna.

#### Why is this indicator important?

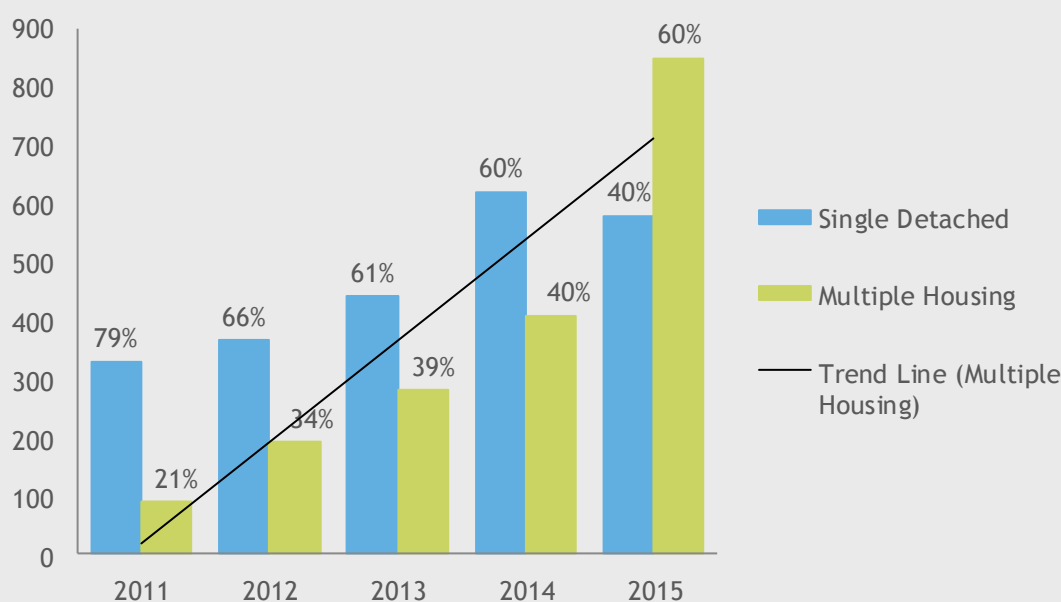
The OCP includes policy direction that promotes higher density housing development as a means to reduce sprawl and to make more efficient use of infrastructure resources, especially in the form of infill or redevelopment in core areas. The OCP sets a target for housing distribution of new units at approximately 43% being single/two unit housing, and 57% being multiple unit residential.

**Target/Desired Trend:** 57% multiple unit and 43% single/two unit

**How are we doing?** Performing in the right direction. →

In 2015, 1,430 building permits were issued for residential development and 60% were in the form of multiple housing units. Comparatively, in 2011, 423 building permits were issued for residential development. Of these, 21% were multiple housing units. Since 2011, the percentage of multiple unit residential development has been increasing annually, highlighting Kelowna's on-going evolution as an urban region. Multi-family housing continues to be supported by the City through incentives such as the Rental Housing Grants Program and the Revitalization Tax Exemption program for rental housing and the DCC exemptions for micro suites. So far this positive trend appears to be continuing in 2016.

**Housing Breakdown by Type (Units)**



## 3.1 Housing Affordability Index

**What is being measured?**

This indicator measures the number of years of wages (working at the median household income) needed to purchase a home at the median house price (including all building forms). Data for this indicator is from Environments Analytics and the British Columbia Assessment Authority.

**Why is this indicator important?**

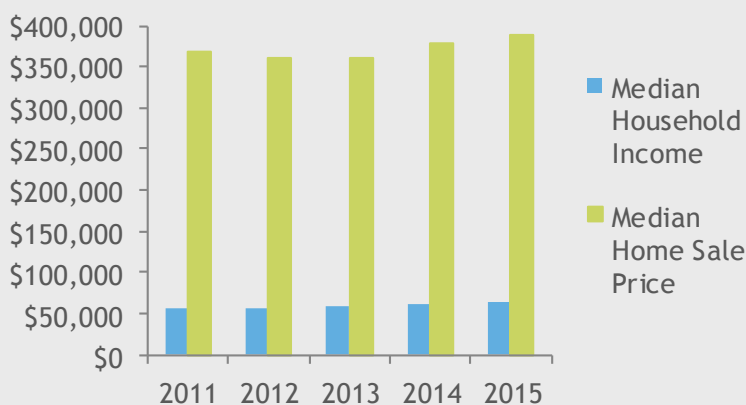
According to community input, citizens want a City where housing is available and affordable. To measure performance in this area, median income is compared to the median house price as the “median multiple”, a standard used internationally. While this is a valuable indicator of housing affordability, it should be noted that it does not take into account other home ownership costs such as utilities and property tax. Staff have previously noted that when utility, property tax and mortgage rates are factored in, Kelowna’s ownership viability is comparable to other similar Canadian municipalities.

**Target/Desired Trend:** 3.5 years of wages to purchase a home

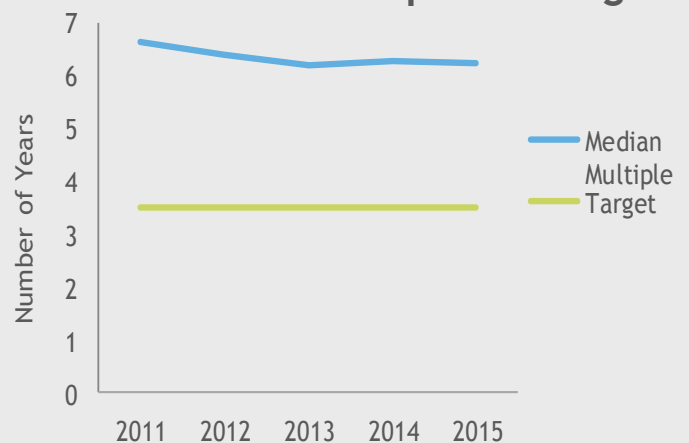
**How are we doing?** Performing in the right direction. →

In 2015, the median household income was \$62,586 and the median home sale price was \$388,500, translating into a median multiple of 6.21. This data represents a small improvement in comparison to recent years. The median household income increased 3.7% offsetting the \$10,000 increase in median home sale prices. The small decrease from 6.26 to 6.21 in the median multiple reflects the growing number and ratio of sales of strata, semi-detached and row housing units as well as the small increase in median household income. This reflects the City’s efforts to encourage more multi-family housing in the urban core. Although, the median multiple has decreased in 5 of the last 6 years it remains well above the OCP target of 3.5 years of wages to purchase a home. Access to affordable housing is a key driver for attracting and retaining residents and will require on-going efforts from City of Kelowna and senior levels of government.

**Median Income vs. Median Home Price**



**Median Multiple vs. Target**





## 3.2 Rental Vacancy Rate

**What is being measured?**

This indicator measures the rental vacancy rate. The measure shows how many rental properties, at the time of survey, are without tenants and available for immediate rental. The City uses the vacancy rate published by Canadian Mortgage and Housing Corporation (CMHC), in their Rental Market Report for Kelowna CMA.

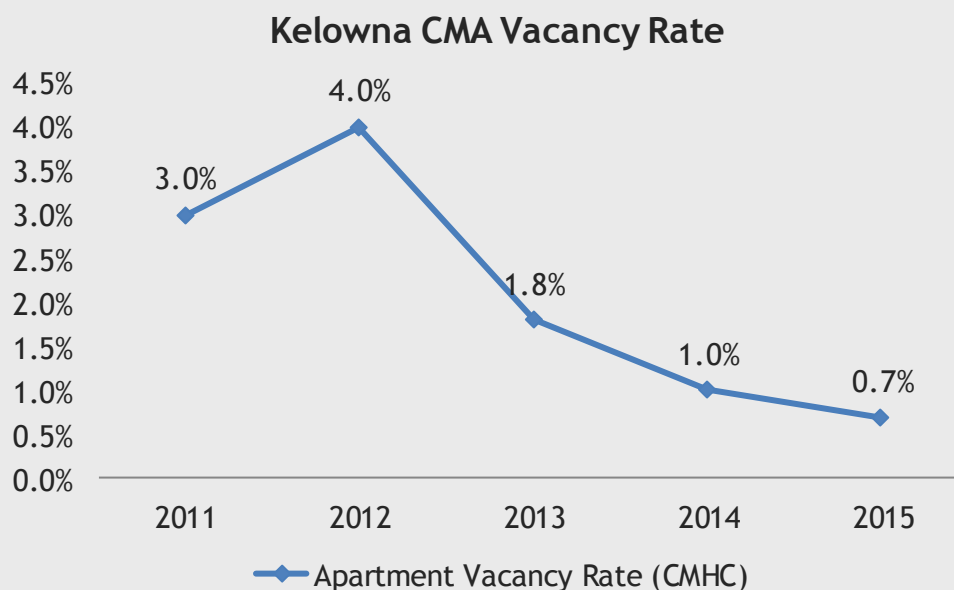
**Why is this important?**

This indicator offers insight into rental market conditions and ultimately guides the City in developing housing investment strategies and establishing housing policy. Kelowna 2030 OCP includes policy direction in support of affordable and safe rental housing. To accommodate the projected growth, a range of housing units is required, including rental units. A three percent vacancy rate is considered healthy in the rental market.

**Target / Desired Trend:** A vacancy rate between 3% and 5%

**How are we doing?** Performing in the wrong direction. ←

The rental vacancy rate published by CMHC was 0.7% for 2015. This is a decrease from 1.0% in 2014 and well under the 3.0% goal of the OCP. This trend is the result of a growing demand for rental accommodation associated with significant population growth in the region. Until recently there was little response on the part of the development community to address the lack of supply. However, recent staff analysis estimates that there are approximately 1,000 rental units that are likely to be added to the rental housing market over the next several years. The low vacancy rate in 2015 highlights the lag between the increased rental demand and the response from the development community to build new rental housing. To support the development community the City has multiple incentives in place to encourage the development of rental housing, including tax incentives, micro-suite incentives and rental housing grants. The vacancy rate is expected to slowly rise as the units that are under construction or moving to construction are added to the rental market over the next two years.



## 3.3 Supply of Single Unit Residential Land

**What is being measured?**

This indicator measures the supply of available land (in years) designated for single detached development in Kelowna. Data for this indicator uses housing projections from the OCP, relative to the years remaining on the lifespan of the OCP (currently 14 years). A units/hectare calculation provides the estimated total unit yield.

**Why is this indicator important?**

Ensuring a balanced land supply is a critical factor in managing the growth of a city. The City of Kelowna projects the need for approximately 20,100 housing units of all types between 2010-2030 to accommodate the projected growth. Of this total, approximately 8,600 are estimated to be single detached dwellings.

**Target / Desired Trend:**

For single detached development, enough available land to match the years remaining on the current OCP.

**How are we doing?** Performing in the wrong direction. ←

For single detached development, there is estimated to be approximately 9.3 years of supply remaining. New single detached development appears to be developing at a lower density (6.2 units/ha) than previously expected. This may be the result of the high proportion of new development occurring on hillside lands, where development density is more challenging to maximize. To address this shortfall, a new Area Structure Plan (Thomson Flats) area is under development in order to examine the potential for new development lands to accommodate projected housing demand within the OCP timeframe. Work is also underway on the *Infill Challenge*, a project looking into possibilities to expand capacity in existing developed areas through unconventional housing.

9.3

years of  
undeveloped land  
remaining for  
single detached  
dwellings.



## 3.4 Supply of Multiple Unit Residential Land

**What is being measured?**

This indicator measures the supply of multi-family designated land in Kelowna that is likely to redevelop within the horizon of the OCP. In order to determine which land is likely to redevelop, the relationship between land value to building value was examined. A ratio of 1:0.25 or less, is considered land that will likely redevelop within the short-term (OCP horizon). For example, a property with a land value of \$100,000, and a building value of \$25,000 or less, is considered as a candidate for redevelopment in the short term.

This indicator is an attempt at identifying sites that may be the most likely candidates for redevelopment. It is recognized that a host of other factors are considered that may encourage or discourage land owners to redevelop or not. Furthermore, as short-term land supply is absorbed by the market, other land will become available.

**Why is this indicator important?**

Ensuring a balanced land supply is a critical factor in managing the growth of a city. The City of Kelowna projects the need for approximately 20,100 housing units of all types by the year 2030 to accommodate projected growth. Of this total, approximately 11,500 are estimated to be multiple unit dwellings.

**Target / Desired Trend:**

Enough underutilized land available to match the years remaining on the current OCP (14 years)

**How are we doing?** Performing in the right direction. →

2015 was the second year that this indicator has been measured. For multi-family development, there is estimated to be approximately 12 to 14 years supply of land that is considered likely to redevelop in the short-term (within OCP horizon). This puts the land supply in line with the target. In addition to this, Kelowna has significantly more land designated for multi-family development in the long-term (beyond 2030). If considering both short-term and long-term multi-family designated land, there is a supply of over 60 years. This suggests that the City is not unduly restricting the market for multi-family land.

**Multi-Family Land Supply Likely to Redevelop by 2030**

# 12 to 14

years of land that is most likely to redevelop as multi-family within OCP horizon.

LAND LIKELY  
TO REDEVELOP  
(UNDERUTILIZED)

=

BUILDING VALUE  
< 25% OF LAND  
VALUE

For example, a property with a land value of \$100,000, and a building value of \$25,000 or less, is considered underutilized, and a candidate for redevelopment in the short term.

# 4

## Pedestrian & Cycling Network

### What is being measured?

This indicator measures the length of new pedestrian and cycling network compared to new road lanes constructed per year. Data is provided by the City of Kelowna.

### Why is this indicator important?

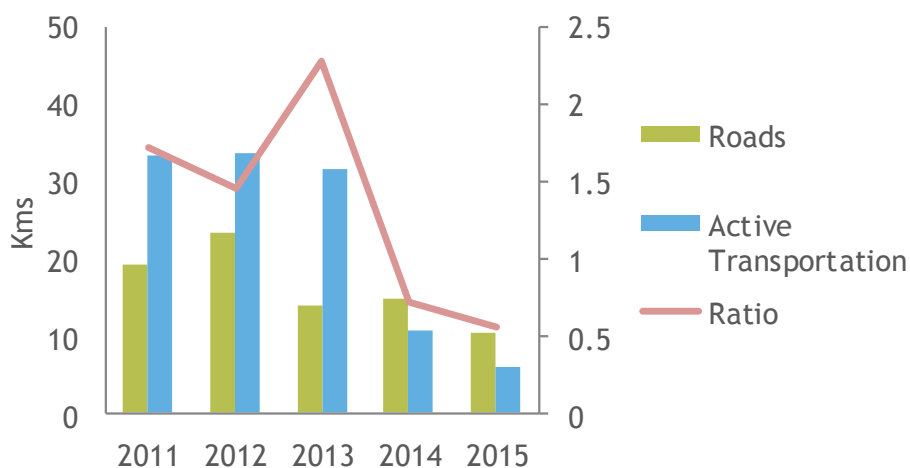
Creating walk-able, pedestrian-friendly, and connected neighbourhoods is a central focus of the OCP and is achieved in part through a balanced transportation network. For this to occur, it is important to increase the attractiveness, convenience and safety of all modes of transportation by implementing complete streets that are designed to serve a broader range of transportation modes, including pedestrians and cyclists. OCP policy 7.6.1 (Transportation Infrastructure Priority), supports funding walking and cycling infrastructure ahead of infrastructure for vehicles.

**Target / Desired Trend:** Increase the pedestrian and cycling infrastructure relative to new roads . Target to be revised to align with targets from the *Pedestrian & Cycling Master Plan*.

**How are we doing?** Performing in the wrong direction. ←

Active transportation (AT) infrastructure continues to be funded and constructed annually. However, given the significant cost of transportation projects it is important to look beyond individual years and look at the broader trends. Since 2011, for every 1.0 kilometre of road lane constructed, 1.41 kilometres of walking and cycling infrastructure was constructed. In addition, it is worth noting that the recently adopted Pedestrian and Bicycle Master Plan has placed more emphasis on building AT routes that are accessible to all ages and abilities (AAA). However, these AAA routes are more costly to construct which affects the number of kilometres of AT infrastructure that can be built each year. The City also made a number of other investments including AT counters, pedestrian activated flashers and other pedestrian crossing improvements in 2015.

### Transportation Infrastructure Constructed by Type (kms)



**Note:** data on the distribution of bike lane development between 2012 and 2013 is not available. Therefore, the total bike lane marked was divided evenly over each year.

*The Pedestrian and Bicycle Master Plan* implementation is currently underway and will address infrastructure and policy requirements to promote walking and cycling within Kelowna.

# 5

## Balanced Transportation Network

### What is being measured?

This indicator measures the modal split (% of population that uses each mode of transportation) for transportation to work. The modes of transportation include vehicle - as driver, vehicle - as passenger, public transit, walk, bicycle, or other. Data for this indicator is based on census data and will be measured every five years when census data is released.

### Why is this indicator important?

Active transportation is a major theme of the OCP and is supported by one of the main goals: to feature a balanced transportation network. Increasing the attractiveness, convenience and safety of all modes of transportation by implementing complete streets is supported by OCP objectives and policy.

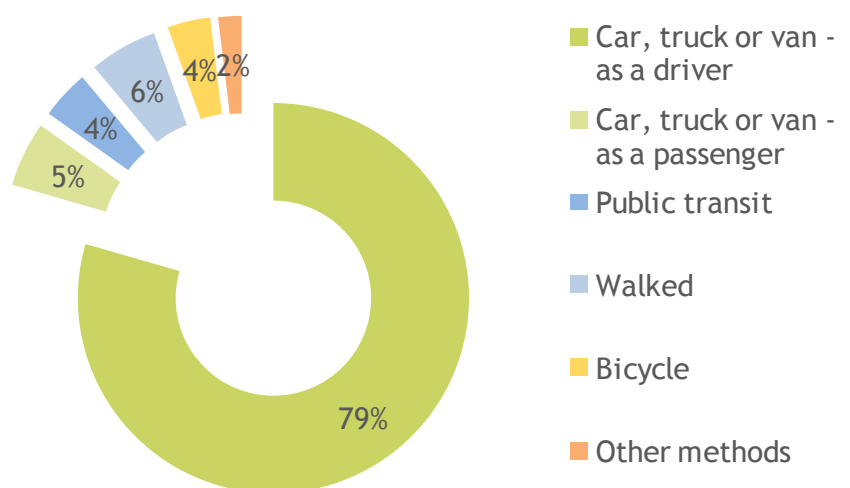
**Target / Desired Trend:** Increase the number of people making more sustainable transportation choices (e.g. pedestrian, cycling, transit) - *under review*

### How are we doing?

As this indicator is measured every 5 years, at this point this report is dependent upon the next census data which will be provided in 2016. The data provided below is based on 2011 Census and until more data is available, no trend can be identified. However, in 2015 Kelowna transit riders amassed a total 108,000 daily passenger kilometres. Meaning, if you add up all the distance travelled for everyone riding the bus in Kelowna, it is equal to going around the earth two and a half times per day.



### Mode of Transportation to Work (%)



# 6

## Proximity to Transit

### What is being measured?

This indicator measures the percentage of our population that lives within 400 m (5 minute walk) of a transit stop. Data for this indicator utilizes BC Transit data as well as census data.

### Why is this indicator important?

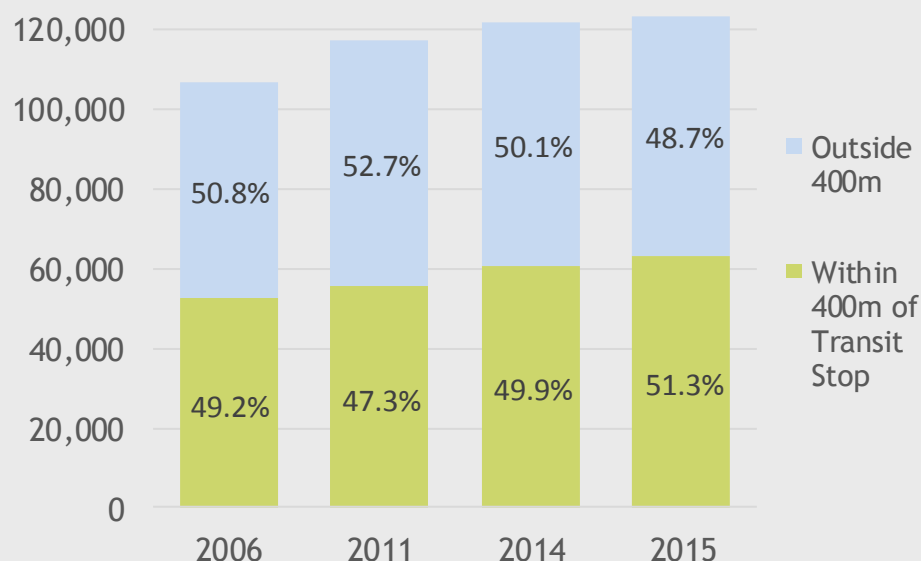
An important part of a sustainable city is creating compact communities served by transportation routes that encourage transit, bicycles and pedestrians. As traffic becomes more congested and as we work towards becoming a more sustainable city, transit will play a larger role in daily commutes. The OCP supports increasing density (people and employment) in communities to a level that will support transit service. Increased density around transit will also contribute to the City's commitment to reducing our Greenhouse Gas (GHG) emissions.

**Target / Desired Trend:** Increase the percentage of people living within 400 m of a transit stop

**How are we doing?** Performing in the right direction. →

Compared to the baseline year, which was the 2006 Census, over 51% Kelowna residents now live within a 400m (approximately a 5 minute walk) of a transit stop. In the baseline year, 49% of people lived within 400m of a stop. Although there has been a slight increase in people living close to a transit stop, communities within Kelowna need to reach greater density to make transit viable. A stronger trend will emerge with more data.

### Population Proximity to Transit Stops



# 7

## Efficient Energy Use

### What is being measured?

This indicator measures household energy consumption (electricity and gas). Data for this indicator was provided by Fortis and the City of Kelowna.

### Why is this indicator important?

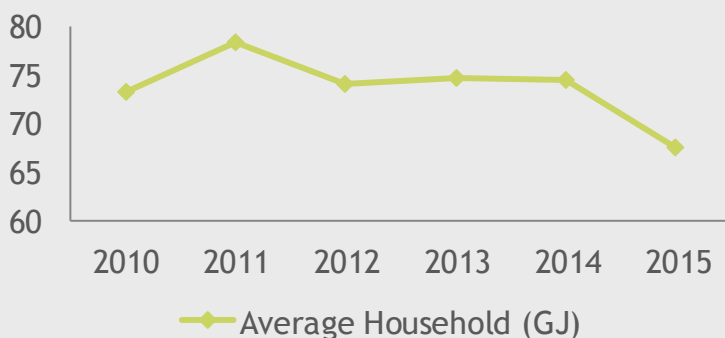
The OCP was developed to establish a long-term vision for a sustainable community. As part of this, new buildings will be required that are attractive as well as energy efficient. A reduction in energy consumption will also contribute to a reduction in Greenhouse Gas (GHG) emissions and help to minimize Kelowna's contribution to climate change.

**Target / Desired Trend:** A decrease in average household electricity and gas consumption

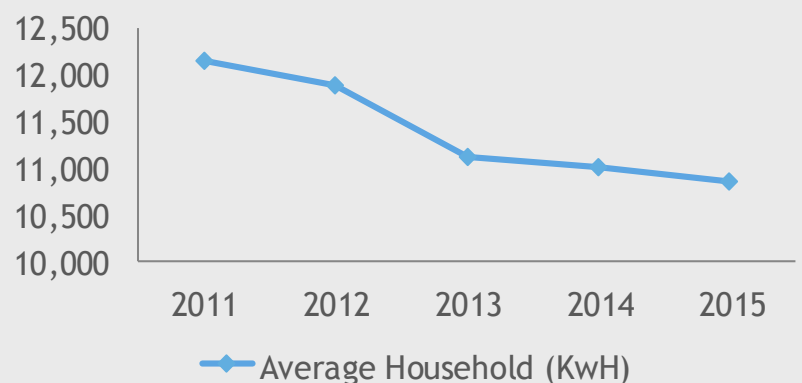
**How are we doing?** Performing in the right direction. →

Residential electricity consumption has been decreasing per household since the baseline year of 2011. In 2015, households in Kelowna consumed an average of 10,849 KWh of electricity a slight decrease from 2014. In contrast, residential gas consumption per household decreased 9.5 per cent in 2015 to 67.4 GJ of gas. In 2014, households in Kelowna consumed an average of 74.5 GJ of gas. The trend for both gas and electricity consumption has been going in the right direction since 2011. It is difficult to isolate any one factor that is contributing to the decrease in gas and electricity usage. However, the combination of a mild winter and advances in building technology and major appliances is likely contributing to enhanced energy efficiency. The City is also encouraging more smart growth development which is more energy efficient than low density greenfield development and less costly from an infrastructure perspective. With continued reduction in energy consumption, the community is contributing to the City's commitment to reduce GHG levels.

**Average Household Gas Consumption (GJ)**



**Average Household Electricity Consumption (KwH)**





**What is being measured?**

This indicator measures the median household income for those employed in Kelowna relative to the provincial median. Median income data is derived from Environics Analytics.

**Why is this indicator important?**

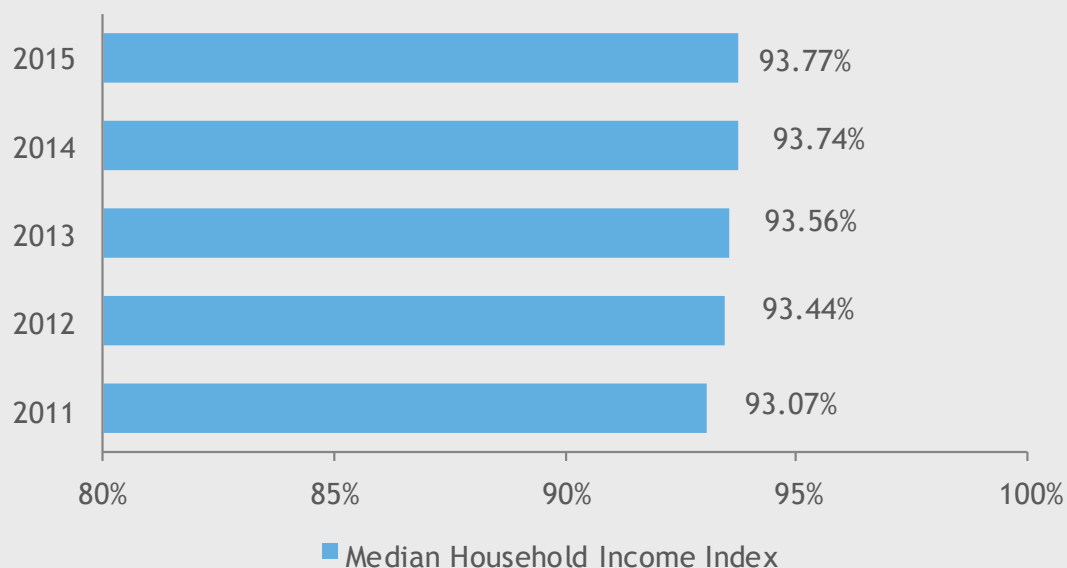
One of the goals of the OCP is to foster economic prosperity. A healthy, dynamic and sustainable economy will help attract and retain youth and talent, support business, encourage investment, and improve the quality of life for Kelowna residents.

**Target / Desired Trend:** Median income equivalent or higher than provincial median

**How are we doing?** Performing in the right direction. →

Kelowna's median household income increased at a slightly faster rate compared to the provincial median over the past four years. From 2010 to 2012, the median in Kelowna was 93% of the provincial median and over the last three years that increased to 94%. In 2015, the estimated median household income was \$62,586. The City continues to support the shift to a more diversified economy, encouraging new sectors such as technology through efforts such as the Dark Fibre Network. This indicator is performing in the right direction with the Kelowna median gaining incrementally relative to the provincial median.

### Median Income Relative to Provincial



### What is being measured?

This indicator measures the number of businesses with employees. Data for this indicator is provided by BC Stats and is only available at the Census Metropolitan Area level (RDCO).

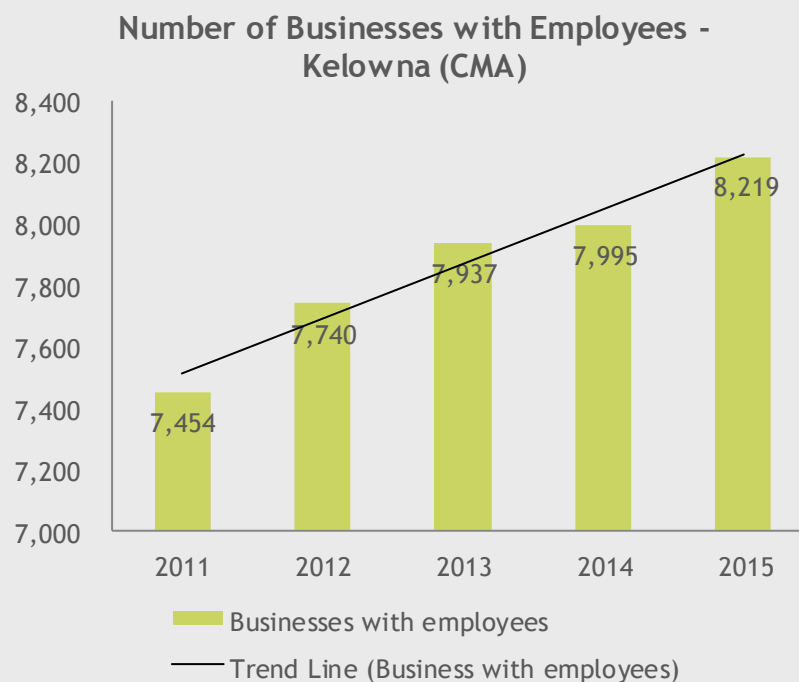
### Why is this indicator important?

According to community input, people want a City where the economy is growing, vibrant and attracting new business. In order to create a sustainable city, there needs to be a balance between, environmental protection, economic growth, social development and cultural vibrancy. Measuring the number of businesses with employees provides a snapshot of efforts in the attraction and retention of business.

**Target / Desired Trend:** Increase in the number of businesses with employees

**How are we doing?** Performing in the right direction. →

The number of businesses with employees in the Kelowna CMA has grown consistently since the baseline year of 2011. In 2015 there were 8,219 businesses with employees in Kelowna CMA. Since 2014 roughly 200 businesses were added to the region. While the business climate is influenced by a wide array of factors, including provincial, national and international economic trends, data from this indicator suggests that there is a positive business climate in Kelowna. For example, access to an international airport, educated labour force and the quality of life in the region are factors that contribute to a positive business climate.



**What is being measured?**

This indicator measures the percentage of Kelowna's land base that is considered to be environmentally sensitive and is under formal and permanent environmental protection. Data for this indicator is from the City of Kelowna's Sensitive Ecosystem Inventory (SEI).

**Why is this indicator important?**

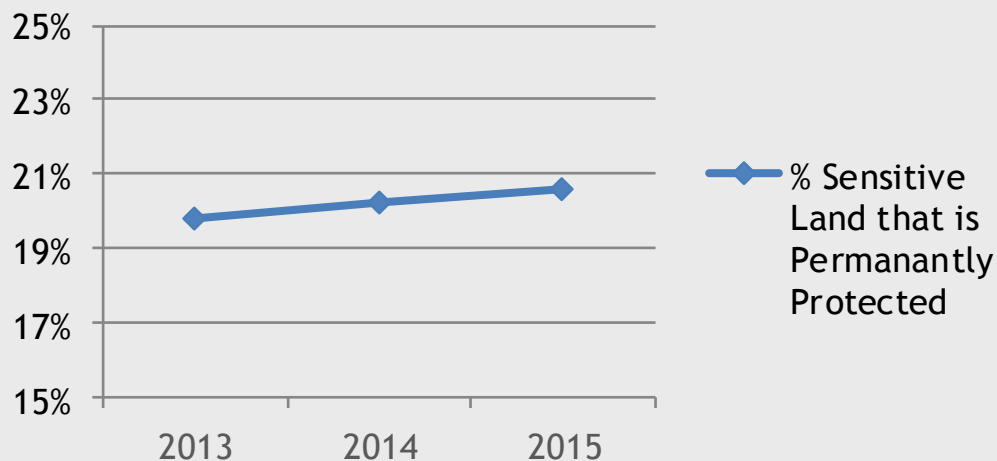
Kelowna residents have identified that protecting the natural environment is a priority. It is the City of Kelowna's objective to protect and enhance natural areas, including creating an open space network that protects sensitive ecosystems and links important habitat areas.

**Target / Desired Trend:** As a requirement for development, protect and preserve environmentally sensitive area (ESA's), or portions of thereof, where possible

**How are we doing?** Performing in the right direction. →

The City saw a small increase in the amount sensitive land that was permanently protected in 2015. The City works with developers to ensure environmentally sensitive areas become parks through the rezoning and subdivision process, reflecting the city's commitment within the OCP to protect these areas. In 2013, the baseline year, 19.8% of sensitive land was protected and in 2015 20.6% is now protected. Although there is limited amount of data available, recent progress suggests the city's policies are encouraging the long-term protection of key environmental areas such as watercourses and wetland areas.

### Percent of Sensitive Land that is Permanantly Protected



### What is being measured?

This indicator measures the percentage of Kelowna's green space that is protected from development. To quantify this, the amount of land that is currently zoned for park is measured against the amount of land designated for park in the Official Community Plan. Data for this indicator is from the City of Kelowna.

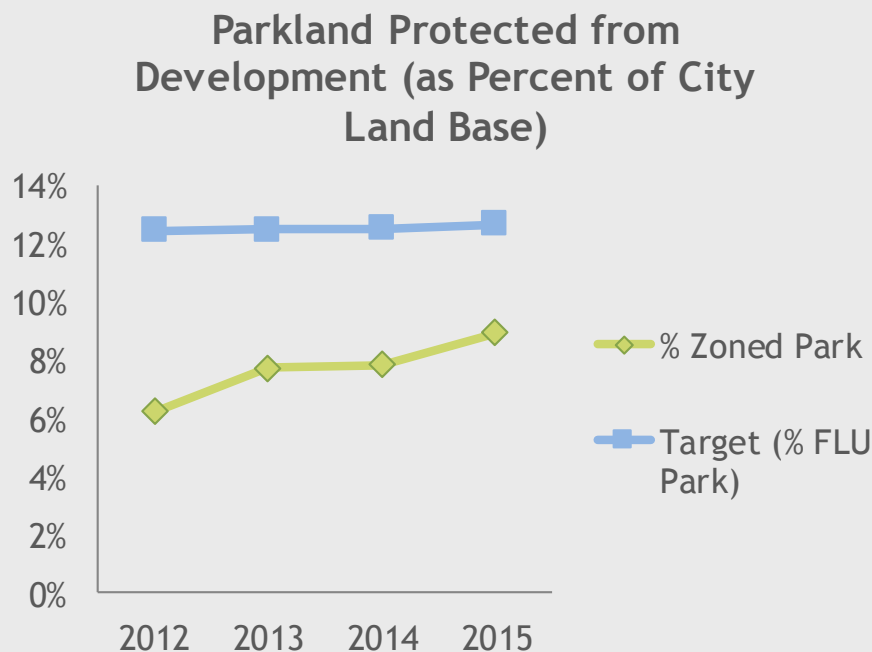
### Why is this indicator important?

A healthy natural environment positively impacts both quality of life and economic vitality. In order to preserve the biodiversity and ecological landscape from development pressures, the City of Kelowna will take an integrated ecosystem management approach to ensure that the environment is afforded a high priority in land use related decisions.

**Target / Desired Trend:** Increase amount of lands zoned park to reach OCP Future Land Use Parks and Open Space target

**How are we doing?** Performing in the right direction. →

Since the baseline year of 2012, each year has seen slightly more land become zoned for park. In 2015, there were 1,922 hectares of land in Kelowna zoned for park up from the previous year of 1,687 hectares (2014). As the City increases its population and becomes more densely populated, access to park space is increasingly important to ensure a high quality of life for residents and workers. The City increases its park space through its parkland dedication program policies as well as establishing new parks in urban centres (e.g. Rowcliffe park).



# 12

## Parks Proximity to Population

### What is being measured?

This indicator measures the percent of Kelowna residents that live within 400 meters of a park (5 minute walk). Data for this indicator is from the City of Kelowna GIS system.

### Why is this indicator important?

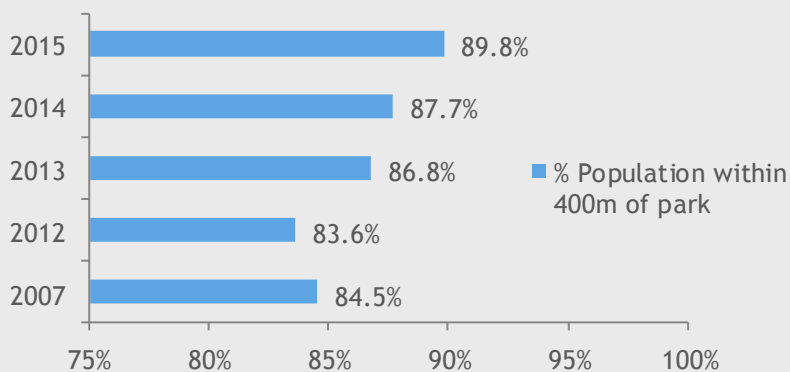
The OCP aims to provide spectacular parks for residents and visitors to enjoy. Parks play a critical role in supporting community sustainability and in enhancing community quality of life. This is encouraged by OCP objectives to protect and enhance natural areas and to provide a variety of parks for people to pursue active, creative and healthy lifestyles close to where they live and work. The OCP has specific policy requiring 2.2 ha of park per 1,000 of new population growth. But, understanding the proximity of parks to population is also critical.

**Target / Desired Trend:** To have 90 percent of the population within walking distance of a park

**How are we doing?** Performing in the right direction. →

Every year since the 2007 baseline year, there has been an increase in the percent of the population that lives within 400m of a park. In 2015, 89.8% of Kelowna residents live within 400m of a park. Access to community amenities such as parks will be increasingly important as more residents live in Multi-family housing. The positive trend for this indicator suggests that policy is being adhered to and civic investment is resulting in new parks being established to match population growth.

Percentage of Population within 400m of park



**What is being measured?**

This indicator measures the number of public program hours delivered by the City per resident. Data for this indicator provided by the City of Kelowna.

**Why is this indicator important?**

The vision for Kelowna includes a place where recreation and cultural opportunities are plentiful. The OCP is supported by objectives that promote social well-being and quality of life by providing facilities and services for all community members.

**Target / Desired Trend:** Increase in the number of recreational opportunities available

**How are we doing?** Yearly difference in performance is minimal. 

The number of program hours has remained consistent since the baseline year of 2011, at 0.3 hours of programming delivered per resident, and has kept pace with population growth.

Year	Program Hours (Per Resident)
2011	0.3
2012	0.3
2013	0.3
2014	0.3
2015	0.3

“Over the past 5 years the number of hours of programming per resident has remained consistent.”

### What is being measured?

This indicator is measured in two parts – the first part measures the percent of parks and transportation capital dollars that are invested within the Urban Core. This metric is based on annual budget capital requests from the City of Kelowna. The second measurement is the percent of total value of assessed land and buildings located within Kelowna's Urban Core. This metric is based on annual British Columbia Assessment Authority property assessments.

### Why is this indicator important?

An underlying theme of the OCP is to create compact communities served by transportation routes, to encourage active living, and by investing in efficient infrastructure. The OCP has policy to support resource allocation to be directed in the Urban Core with the purpose of making these safe, accessible, high-quality living and working environments.

**Target / Desired Trend:** Increase in parks and road infrastructure, as well as the percentage of assessment value in the Urban Core

### How are we doing for infrastructure spending in the Core?

Performing in the right direction. →

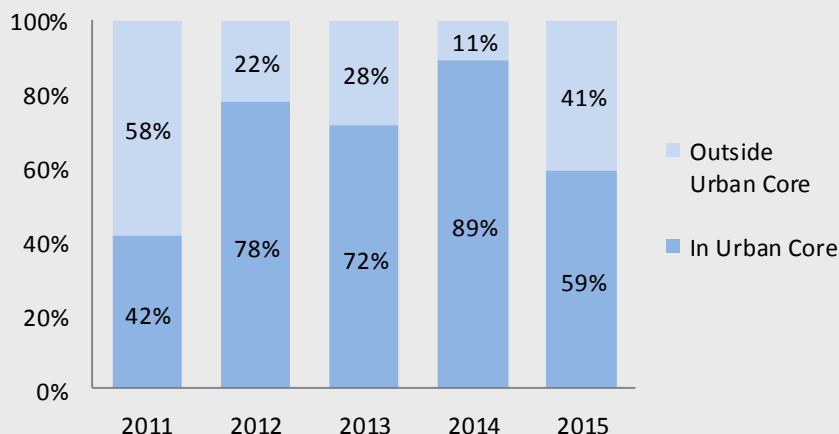
The percent of Parks and Transportation dollars spent in the Urban Core decreased in 2015 as a result of several large projects outside of the core. For example, roughly four million dollars were invested in Lakeshore Rd improvements adjacent Anne McClymont School. However, since the baseline year 69 per cent of parks and transportation investment was spent in the Urban Core. It is important to look beyond individual years and look at the broader trend to understand how the City is prioritizing infrastructure spending.

### How are we doing for focusing investment in the Core?

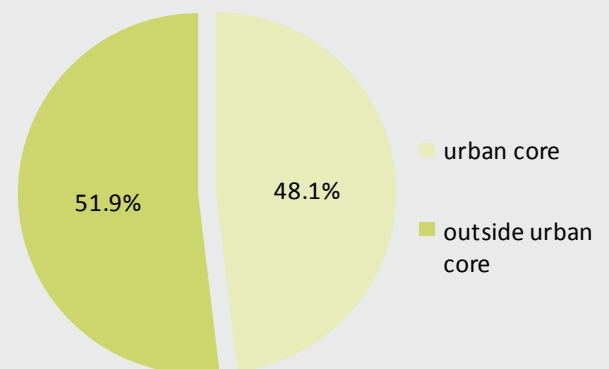
Yearly difference in performance is minimal. ==

This metric has been consistent over the past years. In 2011, the baseline year, 50% of the total assessed value of land and buildings in Kelowna was within the Urban Core. The 2015 assessed value in the Urban Core was 48.1 % down slightly from 49% in 2014. In 2015, the total property value for all land and buildings in Kelowna was over \$26 billion. As major projects such as Central Green move forward this ratio may change.

**Parks and Transportation Capital Projects  
(% of dollars spent)**



**Total Assessed Value (2015)**





### What is being measured?

This indicator is comprised of two parts – the percentage of Kelowna’s land base that is actively farmed, and the number of community gardens in Kelowna. The actively farmed land metric is based on British Columbia Assessment Authority data. Data for the second measurement (the number of community gardens in Kelowna) is provided by Central Okanagan Community Gardens.

### Why is this indicator important?

An important goal of the OCP is to enable healthy and productive agriculture, particularly given the large agricultural land base within the city’s boundaries. This is supported by policy that promotes healthy agriculture through diverse strategies that protect farmlands and promote food production.

**Target / Desired Trend:** Increase agricultural land in production

### How are we doing for active farmland?

Yearly difference in performance is minimal. **==**

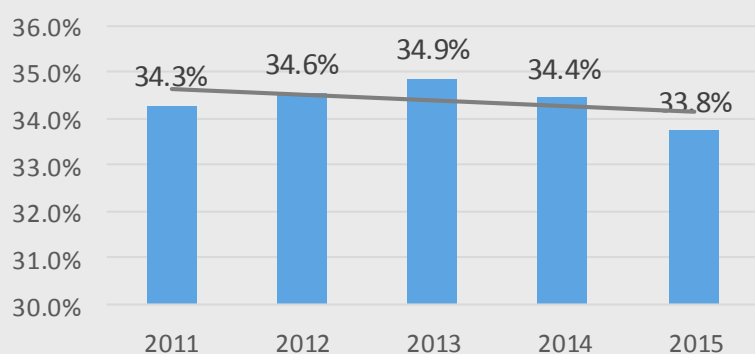
The percentage of land that is actively farmed has decreased slightly over the last five years. In 2015, 33.8% of that land base is actively farmed. This is an indication that actively farmed land is decreasing slightly in the face of development pressure. The City is currently updating the Agricultural Plan to guide future policies for farming to support a healthy economy and food system.

### How are we doing for community gardens?

Performing in the right direction. **→**

Community gardens continue to increase in popularity. As of 2015, there are 12 community gardens. This has increased from 7 in 2011. A trend is beginning to emerge that residents are interested in food production as new community gardens come on-stream each year and the waitlist for plots continues to grow. The City amended the Official Community Plan and the Zoning Bylaw in 2015 to encourage the development of shared garden space in new multi-residential developments to help ease pressure for community garden space.

Percentage of Kelowna's Land Base  
Actively Farmed



**As of 2015, in Kelowna, there are 12 Community Gardens that are active and in full production, 9 of which are on City property:**

- › Cawston Avenue Garden
- › St. Paul Garden
- › Sutton Glen Garden
- › Gibbs Road Garden
- › Hartman Road Garden
- › Barlee Road Garden
- › Michaelbrook Garden
- › Willow Park Garden
- › Lindahl Garden
- › DeHart Garden
- › Parkinson Rec. Garden
- › Ballou Community Garden

### What is being measured?

This indicator is measured in two parts — the crime rate in Kelowna, and the number of motor vehicle crashes related to the population. The crime rate is provided by the RCMP and the motor vehicle crash data is provided by ICBC.

### Why is this indicator important?

According to community input, residents want a city where they feel safe downtown and in their own neighbourhoods. The OCP has policy that supports this vision. In the 2015 Citizen Survey, residents ranked concerns about personal safety relatively low, with 94% of citizens describing Kelowna as a safe community. Measuring the crime rate and the number of motor vehicle collisions provides a concise picture of community safety.

**Target / Desired Trend:** Increase in the level of safety in the community (reduced crime rate and collisions)

### How are we doing for crime rate?

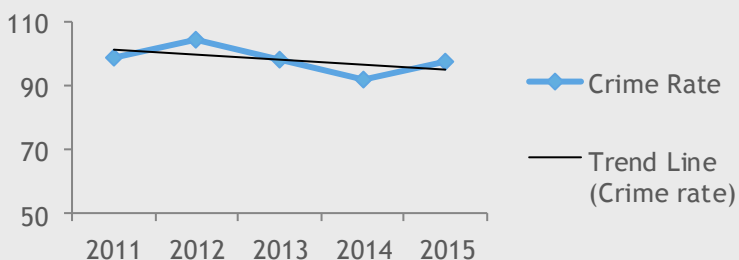
Yearly difference in performance is minimal. **==**

The crime rate is measured as the number of criminal code offenses reported per 1,000 people. In 2015, there were 97.97 crimes reported per 1,000 people a minor decrease from the baseline year of 2011 when the crime rate was 98.8. However, in looking at the trend over the last four years there has been very little overall change with some years above and some years below the baseline. In other areas of BC and Canada the general trend has been declining crime rates. Some of the increase in crime rates in Kelowna is associated with the additional staffing within the Downtown of Kelowna.

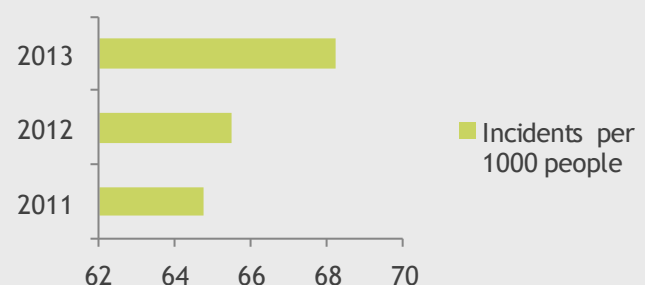
### How are we doing for traffic collisions?

2014 and 2015 crash data was not available at time of publication. Between 2011 and 2013, the number of motor vehicle crashes per 1,000 people increased each year. In 2011, there were 64.8 crashes reported for every 1,000 people, compared to 68.2 in 2013. Based on the available data, a trend is starting to emerge but more data is required to substantiate the trend

**Crime Rate**  
(Number of criminal code offenses reported per 1,000 people)



**Traffic Collisions per 1000 people**



### What is being measured?

The City of Kelowna is part of a national Cultural Statistics Strategy Consortium, a group of 32 Canadian municipalities which is working with the Department of Canadian Heritage Policy Research Group to create a common culture data pool accessible to local governments. The data pool has potential to include cultural GDP, jobs economic impact, social impact and municipal indicators. The consortium is a multi-year initiative. As research progresses, more data will be available for Kelowna. It should also be noted that delivery of cultural programs by independent organizations means that complete data about these programs may not be accessible by the City. However, the City is working with program providers to improve data collection and sharing in the future.

### How are we doing?

A 'Cultural Report Card' providing a snapshot of data was produced in 2015. As implementation of the Cultural Plan proceeds, positive progress can be noted in the following areas:

- The City has increased funding by \$65,000 to \$1,420,193 for cultural facilities (the Kelowna Art Gallery, Kelowna Museums and Rotary Centre for the Arts), consistent with Goal 1 of the Cultural Plan. All of these facilities report an increase in visitation and participation between 2014 and 2015.
- These organizations reported the following increases between 2014 and 2015:
  - Okanagan Symphony Orchestra: ticket sales up by 18%
  - Ballet Kelowna: 15% increase in subscription sales
  - Alternator Centre for Contemporary Art: 27% increase in Gallery attendance and participation
  - Bumbershoot Children's Theatre: 20% increase in revenue
- Per Capita Cultural Investment by the City of Kelowna in 2015 was \$21.34 compared to \$18 per capita in 2011.
- Operating support for professional arts organizations increased by 47 per cent from 2012 to 2016 from \$95,000 to \$140,000.



Photo credit: Michael Hintringer



Policy & Planning  
1435 Water Street  
Kelowna, BC V1Y 1J4  
250-469-8773

[kelowna.ca/ocp](http://kelowna.ca/ocp)



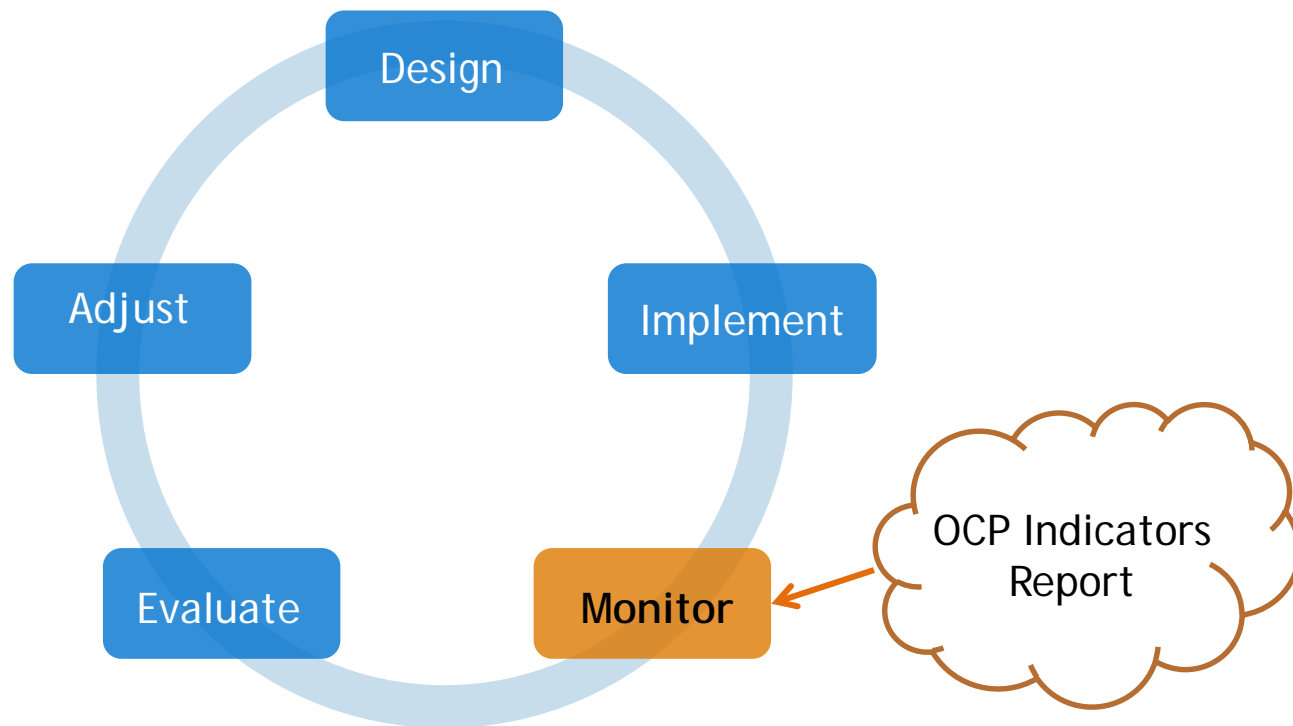
# OFFICIAL COMMUNITY PLAN INDICATORS REPORT 2016



## BACKGROUND

- ▶ Indicators are a way to assess the extent to which community goals are being achieved
- ▶ This is the fifth OCP Indicators report

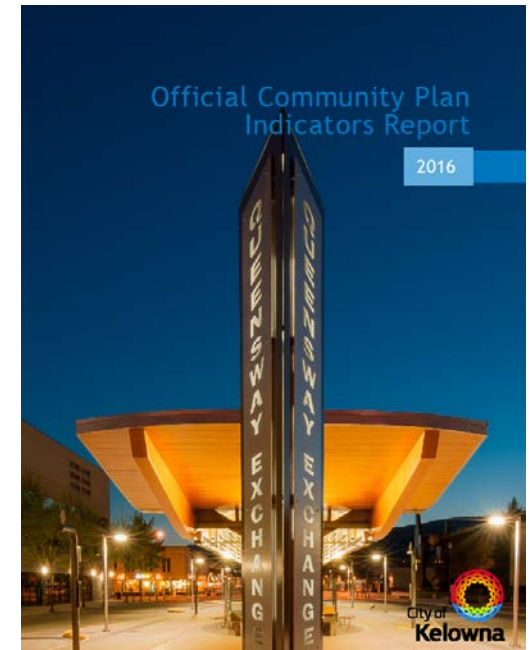
# OCP MANAGEMENT FRAMEWORK





## UPDATED REPORT FORMAT



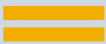
- ▶ A new approach in 2014 to make the OCP Indicators more accessible
- ▶ Improved data consistency in 2015 and 2016



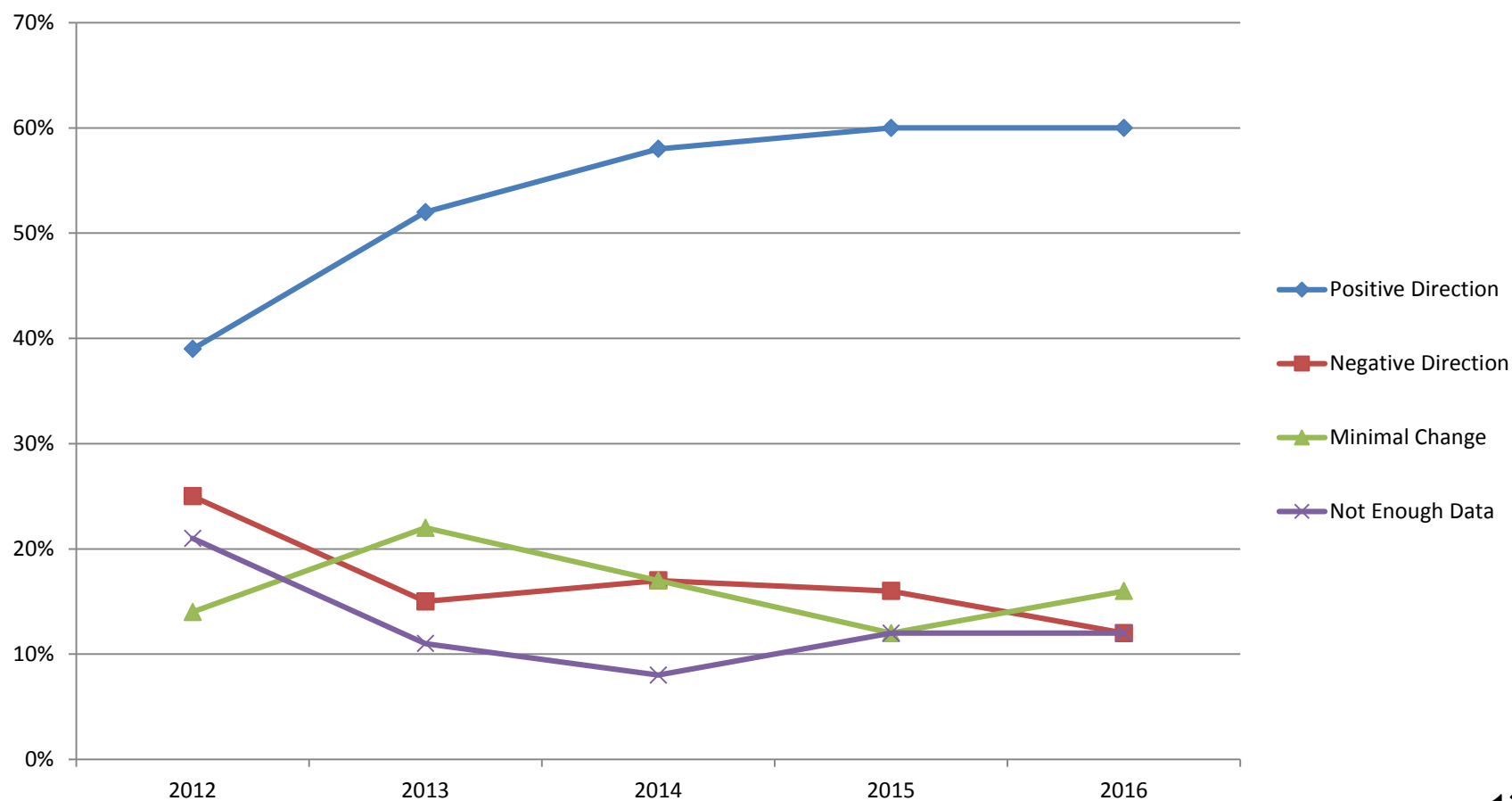
# INDICATORS



## COMPARISON TO PREVIOUS YEARS

Indicator Performance	2012 Report	2013 Report	2014 Report	2015 Report	2016 Report
Positive Direction 	39%	52%	58%	60%	60%
Negative Direction 	25%	15%	17%	16%	12%
Minimal Change 	14%	22%	17%	12%	16%
Not Enough Data	21%	11%	8%	12%	12%

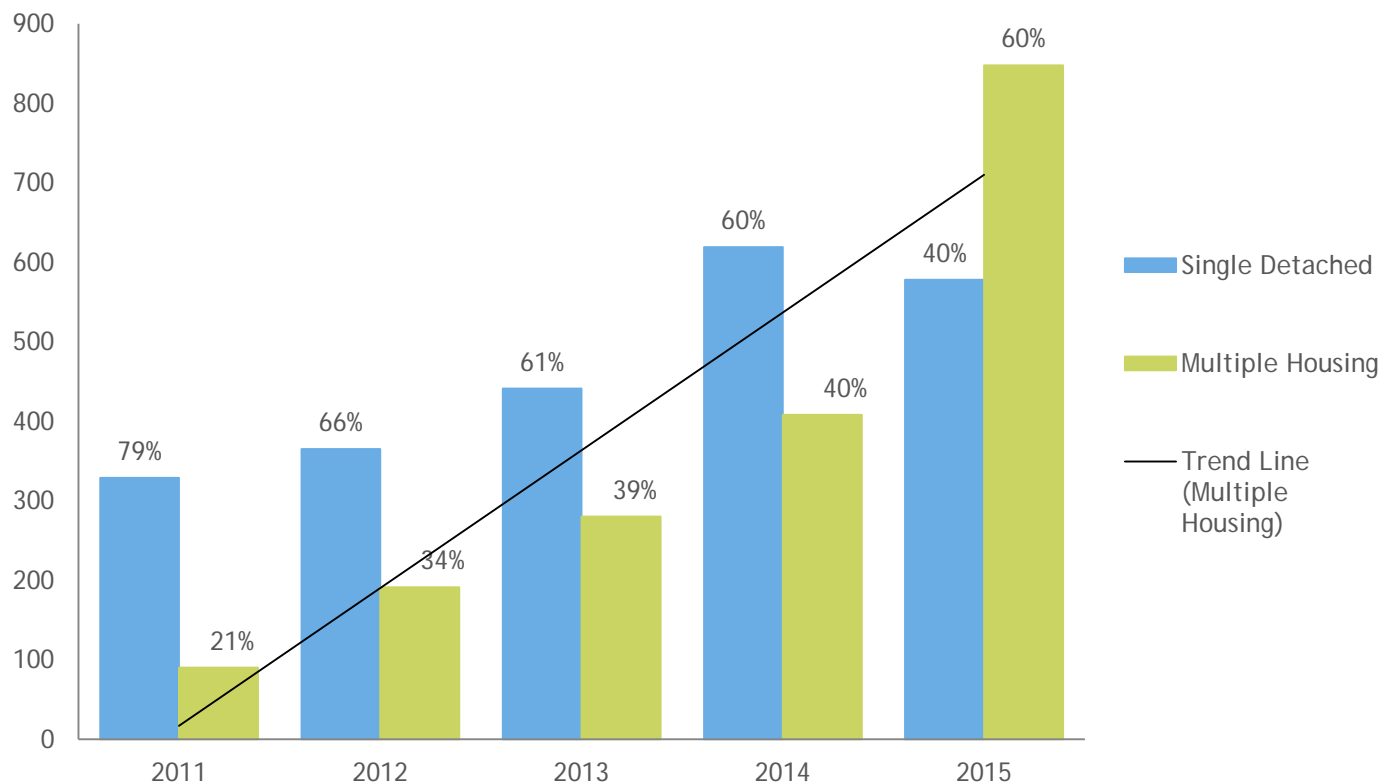
# COMPARISON TO PREVIOUS YEARS - GRAPH



# EMERGING TRENDS & ISSUES

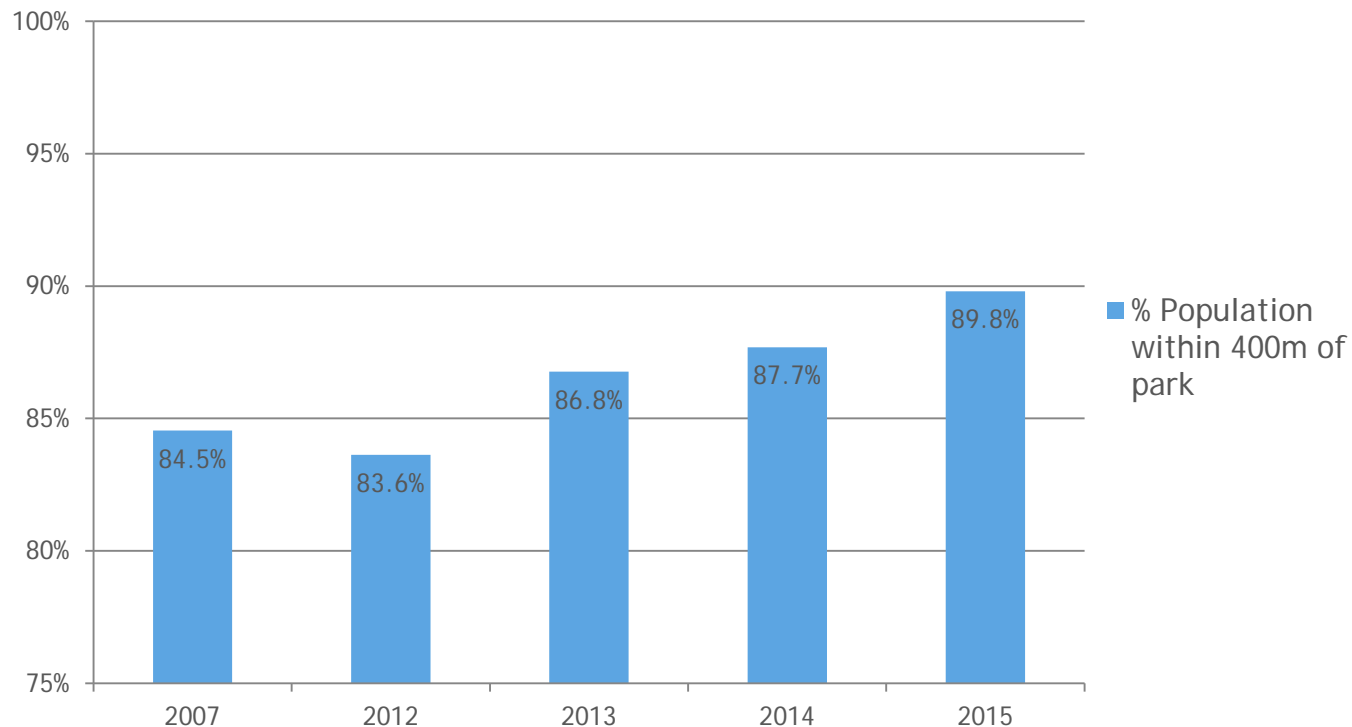
# PROPORTION OF MULTI-FAMILY HOUSING CONTINUES TO INCREASE (INDICATOR 2)

Housing Breakdown by Type (Units)



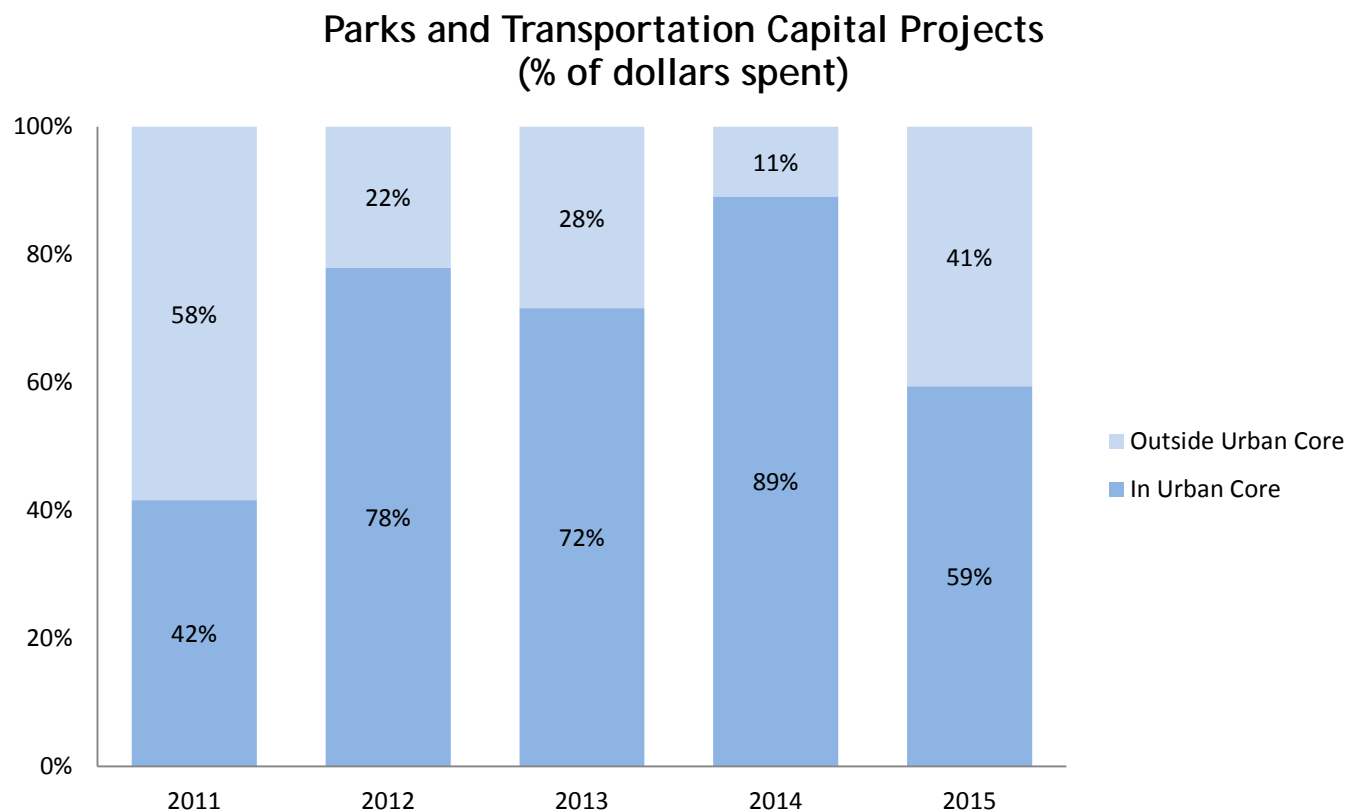
# PARKS CONTINUE TO BE DEVELOPED CLOSE TO THE POPULATION (INDICATOR 12)

Percentage of Population within 400m of a Park

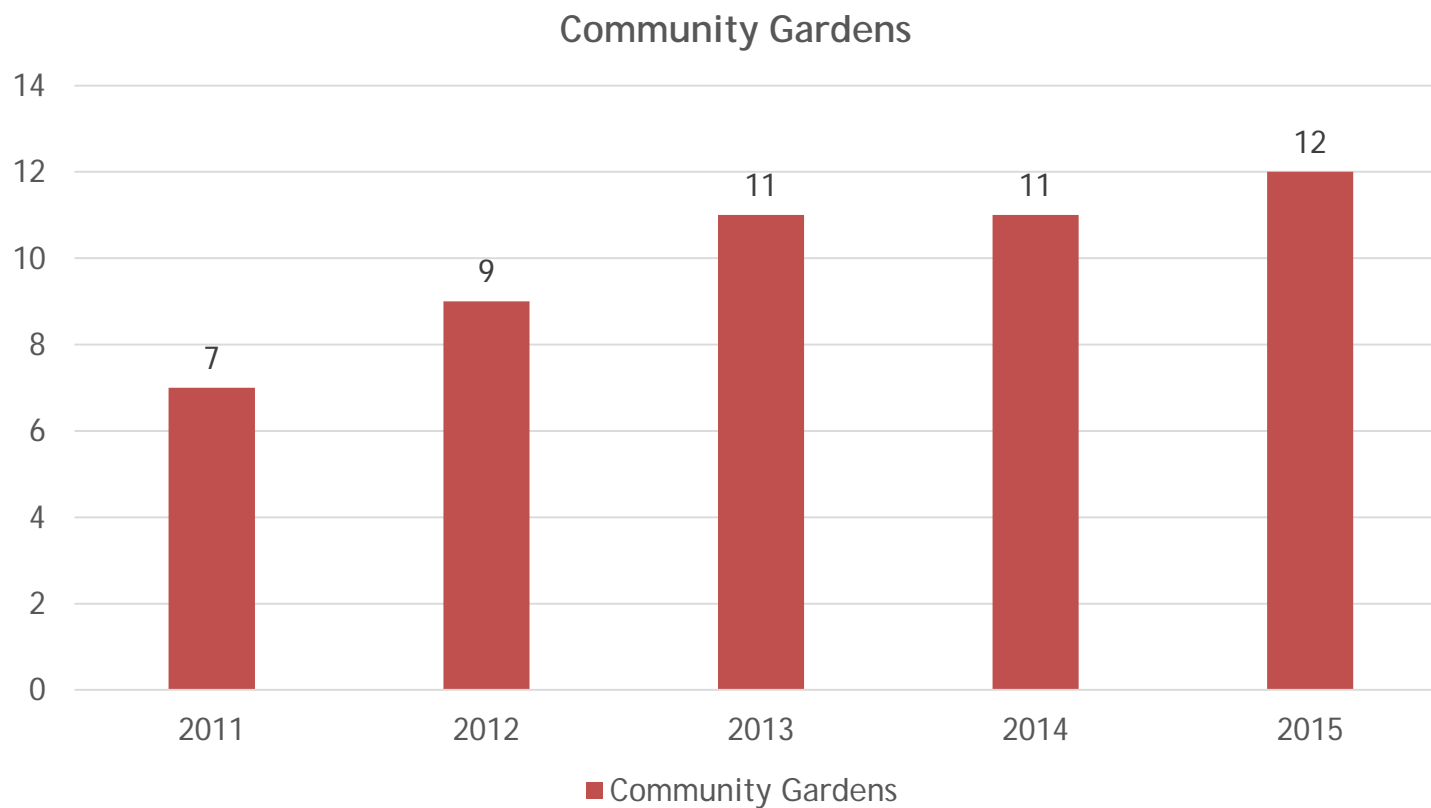




# PARKS AND TRANSPORTATION DOLLARS SPENT IN THE URBAN CORE DECREASED IN 2015 (INDICATOR 14)

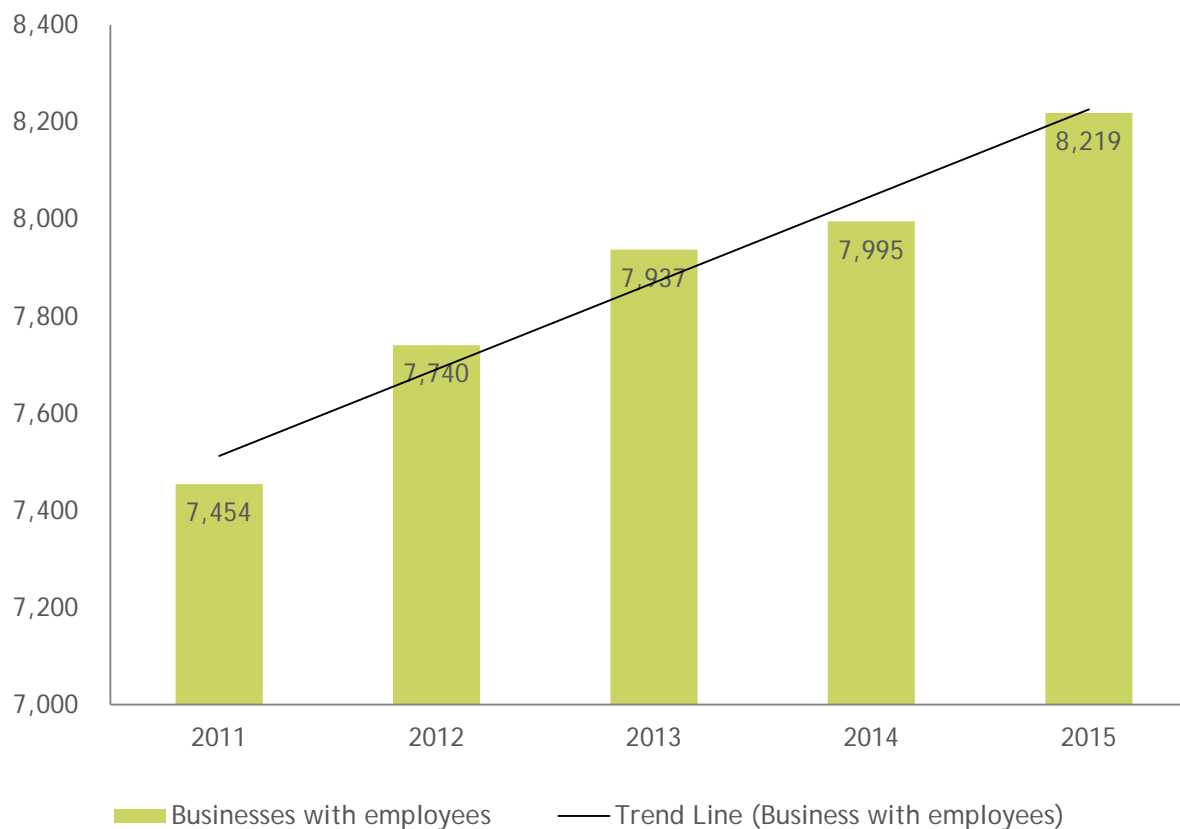


# COMMUNITY GARDENS CONTINUE TO GROW (INDICATOR 15)



# NUMBER OF BUSINESSES WITH EMPLOYEES IS INCREASING (INDICATOR 9)

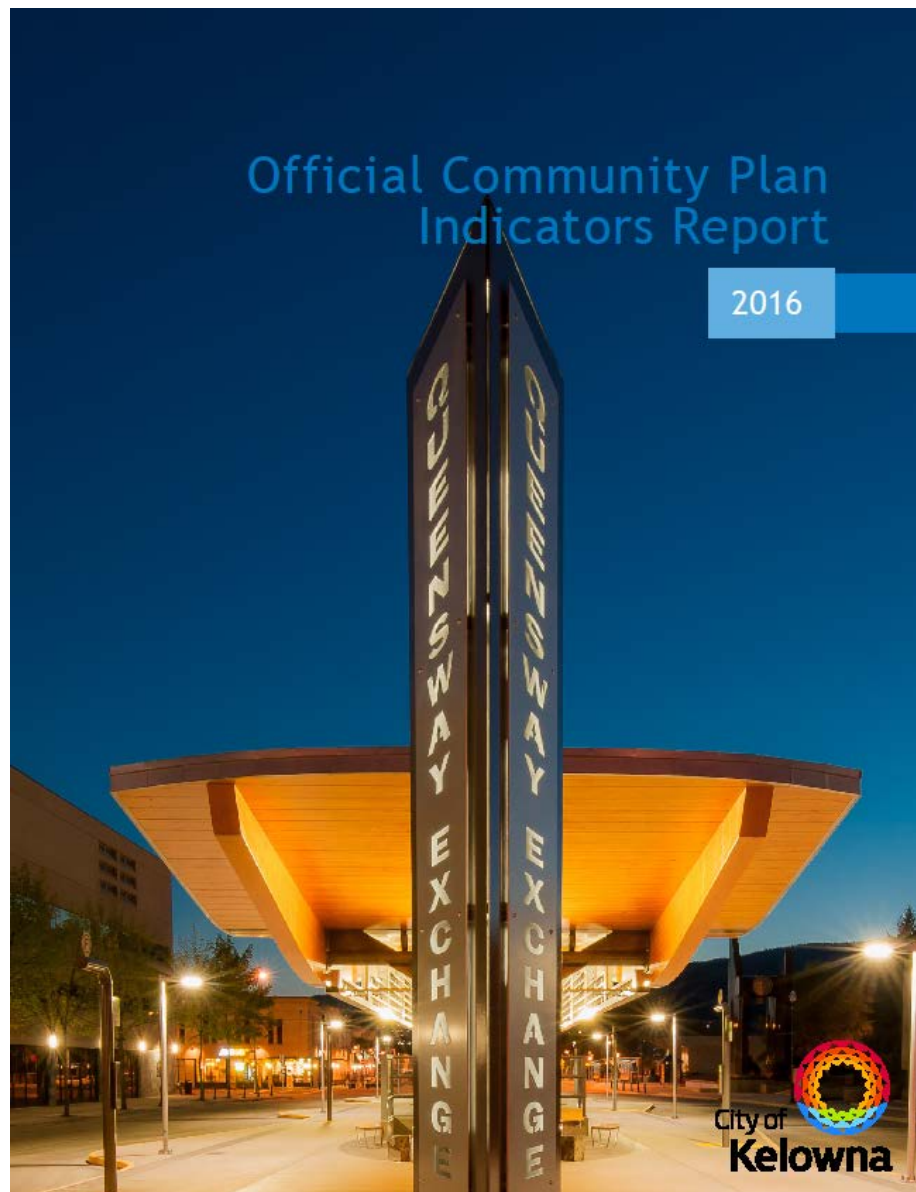
Number of Businesses with Employees - Kelowna (CMA)



## MOVING FORWARD

- ▶ Continue to collect indicator data annually
- ▶ Monitor results and make any necessary adjustments as trends become evident
- ▶ Use indicator data/trend to inform the OCP Update





# Report to Council



**Date:** September 19, 2016  
**File:** 0710-40  
**To:** City Manager  
**From:** Ross Soward, Planner Specialist  
**Subject:** Rental Housing Grants Bylaw Update

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## **Recommendation:**

THAT COUNCIL receives for information, the report from the Planner Specialist, dated September 19th, 2016 with amendments to the Housing Opportunities Reserve Fund Bylaw No. 8593, 2012 as per the report from the Planner Specialist on August 22nd, 2016;

AND THAT Bylaw No. 11287 being Amendment No. 4 to Housing Opportunities Reserve Fund Bylaw No. 8593 be forwarded for reading consideration.

## **Purpose:**

To consider amendments to the Housing Opportunities Reserve Fund Bylaw to encourage more rental housing diversity.

## **Background:**

The availability of affordable, secure and suitable housing options for all residents is critical to providing a high quality of life for current and future Kelowna residents. Although market demand and senior governments largely control the availability and affordability of housing, the City can have a positive impact by implementing policy changes and grants to aid in the creation of additional housing options.

Staff presented several policy options to Council on August 22 in response to the need for new rental housing - and specifically family-friendly rental units. As an immediate action the City's Rental Housing Grants Program will be adjusted for the 2017 intake to encourage more family-friendly housing in Kelowna. The change will ensure grant funding is disbursed to more accurately reflect the costs of development and to increase the maximum funding amount to \$8,000 for three or more bedroom units. To facilitate this, the Housing Opportunities, Reserve Fund Bylaw will be amended to reflect a new tiered funding structure where one, two and three bedroom units would receive different grants.

The other change to the Rental Housing Grants program is to temporarily increase the overall pool of funding for rental housing grants to provide up to \$420,000 annually for the 2017 intake and 2018 intake. The additional funding will be allocated from the Housing Opportunities Reserve Fund in accordance with the Bylaw. The temporary increase in funding does not require any bylaw updates. The changes will encourage the development community to consider integrating family-friendly units and provide additional funding to support the housing sector in its efforts to increase the availability of rental housing.

The amendments to the Housing Opportunities Reserve Fund Bylaw will ensure the changes are in effect for the November 30<sup>th</sup> deadline for the 2017 rental housing grant intake. Staff will also undertake a more fulsome review of the Rental Housing Grants Council Policy that will be in place for the 2018 funding intake to reflect the City's new approach to council policies.

The proposed amendments to the Housing Opportunities Reserve Fund Bylaw are described in the attached bylaw.

**Internal Circulation:**

Divisional Director, Community Planning & Real Estate  
Director, Real Estate Services  
Department Manager, Community Planning  
Department Manager, Policy & Planning  
Director, Financial Services  
City Clerk  
Consultant, Community Engagement

**Legal/Statutory Authority:**

Local Government Act Sections 473(1)(a), 473(2) and 563

**Legal/Statutory Procedural Requirements:**

Housing Opportunities Reserve Fund By-law No. 8593

**Existing Policy:**

2030 Official Community Plan

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

Policies 10.3.1, 10.3.2, 10.3.3 & 10.3.4

Rental Housing Grants Council Policy No. 335



### Financial/Budgetary Considerations:

#### Current Budget for Rental Housing Grants

Annual Budget Allocation to Rental Grants in the form of DCC credits	\$120,000
Annual Budget Allocation to Rental Grants	\$200,000
<b>Total Funds Available</b>	<b>\$320,000</b>

Proposed funding for the annual intake of the program over the next two years:

Annual Budget Allocation to Rental Grants in the form of DCC credits	\$120,000
Annual Budget Allocation to Rental Grants	\$200,000
Proposed Annual Appropriation from HORF	\$100,000
<b>Total Funds Available</b>	<b>\$420,000</b>

The Proposed Appropriation from the Housing Opportunity Reserve Fund will be processed as a budget amendment in 2017 upon Council endorsement of this report.

### Communication Considerations:

The Rental Housing Grants program is described on the City's website. Changes to the program as well as the extension to the November 30<sup>th</sup> deadline will be included and advertised to the housing and development community after the bylaw is adopted.

### Personnel Implications:

To allow for the changes to be integrated into the 2017 Rental Housing Grants the deadline for 2017 applications will be adjusted from September 30<sup>th</sup> to November 30<sup>th</sup>. The changes to the Housing Opportunities Reserve Fund Bylaw will affect how staff calculate rental housing grants.

Submitted by:

Ross Soward, MCIP, RPP  
Planner Specialist, Policy and Planning

Approved for inclusion:



J. Moore, Acting Department Manager, Policy & Planning

cc:

Divisional Director, Community Planning & Real Estate  
Director, Real Estate Services  
Department Manager, Community Planning  
Department Manager, Policy & Planning  
Director, Financial Services  
City Clerk  
Consultant, Community Engagement

# CITY OF KELOWNA

## BYLAW NO. 11287

### Amendment No. 4 to Housing Opportunities Reserve Fund Bylaw No. 8593

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The Municipal Council of the City of Kelowna, in open meeting assembled, enacts that the City of Kelowna Housing Opportunities Reserve Fund Bylaw No. 8593 be amended as follows:

1. THAT **Section 4 - USE OF RESERVE MONIES**, Sub-Section 4.4 be deleted that reads:

"4.4 Monies from the **Reserve Fund**, not including funds derived from capital sources, may also be used to provide grants to housing providers at a maximum level of \$5,000.00 per unit of rental **affordable housing or core needs housing** and a housing agreement with the City will be required."

And replace it with:

"4.4 Monies from the **Reserve Fund**, not including funds derived from capital sources, may also be used to provide grants to housing providers at a maximum level of \$8,000.00 per three bedroom unit, \$4,000 per two bedroom unit and \$2,000 per one bedroom unit of rental **affordable housing or core needs housing** and a housing agreement with the City will be required."

2. This bylaw may be cited for all purposes as "Bylaw No. 11287, being Amendment No. 4 to Housing Opportunities Reserve Fund Bylaw No. 8593."
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, second and third time by the Municipal Council this

Adopted by the Municipal Council of the City of Kelowna this

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Mayor

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City Clerk

# Report to Council



**Date:** 9/19/2016  
**File:** 1120-21-010  
**To:** City Manager  
**From:** J. Säufferer, Manager, Real Estate Services  
**Subject:** Project Update - Public Placemaking (Bernard Avenue Laneway)

Report Prepared by: B. Walker, Property Officer II

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## **Recommendation:**

THAT Council receives, for information, the Report from the Manager, Real Estate Services dated September 19, 2016, with respect to updating Council on the status of the Bernard Avenue Laneway project;

AND THAT Council authorizes the City to enter into a Memorandum of Understanding with Mr. Bill Scutt in the form attached to the Report of the Manager, Real Estate Services, dated September 19, 2016;

AND FURTHER THAT the Mayor and City Clerk be authorized to execute the Memorandum of Understanding on behalf of the City.

## **Purpose:**

To endorse a Memorandum of Understanding that will frame the proposed 2017 permanent site improvements intended to rejuvenate the Bernard Avenue Laneway.

## **Project Background:**

### **2016 Temporary Installation**

Further to Council's support of the public place-making Report dated November 2015, the summer of 2016 saw the implementation of a number of temporary initiatives aimed at re-animating and revitalizing the Bernard Avenue laneway. Staff worked together with local stakeholders, such as the Downtown Kelowna Association (DKA), Ballet Kelowna, the Urban Development Institute (UDI) Under 40 Group, the British Columbia Society of Landscape Architects, and local business owners to transform the Bernard Avenue laneway with a number of temporary improvements. Work completed included closing the laneway to vehicular traffic, stringing lights between the adjacent buildings to create a canopy effect, removing garbage from the laneway and pressure washing the asphalt, painting the laneway with a fun and vibrant pattern, and providing wayfinding signage to help identify the space.

Photos of the laneway following the completion of these improvements are shown in Schedule "A".

The improvements were well-received by the local media, with coverage from the Capital News, Castanet News, the Daily Courier, Kelowna Now and Global TV.

### **Events**

Subsequent to the temporary installation works completed in June, the City of Kelowna and the DKA hosted a soft opening of the laneway, complete with free local music, refreshments, entertainment and activities on June 16<sup>th</sup>. The Bernard Avenue laneway hosted a number of other events and activities throughout the summer, including a celebration for both Canada Day and SPINCO's birthday, an outdoor recreation room as part of DKAs downtown Block Party, and countless photo shoots by locals and tourists alike.

### **Public Feedback**

Over the course of the summer, a number of opportunities for feedback regarding the public's future vision for the laneway were provided. An 'idea board', used during the soft opening, provided the public with an opportunity to share their thoughts on both the soft opening as well as on how the space could be programed in the future. Additionally, staff capitalized on the reach of the Get Involved Kelowna activity space during the summer months to provide an online source for people to share their ideas as to how they believe the space could be used. Some of the more popular ideas that were presented included the following:

- A space for a small cafe or restaurant.
- A shared public / commercial space that showcases food, art and/or music.
- An overall desire to create a safer environment for people transiting through the laneway.

### **Changes Observed**

The simple changes made as part of the temporary installation have had a significant positive effect on the laneway and the surrounding area. Restricting vehicular access, increasing lighting, and adding an array of bright colors has served to create a brighter, safer thoroughfare from Bernard Avenue to Lawrence Avenue. Furthermore, the improvements have led to increased pride of ownership from the adjacent business and members of the public, resulting in less debris, trash, and undesirable behavior. Finally, the improvements have served to revitalize the laneway: the area has become a trending photo space in Kelowna's downtown, and the City continues to field requests from people looking to use the space as a small pop-up crafts market or food-based venue.

### **Moving Forward**

As stated in the Council Report dated November 23, 2015, the long-term vision for the Bernard Avenue laneway is the implementation of a permanent place-making initiative that serves to animate and revitalize a key under-utilized laneway in the heart of Kelowna. Recognizing the temporary nature of the work completed in 2016, staff have completed a

comprehensive review of various permanent placemaking alternatives, including an analysis of relevant costs, revenue opportunities, land-use impacts, and community/stakeholder support.

Further to this review, staff recommend a permanent Bernard Avenue laneway placemaking installation that includes the following components:

- A six-foot-wide walkway clear of any obstruction running along the eastern wall<sup>1</sup> of the laneway to provide a strong public connection between Bernard Avenue and Lawrence Avenue.
- Ample lighting to enhance public safety in the evenings and highlight the eastern heritage wall.
- A large public realm at the Bernard Avenue interface designed with the ability to host programmed events such as live music or visual art performances. Staff would work with the DKA, Festivals Kelowna and other stakeholders to promote animation of this space.
- A small commercial vendor with some outdoor seating within a well-defined space at the rear of the laneway. A vendor would be selected based in part on the ability of the concession to draw people into the space and to help provide an expanded social opportunity and atmosphere.
- The installation of a number of strong physical components such as: an overhead canopy of lights to enhance safety and create a canopy effect; columnar trees to provide color and natural influence in the laneway; an entrance element (i.e. signage) along Bernard Avenue to identify the space; and vibrant colours worked into the surface treatment materials.

Staff feel that a laneway incorporating these components will meet the City's objective of animating and revitalizing the Bernard Avenue laneway in a manner that is cost effective, and sustainable, while producing a result that meets the high expectations of residents and visitors of our community. Preliminary laneway renderings and plans based on the principles above are shown in the attached Schedule's "B" and "C".

### **Proposed Partnership/Memorandum of Understanding**

In order to realize the long-term vision for the laneway installation, staff are prepared to recommend a partnership with Bill Scutt (the "Partner"), who is also the owner of the lands adjacent to the laneway both to the east and the west. As a key stakeholder in the local community, the Partner shares the City's overall objective of animating and revitalizing the laneway in a manner that includes the previously outlined components. Furthermore, as adjacent landowner, the Partner is able to capitalize on existing utility services, such as water, gas and power, to create a high-quality concession opportunity. To this end, the Partner is prepared to enter into a non-binding Memorandum of Understanding ("MOU") with the City to further explore the viability and potential for a partnership between the two

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<sup>1</sup> Note that the eastern laneway wall (i.e. the wall 238 Bernard Avenue which fronts onto the laneway) dates back to 1904, and represents one of the few remaining original heritage walls in Kelowna's downtown.

parties with respect to the laneway. Key aspects of the MOU, a copy of which is attached as Schedule "D", include the following:

- Subject to staff approval of a finalized site plan with respect to the laneway improvements.
- The Partner to fund general site improvements related to construction of the laneway.
- The City to grant to the Partner a five-year license of occupation for the concession portion of the laneway for an annual payment of \$10,000.
- Terms of the license of occupation that clearly define a +/-160 square foot area to the rear of the laneway, in addition to an associated patio seating area, that will be available for a commercial concession.
- The City to waive the annual license payments until such a time as the capital costs incurred by the Partner with respect to the laneway improvement works has been recovered.
- The Partner and the City to agree to a maintenance program for the laneway.

### **Moving Forward**

Following ratification of the MOU by Council, staff will proceed with drafting a definitive license of occupation outlining the legal obligations of the respective parties and with finalizing landscape construction drawings showing the various improvements to be made to the laneway, and the prescribed use of the different areas. The finalized license of occupation would be subject to Council approval prior to construction commencing in the spring of 2017.

### **Internal Circulation:**

Manager, Urban Planning  
Manager, Community Planning  
Manager, Development Engineering  
Manager, Integrated Transportation  
Manager, Transportation & Mobility  
Manager, Long Range Policy Planning  
Manager, Grants & Partnerships  
Manager, Cultural Services  
Community Engagement Consultant  
Divisional Director, Active Living & Culture

### **Considerations not applicable to this report:**

Financial/Budgetary Considerations:  
Legal/Statutory Authority:  
Legal/Statutory Procedural Requirements:

Existing Policy:  
Personnel Implications:  
External Agency/Public Comments:  
Communications Comments:  
Alternate Recommendation:

**Submitted by:** J. Säufferer, Manager, Real Estate Services

**Approved for inclusion:** D. Edstrom, Director, Real Estate

**Attachments:** 1. Schedule A - Temporary Installation  
2. Schedule B - Laneway Rendering  
3. Schedule C - Landscape Plan  
4. Schedule D - Memorandum of Understanding  
5. Schedule E - PowerPoint

**cc:** T. Barton, Manager, Urban Planning  
R. Smith, Community Planning Department Manager  
P. Irani, Manager, Development Engineering  
R. Pacheco, Integrated Transportation Department Manager  
M. Hasan, Manager, Transportation & Mobility  
J. Moore, Policy & Planning Department Manager  
L. Gunn, Manager, Grants & Partnerships  
S. Kochan, Manager, Cultural Services  
K. O'Rourke, Community Engagement Consultant  
J. Gabriel, Divisional Director, Active Living & Culture  
G. Filafilo, Financial Projects Manager



## Schedule "A"

### 2016 Temporary Installation





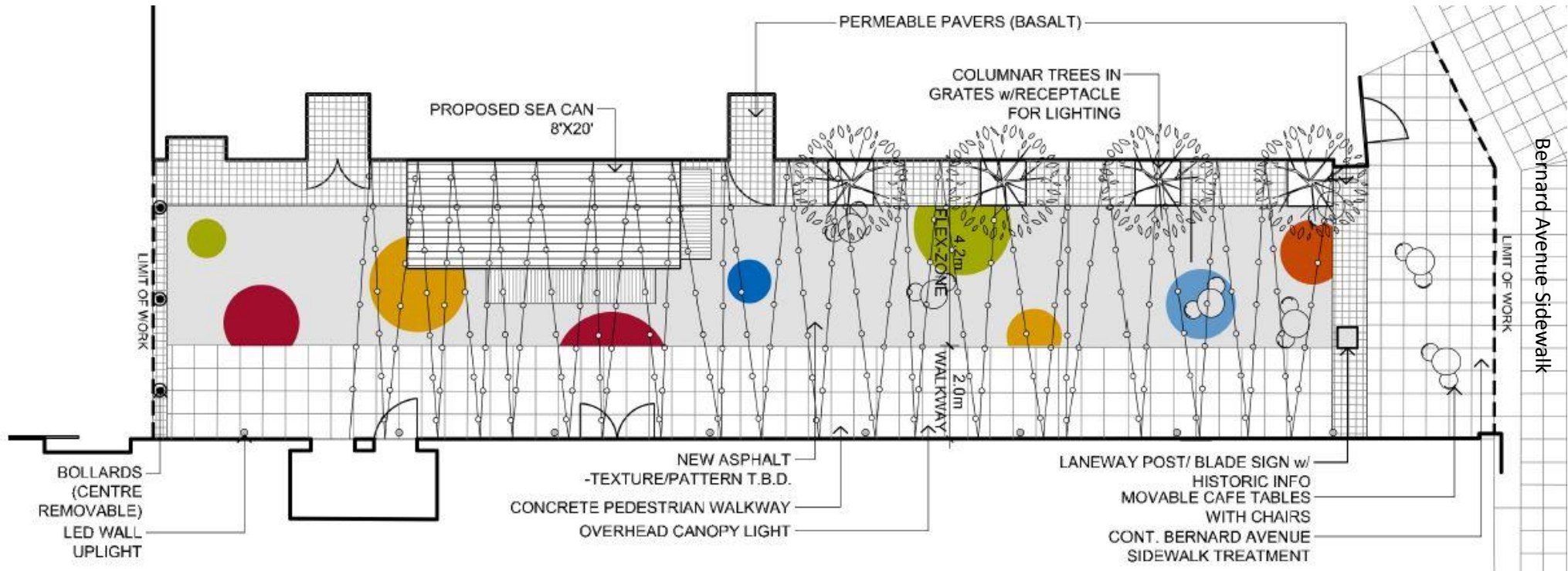
Schedule "B"  
Laneway Rendering





## Schedule "C"

### Landscape Plan



**Memorandum of Understanding**  
Between  
**Bill Scutt**  
and  
**The City of Kelowna**

This agreement is dated for reference: June 28<sup>th</sup>, 2016

**1. Introduction**

This Memorandum of Understanding ("MOU") sets out a general understanding between Bill Scutt ("Bill") and the City of Kelowna (the "City") with respect to the revitalization and restoration of the laneway (the "Laneway") located west of 229-233 Bernard Avenue in Kelowna's Downtown area.

**2. Goal**

The goal of this MOU is to outline how the parties will work towards an adaptive re-use of the Laneway by renovating the existing space and enhancing the site in a manner that showcases and celebrates its urban character in both a public and commercially viable manner. This MOU outlines the general expectations and responsibilities of the City and Bill with respect to the revitalization of the Laneway, and the goal of this MOU is to lay the groundwork for a future legal agreement between the City and Bill that accomplishes the goals as defined in this MOU.

**3. Background**

The Laneway is a prominent, yet underutilized public space in the heart of the downtown located at the west end of Bernard Avenue, directly across from the Sails sculpture. The Laneway runs north to south, connecting Bernard Avenue to Lawrence Avenue. As such, it serves a number of practical purposes such as:

- a utility corridor for municipal utilities;
- a service corridor for deliveries and waste management for surrounding businesses; and,
- a key access corridor connecting pedestrians between Leon Avenue, Lawrence Avenue and Bernard Avenue.

In August 2013, a temporary parkette titled "The Laneway Project" was installed along the Laneway. The project's intent was to reinvent a small piece of unused land that had long been ignored, overlooked and abandoned, and turn it into a vibrant and animated space for expanded social opportunity.

Based on the success of the temporary parkette, a group of design professionals presented Staff with a design option in the summer of 2015 that reflected a more permanent design option for the Laneway. In November, 2015, Council endorsed a Staff recommendation to further explore animation of the Laneway by reviewing various land tenure options. Key land tenure possibilities that staff considered were as follows:

- The City retaining 100% ownership of the Laneway and revitalizing the space in conjunction with various community partners for the sole purpose of public place making;



- Permitting a commercial use in the space by licensing a portion of it to a third party while maintaining a strong public place making component on the balance of the Laneway; and,
- Closing the road, raising title to the Laneway and selling the land in fee simple to a third party.

In the summer of 2016, Staff began to explore a potential partnership opportunity with Bill with regards to the development of the Laneway in a manner that meets the financial, commercial and public place making objectives of the City. Staff feel that moving forward by licensing a portion of the space to a third party meets a number of key project objectives, including:

- Maintaining a strong public place making component to the overall Laneway;
- Ensuring people are drawn into the Laneway by creating a demand driver; and,
- Generating revenue for the City.

#### **4. The Laneway**

The Laneway is dedicated road and there is no intent to raise title to the lands. In order to facilitate this agreement, the City and Bill will work together to define a Licence Area of approximately 715 sq.ft. (as shown in the attached Schedule A) that will be under the care and control of Bill, as per the terms and conditions of a future License of Occupation over the License Area.

#### **5. Licence of Occupation of Property**

Presuming both parties successfully resolve any due diligence requirements following the ratification of this MOU, the City and Bill will agree to enter into a 5-year Licence of Occupation (the "Licence") with an optional 5-year renewal (at terms agreeable to parties) whereby Bill will licence the Licence Area of the Laneway from the City for an annual payment of \$10,000 (the "Payment"). The Licence will be subject to the following conditions:

- Council adoption of the Commercial Program as per Section 6 of this Agreement;
- Site improvements to the Subject Property as described in Section 7 of this Agreement;
- Approval of site plan as described in Section 7 of this Agreement;
- Development constraints as described in Section 13 of this Agreement;
- Commercial occupancy as described in Section 14 of this Agreement;

#### **6. Revitalization and Commercial Program**

The revitalization of the Laneway will assure a major component of the Laneway's re-use for public place making. All future commercial land uses contemplated as part of the Licence Area are restricted to those shown in Section 14 of this agreement; any other uses will require written approval of the City. In addition to the commercial use restrictions, form and character requirements for any landscape or structures located within the License Area will need to be met.

The Licence Area will require consideration and support by Planning as well as adoption by City Council. Additionally, appropriate Permits will be required.



The extent of improvements to the overall hardscape, landscape, public safety lighting or gateway elements of the Laneway (the "General Improvements") will be determined and mutually agreed upon by the City and Bill. The costs associated with the General Improvements, which are anticipated to total in the range of \$65,000, will be funded by Bill.

In recognition of the cost associated with the General Improvements incurred by Bill, the City will agree to waive the Payment until such a time as the cost associated with the General Improvement's has been off-set. In the event that the License is terminated (as provided for in the terms and conditions of the License) the City will compensate Bill for the remaining balance of the cost of the General Improvements less the Payment outstanding as of the termination date.

The License will allow for the construction of one non permanent / moveable commercial structure in the Licence Area, at terms agreed to between the City and Bill. The new building will be limited to a site footprint of no greater than 160 square feet, in a location that meets public safety requirements for circulation as well as the public place making initiative as shown in Schedule A.

The character of any additional structure or landscape within the License Area is to complement the urban context of the site and incorporate the appropriate building materials (i.e. brick, wood, glass, metal). All improvements to the Licence Area over and above the General Improvements (as required to facilitate use as provided for in the License) will be the sole responsibility of Bill.

## **7. Site Plan and Associated Site Improvements:**

The Licence Area is to include the following site components, all costs of which are to be borne by Bill:

- No more than one (1) new commercial building with a foot print of no more than 160 square feet. The City will work with Bill with regards to building requirements;
- Hard surface and landscape site improvements, complementary to the urban context and commercial development, are to be installed in accordance with City of Kelowna construction standards and bylaws. Any site improvements shall take into consideration the location of existing utilities;

Bill will provide a finalized site plan to the City to confirm the viability of the proposed project within 45 days of this MOU being fully executed. It is expected Bill and the City will work to resolve any site issues or concerns in a timeframe that is reasonable to both parties.

## **8. Neighboring Property Impacts of Site Plan**

The parties agree that the optimal agreed upon site plan may impact the adjacent properties located at 215-223 and 229-233 Bernard Ave (both owned by Bill) particularly with respect to tying into existing services such as water and power. The parties agree that any development that impacts the adjacent property with respect to these issues will be subject to approval by Bill.

## **9. Permits and Fees**

The proposed development is subject to all permits, development cost charges, fees, and approvals required under the processes outlined herein.

## **10. Site Servicing**

All utility servicing and hookups required for the renovation of the Licence Area will be the responsibility of Bill.

## **11. Future Changes to Building and/or Licence Area**

Any changes to the building subsequent to the initial changes proposed by Bill will require support from City Planning Staff.

To ensure that the building improvements as proposed by the Bill are realized, Bill will require sign off from City Planning on the License Area dictating that such area will only be developed and built upon in accordance with the City-approved plans.

## **12. Operation and Maintenance of Laneway**

The Parties will determine a mutually agreeable maintenance schedule for the laneway as part of the final agreement.

## **13. Development Constraints**

It is the intent of the MOU that locations and size of structure will be limited to the location shown in the approved final site plan. Any future site layout revisions will require the support of City planning staff.

## **14. Commercial Occupancy**

Any commercial occupancy in the building must be approved by the City and comply with food primary establishment (as per Zoning Bylaw No. 8000).

## **15. Legal Costs**

Any legal costs associated with reviewing of the Licence by Bill will be the responsibility of Bill.

## **16. Permit Process**

All parties will work co-operatively to identify and address issues with the intent that the documents and Building Permit applications can be processed in a timely fashion. Subject to Council approval. The aim is for a construction start in 2017. All parties recognize that good communication, prompt responses, and complete documentation will be essential to achieve this schedule.



### 17. Geotechnical

Any geotechnical improvements required for development of the Licence Area by Bill are the responsibility of Bill and must not negatively impact adjoining publicly or privately-owned buildings or infrastructure.

### 18. Communications

Bill and the City will jointly be responsible for all aspects of public communications and community engagement for the project.

### 19. Expiry of the MOU

The agreement will expire twelve (12) months after execution of the agreement by both parties.

### 20. Execution of the MOU

No legal rights or obligations of either party shall be created or shall arise from the execution or approval of this MOU. The parties hereby acknowledge the MOU as an indication of intentions to proceed with the proposed project in good faith and that any binding obligations between the parties will be secured by way of future contracts.

For: Bill Scutt

For: The City of Kelowna



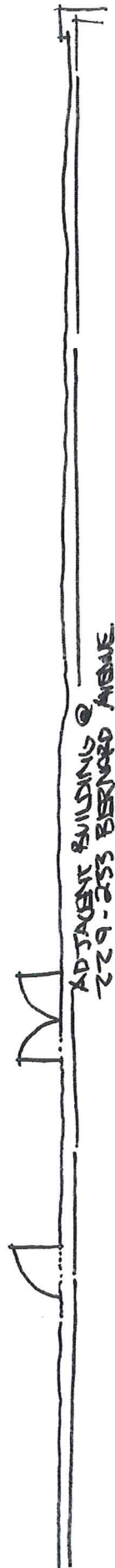
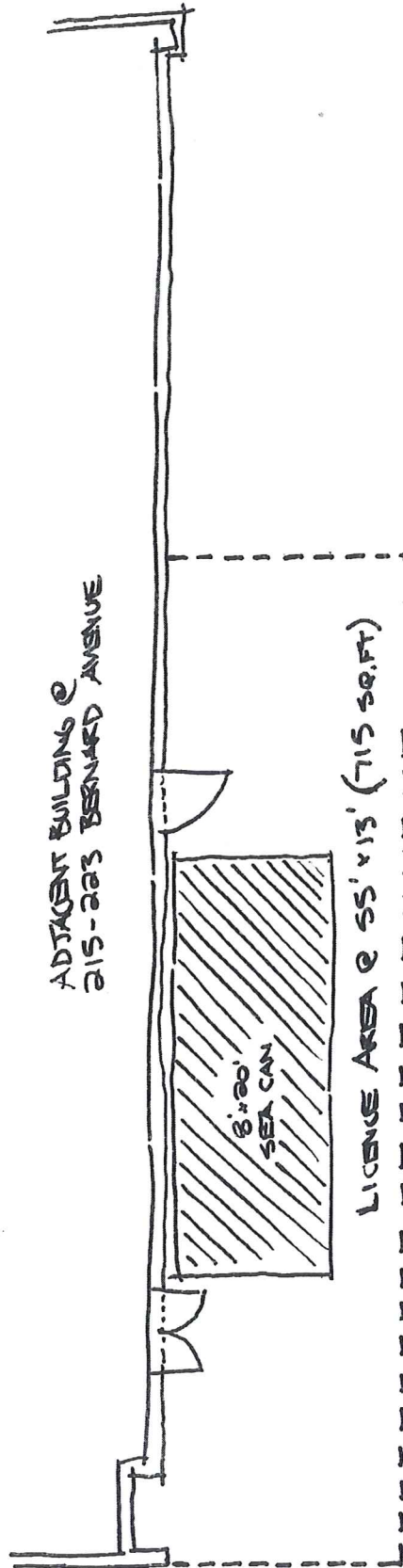
\_\_\_\_\_  
Mayor Colin Basran

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

August 12, 2016  
Date

\_\_\_\_\_  
Date

Schedule A - Licence Area



THE LANEWAY - LICENCE AREA

# PUBLIC PLACE MAKING INITIATIVE

Bernard Ave. Laneway





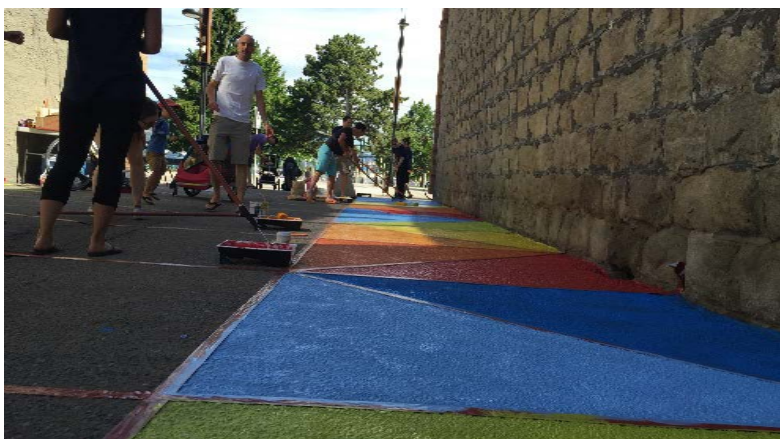
# WHERE WE LEFT OFF

## 2016 TEMPORARY INSTALLATION

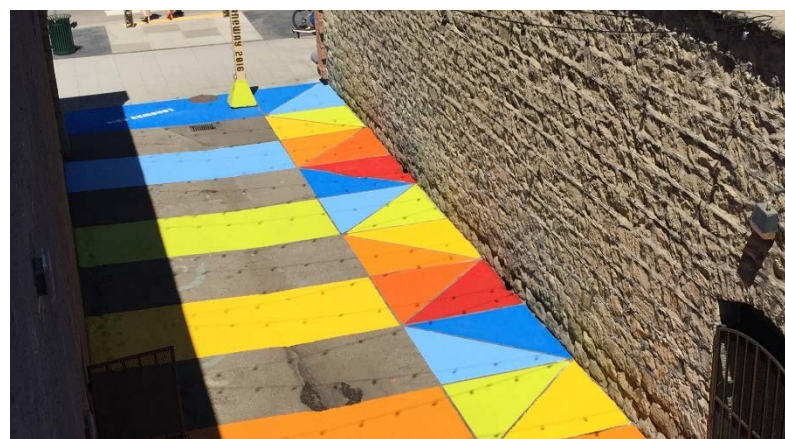


Clean Up

- ▶ Restrict vehicular traffic
- ▶ Clean up/power-wash
- ▶ Additional lighting
- ▶ Painting with vibrant color scheme
- ▶ Wayfinding signage



Painting of Laneway



Temporary Installation

## LANEWAY EVENTS



Acoustic Set by Adrian Russouw at the Soft Opening

- ▶ Soft Opening
- ▶ Canada / SPINCO Birthday
- ▶ Outdoor Rec Room Block Party
- ▶ Upcoming Taste of Downtown
- ▶ Upcoming Natural Cultural Days



Outdoor Rec Room at the Block Party 2016



Canada Day / SPINCO Birthday



## CHANGES OBSERVED

- ▶ Laneway feels much safer both day and night.
- ▶ Enhanced pedestrian corridor due to restriction of vehicles and enhanced lighting.
- ▶ Local businesses taking pride in the space and keeping it clear of garbage.
- ▶ Colorful and inviting space is drawing in new life.



Soft Opening



Soft Opening

# WHAT IS THE VISION?



Rejuvenated environment featuring:

- ▶ Strong public connections between Leon and Bernard Avenue.
- ▶ Public Space at Bernard Avenue.
- ▶ Commercial space at the rear of the laneway.
- ▶ Strong physical components:
  - ▶ overhead lighting
  - ▶ new surface treatment
  - ▶ gateway signage
  - ▶ columnar trees
  - ▶ public and private seating areas.

Artistic Rendering – Steve Huculiak



## PARTNERSHIP BENEFITS

- ▶ Shared public / commercial space allows for an overlap in the programming of the space.
- ▶ Existing services in the adjacent building provides cost effective opportunity for commercial component.
- ▶ Partner's strong desire to revitalize and strengthen the laneway.
- ▶ Anchor tenant that will take pride in maintaining the space.
- ▶ Capital improvements completed partner.



Artistic Rendering – Steve Huculiak

## MOU - KEY TERMS

- ▶ Staff to approve finalized site plan.
- ▶ Partner to fund capital improvements.
- ▶ City to provide license of occupation to Partner:
  - ▶ 5-year term,
  - ▶ \$10,000 annual license fee,
  - ▶ Clearly defined +/-160sf area,
  - ▶ Allow for operation of a commercial concession.
- ▶ License fees waived until recovery of capital construction costs.
- ▶ Partner and the City to agree to a maintenance schedule for the laneway.



## MOVING FORWARD

1. Endorsement of the MOU.
2. Finalization of landscape & construction drawings.
3. Formalization of License of Occupation.
4. Construction commencing Spring of 2017.



2017 Vision





Huculiak

# Report to Council



**Date:** September 15, 2016  
**File:** 1840-10  
**To:** City Manager  
**From:** Robert Parlane, Parks & Buildings Planning Manager  
**Subject:** Off-leash Dog Beaches & Parks Community Engagement

---

## **Recommendation:**

THAT Council receives, for information, the Off-leash Dog Beaches & Parks Community Engagement Report from the Manager, Parks & Buildings Planning dated September 14, 2016 with respect to the public consultation on proposed specific dog beach and park sites;

AND THAT Council direct staff to prepare budget proposals for consideration in the 2017 Capital Budget for the development of off-leash dog beaches at Poplar Point and Downtown Sails;

AND THAT Council directs staff to consider the implications of including an off-leash dog beach and additional parking in relation to the long-term comprehensive Pandosy Waterfront plan and report back to Council;

AND THAT Council directs staff to not proceed with the further development of an off-leash dog park at Munson Pond;

AND FURTHER THAT Council directs staff to prepare budget proposals for consideration in the 2017 Capital Budget for the development of an off-leash dog beach on a two-year trial basis at Lake Avenue beach access.

## **Purpose:**

To provide additional designated off-leash dog beach locations distributed across the City waterfront in response to the findings of the statistically valid survey completed in early 2016.

## **Background:**

Provision for dogs in any community generates strong, frequently polarized, opinions on the subject. Dog owners are one of the user groups of our park system, and as a progressive, mid-sized city this needs to be considered. However, irresponsible dog ownership is a frequent cause for irritation and results in a number of complaints to the City each year.



In order to more accurately understand public feeling on the subject, the City undertook a statistically valid survey in January/February 2016. The findings of this survey identified the majority of residents (55%), both dog owners and non-owners, felt more dog beaches were necessary across the City. Based on community feedback, five potential locations were identified, four beaches and one park. Further public consultation on these specific locations was then conducted.

The beach locations were selected from existing City-owned properties in consideration of a number of factors:

- public safety;
- good distribution of locations across the City waterfront;
- impact on the surrounding neighbourhood;
- water-quality less suitable for human swimming;
- impact on the environment and wildlife;
- proximity to suitable car parking;
- proximity to other park facilities and recreational uses.

It was acknowledged, due to nature of the majority of the City owned waterfront and the desire to distribute off-leash areas across the City, that several of the potential dog beach accesses would be in residential neighbourhoods.

Concept plans were developed, and discovery sessions held at four of the locations specifically targeting feedback from residents in the immediate vicinity. A fifth session was held downtown in Kerry Park, and together with online engagement, sought feedback from all Kelowna residents on the five locations.

A frequent concern raised at all locations was that no one location should be developed in isolation, as each location is relatively small and could not sustain the large influx of users this would induce. Staff are therefore proposing multiple locations be pursued as off-leash dog beaches in parallel.

### **Poplar Point, Downtown Sails**

Responses at these discovery sessions was equally split at Poplar Point, and a majority in favour at the Sails.

**Poplar Point** is one of the smaller locations proposed. However, the proximity to Knox Mountain, one of the City's most popular parks for walking, makes it an ideal spot for an off-leash dog beach. Dog owners already use the area unofficially, and it would not be a difficult transition to make it an official off-leash area. The proximity of the roadway was a common concern at this location. The beach is proposed to be fenced and gated to avoid dogs straying onto the road, and signage added to remind owners dogs must be on a leash when arriving at, and leaving from, the beach area, in order to improve the current situation.

The **Sails 'Mini' Beach** location received broad support, and the concept of it as just a small cooling off area embraced. The convenient, central location was popular. The beach is mostly contained by an existing, small retaining wall, but in order to avoid unsightly fencing on the downtown waterfront, it is proposed that dogs must remain on a leash, both in and out of the water, from 9 am. to 6 pm. weekdays, when the surrounding area is busy with pedestrians, cyclists and cars.



## **Cedar Avenue**

This location proved to be the most supported by the general public, both online and at the in-person discovery sessions. The water quality is less suitable for human swimming, and would serve as an effective spot for dog owners to allow their pets to swim. The central location serves both the Pandosy area and the southern half of the Downtown area: the most popular locations in the statistically valid survey.

Lack of parking, however, was a common concern for this location. Staff propose evaluating this location as an off-leash dog beach with associated additional parking, against other potential recreational uses in the long-term comprehensive Pandosy Waterfront plan. Staff would then report back to Council with their findings, before a commitment is made to any specific park use in this important future park location.

## **Munson Pond**

This location is not endorsed by staff for several reasons. While two different design options located the dog park away from the environmentally sensitive wetland, both would occupy the valuable buffer zone adjacent. The ground is also very boggy, and the modification required to make the area suitable year round would be both costly and environmentally intrusive.

The area is rich in wildlife, and has only recently been opened up to the public for exploration. It has proved to be very popular with both seniors and naturalists. While there was only a slight majority opposed from the small number of exit surveys received, there were several valid concerns raised that could not easily be addressed in the design.

## **Lake Avenue**

The Lake Avenue discovery session received many strongly felt comments from local residents opposed to a dog beach in this location. However, it also received broad support from the wider community both online and at the city-wide open house.

Notwithstanding the differences of public opinion, this location has many advantages over the other sites considered. The space is larger than the other options considered, and well-located next to City Park and the downtown core. There is only limited parking available at Lake Avenue, but ample parking in City Park on the other side of the bridge. Several of the concerns raised had already been addressed by the schematic design, namely a fence to protect both the riparian area and the cycle path over the creek. The outflow of Mill Creek into the lake will ensure good water circulation. It is also hoped the increased 'eyes on the beach' from dog-owner's year round would deter undesirable or illegal activities that are often reported in the area.

In consideration of both the strength of local opposition, and the advantages this location offers, staff recommend the dog beach proceed on a two-year trial basis, concluding in 2019. This trial period will also coincide with the temporary closure of the dog park at Rowcliffe Park nearby while construction occurs.

## **Internal Circulation:**

Divisional Director, Infrastructure  
Divisional Director, Civic Operations  
Divisional Director, Community Planning & Real Estate  
Parks Services Manager  
Bylaw Services Manager  
Communications Supervisor  
Communications Advisor

**External Agency/Public Comments:**

Refer to the Off-leash Dog Beaches & Parks Community Engagement Report (Attachment 1).

**Alternate Recommendation:**

The fourth recommendation be replaced with:

AND THAT Council directs staff to suspend any further consideration of a dog beach at Lake Avenue in the short-term, but instead monitor use at the other three dog beach locations for a period of two years, and report back to Council.

**Considerations not applicable to this report:**

Legal/Statutory Authority:  
Legal/Statutory Procedural Requirements:  
Existing Policy:  
Financial/Budgetary Considerations:  
Personnel Implications:  
Communications Comments:

Submitted by:

Robert Parlane, Manager, Parks & Buildings Planning

Approved for inclusion:



**A. Newcombe, Divisional Director, Infrastructure**

Attachment 1 - Off-leash Dog Beaches & Parks Community Engagement Report  
Attachment 2 - Off-Leash Dog Beaches and Parks Presentation  
Appendix A - Information Panels Concept Designs  
Appendix B - Dog Park Signage Sample  
Appendix C - Dog Park Discovery Session Letters Sample  
Appendix D - Surveys  
Appendix E - Survey Feedback Results  
Appendix F - Correspondence

cc: Divisional Director, Infrastructure  
Divisional Director, Civic Operations  
Divisional Director, Community Planning & Real Estate  
Parks Services Manager  
Bylaw Services Manager

Communications Supervisor  
Communications Advisor

# Off-leash Dog Beaches & Parks Community Engagement Report

September 2016

## Executive Summary

Provision for dogs in any community generates strong, frequently polarized, opinions on the subject. While this can make locating new dog facilities more difficult, dog owners are one of the largest single user groups of our park system, and as a progressive, mid-sized city their needs should be addressed.

In order to more accurately understand public feeling on the subject, the City undertook a statistically valid survey in January/February 2016. The findings of this survey identified the majority of residents (55%), both dog owners and non-owners, felt more dog beaches were necessary across the City. Based on community feedback, five potential locations were identified, four beaches and one park. Further public consultation on these specific locations was then conducted with public opinion sought on the schematic designs for these specific sites. Following the intent of accuracy from the original survey, this engagement report seeks to accurately and objectively record the feedback received, and balance it against the physical factors considered in selecting a dog park or beach.

Approximately 38 per cent of households in the city of Kelowna own at least one dog; this is higher than the national average of 35 per cent (Ipsos Reid). Kelowna currently has eight off-leash dog parks and one off-leash dog beach located at Cedar Creek. In addition, there are a further 76 parks that permit dogs on leash.

Following the statistically-valid survey conducted in early 2016, it was determined that the majority of Kelowna residents, especially dog owners, would like to see more designated off-leash dog beaches. The sole off-leash beach at Cedar Creek is frequently used, but the location has been identified as impractical for those who reside in north, east or downtown Kelowna.

Our public waterfront property is a valuable asset to all City residents, with many competing needs and uses. The beach locations were selected in consideration of a number of factors:

- public safety,
- good distribution of locations across the City waterfront;
- impact on the surrounding neighbourhood;
- water-quality less suitable for human swimming;
- impact on the environment and wildlife;
- proximity to suitable car parking;
- proximity to other park facilities and recreational uses.

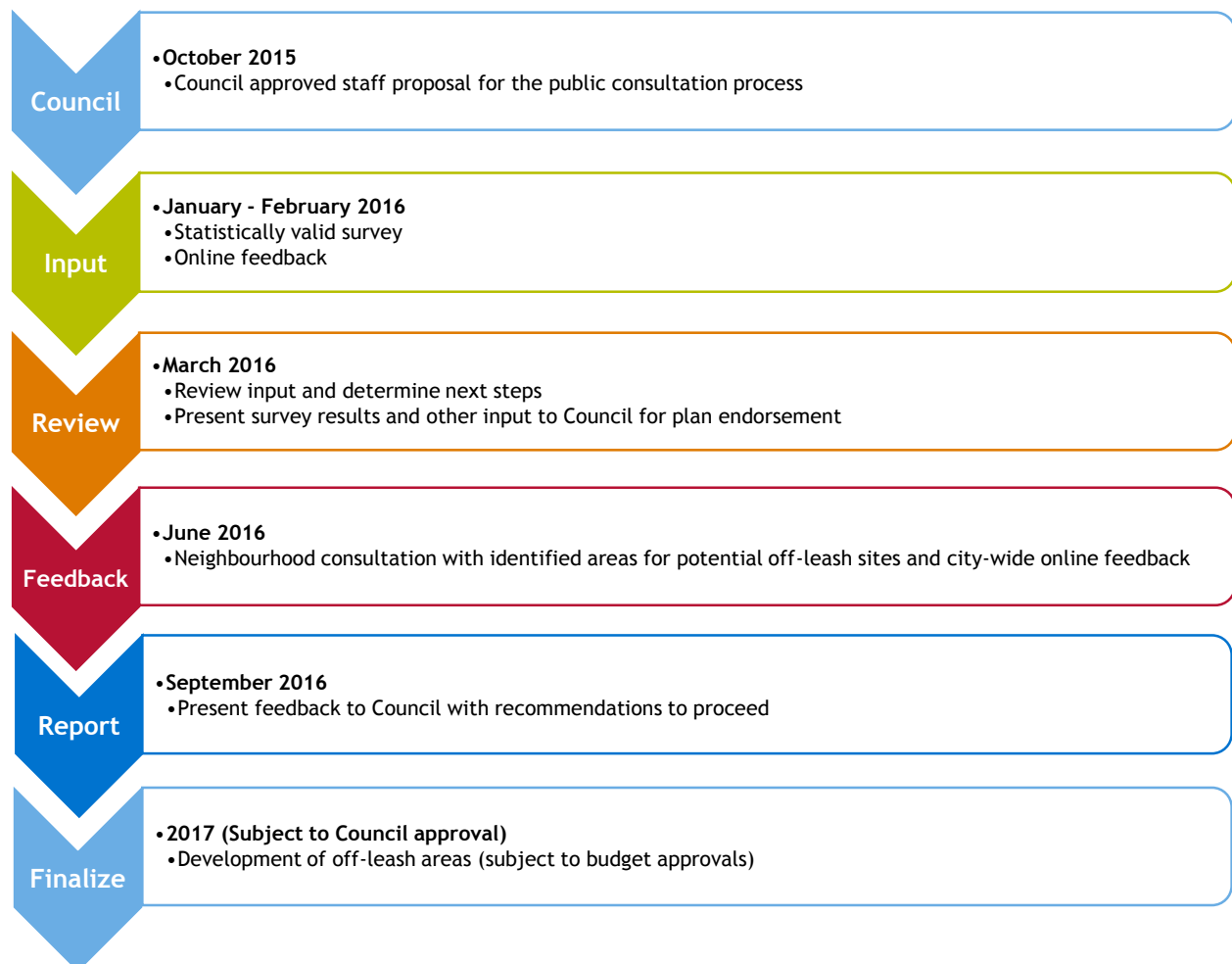
A new dog park or beach would most directly impact the surrounding neighbourhood. Therefore, consulting with those most affected by the implementation of a new off-leash park or beach is essential to ensure Kelowna's off-leash areas are located, designed, and operated in a sustainable manner. This report records the engagement process, both from local residents at each of the selected sites as well as broad feedback from the wider population. It is worth noting, an over-arching theme that was heard at almost every discovery session was to introduce multiple sites or none - don't trial just one as it will be inundated with too many users.

At the conclusion of this engagement report, recommendations will be submitted to Council based both on the engagement conducted, as well as an objective consideration of the physical attributes of each site selected, in order to allow Council to decide on how best to proceed.

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### 1. Engagement Timeline



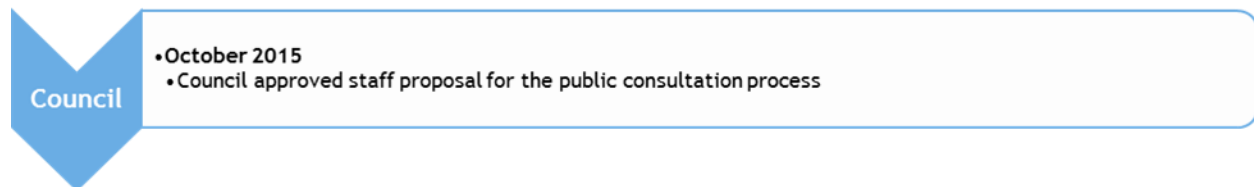


## 2. Background

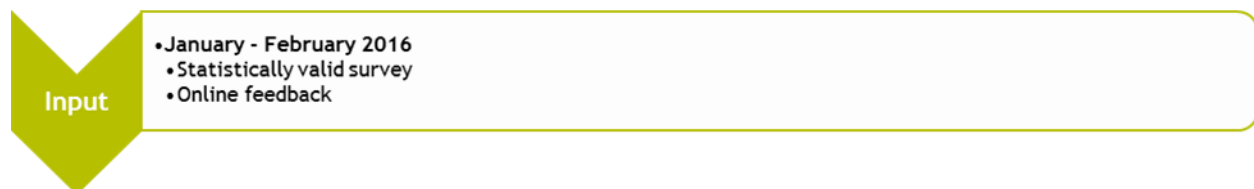
Every year the City receives feedback from residents and visitors regarding dogs in parks. Some request more spaces for dogs, while others express concern about dogs in public parks. The need for more dog beaches has consistently been a popular request from local residents. A petition was started in July 2015 requesting the creation an off-leash dog area in Sutherland Park. More than 1,200 signatures were collected and submitted to the City.

Dog ownership benefits communities simply by encouraging active lifestyles and building local community relationships between dog owners. Dog parks offer a controlled environment for owners to exercise their dogs off-leash. However, irresponsible dog ownership is a frequent cause for irritation and results in a number of complaints to the City each year.

While staff have found that there tends to be overall community support for dogs in parks, those who reside in close proximity to proposed off-leash locations often raise concerns.



On October 19, 2015, Council endorsed staff's proposal to undertake a public engagement process that includes a statistically valid survey conducted by an independent research group.



Telephone interviews with 385 households were conducted in early February. The selected telephone interviews of Kelowna residents aged 18 years or older were conducted in order to:

- Determine residents' level of support for off-leash dog parks and/or dog beaches,
- Identify residents' attitude and tolerance level for off-leash dog parks and/or dog beaches in their neighbourhood,
- Identify priority neighbourhoods for off-leash dog parks and/or dog beaches.

The 385 interviews were completed with quotas set for specific postal codes and loose quotas set for gender and age to ensure the sample was inclusive and representative of the City population.

Concurrent with the statistically valid survey, an online feedback form was available between January 26 and February 15 for interested residents to provide input on Kelowna dog parks and beaches.

The statistically-valid survey results received on February 26, 2016 outlined the following:

- ▶ **Approximately 38% of households in Kelowna have one or more dog.**
- ▶ **The demand for more off-leash dog parks is fairly equally split, but the City of Kelowna is lacking off-leash dog beaches.**  
Half (52%) of residents believe there are enough off-leash dog parks, but only 36% believe that there are enough off-leash dog beaches. The perception among dog owners is more negative: 47% agree there are enough dog parks, but only 22% agree that there are enough off-leash dog beaches.
- ▶ **There is strong support for creating a fenced off-leash dog area at an existing beach.**  
Three-quarters (76%) of residents support this option, with 43% strongly supporting it. As might be expected, dog owners are more supportive of this concept with 85% supporting it (57% strongly). Perhaps more surprisingly, 69% of non-dog owners supported it.
- ▶ **Inconvenience or distance is the primary reason for not using off-leash dog beaches more regularly.**  
30% of those that say their dog rarely or never goes to an off-leash dog beach, state it is for this reason. The same reason is given for 11% of those who say that their dog rarely or never goes to an off-leash dog park. But other reasons, such as not having a need, are more common.

Currently, the City has one off-leash beach for dogs at Cedar Creek near the southern boundary of the City. The location of the dog beach has been identified as inconvenient for many dog owners, especially for those who reside in the north or east quadrants of the City.

- ▶ The preferred locations for additional off-leash dog parks included the Mission (13%), Glenmore (10%), Rutland (9%) and Downtown (8%).
- ▶ The preferred locations for an additional off-leash dog beach included Downtown (17%), Mission (8%) and North End /North Kelowna (6%)

Common themes that emerged from the open-ended feedback included:

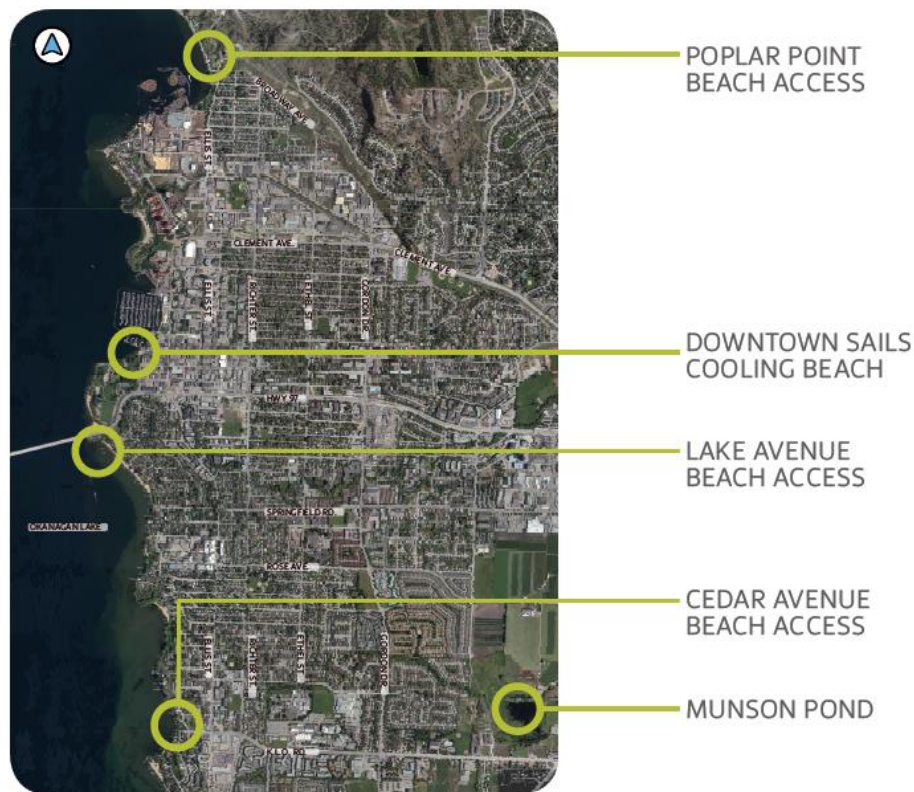
- ▶ Location suggestions or requests (including water access, trails and mixed use)
- ▶ Park design and amenity suggestions or requests
- ▶ Concerns about dog parks  
(e.g. cleanliness/dog waste, enforcement, fines, uncontrolled dogs)

### 3. Proposed Locations

Neighbourhoods were selected based on the feedback received from the statistically valid survey as well as the online feedback forms. Staff then assessed the neighbourhoods and selected locations based on several criteria, including availability of space, current gaps in service, popularity, other waterfront usage, water quality, environmental sustainability, accessibility, proximity to residential areas and availability of parking.

Five potential locations were selected from existing city-owned properties:

## PROPOSED BEACHES / PARKS



#### Proposed locations for off-leash dog beaches:

- ▶ Poplar Point Drive Beach Access (North Kelowna)
- ▶ Sails Plaza “mini” Beach (Downtown)
- ▶ Lake Avenue Beach Access (Downtown)
- ▶ Cedar Avenue Beach Access (Mission)

#### Proposed location for an off-leash dog park:

- ▶ Munson Pond Park, northeast section of the field

## 4. Engagement Process

### Feedback

- June 2016
- Neighbourhood consultation with identified areas for potential off-leash sites and city-wide online feedback

### Engagement Objectives:

The goal of this phase of engagement was to consult with citizens on each of the five proposed locations. The consultations allowed the City to listen to and understand the needs and concerns of the neighbours closest in proximity to each location, as well as to gauge city-wide interest and preferences for each location.

It is important to distinguish the *in-person neighbourhood feedback* from the *online feedback*. While the City is constantly seeking inclusive input, at this stage in the decision-making process, it is essential to garner feedback from those directly affected by the location of the off-leash dog beaches/parks, especially those who live in close proximity to these locations. This is why the survey results are separated into two sections - Discovery Sessions, feedback and survey and Online City-wide Engagement, feedback and survey. The same **information boards and conceptual designs (Appendix A)** were presented to both audiences. Feedback received from the two distinct groups often showed a difference in opinion as outlined in the discovery session feedback results below.

### Information Sharing, Communication & Promotion:

To ensure the City heard feedback from those residents most affected by the implementation of dog beaches and parks, the first four sessions were promoted only to the local neighbourhoods. Targeted promotions were utilized to ensure nearby residents knew about the proposal and the feedback options including:

- ▶ **Signage on site (Appendix B):** sandwich boards were set up in each location encouraging park users to share their feedback at each respective discovery session or online.
- ▶ **Letters (Appendix C)** were sent to households and businesses within a 200m radius from the area inviting them to share their thoughts and feedback at the discovery session.
- ▶ Letters were also delivered to local stakeholders including neighbourhood associations.

The final city-wide discovery session held at Sails on June 15 was an inclusive session looking for feedback from the general public and broader promotional tactics were used:

- ▶ A news release was sent out on June 1 with information pertaining to the city-wide session and online feedback channels.
- ▶ The city-wide session was highlighted in the City in Action section of Capital News.
- ▶ A Parks e-newsletter was delivered on June 1 inviting the public to attend the city-wide session or submit feedback online.
- ▶ Social media channels were utilized to help promote the city-wide discovery sessions and online feedback forum throughout the months of May and June.
- ▶ A public service announcement was sent out one week prior to the closing of the online feedback forum.

## 5. Discovery Sessions Surveys and Feedback

All *surveys (Appendix D)* collected as part of the engagement process gave participants the option to provide general feedback on the direction of the plan and the process. Highlights of the feedback received in-person and via the surveys are included below.

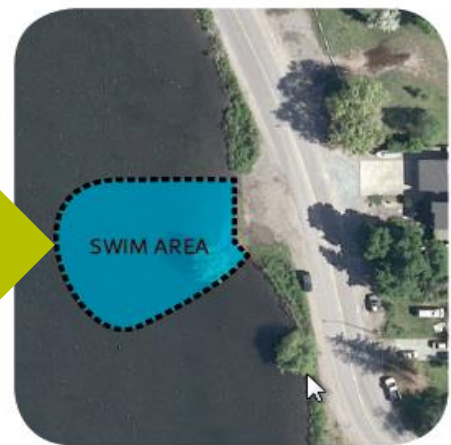
Poplar Point Beach Access, near Knox Mountain Park	Sutherland Park	June 7
Lake Avenue Beach Access Sails Plaza 'Mini' beach, Kerry Park	Lake Avenue Beach Access	June 8
Cedar Avenue Beach Access	Cedar Avenue Beach Access	June 9
Munson Pond Park	Munson Pond Park	June 14
City-Wide Discovery Session	Sails/Kerry Park	June 15



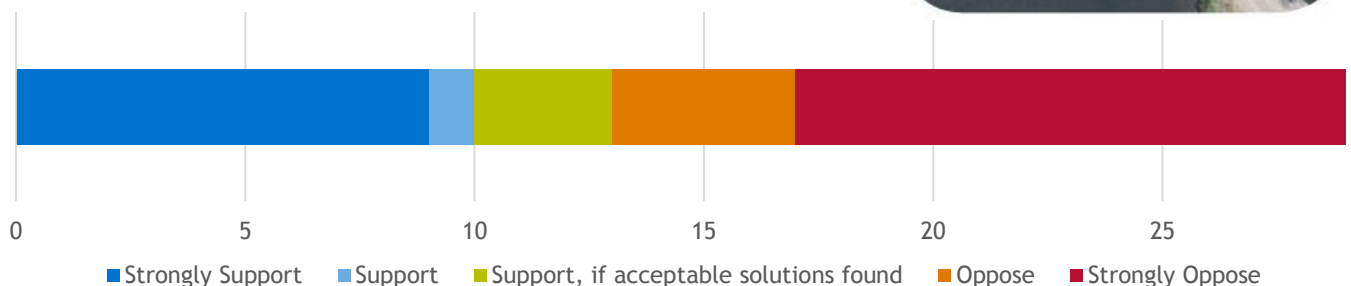
## POPLAR POINT BEACH ACCESS SUTHERLAND PARK - JUNE 7, 2016

- ▶ Number of attendees: 38
- ▶ Attendees to note: N/A
- ▶ Exit surveys: 29

For further details on conceptual designs, see Appendix A



DO YOU SUPPORT OR OPPOSE THE POSSIBILITY OF HAVING AN OFF-LEASH DOG BEACH AT POPLAR POINT BEACH ACCESS?



29

THEMES HEARD IN SUPPORT OF THE PROPOSED LOCATION	CONCERNS HEARD REGARDING THE PROPOSED LOCATION
<ul style="list-style-type: none"> <li>▶ Space is frequently used for dogs, some residents unaware that it wasn't already an official off-leash area</li> <li>▶ Proposed location far enough away from the boat launch to ease any safety issues</li> <li>▶ Good location in North Kelowna with Knox Mountain close by</li> <li>▶ Would provide a nice cooling off for dogs following a hike</li> <li>▶ Would like to see it happen as long as the recently installed riparian work would not be impacted</li> <li>▶ Would use the area every day if it became an off-leash dog beach</li> </ul>	<ul style="list-style-type: none"> <li>▶ Traffic and bike safety - concern about dogs running onto the road</li> <li>▶ Limited parking in the area</li> <li>▶ Location is too small</li> <li>▶ Will have too much uptake and cause congestion</li> <li>▶ Potential conflict with kayakers and canoes</li> <li>▶ Dog fouling not being picked up</li> <li>▶ Advertising it as a dog park would only encourage additional traffic to the neighbourhood</li> <li>▶ Noise concerns in reference to extra vehicle traffic and dogs barking</li> <li>▶ Families without dogs might be deterred from using the area</li> <li>▶ Worried about disc golf in Sutherland Park being removed for parking</li> </ul>

**Summary:** This location had a mixed response with a slight majority of those in attendance opposed to this location. It was noted during this session that both Sutherland Park and the proposed location are being frequently used by dog owners both on-leash and off, and there is currently some confusion as to proper on-leash dog protocol in the area (dogs are allowed on-leash as long as they remain on the pathway). If this location were selected as an off-leash dog area, clear signage would need to be posted to inform residents of proper dog behavior and to inform them where the off-leash area ends to avoid the boat launch area.

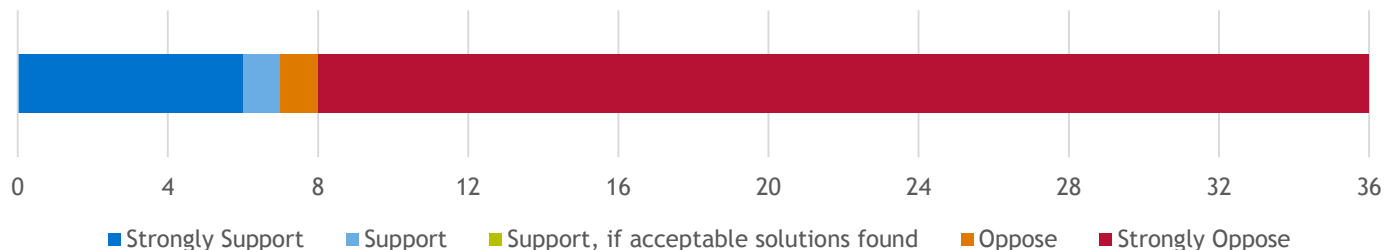


## LAKE AVENUE BEACH ACCESS LAKE AVENUE - JUNE 8, 2016

- ▶ **Number of Attendees:** 48
  - ▶ **Attendees to Note:** media outlets, organized residents group
  - ▶ **Exit Surveys:** 36
- Note: Inclement weather including rain and heavy winds may have kept some people away.*



### DO YOU SUPPORT OR OPPOSE THE POSSIBILITY OF HAVING AN OFF-LEASH DOG BEACH AT LAKE AVENUE BEACH ACCESS?



THEMES HEARD IN SUPPORT OF THE PROPOSED LOCATION	CONCERNS HEARD REGARDING THE PROPOSED LOCATION
<ul style="list-style-type: none"> <li>▶ Ideal location near downtown</li> <li>▶ Well used already by dogs to cool off</li> <li>▶ Would drive away people who use the beach for illicit activities</li> <li>▶ Would welcome dog beaches in the other locations but really think this location, Lake Ave, is ideal</li> </ul>	<ul style="list-style-type: none"> <li>▶ Would decrease neighbourhood property values</li> <li>▶ Not enough parking</li> <li>▶ Cleanliness and concern about dog fouling</li> <li>▶ Safety concerns with high volumes of pedestrian and cycling traffic going through the area at high speeds</li> <li>▶ Would deter families from using the beach access</li> <li>▶ Would or could encourage transient population</li> <li>▶ Dogs coming into nearby resident's yards</li> <li>▶ Noise concerns with barking dogs in residential area</li> <li>▶ Dog beaches should not be in residential areas</li> <li>▶ Could destroy the recent riparian work</li> <li>▶ Already working to better the reputation of the beach, off-leash area would not help</li> <li>▶ Dog fouling would contaminate the water and sand</li> <li>▶ Legal action if the proposal goes forward</li> <li>▶ Causing stress for many neighbours in the location</li> </ul>

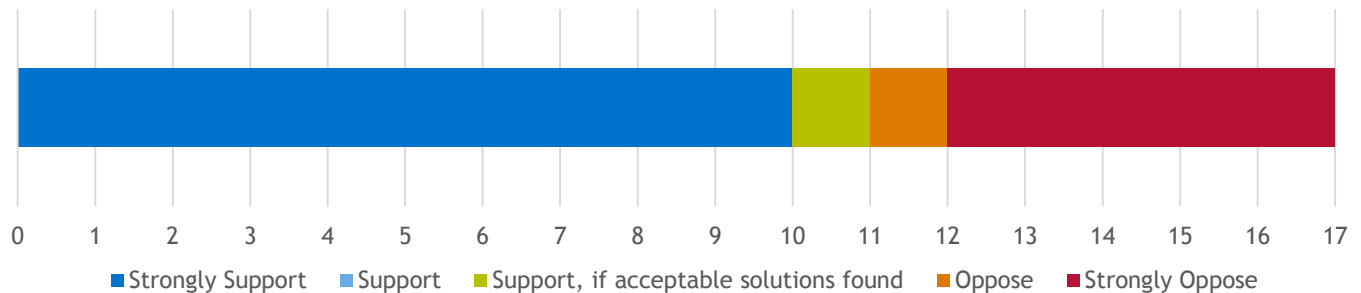
**Summary:** Approximately four-fifths of attendees were opposed to a dog beach at the Lake Avenue location, most strongly opposed. Prior to the session, neighbourhood residents had put up posters in opposition of using this site as a dog beach. Those in attendance were passionate and strong in their opinions on this matter, with several key concerns reiterated by multiple attendees: decreasing property values, cleanliness, lack of parking, proximity to a high traffic active transportation pathway and concerns that an off-leash dog beach would not appeal to young families. While there were many local resident dog owners in attendance who welcomed the idea of more off-leash dog parks, most did not feel that Lake Avenue was an appropriate location. Alternative locations were suggested by attendees including the southern end of Hot Sands Beach in City Park, adjacent to the bridge.

## CEDAR AVENUE BEACH ACCESS CEDAR AVENUE - JUNE 9

- ▶ Number of attendees: 36
- ▶ Attendees to note: N/A
- ▶ Exit surveys: 17



DO YOU SUPPORT OR OPPOSE THE POSSIBILITY OF HAVING  
AN OFF-LEASH DOG BEACH AT CEDAR AVENUE BEACH ACCESS?



THEMES HEARD IN SUPPORT OF THE PROPOSED LOCATION	CONCERNS HEARD REGARDING THE PROPOSED LOCATION
<ul style="list-style-type: none"> <li>▶ An excellent place for dogs to be off-leash and in the water</li> <li>▶ Would promote the area as a family friendly place to be</li> <li>▶ Beach is large enough to divide for both people and dogs</li> <li>▶ Dog swim areas currently lacking in that location</li> <li>▶ Make gate and dog area easily wheelchair accessible</li> <li>▶ Could use it June through September when it is too hot to walk the dog without a swim</li> <li>▶ Would want small dog and large dog areas segregated by fence for small dog's safety</li> </ul>	<ul style="list-style-type: none"> <li>▶ Not enough parking</li> <li>▶ Potential conflict with Paddle Club</li> <li>▶ Too much traffic congestion</li> <li>▶ Would negatively affect nearby businesses</li> <li>▶ Water not recommended for human swimming</li> <li>▶ Wildlife conflict</li> <li>▶ Dog health: park is notorious for swimmer's itch from ducks and geese</li> <li>▶ Concerns about sewage outfall nearby</li> <li>▶ Current location for dropping the milfoil during the summer</li> </ul>

**Summary:** Two-thirds of respondents were in support of a dog beach at this location.

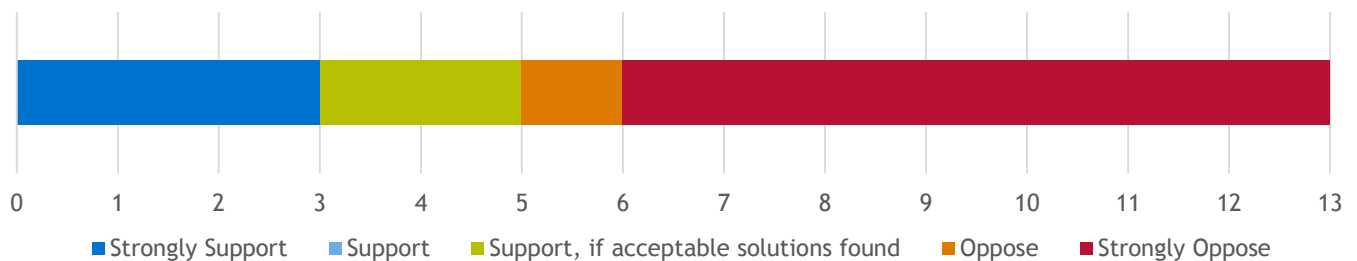
While there were some opposed due to potential conflicts with wildlife and swimmers, many brought suggestions as to how to make this site work. A number of questions were raised about parking in the area and how it would affect future plans for the Pandosy Waterfront Project. As well, several attendees suggested an alternate location at a small beach access one block south on Meikle Avenue.

## MUNSON POND MUNSON POND PARK - JUNE 14, 2016

- ▶ **Number of attendees:** 34
- ▶ **Attendees to note:** Central Okanagan Naturalist Club, Central Okanagan Land Trust Building manager
- ▶ **Exit surveys:** 14



### DO YOU SUPPORT OR OPPOSE THE POSSIBILITY OF HAVING AN OFF-LEASH DOG PARK AT MUNSON POND?



THEMES HEARD IN SUPPORT OF THE PROPOSED LOCATION	CONCERNS HEARD REGARDING THE PROPOSED LOCATION
<ul style="list-style-type: none"> <li>▶ Would like the square plan larger if possible</li> <li>▶ Favor the larger NW area for dog park</li> <li>▶ We need more dog-accessible areas and off-leash in particular</li> <li>▶ This area is central and convenient</li> <li>▶ Would be a great spot for off-leash</li> <li>▶ Would like the off-leash area to have access to water for dogs</li> <li>▶ In favor of a larger fenced off leash dog park in this area for dogs and their owners to socialize</li> </ul>	<ul style="list-style-type: none"> <li>▶ Concerns about environmental preservation</li> <li>▶ This pond is on migration route for waterfowl and dogs off-leash would chase birds</li> <li>▶ Cleanliness: dog owners being negligent with dog fouling in the area</li> <li>▶ Currently enjoy the quiet and wildlife in the area - dogs could affect that lifestyle</li> <li>▶ Noise from barking dogs would be a nuisance</li> <li>▶ Safety for seniors who must keep their dogs on leashes due to inability to walk</li> <li>▶ Wildlife concerns (coyotes often in the area)</li> <li>▶ Dogs off-leash are out of control</li> </ul>

**Summary:** Munson Pond is popular with seniors and bird-watchers in the area and as such an off-leash dog park in the area was poorly received. Just under two-thirds of respondents were opposed. Many had concerns about conflicting park uses especially with dogs potentially driving off birds in the area. Several members from the Central Okanagan Land Trust (COLT) attended and voiced their opposition to an off-leash area in Munson Pond Park as they considered it would conflict with the goals set out in the Munson Pond Naturalization Project to protect existing natural habitat features of Munson Pond, improve habitat diversity for birds and to provide opportunities for public enjoyment that are compatible with conservation in a safe manner. COLT and the Central Okanagan Naturalists Club are partners in the Munson Pond Naturalization Project - both object to the off-leash proposal in the area.

## SAILS PLAZA “MINI” BEACH LAKE AVENUE - JUNE 8, 2016

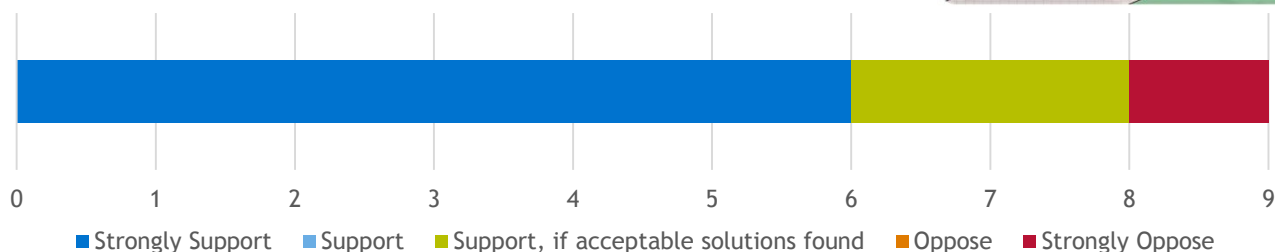
- ▶ Number of Attendees: 48
- ▶ Attendees to Note: Marina Operator
- ▶ Exit Surveys: 9

*Note: In order to avoid conflicts with other users in this busy location, it is proposed to only be off-leash before 9 am. and after 6 pm.*

*Dogs must remain on-leash while on the beach between 9 am. - 6 pm.*

*Additional comments regarding this proposed location were received at the city-wide session on June 15, 2016.*

### DO YOU SUPPORT OR OPPOSE THE POSSIBILITY OF HAVING AN OFF-LEASH DOG BEACH AT SAILS PLAZA?



THEMES HEARD IN SUPPORT OF THE PROPOSED LOCATION	CONCERNS HEARD REGARDING THE PROPOSED LOCATION
<ul style="list-style-type: none"> <li>▶ Great central location</li> <li>▶ Would like to see it be off-leash all day rather than just in the morning as proposed</li> <li>▶ Dogs need water access</li> <li>▶ The space is not really being used for anything else and would work great for dogs to cool off</li> </ul>	<ul style="list-style-type: none"> <li>▶ Too small</li> <li>▶ Conflicting uses in the area with high traffic along the City Park walkway</li> <li>▶ Not enough room for dogs - set a dog limit and take turns</li> <li>▶ Dangerous with boat traffic</li> <li>▶ Would prefer to see the area used for on-leash dogs to “cool off” rather than letting them swim free</li> </ul>

**Summary:** About 90 per cent the surveys received for the “mini” beach at Sails Plaza supported the idea of allowing for an off-leash dog beach at this location. The central location was noted as especially ideal. The proposed time for off-leash vs on-leash dog access was met with mixed response. Those opposed to the location felt they would not be able to use the area for swimming if it was used as an off-leash area, and noted high traffic of pedestrians and cyclists.

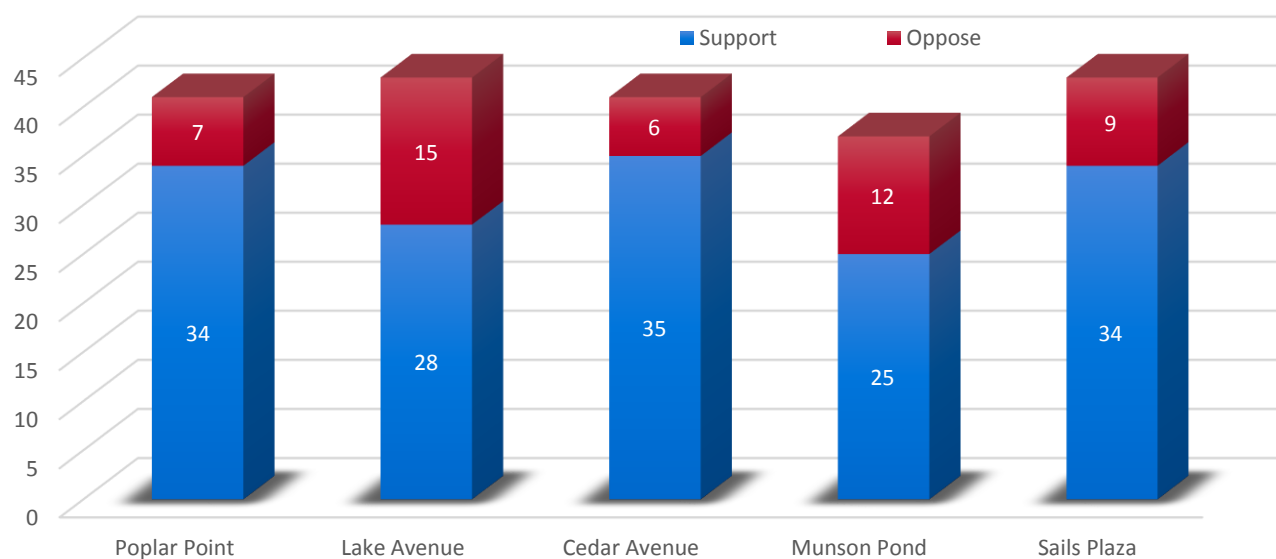
The Downtown Kelowna Association chose not to take a position in regard to the potential dog beach near Sails. Tourism Kelowna did not voice concern or support for this location despite invitation for feedback. The marina operators, Westcorp, objected to the dog beach as they thought it would conflict with the marina boat users.

## CITY-WIDE NEIGHBOURHOOD SESSION KERRY PARK - JUNE 15, 2016

- ▶ Number of attendees: 60
- ▶ Attendees to note: Several media outlets
- ▶ Exit surveys: 45

*Note: This discovery session was designed and promoted to hear feedback regarding all five proposed off-leash locations. As such the survey was laid out in the online format to gauge support or opposition for each proposed location:*

### DO YOU SUPPORT OR OPPOSE THE POSSIBILITY OF HAVING AN OFF-LEASH DOG AREA AT:



THEMES HEARD SUPPORTING THE PROPOSED OFF-LEASH LOCATIONS	CONCERNS OR ALTERNATE SUGGESTIONS HEARD REGARDING OFF-LEASH LOCATIONS
<ul style="list-style-type: none"> <li>▶ City needs more dog beaches</li> <li>▶ Cedar Creek is just not viable for many residents, would appreciate a location close-by</li> <li>▶ Time for this project to move ahead</li> <li>▶ Because of the amount of dogs in Okanagan, any off-leash efforts will be greatly appreciated</li> <li>▶ Would like to rely on vehicles less and the current dog beach is a long drive</li> </ul>	<ul style="list-style-type: none"> <li>▶ Concern over children and family safety with off-leash dogs in the proposed areas</li> <li>▶ Not informed of the potential for a dog area prior to buying home</li> <li>▶ Not enough beaches in downtown area for humans, never mind dogs</li> <li>▶ Worst location is Lake Ave beach due proximity to residential area</li> <li>▶ Dogs already have enough space both off and on-leash</li> <li>▶ Better choice is just north of the tunnel in City Park as the beach is underused</li> </ul>

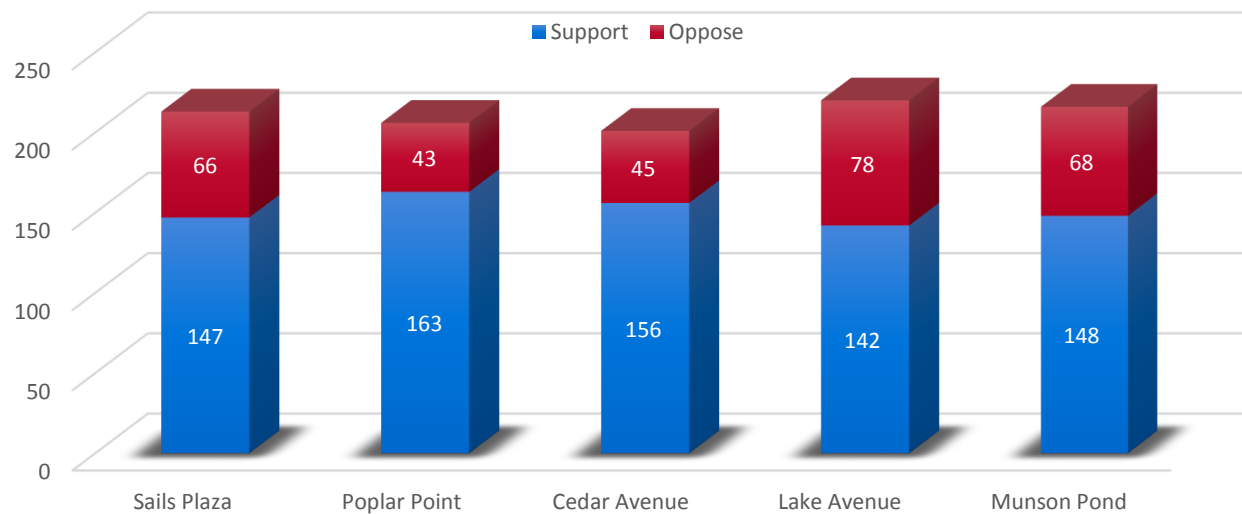
## 6. Online City-wide Engagement Results

Residents were invited to provide feedback online at [getinvolved.kelowna.ca](http://getinvolved.kelowna.ca) from June 7 to 28, 2016.

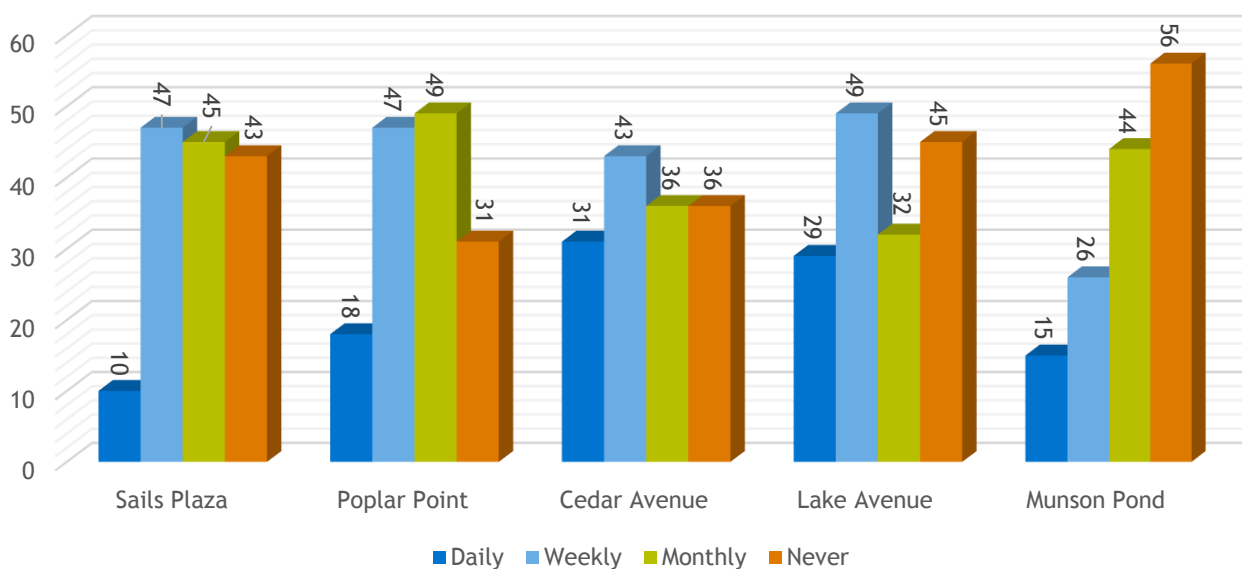
**Total Online Surveys Received: 247**

For the full breakdown of *online surveys and responses*, refer to *Appendix E*.

**DO YOU SUPPORT OR OPPOSE THE POSSIBILITY OF HAVING AN OFF-LEASH DOG AREA AT:**



**IF YOU ARE A DOG OWNER, PLEASE SPECIFY HOW OFTEN YOU WOULD USE THE OFF-LEASH AREA AT:**





ONLINE FEEDBACK THEMES	THEMES HEARD IN SUPPORT OF PROPOSED LOCATIONS	CONCERNS HEARD REGARDING THE PROPOSED LOCATIONS
General Feedback	<ul style="list-style-type: none"> <li>► Encouragement for the City to implement all proposed locations</li> <li>► Rather than off-leash, turn some existing beaches into on-leash with separate water access for dogs</li> <li>► Having an off-leash beach in multiple locations is needed in Kelowna</li> </ul>	<ul style="list-style-type: none"> <li>► Safety concerns regarding dogs in parks and City liability</li> <li>► Cedar Avenue, the Sails and Lake Avenue are too busy for dogs to be running around off-leash</li> </ul>
Sails Plaza	<ul style="list-style-type: none"> <li>► Great cooling off spot - while exploring downtown the dogs have a spot to take a swim</li> </ul>	<ul style="list-style-type: none"> <li>► Too busy with pedestrians and tourists</li> </ul>
Poplar Point	<ul style="list-style-type: none"> <li>► Great for cooling off after Knox Mountain climbs</li> <li>► Already being used as off-leash area</li> </ul>	<ul style="list-style-type: none"> <li>► No parking</li> <li>► Busy park across the road</li> <li>► Too small</li> </ul>
Cedar Avenue	<ul style="list-style-type: none"> <li>► Padosy area is well populated with dog owners</li> <li>► Perfect location for a dog beach</li> </ul>	<ul style="list-style-type: none"> <li>► Not conducive for dogs, as it is very well used by both people and water birds</li> </ul>
Lake Avenue	<ul style="list-style-type: none"> <li>► Would be perfect to promote urban family life</li> <li>► It's already noisy and often has a very disruptive population that may be discouraged with the advent of a dog park</li> </ul>	<ul style="list-style-type: none"> <li>► Traffic congestion</li> <li>► Noise from barking dogs</li> <li>► Impact on environmentally sensitive riparian area</li> <li>► Worries regarding dog waste cleanup</li> <li>► Declining property values</li> </ul>
Munson Pond		<ul style="list-style-type: none"> <li>► Many seniors use the area and are not looking to share space with dogs</li> <li>► Do not want barking dogs in the area</li> </ul>

## Correspondence with Mayor and Council

A number of letters, e-mails, service requests and phone calls were sent in to administration as well as to Mayor and Council. *A summary of correspondence sent in to Mayor and Council are submitted as Appendix F.*

**Lake Avenue:** 3 - Opposed  
All three local area residents

**Cedar Avenue:** 2 - Support  
President KLO Neighbourhood Association (if parking concerns are addressed)  
Area resident (Supports Cedar Avenue and Lake Avenue, opposed to the rest)

**Munson Pond:** 2 - Opposed  
President of the Central Okanagan Land Trust  
Central Okanagan Naturalists - Birding Club

**Sails:** 1 - Opposed  
Marina Operator (opposed to Sails, supports Lake Avenue)

## 7. Recommendations and Considerations

### Report

- September 2016
- Present feedback to Council with recommendations to proceed

The feedback received from the public, stakeholders and community members has provided valuable insight in determining the best course of action to ensure the City understands the differing needs of the community. The statistically valid survey was an important tool to understand public stance regarding the need for more dog spaces in the City, while the Discovery Sessions allowed local residents to voice their opinions closer to home. The phased engagement process was necessary to properly gauge City-wide interest and usability for each location.

While public opinion and perception is a key element in the decision making process, there are a number of other factors that contribute to the practicality of an off-leash dog area including location and distribution across the City waterfront, popularity of the beach and conflicts with other user groups, water quality, environmental concerns, access and parking, health and safety.

Location	Recommendation	Considerations
Poplar Point Beach Access	Yes	<p>This is one of the smaller locations proposed, however the proximity to Knox Mountain, one of the City's most popular parks for walking, makes it an ideal spot for an off-leash dog beach. The beach area is currently frequented by dog owners and it would not be a difficult transition to make it an official off-leash beach. A slight majority of attendees to the discovery session were opposed to the location, but voiced concerns that could and would be addressed to make it a successful option.</p> <p>To ensure that the beach is not confused with the Sutherland Park area, clear signage and wayfinding would be utilized as well as fencing to protect recently-installed riparian work.</p>
Lake Avenue Beach Access	Trial basis only	<p>This location received strongly felt comments from local residents opposed to a dog beach in this location. However, it also received broad support from the wider community both online and at the city-wide open house. Should a dog beach in this location proceed, there would likely be significant push back from local neighbourhood residents.</p> <p>From other design aspects, the location is the best suited for this use. The space is larger than the other options considered, and well located next to City Park with ample parking, and the downtown core. Many of the concerns raised, had already been addressed by the schematic design, namely a fence to protect the riparian area and the cycle path over the creek. The outflow of Mill Creek into the lake will ensure good water circulation. It is also hoped the increased 'eyes on the beach' from dog-owners' year round will deter many of the undesirable or illegal activities often associated with this beach.</p>

Cedar Avenue Beach Access	Yes	This location proved to be the most supported by the general public and those who attended the in-person discovery sessions. The water quality is not recommended for human swimming, and would serve as an effective spot for dog owners to allow their pets to cool off. The central location is also ideal to serve both the Pandosy area and the southern half of the Downtown area, the most popular locations in the statistically valid survey.
Munson Pond Park	No	This location is not endorsed by staff for several reasons. While the design located the dog park away from the environmentally sensitive wetland, it would occupy the valuable buffer zone adjacent. The ground modification required to make the area suitable year round would be both costly and environmentally intrusive and a potential risk to the delicate environmental balance. The area has only recently been opened up to the public for exploration, and has proved to be very popular with both seniors and naturalists. While there was only a slight majority opposed from the small number of exit surveys, there were several valid concerns raised that could not easily be addressed in the design.
Sails Plaza 'Mini' Beach	Yes	This location received broad support, and the concept of it as just a small cooling off area embraced. The central location was popular. The time restriction that dogs must remain on a leash during the busiest part of the day was proposed in order to avoid fencing on the downtown waterfront.

## 8. Evaluation

On both the online and discovery session surveys, a series of questions were asked to gauge the accessibility, format and understanding of the engagement process. The feedback received demonstrates:

- ▶ **Online:** 83.4% of online respondents reported that the information was presented in a format that was understandable. Thirty-one respondents (12.6 per cent) reported that they did not review the information panels while 4% reported that they did not understand the presentation materials.
- ▶ **Online:** 80% of online respondents reported that the materials provided an informed opinion on the nature of the project while 12.6% did not review the panels.
- ▶ **City-wide in-person discovery session:** 94.7% of respondents reported that the information was presented in a format that was understandable.
- ▶ **City-wide in-person discovery session:** 91.9% of respondents reported that the materials present at the discovery sessions provided enough information to make an informed opinion on the nature of the project.
- ▶ **City-wide in-person discovery session:** 92.3% of respondents reported that the information helped to understand the scope of the project.

## 9. Appendix

Appendix A: Discovery Session Panels and Conceptual Designs

Appendix B: Promotional signage on site

Appendix C: Discovery Session neighbourhood and stakeholder letter samples

Appendix D: Surveys

Appendix E: Online Survey Response Summary

Appendix F: Correspondence sent to Mayor and Council



# FETCHING FEEDBACK!

Welcome to our Off-Leash Dog Area Discovery Session, where we would like you to help us determine the next steps for off-leash amenities in our City.

Today's session is one of five that are taking place over the next two weeks throughout the City. They are a chance for us to hear your comments, record your concerns and answer your questions. This is your chance to be heard, so please take some time to review the panels here today.

We have several staff present to help you with any questions or comments you might have, so please feel free to take a minute to talk to any of them over the course of the afternoon.

Before you go please take a few minutes to complete our exit survey or join the conversation at [getinvolved.kelowna.ca](https://getinvolved.kelowna.ca)

## THANK YOU

PROPOSED OFF-LEASH DOG BEACHES  
Introductions



# WHY ARE WE HERE?

Earlier this year, the City of Kelowna conducted a statistically valid telephone survey to determine residents' level of support for off-leash areas, identify tolerance levels for off-leash areas in their neighbourhood and identify priority locations.

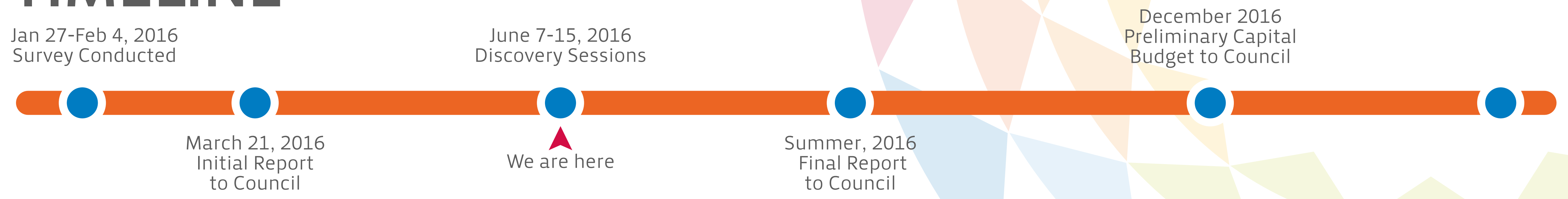
The potential locations were identified based on the survey results.

The purpose of these sessions is for residents to provide feedback on the proposed locations. It's also an opportunity to identify potential concerns and look at possible solutions.

All off-leash areas are subject to community input, Council and budget approval.

The timeline below shows this process to date and our next moves forward.

## TIMELINE

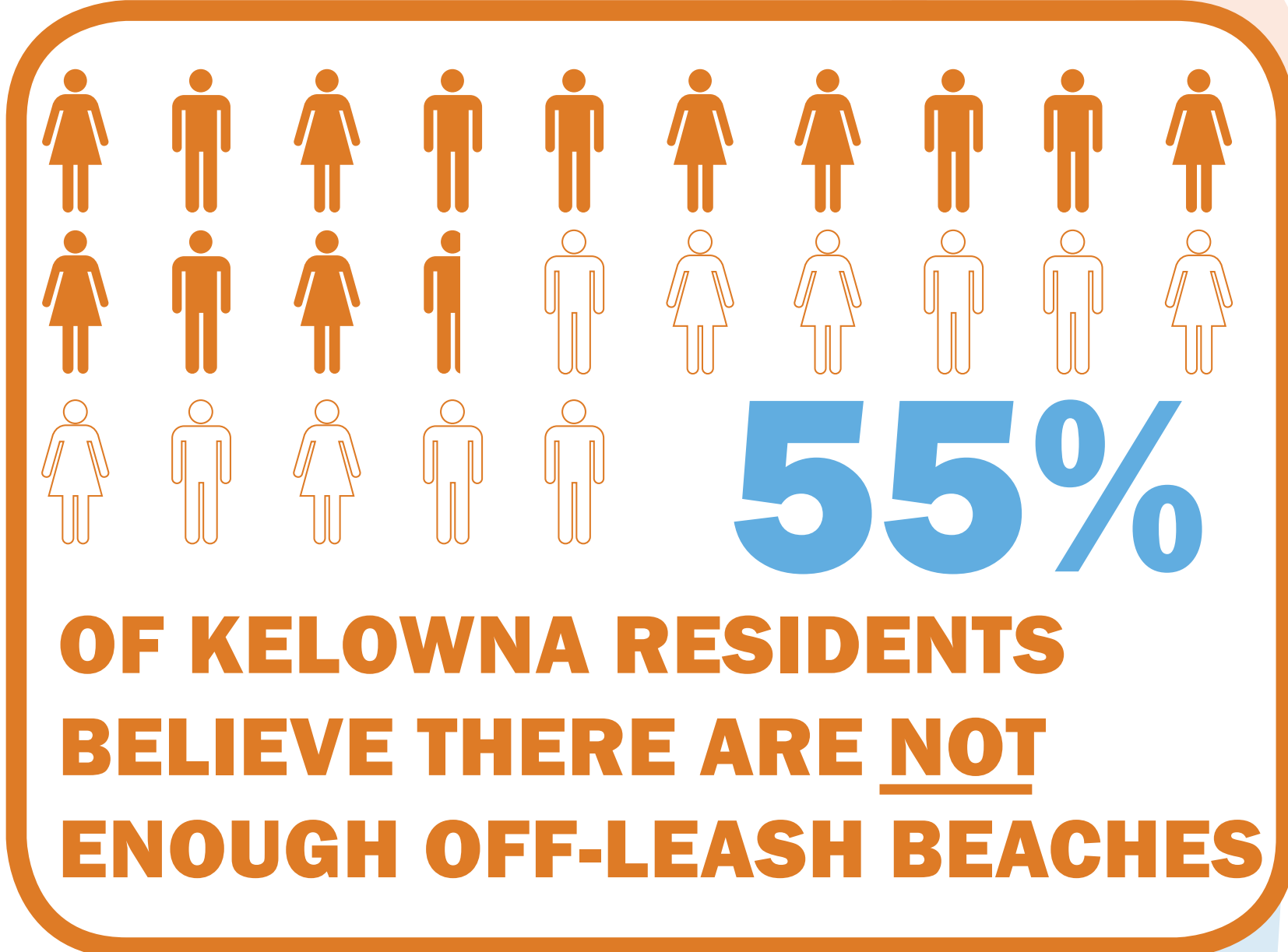
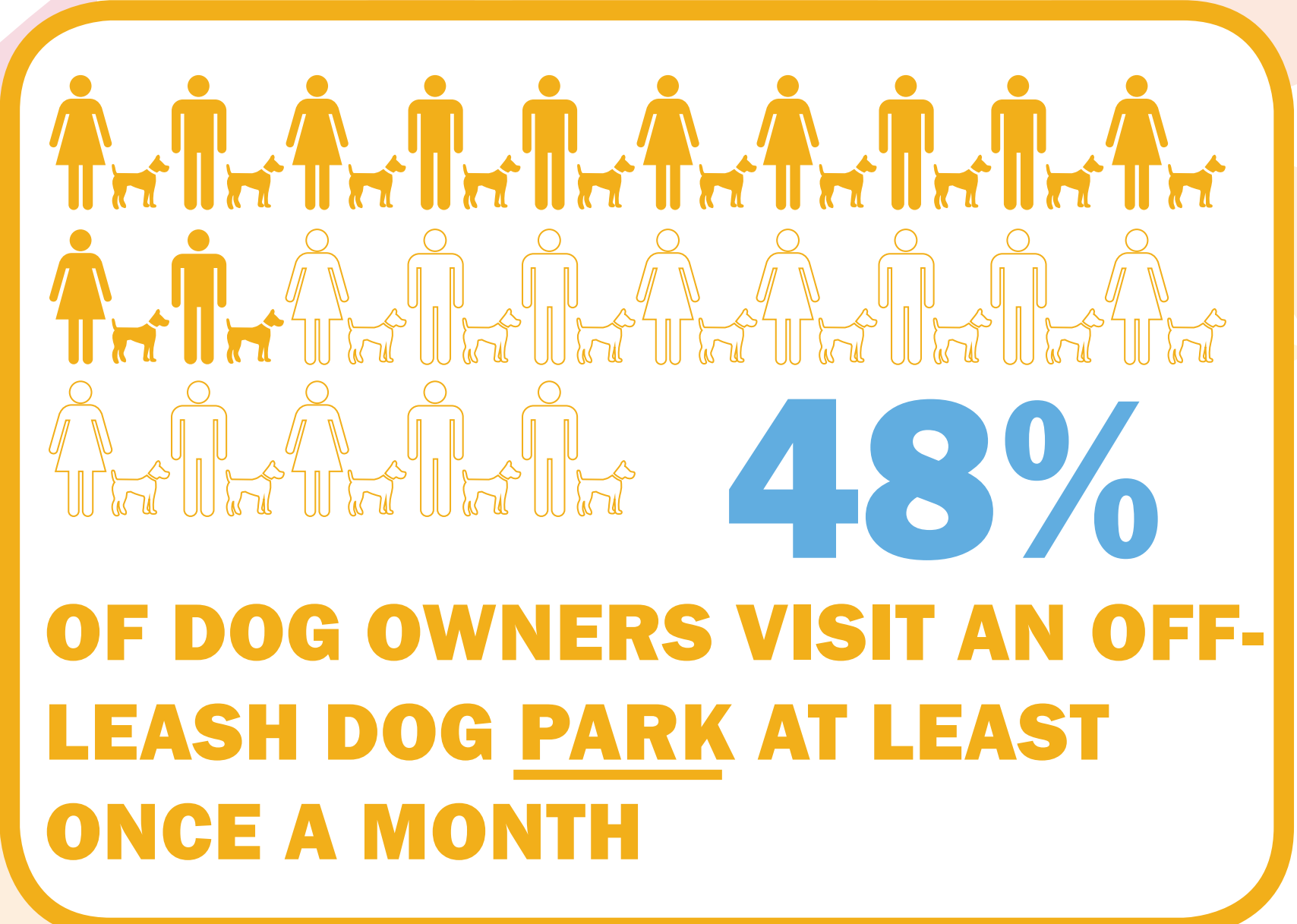
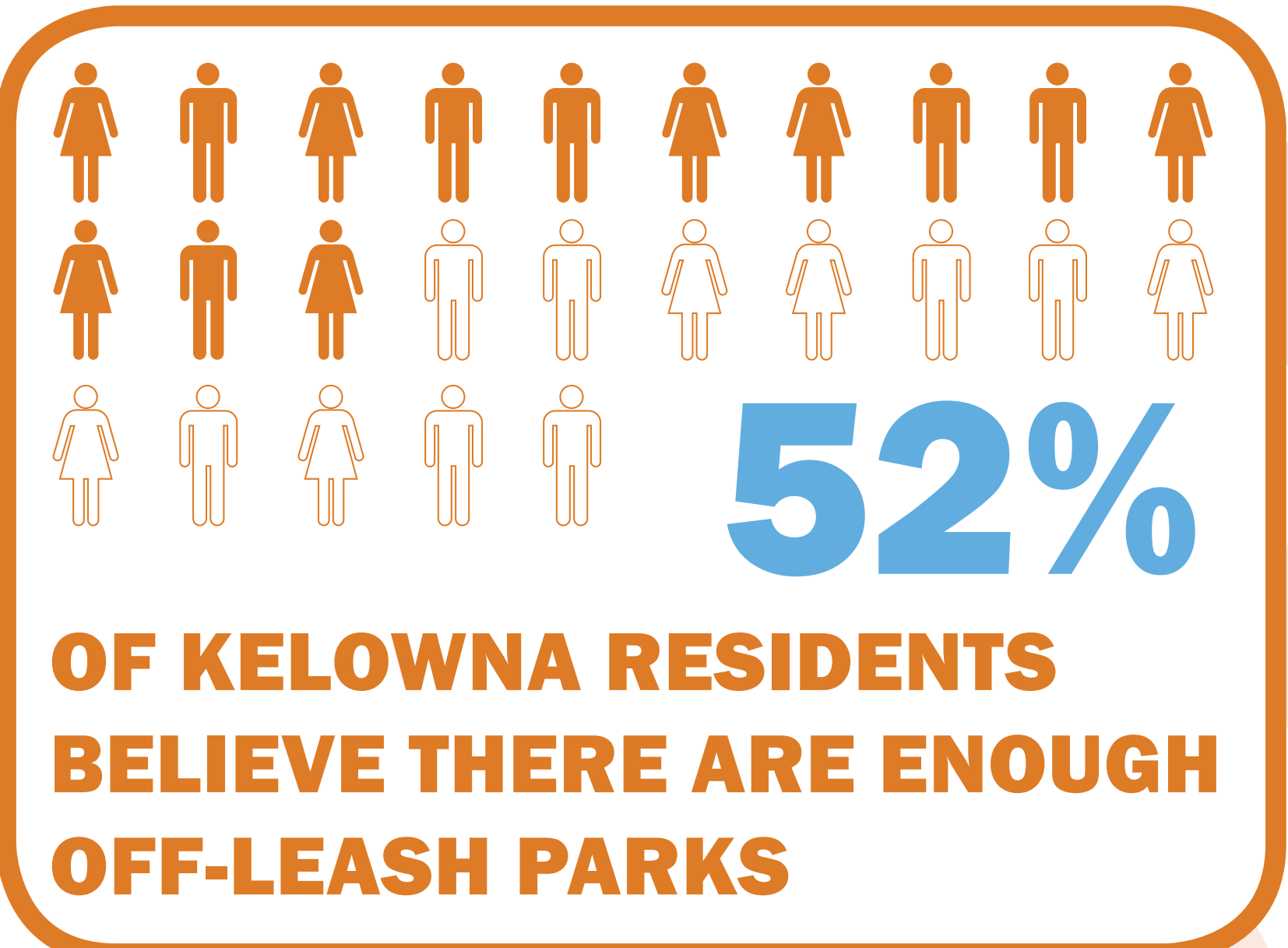


PROPOSED OFF-LEASH DOG BEACHES  
Discovery Session Purpose



# THE RESULTS

Here are highlights from the statistically valid survey. To view the complete survey, [visit kelowna.ca/parks](https://kelowna.ca/parks) under **Dog Park Public Engagement**

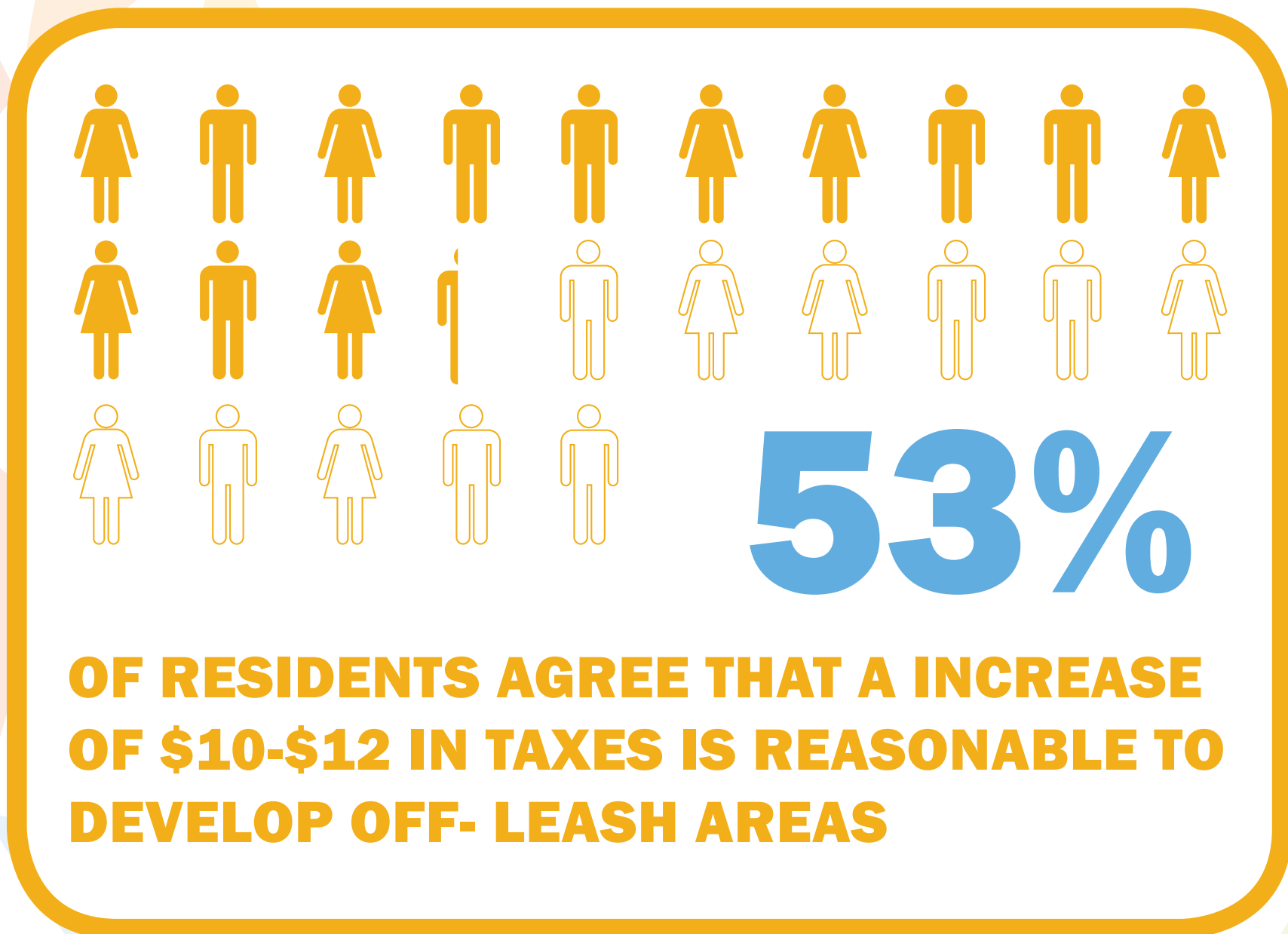
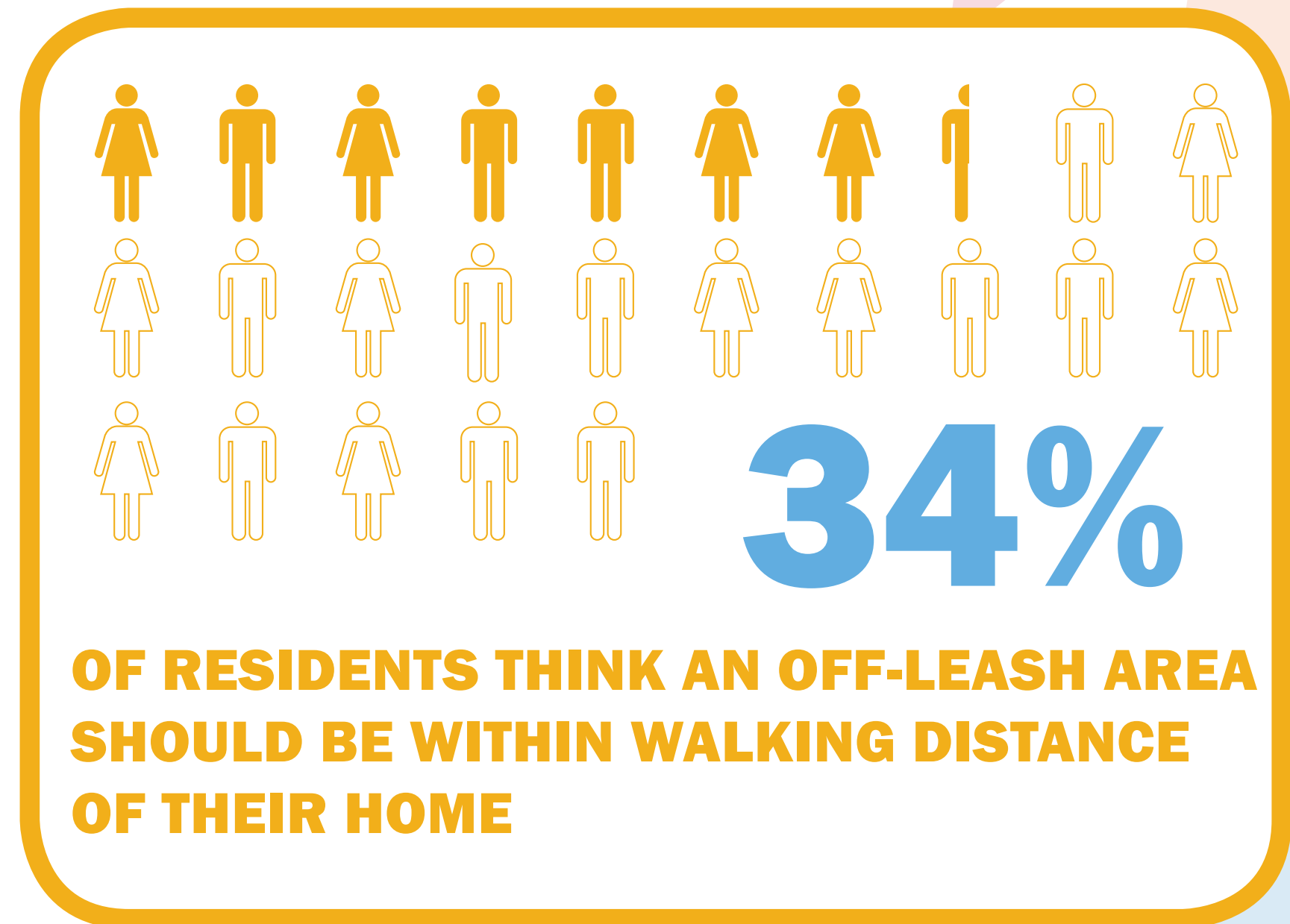
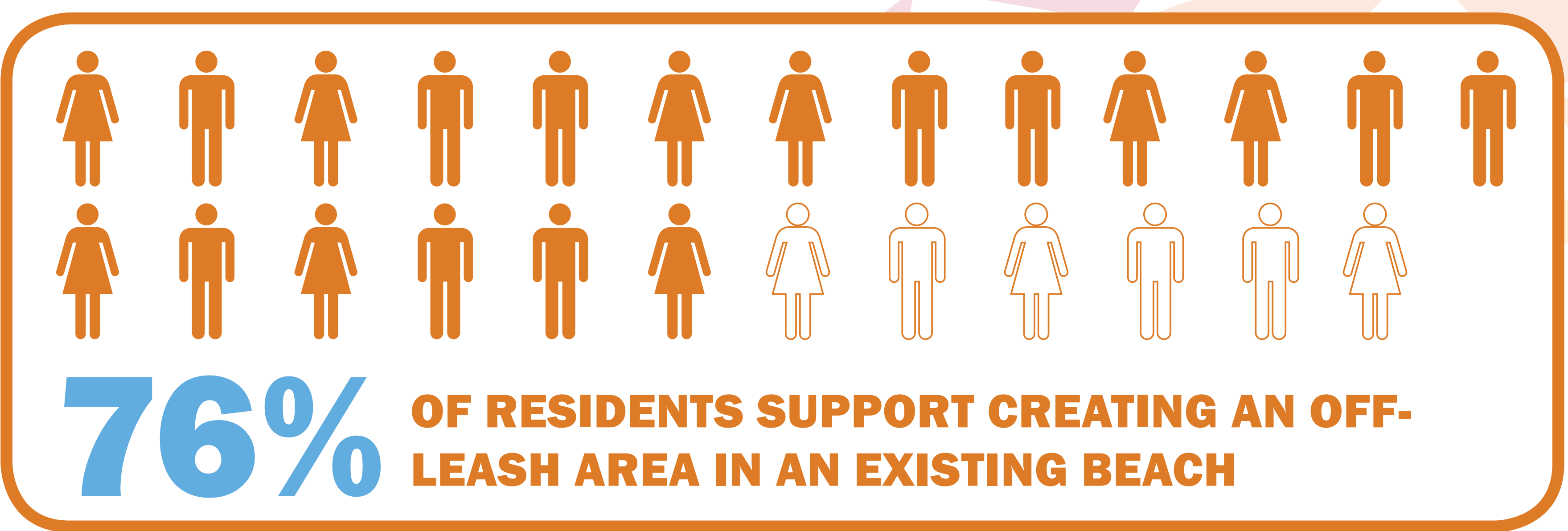
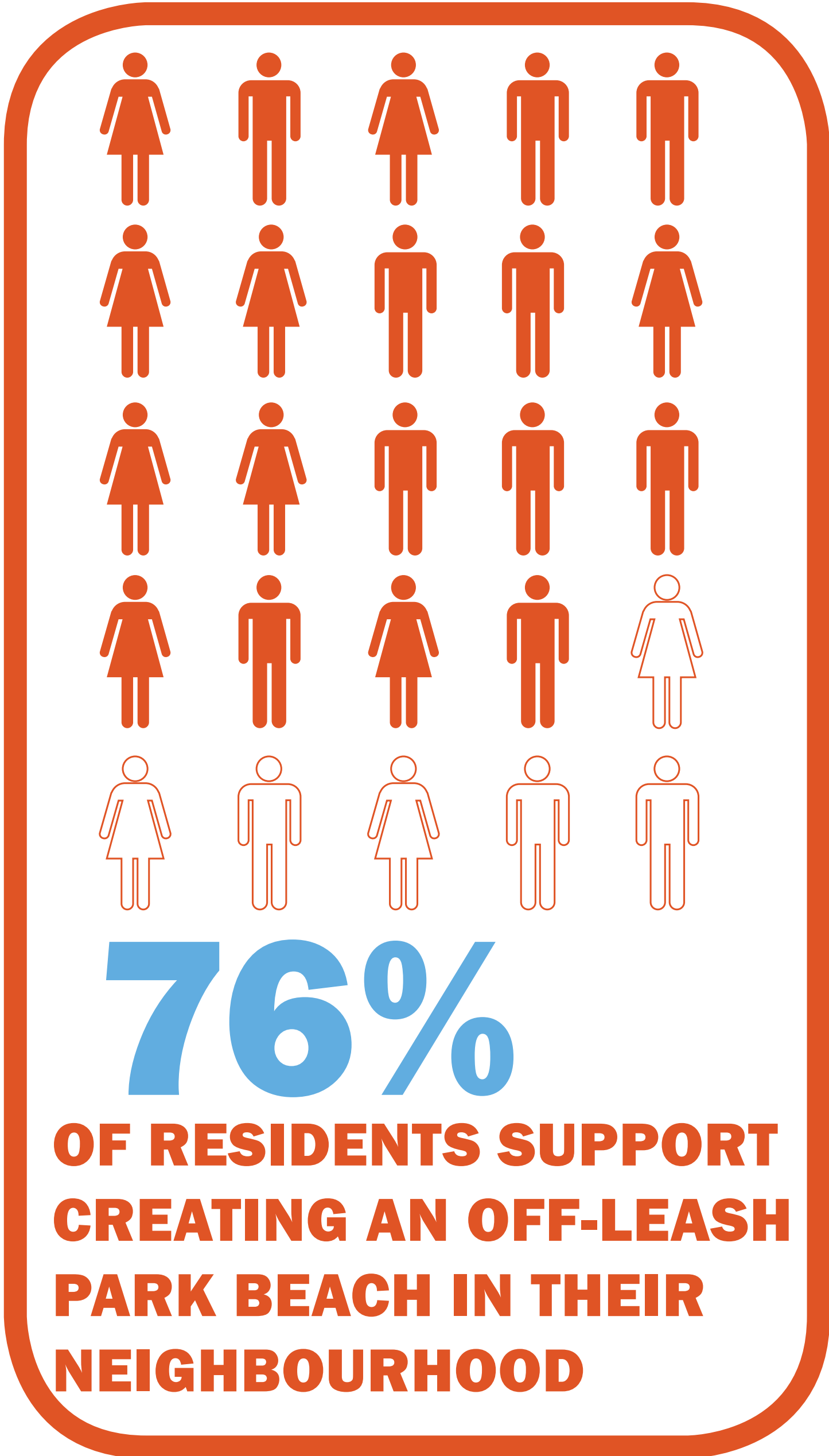


## PROPOSED OFF-LEASH DOG BEACHES

Survey Results

# THE RESULTS

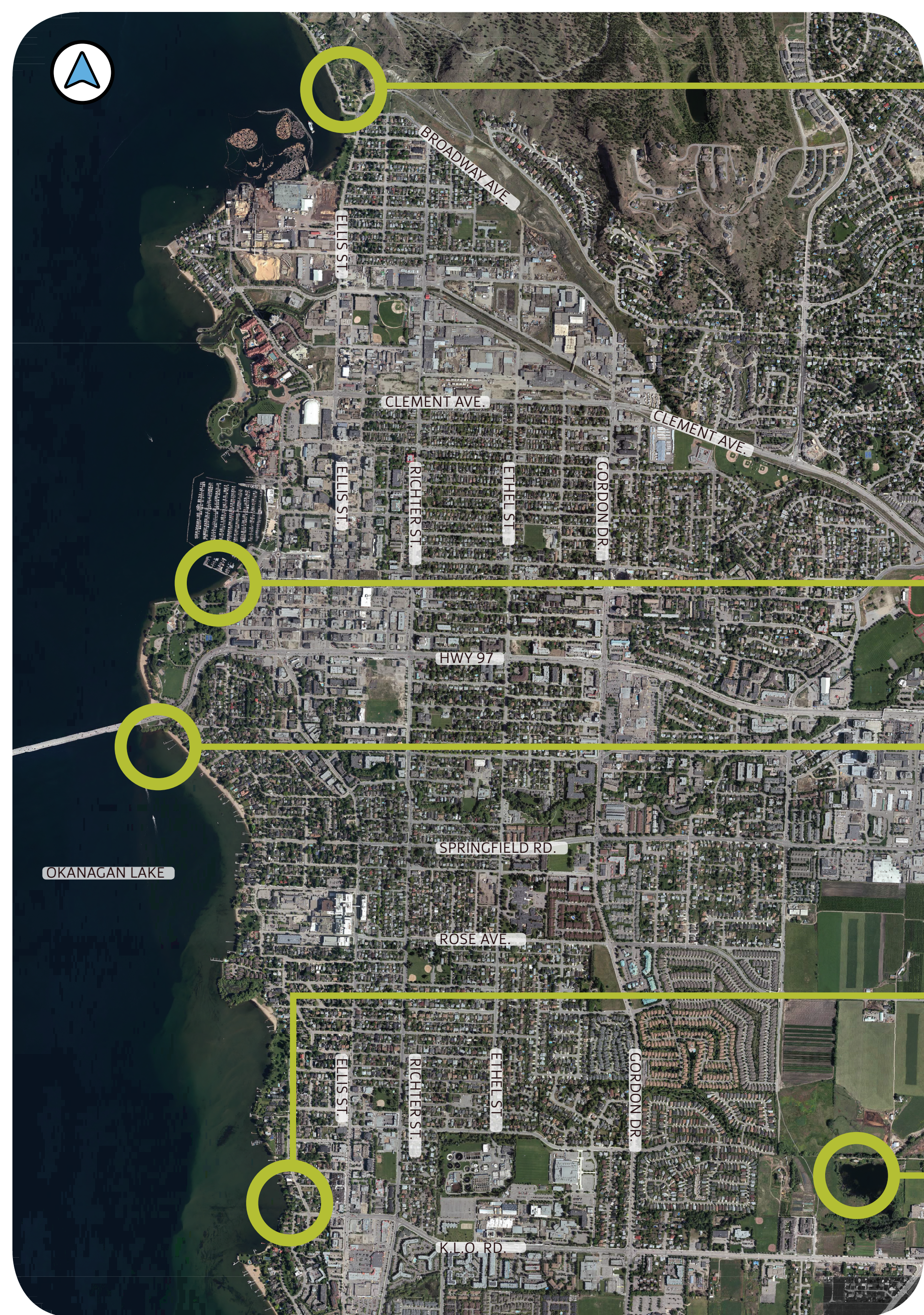
Here are highlights from the statistically valid survey. To view the complete survey, [visit kelowna.ca/parks](http://kelowna.ca/parks) under **Dog Park Public Engagement**



PROPOSED OFF-LEASH DOG BEACHES  
Survey Results



# PROPOSED BEACHES / PARKS



POPLAR POINT  
BEACH ACCESS

DOWNTOWN SAILS  
COOLING BEACH

LAKE AVENUE  
BEACH ACCESS

CEDAR AVENUE  
BEACH ACCESS

MUNSON POND

The survey asked residents to suggest possible locations for new off-leash areas. While no conclusive location could be determined, a few key issues were identified. The current Cedar Creek off-leash beach location is inconvenient for many Kelowna residents and a more central location may be the most desirable for a new off-leash beach opportunity.

Construction is slated to start next year on Rowcliffe Park. The current Rowcliffe off-leash dog park will be closed temporarily for the duration of construction. As a result, the City of Kelowna has started looking at off-leash options within neighbouring areas to address this inconvenience.

## PROPOSED OFF-LEASH DOG BEACHES

Possible Site Locations



# POST - IT

What are your concerns about off-leash dog areas and how do you think we could solve them? Please post your comments, concerns or solutions on the Post-its provided and place on the applicable board.

Join the discussion online at [getinvolved.kelowna.ca](https://getinvolved.kelowna.ca) or visit [kelowna.ca/parks- Dog Park Engagement](https://kelowna.ca/parks-Dog-Park-Engagement) for more information.

Are you concerned about...	What if the City of Kelowna...	Comments & Alternate Solutions
CLEANLINESS	<ul style="list-style-type: none"><li>• increased the amount of waste receptacles?</li><li>• provided more bag dispensers?</li><li>• implemented Dog Control patrolling and the imposing of fines in off-leash areas?</li></ul>	
PARKING	<ul style="list-style-type: none"><li>• imposed time restrictions on parking?</li><li>• limited off-leash dogs to certain hours?</li><li>• created central locations that encouraged alternative and active transportation?</li></ul>	
NOISE	<ul style="list-style-type: none"><li>• limited access between certain hours? (Parks are generally open from 6am-11pm)</li><li>• limited off-leash dogs to certain hours?</li></ul>	

PROPOSED OFF-LEASH DOG BEACHES  
Concerns and Possible Solutions



# POST - IT (con't)

What are your concerns you about off-leash dog areas and how do you think we could solve them? Please post your comments, concerns or solutions on the Post-its provided and place on the applicable board.

Join the discussion online at [getinvolved.kelowna.ca](https://getinvolved.kelowna.ca) or visit [kelowna.ca/parks- Dog Park Engagement](https://kelowna.ca/parks-Dog-Park-Engagement) for more information.

Are you concerned about...	What if the City of Kelowna...	Comments & Alternate Solutions
PARK USER CONFLICTS (Boats,paddleboarders,kayakers swimmers)	<ul style="list-style-type: none"><li>• clearly marked all off-leash dog areas?</li><li>• limited off-leash hours between peak hours?</li><li>• does not close off beach with fences and allows all users to mingle?</li></ul>	
SAFETY	<ul style="list-style-type: none"><li>• installed fenced areas with double gates where possible?</li><li>• encouraged dogs to remain on-leash until within the fenced areas?</li><li>• clearly marked all off-leash dog areas?</li></ul>	
ADDITIONAL CONCERNS	POSSIBLE SOLUTIONS	

PROPOSED OFF-LEASH DOG BEACHES  
Concerns and Possible Solutions



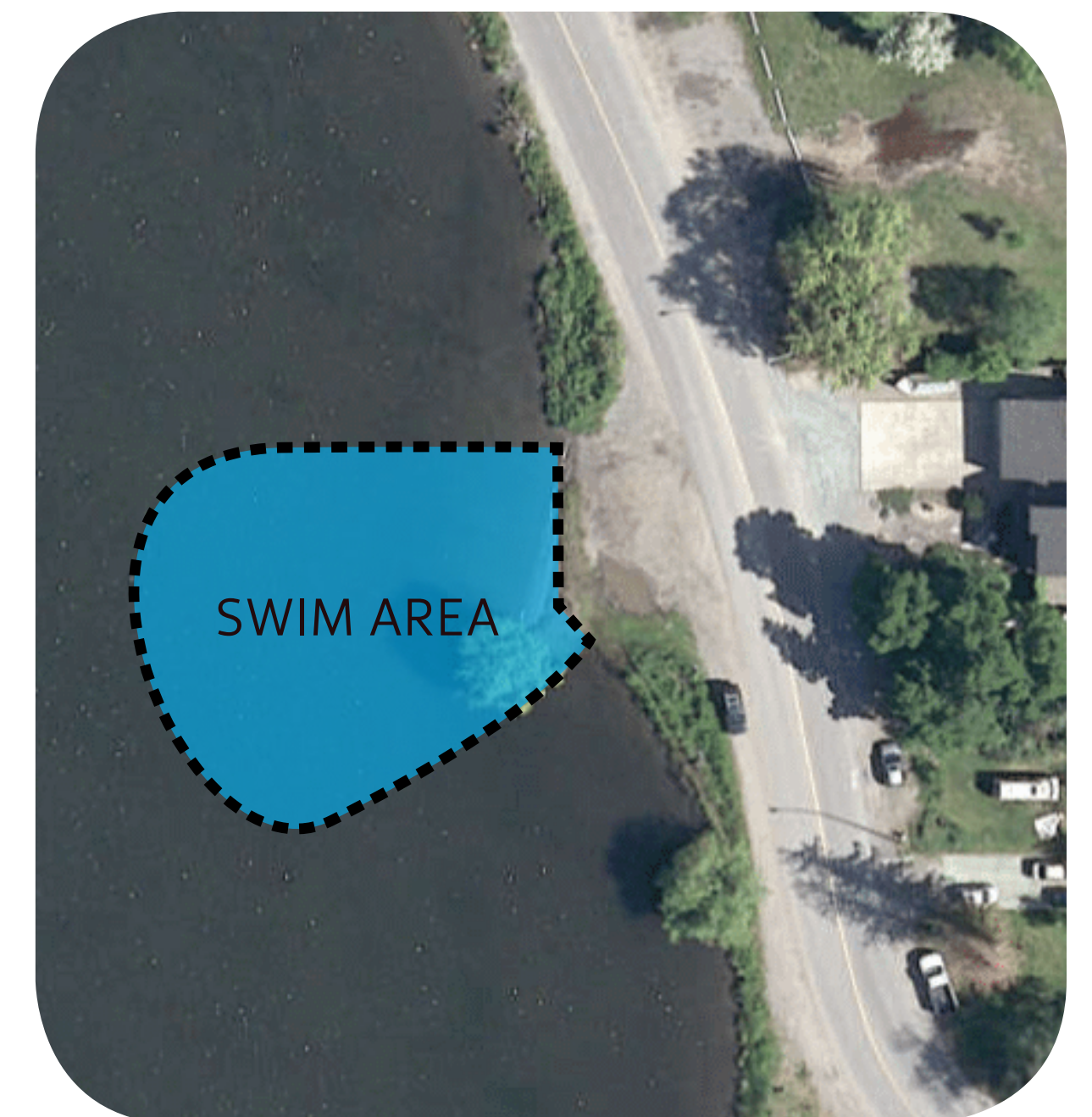




CONCEPTUAL OFF-LEASH BEACH PLAN

Poplar Point is a well liked north end destination. With access to Knox Mountain Park as well as Okanagan Lake, this location has become a well used area for people with and without dogs. The proposed concept aims to meet the need for fenced off-leash activities as well as to protect the newly installed erosion and riparian work completed last year.

- EXISTING SHORELINE EROSION CONTROL
- EXISTING/ PROPOSED RIPARIAN PLANTING
- PROPOSED 3' CHAIN LINK FENCE WITH GATE
- PROPOSED GARBAGE CAN, DOG BAG DISPENSER AND SIGNAGE
- BENCH SEATING
- EXISTING/ PROPOSED RIPARIAN PLANTING
- EXISTING SHORELINE EROSION CONTROL



DESIRED DOG SWIM AREA



# PROPOSED OFF-LEASH DOG BEACHES

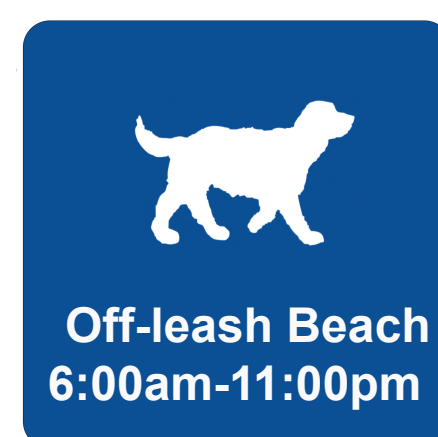
## Poplar Point Beach Access

June 7, 2016





## CONCEPTUAL OFF-LEASH BEACH PLAN



Lake Avenue Beach Access offers another downtown/central swim location for off-leash dogs. Located close to City Park and part of the extensive shared pathway network, this park experiences a lot of pedestrian and cyclist through traffic.

## DESIRED DOG SWIM AREA

# PROPOSED OFF-LEASH DOG BEACHES

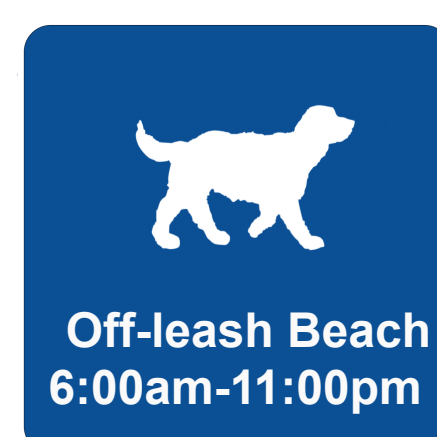
## Lake Avenue Beach Access

June 8, 2016





## CONCEPTUAL OFF-LEASH BEACH PLAN



Cedar Avenue presents a unique opportunity to provide an off-leash water access within the South Pandosy Village. Part of an existing park and beach access property, this park offers an off-leash beach with minimal disturbance to surrounding homes.

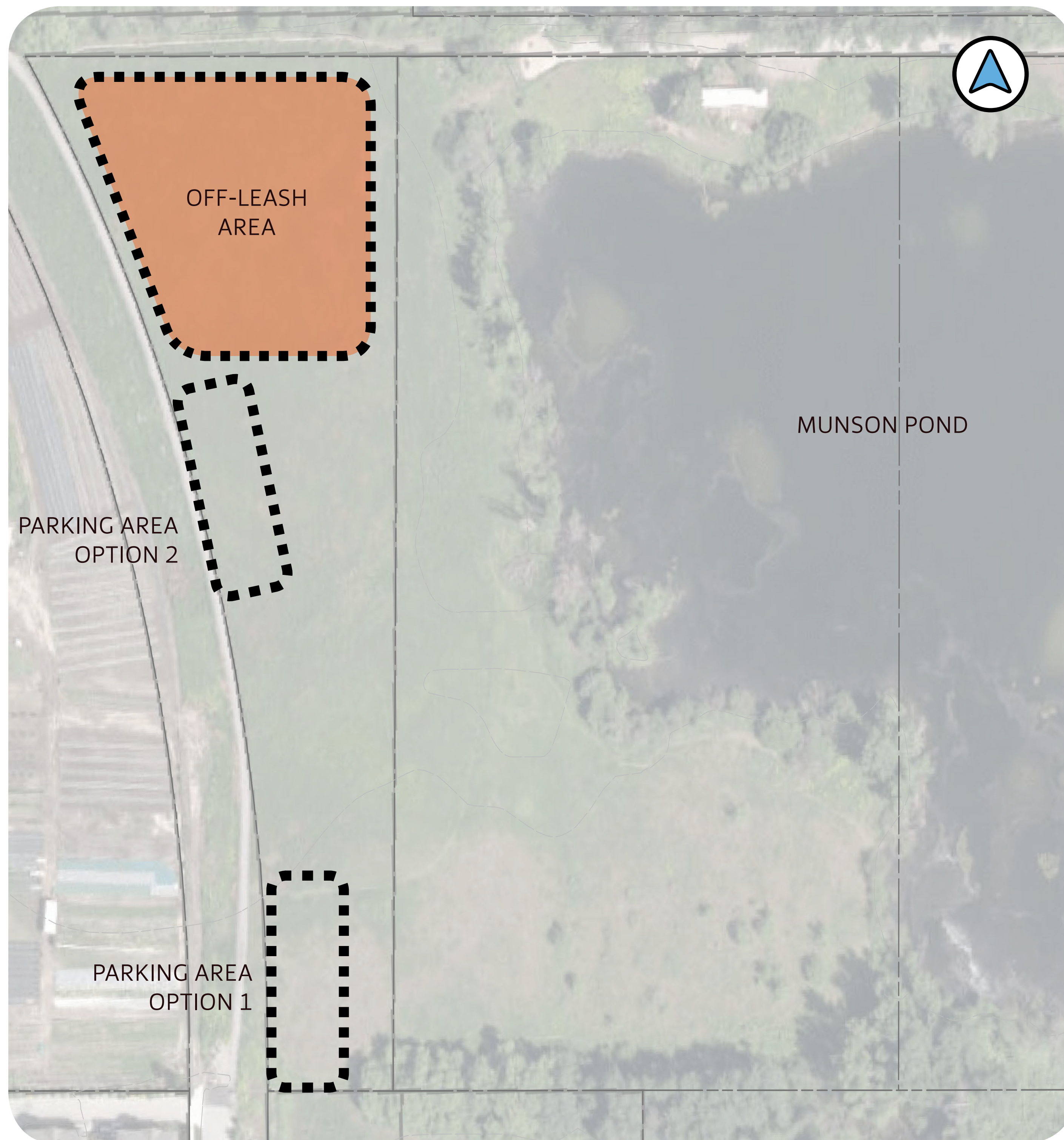
## DESIRED DOG SWIM AREA

# PROPOSED OFF-LEASH DOG BEACHES

## Cedar Avenue Beach Access

June 9, 2016





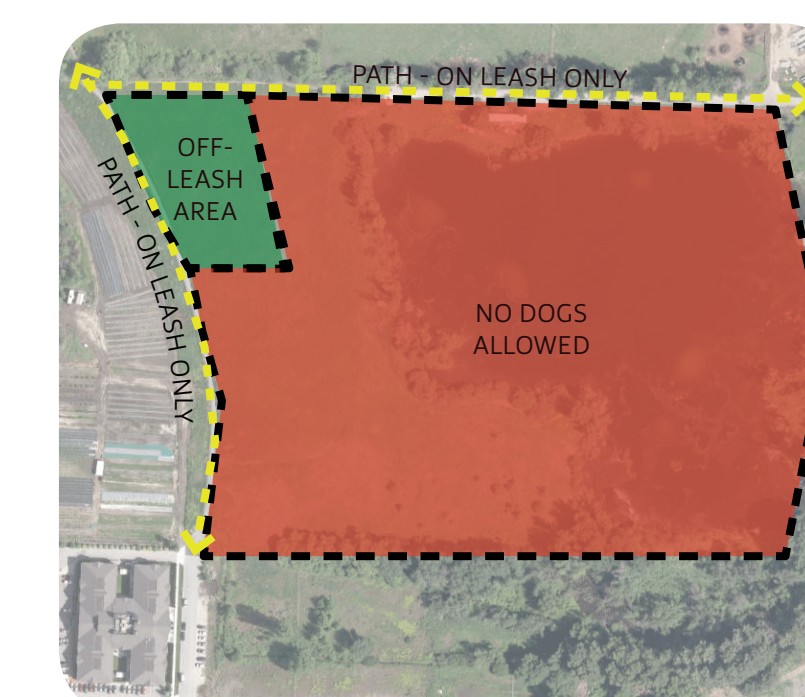
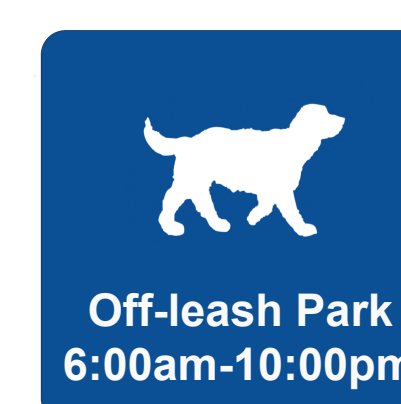
CONCEPTUAL OFF-LEASH PARK PLAN



## CONCEPTUAL OFF-LEASH PARK PLAN

Completed last year, Munson Pond is the latest in wetland restoration projects for the City of Kelowna. To the west of the pond are several fields that offer a potential location for an off-leash dog park that could be used during the construction of Rowcliffe Park.

This concept proposes an area of land located to the northwest of the pond to function as the fenced, off-leash area. This proposed design would retain a portion of the existing lands and create a substantial buffer zone between the off-leash area and the pond.

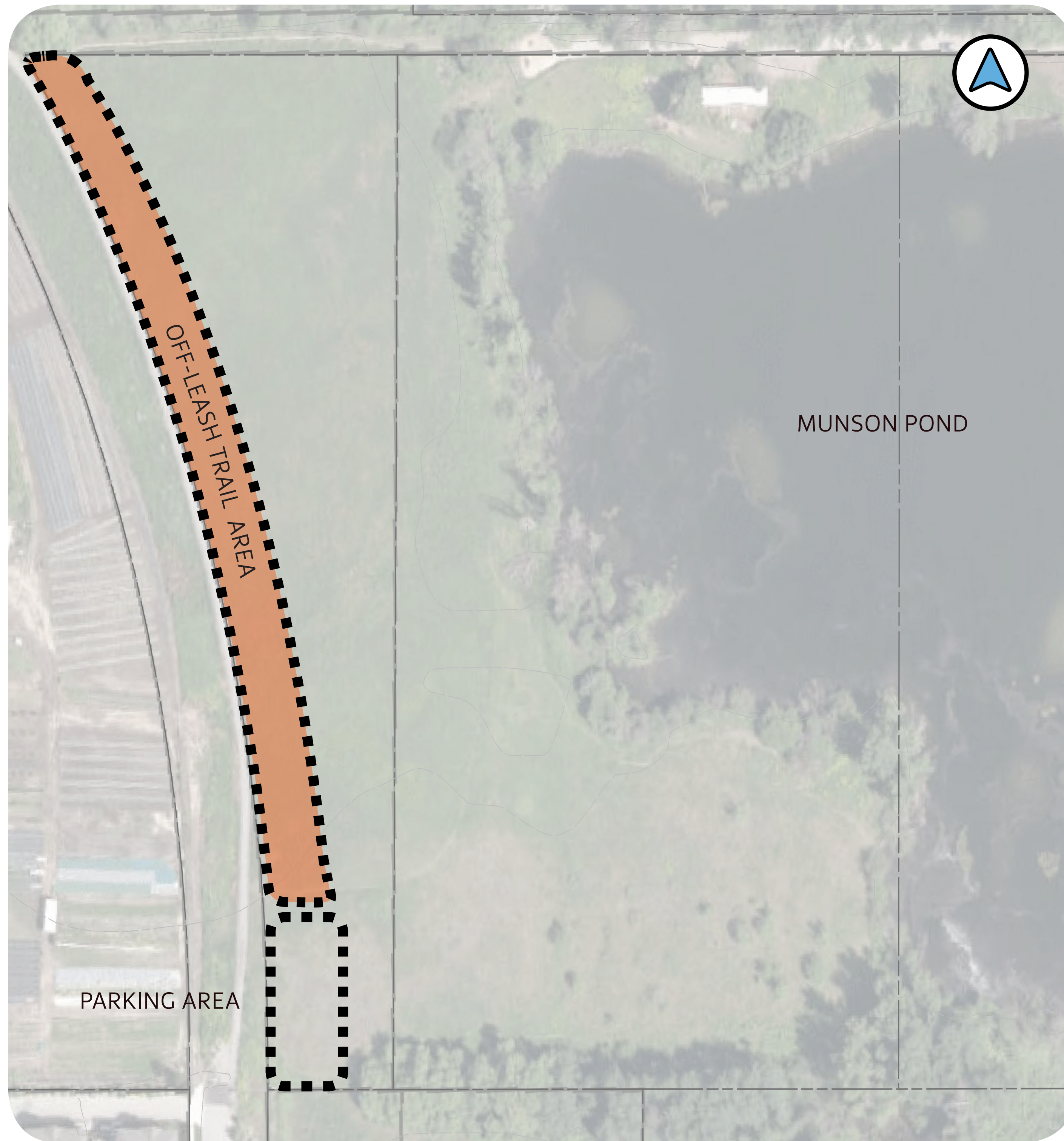


# PROPOSED OFF-LEASH DOG PARK

## Munson Pond

June 14, 2016





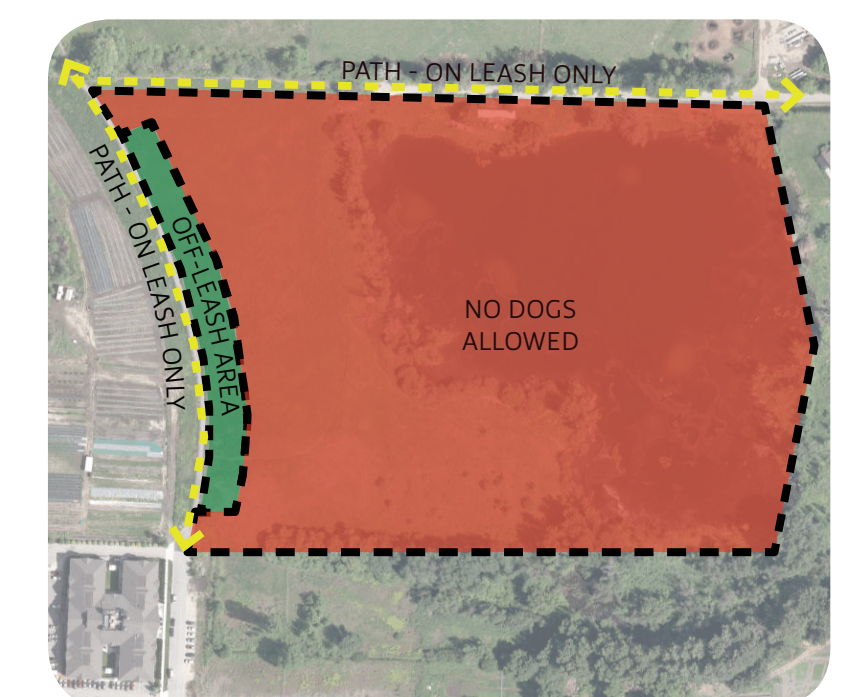
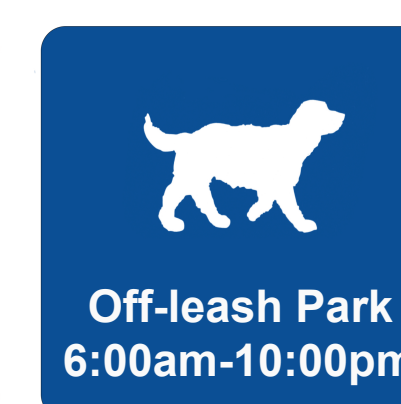
CONCEPTUAL OFF-LEASH PARK PLAN



## CONCEPTUAL OFF-LEASH PARK PLAN

Completed last year, Munson Pond is the latest in wetland restoration projects for the City of Kelowna. To the west of the pond are several fields that offer a potential location for a temporary off-leash dog park to be used during the construction of Rowcliffe Park

This concept proposes a long linear off-leash park that follows the existing pathway and creates a substantial buffer between the pond and the off-leash area.



# PROPOSED OFF-LEASH DOG PARK

## Munson Pond

June 14, 2016

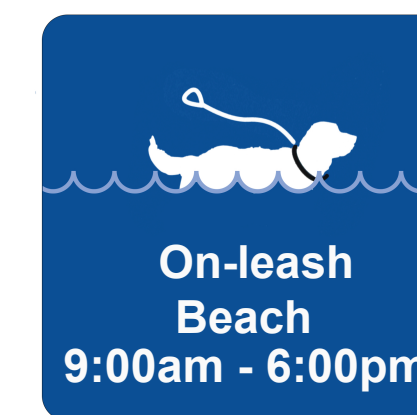




CONCEPTUAL OFF-LEASH BEACH PLAN

0m 0.5 1.0 2.0 3.0 4.0 5.0m

Downtown access to the water for dogs has been identified as a high priority based on the survey results. The proposed cooling beach at Sails Plaza aims to provide access for urban residents without impacting the high traffic and well used area surrounding the Sails and Bernard Avenue. Off-leash times would be limited to early morning and late evening to reduce possible conflicts during the busiest hours of the day.



EXISTING BUILDING

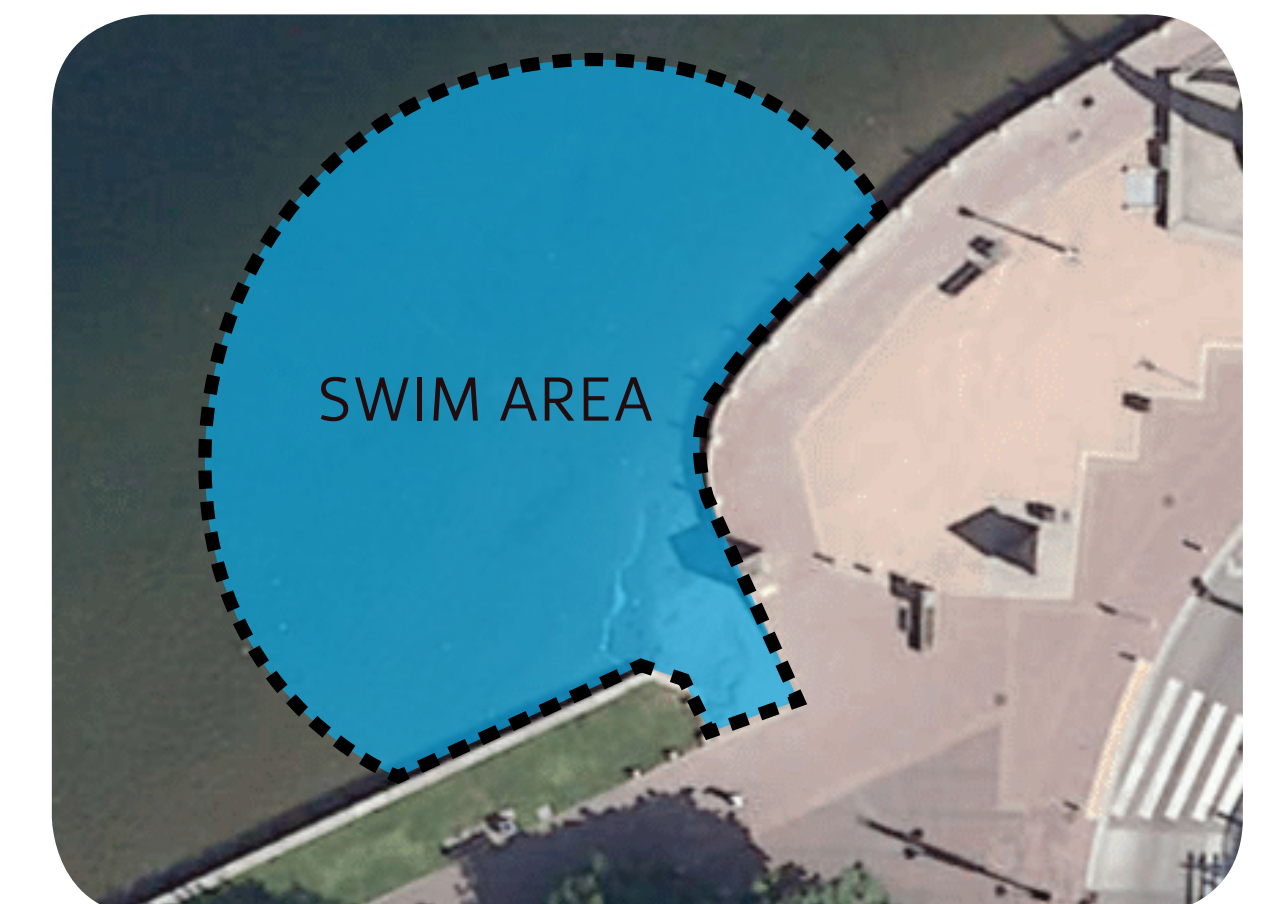
EXISTING BEACH

EXISTING PLANTER

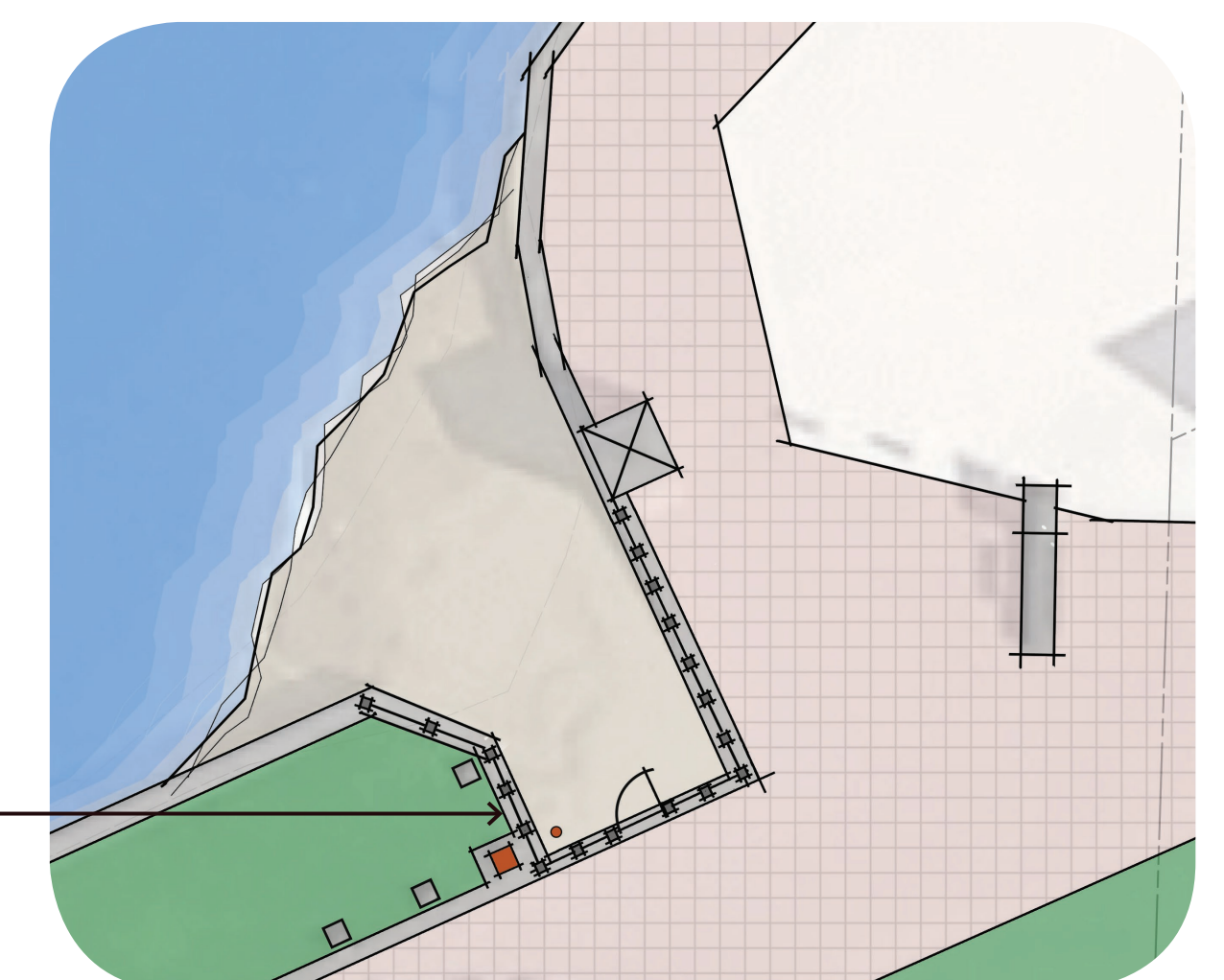
REGRADED BEACH  
ENTRANCE

PROPOSED GARBAGE CAN,  
DOG BAG DISPENSER AND  
SIGNAGE

3' METAL PICKET  
FENCE



DESIRED DOG SWIM AREA



FENCED OPTION

# PROPOSED OFF-LEASH DOG BEACHES

## Downtown Sails - Cooling Beach

June 8, 2016



# City of Kelowna

## Get involved and have your say



### Lake Avenue Beach Access Off-Leash Dog Beach Discovery Session

Wednesday, June 8  
4 p.m. – 6:30 p.m.

Lake Avenue Beach Access,  
128 McTavish Avenue (grass area in park)

These sessions are to gauge neighbourhood support, identify concerns and explore possible solutions.

Off-leash areas are subject to community input, Council approval and budget approval.

## Can't make the Discovery Session?



Community  
Discovery Session  
featuring all five  
potential locations

Kerry Park, 1480 Mill St,  
near the Sails

Wednesday, June 15  
4 p.m. – 6:30 p.m.



Online  
[getinvolved.kelowna.ca](https://getinvolved.kelowna.ca)  
June 7 - June 28

For more information  
on dog park public  
engagement, visit  
[kelowna.ca/parks](https://kelowna.ca/parks).



May 27, 2016



Dear Property Owner, Business or Tenant:

**Re: Off-leash Dog Beach Discovery Session**

The City of Kelowna is exploring the possibility of four new off-leash dog beaches and one off-leash dog park. These areas were selected based on the results from the statistically valid survey. Please see the attached map for the area of consideration near you.

We would like to invite you to attend a discovery session for this potential off-leash dog beach. This discovery session is for residents and property owners in the neighbourhood around Lake Avenue Beach Access to provide feedback and an opportunity to identify potential concerns.

Representatives from the City of Kelowna and consultants will be on hand to collect feedback and answer questions.

Date: Wednesday, June 8  
Time: 4:00 p.m. to 6:30 p.m.  
Location: Lake Avenue Beach Access, 128 McTavish Avenue

If you are unable to attend the discovery session, you are encouraged to get involved by viewing information boards, and providing your feedback online at [getinvolved.kelowna.ca](http://getinvolved.kelowna.ca) from June 7 until June 28.

There will also be a community session with information about all potential locations on June 15 from 4 to 6:30 p.m. in Kerry Park, 1480 Mill Street.

All proposed off-leash areas are subject to community input, Council approval and budget approval.

For more information about dog parks and the public engagement process, including the results of the statistically valid survey, visit [kelowna.ca/parks](http://kelowna.ca/parks).

Sincerely,

Robert Parlane, Architect AIBC  
Park and Building Planning Manager  
City of Kelowna

**Proposed Location: Lake Avenue Beach Access**



May 27, 2016



Dear Business Owner or Manager:

**Re: Off-leash Dog Beach & Park Discovery Session**

The City of Kelowna is exploring the possibility of four new off-leash dog beaches and one off-leash dog park: Cedar Avenue Beach Access, Lake Avenue Access, Poplar Point Drive Beach Access, “mini” beach near the Sails Plaza and Munson Pond Park. These areas were selected based on the results from the statistically valid survey.

We would like to invite you to attend a discovery session for these potential off-leash dog beaches and park. The discovery session is for all residents and businesses to provide feedback as well as an opportunity to identify potential concerns and look at possible solutions.

Representatives from the City of Kelowna and consultants will be on hand to collect feedback and answer questions.

Date: Wednesday, June 15  
Time: 4:00 p.m. to 6:30 p.m.  
Location: Kerry Park, 1480 Mill Street

If you are unable to attend the discovery session, you are encouraged to get involved by viewing information boards, and providing your feedback online at [getinvolved.kelowna.ca](http://getinvolved.kelowna.ca) from June 7 until June 28.

All proposed off-leash areas are subject to community input, Council approval and budget approval.

For more information about dog parks and the public engagement process, including the results of the statistically valid survey, visit [kelowna.ca/parks](http://kelowna.ca/parks).

Sincerely,

Robert Parlane, Architect AIBC  
Park and Building Planning Manager  
City of Kelowna

# Off-Leash Dog Area Discovery Session

## Page 1

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### Off-Leash Dog Area Discovery Session

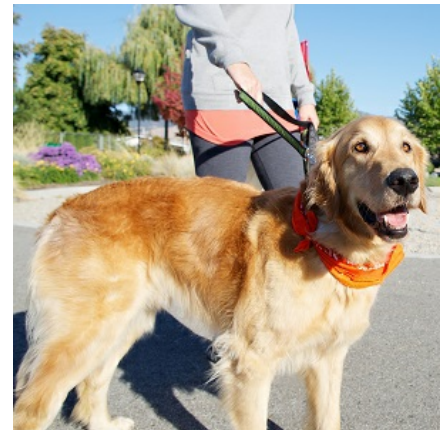
The City is currently undergoing a public consultation process to inform a long-term dog park management plan. Insight gained from the statistically valid survey, online feedback and discovery sessions will help the City make decisions regarding off-leash and on-leash areas.

#### Discovery Session

Potential priority locations that were identified in the statistically valid survey will have neighbourhood consultations. The purpose of these sessions will be for residents to provide feedback on proposed locations. It's also an opportunity to identify potential concerns and look at possible solutions.

Proposed locations for an off-leash dog beach that are being explored in 2016:

- Downtown
  - "mini" beach near the Sails Plaza for a cooling off opportunity
  - Lake Avenue Beach Access
- North End/North Kelowna
  - Poplar Point Drive Beach Access
- Pandosy/KLO
  - Cedar Avenue Beach Access



Proposed location for an off-leash dog park that are being explored in 2016:

- Pandosy/KLO
  - Munson Pond Park, western field area (not including the riparian area and the recently constructed pond perimeter trail as this area is environmentally sensitive)

While neighbourhood based discovery sessions will be hosted with adjacent neighbours and stakeholders in each proposed area, the City will be hosting a community wide session for residents to learn about all proposed locations.

**Date: Wednesday, June 15**

**Time: 4:00 p.m. to 6:30 p.m.**

**Location: Kerry Park, 1480 Mill Street, near the Sails.**

Residents unable to attend the discovery session are encouraged to get involved by viewing the information boards and providing feedback online at [getinvolved.kelowna.ca](https://getinvolved.kelowna.ca) from June 7 until June 28.

All proposed off-leash areas are subject to community input, Council approval and budget approval.

### **Park Development**

Once potential sites for off-leash dog parks and/or dog beaches have been approved by Council and prioritized, each park will have to: be scoped, have cost estimates prepared; and be subject to the same budget approval process as other City projects.

For more information about off-leash dog area, and to see the results of the statistically valid survey, visit [kelowna.ca/parks](https://kelowna.ca/parks) under Dogs in Parks.

1. Do you live or work nearby one of the proposed locations (approximately a 10-minute walking distance)

YesNo

If yes, please specify which location

Type here

2. Do you support or oppose the possibility of having an off-leash dog area at:

	Support	Oppose
"Mini" beach near the Sails Plaza	<input type="checkbox"/>	<input type="checkbox"/>
Poplar Point Drive Beach Access	<input type="checkbox"/>	<input type="checkbox"/>
Cedar Avenue Beach Access	<input type="checkbox"/>	<input type="checkbox"/>
Lake Avenue Beach Access	<input type="checkbox"/>	<input type="checkbox"/>
Munson Pond Park	<input type="checkbox"/>	<input type="checkbox"/>

3. Please identify your main concern, if any, with an off-leash dog area:

☐ Cleanliness (e.g. dog fouling)



☐ Parking

☐ Noise

☐ Conflict with the other park uses, please specify

Type here

☐ Conflict with wildlife or natural areas

☐ No concerns

☐ Other, please specify...

Type here

4. If you are a dog owner, please indicate how often your dog would use the off-leash area at:

Non-dog owners can skip this question

	Daily	Weekly	Monthly	Never
"Mini" beach near the Sails Plaza	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poplar Point Drive Beach Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cedar Avenue Beach Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lake Avenue Beach Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Munson Pond Park	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you answered "Never" to any of the above, please indicate why

Type here

5. Did the information in the online display panels help you understand the scope of the project?

Display panels can be found online at [getinvolved.kelowna.ca](http://getinvolved.kelowna.ca)

- ☐ Yes
- ☐ No
- ☐ Did not review the panels

6. Was the information presented in a format that was understandable?

- ☐ Yes
- ☐ No
- ☐ Did not review the panels

7. Did the material present enough information for you to provide an informed opinion on the nature of this project?

- ☐ Yes
- ☐ No
- ☐ Did not review the panels

If No, what type of information should have been included?

Type here

8. How did you hear about the Discovery Session?

☐ Newspaper

☐ Radio News

☐ TV News

☐ Online News

☐ Word of Mouth

☐ City in Action in Kelowna Capital News

☐ Signage

☐ kelowna.ca

☐ Other, please  
specify...

Type here

9. Please make any additional comments on the project in the space below:

Type here

# Exit Survey

Sample: In-Person Discovery Session Survey  
Each location had the same survey tailored to the specific location in question.



## Fetching Feedback for Off-leash Dog Areas

### Tuesday, June 14 - Munson Pond Park

1. Do you live or work in the immediate vicinity of this area? (approx. a 10-minute walking distance)  
☐ Yes      ☐ No
2. How often do you currently visit this area?  
☐ Daily      ☐ Weekly      ☐ Monthly      ☐ Never
3. Do you support or oppose the possibility of having an off-leash dog park at Munson Pond Park?  
☐ Strongly support  
☐ Support  
☐ Support, if acceptable solutions are found for concerns  
☐ Oppose  
☐ Strongly oppose
4. Please identify your main concern, if any, with an off-leash dog park at Munson Pond Park?  
☐ Cleanliness (e.g. dog fouling)      ☐ Parking      ☐ Noise  
☐ Conflict with other park uses; please specify \_\_\_\_\_  
☐ Conflict with wildlife or natural areas  
☐ No concerns      ☐ Other: \_\_\_\_\_
5. Does your household have a dog or dogs?  
☐ Yes      ☐ No
6. If you are a dog owner, please indicate how often your dog would use this off-leash area  
☐ Daily      ☐ Weekly      ☐ Monthly      ☐ Never  
  
If never, why not?  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_
7. Did the information at today's Discovery Session help you understand the scope of the project?  
☐ Yes      ☐ No

(More questions on reverse)

8. Was the information presented in a format that was understandable?

☐ Yes      ☐ No

9. Did the material present enough information for you to provide an informed opinion on the nature of this project?

☐ Yes      ☐ No

If No, what type of information should have been included?

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10. How did you hear about the Discovery Session?

☐ News Coverage:      \_\_\_ Newspaper   \_\_\_ Radio   \_\_\_ TV   \_\_\_Online

☐ Word of Mouth      ☐ Advertisement(s)      ☐ City email      ☐ kelowna.ca

☐ Signage ☐ Other (please specify)\_\_\_\_\_

11. Please make any additional comments on the project in the space below:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



# Online Feedback Summary

## Off-Leash Dog Parks

Collected June 7 until June 28, 2016

Total Online Forms  
Submitted:  
247

1. Do you live or work nearby one of the proposed locations (approximately a 10-minute walking distance)

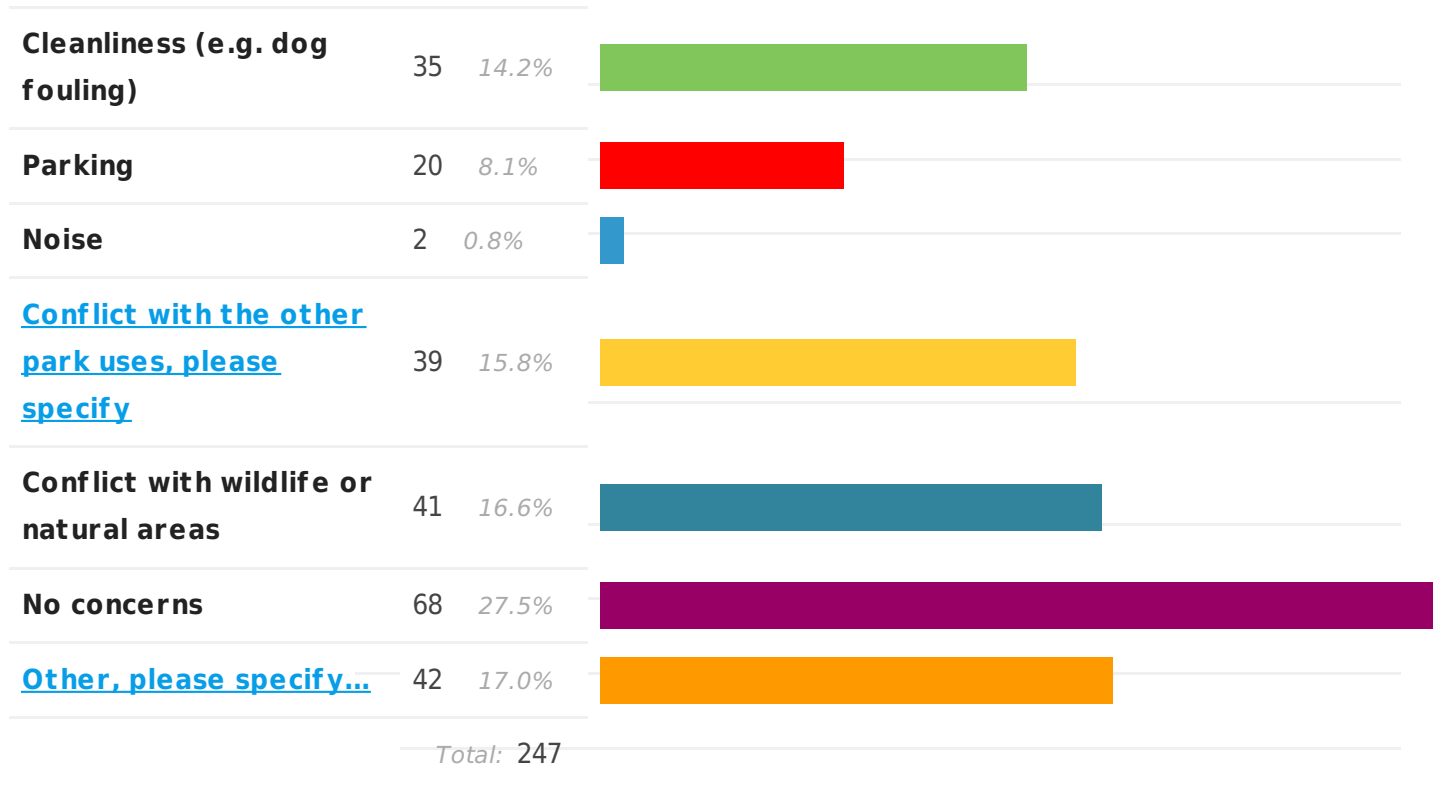
Response	Count	
<b>Yes</b>	149 62.1%	
<b>No</b>	91 37.9%	
<i>Total: 240</i>		

2. Do you support or oppose the possibility of having an off-leash dog area at:

Variable	Support	Oppose	
<b>"Mini" beach near the Sails Plaza</b>	147 69.3%	66 31.1%	<i>Total: 212</i>
<b>Poplar Point Drive Beach Access</b>	163 79.1%	43 20.9%	<i>Total: 206</i>
<b>Cedar Avenue Beach Access</b>	156 77.6%	45 22.4%	<i>Total: 201</i>
<b>Lake Avenue Beach Access</b>	142 64.5%	78 35.5%	<i>Total: 220</i>
<b>Munson Pond Park</b>	148 68.8%	68 31.6%	<i>Total: 215</i>



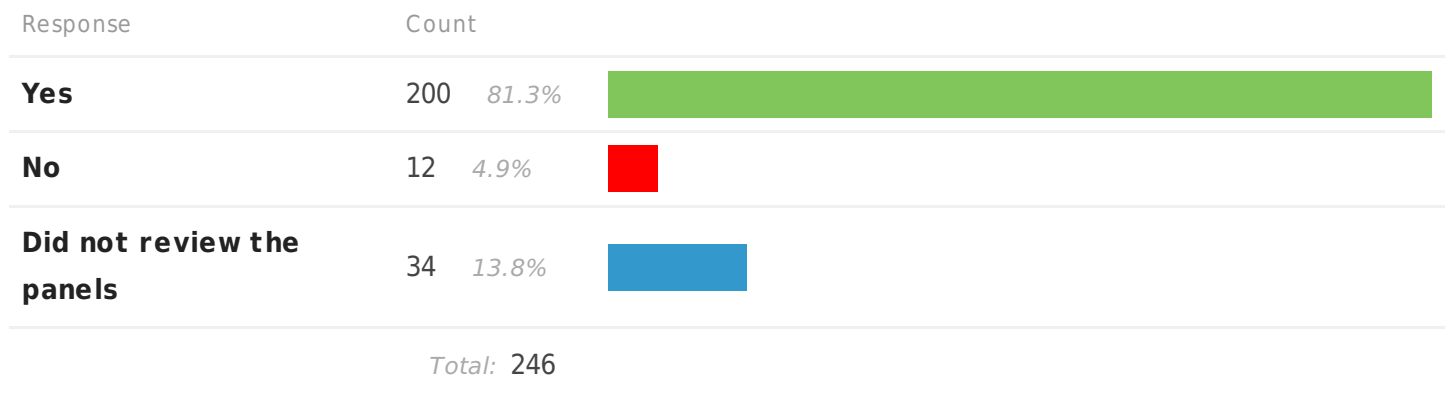
3. Please identify your main concern, if any, with an off-leash dog area:



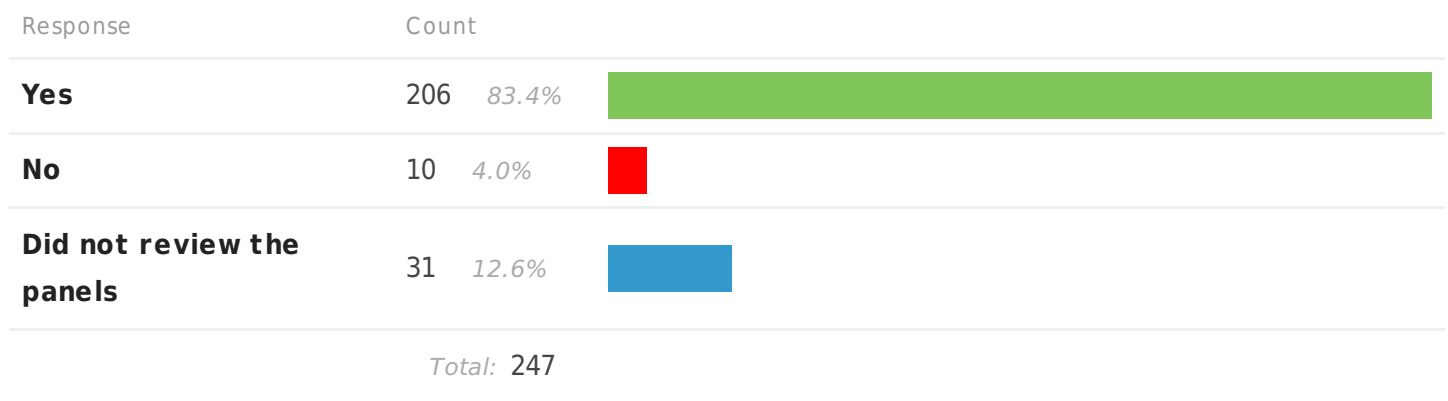
4. If you are a dog owner, please indicate how often your dog would use the off-leash area at:

Variable	Daily	Weekly	Monthly	Never	
<b>"Mini" beach near the Sails Plaza</b>	10 6.9%	47 32.6%	45 31.3%	43 29.9%	<i>Total: 144</i>
<b>Poplar Point Drive Beach Access</b>	18 12.9%	47 33.6%	49 35.0%	31 22.1%	<i>Total: 140</i>
<b>Cedar Avenue Beach Access</b>	31 21.5%	43 29.9%	36 25.0%	36 25.0%	<i>Total: 144</i>
<b>Lake Avenue Beach Access</b>	29 19.0%	49 32.0%	32 20.9%	45 29.4%	<i>Total: 153</i>
<b>Munson Pond Park</b>	15 10.9%	26 18.8%	44 31.9%	56 40.6%	<i>Total: 138</i>

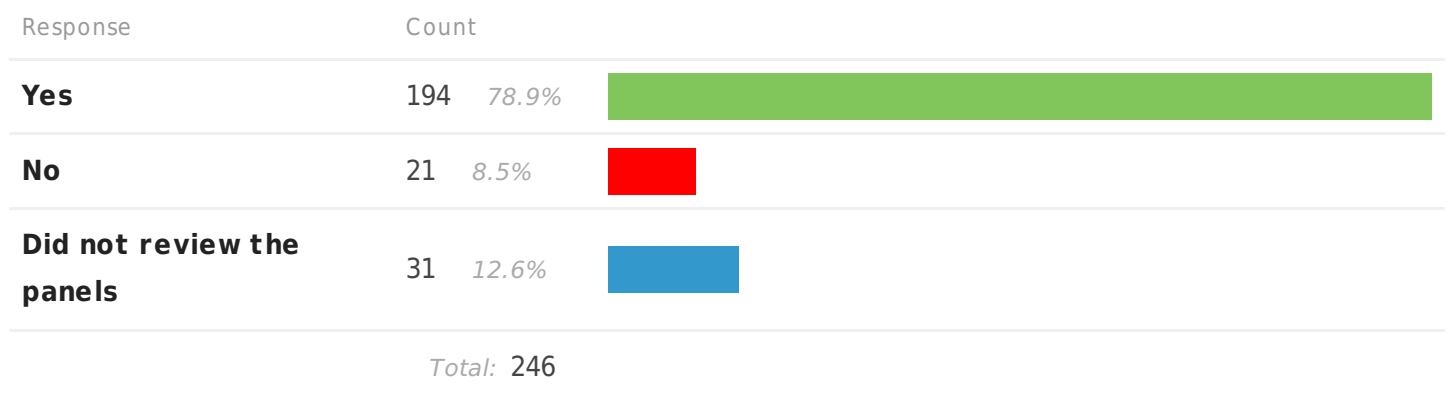
5. Did the information in the online display panels help you understand the scope of the project?



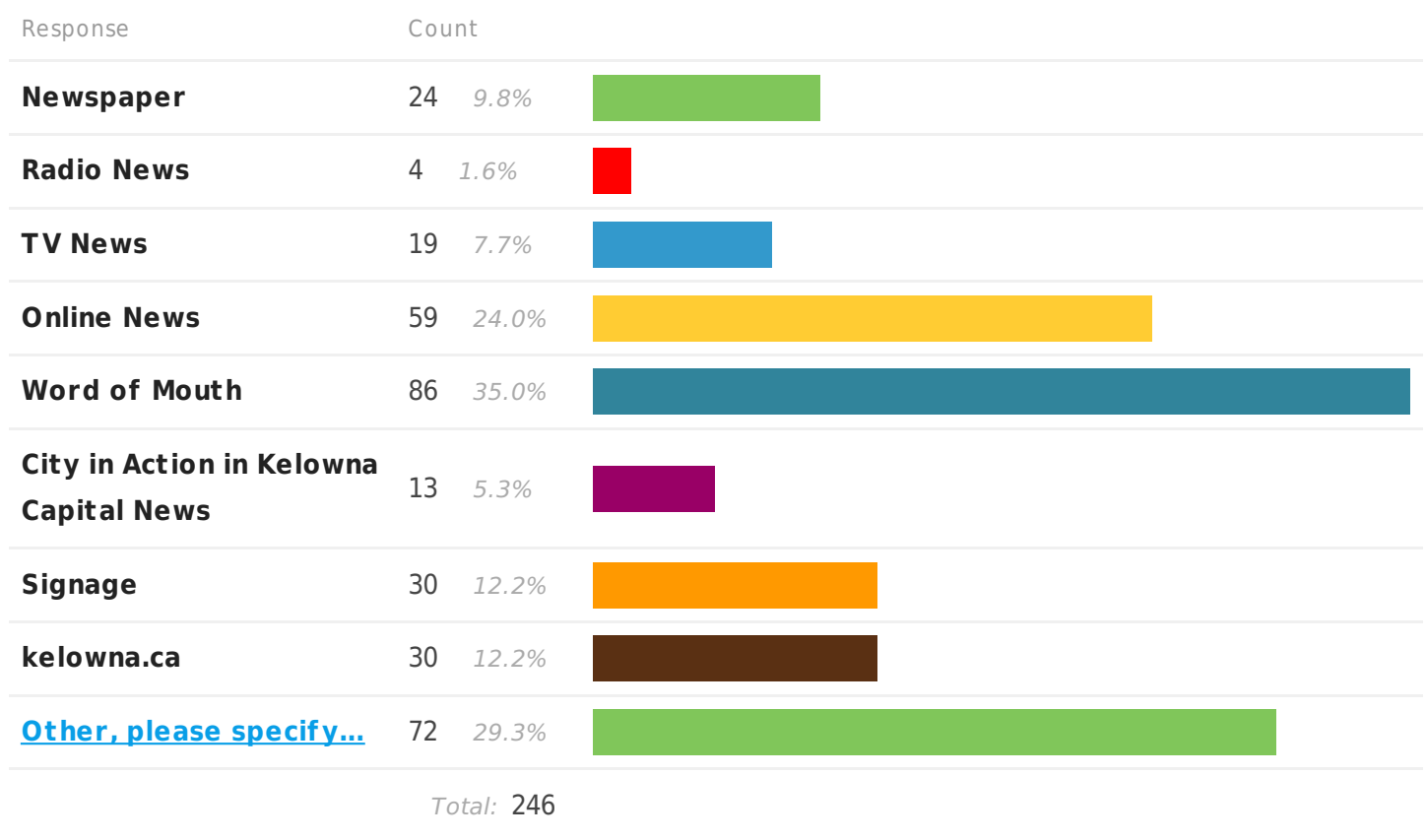
6. Was the information presented in a format that was understandable?



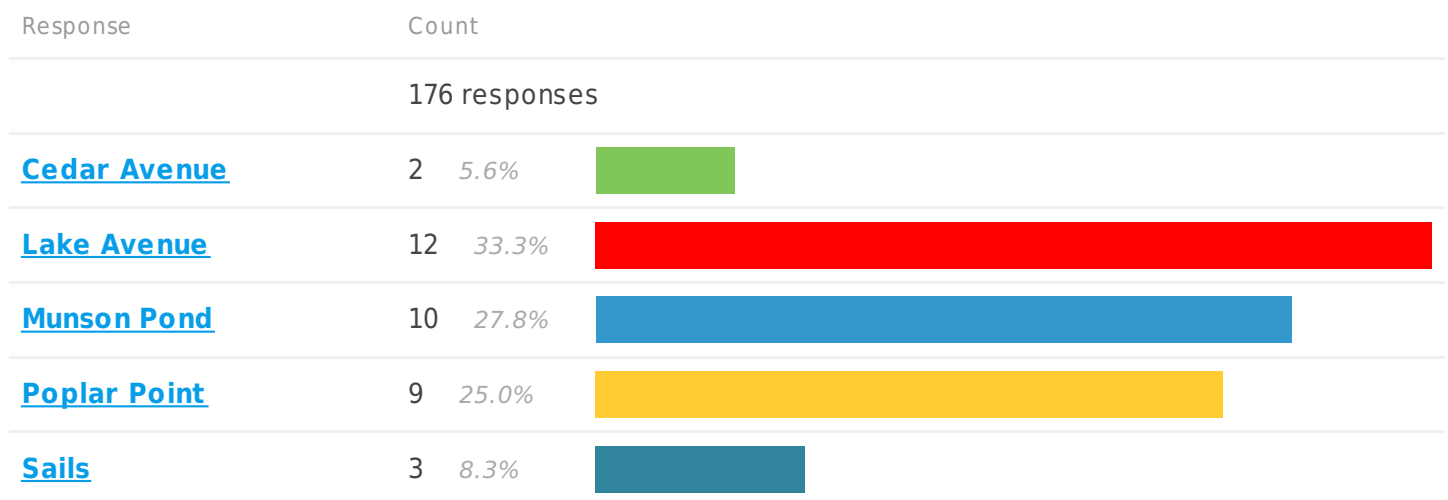
7. Did the material present enough information for you to provide an informed opinion on the nature of this project?



## 8. How did you hear about the Discovery Session?



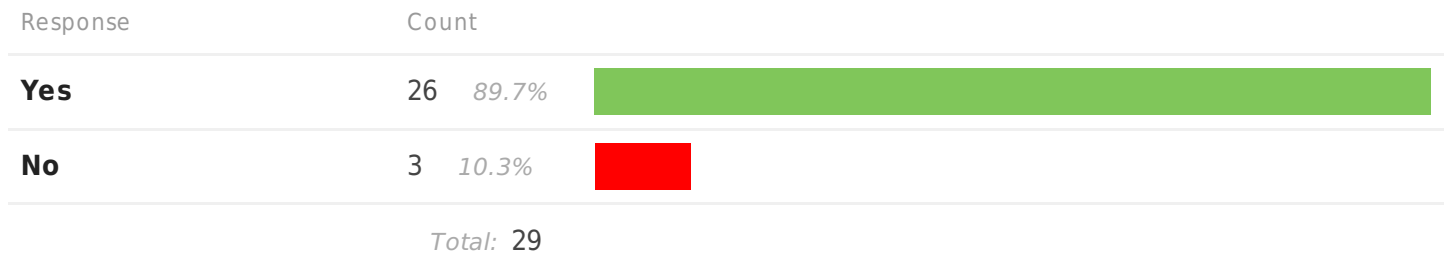
## 9. Please make any additional comments on the project in the space below:



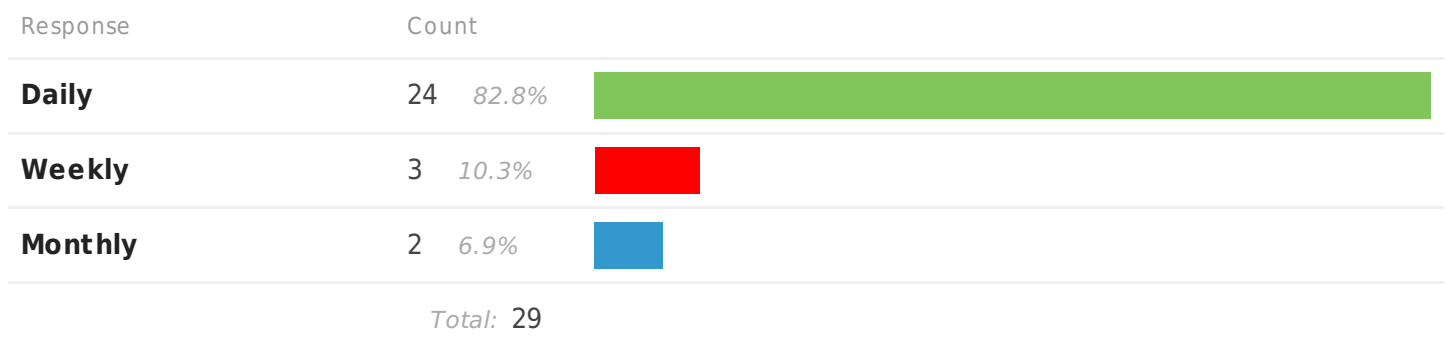
## Poplar Point - In-Person Exit Surveys collected at Discovery Session

Total number of exit surveys submitted: 29

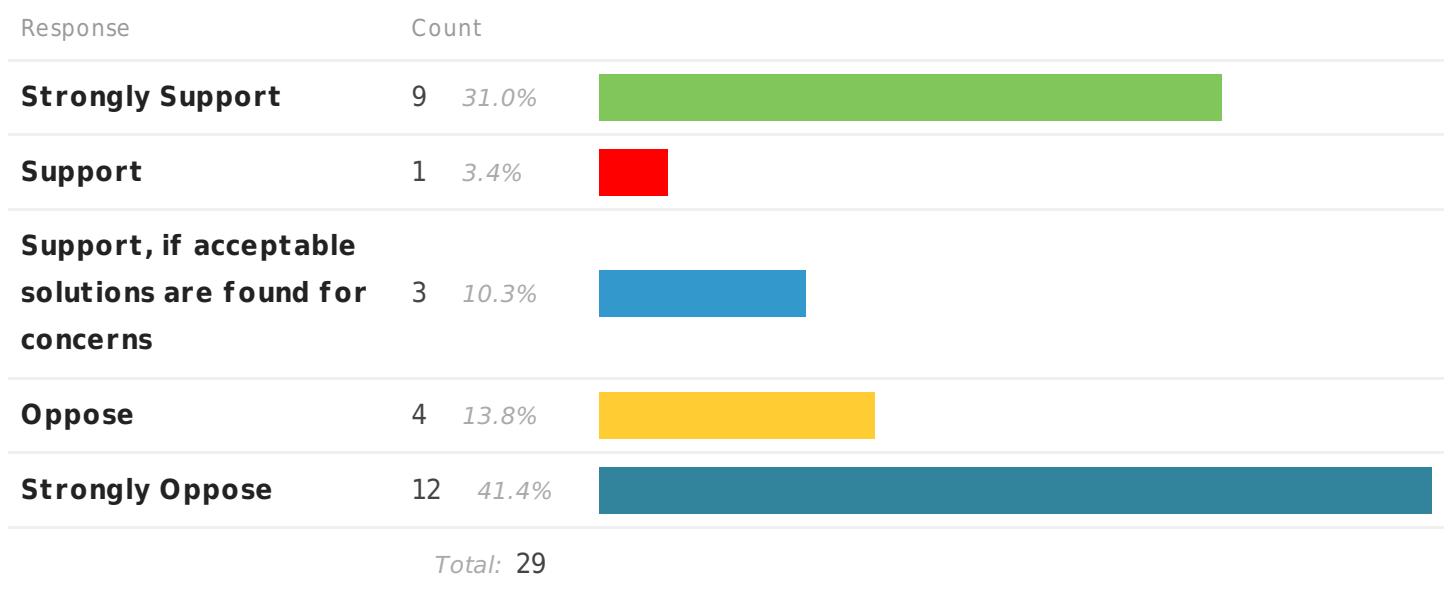
Do you live or work in the immediate vicinity of this area? (approx. a 10-minute walking distance)



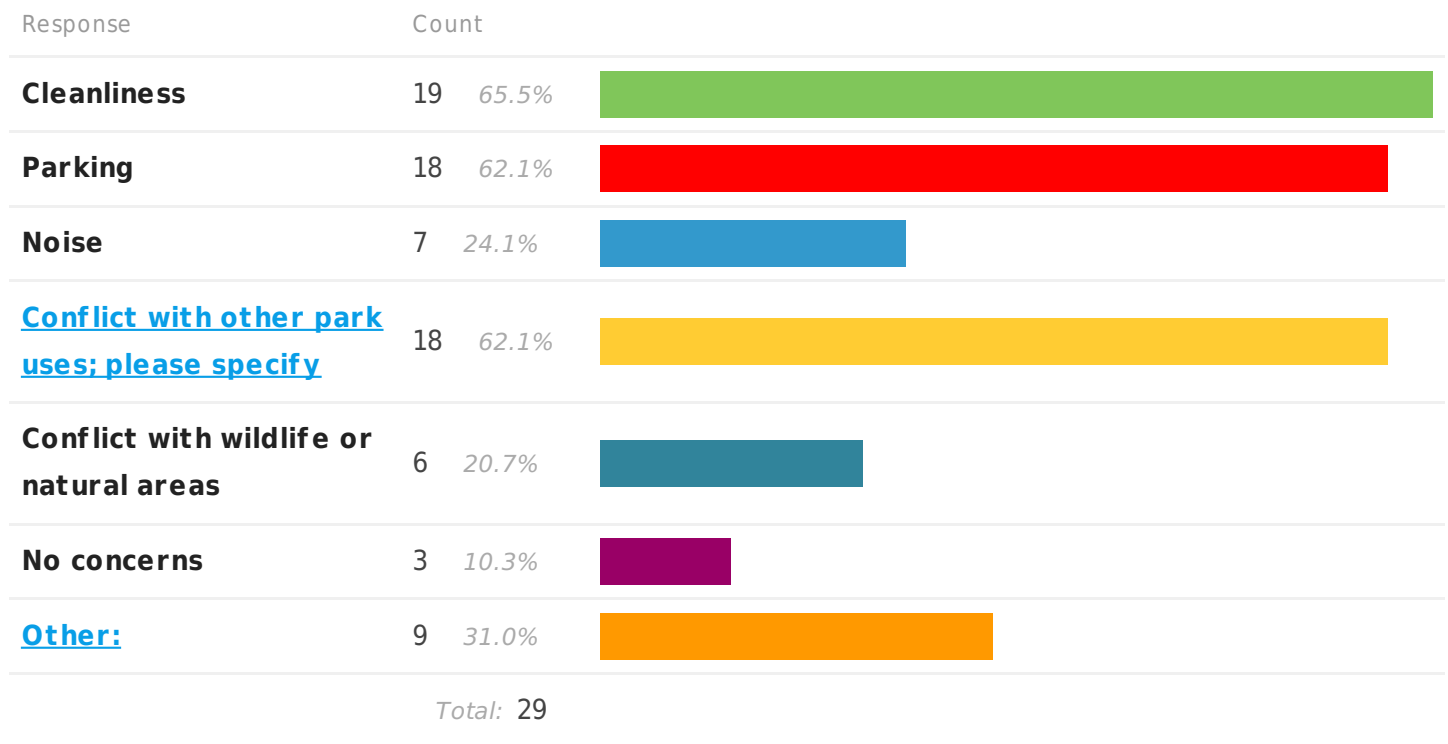
How often do you currently visit this area?



Do you support or oppose the possibility of having an off-leash dog beach at Poplar Point Drive Beach access?



Please identify your main concern, if any, with an off-leash dog beach at Poplar Point Drive Beach Access.



Conflict with bike path

If it is the only location, it will have too much uptake and cause congestion, parking, etc.

Too small - needf 100 yds of water access

People with dogs, littering, smoking

Abuse of dogs by owners

Car doors slamming, dog fights, people yelling

One of the few areas handicapped and wheelchair bound can access water - highly used for that.

Families without dogs might be a bit threatened to use area

It's very well-used already. I have a personal bias - I very much dislike dogs running at me off-leash and it seems some dog owners thing dogs are more important than people and they get pushy. A comment - The City doesn't have to be building around teh waterfront so much so as to reduce green areas and act like it's then urgent to use our area for dogs.

Kayak, canoers not allowed small boats high use area

Beach-goers/boats/playground and children using the park with dogs

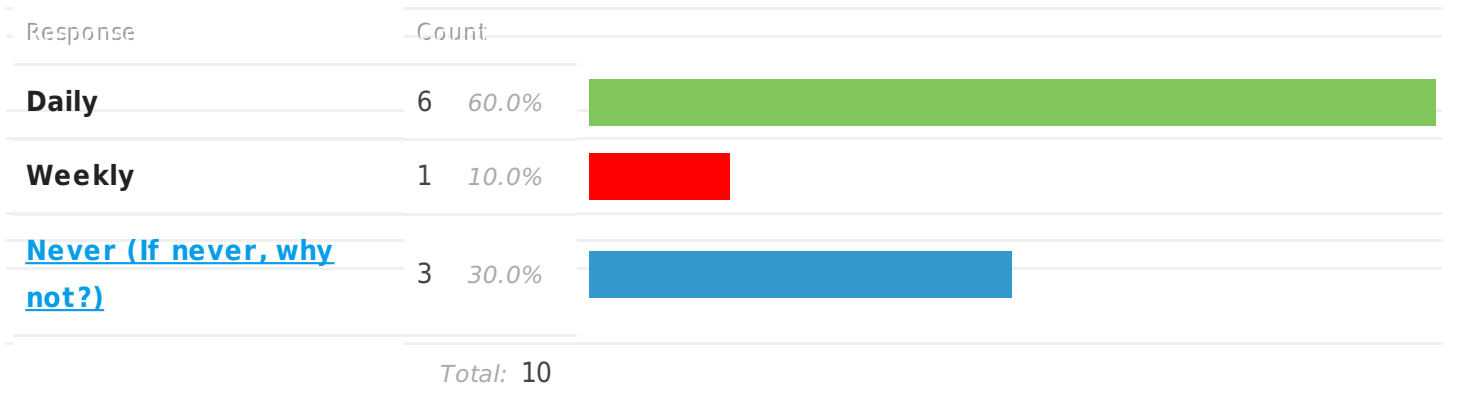
Lots of walkers and runners, with or without dogs, bicycles and growing number of kayaks/canoes being launched.

Disc golf course is very popular. Please do not remove for parking.

### Does your household have a dog or dogs?



### If you are a dog owner, please indicate how often your dog would use this off-leash area

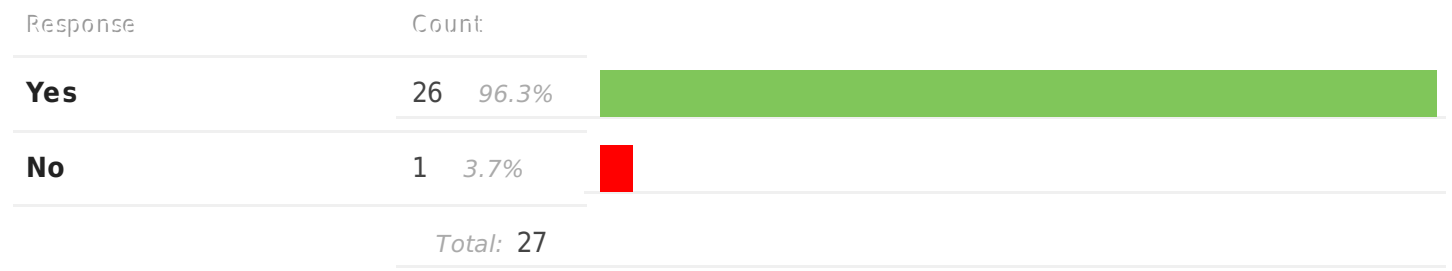


My dog has a yard in which to run and I walk her on leash twice daily.

My dog doesn't like water

She's not good with other dogs - little dog syndrome

### Did the information at today's Discovery Session help you understand the scope of the project?

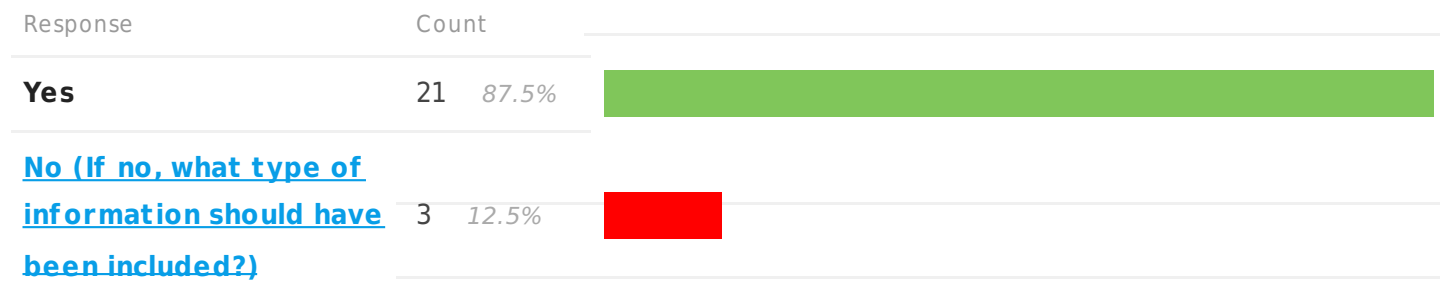


### Was the information presented in a format that was understandable?





Did the material present enough information for you to provide an informed opinion on the nature of this project?

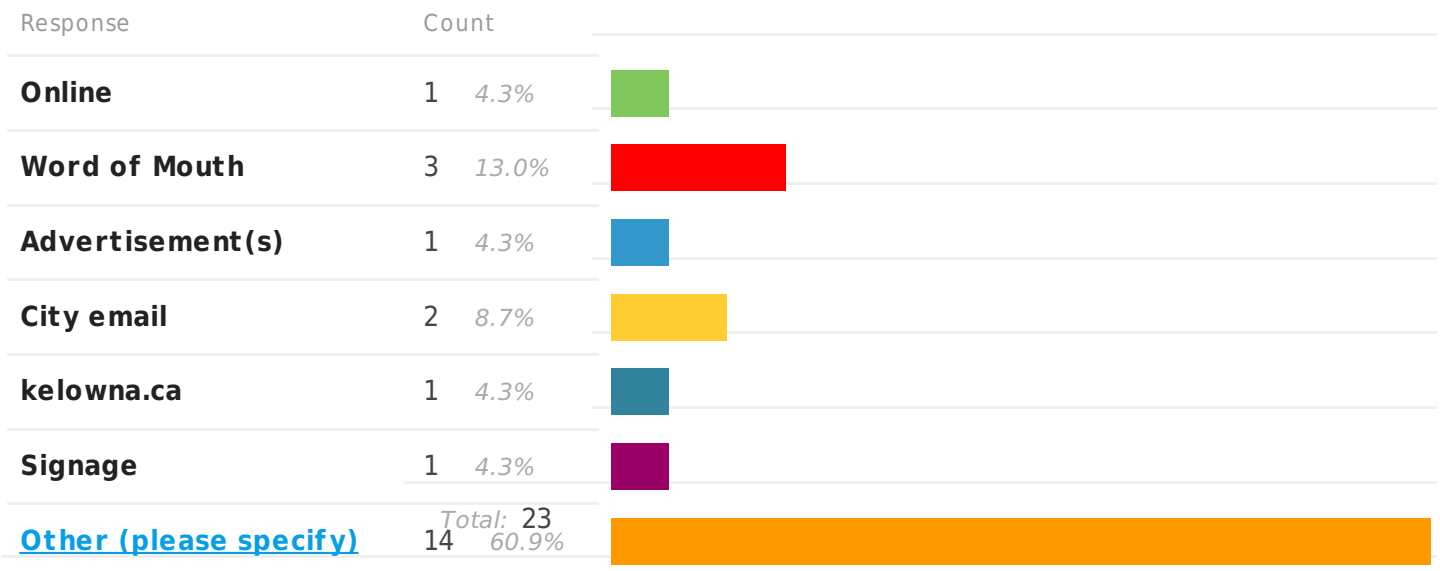


Not practical to handle numbers of dogs and handlers

Parking was not really addressed so resident only parking passes should be permitted.

Additional information about parking options for each visitors. Sutherland Park and Knox Mountain Park are very busy and parking is already low in supply.

How did you hear about the Discovery Session?



---

Walk by

---

Mail out to our house

---

letter

---

Letter to my house

---

Notice in the mail

---

Notice in the mail

---

Mail

---

flyer circulated

---

Mail box

---

Group emails

---

Notice in mail

---

I think our family got a letter

---

Walked by

---

Please make any additional comments on the project in the space below:

Response

Count

19 responses

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Major concern: Conflict on Poplar Pt Drive with traffic vs dogs and cars

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Many small boats, seadoos go out from Sutherland Park - even today (Tues, 4:30 pm, Jun 7)

2 smaller boats, 2 seadoos putting in off Sutherland Park.

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Where would the kayak/canoe people park and put in?

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Being a member of the Neighbourhood Association we have heard about the problems created when part of the park was a dog park before as it was the only one. The traffic increased substantially. It will only be worse now considering the increased amount of traffic using Knox Mountain and putting their boats in the water. Recommend opening at least 3 dog beaches at the same time to improve city wide access.

---

Am glad you are collecting options for it: not uncommon to have 6 dogs or more in the water at one time.

Right now is only the start of summer visitors. I am hoping that as you make more presentations you will come to understand that a far larger area needs to be created to be practical.

Please, we have grown into a beautiful family area. Dogs numerous times have been let loose and chased children in the park. Stop using North End as Kelowna's wasteland.

The congestion the off-leash park will create with boaters and other park users is a great concern. There are already conflicts in the park with users who bring dogs and others.

Our area is junky enough. The dog park would complete the junky way it is going.

There has been provisions made to keep the geese out of the park. Now the City wants to let dogs go free which would create much more mess.

Also, the dog owners would be littering and throwing cigarette butts on the ground.

I feel parking would be a problem plus people and dogs would be walking and standing all over the road.

Nola Roy, 354 Poplar Pt Drive

The area needs to work for kayakers as well as dogs. Parking is a concern. Advertising it as a dog park would only encourage additional traffic to the neighbourhood.

- Wrong placement of off-leash dog swimming area.
  - Poplar Pt is a busy road, very narrow, etc., so more traffic is ridiculous
  - The park is well-used for hikers/joggers/kayakers/canoers and neighbourhood children for swimming access.
  - The beach area adjacent to the mill, as it is not acceptable for people to swim, would be a more logical location for dogs swimming and extra cars would not be driving on Poplar Pt.
- 
- If it will be a dog park, restrict hours (7:00 - 9:00)
  - Enforce parking, not on corners, away from signs, etc.
  - Parking and noise biggest problem
  - There is no sidewalk for walkers, people with mobility issues, and small children.

DOGS COULD INTERFERE; COULD BE VERY DANGEROUS

Poplar Pt is the best solution in my opinion. I don't think the money spent to beautify the area (although I understand the erosion part) was thought through. Now the dog park would be too small to accommodate - after work and weekends. Contrary to opposing concerns - there is more than ample space for people with and without dogs. The lake is unsuitable for swimming and even dogs get swimmers itch.

It would be wonderful to hike with my dog and swim after 'legally'. Please, please help us with a secondary space to swim our dogs.

PS - I too am a kayaker and paddle boarder. There is more than ample space for us to launch our equipment.

---

Area is located on tight corner. On any given weekend day in summer you cannot buy a parking spot; that is how scarce they are. Use of Knox has hugely escalated these past 2 years. As a runner for 35 years on the Paul's Tomb route, I can hugely testify that dog owners do not play by the rules - they are always unleashed and swimming where they are not supposed to be. Who needs extra feces in our water - not even an option for most cities. \*PEOPLE FIRST please.

---

- Too small - dog owner will prefer and spill into Sutherland Bay Park and ruin it (again).
  - NO current bylaw enforcement of dog related bylaws (in fact right now there are 2 dogs running off-leash in the park and no bylaw officers anywhere to be seen)
  - There will be an impact on new Riparian plantings around the proposed dog beach
  - How will City monitor bylaw compliance?? Just 'trust' people? HaHa
  - Some people will just go to Suth Bay Park to swim their dogs because the proposed area is too small
  - How will City deal with complaints of off-leash dogs outside the proposed dog beach?
  - Related: What if someone is bitten by off-leash dog in this area?
- 

If parking is not an issue and the park is patrolled often (daily) to make sure dogs are not fighting, out of control, would be a large concern.

Also, as long as feces are picked up; if not, some fines handed out - as it is the entire area, park along Broadway Ave is posted as on leash but dogs never (or rarely on leash) so sounds like the entire area will be off-leash.

---

The space along Sutherland Park is already overrun with parking issues and noise issues. There are too many people who run their dogs off-leash in an "on-leash" park and is not properly enforced.

I think our opinion doesn't really matter and that unfortunately this will happen anyways.

At what point did the needs and enjoyment of people become subservient to that of dogs.

I have to constantly deal with neighbours that don't clean up after their dogs and don't address barking issues that impede my enjoyment of this area.

Thank you.

---

Of the five proposed dog beaches, I think Cedar Ave and Poplar Point are the two best options. Problems with the other 3 are:

1. Downtown Sails - dog and human conflict. Very busy area with lake users.
2. Lake Ave - dog and human conflict; very busy beach.
3. Munson Pond - dog and wildlife conflict. Munson Pond is a wonderful bird sanctuary.

I am generally supportive of a dog beach at Poplar Point beach access.

One additional item is to keep recently (2 years) constructed stairs 150 m north of proposed area for human use. This is a popular spot for locals to swim as water quality is better than in Sutherland Bay.



---

I feel it is a very bad idea to promote more dogs to the area. They are the largest disturbance that we now deal with.

\*Poplar Point Drive is a very busy road with recreational walkers, bikers, etc.

People do come for their dogs to have a swim and a play off the access and I am happy to have that happen. However, my concern is that if Poplar Point Beach Access is officially designated and publicized as an off-leash beach, the number of dogs may increase dramatically.

---


Poplar Point is a busy, narrow road, with very little space to park. I have had the experience of narrowly missing hitting a dog that bolted across the road from the beach.

---



## Lake Avenue - In-Person Exit Surveys collected at Discovery Session

Total number of exit surveys submitted: 36





Do you live or work in the immediate vicinity of this area? (approx. a 10-minute walking distance)

Response	Count	
<b>Yes</b>	36 100.0%	
<i>Total: 36</i>		

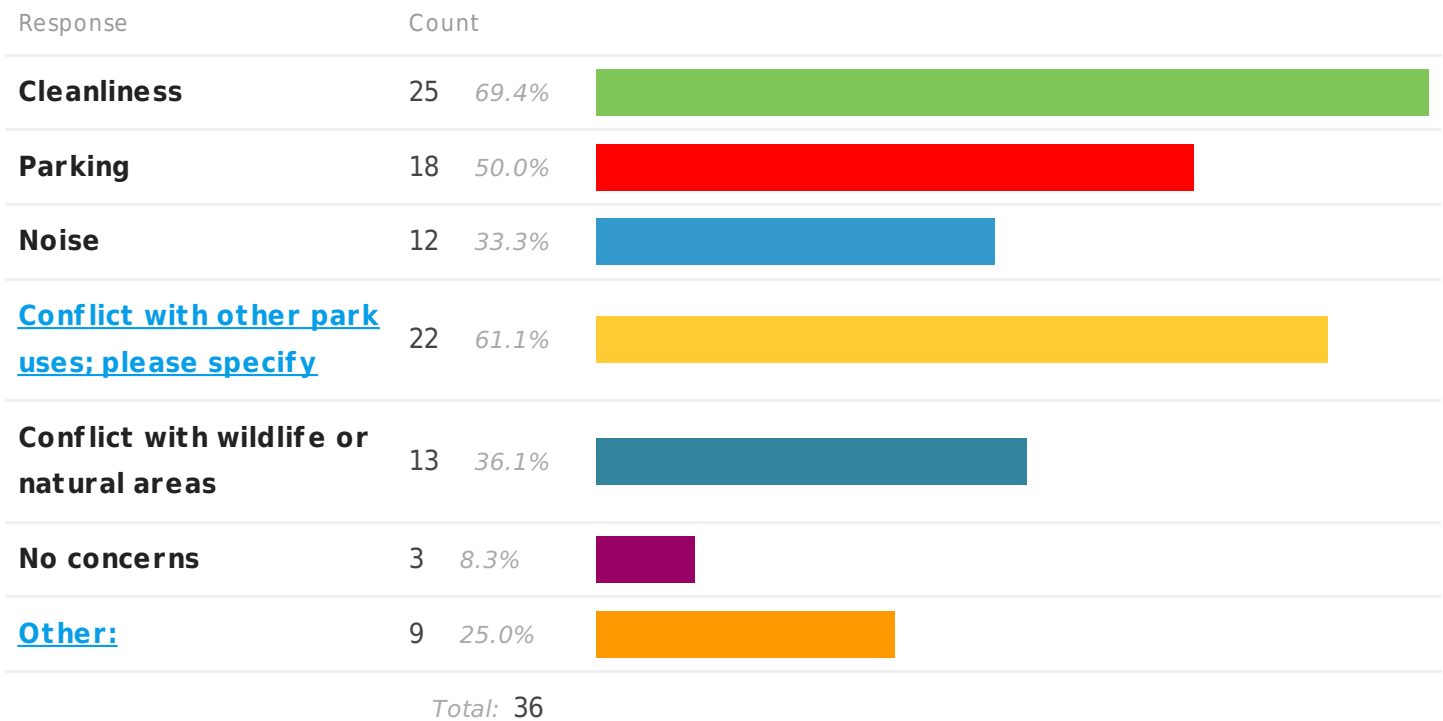
How often do you currently visit this area?

Response	Count	
<b>Daily</b>	31 86.1%	
<b>Weekly</b>	5 13.9%	
<i>Total: 36</i>		

Do you support or oppose the possibility of having an off-leash dog beach at Lake Avenue Beach access?

Response	Count	
<b>Strongly Support</b>	6 16.7%	
<b>Support</b>	1 2.8%	
<b>Oppose</b>	1 2.8%	
<b>Strongly Oppose</b>	28 77.8%	
<i>Total: 36</i>		

Please identify your main concern, if any, with an off-leash dog beach at Lake Avenue Beach Access.



Dogs coming into my yard

Dog attacks

Owners (some) don't control their dogs!

Dogs rushing at people

Not in residential area

Dogs running around

Recreation, commuters

We swim here!

People's beach, riparian creek

Deer, Beaver, Bird habitat, no parking, noisy dogs

Dogs and all the people

Rough nature of clientele - as I have seen in past years; i.e., transients

bicycles, pedestrians

Owners have no control over their dogs.

Extremely popular beach. Conflict of ducks in creek, beavers

Conflict with people walking on path to park

Children walk down here every day. Who is liable if child is attacked or injured accidentally. Liability is a huge issue. I will rent out my home if this dog park is approved.

Children (younger)

My 6-year old daughter swims here

Does your household have a dog or dogs?

Response	Count	
<b>Yes</b>	15	44.1%
<b>No</b>	19	55.9%
Total: 34		

If you are a dog owner, please indicate how often your dog would use this off-leash area

Response	Count	
<b>Daily</b>	4	23.5%
<b>Weekly</b>	1	5.9%
<b><u>Never (If never, why not?)</u></b>	12	70.6%
Total: 17		

I live right on the beach and don't want to see dogs everywhere by my hyard and bark at my dog. The beach is for people to enjoy; not for dogs to run around.

Not the right area for my dog

Will have a dog again soon. Do not want to have a dog beach in front of homes or destroy a riparian area.

Because I don't like dog crap or pee all over prime beach front. Dogs have enough dogs parks; we don't need another one.

We have a small dog. It has been attacked by larger dogs in off-leach park.

See 4 above - Too dangerous.

Too smelly, bacteria, untrained dogs

Too high of concentration of potentially unlicensed and unregulated health of dogs using park.

Likely uncomfortable with he transients

Dog responds differently toward different people and not sure that it could harm someone out of someone approaching him. Could startle the dog - happened before.

Because I am strongly against dog off leash.





---



Did the information at today's Discovery Session help you understand the scope of the project?

Response	Count	
<b>Yes</b>	25 78.1%	
<b>No</b>	7 21.9%	
Total: 32		

Was the information presented in a format that was understandable?

Response	Count	
<b>Yes</b>	28 87.5%	
<b>No</b>	4 12.5%	
Total: 32		

Did the material present enough information for you to provide an informed opinion on the nature of this project?

Response	Count	
<b>Yes</b>	22 78.6%	
<b><u>No (If no, what type of information should have been included?)</u></b>	6 21.4%	
Total: 28		

---

But I got more info needed form Project reps.

---

Should have had a preapred presentation.

---

Should have been an inquiry session with local residents before the City ever went to this work and expense of all these boards, personnel, etc.

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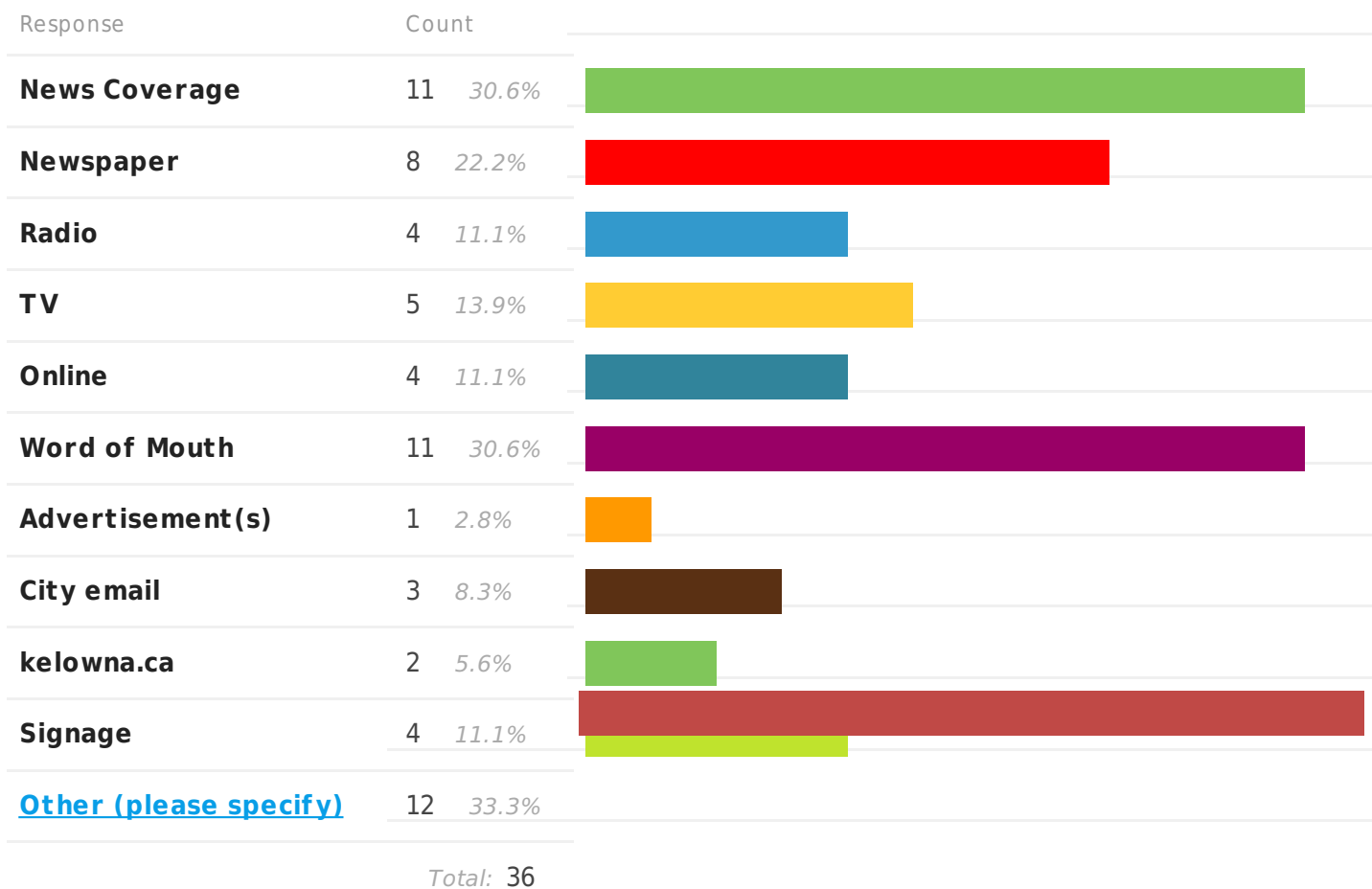
Don't think dogs will help problems

---

Environmental impact! Beach bacterial! Loud noise, Parking!

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## How did you hear about the Discovery Session?



Mail

Mail

Internet

Mail from City

Neighbourhood phone-out

Mail

Block Watch Group

Mail

Ran by it

Mail

Letter

Please make any additional comments on the project in the space below:

Response

Count

28 responses

This park (Lake Ave) is a unique situation with the current ongoing problems with illegal activity. This also includes irresponsible dog ownership. By giving these irresponsible individuals the freedom for off-leash dog use it will be impossible to monitor the disobedience of boundaries and disregard of others (i.e., picking up after their dogs). This area already suffers from parking issues as well as excessive speeding/traffic down Lake Ave. As it stands, bylaw can barely manage to monitor the dogs at this location. Making it open to off-leash will only compound the problem. I can also see serious concerns regarding the riparian area and possible negative impact. An off-leash dog park will also likely deter many families with young children - the very demographic we are trying to attract.

I am a former and future dog owner. Not against dogs or dog beaches. Not a good location for off-leash.

We should have more than one dog park. We should have small ones in more areas.

Beach at Lake Avenue is for all of us to enjoy. Dogs should not be at this beach. It is a residential area. City Park should have a small swimming pool area for dogs to cool off. You are dealing with this in the wrong way!

Having a dog beach at Lake Ave is totally inappropriate. It is a riparian area and dogs urinating and barking will harm the habitat of birds, beavers, fish, etc.

This is a residential area, not an empty beach area. It will not solve the crime problem. It will increase it. The transients will leave their dogs swimming while they move around the neighbourhood. They will stay all day at the beach smoking and drinking because the dogs are locked away in the fenced beach area.

People do not pick up after their pets. I am constantly picking up after others.

This is a residential area that is coping with many problems at this time. For example, campers, drug / alcohol issues, theft.

Please don't encumber the area with additional issues.

Please no!

Affects us all personally as we live here; noise, property values, mess, crowding already a major thoroughfare - dogs, babies, skateboarders, bicycles, pedestrians, rollerbladers.

Riparian concerns- we have worked too hard on our neighbourhood issues to give up and accept this.

---

What about on the North side of the tunnel..opposite side of the Hwy?

---

This is a very poor idea of where to put a dog park.

---

The park by the Mill & Knox (Poplar Pt) is a contained beach. Other beaches that have an area set aside will not contain the dogs.

---

Arnie Seigo  
1861 Abbott

---

No one wants to have dogs all over the neighbourhood, on their lawns and lose their beach access and de-value their property. I think 4 pm to 6:30 pm is an unfair meeting time because anyone with kids who work until 5:30 pm or later would not make it out to this meeting.

---

Two issues:

1. There are already activities and plans to improve this park for family use - dog park usage reversers this.
  2. PARKING - Already a constant issue in this neighbourhood - this will compound the problem.
- 

Concern re added pollution to already sensitive area.

Sorry - don't believe the concept of improving other illegal activities with the dog park!

Choose another area!

---

1. Strongly oppose the dog park because of all reasons stated above.
2. Dogs are still allowed to use park on-leash and that's good enough.

Thanks.

---

Ridiculous place to have a dog beach.

- Move over people - dogs are taking over your beach
- Parking already a problem - people park all day with little or no consequences
- Reparian Creek (wildlife) including deer, beaver, birds, etc
- Noise - barking
- Dog messes
- It's starting to be a well-used (people use beach)
- Did painted trees bring more people?
- Property value will decline
- Dogs running freely will add to existing problems, not help; people that let dogs run free now will love it when Bvlaw can't do anything about it.

---

Extreme cross point from Abbott corridor to City Park and downtown.

Not enough parking.

Smell/noise/dirt/contamination

Accidents - too small an area for dogs / people / and passing traffic

Suggest the other side of Lake Ave; across the foot bridge. It's not used and tons of parking - larger area to accommodate dogs / people.

---

I don't understand why no one in the immediate area was surveyed.

This is a residential area. It is designated as a heritage area. Dog park would de-value our property values.

---

I think the more parks we have for the dogs to swim the better. It would spread the dogs out!

---

100% support No Dog Park

- Residential area primary
- Barking dogs all day 6:00 am to 10:00 pm
- Wildlife area Riparian & Conservation of Mill Creek; Habitat in urban areas should be protected from dogs
- Dogs peeing and crapping in my yard
- Parking issues
- Public safety when crossing bridge into City Park

---

I love dogs.

I know it's a problem - people and dogs wanting to access the lake.

Prefer the location at the Sails because it is not a swimming beach.

---

Concerned that dogs will conflict with large number of people walking, biking who use this path to walk to park and downtown.

---

I swam at this beach for almost 30 years. Have never had any health issues regarding water quality. The creek is home to many species of water fowl that nest in riparian zone. Imagine dogs off-leash getting a sniff of some newborn chicks laying amongst the surrounding flora. Quick lunch for domestic canines. I love my dog and bring her through this area and onward to City Park and cherish our peaceful walks. The last thing I want to experience is unpredictable packs of unleashed dogs running amok in this small space. Thousands of people walk by this space everyday in summer and the potential of harm whether with intent or not is inevitable. With the City's endorsement of such a park could become an embarrassing and costly liability for all of us.



I'm really happy the City is seriously looking at doing this. Lake Ave is a great place in my opinion for an off-leash dog beach. It's already used as one by many people - including me. It would also likely drive away people who use the beach for drinking, drug use and nudity - which must be welcome to get rid of the party by the people who live nearby.

I'd welcome dog beaches in the other locations but really think this location - Lake Ave - is ideal.

Thanks!

Not a good place for a dog beach. Too many people use the beach, too many problems with neighbourhood.

Area is conducive to being an OLDP but needs fencing as well. It is important to know that this area near the Bridge is very dangerous considering the use by homeless and drug people who use this side of the bridge for shooting up and sleeping. A better use is as a OLDP which would be better than it is.

Dwight Carroll  
1916 Water St.

What possible good would a 'no dog' do. We have them now and they are totally ignored. We watch many dogs every day on the beach in front of our home 119 McTavish Ave.

This is not two or three summer months. It is all year long.

Too much of a conflict

Cars and parking will be too busy

Park in empty lot

Part of community

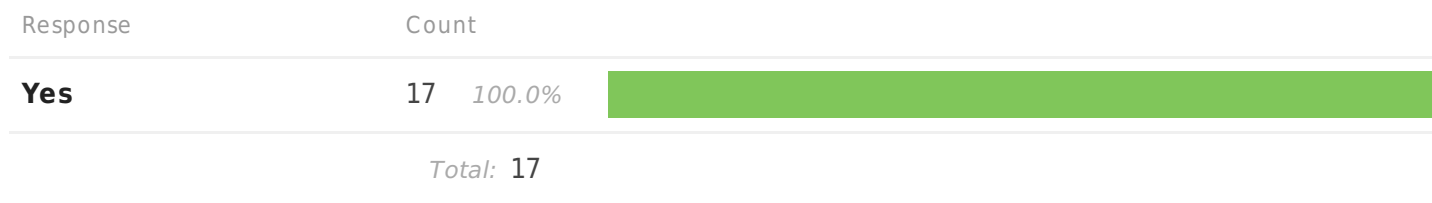
Alternate location should be used. Not at public beaches used for swimming and family use. I know some dogs are fine but some react differently at different situations. Not all dogs are at their best all the time.

This is residential area (resident) and you swim here every day with my grandchildren. And also the City should be concerned for lawsuits because of aggressive dogs off leash. And also our property would go down in value because of it.

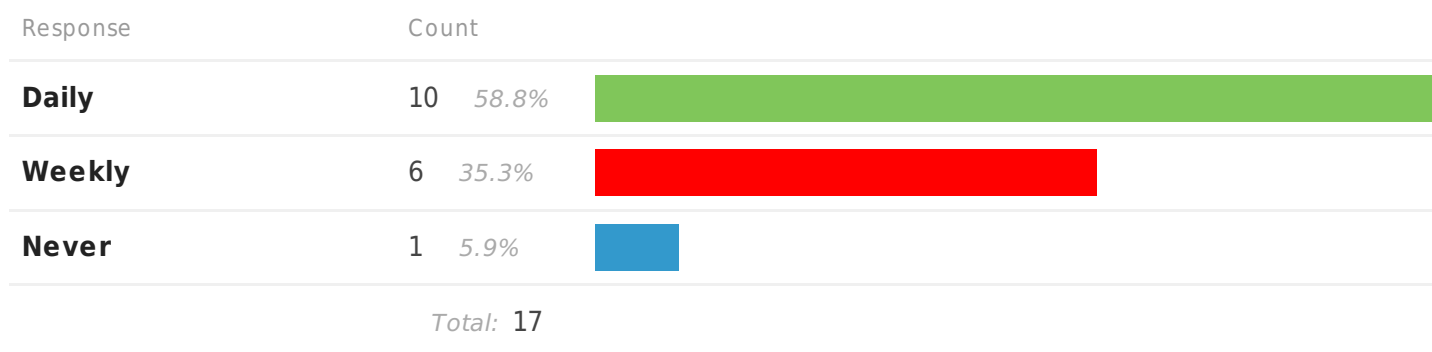
## Cedar Avenue - In-Person Exit Surveys collected at Discovery Session

Total number of exit surveys submitted: 36

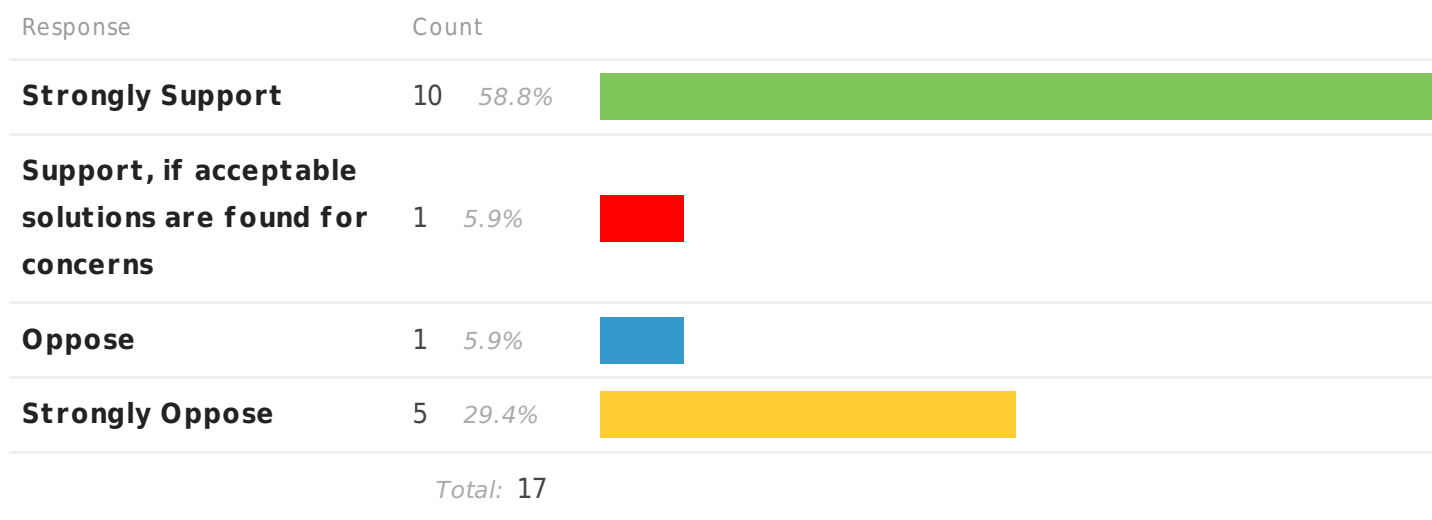
Do you live or work in the immediate vicinity of this area? (approx. a 10-minute walking distance)



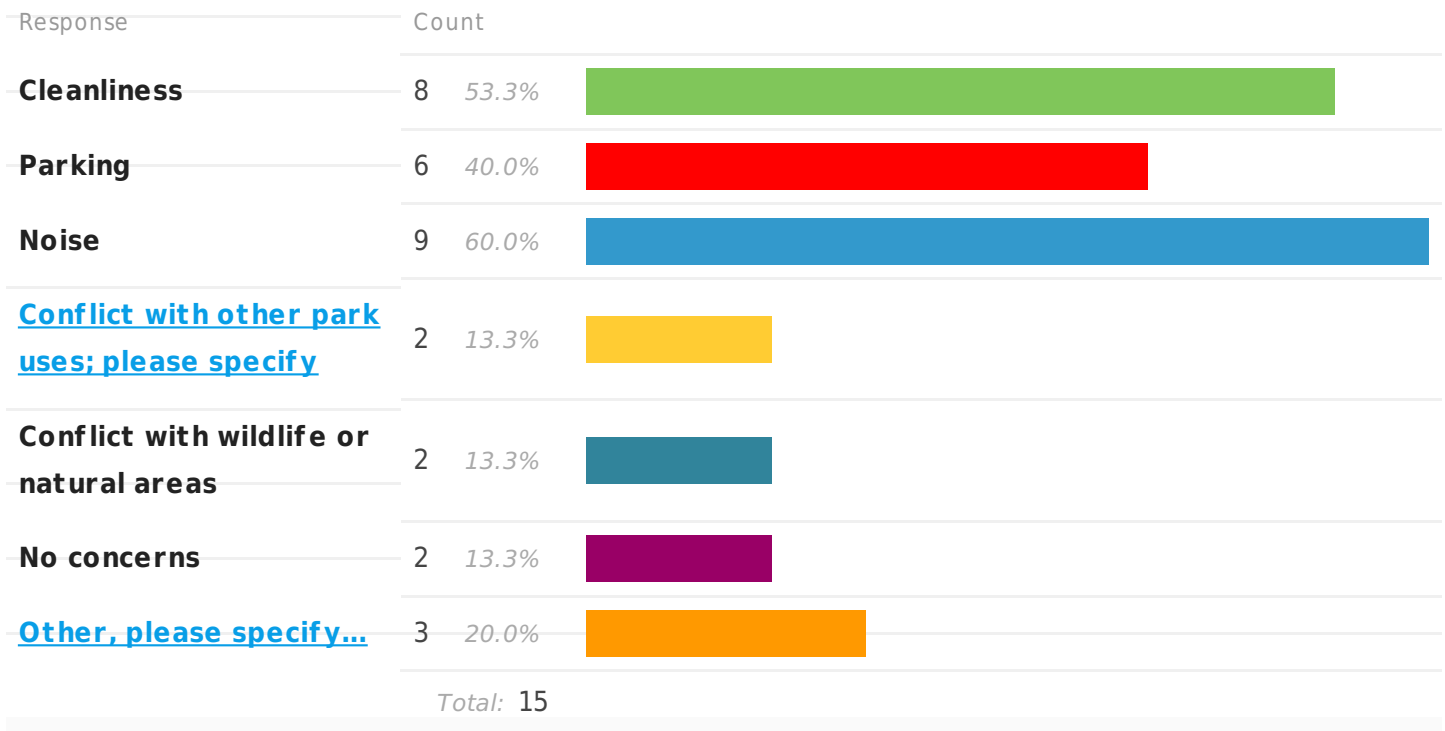
How often do you currently visit this area?



Do you support or oppose the possibility of having an off-leash dog beach at Cedar Avenue Beach access?



Please identify your main concern, if any, with an off-leash dog beach at Cedar Avenue Beach Access.



Conflict with Paddle Club. Worst water quality in Kelowna. This water is not recommended for swimming; humans or animals. Signs are posted.

Would want small dog and large dog areas segregated by fence/barrier for my small dog's safety

This is the location for dropping the milfoil on this side of the lake during the summer. A dump truck needs access to pick it up.

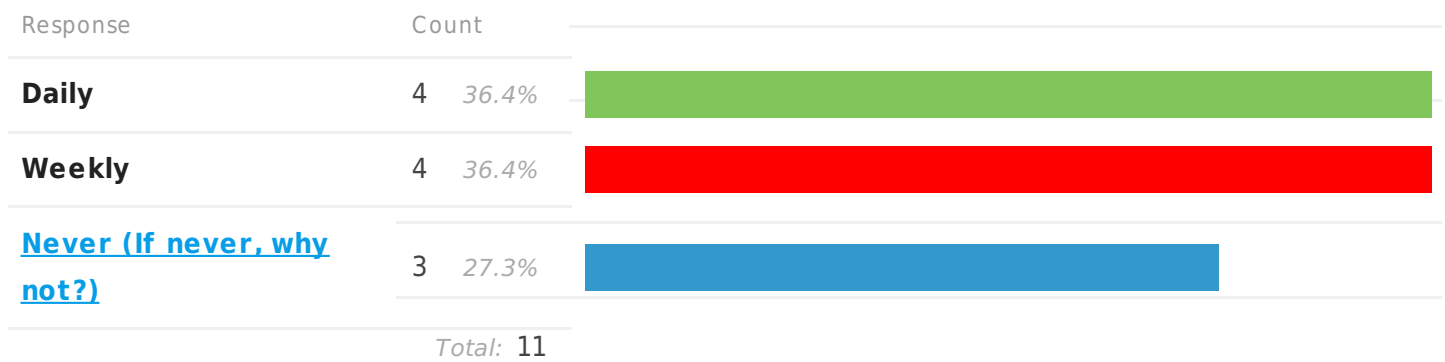
Ducks, squirrels, etc.

This park should be for people; not dogs.

Does your household have a dog or dogs?



If you are a dog owner, please indicate how often your dog would use this off-leash area

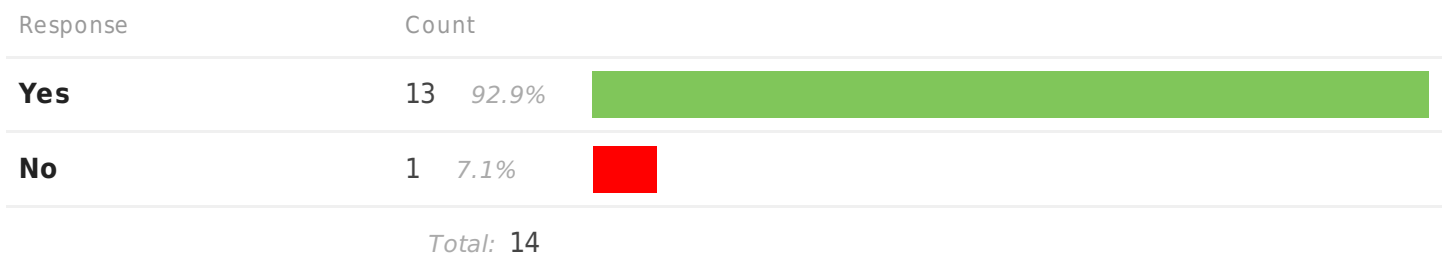


Daily but only June through September when it is too hot to walk the dog without letting her swim.

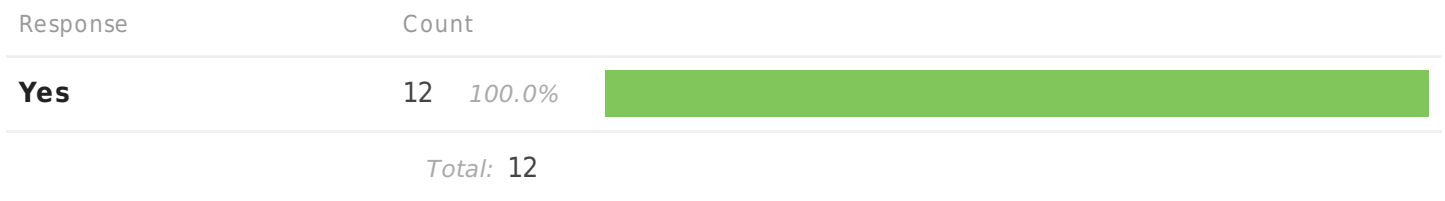
My dogs are older and if the beach is crowded I would not bring them in. I think more than one access needs to be opened.

Never if no segregation

Did the information at today's Discovery Session help you understand the scope of the project?



Was the information presented in a format that was understandable?



Did the material present enough information for you to provide an informed opinion on the nature of this project?

Response	Count	
Yes	12 92.3%	<div></div>
<a href="#">No (If no, what type of information should have been included?)</a>	1 7.7%	<div></div>
Missed it.	Total: 13	

How did you hear about the Discovery Session?

Response	Count	
Newspaper	1 8.3%	<div></div>
Online	3 25.0%	<div></div>
Word of Mouth	2 16.7%	<div></div>
kelowna.ca	1 8.3%	<div></div>
Signage	3 25.0%	<div></div>
<a href="#">Other (please specify)</a>	2 16.7%	<div></div>
	Total: 12	

Neighbour

Dropped by

Please make any additional comments on the project in the space below:

Response	Count	
Also concerned about the water quality of this beach and sewage smell.	12 responses	
This area, Abbott Street, is very busy with all the traffic going up and down the street. The citizens in the area are very active using Kinsmen Park and the tennis courts. There is very much congestion especially on weekends and during the summer. The area cannot handle more traffic and parking issues. Instead the park needs to be developed for the citizens in the area.		
See my concern re the collection of milfoil.		



I actually live closer to the Lake Ave site (I live at 356 Park Ave) and strongly support dog swim beaches at both sites. I think that dog beaches benefit those with and without dogs. When I lived in Vancouver and didn't own a dog, I frequently visited the dog beaches to watch them play. It was such a joyous environment! I can see local seniors enjoying doing the same. In my experience, most dog owners are very respectful - if not they should be fined. There really aren't enough dog swim beaches in Kelowna - I think we can spare a few areas for our furry friends. There are some loud voices against the Lake Ave dog beach site but I do not think they represent the sentiment of the Abbott St neighbourhood. No one swims there anyway.

This is an excellent place for dogs to be off-leash and in the water.

This would be a wonderful way to clean up this park from dug use and give it a family friendly place to be. Thank you. Sandra Kelly

Though I absolutely oppose this area being a 'dog' park/beach because of the large amount of people who use this area, IF they needed an area, this beach is large enough to divide for both. The NORTH side is less used by people and not as good for launching kayaks and boards. Knox area would be a far better option for a dog park. PLEASE don't take this beach access away from the many people who use it.

I have lived in this neighbourhood for 16 years. We moved here to live in a cool urban neighbourhood. There is only one thing I use my bike for; to take my dogs to a park or beach. I can do absolutely everything in this neighbourhood (walking/biking) except take my dog swimming. There are many seniors with small dogs that no longer drive. There is very little green space where dogs are allowed. 100% of the beach accesses do not allow dogs. Is that fair?

There are other locations which would do; not this location. We want comfort for people to feel safe resting and not have to worry about free animal behavior.

As a member of the KLO Association executive, The beach access would appear to be very simple to accommodate dogs and other users. No way to control where the dogs exit - private property. Health concerns for dogs!

This park is notorious for swimmer's itch from ducks and geese. Has anyone consulted a veterinarian regarding whether a dog could also contract this? Also, syringes, etc., from drug users are common on this beach. Dogs could step on them as could humans. This is also the worst water quality in Kelowna. Would you want your dog swimming in this?

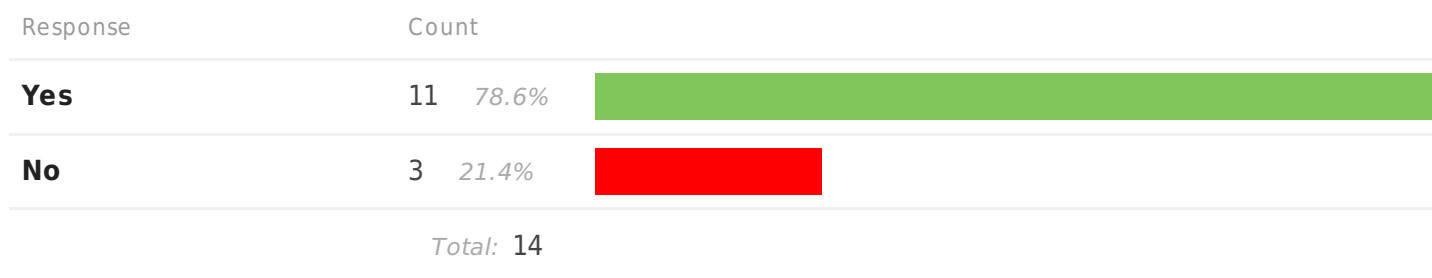
Please make gate (and park in general) easily wheelchair accessible. Gate in particular can pose a barrier.

We have a service dog for a young man with CP living at our house (Watt Rd). This would be awesome as she is also a water loving dog (Black Lab) and also gets very hot in the summer. We have gotten in trouble with City Bylaw Officers for letting her cool off at Gyro. This park would be awesome!

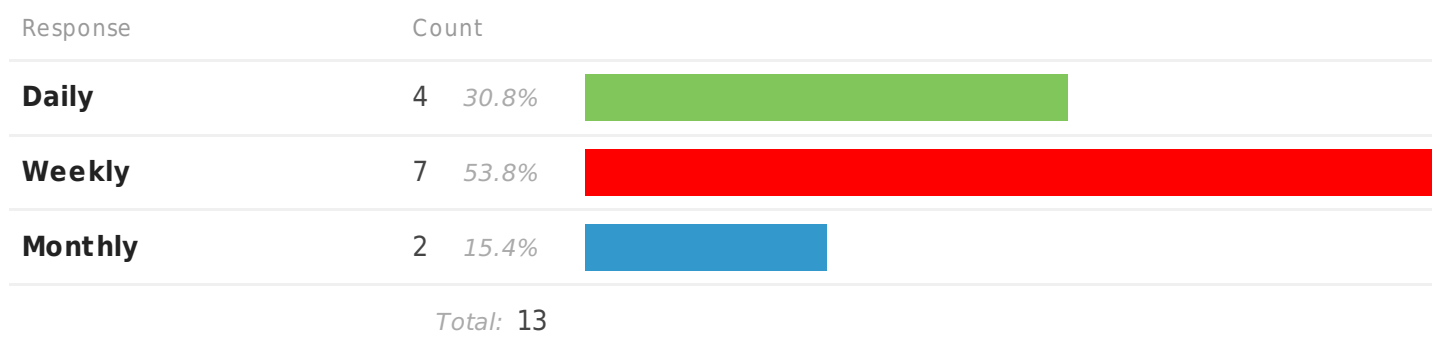
Also: It would be super if this park could be made wheelchair accessible (our son is in a wheelchair and cannot transfer or walk. If his dog swims, he would need to be close.

## Munson Pond

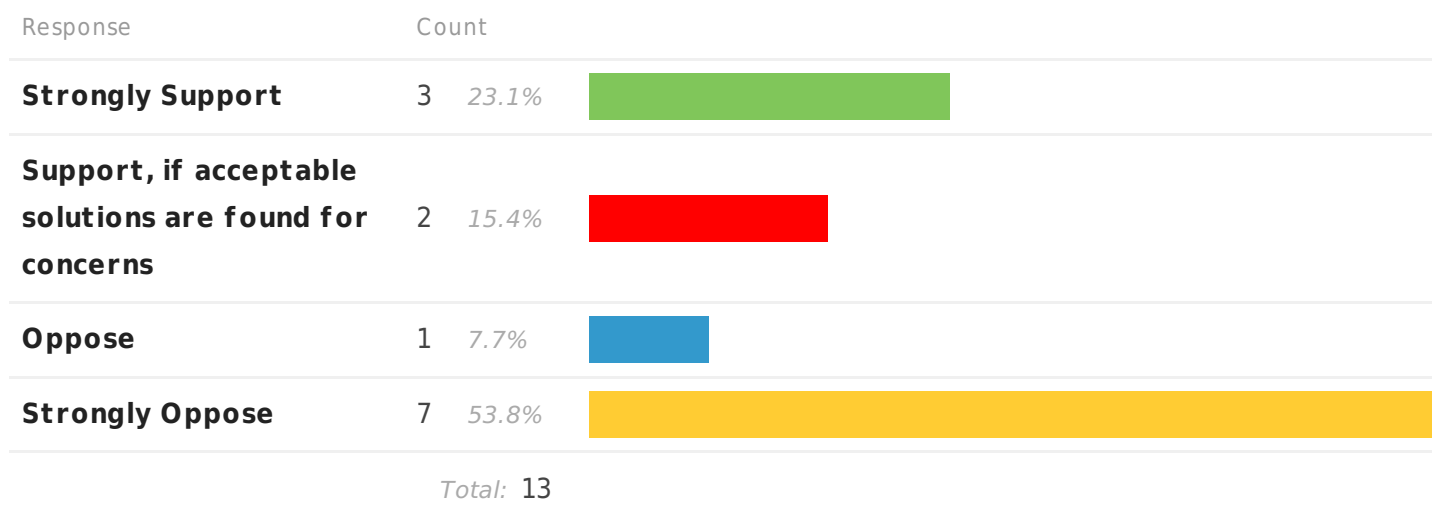
Do you live or work in the immediate vicinity of this area? (approx. a 10-minute walking distance)



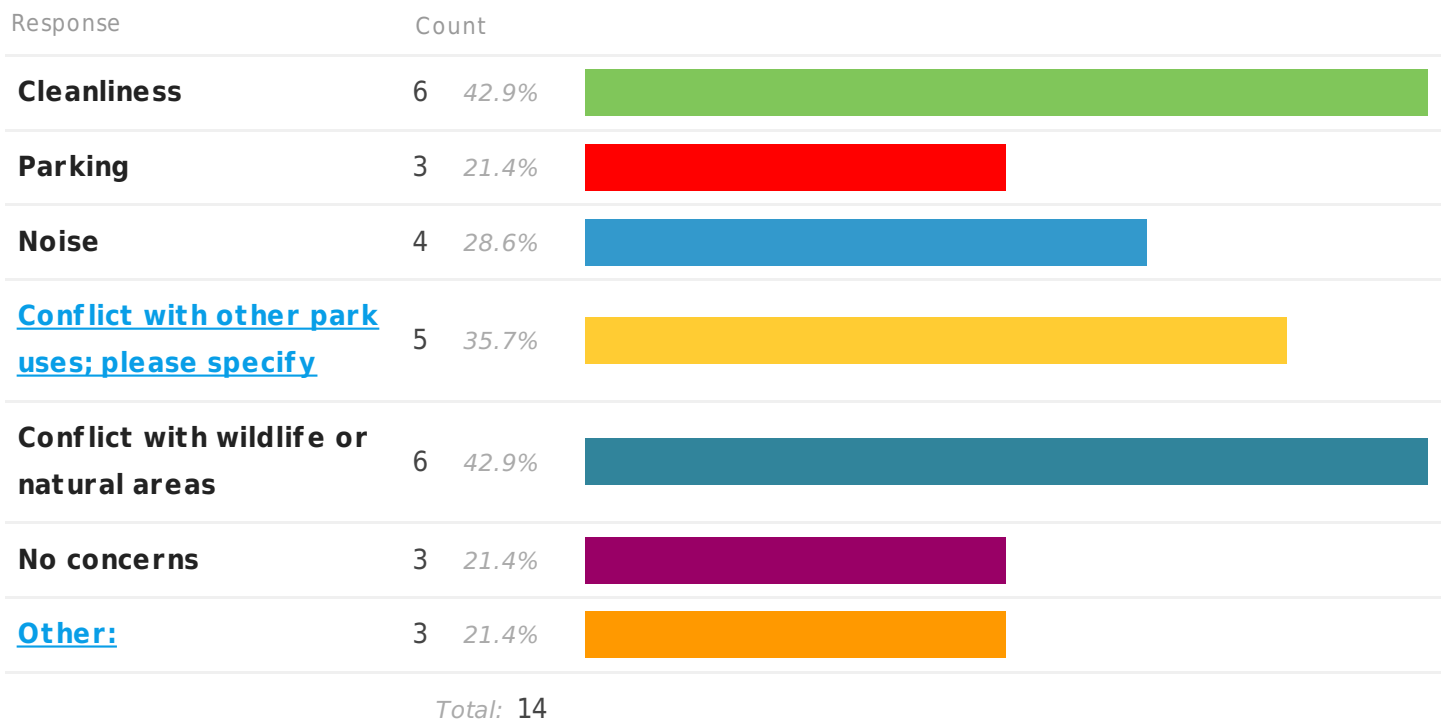
How often do you currently visit this area?



Do you support or oppose the possibility of having an off-leash dog park at Munson Pond Park?



Please identify your main concern, if any, with an off-leash dog park at Munson Pond Park.



Would like the square plan larger if possible.

favor the larger N-W area for dog park.

Conflict with older folks not wanting to walk on pathways & encountering owners with their dogs. Even when on leashes. Our area is populated with many many seniors.

walking & bird watching

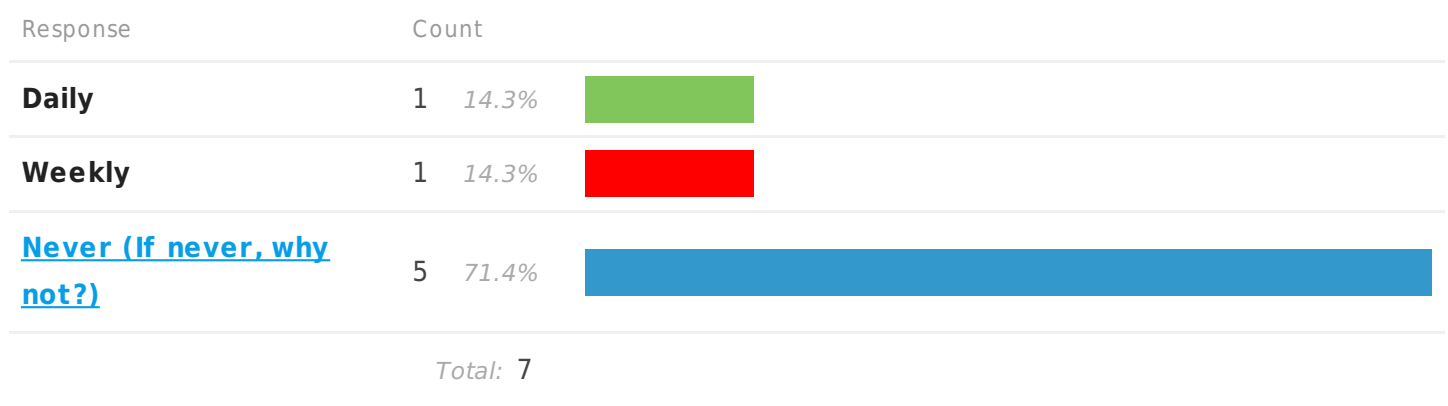
Seniors use this area extensively! It is an irresponsible and very invasive use of this beautiful place.

Bird Watchers/Hikers

Does your household have a dog or dogs?



If you are a dog owner, please indicate how often your dog would use this off-leash area



We are have leashes for our dog owners of most dogs are negligent pooping on road & path behind sunrise village.

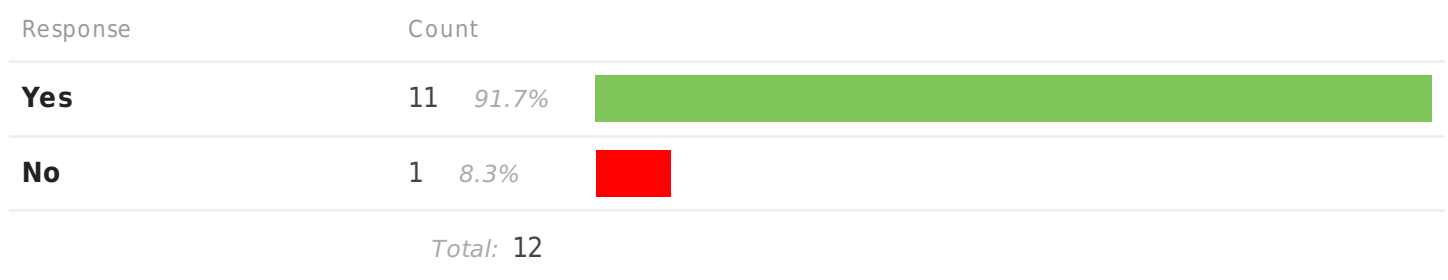
Don't have a dog, enjoy the quiet and wild life.

We like the4 quiet walk through the park no barking dogs. Thank you.

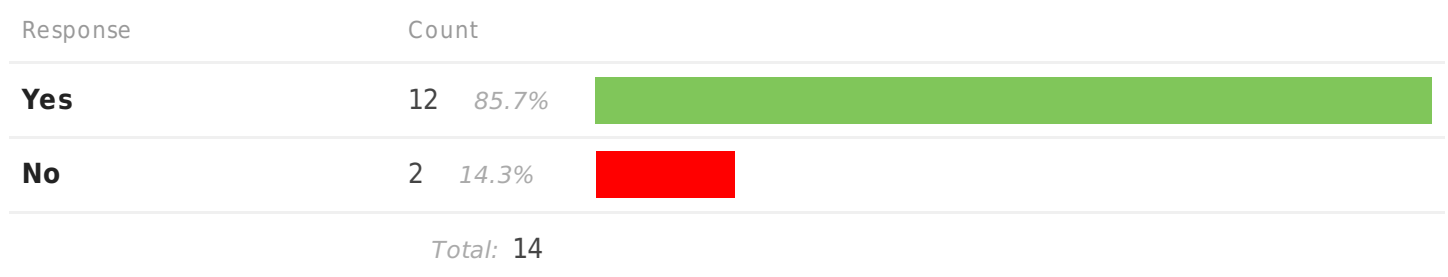
Haven't had a do in 40 years.

No dog at my home on a regular basis but Doggie sit once in a while.

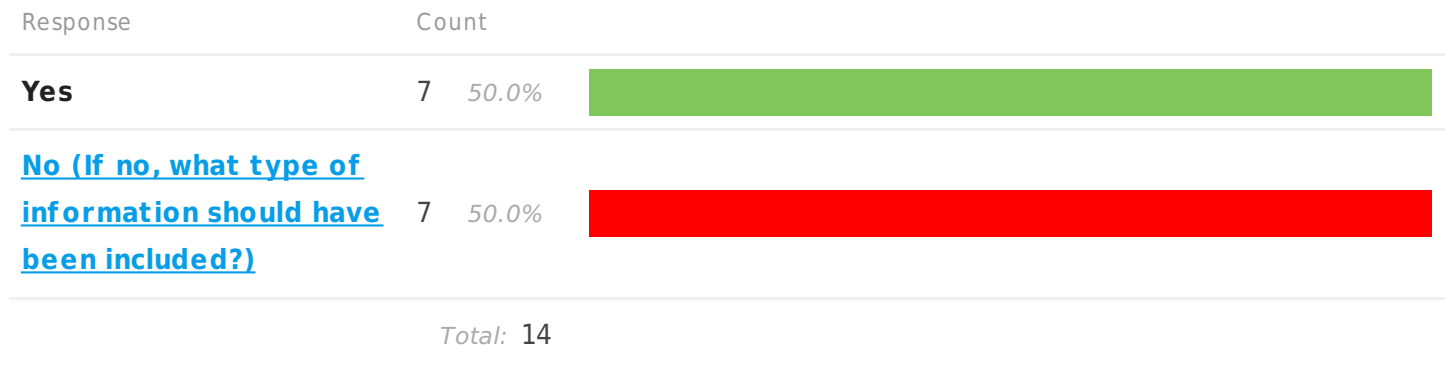
Did the information at today's Discovery Session help you understand the scope of the project?



Was the information presented in a format that was understandable?



Did the material present enough information for you to provide an informed opinion on the nature of this project?



Still very much in the planning stage so I am not sure what it would look like.

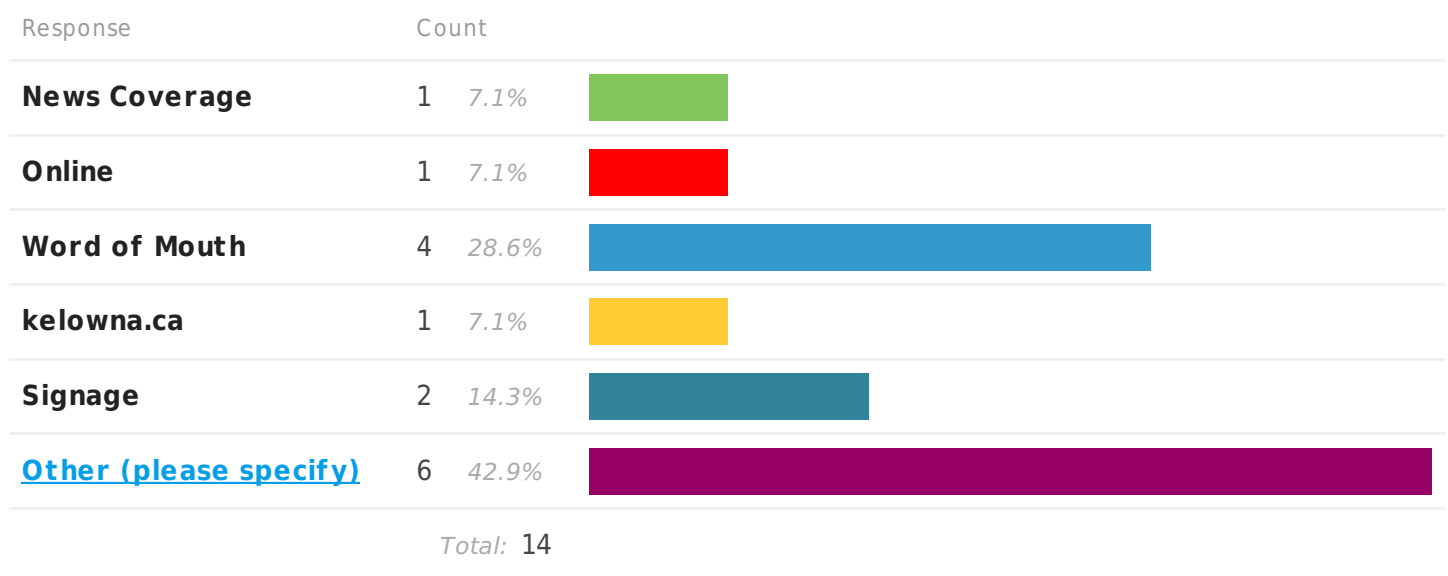
Show water & waterways. I believe the creek is part of our protected water resources in the kelowna area.

Letter from City.

Is there going to be any kind of supervision of this place? Parking, dogs out of bounds, varking etc etc?  
Hours of operation? Safety for our seniors who must keep their dogs on leashes due to inability to walk?

It seems to me the info indicated "temporary use" until completion of dog park @ Rowcliff property. Now, today, we are told it would be a permanant facility!!! Also don't think we should be spending money (tax payers) to develop this type of facility. Let's look at better & more parking for our hospital use .... those going for tests..etc. as an example!

How did you hear about the Discovery Session?





Please make any additional comments on the project in the space below:

Response

Count

13 responses

Coyotes are natural users of this area with birds and so on.

I favor the long narrow dog area because a dog-proof fence would meet my objection to there presence in a "Natural Park".

Make users pay. Have to pay to park my car downtown, perhaps a license or permit to help defray the development costs would in in order.

To many dog of leach

I feel "if" park is approve it should be "farther away from the paths used by "non0dog" owners. Many folks fear passing by dogs on a leash for fear the animal may be unfriendly.

Would like the square choice. Large as possible.

We need more dog-accessible areas and of-leash in particular. This area is central or convenient. Would be a great spot for this.

If this proceeds the areas should be a long way from the present travelled paths used by local residents in this Sr. residential area.

Would like the pond itself to be on-leash area.

The dogs could scare away some birds etc.

Would like the off-leash area to have water.

Also times need to be considered - No late night times ie - after dusk. or early am (5-6am).

As a non dog owner I am in favor of a "larger" fenced off leash dog park in this area for dogs and their owners to meet & greet.

Policing is another thought. It would be a great area for the drug trade -off street & protected

Pleas don't spoil it with a dog park.

Had the impression the pond area was for people to go & enjoy the wildlife. How lucky we are to have this in the heart of town.

---

I have no problem with off leash dog parks in adjacent field.

I have issues with dogs on new trail around the pond. This pond is on the spring & fall migration route for hundreds of waterfowl that stop over & rest on this pond. Dogs off leash would chase these birds.

The off leash park should be in adjacent field.

Fencing and or city bylaw officers would be need to enforce.

---

So far there is no monitoring of the walking path around Munson Pond and dogs are walked there all the time despite the no dogs sign.

Maude Roxby bird sanctuary has been an off limits for dogs for years. These limits have been ignored always - despite the no dogs sign . How will this be different. Monitoring the area is not realistic.

---

No - other options are available for dog owners. There is a an off leash area just down on this side of H20/Capital News.

---

This area is already an unofficial off leash dog park. Dogs off leash are out of control. A fenced in off leash is useless no dogs will use it. Look elsewhere as the work done already for pond is not being used (parking lot and such).

---

Not right location for dog of leash to close to birds & other wild life.

---

I think I have said enough for now!!

Please do not spoil the beautiful natural space we so much enjoy.

Kudos!! to the City of Kelowna for the wonderful pathway around the pond.

And Thank you!

---

Since I do not have a computer I was unaware of this session until June 13th.

I feel that the choice of this information site was poorly chosen. When I heard of this session I immediately went to Munson Road a natural move for someone looking for Munson Pond Park.

This site appears to me to be a clever way to keep respondents at a low level.

**Appendix G: Correspondence with Mayor and Council**

Date	From	Location of Interest	Summarized Message
April 20, 2016	President KLO Neighbourhood Association	Cedar Avenue	<p>After surveying membership, the KLO Neighbourhood Association would not be opposed to this use as long as the issue of parking can be resolved. Parking spaces are at a premium - if the Cedar Avenue road end is to be used as an off-leash dog park then more parking space must be found.</p> <p>Highest preference of the association remains for this property to be made into a public use green space park as soon as possible.</p>
April 28, 2016	Central Okanagan Land Trust President	Munson Pond Park	Dogs and wildlife are often incompatible. Due to conservation concerns, COLT's deeply rooted recommendation is that entire pathway system around the parks be designated as 'no dogs'.
May 6, 2016	Local dog owner, Kelowna resident	General	General feeling that Kelowna is unfriendly to dogs and believes that beaches are not owned by the City but are public places and the City does not have the authority to tell the public not to take their dogs there.
May 9, 2016	Local area resident	Park area near Dr. Knox School in Glenmore	The old Dr. Knox Middle school site It is currently a weedy / grassy area with little functional use that could be turned into a dog park, even temporarily, before it is developed for future

			use. This would help mitigate the fact that the Richter street dog park is slowly being developed.
May 24, 2016	Lake Avenue resident	Lake Avenue	Do not allow a dog park at Lake Ave beach access
May 31, 2016	Marina Operator	Sails Plaza	<p>Kelowna needs more beaches that are accessible to dogs and supports the proposed Lake Avenue location in terms of changing the activity there.</p> <p>However, concerned over the Sails Beach area being chosen as one of the dog beaches due to high traffic congestion in the summer and potential for boating conflict with short stops and drop offs on the open side of the pier. Too much activity in this location to add a further use.</p>
June 4, 2016	Lake Avenue resident	Lake Avenue	A dog beach at Lake Avenue Beach Access is the worst thing that could happen for the neighbourhood. Already working actively to keep Lake Avenue Beach Access clean, crime free and family friendly - a dog beach would only add to the problem. Riparian area needs to be protected. No one in the neighbourhood approached or notified about the statistically-valid survey conducted by the City.
June 5, 2016	Kelowna resident	All proposed sites	<p>Only two of the four locations have a chance of becoming a dog beach - Sails and Cedar Avenue. Lake Avenue site is in a residential location, and has only six parking spaces. A better choice would be to have the dog beach in City Park next to the bridge.</p> <p>Poplar Point beach access too small, Sutherland Park would be better.</p> <p>If developed with due care and respect for dog owners' needs, Cedar Avenue dog beach could serve as a template for other dog beaches.</p>
June 6, 2016	Lake Avenue resident	Lake Avenue	Full community support say no to a dog park on Lake Ave. Environmentally sensitive area.

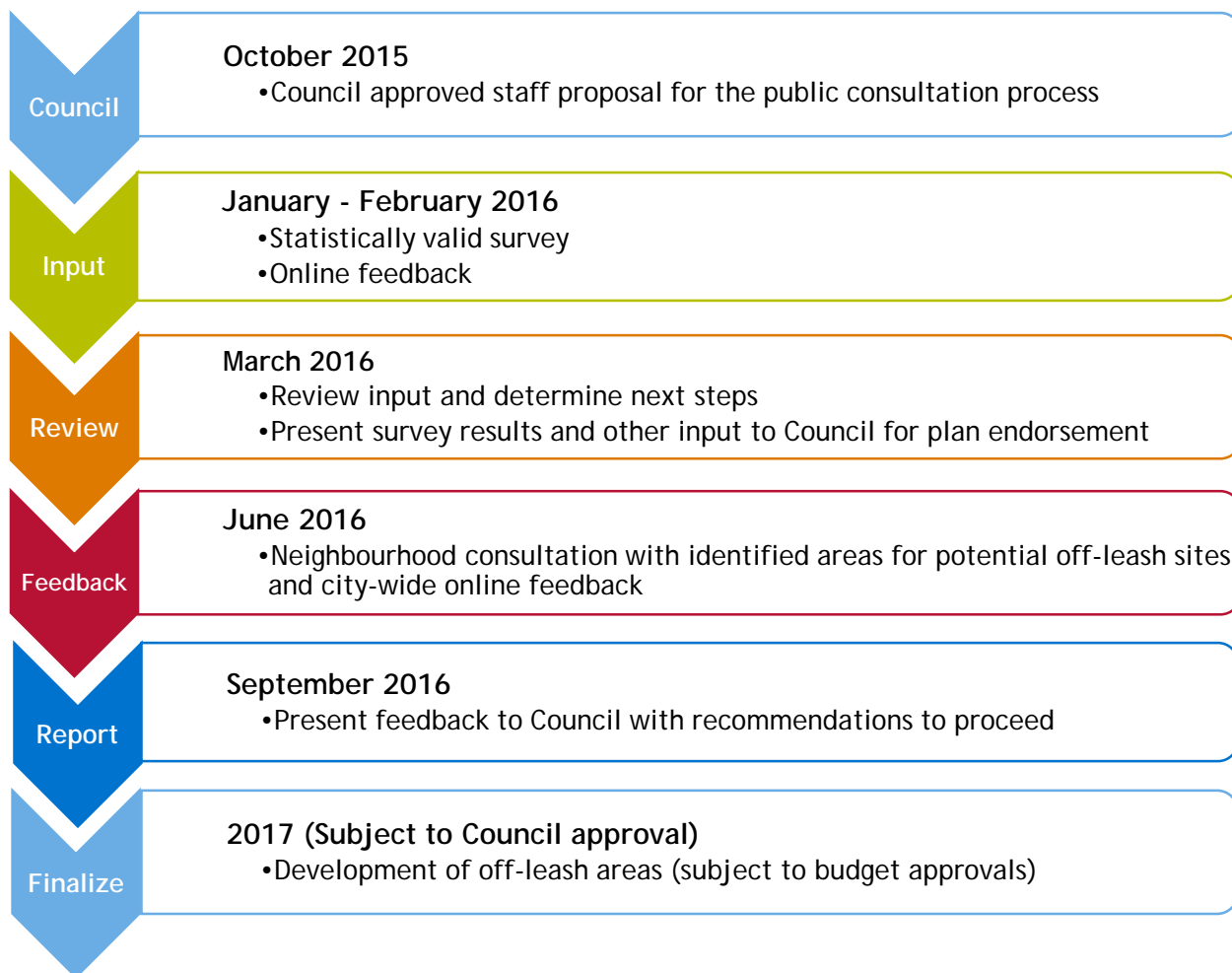
# OFF-LEASH DOG BEACHES AND PARKS

Community Engagement Report - September 2016





# ENGAGEMENT TIMELINE



## BACKGROUND

Input

January - February 2016

- Statistically valid survey
- Online feedback

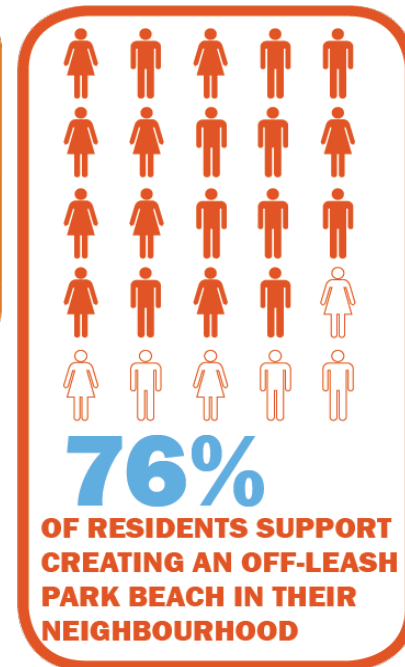
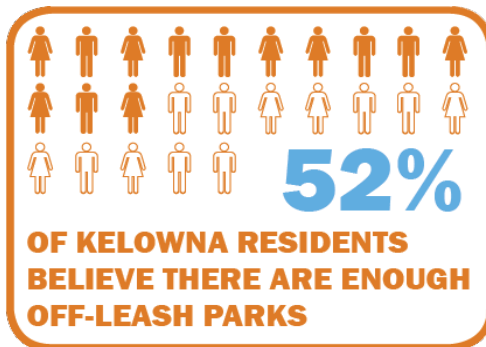


*The goals of the first phase of public engagement:*

- ▶ Determine residents' level of support for off-leash dog parks & beaches,
- ▶ Identify residents' attitude and tolerance level for off-leash dog parks & beaches in their neighbourhood,
- ▶ Identify priority neighbourhoods for off-leash dog parks and/or dog beaches.

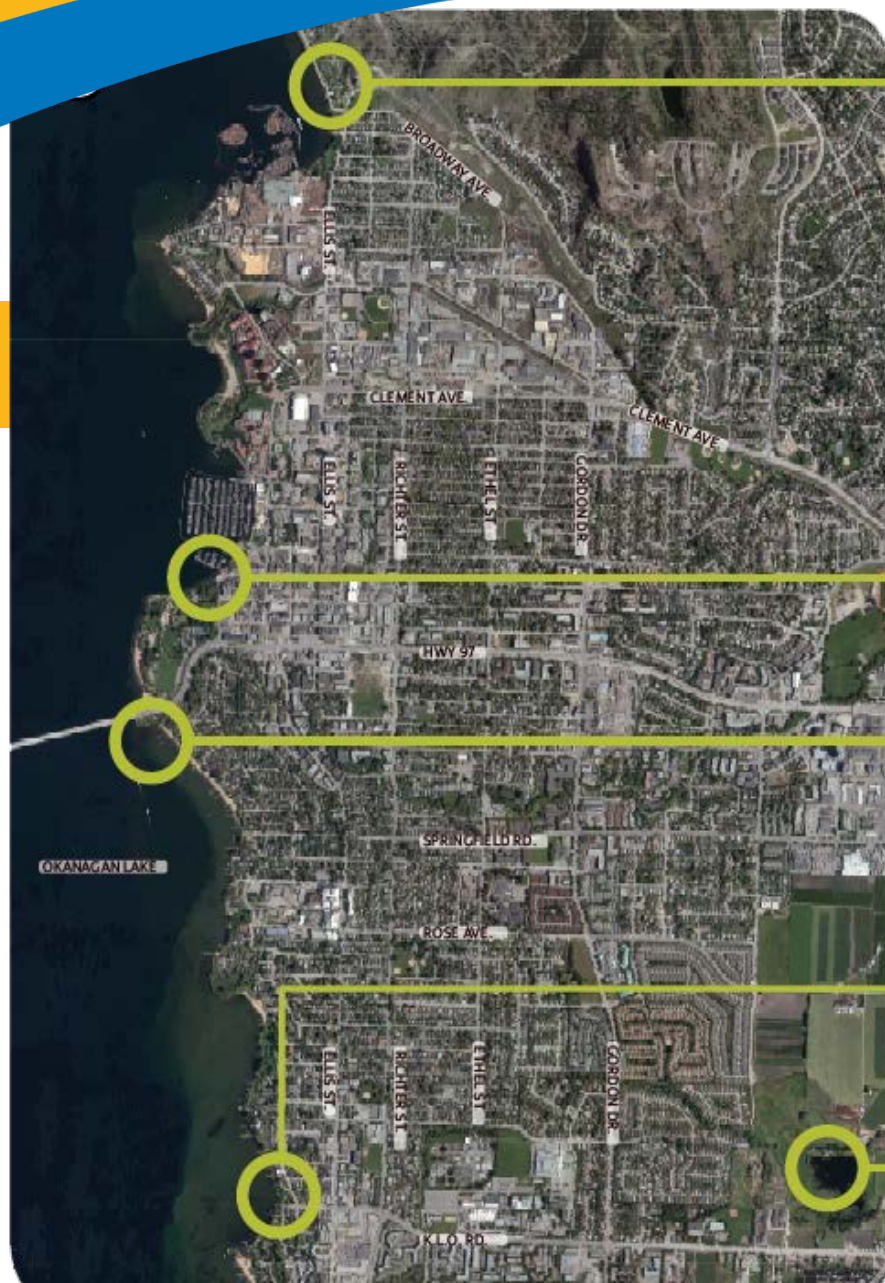
## STATISTICALLY VALID SURVEY

Key findings from the statistically valid survey:



## KEY FACTORS CONSIDERED IN SELECTING LOCATIONS:

- ▶ public safety,
- ▶ good location distribution across the City waterfront,
- ▶ impact on the surrounding neighbourhood,
- ▶ water quality less suitable for human swimming,
- ▶ impact on the environment and wildlife,
- ▶ proximity of suitable car parking,
- ▶ proximity to other park facilities and recreational uses.



POPLAR  
POINT BEACH  
ACCESS

## PROPOSED LOCATIONS

SAILS PLAZA  
'MINI' BEACH

LAKE AVENUE  
BEACH ACCESS

CEDAR AVENUE  
BEACH ACCESS

MUNSON POND



## ENGAGEMENT PROCESS

Feedback

June 2016

- Neighbourhood consultation with identified areas for potential off-leash sites and city-wide online feedback

*The goal for the second phase of public engagement is to:*

- ▶ Consult with citizens on each of the five proposed locations,
- ▶ Listen to, and understand the needs and concerns of the neighbours closest in proximity to each location,
- ▶ Gauge city-wide interest and preferences for each location.

City of Kelowna

**Get involved  
and have your say**



**Poplar Point Drive Beach Access  
Off-Leash Dog Beach Discovery Session**

Tuesday, June 7  
4 p.m. – 6:30 p.m.  
Sutherland Park,  
700 Ellis Street

These sessions are to gauge neighbourhood support, identify concerns and explore possible solutions.

Off-leash areas are subject to community input, Council approval and budget approval.

**Can't make  
the Discovery  
Session?**



Community  
Discovery Session  
featuring all five  
potential locations

Kerry Park, 1480 Mill St,  
near the Sails

Wednesday, June 15  
4 p.m. – 6:30 p.m.



Online  
[getinvolved.kelowna.ca](http://getinvolved.kelowna.ca)  
June 7 - June 28

For more information  
on dog park public  
engagement, visit  
[kelowna.ca/parks](http://kelowna.ca/parks).

## POPLAR POINT Beach Access



OKANAGAN LAKE

POPLAR POINT DRIVE

DISC GOLF COURSE

KNOX MOUNTAIN  
PARK

EXISTING SHORELINE  
EROSION CONTROL

EXISTING/ PROPOSED  
RIPARIAN PLANTING

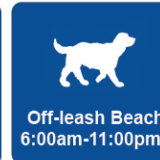
PROPOSED 3' CHAIN LINK  
FENCE WITH GATE

PROPOSED GARBAGE CAN,  
DOG BAG DISPENSER  
AND SIGNAGE

BENCH SEATING

EXISTING/ PROPOSED  
RIPARIAN PLANTING

EXISTING SHORELINE  
EROSION CONTROL

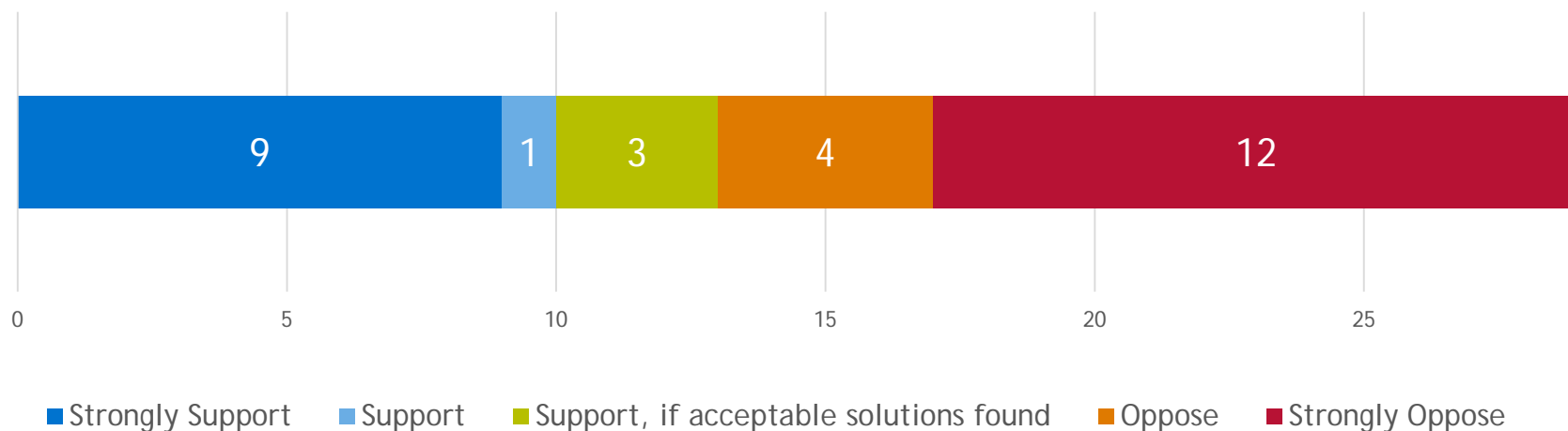




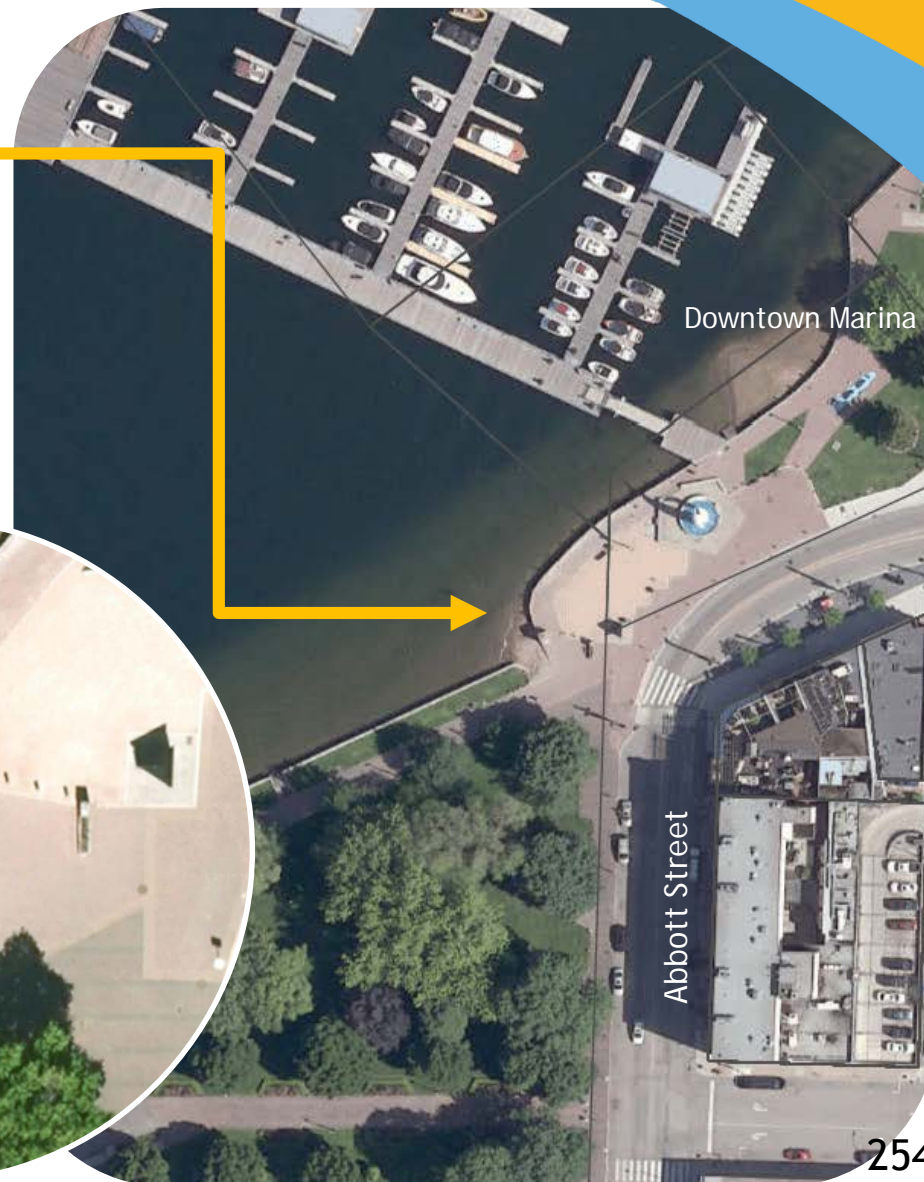
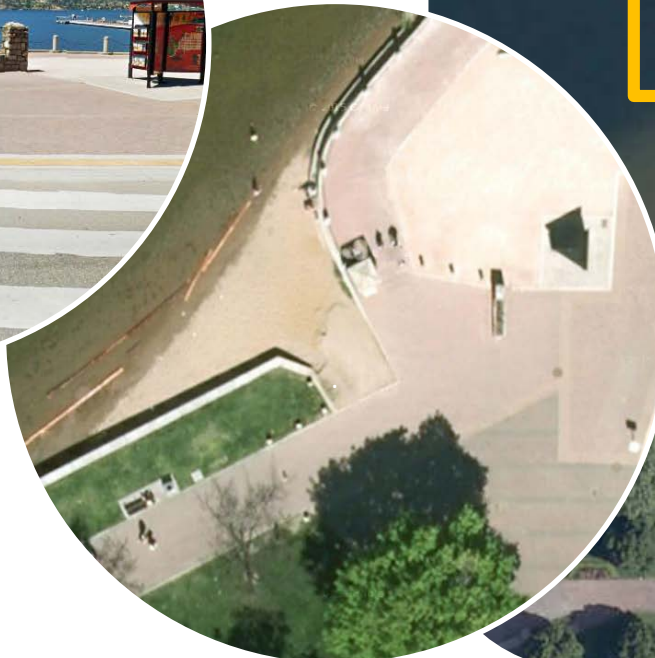
## POPLAR POINT Beach Access

Discovery Session - June 7, 2016

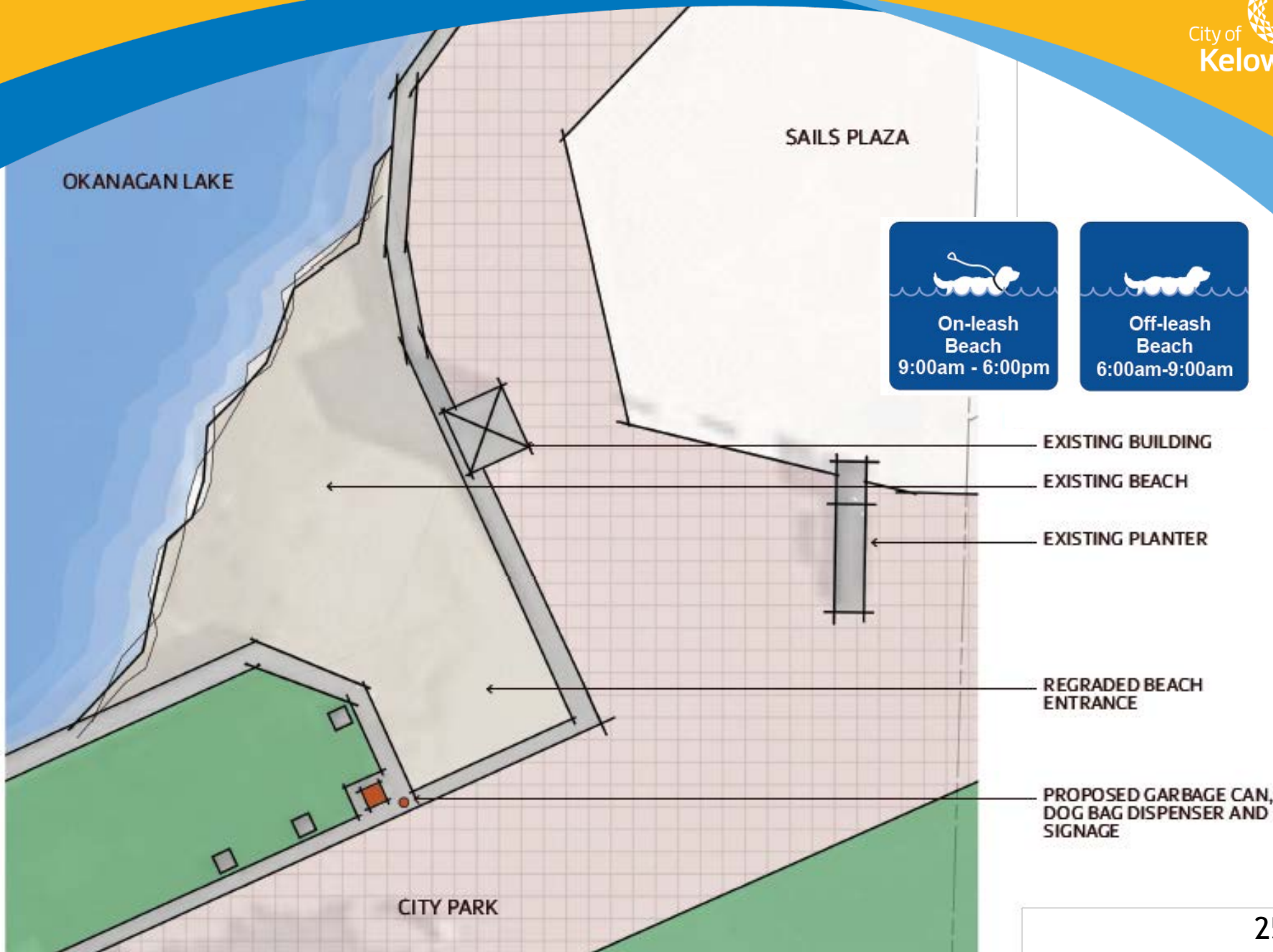
*Do you support or oppose the possibility of having an off-leash dog beach at Poplar Point beach access?*



## SAILS PLAZA 'Mini' Beach



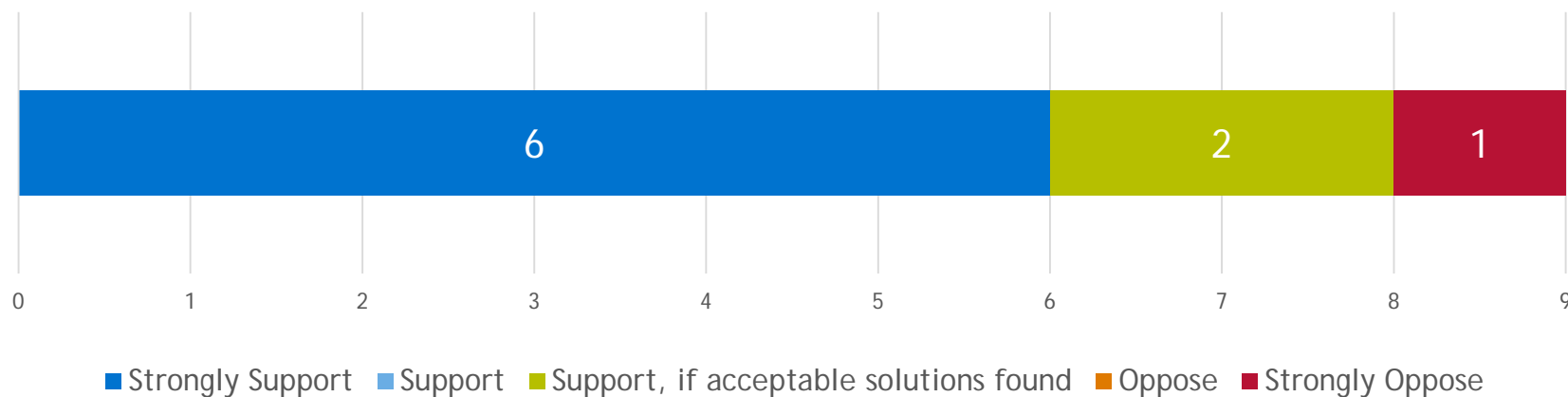




## SAILS PLAZA 'Mini' Beach

Discovery Session - June 8, 2016

*Do you support or oppose the possibility of having an off-leash dog beach at Sails Plaza?*



## CEDAR AVENUE Beach Access







OKANAGAN LAKE

EXISTING RESIDENCES

PROPOSED 3'  
CHAINLINK FENCE  
PROPOSED BENCH  
SEATING  
EXISTING SHORELINE  
EROSION CONTROL

EXISTING PICNIC BENCH

EXISTING HEDGE AND  
POWER VAULTS

PROPOSED 3'  
CHAINLINK FENCE WITH  
GATE

PROPOSED GARBAGE  
CAN, BAG DISPENSER &  
SIGNAGE  
EXISTING SOLID WOOD  
FENCE

EXISTING  
RESIDENCE



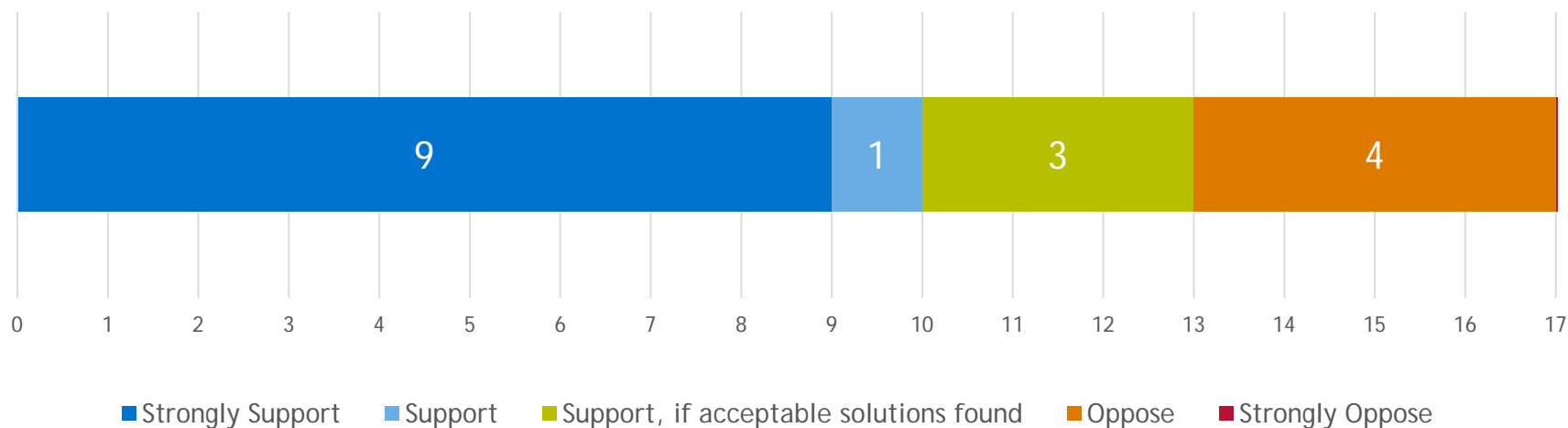
Off-leash Beach  
6:00am-11:00pm

258

## CEDAR AVENUE Beach Access

Discovery Session - June 9, 2016

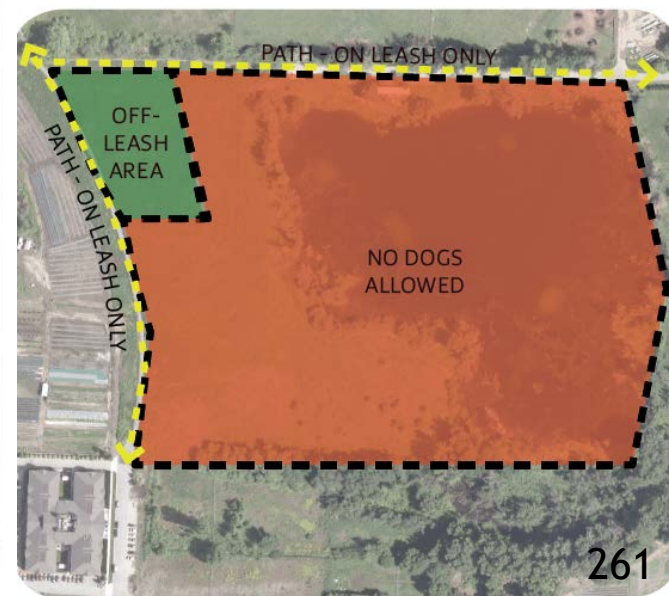
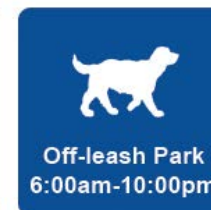
*Do you support or oppose the possibility of having an off-leash dog beach at Cedar Avenue beach access?*



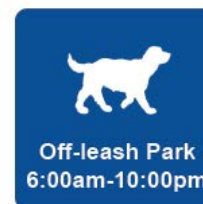


## MUNSON POND PARK





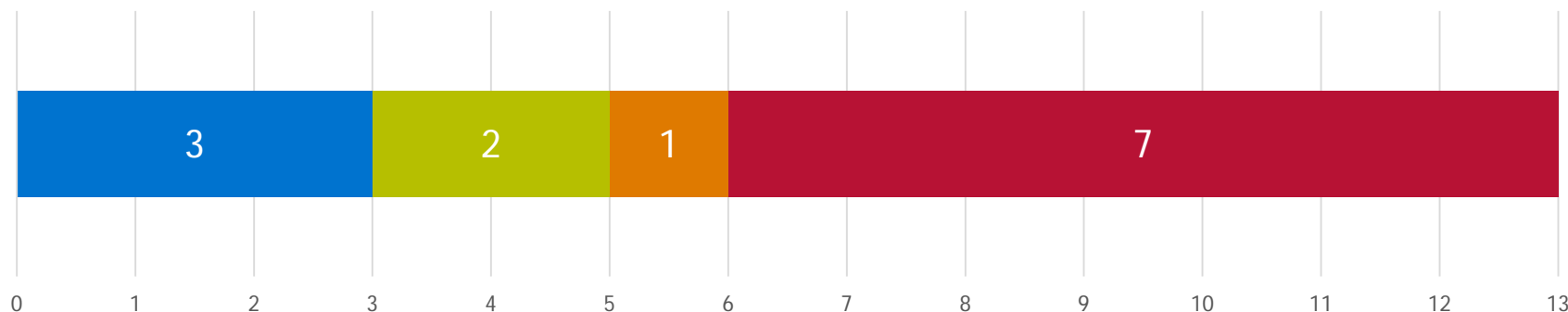




# MUNSON POND PARK

Discovery Session - June 14, 2016

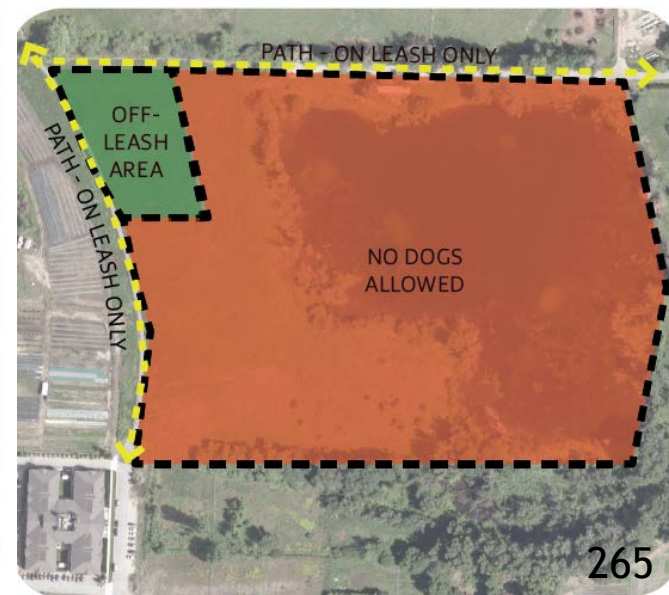
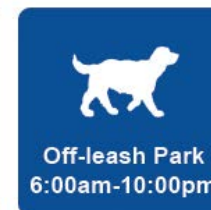
*Do you support or oppose the possibility of having an off-leash dog park at Munson Pond?*



■ Strongly Support 
 ■ Support 
 ■ Support, if acceptable solutions found 
 ■ Oppose 
 ■ Strongly Oppose







# LAKE AVENUE Beach Access







PROPOSED  
GARBAGE CAN,  
BAG DISPENSER  
AND SIGNAGE

PROPOSED 3'  
DECORATIVE  
METAL FENCE

EXISTING RIPARIAN  
PLANTING

PROPOSED  
SIGNAGE

PROPOSED BENCH  
SEATING

POST WITH  
SIGNAGE:  
*PLEASE RESPECT  
ALL BEACH USERS -  
NO DOGS BEYOND  
THIS POINT*

EXISTING RESIDENCES

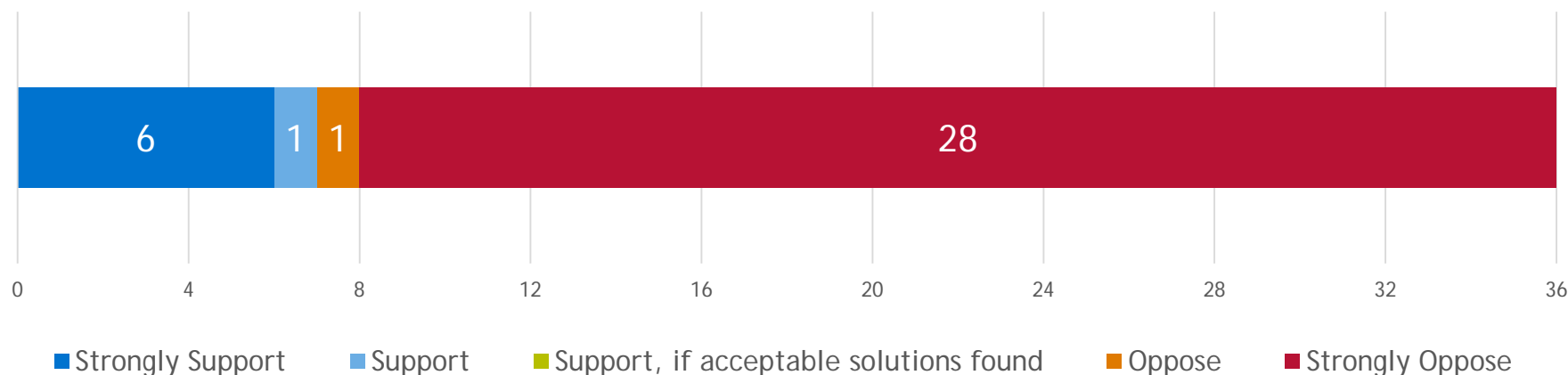
LAKE AVENUE

OKANAGAN LAKE

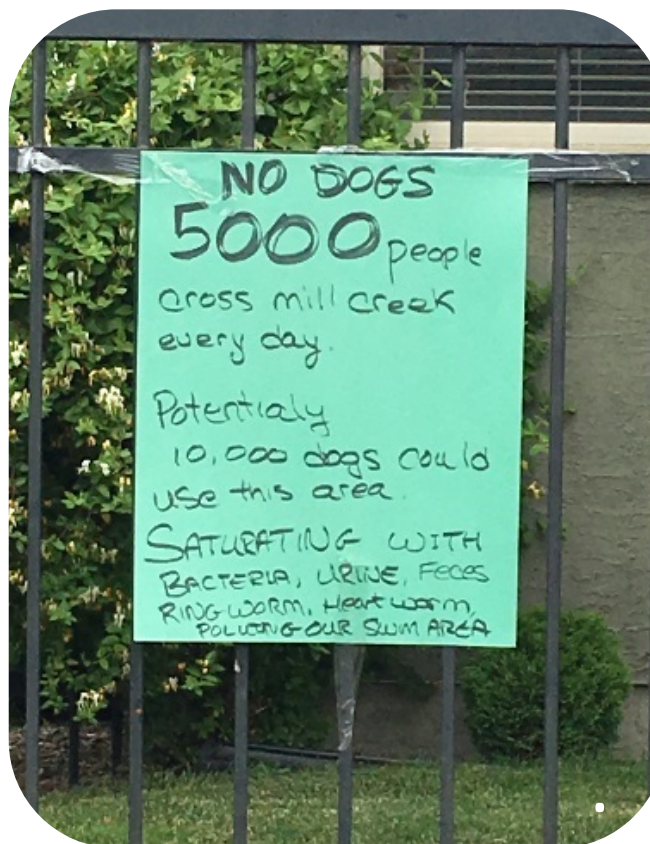
# LAKE AVENUE Beach Access

Discovery Session - June 8, 2016

*Do you support or oppose the possibility of having an off-leash dog beach at Lake Avenue Beach Access?*



## LAKE AVENUE Beach Access





## LAKE AVENUE

### Beach Access

#### *Concerns voiced at Discovery Session*

*Dog owners are irresponsible*

*The dogs will wander into nearby yards*

*Dog beaches don't belong in residential areas*

*Dog beach will decrease property values*

*Dog fouling will contaminate the beach*

*All for more dog beaches, just not here*

## LAKE AVENUE

### Beach Access

#### *Concerns voiced at Discovery Session*

*Threat to  
riparian work*

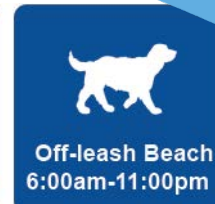
*Conflicting use with  
cyclists and pedestrian  
path nearby*

*Would deter  
families with  
young children*

*Barking dogs would  
be a nuisance*

*Not enough  
parking*

*Would not alleviate  
current illegal  
activities at the beach*



PROPOSED  
GARBAGE CAN,  
BAG DISPENSER  
AND SIGNAGE

PROPOSED 3'  
DECORATIVE  
METAL FENCE

EXISTING RIPARIAN  
PLANTING

PROPOSED  
SIGNAGE

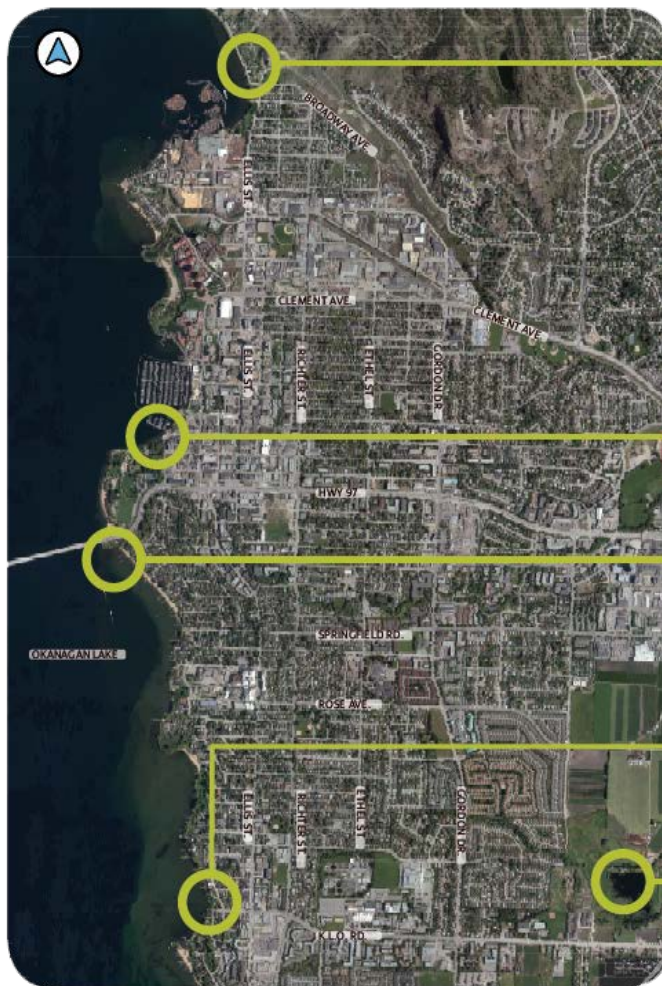
PROPOSED BENCH  
SEATING

POST WITH  
SIGNAGE:  
*PLEASE RESPECT  
ALL BEACH USERS -  
NO DOGS BEYOND  
THIS POINT*





## PROPOSED LOCATIONS



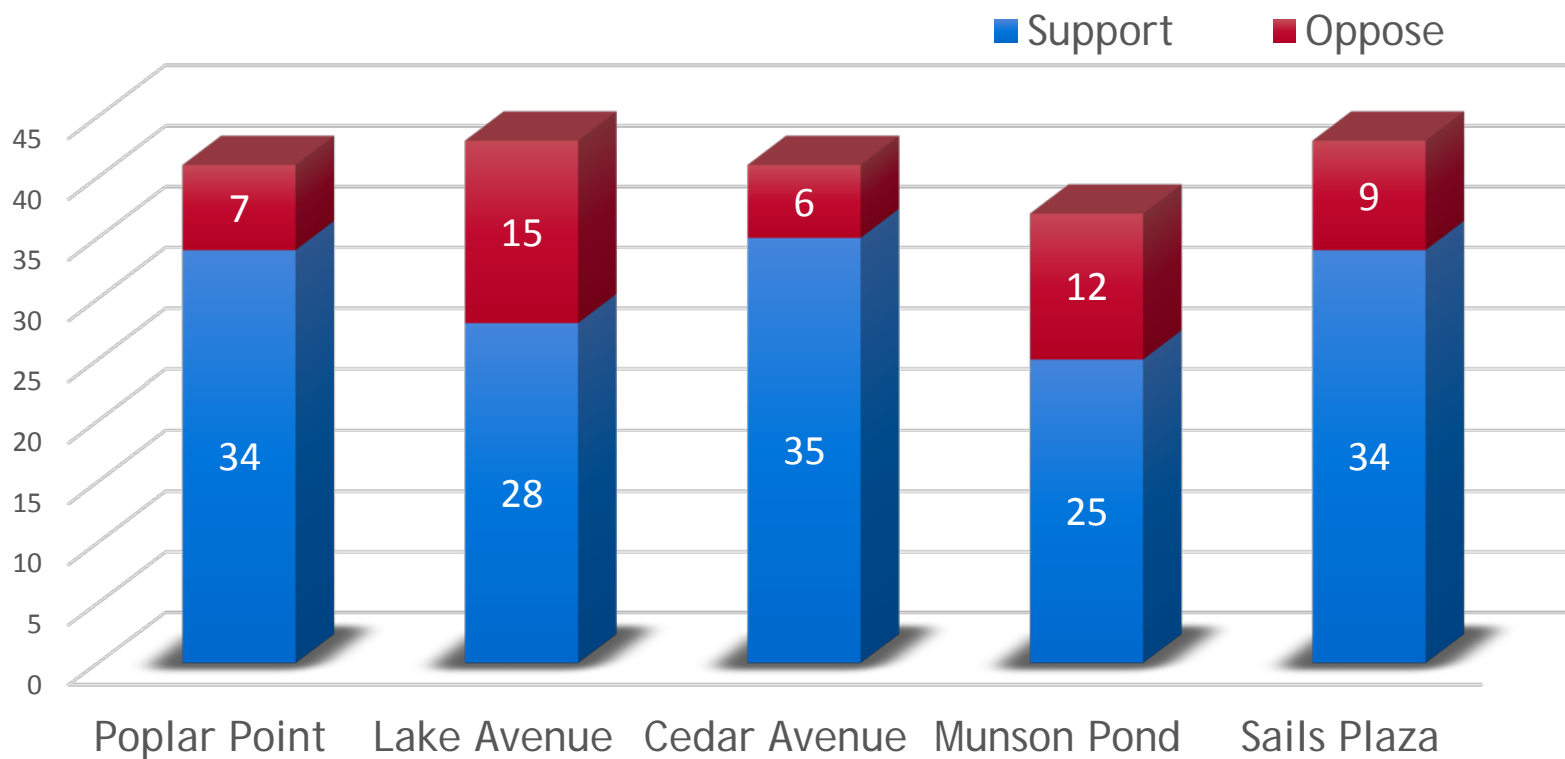
*Frequently heard during public consultation:*

*"Introduce multiple sites or none - don't trial just one, as it will be inundated with too many users."*



## CITY-WIDE SESSION FEEDBACK

*Do you support or oppose the possibility of having an off-leash dog area at:*



## CITY-WIDE SESSION FEEDBACK

*Common themes heard at Discovery Session - June 15, 2016*

*Could rely on vehicle less with more location*

*Concern regarding child and family safety in off-leash areas*

*Let's stop talking about it - more dog beaches*

*Dogs already have enough space both off and on-leash*

*City needs more dog beaches*

*Not informed of potential off-leash beach prior to buying home*

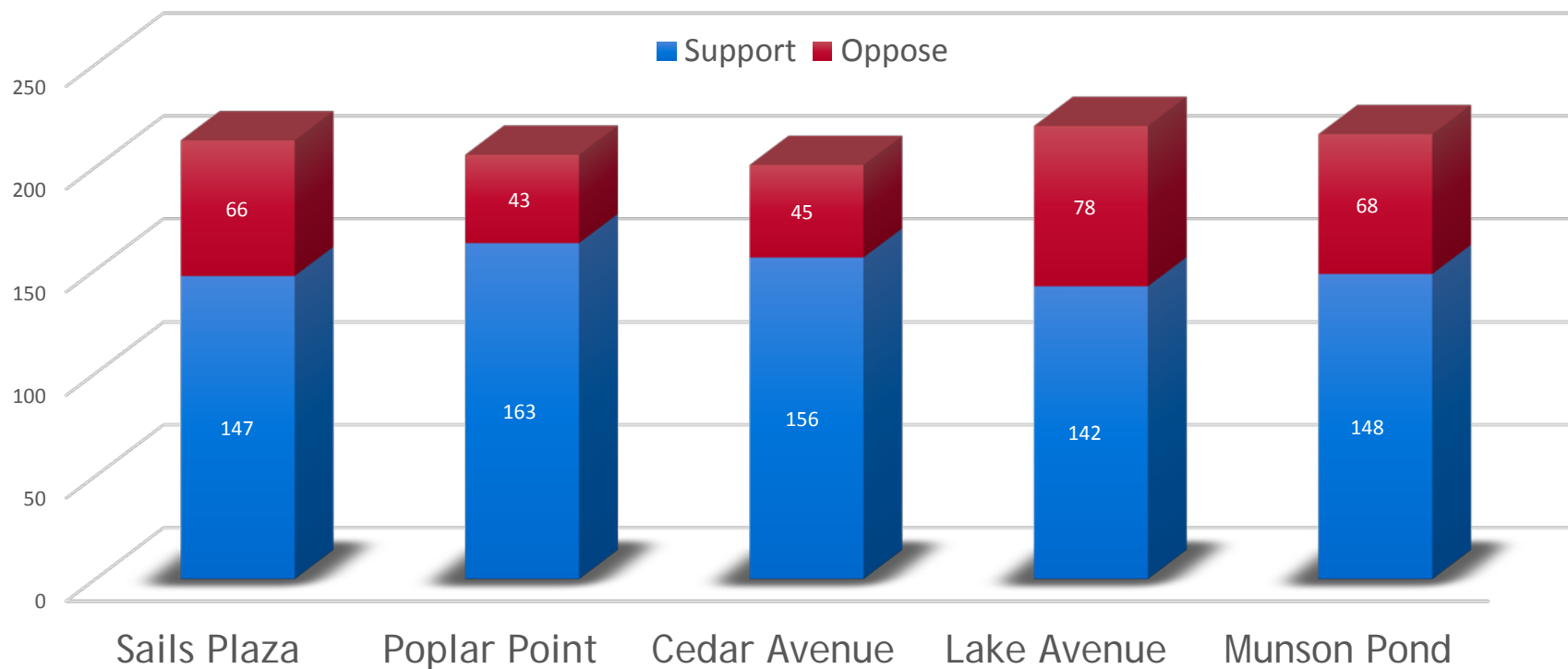
*Only dog beach at Cedar Creek is too far away*

*Not enough beach space downtown for humans to use, never mind dogs*

## ONLINE FEEDBACK

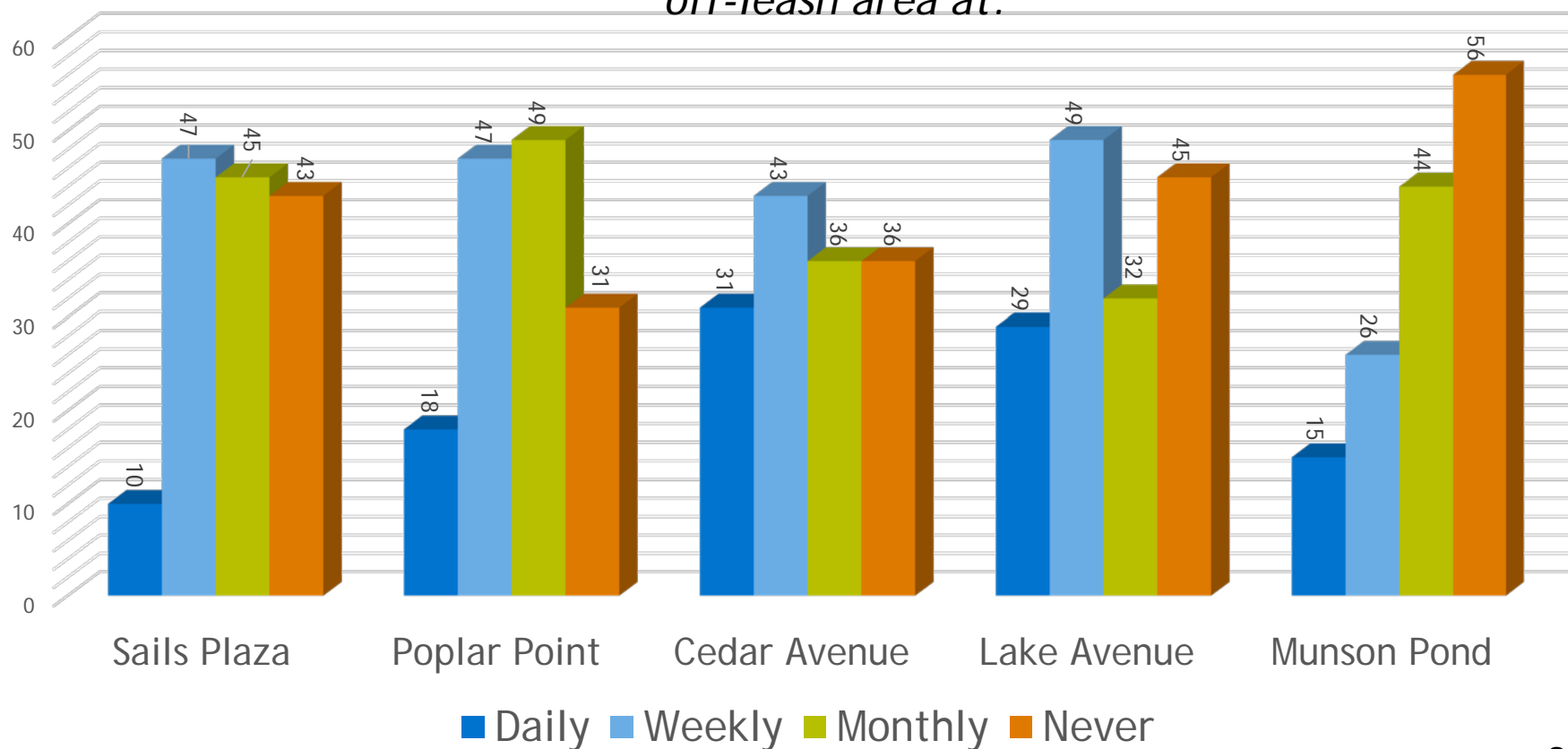
Total Online Surveys Received: 247

*Do you support or oppose the possibility of having an off-leash dog area at:*

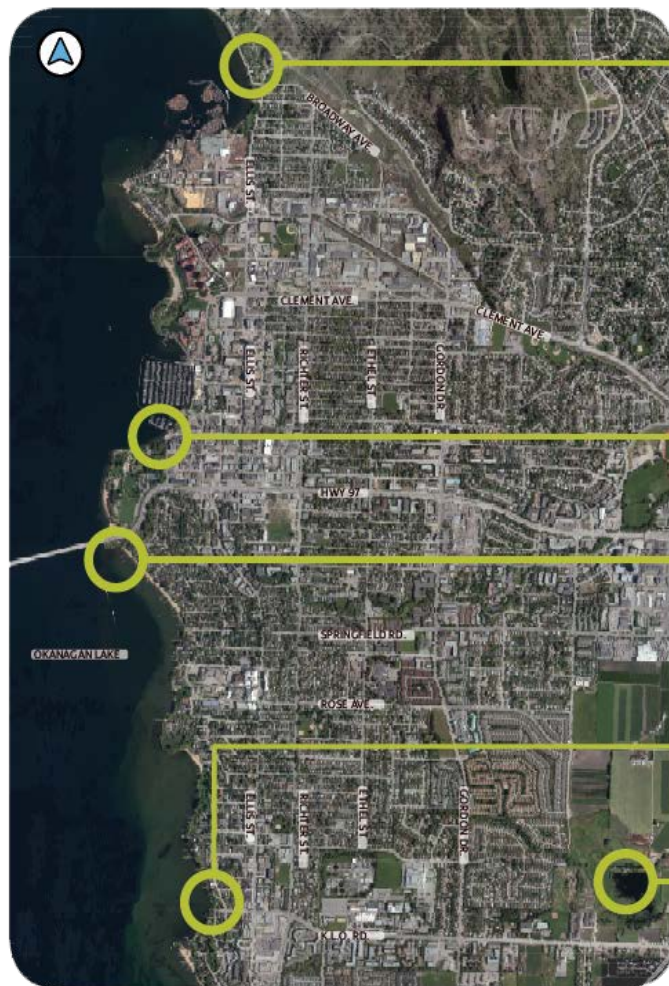


## ONLINE FEEDBACK

*If you are a dog owner, please specify how often you would use the off-leash area at:*



## PROPOSED LOCATIONS



POPLAR POINT  
BEACH ACCESS

*Recommended*

DOWNTOWN SAILS  
'MINI' BEACH

*Recommended*

LAKE AVENUE  
BEACH ACCESS

*Recommended  
as trial*

CEDAR AVENUE  
BEACH ACCESS

*Recommended  
for further review*

MUNSON POND

*Not recommended*



# Report to Council



**Date:** September 19, 2016  
**File:** 0600-10  
**To:** City Manager  
**From:** City Clerk  
Utilities Planning Manager  
**Subject:** Sufficiency Report for the Owner Initiated Local Area Service for Aspen Road  
Report Prepared by: C. Boback, Legislative Coordinator, A. Reeder, Utilities Planning Manager

---

## **Recommendation:**

THAT Council receives for information, the Report from the City Clerk and Utilities Planning Manager, dated September 19, 2016 pertaining to the receipt of Owner Initiated Local Area Service Petitions for Aspen Road services and improvements related to the provision of water from the City water utility;

AND THAT Council receive the Certificate of Sufficiency dated September 19, 2016 pertaining to the Owner Initiated Local Area Service for Aspen Road;

AND FURTHER THAT Bylaw No.11275 being Establishment and Loan Authorization Bylaw for Local Area Service Aspen Road be forwarded for Council consideration.

## **Purpose:**

To receive the Certificate of Sufficiency for a Local Area Service for Aspen Road, and to review and authorize a local service area for upgrades necessary to build water improvements.

## **Background:**

There are more than 27 small private water utilities throughout Kelowna which are the responsibility of the provincial government. Many were established decades ago. With the passage of time, health and liability standards have increased and many of these private water providers are now experiencing challenges similar to the Cedar Creek Water Users Community in the Aspen Road area of the City.

The City was approached this summer by residents of Aspen Road to obtain water from the City system. During their investigation into transitioning to the City utility, the Cedar Creek

Water Users Community discovered it was less expensive to join the City utility than to make the necessary upgrades to meet regulated standards.

#### **Aspen Road Local Area Service**

The Aspen Road residents are currently served by a volunteer-run water system, the Cedar Creek Water Users Community. This system has become unreliable for its customers, as there is no clear structure or management of the water system, repairs to the system are required more frequently and residents do not have the necessary means or expertise to maintain it. City staff worked with these residents over the summer to develop an affordable design and to develop a petition to create local service area necessary to fund improvements.

For a petition to be sufficient under the Community Charter, at least 50% of affected owners **and** at least 50% of the total assessed values must approve the local service area. As of August 29, 2016, the Office of the City Clerk received valid signatures representing 5 of the 6 affected properties.

With the Community Charter conditions achieved, Council may consider construction of the requested improvements.

The improvements would consist of a new 150-mm water main that connects to the City water system, new water connections to the existing water services at the property line, new shut off valves at the property line, fire hydrants, pressure reducing valves inside the homes, and new water meters in each home.

These improvements will result in the provision of safe drinking water, improved fire protection, and a more reliable water service with professional staff providing service twenty-four hours a day, seven days a week.

Should the local service area be approved by Council, detailed design would commence immediately with the construction of the works to be completed in the spring of 2017.

#### **Summary**

In keeping with Council's ongoing efforts to ensure all Kelowna residents have access to a reliable supply of safe drinking water, staff are in contact with some small utilities experiencing difficulties. Council's previously stated preference is for an orderly, planned transition of independent water providers to the City utility versus the ad hoc emergency approach taken today. It should be noted that not all situations can be fixed this quickly or for this minimal investment.

As discussions with the province and larger independent water providers continue on the future of Kelowna's water systems, staff will seek clarity on how these small systems fit into those ongoing discussions.

#### **Financial/Budgetary Considerations:**

The proposed budget for the water system improvements is \$48,000.

The estimated costs of the water improvements were provided to each of the residential users for their property in an information package that went to every home owner inside the potential Local Service Area. The costs to each of these residents were based on the total

cost of the improvements allocated equally to each of the properties. Residential costs are \$8,500 for each property. Once the project is complete property owners will be able to either pay for these costs up front or as a Local Area Service tax over a twenty-year period.

Residents will have the choice to make a onetime payment of approximately \$8,500, or annual commuted value of approximately \$560 depending on the actual of the project. Upon completion of the project a letter will be sent out to residents indicating final projects costs and an option to pay for a onetime payment. A sixty-day grace period for a onetime payment will be provided, with the default being a commuted value that will be added to annual taxes.

**Legal/Statutory Authority:**

*Community Charter - Section 212* - Requirements for the Owner initiated Local Area Service.

*Community Charter - Section 212(2) to (6)* - Petitioning requirements and Corporate Officer sufficiency determination.

**Internal Circulation:**

Infrastructure Planning

Financial Services

Communications

**Considerations not applicable to this report:**

**Legal/Statutory Procedural Requirements:**

**Existing Policy:**

**Financial/Budgetary Considerations:**

**Personnel Implications:**

**External Agency/Public Comments:**

**Communications Comments:**

**Alternate Recommendation:**

Submitted by:

S. Fleming, City Clerk

A.Reeder, Utilities Planning Manager



**Approved for inclusion:** R. Mayne, Divisional Director of Corporate and Protection Services

cc: G. Filafilo, Financial Projects Manager

**CITY OF KELOWNA**

**OFFICE OF THE CITY CLERK**

**CORPORATE OFFICER CERTIFICATE OF SUFFICIENCY**

I hereby certify that the Office of the City Clerk received **sufficient** signatures and assessed values in relation to the Owner Initiated Local Area Service opportunity for Aspen Road. The Local Area Service for Aspen Road is providing for the installation of a new 150mm PVC Main complete with the necessary Valves, Tee's, and Elbows; installation of new water service to property line complete with new curb stops; installation of a fire hydrant for fire protection; paving of the portion of road that is disturbed by construction; decommission of the existing water system; installation of a Pressure Reducing Valve inside home; and installation of a Water Meter inside home.

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Dated this 7<sup>th</sup> day of September, 2016.

---

S. Fleming, City Clerk

Total No. Of Affected Parcels	No. of Required Valid Petitions to Create the LAS for Aspen Road  (At least 50% of Total Parcels Affected)	Total No. of Valid Petitions Received	Total Assessed Value of Land and Improvements for the Affected Parcels	Total Assessed Value Required to Create the LAS for Aspen Road  (At least 50% of Total)	Total Petitioners' Assessment
6	3	5	\$3,549,000.00	At Least \$1,7774,500.00	\$2,985,000.00

# CITY OF KELOWNA

## BYLAW NO. 11275

**A bylaw of the City of Kelowna to Establish a Local Area Service, authorize the borrowing of the estimated cost to construct works within the Local Area Service and establish the property owner's portion of the cost within the Local Area Service**

### Local Area Service for Aspen Road

---

WHEREAS pursuant to the provisions of Section 210 of the *Community Charter*, and amendments thereto, empowers the Council of the City of Kelowna with the authority to establish a local area service within a part of the municipality by establishing a local area service bylaw;

AND WHEREAS pursuant to the provisions of Section 210 of the *Community Charter*, and amendments thereto, empowers the Council of the City of Kelowna with the authority to adopt a local area service bylaw to recover costs from property owner's pursuant to Section 216 of the *Community Charter* and amendments thereto, who derive a particular benefit from the service provided from local improvement works;

AND WHEREAS pursuant to the provisions of Section 211 of the *Community Charter*, and amendments thereto, states that the Council of the City of Kelowna must adopt a bylaw to establish a local area service and its cost recoveries;

AND WHEREAS the local area service works proposed by this bylaw include all things necessary in providing for the installation of a new 150mm PVC Main complete with the necessary Valves, Tee's, and Elbows; installation of new water service to property line complete with new curb stops; installation of a fire hydrant for fire protection; paving of the portion of road that is disturbed by construction; decommission of the existing water system; installation of a Pressure Reducing Valve inside home; installation of a Water Meter inside home; for the local service area as shown on Schedule "A" attached hereto and forming part of this bylaw and hereafter referred to as the "Local Area Service" or "LAS";

AND WHEREAS the Council of the City of Kelowna may borrow sums of money, not exceeding the total cost of the work that may be necessary, pursuant to Section 217 of the *Community Charter* and amendments thereto;

AND WHEREAS the amount to be borrowed to provide the installation of a new 150mm PVC Main complete with the necessary Valves, Tee's, and Elbows; installation of new water service to property line complete with new curb stops; installation of a fire hydrant for fire protection; paving of the portion of road that is disturbed by construction; decommission of the existing water system; installation of a Pressure Reducing Valve inside home; installation of a Water Meter inside home to the LAS, is the sum of Forty-Eight Thousand Dollars (\$48,000.00) which is the amount of debt intended to be created by this bylaw;

AND WHEREAS the maximum term for the debentures to be issued to secure the monies authorized to be borrowed hereunder is twenty (20) years;



AND WHEREAS the approval of the Inspector of Municipalities has been obtained prior to its adoption, pursuant to Section 179 of the Community Charter;

AND WHEREAS the affected property owners within the LAS were notified, under the owner initiated petitioning process, pursuant to Section 212 of the Community Charter, and amendments thereto, that the Council of the City of Kelowna intends to establish a LAS and instal a new 150mm PVC Main complete with the necessary Valves, Tee's, and Elbows; instal a new water service to property line complete with new curb stops; instal a fire hydrant for fire protection; pave the portion of road that is disturbed by construction; decommission the existing water system; instal a Pressure Reducing Valve inside their home; instal a Water Meter inside their home on behalf of the affected property owners;

AND WHEREAS the Council of the City of Kelowna has been advised through a report prepared by the Corporate Officer that the elector responses submitted by the affected property owners of the LAS, requesting that Council to proceed with the establishment of a LAS and the borrowing to undertake the installation of a new 150mm PVC Main complete with the necessary Valves, Tee's, and Elbows; instal a new water service to property line complete with new curb stops; instal a fire hydrant for fire protection; pave the portion of road that is disturbed by construction; decommission the existing water system; instal a Pressure Reducing Valve inside their home; instal a Water Meter inside their home, are sufficient;

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

1. In this bylaw:

"Annual Costs" shall mean the cost, including management, reserves, administration, rental, operation and maintenance, debt servicing and capital costs of the works;

"Parcel" shall mean any lot, block or other area in which real property is held or into which is subdivided and includes the right or interest of an occupier of land but does not include a highway or portion of a highway. The term parcel; includes strata parcels.

"Group of Parcels" shall mean where a building or other improvement extends over more than one parcel of land, those parcels if contiguous may be treated by the Assessor as one parcel and assed accordingly;

"Collector" shall mean the Collector for the Municipality duly appointed by the Council of the City of Kelowna pursuant to the provisions of the Local Government Act; and

"Works" shall mean the acquisition of all such property, easements, rights-of-way, licences, rights or authorities as may be requisite or desirable for or in connection with the construction of paved parking areas, end and mid street landscape bulbs with character pieces, curb and gutter, storm sewer system, sod, irrigation and trees on the south boulevard to the LAS;

2. There shall be and is hereby established a LAS under the provision of the Community Charter, and amendments thereto, to be known as the "City of Kelowna Local Area Service for Aspen Road";
3. The boundaries of the City of Kelowna LAS for Aspen Road are outlined in Schedule "A" attached to and forming part of this bylaw;

4. The City of Kelowna is hereby authorized to provide the installation of a new 150mm PVC Main complete with the necessary Valves, Tee's, and Elbows; installation of new water service to property line complete with new curb stops; installation of a fire hydrant for fire protection; paving of the portion of road that is disturbed by construction; decommission of the existing water system; installation of a Pressure Reducing Valve inside home; installation of a Water Meter inside home for the LAS as outline in Schedule "A" attached to and forming part of this bylaw;
5. The City of Kelowna is hereby authorized to acquire all such real property, easements and right-of-ways and to enter into leases, and to obtain other rights and authorities as may be required or desired in connection with the construction of the works described in Section 4 of this bylaw;
6. The entire capital costs of the work shall be borne by the Local Area Service and shall be raised by way of a local service tax under Section 216 of the Community Charter, levied in twenty (20) annual instalments.
7. Should the sums recovered through the levy of the local service tax at any time be insufficient to meet the costs of repayment of the debt, the Council may levy and impose within the local area service an additional rate on land and improvements over and above all other rates sufficient to meet such a deficit in the same manner and time as other general municipal levies.
8. Any person whose parcel is subject to being specially charged under Section 6 of this bylaw, may elect to make a one-time payment of the portion of the cost of construction assessed upon their parcel within sixty days of receipt of written instructions from the Collector. The amount of the one-time cash payment after the loan has been incurred will vary depending upon a number of factors including the year of payment, interest rate of the loan and the rates of return on the sinking fund and cash commutation fund.
10. This bylaw shall take effect on the date of its adoption by Council.
11. This bylaw shall be cited as Bylaw No. 11275 being "Establishment Bylaw for Local Area Service Aspen Road".

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

Received the Approval of the Inspector of Municipalities this

Received Approval of the Electors by an Owner Initated process under the Community Charter this

Adopted by the Municipal Council of the City of Kelowna this

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Mayor

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City Clerk



