

# City of Kelowna

## Regular Council Meeting

### AGENDA



Monday, October 25, 2021  
1:30 pm  
Council Chamber  
City Hall, 1435 Water Street

#### Pages

#### 1. Call to Order

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

In accordance with the most recent Interior Health Restrictions regarding gatherings and events, a maximum of 50 members of the public is permitted to attend Council meetings in-person. Members of the public must remain seated unless invited to address Council.

As an open meeting, a live audio-video feed is being broadcast and recorded on kelowna.ca.

#### 2. Confirmation of Minutes

4 - 11

PM Meeting - October 18, 2021

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

##### 3.1. Kaslo Crt 2117 - Z21-0076 (BL12292) - Kyle Remie Van de Sype and Kathryn Lynn Van de Sype

12 - 34

To rezone the subject property from the RU1 – Large Lot Housing zone to the RU6 – Two Dwelling Housing zone to facilitate the development of a duplex, and to waive the Public Hearing.

##### 3.2. Kaslo Crt 2117 - BL12292 (Z21-0076) - Kyle Remie Van de Sype and Kathryn Lynn Van de Sype

35 - 35

To give Bylaw No. 12292 first reading in order to rezone the subject property from the RU1 – Large Lot Housing zone to the RU6 – Two Dwelling Housing zone.

##### 3.3. Supplemental Report - Richter St 2590 - Z21-0040 (BL12282) - Linguo Zhang

36 - 37

To receive a summary of correspondence for Rezoning Bylaw No. 12282 and to give the bylaw further reading consideration.

<b>3.4.</b>	<b>Richter St 2590 - BL12282 (Z21-0040) - Linguo Zhang</b>	<b>38 - 38</b>
	To Bylaw No. 12282 second and third reading in order to rezone the subject property from the RU6 - Two Dwelling Housing zone to the RM3 - Low Density Multiple Housing zone.	
<b>3.5.</b>	<b>Mayfair Crt 734 - Z20-0095 (BL12241) - Rezoning Bylaw Rescindment</b>	<b>39 - 40</b>
	To rescind all three readings given to Rezoning Bylaw No. 12241 and direct Staff to close the file.	
<b>3.6.</b>	<b>Mayfair Crt 734 - BL12241 (Z20-0095) - Adam Wladyslaw Zurek</b>	<b>41 - 41</b>
	To rescind first, second, and third readings of Bylaw No. 12241.	
<b>3.7.</b>	<b>Optic Ct 2175 - DP20-0217 - 1176024 BC Ltd, Inc No BC1176024</b>	<b>42 - 87</b>
	To consider the form and character of a three-building industrial development.	
<b>4.</b>	<b>Bylaws for Adoption (Development Related)</b>	
<b>4.1.</b>	<b>McCurdy Rd 320 - BL12215 (Z21-0025) - Gary Martin Lupul</b>	<b>88 - 88</b>
	To amend and adopt Bylaw No. 12215 in order to rezone the subject property from the RU1 - Large Lot Housing zone to the RU6 - Two Dwelling Housing zone.	
<b>5.</b>	<b>Non-Development Reports &amp; Related Bylaws</b>	
<b>5.1.</b>	<b>Lakeshore and June Springs Fire Service Agreement</b>	<b>89 - 100</b>
	To renew the Fire Service Agreement for Lakeshore Road and June Springs Road with the Regional District of the Central Okanagan (RDCO) for a five(5) year term.	
<b>5.2.</b>	<b>Country Rhodes (Ellison) Fire Service Agreement</b>	<b>101 - 111</b>
	To renew the Fire Service Agreement for Country Rhodes (Ellison) with the Regional District of the Central Okanagan (RDCO) for a five (5) year term.	
<b>5.3.</b>	<b>MRDT Renewal Application and Taxation Bylaw</b>	<b>112 - 179</b>
	To renew the three per cent Municipal and Regional District Tax.	
<b>5.4.</b>	<b>BL12290 - City of Kelowna Municipal and Regional District Tax Bylaw</b>	<b>180 - 180</b>
	To give Bylaw No. 12290 first, second and third reading.	



**5.5. License of Occupation - Kelowna Disc Golf Association** 181 - 201

To approve a three-year License of Occupation agreement with Kelowna Disc Golf Association for a portion of the City owned lands at 563 Poplar Point Drive, 565 Poplar Point Drive and 580 Knox Mountain Drive.

**5.6. Green Fleet Strategy** 202 - 278

To update Council on a new Green Fleet Strategy, to help reduce Greenhouse Gas Emissions (GHGs) from the corporate Fleet.

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

**6.1. BL12279 - Amendment No. 12 to Solid Waste Bylaw No. 10106** 279 - 280

To adopt Bylaw No. 12279..

**6.2. BL12285 Amendment No. 30 to the Bylaw Notice Enforcement Bylaw No 10475** 281 - 281

To adopt Bylaw No. 12285.

**7. Mayor and Councillor Items**

**8. Termination**



## City of Kelowna Regular Council Meeting Minutes

Date:	Monday, October 18, 2021
Location:	Council Chamber City Hall, 1435 Water Street
Members Present	Mayor Colin Basran, Councillors Maxine DeHart, Ryan Donn, Gail Given, Luke Stack and Loyal Wooldridge
Members participating remotely	Councillor Charlie Hodge
Members absent	Councillors Brad Sieben and Mohini Singh
Staff Present	City Manager, Doug Gilchrist; City Clerk, Stephen Fleming; Divisional Director, Planning & Development Services, Ryan Smith*; Development Planning Department Manager, Terry Barton*; Community Planning & Development Manager, Dean Strachan*; Urban Planning Manager, Jocelyn Black*; Utility Services Manager, Kevin Van Vliet*, Landfill & Compost Operations Manager, Scott Hoekstra*; Real Estate Services Manager, Ben Walker*
Staff participating remotely (* Denotes partial attendance)	Legislative Coordinator (Confidential), Clint McKenzie

### 1. Call to Order

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

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

In accordance with the most recent Interior Health Restrictions regarding gatherings and events, a maximum of 50 members of the public is permitted to attend Council meetings in-person. Members of the public must remain seated unless invited to address Council.

As an open meeting, a live audio-video feed is being broadcast and recorded on kelowna.ca.

### 2. Confirmation of Minutes

Moved By Councillor Wooldridge/Seconded By Councillor Hodge

**R0935/21/10/18** THAT the Minutes of the Regular Meetings of October 4, 2021 be confirmed as circulated.

Carried**3. Development Application Reports & Related Bylaws****3.1 3510 Spectrum Crt - TA21-0013 (BL12284) - Kelowna Motors Investments Ltd., Inc. No. BC 1281822**

Staff:

- Displayed a PowerPoint Presentation summarizing the application.

Moved By Councillor Wooldridge/Seconded By Councillor Given

**R0936/21/10/18** THAT Zoning Bylaw Text Amendment Application No. TA21-0013 to amend the City of Kelowna Zoning Bylaw No. 8000 as identified in Schedule "A" and outlined in the Report from the Development Planning Department dated October 18, 2021 for Lot 17 Section 14 Township 23 ODYD Plan KAP82802 located at 3510 Spectrum Court be considered by Council;

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

AND THAT final adoption of the Zoning Bylaw Text Amending Bylaw be considered subsequent to the approval of the Ministry of Transportation and Infrastructure;

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

Carried**3.2 3510 Spectrum Crt - BL12284 (TA21-0013) - Kelowna Motors Investments Ltd., Inc. No. BC 1281822**Moved By Councillor DeHart/Seconded By Councillor Stack

**R0937/21/10/18** THAT Bylaw No. 12284 be read a first time.

Carried**3.3 Doyle Ave 350 - Z21-0061 (BL12286) - City of Kelowna**

Staff:

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

Moved By Councillor Wooldridge/Seconded By Councillor Given

**R0938/21/10/18** THAT Rezoning Application No. Z21-0061 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot C District Lot 139 Osoyoos Division Yale District Plan EPP95954, located at 350 Doyle Avenue, Kelowna, BC from the P1 – Major Institutional zone to the C7r – Central Business Commercial (Residential Rental Tenure Only) zone, be considered by Council;

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

AND THAT final adoption of the Rezoning Bylaw be considered subsequent to the outstanding conditions of approval as set out in Schedule "A" attached to the Report from the Development Planning Department dated October 18, 2021;  
AND THAT final adoption of the Rezoning Bylaw be considered subsequent to the approval of the Ministry of Transportation and Infrastructure;

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

**Carried**

**3.4 Doyle Ave 350 - BL12286 (Z21-0061) - City of Kelowna**

Moved By Councillor Stack/Seconded By Councillor DeHart

**R0939/21/10/18** THAT Bylaw No. 12286 be read a first time.

**Carried**

**3.5 Richter St 1875 - Z21-0055 (BL12289) - 1243978 BC Ltd., Inc. No. BC1243978**

Staff:

- Displayed a PowerPoint Presentation summarizing the application and confirmed staff recommend this application be forwarded to public hearing.

Moved By Councillor Stack/Seconded By Councillor Donn

**R0940/21/10/18** THAT Rezoning Application No. Z21-0055 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot B District Lot 138 ODYD Plan 4495, located at 1875 Richter Street, Kelowna, BC from the RU6 – Two Dwelling Housing zone to the RM3r – Low Density Multiple Housing (Residential Rental Tenure Only) zone, be considered by Council;

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

AND THAT final adoption of the Rezoning Bylaw be considered subsequent to the outstanding conditions of approval as set out in Schedule "A" attached to the Report from the Development Planning Department dated October 18, 2021;

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

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

**Carried**

**3.6 Richter St 1875 - BL12289 (Z21-0055) - 1243978 BC Ltd., Inc. No. BC1243978**

Moved By Councillor DeHart/Seconded By Councillor Stack

**R0941/21/10/18** THAT Bylaw No. 12289 be read a first time.

**Carried**



**3.7 Cawston Ave 604 - BL12267 (OCP21-0020) - Sole Cawston Developments Ltd., Inc. No. BC1270856**

Moved By Councillor Stack/Seconded By Councillor DeHart

R0941/21/10/18 THAT Bylaw No. 12267 be amended at 3rd reading by deleting the legal description(s) that read

- "Lot 23, District Lot 139, ODYD, Plan 1037; and
- "Lot 22, District Lot 139, ODYD, Plan 1037; and
- "Lot 21, District Lot 139, ODYD, Plan 1037; and
- "Lot A, District Lot 139, ODYD, Plan EPP49686".

And replacing it with:

- "Lot 1, District Lot 139, ODYD, Plan EPP114593"

And by deleting, "608, 612, and 626" from the title.

Carried

Moved By Councillor Stack/Seconded By Councillor DeHart

R0942/21/10/18 THAT Bylaw No. 12267, as amended, be adopted.

Carried

**3.8 Cawston Ave 604 - BL12268 (Z21-0069) - Sole Cawston Developments Ltd., Inc. No. BC1270856**

Moved By Councillor DeHart/Seconded By Councillor Stack

R0943/21/10/18 THAT Bylaw No. 12268 be amended at 3rd reading by deleting the legal description(s) that read

- "Lot 23, District Lot 139, ODYD, Plan 1037; and
- "Lot 22, District Lot 139, ODYD, Plan 1037; and
- "Lot 21, District Lot 139, ODYD, Plan 1037; and
- "Lot A, District Lot 139, ODYD, Plan EPP49686".

And replacing it with:

- "Lot 1, District Lot 139, ODYD, Plan EPP114593"

And by deleting, "608, 612, and 626" from the title.

Carried

Moved By Councillor DeHart/Seconded By Councillor Stack

R0944/21/10/18 THAT Bylaw No. 12268, as amended, be adopted.

Carried

**3.9 Cawston Ave 604 - DP21-0163 - Sole Cawston Developments Ltd., Inc. No. BC1270856**

Staff:

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

Moved By Councillor Wooldridge/Seconded By Councillor Stack

**R0945/21/10/18** THAT OCP Amendment Bylaw No. 12267 (OCP21-0020) and Rezoning Bylaw No. 12268 (Z21-0069) and be amended at third reading to revise the legal description of the subject properties from:

- Lot 23, District Lot 139, ODYD, Plan 1037, located at 604 Cawston Avenue, Kelowna, BC
- Lot 22, District Lot 139, ODYD, Plan 1037, located at 608 Cawston Avenue, Kelowna, BC
- Lot 21, District Lot 139, ODYD, Plan 1037, located at 612 Cawston Avenue, Kelowna, BC
- Lot A, District Lot 139, ODYD, Plan EPP49686, located at 626 Cawston Avenue, Kelowna, BC

To:

- Lot 1, District Lot 139, ODYD, Plan EPP114593, located at 604 Cawston Avenue, Kelowna, BC

AND THAT final adoption of OCP Amendment Bylaw No. 12267 (OCP21-0020) and Rezoning Bylaw No. 12268 (Z21-0069) be considered by Council;

AND THAT Council authorize the issuance of Development Permit No. DP21-0163 for Lot 1, District Lot 139, ODYD, Plan EPP114593, located at 604 Cawston Avenue, Kelowna, BC, subject to the following:

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

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

AND FURTHER THAT the Development Permit be 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 Hwy 97 N 5269 - BL11857 (Z19-0081) - City of Kelowna**

Moved By Councillor Stack/Seconded By Councillor DeHart

**R0946/21/10/18** THAT Bylaw No. 11857 be adopted.

**Carried**

**4.2 Trumpeter Rd 494 - BL12254 (Z20-0103) - 1033095 B.C. LTD., INC.NO. BC1033095**

Moved By Councillor DeHart/Seconded By Councillor Stack

R0947/21/10/18 THAT Bylaw No. 12254 be adopted.

Carried

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

**5.1 Amendment No.12 to Solid Waste Management Bylaw No. 10106**

Staff displayed a PowerPoint Presentation identifying the proposed amendments to the Solid Waste Bylaw and a brief landfill operations update.

Moved By Councillor DeHart/Seconded By Councillor Wooldridge

R0948/21/10/18 THAT Council receives, for information, the Report from the Landfill and Compost Operations Manager dated October 18, 2021, regarding the amendment to the Solid Waste Management Regulation Bylaw No. 10106;

AND THAT Bylaw No. 12279, Amendment No. 12 to the Solid Waste Management Regulation Bylaw No. 10106, be forwarded for reading consideration;

AND FURTHER THAT Bylaw No. 12285, Amendment No. 30 to the Bylaw Notice Enforcement Bylaw No. 10475, be forwarded for reading consideration.

Carried

**5.2 BL12279 - Amendment No. 12 to Solid Waste Bylaw No. 10106**

Moved By Councillor Wooldridge/Seconded By Councillor Donn

R0949/21/10/18 THAT Bylaw No. 12279 be read a first, second and third time.

Carried

**5.3 BL12285 Amendment No. 30 to the Bylaw Notice Enforcement Bylaw No 10475**

Moved By Councillor Given/Seconded By Councillor Wooldridge

R0950/21/10/18 THAT Bylaw No. 12285 be read a first, second and third time.

Carried

**5.4 Road Closure 234-278 Leon Ave - Airspace Parcel Disposition**

Staff responded to questions from Council.



Moved By Councillor Wooldridge/Seconded By Councillor Hodge

**R0951/21/10/18** THAT Council receives, for information, the report from the Real Estate Department dated October 18, 2021, recommending that Council adopt the proposed closure of a portion of road adjacent to 234-278 Leon Avenue;

AND THAT Bylaw No. 12271, being a proposed closure of a portion of road adjacent to 234-278 Leon Avenue, be given reading consideration.

**Carried**

**5.5 BL12271 - Road Closure and Removal of Dedication Bylaw - 234 - 278 Leon Ave**

Moved By Councillor Given/Seconded By Councillor Wooldridge

**R0952/21/10/18** THAT Bylaw No. 12271 be read a first, second and third time.

**Carried**

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

**6.1 BL12240 - 2022 Permissive Tax Exemption Bylaw**

Councillor Stack declared a conflict of interest as his employer is one of the agencies that qualifies for permissive tax exemption and left the meeting at 2:08 p.m.

Moved By Councillor Given/Seconded By Councillor Wooldridge

**R0953/21/10/18** THAT Bylaw No. 12240 be adopted.

**Carried**

Councillor Stack returned to the meeting at 2:08 p.m.

**6.2 Supplemental Report - Council Procedure Bylaw No. 9200**

The City Clerk confirmed that no correspondence was received.

Moved By Councillor DeHart/Seconded By Councillor Donn

**R0954/21/10/18** THAT Council receives, for information, the report from the Office of the City Clerk dated October 18, 2021 with respect to Bylaw No. 12283, being Amendment No. 7 to Council Procedure Bylaw No. 9200;

AND THAT Bylaw No. 12283, being Amendment No. 7 to Council Procedure Bylaw No. 9200 be forwarded for adoption.

**Carried**

**6.3 BL12283 - Amendment No. 7 to the Council Procedure Bylaw No. 9200**

Moved By Councillor Donn/Seconded By Councillor Given

**R0955/21/10/18** THAT Bylaw No. 12283 be adopted.

**Carried**



## 7. Mayor and Councillor Items

Councillor Hodge:

- Raised concerns that this fall and winter could be a bad one for COVID-19 and influenza and encouraged the public to keep up with the health-related behaviours.

Councillor DeHart:

- It is Small Business Week and will be participating in business walks being conducted.

Councillor Wooldridge:

- He will be joining the business walks as well on behalf of Councillor Hodge.

Councillor Given:

- Spoke to the loss of citizen Al Harrison. He was the first staff member to be hired at the regional district when it was formed. He was responsible for the vision behind many programs including the founder and architect of our regional parks system and regional 911 system. The Okanagan has benefitted significantly from his vision and his tenacity to get things done.

Mayor Basran:

- Spoke to the situation at the hospital and shared a social media post from a nurse regarding the impacts the unvaccinated are having in the hospital.

## 8. Termination

This meeting was declared terminated at 2:16 p.m.

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

\_\_\_\_\_  


City Clerk

sf/cm

# REPORT TO COUNCIL



**Date:** October 25, 2021

**To:** Council

**From:** City Manager

**Department:** Development Planning Department

**Application:** Z21-0076

**Owner:** Kyle Remie Van De Sype &  
Kathryn Lynn Van De Sype

**Address:** 2117 Kaslo Crt

**Applicant:** Urban Options Planning Corp. –  
Birte Decloux

**Subject:** Rezoning Application

**Existing OCP Designation:** S2RES – Single / Two Unit Residential

**Existing Zone:** RU1 – Large Lot Housing

**Proposed Zone:** RU6 – Two Dwelling Housing

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## 1.0 Recommendation

THAT Rezoning Application No. Z21-0076 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot 26, Section 19, Township 26, ODYD, Plan 25943, located at 2117 Kaslo Court, Kelowna, BC, from the RU1 – Large Lot Housing zone to the RU6 – Two Dwelling Housing zone be considered by Council;

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

AND THAT final adoption of the Rezoning Bylaw be considered subsequent to the outstanding conditions of approval as set out in Schedule "A" attached to the Report from the Development Planning Department dated October 25, 2021;

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

## 2.0 Purpose

To rezone the subject property from the RU1 – Large Lot Housing zone to the RU6 – Two Dwelling Housing zone to facilitate the development of a duplex, and to waive the Public Hearing.

### 3.0 Development Planning

Staff supports the proposal to rezone the property to RU6 – Two Dwelling Housing to facilitate the development of a duplex as the subject property is within the Permanent Growth Boundary (PGB) and the proposal aligns with the Official Community Plan (OCP) Future Land Use Designation of S2RES – Single / Two Unit Residential. The proposal is consistent with the OCP as it relates to sensitive infill. The OCP encourages sensitive infill development in existing neighbourhoods close to amenities that limit the impact on the overall neighbourhood character.

### 4.0 Proposal

#### 4.1 Project Description

The proposed rezoning from the RU1 – Large Lot Housing zone to the RU6 – Two Dwelling Housing zone will facilitate the development of a duplex on the subject property. The subject property currently contains a single detached dwelling, which will be removed. The subject property is 846 m<sup>2</sup> in size which is above the minimum 700 m<sup>2</sup> required for a duplex. Driveway access is provided from Kaslo Court.

#### 4.2 Site Context

The subject property is in the Central City OCP Sector and is located on Kaslo Court, north of Denver Road. The surrounding area is primarily zoned RU1 – Large Lot Housing. The Future Land Use Designation of the area is S2RES – Single / Two Unit Residential.

Specifically, adjacent land uses are as follows:

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

#### Subject Property Map: 2117 Kaslo Court



## **5.0 Current Development Policies**

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

#### **Chapter 5: Development Process**

##### ***Objective 5.22 Ensure context sensitive housing development***

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

## **6.0 Technical Comments**

### **6.1 Development Engineering Department**

- See Schedule A

## **7.0 Application Chronology**

Date of Application Accepted: July 30, 2021  
Date Public Consultation Completed: August 16, 2021

**Report prepared by:** Mark Tanner, Planner II

**Reviewed by:** Jocelyn Black, Urban Planning Manager

**Reviewed by:** Terry Barton, Development Planning Department Manager

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

#### **Attachments:**

Schedule A: Development Engineering Memo

Attachment A: Conceptual Drawing Package

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## CITY OF KELOWNA

# MEMORANDUM

**Date:** August 27, 2021  
**File No.:** Z21-0076  
**To:** Planning and Development Officer (MT)  
**From:** Development Engineering Manager (RO)  
**Subject:** 2117 Kaslo Ct.

**SCHEDULE** A

This forms part of application  
# Z21-0076

Planner  
Initials MT



RU1 to RU6

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The Development Engineering Branch has the following comments and requirements associated with this rezoning application to rezone the subject property from RU1 – Large Lot Housing zone to RU6 – Two Dwelling House zone. The Development Engineering Technician for this project is Aaron Sangster.

**1. General**

- a) The following requirements are valid for one (1) years from the reference date of this memo, or until the application has been closed, whichever occurs first. The City of Kelowna reserves the rights to update/change some or all items in this memo once these time limits have been reached.


**2. Road Improvements**

- a) Kaslo Ct. must be upgraded to an urban standard along the full frontage of this proposed development sidewalk, letdown, irrigated landscaped boulevard, drainage system including catch basins, manholes and pavement removal and replacement and re-location or adjustment of utility appurtenances if required to accommodate the upgrading construction. Cash-in-lieu instead of immediate construction is required, and the City will initiate the work later, on its own construction schedule. The cash-in-lieu amount is determined to be **\$30,422.10** not including utility service cost.
- b) Development Engineering Fee (3.5% of estimated construction cost) = **\$1,028.57** (\$979.59 + \$48.98 GST)

**3. Domestic Water and Fire Protection**

- a) This property is currently serviced with 19mm-diameter water service. The developer's consulting mechanical engineer will determine the domestic, fire protection requirements of this proposed development and establish hydrant requirements and service needs. Service upgrades can be provided by the City at the applicant's cost (if required). One service per lot only.
- b) The developer's consulting mechanical engineer will determine the domestic, fire protection requirements of this proposed development and establish hydrant requirements and service needs.



<b>SCHEDULE</b>		<b>A</b>
This forms part of application		
# Z21-0076		
Planner Initials	MT	 <b>City of Kelowna</b> <small>DEVELOPMENT PLANNING</small>

#### 4. **Sanitary Sewer**

- a) This property is currently serviced with one 100 mm sanitary service. The developer's consulting mechanical engineer will determine the development requirements of this proposed development and establish the service needs. Only one service will be permitted for each legal lot. The applicant, at their cost, will arrange for the removal and disconnection of the existing services and installation of one new larger service, if necessary. An inspection chamber is required to be installed as per SS-S7.

#### 5. **Storm Drainage**

- a) The property is located within the City of Kelowna drainage service area. For on-site disposal of drainage water, a hydrogeotechnical report will be required complete with a design for the disposal method (i.e. trench drain / rock pit). The Lot Grading Plan must show the design and location of these systems.
- b) Provide the following drawings:
  - i. A detailed Lot Grading Plan (indicate on the Lot Grading Plan any slopes that are steeper than 30% and areas that have greater than 1.0 m of fill);
  - ii. A detailed Stormwater Management Plan for this subdivision; and,
  - iii. An Erosion and Sediment Control Plan is to be prepared by a Professional Engineer proficient in the field of erosion and sediment control. The plan is to be prepared as per section 3.14 of Schedule 4 of Bylaw 7900. If a line item for ESC is not included in the Engineer's cost estimate for off-site work, then an additional 3% will be added to the performance security based on the total off-site construction estimate.
- c) On-site detention systems are to be compliant with Bylaw 7900, Schedule 4, Section 3.11.1 *Detention Storage*.
- d) As per Bylaw 7900, Schedule 4, Section 3.1.3 *Climate Change*, the capacity of storm works will include an additional 15 percent (15%) upward adjustment, and applied to the rainfall intensity curve stage (IDF) in Section 3.7.2.
- e) Show details of dedications, rights-of-way, setbacks and non-disturbance areas on the lot Grading Plan.
- f) Register right of ways on private properties for all the storm water infrastructure carrying, conveying, detaining and/or retaining storm water that is generated from the public properties, public road right of ways, and golf course lands.
- g) Where structures are designed or constructed below the proven high groundwater table, permanent groundwater pumping will not be permitted to discharge to the storm system. The City will approve designs that include provisions for eliminating groundwater penetration into the structure, while addressing buoyancy concerns. These design aspects must be reviewed and approved by the City Engineer.

#### 6. **Electric Power and Telecommunication Services**

- a) It is the developer's responsibility to make a servicing application with the respective electric power, telephone and cable transmission companies to arrange for these services, which would be at the applicant's cost.
- b) If any road dedication or closure affects lands encumbered by a Utility right-of-way (such as Hydro, Telus, Gas, etc.) please obtain the approval of the utility. Any works required by

the utility as a consequence of the road dedication or closure must be incorporated in the construction drawings submitted to the City's Development Manager.

## 7. Road Dedication and Subdivision Requirements

- a) Provide all necessary Statutory Rights-of-Way for any utility corridors as required.
- b) If any road dedication affects lands encumbered by a Utility right-of-way (such as Fortis, etc.) please obtain the approval of the utility prior to application for final subdivision approval. Any works required by the utility as a consequence of the road dedication must be incorporated in the construction drawings submitted to the City's Development Manager.
- c) Existing driveway must be reduced to 6.0m to meet bylaws 7900.

## 8. Geotechnical Report

- a) Provide a comprehensive geotechnical report (3 copies), prepared by a Professional Engineer competent in the field of hydro-geotechnical engineering to address the items below: **NOTE: The City is relying on the Geotechnical Engineer's report to prevent any damage to property and/or injury to persons from occurring as a result of problems with soil slippage or soil instability related to this proposed subdivision.**

The Geotechnical reports must be submitted to the Planning and Development Services Department (Planning & Development Officer) for distribution to the Works & Utilities Department and Inspection Services Division prior to submission of Engineering drawings or application for subdivision approval.

- (i) Area ground water characteristics, including any springs and overland surface drainage courses traversing the property. Identify any monitoring required.
- (ii) Site suitability for development.
- (iii) Site soil characteristics (i.e. fill areas, sulphate content, unsuitable soils such as organic material, etc.).
- (iv) Any special requirements for construction of roads, utilities and building structures.
- (v) Site suitability for development.
- (vi) Suitability of on-site disposal of storm water and sanitary waste, including effects upon adjoining lands.
- ii) Site soil characteristics (i.e. fill areas, sulphate content, unsuitable soils such as organic material, etc.).
- iii) Recommendations for items that should be included in a Restrictive Covenant.
- iv) Any special requirements for construction of roads, utilities, and building structures.
- v) Any items required in other sections of this document.

## SCHEDULE A

This forms part of application  
# Z21-0076

Planner  
Initials

MT



- vi) Recommendations for erosion and sedimentation controls for water and wind.
- vii) Recommendations for roof drains and perimeter drains.
- viii) Any items required in other sections of this document.

## 9. **Charges and Fees**

- a) Development Cost Charges (DCC's) are payable.
- b) Fees per the "Development Application Fees Bylaw" include:
  - i) Survey Monument, Replacement Fee: \$1,200.00 (GST exempt) – only if disturbed.
  - ii) Engineering and Inspection Fee: 3.5% of construction value (plus GST).

\_\_\_\_\_  
Ryan O'Sullivan  
Development Engineering Manager

AS

<b>SCHEDULE</b>		<b>A</b>
This forms part of application		
# Z21-0076		
Planner Initials	MT	 City of <b>Kelowna</b> DEVELOPMENT PLANNING





FRONT ELEVATION



LEFT ELEVATION



REAR ELEVATION



RIGHT ELEVATION

REVISION TABLE		REVISION BY	DESCRIPTION
NUMBER	DATE		

**PROPOSED DUPLEX**  
2117 KASLO COURT KELOWNA

DATE:

2021-09-18

SCALE:

1/4" = 1'-0"


SHEET:

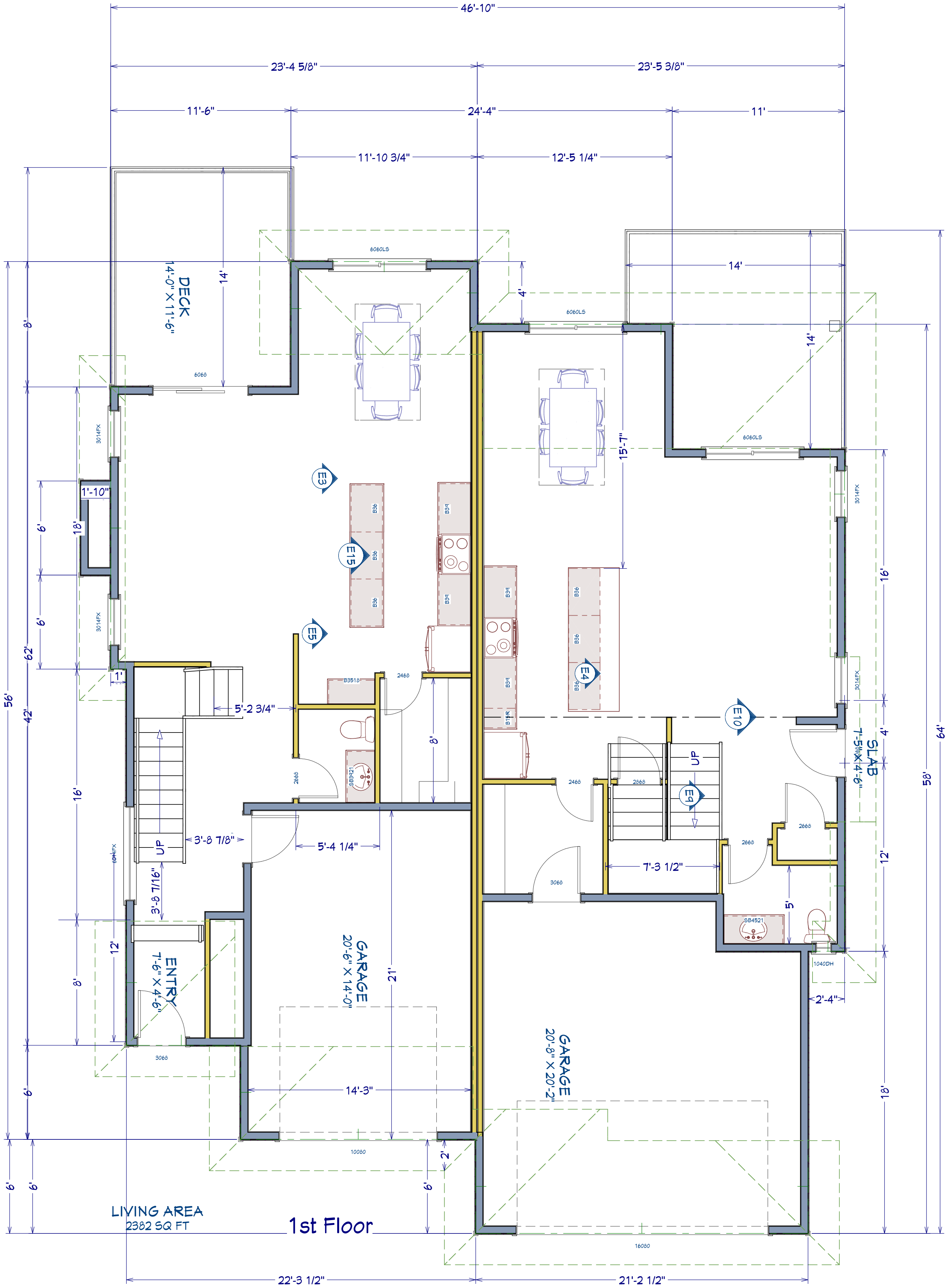
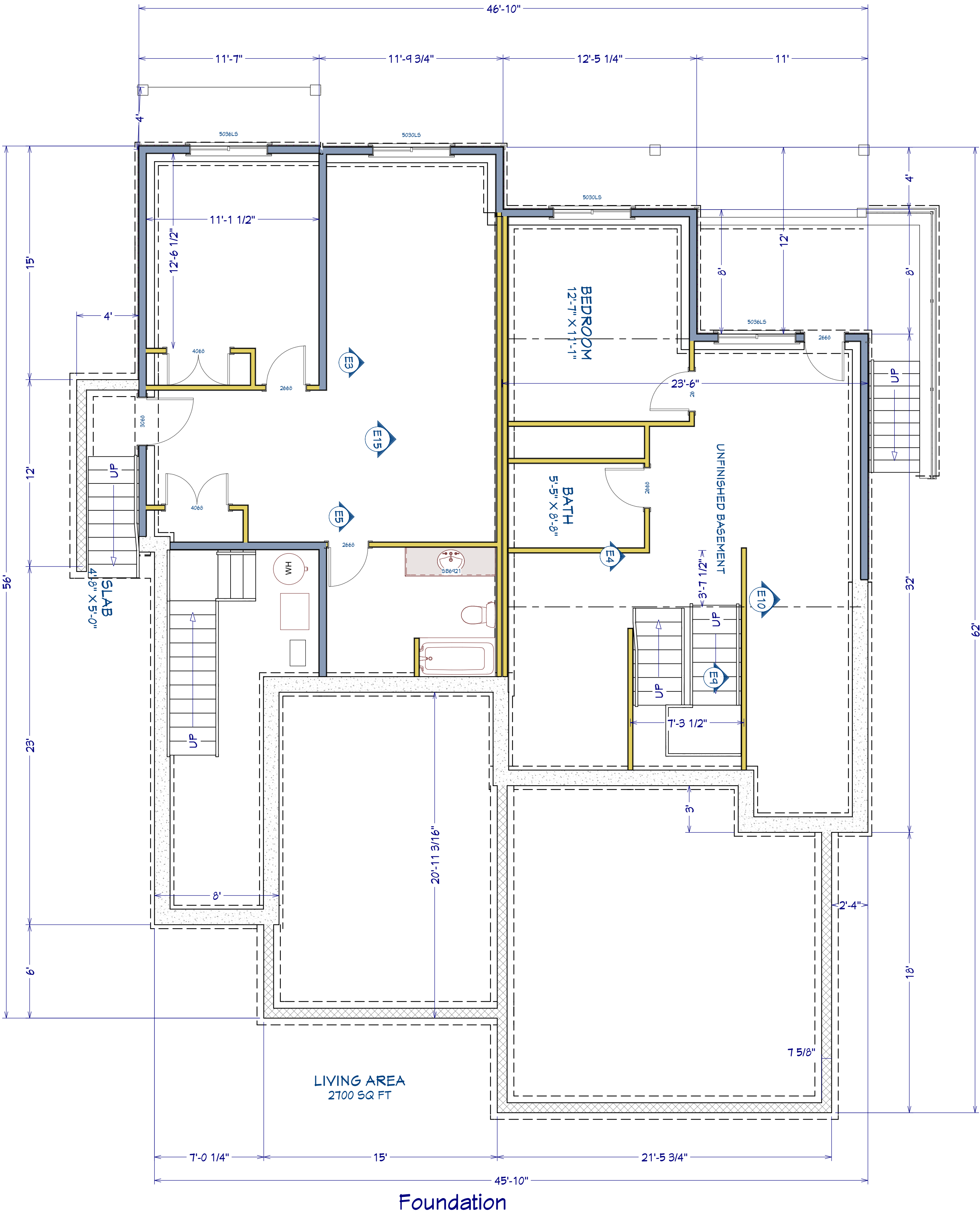
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**ATTACHMENT**
A

This forms part of application  
# Z21-0076

Planner  
Initials
MT

City of  
**Kelowna**  
DEVELOPMENT PLANNING




REVISION TABLE		DESCRIPTION
NUMBER	DATE	REVISION BY

PROPOSED DUPLEX  
2117 KASLO COURT KELOWNA



ATTACHMENT

A

This forms part of application

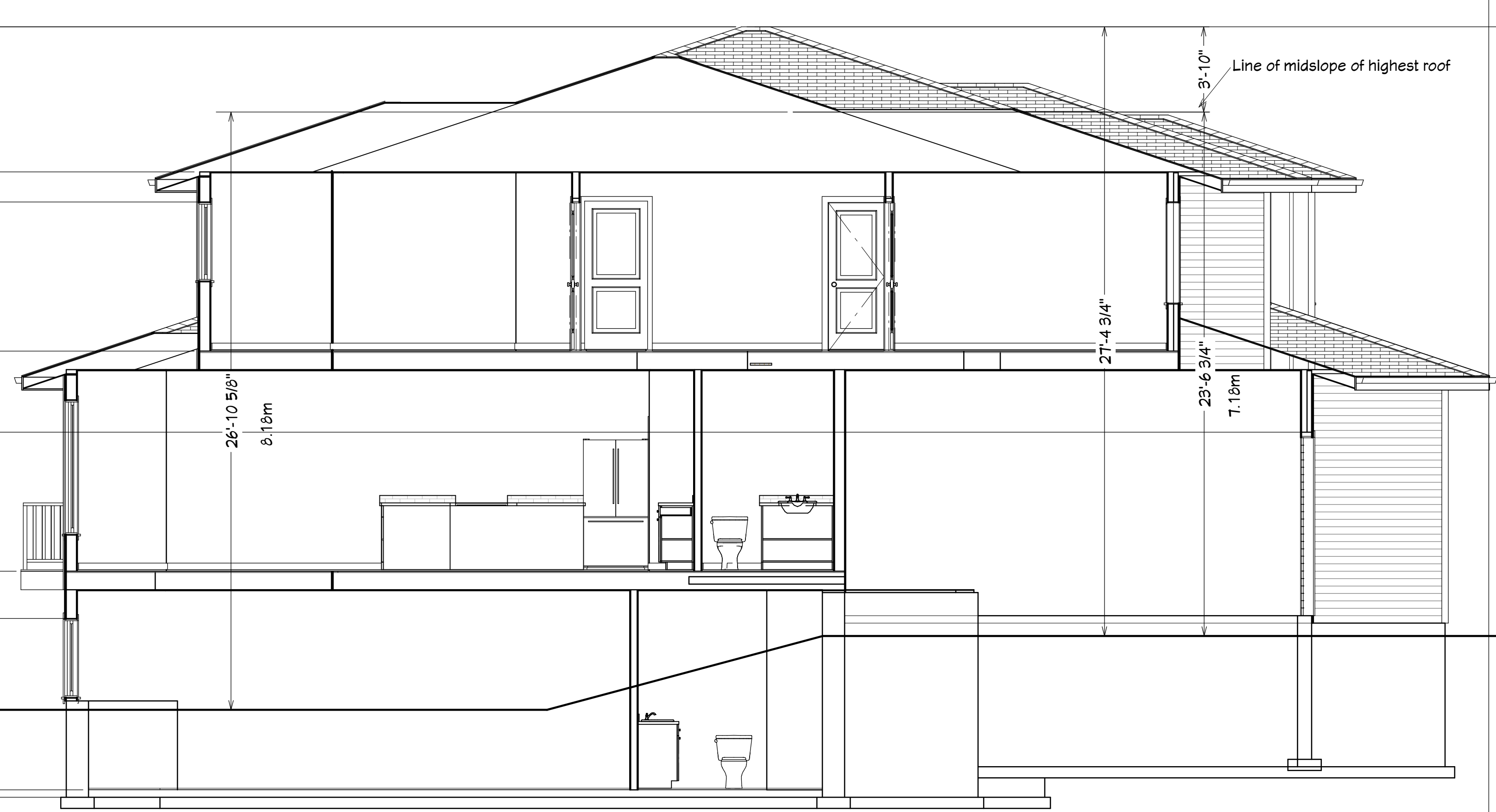
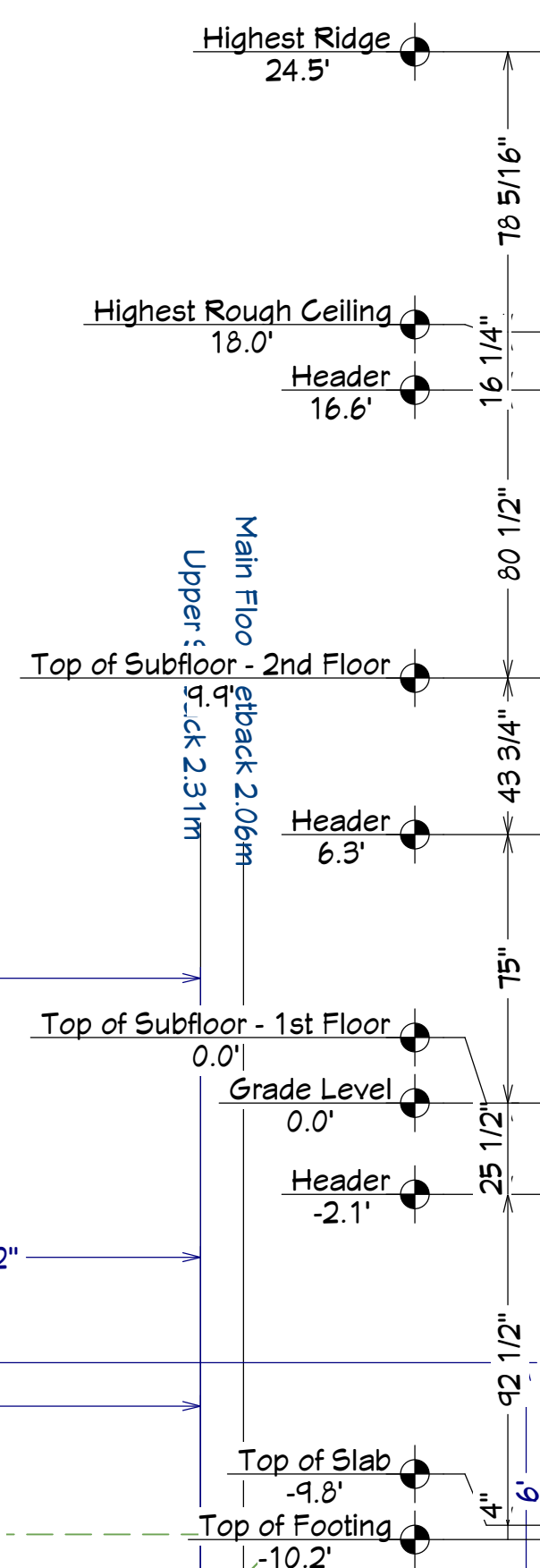
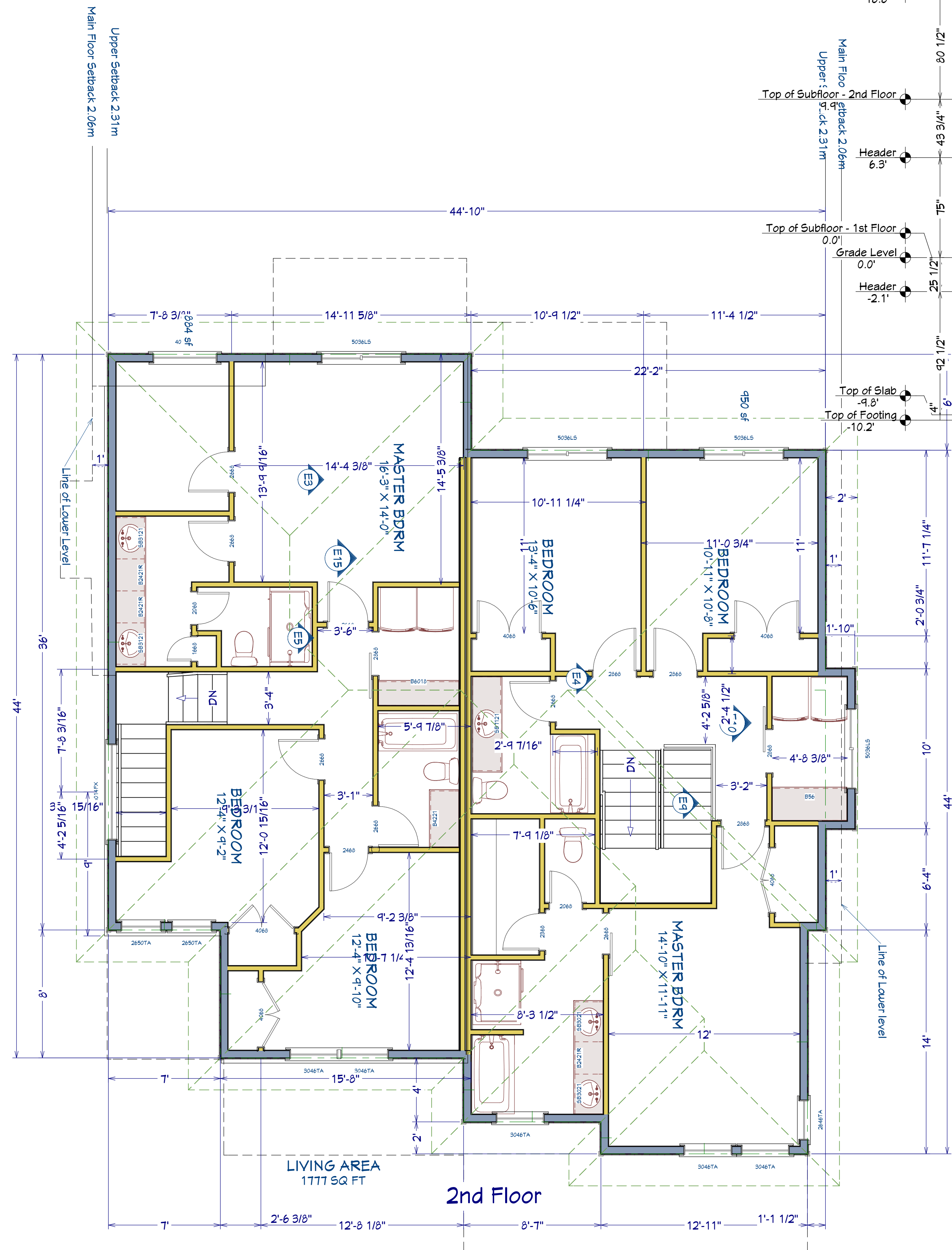
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Planner Initials

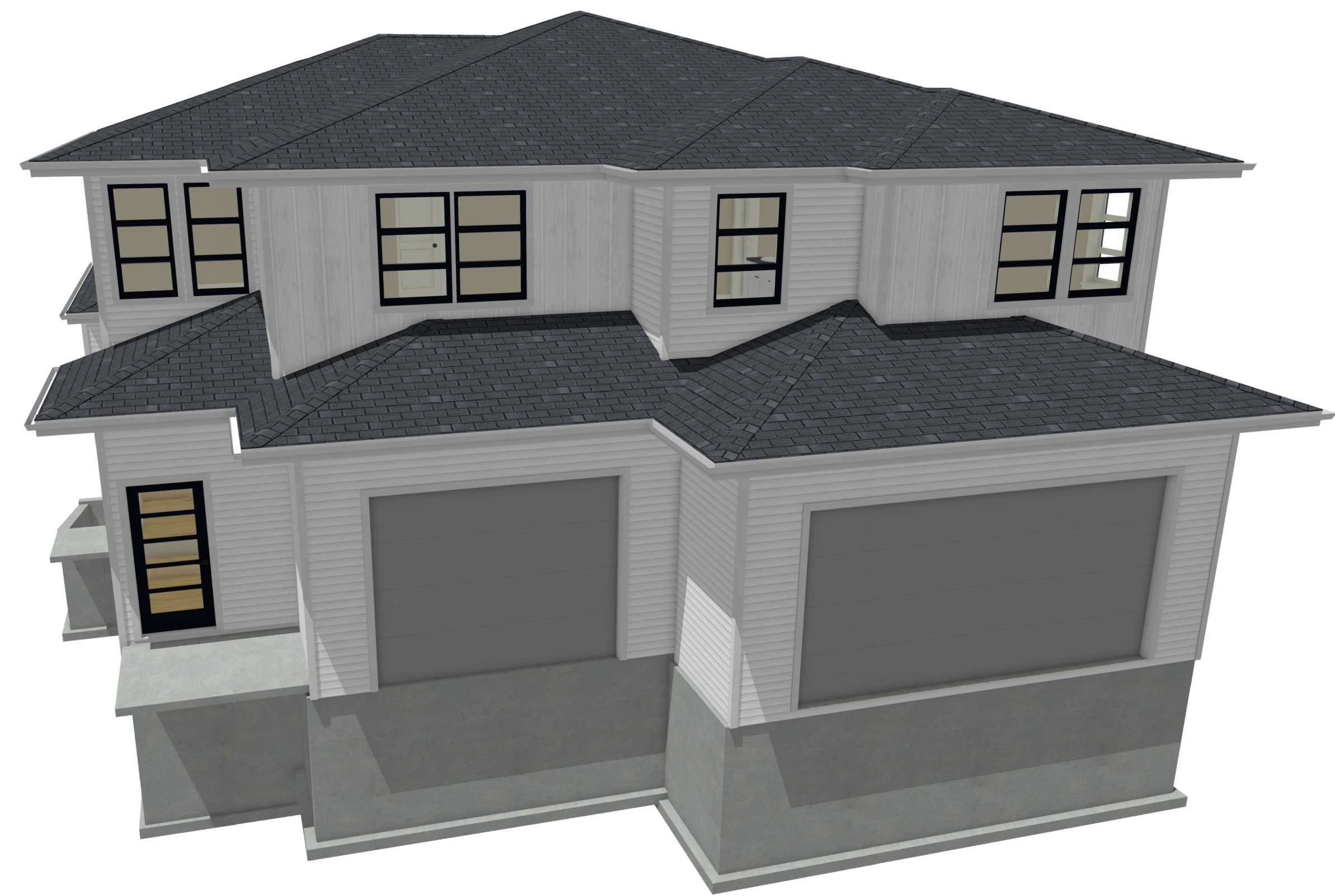
MT

City of Kelowna

DEVELOPMENT PLANNING



Elevation 15



REVISION TABLE		DESCRIPTION
NUMBER	DATE	REVISION BY

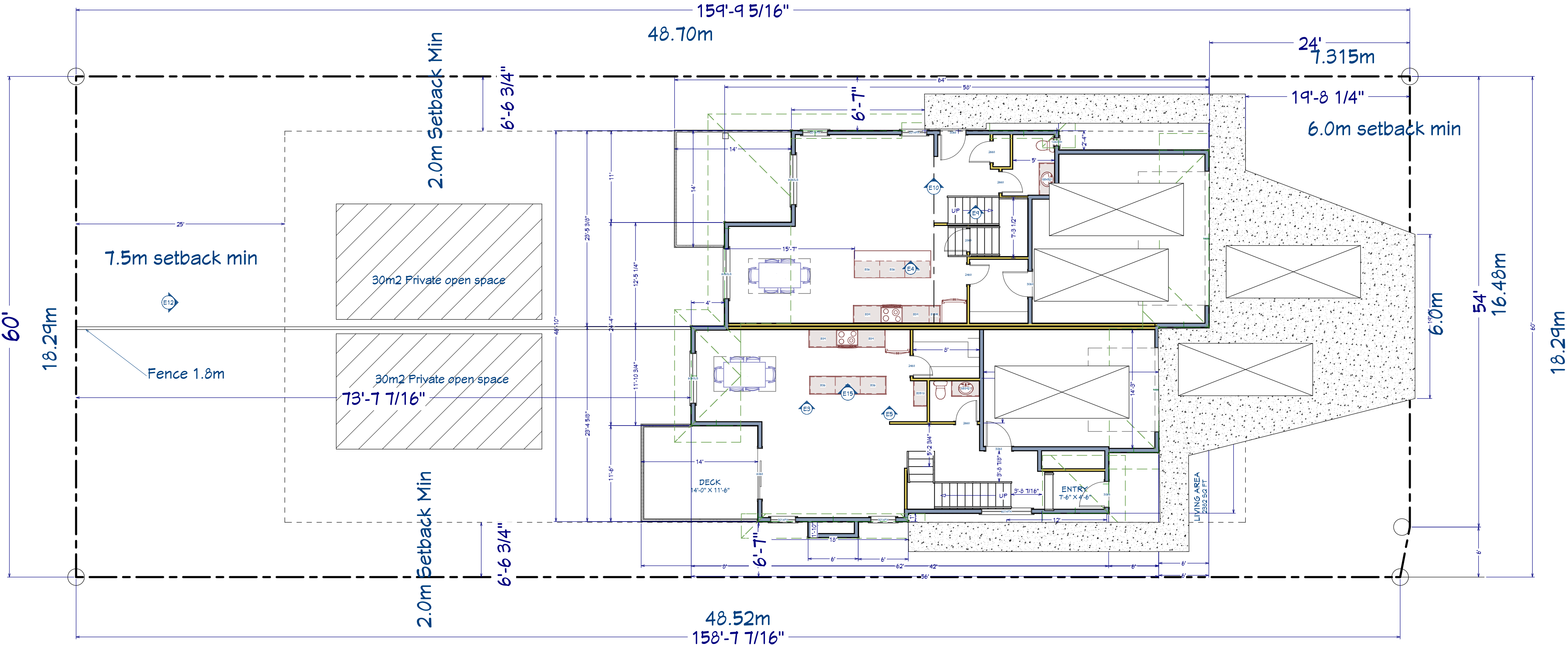
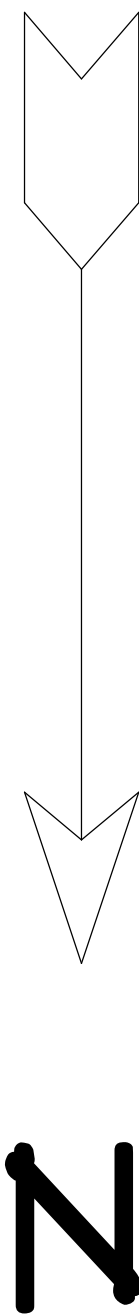
PROPOSED DUPLEX  
2117 KASLO COURT KELOWNA

DATE:  
2021-09-18

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

SHEET:  
3





2117 Kaslo Court Kelowna BC  
Lot 26 KAP 25943 Sec 26 Township 26

Lot Area 846m2  
Site Coverage 221.58m2 = 26.19 %  
Driveways 99.81m Total coverage 38.0%

REVISION TABLE		DESCRIPTION
NUMBER	DATE	REVISD BY

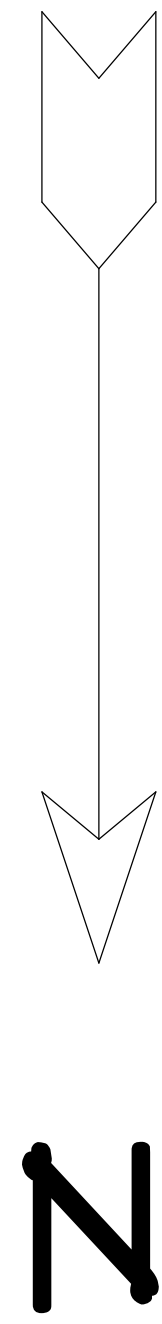
PROPOSED DUPLEX  
2117 KASLO COURT KELOWNA

DATE:  
2021-09-18

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

SHEET:





**ATTACHMENT** A

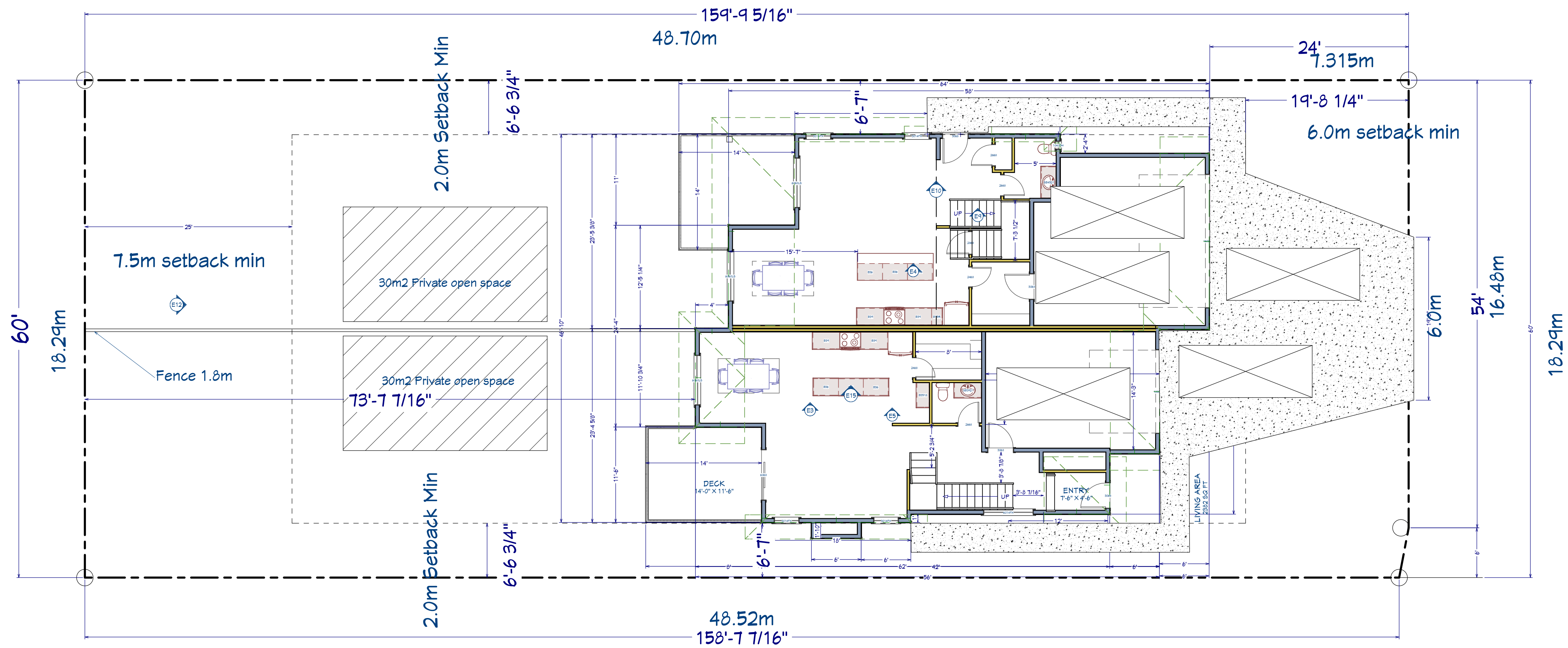
This forms part of application  
# Z21-0076

Planner  
Initials

MT

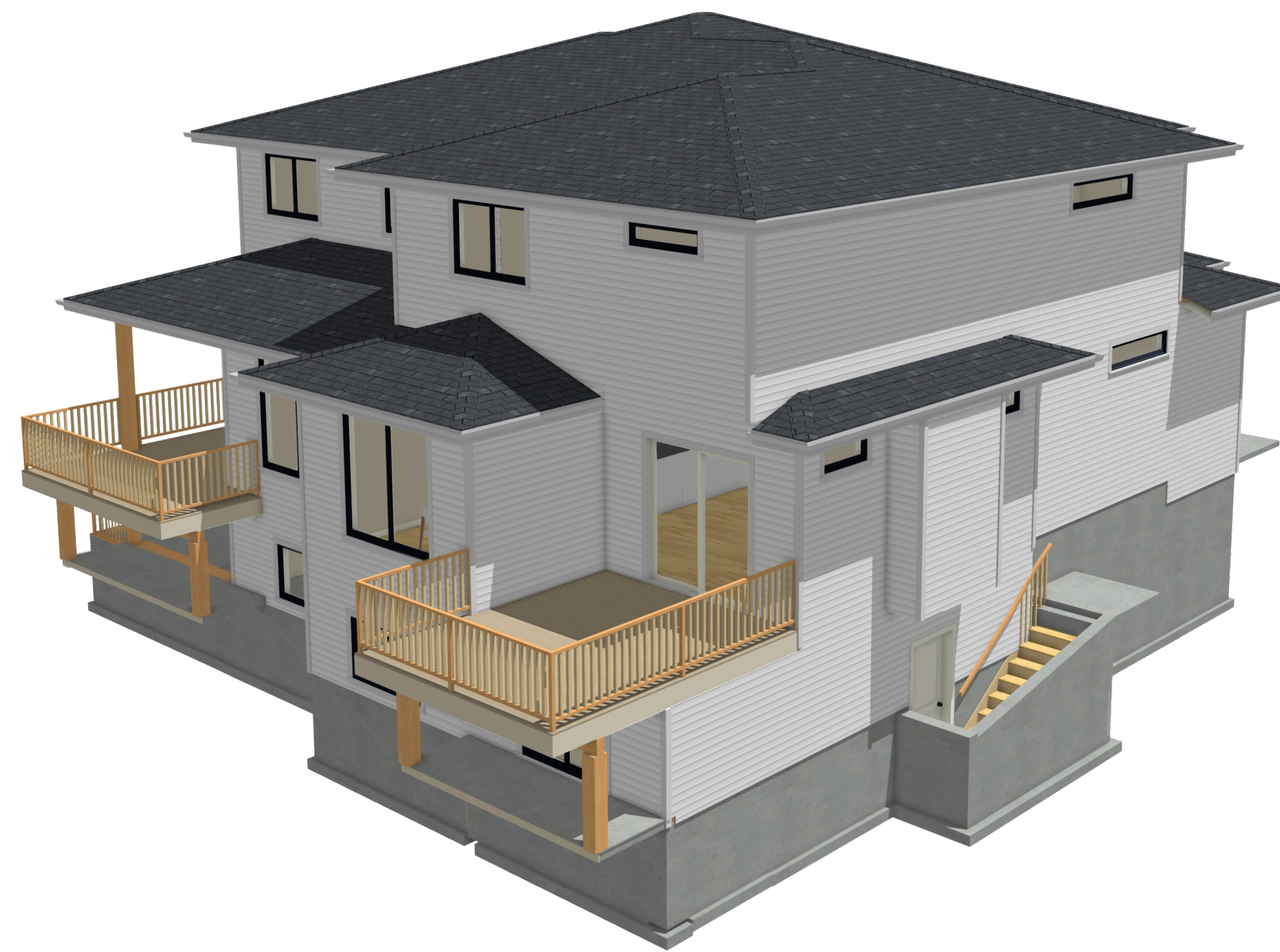
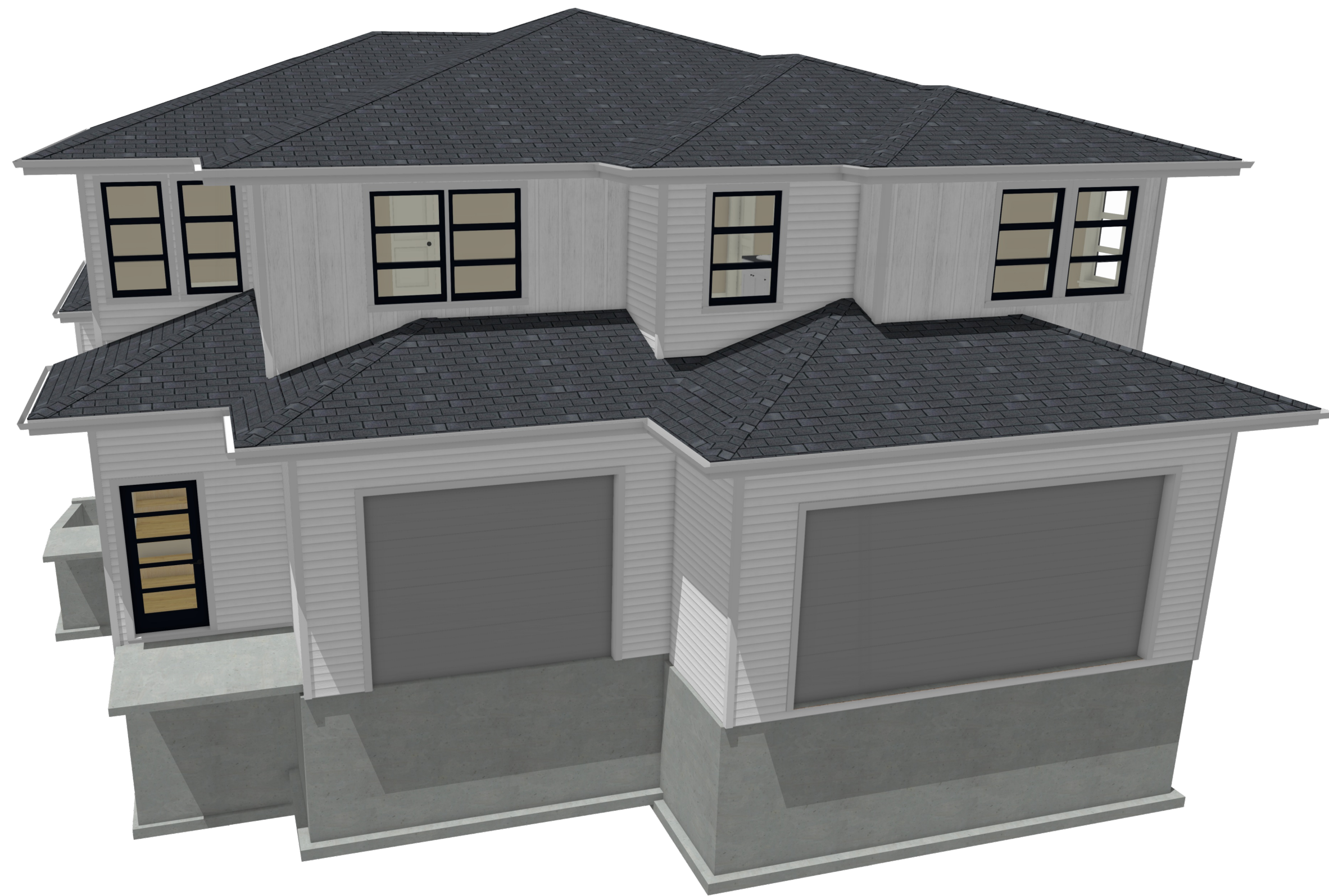
City of  
**Kelowna**

DEVELOPMENT PLANNING



2117 Kaslo Court Kelowna BC  
Lot 26 KAP 25943 Sec 26 Township 26

Lot Area 846m<sup>2</sup>  
Site Coverage 221.58m<sup>2</sup> = 26.19 %  
Driveways 99.81m Total coverage 38.0%



REVISION TABLE	
NUMBER	DATE

**PROPOSED DUPLEX**  
2117 KASLO COURT KELOWNA

DATE:  
2021-09-18

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

SHEET:





# Z21-0076 2117 Kaslo Court

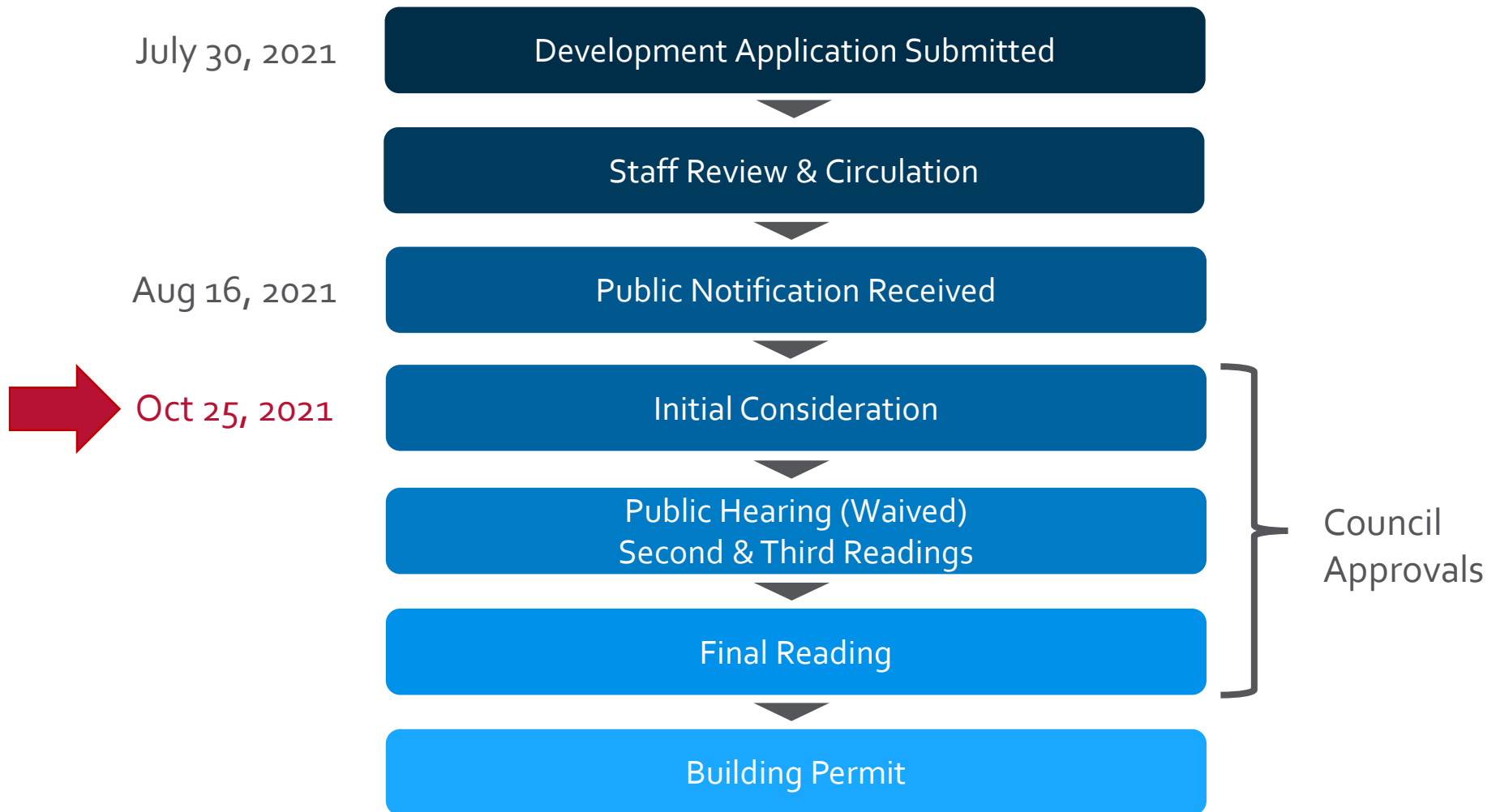
Rezoning Application



# Proposal

- ▶ To rezone the subject property from RU1 – Large Lot Housing to RU6 – Two Dwelling Housing to facilitate the development of a duplex.

# Development Process



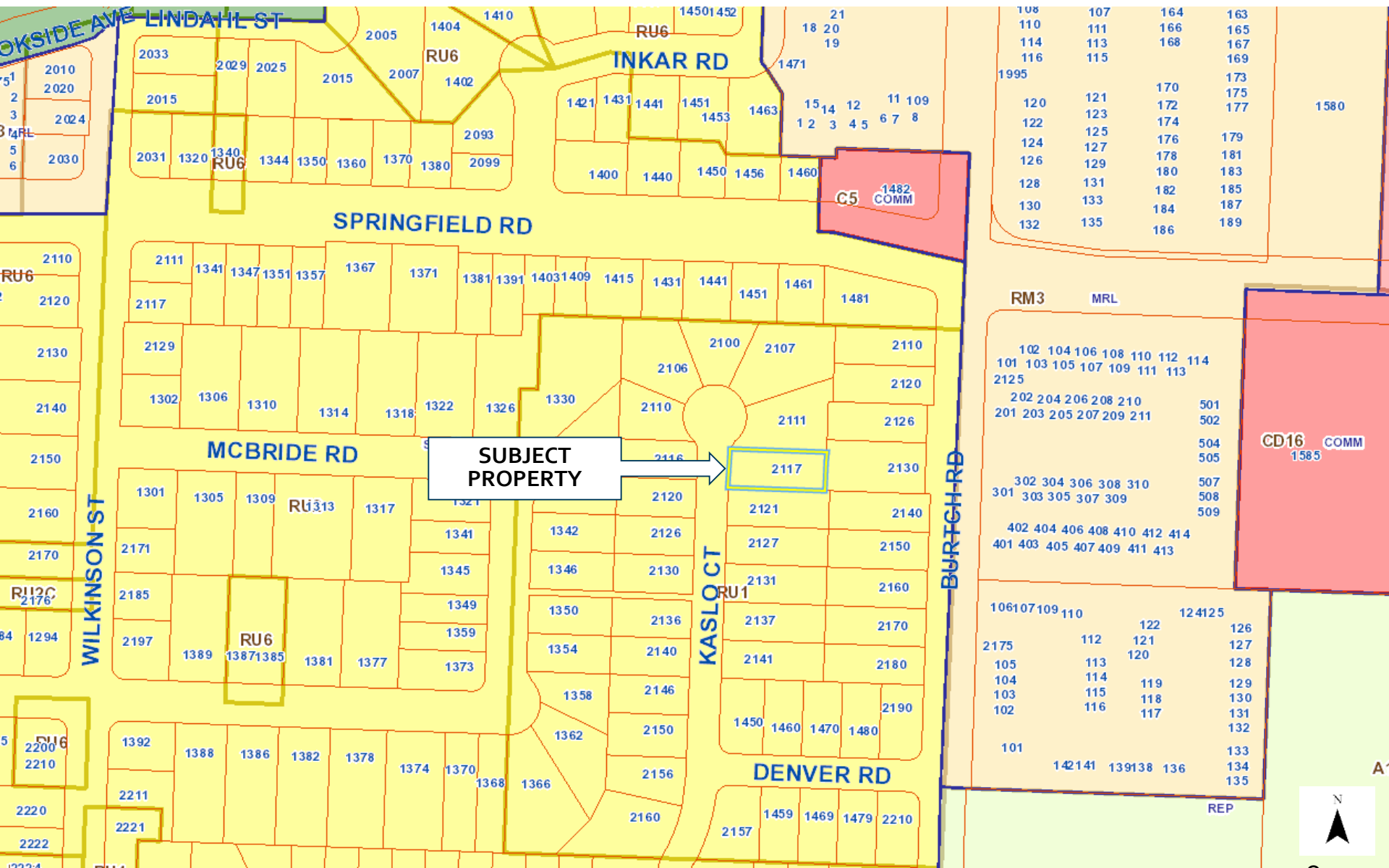


# Context Map





# OCP Future Land Use / Zoning



# Subject Property Map

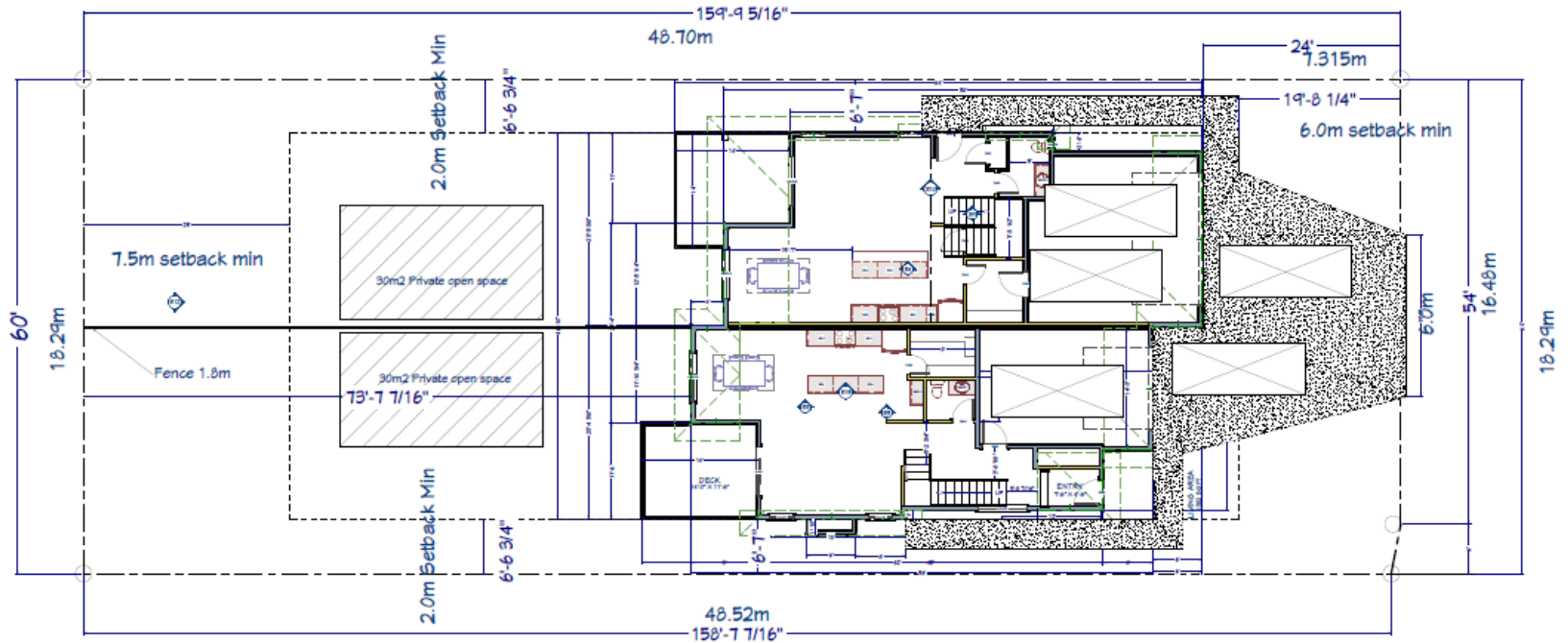


# Project details

- ▶ The proposed rezoning from RU1 to RU6 will facilitate the development a duplex on the subject property.
- ▶ The subject property is 846 m<sup>2</sup> in size.
- ▶ The proposed duplex would be required to meet all the Zoning Bylaw Development Regulations.



# Conceptual Site Plan



# Development Policy

- ▶ Meets the intent of Official Community Plan Urban Infill Policies:
  - ▶ Sensitive Infill
  - ▶ Within Permanent Growth Boundary
- ▶ Consistent with Future Land Use **S2RES**

# Staff Recommendation

- ▶ Development Planning Staff recommend **support** of the proposed Rezoning
  - ▶ Subject property is within the Permanent Growth Boundary.
  - ▶ Meets the intent of the Official Community Plan
    - ▶ Sensitive Infill
    - ▶ Future Land Use Designation of S2RES – Single/Two Unit Residential
- ▶ Recommend the Public Hearing be waived.



## *Conclusion of Staff Remarks*



# **CITY OF KELOWNA**

## **BYLAW NO. 12292**

**Z21-0076**

**2117 Kaslo Court**

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

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

1. THAT City of Kelowna Zoning Bylaw No. 8000 be amended by changing the zoning classification of Lot 26 Section 19 Township 26 ODYD Plan 25943 located on Kaslo Court, Kelowna, BC from the RU1 – Large Lot Housing zone to the RU6 – Two Dwelling Housing zone.
2. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first time by the Municipal Council this

Public Hearing waived by the Municipal Council this

Read a second and third time by the Municipal Council this

Approved under the Transportation Act this

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(Approving Officer – Ministry of Transportation)

Adopted by the Municipal Council of the City of Kelowna this

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Mayor

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City Clerk

# Report to Council



**Date:** October 25, 2021  
**To:** Council  
**From:** City Manager  
**Subject:** Rezoning Bylaw No. 12282 for Z21-0040 Summary of Correspondence  
**Department:** Office of the City Clerk

---

## **Recommendation:**

THAT Council receives, for information, the report from the Office of the City Clerk dated October 25, 2021 with respect to the summary of correspondence received for Zoning Bylaw No. 12282;

AND THAT Rezoning Bylaw No. 12282 be forwarded for further reading consideration.

## **Purpose:**

To receive a summary of correspondence for Rezoning Bylaw No. 12282 and to give the bylaw further reading consideration.

## **Background:**

On October 4, 2021, Council amended Council Policy No. 307 – Waiver of Public Hearings to reflect Council's direction for staff to recommend that public hearings be waived for rezoning applications that are consistent with the Official Community Plan, have a recommendation of support from staff and are not expected to generate significant public input based on correspondence received at the time of the report to Council.

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

## **Discussion:**

Rezoning Application Z21-0040 for 2590 Richter Street was brought forward to Council for initial consideration on [October 4, 2021](#). At this meeting, Council passed a resolution to waive the Public Hearing and correspondence was accepted between October 6, 2021 and October 18, 2021.

The Office of the City Clerk received one piece of correspondence and this has been circulated to Council. It is summarized as follows:

- one letter of concern/opposition

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

**Conclusion:**

Following the public notification period, staff are recommending that Council give Rezoning Bylaw No. 12282, located at 2590 Richter Street, further reading consideration.

**Internal Circulation:**

**Considerations applicable to this report:**

***Legal/Statutory Authority:***

*Local Government Act s. 464(2)*

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

Following the notification period under s. 467 of the *Local Government Act* and upon considering correspondence submitted, Council may choose to:

- give a bylaw further reading consideration,
- advance the bylaw to a Public Hearing, or
- defeat the bylaw.

***Existing Policy:***

[Policy 307 – Waiver of Public Hearings](#)

**Considerations not applicable to this report:**

***Financial/Budgetary Considerations:***

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

***Communications Comments:***

Submitted by: R. Van Huizen, Legislative Technician

**Approved for inclusion:** S. Fleming, City Clerk

cc:

Development Planning

# **CITY OF KELOWNA**

## **BYLAW NO. 12282**

**Z21-0040**

**2590 Richter Street**

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

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

1. THAT City of Kelowna Zoning Bylaw No. 8000 be amended by changing the zoning classification of Lot 28 District Lot 14 ODYD Plan 3249 located on Richter Street, Kelowna, BC from the RU6 – Two Dwelling Housing zone to the RM3 – Low Density Multiple Housing zone.
2. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first time by the Municipal Council this 4<sup>th</sup> day of October, 2021.

Public Hearing waived by the Municipal Council this 4<sup>th</sup> day of October, 2021.

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:** October 25, 2021

**To:** Council

**From:** City Manager

**Subject:** Mayfair Crt 734 Z20-0095 Rescind Bylaw No. 12241

**Department:** Development Planning

---

## **Recommendation:**

THAT Council receives, for information, the Report from the Development Planning Department dated October 25, 2021, with respect to Rezoning Application.Z20-0095 for the property located at Lot 18 District Lot 143 Osoyoos Division Yale District Plan 43720 located at 734 Mayfair Court;

AND THAT Bylaw No.12241 be forwarded for rescindment consideration and the file be closed.

## **Purpose:**

To rescind all three readings given to Rezoning Bylaw No. 12241 and direct Staff to close the file.

## **Community Planning:**

An application to rezone the subject property was made on November 4, 2020, to rezone the subject property from the RU1 – Large Lot Housing zone to the RU1c – Large Lot Housing with Carriage House zone to facilitate the conversion of an accessory building to an accessory dwelling on the subject property.

Bylaw No. 12241 received second and third readings at a Regular Meeting of Council on August 9, 2021.

On September 20, 2021, Council adopted a Zoning Bylaw Amendment that results in the subject rezoning no longer being required. The use applied for is now permitted on the subject property and the owner can proceed to a Development Variance Permit application.

Now that Council has redefined a new Bylaw, Staff are recommending that Council rescind all 3 readings for Bylaw No. 12241 and direct staff to close the file.

Submitted by: Heather Benmore, Development Planning

Approved for inclusion: Terry Barton, Development Planning Department Manager

cc: mt

# **CITY OF KELOWNA**

## **BYLAW NO. 12241**

**Z20-0095**

**734 Mayfair Court**

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

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

1. THAT City of Kelowna Zoning Bylaw No. 8000 be amended by changing the zoning classification of Lot 18 District Lot 143, ODYD, Plan 43720 located on Mayfair Court, Kelowna, BC from the RU1 – Large Lot Housing zone to the RU1c – Large Lot Housing with Carriage House zone.
2. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first time by the Municipal Council this 12<sup>th</sup> day of July, 2021.

Public Hearing waived by the Municipal Council this 12<sup>th</sup> day of July, 2021.

Read a second and third time by the Municipal Council this 9<sup>th</sup> day of August, 2021.

Approved under the Transportation Act this 11<sup>th</sup> day of August, 2021.

Audrie Henry

---

(Approving Officer – Ministry of Transportation)

First, second, and third readings rescinded 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:** October 25, 2021

**To:** Council

**From:** City Manager

**Department:** Development Planning

**Application:** DP21-0217

**Owner:** 1176024 B.C. Ltd., Inc.No.  
BC1176024

**Address:** 2175 Optic Court

**Applicant:** Reg Rempel

**Subject:** Development Permit Application

**Existing OCP Designation:** IND - Industrial

**Existing Zone:** CD15IN – Airport Business Park (Industrial)

---

## 1.0 Recommendation

THAT Council authorizes the issuance of Development Permit No. DP20-0217 for Lot A District Lot 32 and Section 14 Township 23 Osoyoos Division Yale District Plan EPP110021, located at 2175 Optic Court, Kelowna, BC subject to the following:

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

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

AND THAT issuance of the Development Permit be considered subsequent to the approval of the Ministry of Transportation and Infrastructure;

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

## 2.0 Purpose

To consider the form and character of a three-building industrial development.

## 3.0 Development Planning

Development Planning Staff recommending support for the proposed Development Permit due to the proposal's consistency with the majority of the Official Community Plan's (OCP) urban design guidelines. Overall, the form and character of these industrial buildings is in keeping with the high tech industrial – business park vision as adopted within the Zoning Bylaw and confirmed in the OCP and the orientation of the buildings works well with the sloping topography.

## 4.0 Proposal

### 4.1 Background

Council supported a Development Permit on this property for a similar proposal on December 10, 2018. Conditions of issuance were never met prior to the permit expiring and a new Development Permit is required.

### 4.2 Project Description

The development consists of three buildings, consisting of a total gross floor area of 4,592 m<sup>2</sup>, and does not require any variances. The buildings are an over height two storey structure in order to meet the needs of anticipated tenants but fit well within the massing and height envelope of the CD15 zone. The construction material is site cast tilt panel construction which results in a durable and substantial appearance. The building design is modern with flat roofs. The colours and materials of the development are in conformance with the neighbouring Pier Mac industrial buildings. The landscape design meets the requirements of the CD15 zone including the minimum 20% coniferous tree species requirement.

### 4.3 Site Context

The subject property is located in the northern part of an area colloquially known as the Airport Industrial Park.

Specifically, adjacent land uses are as follows:

Orientation	Zoning	Land Use
North	A1 – Agriculture 1	Vacant Land
East	CD12 - Airport	Airport
South	CD15IN - Airport Business Park (Industrial)	Currently Vacant Land
West	CD15IN - Airport Business Park (Industrial) P4 - Utilities	Through Bay Freight Terminal Pump Station

**Subject Property Map: 2175 Optic Court**



**4.4 Zoning Analysis Table**

Zoning Analysis Table		
CRITERIA	CD15IN ZONE REQUIREMENTS	PROPOSAL
Development Regulations		
Max. Floor Area Ratio	1.5	0.57
Max. Height	18.0 m / 4 storeys	8.0 m / 2 storeys
Min. Front Yard (Optic Ct)	6.0 m	6.0 m
Min. Side Yard (Hwy 97 N)	7.0 m	9.4 m
Min. Side Yard (Pier Mac Way & Adjacent P4 property)	6.0 m	6.0 m
Min. Rear Yard (Lochrem Rd)	4.5 m	4.5 m
Other Regulations		
Min. Parking Requirements	82 stalls	82 stalls
Min. Bicycle Parking	18 Short term 5 Long term	18 Short term 5 Long term (end of trip facilities are provided)
Drive Aisle Width	7.0 m	7.0 m
Minimum Landscape Buffer	3.0 m	> 3.0 m
Minimum Percentage of Coniferous Trees	20 %	20 %
Primary Building Facades	Min 30% glazing or other relief	> 30% glazing or other relief

**5.0 Current Development Policies**

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

## DEVELOPMENT PERMIT GUIDELINES

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

COMPREHENSIVE DEVELOPMENT PERMIT AREA	YES	NO	N/A
<b>Authenticity and Regional Expression</b>			
Do landscaping and building form convey a character that is distinct to Kelowna and the Central Okanagan?	x		
Are materials in keeping with the character of the region?	x		
Are colours used common in the region's natural landscape?	x		
Does the design provide for a transition between the indoors and outdoors?	x		
<b>Context</b>			
Does the proposal maintain the established or envisioned architectural character of the neighbourhood?	x		
Does interim development consider neighbouring properties designated for more intensive development?	x		
Are façade treatments facing residential areas attractive and context sensitive?			x
Are architectural elements aligned from one building to the next?	x		
For exterior changes, is the original character of the building respected and enhanced?			x
Is the design unique without visually dominating neighbouring buildings?	x		
For developments with multiple buildings, is there a sense of architectural unity and cohesiveness?	x		
<b>Relationship to the Street</b>			
Do buildings create the desired streetscape rhythm?	x		
Are parkade entrances located at grade?			x
For buildings with multiple street frontages, is equal emphasis given to each frontage?	x		
<b>Massing and Height</b>			
Does the design mitigate the actual and perceived mass of buildings?	x		
Does the height consider shading and view impacts for neighbouring properties and transition to less intensive areas?	x		
<b>Human Scale</b>			
Are architectural elements scaled for pedestrians?	x		
Are façades articulated with indentations and projections?	x		
Are top, middle and bottom building elements distinguished?	x		

<b>COMPREHENSIVE DEVELOPMENT PERMIT AREA</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Do proposed buildings have an identifiable base, middle and top?	x		
Are building facades designed with a balance of vertical and horizontal proportions?	x		
Are horizontal glazed areas divided into vertically proportioned windows separated by mullions or building structures?	x		
Does the design incorporate roof overhangs and the use of awnings, louvers, canopies and other window screening techniques?			x
Is the visual impact of enclosed elevator shafts reduced through architectural treatments?			x
<b>Exterior Elevations and Materials</b>			
Are buildings finished with materials that are natural, local, durable and appropriate to the character of the development?	x		
Are entrances visually prominent, accessible and recognizable?	x		
Are higher quality materials continued around building corners or edges that are visible to the public?	x		
Are a variety of materials used to create contrast, enhance the pedestrian environment and reduce the apparent mass of a building?	x		
Are elements other than colour used as the dominant feature of a building?	x		
<b>Public and Private Open Space</b>			
Does public open space promote interaction and movement through the site?	x		
Are public and private open spaces oriented to take advantage of and protect from the elements?	x		
Is there an appropriate transition between public and private open spaces?	x		
Are amenities such as benches, garbage receptacles, bicycle stands and community notice boards included on site?			x
<b>Site Access</b>			
Is the safe and convenient movement of pedestrians prioritized?	x		
Are alternative and active modes of transportation supported through the site design?	x		
Are identifiable and well-lit pathways provided to front entrances?	x		
Do paved surfaces provide visual interest?	x		
Is parking located behind or inside buildings, or below grade?		x	
Are large expanses of parking separated by landscaping or buildings?	x		
Are vehicle and service accesses from lower order roads or lanes?	x		
Do vehicle and service accesses have minimal impact on the streetscape and public views?	x		

<b>COMPREHENSIVE DEVELOPMENT PERMIT AREA</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Is visible and secure bicycle parking provided in new parking structures and parking lots?	x		
<b>Environmental Design and Green Building</b>			
Does the proposal consider solar gain and exposure?			x
Are green walls or shade trees incorporated in the design?			x
Does the site layout minimize stormwater runoff?			x
Are sustainable construction methods and materials used in the project?	Unknown		
Are green building strategies incorporated into the design?			x
<b>Decks, Balconies, Rooftops and Common Outdoor Amenity Space</b>			
Are decks, balconies or common outdoor amenity spaces provided?			x
Does hard and soft landscaping enhance the usability of decks, balconies and outdoor amenity spaces?			x
Are large flat expanses of roof enhanced with texture, colour or landscaping where they are visible from above or adjacent properties?			x
<b>Amenities, Ancillary Services and Utilities</b>			
Are loading, garage, storage, utility and other ancillary services located away from public view?	x		
Are vents, mechanical rooms / equipment and elevator penthouses integrated with the roof or screened with finishes compatible with the building's design?			x
<b>Landscape Development and Irrigation Water Conservation</b>			
Does landscaping:	-	-	-
<ul style="list-style-type: none"> <li>Compliment and soften the building's architectural features and mitigate undesirable elements?</li> </ul>	x		
<ul style="list-style-type: none"> <li>Maintain the dominant pattern of landscaping along the street and surrounding properties?</li> </ul>	x		
<ul style="list-style-type: none"> <li>Enhance the pedestrian environment and the sense of personal safety?</li> </ul>	x		
<ul style="list-style-type: none"> <li>Screen parking areas, mechanical functions, and garbage and recycling areas?</li> </ul>	x		
<ul style="list-style-type: none"> <li>Respect required sightlines from roadways and enhance public views?</li> </ul>	x		
<ul style="list-style-type: none"> <li>Retain existing healthy mature trees and vegetation?</li> </ul>			x
<ul style="list-style-type: none"> <li>Use native plants that are drought tolerant?</li> </ul>	x		
<ul style="list-style-type: none"> <li>Define distinct private outdoor space for all ground-level dwellings?</li> </ul>			x
Do any fences and retaining walls create visual interest and enhance the pedestrian environment?	x		
Do parking lots have one shade tree per four parking stalls?		x	



<b>COMPREHENSIVE DEVELOPMENT PERMIT AREA</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Does the Landscape Architect's Landscape Water Conservation Report:	-	-	-
<ul style="list-style-type: none"> <li>Meet the requirements for Landscape Water Budget calculations for the landscaped area?</li> </ul>	x		
<ul style="list-style-type: none"> <li>Indicate how the development complies with or varies from the Landscape Water Conservation Guidelines?</li> </ul>	x		
<i>Landscape Water Conservation Guidelines</i>			
Are plants grouped into "hydro-zones" of high, medium and low or unirrigated / unwatered areas?	x		
Does at least 25% of the total landscaped area require no irrigation / watering?	x		
Does at least 25% of the total landscaped area require low water use?	x		
Does at most 50% of the total landscaped area require medium or high water use?	x		
Is mulch cover provided for shrubs and groundcover to reduce soil evaporation?	x		
Do water features such as pools and fountains use recirculated water systems?			x
Do landscape installation standards meet the requirements of the BC Landscape Standard and / or the Master Municipal Construction Document?	x		
Are the required written declarations signed by a qualified Landscape Architect?	x		
<i>Irrigation System Guidelines</i>			
Is the Irrigation Plan prepared by a Qualified Professional?	x		
Are irrigation circuits grouped into "hydro-zones" of high, medium and low or unirrigated / unwatered areas consistent with the landscaping plan?	x		
Is drip or low volume irrigation used?	x		
Are the required written declarations signed by a qualified Certified Irrigation Designer?	x		
<b>Crime prevention</b>			
Are CPTED practices as related to landscaping, siting, form and exterior design included in the design?			x
Are building materials vandalism resistant?	Unknown		
<b>Universal Accessible Design</b>			
Is access for persons with disabilities integrated into the overall site plan and clearly visible from the principal entrance?	x		
Are the site layout, services and amenities easy to understand and navigate?	x		
<b>Lakeside Development</b>			
Are lakeside open spaces provided or enhanced?			x
Are lake views protected?			x

<b>COMPREHENSIVE DEVELOPMENT PERMIT AREA</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Does lakeside development act as a transition between the lake and inland development?			x
<b>Signs</b>			
Do signs contribute to the overall quality and character of the development?	x		
Is signage design consistent with the appearance and scale of the building?	x		
Are signs located and scaled to be easily read by pedestrians?	x		
For culturally significant buildings, is the signage inspired by historical influences?			x
<b>Lighting</b>			
Does lighting enhance public safety?	x		
Is "light trespass" onto adjacent residential areas minimized?			x
Does lighting consider the effect on the façade, neighbouring buildings and open spaces?			x
Is suitably scaled pedestrian lighting provided?			x
Does exterior street lighting follow the International Dark Sky Model to limit light pollution?	x		

## 6.0 Technical Comments

### 6.1 Development Engineering Department

See Attachment A – City of Kelowna Memorandum

## 7.0 Application Chronology

Date of Application Accepted: November 30, 2021  
 Date Revised Drawings Received: September 23, 2021

**Report prepared by:** Kimberly Brunet, Planner II  
**Reviewed by:** Dean Strachan, Community Planning & Development Manager  
**Reviewed by:** Terry Barton, Development Planning Department Manager  
**Approved for Inclusion:** Ryan Smith, Divisional Director, Planning & Development Services

## Attachments

Attachment A: City of Kelowna Memorandum

Attachment B: Draft Development Permit DP20-0217

Schedule A: Site Plan

Schedule B: Elevations, Floorplans, Sections, Materials and Colour board

Schedule C: Landscape Plan

## CITY OF KELOWNA

# MEMORANDUM

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**Date:** December 22 2020

**File No.:** DP20-0217

**To:** Suburban and Rural Planning (KB)

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

**Subject:** 2175-2185 Optic Ct Development Permits

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Development Engineering Services comments and requirements pertaining to A development permit application for three industrial buildings

**1. Domestic Water and Fire Protection**

The property is located within the Glenmore-Ellison Irrigation District (GEID) service area. The water system must be capable of supplying domestic and fire flow demands of the project in accordance with the Subdivision, Development & Servicing Bylaw. The developer is responsible, if necessary, to arrange with GEID staff for any service improvements and, if necessary, the decommissioning of existing services. Only one water service permitted.

**2. Sanitary Sewer**

Our records indicate that these property's are currently serviced with 2- 150mm-diameter sanitary sewer service off Optic Ct.. The applicant's consulting mechanical engineer will determine the requirements of the proposed development and establish the service needs. Only one service will be permitted for this development. If required, the applicant will arrange for the removal and disconnection of the existing service and the installation of one new larger service at the applicants cost. An inspection manhole is required with an access easement for City crews.

**3. Storm Drainage**

- a) The developer must engage a consulting civil engineer to provide a storm water management plan for this site which meets the requirements of the City Subdivision Development and Servicing Bylaw 7900. The storm water management plan must also include provision of lot grading plans, minimum basement elevations (MBE), if applicable, and provision of a storm drainage service and recommendations for onsite drainage containment and disposal systems
- b) Our records indicate that these properties are currently serviced with 2-100mm-diameter storm sewer service off Optic Ct.. Only one service will be permitted for this development.
- c) Provide the following drawings:
  - i. A detailed Stormwater Management Plan for this development that is based off the original grading plan of the subdivision; and,
  - ii. An Erosion and Sediment Control Plan.

#### 4. **Development Permit and Site Related Issues**

- i. Irrigated landscaped boulevard and frontage must conform to bylaw 7900 & 8000.
- ii. If applicable an oil interceptor must be installed to remove oil prior to leaving this property and entering the COK sanitary and/or drainage system.
- iii. Retaining walls (top & bottom), exposed foundations and neighbouring property lines must be clearly labelled on all drawings.

#### 5. **Electric Power and Telecommunication Services**

The electrical and telecommunication services to this building/property must be installed in an underground duct system, and the building must be connected by an underground service. It is the developer's responsibility to make a servicing application with the respective electric power, telephone and cable transmission companies to arrange for these services, which would be at the applicant's cost.

#### 6. **Design and Construction**

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

#### 7. **Servicing Agreements for Works and Services**

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

#### 8. **Other Engineering Comments**

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



## 9. Geotechnical Report

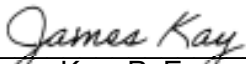
- a) Provide a comprehensive geotechnical report, prepared by a Professional Engineer competent in the field of hydro-geotechnical engineering to address the items below:  
**NOTE: The City is relying on the Geotechnical Engineer's report to prevent any damage to property and/or injury to persons from occurring as a result of problems with soil slippage or soil instability related to this proposed subdivision.**

The Geotechnical report must be submitted prior to submission of Engineering drawings or application for subdivision approval.

- (i) Area ground water characteristics, including any springs and overland surface drainage courses traversing the property. Identify any monitoring required.
- (ii) Site suitability for development.
- (iii) Site soil characteristics (i.e. fill areas, sulphate content, unsuitable soils such as organic material, etc.).
- (iv) Any special requirements for construction of roads, utilities and building structures.
- (v) Suitability of on-site disposal of storm water and sanitary waste, including effects upon adjoining lands.
- (vi) Any items required in other sections of this document.
- (vii) Recommendations for erosion and sedimentation controls for water and wind.
- (viii) Recommendations for roof drains and perimeter drains.
- (ix) Recommendations for construction of detention or infiltration ponds if applicable.

## 10. Charges and Fees

- a) Development Cost Charges (DCC's) are payable.
- b) Fees per the "Development Application Fees Bylaw" include:
  - i) Engineering and Inspection Fee: 3.5% of offsite construction value (plus GST).

  
James Kay, P. Eng.  
Development Engineering Manager

RO

# Development Permit DP20-0217

<b>ATTACHMENT</b>		<b>B</b>
This forms part of application		
# DP20-0217		
Planner Initials	KB	 City of <b>Kelowna</b> DEVELOPMENT PLANNING



This permit relates to land in the City of Kelowna municipally known as

**2175 Optic Ct**

and legally known as

**Lot A District Lot 32 and Section 14 Township 23 Osoyoos Division Yale District Plan EPP110021**

and permits the land to be used for the following development:

**General Industrial and Business Uses**

The present owner and any subsequent owner of the above described land must comply with any attached terms and conditions.

Date of Council Decision                      October 25, 2021

Decision By:                                      Council

Development Permit Area:                  Industrial & Comprehensive Development Permit Areas

Existing Zone:                                      CD15IN

Future Land Use Designation:              IND- Industrial

**This is NOT a Building Permit.**

In addition to your Development Permit, a Building Permit may be required prior to any work commencing. For further information, contact the City of Kelowna, Development Services Branch.

## NOTICE

This permit does not relieve the owner or the owner's authorized agent from full compliance with the requirements of any federal, provincial or other municipal legislation, or the terms and conditions of any easement, covenant, building scheme or agreement affecting the building or land.

Owner:                      1176024 B.C. Ltd., Inc.No. BC1176024

Applicant:                  Reg Rempel

Planner:                    K. Brunet

---

Terry Barton  
Community Planning Department Manager  
Planning & Development Services

---

Date

## 1. SCOPE OF APPROVAL

This Development 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 Development 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 Development 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.

## 2. CONDITIONS OF APPROVAL

- The dimensions and siting of the building to be constructed on the land be in accordance with Schedule "A";
- The exterior design and finish of the building to be constructed on the land be in accordance with Schedule "B";
- Landscaping to be provided on the land be in accordance with Schedule "C"; and
- 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.

**This Development Permit is valid for two (2) years from the date of approval, with no opportunity to extend.**

## 3. PERFORMANCE SECURITY

As a condition of the issuance of this Permit, Council is holding the security set out below to ensure that development is carried out in accordance with the terms and conditions of this Permit. Should any interest be earned upon the security, it shall accrue to the Developer and be paid to the Developer or his or her designate if the security is returned. The condition of the posting of the security is that should the Developer fail to carry out the development hereby authorized, according to the terms and conditions of this Permit within the time provided, the Municipality may enter into an agreement with the property owner of the day to have the work carried out, and any surplus shall be paid over to the property owner of the day. Should the Developer carry out the development permitted by this Permit within the time set out above, the security shall be returned to the Developer or his or her designate. There is filed accordingly:

- An Irrevocable Letter of Credit **OR** certified cheque in the amount of **\$126,036.88**

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

## 5. INDEMNIFICATION

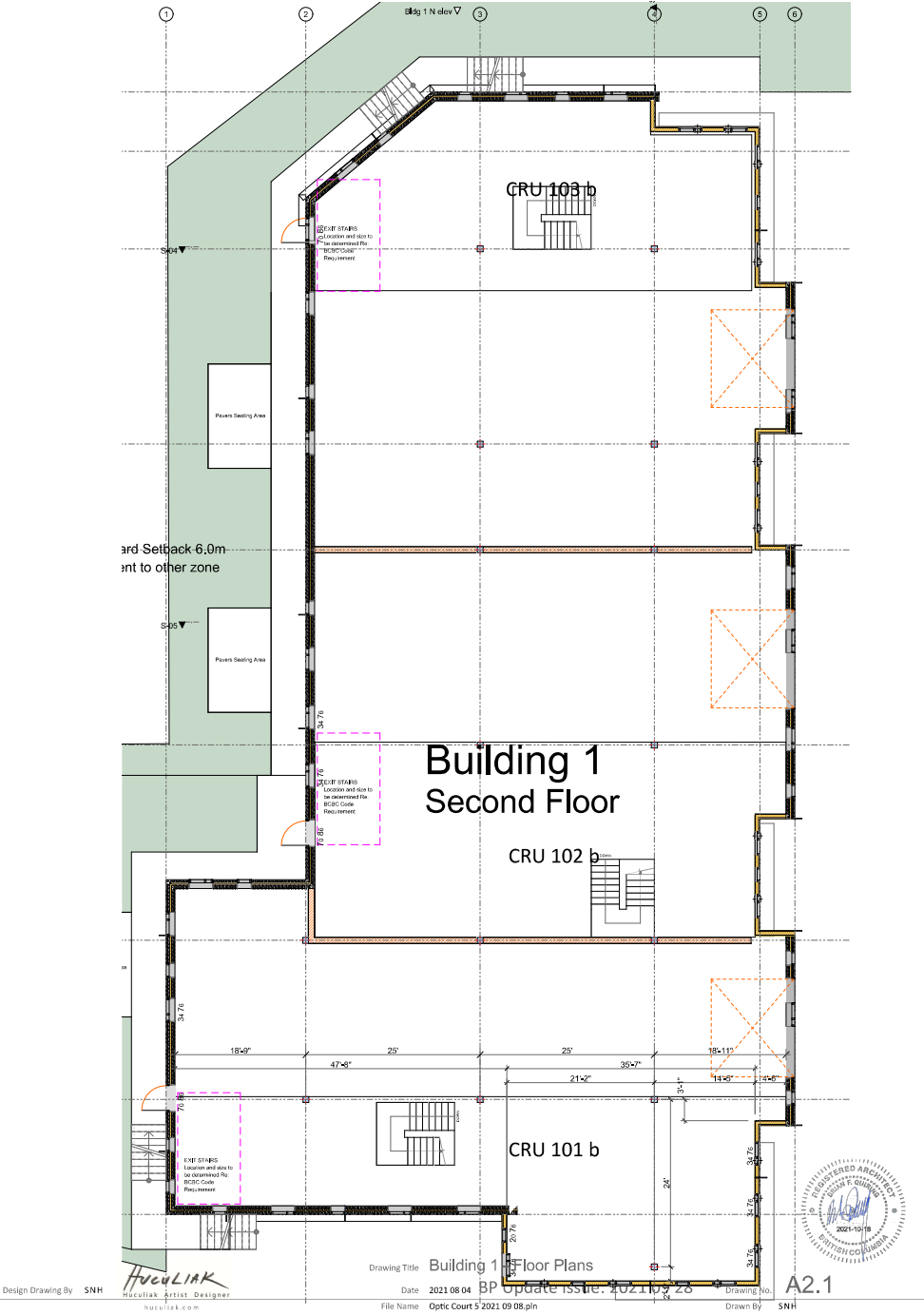
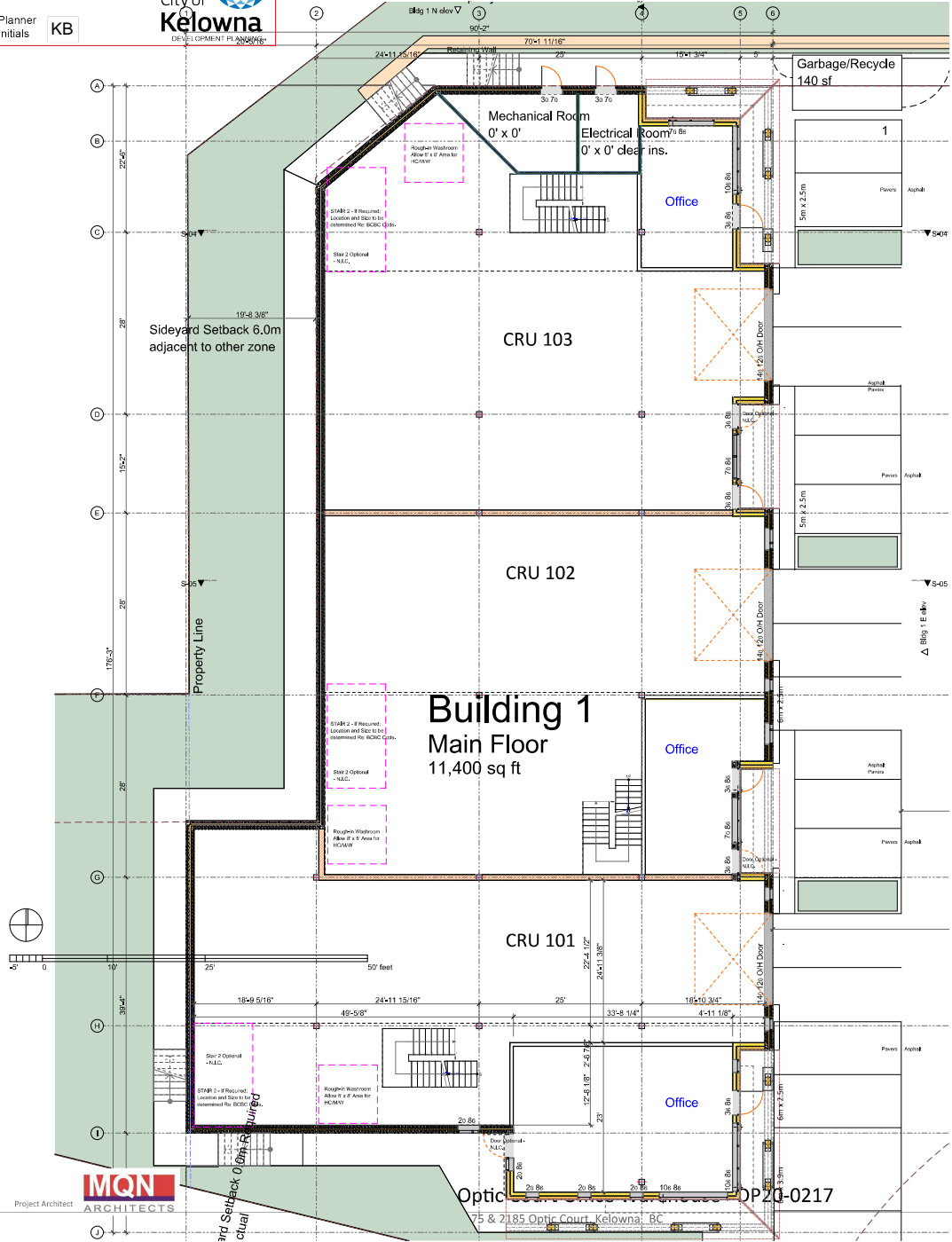
Upon commencement of the works authorized by this Permit the Developer covenants and agrees to save harmless and effectually indemnify the Municipality against:

- All actions and proceedings, costs, damages, expenses, claims, and demands whatsoever and by whomsoever brought, by reason of the Municipality said Permit.

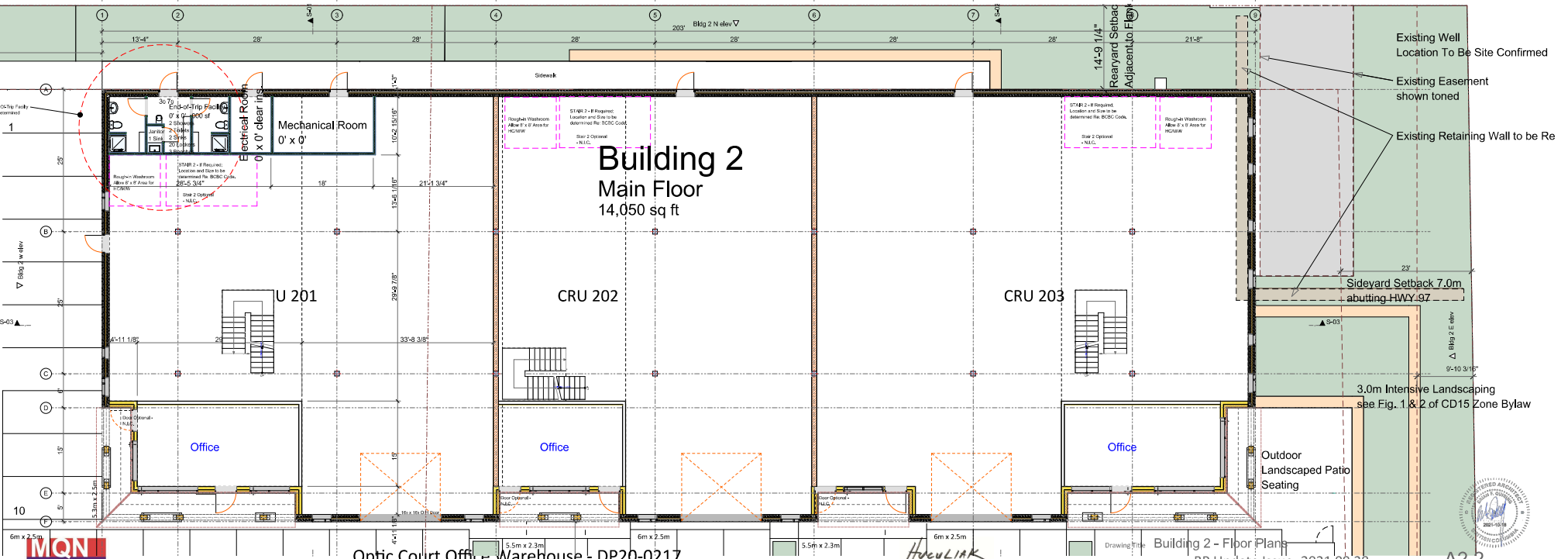
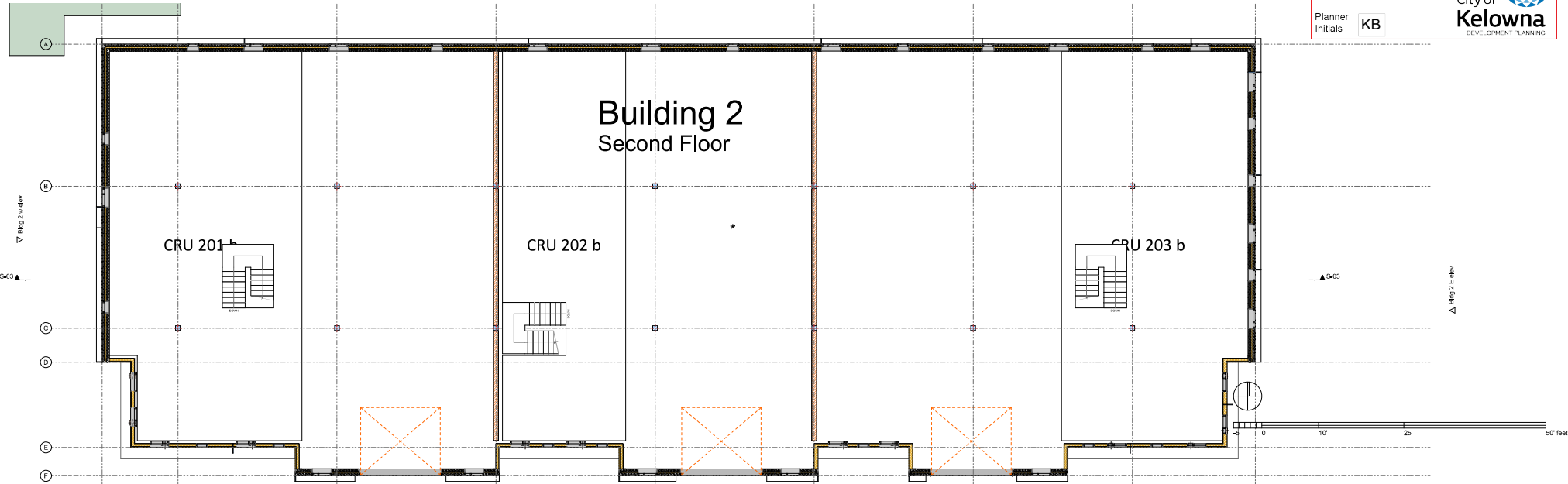
All costs, expenses, claims that may be incurred by the Municipality where the construction, engineering or other types of works as called for by the Permit results in damages to any property owned in whole or in part by the Municipality or which the Municipality by duty or custom is obliged, directly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

**The PERMIT HOLDER is the CURRENT LAND OWNER.  
Security shall ONLY be returned to the signatory of the  
Landscape Agreement or their designates.**

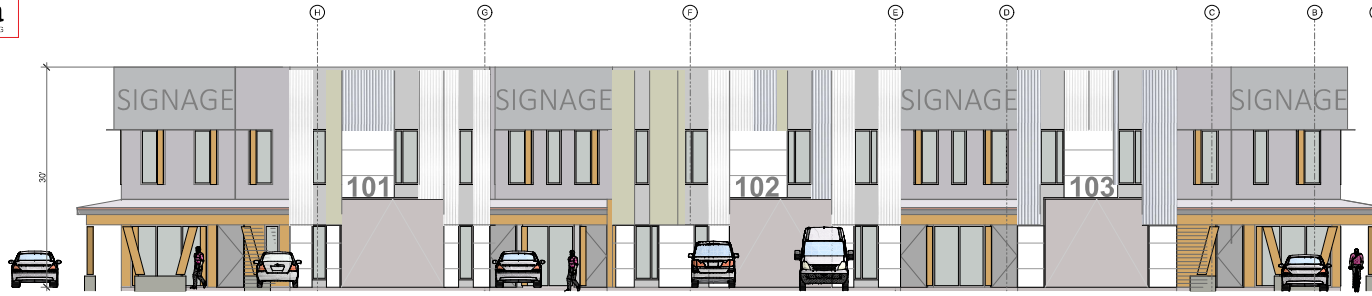












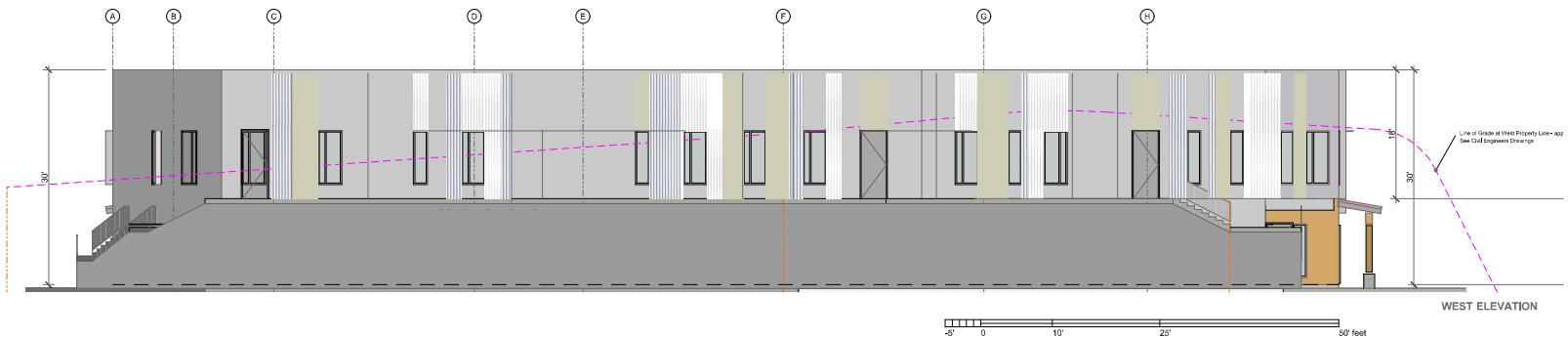
EAST ELEVATION



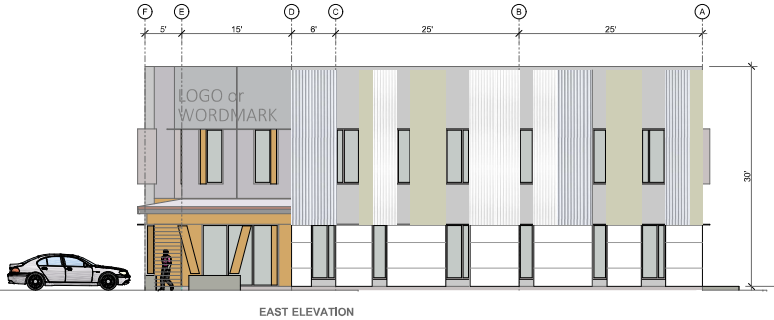
NORTH ELEVATION



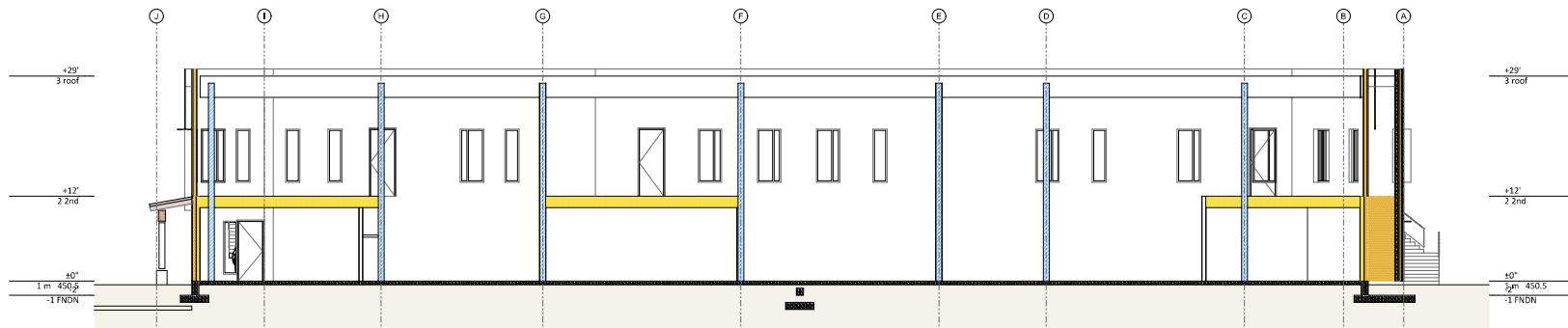
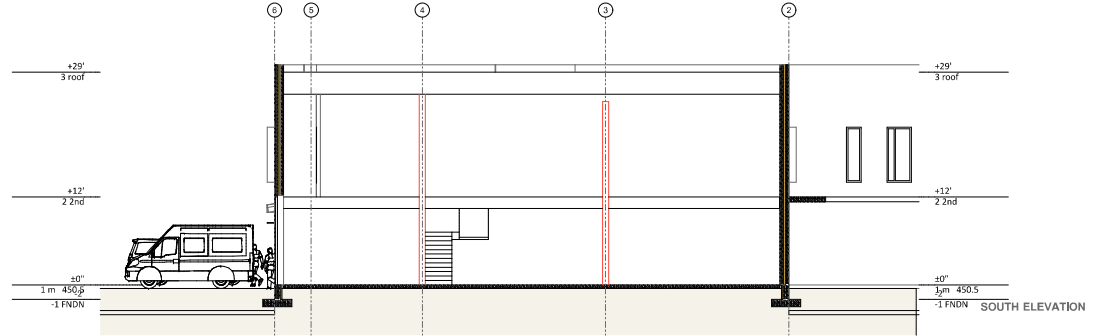
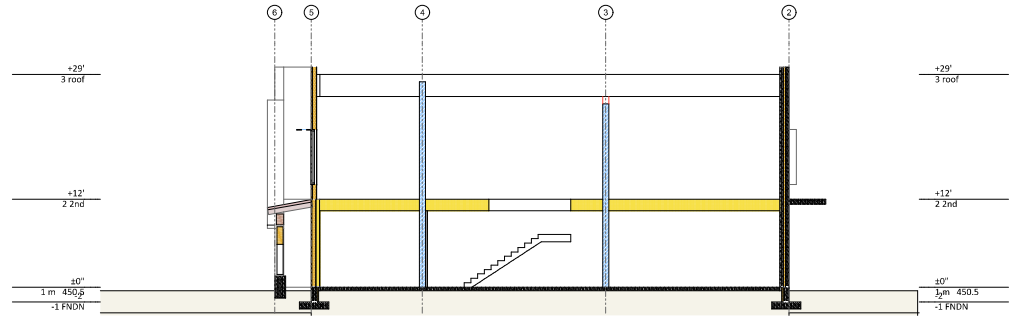
SOUTH ELEVATION



WEST ELEVATION







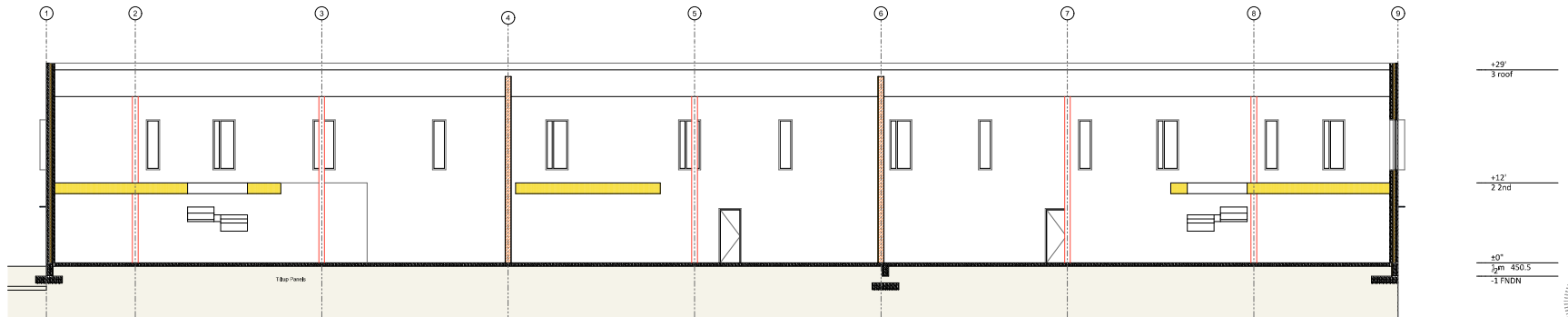
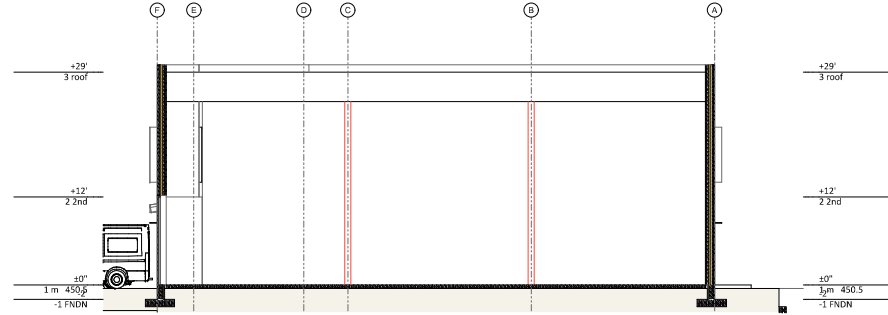
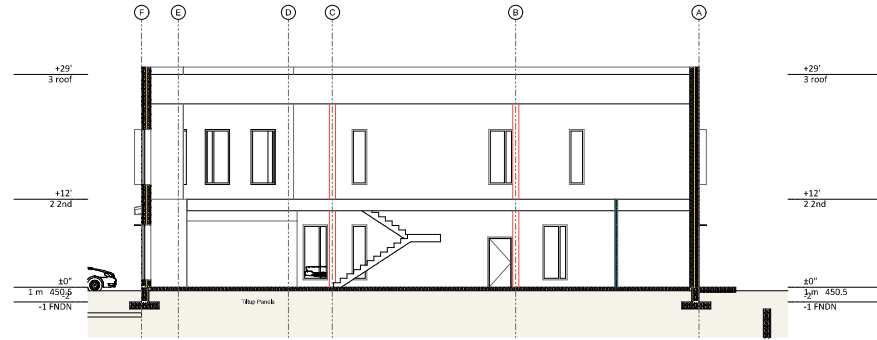


**SCHEDULE B**

This forms part of application  
# DP20-0217

Planner Initials **KB**

City of **Kelowna**  
DEVELOPMENT PLANNING

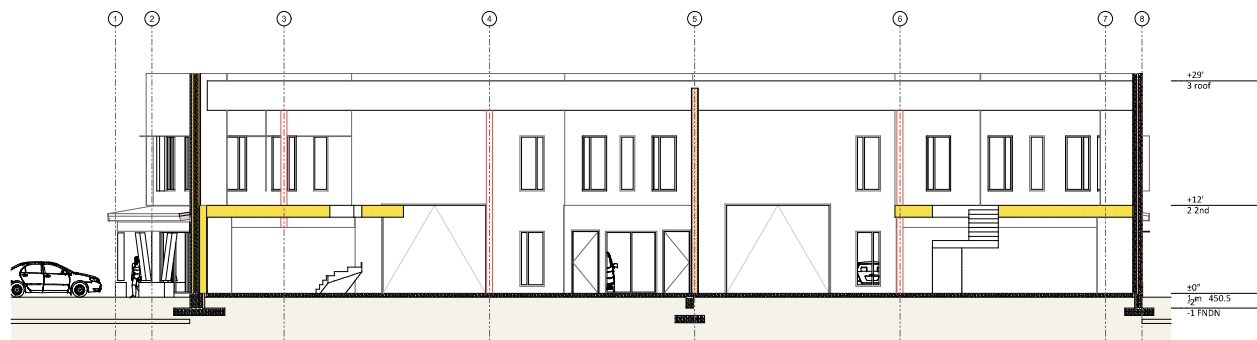
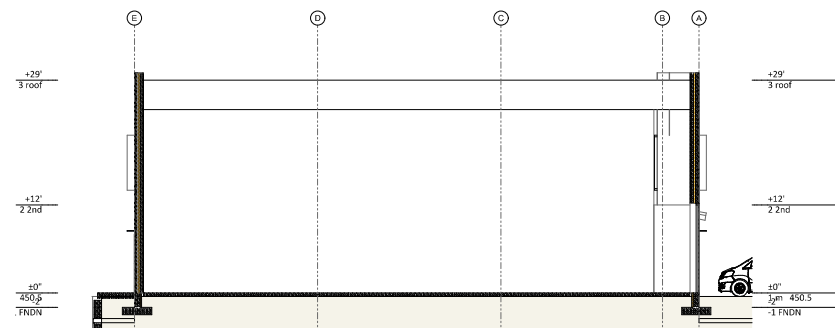
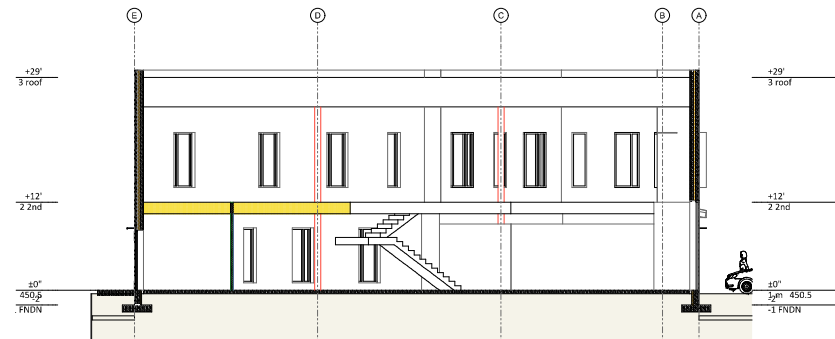


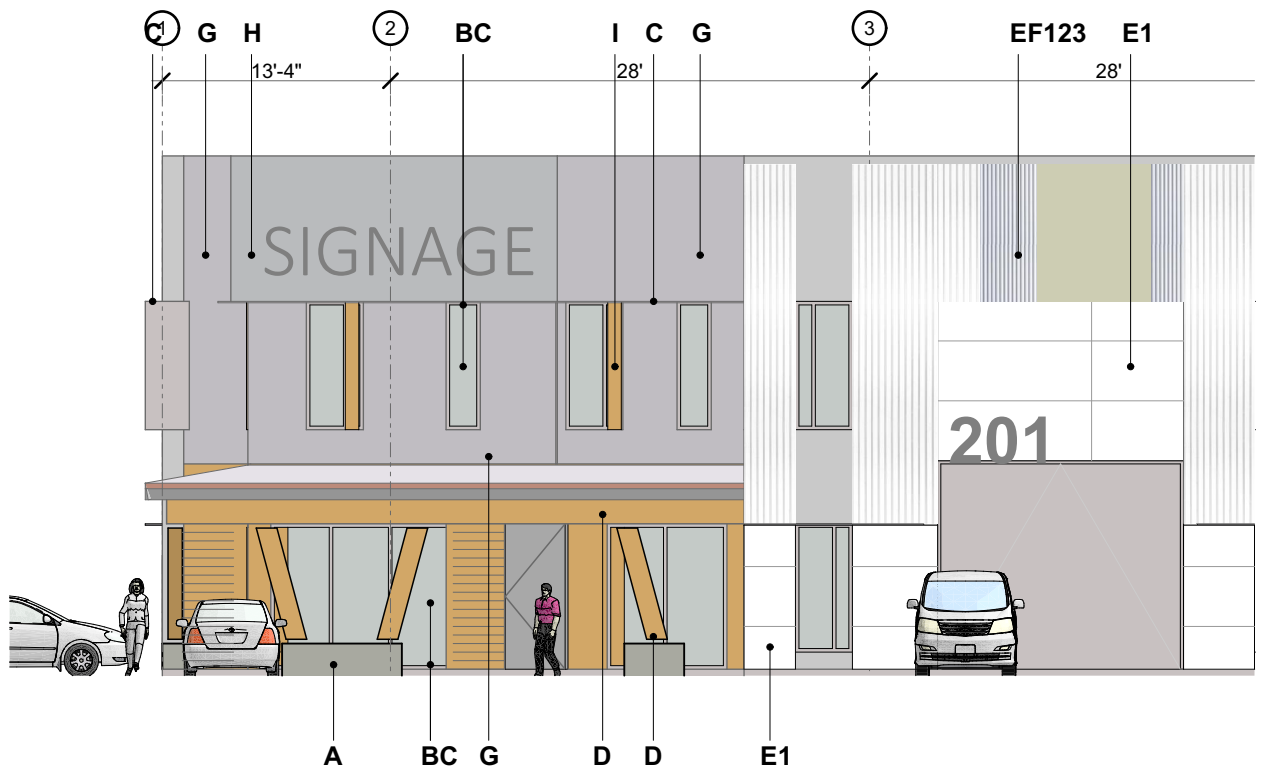
**SCHEDULE B**

This forms part of application  
# DP20-0217

Planner Initials KB

City of Kelowna  
DEVELOPMENT PLANNING



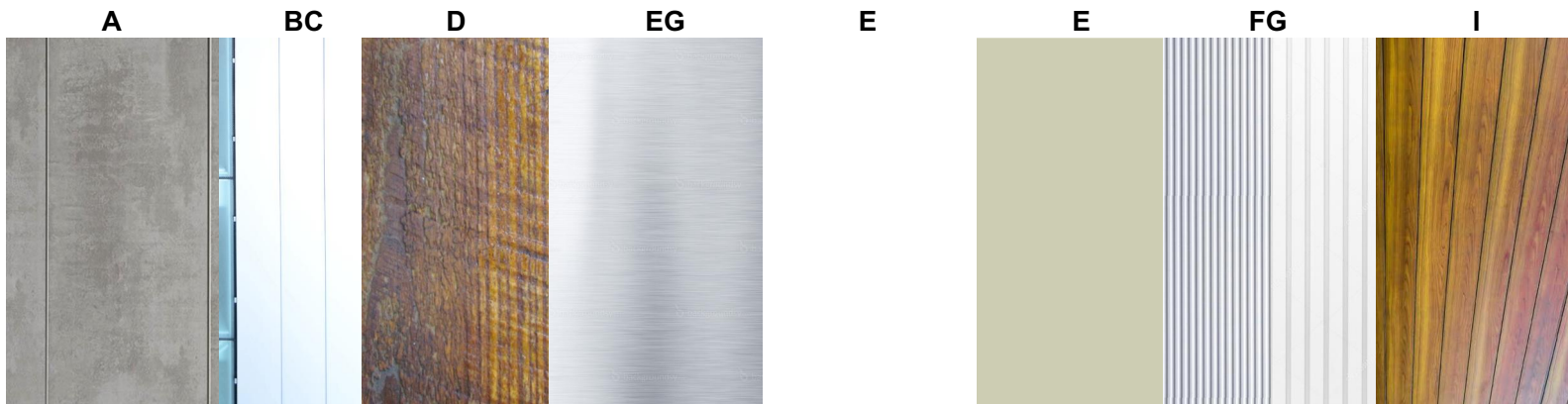


**Building 2 - partial elevation**

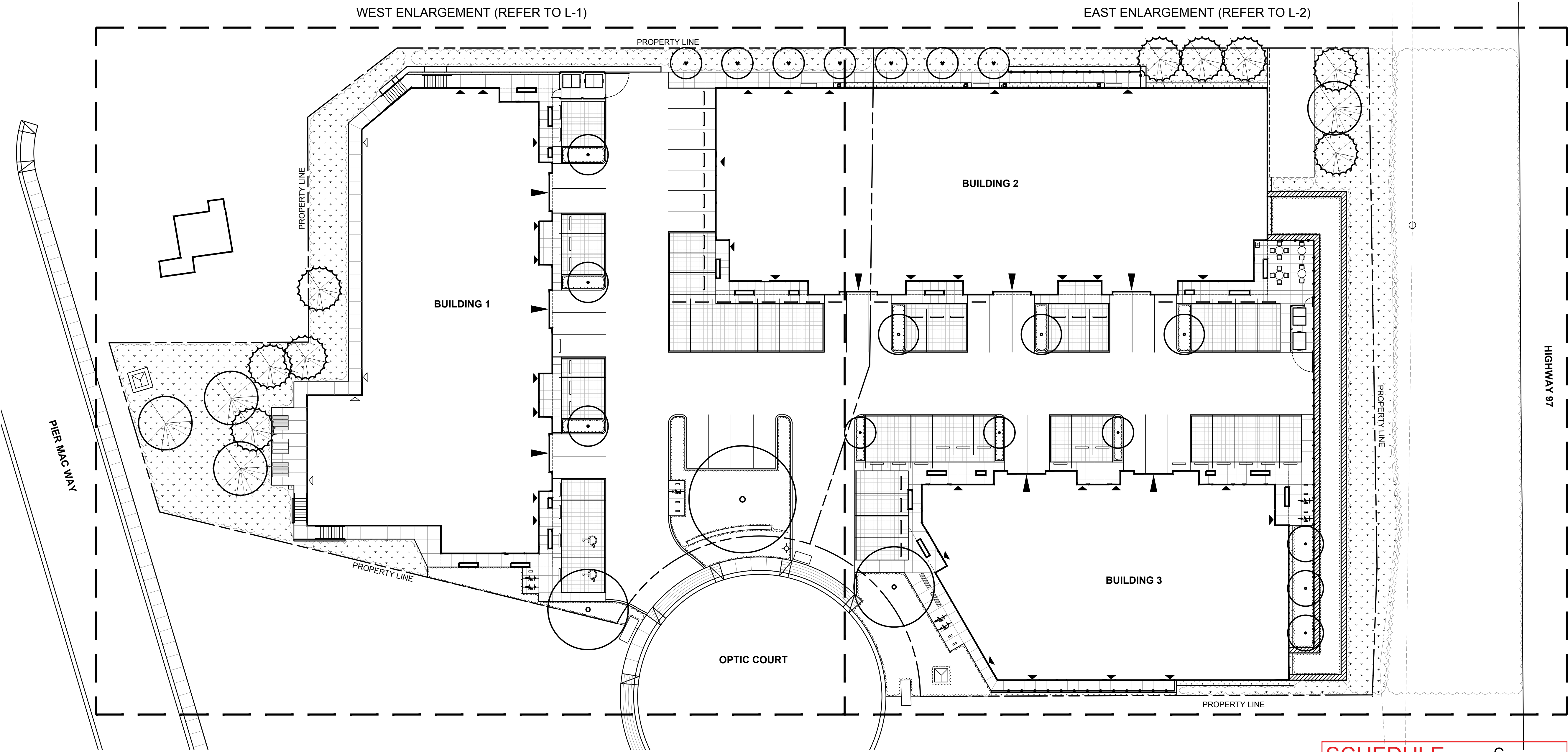
**MATERIAL AND FINISHES**

- A** Concrete – Natural Finish w Sealer
- B** Glazing – Clear
- C** Galvanized Steel Frame – Natural
- D** Timber or Glulam – Med (reddish brown) Stain
- E** Cementitious Panel – Aluminum + White + Sage Green
- F** Metal Siding – Aluminum + White + Sage Green
- G** Aluminum Panel – Natural Clear
- H** Aluminum Screen for Signage – Natural Clear
- I** Wood Siding – Cedar Med Dark (reddish brown) Stain
- 1** White
- 2** Aluminum
- 3** Sage Green

<b>SCHEDULE</b>	<b>B</b>
This forms part of application # DP20-0217	
Planner Initials	KB
 <b>City of Kelowna</b> DEVELOPMENT PLANNING	







## 2175 & 2185 OPTIC COURT OFFICE WAREHOUSE

KELOWNA, BC

### LANDSCAPE DRAWING LIST:

L-0	CONTEXT PLAN
L-1	WEST ENLARGEMENT
L-2	EAST ENLARGEMENT
L-3	PLANTING ENLARGEMENT & EAST WALL SECTION
L-4	HYDROZONE PLAN

### DEVELOPMENT PERMIT NOTES:

- A PLANT MATERIALS AND CONSTRUCTION METHODS SHALL CONFORM TO MINIMUM STANDARDS ESTABLISHED IN THE LATEST EDITION OF THE CANADIAN LANDSCAPE STANDARDS, PUBLISHED BY C.L.N.A. AND C.S.L.A. AS WELL AS THE CITY OF KELOWNA LANDSCAPE STANDARDS IN BYLAW 7900.
- B THE LANDSCAPE DESIGN DESIGNATED HEREIN IS CONCEPTUAL BUT REFLECTS THE MINIMUM CITY OF KELOWNA FORM AND CHARACTER REQUIREMENTS.
- C PLANT MATERIAL SELECTIONS ARE CONCEPTUAL ONLY. FINAL PLANTING SELECTIONS MAY VARY DEPENDING UPON AVAILABILITY AT THE TIME OF CONSTRUCTION.
- D TREES SHALL BE INSTALLED IN DEFINED SOIL PITS OR PLANTING BED AREAS. ADEQUATE SOIL VOLUME SHALL BE PROVIDED BASED ON THE SPECIFIED TREE SPECIES AND LOCATION.
- E ORNAMENTAL SHRUB, GRASS AND PERENNIAL CLUSTERS ARE TO BE PLACED WITHIN DEFINED PLANTING BEDS. ALL PLANTING BEDS SHALL HAVE A MIN. OF 450mm (18") IMPORTED GROWING MEDIUM AND 75mm (3") OF COMPOSTED MULCH OR APPROVED EQUAL.
- F DECORATIVE ROCK AREAS SHALL HAVE A MIN. OF 75mm (3") OF DECORATIVE ROUND, COMMERCIAL GRADE LANDSCAPE FABRIC SHALL BE INSTALLED BELOW ALL DECORATIVE ROCK AREAS.
- G NATIVE SHRUBS, GRASSES AND PERENNIALS ARE TO BE POCKET PLANTED AND INSTALLED DURING THE SPRING OR FALL WEATHER WINDOWS (SPRING: MARCH TO MAY, FALL: OCTOBER TO NOVEMBER) TO ALLOW FOR ESTABLISHMENT AND LIMIT THE REQUIREMENT OF CONTINUOUS IRRIGATION. ALL POCKETS SHALL BE DUG TO TWICE THE ROOTBALL SIZE TO ALLOW FOR ADDITIONAL GROWING MEDIUM.
- H HYDRAULIC SEEDING SHALL BE GRADE 'A' PREMIUM SEED. SEED SHALL BE INSTALLED DURING THE SPRING OR FALL WEATHER WINDOWS (SPRING: MARCH TO MAY, FALL: OCTOBER TO NOVEMBER) TO ALLOW FOR ESTABLISHMENT AND LIMIT THE REQUIREMENT OF CONTINUOUS IRRIGATION.
- I A HIGH EFFICIENCY IRRIGATION SYSTEM SHALL BE INSTALLED FOR ALL ORNAMENTAL LANDSCAPE AREAS AND SHALL CONFORM TO THE CITY OF KELOWNA'S IRRIGATION STANDARDS IN BYLAW 7900.
- J A TEMPORARY IRRIGATION SYSTEM WILL BE REQUIRED IF NATIVE PLANTING AND/OR HYDRAULIC SEEDING INSTALLATION IS NOT COMPLETED WITHIN THE SPECIFIED WEATHER WINDOWS. THE SYSTEM SHALL CONFORM TO THE CITY OF KELOWNA'S IRRIGATION STANDARDS IN BYLAW 7900.
- K REQUIRED CONIFEROUS TREE PERCENTAGE (20%) AS PER CITY OF KELOWNA'S ZONING BYLAW CD15 8000: ACTUAL CONIFEROUS TREE PERCENTAGE = 30%
- L REQUIRED LANDSCAPE PARKING ISLANDS 2m² PER PARKING STALL (87 PARKING STALLS X 2m² = 174m²) AS PER CITY OF KELOWNA'S ZONING BYLAW 8000: ACTUAL COVERAGE = 182m²

### CHARACTER IMAGES:



FLEX MSE RETAINING WALL



GABION RETAINING WALL WITH TERRACE PLANTING



PERMEABLE PAVERS WITH FLUSH CURB



WOOD BENCH



METAL GUARDRAIL

## SCHEDULE C

This forms part of application  
# DP20-0217

Planner  
Initials KB



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REVISIONS / ISSUED:		
3	AUG 17/21	REISSUED FOR DP APPLICATION
2	OCT 26/20	REISSUED FOR DP APPLICATION
1	SEPT 02/20	ISSUED FOR COORDINATION
NO.	DATE	DESCRIPTION

**BENCH**  
[ 4-1562 Water Street, Kelowna BC V1Y 1J7 ]  
[ 1-250-860-6278 ]

CLIENT:  
**MQN ARCHITECTS**  
VERNON, B.C.

PROJECT:  
**OPTIC COURT  
OFFICE WAREHOUSE**  
KELOWNA, B.C.

SHEET TITLE  
**CONTEXT  
PLAN**

DESIGN BY	LS
DRAWN BY	LS
CHECKED BY	KN
PROJECT NO.	18-035
SCALE	1:250

SHEET NO.

L-0



NOT FOR CONSTRUCTION








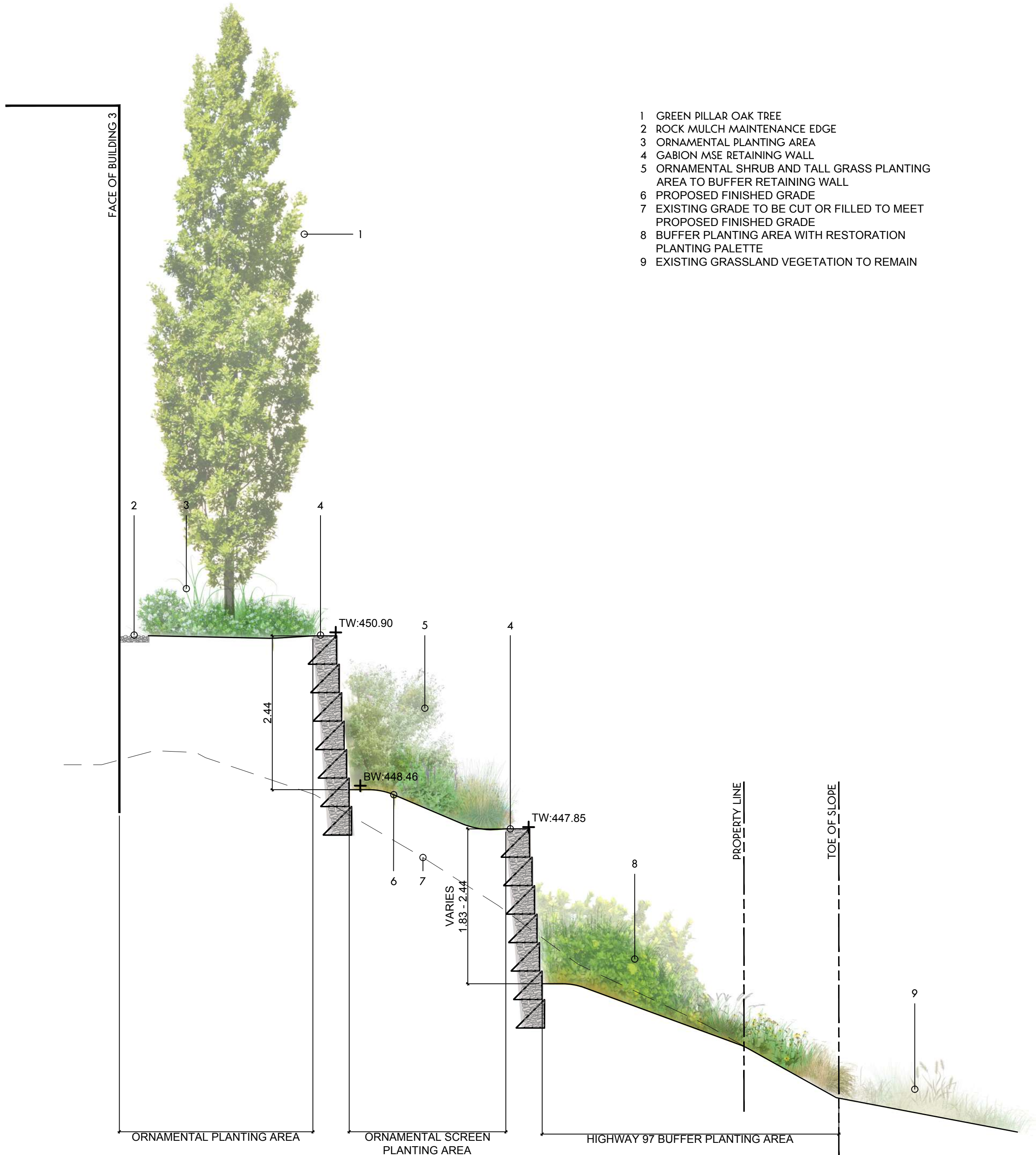






TREES					
Key	Qty.	Botanical Name	Common Name	Size/Spacing	Root
PPN	1	<i>Pinus ponderosa</i>	Ponderosa pine	2.4m Ht.	B&B
PMN	2	<i>Pseudotsuga menziesii</i> var. <i>glauca</i>	Interior Douglas fir	2.4m Ht.	B&B
SHRUBS					
Key	Qty.	Botanical Name	Common Name	Size/Spacing	Root
ALI	18	<i>Amelanchier alnifolia</i>	Serviceberry	#01 Cont./1.5m O.C.	Potted
ATR	6	<i>Artemisia tridentata</i>	Big sagebrush	#01 Cont./1.5m O.C.	Potted
MAQ	33	<i>Mahonia aquifolium</i>	Oregon grape	#01 Cont./1.5m O.C.	Potted
PLE	10	<i>Philadelphus lewisii</i>	Mock orange	#01 Cont./1.5m O.C.	Potted
SAL	8	<i>Symphoricarpos albus</i>	Snowberry	#01 Cont./1.5m O.C.	Potted
PERENNIALS					
AMI	14	<i>Achillea millefolium</i>	Yarrow	#01 Cont./0.75m O.C.	Potted
GAR	15	<i>Gaillardia aristata</i>	Blanketflower	#01 Cont./0.75m O.C.	Potted
GRASSES					
PSP		<i>Pseudoegneria spicata</i>	Bluebunch wheatgrass	#01 Cont./0.6m O.C.	Potted

HIGHWAY 97



## 2 TYPICAL TIERED GABION MSE RETAINING WALL SECTION

## Planner Initials KB

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REVISIONS / ISSUED:		
<b>3</b>	AUG 17/21	REISSUED FOR DP APPLICATION
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NO.	DATE	DESCRIPTION

**BENCH** 

| 4-1562 Water Street, Kelowna BC V1Y 1J7 |  
| +250 860 6778 |

CLIENT:  
**MQN ARCHITECTS**  
VERNON, B.C.

PROJECT:

OPTIC COURT  
OFFICE WAREHOUSE  
KELOWNA, B.C.

SHEET TITLE

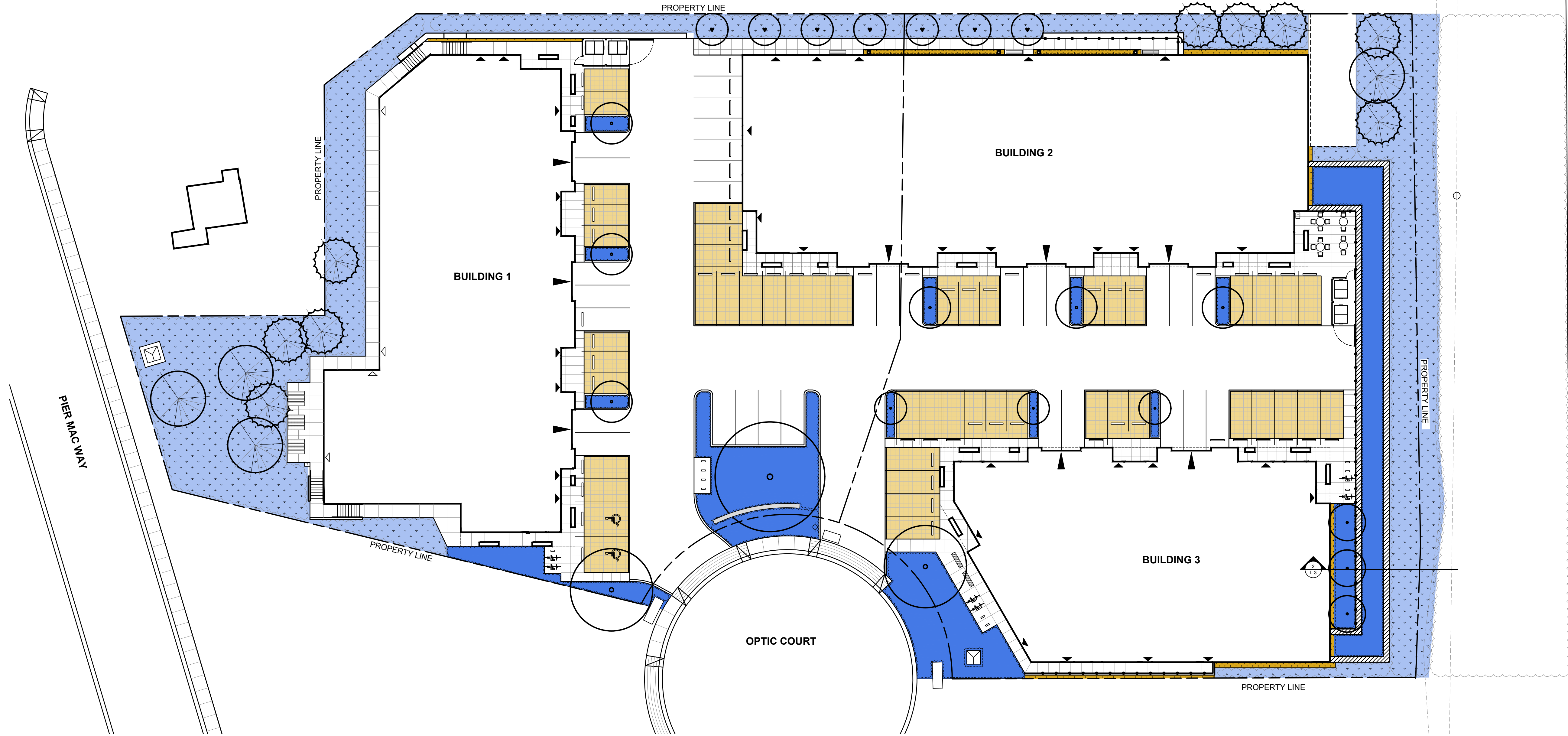
PLANTING ENLARGEMENT  
& EAST WALL SECTION

DESIGN BY	LS
DRAWN BY	LS
CHECKED BY	KN
PROJECT NO.	18-035
SCALE	AS SHOWN

SHEET NO.

**L-3**





- LEGEND:**
- MEDIUM WATER USE
  - LOW WATER USE - ESTABLISHMENT IRRIGATION ONLY
  - NO WATER USE (PERMEABLE PAVERS)
  - NO WATER USE (ROCK MULCH MAINTENANCE EDGE)

SCHEDULE

C

This forms part of application

# DP20-0217

Planner

Initials

KB

City of

Kelowna

DEVELOPMENT PLANNING

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REVISIONS / ISSUED:		
3	AUG 17/21	REISSUED FOR DP APPLICATION
2	OCT 20/20	REISSUED FOR DP APPLICATION
1	SEPT 02/20	ISSUED FOR COORDINATION
NO.	DATE	DESCRIPTION

BENCH

| 4-1562 Water Street, Kelowna BC V1Y 1J7 |

| 250.860.6778 |

CLIENT:  
MQN ARCHITECTS  
VERNON, B.C.

PROJECT:  
OPTIC COURT  
OFFICE WAREHOUSE  
KELOWNA, B.C.

SHEET TITLE  
HYDROZONE  
PLAN

DESIGN BY	LS
DRAWN BY	LS
CHECKED BY	KN
PROJECT NO.	18-035
SCALE	1:250

SHEET NO.

L-4



NOT FOR CONSTRUCTION



# DP20-0217 2175 Optic Court

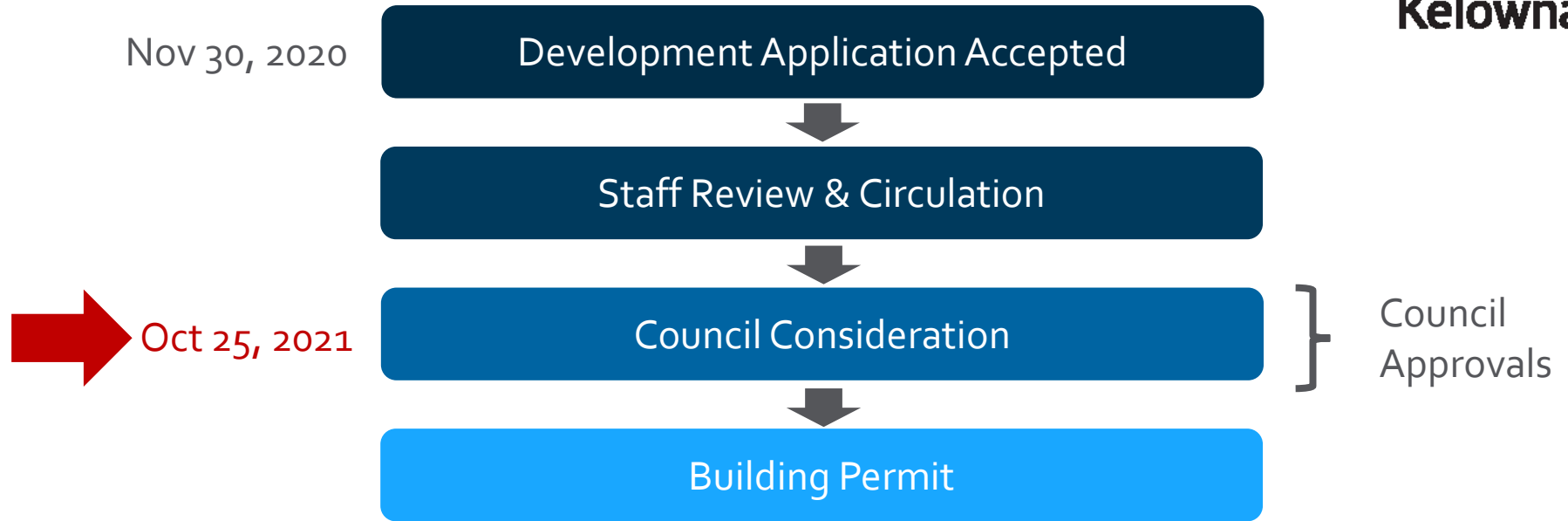
Development Permit Application



# Proposal

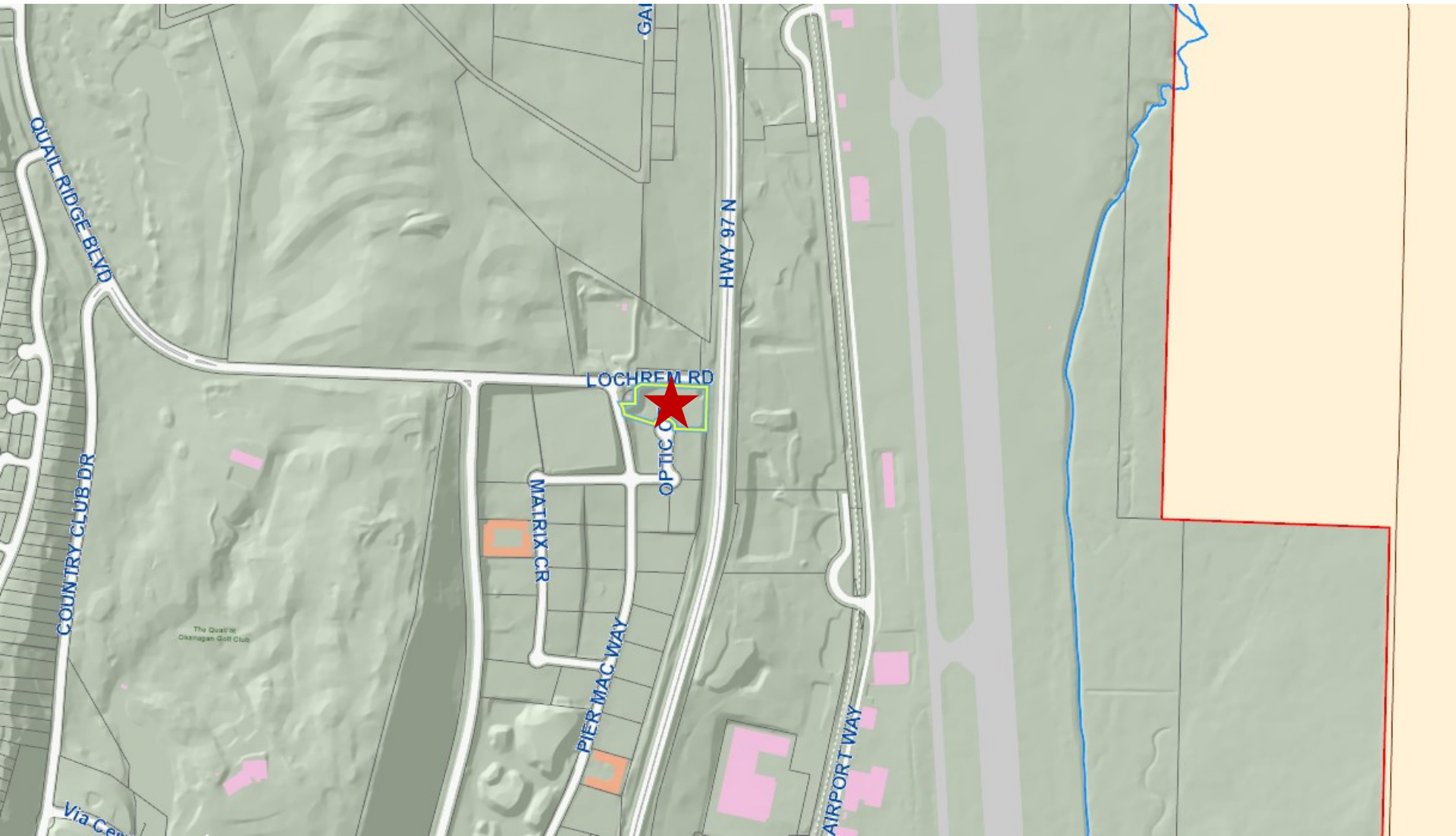
- ▶ To consider the form and character of a three-building industrial development.

# Development Process



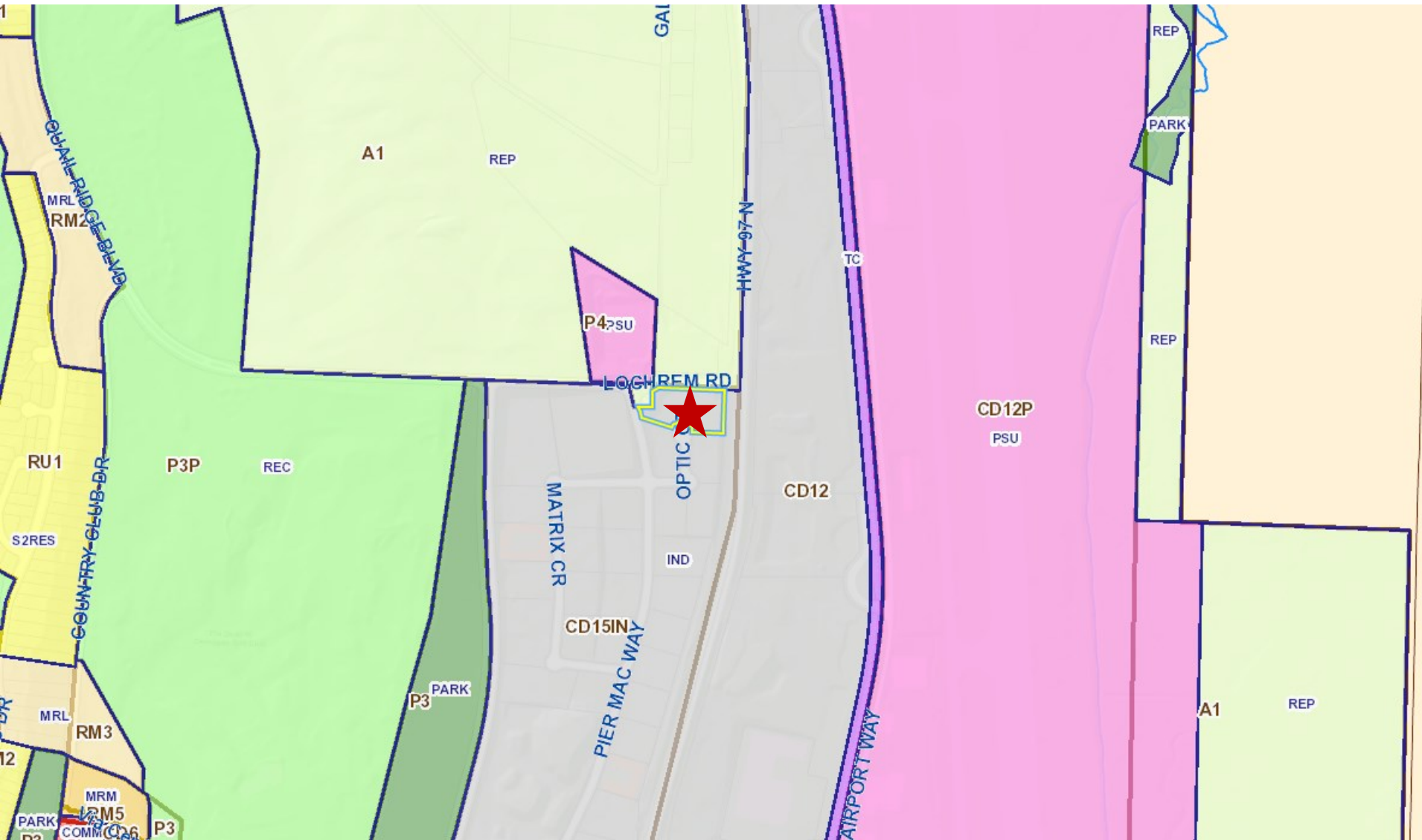


# Context Map





# OCP Future Land Use / Zoning



# Subject Property Map



City of Kelowna

Walk Score  
**20**

**Car-Dependent**  
Almost all errands require a car.

Transit Score  
**21**

**Minimal Transit**  
It is possible to get on a bus.

Bike Score  
**27**

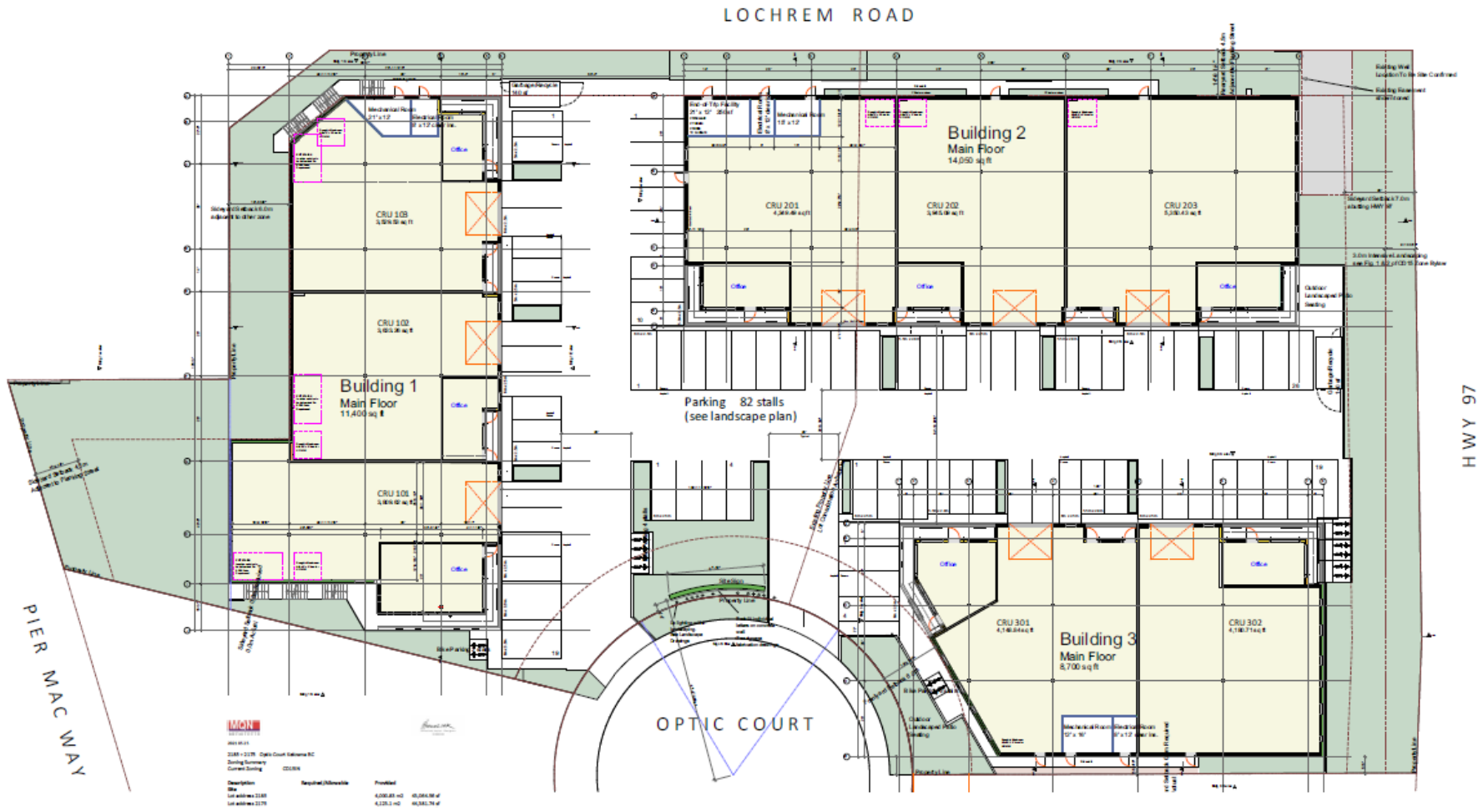
**Somewhat Bikeable**  
Minimal bike infrastructure.

# Project/technical details

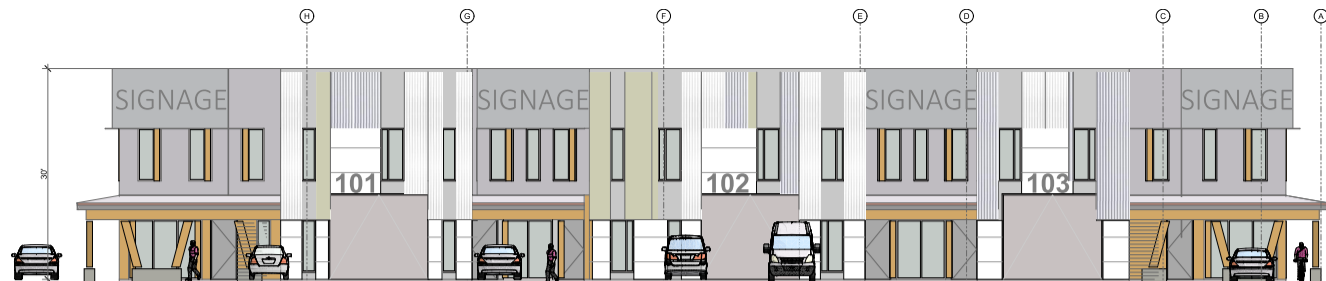
- ▶ Three separate buildings
  - ▶ Total 4,592 m<sup>2</sup> gross floor area
  - ▶ Two storeys in height
  - ▶ Property zoned CD15IND
    - ▶ No variances
- ▶ Form and Character
  - ▶ Modern, with flat roofs



# Site Plan



# Elevations (Building 1, Typical)



EAST ELEVATION



NORTH ELEVATION



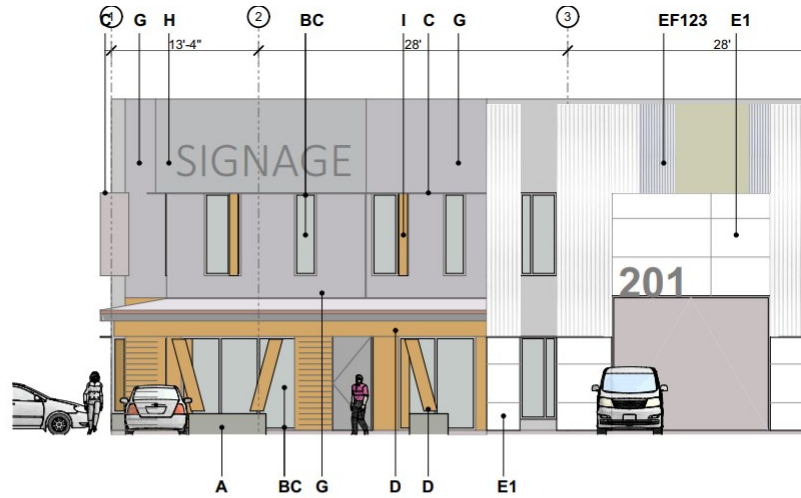
SOUTH ELEVATION



WEST ELEVATION



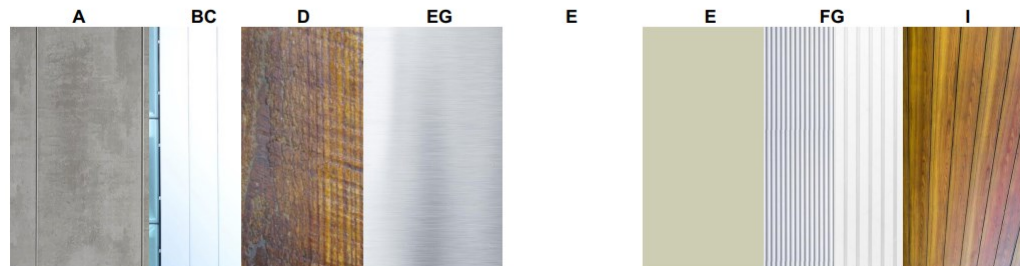
# Materials and Colour Board



**Building 2 - partial elevation**

## MATERIAL AND FINISHES

- A Concrete – Natural Finish w Sealer
- B Glazing – Clear
- C Galvanized Steel Frame – Natural
- D Timber or Glulam – Med (reddish brown) Stain
- E Cementitious Panel – Aluminum + White + Sage Green
- F Metal Siding – Aluminum + White + Sage Green
- G Aluminum Panel – Natural Clear
- H Aluminum Screen for Signage – Natural Clear
- I Wood Siding – Cedar Med Dark (reddish brown) Stain
- 1 White
- 2 Aluminum
- 3 Sage Green





# Renderings



# Renderings





# Landscape Plan



# Development Policy

- ▶ OCP Urban Design Guidelines
  - ▶ Architectural unity and cohesiveness
  - ▶ Materials are durable and appropriate
- ▶ Building orientation works well with sloping topography

# Staff Recommendation

- ▶ Staff recommend support for the Development Permit application
  - ▶ Consistent with OCP Urban Design Guidelines



## *Conclusion of Staff Remarks*



# **CITY OF KELOWNA**

## **BYLAW NO. 12215**

**Z21-0025**

**320 McCurdy Road**

---

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

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

1. THAT City of Kelowna Zoning Bylaw No. 8000 be amended by changing the zoning classification of Lot A Section 26 Township 26 ODYD Plan EPP113017 located at McCurdy Road, Kelowna, BC from the RU1 – Large Lot Housing zone to the RU6 – Two Dwelling Housing zone.
2. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first time by the Municipal Council this 31<sup>st</sup> day of May, 2021.

Public Hearing Waived by the Municipal Council this 31<sup>st</sup> day of May, 2021.

Read a second and third time by the Municipal Council this 21<sup>st</sup> day of June, 2021.

Amended and adopted by the Municipal Council of the City of Kelowna this

---

Mayor

---

City Clerk

# Report to Council



**Date:** October 25, 2021  
**To:** Council  
**From:** City Manager  
**Subject:** Lakeshore and June Springs Fire Service Agreement  
**Department:** Kelowna Fire Department

---

## **Recommendation:**

THAT Council authorizes the City to renew the Fire Service Agreement for Lakeshore Road and June Springs Road with the Regional District of the central Okanagan for a five (5) year term, in the attached contract from the Fire Chief.

And that the Mayor and City Clerk be authorized to execute the Fire Service Agreement for Lakeshore Road and June Springs Road.

## **Purpose:**

To renew the Fire Service Agreement for Lakeshore Road and June Springs Road with the Regional District of the Central Okanagan (RDCO) for a five(5) year term.

## **Background:**

In 2004 the RDCO and City entered into a fire service agreement where the Kelowna Fire Department (KFD) would provide fire protection services to Lakeshore Road and June Springs Road area, that are outside of the city boundary. KFD's fire suppression services would be those typically provided in response to a structural fire alarm and does not include wildfire or interface fire suppression to land on which there are no improvements. Wildfire response is addressed in the Emergency Mutual Aid Agreement covered by all fire departments within the RDCO.

This Agreement may be terminated by either party upon giving six (6) months written notice to the other party.

***Financial/Budgetary Considerations:***

For providing these services, the city shall pay the RDCO a fee, by July 1<sup>st</sup> of each year. The fee shall be calculated using an amount equal to the annual levy amount for Fire Services charged by the city to property owners within Kelowna's geographical boundaries. For each \$1,000.00 of assessed value of land and improvements located on such properties (the "levy"), the levy shall not exceed \$1.50 per \$1,000.00 of assessed value. There is also an administrative fee of 15% calculated into the agreement.

**Discussion:**

**Conclusion:**

**Internal Circulation:**

**Considerations applicable to this report:**

***Legal/Statutory Authority:***

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

***Existing Policy:***

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

***Communications Comments:***

**Considerations not applicable to this report:**

Submitted by: Chief Travis Whiting

**Approved for inclusion:**



S. Leatherdale, Director of Human Resources

**JUNE SPRINGS ROAD & LAKESHORE ROAD  
FIRE PROTECTION AREA**  
Fire Service Agreement

This agreement made on the \_\_\_\_ day of \_\_\_\_\_, 2021

BETWEEN:

REGIONAL DISTRICT OF CENTRAL OKANAGAN,  
a regional district created pursuant to the  
provisions of the Local Government Act,  
having its office at 1450 K.L.O Road,  
Kelowna, British Columbia, V1W 3Z4  
(the "RDCO")

(OF THE FIRST PART)

AND:

CITY OF KELOWNA  
a municipality created pursuant to the provisions of  
the Local Government Act, having its office at  
1435 Water Street,  
Kelowna, British Columbia, V1Y 1J4  
(the "CITY");

(OF THE SECOND PART)

WHEREAS the RDCO has requested that the CITY expand their fire protection service to include the June Springs and Lakeshore Road Fire Protection Areas within the boundaries of the RDCO;

AND WHEREAS the CITY has agreed to provide fire service to such areas;

AND WHEREAS fire services within a portion of the CITY are provided by the KFD, as defined herein; and

And Whereas the current agreement is set to expire on December 31<sup>st</sup>, 2021;

AND WHEREAS the parties wish to renew this Agreement to set out in the terms and conditions under which the CITY will provide fire service for such areas.

**1. Definitions**

1.1 For the purposes of this Agreement, the following words and phrases shall have the meanings prescribed to them:

- (i) "Alarm" means any call to the KFD or any call routed to the KFD in connection with any request for Fire Services;
- (ii) "City" means the City of Kelowna;
- (iii) "KFD" means the City of Kelowna Fire Department;
- (iv) "Fire Services" means that the KFD will provide the same declared operational service level in accordance with the Office of the Fire Commissioner's Competency and Training Playbook to the identified contracted area for those fire suppression services typically provided by the KFD in response to an Alarm and does not include wildfire or interface fire suppression to land on which there are no improvements capable of sheltering or supporting a residential, commercial, industrial or institutional use or occupancy.
- (v) "RDCO" means the Regional District of Central Okanagan.

**2. CITY Assumption of KFD Obligations**

2.1 The CITY agrees that wherever this Agreement sets out or defines the responsibilities or obligations of the KFD, such provisions constitute the responsibilities and obligations of the CITY under this Agreement.

**3. CITY Response to Alarms**

3.1 The KFD may respond to an Alarm within or stated to be within the Fire Service Area.

3.2 The KFD reserves a complete and sole discretion in deciding:

- (i) whether to respond to an Alarm from or in connection with the Fire Service Area;
- (ii) the staff and equipment to be dispatched; and

- (iii) whether to reassign staff and equipment in the event an Emergency does or may exist within the June Springs & Lakeshore Fire Protection Local Service.
- 3.3 Without limiting the scope of its discretion under section 3.2, the KFD may consider, in determining whether a response will be made or what level of response will be provided, the following factors:
  - (i) any emergency within Kelowna's geographic limits or the likelihood of same;
  - (ii) weather conditions, road conditions or other hazards which may jeopardize the safety of personnel or unduly place equipment at risk;
  - (iii) the availability of staff and the state of readiness of equipment;
  - (iv) the extent and suitability of road access to the place of a reported emergency; and
  - (v) the nature, severity and location of the reported emergency.
- 3.4 The KFD may respond to an Alarm from or in connection with the Fire Service Area without taking measures to authenticate the Alarm, however the KFD reserves the right to authenticate an Alarm and to confirm the location of the reported situation prior to dispatching staff and equipment to an Alarm.
- 3.5 Notwithstanding any other provision of this Agreement, the RDCO acknowledges that the KFD will only provide Fire Services with respect to structural fire protection where the structure is located within thirty (30) metres of fire department access; such access meaning a public roadway or a private driveway which provides full and sufficient access to KFD fire fighting vehicles.
- 3.6 In responding to any Alarm, nothing in this Agreement requires the KFD's response be in accordance with National Fire Protection Association ("NFPA") regarding the number of staff responding.
- 3.7 The RDCO must advise all property owners within the Fire Service Area of the discretionary nature of the Fire Services as set out in this Article 3, and that property owners should advise their insurers accordingly.



**4. Payment**

- 4.1 For providing the Fire Services hereunder, the RDCO shall pay the CITY, by July 1<sup>st</sup> of each year the fire service is provided, a fee equal to the following sum:
- (i) the fee shall be calculated using an amount equal to the annual levy amount for Fire Services charged by the CITY to property owners within Kelowna's geographical boundaries, for each \$1,000.00 of assessed value of land and improvements located on such properties (the "Levy"), provided the Levy shall not exceed \$1.50 per \$1,000.00 of assessed value;
  - (ii) the Levy shall be multiplied by the total assessed value of lands and improvements divided by \$1,000.00, for all properties within the Fire Service Area, which have been separately assessed in the then current calendar year; and to which shall be added;
  - (iii) the amount calculated in Paragraph 4.1 (ii) multiplied by 0.15 to provide compensation to the CITY for additional administrative services incurred in providing the Fire Services.

**5. Term**

- 5.1 This Agreement shall be for a (5) five-year term for the period January 1, 2022 to December 31, 2027. This Agreement may only be modified and extended as agreed upon in writing between both parties from time to time. Prior to the conclusion of this Agreement December 31, 2027, the CITY and the RDCO shall begin discussions commencing at least six months in advance, as in by July 1, 2027 regarding options for fire protection to ensure transition issues are effectively dealt with in a timely manner.

**6. Release**

- 6.1 The RDCO agrees that the exercise in good faith of the discretion reserved by the KFD in determining whether to respond to an Alarm, in determining the level of response, or in reassigning dispatched equipment or personnel to an Emergency within the geographic limits of the City shall not in any way be the subject of an action, cause of action, demand or claim by the RDCO against the KFD and that should any action, cause of action, demand or claim be advanced, this provision may be raised as a complete bar thereto.

- 6.2 The RDCO releases and discharges the CITY from any and all claims, losses, demands, costs, expense or damages incurred by the RDCO and in any way related to the acts or omissions of the CITY, its employees and agents in the course of an emergency response, EXCEPT, and in such event and only to the extent such claims, losses, demands, costs, expense or damages are attributable to acts or omissions in the course of emergency responses, as are actionable and sustainable as against the City, its employees and agents pursuant to law (but so as not to include any matter which is the subject of Article 6.1) in which case the release provisions as provided for in this article shall not apply.
- 6.3 For greater certainty, it is expressly agreed that the benefit of Article 6.1 and 6.2 extend to employees of the CITY, including any volunteer members of the KFD.

## **7. Indemnification and Insurance**

- 7.1 The RDCO agrees to indemnify and save harmless the CITY, its elected officials, servants, employees, agents and volunteers, including the volunteer members of the KFD (collectively known as the "City Releasees"), from and against all claims, losses, demands, costs, expense, damages, actions, causes of action, liabilities, or outlays of any nature whatsoever (collectively known as the "Claims" or "Claim") asserted against any of the City Releasees, and arising in any way out of the performance or non-performance of the CITY under this Agreement, that are, or alleged to, in any way result from or are in any way related to:
- (i) the length of time to respond to an Alarm;
  - (ii) any alleged delay in response to an Alarm;
  - (iii) any matter which is reserved to the discretion of the CITY or otherwise referred to in Articles 3.2 to 3.6 of this Agreement; or
  - (iv) any other decisions, acts or omissions of the City Releasees for which the City Releasees are not liable, in whole or part, as determined by a court or tribunal of competent jurisdiction.
- 7.2 For greater certainty the RDCO's obligations under this article apply in the case of those matters referred to sub-articles (i) to (iii) above notwithstanding such event, matter or cause of action may give rise to liability on the part of the City Releasees.
- 7.3 In the event a Claim is asserted against any of the City Releasees as contemplated in section 6.1, the CITY shall as soon as practical notify the RDCO of the Claim and shall thereafter consult with the CITY in the course of the investigation, settlement or defense of the Claim. The CITY agrees that no settlement of the Claim or consent to judgment in

connection therewith shall be effected by the CITY without the prior written consent of the RDCO thereto.

- 7.4 The CITY agrees to indemnify and save harmless the RDCO, its elected officials, servants, employees and agents (collectively known as the "RDCO Releasees"), from and against all claims, losses, demands, costs, expense, damages, actions, causes of action, liabilities, or outlays of any nature whatsoever (collectively known as the "Claims" or "Claim") asserted against any of the RDCO Releasees, and arising in any way out of the performance or non-performance of the RDCO under this Agreement, EXCEPTING any matter that is the subject of the RDCO's indemnification and save harmless obligations under Article 7.1 or in any case where the Costs are attributable to decisions, acts or omissions of the RDCO Releasees as are actionable and sustainable as against the RDCO Releasees as determined by a court or tribunal of competent jurisdiction, in which case the indemnification as provided for in this article shall not apply. Unless otherwise first agreed to in writing by the CITY, the RDCO shall be responsible for, and pay all legal costs, disbursements, and expenses related to the defense of any Claim against the RDCO Releasees (the "Defense Costs"), subject to its right to be indemnified and held harmless by the CITY against any Claim as provided for above, following the final judgment or award of a court of tribunal of competent jurisdiction.
- 7.5 In the event a Claim is asserted against any of the RDCO Releasees as contemplated in section 6.2, the RDCO shall as soon as practical notify the CITY of the Claim and shall thereafter consult with the CITY in the course of the investigation, settlement or defense of the Claim. The RDCO agrees that no settlement of the Claim or consent to judgment in connection therewith shall be effected by the RDCO without the prior written consent of the CITY thereto.
- 7.6 The indemnities granted in this Article extend to and include any legal fees incurred by the indemnified party, on a solicitor and client basis.
- 7.7 Each party covenants with the other that it shall secure and maintain in force during the currency of this Agreement such policy or policies of liability insurance to limits as would be secured and maintained by prudent parties in such circumstances, having limits in any event of not less than \$5,000,000 per occurrence.
- 7.8 Each party shall, on request, provide the other party with copies of insurance policies or other suitable evidence that such policies have been secured, renewed or replaced, as the case may be.

## **8. Termination**

- 8.1 This Agreement may be terminated by either party upon giving six (6) months written notice to the other party, delivered to the office of the RDCO Chief Administrative Officer or the City Clerk of the City, whichever is applicable. In the event that the Agreement is terminated so that the RDCO has paid the CITY for the Fire Services for

an entire year period, there shall be a pro-ration of the payment up to the effective date of termination of this Agreement, and a reimbursement by the CITY to the RDCO of such excess monies.

## **9. Dispute Resolution**

9.1 Unless this Agreement provides otherwise, any disagreement between the Regional District of Central Okanagan and the City that arises out of this Agreement or in regard to the interpretation of this Agreement shall be resolved pursuant to this Article. Where such a disagreement arises, either party may give written notice to the other that it wishes to resolve the disagreement through the process set out in this Article (the "Dispute Resolution Notice") which notice shall set out:

- (i) the matter which the issuer wishes to have resolved pursuant to this Article; and
- (ii) the position of the issuer in respect of the matter which is the subject of the dispute

9.2 Upon receipt of a Dispute Resolution Notice by either party, the Chief Administrative Officer and the Fire Service Manager of the RDCO, and the City Manager and the Fire Chief of the City shall meet together in an attempt to settle the disagreement through negotiation. If the disagreement cannot be so settled within thirty (30) working days of delivery of a Dispute Resolution Notice (the "Negotiation Period"), then the same shall be submitted to an arbitrator agreed upon between the City and the Regional District whose decision shall be handed down within thirty (30) working days of appointment.

9.3 Should the City and the Regional District fail to resolve the dispute through negotiations held pursuant to Section 9.2 and fail to agree on an arbitrator within fifteen (15) working days of the expiry of the Negotiation Period, a sole arbitrator may be appointed by a Judge of the Supreme Court of British Columbia upon application by either the City or the Regional District, provided that the applicant shall give to the other party five (5) working days' notice of its application for such an appointment.

## **10. Extension of Fire Service Area**

10.1 In the event the parties agree to expand area that is subject to this Agreement, they may do so by amending the definition of "Fire Service Area" in Article 1.1(iv) and replacing Schedule "A" with a new schedule showing the expanded service area, and thereafter all provisions of the Agreement shall apply to the provision of Fire Services to the area to which the service is extended.



**11. General Provisions**

11.1 Time is of the essence of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

**REGIONAL DISTRICT OF CENTRAL OKANAGAN**

Per:

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Authorized Signatory

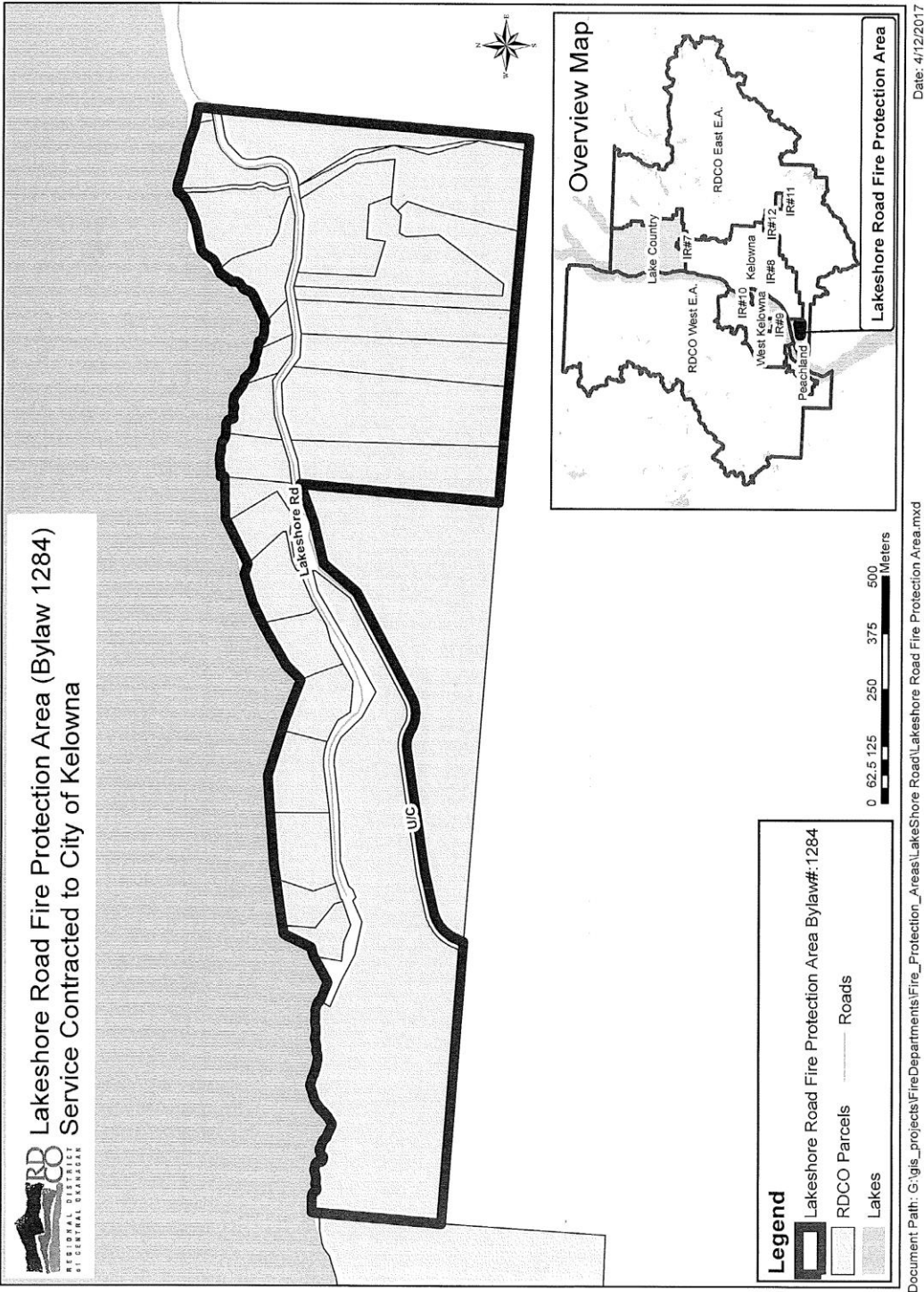
**CITY OF KELOWNA**

Per:

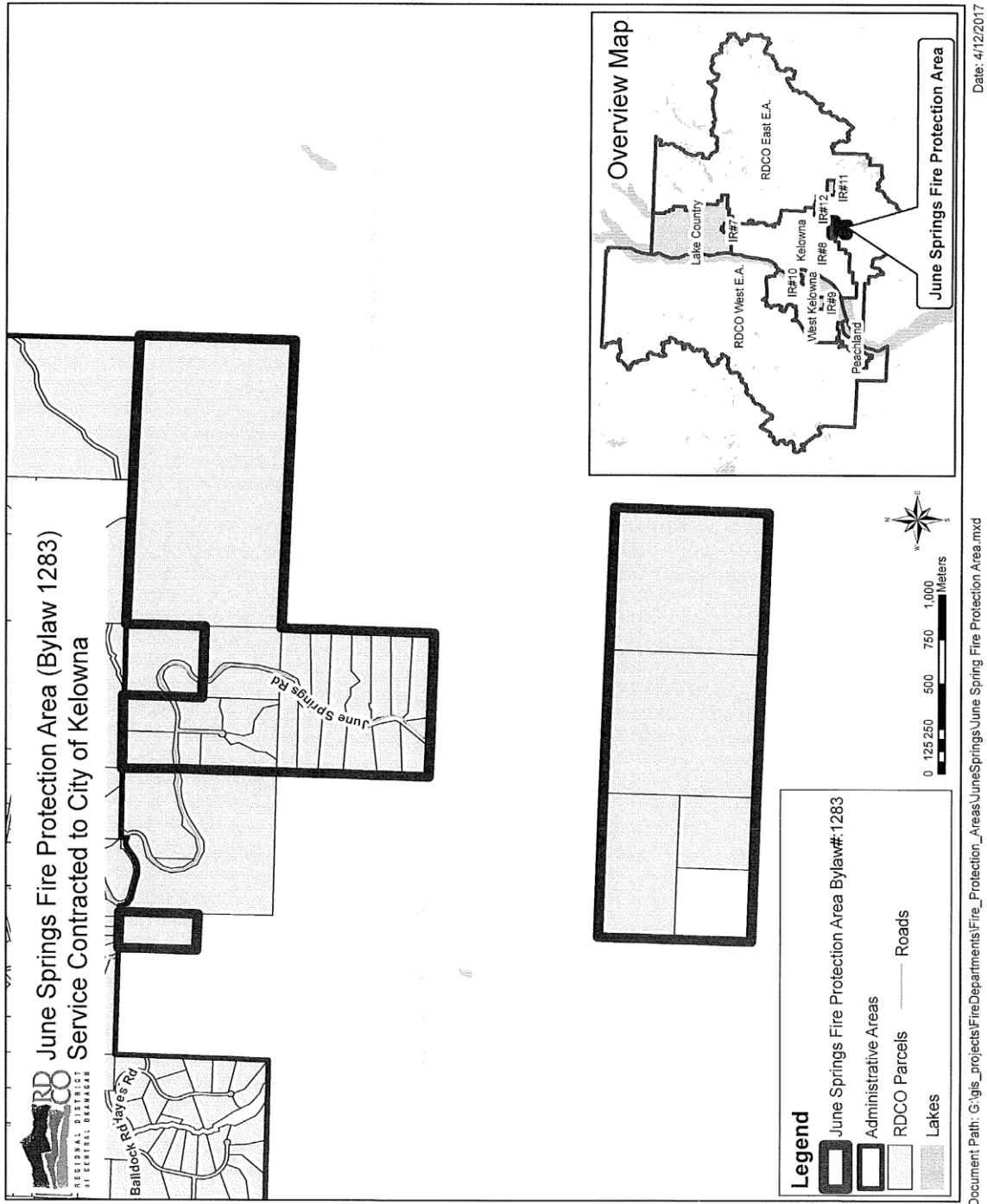
\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Authorized Signatory

APPENDIX A  
LAKESHORE ROAD FIRE PROTECTION AREA



# APPENDIX B JUNE SPRINGS ROAD FIRE PROTECTION AREA



# Report to Council



**Date:** October 25, 2021  
**To:** Council  
**From:** City Manager  
**Subject:** Country Rhodes (Ellison) Service Agreement  
**Department:** Kelowna Fire Department

---

## **Recommendation:**

That Council authorizes the City to renew the Fire Service Agreement for Country Rhodes (Ellison) with the Regional District of the Central Okanagan (RDCO) for a five (5) year term in the attached contract from the Fire Chief.

And that the Mayor and City Clerk be authorized to execute the Fire Service Agreement for Country Rhodes (Ellison).

## **Purpose:**

To renew the Fire Service Agreement for Country Rhodes (Ellison) with the Regional District of the Central Okanagan (RDCO) for a five (5) year term.

## **Background:**

In 2006 the city extended its boundaries to include Country Rhodes Estates. At the time, it was agreed to that the Ellison Fire Department would continue to provide first response and fire protective services under a contract. This contract has continued since this time. The Kelowna Fire Department may dispatch resources to supplement the service being provided by the RDCO and Ellison Fire Department.

The Agreement may be terminated by either party upon giving six months written notice to the other party.

For providing these services, the city shall pay the RDCO a fee, by July 1<sup>st</sup> of each year. The fee shall be calculated using an amount equal to the annual levy amount for Fire Services charged by the city to property owners within Kelowna's geographical boundaries. For each \$1,000.00 of assessed value of land and improvements located on such properties (the "levy"), the levy shall not exceed \$1.50 per \$1,000.00 of assessed value. There is also an administrative fee of 15% calculated into the agreement.



**Discussion:**

**Conclusion:**

**Internal Circulation:**

Bylaw  
Office of the City Clerk  
Financial Services

**Considerations applicable to this report:**

***Legal/Statutory Authority:***

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

***Existing Policy:***

***Financial/Budgetary Considerations:***

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

***Communications Comments:***

**Considerations not applicable to this report:**

Submitted by: Chief Travis Whiting

**Approved for inclusion:**



S. Leatherdale, Director of Human Resources

## **COUNTRY RHODES FIRE PROTECTION**

### **Fire Service Agreement**

This agreement made on the \_\_\_\_ day of \_\_\_\_\_, 2021.

**BETWEEN:**

**CITY OF KELOWNA,**  
a municipality created pursuant to  
the provisions of the Local  
Government Act, having its office at  
1435 Water Street, Kelowna, British  
Columbia, V1Y 1J4 (the "City")

**(OF THE FIRST PART)**

**AND:**

**REGIONAL DISTRICT OF CENTRAL OKANAGAN**  
a Regional District created pursuant to the  
provisions of the Local Government Act,  
having its office at  
1450 KLO Road, Kelowna, British Columbia,  
V1W 3Z4 (the "RDCO");

**(OF THE SECOND PART)**

**WHEREAS** the City has requested that the RDCO expand their fire protection service to include the certain areas within the boundaries of the City;

**AND WHEREAS** the RDCO has agreed to provide fire service to such areas;

**AND WHEREAS** fire services within a portion of the RDCO are provided by the EVFD, as defined herein; and

**And Whereas** the current agreement is set to expire on December 31<sup>st</sup>, 2021

**AND WHEREAS** the parties wish to renew this Agreement to set out the terms and conditions under which the RDCO will provide fire service for such areas.

## 1. Definitions

1.1 For the purposes of this Agreement, the following words and phrases shall having the meanings prescribed to them:

- (i) "Alarm" means any call to the EVFD or any call routed to the EVFD in connection with any request for Fire Services;
- (ii) "City" means the City of Kelowna;
- (iii) "EVFD" means the Ellison Volunteer Fire Department;
- (iv) "Fire Service" means that the EVFD will provide the same declared operational service level in accordance with the Office of the Fire Commissioner's Competency and Training Playbook to the identified contracted area for those fire suppression services typically provided by the EVFD in response to an Alarm and does not include Wildfire or Interface Fire Suppression to Land on which there are no improvements capable of sheltering or supporting a residential, commercial, industrial or institutional use or occupancy";
- (v) "RDCO" means the Regional District of Central Okanagan.

## 2. RDCO Assumption of EVFD Obligations

2.1 The RDCO agrees that wherever this Agreement sets out or defines the responsibilities or obligations of the EVFD, such provisions constitute the responsibilities and obligations of the RDCO under this Agreement.

## 3. EVFD Response to Alarms

3.1 The EVFD may respond to an Alarm within or stated to be within the Fire Service Area.

3.2 The EVFD reserves a complete and sole discretion in deciding:

- (i) whether to respond to an Alarm from or in connection with the Fire Service Area;
- (ii) the staff and equipment to be dispatched; and

- (iii) whether to reassign staff and equipment in the event an Emergency does or may exist within the Ellison Fire Protection Local Service Area (the "EFPLSA") established under the RDCO Ellison Fire Protection Local Service Establishment Bylaw No. 418, 1990.

3.3 Without limiting the scope of its discretion under section 3.2, the EVFD may consider, in determining whether a response will be made or what level of response will be provided, the following factors:

- (i) any emergency within RDCO's geographic limits or the likelihood of same;
- (ii) weather conditions, road conditions or other hazards which may jeopardize the safety of personnel or unduly place equipment at risk;
- (iii) the availability of staff and the state of readiness of equipment;
- (iv) the extent and suitability of road access to the place of a reported emergency; and
- (v) the nature, severity and location of the reported emergency.

3.4 The EVFD may respond to an Alarm from or in connection with the Fire Service Area without taking measures to authenticate the Alarm, however the EVFD reserves the right to authenticate an Alarm and to confirm the location of the reported situation prior to dispatching staff and equipment to an Alarm.

3.5 Notwithstanding any other provision of this Agreement, the City acknowledges that the EVFD will only provide Fire Services with respect to structural fire protection where the structure is located within thirty (30) metres of fire department access; such access meaning a public roadway or a private driveway which provides full and sufficient access to EVFD fire fighting vehicles.

3.6 In responding to any Alarm, nothing in this Agreement requires the EVFD's response be in accordance with National Fire Protection Association ("NFPA") regarding the number of staff responding.

3.7 The COK must advise all property owners within the Fire Service Area of the discretionary nature of the Fire Services as set out in this Article 3, and that property owners should advise their insurers accordingly.



#### 4. Payment

4.1 For providing the Fire Services hereunder, the City shall pay the RDCO, by July 1<sup>st</sup> of each year the fire service is provided, a fee equal to the following sum:

- (i) the fee shall be calculated using an amount equal to the annual levy amount for Fire Services charged by the RDCO to property owners within the EFPLSA, for each \$1,000.00 of assessed value of land and improvements located on such properties (the "Levy"), provided the Levy shall not exceed \$1.50 per \$1,000.00 of assessed value;
- (ii) the Levy shall be multiplied by the total assessed value of lands and improvements divided by \$1,000.00, for all properties within the Fire Service Area, which have been separately assessed in the then current calendar year; and to which shall be added;
- (iii) the amount calculated in Paragraph 4.1 (ii) multiplied by 0.15 to provide compensation to the RDCO for additional administrative services incurred in providing the Fire Services.

#### 5. Term

5.1 This Agreement shall be for a (5) five-year term for the period January 1, 2022 to December 31, 2026. This Agreement may only be modified and extended as agreed upon in writing between both parties from time to time. Prior to the conclusion of this Agreement December 31, 2026, the City and the RDCO shall begin discussions commencing at least six months in advance, as in by July 1, 2026 regarding options for fire protection to ensure transition issues are effectively dealt with in a timely manner.

#### 6. Release

6.1 The City agrees that the exercise in good faith of the discretion reserved by the EVFD in determining whether to respond to an Alarm, in determining the level of response, or in reassigning dispatched equipment or personnel to an Emergency within the geographic limits of the EFPLSA shall not in any way be the subject of an action, cause of action, demand or claim by the City against the RDCO and that should any action, cause of action, demand or claim be advanced, this provision may be raised as a complete bar thereto.

6.2 The City releases and discharges the RDCO from any and all claims, losses, demands, costs, expense or damages incurred by the City and in any way related to the acts or omissions of the RDCO, its employees and agents in the course of an emergency response,

EXCEPT, and in such event and only to the extent such claims, losses, demands, costs, expense or damages are attributable to acts or omissions in the course of emergency responses, as are actionable and sustainable as against the RDCO, its employees and agents pursuant to law (but so as not to include any matter which is the subject of Article 6.1) in which case the release provisions as provided for in this article shall not apply.

6.3 For greater certainty, it is expressly agreed that the benefit of Article 6.1 and 6.2 extend to employees of the RDCO, including any volunteer members of the EVFD.

## **7. Indemnification and Insurance**

7.1 The City agrees to indemnify and save harmless the RDCO, its elected officials, servants, employees, agents and volunteers, including the volunteer members of the EVFD (collectively known as the "RDCO Releasees"), from and against all claims, losses, demands, costs, expense, damages, actions, causes of action, liabilities, or outlays of any nature whatsoever (collectively known as the "Claims" or "Claim") asserted against any of the RDCO Releasees, and arising in any way out of the performance or non-performance of the RDCO under this Agreement, that are, or alleged to, in any way result from or are in any way related to:

- (i) the length of time to respond to an Alarm;
- (ii) any alleged delay in response to an Alarm;
- (iii) any matter which is reserved to the discretion of the EVFD or otherwise referred to in Articles 3.2 to 3.6 of this Agreement; or
- (iv) any other decisions, acts or omissions of the RDCO Releasees for which the RDCO Releasees are not liable, in whole or part, as determined by a court or tribunal of competent jurisdiction.

7.2 For greater certainty the City's obligations under this article apply in the case of those matters referred to sub-articles (i) to (iii) above notwithstanding such event, matter or cause of action may give rise to liability on the part of the RDCO Releasees.

7.3 In the event a Claim is asserted against any of the RDCO Releasees as contemplated in section 6.1, the RDCO shall as soon as practical notify the City of the Claim and shall thereafter consult with the City in the course of the investigation, settlement or defense of the Claim. The RDCO agrees that no settlement of the Claim or consent to judgment in connection therewith shall be effected by the RDCO without the prior written consent of the City thereto.

7.4 The RDCO agrees to indemnify and save harmless the City, its elected officials, servants,

employees and agents (collectively known as the "City Releasees"), from and against all claims, losses, demands, costs, expense, damages, actions, causes of action, liabilities, or outlays of any nature whatsoever (collectively known as the "Claims" or "Claim") asserted against any of the City Releasees, and arising in any way out of the performance or non-performance of the City under this Agreement, EXCEPTING any matter that is the subject of the City's indemnification and save harmless obligations under Article 7.1 or in any case where the Costs are attributable to decisions, acts or omissions of the City Releasees as are actionable and sustainable as against the City Releasees as determined by a court or tribunal of competent jurisdiction, in which case the indemnification as provided for in this article shall not apply. Unless otherwise first agreed to in writing by the RDCO, the City shall be responsible for, and pay all legal costs, disbursements, and expenses related to the defense of any Claim against the City Releasees (the "Defense Costs"), subject to its right to be indemnified and held harmless by the RDCO against any Claim as provided for above, following the final judgment or award of a court or tribunal of competent jurisdiction.

7.5 In the event a Claim is asserted against any of the City Releasees as contemplated in section 6.2, the City shall as soon as practical notify the RDCO of the Claim and shall thereafter consult with the RDCO in the course of the investigation, settlement or defense of the Claim. The City agrees that no settlement of the Claim or consent to judgment in connection therewith shall be effected by the City without the prior written consent of the RDCO thereto.

7.6 The indemnities granted in this Article extend to and include any legal fees incurred by the indemnified party, on a solicitor and client basis.

7.7 Each party covenants with the other that it shall secure and maintain in force during the currency of this Agreement such policy or policies of liability insurance to limits as would be secured and maintained by prudent parties in such circumstances, having limits in any event of not less than \$5,000,000 per occurrence.

7.8 Each party shall, on request, provide the other party with copies of insurance policies or other suitable evidence that such policies have been secured, renewed or replaced, as the case may be.

## 8. Termination

This Agreement may be terminated by either party upon giving six (6) months written notice to the other party, delivered to the office of the RDCO Chief Administrative Officer or the City Clerk of the City, whichever is applicable. In the event that the Agreement is terminated so that the City has paid the RDCO for the Fire Services for an entire year period, there shall be a pro-ration of the payment up to the effective date of termination of this Agreement, and a reimbursement by the RDCO to the City of such excess monies.

## 9. Dispute Resolution

9.1 Unless this Agreement provides otherwise, any disagreement between the RDCO and the City that arises out of this Agreement or in regard to the interpretation of this Agreement shall be resolved pursuant to this Article. Where such a disagreement arises, either party may give written notice to the other that it wishes to resolve the disagreement through the process set out in this Article (the "Dispute Resolution Notice") which notice shall set out:

- (i) the matter which the issuer wishes to have resolved pursuant to this Article; and
- (ii) the position of the issuer in respect of the matter which is the subject of the dispute.

7

9.2 Upon receipt of a Dispute Resolution Notice by either party, the City Manager, and the Fire Chief of the City and the Chief Administrative Officer and Fire Services Manager of the RDCO, and shall meet together in an attempt to settle the disagreement through negotiation. If the disagreement cannot be so settled within thirty (30) working days of delivery of a Dispute Resolution Notice (the "Negotiation Period"), then the same shall be submitted to an arbitrator agreed upon between the City and the RDCO whose decision shall be handed down within thirty (30) working days of appointment.

9.3 Should the City and the RDCO fail to resolve the dispute through negotiations held pursuant to Section 9.2 and fail to agree on an arbitrator within fifteen (15) working days of the expiry of the Negotiation Period, a sole arbitrator may be appointed by a Judge of the Supreme Court of British Columbia upon application by either the City or the RDCO, provided that the applicant shall give to the other party five (5) working days' notice of its application for such an appointment.

## 10. Extension of Fire Service Area

10.1 In the event the parties agree to expand area that is subject to this Agreement, they may do so by amending the definition of "Fire Service Area" in Article 1.1(iv) and replacing Schedule "A" with a new schedule showing the expanded service area, and thereafter all provisions of the Agreement shall apply to the provision of Fire Services to the area to which the service is extended.

## 11. General Provisions

11.1 Time is of the essence of this Agreement.



IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

CITY OF KELOWNA

Per:

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Authorized Signatory

REGIONAL DISTRICT OF CENTRAL OKANAGAN

Per:

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Authorized Signatory

SCHEDULE "A"  
COUNTRY RHODES FIRE PROTECTION AREA

# Report to Council



**Date:** October 25, 2021  
**To:** Council  
**From:** City Manager  
**Subject:** MRDT Renewal Application and Taxation Bylaw  
**Department:** Partnership Office

---

## **Recommendation:**

THAT Council receives for information the report from the Partnership Office dated October 25, 2021 regarding an application to renew the Municipal and Regional District Tax;

AND THAT Council supports an application to renew the Municipal and Regional District Tax at three per cent;

AND THAT Council authorizes the Division Director, Financial Services, to sign the documents relating to an application to renew the Municipal and Regional District Tax at three per cent;

AND FURTHER THAT Bylaw No. 12290 being the City of Kelowna Municipal and Regional District Tax Bylaw be forwarded for reading consideration.

## **Purpose:**

To inform Council about the application to renew the three per cent Municipal and Regional District Tax and present a Tax Bylaw for Council's consideration.

## **Background:**

The City of Kelowna is a designated recipient of revenues generated through the Municipal and Regional District Tax (MRDT). The majority of these revenues are paid to Tourism Kelowna to enable tourism marketing, programs and projects. Pursuant to provincial requirements, implementation of the tax is for a five-year period and an application to renew the tax must be submitted at least 6 months prior to the repeal date. An application to renew the three per cent Municipal and Regional District Tax (MRDT) on sales of accommodation will be submitted by the City in December 2021. The application includes multiple components, prepared by Tourism Kelowna and City staff. This report provides information about the application and a new Tax Bylaw which is part of the application package.

*Previous Council Resolution*

Resolution	Date
THAT Council receives, for information, the report from the Partnership Office dated July 26, 2021 with respect to renewal of the Municipal and Regional District Tax and a five-year Agreement with Tourism Kelowna for the provision of tourism services;  AND THAT Council approves the City entering into a five-year Agreement with Tourism Kelowna for the provision of tourism services, with the option to renew for an additional five-year term, in the form attached as Appendix A to the Report from the Partnership Office, dated July 26, 2021;  AND FURTHER THAT the Mayor and City Clerk be authorized to execute the Agreement with Tourism Kelowna on behalf of the City of Kelowna.	July 26, 2021
THAT Council receives for information the report from the Partnership Office dated March 22, 2021, regarding the partnership with Tourism Kelowna and the process toward renewal of the Municipal and Regional District Tax.	March 22, 2021

**Discussion:**

General MRDT revenues are approximately 65 per cent of Tourism Kelowna's annual budget. Renewal of MRDT is essential to continued success in promotion of Kelowna and area as a destination.

The application for renewal will be submitted to the Province no later than December 17, 2021 to meet the requirement for submission of a renewal application at least 6 months before the expiry of the current Order In Council on July 1, 2022. If approved, the renewed three per cent MRDT would come into effect on July 1, 2022 through a new Order in Council.

Tourism Kelowna prepared several components of the renewal application package including demonstrated support from tourism industry stakeholders, preparation of a five-year Strategic Business Plan for expenditure of MRDT, and a one-year tactical plan and budget for 2022. These components have been reviewed by Financial Services and staff are now finalizing the City's components of the application package including approval of a new taxation bylaw.

The draft renewal application is attached as Appendix A. Highlights include:

- a) The City of Kelowna will remain as the designated recipient of the tax, with full responsibility for compliance with all MRDT program requirements. Through the agreement with Tourism Kelowna, the City has established methodology and timelines for preparation and review of the necessary reporting. The Tourism Kelowna Board of Directors formally monitors strategy and annual operations plans, as well as progress and financial reports, culminating in an annual audit review by KPMG;



- b) The five-year strategic plan identifies overall goals, objectives and targets for Tourism Kelowna's marketing activities. Success measures include:
- A three per cent annual increase in visitation numbers for the September to May period;
  - By 2023, visitation numbers and hotel occupancy at pre-COVID levels;
  - Increases in the average spending per party in the destination;
  - Securing dates for Kelowna hosting major events such as the Brier and Memorial Cup.
- c) Some significant shifts are anticipated in the next five years, including:
- Ongoing post-COVID economic recovery and changing service needs of tourism stakeholders;
  - Transitioning, through creation of a Tourism Master Plan, from destination marketing to destination development/management;
  - Recognition of the vital role of residents in supporting sustainable growth of tourism; and
  - Increasing inter-community collaboration and local activation.

An important component of the MRDT renewal application is evidence of sufficient support from accommodation providers who offer taxable accommodation. The minimum required level of support is at least 51 per cent of the accommodation providers representing at least 51 per cent of the total number of units offered by those providers. Figure 1 indicates that the level of support reflected in the application exceeds the minimum requirements.

Support Summary				
	Units/Rooms	Percentage	Properties	Percentage
In Support	3492	77%	38	58%
Not in Support	729	16%	9	14%
Did Not Respond	332	7%	18	28%
Total	4553	100%	65	100%

Figure 1

### Conclusion:

Tourism Kelowna is an important partner with the City of Kelowna in fostering and promoting high quality experiences for visitors and sustaining a vibrant local economy. In 2022, work will resume on development of a Tourism Master Plan which will create a roadmap for the right kind of tourism growth through more aligned planning and improved destination management.

Renewal of MRDT assures the continuation of revenue streams which are valuable resources to both Tourism Kelowna and the City of Kelowna for the delivery of programs and services which benefit the community.

### Internal Circulation:

Partnerships & Investments  
Corporate Finance  
Office of the City Clerk

Policy & Planning  
Communications  
Active Living & Culture

**Considerations applicable to this report:**

**Legal/Statutory Authority:**

[Section 123 of the Provincial Sales Tax Act](#) imposes a tax of up to three percent on the purchase price of accommodation in a specified geographic area of the province ('designated accommodation area') on behalf of a designated recipient. This tax is in addition to the provincial sales tax of eight percent of the purchase price of accommodation.

The [Designated Accommodation Area Tax Regulation](#) sets out the authorized purposes for funds collected under the MRDT program as follows: tourism marketing, programs and projects, initiatives respecting affordable housing, and any other prescribed purposes as set out in the regulation.

City of Kelowna Municipal and Regional District Tax Bylaw 11258 governs the current three per cent accommodation tax and is in effect until the provincial repeal date of July 1, 2022.<sup>1</sup>

A new City of Kelowna Municipal and Regional District Tax Bylaw is a required component of the renewal application.

**Legal/Statutory Procedural Requirements:**

The [Municipal and Regional District Tax Program Requirements](#) are the basis for the application/renewal process described in this report.

**Financial/Budgetary Considerations:**

MRDT first came into effect in Kelowna in 2004 at a rate of two per cent. In 2017, the rate was increased to three per cent.

General MRDT revenues reached \$3,126,416 in 2019, which was a banner year. In 2020, these revenues dropped by approximately 30 per cent to \$2,036,004.

100 per cent of general MRDT revenues received by the City from the Province are paid to Tourism Kelowna to support tourism marketing, programs and projects.

In late 2018, through the introduction of MRDT program changes, the three per cent tax was applied to sales of online accommodations with an option for municipalities to use all of part of these revenues

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<sup>1</sup> Designated Accommodation Area Tax Regulation, B.C. Reg. 93/2013, through Order in Council No. 052 February 17, 2017.

('OAP revenues') to address affordable housing needs. OAP revenues received by the City in 2019 were \$470,694 and in 2020 were \$379,394.

100% of OAP revenues are retained by the City of Kelowna and allocated to the OAP Reserve Fund. The Fund is used to address local affordable housing needs in accordance with City policies, Council direction and annual plans submitted to the Province. Appendix 1.8 of the renewal application sets out the 2022 Affordable Housing Plan; OAP revenues will continue to be accumulated in the OAP Reserve Fund and will be expended to acquire land for affordable housing projects.

Figure 2 summarizes general MRDT and OAP revenues received by the City of Kelowna in 2021 to date.

Payment Month	Received	General MRDT	OAP
December 2020	2021-03-03	60,103.82	43,422.83
January 2021	2021-03-24	65,395.91	-
February 2021	2021-05-03	77,010.81	973.58
March 2021	2021-06-02	106,659.81	164,976.49
April 2021	2021-06-22	96,010.82	-
May 2021	2021-07-30	159,330.52	973.57
June 2021	2021-08-30	366,035.43	238,873.35
July 2021	2021-10-06	596,497.37	-
<b>TOTAL YEAR TO DATE</b>		<b>\$1,527,045.07</b>	<b>\$449,219.82</b>

*Figure 2*

In addition to general MRDT revenues, the City of Kelowna provides an annual operating grant of \$344,430 to Tourism Kelowna.

On July 26, 2021, Council approved a new five-year agreement with Tourism Kelowna which sets out tourism services to be provided by Tourism Kelowna, MRDT administration and reporting, payment of the annual grant, and objectives, roles and principles associated with a more holistic and integrated approach to managing tourism and the effects of tourism in the community.

**Considerations not applicable to this report:**

Existing Policy  
Communications Comments  
External Agency/Public Comments

**Submitted by:** S. Kochan, Partnership Manager

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

**Attachments:** Appendix A: draft MRDT Renewal Application

cc: S. Little, Corporate Finance Manager  
J. Moore, Long Range Policy Manager

**Application to Renew  
Kelowna Municipal & Regional District 3% Tax  
2022 – 2027**

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Submitted December xx, 2021



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## Municipal and Regional District Tax (MRDT) Overview

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Jointly administered by the BC Ministry of Finance, Ministry of Tourism, Arts and Culture and Destination BC, the MRDT is an accommodation tax collected under the Provincial Sales Tax legislation for use to fund tourism marketing, programs and projects.

The MRDT rate for Kelowna is 3%, collected by hotels from guests and remitted to the provincial government. In addition, Designated Recipients are required to participate in the provincial government's Tourism Events Program. This results in a mandatory requirement of .02% of the 3% held back by Destination BC and with a net 2.8% flowing back to the City for destination marketing.

- The MRDT has been in place within the City of Kelowna since January 1, 2004.
- In 2017, Kelowna's MRDT increased from 2% to 3% for the 2017- 2022 period.
- MRDT agreements with Designated Recipients carry 5-year terms. The current repeal date is July 1, 2022.
- The following is an application to renew Kelowna's 3% MRDT for the 2022-2027 term. Preparation of the application content was shared by Tourism Kelowna and the City of Kelowna.
- An October 2018 legislation change to the MRDT program allowed the City of Kelowna to exercise its right to allocate MRDT revenues from Online Accommodation Platforms (OAPs) towards affordable housing initiatives, rather than to destination marketing. An OAP funded affordable housing plan is included in this application.

### Designated Recipient

The City of Kelowna is the Designated Recipient for the designated accommodation area of the Kelowna municipality. The Designated Recipient may choose to either administer the MRDT program directly or delegate the administration to a service provider such as a destination marketing organization.

### Service Provider

Since Kelowna's implementation of the MRDT program in 2004, the Tourism Kelowna Society has been the City of Kelowna's service provider for its administration; sometimes referred to as the Eligible Entity.

## Appendix 1.1 Municipal and Regional District Tax Application Form

PDF inserted here:

## About the Service Provider: Tourism Kelowna

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Tourism Kelowna is the marketing engine for Kelowna and the Central Okanagan region's tourism industry. Our mission is to work collaboratively with tourism businesses in the Kelowna area to create a tourism economy that is sustainable and welcoming for both visitors and local residents.

As an award-winning Destination Marketing Organization (DMO), Tourism Kelowna marketing programs stimulate inbound tourism from our target markets, resulting in overnight visitation and revenues from leisure, business, and event travellers. The Visitor Experience program operates the region's busiest Visitor Centre, as well as mobile and satellite locations that help promote local spending by visitors and residents alike.

Tourism Kelowna is a not-for-profit, industry-driven Society governed by an elected Board of Directors representing over 400 tourism related businesses in Kelowna and area. Depending on the year, MRDT revenue makes up 55-65% of Tourism Kelowna's annual revenue.

### Accountability & Control

Transparency, accountability and the development of adequate controls are required for organizations entrusted with the investment of the MRDT. Tourism Kelowna has best practice procedures and controls in place to address these requirements:

- The Tourism Kelowna Society Board of Directors has complete responsibility for the organization including approval of the 5-year strategic plan, the annual operations and marketing plan, the annual budget, and quarterly performance reporting. The Board consists of 17 directors, 5 of whom are appointed and 12 elected by 400-plus stakeholders representing Kelowna area tourism businesses.
- A Board Finance Committee consisting of the Treasurer, CEO, Finance Director (CPA certified) and other committee Directors review detailed financial statements monthly. The full Board reviews and approves these quarterly, and the voting stakeholders of the society review them annually within the Annual General Meeting process. These documents are available to stakeholders at any time.
- Tourism Kelowna receives a full financial audit annually, fiscal year January 1 to December 31. All audits have returned clean reports.
- Tourism Kelowna provides an annual report, including financial statements, to the City of Kelowna. These are compiled into a report submitted by the City to the Province at the time of the municipal audit.
- As the MRDT service provider, Tourism Kelowna also provides the annual report, financial and formal performance measures to the City in order to fulfill the City's annual MRDT Performance Management Report obligations to Destination BC/ Ministry of Finance.
- Every 5 years, the Kelowna accommodations industry has the opportunity through a consultation process, to decide whether to retain the tax. This provides assurances to the accommodations sector that the City and Tourism Kelowna are aligned with industry and community priorities.



- Tourism Kelowna is accredited by Destination Marketing Association International in addition to exceeding operational benchmarks for Canadian Destination Marketing Organizations (DMOs) as researched through Destination Marketing Association Canada's annual benchmarking study.

## 2021-22 Tourism Kelowna Society Board of Directors

### **Elected: Accommodations Sector**

Carla Carlson	Comfort Suites Kelowna by Choice Hotels
Cedric Younge	Hyatt Place Kelowna
Dale Sivucha	Coast Capri Hotel, Kelowna
Edan Fay	The Royal Kelowna – BOARD TREASURER
Joseph Clohessy	Delta Hotels by Marriott Grand Okanagan Resort – BOARD CHAIR
Kelly Watt	Sandman Hotel & Suites Kelowna – BOARD VICE CHAIR

### **Elected: General Tourism Businesses**

Annika Betts	Sandhill Wines - BOARD SECRETARY
Audrey Surrao	RauDZ Creative Concepts Ltd.
Jon De Bruyne	Kelowna Concierge
Kristi Caldwell	Wiseacre Farm Distillery
Michael Ballingall	Big White Ski Resort
Nataley Nagy	Kelowna Art Gallery

### **Appointed Seats:**

Gail Given	Councillor, City of Kelowna (non-voting)
Penny Gambell	Councillor, District of Lake Country (non-voting)
Natalie Corbett	President Kelowna Hotel Motel Association (Accent Inns)
Sam Samaddar	Director, Kelowna International Airport
Thom Killingsworth	Board Past Chair (Kelowna Yacht Club)

## Tourism Kelowna Staff

Lisanne Ballantyne	President & CEO
Carla Bechard	Travel Media & Communications
Cheryl van den Bold	Executive & Board Assistant (PT)
Chris Lewis	Director of Visitor Experience
Chris Shauf	Director of Marketing & Communications
Colin McGuinness	Business Development, Sports & Events
Jennifer Horsnell	Director of Business & Destination Development
Julia Garner	Business Development
Lauren Lander	Director of Finance (PT)
Sara Correa	Marketing Programs & Research
Steve Small	Digital Marketing
Sydney Solland	Manager of Visitor Experience
Visitor Centre	Part-time staff numbers vary from 2-6 seasonally

## Certificate of Incorporation, Constitution and Bylaws for Tourism Kelowna

PDFs embedded here.



Certificate of  
Incorporation.pdf



Constitution (filed)  
January 2018.pdf



Tourism Kelowna  
Bylaws - Approved at

# Five Year Strategic Business Plan 2022-2027

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## Background

On September 22, 2021, the Tourism Kelowna Board of Directors approved the DMO's 5-year Strategic Plan for the term 2022-2027. The Strategic Plan is reviewed annually by the Board and updated or revised as required. This long-term planning document guides the effective destination leadership and marketing efforts of Tourism Kelowna. It provides clear goals, objectives and key initiatives for impactful resource allocations.

We expect this document will be revised by 2023 since the Tourism Kelowna Board of Directors is continuing strategic planning work into 2022. The ongoing and significant market changes and disrupters resulting from the global pandemic demand a more in-depth, thoughtful, and responsive strategic planning process.

The DMO is additionally working with the City of Kelowna and other community partners to develop a co-created Tourism Destination Master Plan in 2022 that will include a "Place DNA" examination to identify Kelowna's authentic, brand distinguisher. This important work is sure to inform the DMO's long- term and annual planning.

## Section 1: Five-year strategic overview with identified targets and actions

The Board utilizes not only input from staff and an experienced strategic facilitator, but they also incorporate consumer, stakeholder, and resident research. An Internal & External Assessment Report was also commissioned to inform long-term priority setting.

### Goals: Strategic Pillars

- Increase high value visitation
- Grow in-destination spending
- Manage sustainable growth of the destination
- Ensure the organizations' value proposition

### Objectives: Desired Outcomes

- In addition to summer, Kelowna and area is recognized as a desirable destination for late fall and winter travel.
- Visitor spending is increased, benefiting a wide variety of businesses throughout the year.
- A resilient visitor economy exists, aligned with community values and stakeholder needs.
- Tourism Kelowna is recognized as a trusted Destination Marketing and Management Organization, collaborating with local businesses to grow the Central Okanagan visitor economy.

### Key Markets

Primary: Western Canada  
Secondary: Ontario, Quebec  
Emerging: U.S. Pacific NW

### Target Profiles

Wine and food lover  
Urban adventurer

### Verticals

Culinary  
LBGTQ+

Golf enthusiast  
Meeting and event planners  
Local Residents (Visiting Friends & Family)

Arts and culture  
Agri-business  
Indigenous

#### Significant shifts for the next 5 years:

- Focus on economic recovery, including air services, to 2024.
- Increase marketing investment into four-season dispersal.
- Shift from destination marketing to destination development/ management.
- Changing service needs of tourism stakeholders due to pandemic.
- Recognition of the vital role of residents in supporting the growth of the tourism sector.
- Increase inter-community collaboration and local activation.
- Growing need for coordinated co-op marketing strategies specific to the Central Okanagan.
- Closer, more formal working relationship between Tourism Kelowna and the City of Kelowna.
- Need for ongoing educating and engagement on the Value of Tourism to strengthen the sector's value proposition for long-term sustainability.

### Appendix 1.2 Five Year Strategic Business Plan

#### Appendix 1.2A Internal External Assessment

#### Appendix 1.2B Five Year Goals Objectives Targets and Strategies

PDFs embedded here:



Appendix 1.2 5-Year  
Strategic Business - FI



Appendix 1.2A - TK  
Internal External Assessment



Appendix 1.2B - TK  
Strategic Plan 2022 -2

### Section 2: One-Year Tactical Plan with performance measures

On September 22, 2021, the Tourism Kelowna Board of Directors approved the 2022 Tactical Plan.

The full plan, including Key Initiatives, Output Measures and Outcome Measures have been included to provide detailed activities Tourism Kelowna will undertake to achieve its annual objectives and 5-year strategic goals.

#### Appendix 1.2C One Year (2022) Tactical Plan

#### Appendix 1.2D 2022 Performance Measures

PDFs embedded here:



Appendix 1.2C - TK  
Tactical Plan 2022 - FI



Appendix 1.2D - 2022  
Performance Measures



### Section 3: Detailed Budget for Year One: 2022 Budget including incremental revenue

On September 22, 2021, the Tourism Kelowna Board of Directors approved the DMO's 2022 Operations Budget. Please note our fiscal year is January 1 – December 31.

#### **Budget Assumptions:**

The 2022 budget assumes continued easing of COVID health orders and travel restrictions.

2022 MRDT forecasts are based on 85% of pre-COVID revenue levels.

Remaining revenue forecasts assume the DMO's continuing ability to secure self-earned revenue.

Budget History	Total Budget Forecast	MRDT Component Forecast
2020	\$4.4 M	\$2.96 M
2021	\$2.7 M	\$1.54 M
<b>2022</b>	<b>\$3.9 M</b>	<b>\$2.63 M</b>

Funds from MRDT are incremental to existing sources of tourism funds. Other 2022 revenue sources include:

Stakeholder contributions (i.e., membership dues)	\$493 K
Estimated co-op funding (e.g., CTO; DMO-led projects)	\$19 K
Grants - Federal	\$10 K
Grants- Provincial	\$25 K
Grants & Fees for Service - Municipal	\$361 K
Retail Sales program	\$341 K

### Appendix 1.2E 2022 Budget

PDF inserted here:



Appendix 1.2E 2022  
Budget - FINAL.pdf

## Consultation and Support from Local Governments

### City of Kelowna

Since Kelowna's implementation of the MRDT program in 2004, the City of Kelowna has designated the Tourism Kelowna Society as its service provider (or 'Eligible Entity') for administration and expenditure of MRDT revenues.

On July 26 2021, Kelowna City Council approved a new five-year agreement with Tourism Kelowna for the provision of tourism services, with the option to renew the agreement for an additional five-year term. The agreement provides for an annual operating grant of \$344,430 from the City to Tourism

Kelowna to support the Society's programs and services. The agreement also includes provisions relating to administration of MRDT funds and reporting requirements for the MRDT program.

### Regional District of Central Okanagan

The Regional District of Central Okanagan encompasses the District of Lake Country, the City of Kelowna, the City of West Kelowna, Westbank First Nation and the District of Peachland, along with two electoral areas.

A 13-member Board of Directors represents the member municipalities and First Nation and electoral areas.

At its meeting on xxx, 2021, the Regional District Board of Directors considered the City of Kelowna's application to renew the 3% Municipal and Regional District Tax and provided the letter included below.

### Letter from Regional District of Central Okanagan

PDF embedded here:

## Authority and Request to Impose the Tax

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At its meetings on October 25 and xxx, 2021, Kelowna City Council reviewed and adopted Municipal and Regional District Tax Bylaw 12290.

### City of Kelowna Municipal and Regional District Tax Bylaw 12290

PDF embedded here:

## Affordable Housing Plan

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The City of Kelowna, through its Official Community Plan and Healthy Housing Strategy, is committed to addressing the community's most pressing housing issues. Improving housing affordability and reducing barriers for affordable housing are key directions in the Strategy. The City has retained 100% of Online Accommodation Platform (OAP) MRDT revenues in an OAP Reserve Fund, which is used to support affordable housing initiatives.

### Appendix 1.8 Affordable Housing Plan (2022)

PDF embedded here:



Kelowna 2022  
Appendix 1.8 Affordal

## Consultation with Tourism Industry Stakeholders

2021 COVID restrictions presented a unique challenge in how to safely and effectively conduct the stakeholder engagement and feedback collection needed to support Kelowna's MRDT renewal application.

With guidance and approval from Destination BC, Tourism Kelowna created an online process to help facilitate the process. A micro-website was created to convey MRDT information and provide an easy "click here" opportunity to electronically sign a support letter or to request a meeting for further information

This was in addition to one-on-one meetings with stakeholders, formal surveys and a multi-month education and engagement process:

March 24	Tourism Kelowna Board of Directors begin review of Strategic Plan: goals and outcomes
April 28	Tourism Kelowna Board of Directors continue Strategic Planning: key initiatives
May 11	Annual General Meeting: stakeholders advised of MRDT renewal application, and that we will be seeking feedback
May – Aug	Spring and summer planning meetings with tourism sector partners including MRDT education and feedback opportunities on Strategic Plan
June 3	Presentation to the Kelowna Hotel Motel Association followed by direct email to all members and follow up.
June 10	Stakeholder "Plug In" Session: virtual information session on MRDT renewal and feedback workshop on the draft Strategic Plan
June 17 June 28 July 6	Three separate direct email communiques to 400+ Tourism Kelowna stakeholders reminding them of MRDT renewal and directing them to microsite to support.
July 26	Approval of 5-year service agreement between City Council and Tourism Kelowna Board
August 11	Tourism Kelowna Board of Directors strategic planning retreat: mission and vision approved
August	Stakeholder Survey issued to 400+ Tourism Kelowna members
September	Citizens Survey issued to local residents, collecting feedback on draft Strategic Plan
Sept. 22	Tourism Kelowna Board of Directors approves MRDT renewal application including 5-year Strategic Plan, 2022 Tactical Plan, budget and evaluation measures

## Stakeholder & Resident Satisfaction

Tourism Kelowna conducts regular surveys of all its stakeholders to gauge satisfaction and learn important information for our continuous improvement of efforts. This year, we added content to specifically measure MRDT awareness and gather feedback on Tourism Kelowna's 5-year strategic plan. A residents' survey was also conducted to gather feedback on the strategic plan to better understand community priorities with respect to tourism

## Tourism Kelowna Stakeholders Survey, September 2021

### Kelowna Local Residents Survey, August 2021

PDFs embedded here:



Appendix - 2021  
Stakeholder Survey.pdf



Appendix - 2021

Residents Survey Results.pdf

## Accommodation Directory and Accommodation Sector in Support of MRDT

Kelowna has a total of 65 accommodators collecting and remitting MRDT; this represents 4,553 rooms. Strong support to renew the 3% MRDT has been secured from the Kelowna accommodation sector as shown in this chart:

PROPERTY SUMMARY				
	Units/Rooms	Percentage	Properties	Percentage
In Support	3492	77%	38	58%
Not in Support	729	16%	9	14%
Did Not Respond	332	7%	18	28%
<b>Total</b>	4553	100%	65	100%

Despite repeated and best efforts, there were a number of properties who chose not to respond. We attributed this to the June to August outreach timing when many Kelowna accommodators were overwhelmed and not available due to the unprecedented combination of COVID restrictions, forest fires and significant labour challenges.

### Appendix 1.3 Accommodation Directory Form

### Appendix 1.4 Accommodation Sector in Support Forms

PDFs embedded here:



Appendix 1.3 -  
Accommodation Direc



Accommodation  
Signed Appendix 1.4.pdf

## Consultation with Destination BC

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Tourism Kelowna fully understands the activities that Destination BC (DBC) undertakes and purposefully coordinates its own work to ensure that it is complementary and in alignment with DBC. Tourism Kelowna's Director of Marketing sits on DBC's provincial marketing committee.

Tourism Kelowna relies on DBC for its exposure in international markets. Within domestic and near-US markets, Tourism Kelowna participates in DBC programs to leverage Kelowna's exposure and attach our destination to the highly recognized and revered British Columbia brand.

These programs currently include travel media and influencer hosting, content development programs, travel trade hosting, sector-specific co-op marketing programs including golf, beer, mountain biking and more, social media partnerships and the Visitor Centre Network program.

Through regular communication with DBC and the Thompson Okanagan Tourism Association, Tourism Kelowna is able to employ highly targeted marketing strategies, focused on direct-air access markets and Western Canada road access markets.

Tourism Kelowna staff are regularly in direct consultation with DBC on various marketing initiatives and program development, and Kelowna is a key stakeholder in the roll-out of DBC's new "Iconics" strategy and program.

We believe that strong industry partnership are the cornerstone of short-term economic recovery and the key driver for long-term growth of trans-border and international travel to the Kelowna area.

## Additional Application Documents

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[Appendix 1.5 Third Party Authorization Form](#)

[PDF embedded here:](#)

[Appendix 1.6 Disclosure of Information Authorization Form](#)

[PDF embedded here:](#)

[Appendix 1.7 Tourism Events Program Sponsorship Undertaking](#)

[PDF embedded here:](#)

- END -



## Appendix 1.2 Five-Year Strategic Business Plan

A municipality, regional district or eligible entity interested in applying for the Municipal and Regional District Tax or a renewal of the Municipal and Regional District Tax must submit an application as set out in the MRDT Program Requirements. A Five-Year Strategic Business Plan is required **at time of application**. This Five-Year Strategic Business Plan must include a detailed One-Year Tactical Plan for the first year of program implementation. Each year (years two through five of the program), the One-Year Tactical Plan must be updated and resubmitted (by November 30<sup>th</sup>) to reflect current marketing activities for the year as part of the annual reporting obligations. A separate template has been provided to guide the development of these year two through five plans (refer to Appendix 2.3).

The Five-Year Strategic Business Plan must encompass the five-year period covered by the application and it **must** include the following elements:

Section 1: Five-year strategic overview with identified targets and actions for the five year period  
Section 2: One-Year Tactical Plan with performance measures, and  
Section 3: Detailed Budget for Year One

Your Five-Year Strategic Business Plan must adhere to the MRDT program principles.

Please ensure there is alignment between provincial tourism strategies and community tourism efforts. The applicant and designated recipients not subject to renewal applications are required to make their Five-year Strategic Business Plan available to tourism industry stakeholders and accommodation providers as part of the industry consultation and accommodation support requirements.

Your Five-Year Strategic Business Plan must identify marketing strategies, key markets and targets that the community will focus on to build its tourism business and the steps it needs to take to achieve desired results.

Your Five-year Strategic Business Plan should answer the following key questions:

- What business objectives related to tourism does your community expect to achieve?
- What type of growth does your community want to achieve (in the short and long term)?
- How will your community achieve these objectives?
- What type of tourism products will you need?
- What type of visitor are you hoping to attract?

Please contact Destination British Columbia at [MRDT@destinationbc.ca](mailto:MRDT@destinationbc.ca) for any questions.

For more information on tourism business planning, please visit Destination British Columbia's website (refer to [www.destinationbc.ca/Resources/Developing-a-Tourism-Plan.aspx](http://www.destinationbc.ca/Resources/Developing-a-Tourism-Plan.aspx)).

### Quick Reference Guide

*(from the MRDT Program Requirements):*

- *The intention of the tax is to assist designated recipients to fund tourism marketing, programs and projects. Affordable housing was added as a permissible use of funds in Budget 2018.*
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*The MRDT program principles are:*

- *Effective tourism marketing, programs and projects*
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- *Marketing efforts that are coordinated and complementary to provincial marketing strategies and tactics*
- *Fiscal prudence and accountability.*

### Five-Year Strategic Business Plan Template

**Designated Recipient:** City of Kelowna  
**Community Name:** Kelowna  
**Date Prepared:** September 30, 2021  
**MRDT Term Expiry Date:** July 1, 2022  
**Five Year Period:** 2022-2027

A description/instructions pertaining to each section is provided in grey text as a guide only. **The format of your Five-Year Strategic Business Plan may be developed specific to your community needs and resources, but must include all required sections of the Five-Year Strategic Business Plan listed below.** If using this template, please delete the grey text and provide your response accordingly.

#### Section 1: Five-Year Strategic Overview

<b>Vision and Mission</b>	<p><b>Vision</b></p> <p>Tourism Kelowna is a leading destination management organization that supports Kelowna and the region as a sustainable, four-season destination that attracts visitors from around the world.</p> <p><b>Mission</b></p> <p>Tourism Kelowna collaborates with tourism businesses in Kelowna and area to create a tourism economy that is sustainable and welcoming for both visitors and local residents.</p>
<b>Strategic Context</b>	<p>Please see attached Appendix 1.2A for the “Internal &amp; External Assessment Report” conducted July 2021 by a third-party consulting firm.</p> <p>External assessment includes economic variables, access to funding, individual sector variables, political and government influences, competitive advantages, and BC and Kelowna specific tourism issues.</p> <p>Internal assessment specific to Tourism Kelowna includes Board governance, organization structure and culture, management, partnerships, marketing, finance, metrics and operations.</p>
<b>Overall Goals, Objectives and Targets</b>	<p>Please see attached Appendix 1.2B for details of Tourism Kelowna’s 5-year strategic plan, including goals, objectives and measures.</p> <p>The Tourism Kelowna Board of Directors is undertaking a strategic planning review to be completed in December 2021.</p> <p>Any resulting updates to the current 5-year Strategic Plan will be forwarded.</p> <p>Also, the DMO is working with the City of Kelowna and other partners to develop a co-created Tourism Destination Master Plan in 2022.</p>

	<p style="text-align: center;"><b>Summary</b> <b>Strategic Planning Goals &amp; Objectives</b></p> <p><b>Strategic Pillars (goals)</b></p> <ul style="list-style-type: none"> <li>- Increase high value visitation.</li> <li>- Grow in-destination spending.</li> <li>- Manage sustainable growth of the destination.</li> <li>- Ensure the organizations' value proposition.</li> </ul> <p><b>Desired Outcomes (objectives)</b></p> <ul style="list-style-type: none"> <li>- In addition to summer, Kelowna and area is recognized as a desirable destination for late fall and winter travel.</li> <li>- Visitor spending is increased, benefiting a wide variety of businesses throughout the year.</li> <li>- A resilient visitor economy exists, aligned with community values and stakeholder needs.</li> <li>- Tourism Kelowna is recognized as a trusted Destination Marketing and Management Organization, collaborating with local businesses to grow the Central Okanagan visitor economy.</li> </ul>
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**September 2021**  
**Tourism Kelowna**  
**STRATEGIC PLANNING**  
**Internal and External Assessment**

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# Economic Variables

## Broad Economic Impact on Tourism

- The world is in a global debt super-cycle that started at the end of World War II and continues to date; further exacerbated by the steep government pandemic and post-pandemic spending. This has resulted in near-term stability for markets, but the threat of national and global inflation are real.
- Banks are healthier now than coming out of the 2008 recession, but there are a lot of unknown factors regarding potential defaults and payment delays moving into re-opening; any of which may reduce worker wages, increase unemployment, and ultimately reduce household disposable income.
- Stock markets are at near peak valuations increasing the likelihood of lower valuations (bear market) in the medium-term which, if it does occur, will impact consumer confidence and reduce levels of disposable income.
- If inflation or recession materialize for British Columbia or key target markets for Kelowna tourism, the impacts would be reduced disposable income, increased consumer fear and hesitancy, and overall reduction of travel dollars.

## Access to Funding

- Tourism Kelowna primary funding is the MRDT. This tax is collected by all legal short-term accommodations. However, while the tax collected by hotels and motels is used to fund Tourism Kelowna, the tax collected by other short-term rentals (e.g. VRBO, Airbnb) is retained by the City of Kelowna to fund affordable housing initiatives. Houses currently being built in Kelowna often include a suite for short-term stay rentals. This will increase the number of tourism accommodations without increasing funding for Tourism Kelowna.

It is worth noting that while market housing in a number of areas of the City is a popular option for visitor accommodation, the City is pursuing a number of strategies to diversify and increase the housing supply for residents and workers. Some options, such as carriage houses and secondary suites, are not allowed to be used as short-term rental accommodation. <sup>2</sup>

## Sector Health, Social, Cultural, Demographic, and Environmental Variables

- There is pent up demand for travel as the nation and globe begin post-pandemic recovery and reopening. This will be potentially off-set by travel hesitancy, lagging government response, and opening of borders, as well as potential confusion regarding national and regional specific travel requirements and proof of vaccination.
- Kelowna Airport recently increased direct flights to more Canadian destinations (16 Canadian cities up from 9 pre-pandemic). Uncertainty remains (as of late June) regarding international destinations.
- There are increased sector costs due to increased health protocols, re-opening expenses, and increased marketing and innovation efforts leading up to and during re-opening.
- It is unknown but anticipated that Covid-influenced travel preferences (more likely to stay in-Province, more interested in outdoor and uncrowded travel activities) will remain through 2021 travel season or even possibly early 2022.
- There is increasing pressure between locals and tourists. Locals have often moved to the area because they enjoy the lifestyle including golfing and lake activities. As locals stay closer to home, either because of Covid related decisions or because of an intentional local marketing campaign, pressures on activities like golf tee-times and lake access will become more important.
- Road and parking infrastructure (as well as other infrastructure such as public lake access points) is not keeping pace with building in the downtown area of Kelowna. Potentially this will lead to more congestion in the busy tourism months. Although the City addresses the provision of sufficient parking for properties through the development process, at times there is a perception of traffic congestion being increased due to development concessions intended to attract developers to some otherwise less attractive development areas. Additionally, the City is committed to actively encouraging alternate transportation modes; however, currently there is still a lack of cohesive transit services to provide access to various tourism opportunities.
- Many of the for-profit arts sector organizations (theatres, arts and culture, music and event services, etc.) did not qualify for support during Covid and are struggling. These are often smaller organizations that lack a voice to lobby for them but are critical infrastructure to deliver visitor experience (e.g. conferences, weddings).

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- • There is increasing recognition by public, municipalities, and tourism operators of specific factors that need to be integrated into all tourism planning and marketing including Indigenous inclusion / impact and environmental sustainability.
- • There is increased impact of homelessness and crime (or the perception of crime) on the Kelowna tourism experience. Although other community organizations are mandated to address these issues (and the MRDT collected from online accommodation providers is earmarked for affordable housing initiatives), it still remains a factor in marketing the destination to visitors and to managing the visitor experience.

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## Political, Governmental, and Legal Variables

- Federal and Provincial responses to Covid although initially lagging provided significant financial support for citizens, workforce, and businesses. Canada is now one of the leaders in vaccination rates. This is off-set slightly by lagging government responses to reopening in some areas (e.g. Canada – US border).
- Numerous Federal and Provincial government agencies support the on-going health of the tourism sector and provide historic and on-going related data and reporting (e.g. market profiles from Destination BC <https://www.destinationbc.ca/research-insights/type/market-research/>).
- Tourism labour markets (and other related markets) are suffering from paid and volunteer hesitancy to return to work causing further challenges for businesses, employers, and ultimately visitor experience.
- Municipal Election October 2022, BC Provincial election latest October 2024; Alberta Provincial election latest May 2023; Federal latest fall 2023 (could be as soon as fall 2021).

## Technology Variables

- Post-Covid innovations: rigorous, improved safety and hygiene standards and measures; contact-free receptions; proximity and availability of world-class medical facilities; making domestic travel exciting and exotic; flexibility and continued innovation.
- Expanding partnerships e.g. coaching, mentoring, and partnerships in marketing campaigns with regional and individual businesses.
- Broadening tourist draw pool through focused campaigns based on desired tourist outcomes and traveler type.
- Expanding social reach. Influencer programs. Location-based challenges. Gathering and promoting user-generated content.
- Focussing social networking efforts on the truly unique regional experiences. Leveraging mobile and highlighting the new.

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## Competitive Forces

**British Columbia's tourism-based competitive advantage:**

- • Diverse landscapes and wide range of tourist experiences.

- • Mild climate allowing for year-round tourism industry.

- - Good accessibility from Asia, North America, Europe.

- - Excellent infrastructure.

- • World-class skiing, touring, golf, hiking, city visits, and convention hosting as well as niche interests (wine touring, heli-skiing, wildlife-viewing, heritage locations, and opportunities for First Nations related tourism).

- • Strong federal and provincial government support.

- • Super, Natural British Columbia® globally recognised brand.

**Kelowna's tourism-based competitive advantage:**

- • British Columbia's largest interior community.
- • 10th largest Canadian international airport.
- • 400km from Vancouver and 600km from Calgary.
- • World-class skiing, touring, golf, and hiking.
- • Exceptional sightseeing, winery touring, lake access, and family vacation destination.

**Tourism Kelowna's competitive advantage:**

- • A significant contributor to the success of Kelowna's tourism industry and thereby a significant contributor to the resulting local and provincial economy, local employment, and tax revenue to all levels of government.
- • An excellent, experienced, and recognized DMO.
- • Has broad partnerships that allow for marketing Kelowna as a preferred vacation destination (i.e. not just a place to sleep or attend a stand-alone activity).
- • Long track record of successes and relationships with key stakeholders.
- • Staff are specifically trained in tourism marketing and that is their primary focus.

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**British Columbia and Kelowna tourism-based challenges:**

- • Increasing worldwide tourism competition.
- • Improving air access.
- • Maintaining market impact through cost-effective and innovative tools.
- • Border security, visa procedures, vaccination passports.
- • Labour supply management.

**Tourism Kelowna's challenges:**

- • Marketing area for the DMO has been defined as Kelowna Metropolitan Area, but MRDT is only collected in City of Kelowna boundaries.
- • Short-term accommodations are on the rise. While all short-term accommodations benefit from DMO marketing, tax from the online accommodation platforms (VRBO, AirBnb, etc.) is allocated by the City of Kelowna to affordable housing initiatives. There is a mutually beneficial opportunity presented by this function. The tourism industry and associated marketing attracts visitors that results in the collection of this funding for affordable housing. In turn, the tourism industry benefits from the increased community quality of life as well as assistance in meeting the affordable housing needs of tourism sector workers.
- • Tourism Kelowna is in a tough position and to some degree required to have a “stuck in the middle” or “all things to all people” strategy.
- • Better alignment with some hoteliers and destination resorts would be beneficial if achievable.
- • Working with partners and stakeholders to address impacts of tourism on the local population.

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## Culture

- Tourism Kelowna has historically been a “Destination Marketing” organization. There is strategic discussion about refocussing on “Destination Development” or “Destination Management”. Tourism Kelowna is in the process of signing an agreement with the City of Kelowna for delivery of tourism services. This includes tourism marketing and destination development. The agreement states that “Tourism Kelowna and the City of Kelowna recognize that unmanaged tourism growth presents significant risks. They will collaborate to develop proactive strategies which reflect a transition from a traditional tourism promotion model to a long-term, holistic destination management model.<sup>1</sup>” While senior leadership of both Tourism Kelowna and the City of Kelowna are committed to this shift, there is still some confusion and apprehension within the board of directors regarding what this would look like and the implications of this additional focus. There is also some concern about how this approach would interface with the municipal and regional mandate of “Economic Development”.
- Tourism in the area has been traditionally concentrated in the summer and spring break seasons. This creates a strain on the community residents and infrastructure and results in problematic cashflow management and sustainability for service providers. There has been initial discussion about creating more of a four seasons destination; however, this will take strategic intention and creativity to redefine activities because of the natural attraction of geography and weather. As well, there is lack of strategic clarity regarding whether the intention is to add more tourists to fill the 4 seasons or to spread the current numbers over 4 seasons. This approach will also require development with the tourism operators as many have a business model that increases capacity during Summer and closes during Winter.
- The current Vision of Tourism Kelowna is “Kelowna and the region will be internationally recognized as **THE** four-season outdoor destination of choice in North America by 2024”<sup>2</sup> While this provides a vision for the organization, it is rooted in comparison with other jurisdictions and so consistently works from a metric of external competition instead of internal improvement.
- The “stakeholder model” outlined on the website and within the bylaws is confusing in terms of membership benefits and responsibilities. It is unclear what membership means, what benefits it carries, and what responsibilities it requires.

<sup>1</sup> Agreement City of Kelowna and Tourism Kelowna Society (Schedule B)

<sup>2</sup> <https://www.tourismkelowna.com/about-us/> 9

- • There have been some positions on the board that were historically reserved for specific sectors, a recent change in the bylaws is intended to clarify this; however, further discussion and clarification with both members and external stakeholders may be necessary to effectively implement this change.
- • An historic metric for success has been “room nights” for the hotel providers. Other jurisdictions have started gauging success by multiple metrics including local resident engagement, visitor satisfaction, etc. With the disbursement of “room nights” between hotels and other short-stay accommodations (e.g. VRBO, Airbnb), the development of additional metrics may provide further information for destination marketing success.
- • Traditionally “marketing” has been seen as paid advertising; however, increasingly Tourism Kelowna is recognizing that along with this kind of marketing, other activities (e.g. relationship building, information sharing in Visitor’s Information Centre, helping book a trip, etc.) also need to be recognized and measured as marketing initiatives.

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## Management

- The impacts of Covid were significant for Tourism Kelowna. Input from board members indicates that senior leadership demonstrated significant strength and resiliency. Decisions were made to implement the necessary changes to survive as an organization. Shutting down the office and moving to a virtual delivery framework except for the Visitors Information Centre were significant decisions that were handled well by the leadership team.
- Tourism Kelowna has a good staff team and has historically had a good volunteer pool. This volunteer pool will need to be managed strategically as programs and services open up post-Covid. The 2020 Employee Survey showed strong ratings across all three feedback areas (work, organization, and leadership) including 100% of staff reporting that they feel treated with respect and that their opinions counts, are confident and enthusiastic about Tourism Kelowna's successful future, and would recommend working at Tourism Kelowna.<sup>3</sup> Volunteers rated overall satisfaction with Tourism Kelowna's volunteer program (0-100 scale) at 92% and indicated that they would recommend volunteering at Tourism Kelowna to a friend<sup>4</sup>.
- Board governance is strong and there are clear boundaries between governance and operations activities. However, there may be additional opportunities for board members to strengthen relationships with key stakeholder groups (e.g. locals, municipalities) to both strengthen the organizational profile and reputation AND more intentionally govern the organization in response to stakeholder input and priorities.
- Tourism Kelowna has been intentional about partnerships and collaboration with other organizations (e.g. Chambers of Commerce, Downtown Kelowna, Accelerate Okanagan). These non-tourism partnerships continued to be a priority in 2020 with multiple support and collaborative agreements established with local organizations.<sup>5</sup>
- Annual membership (stakeholder) survey and resident survey indicate consistently high level of satisfaction with delivery of core services and continued recognition of tourism as a critical priority for the area. (2020 annual stakeholder satisfaction rate was 82%<sup>6</sup>, 95% of resident respondents rated tourism as a vitally important industry in Kelowna, and 87% of respondents reporting that sustainable tourism is important to local residents.<sup>7</sup>)

<sup>3</sup> 2020 Operations Plan Delivery Report

<sup>4</sup> 2020 Volunteer Survey Executive Summary

<sup>5</sup> 2020 Operations Plan Delivery Report

<sup>6</sup> Stakeholder Survey 2020 Summary

<sup>7</sup> 2020 Operations Plan Delivery Report 11



## Marketing

- This report focusses on the Tourism Kelowna organizational planning context and therefore differentiates between the customers/clients of tourism organizations (i.e. tourists) and the clients of Tourism Kelowna (i.e. tourism organizations).
- Currently, Tourism Kelowna is primarily a marketing organization. There has been increased conversation about who the client is and who the target market is.
  - The target market has historically been tourists coming into Kelowna; however, Covid resulted in a much higher influx of local and regional tourism. This has resulted in locals having an increasing role as target market as well as the long-standing role of external stakeholder.
  - Tourism providers throughout the Kelowna Metropolitan Area benefit from the marketing by Tourism Kelowna; however, the portion of the MRDT allocated to fund Tourism Kelowna is only collected by hotels and motels located in the City of Kelowna. Only minimal DMO service fees and/or voluntary Destination Marketing Fees are paid to Tourism Kelowna from other areas (e.g. West Kelowna, Lake Country). Tourism Kelowna marketing initiatives (fee for services packages) often include tourism organizations from throughout the Kelowna Metropolitan area.
  - The MRDT is collected through hotels and motels. This often results in a sense of “ownership” or “preferred client” status assumption from hoteliers. This is further compounded within the bylaws by the “voting stakeholder” requirements that deems the collection of tax as financial contribution to the society in lieu of annual membership fees<sup>8</sup>. Also, the board composition does not require a majority of accommodation representatives<sup>9</sup>; however, adoption of the annual marketing plan and budget requires a majority of the elected directors who are accommodation representatives<sup>10</sup>. The current number of elected board members is 12 (the bylaws require a minimum of 6 and a maximum as determined by the board from time to time). Given that 50% of elected directors must be from the accommodation industry with a maximum of one representing a bed and breakfast<sup>11</sup>, this increases the number of accommodations votes at the board level. Finally, the MRDT must be renewed every 5 years and requires the support of a majority of hotel operators to be renewed.

<sup>8</sup> Tourism Kelowna Bylaws Clause 11

<sup>9</sup> Tourism Kelowna Bylaws Clause 42, 43, 47

<sup>10</sup> Tourism Kelowna Bylaws Clause 79

<sup>11</sup> Tourism Kelowna Bylaws Clause 47.a <sup>12</sup>

- ○ Currently one of the difficulties for tourism providers is staffing. Tourism Kelowna may consider a collaborative initiative (with other industry support organizations and governments) to include tourism staff as a target market.
- • The name of the organization, although established and well recognized, is somewhat problematic in terms of both geographical location (the organization actually serves more than the City of Kelowna – see above) and the focus on tourism (i.e. a focus on the number of visitors only instead of a combined focus on visitor experience and stewardship of the destination and the communities).
- • Tourism Kelowna is doing a good job of marketing to potential tourists; however, is not currently in a position to materially impact the guest experience once travellers arrive. Continued marketing and reputational success for the Kelowna Metropolitan Area and specifically for the City of Kelowna will depend on a collaborative approach between Tourism Kelowna, tourism organizations, municipalities, local residents, and other external stakeholders to manage the visitor experience.
- • Tourism Kelowna has been successful and proactive in identifying specific reasons to travel to the area for both leisure visitors (outdoors, wineries, golf etc.) and business and event travelers (major events, meetings and conferences) and has done a good job target marketing to attract the “right” type of visitor.
- • The Visitor’s Information Centre has great geographical positioning within the city and has an ability to deliver information quickly and efficiently as visitors arrive in Kelowna.
- • Destination THINK had been retained to help develop a Destination Master Plan. This has been paused due to funding but will possibly be continued after Covid recovery makes funding and focus available for this activity.

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## Finance

- The current Director of Finance is skilled and both staff and board have a lot of confidence in how financial planning and implementation is working.
- 2020 proved to be an extremely challenging year, but Tourism Kelowna is to be commended for quick action, meeting operational demands, reducing operating expenses, and their innovation regarding relief and support for stakeholders, program users, and non-program users alike.
- 2020 response to Covid impacts (“The Way Forward”) was successful in sustaining the organization; however, it resulted in an approximately 50% decrease in budget, significant cuts to membership programs, closure to the public of the office with staff working remotely, sporadic opening of the Visitor Centre, and staff layoffs and restructuring. Year end resulted in a surplus for 2020 (due to arrival of summer MRDT funds and other government program subsidies). This amount was carried forward to support 2021 operations despite continued uncertainties due to Covid.<sup>12</sup>

<sup>12</sup> 2020 Operations Plan Delivery Report

<sup>13</sup> 2020 Operations Plan Delivery Report

- 2021 challenges will continue with projected reduction in revenues off-set slightly by 2020 operating revenue surplus carry-over.
- 2022 Municipal & Regional District Tax (MRDT) renewal process is underway and of significant importance to on-going operating revenues. Renewal application due to Destination BC Jan 1, 2022; official repeal date is July 1, 2022.
- Tourism Kelowna has a number of active campaigns to secure operations funding, including confirming details of partnership role with City of Kelowna as Destination Management Organization (DMO), diversification of DMO’s revenue base, and increasing member value and inclusion.
- Tourism Kelowna continues to have successive clean audit reports and MRDT reporting and planning requirements are well received by Destination BC and the City of Kelowna.<sup>13</sup>

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## Operations

- • The tourism and hospitality industry has been one of the hardest hit sectors through Covid. It is important to recognize that significant time will be required for recovery and any plans for additional expansion or strategic development must be balanced with the need for stability within the industry. Covid-related impacts include:
  - Tourism Kelowna funding impacts created by lower MRDT collection (lower hotel occupancy rates) and fewer fee for service programs due to public health orders limiting ability for tourists to visit.
  - Difficulty maintaining sustainable staffing levels with the fluctuating requirements of the public health orders and unemployment funding support available to unemployed workers.
  - Restaurant and tourism operators unable to maintain operations during Covid resulting in either closing or significantly decreasing service times and offerings.
  - Significant slowdown in meeting, event, and conference bookings – conference venues are often booked 2+ years in advance and organizers have been unwilling to commit. There has also been an increase in virtual conferences and meetings which may continue and be a significant ongoing impact to the industry.
- - Transportation infrastructure has been impacted including:
    - ✦ Decreased air travel and associated route contraction into the Kelowna International Airport – this has also resulted in a suspension of the airport renovation and expansion due to significant drop in travellers (~80%) and the associated airport improvement fees.
    - ✦ Car rental companies sold their assets and are experiencing difficulty purchasing new vehicles with supply chain disruptions.
    - ✦ Shuttle operators that previously shuttled from the airport to the city or to the major resorts (e.g. Big White) have been impacted and may no longer be available to provide these services (or have reduced capacity).
  - 
  -
- • The Tourism Kelowna bylaws currently use the term “Stakeholders” to describe those who are members of the organization. This is confusing when addressing strategic initiatives for interacting with external stakeholders (including municipalities, locals, other organizations, etc.).

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- • Locals have become a much more critical stakeholder voice as tourism in Kelowna increases. While historically much of the tourist activities were centered around the downtown core, more attractions are located in other areas that require traffic flow through residential areas. As well, many activities that were previously enjoyed by locals (e.g. golfing, lake boating, trestle biking) have become very busy and there is increased frustration from locals. This is especially apparent during the busy summer and spring break tourism seasons. Pent-up tourism demand through Covid may also result in a more aggressive party atmosphere from visitors to the city and a negative backlash from the locals.
- • The concentration of travellers in the summer and spring break tourism seasons creates problems for tourism businesses. Hotels, restaurants, and attractions are busy to capacity during these months but often struggle to survive in between. These facilities are critical to the overall tourism experience and while this is somewhat a function of the “busy season” cycle of tourism in Kelowna, strategies from Tourism Kelowna may be able to positively impact this.
- • While Tourism Kelowna has historically been primarily a marketing organization, there is increasing pressure and requirement for the organization to also manage the overall guest experience, to be involved in stewardship of the destination, and to maintain relationship with the local community. Regardless of who the responsible organization is (e.g. municipal, tourism operator, etc.) Tourism Kelowna is both providing information/assistance for access AND receiving the tourist feedback about the quality of the facilities, access, and experience. The mandates of various organizations for setting and enforcing guidelines (e.g. RCMP, bylaws enforcement) are often not within the purview of Tourism Kelowna to impact; however, Tourism Kelowna staff and volunteers are often the “front line” interface and have information that is important to consider as public policy and enforcement strategies by other jurisdictions is developed. The role of “destination management/development” and information conduit (including possible advocacy based on this information) would need to be identified as specific strategic priorities that are resourced accordingly (it is not possible to add these priorities without adding resources or changing the delivery of some historical core services).



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Tourism Kelowna Strategic Plan 2022-2027

Vision: Tourism Kelowna is a leading destination management organization that supports Kelowna and the region as a sustainable, four-season destination that attracts visitors from around the world.

Strategic Pillars	Desired Outcomes	Key Initiatives	Key Measures
Goals Increase high quality year-round visitors	Objectives In addition to summer, Kelowna and area is also recognized as a desirable destination for fall and winter travel.	<ul style="list-style-type: none"><li>• Focus 80% of marketing investment on increasing visitation growth from September to May.</li><li>• Support direct air services to our priority markets with at least one major campaign annually.</li><li>• Continue emphasis on highly targeted digital marketing to reach “high quality” rather than “high value” customer year-round.</li><li>• Secure or develop 2-3 new, major meetings and conferences annually via “OKgo”, a 3-way partnership with the regional economic development office and technology sector to market collaboratively.</li><li>• Major Events Strategy partnership with the City focused on rescheduling major events cancelled due to COVID and new bids for 2023 onwards.</li></ul>	<ul style="list-style-type: none"><li>- Visitation numbers for September to May increase annually by 3%</li><li>- Visitation numbers return to pre-COVID levels by 2023</li><li>- One major event annually</li></ul>
Grow in-destination spending	Visitor spending is increased, economically benefitting a wider variety of local businesses throughout the year.	<ul style="list-style-type: none"><li>• Introduce 2-3 sector-specific digital savings passes annually as incentives to disperse visitor traffic and spending.</li><li>• Lead or partner local activation campaigns to keep resident’s spending in market: Shop Local; Visiting Friends &amp; Family; Live Like a Local social content.</li><li>• Expand the Kelowna Visitor Centre (KVC) role as a community shared value, influencing greater spending from locals and visitors.</li><li>• Support new product development aligned to the community’s unique experiences and sense of place.</li></ul>	<ul style="list-style-type: none"><li>- Economic impact calculations</li><li>- Average party spend increases annually by 2% in each quarter</li><li>- Hotel occupancy levels return to pre-COVID levels by 2023</li><li>- KVC annual service numbers</li></ul>
Manage sustainable growth of the destination	A resilient visitor economy exists, aligned with community values and stakeholder needs.	<ul style="list-style-type: none"><li>• Work with local government, industry, Indigenous and local communities to co-create a Tourism Destination Master Plan (TDMP) aligned with Kelowna’s 2040 vision; begin implementation of the TDMP by 2023.</li><li>• Aligned with the United Nation’s Sustainable Development goals (SDGs), connect local tourism businesses to available education and training on</li></ul>	2022 - completion of Tourism Destination Master Plan (TDMP) Including identifying “Place DNA”, Kelowna’s authentic brand distinguisher

		<p>subjects such as sustainability, accessibility, diversity, climate change and best business practices.</p> <ul style="list-style-type: none"> <li>• Develop a program to educate visitors and residents on Responsible Tourism principles and practices including safe and healthy travel.</li> <li>• Support local industry development by collaborating with provincial, regional, and municipal partners to access resources for tourism stakeholders at the community level.</li> </ul>	
<b>Ensure the DMO's value proposition</b>	<p>A trusted Destination Management Organization, collaborating with regional businesses, partners, and residents to grow the Central Okanagan visitor economy.</p>	<ul style="list-style-type: none"> <li>• Develop new service agreements with other Central Okanagan communities to manage shared resources for expanded marketing and/or visitor services.</li> <li>• Revise the DMO's membership model to increase stakeholder value and inclusivity, while offering increased advertising options for tourism businesses by 2023.</li> <li>• Secure 2 new distributors annually to expand Tourism Kelowna's retail program and the DMO's self-earned revenue base, reducing reliance on public funds.</li> <li>• Develop an ongoing Value of Tourism program, engaging and educating stakeholders and residents alike on the economic and social benefits of the Central Okanagan visitor economy.</li> </ul>	<p>Annual survey ratings:</p> <ul style="list-style-type: none"> <li>- Stakeholder satisfaction - Resident satisfaction</li> <li>- Visitor Net Promoter</li> <li>- Employee Experience</li> </ul> <p>Self-earned revenue grows by 3% annually</p>

# TOURISM KELOWNA OPERATIONS PLAN 2022

## VISION:

Tourism Kelowna is a leading destination management organization that supports Kelowna and the region as a sustainable, four-season destination that attracts visitors from around the world.

Strategic Pillars	2022 Objectives	2022 Targets & Measures	2022 Key Initiatives
Increase High Quality Year-round Visitors	Maintain strong summer visitation 80% of marketing investment in Jan-May, September-December Begin to rebuild Meetings, Conferences and Events travel	Total annual visitor numbers return to 2 million Visitation numbers for September to May increase by 3% Meetings & Conferences rebuild to \$3.5 million in economic impact Major Sports & Events rebuilds to \$500K economic impact Annual hotel average occupancy levels increase to 36%	Add three specific marketing campaigns for dispersal: spring, fall and winter Re-start recovery marketing when allowed in growth markets (ON, QC, U.S. Pacific NW) Support air services, focus on Kelowna-Montreal direct flight Focus on "Okgo" partnership, generate new business travel leads from Kelowna's industry sectors Develop new content showcasing People, Places and Purpose stories
Grow In-destination Spending	Leverage technology to disperse visitor traffic and spending Increase length of visitor stay Expand Kelowna Visitor Centre as a community hub	Visitor Centre locations total traffic rebounds to over 150,000 Retail sales program reaches \$309,000 Maintain return visitor ratio of over 64% of total visitation Strong participation, satisfaction & conversions in digital passport program	Introduce 2-3 sector specific digital savings passes as incentives to disperse visitor traffic and spending Major redesign of airport info kiosk to reflect sense of place, and better promote tourism businesses Expand retail merchandise sales program and local business consignment program
Manage Sustainable Growth of the Destination	Development of a long-term plan that will guide the responsible and sustainable growth of the visitor economy in a manner aligned with community values and stakeholder needs	Resident satisfaction scores continue to exceed 75% Visitor Net Promoter Score (NPS) continue to exceed 60% Completion of a co-created Tourism Destination Master Plan	Complete "Place DNA" process to identify Kelowna's brand distinguisher Develop a Responsible Tourism education program for visitors and residents Develop a network resource hub to connect local tourism businesses to education and training
Ensure the DMO's Value Proposition	Expand service reach to support other local communities Increase ROI to expand stakeholder membership benefits Diversify revenue sources for long-term sustainability	DMO's self earned revenue grows by 3% Stakeholder Net Promoter Score (NPS) maintained over 32 Staff and volunteer "recommend" rating remains over 90%	Explore tourism service needs of Lake Country, West Kelowna and Peachland Revise stakeholder membership model for opportunities to increase value and inclusivity Develop new Value of Tourism program, educating and engaging stakeholders and residents

## Key Principles 2022

Annual budget still recovering: 2020: \$4.4 M; 2021: \$2.7 M; and 2022: \$3.9 M  
Necessity to remain nimble in response to changing provincial health orders/ travel restrictions.  
Maintain core investment in domestic leisure travel markets.  
New: local activation campaigns, recognizing the role of local residents in revenue and visitor generation  
New: enhanced stakeholder relations program to more directly assist local tourism businesses  
New: closer relationship with the City of Kelowna, moving together towards Destination Management model  
New: airport information kiosk makeover in partnership with local aerospace sector partner  
New: focus on "Okgo" economic development partnership to increase Meetings and Conference business

## Market Conditions

Destination BC is estimating 2024 for leisure travel recovery, varying by location in province  
Estimates that 2022 average hotel room revenue in the province will be -22%  
Some modelling predicts a 20-30% permanent loss of business travel due to efficiencies of virtual meetings  
Kelowna International Airport predicting 75% return of passengers in 2022  
Changing consumer behavior: high visitation numbers for Kelowna do not equate to visitor spending  
2022 Kelowna MRDT revenue projection based on 85% of normal MRDT levels  
Tourism Kelowna staff continue to work remotely, with the exception of the Visitor Centre team

The 2022 Operations Plan is predicated on pandemic safety and travel restrictions not regressing.  
It is important to note that Tourism Kelowna's ability to market to other provinces in 2022 will expand contract based on provincial public health orders.

## Key Markets (as allowed)

Primary: Western Canada  
Secondary: ON, QC  
Emerging: U.S. Pacific Northwest

## Target Profiles

Wine & Food Lover  
Urban Adventurer  
Golf Enthusiast  
Meeting & Event Planners  
Local Residents

## Verticals

LBGTQ2  
Culinary  
Sustainability  
Agri-business  
Advance Manufacturing / Aerospace  
Digital Tech

Approved: Tourism Kelowna Board of Directors, Sept. 22, 2021

DMO Output Measures	
Marketing - Owned	
Website Unique Sessions	1 million
Website Pageviews	2.2 million
Boosted Content Impressions	1.8 million
Marketing - Paid	
Impressions	80 million
Value of Leveraged Media	\$ 250,000
Marketing - Earned	
Journalists & Influencers Hosted	25
Destination Media Stories/ Articles	200
Circulation	100 million
Ad Value Equivalency	\$ 1.75 million
Corporate Media Stories/Articles	80
Social Media - Owned	
Audience Total	163,500
Facebook Audience	77,000
LinkedIn	4,500
Instagram audience	82,000
Engagement Total	407,500
Facebook Engagement	100,000
LinkedIn Engagement	7,500
Instagram Engagement	300,000
Meetings, Conferences & Events (MC&E)	
Major Events Economic Impact	500,000
Sports & Events Room Nights	4,500
Sports & Events Leads	15
Meetings & Conferences Ecn Impact	\$3.5 million
M&C Room Nights	10,000
M&C Leads	60

Industry Outcomes	
Visitation (CMA)	2 million
Hotel Occupancy Average	56%
Hotel ADR	\$155
Hotel RevPAR	\$130
Airport Passenger Numbers	1.7 million
MRDT Contributions	\$2.64 million
Total Economic Impact	\$ 2.1 billion
Total GDP	\$ 1 billion
Jobs Generated	13,000
Tax Revenue	\$ 204 million
Visitor Spending	\$ 443 million

Industry Programs & Communications	
Active/ Paid Stakeholders	425
Stakeholder Advertising Sales (\$)	\$325,000
Quarterly Newsletter	1,200
Industry Weekly Newsletter	1,000
Events Weekly Newsletter	6,000
Media Newsletter	400
Consumer Database	20,000

Kelowna Visitor Centre	
Downtown Visitor Centre Traffic	150,000
Retail Sales	\$309,000



## Section 3: Budget for One-Year Tactical Plan

Revenues	Budget \$
MRDT (net of admin fees)	\$ 2,638,461.99
MRDT from online accommodation platforms (AirBnB)	
Local government contribution	
Stakeholder contributions (i.e. membership dues)	\$ 493,250.00
Estimated Co-op funding (e.g. CTO; DMO-led projects)	\$ 19,000.00
Grants - Federal	\$ 10,000.00
Grants - Provincial	\$ 25,000.00
Grants/Fee for Service - Municipal	\$ 361,616.26
Retail Sales	\$ 340,600.00
Interest	\$ 3,600.00
Other (please describe): PST Commission	\$ 198.00
<b>Total Revenues</b>	<b>\$ 3,891,726.25</b>
Expenses	Budget \$
Marketing	
Marketing staff – wage and benefits	\$ 413,282.39
Media advertising and production	\$ 1,180,960.00
Website - hosting, development, maintenance	\$ 137,650.00
Social media	\$ 61,000.00
Consumer shows, events	\$ 25,500.00
Collateral production and distribution	\$ 167,500.00
Travel media relations	\$ 74,000.00
Travel trade	\$ -
Consumer focused asset development (written content, video, photography)	\$ 186,240.00
Other (please describe)	
<b>Subtotal</b>	<b>\$ 2,246,132.39</b>
Destination & Product Experience Management	
Destination and product experience management staff – wage and benefits	\$ 57,659.46
Industry development and training	\$ 34,000.00
Product experience enhancement and training	\$ 56,000.00
Research and evaluation	\$ 87,600.00
Other (please describe)	
<b>Subtotal</b>	<b>\$ 235,259.46</b>
Visitor Services	
Visitor Services Wages and Benefits	\$ 339,311.10
Visitor Services Operating Expenses	\$ 531,328.96
Other (please describe)	
<b>Subtotal</b>	<b>\$ 870,640.06</b>
Meetings, Conventions, Events & Sport	
Staff – wage and benefits (if stand alone)	\$ 183,791.78
Meetings, conventions, conferences, events, sport, etc.	\$ 375,200.00
<b>Subtotal</b>	<b>\$ 558,991.78</b>
Administration	
Management and staff unrelated to program implementation - wages and benefits	\$ 210,012.73
Finance staff – wages and benefits	\$ 58,693.51
Human Resources staff – wages and benefits	\$ -
Board of Directors costs	\$ 10,000.00
Information technology costs – workstation related costs (i.e. computers, telephone, support, networks)	\$ 95,911.78
Office lease/rent	\$ -
General office expenses	\$ 106,084.34
<b>Subtotal</b>	<b>\$ 480,702.36</b>
Affordable Housing	
Expenses from OAP revenue (if applicable)	
<b>Subtotal</b>	
Other	
All other wages and benefits not included above (please describe)	
Other activities not included above (please describe)	
<b>Subtotal</b>	
<b>Total Expenses</b>	<b>\$ 4,391,726.25</b>

## Appendix 1.8 Affordable Housing MRDT Plan

The following table **must** be completed if the designated recipient wishes to use MRDT revenues on affordable housing initiatives, regardless of whether revenues are solely from online accommodation platforms or from general MRDT revenues.

Project Name and Address
<ul style="list-style-type: none"> <li>Online Accommodation Platform (OAP) Reserve Fund</li> </ul>
Project Goals, Rationale and Details
<ul style="list-style-type: none"> <li><b>Goal:</b> acquire land in strategic locations and provide grants to be used in support of affordable housing projects in partnership with BC Housing and non-profit housing providers.</li> <li><b>How does this project respond to affordable housing needs in your community?</b> Under this plan, OAP revenues for the coming year would be directed towards the Online Accommodation Platform (OAP) Reserve Fund to support affordable housing in Kelowna.  Land is often the greatest obstacle that affordable housing providers have to overcome. In Kelowna, suitable land for affordable housing projects is scarce and expensive. Often, sites require land assembly, a process which takes time and is not a viable option for many non-profits. The City is well suited to strategic land acquisition and to land assemblies. Using OAP revenues to support land acquisition for affordable housing will help to ensure that the community is well positioned to act on opportunities for new affordable housing projects.  This is supported through the <a href="#">Healthy Housing Strategy</a>, endorsed by Council in 2017.</li> <li><b>What is the need, issue, or demand?</b> The lack of readily available land is slowing down the delivery of affordable housing projects in Kelowna. Of the many challenges faced by affordable housing providers and BC Housing, land may be the greatest, particularly in Kelowna. Suitable land in Kelowna is scarce and expensive and often takes time and effort to assemble.</li> <li><b>What kind of project are you spending on (such as acquiring or constructing buildings, providing funding to an existing housing project or towards a rental or social housing program, or entering into a partnership agreement)?</b> Through the Online Accommodation Platform (OAP) Reserve Fund, acquiring land to be used in partnership with BC Housing and non-profit housing providers to support the delivery of affordable housing units in Kelowna are examples of typical uses for the funding.</li> <li><b>What documentation do you have authorizing the project to proceed (such as a contribution agreement or contract, or permits or schematics)? Submit the documents with your report.</b> On July 13, 2020, Staff took a report forward to Council regarding tourism recovery support, including a recommendation for a one-time arrangement to share 2021 OAP revenues with Tourism Kelowna. This recommendation was defeated and Council indicated its preference to have 100% of OAP revenues continue to be directed to addressing affordable housing.  See the <a href="#">Report to Council</a>, dated July 13, 2020, shown as Item 5.7, including the <a href="#">Minutes</a>.</li> </ul>

<ul style="list-style-type: none"> <li>• <b>How will you measure success on the housing project?</b> A successful outcome would be the ability to partner with BC Housing and non-profit housing providers to deliver affordable housing every 2-4 years.</li> </ul>
<b>MRDT Contribution</b>
<ul style="list-style-type: none"> <li>• 100% of OAP revenues <b>only</b></li> </ul>
<b>Housing Provider/Project Owners/Project Lead</b>
<ul style="list-style-type: none"> <li>• TBD. Site acquisition will be done in conjunction with BC Housing. BC Housing will determine the long-term project owner/operator on the basis of their funding priorities at the time. If grants are required, an application process will be used to identify suitable candidates.</li> </ul>
<b>Funding Partner(s)</b>
<ul style="list-style-type: none"> <li>• BC Housing</li> </ul>
<b>Contribution from Funding Partner(s)</b>
<ul style="list-style-type: none"> <li>• BC Housing will work with a non-profit housing provider to construct and to operate the affordable housing units on City-owned land.</li> </ul>
<b>Estimated Completion Date</b>
It is estimated that a suitable site could be acquired every 2-4 years.
<b>Estimated Number of Housing Units Completed</b>
<ul style="list-style-type: none"> <li>• TBD. As the sites are acquired, the City will work with BC Housing to identify appropriate opportunities.</li> </ul>
<b>Evidence of Consultation with Local Governments for Affordable Housing (if applicable)</b>
<ul style="list-style-type: none"> <li>• N/a</li> </ul>



# MRDT Renewal

October 25, 2021



- Background
- Current context
- Five Year Plan
- Next steps





# MRDT in Kelowna

2004 / 2009 /  
2014  
2%

2017 / 2022  
3%

# MRDT revenue streams

## MRDT

- Remitted by hotels/motels
- For Tourism Kelowna
- 100% used for marketing

## OAP

- Remitted by Online Platform hosts
- For City of Kelowna
- 100% used for affordable housing

# MRDT Program Principles



Effective tourism marketing, programs and projects



Effective local-level stakeholder support, and inter-community collaboration



Marketing efforts that are coordinated and complementary to provincial marketing strategies and tactics



Fiscal prudence and accountability

# MRDT Context

65% of Tourism Kelowna's annual budget

2021 projection: \$1.5M ++

2022 forecast: \$2.63M

Supported by 77% of Units and 58% of properties

# Strategic Pillars



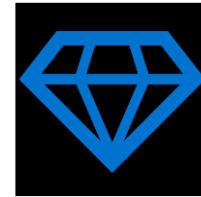
Increase high  
value  
visitation



Grow in-  
destination  
spending



Manage  
sustainable  
growth



Ensure value  
proposition



# Five year outlook

Change and  
transition

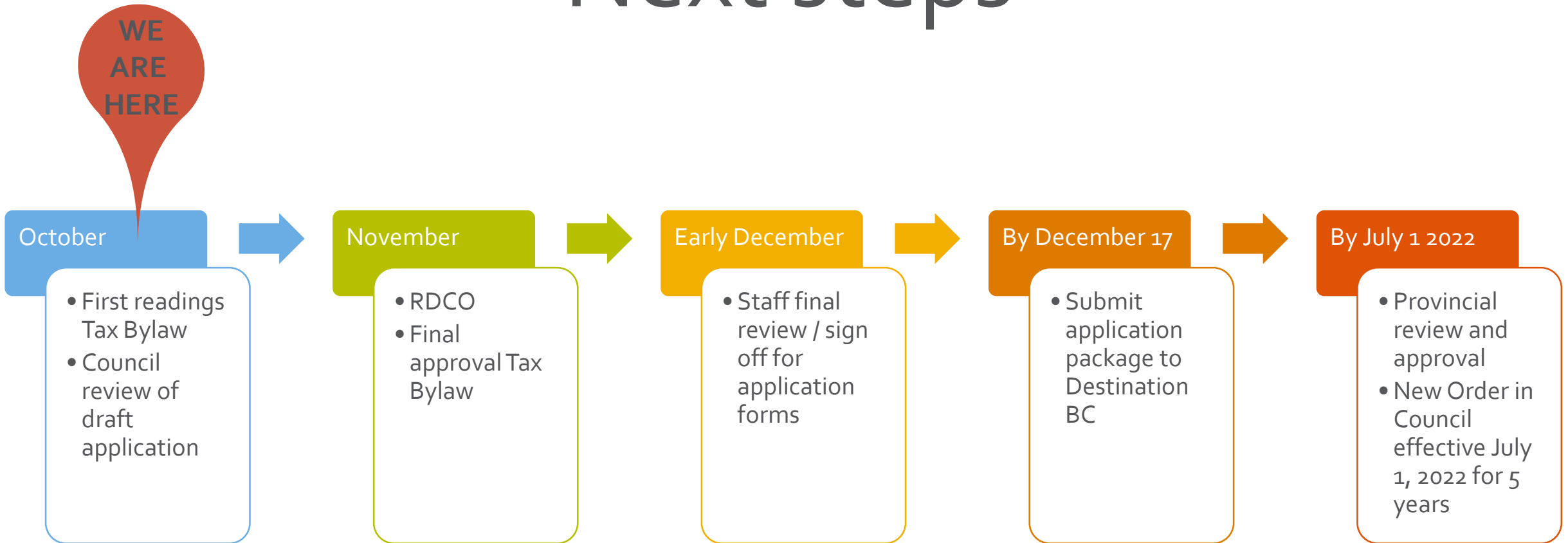
Recovery

Education and  
engagement

Local focus

Dispersion

# Next steps



# Recommendations

- ▶ THAT Council supports an application to renew 3% MRDT
- ▶ THAT the Division Director, Financial Services, is authorized to sign the application documents
- ▶ THAT MRDT Tax Bylaw 12290 be forwarded for reading consideration



## *Questions?*

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

# CITY OF KELOWNA

## BYLAW NO. 12290

### City of Kelowna Municipal and Regional District Tax Bylaw

A Bylaw for the renewal of the City of Kelowna Municipal and Regional District Tax Bylaw under the provisions of the Provincial Sales Tax Act

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WHEREAS the Council of the City of Kelowna wishes to raise revenue for the purposes of financing tourism marketing, programs and projects;

AND WHEREAS under section 240 (2) of the Provincial Sales Tax Act and related regulations, a municipality may request that the Lieutenant Governor in Council make a regulation providing for an additional tax levy, not exceeding three (3) percent on sales of accommodation within the municipality;

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

1. The Lieutenant Governor in Council is hereby requested to make a regulation under section 240(1) of the Provincial Sales Tax Act declaring that effective July 1, 2022, section 123(1) of the said Act applies in respect of accommodation purchased within the City of Kelowna.
2. The tax to be imposed under the provisions of the regulation is requested to be three (3) percent of the purchase price of accommodation.
3. The funds paid to the City of Kelowna under the provisions of the regulation shall be applied to tourism marketing, programs, and projects that are developed and administered by Tourism Kelowna, and to City of Kelowna affordable housing initiatives pursuant to annual Affordable Housing Plans.
4. This bylaw may be cited for all purposes as "City of Kelowna Municipal and Regional District Tax Bylaw No. 12290".
5. The City of Kelowna Additional Hotel Room Tax Bylaw No. 11258, and all amendments thereto, are hereby repealed.
6. This bylaw shall come into full force and effect on July 1, 2022.

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:** October 25, 2021

**To:** Council

**From:** City Manager

**Subject:** License of Occupation – Knox Mountain Disc Golf

**Department:** Real Estate

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## **Recommendation:**

THAT Council approve the City entering into a three (3) year Licenses of Occupation with the Kelowna Disc Golf Association, with the option to renew an additional three (3) year term, in the form attached to the Report of the Manager of Property Management, dated October 25, 2021;

AND THAT the Mayor and City Clerk be authorized to execute all necessary documents pertaining to the agreement.

## **Purpose:**

That Council approve a three-year License of Occupation agreement with Kelowna Disc Golf Association for a portion of the City owned lands at 563 Poplar Point Drive, 565 Poplar Point Drive and 580 Knox Mountain Drive.

## **Background:**

The Kelowna Disc Golf Association (KDGA) is a registered non-profit society that has been active in Kelowna since 2003. The association is comprised of an elected volunteer board of directors, that oversees and implements the club activities and projects. These activities include the running of weekly leagues and various events/tournaments throughout the year for both local as well as out of town players to participate in. The board is also responsible for supporting and growing the sport of disc golf in Kelowna and creating a friendly and supportive atmosphere for recreational and competitive players to enjoy the sport.

Since 2003, the club has seen significant growth in both recreational and organized play, as well as an increase across all demographics of players in Kelowna. In the last 3 years, the KDGA club memberships have increased from approximately 40 paid members in 2018, to currently over 95 paid members in 2021 and counting. Additionally, as of September 2021, the KDGA Facebook page has over 825 members, with an average of 14 new members joining each month over the last year.

### Discussion:

Disc Golf is a free, accessible and inclusive recreational activity that is rapidly growing in popularity. There is one Disc Golf course in Kelowna located at the base of Knox Mountain Park. Built in 2003, the Knox Mountain Disc Golf course has accommodated countless numbers of local disc golf participants and has been the home to the majority of KDGA events and tournaments.

In its 17 years of operation, the Knox Mountain course has gone through multiple stages of development. Originally built with “tonal-style” targets and dirt tee pads, as the course became busier and KDGA memberships grew, significant improvements and upgrades were made to the course. In 2013, by way of membership fundraising and donations, 9 professional baskets were purchased and installed by the club. In 2020, through funding from the City’s Partners in Parks grant program, the KDGA installed 18 concrete tee-pads and signage at the Knox Mountain course. All projects and labor over the KDGA’s 17-year history have been from the volunteer efforts of members, which have continued to improve the overall experience and enjoyment for all users of the course and park.

The KDGA is extremely proud to be stewards of the Knox Mountain Disc Golf Course and the community it serves, and the organization prides itself on the upkeep and appearance of the course to create a safe and inviting environment for all players and park users to enjoy. By partnering with KDGA, the City is able to offer the activity to the community at no additional cost to the City.

It should be noted that all infrastructure related to the disc golf course has been designed to be temporary, and is removable in short order in the event that the course is no longer active.

The proposed disc golf license does not conflict with short term park planning goals and the relatively short term (3 years) ensures that future planning in the area is not restricted as a result of this license.

As part of the lease renewal process, staff have completed a high-level review of the Kelowna Disc Golf Association and are recommending entering into the proposed agreement.

Key terms of the proposed License of Occupation with KDGA are summarized below:

Kelowna Disc Golf Association Summary of Proposed License of Occupation Terms	
<b>Civic Address of Premises</b>	563 Poplar Point Drive, 565 Poplar Point Drive and 580 Knox Mountain
<b>Commencement Date</b>	December 1, 2021
<b>Term</b>	Three (3) years
<b>Option to Renew</b>	Three (3) years
<b>Rent</b>	Nominal (\$1)
<b>Permitted Use</b>	Disc Golf

**Existing Policy:**

Council's 2019-2022 priorities identified measures supporting staff's recommendations in this report. Specifically, relevant to this report:

- Accessible and multi-purpose amenities;
- Animated parks and public spaces.

The proposed non-market facility lease aligns with Council Policy 347 – Non-Market Leasing of Civic Lands and Buildings. For this reason, staff are recommending a non-market License of Occupation.

**Internal Circulation:**

Parks Planning  
Parks Operations  
Active Living & Culture Division

**Considerations not applicable to this report:**

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

**Submitted by:** J. Adamson, Manager, Property Management

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

**Attachments:** 1. Schedule A – License of Occupation  
2. Schedule B – PowerPoint Presentation

# LICENCE OF OCCUPATION

Knox Mountain Park Disc Golf Course

THIS AGREEMENT dated for reference the \_\_\_\_th of \_\_\_\_\_, 20\_\_\_\_.

BETWEEN:

**CITY OF KELOWNA**, a municipal corporation having its office at 1435  
Water Street, Kelowna, BC, V1Y 1J4

(the "City")

OF THE FIRST PART

AND: **KELOWNA DISC GOLF ASSOCIATION (S-0061002)**  
c/o Paul McManus, Board Member  
2323 Devon Crt  
Kelowna, BC, V1Z 3L5  
[pmcmanus@cacltd.ca](mailto:pmcmanus@cacltd.ca)  
250-488-2075

(the "Society")

OF THE SECOND PART

WHEREAS:

A. The City is the owner of the properties located at:

563 Poplar Point Drive (Plan KAP1306 Lot 40 Blk23),  
565 Poplar Point Drive (Plan KAP 6755 Lot A), and  
580 Knox Mountain Drive (Plan KAP 8841 Lot 2),

in the City of Kelowna.

(collectively, the "Property").

B. The Society wishes to operate a ten basket Disc Golf Course (the "Works") on a portion of the Property (the "Licence Area", as shown in Schedule 'A' as attached to this Agreement);

C. The Kelowna Disc Golf Association Society is a not-for-profit organization registered (#S-0061002) under the Societies Act (British Columbia) with the mandate to promote, develop and encourage disc golf for the physical, competitive, and social well-being of the members of the Society and of the Central Okanagan community as a whole.

D. The Society wishes to develop the Works with the following mission statement:

*"To build and support the sport of Disc Golf in the Central Okanagan".*

By playing a disc golf course at the Property, various synergies may be achieved, such as; program and club development, recruiting and maintaining members, developing a sustainable financial model and establishing a community presence. Disc golf provides an opportunity for local citizens to participate in

active play, is available to all age cohorts, and provides an environment for multi-generational participation from novice to competitive.

- E. The Kelowna Disc Golf Association goals include:
- a. To promote the sport of Disc Golf through new course development;
  - b. To support, maintain and upgrade existing courses;
  - c. To actively support and promote inexpensive play;
  - d. To host events intended to introduce new players to the sport of Disc Golf;
  - e. To support organized tournament play;
  - f. To solicit, receive, acquire and hold donations, gifts and legacies and to collect and receive rents, profits and other revenues, grants, appropriations and subsidies, land, and to enjoy all of the benefits of ownership thereof;
  - g. To market, promote, co-ordinate and manage all services provided by the Society;
  - h. To do all other things as are incidental or conducive to the attainment of the purposes of the Society.
  - i. To build stakeholder support for a sustainable business model to ensure that the Society can become financially self-sufficient (i.e. not request financial assistance from the City of Kelowna annually.)
- F. The City is prepared to grant the Society a Licence of Occupation for a term of three (3) years pursuant to the terms and conditions of this Agreement.

**NOW THEREFORE:** in consideration of \$1 per year and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the City and the Society covenant and agree as follows:

1. **Grant** – The City grants to the Society the non-exclusive right and licence to enter onto and use the Licence Area for the purposes of operating a disc golf course including installation of equipment and signage, as approved by the City.
2. **Additional Rights** – For the purposes outlined in Section 1, the Society shall have the right to bring onto the Licence Area all necessary materials, and equipment.
3. **Term** – The duration of this Agreement and Licence herein granted shall be for a term of three (3) years (the "Initial Term") commencing on the 1 day of December 2021, unless earlier terminated in accordance with Section 27.
4. **Extension** – The term of this Licence of Occupation may be renewed, at the City's sole discretion, for a further three (3) year period (the "Renewal Period") upon written agreement by the City and the Society. All other terms and conditions with the exception of Article 4 will apply.
5. **State of Licence Area at Termination** – In the event that this Agreement terminates or expires for any reason, the Society will cease all occupation of the Licence Area and will remove all equipment, chattels, fixtures, buildings and other improvements from the Licence Area. The Society will leave the Licence Area in a safe, clean and tidy condition and clear of contamination occurring since the date of commencement of this Agreement. In the event that the Society fails to remove any equipment or chattels upon termination of this Agreement then the City may do so and recover the expense thereof from the Society. All improvements and fixtures remaining on the Licence Area become the sole property of the City upon termination of this Agreement, without any compensation whatsoever to the Society.
6. **Services** – The City appoints the Society to provide the following services in consultation with the City and the Society hereby accepts such appointment:



- (a) Inspect the course on a regularly scheduled basis and record the results of the inspection on a predetermined inspection form; all records shall be made available to the City for inspection on 24 hours notice;
- (b) Report to the City immediately any hazardous condition that poses a life-threatening hazard and prevents the public from using the License Area until City Staff arrive to remedy the condition;
- (c) Be responsible for picking up loose garbage within the License Area and place in trash container(s) provided by the City;
- (d) In the interest of safety of workers / volunteers, the Society agrees to the Prime Contractor (see item 26) designation. The Society is responsible for having utility locates conducted prior to any digging onsite. In addition, general safety precautions should be exercised including safe use of hand tools and / or power tools, recognition of overhead hazards (power lines / tree branches), inclement weather (heat / wind, etc.) and the terrain itself (potential trip hazards);
- (e) Set, implement, monitor and enforce Disc Golf Course rules and standards (the Disc Golf Course Rules); as posted onsite and updated from time to time; and,
- (f) Host, and / or co-host recreational, training and competitive programs at the Disc Golf Course. The Society will be responsible for obtaining a Facility Use Agreement (through Sports & Events Services) when hosting large events. As part of the permit approval process there may be the requirement to submit a parking plan and to address the impacts to neighbouring residents.

## **7. Accounting, Records and Reporting**

### **7.1 Annual Reporting Requirements**

By March 31 of each year during the Term, the Society will provide to the City an annual report, in the City's prescribed format, which includes (but is not limited to) the following information relating to the prior calendar year (the "Annual Report"). The City will provide to the Society the prescribed format of the Annual Report no later than January 31.

- (a) Professionally prepared annual financial statements, approved by the Society's Board of Directors, for the most recent fiscal year end.
- (b) Proof of insurance as specified in Section 24;
- (c) Current year revenue and expenditure budget, as approved by the Society's Board of Directors, with actuals or forecast to March 31;
- (d) Program information, in a form acceptable to the City which includes;
  - i. Statistical summary of Premises usage in the prior year which may take the form of registration, bookings, rentals, events, attendance, visitation, participation, membership or a combination thereof;
  - ii. Highlights of particular achievements and successes in the prior calendar year with a focus on the impact of the Society's programs in the community;
- (e) Identification of active partnerships or collaborations, and the beneficial outcomes of same;

- (f) Governance and planning information which includes:
  - i. A list of the Society's directors;
  - ii. An organizational chart indicating key operational personnel who may be paid staff or volunteers; and
  - iii. Objectives for the current calendar year.

#### 7.2 City Feedback on Reporting

Upon reviewing the Annual Report, in each calendar year the City may, at its sole discretion, make specific recommendations and requests to be fulfilled by the Society, which the Society shall implement within a reasonable period of time, upon receipt of such recommendations and requests. The City's feedback is intended to be constructive and offered in the spirit of learning and improvement.

Recommendations and requests made by the City under this section or during the course of other discussions, meetings or communications between the Society staff, officers or board members and the City do not constitute direction or instructions by the City staff, agents or council. The Society is responsible for the direction and governance of all its operations.

#### 7.3 Good Standing

The Society shall at all times be in good standing as a registered not-for-profit society under the Societies Act of BC. The Society shall, on an annual basis, provide to the City a Certificate of Good Standing and a list of the Society's Board of Directors. The Society must provide the City thirty (30) days advance written notice of any changes to the Society's constitution (including name and purposes but excluding bylaws) as stated in its incorporating documents. If the City deems that any changes to the Society's constitution have a material impact on the public benefit for granting this lease, the City may terminate this lease as per section 27 of this Agreement.

### 8. Code of Conduct

- a. The Society is to use the License Area only for the purpose of disc golfing or such activity as may be properly authorized, in writing, by the City and to operate to the satisfaction of the City and in accordance with any conditions or requirements as may from time to time be detailed by the City.
- b. The Society shall not construct or install any permanent structures (including tee boxes) or buildings.
- c. The Society shall not affix any signage or other features to existing trees in the Licence Area.
- d. The Society shall not display any advertising and/or signs without first obtaining written approval from the City and following all appropriate sign bylaws. The Society is aware that it is responsible to provide all safety and course signage consistent with the City's standards for park signage and will obtain City approval prior to installation.
- e. The Society shall not commit or permit: any waste or injury to the License Area including the Works; any conduct which impedes or, in the opinion of the City acting reasonably, could constitute a nuisance to the City or anyone else; any other use or manner of use which, in the opinion of the City acting reasonably, may have an adverse impact on the reputation of the Licence Area.
- f. The Society shall permit the City at any time and from time to time to enter and to have its authorized agents, employees, and contractors enter the License Area for the purpose of inspection or making repairs, alterations, or improvements to the Licensed Area as the Landlord may deem necessary or desirable, or as the City may be required to make by law. The City shall be allowed to take into the Premises all material which may be required for such purpose and the rent reserved

shall in no way abate while such repairs, alterations or improvements are being made by reason of interruption of the business of the Society. The City shall exercise reasonable diligence as to minimize the disturbance or interruption of the Society's operation.

- g. No alcoholic beverages are permitted within the License Area;
  - h. The Society shall take reasonable measures to ensure people utilizing the License Area do not adversely impact parking in the neighbourhood;
  - i. The hours of use for the License Area are 8:00 am to 10:00pm or dawn to dusk whichever are shorter.
  - j. While it is recognized that there will be noise that comes from the nature of the activity within the License Area, the Society agrees to make reasonable efforts to control this noise. Noise should be reduced or eliminated between the hours of 8pm and 8 am daily (for example: participants must be discouraged from using automatic vehicle locking devices that emit a noise to confirm doors are locked).
  - k. The License Area will be used for the operation of a disc golf course by the Society. The License Area is not to be rented to another organization.
  - l. The Society and its members shall act as role model in the community with respect to the development, operation and promotion of the Disc Golf Course.
  - m. The Society shall take reasonable measures to inform the neighbourhood of the use of the site. This includes special events that will attract a large number of participants.
  - n. The Society shall take reasonable measures to ensure the daily activities and events associated with the Society work in harmony with the neighbourhood.
  - o. The Society is permitted to run a special event up to 3 times per year and work with the City to meet all Facility Use Permit requirements.
  - p. The Society is responsible to ensure safety of the License Area. The Society assumes the risk of maintaining the Works on public land. The City of Kelowna does not assume any liability for equipment maintenance.
  - q. The Society is responsible for all aspects of the daily operations.
  - r. The Society shall ensure any temporary toilet structure(s) are located as far away from neighbouring residents as possible while still maintaining access by service vehicles and that they are cleaned out on a regular basis to reduce the odour in the neighbourhood.
  - s. In the event that the operation of the Society in the License Area has an adverse effect on the neighbourhood, the City reserves the right to impose additional operational restrictions at its sole discretion;
9. **Non-exclusive Use** – The Society agrees that:
- (a) the rights granted under this Agreement do not constitute any interest in the Licence Area or entitle the Society to exclusive possession of the Licence Area;
  - (b) the Society's rights under this Agreement are at all times subject to the rights and interest of the City as owner and possessor of the Licence Area.
  - (c) Members of the public may enter into and use the License Area for the purpose of using the Works without any fee or admission charge.



10. **Park Maintenance** - The City will maintain the trees, fences and parking area on the Property.
11. **Garbage Collection** - The City will pay for garbage containers for the collection and disposal of refuse from the garbage containers. The City will provide and pay for portable toilets on site. Both of these services will be provided for day-to-day operations. Special events will require event organizers to pay for adequate garbage containers and collection as well as adequate on-site portable toilets.
12. **Operating Grant** - The City will not provide the Society an annual operating grant.
13. **Capital Grant** – The City will not provide the Society an annual capital grant.
14. **Property Taxes** – The Society will be responsible to pay for any property taxes payable on the Property as result of this Agreement, unless approved under a Permissive Tax Exemption Bylaw.
15. **No Waste or Nuisance** – The Society will not do or permit anything that may become a nuisance to occupiers or invitees on adjoining lands.
16. **Terms and Conditions** – The Society will comply with all the terms, conditions, rules or regulations that the City may from time to time impose in respect of the use and administration of the Licence Area. The Society acknowledges that the fact that the Licence is granted by the City does not excuse the Society from obtaining building permits, development permits, business licences and other required permissions.
17. **Maintenance** – The Society will at its own expense keep the Licence Area in a safe, clean and tidy condition including maintenance, repair and replacement of all Disc Golf Course signage, tees, tee boxes, baskets and other features directly related to the operation of the disc golf course.
18. **Compliance with Laws** – The Society will comply with all laws and regulations pertaining to its use and occupation of the Licence Area.
19. **Inspection by the City** – The City may review and inspect the Licence Area and the work which the Society is undertaking pursuant to this Agreement to determine if the Society is in compliance with the terms of this Agreement.
20. **Emergency Use** – The Society shall make all or part of the License Area available for use as an emergency reception centre in the event of a community emergency, as determined by the City in accordance with applicable enactments. The City shall solely be responsible for determining whether the License Area can safely be used for an emergency reception centre at the time of the emergency, and shall:
  - a. Be responsible for any direct expense incurred or damage caused to the License Area as a result of such use;
  - b. Be responsible for any and all liabilities, costs, expenses, suits, or claims arising as a result of such use;
  - c. Compensate the Society for all increased operating costs incurred during such use by the City; and
  - d. Compensate the Society for uninsured business losses arising out of such use, provided that the Society must act reasonably in re-arranging bookings and events to minimize the extent of any business losses during such use;
21. **No Transfer** – The rights granted to the Society under this Agreement may not be sub-licensed, assigned or otherwise transferred.
22. **Risk** – The Society accepts the Licence Area on an as-is basis and agrees that it will use the Licence Area at its own risk, and the City will not be liable in respect of any loss of life, personal injury, damage to property, loss of property or other loss or damage suffered by the Society, its contractors,

subcontractors, agents, invitees, employees or any other person arising out of this Agreement or the use and occupation of the Licence Area except in the case of negligence or wilful act or omission by the City, its employees, agents or invitees.

23. **Indemnity** – The Society will indemnify and save harmless the City and its elected and appointed officials, officers, employees, agents and others from and against any claim, action, damage, liability, cost and expense in connection with loss of life, personal injury, loss of property, damage to property or other loss or damage arising from this Licence or any occurrence on or around the Licence Area during the term of this Licence, or by use or occupancy of the Licence Area by the Society or any default of the Society under this Agreement or any wrongful act, omission or negligence of the Society or its officers, employees, contractors, agents or others for whom the Society is responsible. This indemnity will survive the expiry or sooner termination of this Agreement.
24. **Release** – The Society hereby releases and forever discharges the City, its elected officials, officers, employees, agents and invitees, of and from any claim, causes of action, suit, demand, expense, cost, legal fees and compensation of whatever kind, whether known or unknown, at law or in equity, including without limitation any claim under the *Property Law Act* (collectively “Claims”), which the Society may have, sustain or suffer, as the case may be, now or in the future arising from the Works, other improvements in the Licence Area, the expiry or termination of this Licence, the exercise by the City of any of its rights under this Licence or from or in any way connected with the Society’s use of the Licence Area, except claims arising from the exclusive negligence of the City.
25. **Insurance** – At all times during the Term hereof, the Society shall at no expense to the City maintain, to the City’s satisfaction, commercial general liability insurance against any and all third party claims for bodily injury, death, or property damage whatsoever. Such insurance shall name the City as an ADDITIONAL INSURED but not as ADDITIONAL NAMED INSURED and shall cover for not less than Two Million Dollars (\$2,000,000).
26. **Certificate of Insurance** - Upon signing this Agreement, the Society shall promptly forward a Certificate of Insurance including insuring agreements acceptable to the City, as shown in Schedule “B”. The City will supply a form of insurance certificate to be completed by the Society’s insurer containing minimum insurance coverage required by the City. During the Term hereof, the City may obtain directly from the Society’s insurer copies of all such Certificates of Insurance and all such insuring agreements required under this Agreement.
27. **Prime Contractor** – The Society agrees to be designated as the Prime Contractor as per the requirement of the British Columbia, *Workers Compensation Act Part 3, Division 3, Section 118*, in so doing the Society agrees to be responsible for delivery and coordination of all occupational health and safety requirement on the site and licence area during the course of providing any of the Services, Signage, Maintenance, Hosting and events and other operations or works under this Agreement.
28. **Termination** – The City reserves the right to terminate this agreement, adjust the boundaries of the License Area, or in any other way alter the terms and conditions of this Agreement, at its sole discretion for any reason by providing 60 days notice in writing. The City may require the Society to cease using the License Area should the conduct of the members of the Society result in an unacceptable level of complaints from the neighbours. The City will not be liable to compensate the Society for damages, costs or losses resulting from the exercise of this right of termination or any termination of this Licence.
29. **Notices** – Any notice given pursuant to this Agreement will be sufficiently given if it is in writing and delivered by hand or mailed by prepaid registered mail or sent by facsimile transmission to the intended party at its address set out on page 1 of this Agreement or to such other address as either party may provide in writing to the other pursuant to the provisions of this paragraph.



All notices:

To the City:

Attention: Property Manager  
1435 Water St.  
Kelowna, BC V1Y 1J4

To the Society:

Attention: Kelowna Disc Golf Association  
c/o Paul McManus, Board Member  
2323 Devon Crt  
Kelowna, BC, V1Z 3L5  
[pmcmanus@cacltd.ca](mailto:pmcmanus@cacltd.ca)  
Telephone: 250-488-2075

A notice will be deemed to be received on the day it is delivered, if delivered by hand, on the day of transmission, if sent by facsimile, or 3 days after the date it was mailed or if that day is not a business day, the next day that is a business day. If mailed, should there be at the time of mailing or between the time of mailing and the deemed receipt of the notice, a mail strike or slowdown, labour or other dispute which might affect the delivery of such notice by the mails, then such notice will only be effective if delivered by hand or sent by facsimile transmission.

30. **No Effect on Laws or Powers** – Nothing contained or implied herein prejudices or affects the City's rights and powers in the exercise of its functions pursuant to the *Local Government Act* or its rights and powers under any enactment to the extent the same are applicable to the Licence Area, all of which may be fully and effectively exercised in relation to the Licence Area as if this Agreement had not been fully executed and delivered.
31. **Severance** – If any portion of this Agreement is held invalid by a Court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid must not affect the validity of the remainder of the Agreement.
32. **Further Actions** – Each of the parties hereto shall from time to time hereafter and upon any reasonable request of the other, execute and deliver, make or cause to be made all such further acts, deeds, assurances and things as may be required or necessary to more effectually implement and carry out the true intent and meaning of this Agreement.
33. **Waiver or Non-action** – Waiver by the City of any breach of any term, covenant or condition of this Agreement by the Society must not be deemed to be a waiver of any subsequent default by the Society. Failure by the City to take any action in respect of any breach of any term, covenant or condition of this Agreement by the Society must not be deemed to be a waiver of such term, covenant or condition.
34. **Reference** – Every reference to a party is deemed to include the heirs, executors, administrators, successors, servants, employees, agents, contractors and officers of such party wherever the context so requires or allows.
35. **General** –
  - a. This Agreement will bind and benefit each party to this Agreement, and its respective corporate successors;
  - b. The Schedules attached to this Agreement form part of this Agreement;



- c. This Agreement constitutes the entire agreement between the parties and may not be amended except by agreement in writing signed by all parties to this Agreement;
- d. Time is of the essence of this Agreement;
- e. This Agreement must be construed according to the laws of the Province of British Columbia.
- f. This License of Occupation is subject to approval of City of Kelowna Council.
- g. The following schedules are attached to and form a part of this agreement:

Schedule "A" - Certificate of Insurance  
Schedule "B" - Site Plan.

As evidence of their agreement to be bound by the above terms and conditions, the parties have executed this Agreement below on the dates written below.

CITY OF KELOWNA by its authorized signatories:

---

KELOWNA DISC GOLF ASSOCIATION  
by its authorized signatories:

Print Name: Paul McManus

Print Name: Paul Brownfield



Schedule "A"  
License Area



SCALE: N.T.S.

MAILING ADDRESS: 565 POPLAR POINT DR, 580 KNOX MOUNTAIN DR

LEGAL DESCRIPTION: LOT NO. A, 1 PLAN NO. KAP6755, KAP8841

TWP. 25 SEC. 36



LICENSE AREA =  $\pm 15,581\text{m}^2$



**Schedule "B"**  
**Certificate of Insurance**



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

**CERTIFICATE OF INSURANCE**

<u>City staff to complete prior to circulation</u>	
City Dept.:	_____
Dept. Contact:	_____
Project/Contract/Event:	_____

**Insured**

Name:	_____
Address:	_____

**Broker**

Name:	_____
Address:	_____

Location and nature of operation and/or contract reference to which this Certificate applies:

--

Type of Insurance	Company & Policy Number	Policy Dates		Limits of Liability/Amounts
		Effective	Expiry	
<b>Section 1</b> Comprehensive General Liability including: <ul style="list-style-type: none"> <li>• Products/Completed Operations;</li> <li>• Blanket Contractual;</li> <li>• Contractor's Protective;</li> <li>• Personal Injury;</li> <li>• Contingent Employer's Liability;</li> <li>• Broad Form Property Damage;</li> <li>• Non-Owned Automobile;</li> <li>• Cross Liability Clause.</li> </ul>				Bodily Injury and Property Damage \$ <u>2,000,000</u> Inclusive \$ _____ Aggregate \$ _____ Deductible
<b>Section 2</b> Automobile Liability				Bodily Injury and Property Damage \$ <u>2,000,000</u> Inclusive

It is understood and agreed that the policy/policies noted above shall contain amendments to reflect the following:

1. Any Deductible or Reimbursement Clause contained in the policy shall not apply to the City of Kelowna and shall be the sole responsibility of the Insured named above.
2. The City of Kelowna is named as an Additional Insured.
3. 30 days prior written notice of material change and/or cancellation will be given to the City of Kelowna.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company (Insurer or Broker)

\_\_\_\_\_  
Signature of Authorized Signatory

\_\_\_\_\_  
Date





# License of Occupation Kelowna Disc Golf Assoc.

October 25, 2021



# Kelowna Disc Golf Assoc.

- ▶ KDGA is an incorporated non-profit
  - ▶ Elected volunteer board
  - ▶ Over 95 paying league members
  - ▶ Over 825 Facebook members
  - ▶ Average of 14 new members join each month



# The Course

- ▶ Disc Golf course was installed in 2003 as joint effort between the City and KDGA
- ▶ The course is a free, accessible and inclusive recreation activity open to general public
- ▶ Course as evolved over time
- ▶ Improvements are temporary & removable
- ▶ The LOO formalizes the use of the site
- ▶ No conflict with Knox Park planning goals







Subject Property

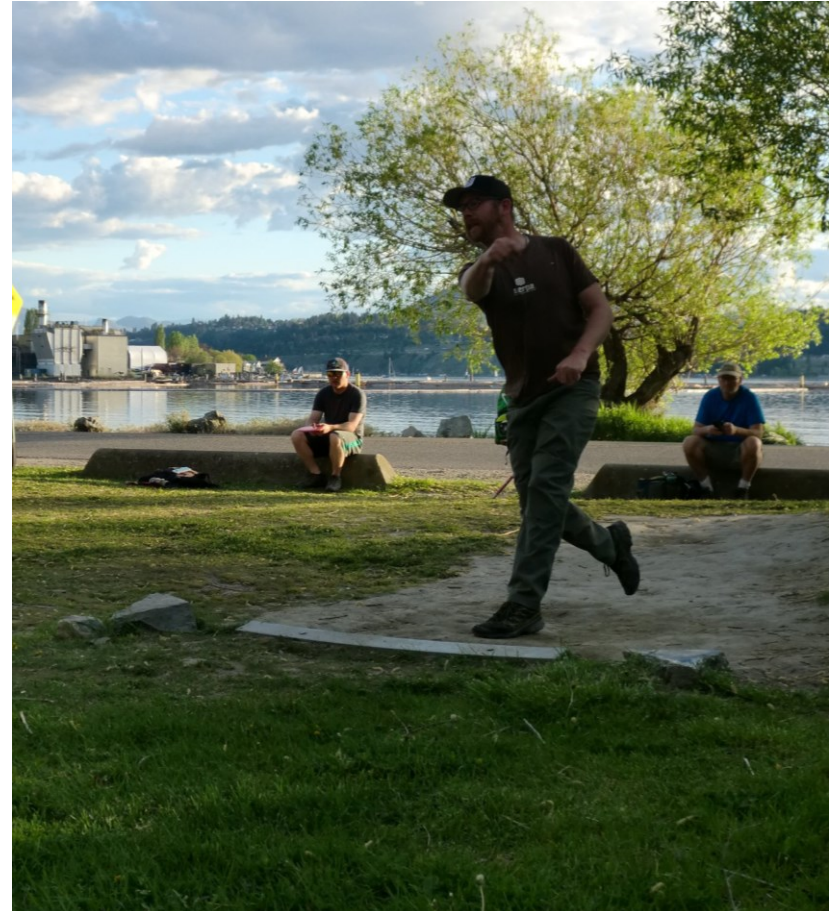
City of Kelowna

# License Summary

Kelowna Disc Golf Association Summary of Proposed License of Occupation Terms	
Civic Address of Premises	563 Poplar Point Drive, 565 Poplar Point Drive and 580 Knox Mountain
Commencement Date	December 1, 2021
Term	Three (3) years
Option to Renew	Three (3) years
Rent	Nominal (\$1)
Permitted Use	Disc Golf

# Council Priorities

- ▶ Accessible and multi-purpose amenities
- ▶ Animated parks and public spaces.







*"The City's actions align with strategic objectives to achieve a range of short and long-term benefits for the municipality and the residents of Kelowna."*

**Land Strategy**

# Report to Council



**Date:** October 25, 2021  
**To:** Council  
**From:** City Manager  
**Subject:** **Green Fleet Strategy**  
**Department:** Infrastructure Operations

---

## **Recommendation:**

THAT Council receive for information the October 25, 2021 report of the Infrastructure Operations Manager regarding a new Green Fleet strategy;

AND THAT Council endorses the recommendations of the Green Fleet Strategy as outlined in the report of the Infrastructure Operations Manager and directs staff to implement the Strategy.

## **Purpose:**

To update Council on a new Green Fleet Strategy, to help reduce Greenhouse Gas Emissions (GHGs) from the corporate Fleet.

## **Background:**

At the February 22, 2021 Council meeting, Council endorsed a pledge to convert 10 per cent of the City's light duty fleet to Zero Emission Vehicles (ZEVs) by 2023, and directed staff to apply for funding to help develop a new Green Fleet Strategy and towards the installation of ZEV infrastructure.

The City subsequently received two grants, valued at \$8,000, from the province's CleanBC Go Electric Fleets program: to help develop a fleet electrification (Green Fleet) strategy, and to assess the necessary electrical infrastructure to support the strategy.

Prism Engineering was engaged for the Green Fleet Strategy (Attachment 1), outlining a roadmap for fleet electrification over the next ten years. Struthers Technical also completed a more detailed electrical infrastructure assessment for City facilities where most of the City's fleet is parked (Table 1). The scope of these investigations was limited to on-road vehicles at this time, as very few ZEV options exist for off-road equipment.

Key summarized findings of these reports include the following:

- The current City fleet is comprised of 267 on-road vehicles, producing approximately 1,648 metric tonnes of carbon dioxide per year.
- In the next 10 years, the City anticipates a 2 per cent annual growth in fleet size. Without a fleet electrification strategy, a 20% increase in fleet emissions could be expected by 2031.
- If the City were to prioritize and maximize the replacement of fleet vehicles with ZEVs (based on current ZEV availability) over the next ten years, a 49 per cent reduction in fleet emissions (on-road vehicles) could be achieved through electrification alone. This translates to approximately 24 per cent reduction in overall fleet emissions and does not include GHG reductions due to other strategies such as the use of R100, renewable diesel fuel.
- There are currently very limited ZEV replacement options available for the existing fleet.
- Heavy Duty vehicles make up only 19 per cent of the City on-road fleet but contribute to approximately 54 per cent of GHGs. Improvements in ZEV availability for larger vehicles have the potential to significantly reduce GHG emissions.
- ZEVs are currently more costly to acquire (sometimes 25-50 per cent more<sup>1</sup>), but total fleet life cycle costs are expected to decrease by 2 per cent by 2031, due to reduced operating costs. ZEVs are expected to achieve cost parity with internal combustion vehicles in Canada by 2025<sup>1</sup>.
- Approximately 137 Level 2 charging ports will be required by 2031 to support the Strategy. Up to four vehicles may be able to share a single charger, using energy management software. A Level 3 (fast) fleet charger is not required at this time.
- Electrical and charging infrastructure upgrades will be needed at City facilities, to support an expanded ZEV fleet. Significant upgrades would be required at the Parks Yard and Windsor Road locations (Table 1) due to lack of electrical capacity. Chargers and upgrades are estimated to cost \$1.8-\$1.83 million (grants can help offset these costs).
- The estimates in the Strategy are expected to improve over time, due to anticipated:
  - Reductions in ZEV capital costs;
  - Increased fuel costs / carbon tax, making internal combustion vehicles more expensive to operate;
  - and additional ZEV replacement options, particularly for larger vehicles.

## Recommendations:

Based upon the results of these two reports, staff recommend the following:

1. **All new fleet/fleet replacement vehicles will be ZEVs as much as practical**, based on current and future ZEV availability. Our light duty fleet is currently seven per cent ZEVs<sup>2</sup>.
2. **Annual updates of ZEV targets and the 10-year capital plan.** Capital plans should be updated annually to account for ZEV pricing as well as necessary electrical infrastructure investments. The Fleet reserve would be used to pay for capital replacement (plus electrical upgrades), funded through equipment rates.
3. **As ZEV options improve, expand the plan to include off-road equipment.** Currently there are few options.

---

<sup>1</sup> Jim Pattison Lease, “Best Practices for Commercial Fleets Webinar - Electric Vehicles”, September 28, 2021.

<sup>2</sup> Light Duty is defined as per Canadian Association of Municipal Fleet Managers (on-road, up to 4,500 kg).



4. **Review and update the Corporate Fleet Sustainability Policy (to be renamed as the Green Fleet Policy).** The consultant noted that about half of fleet vehicles currently meet the utilization targets in the policy. Targets need to be reviewed and updated to better reflect actual/expected usage of the vehicle and to determine whether more lower utilization vehicles could be eliminated (or replaced with more efficient vehicles).
5. **Adopt a fleet-specific GHG reduction target that matches the Provincial Transportation target of 27-32 per cent below 2007 emissions by 2030<sup>3</sup>.** The Prism report focused on on-road vehicles. Staff recommend setting a fleet-wide target, using 2007 as the benchmark year to be consistent with corporate and provincial GHG targets. This target would provide an ambitious, but tangible goal and help show leadership in the community towards GHG reduction. Fuel data shows that fleet GHGs were 1% lower in 2019 compared to 2007, in spite of significant fleet growth over that period.
6. **Apply for grants** to help cover the capital costs of ZEVs and electrical infrastructure. Staff recently applied for a federal grant (ZEVIP) of \$120,000 towards the cost of installing another 24 Level 2 chargers at the public works yard (results are pending).
7. **Continue other initiatives to reduce GHGs,** such as the use of renewable diesel (R100) or hybrid equipment. Hydrogen fuel may also become a viable alternative within a few years.
8. **Report progress towards fleet GHG reduction goals annually.** Staff will report progress on reducing fleet GHGs as part of the Corporate GHG annual reporting program.
9. **Include ZEV charging infrastructure as part of any future City facility upgrades.** Electrical and charging infrastructure is more cost effective if planned as part of facility and site construction projects.
10. **Explore options for city employee usage of ZEV chargers during the day, when they are not being used by fleet.** EV chargers that will be installed at the library parkade downtown later this year will be shared, with public usage during the day and fleet charging at night. The same model could be explored to encourage employees to purchase ZEVs and utilize fleet chargers (for a fee) while at work.

One recommendation from the Prism report regarding **carbon pricing** is not recommended at this time for fleet (although it may be useful for other corporate initiatives). Some cities are using internal carbon pricing to help justify the business case for electrification of the fleet. This is not required since the City's Purchasing policy allows the use of sustainability criteria as well as the selection of 'best value' products or services to meet Corporate goals.

#### Internal Circulation:

Budget Supervisor, Financial Services  
 Champion of the Environment, Planning & Development Services  
 Communications Advisor, Community Communications  
 Community Energy Specialist, Policy and Planning  
 Energy Manager, Building Services  
 Fleet Services Manager, Fleet Services  
 Grants and Special Projects Manager, Partnerships & Investments

---

<sup>3</sup> Province of BC, Sectoral Emission Targets. <https://www2.gov.bc.ca/gov/content/environment/climate-change/planning-and-action/climate-reporting#sectoral>

Parking Services Manager, Parking Services  
Parks & Buildings Planning Manager, Parks & Buildings Planning  
Purchasing Manager, Purchasing  
Utility Services Manager, Utility Services

**Financial/Budgetary Considerations:**

Capital plans and operating budgets will be submitted annually to support the Green Fleet Strategy.

**Existing Policy:**

The proposed strategy strongly aligns with the corporate goal of reducing overall GHG emissions 12 per cent below 2007 levels by 2022. It would also help to fulfill some of the commitments of the Community Climate Action Plan<sup>4</sup>, and directly supports the Council priority: Greenhouse gas emissions are decreasing.

**Considerations not applicable to this report:**

*Legal/Statutory Authority:*

*Legal/Statutory Procedural Requirements:*

*External Agency/Public Comments:*

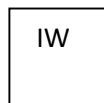
*Communications Comments:*

Submitted by:



I. Wilson, Infrastructure Operations Manager

Approved for inclusion:



Ian Wilson Acting Divisional Director Civic Operations

**Attachment 1: Green Fleet Strategy**

---

<sup>4</sup> City of Kelowna Community Climate Action Plan.

[https://www.kelowna.ca/sites/files/1/docs/community/community\\_climate\\_action\\_plan\\_june\\_2018\\_final.pdf](https://www.kelowna.ca/sites/files/1/docs/community/community_climate_action_plan_june_2018_final.pdf)

**Table 2.** High level estimates of capital costs to install BEV chargers (including chargers and electrical infrastructure) at ten facilities where City fleet is parked. From an assessment completed by Struthers Technical, 2021.

Facility	Max. EV chargers	Estimated capital cost
Public Works Yard	28	\$274,000 to \$299,000
Parks Yard	34	\$517,000
Landfill	5	\$90,000
Wastewater Treatment Facility	12	\$157,000
Library Parkade	15	\$89,000
Compost Facility	1	\$16,000
Field Office	6	\$89,000
Fire Hall No. 1	5	\$97,000
Windsor Road	19	\$351,000
City Hall	6	\$125,000

**Estimated Total:                      131                      \$1.8 - \$1.83 million**

## Green Fleet Strategy



### **CITY OF KELOWNA**

Prepared for: Ian Wilson

Prepared by: Josh Caplan, MBA, CEM; Adam Franklin, P.Eng; Ainaz Bozorgzadeh, P.Eng.

Project No. 2021291 Date: September 2, 2021

Version: FINAL

### **Limits of Liability**

This report was prepared by Prism Engineering Limited for the City of Kelowna. The material in it reflects our professional judgement in light of the information available to us at the time of preparation. Without express written permission, any use which a third party makes of this report, or any reliance on or decisions to be made based on it, are the responsibility of such third parties. Prism Engineering Limited accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report.



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## EXECUTIVE SUMMARY

Over the last 10 years, the City of Kelowna (the City) has been working to reduce greenhouse gas (GHG) emissions related to their fleet. They have purchased a number of electric vehicles (EVs) and hybrids, purchased renewable diesel, employed telematics in most of their vehicles, have partnered with MODO Co-Operative to provide shared vehicles at City Hall, and have a Sustainable Fleet Policy. To expand on these efforts this Green Fleet Assessment provides the following:

- Summarizes the current GHG emissions from the City's vehicle fleet;
- Assesses scenarios for transitioning the fleet to zero emission vehicles (ZEVs) through electrification (i.e. battery electric vehicles);
- Provides a high-level review of additional opportunities for reducing the City's fleet emissions; and,
- Provides recommendations for transitioning to electric vehicles and reducing fleet GHG emissions.

As of June 2021, the City's fleet is comprised of 267 vehicles made up of a variety of classes, makes and models. The table below summarises the baseline fleet make-up, operating costs and GHG emissions.

Vehicle Category	No. of Vehicles	Annual Operating Costs	GHG Emissions (tCO <sub>2</sub> e) <sup>1</sup>
Cars	32	\$93,637	41
SUVs	10	\$50,641	40
Light Duty Pick-Up Trucks (LDT)	75	\$274,396	236
Light/Medium Duty Pick-Up Trucks (LMDT)	22	\$137,987	128
Medium Duty Pick-Up Trucks (MDT)	43	\$318,404	222
Heavy Duty Trucks (HDT)	50	\$1,392,226	869
Vans	35	\$107,140	85
<b>Total</b>	<b>267</b>	<b>\$2,374,431</b>	<b>1,648</b>
<i>*Total number of EVs</i>	<i>11 (4%)</i>	<i>-</i>	<i>-</i>

Over the next 10 years, the City anticipates a 2% annual growth in fleet size. If the City continues their businesses-as-usual vehicle procurement strategy, they can expect to see a 20% growth in fleet emissions by 2031.

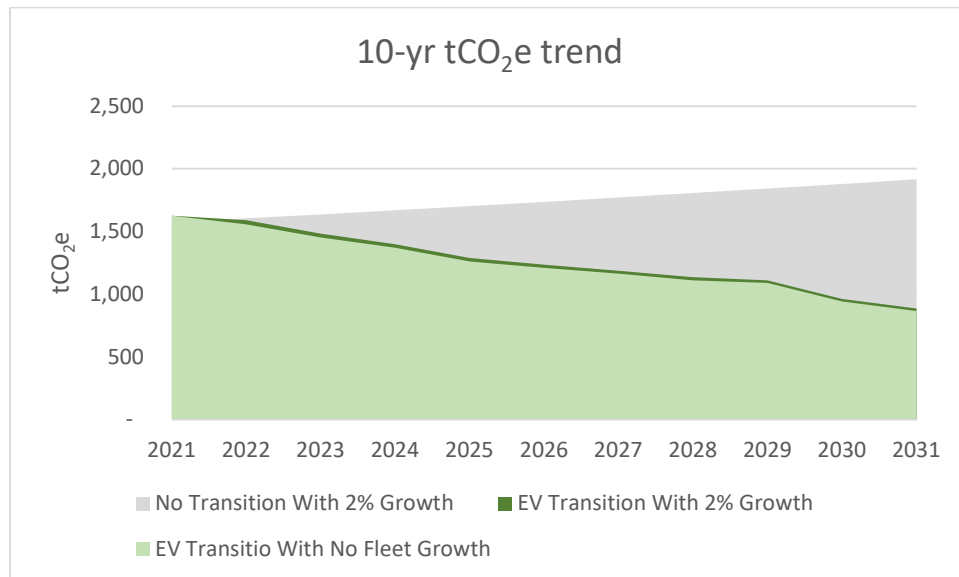
However, the City is committed to reducing their fleet emissions and is looking at electrification as the cornerstone to that effort. Notably, under the West Coast Electric Fleets initiative, the City has pledged to convert 10% of their light duty vehicle fleet to EVs by 2023, contingent on the availability of EV inventory.

<sup>1</sup> tCO<sub>2</sub>e = metric tonnes of carbon dioxide equivalent

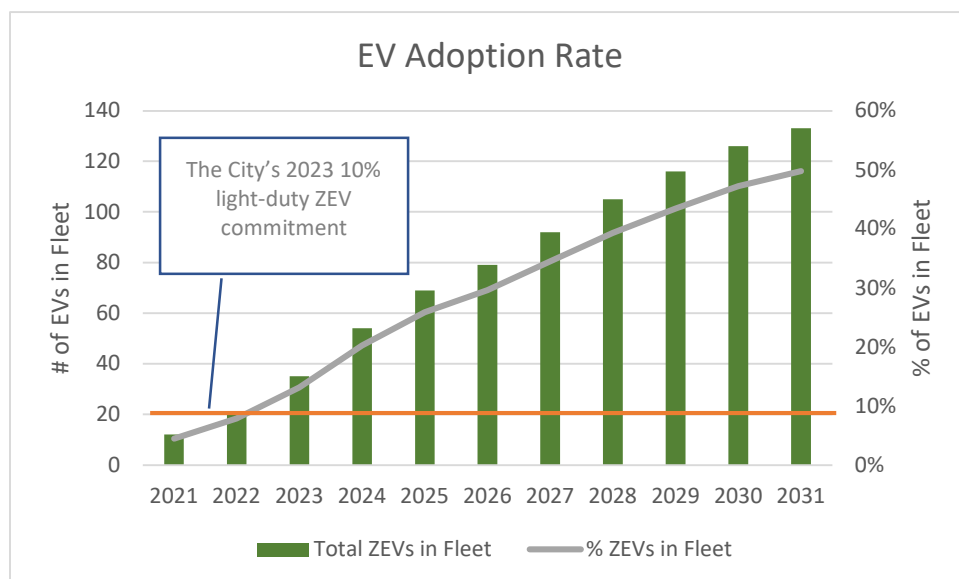
Of the vehicle classes within the City's fleet, there are ZEV replacement options available currently or within the next 3 three years for the following vehicle classes:

- Cars
- SUVs
- LDTs
- Select HDTs
- Vans

If the City were to electrify all fleet vehicles based on known technological availability over the next 10 years, they would achieve a 49% reduction in emissions compared with their 2021 emissions.



This transition would also provide for a 49% EV adoption rate by 2031, surpassing their current goals.



While this level of EV adoption would increase their capital spend, it would reduce their operating expenses. As a result, the total life cycle costs of their fleet would be reduced by 2%.

The following table compares the City's baseline expenses **versus** replacing existing internal-combustion engine (ICE) vehicles with new ICEs **versus** replacing ICE vehicles with new EVs.

	Baseline	ICE to ICE Conversions	ICE to EV Conversion
<b>Total Capital Costs</b>	\$26,115,270	\$27,814,807	\$33,082,664
<b>Life Cycle Operating Costs</b> <i>(based on 10-year life of asset)</i>	\$23,744,306	\$23,744,306	\$17,293,310
<b>Total Life Cycle Costs</b> <i>(based on 10-year life of asset)</i>	<b>\$49,859,576</b>	<b>\$51,559,113</b>	<b>\$50,375,974</b>

The City also has an opportunity to review the utilization and right-sizing of their fleet to achieve additional emission reductions. The City's Corporate Fleet Sustainability Policy identifies annual utilization targets (annual KMs) for each duty class within their fleet, however, the alignment rate is 50% or less across the portfolio. There may be good reason for this, however given the overall low alignment, a review of these targets and of those vehicle not aligning is recommended.

The biggest barrier at this time to full electrification is the lack of EV options for Light/Medium Duty Pick-Up Trucks (LMDT) and Medium Duty Pick-Up Trucks (MDT). Until such time as these types of vehicles enter the market, the City should evaluate these categories of vehicles with the following questions in mind:

1. Can the existing LMDTs or MDTs be eliminated from the fleet (due to low utilization, for example)?
2. Can the existing LMDTs or MDTs be transitioned to LDTs? (i.e right sizing)

**Overall, if the City of Kelowna transitions all potential ICE to EV vehicles over the next 10 years they will achieve:**

- **A 49% EV adoption rate;**
- **A 49% reduction in emissions; and**
- **A 2% reduction in the life cycle cost of their fleet.**

What's more, these number are expected to improve due to anticipated:

- Reductions in EV capital costs;
- Increases in the carbon tax (note we did not model this increase);
- Additional EV replacement options, particularly for LMDT, MDT and HDT vehicles.



Prism recommends the following strategies to supplement the City's existing fleet management and fleet sustainability strategies:

- a) **Capital Plan Refining and Tracking:** This report provides a roadmap to transition to fleet electrification. However, we expect that this plan will need to be adjusted based on context specifics of the organization. We recommend reviewing the plan and adjusting and tracking on an annual basis against the adoption rates being prescribed.
- b) **GHG Targets:** While the City currently does not have a GHG emission target specific to their fleet, many regions do in the range of 40-50% by 2030. If the City of Kelowna were to adopt a similar target, this strategy would position them to meet that goal while also demonstrating their commitment to sustainability and climate action.
- c) **Fleet Utilization Review:** Annual utilization targets have been identified by vehicle duty class under the City's Corporate Fleet Sustainability Policy. Alignment with these annual targets is 50% or less across the portfolio. There may be good reason for the utilization, however, given the overall low alignment, a review of these targets and those vehicles not aligning is recommended.
- d) **Fleet Rightsizing Review:** The biggest barrier at this time to full electrification is the lack of EV options for LMDTs and MDTs. Until such time as these types of vehicles enter the market, the City should evaluate these categories of vehicles with the following questions in mind:
  - Can the existing LMDTs or MDTs be eliminated from the fleet (due to low utilization, for example)?
  - Can the existing LMDTs or MDTs be transitioned to LDTs?
- e) **Carbon Price:** Our research indicated internal carbon price at rates ranging from \$160 - \$300 /tCO<sub>2</sub>e can be used reasonably to support an electrification business case. Given the City's current support for electrification, we understand this lever may not be necessary. However, in future, this could be added into the City's existing Purchasing Policy and would also support the integration of climate into the financial assessment of other capital projects within the City.

The City of Kelowna is in a strong position to play a significant contributing role to the regions transition to electric vehicles, while reducing their GHG footprint. Through a combination of EV adoption, and a review of their fleet size and makeup, the City has an opportunity to continue to be a leader in sustainable transportation while also demonstrating fiscal prudence.

# 1. INTRODUCTION

To help meet the City of Kelowna's (the City) Greenhouse Gas (GHG) reduction goals, the City is interested in developing a new Green Fleet Strategy, building on work that has been underway over the last 10 years. The City has already converted approximate 4% of their corporate fleet to Zero Emission Vehicles (ZEVs). Under the West Coast Electric Fleets initiative, the City has pledged to convert 10% of their light duty vehicle fleet to ZEVs by 2023, contingent on the availability of EV inventory. This aligns with the Province's Zero-Emission Vehicles Act, where the Province has committed to 10% of new light duty vehicle (LDV) purchases being zero emission by 2025, 30% by 2030 and 100% by 2040. Similarly, Canada now has a mandatory sales target of 100% zero emission cars and light-duty trucks starting from 2035.

To meet these commitments, the City commissioned Prism Engineering Ltd. (Prism) to conduct a Zero Emissions Vehicle (ZEV) Fleet Assessment that aligns with the parameters of the CleanBC Go Electric Fleets Program. This assessment looked at the following:

1. Identified the City's ZEV goals;
2. Established an existing fleet baseline (including emissions and costs)<sup>2</sup>;
3. Identified opportunities for conversion to zero emission vehicles (ZEVs), including:
  - a. Availability of ZEVs to replace internal combustion engine (ICE) vehicles
  - b. Projected energy and emission savings through EV conversion
  - c. Provided a comparison of replacing existing internal combustion engine (ICE) vehicles with new ICE vehicles, versus EV vehicles, including:
    - i. Emissions
    - ii. Capital costs
    - iii. Operating costs
    - iv. Combined life cycle costs
4. Developed a roadmap, capital plan and projected annual capital and operating expenses over the next 10 years based on EV conversion of the fleet;
5. Charging infrastructure requirements;
6. A review of other comparable regional sustainable fleet policies, targets and goals; and,
7. Overall conclusions and recommendations.

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<sup>2</sup> Assessment of EV Infrastructure, contractor fleets, Kelowna airport Fleet, or RCMP vehicles is not included in this project scope.

## 2. PROJECT METHODOLOGY

The project scope included the following methodology steps:

1. Data collection from the City which included City Works and GeoTab data;
2. Modelling of current fleet profile to establish operating costs, life cycle costs and emission baseline;
3. Research into available EVs in BC (both current and known forthcoming models);
4. Modelling of future scenarios including:
  - a. ICE to ICE vehicle replacement
  - b. ICE to EV vehicle replacement, considering EV availability, vehicle intended use, and daily range requirements
5. Developments of a ten-year capital planning roadmap based on an annual 2% growth in fleet size;
6. Alignment of EV model with parallel infrastructure assessment;
7. Development of a charging strategy based on infrastructure plan and charging requirements; and,
8. A review and benchmarking of what other municipalities in BC are doing to transition their fleets to EV.

This report summarizes the findings during the project steps and concludes with recommendations for Kelowna's green fleet strategy.

### 2.1 Notes and Assumptions

The following assumptions were made in compiling the analysis summarized in this report:

1. Average fuel spend was compared against average fuel cost over this same period to estimate fuel consumption.
2. Fuel Price Source: 3-yr average, 2019 to present, from Natural Resource Canada<sup>3</sup>
3. Emissions are based on the CleanBC "Fleet Assessment without telematics specification" document provided by the City.
4. Increases in the Provincial and Federal carbon taxes have not been included in the modelling used for this assessment.
5. Operating costs include energy/fuel, maintenance, insurance.

Further details are provided in Appendix C.

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<sup>3</sup>

[https://www2.nrcan.gc.ca/eneene/sources/pripri/prices\\_bycity\\_e.cfm?productID=5&locationID=6&frequency=M&priceYear=2021&Redisplay=](https://www2.nrcan.gc.ca/eneene/sources/pripri/prices_bycity_e.cfm?productID=5&locationID=6&frequency=M&priceYear=2021&Redisplay=)

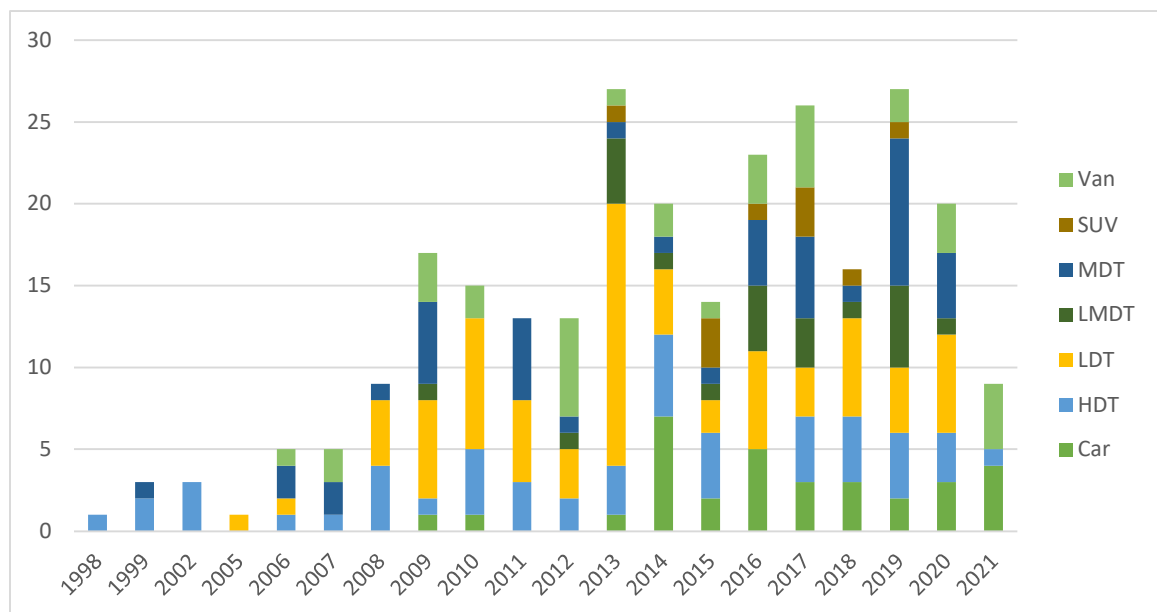
### 3. FLEET BASELINE

As of June 2021, the City's fleet is comprised of 267 vehicles made up of a variety of classes, makes and models. The City classifies their fleet into nine categories. For the purpose of this assessment Prism has aggregated these nine vehicle categories into seven. Table 1 below describes how these categories correspond.

**Table 1: City of Kelowna Fleet Categories vs. Prism Categories**

City of Kelowna Fleet Categories		Prism Categories		
City Code	Vehicle Description	Category	Vehicle Examples	Vehicle Count
C	Car	Cars	Focus, Toyota, Kona EV, Leaf	32
S	Sport Utility Vehicles	Sport Utility Vehicles (SUV)	Escape, Explorer, RAV4	10
P	Pickup	Light Duty Truck (LDT)	F-150, Ford Ranger	75
T1	Truck, 10,000# GVW to 17,000# GVW	Light-Medium Duty Truck (LMDT)	F-250	22
T2	Truck, 17,001# GVW to 35,000# GVW	Medium Duty Truck (MDT)	F-350, F450	43
T3	Truck, 35,001# GVW to 60,000# GVW	Heavy Duty Truck (HDT)	F-550, Freightliner, International, Sterling	50
T4	Truck, 60,001# GVW to 110,000# GVW			
T5	Truck, 110,000# GVW & up			
V	Van	Van	Transit, Econoline	35
<b>TOTAL</b>				<b>267</b>

The graph below shows the vintage profile of the current fleet vehicles and highlights the vehicle class and fuel type.



**Figure 1: Vintage Profile of Current Fleet Vehicles**

Vehicles are employed across the organization in a variety of capacities (Branches), including:

- |                            |                                    |
|----------------------------|------------------------------------|
| 1. Traffic Operations      | 14. Biosolids                      |
| 2. Building & Permitting   | 15. Building Services              |
| 3. By-Law Services         | 16. Community Services             |
| 4. Crime Prevention        | 17. Facilities                     |
| 5. Fire Department         | 18. Fleet Services                 |
| 6. Infrastructure Delivery | 19. Landfill                       |
| 7. Parking Services        | 20. Parks, Beaches & Sports fields |
| 8. Police Services         | 21. Regional Services              |
| 9. Roadways Construction   | 22. Roadways Operations            |
| 10. Traffic Operations     | 23. Traffic Signals & Systems      |
| 11. Urban Forestry         | 24. Utilities Construction         |
| 12. Utility Services       | 25. Wastewater Treatment           |
| 13. Water Quality          | 26. Water Supply                   |

The following graph shows the type and number of vehicles being used by branch.

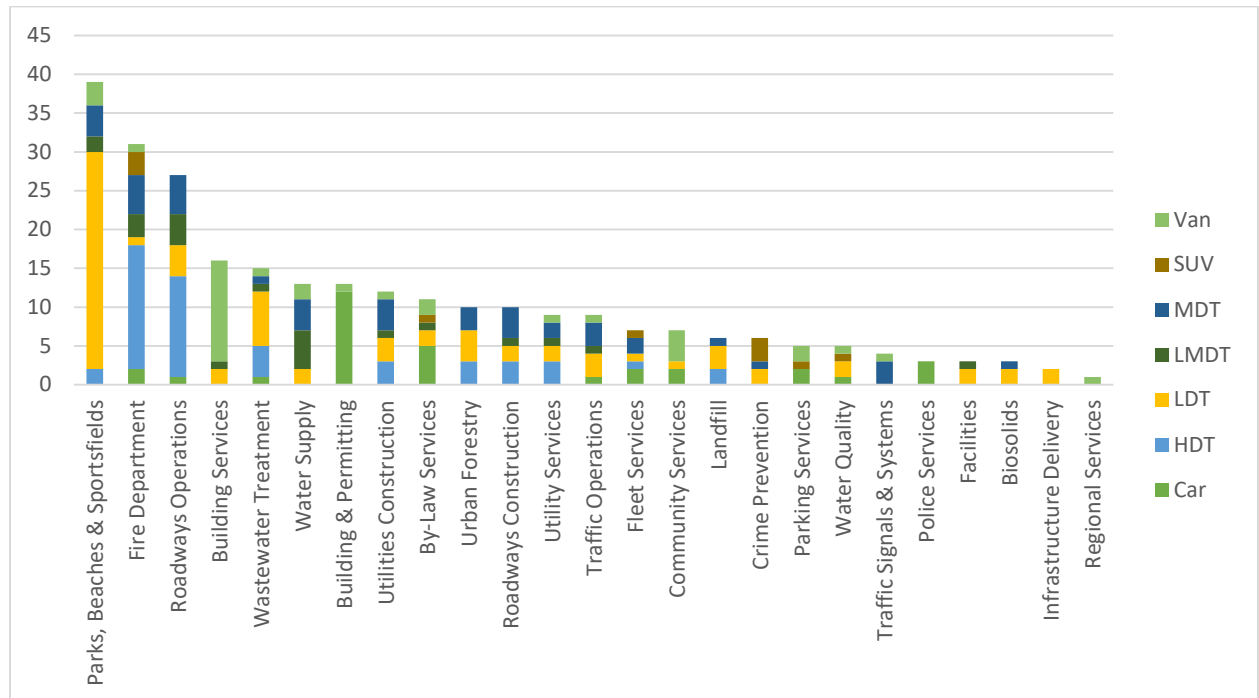


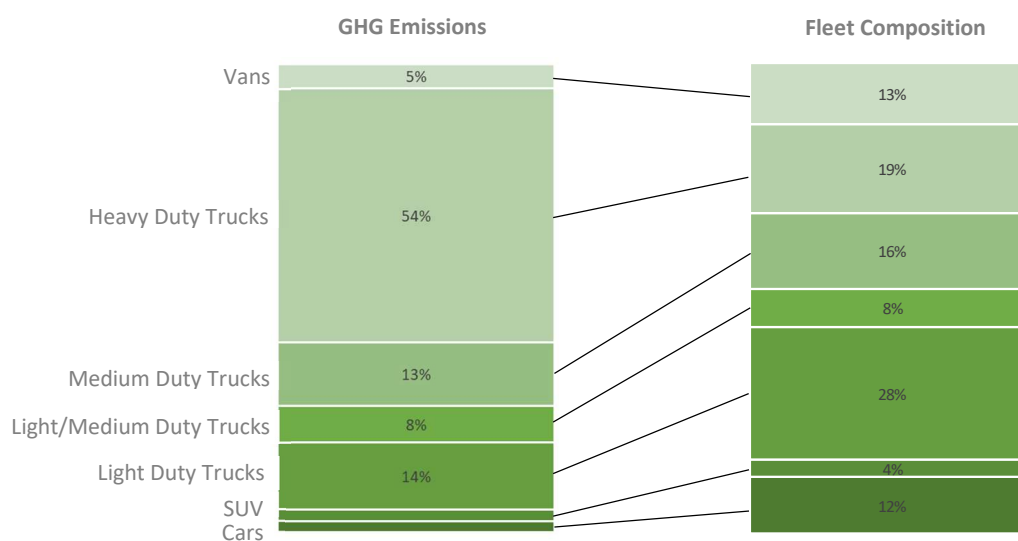
Figure 2: Type and Number of Vehicles Used by Branch

### 3.1 Baseline Greenhouse Gas Emissions

The largest greenhouse gas (GHG) contributor to their fleet are their heavy-duty trucks; representing 54% of total fleet emissions, but only 19% of the fleet size. Examples of these vehicles are the Freightliners and International trucks. The second largest GHG contributors are the light duty pick-up trucks (LDTs), generating 14% of all fleet emissions, and representing 28% of the fleet size. Examples of these are the Ford F-150s. The next two GHG contributors by



vehicle class are the light/medium duty trucks (LMDTs) and the medium duty trucks (MDTs). Examples of these vehicles are the Ford F-250 – F-550. These two classes of vehicles represent 8% and 13% of the fleet's total emissions respectively. Combined these two classes represent 21% of the fleet's total emissions, however, there is currently a gap in the availability of EV replacement for these vehicles. As will be shown further on, combined these classes will represent the largest contributors to the City's fleet emissions over the next 10 years, until replacements option come on the market. For a complete breakdown of vehicles by class description refer to Appendix B.



**Figure 3: GHG Emissions and Fleet Composition**

**Table 2: Baseline Asset Inventory Summary**

Vehicle Category	No. of Vehicles	GHG Emissions (tCO <sub>2</sub> e) <sup>4</sup>
Cars	32	42
SUVs	10	40
Light Duty Pick-Up Trucks (LDT)	75	236
Light/Medium Duty Pick-Up Trucks (LMDT)	22	128
Medium Duty Pick-Up Trucks (MDT)	43	222
Heavy Duty Trucks (HDT)	50	896
Vans	35	85
<b>Total</b>	<b>267</b>	<b>1,648</b>
<i>*Total number of EVs</i>	<i>11 (4%)</i>	<i>-</i>

This next graph shows the GHG emission by Branch. While similar to the graph in Section 3.0 outlining the number of vehicles by branch, this graph reflects how the vehicle types influence

<sup>4</sup> tCO<sub>2</sub>e = metric tonnes of carbon dioxide equivalent

the each Branche's GHG emission, not just the number of vehicles. This is notable, for example, with Roadways Construction, the 11<sup>th</sup> highest number of vehicles, but 3rd highest GHG contributor.

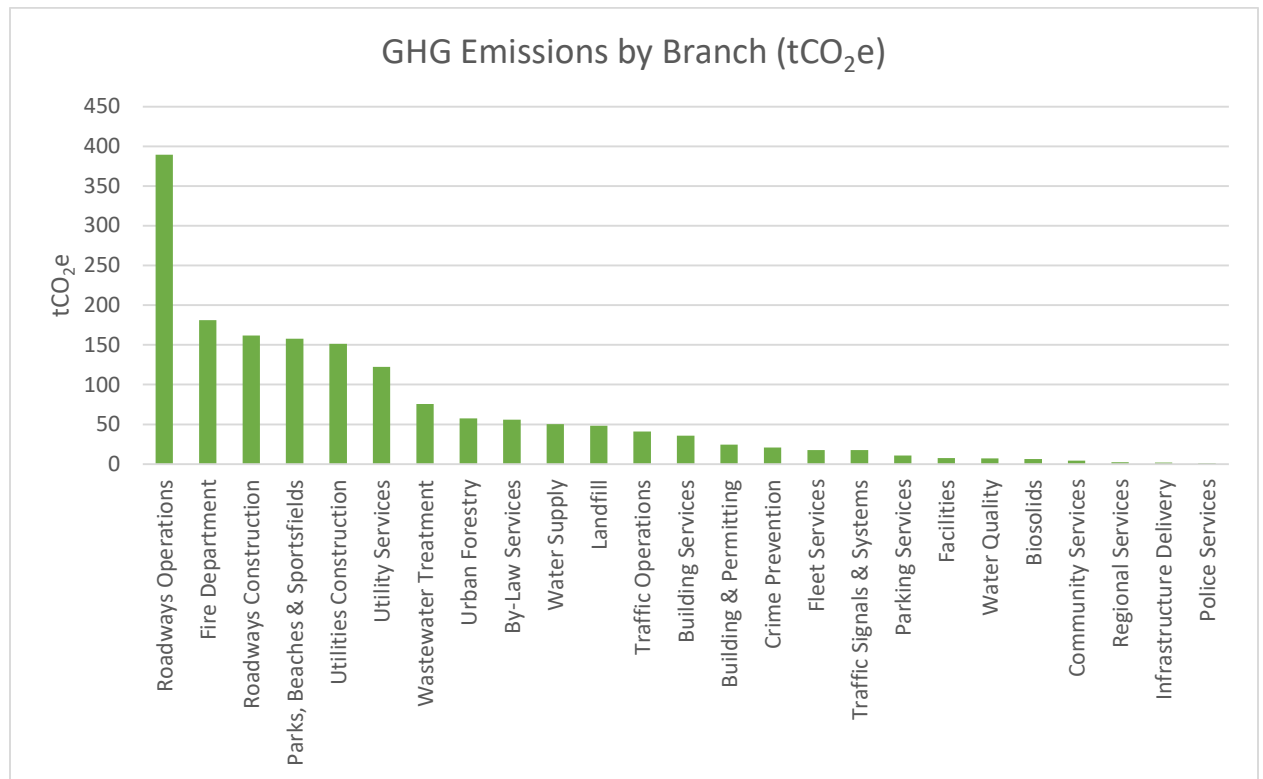


Figure 4: GHG Emissions by Branch (tCO<sub>2</sub>e)

## 4. FUTURE EMISSIONS SCENARIOS

### 4.1 Opportunities for Conversion to EVs

Of the vehicle classes within the City's fleet, there are EV replacement options currently or within the next 3 three years for the following vehicle classes:

- Cars
- SUVs
- LDTs
- Select HDTs
- Vans

Depending on the vehicle class there may be multiple options for EV replacement. Prism identified a selection of vehicle replacement options based on:

1. Cost value
2. Vehicle range
3. Vehicle size
4. Vehicle reviews

Prism considered the following vehicles:

**Table 3: Vehicle Class and EV Option**

Vehicle Class	EV Option
Car	Nissan Leaf (62 kW-hr battery pack)
Car	Hyundai Kona Electric
Car	Chevrolet Bolt EV
Car	Hyundai Ioniq Electric
Car	Tesla Model 3 Standard Range Plus
SUV	Kia Soul Electric
SUV	Kia Niro
SUV	Volvo XC40 Recharge
Van	Ford E-Transit
LDT – Pick-Up	F-150 Lightning
HDT	Lion8 Tractor
HDT	Volvo VNRE62T300
HDT – Garbage Truck	Lion8 Refuse REL

For the purposes of modelling, Prism further refined the vehicle options to the following:

**Table 4: Vehicle Class and EV Option (Refined)**

Vehicle Class	EV Option
Car	Chevrolet Bolt EV
Car	Nissan Leaf (62 kW-hr battery pack)
SUV	Kia Niro
Van	Ford E-Transit
LDT – Pick-Up	F-150 Lightning
HDT	Lion8 Tractor
HDT	Volvo VNRE62T300
HDT – Garbage Truck	Lion8 Refuse REL

Based on EV availability the following table compares the current fleet profile versus a proposed EV replacement profile by 2031 (this assumes no adjustment have been made based on a utilization review):

**Table 5: Duty Class and Fuel Type - 2021 vs. 2031**

Duty Class	Fuel Type	
	2021	2031
Car	10 EVs 16 Hybrids 6 Gasoline / Diesel	30 EVs 2 Hybrids
SUV	1 Hybrid 9 Gasoline / Diesel	6 EVs 1 Hybrid 3 Gasoline / Diesel
Van	35 Gasoline / Diesel	26 EVs 9 Gasoline / Diesel
LDT	75 Gasoline / Diesel	64 EVs 11 Gasoline / Diesel
LMDT	22 Gasoline / Diesel	1 EV 21 Gasoline / Diesel
MDT	1 EV 1 Hybrid 41 Gasoline / Diesel	1 EV 1 Hybrid 41 Gasoline / Diesel
HDT	1 Hybrid 49 Gasoline / Diesel	4 EVs 1 Hybrid 44 Gasoline / Diesel
Total	11 EVs (4%)	132 EVs (49%)
	256 Other (96%)	135 Other (51%)
	<b><u>267 vehicles</u></b>	<b><u>267 vehicles</u></b>

## 2% ANNUAL GROWTH

The City anticipates an annual growth in their fleet of approximately 2% per year, however, details on exactly where this growth would occur was not available. Therefore, while the fleet breakdown in the table above does not account for this growth, the GHG and financial projections further on do account for growth.

## 4.2 GHG Emission Scenarios

Prism looked at three emission scenarios:

1. Current baseline annual emissions;
2. Annual emissions if existing ICE vehicles are replaced with new ICE vehicles; and,
3. Annual emissions if existing ICE vehicles are replaced with EVs based on current and expected future availability.

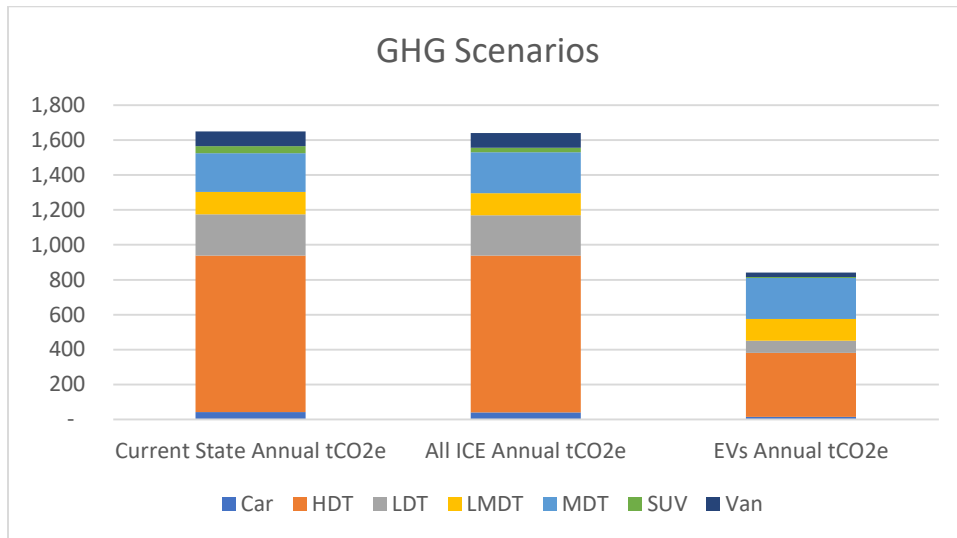
Table 6 outlines the emission outlook based on these three scenarios.

**Table 6: % Change from Baseline Based on Vehicle Class and Emission Scenarios**

Vehicle Class	GHGs (tCO <sub>2</sub> e)			% Change from Baseline
	Baseline	ICE to ICE	ICE to EV	
Car	42	41	14	-68%
SUV	40	25	6	-86%
Van	85	86	24	-72%
LDT	236	231	69	-71%
LMDT	128	123	126	-2%
MDT	222	234	234	5%
HDT	896	897	368	-59%
<b>Grand Total</b>	<b>1,650</b>	<b>1,641</b>	<b>840</b>	<b>-49%</b>

The following chart reflects the reductions in GHG emissions by vehicles class described above. As noted earlier, the LMDT and MDT vehicles experience very little change in their emissions due to lack of available replacement. Combined these two classes will represent 29% of the 2031 fleet emissions. Heavy duty trucks do have some replacement options and therefore do see a 59% reduction in emissions. What is interesting about the HDT replacement is that only four of the current 49 HDT would be replaced under this scenario, and yet the reduction is still very significant.

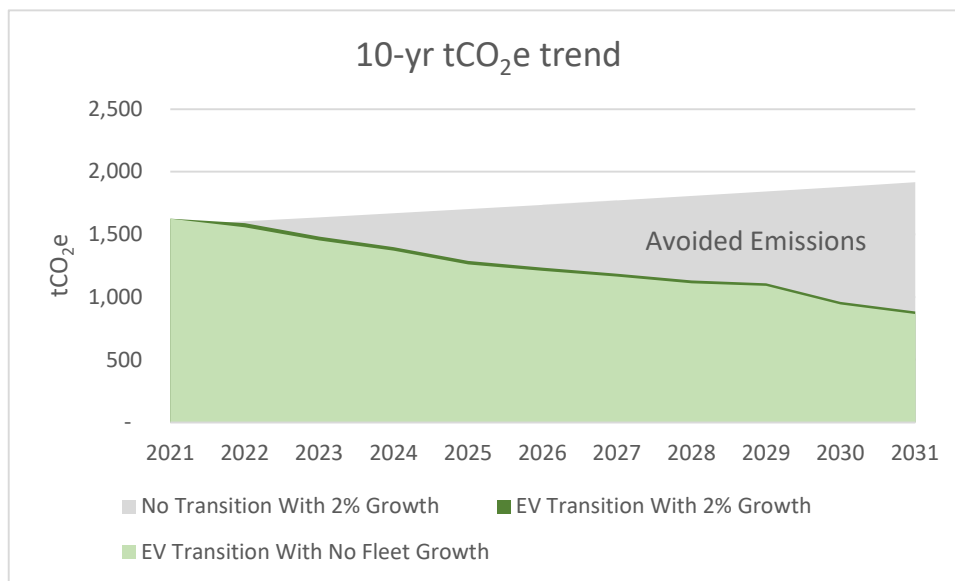




**Figure 5: GHG Scenarios**

Overall, if the City of Kelowna transitions all potential ICE to EV vehicles over the next 10 years (equal to a 49% EV adoption rate), they can achieve a 49% reduction in emissions.

However, the City of Kelowna is projecting a 2% annual growth in the size of their fleet over the next 10 years. As a result, the annual avoided emissions in 2031 are projected to be as much as 54% (1,033 tCO<sub>2</sub>e).



**Figure 6: 10-yr tCO<sub>2</sub>e Trend**

### 4.3 10-year Capital Planning Roadmap

The following chart outlines the replacement forecast based on a 10-year life of the vehicle and the replacement plan provided by the City. Please refer to Appendix B and accompanying Excel Calculator for a complete breakdown of replacement option, vehicle location, etc.

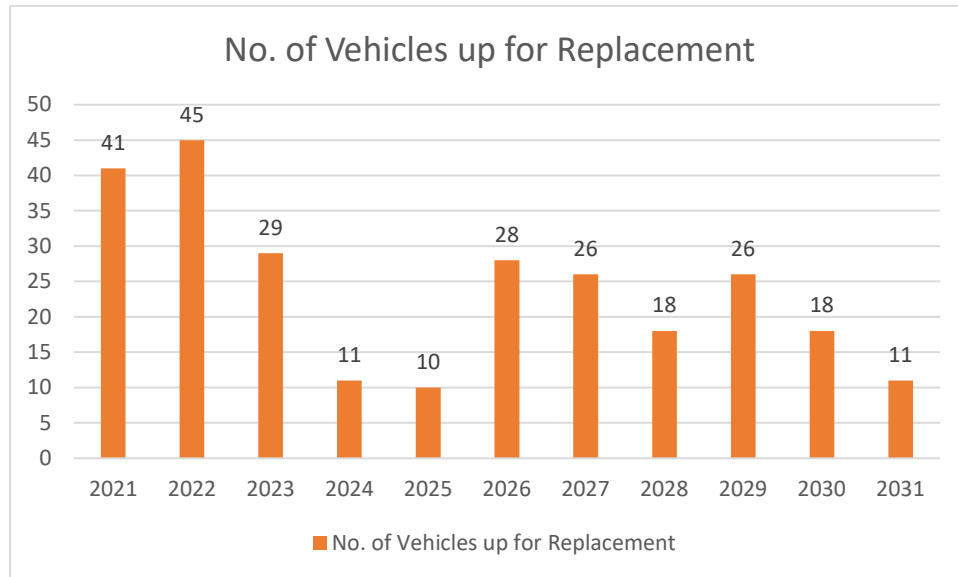


Figure 7: No. of Vehicle up for Replacement

Based on this preliminary replacement plan, the next chart represents the annual EV acquisitions numbers over the next 10 years.

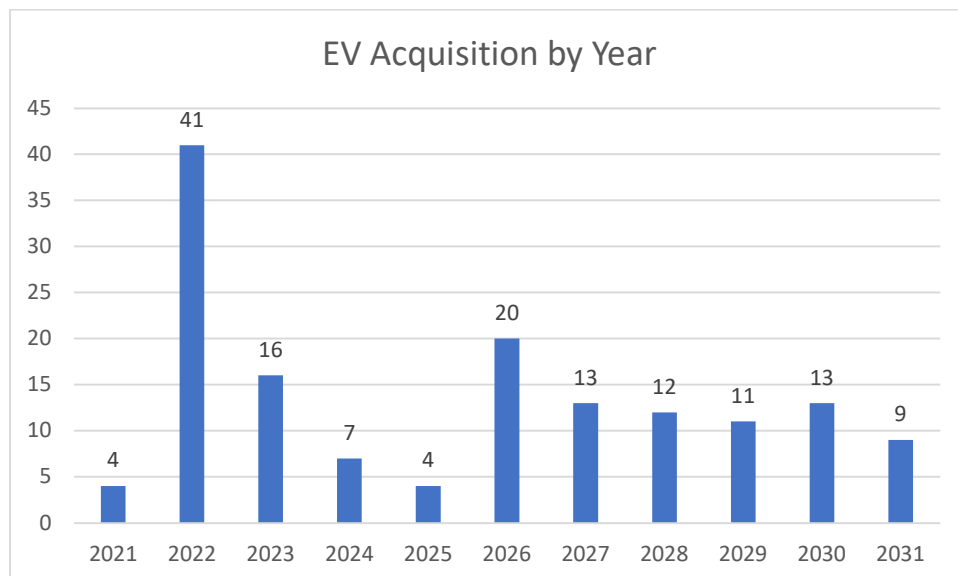


Figure 8: EV Acquisition by Year

However, to match the City's existing capital fleet renewal plan, Prism recommends replacing approximately 20 – 21 vehicles over the next 12 years. Under this scenario the EV acquisition plan would look more like the following.

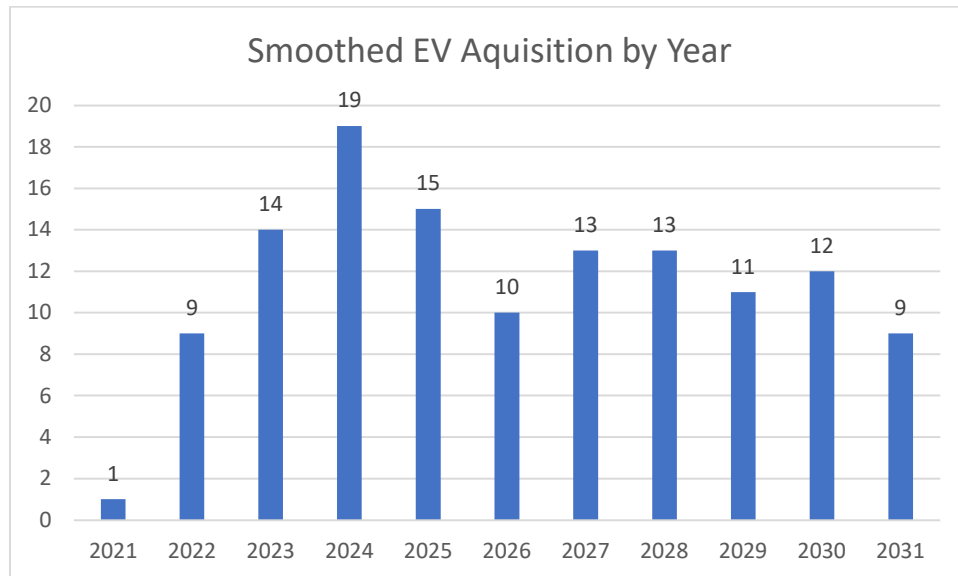


Figure 9: Smoothed EV Acquisition by Year

The following chart displays the EV adoption rate over the next 10 years, compared with the City's adoption targets. As we can see, based on the proposed EV transition plan, the City will achieve a 13% adoption of EV by 2023, surpassing their current 10% in 2023 commitment.

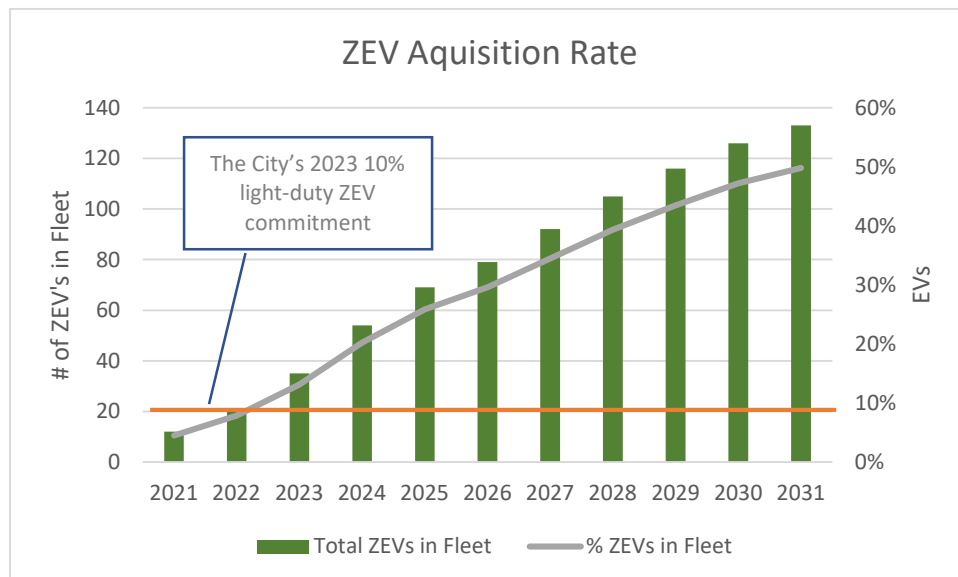


Figure 10: EV Acquisition Rate

If we incorporate the 2% expected annual growth of the City's fleet, in 10-years we can expect 39% (\$1,125,516) of avoided annual operating expenses.

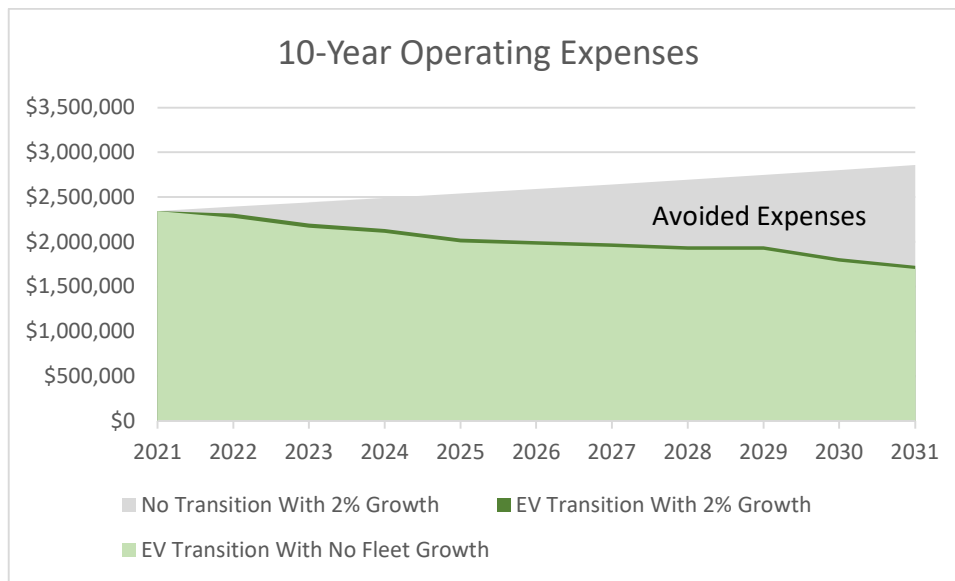


Figure 11: 10-Year OPEX

Table 7: Annual Operating and Maintenance (O&M) Costs

	Annual Operating and Maintenance (O&M) Costs
Current State / All ICE State*	\$ 2,345,636
Future EV State	\$ 1,698,142
Future EV State with 2% Growth	\$1,733,706
% Change with 2% Growth	-39%

\*Note: Current state and future ICE state are expected to have similar operating costs.

The ICE-to-ICE capital outlay and operating costs over the next 10 years will be as follows.

**Table 8: ICE to ICE Capital Outlay and Operating Costs over the Next 10 Years**

Year	Capital Cost <sup>5</sup>	Operating Cost	Total Budget
2021	\$3,522,250	\$2,345,558	\$5,867,808
2022	\$2,070,333	\$2,345,558	\$4,415,891
2023	\$1,645,429	\$2,345,558	\$3,990,987
2024	\$1,144,228	\$2,345,558	\$3,489,786
2025	\$1,370,129	\$2,345,558	\$3,715,687
2026	\$1,556,276	\$2,345,558	\$3,901,833
2027	\$1,867,098	\$2,345,558	\$4,212,656
2028	\$1,028,951	\$2,345,558	\$3,374,509
2029	\$1,041,218	\$2,345,558	\$3,386,775
2030	\$2,083,341	\$2,345,558	\$4,428,899
2031	\$3,353,799	\$2,345,558	\$5,699,357

The ICE to EV capital outlay and operating costs over the next 10 years be as follows:

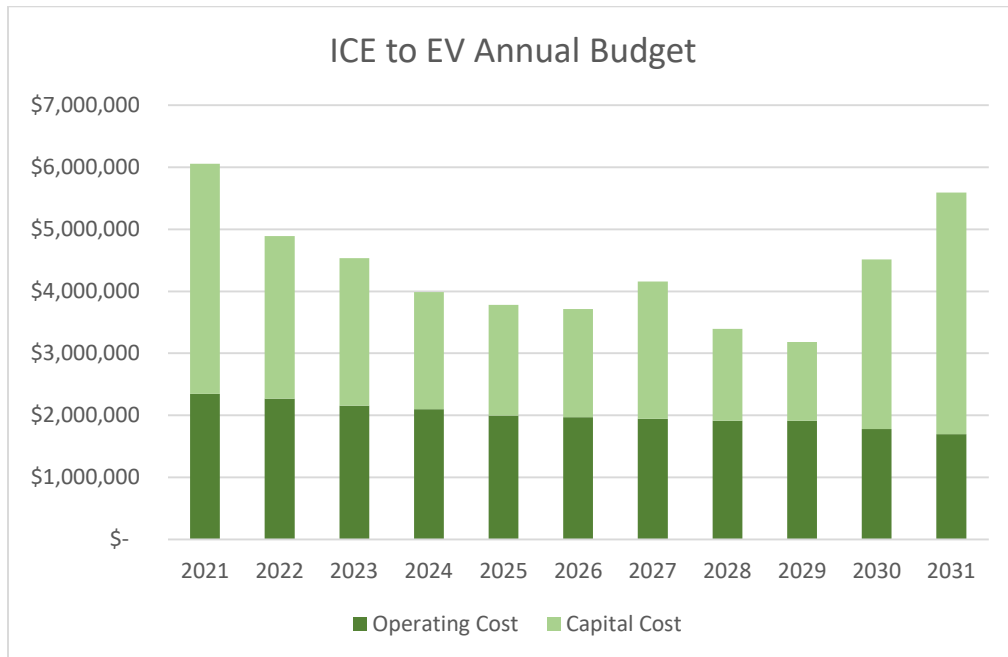
**Table 9: ICE to EV Capital Outlay and Operating Costs over the Next 10 Years**

Year	Capital Cost <sup>6</sup>	Operating Cost	Total Budget
2021	\$3,709,654	\$2,345,558	\$6,055,212
2022	\$2,621,217	\$2,269,495	\$4,890,712
2023	\$2,376,207	\$2,157,478	\$4,533,685
2024	\$1,886,112	\$2,100,013	\$3,986,125
2025	\$1,785,439	\$1,993,700	\$3,779,139
2026	\$1,746,151	\$1,968,073	\$3,714,223
2027	\$2,216,387	\$1,942,498	\$4,158,885
2028	\$1,482,744	\$1,912,561	\$3,395,305
2029	\$1,270,463	\$1,912,167	\$3,182,629
2030	\$2,734,497	\$1,778,201	\$4,512,698
2031	\$3,891,137	\$1,698,153	\$5,589,289

<sup>5</sup> Does not include costs of charge infrastructure.

<sup>6</sup> Does not include costs of charge infrastructure.





**Figure 12: Annual Budget**

While the capital costs are expected to increase, this transition will decrease the City's annual fleet operating costs (including fuel and maintenance) by 28% by 2031 compared with 2021. As a result, the life cycle costs after electrifying the fleet is expected to decrease by 2% due to the reduced O&M costs.

**Table 10: Fleet Life Cycle Cost**

	Fleet Life Cycle Cost (based on 10-year life of asset)
Current State	\$49,859,576
All ICE State	\$51,559,113
Future EV State	\$50,375,974
% Change	-2%

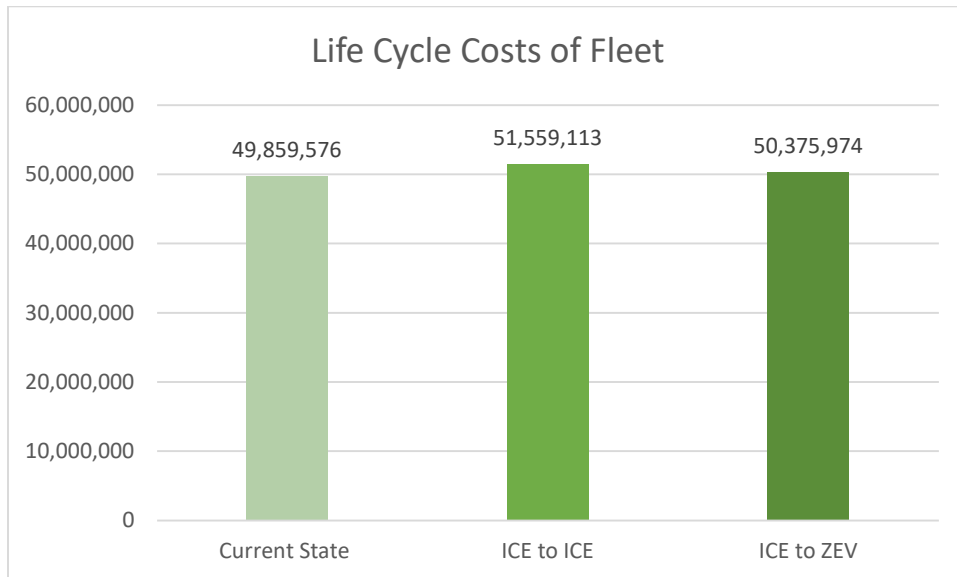


Figure 13: Life Cycle Costs of Fleet

## 5. EMISSION REDUCTION ALTERNATIVES

### 5.1 Utilization and Right-Sizing

According to the City's Corporate Fleet Sustainability Policy, the following annual utilization targets have been identified:

**Table 11: Annual KMs Targets and % Alignment**

Vehicle Class	Annual KMs Target	% Alignment
Car	10,000	47%
SUV	10,000	50%
Van	10,000	20%
LDT	10,000	51%
LMDT	20,000	9%
MDT	20,000	7%
HDT	20,000	20%

The table above provides the alignment rate for each of these duty classes. As we can see, the alignment rate is quite low across the portfolio. There may be good reason for this, however given the overall low alignment, a review of these targets and of those vehicles not aligning is recommended.

As mentioned, the biggest barrier at this time to full electrification is the lack of EV options for light-medium-duty and medium-duty pick-ups. Until such time as these types of vehicles enter the market, the City should evaluate these categories of vehicles with the following questions in mind:

1. Can the existing LMDT or MDT be eliminated from the fleet?
2. Can the existing LMDT or MDT be transitioned to LDTs?

## 6. CHARGING STRATEGY AND ALIGNMENT WITH INFRASTRUCTURE ASSESSMENT

Struthers Technical Solutions (Mr. Riley Devlin) is conducting an infrastructure assessment at the following City locations:

1. Public Works Yard (City Yard) - 1495 Hardy St.
2. Parks Yard - 1359 KLO Rd.
3. Landfill - 2710 John Hindle Dr.
4. Wastewater Treatment Facility - 951 Raymer Ave.
5. Windsor Rd - 6720 Windsor Rd.
6. Commonage - 565 Commonage Rd.
7. Police Services Building - 1170 Richter St.
8. City Hall Parking Lot - 1435 Water St
9. Field Office - 3235 Gulley Rd.
10. Library Parkade - 1360 Ellis St.

We coordinated our model projections with the EV Infrastructure Assessment findings. We've recommended a charging strategy that will provide sufficient charging capacity for all the planned EV replacements included in this assessment. Details on the number of charging ports and circuits, as well as estimated installation costs, for each location are provided in Section 6.1.

Our coordination with the EV Infrastructure Assessment and based on the estimated demand in Table 12, two locations will require a utility service (Fortis) upgrades to fully implement the recommended charging scenarios. The main service entrance and distribution equipment at the remainder of the facilities is adequate to support the estimated demand, however the utility service may require upgrades to supply the additional load and Fortis will need to be engaged at each location to assess the utility capacity.

The locations and recommended upgrade measures are:

- Parks Yard (1359 KLO Rd.) – Upgrade Fortis transformer from 75 kVA to at least 150 kVA (the secondary distribution was upgraded in 2019/2020 and would not require additional upgrades)
- 6720 Windsor Rd. – Provide a new, separate utility feed and distribution to the fleet parking area exclusively for the new charging infrastructure.

Please refer to the EV Infrastructure Assessment report for further details.

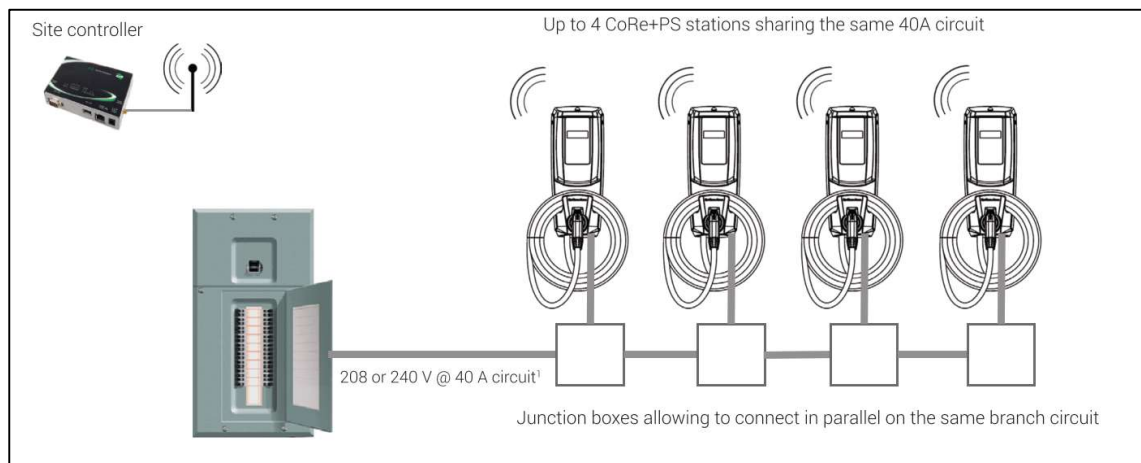
### 6.1 Vehicle Storage and Infrastructure Requirements

Based on the recommended transition scenario outline in this report, by 2031 electric vehicles would be distributed and stored over night at the locations outlined in Table 12. To ensure each vehicle has the ability to charge overnight, we recommend providing one Level 2 charging port per vehicle being stored overnight at each location. Charging stations typically have either one

or two ports per station. For example, providing one charging port for 10 vehicles can be achieved by using 10 single-port charging stations or five dual-port charging stations.

Furthermore, we analyzed the average daily driving distances for each vehicle, along with the rated range of the EV replacement, and determined that up to four vehicles can share a single 32A rated (40A breaker) Level 2 circuit and recharge sufficiently during a 12-hour overnight period. A charging station load management system will be required at each location with multiple stations to automatically control and optimize the charging rates for each vehicle.

An example of four single-port Level 2 charging stations sharing a 32A rated circuit (40A breaker) is shown in Figure 14.



**Figure 14: System Diagram for Single Port Load Sharing 4 Stall Configuration**

The minimum and maximum charging performances for the recommended configuration are outlined in Table 12. The charging performance for Level 1 (12A, 120V) is also provided for comparison. While the minimum performance values are similar, the load sharing Level 2 configuration has the advantage of four times faster charging rates when only one vehicle is charging. This could be when the other 3 vehicles on the same circuit have finished charging or when they are not plugged in.

**Table 12: Charging Performance: Dual Port 16A Level 2 – 2 Stall Load Sharing**

Configuration	Minimum Performance		Maximum Performance	
	Power Draw	Range Gained Per Hour*	Power Draw	Range Gained Per Hour*
Level 2 – 32A w/ Load Sharing (40A Breaker)	1.64 kW	10 km	6.67 kW	40 km
Level 1 – 12A (15A Breaker)	1.44 kW	8 km	1.44 kW	8 km

\*Estimated range will vary depending on vehicle

The total number of charging circuits and maximum charging demand (kW) for this load sharing configuration are also provided in Table 13. Load sharing will reduce the charging infrastructure costs at each location by reducing the overall electrical demand requirements.



**Table 13: Overnight Parking Locations**

Overnight Parking Location	Address	No. of EV's	Number of Required Charging Ports	Number of Level 2 Charging Circuits*	Max Charging Demand (kW)*
Police Station	1170 Richter St.	1	1	1	7
Parks yard	1359 KLO Rd.	34	34	9	60
Library Parkade	1360 Ellis St.	15	15	4	27
Administration Building	1450 KLO Rd.	2	2	1	7
Public Works Yard	1495 Hardy St.	28	28	7	47
Recreation Centre	1800 Parkinson Way	7	7	2	13
Fire Hall	2255 Enterprise Way	5	5	2	13
Landfill	2710 John Hindle Dr.	5	5	2	13
Field Office	3235 Gulley Rd.	6	6	2	13
Compost Facility	565 Commonage Rd.	1	1	1	7
Rutland Arena	645 Dodd Rd.	2	2	1	7
Building Services	6720 Windsor Rd.	19	19	5	33
Wastewater Treatment Facility	951 Raymer Ave.	12	12	3	20
Employee's home	At Home	13	N/A	N/A	N/A
<b>Grand Total</b>		<b>150</b>	<b>137</b>	<b>72</b>	<b>266</b>

\*Assumes four vehicles sharing a 32A rated circuit with 40A breaker at 208V

The number of charging stations at each location will depend on if single-port or dual-port charging stations are used.

Typical unit cost for a single-port Level 2 charging station is \$5,000 while a dual-port charging station is \$8,000. Estimated installed costs, which include material and labour costs, for each location are provided in Table 14. Cost estimates and budgets will need to be updated as part of the detailed design phase to reflect actual installation requirements and any limitation of the existing electrical distribution systems.

**Table 14: Charging Station Cost Estimates**

Overnight Parking Location	Address	Number of Required Charging Ports	Charging Station Cost Estimate (Material and Labour)
Police Station	1170 Richter St.	1	\$10,000
Parks yard	1359 KLO Rd.	34	\$300,000 - \$340,000
Library Parkade	1360 Ellis St.	15	\$135,000 - \$150,000
Administration Building	1450 KLO Rd.	2	\$18,000 - \$20,000
Public Works Yard	1495 Hardy St.	28	\$250,000 - \$280,000
Recreation Centre	1800 Parkinson Way	7	\$60,000 - \$70,000
Fire Hall	2255 Enterprise Way	5	\$45,000 - \$50,000
Landfill	2710 John Hindle Dr.	5	\$45,000 - \$50,000
Field Office	3235 Gulley Rd.	6	\$54,000 - \$60,000
Compost Facility	565 Commonage Rd.	1	\$10,000
Rutland Arena	645 Dodd Rd.	2	\$18,000 - \$20,000
Building Services	6720 Windsor Rd.	19	\$170,000 - \$190,000
Wastewater Treatment Facility	951 Raymer Ave.	12	\$110,000 - \$120,000
Employee's home	At Home	N/A	N/A
<b>Grand Total</b>		<b>137</b>	<b>\$1,215,000 - \$1,370,000</b>

At present time we do not see a need for Level 3 DC fast charging at any locations, though this may change in the future as more electric light-medium-duty and medium-duty pick-up trucks become available, depending on their battery sizes and daily driving ranges. Typical costs to purchase and install a Level 3 DC fast charger are \$70,000 to \$80,000 assuming there is sufficient spare electrical capacity (minimum 50 kW per charger).

## 7. REVIEW OF OTHER MUNICIPALITIES

Prism conducted a scan of other municipalities and regional districts' emission targets specific to fleet, as well as policies and strategies in place to support progress towards the targets. The table below summarizes the findings of our research:

**Table 15: Fleet Emission Targets, Strategies and Policies**

City of Kamloops	
Corporate Fleet Emission Targets	<ul style="list-style-type: none"> <li>By 2025, make workplace EV charging available for any City employee who requests this service (provided they work at a City facility where employee parking is provided)</li> <li>By 2030, reduce fleet GHG emissions by 40% below peak levels.</li> <li>By 2050, reduce fleet GHG emissions by 100%.</li> </ul>
Fleet Strategies	<ul style="list-style-type: none"> <li>Green Fleet Plan (to right size and electrify fleet where applicable)</li> <li>Workplace charging pilot for City employees</li> <li>Facility assessments for charging stations accommodating fleet, employee, and visitor EV charging</li> <li>Deploying E-bikes in City fleet</li> </ul>
Fleet Policies	<ul style="list-style-type: none"> <li>Electric First procurement policy (based on life cycle cost analysis, and including \$150/tCO<sub>2</sub>e carbon price)</li> <li>Workplace charging policy including user fees</li> </ul>
City of Vancouver	
Corporate Fleet Emission Targets	<ul style="list-style-type: none"> <li>30% below 2007 levels by 2020</li> <li>50% below 2007 level by 2030 ("Big Move #3")</li> <li>80% below 2007 by 2050</li> <li>Committed to 100% renewable energy usage by 2050</li> </ul>
Fleet Strategies	<ul style="list-style-type: none"> <li><a href="https://vancouver.ca/green-vancouver/green-fleets.aspx">https://vancouver.ca/green-vancouver/green-fleets.aspx</a></li> <li>Presentation by Head, Fleet Strategy and Asset Management<sup>7</sup></li> <li>Electrifying the fleet (by 2023, transitioning all non-emergency fleet sedans to zero emission vehicles and replacing additional batch of heavy-duty trucks with electric vehicles)</li> <li>Charging infrastructure strategy for City's EVs</li> <li>Transitioning small mobile equipment to electric or zero emission</li> </ul>

<sup>7</sup> [https://www2.gov.bc.ca/assets/gov/environment/climate-change/cng/symposium/2019/20191127\\_835am\\_main\\_session\\_2\\_cov\\_fleet\\_electrification\\_business\\_case.pdf](https://www2.gov.bc.ca/assets/gov/environment/climate-change/cng/symposium/2019/20191127_835am_main_session_2_cov_fleet_electrification_business_case.pdf)

	<ul style="list-style-type: none"> <li>· Purchasing 100% renewable diesel (R100) as of 2018 for the 55% of fleet fuelled by diesel</li> <li>· dedicated natural gas compression station allowing City vehicles (including 33 refuse trucks) to be operated on 100% CNG, making up 8% of CoV's fleet fuel use</li> <li>· Efficient driving practices (utilizing telematics to gain insight and implement driver training, idle management, cab heaters)</li> <li>· Car Sharing contract with co-operative auto network</li> <li>· Recycling scrap metal, oil and batteries</li> <li>· Purchasing (central fleet management, right sizing, minimizing idle vehicles)</li> <li>· In-house maintenance repair and fabrication</li> </ul>
Fleet related Policies	<ul style="list-style-type: none"> <li>· Corporate Carbon Pricing Policy (\$160/tCO<sub>2</sub>e in 2021 and rising 6% per year: <a href="https://policy.vancouver.ca/ADMIN019.pdf">https://policy.vancouver.ca/ADMIN019.pdf</a>)</li> <li>· Greenest City Action Plan (Green Operations Plan)</li> </ul>
<b>Metro Vancouver</b>	
Emission Targets	<ul style="list-style-type: none"> <li>· Targets aligned with Province and consistent with IPCC and Paris Agreement. (Note: targets are not specific to fleet.)</li> <li>· 45% from 2010 by 2030</li> <li>· Carbon neutral region by 2050</li> </ul>
Fleet Strategies	<ul style="list-style-type: none"> <li>· Right-Sizing (annual fleet utilization assessment, replacement assessment, new fleet operational need assessment, sized to typical operational requirements)</li> <li>· Low Emission Technologies (develop and annually update a list of vehicles with hierarchy of most preferred based on GHG emissions and incorporate into the life cycle costing tool)</li> <li>· Acquisition (purchase vehicles with greatest reduction in emissions where operationally feasible)</li> <li>· Monitoring and Reporting (establish baseline inventory of fleet assets and annually report on their financial and emission performance)</li> </ul>
Fleet Policies	<ul style="list-style-type: none"> <li>· Fleet planning and acquisition <a href="#">policy No. FN-014</a></li> <li>· <i>Fleet Utilization Procedures</i></li> <li>· <i>Fleet Assessment Procedures</i></li> <li>· <i>Low Emission Vehicle Standard</i></li> <li>· <i>Sustainability Innovation Fund</i></li> <li>· Carbon Price <a href="#">policy No. GV-015</a> (\$150/tCO<sub>2</sub>e in life cycle cost analyses)</li> </ul>

City of Kelowna is well aligned with similar approaches in place for addressing their fleet emission and through the City's Fleet Sustainability Policy. Potential additional opportunities to enhance the City's current fleet management procedures and policies include:

1. Setting corporate fleet emission reduction targets. This can be aligned with the City's overall emission targets, or set based on findings of this assessment;
2. Selecting an internal carbon price and utilizing it for emission reduction business case; and,
3. Monitoring and reporting on the fleet telematics data to proactively identify low utilization and/or high emission vehicles to investigate and address as needed.



## 8. CONCLUSIONS AND RECOMMENDATIONS

Through electrification of the City of Kelowna's fleet over the next 10 years, they could achieve:

- A 49% EV adoption rate;
- A 49% reduction in GHG emissions; and
- A 2% reduction in the life cycle cost of their fleet.

What's more, these number are expected to improve due to anticipated:

- Reductions in EV capital costs;
- Increases in the carbon tax (note we did not model this increase);
- Additional EV replacement options, particularly for LMDT, MDT and HDT vehicles.

Given all this, Prism recommends the following:

- Capital Plan Refining and Tracking:** This report provides a roadmap to transition to fleet electrification. However, we expect that this plan will need to be adjusted based on context specifics of the organization. We recommend reviewing the plan and adjusting and tracking on an annual basis against the adoption rates being prescribed.
- GHG Targets:** While the City currently does not have a GHG emission target specific to their fleet, as discussed in Section 7, many regions do in the range of 40-50% by 2030. If the City of Kelowna were to adopt a similar target, this strategy would position them comfortable to meet that goal while also demonstrating their commitment to sustainability and climate action.
- Fleet Utilization Review:** Annual utilization targets have been identified by vehicle duty class under the City's Corporate Fleet Sustainability Policy. Alignment with these annual targets is 50% or less across the portfolio. There may be good reason for the utilization, however, given the overall low alignment, a review of these targets those vehicle not aligning is recommended.
- Fleet Rightsizing Review:** The biggest barrier at this time to full electrification is the lack of EV options for LMDTs and MDTs. Until such time as these types of vehicles enter the market, the City should evaluate these categories of vehicles with the following questions in mind:
  - Can the existing LMDTs or MDTs be eliminated from the fleet (due to low utilization, for example)?
  - Can the existing LMDTs or MDTs be transitioned to LDTs?
- Carbon Price:** Our research indicated internal carbon price at rates ranging from \$160 - \$300 /tCO<sub>2</sub>e can be used reasonably to support an electrification business case. Given the City's current support for electrification, we understand this lever may not be necessary. However, in future, this could be added into the City's existing Purchasing Policy and would also support the integration of climate into the financial assessment of other capital projects within the City.

In conclusion, the City of Kelowna is in a strong position to play a significant contributing role to the regions transition to electric vehicles, while reducing their organization footprint. Through a combination of EV adoption, and a review of their fleet size and makeup, the City has an opportunity to continue to be a leader in sustainable transportation while also demonstrating fiscal prudence.

## APPENDIX A – Glossary

BEV – Battery Electric Vehicle

D – Diesel Vehicle

EV – Electric Vehicle

ZEV – Zero Emission Vehicle

G – Gasoline Vehicle

H – Hybrid Vehicle

ICE – Internal Combustion Engine

SUV – Sport utility vehicle

LDT – Light-duty truck, Class 1 and 2a; i.e. F-150, Ford Ranger.

LMDT – Light/medium-duty truck, Class 2b; i.e. F-250.

MDT – Medium-duty truck, Class 3 – 6; i.e. F-350, F-450.

HDT – Heavy-duty truck, Class 7-8; i.e. F-550, Freightliner, International, Sterling.

## APPENDIX B – Transition Profile by Unit

Unit Name	Current Fleet Make-Up			EV Scenario		Current Fleet vs EV Replacement							
	Duty Class	Make and Model	Fuel Type	Make and Model	Fuel Type	Annual Fuel Savings (Litres)	Annual Fuel / Energy Cost Savings	Annual Elec. (kWh)	Annual Elec. Costs	Maint. Savings	Lifetime Cost Savings	Payback Period	Net GHG Savings
V1910 01	Car	Nissan Leaf SV	EV	2020 Chevrolet Bolt EV BEV	EV	-	\$2,003	940	\$74	\$(116)	\$11,517	-91	0.06
V1920 01	Van	Ford Transit 150	G	2022 Ford E-Transit	EV	1,721	\$1,861	3,512	\$277	\$2,594	\$(16,190)	-64	3.16
V1920 02	Van	Ford Transit 150	G	2022 Ford E-Transit	EV	1,772	\$(262)	3,316	\$262	\$985	\$(15,126)	-47	3.33
V1920 04	Van	Ford Transit Connect	G	2022 Ford E-Transit	EV	-	\$290	302	\$24	\$(64)	\$(48,192)	9	-0.08
V1930 01	LDT	Ford F150	G	2022 F-150 Lighting	EV	260	\$2,330	959	\$76	\$284	\$(40,449)	40	0.37
V1930 02	LDT	Ford F150 4x4	G	2022 F-150 Lighting	EV	1,993	\$3,963	8,482	\$670	\$7,442	\$53,575	-3	2.56
V1930 03	LMDT	Ford F250 Crew Cab	G	Ford F-250	G	-	\$-	-	\$-	\$3,456	\$(6,271)	0	0.00
V1930 05	LDT	Ford F150	G	2022 F-150 Lighting	EV	838	\$810	4,001	\$316	\$(362)	\$(42,333)	32	0.97
V1930 06	LDT	Ford F150 Reg Cab 4x4 w/ Spacecap Canopy	G	2022 F-150 Lighting	EV	933	\$(201)	2,544	\$201	\$2,226	\$2,897	-8	1.55
V1940 02	MDT	Ford F550 Superduty	G	Ford F-550	G	-	\$-	-	\$-	\$-	\$(44,684)	0	0.00
V1940 03	MDT	Ford F550 Superduty	D	Ford F-550	D	-	\$-	-	\$-	\$4,395	\$2,607	0	0.00
V1940 04	MDT	Ford F450	G	Ford F-450	G	-	\$-	-	\$-	\$5,534	\$20,527	0	-0.91

Unit Name	Current Fleet Make-Up			EV Scenario		Current Fleet vs EV Replacement							
	Duty Class	Make and Model	Fuel Type	Make and Model	Fuel Type	Annual Fuel Savings (Litres)	Annual Fuel / Energy Cost Savings	Annual Elec. (kWh)	Annual Elec. Costs	Maint. Savings	Lifetime Cost Savings	Payback Period	Net GHG Savings
V1970 06	MDT	Canadian Electric Vehicles Might-E Truck	EV	2020 Nissan Leaf (62 kW-hr battery pack) BEV	EV	-	\$(1)	18	\$1	\$3,288	\$20,422	0	0.00
V2010 02	Car	Hyundai Kona EV	EV	2020 Chevrolet Bolt EV BEV	EV	-	\$131	940	\$74	\$320	\$13,512	-33	0.06
V2010 04	SUV	Mitsubishi Outlander PHEV	H	2020 Kia Niro BEV	EV	160	\$(130)	1,650	\$130	\$46	\$15,082	12	-0.04
V2010 05	Car	Hyundai Kona EV	EV	2020 Chevrolet Bolt EV BEV	EV	-	\$(102)	1,296	\$102	\$142	\$11,447	-25	0.08
V2010 08	Car	Hyundai Kona EV	EV	2020 Chevrolet Bolt EV BEV	EV	-	\$(72)	910	\$72	\$(398)	\$(10,866)	-6	0.06
V2020 01	Van	Ford Transit T150	G	2022 Ford E-Transit	EV	-	\$(63)	797	\$63	\$(169)	\$(35,796)	3	-0.20
V2020 05	Van	Ford Transit Connect XL	G	2022 Ford E-Transit	EV	-	\$(242)	3,069	\$242	\$(651)	\$(52,586)	5	-0.77
V2020 08	Van	Ford Transit T150	G	2022 Ford E-Transit	EV	-	\$(76)	958	\$76	\$(92)	\$(31,165)	6	-0.24
V2020 09	Van	Ford Transit T250	G	2022 Ford E-Transit	EV	-	\$(33)	411	\$33	\$13	\$(37,190)	5	-0.10
V2020 10	Van	Ford Transit Connect	G	2022 Ford E-Transit	EV	-	\$(17)	213	\$17	\$(45)	\$(48,534)	9	-0.05
V2020 11	Van	Ford Transit Connect	G	2022 Ford E-Transit	EV	-	\$(6)	80	\$6	\$(17)	\$(47,281)	9	-0.02
V2030 02	LDT	Ford F150	G	2022 F-150 Lighting	EV	-	\$(193)	2,442	\$193	\$(104)	\$(44,097)	13	-0.61
V2030 03	LDT	Ford Ranger	G	2022 F-150 Lighting	EV	-	\$(92)	1,163	\$92	\$(263)	\$(55,577)	9	-0.29
V2030 04	LDT	Ford Ranger	G	2022 F-150 Lighting	EV	-	\$(131)	1,657	\$131	\$(374)	\$(57,081)	9	-0.41

Unit Name	Current Fleet Make-Up			EV Scenario		Current Fleet vs EV Replacement							
	Duty Class	Make and Model	Fuel Type	Make and Model	Fuel Type	Annual Fuel Savings (Litres)	Annual Fuel / Energy Cost Savings	Annual Elec. (kWh)	Annual Elec. Costs	Maint. Savings	Lifetime Cost Savings	Payback Period	Net GHG Savings
V2030 05	LDT	Ford Ranger 4x4	G	2022 F-150 Lighting	EV	-	\$(66)	841	\$66	\$(190)	\$(54,596)	10	-0.21
V2030 07	LMDT	Ford F250	G	Ford F-250	G	-	\$-	-	\$-	\$6,604	\$(0)	0	0.00
V2030 13	LDT	Ford F150	G	2022 F-150 Lighting	EV	-	\$35	797	\$63	\$(180)	\$(53,843)	10	-0.20
V2030 15	MDT	Ford F350 Superduty	G	Ford F-350	G	-	\$-	-	\$-	\$9,832	\$(5,133)	0	0.00
V2030 16	MDT	Ford F350	G	Ford F-350	G	-	\$-	-	\$-	\$2,348	\$18,491	0	0.00
V2030 17	LDT	Ford F150	G	2022 F-150 Lighting	EV	119	\$(53)	673	\$53	\$151	\$(37,628)	22	0.11
V2060 02	HDT	Freightliner Vacall AJV1015	D	2021 Volvo VNRE62T300	EV	-	\$(68)	864	\$68	\$(207)	\$109,082	-49	-0.22
V2110 04	Car	Nissan Leaf	EV	2020 Chevrolet Bolt EV BEV	EV	-	\$-	-	\$-	\$-	\$(4,385)	-8	0.00
V2110 05	Car	Hyundai Kona EV	EV	2020 Chevrolet Bolt EV BEV	EV	-	\$-	-	\$-	\$-	\$(6,391)	-7	0.00
V2110 06	Car	Hyundai Kona EV	EV	2020 Chevrolet Bolt EV BEV	EV	-	\$5,837	-	\$-	\$-	\$(6,391)	-7	0.00
V6039	HDT	Spartan 1250 GPM Pump	D	Spartan 1250 GPM Pump	D	-	\$-	-	\$-	\$21,117	\$142,659	0	0.00
V6257	Van	Ford Econoline E150 XL Wagon	G	2022 Ford E-Transit	G	-	\$-	966	\$76	\$354	\$(39,067)	49	0.52
V6259	LDT	Mazda B2300	G	2022 F-150 Lighting	EV	693	\$3,924	1,979	\$156	\$157	\$(57,092)	61	1.13
V6292	HDT	Sterling L7500	D	Sterling L7500	D	-	\$-	-	\$-	\$9,841	\$-	0	0.00
V6297	MDT	Ford F550	D	Ford F-550	D	-	\$-	-	\$-	\$6,214	\$16,097	0	0.00
V6300	MDT	Ford F350	D	Ford F-350	D	-	\$-	-	\$-	\$813	\$(13,566)	0	0.38



Unit Name	Current Fleet Make-Up			EV Scenario		Current Fleet vs EV Replacement							
	Duty Class	Make and Model	Fuel Type	Make and Model	Fuel Type	Annual Fuel Savings (Litres)	Annual Fuel / Energy Cost Savings	Annual Elec. (kWh)	Annual Elec. Costs	Maint. Savings	Lifetime Cost Savings	Payback Period	Net GHG Savings
V6301	LDT	Ford Ranger	G	2022 F-150 Lighting	EV	597	\$157	1,664	\$131	\$675	\$(53,511)	131	0.98
V6351	MDT	Ford F550 4x4	D	Ford F-550	D	-	\$-	-	\$-	\$3,148	\$139	0	0.00
V6361	Van	Ford E150	G	2022 Ford E-Transit	EV	1,005	\$4,889	1,918	\$152	\$223	\$(38,163)	96	1.88
V6363	MDT	Ford F450	D	Ford F-550	D	-	\$-	-	\$-	\$4,669	\$(7,133)	0	0.00
V6364	HDT	International 7600	D	2021 Volvo VNRE62T300	D	-	\$-	709	\$56	\$18,197	\$99,584	-7	27.39
V6374	HDT	International 4100	D	International 4100	D	-	\$-	-	\$-	\$4,292	\$-	0	0.00
V6395	LDT	Ford Ranger XL Supercab 2wd	G	2022 F-150 Lighting	EV	1,926	\$14,885	4,433	\$350	\$754	\$(38,000)	-45	3.41
V6396	MDT	Ford F550	G	Ford F-550	G	-	\$-	-	\$-	\$8,563	\$35,369	0	-3.82
V6406	Van	Ford E150	G	2022 Ford E-Transit	EV	1,671	\$232	2,484	\$196	\$1,087	\$(21,924)	-27	3.30
V6407	HDT	Freightliner MM154042S	D	Freightliner MM154042S	D	-	\$-	-	\$-	\$1,826	\$18,680	0	0.00
V6417	Car	Ford Focus	G	2020 Chevrolet Bolt EV BEV	EV	325	\$571	711	\$56	\$231	\$(17,901)	13	0.59
V6419	LDT	Ford Ranger RC	G	2022 F-150 Lighting	EV	520	\$380	2,611	\$206	\$61	\$(62,519)	44	0.57
V6423	LDT	Ford F150 XL Reg Cab 2wd	G	2022 F-150 Lighting	EV	486	\$1,604	1,310	\$103	\$141	\$(61,993)	37	0.81
V6424	LDT	Ford Ranger	G	2022 F-150 Lighting	EV	1,414	\$1,783	3,078	\$243	\$(48)	\$(51,854)	219	2.55
V6426	MDT	Ford F350	G	Ford F-350	G	-	\$-	-	\$-	\$1,061	\$4,409	0	0.00
V6427	HDT	Sterling 5500 Bullet	D	Sterling 5500 Bullet	D	-	\$-	-	\$-	\$11,821	\$-	0	0.00
V6428	HDT	International AJV1015	D	2021 Volvo VNRE62T300	D	-	\$-	775	\$61	\$39,652	\$433,287	-2	25.72

Unit Name	Current Fleet Make-Up			EV Scenario		Current Fleet vs EV Replacement							
	Duty Class	Make and Model	Fuel Type	Make and Model	Fuel Type	Annual Fuel Savings (Litres)	Annual Fuel / Energy Cost Savings	Annual Elec. (kWh)	Annual Elec. Costs	Maint. Savings	Lifetime Cost Savings	Payback Period	Net GHG Savings
V6432	LDT	Ford F150 XL Reg Cab 2wd	G	2022 F-150 Lighting	EV	1,111	\$2,529	2,345	\$185	\$1,190	\$(44,777)	-118	2.02
V6437	LDT	Ford F150 XL Reg Cab 2wd	G	2022 F-150 Lighting	EV	2,249	\$2,232	3,597	\$284	\$42	\$(39,639)	-58	4.38
V6438	LDT	Ford F150 XL Reg Cab 2wd	G	2022 F-150 Lighting	EV	2,085	\$1,787	2,725	\$215	\$1,528	\$(26,963)	-24	4.21
V6440	LDT	Ford F150 XL Reg Cab 2wd	G	2022 F-150 Lighting	EV	1,659	\$3,097	3,579	\$283	\$442	\$(42,744)	-92	3.00
V6443	LDT	Ford F150 XL Reg Cab 2wd	G	2022 F-150 Lighting	EV	2,800	\$1,853	4,542	\$359	\$1,112	\$(10,615)	-14	5.43
V6444	Van	Ford E150	G	2022 Ford E-Transit	EV	1,833	\$9,503	3,502	\$277	\$937	\$(22,161)	-28	3.42
V6446	HDT	Spartan Gladiator GA41M-2142	D	Spartan Gladiator GA41M-2142	D	-	\$-	-	\$-	\$30,968	\$214,844	0	0.00
V6449	MDT	Ford LCF655A	D	Ford LCF655A	D	-	\$-	-	\$-	\$3,819	\$-	0	0.00
V6471	MDT	Ford F550	H	Ford F-550	H	-	\$-	-	\$-	\$7,985	\$17,066	0	-0.73
V6474	LDT	Ford Ranger Sport Supercab	G	2022 F-150 Lighting	EV	553	\$271	1,326	\$105	\$509	\$(41,219)	62	0.97
V6476	Car	Ford Focus Sedan S	G	2020 Chevrolet Bolt EV BEV	EV	311	\$1,744	829	\$66	\$(31)	\$(22,924)	12	0.52
V6482	LDT	Ford Ranger	G	2022 F-150 Lighting	EV	1,499	\$1,707	2,182	\$172	\$2,008	\$(32,261)	-26	2.97
V6488	MDT	Ford F350	G	Ford F-350	G	-	\$-	-	\$-	\$4,624	\$(4,210)	0	0.00
V6490	MDT	Ford F350 SD XL Reg Cab 2wd	G	Ford F-350	G	-	\$-	-	\$-	\$2,333	\$(32,728)	0	0.00
V6493	HDT	International SA625	D	International SA625	D	-	\$-	-	\$-	\$16,492	\$-	0	0.00
V6496	Van	Ford E150	G	2020 Nissan Leaf (62 kW-hr battery pack) BEV	EV	1,044	\$21,207	990	\$78	\$138	\$(13,563)	32	2.20

Unit Name	Current Fleet Make-Up			EV Scenario		Current Fleet vs EV Replacement							
	Duty Class	Make and Model	Fuel Type	Make and Model	Fuel Type	Annual Fuel Savings (Litres)	Annual Fuel / Energy Cost Savings	Annual Elec. (kWh)	Annual Elec. Costs	Maint. Savings	Lifetime Cost Savings	Payback Period	Net GHG Savings
V6497	HDT	International 7600	D	2021 Volvo VNRE62T300	D	-	\$-	17,109	\$1,352	\$34,452	\$304,018	-4	39.60
V6498	LDT	Ford Ranger	G	2022 F-150 Lighting	EV	1,114	\$1,691	3,740	\$295	\$(166)	\$(43,702)	48	1.68
V6500	Van	Ford E150	G	2022 Ford E-Transit	EV	1,645	\$978	2,648	\$209	\$2,508	\$(10,013)	-14	3.20
V6501	LDT	Ford Ranger	G	2022 F-150 Lighting	EV	984	\$963	2,462	\$194	\$(45)	\$(56,736)	72	1.69
V6502	LDT	Ford Ranger	G	2022 F-150 Lighting	EV	959	\$971	2,357	\$186	\$328	\$(53,222)	145	1.66
V6503	LDT	Ford Ranger	G	2022 F-150 Lighting	EV	959	\$3,153	2,303	\$182	\$(121)	\$(57,363)	63	1.67
V6512	LMDT	Ford F250 4x4 XL Reg Cab 4wd	G	Ford F-250	G	-	\$-	-	\$-	\$2,580	\$(13,475)	0	0.00
V6518	LDT	Ford Ranger 4x4 Sport Supercab	G	2022 F-150 Lighting	EV	1,040	\$2,089	3,457	\$273	\$(137)	\$(55,759)	60	1.57
V6519	LDT	Ford Ranger Super Cab	G	2022 F-150 Lighting	EV	1,957	\$1,402	4,329	\$342	\$610	\$(40,649)	-51	3.51
V6522	LDT	Ford F150 XL Reg Cab 2wd	G	2022 F-150 Lighting	EV	1,445	\$2,005	2,524	\$199	\$(42)	\$(35,858)	245	2.76
V6523	LDT	Ford F150 XL Reg Cab 2wd	G	2022 F-150 Lighting	EV	1,826	\$1,894	3,580	\$283	\$2,227	\$(21,226)	-18	3.39
V6524	LDT	Ford F150 XL Reg Cab 2wd	G	2022 F-150 Lighting	EV	1,804	\$3,573	2,521	\$199	\$2,763	\$(15,304)	-15	3.60
V6525	MDT	Ford F550	G	Ford F-550	G	-	\$-	-	\$-	\$4,319	\$(6,472)	0	-0.95
V6526	HDT	International 7600	D	2021 Volvo VNRE62T300	D	-	\$-	16,062	\$1,269	\$25,437	\$126,148	-7	28.59
V6530	HDT	Allianz M4000	D	Allianz M4000	D	-	\$-	-	\$-	\$54,766	\$-	0	0.00
V6532	LDT	Dodge Ram 1500	G	2022 F-150 Lighting	EV	2,383	\$15,215	3,353	\$265	\$829	\$(32,037)	-31	4.75
V6534	HDT	International 7600	D	2021 Volvo VNRE62T300	D	-	\$-	15,276	\$1,207	\$27,015	\$157,393	-6	28.09

Unit Name	Current Fleet Make-Up			EV Scenario		Current Fleet vs EV Replacement							
	Duty Class	Make and Model	Fuel Type	Make and Model	Fuel Type	Annual Fuel Savings (Litres)	Annual Fuel / Energy Cost Savings	Annual Elec. (kWh)	Annual Elec. Costs	Maint. Savings	Lifetime Cost Savings	Payback Period	Net GHG Savings
V6535	Van	Ford E150	G	2020 Nissan Leaf (62 kW-hr battery pack) BEV	EV	1,785	\$1,050	1,237	\$98	\$151	\$718	-9	3.88
V6539	Van	Ford Transit Connect	G	2022 Ford E-Transit	EV	951	\$1,771	3,141	\$248	\$2,670	\$(13,647)	-17	1.45
V6540	LDT	Dodge Ram 1500	G	2022 F-150 Lighting	EV	1,673	\$1,551	3,672	\$290	\$615	\$(42,996)	-114	3.01
V6541	MDT	Ford F550	G	Ford F-550	G	-	\$-	-	\$-	\$9,672	\$(6,352)	0	-0.46
V6542	Van	Nissan NV 2500 S V6 Cargo Van	G	2022 Ford E-Transit	EV	1,303	\$1,101	2,385	\$188	\$742	\$(26,155)	-96	2.46
V6543	Van	Nissan NV 2500 S V6 Cargo Van	G	2022 Ford E-Transit	EV	1,068	\$2,901	2,055	\$162	\$413	\$(28,898)	97	1.99
V6544	MDT	Ford F350	G	Ford F-350	G	-	\$-	-	\$-	\$1,685	\$(16,705)	0	0.00
V6548	MDT	Ford F350 SD XL Reg Cab 2wd	G	Ford F-350	G	-	\$-	-	\$-	\$1,266	\$(3,048)	0	0.00
V6552	HDT	International 7400	D	International 7400	D	-	\$-	-	\$-	\$20,681	\$-	0	0.00
V6557	HDT	International Durastar 4400	H	International Durastar 4400	H	-	\$-	-	\$-	\$9,748	\$-	0	-1.39
V6565	HDT	International 7600	D	2021 Volve VNRE62T300	D	-	\$-	19,337	\$1,528	\$28,661	\$217,841	-5	34.29
V6566	Van	Ford Transit	G	2022 Ford E-Transit	EV	1,473	\$10,506	4,169	\$329	\$659	\$(21,970)	-39	2.41
V6567	HDT	Allianz M4000	D	Allianz M4000	D	-	\$-	-	\$-	\$47,938	\$-	0	0.00
V6571	Van	Ford Transit Connect	G	2022 Ford E-Transit	EV	673	\$3,988	1,819	\$144	\$376	\$(38,895)	63	1.13
V6576	MDT	Ford F550	G	Ford F-550	G	-	\$-	-	\$-	\$7,399	\$(45,112)	0	-1.04
V6581	LDT	Ford Ranger XL Supercab 2wd	G	2022 F-150 Lighting	EV	610	\$2,050	1,252	\$99	\$351	\$(57,509)	56	1.12
V6583	LDT	Ford Ranger 4x4 Sport Supercab	G	2022 F-150 Lighting	EV	1,781	\$11,668	3,891	\$307	\$799	\$(34,735)	-45	3.20

Unit Name	Current Fleet Make-Up			EV Scenario		Current Fleet vs EV Replacement							
	Duty Class	Make and Model	Fuel Type	Make and Model	Fuel Type	Annual Fuel Savings (Litres)	Annual Fuel / Energy Cost Savings	Annual Elec. (kWh)	Annual Elec. Costs	Maint. Savings	Lifetime Cost Savings	Payback Period	Net GHG Savings
V6590	HDT	Rosen GA40M-214Z	D	Rosen GA40M-214Z	D	-	\$-	-	\$-	\$45,083	\$303,627	0	0.00
V6614	HDT	International 7500 6x4	D	2021 Lio8 Tractor	EV	11,540	\$15,209	649	\$51	\$36,382	\$497,383	-0	30.41
V6615	HDT	International 7500 6x4	D	2021 Lio8 Tractor	EV	11,876	\$3,135	657	\$52	\$33,067	\$456,830	-0	31.29
V6618	SUV	Ford Escape 2WD	G	2020 Kia Nero BEV	EV	2,640	\$3,917	2,340	\$185	\$2,478	\$27,368	-4	5.61
V6619	LDT	Ford F150 XL Reg Cab 2wd	G	2022 F-150 Lighting	EV	3,398	\$3,683	5,021	\$397	\$934	\$(5,940)	-12	6.72
V6620	LMDT	Dodge Ram 2500	G	Ford F-250	G	-	\$-	-	\$-	\$5,311	\$(17,652)	0	0.00
V6621	Van	Ford Transit Connect	G	2022 Ford E-Transit	EV	1,002	\$1,611	3,792	\$300	\$(30)	\$(41,060)	49	1.40
V6626	MDT	Ford F550 SD 4x4	D	Ford F-550	D	-	\$-	-	\$-	\$5,431	\$4,119	0	0.00
V6632	LDT	Ford Ranger XL Supercab 2wd	G	2022 F-150 Lighting	EV	1,157	\$19,374	2,456	\$194	\$(73)	\$(52,752)	93	2.10
V6644	HDT	International 7600	D	Ford F-650	D	-	\$-	-	\$-	\$36,085	\$(8,734)	0	0.00
V6647	MDT	Ford F350 4x4 Dually	G	Ford F-350	G	-	\$-	-	\$-	\$2,030	\$(12,923)	0	0.00
V6648	LDT	Ford F150 4x4 XL Reg Cab	G	2022 F-150 Lighting	EV	1,944	\$1,129	3,718	\$294	\$69	\$(34,991)	-59	3.63
V6649	LDT	Ford F150XL Reg Cab 2wd	G	Ford F-150	G	-	\$-	-	\$-	\$388	\$(9,761)	0	0.46
V6650	LMDT	Ford F250	D	Ford F-250	D	-	\$-	-	\$-	\$1,645	\$(14,495)	0	0.61
V6651	LDT	Ford F150XL Reg Cab 2wd	G	Ford F-150	G	-	\$-	-	\$-	\$1,250	\$(8,822)	0	0.39
V6652	LDT	Ford F150 XL Reg Cab 2wd	G	2022 F-150 Lighting	EV	1,500	\$2,109	2,719	\$215	\$(107)	\$(43,004)	-835	2.84
V6653	LDT	Ford F150 XL Reg Cab 2wd	G	2022 F-150 Lighting	EV	1,926	\$1,118	3,485	\$275	\$14	\$(37,267)	-70	3.65

Unit Name	Current Fleet Make-Up			EV Scenario		Current Fleet vs EV Replacement							
	Duty Class	Make and Model	Fuel Type	Make and Model	Fuel Type	Annual Fuel Savings (Litres)	Annual Fuel / Energy Cost Savings	Annual Elec. (kWh)	Annual Elec. Costs	Maint. Savings	Lifetime Cost Savings	Payback Period	Net GHG Savings
V6654	LDT	Ford F150 XL Reg Cab 2wd	G	Ford F-150	G	-	\$-	-	\$-	\$840	\$(8,822)	0	0.25
V6655	LDT	Ford F150 XL Reg Cab 2wd	D	2022 F-150 Lighting	EV	1,987	\$2,067	4,051	\$320	\$(57)	\$(31,888)	-58	4.25
V6656	LDT	Ford F150 XL Reg Cab 2wd	G	Ford F-150	G	-	\$-	-	\$-	\$394	\$(9,864)	0	1.64
V6657	LMDT	Ford F250 SD XL Reg Cab 2wd	G	Ford F-250	G	-	\$-	-	\$-	\$1,556	\$(17,475)	0	0.00
V6658	LDT	Ford F150XL Reg Cab 2wd	D	2022 F-150 Lighting	EV	1,696	\$2,304	3,224	\$255	\$71	\$(37,933)	-78	3.69
V6659	LDT	Ford F150 XL Reg Cab 2wd	G	2022 F-150 Lighting	EV	2,120	\$744	4,837	\$382	\$(77)	\$(36,509)	-65	3.76
V6660	LDT	Ford F150 XL Reg Cab 2wd	G	2022 F-150 Lighting	EV	933	\$2,077	1,515	\$120	\$24	\$(50,217)	85	1.81
V6661	LDT	Ford F150 XL Reg Cab 2wd	G	2022 F-150 Lighting	EV	1,820	\$519	3,727	\$294	\$(111)	\$(38,950)	-106	3.34
V6662	Van	Nissan NV 200 S Cargo Van	G	2022 Ford E-Transit	EV	674	\$2,234	2,189	\$173	\$26	\$(38,730)	38	1.03
V6663	LDT	Ford F150 XL Reg Cab 2wd	D	2022 F-150 Lighting	EV	1,873	\$2,655	3,544	\$280	\$(217)	\$(37,463)	-89	4.08
V6664	LDT	Ford F150 XL Supercab 4wd	D	2022 F-150 Lighting	EV	2,284	\$1,850	4,818	\$381	\$(225)	\$(27,379)	-38	4.85
V6665	HDT	Mitsubishi Fuso Canter	D	Mitsubishi Fuso Canter	D	-	\$-	-	\$-	\$3,336	\$-	0	0.00
V6666	LDT	Ford F150 XL Reg Cab 4wd	G	2022 F-150 Lighting	EV	1,380	\$2,520	2,253	\$178	\$2,710	\$(12,876)	-15	2.67
V6667	LMDT	Ford F250 4x4 SD XL Supercab	D	Ford F-250	D	-	\$-	-	\$-	\$1,432	\$7,990	0	0.64
V6668	LMDT	Ford F250 4x4 SD XL Supercab	G	Ford F-250	G	-	\$-	-	\$-	\$1,285	\$7,990	0	0.00
V6670	Car	Ford CMax	H	2020 Chevrolet Bolt EV BEV	EV	849	\$945	2,029	\$160	\$371	\$3,095	3	1.48



Unit Name	Current Fleet Make-Up			EV Scenario		Current Fleet vs EV Replacement							
	Duty Class	Make and Model	Fuel Type	Make and Model	Fuel Type	Annual Fuel Savings (Litres)	Annual Fuel / Energy Cost Savings	Annual Elec. (kWh)	Annual Elec. Costs	Maint. Savings	Lifetime Cost Savings	Payback Period	Net GHG Savings
V6671	HDT	Mitsubishi FUSO Canter Cab-Over	G	Mitsubishi FUSO Canter Cab-Over	G	-	\$-	-	\$-	\$914	\$20,721	0	-0.28
V6672	Van	GMC Savana 1500	G	2022 Ford E-Transit	EV	5,685	\$1,391	8,875	\$701	\$2,499	\$45,398	-4	11.12
V6673	LMDT	Ford F250 4x4 Crew Cab	G	Ford F-250	G	-	\$-	-	\$-	\$2,325	\$(10,846)	0	0.00
V6679	Van	Ford Transit XLT	D	2022 Ford E-Transit	EV	649	\$345	2,012	\$159	\$386	\$(40,116)	68	1.22
V6680	HDT	Freightliner M2106	D	Freightliner M2106	D	-	\$-	-	\$-	\$3,154	\$27,954	0	0.00
V6681	HDT	Spartan GA40M-3164	D	Spartan GA40M-3164	D	-	\$-	-	\$-	\$9,103	\$73,794	0	0.00
V6699	HDT	International 7600 SBA	D	2021 Volvo VNRE62T300	D	-	\$-	15,387	\$1,216	\$17,242	\$87,912	-7	21.44
V6700	Car	Ford Fusion Hybrid SE	H	2020 Chevrolet Bolt EV BEV	H	-	\$-	2,306	\$182	\$1,425	\$7,930	1	-0.07
V6703	LMDT	Ford F250 4x4	G	Ford F-250	G	-	\$-	-	\$-	\$670	\$10,108	0	0.00
V6704	LDT	Ford F150	G	2022 F-150 Lighting	EV	2,570	\$2,301	3,745	\$296	\$162	\$(26,160)	-26	5.09
V6705	LDT	Ford F150	G	2022 F-150 Lighting	EV	2,152	\$466	4,746	\$375	\$(607)	\$(39,689)	-138	3.86
V6706	Van	Ford Connect	G	2022 Ford E-Transit	EV	696	\$9,315	2,046	\$162	\$(69)	\$(37,638)	37	1.12
V6707	LMDT	Ford F250 XL 4X4 REG CAB	G	Ford F-250	G	-	\$-	-	\$-	\$3,478	\$(13,486)	0	0.00
V6709	LDT	Ford F150	G	2022 F-150 Lighting	EV	1,958	\$632	4,117	\$325	\$(495)	\$(40,418)	-180	3.56
V6710	LDT	Ford F150 XL Reg Cab 2wd	G	Ford F-150	G	-	\$-	-	\$-	\$877	\$(11,068)	0	0.43
V6711	SUV	Ford Explorer XLT 4DR 4X4	G	2020 Nissan Leaf (62 kW-	EV	5,782	\$1,250	5,388	\$426	\$2,596	\$91,297	1	12.22

Unit Name	Current Fleet Make-Up			EV Scenario		Current Fleet vs EV Replacement							
	Duty Class	Make and Model	Fuel Type	Make and Model	Fuel Type	Annual Fuel Savings (Litres)	Annual Fuel / Energy Cost Savings	Annual Elec. (kWh)	Annual Elec. Costs	Maint. Savings	Lifetime Cost Savings	Payback Period	Net GHG Savings
				hr battery pack) BEV									
V6712	Van	Ford Transit Connect	G	2022 Ford E-Transit	EV	1,388	\$4,556	4,086	\$323	\$85	\$(27,966)	-792	2.24
V6714	Car	Ford Taurus SEL 4DR	G	2020 Chevrolet Bolt EV BEV	EV	4,042	\$(110)	3,301	\$261	\$2,458	\$76,418	3	8.66
V6725	Car	Toyota Matrix 4A	G	2020 Chevrolet Bolt EV BEV	EV	125	\$3,030	305	\$24	\$40	\$(36,977)	34	0.22
V6727	HDT	International Terrastar 4x4	D	International Terrastar 4x4	D	-	\$-	-	\$-	\$9,996	\$-	0	0.00
V6746	HDT	Spartan Cab-over	D	Spartan Cab-over	D	-	\$-	-	\$-	\$9,725	\$82,548	0	0.00
V6750	LDT	Ford F150 4x4 Lariat	G	2022 F-150 Lighting	EV	1,852	\$1,046	5,988	\$473	\$860	\$(54,094)	-49	2.85
V6751	Van	Ford Transit Van	G	2022 Ford E-Transit	EV	1,258	\$540	2,971	\$235	\$48	\$(32,513)	624	2.21
V6752	Van	Ford Transit Van	G	2022 Ford E-Transit	EV	641	\$1,838	2,362	\$187	\$1,059	\$(29,372)	-122	0.91
V6758	LDT	Ford F150 XL Reg Cab 2wd	G	2022 F-150 Lighting	EV	1,677	\$916	4,276	\$338	\$(666)	\$(46,998)	49	2.87
V6759	SUV	Ford Edge SE AWD 4DR	G	2020 Kia Niro BEV	G	-	\$-	1,605	\$127	\$114	\$1,198	-22	2.04
V6760	SUV	Ford Edge SE AWD	G	2020 Kia Niro BEV	EV	2,051	\$5,036	3,195	\$252	\$132	\$12,340	2	4.01
V6761	MDT	Ford F550	G	Ford F-550	G	-	\$-	-	\$-	\$2,723	\$(22,402)	0	-1.33
V6763	LMDT	Ford F250 Reg Cab 4x2	G	Ford F-250	G	-	\$-	-	\$-	\$705	\$(22,522)	0	0.00
V6764	MDT	Ford F350 Crew Cab 4x4	G	Ford F-350	G	-	\$-	-	\$-	\$2,458	\$(16,679)	0	0.00
V6766	LDT	Ford F150 XLT Reg Cab 4x2	G	2022 F-150 Lighting	EV	1,159	\$1,596	3,350	\$265	\$(601)	\$(51,873)	30	1.88

Unit Name	Current Fleet Make-Up			EV Scenario		Current Fleet vs EV Replacement							
	Duty Class	Make and Model	Fuel Type	Make and Model	Fuel Type	Annual Fuel Savings (Litres)	Annual Fuel / Energy Cost Savings	Annual Elec. (kWh)	Annual Elec. Costs	Maint. Savings	Lifetime Cost Savings	Payback Period	Net GHG Savings
V6767	LDT	Ford F150 XLT Reg Cab 4x2	G	2022 F-150 Lighting	EV	1,541	\$4,602	3,913	\$309	\$1	\$(20,446)	81	2.64
V6768	LMDT	Ford F250 XL Reg Cab 4x2	G	Ford F-250	G	-	\$-	-	\$-	\$1,966	\$(22,522)	0	0.00
V6769	LDT	Ford F150 Reg Cab 2wd	G	2022 F-150 Lighting	EV	2,256	\$2,167	4,788	\$378	\$(592)	\$(39,683)	571	4.09
V6770	LMDT	Ford F250 Reg Cab 4x2 XL	G	Ford F-250	G	-	\$-	-	\$-	\$711	\$(191)	0	0.00
V6771	MDT	Ford F350 XL 4X4 SD Crew Cab	G	Ford F-350	G	-	\$-	-	\$-	\$3,365	\$(20,953)	0	0.00
V6772	LDT	Ford F150 XL Reg Cab 4x4	G	2022 F-150 Lighting	EV	1,502	\$192	3,285	\$260	\$(366)	\$(36,971)	49	2.70
V6773	Van	Ford Transit Connect XL	G	2022 Ford E-Transit	EV	374	\$319	1,108	\$88	\$612	\$(29,484)	69	0.60
V6775	Car	Toyota Highlander LE	G	2020 Chevrolet Bolt EV BEV	EV	337	\$3,338	883	\$70	\$123	\$(33,290)	61	0.57
V6781	MDT	Ford F350 XL SD Super Cab	G	Ford F-550	G	-	\$-	-	\$-	\$1,840	\$(49,123)	0	0.00
V6785	HDT	Spartan Gladiator	D	Spartan Gladiator	D	-	\$-	-	\$-	\$17,414	\$(56,871)	0	0.00
V6812	LDT	Toyota Tacoma	G	2022 F-150 Lighting	EV	883	\$2,160	2,664	\$210	\$958	\$(36,318)	-88	1.41
V6815	MDT	Ford F350 XL 4x4 SD Crew Cab	G	Ford F-350	G	-	\$-	-	\$-	\$1,093	\$(14,674)	0	0.00
V6816	HDT	Freightliner S/A Water Tank/Sander	D	Freightliner S/A Water Tank/Sander	D	-	\$-	-	\$-	\$8,764	\$-	0	0.00
V6817	HDT	International HV607 Bucket Truck	D	2021 Volvo VNRE62T300	EV	2,802	\$19,993	468	\$37	\$2,285	\$(137,721)	-70	7.31

Unit Name	Current Fleet Make-Up			EV Scenario		Current Fleet vs EV Replacement							
	Duty Class	Make and Model	Fuel Type	Make and Model	Fuel Type	Annual Fuel Savings (Litres)	Annual Fuel / Energy Cost Savings	Annual Elec. (kWh)	Annual Elec. Costs	Maint. Savings	Lifetime Cost Savings	Payback Period	Net GHG Savings
V6818	HDT	Freightliner 114SD	D	2021 Volvo VNRE62T300	D	-	\$-	22,988	\$1,816	\$8,328	\$85,186	-7	35.54
V6819	HDT	Freightliner 114SD	D	2021 Volvo VNRE62T300	D	-	\$-	24,044	\$1,899	\$13,310	\$146,556	-5	38.04
V6820	Car	Ford S 4DR SDN	G	2020 Chevrolet Bolt EV BEV	EV	378	\$1,297	672	\$53	\$426	\$(6,622)	50	0.72
V6821	Car	Ford CMax Hybrid	H	2020 Chevrolet Bolt EV BEV	EV	1,051	\$952	3,376	\$267	\$(372)	\$(5,227)	62	1.62
V6824	Car	Ford Cmax Hybrid	H	2020 Chevrolet Bolt EV BEV	EV	949	\$19,781	2,791	\$220	\$625	\$3,895	-5	1.53
V6826	HDT	Western Star WD110064S	D	2021 Volvo VNRE62T300	D	-	\$-	22,218	\$1,755	\$6,516	\$118,396	-5	35.68
V6832	HDT	Freightliner 114SD Chassis Ramvac HX12 triaxle	D	2021 Volvo VNRE62T300	EV	10,177	\$10,429	956	\$76	\$35,575	\$537,547	1	26.72
V6834	HDT	Spartan Gladiator	D	Spartan Gladiator	D	-	\$-	-	\$-	\$14,996	\$(71,374)	0	0.00
V6836	HDT	Spartan Metrostar X	D	Spartan Metrostar X	D	-	\$-	-	\$-	\$7,015	\$67,448	0	0.00
V6839	Car	Ford CMax	H	2020 Chevrolet Bolt EV BEV	EV	698	\$557	3,163	\$250	\$189	\$(6,893)	202	0.85
V6840	Car	Ford CMax	H	2020 Chevrolet Bolt EV BEV	EV	628	\$856	2,246	\$177	\$(713)	\$(16,091)	7	0.91
V6841	Car	Ford CMax	H	2020 Chevrolet Bolt EV BEV	EV	804	\$1,129	4,014	\$317	\$(952)	\$(17,616)	6	0.88

Unit Name	Current Fleet Make-Up			EV Scenario		Current Fleet vs EV Replacement							
	Duty Class	Make and Model	Fuel Type	Make and Model	Fuel Type	Annual Fuel Savings (Litres)	Annual Fuel / Energy Cost Savings	Annual Elec. (kWh)	Annual Elec. Costs	Maint. Savings	Lifetime Cost Savings	Payback Period	Net GHG Savings
V6842	Car	Ford CMax	H	2020 Chevrolet Bolt EV BEV	EV	1,126	\$498	4,170	\$329	\$(501)	\$(9,098)	26	1.60
V6843	Car	Ford CMax	H	2020 Chevrolet Bolt EV BEV	EV	644	\$425	2,774	\$219	\$(537)	\$(14,553)	8	0.82
V6844	Car	Ford CMax	H	2020 Chevrolet Bolt EV BEV	EV	502	\$956	2,061	\$163	\$(150)	\$(14,447)	8	0.66
V6846	Car	Ford CMax	H	2020 Chevrolet Bolt EV BEV	EV	871	\$2,581	3,232	\$255	\$(949)	\$(16,114)	7	1.24
V6852	MDT	Ford F550 Service Truck w/ Crane	G	Ford F-550	G	-	\$-	-	\$-	\$13,277	\$65,895	0	-0.71
V6853	HDT	International 7500	D	2021 Lion8 Refuse REL	EV	12,560	\$549	1,312	\$104	\$18,719	\$97,307	-7	32.94
V6854	Van	Ford Transit 350	G	2022 Ford E-Transit	EV	541	\$2,408	1,220	\$96	\$781	\$(14,122)	-373	0.96
V6857	MDT	Ford F350 w/Service body	G	Ford F-350	G	-	\$-	-	\$-	\$479	\$16,436	0	0.00
V6858	Van	Ford Transit 350	G	2022 Ford E-Transit	EV	1,489	\$847	2,874	\$227	\$(120)	\$(6,024)	3	2.78
V6860	Van	Ford Connect	G	2022 Ford E-Transit	EV	890	\$1,390	3,205	\$253	\$454	\$(23,291)	-85	1.29
V6861	MDT	Ford F350 4X4	G	Ford F-350	G	-	\$-	-	\$-	\$6,929	\$7,042	0	0.00
V6862	HDT	Freightliner CT108042SD	D	2021 Volvo VNRE62T300	EV	4,497	\$4,111	593	\$47	\$8,807	\$(29,912)	-12	11.77
V6864	MDT	Ford F350 XL 4x4 SD Regular Cab	G	Ford F-350	G	-	\$-	-	\$-	\$11,954	\$(19,405)	0	0.00
V6865	LDT	Ford F150	G	2022 F-150 Lighting	EV	745	\$1,915	1,627	\$128	\$(84)	\$(32,675)	22	1.34

Unit Name	Current Fleet Make-Up			EV Scenario		Current Fleet vs EV Replacement							
	Duty Class	Make and Model	Fuel Type	Make and Model	Fuel Type	Annual Fuel Savings (Litres)	Annual Fuel / Energy Cost Savings	Annual Elec. (kWh)	Annual Elec. Costs	Maint. Savings	Lifetime Cost Savings	Payback Period	Net GHG Savings
V6866	Van	Ford T350 Cargo Van	G	Ford F-350	G	-	\$-	-	\$-	\$735	\$(1,448)	0	-0.51
V6867	LMDT	Ford F250 with Service Body	G	Ford F-250	G	-	\$-	-	\$-	\$156	\$7,375	0	0.00
V6869	Car	Ford C-Max	H	2020 Chevrolet Bolt EV BEV	EV	850	\$1,793	1,296	\$102	\$173	\$4,213	-58	1.67
V6870	LDT	Ford F150 Reg Cab	G	2022 F-150 Lighting	EV	1,570	\$3,203	3,325	\$263	\$486	\$(29,257)	-115	2.85
V6871	MDT	Ford F350 w/service body	G	Ford F-350	G	-	\$-	-	\$-	\$296	\$(1,708)	0	0.00
V6872	Car	Ford SE 4 dr hatchback	H	2020 Chevrolet Bolt EV BEV	H	-	\$-	944	\$75	\$(229)	\$(6,143)	-5	0.58
V6873	SUV	Ford Escape 4x4	G	2020 Kia Nero BEV	EV	1,337	\$1,230	2,155	\$170	\$(493)	\$(6,026)	-100	2.60
V6874	LDT	Ford F150	G	2022 F-150 Lighting	EV	1,160	\$707	4,578	\$362	\$(544)	\$(39,836)	56	1.58
V6875	Car	Ford Cmax Hybrid	H	2020 Chevrolet Bolt EV BEV	EV	832	\$1,027	2,299	\$182	\$262	\$4,077	-50	1.38
V6877	Van	Ford Transit Connect	G	2022 Ford E-Transit	EV	1,002	\$1,288	2,515	\$199	\$1,863	\$(7,310)	-14	1.72
V6878	LDT	Ford F150 4X4	G	2022 F-150 Lighting	EV	1,232	\$2,280	2,219	\$175	\$215	\$(27,239)	91	2.34
V6890	MDT	Ford F350 4X4	G	Ford F-350	G	-	\$-	-	\$-	\$279	\$(11,256)	0	0.00
V6898	SUV	Toyota Rav 4 LE	G	2020 Kia Nero BEV	EV	1,043	\$135	1,318	\$104	\$(41)	\$(34,573)	-153	2.12
V6904	LMDT	Ford XL 4x4 SD Crew Cab	G	2022 F-150 Lighting	EV	198	\$777	227	\$18	\$2,435	\$6,464	-5	0.41
V6905	LMDT	Ford XL 4x4 SD Crew Cab	G	Ford F-150	G	-	\$-	-	\$-	\$3,860	\$28,804	0	0.86



Unit Name	Current Fleet Make-Up			EV Scenario		Current Fleet vs EV Replacement							
	Duty Class	Make and Model	Fuel Type	Make and Model	Fuel Type	Annual Fuel Savings (Litres)	Annual Fuel / Energy Cost Savings	Annual Elec. (kWh)	Annual Elec. Costs	Maint. Savings	Lifetime Cost Savings	Payback Period	Net GHG Savings
V6919	SUV	Ford SE	G	2020 Kia Nero BEV	EV	1,043	\$1,083	1,501	\$119	\$(438)	\$(39,285)	162	2.07
V6920	SUV	Ford SE	G	2020 Kia Nero BEV	G	-	\$-	1,503	\$119	\$(143)	\$(37,024)	12,975	1.96
V6925	MDT	Ford F550 Supercab 4x4	G	Ford F-550	G	-	\$-	-	\$-	\$4,437	\$35,092	0	-0.92
V6926	MDT	Ford F550	G	Ford F-550	G	-	\$-	-	\$-	\$1,159	\$19,344	0	-0.46
V6928	LMDT	Ford F250 4x4	G	Ford F-250	G	-	\$-	-	\$-	\$5,729	\$5,529	0	0.00
V6929	Car	Nissan Leaf SV	EV	2020 Chevrolet Bolt EV BEV	EV	-	\$(32)	405	\$32	\$(22)	\$7,587	-23	0.03
V6930	Car	Ford e-Fusion	EV	2020 Chevrolet Bolt EV BEV	EV	-	\$835	854	\$67	\$(235)	\$7,797	-21	0.05
V6931	Car	Ford Fusion Hybrid	H	2020 Chevrolet Bolt EV BEV	EV	702	\$15,728	2,710	\$214	\$2,223	\$21,946	2	0.97
V6932	HDT	International HV613	D	2021 Volve VNRE62T300	D	-	\$-	18,276	\$1,444	\$16,201	\$201,423	-3	28.30
V6933	HDT	International Hooklift HV613	D	2021 Volve VNRE62T300	D	-	\$-	18,085	\$1,429	\$13,295	\$164,657	-4	26.73
V6934	LDT	Ford F150 reg cab long box	G	2022 F-150 Lighting	EV	811	\$675	2,353	\$186	\$909	\$(27,958)	-58	1.31
V6935	LDT	Chevrolet Colorado	G	2022 F-150 Lighting	EV	713	\$2,928	8,954	\$707	\$870	\$(45,546)	376	-0.57
V6936	MDT	Ford F450 w/ Flat Deck	G	Ford F-450	G	-	\$-	-	\$-	\$7,432	\$(30,933)	0	-0.91
V6937	LDT	Ford F150 XL Supercab	G	2022 F-150 Lighting	EV	1,111	\$1,969	3,550	\$280	\$993	\$(18,136)	-33	1.72
V6938	LMDT	Ford F250 w/ Service Body	G	Ford F-250	G	-	\$-	-	\$-	\$1,260	\$5,014	0	0.00
V6939	LMDT	Ford F250 XL w/ Service Body	G	Ford F-250	G	-	\$-	-	\$-	\$1,737	\$3,057	0	0.00

Unit Name	Current Fleet Make-Up			EV Scenario		Current Fleet vs EV Replacement							
	Duty Class	Make and Model	Fuel Type	Make and Model	Fuel Type	Annual Fuel Savings (Litres)	Annual Fuel / Energy Cost Savings	Annual Elec. (kWh)	Annual Elec. Costs	Maint. Savings	Lifetime Cost Savings	Payback Period	Net GHG Savings
V6940	MDT	Ford F350 Super Cab	G	Ford F-350	G	-	\$-	-	\$-	\$2,444	\$(15,176)	0	0.00
V6941	MDT	Ford F350 Crew Cab w/service body	G	Ford F-350	G	-	\$-	-	\$-	\$4,844	\$20,826	0	0.00
V6942	LDT	Ford F150 Reg Cab Long Box	G	2022 F-150 Lighting	EV	1,278	\$952	3,988	\$315	\$(422)	\$(36,212)	138	2.00
V6943	LDT	Ford F150 Reg Cab, 8' Box	G	2022 F-150 Lighting	EV	1,050	\$969	2,998	\$237	\$1,651	\$(22,554)	-36	1.71
V6944	SUV	Ford SE 4 dr	G	2020 Kia Nero BEV	G	-	\$-	2,386	\$188	\$647	\$668	-8	1.75
V6945	MDT	Ford F350 4WD Reg Cab	G	Ford F-350	G	-	\$-	-	\$-	\$817	\$(17,248)	0	0.00
V6946	MDT	Ford F350	G	Ford F-350	G	-	\$-	-	\$-	\$883	\$(59,500)	0	0.00
V6956	HDT	Freightliner AJV1015 Vacall Triple Combination	D	2021 Volvo VNRE62T300	EV	7,613	\$4,417	806	\$64	\$7,177	\$287,485	8	19.96
V6959	HDT	Freightliner M2 / Elgin Broom Bear	D	Freightliner M2 / Elgin Broom Bear	D	-	\$-	-	\$-	\$10,562	\$-	0	0.00
V6961	Car	Nissan Leaf SV	EV	2020 Chevrolet Bolt EV BEV	EV	-	\$793	857	\$68	\$(375)	\$(14,197)	-5	0.05
V6962	Car	Ford Fusion Hybrid	H	2020 Chevrolet Bolt EV BEV	EV	670	\$874	2,704	\$214	\$1,839	\$17,706	3	0.90
V6966	LMDT	Ford F250 4x4 Super Cab	G	Ford F-250	G	-	\$-	-	\$-	\$1,383	\$10,822	0	0.00
V6967	LMDT	Ford F250	G	Ford F-250	G	-	\$-	-	\$-	\$2,972	\$15,340	0	0.00
V6968	LDT	Ford F150 reg cab XL	G	2022 F-150 Lighting	EV	296	\$6,022	833	\$66	\$1,337	\$(28,705)	-67	0.49

Unit Name	Current Fleet Make-Up			EV Scenario		Current Fleet vs EV Replacement							
	Duty Class	Make and Model	Fuel Type	Make and Model	Fuel Type	Annual Fuel Savings (Litres)	Annual Fuel / Energy Cost Savings	Annual Elec. (kWh)	Annual Elec. Costs	Maint. Savings	Lifetime Cost Savings	Payback Period	Net GHG Savings
V6969	HDT	Spartan Gladiator	D	Spartan Gladiator	D	-	\$-	-	\$-	\$16,614	\$109,605	0	0.00
V6986	LDT	Chevrolet Colorado	G	2022 F-150 Lighting	EV	1,155	\$1	6,197	\$490	\$(428)	\$(71,764)	181	1.16
V6993	MDT	GMC C5500 4x4	D	GMC C5500 4x4	D	-	\$-	-	\$-	\$1,185	\$(108,000)	0	0.00
V7801	HDT	Freightliner Fire Truck	D	Freightliner Fire Truck	D	-	\$-	-	\$-	\$1,592	\$14,718	0	0.00
V7810	HDT	Western Star 4864F	D	Western Star 4864F	D	-	\$-	-	\$-	\$3,070	\$23,163	0	0.00
V7816	MDT	Ford F350 SD XL Reg Cab 4wd	G	Ford F-350	G	-	\$-	-	\$-	\$999	\$(27,935)	0	0.00
V7850	HDT	Freightliner FL106	D	Freightliner FL106	D	-	\$-	-	\$-	\$3,275	\$17,626	0	0.00
V7852	HDT	Spartan Gladiator	D	Spartan Gladiator	D	-	\$-	-	\$-	\$11,049	\$73,809	0	0.00
V7858	HDT	Freightliner FL80 4x4	D	Freightliner FL80 4x4	D	-	\$-	-	\$-	\$2,832	\$22,283	0	0.00

## APPENDIX C – Assumptions

### Energy Costs

Electricity cost per kilowatt-hour (kWh) = \$0.079 blended rate (provided by City)

Fuel prices based average 2019 to present from Natural Resource Canada<sup>8</sup>

- Gasoline (litre) = \$1.285
- Diesel (litre) = \$1.207

### Emission Factors

Electricity (tCO<sub>2</sub>e / kWh) = 0.00025

Gasoline (tCO<sub>2</sub>e / litre) = 0.002346

Diesel (tCO<sub>2</sub>e / litre) = 0.002649

Source: CleanBC Fleet Assessment without Telematics guidance document<sup>9</sup>

### EV Assumptions

EV (make, model, year)	Range	MSRP	Maintenance Cost (\$/kms) <sup>10</sup>	kWh / 100 kms	Combined BC and Federal Incentive
2020 Nissan Leaf (62 kW-hr battery pack)	364	\$41,898	\$0.07	17	\$8,000
2020 Hyundai Kona Electric	415	\$37,190	\$0.07	20	\$8,000
2022 F-150 Lighting	370	\$68,000	\$0.07	31	-
2020 Chevrolet Bolt EV	417	\$36,620	\$0.07	16	\$8,000
2020 Hyundai Ioniq Electric	274	\$41,449	\$0.07	20	\$8,000
2020 Tesla Model 3 Standard Range Plus	402	\$39,990	\$0.07	20	\$8,000

<sup>8</sup>

[https://www2.nrcan.gc.ca/eneene/sources/pripri/prices\\_bycity\\_e.cfm?productID=5&locationID=6&frequency=M&priceYear=2021&Redisplay=](https://www2.nrcan.gc.ca/eneene/sources/pripri/prices_bycity_e.cfm?productID=5&locationID=6&frequency=M&priceYear=2021&Redisplay=)

<sup>9</sup> Provided by the City of Kelowna

<sup>10</sup> Atlas Public Policy – Fleet Procurement Analysis Tool (Canadian Markets):  
<https://atlaspolicy.com/rand/fleet-procurement-analysis-tool/>

EV (make, model, year)	Range	MSRP	Maintenance Cost (\$/kms) <sup>10</sup>	kWh / 100 kms	Combined BC and Federal Incentive
2020 Kia Soul Electric	248	\$42,595	\$0.07	20	\$8,000
2020 Kia Nero	385	\$44,995	\$0.07	17	\$8,000
2021 Volvo XC40 Recharge	335	\$64,950	\$0.07	20	-
2022 Ford E-Transit	203	\$60,000	\$0.07	33	-
2021 Lio8 Tractor	208	\$450,000	\$0.19	68	\$100,000
2021 Volve VNRE62T300	193	\$557,000	\$0.19	79	\$100,000
2021 Lion8 Refuse REL	275	\$555,000	\$0.19	79	\$100,000



# Green Fleet Strategy

October, 2021



# Background

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# February 2021 Council Update

- ▶ Fleet GHG initiatives
- ▶ Target: 10% Light Duty ZEVs by 2023
- ▶ Applications for funding - Clean BC Go Electric Fleets



# Clean BC funding

- ▶ Fleet Assessment  
(Green Fleet Strategy)
- ▶ Electrical Infrastructure  
Assessment



# Key Findings

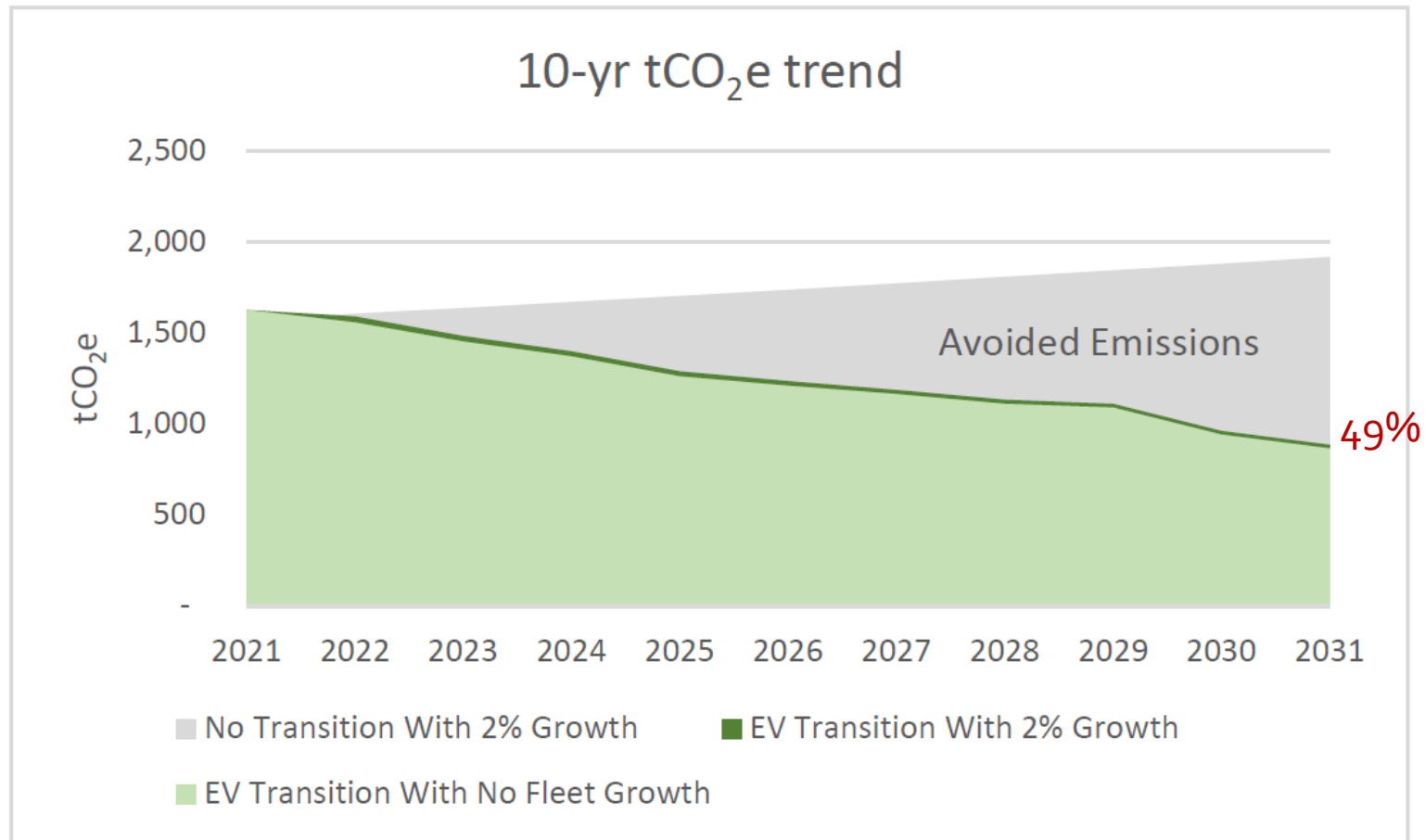
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# Current Fleet

- ▶ 267 on-road vehicles
- ▶ 1,648 tonnes GHG/yr
- ▶ Out of scope:
  - ▶ YLW
  - ▶ RCMP
  - ▶ Off-road equipment



# Projected GHGs / Growth



Prism Engineering, 2021

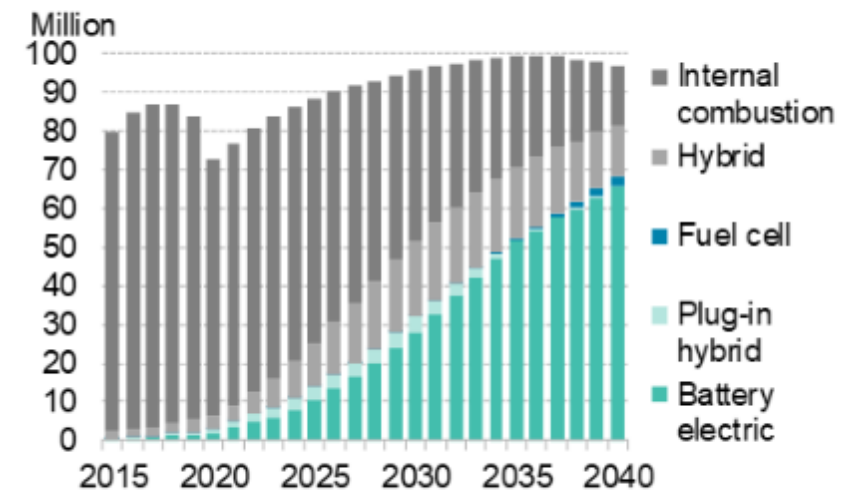


# Limited ZEV availability

- ▶ Very limited availability in 2022
- ▶ 200+ models expected by 2023

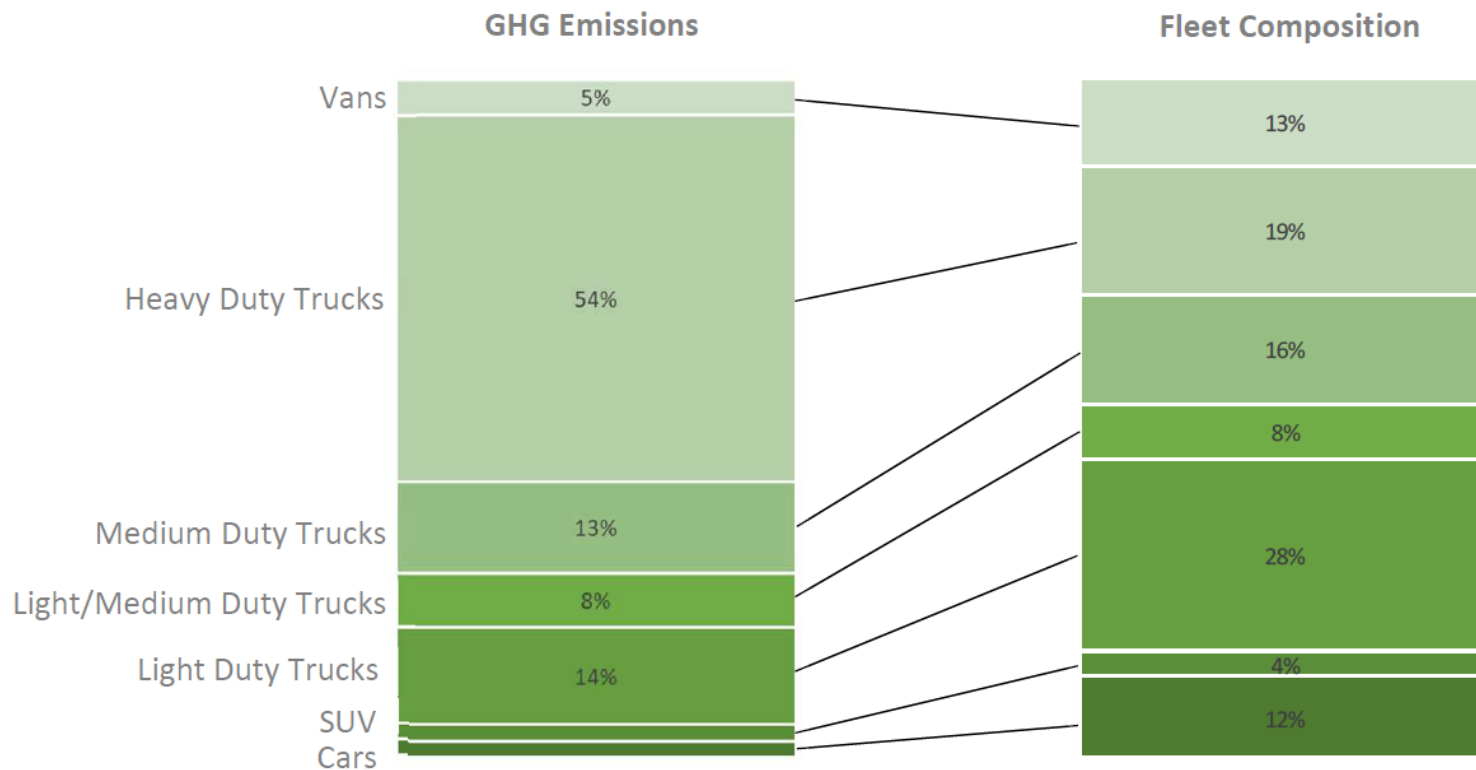


**Global passenger vehicle sales outlook by drivetrain - Economic Transition Scenario**



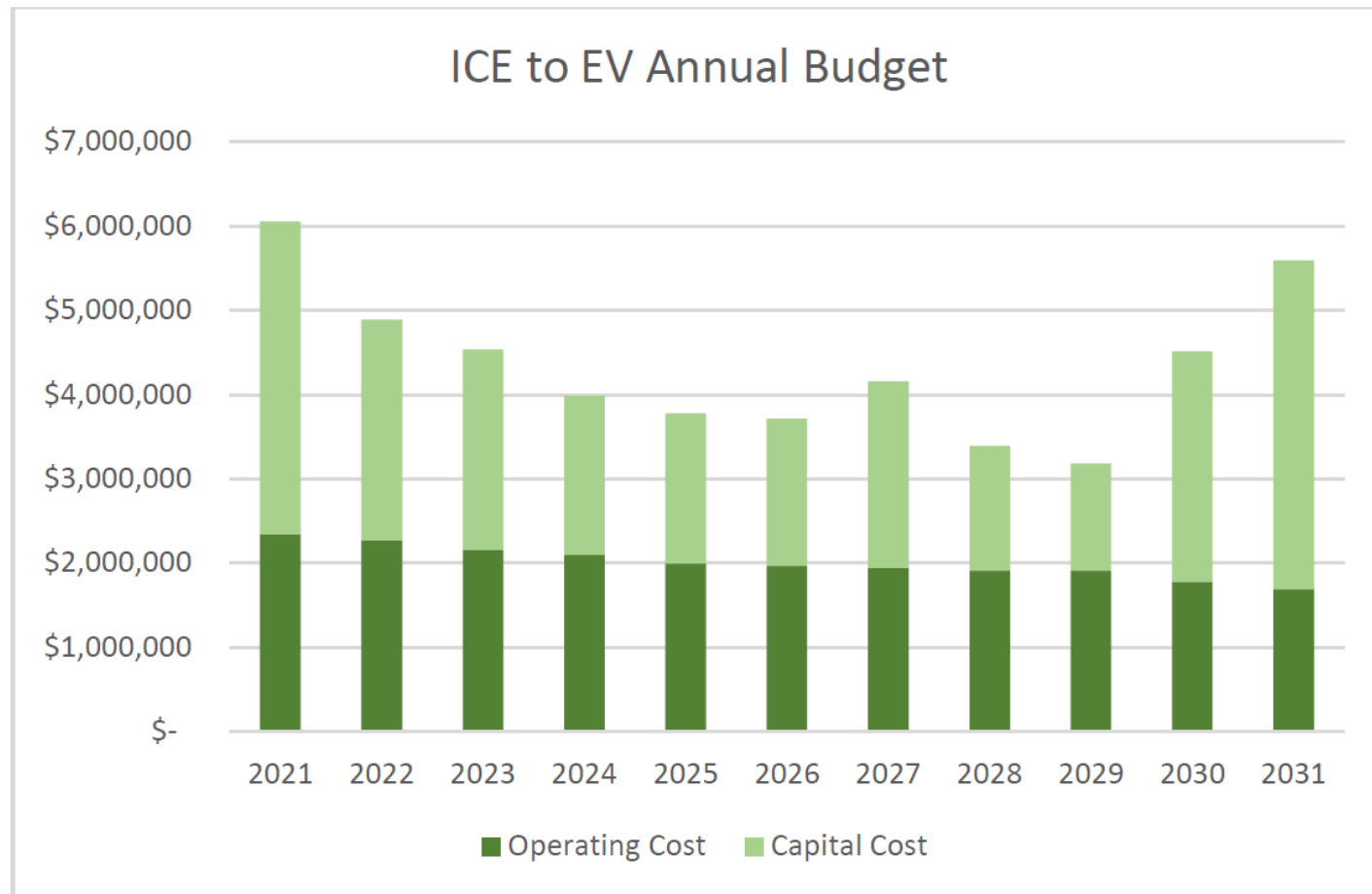
Source: BNEF.

# GHG vs. Vehicle Types



Prism Engineering, 2021

# Total Life Cycle costs



Prism Engineering, 2021

# Electrical/Charging Upgrades

- Up to 137 Level 2 charging ports required

Facility	Max. EV chargers	Estimated capital cost
Public Works Yard	28	\$274,000 to \$299,000
Parks Yard	34	\$517,000
Landfill	5	\$90,000
Wastewater Treatment Facility	12	\$157,000
Library Parkade	15	\$89,000
Compost Facility	1	\$16,000
Field Office	6	\$89,000
Fire Hall No. 1	5	\$97,000
Windsor Road	19	\$351,000
City Hall	6	\$125,000

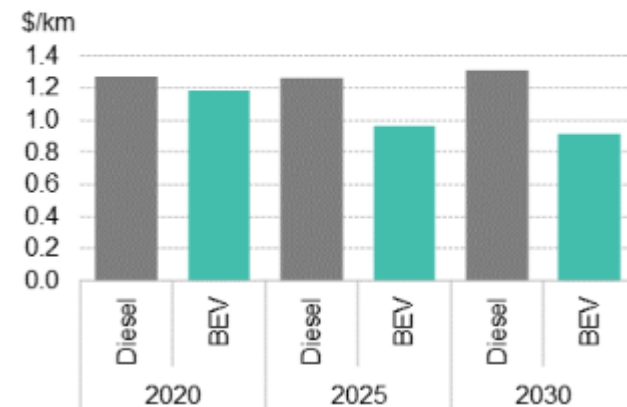
Struthers Technical, 2021

**\$1.8 - \$1.83 million**

# Estimates Should Improve:

- ▶ Reduced ZEV capital costs
- ▶ Increased fuel/carbon tax costs
- ▶ Additional ZEV options (e.g. larger vehicles)

**Total cost of ownership of a light commercial vehicle in urban duty cycles in Germany**



Bloomberg NEF, 2021

# Recommendations

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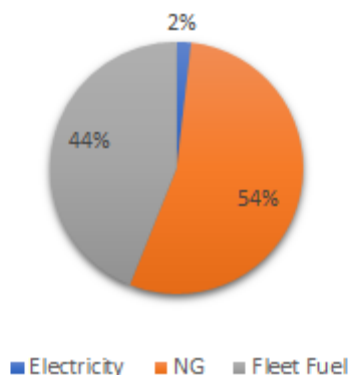
# Recommendations

- ▶ All new fleet/replacement will be ZEVs as much as practical
- ▶ Annual ZEV target / capital plan adjustments
- ▶ Expand plan to off-road equipment
- ▶ Review/update/rename the Fleet Sustainability Policy



# Recommendations

- ▶ Fleet-wide GHG reduction target of 27-32% below 2007 levels
  - ▶ Matches Provincial target
  - ▶ 2019 fleet GHGs 1% lower than 2007 (in spite of growth)



2019 Corporate GHG Emissions



# Recommendations

- ▶ Apply for grants
- ▶ Continue other GHG reduction initiatives
- ▶ Report progress annually



# Recommendations

- ▶ Include ZEV infrastructure in all future City facility construction
- ▶ Explore options for employee usage of chargers (during the day)







Questions?

# CITY OF KELOWNA

## BYLAW NO. 12279

### Amendment No.12 to the Solid Waste Management Regulation Bylaw No. 10106

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The Municipal Council of the City of Kelowna, in open meeting assembled, enacts that the City of Kelowna Solid Waste Bylaw No. 10106 be amended as follows:

1. THAT Section **1.2 INTERPRETATION** be amended by adding the following definition:

*"Dangerous Wildlife"* means bear, cougar, coyote or wolf, or a species of wildlife that is prescribed as dangerous wildlife as per the Provincial Wildlife Act as amended from time to time;

2. THAT Section **2.COLLECTION SYSTEMS** be amended by adding the following:

#### **"2.5 MANAGING ATTRACTANTS**

2.5.1 A person must not feed *Dangerous Wildlife*, and must not feed animals in a manner that is likely to attract *Dangerous Wildlife*. Every Owner or occupier of a *Residential Dwelling Premise* must ensure that:

(a) any fruit or nuts from a tree, bush or shrub is maintained and stored in such a manner so as not to attract *Dangerous Wildlife*;

(b) any bird feeder containing bird feed, suet or nectar is suspended on a cable or other device in such a manner that it is inaccessible to *Dangerous Wildlife*; and the area below any bird feeding devices or activity is kept free of accumulations of seeds and similar *Animal Attractants*;

(c) any composting activity is carried out and any composting device or equipment is maintained in such a manner that it is inaccessible to *Dangerous Wildlife*;

(d) barbecue equipment and tools that remain out of doors must be clean and free of residual food or grease;

(e) any refrigerator, freezer, storage container or similar appliance, device or apparatus that contains animal attractants of any type, if placed or located outdoors, is located and equipped in such a manner that it is inaccessible to *Dangerous Wildlife*; and

(f) any grease, antifreeze, paint or petroleum product is stored in such a manner that it is inaccessible to *Dangerous Wildlife*.

(g) Except as permitted in this bylaw, a person must not store any refuse that is an *Animal Attractant* in such a manner that it is accessible to *Dangerous Wildlife*."



3. AND THAT **Schedule "B"**, 2.0 be amended by changing the fees and charges tables from:

	2020	2021
Garbage, Yard Waste, Recycling and Curbside Collection fee	\$162.74	\$163.87
CORD Waste Reduction Office Programming	\$17.56	\$17.56
TOTAL	\$180.30	\$181.43

	2018	2019	2020
Large Garbage Cart (240L) fee	\$84/annum	\$90/annum	\$90/annum

to

	2021	2022	2023
Garbage, Yard Waste, Recycling and Curbside Collection fee	\$163.87	\$163.87	\$163.87
CORD Waste Reduction Office Programming	\$17.56	\$17.56	\$17.56
TOTAL	\$181.43	\$181.43	\$181.43

	2021	2022	2023
Large Garbage Cart (240L) fee	\$90/annum	\$90/annum	\$90/annum

4. AND THAT **Schedule "E" SANITARY LANDFILL/RECYCLING FEES**, SECTION 1(m) be amended by adding the following to the existing table:

"\$102.00 per metric tonne"	Effective January 1, 2022
"\$104.00 per metric tonne"	Effective January 1, 2023

5. AND FURTHER THAT **Schedule "E" SANITARY LANDFILL/RECYCLING FEES**, SECTION 3 be amended by deleting the per tonne tipping fee table and adding the following:

\$100.00 per metric tonne	Effective January 1, 2020
\$102.00 per metric tonne	Effective January 1, 2022
\$104.00 per metric tonne	Effective January 1, 2023

This bylaw may be cited for all purposes as "Bylaw No. 12279, being Amendment No. 12 to Solid Waste Bylaw No. 10106."

Read a first, second and third time by the Municipal Council this 18<sup>th</sup> day of October, 2021.

Adopted by the Municipal Council of the City of Kelowna this

\_\_\_\_\_  
Mayor

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

# CITY OF KELOWNA

## BYLAW NO. 12285

### Amendment No.30 to the Bylaw Notice Enforcement Bylaw No. 10475

The Municipal Council of the City of Kelowna, in open meeting assembled, enacts that the City of Kelowna Bylaw Notice Enforcement Bylaw be amended as follows:

1. THAT **Schedule B, Solid Waste Management Bylaw No. 10106** be amended by adding the following:

"

Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available (*Maximum 50% Reduction in Penalty Amount Where Compliance is Shown as "Yes")
10106	2.5.1	Feed or Attract Dangerous Wildlife	\$150.00	\$135.00	\$165.00	No

"

This bylaw may be cited for all purposes as "Bylaw No. 12285, being Amendment No. 30 to the Bylaw Notice Enforcement Bylaw No. 10475."

Read a first, second and third time by the Municipal Council this 18<sup>th</sup> day of October, 2021.

Adopted by the Municipal Council of the City of Kelowna this

\_\_\_\_\_  
Mayor

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