

# City of Kelowna

## Regular Council Meeting

### AGENDA



Monday, March 21, 2022  
1:30 pm  
Council Chamber  
City Hall, 1435 Water Street

#### Pages

#### 1. Call to Order

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

This Meeting is open to the public and all representations to Council form part of the public record. A live audio-video feed is being broadcast and recorded on kelowna.ca.

#### 2. Confirmation of Minutes

5 - 9

PM Meeting - March 14, 2022

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

##### 3.1. Clement Ave 631, 647, 657 and 677 - Z21-0066 (BL12336) - Madison Avenue Clement GP Inc

10 - 35

To rezone the subject properties from the RU2 – Medium Lot Housing zone to the C7 – Central Business Commercial zone to facilitate the development of Multiple Dwelling Housing.

##### 3.2. Nathan Road 766 - Z21-0091 (BL12337) - Donya J. Epp

36 - 53

To Rezone the subject property from the RU1 – Large Lot Housing to the RU1c – Large Lot Housing with Carriage House zone.

##### 3.3. Supplemental Report - Drysdale Rd 301 and 305 - Z21-0059 (BL12332) - Will McKay and Co. Ltd. Inc. No. BC0306923

54 - 55

To receive a summary of notice of first reading for Rezoning Bylaw No.12332 and to give the bylaw further reading consideration

- 3.4. Drysdale Blvd 301 and 305 - BL12332 (Z21-0059) - Will McKay and Co Ltd., INC NO BC0306923** 56 - 56
- To give Bylaw No. 12332 first, second and third reading in order to rezone the subject property from the RM1 - Four Dwelling Housing zone to the RM5 - Medium Density Multiple Housing zone.
- 3.5. Supplemental Report - Springfield Rd 2241 - Z21-0099 (BL12333) - Ironclad Developments Mission Heights Holding Inc** 57 - 58
- To receive a summary of notice of first reading for Rezoning Bylaw No. 12333 and to give the bylaw further reading consideration.
- 3.6. Springfield Rd 2241 - Z21-0099 (BL12333) - Ironclad Developments Mission Heights Holdings Inc., Inc.No. A0119488** 59 - 59
- To give Bylaw No. 12333 first, second and third reading in order to rezone the subject property from the C4 - Urban Centre Commercial zone to the C4r - Urban Centre Commercial (Residential Rental Tenure Only) zone.
- 3.7. Gordon Dr 4355 - Z20-0077 (BL12179) - 1253097 BC Ltd., Inc.No. BC1253097** 60 - 61
- To extend the deadline of adoption of Rezoning Bylaw No. 12179 to March 22, 2023.
- 4. Non-Development Reports & Related Bylaws**
- 4.1. Reporting Progress on Council Priorities 2019 - 2022** 62 - 72
- To present the 2021 results of the progress report on Council Priorities 2019-2022.
- 4.2. 2022 Financial Plan - Carryover Budget Volume** 73 - 191
- To present the 2022 Financial Plan – Carryover Budget Volume to Council for approval and inclusion into the 2022 Financial Plan.
- 4.3. Investment of Kelowna Funds 2021** 192 - 202
- To provide Council with an economic environment update, as well as information summarizing the City of Kelowna's 2021 investment portfolio and an overview of the performance of the portfolio as a whole.
- 4.4. Annual Transit Operating Agreement - Amended** 203 - 225
- To receive Council approval for the amendment to the transit 2021/22 Annual Operating Agreement



<b>4.5.</b>	<b>Kelowna Museum Society - Management and Operating Agreement</b>	<b>226 - 295</b>
	To approve the City entering into a five (5) year Lease and Operating Agreement with the Kelowna Museums Society, for the City-owned properties at 470 Queensway, 1304 Ellis Street, and a portion of 1424 Ellis Street.	
<b>4.6.</b>	<b>Kelowna Community Campus Indicative Building Site Location</b>	<b>296 - 349</b>
	For Council to endorse a preferred building location for the Kelowna Community Campus and to direct Staff on next steps.	
<b>4.7.</b>	<b>Sewer Connection Area Financing Framework – Stage 2</b>	<b>350 - 365</b>
	To rescind and replace Sewer Connection Charge Bylaw No. 11540 with Sewer Connection Prioritization Bylaw No. 12343	
<b>4.8.</b>	<b>BL12343 - Sewer Connection Area Prioritization Bylaw</b>	<b>366 - 377</b>
	To give Bylaw No. 12343 first, second and third reading.	
<b>4.9.</b>	<b>South Okanagan Mission Agricultural Users Local Area Service Parcel Tax</b>	<b>378 - 383</b>
	To add a property to the South Okanagan Mission Agricultural Customer User Local Area Service and to adopt the South Okanagan Mission Agricultural Users Local Area Service Parcel Tax Bylaw for upgrading of a water irrigation system servicing the Local Area Service.	
<b>4.10.</b>	<b>BL12334 - Amendment No. 1 to the South Okanagan Mission Agricultural Water Establishment Bylaw No. 11745</b>	<b>384 - 385</b>
	To give Bylaw No. 12334 first, second and third reading.	
<b>4.11.</b>	<b>BL12288 - Local Area Service South Okanagan Mission Agricultural Water Users Parcel Tax Bylaw</b>	<b>386 - 388</b>
	To give Bylaw No. 12288 first, second and third reading.	
<b>4.12.</b>	<b>Southeast Kelowna Water Integration Project Local Area Service Parcel Tax</b>	<b>389 - 393</b>
	To approve the Southeast Kelowna Water Integration Project Local Area Service Parcel Tax Bylaw for upgrading the potable water supply servicing the Local Area Service and to set the date, time and location for the 2022 Parcel Tax Review Panel Meeting.	
<b>4.13.</b>	<b>BL12327 - South East Kelowna Water Integration Local Area Service Parcel Tax Bylaw</b>	<b>394 - 400</b>
	To give Bylaw No. 12327 first, second and third reading.	

**4.14. Houghton 1 DCC**

401 - 403

To increase the budget for the Houghton 1 DCC Active Transportation Corridor project to reflect tender pricing and allow completion of the project in 2022.

**5. Mayor and Councillor Items**

**6. Termination**



## City of Kelowna Regular Council Meeting Minutes

Date: Monday, March 14 2022  
 Location: Council Chamber  
 City Hall, 1435 Water Street

Members Present Mayor Colin Basran, Councillors Maxine DeHart, Ryan Donn, Charlie Hodge, Brad Sieben\*, Mohini Singh, Luke Stack and Loyal Wooldridge

Members Absent Councillor Gail Given

Staff Present City Manager, Doug Gilchrist; City Clerk, Stephen Fleming; Community Planning & Development Manager, Dean Strachan\*; Divisional Director, Partnership & Investments, Derek Edstrom\*; Divisional Director, Planning & Development Services, Ryan Smith\*; Long Range Policy Planning Manager, James Moore\*; Planner, Arlene Janousek\*; Parking Services Manager, Dave Duncan\*; Transit Service Coordinator, Mike Kittmer\*; Deputy City Clerk, Laura Bentley\*

Staff participating Remotely Legislative Coordinator (Confidential), Arlene McClelland

Guest Chelsea Mossey\*, Senior Manager of Government Relations at BC Transit

(\* Denotes partial attendance)

### 1. Call to Order

Mayor Basran called the meeting to order at 1:32 p.m.

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

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

### 2. Confirmation of Minutes

Moved By Councillor Hodge/Seconded By Councillor Wooldridge

R0175/22/03/14 THAT the Minutes of the Regular Meetings of March 7, 2022 be confirmed as circulated.

Carried

### 3. Development Application Reports & Related Bylaws

**3.1 Supplemental Report - Treetop Rd 1870 - Z20-0096 (BL12330) - 1870 Treetop Road Development Ltd., Inc. No. BC1265565**

Staff:

- Responded to questions from Council.

Moved By Councillor Donn/Seconded By Councillor Singh

R0176/22/03/14 THAT Council receives, for information, the report from the Office of the City Clerk dated March 14, 2022 with respect to Zoning Bylaw No. 12330;

AND THAT Rezoning Bylaw No.12330 be forwarded for further reading consideration.

Carried

**3.2 Treetop Rd 1870 - BL12330 (Z20-0096) - 1870 Treetop Road Development Ltd., Inc. No. BC1265565**

Moved By Councillor Donn/Seconded By Councillor Wooldridge

R0177/22/03/14 THAT Bylaw No. 12330 be read a first, second and third time.

Carried

**3.3 Supplemental Report - Lakeshore Rd 5831 - Z21-0097 (BL12331) - Roger D. S. Goldammer and Venice D. Goldammer**

Moved By Councillor Stack/Seconded By Councillor Sieben

R0178/22/03/14 THAT Council receives, for information, the report from the Office of the City Clerk dated March 14, 2022 with respect to Zoning Bylaw No. 12331;

AND THAT Rezoning Bylaw No.12331 be forwarded for further reading consideration.

Carried

**3.4 Lakeshore Rd 5831 - BL12331 (Z21-0097) - Roger D.S. Goldammer & Venice D. Goldammer**

Moved By Councillor Donn/Seconded By Councillor Wooldridge

R0179/22/03/14 THAT Bylaw No. 12331 be read a first, second and third time and be adopted.

Carried

**3.5 Sexsmith Rd 3030 - Z18-0116 (BL12178) - Vision Excavating Ltd., Inc. No. BC0707315**

Moved By Councillor Sieben/Seconded By Councillor Hodge

R0180/22/03/14 THAT in accordance with Development Application and Heritage Procedures Bylaw No. 12310, the deadline for the adoption of Rezoning Bylaw No. 12178, be extended from March 16, 2022 to March 16, 2023.

AND THAT Council directs Staff to not accept any further extension requests.

Carried

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

##### 4.1 Bonjou Rd 639 - BL12295 (Z21-0075) - Kevan Kruger and Cary Dawn Kruger

Moved By Councillor Stack/Seconded By Councillor DeHart

R0181/22/03/14 THAT Bylaw No. 12295 be read adopted.

Carried

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

##### 5.1 Council Study Tour to the Lower Mainland

Staff:

- Displayed a PowerPoint Presentation summarizing the Council Study Tour of community recreation centres and brownfield waterfront redevelopment sites in the Lower Mainland.

Council:

- Provided individual comments.

Moved By Councillor DeHart/Seconded By Councillor Donn

R0182/22/03/14 THAT Council receives, for information, the report from Partnerships and Investment and Planning and Development Services, dated March 14, 2022, recapping the Special Meetings held during Council's tour of community recreation centres and brownfield waterfront redevelopment sites in the Lower Mainland on February 24 and 25, 2022.

Carried

##### 5.2 Affordable Housing Land Acquisition Strategy Action Update

Staff:

- Displayed a PowerPoint Presentation providing an update on the Affordable Housing Land Acquisition Strategy information and responded to questions from Council.

Moved By Councillor Donn/Seconded By Councillor Wooldridge

R0183/22/03/14 THAT Council receives, for information, the report from the Policy & Planning Department dated March 14, 2022 with respect to the Affordable Housing Land Acquisition Strategy.

Carried

Councillor Sieben departed the meeting at 3:01 p.m.

##### 5.3 Infill Design Challenge 2.0 Results

Staff:

- Displayed a PowerPoint Presentation summarizing the results of the Infill Challenge Design Competition and responded to questions from Council.

Moved By Councillor Wooldridge/Seconded By Councillor Hodge

R0184/22/03/14 THAT Council receives, for information, the report from the Policy & Planning Department dated March 14, 2022;



AND THAT Council direct staff to recognize the top submissions as described in the report.

**Carried**

#### **5.4 Complimentary On-Street Saturday Parking for 2022 Small Shop Promotion**

Staff:

- Provided an overview of the proposed complimentary on-street parking request in support of the 2022 Small Shop promotion in the downtown area and responded to questions from Council.

Moved By Councillor Wooldridge/Seconded By Councillor Hodge

**R0185/22/03/14** THAT Council receives, for information, the report from the Real Estate department dated March 14, 2022, with respect to complimentary downtown on-street parking on two (2) Saturdays in 2022;

AND THAT Council approves waiving on-street parking fees in the downtown area on Saturday, April 9, and Saturday September 24, 2022.

**Carried**

#### **5.5 Mission Transit Network Restructure Study**

Staff:

- Displayed a PowerPoint Presentation providing information on the upcoming transit restructure initiative for the Mission area and responded to questions from Council.

Chelsea Mossey, Senior Manager of Government Relations at BC Transit

- Responded to questions from Council.

Moved By Councillor Wooldridge/Seconded By Councillor Donn

**R0186/22/03/14** THAT Council receives for information, the report from Integrated Transportation, dated March 14, 2022, regarding the Mission Transit Network Restructure Study.

**Carried**

#### **5.6 Council Remuneration Review**

Staff:

- Provided an overview of Council remuneration options and provided rationale for the proposed bylaw amendment and responded to questions from Council.

Moved By Councillor Wooldridge/Seconded By Councillor Donn

**R0187/22/03/14** THAT Council direct staff to come back with remuneration information upon the completion of the current UBCM Civic Info BC Elected Official Remuneration survey.

**Carried**

Moved By Councillor Hodge/Seconded By Councillor Donn

**R0188/22/03/14** THAT Council receives, for information, the report from the Office of the City Clerk dated March 14, 2022 with respect to Council remuneration review options;

AND THAT Council direct staff to bring forward amendments to the Council Remuneration and Expense Bylaw No. 7547 as identified in the report from the Office of the City Clerk regarding Council Remuneration Review Options dated March 14, 2022.

Carried

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

### 6.1 BL12329 - Housing Agreement Authorization Bylaw - 1994 Springfield Road

Moved By Councillor DeHart/Seconded By Councillor Stack

Ro189/22/03/14 THAT Bylaw No. 12329 be adopted.

Carried

## 7. Resolutions

### 7.1 Council Tolko Site Tour

Moved By Councillor Stack/Seconded By Councillor DeHart

Ro190/22/03/14 THAT a portion of the Regular AM Council Meeting scheduled for Monday March 21, 2022 be at a location other than City Hall Council Chamber, being the Kelowna Mill Site – 820 and 945 Guy St, Kelowna BC starting at 9:15 am;

AND THAT the public not be permitted to attend this portion of the Meeting in-person due to its location and facility requirements.

Carried

## 8. Mayor and Councillor Items

Councillor DeHart:

- Spoke to their attendance with the Mayor at an event held for the YMCA CEO, Sharon Peterson, who retired after 27 years.
- The State of the City address will be held Wednesday, March 16 at the Coast Capri at 12:00 p.m.
- Spoke to the upcoming AGM for the Chamber of Commerce on March 17th.

Councillor Wooldridge:

- Will be a Judge at the Lady of the Lake Fashion Show Tuesday, March 16th.

Councillor Singh:

- Reminder the deadline to complete the annual Provincial Speculation Tax Declaration is the end of March.

Mayor Basran:

- Reminder to the public to watch for cyclists and those being active.
- Reminder that street sweepers will be out on the streets soon.

## 9. Termination

This meeting was declared terminated at 3:53 p.m.

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

sf/acm



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

# REPORT TO COUNCIL



**Date:** March 21, 2022

**To:** Council

**From:** City Manager

**Department:** Development Planning

**Application:** Z21-0066

**Owner:** Madison Avenue Clement GP.  
Inc.

**Address:** 631, 647, 657 & 677 Clement Avenue

**Applicant:** BlueGreen Architecture Inc.

**Subject:** Rezoning Application

**Existing OCP Designation:** UC – Urban Centre

**Existing Zone:** RU2 – Medium Lot Housing

**Proposed Zone:** C7 – Central Business Commercial

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## 1.0 Recommendation

THAT Rezoning Application No. Z21-0066 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lots 66, 67 and 68 District Lot 139 ODYD Plan 1037 and Lot A District Lot 139, ODYD Plan 28649, located at 631, 647, 657 and 677 Clement Avenue, Kelowna, BC from the RU2 – Medium Lot Housing zone to the C7 – Central Business Commercial zone, be considered by Council;

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 March 21, 2022;

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 properties.

### Purpose

To rezone the subject properties from the RU2 – Medium Lot Housing zone to the C7 – Central Business Commercial zone to facilitate the development of Multiple Dwelling Housing.

## 2.0 Development Planning

Staff are supportive of the proposed rezoning application to facilitate the development of multiple dwelling housing on the subject properties. The development site consists of four properties: 631, 647, 657 and 677



Clement Avenue. The Official Community Plan (OCP) future land use designation for the properties is UC – Urban Centre. Rezoning the properties to the C7 – Central Business Commercial zone aligns with the OCP direction for the area.

The development site is located within the City Centre Urban Centre on Clement Avenue between Richter Street and St Paul Street. In recent years, the area has seen much redevelopment which includes a mix of commercial, industrial and mixed-use residential buildings. Clement Avenue continues to urbanize with portions of the road being widened to provide two lanes in each direction along with sidewalk and boulevard upgrades. The properties have a Walk score of 89 – Very Walkable (most errands can be accomplished on foot) and a Bike Score of 98 – Biker’s Paradise with ease access to multiple bicycle lanes, including Rails with Trails and the Cawston Avenue Active Transportation Corridor. The development site provides easy access to many nearby amenities including social, cultural and shopping opportunities, and restaurants, recreation and parks in the surrounding area.

To fulfill Council Policy No. 367 for Zoning Major applications, the applicant hosted an on-line (Zoom) Public Open House along with circulating project information to all properties within 50 m of the subject development site. The open house took place on January 31, 2022 from 5:00 pm to 7:00 pm. The applicant submitted a summary report of the consultation efforts completed for the proposed rezoning of the parcels.

### 3.0 Proposal

#### 3.1 Project Description

The applicant is proposing to construct a 6-storey 66-unit market condo building. The two storey parkade is accessed from the rear lane. Six ground-oriented townhouses front onto Clement Avenue which serve to screen the parkade from view and to provide a pedestrian connection to the street.

A portion of the north-south lane between 657 and 677 Clement Avenue is proposed to be closed and incorporated into the development site. The east-west lane will exit vehicles directly to Coronation Avenue. The Real Estate Department will bring forward an application to close this portion of the laneway in the coming weeks.

#### 3.2 Site Context

The subject properties are located within the City Centre Urban Centre on the south side of Clement Avenue between Richter Street and St Paul Street.

Specifically, adjacent land uses are as follows:

Orientation	Zoning	Land Use
North	P1 – Major Institutional	RCMP Detachment
East	RU2 – Medium Lot Dwellings	Single Family Dwellings
South	RU2 – Medium Lot Dwellings	Single Family Dwellings
West	RU2 – Medium Lot Dwellings RM6r – High Rise Apartment Housing	Single Family Dwellings Apartment Housing

**Subject Property Map: 631, 647, 657 and 677 Clement Avenue****4.0 Current Development Policies****4.1 Kelowna Official Community Plan (OCP)****Kelowna 2040 – Official Community Plan Policy – Chapter 4: Urban Centres**

<b>Objective 4.1 Strengthen the Urban Centres as Kelowna's primary hubs of activity.</b>	
Policy 4.1.2 Urban Centre Hierarchy	Focus the greatest intensity of uses and scale of development Downtown in recognition of its role as the largest <a href="#">Urban Centre</a> . Scale development in other <a href="#">Urban Centres</a> in accordance with Figure 4.1 and based on their anticipated context, supporting infrastructure and amenities.
	<i>Rezoning of this site to accommodate a mid-rise multi-family development is aligned with the City Centre Urban Centres development plan to include the greater density and height.</i>
Policy 4.1.6 High Density Residential Development	Direct <a href="#">medium</a> and <a href="#">high density</a> residential development to <a href="#">Urban Centres</a> to provide a greater mix of housing near employment and to maximize use of existing and new infrastructure, services and amenities.
	<i>The project will add 66 additional residential units to the Urban Centre and will add to the existing housing mix of the area and is near multiple employment nodes.</i>
<b>Objective 4.1 Transition Sensitively to adjacent neighbourhoods and public spaces.</b>	
Policy 4.9.2 Transition to Core Area Neighbourhoods	Use height and scale to ensure that buildings avoid <a href="#">height cliffs</a> and shadowing, transitioning gradually to adjacent <a href="#">Core Area</a> Neighbourhoods.
	<i>The proposal is aligned with the multi-family developments located to the east and west. As the area to the east and south continues to redevelop, the scale of the project will serve as an appropriate transition.</i>

**5.0 Technical Comments****5.1 Development Engineering Department**

Refer to Schedule 'A' dated September 7, 2021.

## **6.o Application Chronology**

Date of Application Accepted: June 11, 2021  
Date Public Consultation Completed: February 1, 2022

**Report prepared by:** Lydia Korolchuk, Planner Specialist  
**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  
Attachment B: Applicant's Letter of Rationale



## MEMORANDUM

**Date:** December 6, 2021

**File No.:** Z21-0066 (Rev 1)

**To:** Planning and Development Officer (LK)

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

**Subject:** 631, 647, 657, 677 Clement Ave RU2 to C7

The Development Engineering Branch has the following comments and requirements associated with this application to rezone the property from from RU2 – Medium Lot Housing to C7 – Central Business Commercial to facilitate the development of multiple dwelling housing.

### 1. GENERAL

- a. The following requirements are valid for two (2) 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.
- b. This proposed development may require the installation of centralized mail delivery equipment. Please contact Arif Bhatia, Delivery Planning Officer, Canada Post Corporation, 530 Gaston Avenue, Kelowna, BC, V1Y 2K0, (250) 859-0198, arif.bhatia@canadapost.ca to obtain further information and to determine suitable location(s) within the development.
- c. There is a possibility of a high water table or surcharging of storm drains during major storm events. This should be considered in the design of the onsite system.

### 2. DOMESTIC WATER AND FIRE PROTECTION

- a. The subject lots are located within the City of Kelowna water supply area. Three of the existing lots are each serviced with a 13-mm diameter water service and one lot (677 Clement Ave) is serviced with a 19-mm diameter water service. Only one service will be permitted per legal lot. The Applicant, at their cost, will arrange for the removal of the existing services and the installation of one new larger metered water service.
- b. The Developer's Consulting Engineer will determine the domestic and fire protection requirements of this proposed development and establish hydrant requirements and service needs. The bylaw requirement for this development is 150 L/s. If it is determined that upgrades to any existing water distribution system must be made to achieve the required fire flows, additional bonding will be required.

- c. All fire flow calculations are to be shared with the Development Engineering Branch upon submittal of off-site civil engineering drawings.
- d. A Water meter is mandatory for this development and must be installed inside a building on the water service inlet as required by the City Plumbing Regulation and Water Regulation bylaws. The Developer or Building Contractor must purchase the meter from the City at the time of application for a building permit from the Inspection Services Department and prepare the meter setter at their cost.

### **3. SANITARY SEWER SYSTEM**

- a. Our records indicate that the subject lots are currently each serviced with a 100-mm diameter sanitary sewer service. The Applicant's Consulting Mechanical Engineer will determine the requirements of the proposed development and establish the service needs.
- b. Only one service will be permitted for this development, the applicant will arrange for the removal and disconnection of the existing services and the installation of one new larger service at the applicants cost.
- c. If one of the existing service connections are to be utilized it must be completed with an inspection chamber (c/w Brooks Box) as per SS-S7 & SS-S9.

### **4. STORM DRAINAGE**

- a. The property is located within the City of Kelowna drainage service area. A storm service connection, complete with onsite detention and flow control will be required. A hydrogeotechnical report will be required complete with a design for the disposal method. 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.

## **5. ROAD IMPROVEMENTS**

- a. Clement Ave must be upgraded to a full urban standard (modified SS-R9) along the full frontage of the subject property with extension to the Clement Ave and Richter St intersection. Upgrades required include; center median within Clement Ave, curb and gutter, sidewalk, LED street lighting, burial of overhead wires and removal of poles, landscaped and irrigated boulevard, storm drainage system, pavement removal and replacement and re-location or adjustment of utility appurtenances if required to accommodate the upgrading construction. Road cross section will be provided to consulting engineer, upon request, at time of detailed offsite design.
- b. East-west lane fronting this development to the south must be upgraded to a SS-R2 commercial lane standard including; road fillet paving, storm drainage, burial of overhead wiring and removal of poles, and relocation or adjustment of existing utility appurtenances if required to accommodate the upgrading construction.
- c. A portion of the North-south lane fronting this development to the east, which is proposed to be closed, must be retained as laneway to provide for a turnaround area. Turning movements must be provided with wheel paths contained entirely in lane ROW, no tracking onto private property is permitted.
- d. All Landscape and Irrigation plans require design and inspection by a Qualified Professional registered with the BCSLA and the IABC, are to be included as a line item in the estimate for the Servicing Agreement performance security. Landscape and irrigation plans require approval by the Development Engineering Branch at the same time as other “issued for construction” drawings.
- e. All furnishings, including bike racks, must be contained on private property and are not permitted within the boulevard.
- f. Streetlights must be installed on all public roads. All streetlighting plans are to include photometric calculations demonstrating Bylaw 7900 requirements are met and approval by the Development Engineering Branch at the same time as other “issued for construction” drawings.

## **6. POWER AND TELECOMMUNICATION SERVICES**

- a. All proposed distribution and service connections are to be installed underground. 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.
- c. Re-locate existing poles and utilities, where necessary including within lanes. Remove aerial trespass(es).

## 7. **GEOTECHNICAL STUDY**

- a. Provide a comprehensive geotechnical report (3 copies), prepared by a Professional Engineer competent in the field of hydro-geotechnical engineering to address the items below:

**NOTE: The City is relying on the Geotechnical Engineer's report to prevent any damage to property and/or injury to persons from occurring as a result of problems with soil slippage or soil instability related to this proposed subdivision.**

- b. The Geotechnical reports must be submitted to the Planning and Development Services Department (Planning & Development Officer) for distribution to the Works & Utilities Department and Inspection Services Division prior to submission of Engineering drawings or application for subdivision approval.
  - 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. Recommendations for items that should be included in a Restrictive Covenant.
  - vi. Recommendations for roof drains and perimeter drains.
  - vii. Recommendations for erosion and sedimentation controls for water and wind.
  - viii. Any items required in other sections of this document.
- c. Should any on-site retaining walls surpass the following limits, an Over Height Retaining Wall Permit will be required:

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

The design of all retaining walls is to conform with Engineer & Geoscientists British Columbia's Professional Practice Guidelines for Retaining Wall Design. Submission requirements for the Over Height Retaining Wall Permit include Engineer of Record documents (Appendix A of Retaining Wall Design Guideline) and any necessary independent reviews (as per EGBC's Documented Independent Review of Structural Designs).



- d. Any modified slopes having a finished slope greater than 2H:V1 (50%) and an elevation change greater than 1.2 m must be installed under the direction of a qualified professional engineer.
- e. Any exposed natural rock surface on a lot that has the potential for materials to displace causing a hazardous condition, must be reviewed by a qualified professional engineer with the appropriate and measures undertaken as prescribed by the engineer. For adequate Rockfall Protection adjacent to walls and rock cuts, please consider BC MoTI Supplement to TAC Geometric Design Guide 440, page 440-8, which outlines a ditch bottom width depending on wall height. Sidewalks and utilities should be kept out of this protection area. Additional ROW may be required.

Where walls are on the high side, the City's preference is that the walls remain setback and on private property. Where the walls hold up a public road, the City's preference is that additional dedication be provided, and the walls be owned by the City. Please design any geogrids or tie-backs so that they do not encroach into the required road ROW.

## **8. ROAD DEDICATION/SUBDIVISION REQUIREMENTS**

- a. A dedication of approximately 0.8 m along the south property lines of 631, 647, & 657 Clement Ave is required to achieve a future 7.6 m commercial laneway.
- b. No driveway access will be permitted to Clement Ave. The vehicular access to the development site is to be provided from the lane.
- c. Indicate on the site, the locations of the garbage and recycle bins. Provide turning movements for a MSU vehicle to confirm manoeuvrability.
- d. Perimeter access must comply with the BC Building Code. Fire Truck access designs and proposed hydrant locations will be reviewed by the Fire Protection Officer.

## **9. DESIGN AND CONSTRUCTION**

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

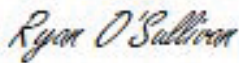


**10. SERVICING AGREEMENT FOR WORKS AND SERVICES**

- 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.

**11. CHARGES AND FEES**

- a. Development Cost Charges (DCC's) are payable.
- b. Fees per the "Development Application Fees Bylaw" include:
  - i. Street Marking/Traffic Sign Fees: at cost (to be determined after detailed design completed).
  - ii. Survey Monument Fee: \$50.00 per newly created lot (GST exempt).
  - iii. Survey Monument, Replacement Fee: \$1,200.00 (GST exempt) – only if disturbed.
  - iv. Hydrant Levy Fee: \$250 per newly created lot (GST exempt).
  - v. Engineering and Inspection Fee: 3.5% of construction value (plus GST).



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Ryan O'Sullivan  
Development Engineering Manager

SK

ATTACHMENT A

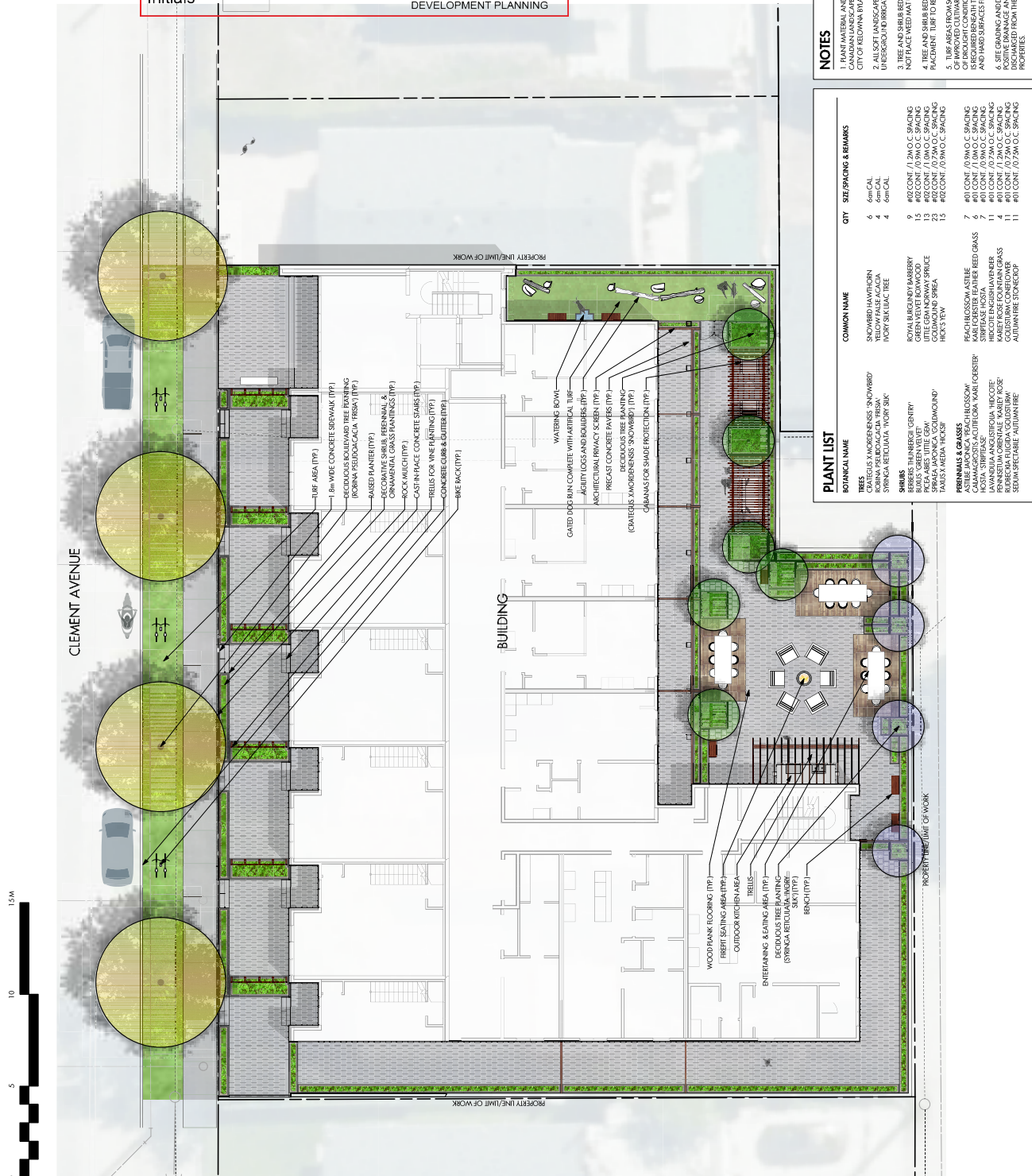
This forms part of application

# Z21-0066

Planner Initials LK



City of  
**Kelowna**  
DEVELOPMENT PLANNING



## NOTES

1. TRAFFIC MATERIAL AND CONSTRUCTION METHOD SHALL MEET OR EXCEED THE REQUIREMENTS OF THE STANDARD SPECIFICATIONS FOR CONSTRUCTION MATERIALS OF THE STATE OF KENTUCKY, 2000 STANDARDS.
2. ALL SLOPE FINISH SHALL BE WATERED BY A FULLY AUTOMATIC WATERING SYSTEM.
3. TREE AND SHRUB SPECIES SHALL BE WATERED BY A FULLY AUTOMATIC WATERING SYSTEM.
4. TREE AND SHRUB MUST BE SPECIES PLANTED IN MINIMUM 75mm<sup>2</sup> WOOD MULCH. DO NOT PLACE MULCH UNDER PLANTING TRUNKS AND SHRUBS.
5. TREE AND SHRUBS MUST BE SPECIES PLANTED IN MINIMUM 200mm DEPTH TOPSOIL.
6. TOPSOIL SHALL BE BEST TO RECEIVE A MINIMUM OF 150mm DEPTH TOPSOIL TREATMENT.
7. TURF SHALL BE PLANTED IN NO. 1 GRADE GROUND FROM CERTIFIED SEED OR IMPROVED CULTIVARS REGISTERED FOR SALE IN K.C. AND SHALL BE TOLERANT OF DROUGHT CONDITIONS. A MINIMUM OF 10% PLANTING OF GROWING TREES AND SHRUBS SHALL BE REQUIRED. TURF SHALL BE PLANTED USING GRASSES AND HARD SURFACE PLUSH.
8. SEE GRADING AND EROSION CONTROL.
9. SEE GRADING AND EROSION CONTROL.

## PIANT IIST

[illegible]

November 08, 2021

Prepared for: Development Permit & Rezoning Application

Project: Savoy on Clement

Re: Design Rationale

## PROJECT DESCRIPTION

The building site is located in the transitioning "North End" of Kelowna along Clement Avenue, one of the City's key transportation arteries. The project is a mid-block site located on the South side of Clement with the nearest intersection being Richter Street. The proposal is to build a 66-unit, 6 level condominium building with street accessed townhomes. The upper 5 storeys of wood-frame construction sit on a double level, partially buried, concrete parking structure accessed off the rear lane and masked behind ground-oriented, street accessed, townhomes and lobby.

The building is designed to reflect the history of the once industrial area while progressing the transition into a more dense, residential, modern neighborhood. This is achieved between both the material pallet selected as well the building form. The material palette is largely industrial, a throwback to the history of the neighborhood, and applied over a modern form. The concrete, steel corrugated cladding, and brick are offset by rich detail and pattern and softened further by incorporation of warm wood and lush green landscaping. The form is sensitive to the neighboring projects, both present and future, while also creating opportunities for intimate, outdoor spaces. The building step backs incrementally to the west to provide opportunities for views, outdoor space, and will serve as a great neighbor to the future project directly West which will likely be 4-5 stories. To the East the building is partially setback while also allowing for a potential future connection and abutment to a future 6 storey, large footprint, building along Richter Street. Our client is keenly interested in these lots and we are leaving the door open to a future connection. The abutting wall has been incorporated as an architectural feature of the building and is designed to stand on its own without the future connection or at the very least the short interim between developments. Further to the form, careful attention has been taken to provide appropriate pedestrian scaled design along the busy Clement corridor. The townhomes at grade are buffered by large setbacks and landscaping creating opportunities for vibrant front yards. Floors 2-5 above are pulled towards the street while providing deep, inset, balconies which will provide the private intimacy desired facing a bustling street. By pulling these floors towards the street we are allowing for a greater amenity deck area at the rear or "back yard" as we call it. This area will promote diverse opportunities for social interaction, community gardens and even a dog run.

## **REZONING REQUESTED – RU2 to C7**

This project has been designed to meet the intent of the future OCP guidelines and addresses the transition to the existing residential neighborhoods to the South by limiting the projects height to 6 storeys. The City mapping & zoning site identifies this area as RU2 but it has been transforming to the RM6R and C7 designations over the last 3 years. This project is applying for a rezoning application to the "C7" zone which permits a floor area ratio of up to 9 with building heights of up to 19 storeys. This is not our intent however, our project is seeking a maximum building height of only 6 storeys. The project manages the challenge of addressing the integration of building form and character of the street scape and acknowledges the existing and future built form & context of the surrounding buildings. We feel confident that we have presented a courteous architectural solution to the sites challenges and that we meet the full intent of OCP and C7 zoning.

## **MISSING MIDDLE**

This project does not cater to one single demographic, rather it provides and encourages a mixture of unit types and pricing options. The ratio between studio, one bedroom, and 2 bedroom+ units is essentially equal and designed intentionally. Given the projects location and amenities provided both on-site and in the immediate neighborhood this project meets the demand for walkable/ livable neighborhoods, responds to changing demographics, and provides housing at various, attainable price points.

## **URBAN CONNECTIVITY**

The project is located within a 3 minute bicycle commute to Downtown and the New Clement Business /Cultural District is located directly across the street. This proximity allows pedestrians and cyclists easy access to all the shopping, recreational opportunities, and cultural events without the need to take a vehicle. Transit is available on Clement Avenue and when going further from the immediate area and a car is your only option, Clement Avenue offer excellent connectivity to the rest of the City and the region. To soften the reliance on vehicular transportation, bike storage exceeds zoning requirements, and 2 car chare spaces have been provided at the rear lane and can be accessed by any member of the surrounding neighborhood.

## **SUSTAINABILITY**

The use of naturally sourced materials is used to a large extent, and thereby reduces the carbon footprint as much as possible. Envelope details that prevent water and moisture ingress while still allowing the assemblies to dry are being incorporated. Minimizing thermal bridging combined with continuous, exterior insulation will reduce heating and cooling loads. South and west facing windows will be specified to have appropriate shading and glazing coefficients to utilize the summer sun by blocking the heat while still allowing the winter sun to penetrate, reducing cooling and heating loads in the summer and winter seasons respectively. Operable windows allow for natural ventilation, reducing the demand for mechanical ventilation to provide fresh air. Other sustainable measures will include drought resistant landscaping and smart climate management controls.

## CRIME PREVENTION

The intentions of CPTED have been addressed with well-maintained entrances and frontages that promote pride in ownership amongst the residents, and with the reduced setback increasing the buildings presence. The sight lines of the occupants from decks and windows will discourage vandalism and crime. Site lighting along the side/drive isle, and pathways will be balanced to provide enough illumination to ensure there are no high contrast areas that could conceal potential offenders, but not so much that the site is excessively contributing to local light pollution.

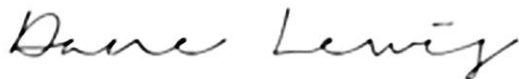
## LANDSCAPING

The Owner has selected Outland Landscape Architecture to create an interesting and aesthetically pleasing landscape solution that responds to the architectural style of the project. This will also compliment the character of the surrounding neighborhood. A number of annual and perennial shrubs have been selected for along the planters throughout the site, and in special groupings on the amenity deck. Trees will be planted in the front boulevard, and in all greenspaces. Given enough time to mature, the trees will help the project blend with the existing neighborhoods numerous trees lining streets and in back yards. The landscape concept for the setback areas, will provide a visually exciting and high volume of green space. If viewed from above, there would appear to be significantly more "green" than building.

## SUMMARY

The team at Bluegreen Architectures feels that the architecture is strong for its sensitive design decisions to both it's neighbors and end users and hope it serves as a template to transition between RU2, RM6R and C7 zones. We look forward to your support for all this project brings to our community, and trust it well help further progress this transitioning neighborhood further.

Respectfully submitted,

A handwritten signature in cursive script that reads "Dane Lewis".

Dane Lewis,  
Project Designer & Associate  
Bluegreen Architecture Inc.

**CITY OF KELOWNA**  
**BYLAW NO. 12336**  
**Z21-0066**  
**631, 647, 657 and 677 Clement Avenue**

---

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

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

1. THAT City of Kelowna Zoning Bylaw No. 8000 be amended by changing the zoning classification of:

- a) Lot 66 District Lot 139, ODYD, Plan 1037 located on Clement Avenue, Kelowna, BC
- b) Lot 67 District Lot 139, ODYD, Plan 1037 located on Clement Avenue, Kelowna, BC
- c) Lot 68 District Lot 139, ODYD, Plan 1037 located on Clement Avenue, Kelowna, BC
- d) Lot A District Lot 139, ODYD, Plan 28649 located on Clement Avenue, Kelowna, BC

from the RU2 – Medium Lot Housing zone to the C7 – Central Business Commercial zone.

2. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

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

Adopted by the Municipal Council of the City of Kelowna this

---

Mayor

---

City Clerk





# Z21-0066 631, 647, 657 & 677 Clement Avenue

Rezoning Application

# Proposal

- ▶ To consider an application to rezone the subject properties from the RU2 – Medium Lot Housing zone to the C7- Central Business Commercial zone to facilitate the development of multiple dwelling housing.



# Development Process

June 11, 2021

Development Application Accepted

Staff Review & Circulation

Feb 1, 2022

Neighbourhood Consultation

Mar 21, 2022

Initial Consideration

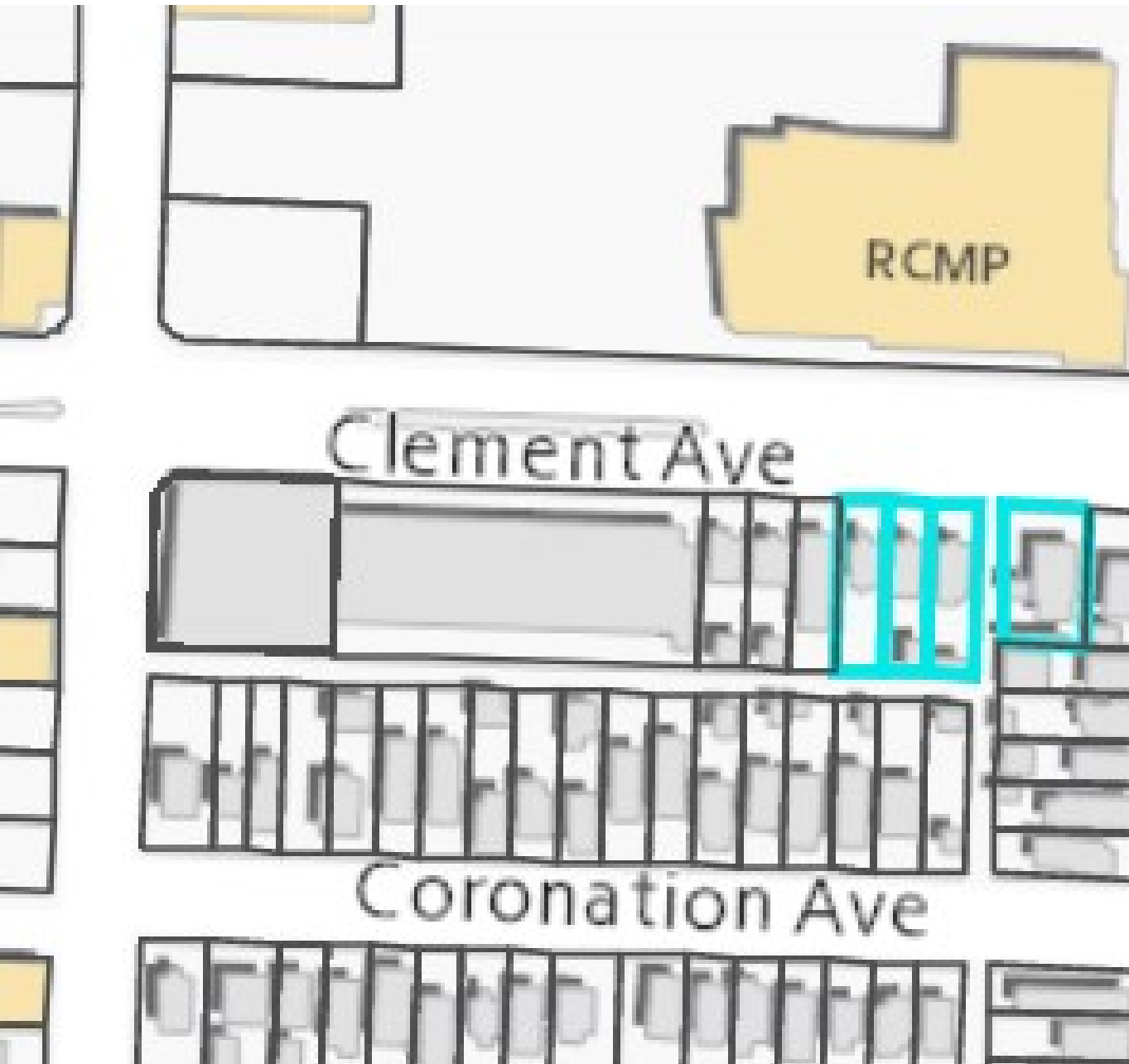
Notice of First Reading

Final Reading and DP & Variances

Building Permit

Council Approvals

# Context Map



Walk Score  
**89**

## Very Walkable

Most errands can be accomplished on foot.

Transit Score  
**46**

## Some Transit

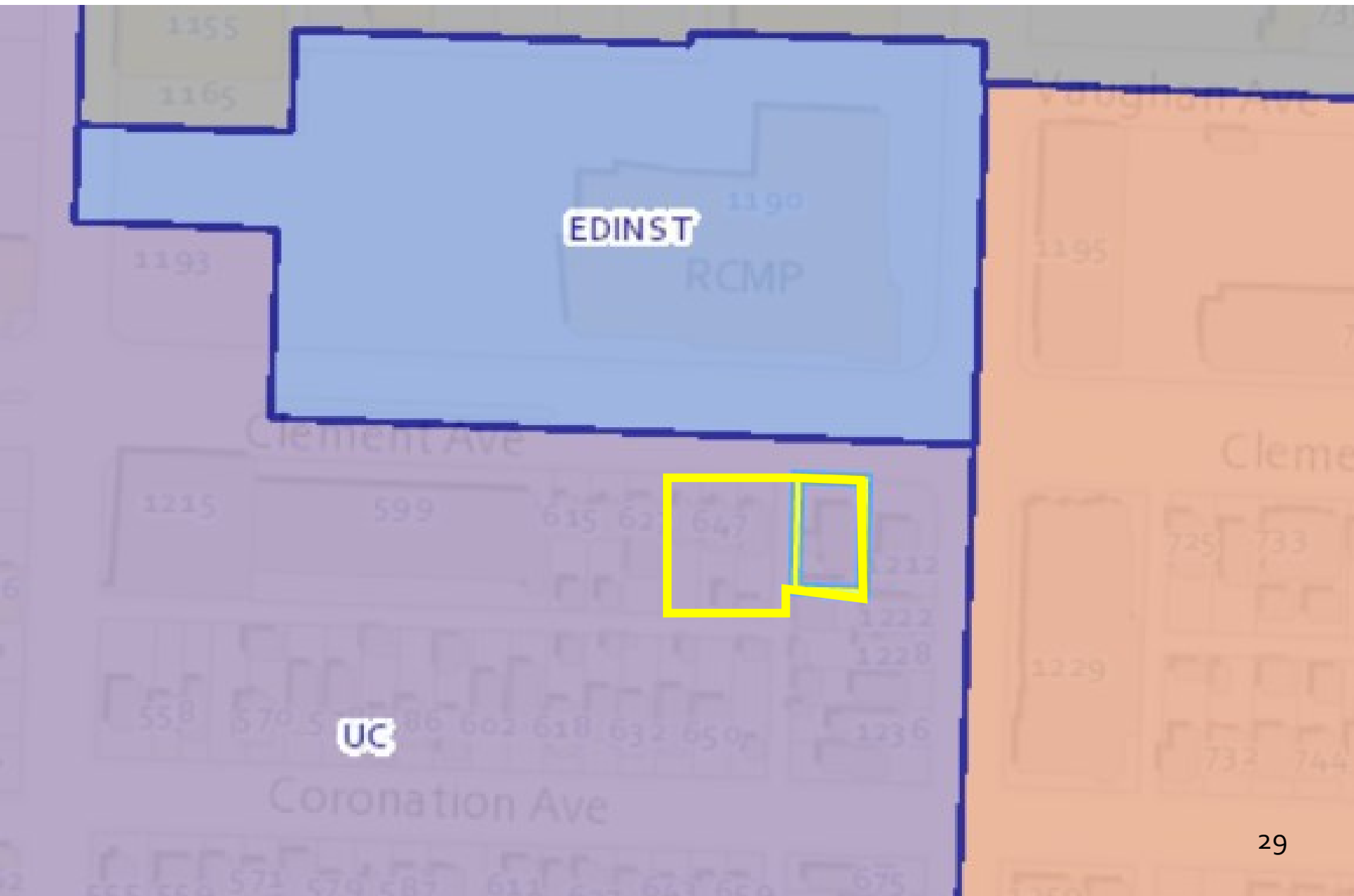
A few nearby public transportation options.

Bike Score  
**98**

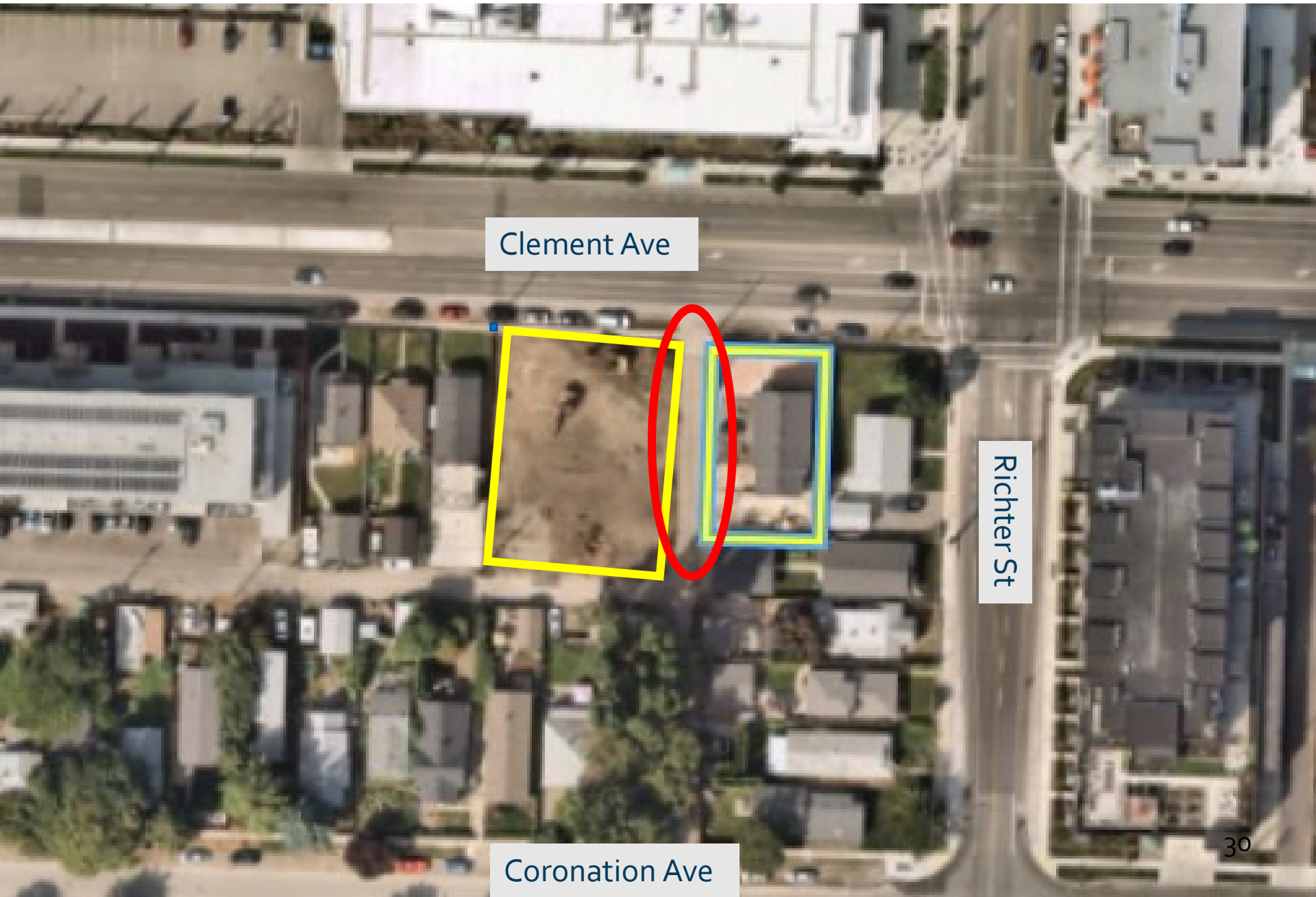
## Biker's Paradise

Daily errands can be accomplished on a bike.

# OCP Future Land Use



# Subject Property Map



Clement Ave

Richter St

Coronation Ave

# Site Plan



# Proposed Rendering



View from Clement Avenue

# Development Policy

- ▶ Meets the intent of Official Community Plan Objectives and Policies:
  - ▶ 4.1 – Strengthen the Urban Centres as Kelowna’s primary hubs of activity.
  - ▶ 4.1.2 – Urban Centre Hierarchy – Focus the greatest intensity of uses and scale of development Downtown.
- ▶ Consistent with the Future Land Use → UC- Urban Centre

# Staff Recommendation

- ▶ **Support** of the proposed Rezoning:
  - ▶ Meets many objectives in the OCP
  - ▶ Appropriate location for increased density





## *Conclusion of Staff Remarks*

# REPORT TO COUNCIL



**Date:** March 21, 2022

**To:** Council

**From:** City Manager

**Department:** Community Planning

**Application:** Z21-0091

**Owner:** Donya Epp

**Address:** 766 Nathan Road

**Applicant:** Donya Epp

**Subject:** Rezoning Application

**Existing OCP Designation:** S-RES Suburban Residential

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

**Proposed Zone:** RU1c – Large Lot Housing with Carriage House

---

## 1.0 Recommendation

THAT Rezoning Application No. Z21-0091 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot A District Lot 358 Osoyoos Division Yale District Plan 18535, located at 766 Nathan Road, Kelowna, BC from the RU1 – Large Lot Housing zone to the RU1c– Large Lot Housing with Carriage House zone be considered by Council;

AND THAT 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 March 21, 2022;

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

## 2.0 Purpose

To Rezone the subject property from the RU1 – Large Lot Housing to the RU1c – Large Lot Housing with Carriage House zone.

## 3.0 Development Planning

Staff support the proposal to rezone the subject property from RU1 – Large Lot Housing to the RU1c – Large Lot Housing with Carriage House zone. The subject property has a S-RES – Suburban Residential future land use designation, has a sanitary sewer connection, and is within the city's permanent growth boundary. As such, the proposed zone is consistent with the Official Community Plan's (OCP) objectives

and the RU1c – Large Lot Housing with Carriage House zone and is congruous with the surrounding neighbourhood.

#### 4.0 Proposal

##### 4.1 Project Description

The proposed rezoning from the RU1 – Large Lot Housing to the RU1c – Large Lot Housing with Carriage House zone to facilitate the conversion of an existing on-site accessory building to a carriage house. The subject property has a Future Land Use Designation of S-RES – Suburban Residential and is within the City's Permanent Growth Boundary. As such, the proposed zone is consistent with the Official Community Plan's (OCP) objectives. To finalize the rezoning, a Development Variance Permit is required for the net floor area of the proposed carriage house.

##### 4.2 Site Context

The subject property is located on Nathan Road near the intersection with Horak Road. The parcel has a Future Land Use Designation of S-RES – Suburban Residential and is within the City's Permanent Growth Boundary. The surrounding area consists primarily of RU1 – Large Lot Housing.

Specifically, adjacent land uses are as follows:

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

**Subject Property Map:**



#### 5.0 Current Development Policies

5.1 Kelowna Official Community Plan (OCP)**Kelowna 2040 – Official Community Plan Policy Template****Objective 7.2. Design Suburban Neighbourhoods to be low impact, context sensitive and adaptable.**

Policy 7.2.1. Ground-Oriented Housing.	Consider a range of low density ground-oriented housing development to improve housing diversity and affordability and to reduce the overall urban footprint of Suburban Neighbourhoods. Focus more intensive ground-oriented housing where it is in close proximity to small scale commercial services, amenities like schools and parks, existing transit service and/or active transportation facilities.  <i>Proposed Carriage house would provide an additional , ground oriented dwelling contributes to diverse and affordable housing within suburban communities.</i>
--	--

**Objective 7.6. Support a variety of low-density housing.**

Policy 7.6.1. Family-friendly multi-unit housing.	Encourage multi-unit developments near schools to include a variety of unit sizes, including three or more bedrooms  <i>Proposed Carriage house would provide an additional dwelling unit on a site near multiple schools</i>
--	---

**6.o Application Chronology**

Date of Application Received: September 14, 2021  
Date Public Consultation Completed: November 9 , 2021

**Report prepared by:** Graham Allison, Planner I

**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

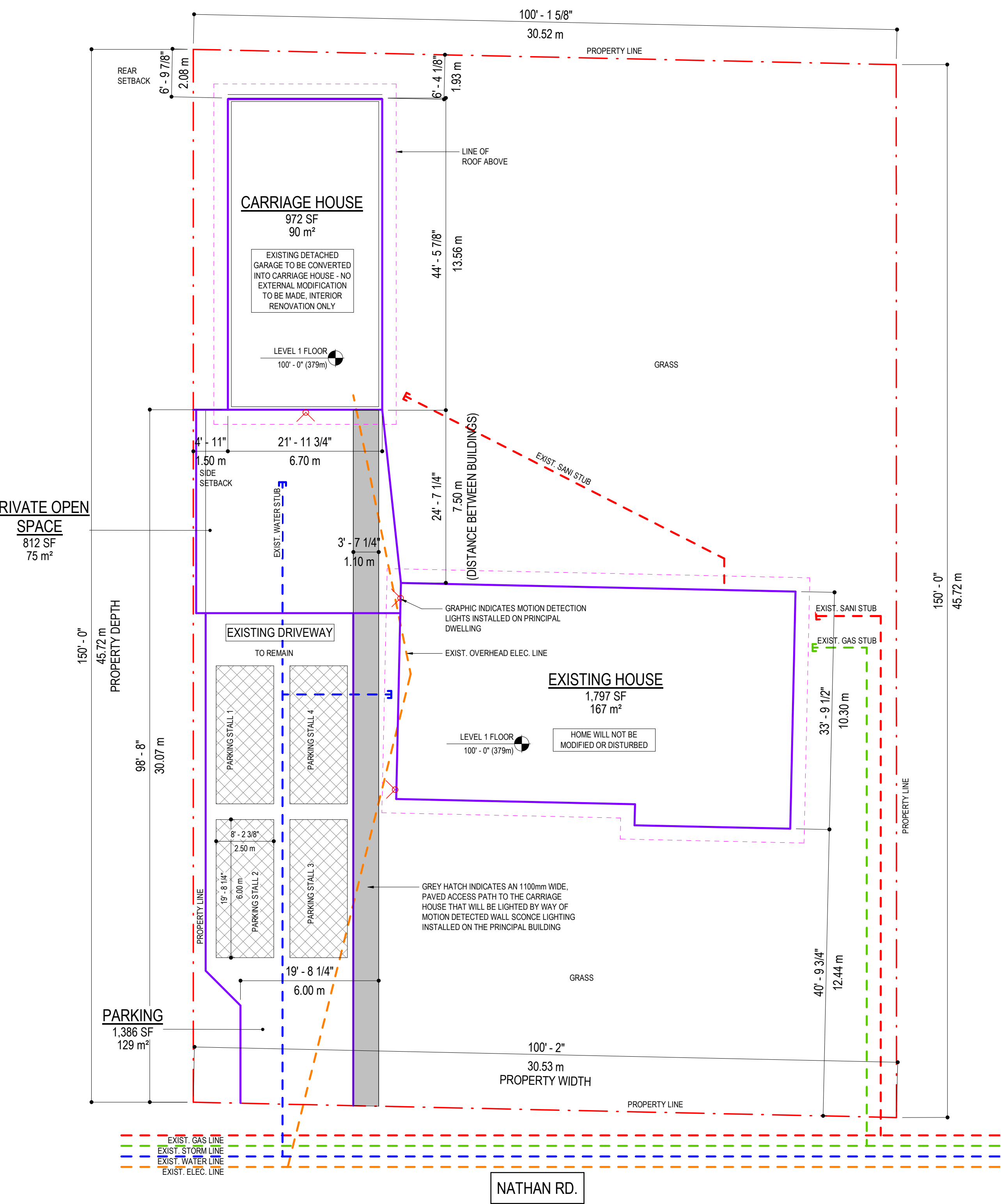
**Attachments**

Schedule A: Site Plan

Attachment A: Developmeny Engineering Memo

Attachment B: Application Rationale





PARCEL SIZE		
Name	Area	Area (SM)
PARCEL SIZE	15,019 SF	1,395.3 m²
15,019 SF 1,395.3 m²		

PARKING AREA		
Name	Area	Area (SM)
PARKING	Not Placed	
PARKING	1,386 SF	128.8 m²
1,386 SF 128.8 m²		

PARCEL COVERAGE		
Name	Area	Area (SM)
CARRIAGE HOUSE	972 SF	90.3 m²
EXISTING HOUSE	1,797 SF	167.0 m²
PRIVATE OPEN SPACE	812 SF	75.4 m²
3,582 SF 332.7 m²		

NOTES:

- ALL EXISTING GRADES AND SURVEY INFORMATION BASED ON SURVEY FILE BY RUNNALLS DENBY, DATED NOV 8, 2012.
- ALL SERVICING IS APPROX. CIVIL TO CONFIRM UPON BUILDING PERMIT APPROVAL

SCHEDULEA

This forms part of application  
# Z21-0091

Planner InitialsGA

City of Kelowna  
DEVELOPMENT PLANNING

ZONING SUMMARY766 NATHAN RD		
ADDRESS	766 NATHAN RD, KELOWNA, BC, V1W 1K5	
LEGAL DESCRIPTION	LOT A, DISTRICT LOT 358 , ODYD, PLAN KAP18535	
DEVELOPMENT PERMIT AREA	N/A	
EXISTING ZONING	RU1	
PROPOSED ZONING	RU1 (NO CHANGE)	
EXISTING LEGAL USE	SINGLE FAMILY HOME	
PROPOSED LEGAL USE	SINGLE FAMILY HOME + CARRIAGE HOUSE	

ZONING REQUIREMENTSMAIN BUILDING		
	ZONING STANDARD	PROPOSED
FRONT SETBACK	4.5m house / 6.0m garage	12.57m HOUSE/ 6.0m GARAGE
SIDE SETBACK	2.0m (1 storey) / 2.3m (2 storey)	2.0m (1 storey) / 2.3m (2 storey)
REAR SETBACK	7.5m	7.5m
PARCEL SIZE	550 SM	1,395.3 SM (15,019 SF)
BUILDING HEIGHT	9.5m or 2.5 storeys	6.55m (21'-6")
DISTANCE BTWN BUILDINGS	3.0m	7.5m
LEVEL 1 PARCEL COVERAGE AREA	558.1 SM (40%)	167 SM (1,797 SF)
TOTAL PARCEL COVERAGE %	40%	12.0%
TOTAL PARKING COVERAGE %	10%	9.2%

ZONING REQUIREMENTSCARRIAGE HOUSE		
	ZONING STANDARD	PROPOSED
FRONT SETBACK	9.0m	30.07m
SIDE SETBACK	1.5m	1.5m
REAR SETBACK	1.5m	1.93m
PARCEL SIZE	550 SM	1,395.3 SM (15,019 SF)
BUILDING HEIGHT	4.8m	3.8m (12'-6")
DISTANCE BTWN BUILDINGS	3.0m	7.5m
LEVEL 1 PARCEL COVERAGE AREA	100sm (1 storey)	90sm
TOTAL PARCEL COVERAGE %	14%	6.5%
CARRIAGE HOUSE / MAIN HOUSE FLOOR AREA (%)	75%	90sm / 167sm = 53.9%
PRIVATE OPEN SPACE	60sm	75sm

ZONING REQUIREMENTSBUILDINGS COMBINED		
	ZONING STANDARD	PROPOSED
PARCEL SIZE	550 SM	1,395.3 SM (15,019 SF)
TOTAL PARCEL COVERAGE (AREA)	558.12sm (40%)	257sm (CARRIAGE + HOUSE)
TOTAL PARCEL COVERAGE (%)	40%	18.4%
TOTAL PARKING COVERAGE (%)	10%	9.4%
TOTAL PARCEL COVERAGE (INCLUDING PARKING)(%)	50%	27.8%



LOCATION PLAN - N.T.S.

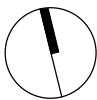
BUILDING VARIANCE PERMIT

APPLICANT: DONYA EPP  
CONTACT: donyaepp@hotmail.com

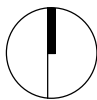
No.	Date	Revision
01	2022-01-24	ISSUED FOR BUILDING VARIANCE PERMIT

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TRUE NORTH



PROJECT NORTH



Project Title  
766 NATHAN RD

Drawing Title

SITE PLAN & ZONING

766 NATHAN RD, KELOWNA, BC, V1W 1K5  
LOT A, DISTRICT LOT 358 , ODYD, PLAN KAP18535

Drawing Number

A2.01

Job No. 18 - 1816  
Scale As indicated

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## CITY OF KELOWNA

# MEMORANDUM

**Date:** September 20, 2021  
**File No.:** Z21-0091  
**To:** Suburban and Rural Planning (GA)  
**From:** Development Engineering Manager (RO)  
**Subject:** 766 Nathan Rd.

**ATTACHMENT** A

This forms part of application  
# Z21-0091

Planner  
Initials

GA



RU1 to RU1c

The Development Engineering Branch has the following comments and requirements associated with this application to rezone the subject property from RU1 to RU1c for the conversion of an existing workshop into a carriage house. The utility upgrading requirements outlined in this report will be a requirement of this development.

1. Domestic Water and Fire Protection

- a) This property is currently serviced with a 19mm-diameter water service. The service will be adequate for this application. One metered water service will supply both the main residence and the carriage house. The applicant will be required to sign a Third Party Work Order for the cost of the water service upgrades. For estimate inquiry's please contact Aaron Sangster by email [asangster@kelowna.ca](mailto:asangster@kelowna.ca) or phone, 250-469-8487.

2. Sanitary Sewer

- a) Our records indicate that this property is currently serviced with a 100-mm diameter sanitary sewer service. Inspection Chamber and Brooks box will need to be installed at Property line

3. Development Permit and Site Related Issues

- a) Direct the roof drains onto splash pads.
- b) One driveway only will be permitted. Maximum driveway width of 6.0m per fronting road as per Bylaw 7900.

4. Electric Power and Telecommunication Services

- a) It is the applicant's responsibility to make a servicing application with the respective electric power, telephone, and cable transmission companies to arrange for service upgrades to these services which would be at the applicant's cost.

A handwritten signature in blue ink that reads "Ryan O'Sullivan".

---

Ryan O'Sullivan  
Development Engineering Manager

AS



Jan. 24/2022

To Whom it May Concern:

<b>ATTACHMENT</b>		<b>B</b>
This forms part of application		
# Z21-0091		
Planner Initials	GA	 <b>City of Kelowna</b> DEVELOPMENT PLANNING

It has been suggested that I will need a variance in relation to the net floor area for my rezoning request for a carriage house on my property. We have an existing building that was built 9 years ago. The building is already connected to sewer, water and electrical. Even at that time we had full intentions of eventually changing this to a carriage house. Therefore we were careful to check those requirements. At that time we were told that the basement square footage was not included for any application. The one story above ground would conform to the required size. As the interpretation appears to have changed, we will now be requesting a variance to include the square footage of the basement. This has been a long term project for myself and my sons, taking the steps as we could afford to make them happen. Please except our proposal so we can continue our project and fill the need for the extra living space of the family. The current cost of housing in Kelowna makes it extremely unlikely that any of my sons will afford to remain living in the valley if we are unable to maximize the use of this building as a dwelling

Thankyou for your consideration,  
Donya Epp  
766 Nathan Rd.

# **CITY OF KELOWNA**

## **BYLAW NO. 12337**

**Z21-0091**

**766 Nathan Road**

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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 A District Lot 358, ODYD, Plan 18535 located on Nathan Road, 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, 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





# Z21-0091 766 Nathan Road

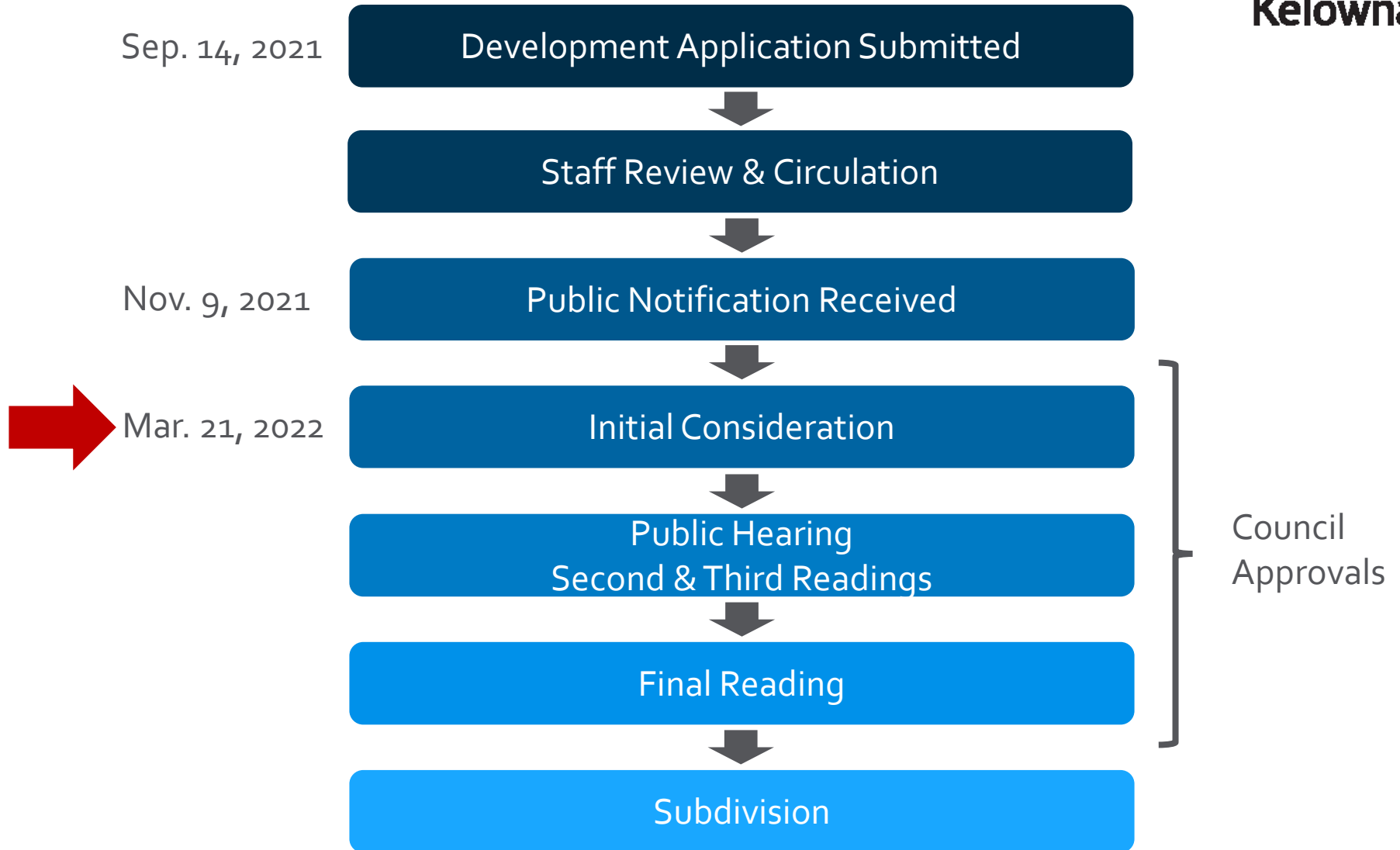
Rezoning Application



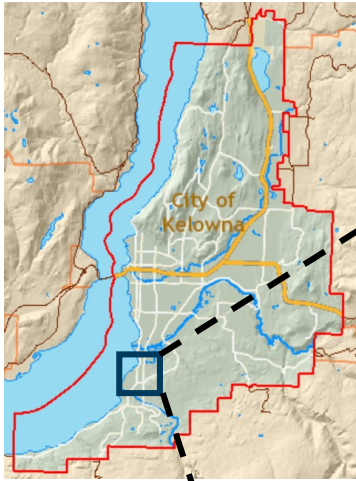
# Proposal

- ▶ To consider an application to rezone the subject property from RU1 – Large Lot Housing to the RU1c – Large Lot Housing with Carriage House zone.

# Development Process

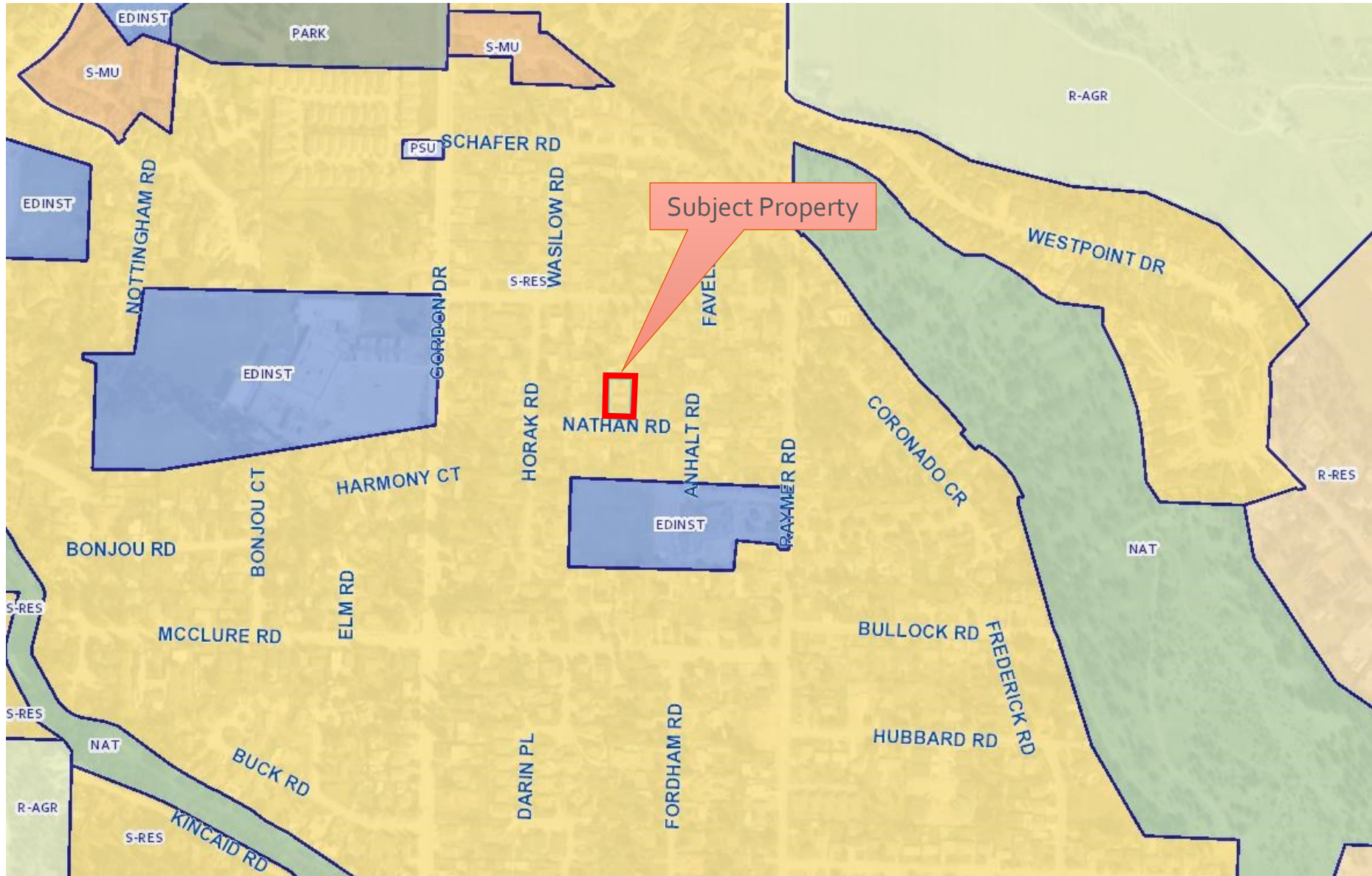


# Context Map





# OCP Future Land Use / Zoning





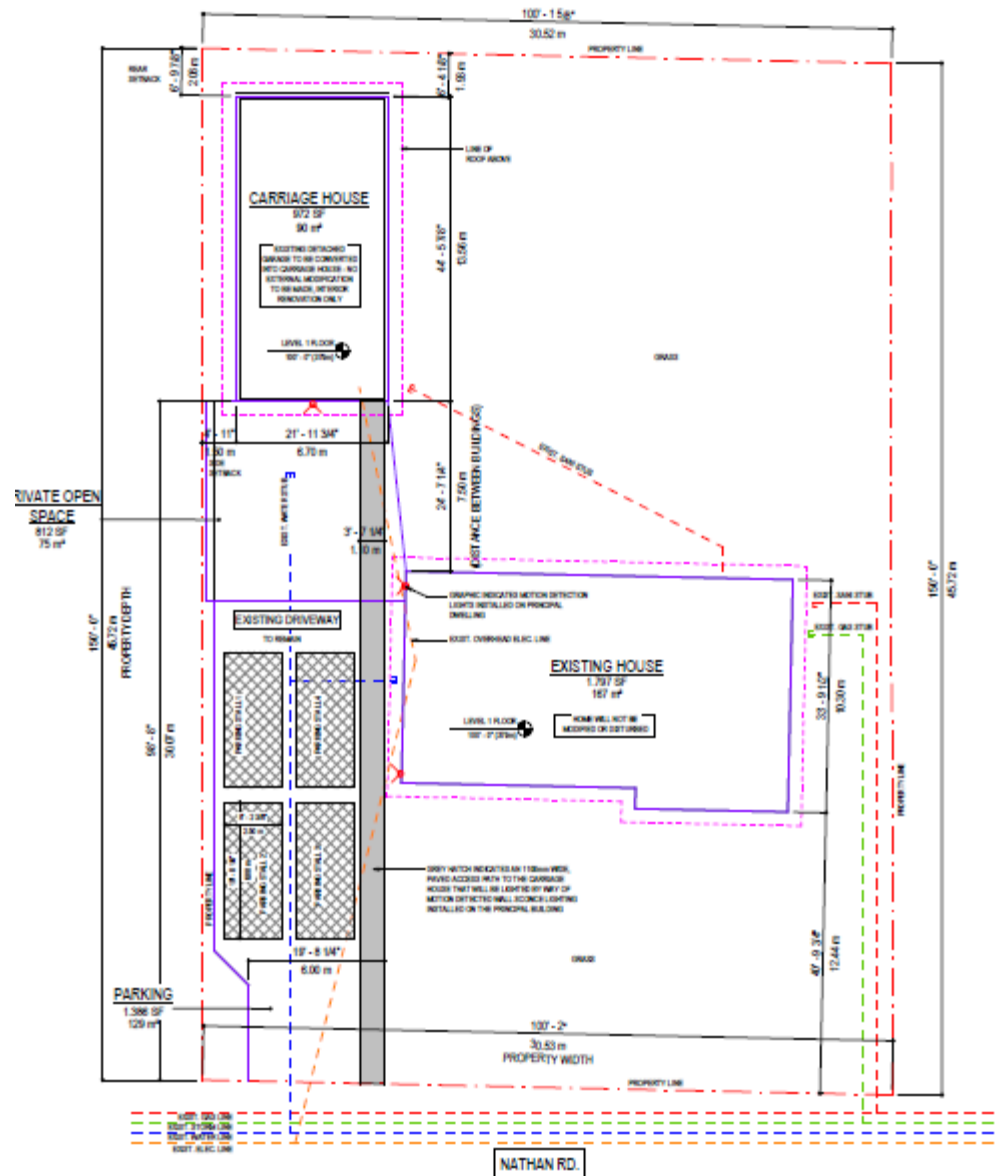
# Subject Property Map



# Project Details

- ▶ The proposed rezoning from the RU1 – Large Lot Housing to the RU1c – Large Lot Housing with Carriage House zone
- ▶ Would facilitate the conversion of an existing on-site accessory building to a carriage house
- ▶ Development Variance Permit is required for the net floor area of the proposed carriage house

# Site Plan





# Development Policy

- ▶ Meets the intent of Official Community Plan Suburban Residential Policies by providing modest residential growth within existing neighbourhoods
  - ▶ Proposed Carriage house would provide an additional ground-oriented dwelling contributes to diverse and affordable housing within suburban neighbourhoods
  - ▶ Provides an additional dwelling unit on a site near multiple schools

# Staff Recommendation

- ▶ Staff recommend **support** of the proposed rezoning to the RU1c – Large Lot Housing with Carriage House zone:
  - ▶ Consistent with the surrounding neighbourhood uses
  - ▶ Future Land Use designation of S-RES supports the RU1c zone



## *Conclusion of Staff Remarks*

# Report to Council



**Date:** March 21, 2022

**To:** Council

**From:** City Manager

**Department:** Office of the City Clerk

**Application:** Z21-0059      **Owner:** Will Mckay and Co. Ltd., Inc. No. BC0306923

**Address:** 301 and 305 Drysdale Blvd      **Applicant:** Jordan Hettinga

**Subject:** Rezoning Bylaw No. 12332 for Z21-0059 Supplemental Report to Council

**Existing OCP Designation:** VC – Village Centre

**Existing Zone:** RM1 – Four Dwelling Housing

**Proposed Zone:** RM5 – Medium Density Multiple Housing

---

## Recommendation:

THAT Council receives, for information, the report from the Office of the City Clerk dated March 21, 2022 with respect to Zoning Bylaw No. 12332;

AND THAT Rezoning Bylaw No. 12332 be forwarded for further reading consideration.

## Purpose:

To receive a summary of notice of first reading for Rezoning Bylaw No.12332 and to give the bylaw further reading consideration.

## Background:

Zoning bylaws that are consistent with the OCP do not require a public hearing. Public notice is given before first reading with signage on the subject property, newspaper advertisements, and mailouts in accordance with the Local Government Act and Development Application & Heritage Procedures Bylaw No. 12310.

**Discussion:**

Rezoning Application Z21-0059 for 301 and 305 Drysdale Boulevard was brought forward to Council for initial consideration on [March 7, 2022](#). Notice of first reading was completed as outlined above.

Rezoning Application Z21-0059 received zero pieces of correspondence through Mayor & Council correspondence. Development Planning staff received zero pieces of correspondence for the application.

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 notice of first reading, staff are recommending that Council give Rezoning Bylaw No. 12332, located at 301 and 305 Drysdale Boulevard, further reading consideration.

**Internal Circulation:****Considerations applicable to this report:*****Legal/Statutory Authority:***

*Local Government Act s. 464(2)*

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

Following the notification period under s. 467 of the *Local Government Act*, Council may choose to:

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

**Considerations not applicable to this report:*****Existing Policy:******Financial/Budgetary Considerations:******External Agency/Public Comments:******Communications Comments:***

Submitted by: S. Woods, Legislative Technician

Approved for inclusion: S. Fleming, City Clerk

cc:

Development Planning

**CITY OF KELOWNA**  
**BYLAW NO. 12332**  
**Z21-0059**  
**301 and 305 Drysdale Boulevard**

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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:
  - a) Lot 5 Section 33, Township 26 ODYD, Plan EPP 48909 located at 301 Drysdale Boulevard, Kelowna, BC; and
  - b) Lot 4 Section 33, Township 26, ODYD, Plan EPP48909 located at 305 Drysdale Boulevard, Kelowna, BCfrom the RM1 – Four Dwelling Housing zone to the RM5 – Medium 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, 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:** March 21, 2022

**To:** Council

**From:** City Manager

**Department:** Office of the City Clerk

**Application:** Z21-0099      **Owner:** Ironclad Developments Mission Heights Holdings Inc., Inc.No. A0119488

**Address:** 2241 Springfield Road      **Applicant:** Ironclad Developments Inc

**Subject:** Rezoning Bylaw No. 12333 for Z21-0099 Supplemental Report to Council

**Existing OCP Designation:** UC – Urban Centre

**Existing Zone:** C4 - Urban Centre Commercial

**Proposed Zone:** C4r - Urban Centre Commercial (Residential Rental Tenure Only)

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## **Recommendation:**

THAT Council receives, for information, the report from the Office of the City Clerk dated March 21, 2022 with respect to Zoning Bylaw No. 12333;

AND THAT Rezoning Bylaw No.12333 be forwarded for further reading consideration.

## **Purpose:**

To receive a summary of notice of first reading for Rezoning Bylaw No. 12333 and to give the bylaw further reading consideration.

## **Background:**

Zoning bylaws that are consistent with the OCP do not require a public hearing. Public notice is given before first reading with signage on the subject property, newspaper advertisements, and mailouts in accordance with the Local Government Act and Development Application & Heritage Procedures Bylaw No. 12310.



**Discussion:**

Rezoning Application Z21-0099 for 2241 Springfield Road was brought forward to Council for initial consideration on [March 7, 2022](#). Notice of first reading was completed as outlined above.

Rezoning Application Z21-0099 received zero pieces of correspondence through Mayor & Council correspondence. Development Planning staff received two pieces of correspondence with concerns about the rezoning application.

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 notice of first reading, staff are recommending that Council give Rezoning Bylaw No. 12333, located at 2241 Springfield Road, further reading consideration.

**Internal Circulation:****Considerations applicable to this report:*****Legal/Statutory Authority:***

Local Government Act s. 464(2)

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

Following the notification period under s. 467 of the Local Government Act, Council may choose to:

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

**Considerations not applicable to this report:*****Existing Policy:******Financial/Budgetary Considerations:******External Agency/Public Comments:******Communications Comments:***

Submitted by: S. Woods, Legislative Technician

Approved for inclusion: S. Fleming, City Clerk

cc:

Development Planning

**CITY OF KELOWNA**  
**BYLAW NO. 12333**  
**Z21-0099**  
**2241 Springfield Road**

---

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

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

1. THAT City of Kelowna Zoning Bylaw No. 8000 be amended by changing the zoning classification of Lot B District Lots 128 and 142, ODYD, Plan KAP85660 located on Springfield Road, Kelowna, BC from the C<sub>4</sub> – Urban Centre Commercial zone to the C<sub>4r</sub> – Urban Centre Commercial (Residential Rental Tenure Only) 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, 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:** March 21, 2022

**To:** Council

**From:** City Manager

**Department:** Development Planning

**Application:** Z20-0077 **Owner:** 1253097 BC Ltd., Inc.No. BC1253097

**Address:** 4355 Gordon Drive **Applicant:** Kasey Luft

**Subject:** Rezoning Application Extension

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

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

**Recommendation:**

THAT in accordance with Development Application and Heritage Procedures Bylaw No. 12310, the deadline for the adoption of Rezoning Bylaw No.12179, be extended from March 22, 2022 to March 22, 2023.

AND THAT Council direct Staff to not accept any further extension requests.

**Purpose:**

To extend the deadline of adoption of Rezoning Bylaw No. 12179 to March 22, 2023.

**Discussion:**

Rezoning Bylaw No. 12179 received second and third readings at a Regular Meeting of Council held on Tuesday, March 22, 2021. Final adoption of the zone amendment bylaw is subject to the applicant meeting the requirements of the Schedule "A": Development Engineering Memorandum. The applicant has been working with Staff on the development plan for the site and has made progress on the rezoning application, however, has not yet met all the engineering requirements. Staff are recommending that Council supports extending the deadline for adoption for the Rezoning Bylaw No. 12179 by one year to March 22, 2023, with no further extension requests granted.

### Subject Property Map:



### Application Chronology:

Date of Application Accepted:	September 2 <sup>nd</sup> , 2020
Date of Second and Third Readings:	March 22 <sup>nd</sup> , 2021
Date of Extension Application Received:	March 22 <sup>nd</sup> , 2022

Submitted by: Tyler Caswell, Planner

Approved for inclusion: Terry Barton, Development Planning Department Manager

# Report to Council



**Date:** March 21, 2022

**To:** Council

**From:** Sigrun Geirsdottir, Performance Improvement Consultant

**Subject:** Reporting progress on Council Priorities 2019 - 2022

**Department:** Corporate Strategy and Performance

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## **Recommendation:**

THAT Council receive the report from the Corporate Strategy & Performance Department's Performance Improvement Consultant dated March 21, 2022 with respect to reporting progress in 2021 on Council Priorities 2019-2022;

AND THAT Council direct staff to report back on the 2022 progress for Council Priorities in spring 2023.

## **Purpose:**

To present the 2021 results of the progress report on Council Priorities 2019-2022.

## **Background:**

*Previous Council Resolution*

Resolution	Date
THAT COUNCIL direct staff to report back on the 2021 progress for Council Priorities in spring 2022.	March 15, 2021

It's important to note that this report is focused on the progress of results achieved in 2021. While we are emerging from COVID 19, it is worth noting specific results and programs that were acutely impacted by health measures resulting from COVID 19, notably:

- YLW passenger counts and revenues
- Recreation centre operations, programs and revenues
- Community events
- Number of people experiencing homelessness

Council Priorities 2019-2022, *Imagine Kelowna: vision into action*, released on April 29, 2019 identified priority areas where Council wants to see a difference during its four-year term in office. It also identified the corporate results needed to ensure the organization delivers on Council's priorities and the vision put forth by the community through *Imagine Kelowna*.

Publicly reporting progress on Council priorities 2019-2022 shows accountability for results and is a cornerstone of good governance. By being transparent with our reporting, we aim to build trust with citizens and other community partners. It helps us stay on track and focused on outcomes, and by evaluating our progress regularly, we are primed for innovation and to continuously improve our results.

#### **Program Details:**

The key elements include:

- Subject matter experts annually collect, analyze and present to the Senior Leadership Team (SLT) progress results; and
- SLT review and approve the progress results to be publicly reported.

The report is available online at [www.kelowna.ca/councilpriorities](http://www.kelowna.ca/councilpriorities) or directly at <https://opendata.kelowna.ca/pages/council-priorities>

Each of the 39 results statements has a measure that provides the best available evidence of our progress. The evidence may be quantitative or a narrative. The analysis of each measure answers four questions:

- Why is this important? The analysis speaks to the role of the City, what trends we want to see and identifies limitations of the data.
- How are we doing? The analysis speaks to the rationale supporting the judgement of how we are doing (e.g. on track, no change).
- What are we doing? The text provides examples of activity undertaken in 2021 or underway in 2022.
- What is next? The text provides planned or potential future activity.

The analysis is at the core of the reporting; it is the analysis that gets us thinking about our performance and opportunities for improvement, including clarifying the role of the City. For example, for the result “homelessness is decreasing” the City can convene partners to lead a coordinated local response; however, it does not fund, build or operate housing with supports, shelters, or scattered sites.

#### **Results**

Overall, the organization reported that:

- 29 results are on track and trending in the desired direction
- 5 results have not seen significant change from last year
- 5 results need improvement and are not trending in the desired direction.

The evaluation of how we’re doing changed for eight (8) results between 2020 and 2021. The progress seen for five (5) results improved, while it declined for three (3) results.

Progress improved

- Emerging technologies are making it easier to get around
- Number of urban centre development plans is increasing
- Site design and & architecture are high quality
- Non-tax revenues are increasing
- Divisions and departments have meaningful performance measures that are reviewed regularly



#### Progress declined

- Crime rates are decreasing
- Homelessness is decreasing
- Ability to recruit, select and retain talent

A summary of all statuses in the 2021 progress report and the change in statuses between the 2019, 2020 and 2021 progress reports are available as attachments to this report.

This Council Report highlights several results in the Community Safety, Social & Inclusive, Vibrant Neighborhood, and Environmental Protection focus areas. Many results within these areas are measures of community well-being where the City is working alongside its partners to influence the trend and it is important to note the City's level of influence varies by focus area and result. For some results though, the City has full control over the desired result, like for example "The number of urban centre development plans is increasing" within the Vibrant Neighborhood focus area. The reporting focuses on the specific priorities Council set itself in Council priorities 2019-2022, but does not include the full scope of activity under the larger focus area (e.g. the Environmental Protection has several measures on how we respond to climate change, however does not cover topics such as the quality of our creeks and lakes).

#### Community Safety

The result "Property crime is decreasing" as measured by the number of reported property offences is not trending in the desired direction. Property crime is linked to societal conditions. Kelowna's crime statistics are largely consistent with national trends. For example, in 2020, most police services observed pandemic-related changes, including decreased property crime due to COVID-19 restrictions. Specifically, COVID-19 restrictions and the increased presence of Kelowna citizens staying closer to home in 2020 likely contributed to this decrease. As COVID-19 circumstances changed and fewer citizens stayed home in 2021, the national Uniform Crime Reporting Survey shows an expected return of many property crime types to pre-pandemic levels. Kelowna's experience in 2021 reflects this pattern with property crime rates returning to a level consistent with pre-pandemic rates. Specifically, reported property crime overall increased by 14 percent in 2021 compared to 2020, although the 2021 rate remained 3 percent below 2019.

The City and its partners have invested significantly in this area, including:

- 8 full-time equivalent (FTE) RCMP members and 6 FTE municipal support staff were approved in Budget 2021.
- In winter 2021, a corporate-wide Crime Prevention Through Environmental Design (CPTED) team was established to double the number of CPTED audits conducted annually.
- The Kelowna RCMP are increasingly employing crime reduction principals such as: being information and intelligence-led; focusing on offenders of highest likelihood to re-offend; focusing their resources and partner agencies on problem areas; developing meaningful partnerships; being pre-emptive and performance based; and communicating more effectively with the public.
- The Kelowna RCMP launched its 2021-2024 Strategic Plan which is focused on achieving measurable differences in public safety outcomes, while maintaining other critically important services including frontline policing, traffic enforcement, drug enforcement and youth engagement.

- In spring 2021, RCMP significantly expanded its Community Safety Unit to increase visibility and responsiveness in the Downtown, Rutland and parks, as well as enhance collaboration with cross-sector partners in response to those who experience mental health and substance use issues.
- In spring 2021, the Integrated Court launched to more effectively address offenders concurrently experiencing mental health, substance use disorder and/or homelessness.
- In fall 2021, Kelowna RCMP established a dedicated Property Crime Target Team.

## Social and Inclusive

The progress on the results “Homelessness is decreasing” is not trending in the desired direction. Although significant investments have been made by all levels of government to address homelessness in Kelowna, it appears that the homelessness is continuing to grow in our community. Since 2017, an additional 318 units of supportive housing have been added, and when combined with 100 units of housing first supported scattered sites, partners are collaborating on coordinating access for approximately 600 units of housing with supports.

The bi-annual Point-in-Time Count, conducted in March 2020, showed the rate of increase appeared to be slowing from a 23% increase in homelessness between 2016 and 2018 to a 4% increase between 2018 and 2020, indicating that addressing homelessness was trending in the right direction. However, currently there is growing evidence that the impacts of overdose and COVID pandemic crises, along with impacts of recent BC natural disasters are contributing to a lack of access to affordable housing which is resulting in a growing number of citizens experiencing homelessness. Data showing the increasing demand for shelter beds and shortage of affordable housing are reported in the progress report.

The progress on “policy is guiding where the City invests resources” is again trending in the desired direction. The recently adopted 2040 Official Community Plan is a high-level policy document that guides decision making on social issues and housing, among other topics. In addition to the OCP significant work has progressed that has contributed to this foundation and has positioned our community to work effectively with senior government and community partners. Examples of key initiatives include:

- Supporting the Journey Home Society in the implementation of the 5-year Journey Home Strategy
- Implementation of the Healthy Housing Strategy
- Participating in the implementation of the Regional Child Care Action Plan
- Continuing to support the Kelowna Outreach and Situation Table (KOaST) in their efforts intervene and connect individuals at-risk to reduce potential harm
- Continuing to facilitate the Community Inclusion Team with a focus on creating and maintaining conditions for success for supportive housing sites
- Complex needs advocacy
- Regional Poverty Reduction Strategy
- Kelowna Community Court
- Community Safety Plan

## **Vibrant Neighbourhoods**

The result “number of current and complete urban centre development plans is increasing is trending in the desired direction. New Urban Centre plans will be guided by the 2040 Official Community Plan (OCP), and 2021 was a vital year for the conclusion of the OCP process. The OCP was approved by Council and includes an implementation plan that identifies specific urban centre plans as a critical tool to achieving OCP objectives. Now that the OCP has been approved, the City will be able to proceed to deliver on the implementation plan, with urban centre plans as a top priority.

In addition, 2021 saw the initiation of the North End Plan (NEP) process to guide long-term growth and change in the neighbourhood just north of Downtown. Launched in parallel with the NEP process was the Area Redevelopment Plan (ARP) for the former lumber mill site. Both processes will work together to consider growth and change in this rapidly evolving neighbourhood over the long-term.

The result “The housing mix provides affordable and attainable options” is again not trending in the desired direction. Across Canada, 2021 saw unprecedented activity in the real estate market, leading to rapid price increases nationwide. Some important factors, such as low interest rates, population growth, and work-from-home trends, are beyond Kelowna’s influence.

Kelowna’s median home price increased by 20 per cent with major price increases in all forms of housing. During the same period, household income estimates show very little change. As a result, the city’s median multiple has increased from 7.25 to 8.73, the highest on record. In the rental market, official vacancy rate data is not yet available, and core housing need data will be released with the 2021 Census later in the year. However, indications are that the rental market conditions are tight, with price increases across the board in all rental unit sizes.

The City’s actions continue to be guided by the Healthy Housing Strategy. Actions include encouraging the development of rental housing through incentive programs such as the rental housing grants program, the revitalization tax exemption program, and parking relaxations. These incentives have played a part in the extremely high level of investment in purpose-built rental housing over the past five years, delivering over 2,000 new rental units.

In terms of the ownership market, the City continues to encourage more compact forms of housing (i.e. multi-family) that are generally attainable to a greater number of residents. The City also led a second design challenge called the Infill Challenge 2.0 to seek the newest and best ideas for adding new homes in our existing neighbourhoods. Also, the City continues to work with partners to develop more affordable rental units through strategic land acquisitions.

## **Environmental Protection**

The result for “Greenhouse Gas emissions are decreasing” is again not trending in the desired direction. This measure reports on both community and corporate emissions and the assessment aggregates both community and corporate emissions. The GHG data will be included in the report later in the spring once the data is available.

While we are not trending in the desired direction there is significant activity underway to address this important issue. On the community side current and planned action include a completion of OCP 2040, climate and environment review, climate modelling, community electric vehicle and E-bike strategy, energy step code implementation and rebates for EV chargers and heat pumps.

On the corporate side current and planned action include LED street light conversation, ongoing energy audits and studies, a green fleet strategy, updating the corporate energy plan, and No. 1 Firehall Geoexchange feasibility study.

The result for “Neighborhoods and city infrastructure are resilient and adaptable to climate change” is again trending in the desired direction. The City is implementing several projects and strategies that address asset resiliency and adaptation to flooding, fire, drought and greenhouse gas production threats coming from changes to our climate and its patterns. Critical infrastructure, such as water intakes, dams, wastewater plants, the landfill and the airport, have been assessed and prioritized for upgrades and improvements that include adaptation measures. On-going or completed projects include: Mill Creek Flood Protection Project, A Source Water Protection Plan, including water intake protection zones, A Source Water Protection Plan, including water intake protection zones, and a new A new Community Wildfire Resilience Plan.

The current Community Climate Action Plan will expire in 2023. The new plan under development will address both climate mitigation (i.e., GHG emissions reduction) and adaptation. For the adaptation component, we will be completing a Climate Vulnerability and Risk Assessment to assess the climate changes Kelowna is exposed to, the community’s sensitivity to these changes, potential impacts, and the local capacity to adapt. The assessment will provide the technical basis for climate adaptation planning and will also inform long-term decision-making for the 2040 Infrastructure Plan being developed later this year.

**Next steps:**

The progress report will be used to inform work planning and budget direction for 2022 and inform continuous improvement in the organization. The next progress report is planned for spring 2023.

**Considerations applicable to this report:**

***Existing Policy:***

Reporting annually on progress will support the implementation of Council Priorities 2019 – 2022.

**Considerations not applicable to this report:**

***Financial/Budgetary Considerations:***

***Legal/Statutory Authority:***

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

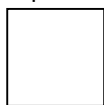
***Internal Circulation:***

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

***Communications Comments:***

Submitted by: M. McGreer, Corporate Strategy and Performance Dept. Manager

Approved for inclusion:



cc: SLT

## Progress on Council priorities: 2019 - 2021

	On track: trending in the desired direction
	No change: no substantial change in trend
	Needs improvement: not trending in the desired direction

Focus Area	2019	2020	2021	Result
Community safety				The property crime, petty crime and drug crime rates are decreasing
				Residents feel safe in their communities
				The city and its partners are using data and analysis to understand the problems and deliver targeted responses
Social & inclusive				The number of people experiencing homelessness is decreasing
				Policy is guiding where the City invests resources
				Inclusivity and diversity in the community are increasing
Transportation & mobility				Strategic transportation investments are connecting higher density urban centres identified in the Official Community
				More trips are being made by transit, carpooling, cycling and walking
				Travel times within our current transportation network are being optimized
				Emerging technologies are making it easier to get around
				More opportunities to learn about transportation are provided in the community
				People of all ages and abilities can get around the city easily.
Vibrant neighborhoods				The number of current and complete urban centre development plans is increasing
				Site design and architecture are high-quality and sensitive to context
				The housing mix provides affordable and attainable options
				Community amenities are accessible for residents and are multi-purpose
				Parks and public spaces are being animated
Economic resiliency				Key sites in the city are being planned proactively
				Infrastructure deficit is being reduced
				City policies are enabling investment
				Top talent is living in Kelowna
				The economic impact of key sectors is increasing
Environmental protection				Neighbourhoods and city infrastructure are resilient and adaptable to climate change
				Community and corporate greenhouse gas emissions are decreasing
				The city's response to extreme weather events minimizes disruption to delivering regular operations
Financial management				Our predictive modelling and forecasting is improving
				Lower value activities are being improved or stopped
				Non-tax revenue is increasing
Clear direction				The cost to deliver services is quantified
				There is a common understanding of where the organization is going in the future
				Progress on Council and corporate results is measured, monitored and reported
				Divisional / departmental plans show how we are advancing the Council and corporate results and outline key
				Divisions and departments have meaningful performance measures that are reviewed regularly
People				Innovation is encouraged and supported throughout the organization
				Services, processes and business activities are being transformed
				The ability to attract, select and retain the right people is improving
				Collaboration within the organization, and with external stakeholders, is improving problem solving
				Staff engagement has increased
				Organizational values have shifted to prepare us for the future



# *Council priorities – 2021 progress report*

March 21, 2022



# 2021 progress report

- ▶ Strategy & progress reporting
- ▶ Progress reporting site
- ▶ Summary of 2021 progress
  - ▶ <https://www.kelowna.ca/councilpriorities>
  - ▶ <https://opendata.kelowna.ca/pages/council-priorities>

**Council priorities 2019-2022**  
Imagine Kelowna: vision into action  
Progress on results | 2021

**Council results: What's important to residents**  
Council results identify the areas where our residents want to see a difference. These are the services, programs, and infrastructure that help create a great place to live.

**Community safety**

[Click to view progress on results](#)

**Social & inclusive**

[Click to view progress on results](#)

**Transportation & mobility**

[Click to view progress on results](#)

**Vibrant neighbourhoods**

[Click to view progress on results](#)

**Economic resiliency**

[Click to view progress on results](#)

**Environmental protection**

[Click to view progress on results](#)

**Corporate results: What the organization must do to deliver results for residents**  
Corporate results identify the areas where the City's administrative leadership will focus the organization to ensure we are a high-performance organization that delivers good value for money to our residents.

**Financial management**

[Click to view progress on results](#)

**Clear direction**

[Click to view progress on results](#)

**People**

[Click to view progress on results](#)

**City of Kelowna**

**Action Plan 2022**

Delivering on  
Council priorities 2019-2022  
Imagine Kelowna: vision into action



**City of Kelowna**

**Council priorities 2019 - 2022**

**Imagine Kelowna: vision into action**

**Council priorities 2019-2022**  
Imagine Kelowna: vision into action

Our six focus areas balance the need to address our community's immediate challenges and prepare us for the future. A progress report will be delivered each year, starting in spring 2020. To see the specific details of results Council wants to achieve in these six focus areas, read the full strategic direction document **Council priorities 2019-2022** online at [kelowna.ca/councilpriorities](#).

**Community safety**

Goal: Crime is reduced & residents feel safe

- Data and analytics are used to understand crime, address challenges and target solutions
- Investments in safety resources

**What we'll do**

- Community Safety & Well-being implementation
- Expand Police and Crisis Team

**Social & inclusive**

Goal: Fewer people will experience isolation and diversity are increased

- Policy is guiding where the City invests

**Transportation & mobility**

Goal: Power-ups are made by our innovative

- Emerging ride-sharing technologies to get around
- Travel times are optimized

**What we'll do**

- Transportation Master Plan
- Ethnic & Sutherland Active Transportation Corridors
- Central Green pedestrian boulevard
- Downtown Parking Management
- More community conversations

**Economic resiliency**

Goal: The infrastructure deficit is increasingly strongly

- The impact of key sectors is being monitored

**What we'll do**

- Intelligent Cities Strategy
- Asset Management System
- Software system replacement for land development

**The way we work**

Council is committed to working together to advance what is important to residents in the community.

**City administration**

The City's administrative leadership will focus on three areas to support Council in delivering on their priorities.

**Citizen focused**

Make better communities in parts, is important to the issues we are to work together

**Strong financial management**

**Clear direction**

**The right people**

**Council priorities 2019-2022**

Through a series of conversations with residents, we will focus on the future of our city.

**Continuous improvement**


Council is united by its pragmatic leadership style and a desire to continuously improve beyond the status quo. Decisions grounded in evidence empower Council to be adaptable and open to adjusting the way forward as new information becomes available.


[kelowna.ca/councilpriorities](#)


[kelowna.ca/councilpriorities](#)

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# Progress on results summary 2021

 **On track:** trending in the desired direction

 **No change:** not a significant change in 2020



























 **Needs improvement:** not trending in the desired direction

**Community indicator:** measure of community well-being where the City is working alongside its many partners to influence the trend

March 2022

## Imagine Kelowna: vision into action

### Council priorities

Community safety	Social & inclusive	Transportation & mobility	Vibrant neighbourhoods	Economic resiliency	Environmental protection
 Crime rates are decreasing	 Homelessness is decreasing	 Investments are connecting high density areas	 Number of urban centre development plans is increasing	 Infrastructure deficit is reduced	 Resiliency & adaptability to climate change
 Residents feel safe	 Policy guides where the City invests resources	 More trips by transit, carpooling, cycling & walking	 Site design & architecture is high quality, context sensitive	 City policies are enabling investment	 Greenhouse gas emissions are decreasing
 Data and analysis is used to understand problems & target responses	 Inclusivity and diversity are increasing	 Travel times are optimized	 Affordable & attainable housing mix options	 Top talent is living in Kelowna	 Predictive modelling & forecasting
		 Emerging technologies make it easier to get around	 Accessible and multi-purpose amenities		
		 More opportunities to learn about transportation	 Animated parks & public spaces	 Key economic sector impact is increasing	 Emergency response & preparation
		 People of all ages & abilities can easily get around	 Key sites are proactively planned		

### Corporate

Financial management					
 Lower value activities are improved or stopped	 Non-tax revenues are increasing			 Cost to deliver services is quantified	
Clear direction					
 Common understanding of future direction	 Progress on results is measured, monitored & reported	 Divisional business plans are created	 Divisions have and use performance measures	 Innovation is encouraged and supported	 Services, processes & business activities are transformed
People					
 Ability to attract, select & retain talent	 Collaboration is improving problem solving		 Staff engagement has increased		 Organizational values prepare us for the future

# Report to Council



**Date:** March 21, 2022  
**To:** Council  
**From:** City Manager  
**Subject:** 2022 Financial Plan – Carryover Budget Volume  
**Department:** Financial Planning

---

## **Recommendation:**

THAT the 2022 Financial Plan be increased by \$10,318,300 to provide for operating carryover projects and \$166,891,100 for capital carryover projects as summarized in Financial Plan – Carryover Budget Volume.

## **Purpose:**

To present the 2022 Financial Plan – Carryover Budget Volume to Council for approval and inclusion into the 2022 Financial Plan.

## **Background:**

The operating and capital projects listed in the 2022 Financial Plan – Carryover Budget Volume represents projects that were not able to be completed in 2021 or were originally planned to be completed over multiple years.

As these projects were previously approved by Council, they do not add to the taxation demand for 2022. The projects are funded from reserves, debt, other levels of Government and/or other contributions. The timing of this budget volume is after the fiscal year-end so carryover projects can be presented with certainty of costs. All the capital project and operating program carryover requests have been reviewed by the Financial Planning Department to ensure alignment with the criteria outlined in the Carryover Guidelines.

For 2022, the carryover reason type External Event makes up for 59% of carryover value. This is largely due to the ongoing effects of the COVID-19 pandemic and weather delays which slowed the progress on many projects in 2021. With respect to the remainder of the projects, 19% are projects that were approved as multi-year, 8% had internal scheduling challenges, 7% caused by design delays, 4% for continued annual programming projects, 2% are awaiting grant information, and 1% are Council approved or have a policy that direct the carryover of remaining budget.

A detailed discussion of projects included in this volume is not planned. Should Council have questions regarding any specific carryover and would like it discussed at the March 21 meeting, please advise the City Manager in advance and he will arrange for a division representative to be in attendance at the Council meeting.

**Considerations applicable to this report:**

***Financial/Budgetary Considerations:***

A consolidated 2022-2026 Five-Year Financial Plan will be brought to Council for adoption by bylaw at Final Budget on April 25, 2022. This will immediately precede adoption of the 2022 property tax bylaw, in accordance with Section 165 of the Community Charter.

**Considerations not applicable to this report:**

**Discussion:**

**Conclusion:**

**Internal Circulation:**

***Legal/Statutory Authority:***

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

***Existing Policy:***

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

***Communications Comments:***

Submitted by:

J. Grills, Budget Supervisor

**Approved for inclusion:**



G. Davidson, CPA, CMA Divisional Director Financial Services

Attachment:

- 1: 2022 Financial Plan – Carryover Budget Volume
- 2: 2022 Financial Plan – Carryover Budget Volume Presentation



# 2022

## Financial Plan

Kelowna, British Columbia

Carryover Budget - Volume 2







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# Report to Council



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**From:** City Manager  
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Submitted by:

J. Grills, Budget Supervisor

**Approved for inclusion:**



G. Davidson, CPA, CMA Divisional Director Financial Services

Attachment:

- 1: 2022 Financial Plan – Carryover Budget Volume
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## CARRYOVER BUDGET

Carryovers represent projects that were unable to be completed in 2021 due to various reasons and budget is requested to be carried over into the following year to allow for continuation of the project. In 2022, the total value of the Carryover volume is \$177.2M. This will increase the 2022 operating program by \$10.3M and capital program by \$166.9M with no effect on taxation as these projects were previously approved by Council.

Some of the projects helping to advance Council | Corporate Priorities and the Imagine Kelowna vision are:

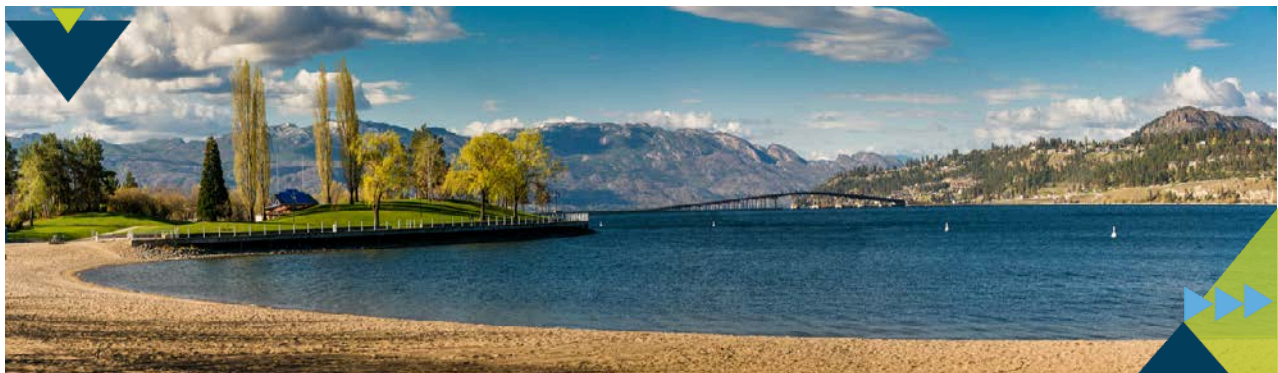
- Social & Inclusive – Strengthening Communities to support unsheltered homeless populations and address related community impacts.
- Transportation & Mobility – Design and construction of the Central Green pedestrian and cyclist overpass.
- Vibrant Neighbourhoods – Development of Pandosy Waterfront Park to create an urban lakefront, paddle sport launch area, pedestrian promenade and redevelopment of shoreline.
- Economic Resiliency – Continued expansion and enhancement of the Kelowna International Airport through the Soaring Beyond program.
- Environmental Protection – Mill Creek flood protection multi-year project continues with design and construction to create the conditions to safely pass flood events to Okanagan Lake.

### Carryover request three-year comparison (\$ millions)

The table below splits the last three years of carryovers between operating, capital, general fund and utility funds.

	2022	2021	2020
Total Carryover	\$177	\$173	\$126
Operating	\$10 = 6%	\$8 = 5%	\$7 = 6%
Capital	\$167 = 94%	\$165 = 95%	\$119 = 94%
General Fund	\$87 = 49%	\$73 = 42%	\$71 = 56%
Utility Funds	\$90 = 51%	\$100 = 58%	\$55 = 44%

The overall Carryover value has increased from 2021 most notably in the General Fund. This is largely driven by the multi-year Strengthening Communities program. This program is expected to be completed in 2022 as grant funding was received in the Fall of 2021.

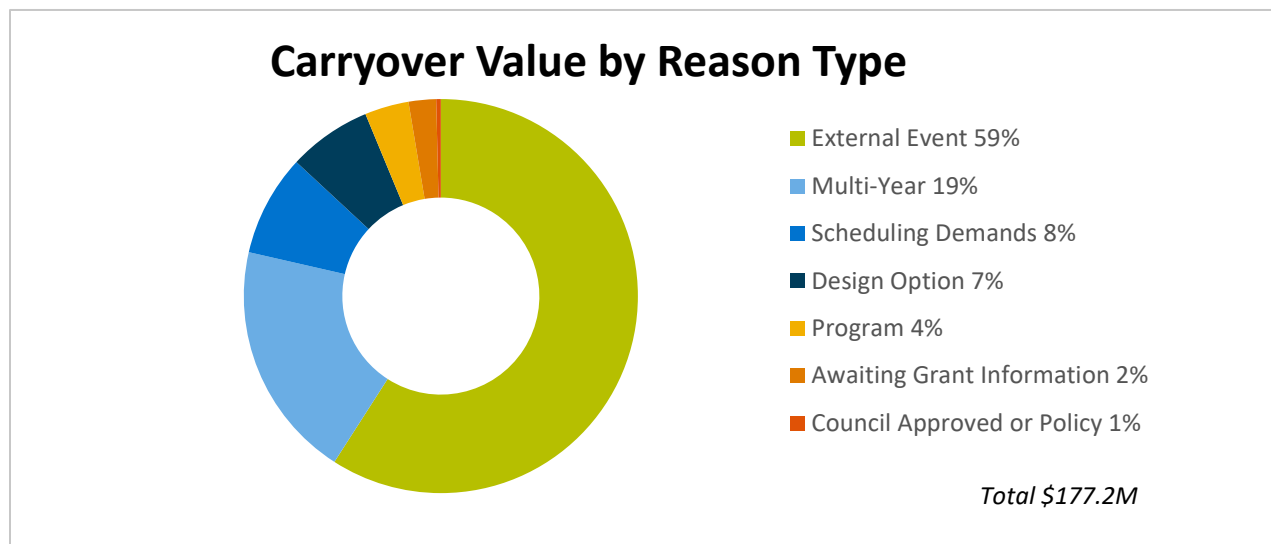


## Carryover projects by reason type

There are several reasons why operating and capital projects are requested to be carried over. At the City of Kelowna, all budget carryover requests must meet one of the following criteria:

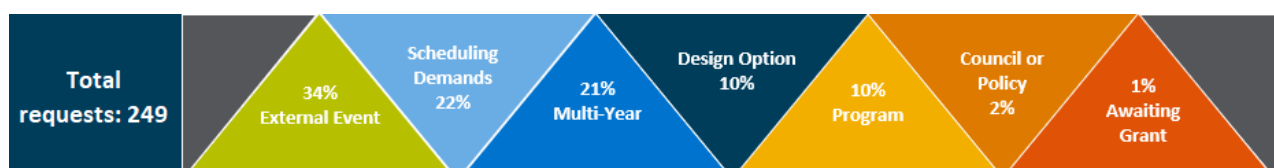
- **Design Option:** A one-time operating or capital project that is waiting for a design decision or is being re-scoped due to a change in circumstances.
- **External Event:** A one-time operating or capital project that is delayed due to an unanticipated external event.
- **Multi-Year:** A one-time operating or capital project that is planned over multiple years and has been identified as such in the original budget request.
- **Scheduling Demands:** A one-time operating or capital project that is delayed due to internal scheduling conflicts.
- **Awaiting Grant Information:** A one-time operating or capital project that is on hold pending grant approval.
- **Program:** An operating or capital project that is part of a larger annual program that has a list of projects that exceed the annual budget.
- **Council Approved:** An operating project with a base budget that has been approved by Council to be used as funding for a project on a one-time basis.
- **Policy:** An operating project with a base budget that has a Council endorsed policy to support a carryover.

The graph below displays the carryover reason types by percentage of total value of carryover requests for 2022.



The External Event carryover reason type makes up the greatest value of requests in 2022. This is largely due to the ongoing effects of the COVID-19 pandemic and weather delays which slowed the progress on many projects in 2021. The second reason type with the greatest value of carryovers is multi-year as many projects require longer than one year to complete especially for larger capital projects.

The graphic below displays the percentage of each carryover reason type based on the total count of carryovers requested.



## Summary of multi-year projects

Below are tables that list the multi-year operating and capital projects that have been requested for carryover. These lists include the original year of budget for the project beside the year of expected completion. These requests are not printed in detail in the Financial Plan as they were identified as multi-year when originally approved by Council.

### Multi-year operating projects

	Project Amount	Funding Source	Original Budget Year	Expected Completion
PEOPLE Peer Navigators Capacity Building: Health Canada Grant	356,500	FED/PROV	2020	2023
H2O Adventure Fitness Centre Operating Model Review	50,000	FED/PROV	2021	2023
Journey Home Transition	68,700	FED/PROV	2021	2023
<b>Active Living &amp; Culture Total</b>	<b>475,200</b>			
Business Continuity COVID Response	200,000	RESERVE	2020	2022
Overnight Sheltering	156,200	RESERVE	2021	2022
Strengthening Communities Grant Funding	2,115,100	FED/PROV	2021	2022
Diversity & Inclusion Strategic Plan Project	150,000	RESERVE	2021	2022
<b>Corporate &amp; Protective Services Total</b>	<b>2,621,300</b>			
AI/Chatbot Development Approvals Program	234,700	FED/PROV	2021	2023
<b>Corporate Strategic Services Total</b>	<b>234,700</b>			
PS 3280 Asset Retirement Obligation Standard	40,000	RESERVE	2021	2022
<b>Financial Services Total</b>	<b>40,000</b>			
Time Series Data Extraction from SCADA	107,800	RES/UTIL	2019	2022
Preliminary Design Program	145,300	RESERVE	2021	2022
Area Based Water Management Plan	402,600	RES/UTIL	2020	2022
Community Wildfire Protection Funding	20,600	FED/PROV	2020	2022
Regional Goods Movement Study	75,000	RESERVE	2021	2022
Okanagan Rail Trail Operational Activities	19,700	RESERVE	2020	2022
Samurai Court Slope Stability	17,000	RESERVE	2021	2022
<b>Infrastructure Total</b>	<b>788,000</b>			
Parkinson Rec Centre/SD23 Partnership	41,700	RESERVE	2018	2022
Parks Master Plan	110,300	RESERVE	2020	2023
Buildings Masterplan	125,000	RESERVE	2021	2023
Performing Arts Centre Feasibility & Partnerships	20,100	RESERVE	2021	2022
<b>Partnerships &amp; Investments Total</b>	<b>297,100</b>			
Champion of the Environment Term Position	89,200	RESERVE	2021	2023
Climate Action Plan	255,400	FED/REC/RES	2018	2022
Healthy City Strategy (Equity Framework)	22,900	FED/RES	2021	2022
Home Energy Retrofit Feasibility Study	34,700	FED/PROV	2021	2022
Housing Reserve Fund	240,000	RESERVE	2020	2022
Infill Housing Development Approvals Program	142,400	FED/PROV	2021	2023
North End Area Plan	132,500	RES/REV	2021	2022
Partnership and Research	3,700	RESERVE	2021	2022
<b>Planning &amp; Development Services Total</b>	<b>920,800</b>			
<b>Total multi-year operating projects</b>	<b>5,377,100</b>			



## Multi-year capital projects

	Project Amount	Funding Source	10Y Capital Plan Ref	Original Budget Year	Expected Completion
Art Walk Extension	30,200	RESERVE	B2	2017	2023
City Hall - Envelope Renewal, Study & Design	159,400	RESERVE	B3	2021	2022
City Hall Improvements Phase IV and V	4,586,400	RESERVE	B3	2021	2023
Parkinson Recreation Centre - Building Replacement Design	1,294,600	RESERVE	B1	2021	2023
<b>Building Capital Total</b>	<b>6,070,600</b>				
City Park Promenade Design and Construction - Phase 2	1,697,200	RESERVE	P6	2020	2022
Shoreline Restoration - Flood Damage	440,200	RESERVE	P7	2020	2022
Ballou Park (DCC)	1,494,500	RESERVE	P3	2021	2022
Mission Recreational Park Artificial Turf Replacement	14,800	RESERVE	P5	2021	2022
Tower Ranch Park #1 (DCC)	404,000	RESERVE	P3	2021	2022
<b>Parks Capital Total</b>	<b>4,050,700</b>				
Houghton 1 DCC (Nickel - Rails with Trails), ATC	2,470,900	RES/FED/PROV	T2	2018	2022
Hwy.97/Leckie Road Intersection Improvements	1,118,100	RES/DEV/PROV	T4	2021	2022
Street Light Renewal - LED Retrofit	772,300	RESERVE	T4	2020	2023
<b>Transportation Capital Total</b>	<b>4,361,300</b>				
Compost Facility, Biosolids Leachate Containment	166,900	DEV/UTILITY	SW4	2018	2022
Commonage - Pavement Repairs	345,000	DEV/UTILITY	SW6	2020	2022
Drainage & Groundwater Management	50,000	RESERVE	SW5	2020	2022
<b>Solid Waste Capital Total</b>	<b>561,900</b>				
Mill Creek Flood Protection	4,603,500	RES/FED	D1	2019	2027
Millbridge Park - Bridge Removal and Design	68,900	RES/FED	D1	2021	2022
<b>Storm Drainage Capital Total</b>	<b>4,672,400</b>				
Asset Management System	416,300	RES/UTILITY	I3	2017	2022
Records and Information Management System	610,600	RESERVE	I3	2018	2023
<b>Information Services Capital Total</b>	<b>1,026,900</b>				
Airport Convair Way Parking Lot Upgrades	2,501,400	RESERVE	A2	2019	2022
Airport Roof Replacement Program	1,618,900	RESERVE	A3	2018	2023
Airport - 4150 Old Vernon Road Acquisition	52,700	RESERVE	A2	2020	2022
<b>Airport Capital Total</b>	<b>4,173,000</b>				
Skyline PS - Station Upgrade Safety Issues	724,600	RESERVE	W6	2021	2022
<b>Water Capital Total</b>	<b>724,600</b>				
Renewal - Wastewater Mains and Facilities	3,541,000	RESERVE	WW5	2021	2022
<b>Wastewater Capital Total</b>	<b>3,541,000</b>				
<b>Total multi-year capital projects</b>	<b>29,182,400</b>				

## Summary of program projects

Below are tables that list the program operating and capital projects that have been requested for carryover. These lists include the original year of budget for the project. These requests are not printed in detail in the Financial Plan and are part of a larger annual program that has a list of projects that exceed annual budget and will continue indefinitely.

### Program operating projects

	Project Amount	Funding Source	Original Budget Year
Regional Air Quality	282,900	FED/RES/REV	2020
Dam Safety Reviews	30,600	RESERVE	2021
Community for All Improvement Program	37,300	RESERVE	2021
Miscellaneous Drainage	76,900	RESERVE	2021
<b>Infrastructure Total</b>	<b>427,700</b>		
<b>Total program operating requests</b>	<b>427,700</b>		

### Program capital projects

	Project Amount	Funding Source	10Y Capital Plan Ref	Original Budget Year
Parking Equipment and Facilities	421,300	RESERVE	L3	2021
<b>Real Estate and Parking Capital Total</b>	<b>421,300</b>			
Irrigation Infrastructure Renewal	167,500	RESERVE	P8	2021
DCC Parkland Acquisition	1,048,500	RESERVE	P1	2021
Knox Mountain Park Improvements	166,000	RESERVE	P7	2021
<b>Parks Capital Total</b>	<b>1,382,000</b>			
Active Transportation Corridor	511,300	RESERVE	T5	2020
Bridge Rehabilitation	200,000	RESERVE	T4	2021
Crosswalk Safety - Signals and Flashers	74,700	RESERVE	T7	2021
Roads Resurfacing	622,900	RESERVE	T4	2021
Sidewalk Network Expansion	17,400	RESERVE	T6	2021
Street Light Renewal	76,400	RESERVE	T4	2019
Traffic Calming	59,700	RESERVE	T7	2021
Traffic Signals and Roundabouts	378,500	RESERVE	T8	2021
Transit - Equipment Renewal	147,400	RES/PROV	T4	2021
Transit - New Equipment	59,300	RESERVE	T9	2021
Pedestrian and Road Safety Projects	296,300	RESERVE	T7	2020
Roadway Urbanization	866,900	RES/DEV	T3	2019
Safe Routes to School Program	1,400	RESERVE	T7	2021
Sidewalk and Bikeway Renewal	134,600	RESERVE	T4	2021
Transit - Land Acquisition	146,500	RESERVE	T9	2021
<b>Transportation Capital Total</b>	<b>3,593,300</b>			
Offsite & Oversize - Water	284,300	RESERVE	W4	2020
<b>Water Capital Total</b>	<b>284,300</b>			
Offsite & Oversize Wastewater	308,700	RESERVE	WW4	2020
<b>Wastewater Capital Total</b>	<b>308,700</b>			
<b>Total program capital projects</b>	<b>5,989,600</b>			



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# 2022 Operating Requests

## Carryover Budget

### Summary - General Fund

Page	Description	Amount	Reserve	Borrow	Grant/Other	Revenue	Utility	Reason
<u>Planning &amp; Development Services Division</u>								
~	Champion of the Environment Term Position	89,200	(89,200)	0	0	0	0	MULTIYEAR
~	Climate Action Plan	255,400	(151,500)	0	(100,500)	(3,400)	0	MULTIYEAR
~	Healthy City Strategy (Equity Framework)	22,900	(8,000)	0	(14,900)	0	0	MULTIYEAR
~	Home Energy Retrofit Feasibility Study	34,700	0	0	(34,700)	0	0	MULTIYEAR
~	Housing Reserve Fund	240,000	(240,000)	0	0	0	0	MULTIYEAR
457	Infill Design	48,600	(20,000)	0	(13,600)	(15,000)	0	SCHED
~	Infill Housing Development Approvals Program	142,400	0	0	(142,400)	0	0	MULTIYEAR
~	North End Area Plan	132,500	(99,800)	0	0	(32,700)	0	MULTIYEAR
457	OCP Update	42,800	(42,800)	0	0	0	0	EXT EVENT
Division Total		1,008,500	(651,300)	0	(306,100)	(51,100)	0	
<u>Partnerships &amp; Investments Division</u>								
458	Heritage Preservation & Adaptive Re-Use	46,700	(46,700)	0	0	0	0	SCHED
458	Land Strategy and Revitalization	16,600	(16,600)	0	0	0	0	EXT EVENT
459	Provision of Shelter Services - Optimization of Physical Locations	45,500	(45,500)	0	0	0	0	DESIGNOPT
459	Energy Savings Program	44,200	(14,200)	0	(30,000)	0	0	EXT EVENT
460	Technical Specification Development - Buildings	72,200	(72,200)	0	0	0	0	DESIGNOPT
~	Buildings Masterplan	125,000	(125,000)	0	0	0	0	MULTIYEAR
460	Community Health Centre Public Art	19,200	(9,600)	0	0	(9,600)	0	EXT EVENT
461	Future Buildings Planning	42,000	(42,000)	0	0	0	0	SCHED
~	Parkinson Rec Centre/SD23 Partnership	41,700	(41,700)	0	0	0	0	MULTIYEAR
~	Parks Master Plan	110,300	(110,300)	0	0	0	0	MULTIYEAR
461	Microsoft Dynamics 365 Project SOW	17,100	(17,100)	0	0	0	0	EXT EVENT
~	Performing Arts Centre Feasibility & Partnerships	20,100	(20,100)	0	0	0	0	MULTIYEAR
462	Operational Review and Assessment of Municipal Boating Facilities	34,800	(34,800)	0	0	0	0	DESIGNOPT
462	Parking Strategy - Capri-Landmark Area Plan Development	21,500	(21,500)	0	0	0	0	EXT EVENT
Division Total		656,900	(617,300)	0	(30,000)	(9,600)	0	
<u>Infrastructure Division</u>								
~	Community Wildfire Protection Funding	20,600	0	0	(20,600)	0	0	MULTIYEAR
463	Landfill - Leachate Collection Cleaning	23,200	(23,200)	0	0	0	0	EXT EVENT
463	Landfill Gas Blower Maintenance	20,000	(20,000)	0	0	0	0	EXT EVENT



Page	Description	Amount	Reserve	Borrow	Grant/Other	Revenue	Utility	Reason
464	Roberts Lake Environmental Management	37,400	(37,400)	0	0	0	0	EXT EVENT
464	Commonage - Odour Management Plan Update	48,100	0	0	0	(16,100)	(32,000)	EXT EVENT
~	Okanagan Rail Trail Operational Activities	19,700	(19,700)	0	0	0	0	MULTIYEAR
465	Bylaw Update	33,000	(33,000)	0	0	0	0	SCHED
~	Preliminary Design Program	145,300	(145,300)	0	0	0	0	MULTIYEAR
~	Regional Air Quality	282,900	(127,500)	0	(12,200)	(143,200)	0	PROGRAM
~	Community for All Improvement Program	37,300	(37,300)	0	0	0	0	PROGRAM
~	Miscellaneous Drainage	76,900	(76,900)	0	0	0	0	PROGRAM
465	Water Integration Long-Range Plan	183,400	0	0	0	0	(183,400)	SCHED
466	Avocet Wetland Restoration	150,000	0	0	0	(150,000)	0	SCHED
466	Low Carbon Transportation: Neighbourhood Bikeway Program	50,000	(50,000)	0	0	0	0	SCHED
467	Major Employer Commute Trip Reduction - Pilot Program	30,000	(30,000)	0	0	0	0	SCHED
~	Regional Goods Movement Study	75,000	(75,000)	0	0	0	0	MULTIYEAR
467	Transportation Master Plan Implementation	30,000	(30,000)	0	0	0	0	SCHED
~	Area Based Water Management Plan	402,600	(98,800)	0	0	0	(303,800)	MULTIYEAR
468	Landfill - Stormwater and Property Planning	50,000	0	0	0	(50,000)	0	EXT EVENT
468	North End Industrial Area Servicing Plan	56,800	0	0	0	0	(56,800)	EXT EVENT
~	Samurai Court Slope Stability	17,000	(17,000)	0	0	0	0	MULTIYEAR
469	Stormwater Basin Plan - Downtown	132,800	(132,800)	0	0	0	0	SCHED
469	Survey Data Classification	16,800	(16,800)	0	0	0	0	SCHED
~	Time Series Data Extraction from SCADA	107,800	(36,200)	0	0	0	(71,600)	MULTIYEAR
470	ICIP Joint Study Project	184,800	(184,800)	0	0	0	0	EXT EVENT
470	Midtown Core Optimization	98,500	(98,500)	0	0	0	0	EXT EVENT
471	Orchard Park Exchange	152,800	(152,800)	0	0	0	0	EXT EVENT
471	Transit Maintenance Facility	153,100	(153,100)	0	0	0	0	EXT EVENT
~	* Climate Action Plan	0	0	0	0	0	0	MULTIYEAR
Division Total		2,635,800	(1,596,100)	0	(32,800)	(359,300)	(647,600)	

### Active Living & Culture Division

472	Community Grant Policy	184,900	(184,900)	0	0	0	0	BASE POL
472	Cultural Plan Implementation	11,200	(11,200)	0	0	0	0	EXT EVENT
~	H2O Adventure Fitness Centre Operating Model Review	50,000	(50,000)	0	0	0	0	MULTIYEAR
~	Journey Home Transition	68,700	0	0	(68,700)	0	0	MULTIYEAR
~	PEOPLE Peer Navigators Capacity Building: Health Canada Grant	356,500	0	0	(356,500)	0	0	MULTIYEAR
473	Event Support Policy	449,000	(449,000)	0	0	0	0	BASE POL
473	Sport League Management Software	40,000	(40,000)	0	0	0	0	EXT EVENT
Division Total		1,160,300	(735,100)	0	(425,200)	0	0	

Page Description	Amount	Reserve	Borrow	Grant/Other	Revenue	Utility	Reason
<u>Corporate &amp; Protective Services Division</u>							
<i>Corporate Services</i>							
~ Business Continuity COVID Response	200,000	(200,000)	0	0	0	0	MULTIYEAR
474 ERM Professional Consulting Services	27,200	(27,200)	0	0	0	0	SCHED
474 Safety Management Software Project	17,100	(17,100)	0	0	0	0	SCHED
~ Diversity & Inclusion Strategic Plan Project	150,000	(150,000)	0	0	0	0	MULTIYEAR
Division Total	394,300	(394,300)	0	0	0	0	

Corporate & Protective Services Division*Community Safety*

475 Community Safety Plan Implementation	100,000	(100,000)	0	0	0	0	EXT EVENT
~ Overnight Sheltering	156,200	(156,200)	0	0	0	0	MULTIYEAR
~ Strengthening Communities Grant Funding	2,115,100	0	0	(2,115,100)	0	0	MULTIYEAR
475 Supportive Housing Community Inclusion	75,000	(75,000)	0	0	0	0	EXT EVENT
476 Bylaw Uniform Modernization Initiative	26,200	(26,200)	0	0	0	0	EXT EVENT
476 Community Safety Survey	17,600	(17,600)	0	0	0	0	BASE C APP
Division Total	2,490,100	(375,000)	0	(2,115,100)	0	0	

Corporate & Protective Services Division*Fire Department*

477 Firehall Location Analysis	50,000	(50,000)	0	0	0	0	SCHED
477 Firefighter Uniforms, Personal Protective and Training Equipment	70,900	(70,900)	0	0	0	0	EXT EVENT
478 Volunteer Firefighters - Paid on Call Uniforms and PPE	47,300	(47,300)	0	0	0	0	EXT EVENT
478 Firefighter Ground Survival Course	13,600	(13,600)	0	0	0	0	EXT EVENT
Division Total	181,800	(181,800)	0	0	0	0	

Corporate Strategic Services Division

479 Corporate Vision and Culture	17,200	(17,200)	0	0	0	0	EXT EVENT
~ AI/Chatbot Development Approvals Program	234,700	0	0	(234,700)	0	0	MULTIYEAR
479 Strategy Software Implementation	35,500	(35,500)	0	0	0	0	DESIGNOPT
480 Citizen Survey	14,800	(14,800)	0	0	0	0	BASE C APP
Division Total	302,200	(67,500)	0	(234,700)	0	0	

Financial Services Division

480 H2O Operations Value for Money	38,200	(38,200)	0	0	0	0	SCHED
~ PS 3280 Asset Retirement Obligation Standard	40,000	(40,000)	0	0	0	0	MULTIYEAR
481 Financial Planning System and Process Review	193,300	(193,300)	0	0	0	0	SCHED
481 Payroll System Improvements	36,700	(36,700)	0	0	0	0	EXT EVENT

Page	Description	Amount	Reserve	Borrow	Grant/Other	Revenue	Utility	Reason
482	Enhancement of Corporate Purchasing Card Program	40,000	(40,000)	0	0	0	0	EXT EVENT
482	Unit 4 Business World Approval Workflow	30,000	(30,000)	0	0	0	0	SCHED
483	20 Year Servicing Plan and DCC Bylaw Update	142,400	(130,500)	0	0	0	(11,900)	SCHED
483	Kelowna Integrated Water Asset Management	66,900	0	0	0	0	(66,900)	EXT EVENT
Division Total		587,500	(508,700)	0	0	0	(78,800)	
Sub-Total		9,417,400	(5,127,100)	0	(3,143,900)	(420,000)	(726,400)	

~ denotes request details not included in carryover volume

\* italics - denotes that this is a shared (part of another department) operating request

## PROJECTS UNDER \$10,000

Page	Description	Amount	Reserve	Borrow	Grant/Other	Revenue	Utility	Reason
<u>Planning &amp; Development Services Division</u>								
~	Heritage Strategy	6,000	(6,000)	0	0	0	0	SCHED
~	Partnership and Research	3,700	(3,700)	0	0	0	0	MULTIYEAR
	Division Total	9,700	(9,700)	0	0	0	0	
<u>Partnerships &amp; Investments Division</u>								
~	Kelowna Cultural Facilities Masterplan	3,100	(3,100)	0	0	0	0	EXT EVENT
~	UBC Collaboration	8,500	(8,500)	0	0	0	0	EXT EVENT
	Division Total	11,600	(11,600)	0	0	0	0	
<u>Infrastructure Division</u>								
~	Road Surface Ice Alert System	9,800	(9,800)	0	0	0	0	EXT EVENT
~	Bluebird Storm Pump Station Standby Pump	10,000	(10,000)	0	0	0	0	SCHED
	Division Total	19,800	(19,800)	0	0	0	0	
<u>Active Living &amp; Culture Division</u>								
~	Community Shelter Plan	4,000	(4,000)	0	0	0	0	EXT EVENT
	Division Total	4,000	(4,000)	0	0	0	0	
<u>Corporate &amp; Protective Services Division</u>								
<i>Corporate Services</i>								
~	Silica Dust	10,000	(10,000)	0	0	0	0	SCHED
~	Long Service Awards	7,400	(7,400)	0	0	0	0	EXT EVENT
	Division Total	17,400	(17,400)	0	0	0	0	
<u>Financial Services Division</u>								
~	Business Partner Model Implementation	4,500	(4,500)	0	0	0	0	EXT EVENT
~	Asset Management Consulting Support	2,600	(1,300)	0	0	(400)	(900)	SCHED
	Division Total	7,100	(5,800)	0	0	(400)	(900)	
	Grand Total	9,487,000	(5,195,400)	0	(3,143,900)	(420,400)	(727,300)	

~ denotes request details not included in carryover volume

\* italics - denotes that this is a shared (part of another department) operating request

# 2022 Operating Requests

## Carryover Budget

### Summary - Utility Funds

Page	Description	Amount	Reserve	Borrow	Grant/Other	Revenue	Utility	Reason
<u>Water</u>								
484	Emergency Response Plan Update - Water	25,000	(25,000)	0	0	0	0	EXT EVENT
484	Poplar Point Electric Motor Replacement	57,000	(57,000)	0	0	0	0	EXT EVENT
485	Water Operations Supply Projects 2021	45,100	(45,100)	0	0	0	0	EXT EVENT
~	Dam Safety Reviews	30,600	(30,600)	0	0	0	0	PROGRAM
485	Pressure Reducing Valve Condition Assessment	50,000	(50,000)	0	0	0	0	EXT EVENT
486	Water Integration Planning	125,400	(125,400)	0	0	0	0	SCHED
486	Waterwise Landscape Material Program	21,100	(21,100)	0	0	0	0	EXT EVENT
465	<i>* Water Integration Long-Range Plan</i>	0	0	0	0	0	0	SCHED
483	<i>* 20 Year Servicing Plan and DCC Bylaw Update</i>	0	0	0	0	0	0	SCHED
483	<i>* Kelowna Integrated Water Asset Management</i>	0	0	0	0	0	0	EXT EVENT
~	<i>* Area Based Water Management Plan</i>	0	0	0	0	0	0	MULTIYEAR
468	<i>* North End Industrial Area Servicing Plan</i>	0	0	0	0	0	0	EXT EVENT
~	<i>* Time Series Data Extraction from SCADA</i>	0	0	0	0	0	0	MULTIYEAR
Department Total		354,200	(354,200)	0	0	0	0	
<u>Wastewater</u>								
487	Wastewater Treatment Succession Planning Positions	255,100	(255,100)	0	0	0	0	EXT EVENT
487	Burtch Sewer Condition Assessment	98,400	(98,400)	0	0	0	0	EXT EVENT
488	Sewer Connection Area Bylaw Review	12,800	(12,800)	0	0	0	0	EXT EVENT
488	Sewer Lift Station Condition Assessment	110,800	(110,800)	0	0	0	0	EXT EVENT
464	<i>* Commonage - Odour Management Plan Update</i>	0	0	0	0	0	0	EXT EVENT
483	<i>* 20 Year Servicing Plan and DCC Bylaw Update</i>	0	0	0	0	0	0	SCHED
468	<i>* North End Industrial Area Servicing Plan</i>	0	0	0	0	0	0	EXT EVENT
~	<i>* Time Series Data Extraction from SCADA</i>	0	0	0	0	0	0	MULTIYEAR
Department Total		477,100	(477,100)	0	0	0	0	
Grand Total		831,300	(831,300)	0	0	0	0	

~ denotes request details not included in carryover volume

\* italics - denotes that this is a shared (part of another department) operating request

## 2022 Operating Request Details

Division:	Planning & Development Services	Priority: 1	Reason: Scheduling Demands
Department:	Policy & Planning		ONE-TIME
Title:	Infill Design		CARRYOVER

### Justification:

This project, originally scheduled to be complete in Q4 of 2021, has been extended and is now anticipated to be complete at the end of Q1 2022 due to additional time needed for internal consultation, and significantly more applications were received than expected requiring a longer review period.

2021 Budget:	55,000	Expected Completion:
2021 Expenditures:	6,400	Mar 2022
Carryover Requested:	48,600	

Strategic Direction: Vibrant neighbourhoods - Site design & architecture is high quality, context sensitive

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	48,600	(20,000)	0	(13,600)	0	(15,000)	0

Division:	Planning & Development Services	Priority: 1	Reason: External Event
Department:	Policy & Planning		ONE-TIME
Title:	OCP Update		CARRYOVER

### Justification:

The OCP Project Planner position is extended until the end of Q1, 2022, as the final adoption of the 2040 Official Community Plan has been delayed due to the delay in obtaining the required Minister of Agriculture sign-off. Further, internal engagement and implementation of the new OCP will extend into Q1 of 2022.

2021 Budget:	205,676	Expected Completion:
2021 Expenditures:	162,876	Mar 2022
Carryover Requested:	42,800	

Strategic Direction: Clear direction - Common understanding of future direction

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	42,800	(42,800)	0	0	0	0	0



## 2022 Operating Request Details

Division:	Partnerships & Investments	Priority: 1	Reason: Scheduling Demands
Department:	Real Estate		ONE-TIME
Title:	Heritage Preservation & Adaptive Re-Use		CARRYOVER

### Justification:

Carryover is requested to continue the ongoing work on the Heritage Preservation and Adaptive Re-Use. A number of buildings are currently in a significant state of disrepair, most notably the Cameron House and the Grist Mill Properties. The projects were delayed due to internal staffing changes. Staff will continue to explore adaptive re-use opportunities relating to these two sites in 2022.

2021 Budget:	46,700	Expected Completion:
2021 Expenditures:	0	Dec 2022
Carryover Requested:	46,700	

Strategic Direction: Vibrant neighbourhoods - Key sites are proactively planned

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	46,700	(46,700)	0	0	0	0	0

Division:	Partnerships & Investments	Priority: 1	Reason: External Event
Department:	Real Estate		ONE-TIME
Title:	Land Strategy and Revitalization		CARRYOVER

### Justification:

Carryover is requested to support a number of multi-year projects, including the Land Strategy and revitalization initiative. The projects were delayed due to external consultant staffing.

2021 Budget:	16,600	Expected Completion:
2021 Expenditures:	0	Dec 2022
Carryover Requested:	16,600	

Strategic Direction: Social & inclusive - Policy guides where the city invests resources

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	16,600	(16,600)	0	0	0	0	0

## 2022 Operating Request Details

Division:	Partnerships & Investments	Priority: 1	Reason: Design Option
Department:	Real Estate		ONE-TIME
Title:	Provision of Shelter Services - Optimization of Physical Locations		CARRYOVER

### Justification:

The City has been in on-going discussions with a variety of organizations and community groups to optimize the delivery of shelter services in a coordinated and strategic manner. Carryover is requested to continue with expenses for consulting and project management to support different models for shelter sites and a review of how existing shelter resources could be allocated in a manner that best meets the needs of our community.

2021 Budget:	45,500	Expected Completion:
2021 Expenditures:	0	Dec 2022
Carryover Requested:	45,500	

Strategic Direction: Social & inclusive - Policy guides where the city invests resources

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	45,500	(45,500)	0	0	0	0	0

Division:	Partnerships & Investments	Priority: 1	Reason: External Event
Department:	Building Services		ONE-TIME
Title:	Energy Savings Program		CARRYOVER

### Justification:

Grant funding approval was delayed in 2021 which resulted in the start date of the project being pushed back. The work itself is weather dependent and it was decided to postpone the work until the spring which allows for a more accurate study. Carryover is requested to complete the Geoexchange Feasibility study.

2021 Budget:	245,801	Expected Completion:
2021 Expenditures:	201,601	May 2022
Carryover Requested:	44,200	

Strategic Direction: Environmental protection - Resiliency & adaptability to climate change

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	44,200	(14,200)	0	(30,000)	0	0	0

## 2022 Operating Request Details

Division:	Partnerships & Investments	Priority: 1	Reason: Design Option
Department:	Building Services		ONE-TIME
Title:	Technical Specification Development - Buildings		CARRYOVER

### Justification:

As the City continues to build more facilities, the requirement for a set of standards/specifications for buildings projects has become apparent. Carryover is requested to fund the development of an internal specification package that will help ensure that construction methods are being implemented which align with the expectations of the City operations and maintenance departments. Attention will focus on mechanical and electrical systems and energy efficiency

2021 Budget:	75,000	Expected Completion:
2021 Expenditures:	2,800	Dec 2022
Carryover Requested:	72,200	

Strategic Direction: Clear direction - Services, processes & business activities are transformed

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	72,200	(72,200)	0	0	0	0	0

Division:	Partnerships & Investments	Priority: 1	Reason: External Event
Department:	Parks & Buildings Planning		ONE-TIME
Title:	Community Health Centre Public Art		CARRYOVER

### Justification:

Carryover is requested to cover the legal fees for the associated statutory right of way which remains outstanding. If any surplus remains after this work, 50% would need to be returned to our partner in the project.

2021 Budget:	41,400	Expected Completion:
2021 Expenditures:	22,200	Mar 2022
Carryover Requested:	19,200	

Strategic Direction: Vibrant neighbourhoods - Key sites are proactively planned

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	19,200	(9,600)	0	0	0	(9,600)	0

## 2022 Operating Request Details

Division:	Partnerships & Investments	Priority: 1	Reason: Scheduling Demands
Department:	Parks & Buildings Planning		ONE-TIME
Title:	Future Buildings Planning		CARRYOVER

### Justification:

Carryover is requested to meet contractual commitments for consultants to complete buildings conditions assessments on several municipal properties in preparation for the Strategic Facilities Masterplan. This work was not completed in 2021 due to minimal staff resources.

2021 Budget:	42,000	Expected Completion:
2021 Expenditures:	0	Dec 2022
Carryover Requested:	42,000	

### Strategic Direction: Other - Council Resolution

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	42,000	(42,000)	0	0	0	0	0

Division:	Partnerships & Investments	Priority: 1	Reason: External Event
Department:	Partnerships Office		ONE-TIME
Title:	Microsoft Dynamics 365 Project SOW		CARRYOVER

### Justification:

The City of Kelowna has engaged CRM Dynamics to help implement Microsoft Dynamics 365. Sharing the initial set up with the previously defined scope of Dynamics Marketing, this will save time and costs in this phase. This solution will also give the team at The City of Kelowna the ability to manage all relationships, partnerships, and entrepreneurs. This project commenced late 2020 and was delayed due to external consultant staffing.

2021 Budget:	20,000	Expected Completion:
2021 Expenditures:	2,900	Dec 2022
Carryover Requested:	17,100	

### Strategic Direction: Other - Supports Base Business

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	17,100	(17,100)	0	0	0	0	0

## 2022 Operating Request Details

Division:	Partnerships & Investments	Priority: 1	Reason: Design Option
Department:	Real Estate		ONE-TIME
Title:	Operational Review and Assessment of Municipal Boating Facilities		CARRYOVER

### Justification:

Carryover is requested to complete Phase one of this project. The effective operation and management of the City's three primary boat launch facilities (Cook Road, Water St and Sutherland Ave) has become increasingly challenging as a result of ever increasing marine traffic on Okanagan Lake. A holistic review of municipal boating facilities and operating models is underway to ensure this service is delivered in a cost-effective manner for the maximum benefit of our community. Based on initial public feedback, the project scope has been adjusted accordingly.

2021 Budget:	50,000	Expected Completion:
2021 Expenditures:	15,200	Jul 2022
Carryover Requested:	34,800	

Strategic Direction: Vibrant neighbourhoods - Accessible and multi-purpose amenities

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	34,800	(34,800)	0	0	0	0	0

Division:	Partnerships & Investments	Priority: 1	Reason: External Event
Department:	Real Estate		ONE-TIME
Title:	Parking Strategy - Capri-Landmark Area Plan Development		CARRYOVER

### Justification:

The Citywide Parking Strategy identified Capri-Landmark as a neighborhood that requires a detailed Parking Management Area Plan to deal with current and emerging/future issues. Initial collection of occupancy data was completed in fall 2020, however the project has been slowed due to pandemic impacts on parking demand. Carryover of this budget will allow development of the detailed area plan to continue in 2022, once parking usage/demand patterns normalize.

2021 Budget:	39,000	Expected Completion:
2021 Expenditures:	17,500	Jul 2022
Carryover Requested:	21,500	

Strategic Direction: Transportation & mobility - Investments are connecting high density areas

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	21,500	(21,500)	0	0	0	0	0

## 2022 Operating Request Details

Division:	Infrastructure	Priority: 1	Reason: External Event
Department:	Utility Services		ONE-TIME
Title:	Landfill - Leachate Collection Cleaning		CARRYOVER

### Justification:

Carryover is requested due to difficulties in acquiring a qualified contractor in 2021. A contractor has now been hired, and work will be completed in the Spring when the weather is better to allow access. These funds are to clean leachate collection pipes.

2021 Budget:	25,000	Expected Completion:
2021 Expenditures:	1,800	Jul 2022
Carryover Requested:	23,200	

Strategic Direction: Economic resiliency - Infrastructure deficit is reduced

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	23,200	(23,200)	0	0	0	0	0

Division:	Infrastructure	Priority: 1	Reason: External Event
Department:	Utility Services		ONE-TIME
Title:	Landfill Gas Blower Maintenance		CARRYOVER

### Justification:

Carryover is requested as parts are on backorder which has delayed the project and will be installed upon receipt.

2021 Budget:	20,000	Expected Completion:
2021 Expenditures:	0	Dec 2022
Carryover Requested:	20,000	

Strategic Direction: Environmental protection - Greenhouse gas emissions are decreasing

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	20,000	(20,000)	0	0	0	0	0



## 2022 Operating Request Details

Division:	Infrastructure	Priority: 1	Reason: External Event
Department:	Utility Services		ONE-TIME
Title:	Roberts Lake Environmental Management		CARRYOVER

### Justification:

Carryover is requested as flooding delayed the work. This work will be completed in 2022 and included with the water license application.

2021 Budget:	37,400	Expected Completion:
2021 Expenditures:	0	Dec 2022
Carryover Requested:	37,400	

Strategic Direction:	Other - Supports Base Business						
	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	37,400	(37,400)	0	0	0	0	0

Division:	Infrastructure	Priority: 1	Reason: External Event
Department:	Utility Services		ONE-TIME
Title:	Commonage - Odour Management Plan Update		CARRYOVER

### Justification:

The Odor Management Plan Update is a Ministry of Environment Permit Requirement. This Plan will be completed by March 2022, and was delayed due to the new system implementation which was impacted by the hardware/software supplier. The cost is shared with the City of Vernon and the City's wastewater utility.

2021 Budget:	50,000	Expected Completion:
2021 Expenditures:	1,900	Mar 2022
Carryover Requested:	48,100	

Strategic Direction:	Other - Supports Base Business						
	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	48,100	0	0	0	0	(16,100)	(32,000)

## 2022 Operating Request Details

Division:	Infrastructure	Priority: 1	Reason: Scheduling Demands
Department:	Integrated Transportation		ONE-TIME
Title:	Bylaw Update		CARRYOVER

### Justification:

Carryover is requested to finalize transportation updates to the Kelowna Bylaw 7900. Schedule 4 of the bylaw provides design and construction standards for transportation infrastructure in the city. Through 2021, a joint staff/consultant team undertook a technical review of the existing bylaw and updated technical standards, cross-sections and drawings to address priority issues, updated engineering practices and to align with the goals and objectives of the Official Community Plan and Transportation Master Plan. The majority of this review is complete but work will extend into 2022 as the complexity and time required for technical reviews with other departments was longer than expected. Following the creation of a draft bylaw, it will move forward to external stakeholder engagement in mid-2022.

2021 Budget:	99,200	Expected Completion:
2021 Expenditures:	66,200	Jun 2022
Carryover Requested:	33,000	

Strategic Direction: Community Safety - Data and analysis is used to understand problems & target responses

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	33,000	(33,000)	0	0	0	0	0

Division:	Infrastructure	Priority: 1	Reason: Scheduling Demands
Department:	Infrastructure		ONE-TIME
Title:	Water Integration Long-Range Plan		CARRYOVER

### Justification:

Carryover is requested as part of the larger Water Integration Plan. Work in 2021 was not completed as staff focused more on the Area Based Water Management Planning component and completion of the SEKID/SOMID project. These components lead into the Water Integration Long Range Plan. The City expects to be working with the Improvement Districts and working on the final plan throughout 2022 and 2023 with completion anticipated at the end of 2023.

2021 Budget:	215,200	Expected Completion:
2021 Expenditures:	31,800	Dec 2023
Carryover Requested:	183,400	

Strategic Direction: Environmental protection - Predictive modelling & forecasting

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	183,400	0	0	0	0	0	(183,400)

## 2022 Operating Request Details

Division:	Infrastructure	Priority: 1	Reason: Scheduling Demands
Department:	Utility Services		ONE-TIME
Title:	Avocet Wetland Restoration		CARRYOVER

### Justification:

Carryover is requested as work was not completed due to limited staffing resources. Resources are now available and this project will provide a detail design and regulatory approvals in order to provide suitable alternate habitat for the Avocet outside of Landfill operational limits.

2021 Budget:	150,000	Expected Completion:
2021 Expenditures:	0	Dec 2022
Carryover Requested:	150,000	

Strategic Direction: Environmental protection - Predictive modelling & forecasting

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	150,000	0	0	0	0	(150,000)	0

Division:	Infrastructure	Priority: 1	Reason: Scheduling Demands
Department:	Integrated Transportation		ONE-TIME
Title:	Low Carbon Transportation: Neighbourhood Bikeway Program		CARRYOVER

### Justification:

Project was delayed due to competing priorities for staff resources primarily Transportation Master Plan (TMP) completion. Project launch anticipated in Q1 of 2022 following TMP endorsement.

2021 Budget:	50,000	Expected Completion:
2021 Expenditures:	0	Mar 2023
Carryover Requested:	50,000	

Strategic Direction: Transportation & mobility - More trips by transit, carpooling, cycling & walking

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	50,000	(50,000)	0	0	0	0	0

## 2022 Operating Request Details

Division:	Infrastructure	Priority: 1	Reason: Scheduling Demands
Department:	Integrated Transportation		ONE-TIME
Title:	Major Employer Commute Trip Reduction - Pilot Program		CARRYOVER

### Justification:

Project was delayed due to competing priorities for staff resources, primarily shared mobility program consuming more staff time than planned. Consultant selection and launch anticipated in Q1 of 2022 with project completion in 2023.

2021 Budget:	30,000	Expected Completion:
2021 Expenditures:	0	Mar 2023
Carryover Requested:	30,000	

Strategic Direction: Transportation & mobility - Travel times are optimized

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	30,000	(30,000)	0	0	0	0	0

Division:	Infrastructure	Priority: 1	Reason: Scheduling Demands
Department:	Integrated Transportation		ONE-TIME
Title:	Transportation Master Plan Implementation		CARRYOVER

### Justification:

This is a multi-year project anticipated for Council endorsement in Q1 of 2022. Endorsement in Q4 of 2021 was planned, but pushed to a later agenda to allow time to incorporate comments from new staff and a busy Council agenda. 2022 will consist of finalizing the Transportation Master Plan (TMP), TMP website, and promotional activities.

2021 Budget:	147,600	Expected Completion:
2021 Expenditures:	117,600	Mar 2022
Carryover Requested:	30,000	

Strategic Direction: Transportation & mobility - More trips by transit, carpooling, cycling & walking

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	30,000	(30,000)	0	0	0	0	0

## 2022 Operating Request Details

Division:	Infrastructure	Priority: 1	Reason: External Event
Department:	Utility Services		ONE-TIME
Title:	Landfill - Stormwater and Property Planning		CARRYOVER

### Justification:

The project was initiated in Fall 2021 due to internal discussions with the Province around scope of work to discharge stormwater to Brandts Creek. A new Provincial water license is required, which the City anticipates will take at least one year under normal conditions. With additional studies and monitoring, anticipated completion is 2023. A consultant is now selected and will move forward for completion in 2023.

2021 Budget:	50,000	Expected Completion:
2021 Expenditures:	0	Dec 2023
Carryover Requested:	50,000	

Strategic Direction: Clear direction - Common understanding of future direction

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	50,000	0	0	0	0	(50,000)	0

Division:	Infrastructure	Priority: 1	Reason: External Event
Department:	Utility Services		ONE-TIME
Title:	North End Industrial Area Servicing Plan		CARRYOVER

### Justification:

Carryover is requested for staff to continue to undertake an area plan combining servicing of the north industrial area (Jim Bailey), Okanagan Indian Band, Lake Country, and development community. Work and discussions with the Okanagan Indian Band, Lake Country and development community continues into 2022, and may result in an memorandum of understanding (MOU). These continued discussions resulted in the project not being completed in 2021. Staff will require engagement, consultants, legal studies and discussions with different levels of government.

2021 Budget:	58,400	Expected Completion:
2021 Expenditures:	1,600	Dec 2022
Carryover Requested:	56,800	

Strategic Direction: Clear direction - Common understanding of future direction

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	56,800	0	0	0	0	0	(56,800)

## 2022 Operating Request Details

Division:	Infrastructure	Priority: 1	Reason: Scheduling Demands
Department:	Utility Services		ONE-TIME
Title:	Stormwater Basin Plan - Downtown		CARRYOVER

### Justification:

Carryover is requested for this project as the request for quotation (RFQ) took longer than anticipated and an agreement was achieved in late Summer 2021. The work has now been initiated.

2021 Budget:	150,000	Expected Completion:
2021 Expenditures:	17,200	Aug 2022
Carryover Requested:	132,800	

Strategic Direction: Environmental protection - Resiliency & adaptability to climate change

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	132,800	(132,800)	0	0	0	0	0

Division:	Infrastructure	Priority: 1	Reason: Scheduling Demands
Department:	Utility Services		ONE-TIME
Title:	Survey Data Classification		CARRYOVER

### Justification:

High resolution Light Detection and Ranging (LiDAR) data was obtained throughout the Okanagan in 2018 in partnership with the Province and Okanagan Basin Water Board. The information is a valuable tool for a variety of infrastructure and environmental modeling and operational processes in the City. The City has found a similar source of data from a third party vendor that provides useful layers of information that adds value to the LiDAR products and mapping. The work was not completed in 2021 due to prioritization of staff managing the effort.

2021 Budget:	20,000	Expected Completion:
2021 Expenditures:	3,200	Mar 2022
Carryover Requested:	16,800	

Strategic Direction: Clear direction - Services, processes & business activities are transformed

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	16,800	(16,800)	0	0	0	0	0



## 2022 Operating Request Details

Division:	Infrastructure	Priority: 1	Reason: External Event
Department:	Integrated Transportation		ONE-TIME
Title:	ICIP Joint Study Project		CARRYOVER

### Justification:

Budget was established in 2019 as a multi-year project to support the recently approved study and conceptual design of major transit infrastructure projects, Orchard Park Exchange, Mission Rec Exchange, Rutland Park & Ride/Mobility Hub, that are candidates for the Federal Investing in Canada Infrastructure Program (ICIP). This work began in early 2020 with the final phase of conceptual design estimated completion in late 2022. This project was not complete in 2021 as it supports the Midtown, Orchard Park, and Transit Maintenance Facility projects and is tied to their completion so is accordingly delayed to 2022.

2021 Budget:	188,300	Expected Completion:
2021 Expenditures:	3,500	Dec 2022
Carryover Requested:	184,800	

Strategic Direction: Transportation & mobility - More opportunities to learn about transportation

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	184,800	(184,800)	0	0	0	0	0

Division:	Infrastructure	Priority: 1	Reason: External Event
Department:	Integrated Transportation		ONE-TIME
Title:	Midtown Core Optimization		CARRYOVER

### Justification:

Budget was established in 2020 as a multi-year project to explore transit priority and transit investment in the Cooper Road, Springfield and Enterprise corridors in conjunction with the Midtown Exchange siting study, all to be completed in 2022. This study will allow for application under the Investing in Canada Infrastructure Program (ICIP), a federal grant program that could potentially fund up to 80% of approved transit improvement projects. This project was not complete in 2021 as land negotiations which defines the project are ongoing.

2021 Budget:	99,700	Expected Completion:
2021 Expenditures:	1,200	Dec 2022
Carryover Requested:	98,500	

Strategic Direction: Transportation & mobility - Travel times are optimized

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	98,500	(98,500)	0	0	0	0	0

## 2022 Operating Request Details

Division:	Infrastructure	Priority: 1	Reason: External Event
Department:	Integrated Transportation		ONE-TIME
Title:	Orchard Park Exchange		CARRYOVER

### Justification:

Budget was established in 2020 as a multi-year project to develop preliminary design development for the Orchard Park Exchange, which has reached its capacity. This project will consider options to expand the exchange both on-site and on adjacent streets while also seeking to reduce delays for buses entering and departing the exchange. The study will be completed concurrently with studies underway for various other exchanges and is expected to be completed in late 2022. The project was not completed in 2021 due to complexities of project including discussions regarding land impacts which are critical to project success.

2021 Budget:	177,000	Expected Completion:
2021 Expenditures:	24,200	Dec 2022
Carryover Requested:	152,800	

Strategic Direction: Transportation & mobility - More trips by transit, carpooling, cycling & walking

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	152,800	(152,800)	0	0	0	0	0

Division:	Infrastructure	Priority: 1	Reason: External Event
Department:	Integrated Transportation		ONE-TIME
Title:	Transit Maintenance Facility		CARRYOVER

### Justification:

Budget was established in 2020 as a multi-year project to advance preliminary site layout, facility design, site servicing, and costing to refine recommended site scope and cost for the replacement of the existing over-capacity Hardy Street facility. Study results will support future project phases and applications to the federal Investing in Canada Infrastructure Program (ICIP), under which up to 80% of approved transit improvement project costs may be funded. Slated for 2022 are the final project definition and funding proposal development. To be completed by late 2022. The project was not complete in 2021 as the ALR exclusion application approval was not achieved in 2021, however is anticipated to occur in 2022 which defines the project.

2021 Budget:	175,000	Expected Completion:
2021 Expenditures:	21,900	Dec 2022
Carryover Requested:	153,100	

Strategic Direction: Transportation & mobility - More trips by transit, carpooling, cycling & walking

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	153,100	(153,100)	0	0	0	0	0

## 2022 Operating Request Details

Division:	Active Living & Culture	Priority: 1	Reason: Policy
Department:	Cultural Services		ONE-TIME
Title:	Community Grant Policy		CARRYOVER

### Justification:

Per the Community Grant Policy No. 380, funds not expended in a focus area in any given year will be automatically carried over and retained for use in the same focus area in the subsequent year.

2021 Budget:	777,105	Expected Completion:
2021 Expenditures:	592,205	Dec 2022
Carryover Requested:	184,900	

Strategic Direction:	Other - Council Resolution						
	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	184,900	(184,900)	0	0	0	0	0

Division:	Active Living & Culture	Priority: 1	Reason: External Event
Department:	Cultural Services		ONE-TIME
Title:	Cultural Plan Implementation		CARRYOVER

### Justification:

Carryover is requested to complete the following cultural plan implementation projects:

The cultural plan report card project was initiated in the Fall of 2021 and work is well underway, however, completion is delayed to late Spring of 2022 in order to access final data including the COVID-19 impact from the prior year for inclusion in the final document.

The creative sector storage space analysis project was delayed due to contractor availability. The program is expected to be caught up in 2022 and all funds fully expended including carryover.

2021 Budget:	23,200	Expected Completion:
2021 Expenditures:	12,000	Jun 2022
Carryover Requested:	11,200	

Strategic Direction:	Vibrant neighbourhoods - Animated parks & public spaces						
	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	11,200	(11,200)	0	0	0	0	0

## 2022 Operating Request Details

Division:	Active Living & Culture	Priority: 1	Reason: Policy
Department:	Sport & Event Services		ONE-TIME
Title:	Event Support Policy		CARRYOVER

### Justification:

Per the Event Support Policy No. 381, funds not expended in a focus area in any given year will be automatically carried over and retained for use in the same focus area in the subsequent year.

2021 Budget:	482,650	Expected Completion:
2021 Expenditures:	33,650	Dec 2022
Carryover Requested:	449,000	

Strategic Direction:	Other - Council Resolution						
	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	449,000	(449,000)	0	0	0	0	0

Division:	Active Living & Culture	Priority: 1	Reason: External Event
Department:	Sport & Event Services		ONE-TIME
Title:	Sport League Management Software		CARRYOVER

### Justification:

Carryover is requested as the project was delayed due to anticipated legislative changes to software data storage requirements. These legislative changes have occurred and the project is ready to move forward. A software decision is anticipated for Q1 with full operation by Q4 of 2022.

2021 Budget:	40,000	Expected Completion:
2021 Expenditures:	0	Dec 2022
Carryover Requested:	40,000	

Strategic Direction:	Social & inclusive - Inclusivity and diversity are increasing						
	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	40,000	(40,000)	0	0	0	0	0

## 2022 Operating Request Details

Division:	Corporate & Protective Services	Priority: 1	Reason: Scheduling Demands
Department:	Risk Management		ONE-TIME
Title:	ERM Professional Consulting Services		CARRYOVER

### Justification:

Carryover is requested to complete this project as the consultant was unable to complete the full scope of the engagement due to the software vendor being pulled into a large national project for vaccine documentation delaying updates to the ERM application. A staff vacancy also hindered some aspects of the work which has now been filled.

2021 Budget:	39,000	Expected Completion:
2021 Expenditures:	11,800	Jun 2022
Carryover Requested:	27,200	

Strategic Direction: Clear direction - Progress on results is measured, monitored & reported

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	27,200	(27,200)	0	0	0	0	0

Division:	Corporate & Protective Services	Priority: 1	Reason: Scheduling Demands
Department:	Corporate HR Department		ONE-TIME
Title:	Safety Management Software Project		CARRYOVER

### Justification:

Requesting to carryover the remaining funding to 2022 as this project is not complete. Project implementation occurred in 2021, however additional enhancement of City Works safety environment is required, but was not feasible until safety users became familiar with system capabilities and limitations in current form. Additional work required to enhance the user experience / improve functionality.

2021 Budget:	25,398	Expected Completion:
2021 Expenditures:	8,298	Dec 2022
Carryover Requested:	17,100	

Strategic Direction: People - Organizational values prepare us for the future

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	17,100	(17,100)	0	0	0	0	0

## 2022 Operating Request Details

Division:	Corporate & Protective Services	Priority: 1	Reason: External Event
Department:	Community Safety		ONE-TIME
Title:	Community Safety Plan Implementation		CARRYOVER

### Justification:

Due to fall 2020 Provincial Election and contractor management issues, development of the Community Safety Plan was delayed. Consequently, implementation is delayed. A final report to Council on the Plan is expected in early 2022. Implementation will commence once the plan is adopted.

2021 Budget:	100,000	Expected Completion:
2021 Expenditures:	0	Dec 2022
Carryover Requested:	100,000	

Strategic Direction: Community Safety - Residents feel safe

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	100,000	(100,000)	0	0	0	0	0

Division:	Corporate & Protective Services	Priority: 1	Reason: External Event
Department:	Community Safety		ONE-TIME
Title:	Supportive Housing Community Inclusion		CARRYOVER

### Justification:

Carryover is requested as there was a delay in the grant application process and the issuance of the funds to the grant recipient for \$50k. The project is now in progress with anticipated completion by end of 2022. Carryover is also requested for the remaining \$25k for Crime Prevention Through Environmental Design (CPTED) training and initiatives to support new housing facilities opening in 2022. Carryover will allow for the project to complete the initial phase as well as further community rollout.

2021 Budget:	75,000	Expected Completion:
2021 Expenditures:	0	Dec 2022
Carryover Requested:	75,000	

Strategic Direction: Community Safety - Residents feel safe

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	75,000	(75,000)	0	0	0	0	0

## 2022 Operating Request Details

Division:	Corporate & Protective Services	Priority: 1	Reason: External Event
Department:	Community Safety		ONE-TIME
Title:	Bylaw Uniform Modernization Initiative		CARRYOVER

### Justification:

An assessment of Bylaw Officer uniforms was completed in 2021 uncovering the need to modernize and standardize their "kit" for Officer health and safety. However, unforeseen global supply chain issues, aggravated provincially by floods and transportation interruptions, the Branch was unable to expend as planned in 2021. Carryover is requested to accomplish the initiative.

2021 Budget:	31,900	Expected Completion:
2021 Expenditures:	5,700	Mar 2022
Carryover Requested:	26,200	

Strategic Direction: Other - Supports Base Business

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	26,200	(26,200)	0	0	0	0	0

Division:	Corporate & Protective Services	Priority: 1	Reason: Council Approved
Department:	Community Safety		ONE-TIME
Title:	Community Safety Survey		CARRYOVER

### Justification:

The Community Safety Survey (formerly Public Safety & Crime Survey) is conducted biannually. As such, funds are to be carried over every second year to complete the project and support data-driven decision making for council priorities.

2021 Budget:	17,600	Expected Completion:
2021 Expenditures:	0	Dec 2022
Carryover Requested:	17,600	

Strategic Direction: Community Safety - Data and analysis is used to understand problems & target responses

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	17,600	(17,600)	0	0	0	0	0



## 2022 Operating Request Details

Division:	Corporate & Protective Services	Priority: 1	Reason: Scheduling Demands
Department:	Fire Department		ONE-TIME
Title:	Firehall Location Analysis		CARRYOVER

### Justification:

A carryover of funding is being requested to support an analysis of future station locations, including identification of Station 5 replacement scheduled for 2024. Funds will be used by the Kelowna Fire Department (KFD) and Real Estate to develop potential site options based on analytics provided by the City's in-house analytics team. Analytics were delayed due to an exceptionally busy year for major emergencies and delays in access to the City Analytics team.

2021 Budget:	50,000	Expected Completion:
2021 Expenditures:	0	Jun 2022
Carryover Requested:	50,000	

Strategic Direction: Community Safety - Data and analysis is used to understand problems & target responses

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	50,000	(50,000)	0	0	0	0	0

Division:	Corporate & Protective Services	Priority: 1	Reason: External Event
Department:	Fire Department		ONE-TIME
Title:	Firefighter Uniforms, Personal Protective and Training Equipment		CARRYOVER

### Justification:

A carryover is requested for orders that have been placed for firefighter uniforms and personal protective and training equipment but cannot be received in 2021 due to inventory shortages related to the COVID-19 pandemic. The uniforms and PPE items are part of a 5-year replacement cycle.

2021 Budget:	70,900	Expected Completion:
2021 Expenditures:	0	Mar 2022
Carryover Requested:	70,900	

Strategic Direction: Community Safety - Residents feel safe

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	70,900	(70,900)	0	0	0	0	0

## 2022 Operating Request Details

Division:	Corporate & Protective Services	Priority: 1	Reason: External Event
Department:	Fire Department		ONE-TIME
Title:	Volunteer Firefighters - Paid on Call Uniforms and PPE		CARRYOVER

### Justification:

Due to the long wildfire season and COVID-19, hiring of Paid on Call (POC) Firefighters and the procurement process for POC's personal protective equipment (PPE) was significantly delayed. A carryover is requested to fund 15 sets of POC Turn Out Gear, Goggles, Boots and Wildland Gear which have been ordered but delayed due to shipping interruptions and inventory availability.

2021 Budget:	47,300	Expected Completion:
2021 Expenditures:	0	Mar 2022
Carryover Requested:	47,300	

Strategic Direction: Community Safety - Residents feel safe

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	47,300	(47,300)	0	0	0	0	0

Division:	Corporate & Protective Services	Priority: 1	Reason: External Event
Department:	Fire Department		ONE-TIME
Title:	Firefighter Ground Survival Course		CARRYOVER

### Justification:

Due to the COVID-19 pandemic, the Master Instructors from International Association of Fire Fighters (IAFF) were not able to travel and the Ground Survival Training. A carryover is requested to ensure that the 4-day postponed training can take place, in addition to the regular annual training schedule.

2021 Budget:	13,600	Expected Completion:
2021 Expenditures:	0	Mar 2022
Carryover Requested:	13,600	

Strategic Direction: Community Safety - Residents feel safe

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	13,600	(13,600)	0	0	0	0	0

## 2022 Operating Request Details

Division:	Corporate Strategic Services	Priority: 1	Reason: External Event
Department:	Corporate Strategic Services		ONE-TIME
Title:	Corporate Vision and Culture		CARRYOVER

### Justification:

Funds were earmarked to support the development of a Vision/Values based employee recognition program and associated storytelling in 2021. Due to additional unforeseen needs during the pandemic, development the program was delayed. A proposed program will be recommended to Leadership Q1 and expected to launch in 2022. Funds carried over will build foundational program pieces and associated storytelling will grow awareness among staff of the City's Vision and values, and support recruitment and employer brand efforts.

2021 Budget:	17,300	Expected Completion:
2021 Expenditures:	100	Dec 2022
Carryover Requested:	17,200	

Strategic Direction: Clear direction - Common understanding of future direction

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	17,200	(17,200)	0	0	0	0	0

Division:	Corporate Strategic Services	Priority: 1	Reason: Design Option
Department:	Corporate Strategy & Performance		ONE-TIME
Title:	Strategy Software Implementation		CARRYOVER

### Justification:

The project was delayed due to vendor change mid-project. The funds will be used for corporate wide implementation, including consulting support from the vendor and data integration work which has a high degree of uncertainty for both demand and cost.

2021 Budget:	60,000	Expected Completion:
2021 Expenditures:	24,500	Dec 2022
Carryover Requested:	35,500	

Strategic Direction: Clear direction - Common understanding of future direction

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	35,500	(35,500)	0	0	0	0	0

## 2022 Operating Request Details

Division:	Corporate Strategic Services	Priority: 1	Reason: Council Approved
Department:	Community Communications		ONE-TIME
Title:	Citizen Survey		CARRYOVER

### Justification:

A Council Resolution R904/17/11/06 directed staff to conduct the 2018 Citizen Survey in Fall 2018 to coincide with the new four-year Council term and that subsequent surveys be scheduled every two years. These funds will contribute to ongoing funding in 2022 to complete the project and support data-driven decision making for council priorities.

2021 Budget:	14,800	Expected Completion:
2021 Expenditures:	0	Dec 2022
Carryover Requested:	14,800	

### Strategic Direction: Other - Council Resolution

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	14,800	(14,800)	0	0	0	0	0

Division:	Financial Services	Priority: 1	Reason: Scheduling Demands
Department:	Financial Services		ONE-TIME
Title:	H2O Operations Value for Money		CARRYOVER

### Justification:

The value for money review of the H2O Operations was delayed due to the availability of key staff, which postponed the start of the project. Staff are now in place and the project has commenced.

2021 Budget:	39,150	Expected Completion:
2021 Expenditures:	950	Mar 2022
Carryover Requested:	38,200	

### Strategic Direction: Other - Supports Base Business

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	38,200	(38,200)	0	0	0	0	0

## 2022 Operating Request Details

Division:	Financial Services	Priority: 1	Reason: Scheduling Demands
Department:	Financial Planning		ONE-TIME
Title:	Financial Planning System and Process Review		CARRYOVER

### Justification:

Carryover is requested to continue budget process and system improvements. Projects were delayed in 2021 due to staffing availability, however staff are in place to continue process improvement projects related to annual salary budgeting, reserves funding processes, and capital full-time equivalent positions.

2021 Budget:	250,100	Expected Completion:
2021 Expenditures:	56,800	Jun 2023
Carryover Requested:	193,300	

Strategic Direction: Clear direction - Services, processes & business activities are transformed

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	193,300	(193,300)	0	0	0	0	0

Division:	Financial Services	Priority: 1	Reason: External Event
Department:	Deputy CFO		ONE-TIME
Title:	Payroll System Improvements		CARRYOVER

### Justification:

The project to improve payroll configurations was delayed due to COVID-19 and resourcing being redirected to essential service levels. This project will continue with the consultant in Q2 of 2022 with completion targeted by year end.

2021 Budget:	68,400	Expected Completion:
2021 Expenditures:	31,700	Nov 2022
Carryover Requested:	36,700	

Strategic Direction: Financial management - Lower value activities are improved or stopped

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	36,700	(36,700)	0	0	0	0	0

## 2022 Operating Request Details

Division:	Financial Services	Priority: 1	Reason: External Event
Department:	Deputy CFO		ONE-TIME
Title:	Enhancement of Corporate Purchasing Card Program		CARRYOVER

### Justification:

Carryover is requested as a new consultant was hired in 2021. Draft design is being tested but more time is needed to complete project.

2021 Budget:	52,900	Expected Completion:
2021 Expenditures:	5,195	Jul 2022
2021 Budget Not Required:	<u>7,705</u>	
Carryover Requested:	40,000	

Strategic Direction: Financial management - Lower value activities are improved or stopped

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	40,000	(40,000)	0	0	0	0	0

Division:	Financial Services	Priority: 1	Reason: Scheduling Demands
Department:	Deputy CFO		ONE-TIME
Title:	Unit 4 Business World Approval Workflow		CARRYOVER

### Justification:

This project is nearly 100% complete in technical design but invoice and PO business process requires clean up to support the new automation. Staffing resources were unavailable in 2021 to complete this project; however will be available in 2022 with go live expected before Q4 of 2022.

2021 Budget:	56,500	Expected Completion:
2021 Expenditures:	19,543	Sep 2022
2021 Budget Not Required:	<u>6,957</u>	
Carryover Requested:	30,000	

Strategic Direction: Other - Supports Base Business

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	30,000	(30,000)	0	0	0	0	0

## 2022 Operating Request Details

Division:	Financial Services	Priority: 1	Reason: Scheduling Demands
Department:	Capital Budget and Asset Management		ONE-TIME
Title:	20 Year Servicing Plan and DCC Bylaw Update		CARRYOVER

### Justification:

The 20 Year Servicing Plan and DCC Bylaw update is a multi-year project. Carryover is requested as this project was delayed in order to align with the 2040 Official Community Plan (OCP) and Transportation Master Plan (TMP). Anticipated completion will be coordinated with the completion of the 2040 OCP and TMP in 2022.

2021 Budget:	243,000	Expected Completion:
2021 Expenditures:	100,600	Dec 2022
Carryover Requested:	142,400	

Strategic Direction: Financial management - Cost to deliver services is quantified

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	142,400	(130,500)	0	0	0	0	(11,900)

Division:	Financial Services	Priority: 1	Reason: External Event
Department:	Capital Budget and Asset Management		ONE-TIME
Title:	Kelowna Integrated Water Asset Management		CARRYOVER

### Justification:

While completing the Asset Management Plan for the project requirements, it was identified that asset information on existing inherited assets is incomplete or missing entirely. Therefore, asset inventories must be collected and updated. Due to extreme weather in 2021, work was unable to be safely completed.

2021 Budget:	75,500	Expected Completion:
2021 Expenditures:	8,600	Dec 2022
Carryover Requested:	66,900	

Strategic Direction: Clear direction - Common understanding of future direction

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	66,900	0	0	0	0	0	(66,900)

## 2022 Operating Request Details

Division:	Infrastructure	Priority: 1	Reason: External Event
Department:	Utility Services		ONE-TIME
Title:	Emergency Response Plan Update - Water		CARRYOVER

### Justification:

Consulting services were intended to facilitate staff work groups in assessing operational risks and developing contingency plans. The work groups were put on hold with the directive to reduce in person meetings to comply with COVID-19 work protocols. The budget being requested to carryover has been reduced from \$50k to \$25k to account for alternative work methods and reducing staff involvement and facilitated work groups.

2021 Budget:	50,000	Expected Completion:
2021 Expenditures:	0	Dec 2022
2021 Budget Not Required:	<u>25,000</u>	
Carryover Requested:	25,000	

Strategic Direction: Environmental protection - Emergency response & preparation

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	25,000	(25,000)	0	0	0	0	0

Division:	Infrastructure	Priority: 1	Reason: External Event
Department:	Utility Services		ONE-TIME
Title:	Poplar Point Electric Motor Replacement		CARRYOVER

### Justification:

Poplar Point is the main pump station feeding the majority of the City water utility north of Mission Creek. To ensure reliable water supply a replacement of a 500 horsepower electrical motor is required. Carryover is requested due to COVID-19 supplier delays; equipment has not been delivered; however delivery is anticipated for early 2022.

2021 Budget:	57,000	Expected Completion:
2021 Expenditures:	<u>0</u>	Mar 2022
Carryover Requested:	57,000	

Strategic Direction: Other - Supports Base Business

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	57,000	(57,000)	0	0	0	0	0



## 2022 Operating Request Details

Division:	Infrastructure	Priority: 1	Reason: External Event
Department:	Utility Services		ONE-TIME
Title:	Water Operations Supply Projects 2021		CARRYOVER

### Justification:

Budget was approved to address larger replacement or upgrade projects that could not be funded within the basic Water Supply operations/repair budgets. Carryover is requested as the following items were not completed in 2021 due to COVID-19 supplier delays and internal workload delays:

1. Replace altitude valve at Dilworth reservoir that has reached the end of service life (15.1k)
2. Condition assessment of Poplar Point and Cedar Creek buildings facilities (\$20k)
3. Have supplier perform assessment and servicing of Ultraviolet Reactor. Should occur every 3 years (\$10k)

2021 Budget:	50,000	Expected Completion:
2021 Expenditures:	4,900	Mar 2022
Carryover Requested:	45,100	

### Strategic Direction: Other - Supports Base Business

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	45,100	(45,100)	0	0	0	0	0

Division:	Infrastructure	Priority: 1	Reason: External Event
Department:	Utility Services		ONE-TIME
Title:	Pressure Reducing Valve Condition Assessment		CARRYOVER

### Justification:

Carryover is required as pressure reducing valves (PRV) have been identified for replacement. Due to COVID-19 impacts this project was delayed in 2021. This budget will be combined with new budget in 2022 to complete the work.

2021 Budget:	50,000	Expected Completion:
2021 Expenditures:	0	Dec 2022
Carryover Requested:	50,000	

### Strategic Direction: Other - Supports Base Business

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	50,000	(50,000)	0	0	0	0	0

## 2022 Operating Request Details

Division:	Infrastructure	Priority: 1	Reason: Scheduling Demands
Department:	Utility Services		ONE-TIME
Title:	Water Integration Planning		CARRYOVER

### Justification:

Carryover is requested to be used in conjunction with the overall Kelowna Water Integration Plan budget to complete a number of water capital planning consultant studies to complete the Water Integration Plan. The work was not completed in 2021 as staff focused on the Area Based Water Management Plan. This project is now ready to move forward and will look at modifications to the Water Quality Enhancement Fund and associated bylaw to build reserves to achieve the long term budget needs.

2021 Budget:	128,200	Expected Completion:
2021 Expenditures:	2,800	Dec 2022
Carryover Requested:	125,400	

Strategic Direction: Environmental protection - Predictive modelling & forecasting

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	125,400	(125,400)	0	0	0	0	0

Division:	Infrastructure	Priority: 1	Reason: External Event
Department:	Utility Services		ONE-TIME
Title:	Waterwise Landscape Material Program		CARRYOVER

### Justification:

Project completion was delayed due to the rebate requirement to use a Qualified Water Efficient Landscaper (QWEL) contractor. Due to the limited number of QWEL contractors available there were a back-log of requests that could not be completed in 2021. Additional QWEL contractors are being trained by the City and anticipate completion by the end of 2022.

2021 Budget:	21,100	Expected Completion:
2021 Expenditures:	0	Dec 2022
Carryover Requested:	21,100	

Strategic Direction: Environmental protection - Resiliency & adaptability to climate change

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	21,100	(21,100)	0	0	0	0	0

## 2022 Operating Request Details

Division:	Infrastructure	Priority: 1	Reason: External Event
Department:	Utility Services		ONE-TIME
Title:	Wastewater Treatment Succession Planning Positions		CARRYOVER

### Justification:

Budget was requested to provide funding for succession planning for key positions within wastewater operations. Funding would facilitate hiring new employees with trade skills (millwrights, electricians, etc.) into permanent full time positions to cover positions of current employees retiring in the near future. The program had delays due to a lack of suitable candidates. Carryover is requested as the City continues searching for candidates for this succession planning program.

2021 Budget:	255,100	Expected Completion:
2021 Expenditures:	0	Jun 2023
Carryover Requested:	255,100	

Strategic Direction:	Other - Supports Base Business						
	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	255,100	(255,100)	0	0	0	0	0

Division:	Infrastructure	Priority: 1	Reason: External Event
Department:	Utility Services		ONE-TIME
Title:	Burtch Sewer Condition Assessment		CARRYOVER

### Justification:

Carryover is requested to complete the condition assessment on the Burtch Road concrete transmission main. This is a complicated area for construction and testing which created difficulties in obtaining a contractor in 2021. The City has now awarded the contract and work has commenced.

2021 Budget:	98,600	Expected Completion:
2021 Expenditures:	200	Dec 2022
Carryover Requested:	98,400	

Strategic Direction:	Other - Supports Base Business						
	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	98,400	(98,400)	0	0	0	0	0

## 2022 Operating Request Details

Division:	Infrastructure	Priority: 1	Reason: External Event
Department:	Utility Services		ONE-TIME
Title:	Sewer Connection Area Bylaw Review		CARRYOVER

### Justification:

The Memorandum of Understanding (MOU) between the City of Kelowna, the Okanagan Indian Band and District of Lake Country continues to be negotiated. Carryover is requested to complete the MOU and subsequent agreements that will require legal review.

2021 Budget:	50,000	Expected Completion:
2021 Expenditures:	37,200	Dec 2022
Carryover Requested:	12,800	

Strategic Direction: Economic resiliency - City policies are enabling investment

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	12,800	(12,800)	0	0	0	0	0

Division:	Infrastructure	Priority: 1	Reason: External Event
Department:	Utility Services		ONE-TIME
Title:	Sewer Lift Station Condition Assessment		CARRYOVER

### Justification:

Carryover is requested to complete the sewer lift station condition assessment for the 12 existing lift station facilities under review. The project faced some timing delays during the procurement process causing a delay. The consultant continues with the assessment, and a final report is expected in 2022.

2021 Budget:	150,000	Expected Completion:
2021 Expenditures:	39,200	Dec 2022
Carryover Requested:	110,800	

Strategic Direction: Other - Supports Base Business

	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2022	110,800	(110,800)	0	0	0	0	0



# Capital Budget





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# 2022 Capital Requests

## Carryover Budget

### Summary - General Fund

Page	Type	Description	Amount	Reserve	Borrow	Grant	Other	Utility Reason
<u>Real Estate and Parking Capital</u>								
500	Renew	Property Acquisition - 380 Harvey Avenue	78,500	(78,500)	0	0	0	0 EXT EVENT
500	Growth	Property Acquisition - Unit 301-1475 Ellis Street	20,200	(20,200)	0	0	0	0 DESIGNOPT
501	Renew	Property Acquisition of 1951 Cross Road	58,500	(58,500)	0	0	0	0 SCHED
L1 - General Land			157,200	(157,200)	0	0	0	0
501	Renew	Downtown Parkades-Major Maintenance	21,400	(21,400)	0	0	0	0 EXT EVENT
502	New	Electric Vehicle Charging Stations	230,300	(230,300)	0	0	0	0 SCHED
502	New	Land Acquisition - Parkades and Strategic Initiatives	99,600	(99,600)	0	0	0	0 SCHED
~	Renew	Parking Equipment and Facilities	421,300	(421,300)	0	0	0	0 PROGRAM
L3 - Parking Infrastructure			772,600	(772,600)	0	0	0	0
Cost Center Totals			929,800	(929,800)	0	0	0	0
<u>Building Capital</u>								
503	Renew	H2O Boiler Replacement	321,200	(321,200)	0	0	0	0 DESIGNOPT
503	New	Mission Recreation Park, Capital News Centre - Expansion	230,000	(230,000)	0	0	0	0 SCHED
~	Renew	Parkinson Recreation Centre - Building Replacement Design	1,294,600	(1,294,600)	0	0	0	0 MULTIYEAR
504	Renew	Parks Infrastructure Renewal - Washroom Renovations	80,000	(80,000)	0	0	0	0 SCHED
504	New	Rutland Centennial Park, Washroom	52,300	(52,300)	0	0	0	0 EXT EVENT
B1 - Parks and Recreation Buildings			1,978,100	(1,978,100)	0	0	0	0
~	New	Art Walk Extension	30,200	(30,200)	0	0	0	0 MULTIYEAR
505	Renew	Kelowna Library Chiller and Boiler Replacement	56,000	(56,000)	0	0	0	0 DESIGNOPT
B2 - Community and Cultural Buildings			86,200	(86,200)	0	0	0	0
~	Renew	City Hall - Envelope Renewal, Study and Design	159,400	(159,400)	0	0	0	0 MULTIYEAR
~	Renew	City Hall Improvements Phase IV and V	4,586,400	(4,586,400)	0	0	0	0 MULTIYEAR
505	Renew	Police Services Building - Public Art	72,400	(72,400)	0	0	0	0 EXT EVENT
506	Renew	Water St Firehall #2 - Repairs	95,500	(95,500)	0	0	0	0 EXT EVENT
B3 - Civic/Protective Service Buildings			4,913,700	(4,913,700)	0	0	0	0
506	Renew	Building Systems Automation & Performance Optimization	50,300	(50,300)	0	0	0	0 SCHED
507	Renew	Civic/Protective Service Buildings Infrastructure Renewal	335,200	(335,200)	0	0	0	0 EXT EVENT
507	Renew	Community and Cultural Buildings Infrastructure Renewal	195,000	(195,000)	0	0	0	0 DESIGNOPT
508	Renew	H2O Centre Heat Recovery Chiller Replacement	560,500	(560,500)	0	0	0	0 SCHED

Page	Type	Description	Amount	Reserve	Borrow	Grant	Other	Utility Reason
508	Renew	Kelowna Community Theatre Renewal	55,000	(55,000)	0	0	0	0 SCHED
509	Renew	Parks and Recreation Buildings Infrastructure Renewal	129,800	(129,800)	0	0	0	0 DESIGNOPT
509	Renew	Water St. Boat Launch Ramp Renewal	88,100	(88,100)	0	0	0	0 SCHED
510	Renew	Yards Chemical Storage	298,900	(298,900)	0	0	0	0 SCHED
B7 - Renewal, Rehabilitation & Infra.			1,712,800	(1,712,800)	0	0	0	0
Cost Center Totals			8,690,800	(8,690,800)	0	0	0	0
<b>Parks Capital</b>								
~	New	DCC Parkland Acquisition	1,048,500	(1,048,500)	0	0	0	0 PROGRAM
		P1 - DCC Parkland Acquisition	1,048,500	(1,048,500)	0	0	0	0
510	New	Art Walk - Extension from Doyle to Queensway	68,600	(68,600)	0	0	0	0 SCHED
		P10 - Urban Streetscape, Centres Dev,	68,600	(68,600)	0	0	0	0
~	Growth	Ballou Park (DCC)	1,494,500	(1,494,500)	0	0	0	0 MULTIYEAR
~	Growth	Tower Ranch Park #1 (DCC)	404,000	(404,000)	0	0	0	0 MULTIYEAR
		P3 - Neighbourhood Park Development	1,898,500	(1,898,500)	0	0	0	0
511	Renew	Pandosy Waterfront Park, DCC City-wide Park Development Phase 1	5,080,300	(5,080,300)	0	0	0	0 EXT EVENT
511	New	Rutland Centennial Park - DCC Park Development	565,200	(565,200)	0	0	0	0 EXT EVENT
		P4 - Community Park Development	5,645,500	(5,645,500)	0	0	0	0
512	Renew	Glenmore Recreation Park, Phase 3	44,100	(44,100)	0	0	0	0 EXT EVENT
512	Growth	Mission Recreation - Softball Diamonds (DCC)	3,320,900	(3,320,900)	0	0	0	0 SCHED
~	Renew	Mission Recreational Park Artificial Turf Replacement	14,800	(14,800)	0	0	0	0 MULTIYEAR
513	New	Protective Netting - Construction	374,900	(374,900)	0	0	0	0 DESIGNOPT
		P5 - Recreation Park Development	3,754,700	(3,754,700)	0	0	0	0
513	Renew	City Park - Improvements, Waterfront Promenade Phase 3	199,800	(199,800)	0	0	0	0 EXT EVENT
~	New	City Park Promenade Design and Construction - Phase 2	1,697,200	(1,697,200)	0	0	0	0 MULTIYEAR
514	Renew	City Park, Phase 2 - Design & Construction	3,997,000	(1,067,000)	0	(2,930,000)	0	0 WAITGRAN
514	Growth	Kerry Park - Future Phases (DCC)	553,400	(553,400)	0	0	0	0 EXT EVENT
		P6 - City-wide Park Development	6,447,400	(3,517,400)	0	(2,930,000)	0	0
515	Growth	Canyon Falls Park, Parking Lot - Construction	119,000	(119,000)	0	0	0	0 EXT EVENT
515	Growth	Gopher Creek Linear Park - DCC Park Development	305,300	(305,300)	0	0	0	0 DESIGNOPT
~	Renew	Knox Mountain Park Improvements	166,000	(166,000)	0	0	0	0 PROGRAM
~	Renew	Shoreline Restoration - Flood Damage	440,200	(440,200)	0	0	0	0 MULTIYEAR
		P7 - Linear/Natural Area Park Development	1,030,500	(1,030,500)	0	0	0	0
516	Renew	Access For All Improvements	99,500	(99,500)	0	0	0	0 EXT EVENT



Page	Type	Description	Amount	Reserve	Borrow	Grant	Other	Utility Reason
~	Renew	Irrigation Infrastructure Renewal	167,500	(167,500)	0	0	0	0 PROGRAM
516	Renew	Sport Courts/Water Parks/Skate Parks Renewal & Replacements	34,100	(34,100)	0	0	0	0 SCHED
P8 - Renewal, Rehabilitation & Infra			301,100	(301,100)	0	0	0	0
517	New	Boyce-Gyro Park Public Art	87,800	(87,800)	0	0	0	0 SCHED
517	Renew	Kelowna Memorial Cemetery - Improvements	298,400	(298,400)	0	0	0	0 SCHED
P9 - Capital Opportunities Partnership			386,200	(386,200)	0	0	0	0
Cost Center Totals			20,581,000	(17,651,000)	0	(2,930,000)	0	0
<b>Transportation Capital</b>								
518	Growth	Clement 1 DCC (St. Paul - Graham)	297,700	(297,700)	0	0	0	0 EXT EVENT
518	Growth	Gordon 1 DCC (Frost - South Perimeter), Road	1,842,900	(555,000)	(1,287,900)	0	0	0 EXT EVENT
519	Growth	Hollywood 7 DCC (Sexsmith - Appaloosa) Improvements	1,775,800	(1,775,800)	0	0	0	0 EXT EVENT
519	Growth	McCulloch Area DCC (KLO/Hall/Spiers)	485,800	(485,800)	0	0	0	0 EXT EVENT
520	Growth	South Perimeter 1 DCC (Gordon Dr - Stewart 1), Road	7,484,200	(1,613,500)	(5,870,700)	0	0	0 EXT EVENT
520	Growth	Stewart 3 DCC (Crawford-Swamp), Road	222,800	(222,800)	0	0	0	0 EXT EVENT
T1 - DCC Roads			12,109,200	(4,950,600)	(7,158,600)	0	0	0
521	Growth	Casorso 3 DCC (KLO Rd - Barrera Rd), ATC	234,400	(234,400)	0	0	0	0 EXT EVENT
521	Growth	Casorso 4 DCC (Raymer - KLO), ATC	320,800	(186,600)	0	(134,200)	0	0 DESIGNOPT
522	New	Dilworth DCC Active Transportation Corridor	131,600	(131,600)	0	0	0	0 DESIGNOPT
~	Renew	Houghton 1 DCC (Nickel - Rails with Trails), ATC	2,470,900	(81,700)	0	(2,389,200)	0	0 MULTIYEAR
522	Growth	Sutherland 1 DCC (Gordon - Burtch), ATC	444,800	(444,800)	0	0	0	0 DESIGNOPT
523	Growth	Sutherland 2 DCC (Lake - Gordon), ATC	1,056,300	(1,056,300)	0	0	0	0 DESIGNOPT
T2 - DCC Roads - Active Transportation			4,658,800	(2,135,400)	0	(2,523,400)	0	0
523	Growth	Burtch & Harvey Intersection Improvements	99,900	(49,900)	0	0	(50,000)	0 EXT EVENT
524	Renew	City of Kelowna Highway Signage	99,800	0	0	(99,800)	0	0 SCHED
~	Renew	Roadway Urbanization	866,900	(73,600)	0	0	(793,300)	0 PROGRAM
T3 - Non-DCC Roads			1,066,600	(123,500)	0	(99,800)	(843,300)	0
~	Renew	Bridge Rehabilitation	200,000	(200,000)	0	0	0	0 PROGRAM
~	Growth	Hwy. 97/Leckie Road Intersection Improvements	1,118,100	(443,800)	0	(200,000)	(474,300)	0 MULTIYEAR
524	Renew	KLO Rd Mission Creek Bridge Replacement	170,200	(170,200)	0	0	0	0 DESIGNOPT
~	Renew	Roads Resurfacing	622,900	(622,900)	0	0	0	0 PROGRAM
~	Renew	Sidewalk and Bikeway Renewal	134,600	(134,600)	0	0	0	0 PROGRAM
~	Renew	Street Light Renewal	76,400	(76,400)	0	0	0	0 PROGRAM
~	Renew	Street Light Renewal - LED Retrofit	772,300	(772,300)	0	0	0	0 MULTIYEAR
525	New	Streetscaping in Urban Centers	393,600	(393,600)	0	0	0	0 SCHED
~	Renew	Transit - Equipment Renewal	147,400	(81,200)	0	(66,200)	0	0 PROGRAM

Page Type	Description	Amount	Reserve	Borrow	Grant	Other	Utility Reason
T4 - Transportation System Renewal		3,635,500	(2,895,000)	0	(266,200)	(474,300)	0
525	Growth Abbott DCC (Rose Ave - Cedar Ave) Protected Bike Lane Project	158,200	(158,200)	0	0	0	0 DESIGNOPT
~	New Active Transportation Corridor	511,300	(511,300)	0	0	0	0 PROGRAM
526	Growth Central Green - Hwy 97 Right Turn Lane to Pandosy	142,400	(142,400)	0	0	0	0 EXT EVENT
526	Renew Okanagan Rail Trail	168,000	(16,400)	0	(151,600)	0	0 EXT EVENT
527	New Okanagan Rail Trail - Connection to Waterfront Park Pathway	81,100	(81,100)	0	0	0	0 SCHED
T5 - Bicycle Network		1,061,000	(909,400)	0	(151,600)	0	0
527	Growth Central Green - Pedestrian Overpass	5,275,700	(5,275,700)	0	0	0	0 EXT EVENT
~	New Sidewalk Network Expansion	17,400	(17,400)	0	0	0	0 PROGRAM
T6 - Sidewalk Network		5,293,100	(5,293,100)	0	0	0	0
~	New Crosswalk Safety - Signals and Flashers	74,700	(74,700)	0	0	0	0 PROGRAM
~	Renew Pedestrian and Road Safety Projects	296,300	(296,300)	0	0	0	0 PROGRAM
~	New Traffic Calming	59,700	(59,700)	0	0	0	0 PROGRAM
528	Growth Traffic Signal - Spall at Springfield	121,700	(121,700)	0	0	0	0 SCHED
T7 - Safety and Operational Improvements		552,400	(552,400)	0	0	0	0
528	Growth Intelligent Transportation Systems	30,000	(30,000)	0	0	0	0 SCHED
~	Growth Traffic Signals and Roundabouts	378,500	(378,500)	0	0	0	0 PROGRAM
T8 - Traffic Control Infrastructure		408,500	(408,500)	0	0	0	0
~	New Transit - Land Acquisition	146,500	(146,500)	0	0	0	0 PROGRAM
~	New Transit - New Equipment	59,300	(59,300)	0	0	0	0 PROGRAM
T9 - Transit Facilities		205,800	(205,800)	0	0	0	0
Cost Center Totals		28,990,900	(17,473,700)	(7,158,600)	(3,041,000)	(1,317,600)	0

Solid Waste Capital

529	Growth General Site Works and Investigations	130,900	(130,900)	0	0	0	0 SCHED
529	Growth Landfill Site Preparation	922,900	(922,900)	0	0	0	0 SCHED
SW2 - Site Improvement		1,053,800	(1,053,800)	0	0	0	0
530	New Leachate and Landfill Gas Header	172,300	(172,300)	0	0	0	0 DESIGNOPT
SW3 - Gas Management		172,300	(172,300)	0	0	0	0
~	New Compost Facility, Biosolids Leachate Containment	166,900	0	0	0	(87,200)	(79,700) MULTIYEAR
SW4 - Leachate Management		166,900	0	0	0	(87,200)	(79,700)
~	New Drainage & Groundwater Management	50,000	(50,000)	0	0	0	0 MULTIYEAR
530	New Landfill Drainage & Groundwater Management	43,000	(43,000)	0	0	0	0 SCHED
SW5 - Drainage & Groundwater Management		93,000	(93,000)	0	0	0	0
531	New Commonage - Exterior Biosolids Tipping Bay	66,500	0	0	0	(22,400)	(44,100) DESIGNOPT
~	Growth Commonage - Pavement Repairs	345,000	0	0	0	(119,000)	(226,000) MULTIYEAR

Page Type	Description	Amount	Reserve	Borrow	Grant	Other	Utility Reason
531 New	Commonage - Pond Pump Kiosk	100,000	0	0	0	(33,300)	(66,700) SCHED
	SW6 - Recycling & Waste Management	511,500	0	0	0	(174,700)	(336,800)
532 New	Road Construction	108,500	(108,500)	0	0	0	0 SCHED
532 Growth	Stockpiles and Reprocessing Areas Relocation	2,505,900	(2,505,900)	0	0	0	0 EXT EVENT
	SW7 - Landfill Area Development	2,614,400	(2,614,400)	0	0	0	0
533 Renew	Landfill Infrastructure Renewal Wheel Wash	75,100	(75,100)	0	0	0	0 EXT EVENT
	SW9 - Solid Waste Renewal	75,100	(75,100)	0	0	0	0
Cost Center Totals		4,687,000	(4,008,600)	0	0	(261,900)	(416,500)
<u>Storm Drainage Capital</u>							
533 Renew	Knox Mountain Geotechnical Engineering	1,281,600	(1,038,300)	0	0	0	(243,300) DESIGNOPT
~ New	Mill Creek Flood Protection	4,603,500	(2,887,400)	0	(1,716,100)	0	0 MULTIYEAR
~ Renew	Millbridge Park - Bridge Removal and Design	68,900	(40,200)	0	(28,700)	0	0 MULTIYEAR
	D1 - Hydraulic Upgrading Program	5,954,000	(3,965,900)	0	(1,744,800)	0	(243,300)
534 New	Containment Devices	131,500	(131,500)	0	0	0	0 SCHED
	D2 - Storm Drainage Quality Program	131,500	(131,500)	0	0	0	0
534 Renew	Lynrick Rd Culvert Replacement	301,500	(301,500)	0	0	0	0 SCHED
	D3 - Storm Water Renewal	301,500	(301,500)	0	0	0	0
Cost Center Totals		6,387,000	(4,398,900)	0	(1,744,800)	0	(243,300)
<u>Information Services Capital</u>							
535 Renew	Front Office Equipment (New Desktop Equipment)	10,200	(10,200)	0	0	0	0 EXT EVENT
	I1 - Front Office Equipment	10,200	(10,200)	0	0	0	0
~ Renew	Asset Management System	416,300	(274,100)	0	0	0	(142,200) MULTIYEAR
535 Renew	Class Registration Software Replacement	41,300	(41,300)	0	0	0	0 EXT EVENT
536 Renew	Major Systems - Data Analytics	59,800	(59,800)	0	0	0	0 EXT EVENT
536 Renew	Major Systems Projects - Planning and Permitting	1,031,700	(1,031,700)	0	0	0	0 DESIGNOPT
537 Renew	Major Systems Projects - Web/Service Request	41,300	(41,300)	0	0	0	0 EXT EVENT
~ New	Records and Information Management System	610,600	(610,600)	0	0	0	0 MULTIYEAR
	I3 - Major System Projects	2,201,000	(2,058,800)	0	0	0	(142,200)
537 Renew	Communications Networks (Network Upgrades)	161,400	(161,400)	0	0	0	0 EXT EVENT
	I4 - Communications Systems	161,400	(161,400)	0	0	0	0
Cost Center Totals		2,372,600	(2,230,400)	0	0	0	(142,200)

Page	Type	Description	Amount	Reserve	Borrow	Grant	Other	Utility Reason
<u>Vehicle &amp; Mobile Equipment</u>								
538	Renew	Equipment and Vehicle Replacement	4,657,700	(4,617,700)	0	0	0	(40,000) SCHED
		F2 - Additional Vehicles / Equipment	4,657,700	(4,617,700)	0	0	0	(40,000)
Cost Center Totals			4,657,700	(4,617,700)	0	0	0	(40,000)
<u>Fire Capital</u>								
538	Renew	Fire Equipment	50,100	(50,100)	0	0	0	0 EXT EVENT
		F1 - Vehicle / Equipment Renewal	50,100	(50,100)	0	0	0	0
Cost Center Totals			50,100	(50,100)	0	0	0	0
Sub-Total			77,346,900	(60,051,000)	(7,158,600)	(7,715,800)	(1,579,500)	(842,000)

~ denotes request details not included in carryover volume

## PROJECTS UNDER \$10,000

Type	Description	Amount	Reserve	Borrow	Grant	Other	Utility	Reason
<u>Building Capital</u>								
Renew ~	Canyon Falls School Partnership	4,600	(4,600)	0	0	0	0	SCHED
	B6 - Capital Opportunities and Partnerships	4,600	(4,600)	0	0	0	0	
Cost Center Totals		4,600	(4,600)	0	0	0	0	
<u>Transportation Capital</u>								
New ~	Safe Routes to School Program	1,400	(1,400)	0	0	0	0	PROGRAM
	T7 - Safety and Operational Improvements	1,400	(1,400)	0	0	0	0	
Cost Center Totals		1,400	(1,400)	0	0	0	0	
Grand Total		77,352,900	(60,057,000)	(7,158,600)	(7,715,800)	(1,579,500)	(842,000)	

~ denotes request details not included in carryover volume

# 2022 Capital Requests

## Carryover Budget

### Summary - Utility Funds

Page	Type	Description	Amount	Reserve	Borrow	Grant	Other	Utility Reason
<u>Airport Capital</u>								
539	New	Airport - Small Capital	60,000	(60,000)	0	0	0	0 EXT EVENT
		A1 - Airside	60,000	(60,000)	0	0	0	0
~	New	Airport - 4150 Old Vernon Road Acquisition	52,700	(52,700)	0	0	0	0 MULTIYEAR
~	Renew	Airport Convair Way Parking Lot Upgrades	2,501,400	(2,501,400)	0	0	0	0 MULTIYEAR
539	New	Airport Groundside Equipment Replacement	117,500	(117,500)	0	0	0	0 EXT EVENT
		A2 - Groundside	2,671,600	(2,671,600)	0	0	0	0
~	Renew	Airport Roof Replacement Program	1,618,900	(1,618,900)	0	0	0	0 MULTIYEAR
		A3 - Terminal	1,618,900	(1,618,900)	0	0	0	0
540	Renew	Airport Bridge Upgrades	50,000	(50,000)	0	0	0	0 EXT EVENT
540	Growth	Soaring Beyond 2.5 Million Passengers AIF Program	72,431,600	(72,431,600)	0	0	0	0 EXT EVENT
		A4 - AIF	72,481,600	(72,481,600)	0	0	0	0
Cost Center Totals			76,832,100	(76,832,100)	0	0	0	0
<u>Water Capital</u>								
541	Growth	Poplar Point to Dilworth Mountain Transmission Upgrade Design	293,100	(293,100)	0	0	0	0 DESIGNOPT
		W1 - DCC Pipes (Mains)	293,100	(293,100)	0	0	0	0
~	Growth	Offsite & Oversize - Water	284,300	(284,300)	0	0	0	0 PROGRAM
		W4 - DCC Reservoirs & Filling Stations	284,300	(284,300)	0	0	0	0
541	Renew	Cast Iron Replacement Program	45,800	(45,800)	0	0	0	0 SCHED
542	New	Poplar Point UV System Assessment and Modifications	360,100	(360,100)	0	0	0	0 EXT EVENT
~	Renew	Skyline PS - Station Upgrade Safety Issues	724,600	(724,600)	0	0	0	0 MULTIYEAR
542	Renew	Water Meter Replacement - Stage 1	124,800	(124,800)	0	0	0	0 EXT EVENT
		W6 - Network and Facility Renewal	1,255,300	(1,255,300)	0	0	0	0
543	Renew	Chemical Storage Tank Replacement - Kettle Valley UV Facility	73,400	(73,400)	0	0	0	0 DESIGNOPT
543	Growth	Hydro Excavator Parking Facility	39,300	(20,700)	0	0	0	(18,600) EXT EVENT
544	Growth	Kettle Valley Reservoir Upgrade	95,300	(95,300)	0	0	0	0 SCHED
544	New	Snow Runoff Hydrology	50,000	(50,000)	0	0	0	0 EXT EVENT
545	Growth	South End Water Upgrades	1,747,000	(1,747,000)	0	0	0	0 DESIGNOPT
		W7 - Network and Facility Improvements	2,005,000	(1,986,400)	0	0	0	(18,600)
545	Renew	Dam Repairs	338,400	(338,400)	0	0	0	0 SCHED
546	Renew	Irrigation System Upgrades	176,200	(176,200)	0	0	0	0 SCHED

Page	Type	Description	Amount	Reserve	Borrow	Grant	Other	Utility	Reason
		W8 - Irrigation Network Improvements	514,600	(514,600)	0	0	0	0	
Cost Center Totals			4,352,300	(4,333,700)	0	0	0	(18,600)	
<u>Wastewater Capital</u>									
546	New	Biosolids Management Phase I & Phase II	962,800	(962,800)	0	0	0	0	DESIGNOPT
		WW3 - DCC Wastewater Treatment Facilities	962,800	(962,800)	0	0	0	0	
~	Growth	Offsite & Oversize Wastewater	308,700	(308,700)	0	0	0	0	PROGRAM
		WW4 - DCC Oversize	308,700	(308,700)	0	0	0	0	
~	Renew	Renewal - Wastewater Mains and Facilities	3,541,000	(3,541,000)	0	0	0	0	MULTIYEAR
547	Renew	Renewal - Wastewater Mains and Facilities - SCADA	290,700	(290,700)	0	0	0	0	EXT EVENT
547	Renew	Sanitary Replacements & Lift Station Renewal DCC	2,629,300	(2,629,300)	0	0	0	0	DESIGNOPT
548	Renew	Wastewater Lift Station Renewal	621,300	(621,300)	0	0	0	0	EXT EVENT
		WW5 - Network and Facility Renewal	7,082,300	(7,082,300)	0	0	0	0	
Cost Center Totals			8,353,800	(8,353,800)	0	0	0	0	
Sub-Total			89,538,200	(89,519,600)	0	0	0	(18,600)	

~ denotes request details not included in carryover volume

## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: External Event
Cost Center:	Real Estate and Parking Capital	10 Yr Cap Plan Ref: Not included L1	
Title:	Property Acquisition - 380 Harvey Avenue		CARRYOVER

### Justification:

Carryover is requested due to project delays, including but not limited to additional Ministry of Transportation and Infrastructure requirements for environmental cleanup. Survey and ongoing legal obligations are remaining to be completed in 2022.

2021 Budget:	89,200	Expected Completion: Dec 2022
2021 Expenditures:	10,700	
Carryover Requested:	78,500	

Strategic Direction: Vibrant neighbourhoods - Key sites are proactively planned

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
78,500	(78,500)				

Department:	Capital Projects	Priority: 1	Reason: Design Option
Cost Center:	Real Estate and Parking Capital	10 Yr Cap Plan Ref: Not included L1	
Title:	Property Acquisition - Unit 301-1475 Ellis Street		CARRYOVER

### Justification:

Carryover is requested to continue work on this project. Millwork improvements added to the scope of work late in 2021 which delayed the project from being complete in 2021.

2021 Budget:	130,100	Expected Completion: Mar 2022
2021 Expenditures:	109,900	
Carryover Requested:	20,200	

Strategic Direction: Other - Supports Base Business

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
20,200	(20,200)				



## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: Scheduling Demands
Cost Center:	Real Estate and Parking Capital	10 Yr Cap Plan Ref: Not included L1	
Title:	Property Acquisition of 1951 Cross Road	CARRYOVER	

### Justification:

Property acquired in late 2020 and due to staff shortage project was unable to move forward. Carryover is requested for costs associated with demolition which was included in the acquisition costs.

2021 Budget:	58,800	Expected Completion: Dec 2022
2021 Expenditures:	300	
Carryover Requested:	58,500	

Strategic Direction: Vibrant neighbourhoods - Key sites are proactively planned

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
58,500	(58,500)				

Department:	Capital Projects	Priority: 1	Reason: External Event
Cost Center:	Real Estate and Parking Capital	10 Yr Cap Plan Ref: Not included L3	
Title:	Downtown Parkades-Major Maintenance	CARRYOVER	

### Justification:

Condition assessments of the Library and Chapman parkade facilities identified a number of preventative maintenance items for completion. Ongoing rehabilitation work is necessary to ensure the maximum life expectancy for these facilities is achieved. Carryover is requested to allow for the completion of work not completed in 2021. At the Library Parkade, this includes exterior masonry restoration and remaining epoxy injection (crack sealing) and coating work. Supply chain issues caused the delay of this project being completed in 2021.

2021 Budget:	646,800	Expected Completion: Dec 2022
2021 Expenditures:	625,400	
Carryover Requested:	21,400	

Strategic Direction: Other - Supports Base Business

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
21,400	(21,400)				

## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: Scheduling Demands
Cost Center:	Real Estate and Parking Capital	10 Yr Cap Plan Ref: Not included L3	
Title:	Electric Vehicle Charging Stations	CARRYOVER	

### Justification:

Carryover of this budget is requested to allow for installation of Level one and two charging stations in 2022. Detailed planning and contract award is complete for a portion of this project, with work scheduled to begin by the end of January 2022. Staff vacancies and the need to focus on emerging issues led to a delay in tendering this work until late in 2021.

2021 Budget:	245,000	Expected Completion: Oct 2022
2021 Expenditures:	14,700	
Carryover Requested:	230,300	

Strategic Direction: Environmental protection - Greenhouse gas emissions are decreasing

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
230,300	(230,300)				

Department:	Capital Projects	Priority: 1	Reason: Scheduling Demands
Cost Center:	Real Estate and Parking Capital	10 Yr Cap Plan Ref: 2021 L3 - \$100k	
Title:	Land Acquisition - Parkades and Strategic Initiatives	CARRYOVER	

### Justification:

Carryover is requested to facilitate longer-term solutions regarding alternative uses of parking assets, such as loading/pick-up zones with the increase in ride-share and food pickup and delivery services, to support the purchase of land or technology to support emerging initiatives or to construct curb improvements/sidewalks to support parking/loading. This budget was not fully utilized in 2021 due to pandemic related impacts and internal staff shortages. Additionally, Council approved development of a curb space management strategy in 2022 which will help refine opportunities to utilize these funds.

2021 Budget:	100,000	Expected Completion: Dec 2022
2021 Expenditures:	400	
Carryover Requested:	99,600	

Strategic Direction: Transportation & mobility - Investments are connecting high density areas

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
99,600	(99,600)				

## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: Design Option
Cost Center:	Building Capital	10 Yr Cap Plan Ref: Not included B1	
Title:	H2O Boiler Replacement		CARRYOVER

### Justification:

Carryover is requested to repair and replace the AHU (Air Handling Unit) that is corroded to the point of failure/decommission. Work could not be done until the boiler replacement was complete.

2021 Budget:	382,200	Expected Completion: Sep 2022
2021 Expenditures:	61,000	
Carryover Requested:	321,200	

Strategic Direction: Other - Extraordinary or Unforeseen Obligation

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
321,200	(321,200)				

Department:	Capital Projects	Priority: 1	Reason: Scheduling Demands
Cost Center:	Building Capital	10 Yr Cap Plan Ref: Not included B1	
Title:	Mission Recreation Park, Capital News Centre - Expansion		CARRYOVER

### Justification:

Carryover is requested to honour existing contractual commitments and forthcoming consulting for the functional program and schematic design for the expansion of the Capital News Centre to provide two new ice sheets and additional sports facilities. The work was deferred so as not to conflict with the similar functional programming work for Parkinson Recreation Centre, as due to the availability of staffing resources.

2021 Budget:	230,000	Expected Completion: Dec 2022
2021 Expenditures:	0	
Carryover Requested:	230,000	

Strategic Direction: Vibrant neighbourhoods - Accessible and multi-purpose amenities

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
230,000	(230,000)				

## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: Scheduling Demands
Cost Center:	Building Capital	10 Yr Cap Plan Ref: Not included B1	
Title:	Parks Infrastructure Renewal - Washroom Renovations		CARRYOVER

### Justification:

Carryover is requested to complete design of the new changeroom for Rotary Beach Park. Changes in staff levels required the planning of this project to be postponed. The planning and design are expected to be complete in 2022 while budget for construction will be requested for 2023.

2021 Budget:	80,000	Expected Completion: Dec 2022
2021 Expenditures:	0	
Carryover Requested:	80,000	

Strategic Direction: Vibrant neighbourhoods - Accessible and multi-purpose amenities

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
80,000	(80,000)				

Department:	Capital Projects	Priority: 1	Reason: External Event
Cost Center:	Building Capital	10 Yr Cap Plan Ref: Not included B1	
Title:	Rutland Centennial Park, Washroom		CARRYOVER

### Justification:

Carryover is requested to commission the washroom and drinking fountain; the washroom could not be fully commissioned in 2021 as connection by Fortis Electric was delayed past the summer season. The electrical connection was further delayed after the windstorm in early November. Contractor and weather delays caused the landscape and irrigation project to be delayed until Spring 2022.

2021 Budget:	542,000	Expected Completion: Jun 2022
2021 Expenditures:	489,700	
Carryover Requested:	52,300	

Strategic Direction: Vibrant neighbourhoods - Animated parks & public spaces

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
52,300	(52,300)				

## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: Design Option
Cost Center:	Building Capital	10 Yr Cap Plan Ref: Not included B2	
Title:	Kelowna Library Chiller and Boiler Replacement		CARRYOVER

### Justification:

The library chiller and boiler upgrades were substantially complete in Q4 2021. Ongoing optimization through a consulting assignment of the control systems is underway to integrate the new heating and cooling equipment with the facility. City staff and consultants are required to see the systems in place, function and cycle a number of times to complete the work.

2021 Budget:	833,500	Expected Completion: Mar 2022
2021 Expenditures:	777,500	
Carryover Requested:	56,000	

Strategic Direction: Other - Supports Base Business

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
56,000	(56,000)				

Department:	Capital Projects	Priority: 1	Reason: External Event
Cost Center:	Building Capital	10 Yr Cap Plan Ref: Not included B3	
Title:	Police Services Building - Public Art		CARRYOVER

### Justification:

Carryover is requested to meet existing contractual obligations. Delays were caused by material cost escalations, resulting design modifications, and ongoing pandemic travel restrictions.

2021 Budget:	73,300	Expected Completion: Jun 2022
2021 Expenditures:	900	
Carryover Requested:	72,400	

Strategic Direction: Vibrant neighbourhoods - Site design & architecture is high quality, context sensitive

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
72,400	(72,400)				

## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: External Event
Cost Center:	Building Capital	10 Yr Cap Plan Ref: Not included B3	
Title:	Water St Firehall #2 - Repairs		CARRYOVER

### Justification:

Carryover is requested to complete the installation of the doors. This could not be completed in 2021 as supply chain issues resulted in the doors not arriving until 2022. Anticipated completion date is Q2 2022.

2021 Budget:	804,600	Expected Completion: Jun 2022
2021 Expenditures:	<u>709,100</u>	
Carryover Requested:	95,500	

Strategic Direction: Other - Supports Base Business

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
95,500	(95,500)				

Department:	Capital Projects	Priority: 1	Reason: Scheduling Demands
Cost Center:	Building Capital	10 Yr Cap Plan Ref: Not included B7	
Title:	Building Systems Automation & Performance Optimization		CARRYOVER

### Justification:

Carryover is requested to complete the Firehall No.3 HVAC and automation upgrades which were delayed in 2021 due to manufacturing, procurement and internal staff resourcing shortages.

2021 Budget:	116,900	Expected Completion: Jul 2022
2021 Expenditures:	66,600	
2021 Budget Not Required:	<u>50,300</u>	
Carryover Requested:	0	

Strategic Direction: Environmental protection - Predictive modelling & forecasting

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
50,300	(50,300)				

## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: External Event
Cost Center:	Building Capital	10 Yr Cap Plan Ref: Not included B7	
Title:	Civic/Protective Service Buildings Infrastructure Renewal		CARRYOVER

### Justification:

Due to significant purchasing delays, equipment was ordered much later in the year than expected, and with significant equipment manufacturing delays (six to eight months) the HVAC equipment will not arrive until April 2022.

2021 Budget:	355,100	Expected Completion: Jul 2022
2021 Expenditures:	19,900	
Carryover Requested:	335,200	

Strategic Direction: Clear direction - Services, processes & business activities are transformed

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
335,200	(335,200)				

Department:	Capital Projects	Priority: 1	Reason: Design Option
Cost Center:	Building Capital	10 Yr Cap Plan Ref: Not included B7	
Title:	Community and Cultural Buildings Infrastructure Renewal		CARRYOVER

### Justification:

Carryover is requested for the Glen Ave School roof replacement where unforeseen structural conditions prevented the project from being completed in 2021.

2021 Budget:	212,200	Expected Completion: Dec 2022
2021 Expenditures:	17,200	
Carryover Requested:	195,000	

Strategic Direction: Vibrant neighbourhoods - Accessible and multi-purpose amenities

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
195,000	(195,000)				

## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: Scheduling Demands
Cost Center:	Building Capital	10 Yr Cap Plan Ref: Not included B7	
Title:	H2O Centre Heat Recovery Chiller Replacement	CARRYOVER	

### Justification:

Carryover is requested to complete replacement of the chiller at the H2O Centre. Corporate staff shortages resulted in numerous delays which deferred construction into 2022.

2021 Budget:	600,000	Expected Completion: May 2022
2021 Expenditures:	39,500	
Carryover Requested:	560,500	

Strategic Direction: Vibrant neighbourhoods - Accessible and multi-purpose amenities

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
560,500	(560,500)				

Department:	Capital Projects	Priority: 1	Reason: Scheduling Demands
Cost Center:	Building Capital	10 Yr Cap Plan Ref: Not included B7	
Title:	Kelowna Community Theatre Renewal	CARRYOVER	

### Justification:

Carryover is requested as staff shortages resulted in not being able to execute the HVAC renewal portion.

2021 Budget:	797,130	Expected Completion: Jun 2022
2021 Expenditures:	742,130	
Carryover Requested:	55,000	

Strategic Direction: Vibrant neighbourhoods - Accessible and multi-purpose amenities

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
55,000	(55,000)				



## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: Design Option
Cost Center:	Building Capital	10 Yr Cap Plan Ref: Not included B7	
Title:	Parks and Recreation Buildings Infrastructure Renewal		CARRYOVER

### Justification:

Carryover is requested to complete the control upgrades at the Memorial Arena. A change in scope occurred with the control upgrades which are to be completed in conjunction with electrical upgrades to avoid unnecessary rework.

2021 Budget:	530,000	Expected Completion: Sep 2022
2021 Expenditures:	400,200	
Carryover Requested:	129,800	

Strategic Direction: Vibrant neighbourhoods - Accessible and multi-purpose amenities

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
129,800	(129,800)				

Department:	Capital Projects	Priority: 1	Reason: Scheduling Demands
Cost Center:	Building Capital	10 Yr Cap Plan Ref: Not included B7	
Title:	Water St. Boat Launch Ramp Renewal		CARRYOVER

### Justification:

Workload issues resulted in a late hand-off from Planning to Delivery. Evaluation of the boat launch has been completed and consultant detailed design is in progress. Once the design is complete, Provincial approval applications will be made and a separate budget request prepared for construction in 2023.

2021 Budget:	95,000	Expected Completion: Dec 2022
2021 Expenditures:	6,900	
Carryover Requested:	88,100	

Strategic Direction: Vibrant neighbourhoods - Key sites are proactively planned

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
88,100	(88,100)				

## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: Scheduling Demands
Cost Center:	Building Capital	10 Yr Cap Plan Ref: Not included B7	
Title:	Yards Chemical Storage	CARRYOVER	

### Justification:

Carryover is requested as staff resources were not available to complete this project in 2021 due to higher priority projects. The project remains in the planning phase.

2021 Budget:	299,600	Expected Completion: Sep 2022
2021 Expenditures:	700	
Carryover Requested:	298,900	

Strategic Direction: Vibrant neighbourhoods - Key sites are proactively planned

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
298,900	(298,900)				

Department:	Capital Projects	Priority: 1	Reason: Scheduling Demands
Cost Center:	Parks Capital	10 Yr Cap Plan Ref: Not included P10	
Title:	Art Walk - Extension from Doyle to Queensway	CARRYOVER	

### Justification:

Carry over is requested to honour our existing contractual commitments for the schematic design of the Art Walk extension from Doyle Avenue to Queensway Avenue, immediately adjacent to Kasugai Gardens and tying into Bennett Plaza. Design work for the Art Walk from Smith Ave is proceeding in parallel with the development of 350 Doyle Ave. Delays due to staff vacancies resulted in this being delayed in 2021.

2021 Budget:	68,900	Expected Completion: Jun 2022
2021 Expenditures:	300	
Carryover Requested:	68,600	

Strategic Direction: Vibrant neighbourhoods - Animated parks & public spaces

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
68,600	(68,600)				

## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: External Event
Cost Center:	Parks Capital	10 Yr Cap Plan Ref: Not included P4	
Title:	Pandosy Waterfront Park, DCC City-wide Park Development Phase 1		CARRYOVER

### Justification:

Archaeological permitting (Mar 2021) and environmental permitting took longer than projected. The environmental permitting was received in Q4 of 2021 and construction will commence in 2022.

2021 Budget:	5,787,400	Expected Completion: Nov 2022
2021 Expenditures:	<u>707,100</u>	
Carryover Requested:	5,080,300	

Strategic Direction: Vibrant neighbourhoods - Animated parks & public spaces

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
5,080,300	(5,080,300)				

Department:	Capital Projects	Priority: 1	Reason: External Event
Cost Center:	Parks Capital	10 Yr Cap Plan Ref: Not included P4	
Title:	Rutland Centennial Park - DCC Park Development		CARRYOVER

### Justification:

Carryover is requested to continue work on Rutland Centennial Park for additional park improvements. Contractor scheduling caused the additional park improvements to be delayed until Spring 2022.

2021 Budget:	<b>873,400</b>	Expected Completion: May 2022
2021 Expenditures:	<u><b>308,200</b></u>	
Carryover Requested:	<b>565,200</b>	

Strategic Direction: Vibrant neighbourhoods - Animated parks & public spaces

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
565,200	(565,200)				

## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: External Event
Cost Center:	Parks Capital	10 Yr Cap Plan Ref: Not included P5	
Title:	Glenmore Recreation Park, Phase 3	CARRYOVER	

### Justification:

Carryover is requested to complete a portion of the outstanding Fortis transformer installation. Work was not complete in 2021 because of delays associated with Fortis.

2021 Budget:	1,414,400	Expected Completion: Apr 2022
2021 Expenditures:	1,370,300	
Carryover Requested:	44,100	

Strategic Direction: Vibrant neighbourhoods - Animated parks & public spaces

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
44,100	(44,100)				

Department:	Capital Projects	Priority: 1	Reason: Scheduling Demands
Cost Center:	Parks Capital	10 Yr Cap Plan Ref: Not included P5	
Title:	Mission Recreation - Softball Diamonds (DCC)	CARRYOVER	

### Justification:

The detail design for this project was delayed for most of 2021, pending confirmation from internal park and facility planners on the final program and concept for the site, the adjacent stream and existing facilities (fieldhouse, washrooms, playground, stream). This was finalized in Nov 2021 and detail design started in Dec 2021. Construction will be re-scheduled to 2022.

2021 Budget:	3,327,020	Expected Completion: Dec 2022
2021 Expenditures:	6,120	
Carryover Requested:	3,320,900	

Strategic Direction: Vibrant neighbourhoods - Animated parks & public spaces

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
3,320,900	(3,320,900)				

## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: Design Option
Cost Center:	Parks Capital	10 Yr Cap Plan Ref: Not included P5	
Title:	Protective Netting - Construction		CARRYOVER

### Justification:

Additional protective netting at Edith Gay Park was approved as a late budget request in April 2021. It was decided to combine Lombardy Park and Edith Gay Park as a single project. This combined with league play, postponed the installation of the protective netting until late 2021, early 2022.

2021 Budget:	394,800	Expected Completion: Feb 2022
2021 Expenditures:	19,900	
Carryover Requested:	374,900	

Strategic Direction: Community Safety - Residents feel safe

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
374,900	(374,900)				

Department:	Capital Projects	Priority: 1	Reason: External Event
Cost Center:	Parks Capital	10 Yr Cap Plan Ref: Not included P6	
Title:	City Park - Improvements, Waterfront Promenade Phase 3		CARRYOVER

### Justification:

Carryover is requested to honour our existing contractual commitments for the design and permitting for the replacement of the final section of promenade through City Park from the sails to the Point, and the section of boardwalk adjacent, in preparation for a budget request for construction subsequently. Design work was paused in order to create a shoreline restoration balance across the City, in order for this work to proceed.

2021 Budget:	200,000	Expected Completion: Dec 2022
2021 Expenditures:	200	
Carryover Requested:	199,800	

Strategic Direction: Vibrant neighbourhoods - Animated parks & public spaces

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
199,800	(199,800)				

## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: Awaiting Grant
Cost Center:	Parks Capital	10 Yr Cap Plan Ref: Not included P6	
Title:	City Park, Phase 2 - Design & Construction		CARRYOVER

### Justification:

Carryover is requested for the City's required contribution for the Provincial/Federal Community, Culture and Recreation Grant Program, for which Council approved the grant submission on September 14, 2020. The grant application was not successful in 2021 as the City had other grants awarded instead. However, the City has one final try to apply for the grant again in 2022 and the application for the grant is considered strong. If the grant is awarded, it will fund a destination playground at City Park, as well as a pier and a gathering circle at the point of City Park. Staff expect to be informed of the results of the grant application mid-2022, at which time planning would be initiated for the project.

2021 Budget:	3,997,000	Expected Completion: Dec 2023
2021 Expenditures:	0	
Carryover Requested:	3,997,000	

Strategic Direction: Vibrant neighbourhoods - Animated parks & public spaces

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
3,997,000	(1,067,000)		(2,930,000)		

Department:	Capital Projects	Priority: 1	Reason: External Event
Cost Center:	Parks Capital	10 Yr Cap Plan Ref: Not included P6	
Title:	Kerry Park - Future Phases (DCC)		CARRYOVER

### Justification:

Carryover is requested as delays occurred in 2021 with the detail design and permits as this project must be integrated with the adjacent property development's park design.

2021 Budget:	571,700	Expected Completion: Dec 2024
2021 Expenditures:	18,300	
Carryover Requested:	553,400	

Strategic Direction: Vibrant neighbourhoods - Animated parks & public spaces

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
553,400	(553,400)				

## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: External Event
Cost Center:	Parks Capital	10 Yr Cap Plan Ref: Not included P7	
Title:	Canyon Falls Park, Parking Lot - Construction		CARRYOVER

### Justification:

Completion of this project is dependent upon the construction schedule for the South Perimeter Road (SPR). The project is being completed by others. SPR is scheduled for completion in June 2022, at which time the parking lot can also be completed.

2021 Budget:	119,000	Expected Completion: Jun 2022
2021 Expenditures:	0	
Carryover Requested:	119,000	

Strategic Direction: Vibrant neighbourhoods - Animated parks & public spaces

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
119,000	(119,000)				

Department:	Capital Projects	Priority: 1	Reason: Design Option
Cost Center:	Parks Capital	10 Yr Cap Plan Ref: Not included P7	
Title:	Gopher Creek Linear Park - DCC Park Development		CARRYOVER

### Justification:

The Gopher Creek Linear Park design phase indicated related drainage issues. A concurrent drainage project developed (Lynrick Culvert replacement) and as a result, the two projects we're issued for tender Q4 2021.

2021 Budget:	373,200	Expected Completion: Jun 2022
2021 Expenditures:	67,900	
Carryover Requested:	305,300	

Strategic Direction: Vibrant neighbourhoods - Animated parks & public spaces

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
305,300	(305,300)				

## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: External Event
Cost Center:	Parks Capital	10 Yr Cap Plan Ref: Not included P8	
Title:	Access For All Improvements	CARRYOVER	

### Justification:

Design for this project is complete. Construction has been delayed for archaeological assessment and approvals.

2021 Budget:	100,000	Expected Completion: Aug 2022
2021 Expenditures:	500	
Carryover Requested:	99,500	

Strategic Direction: Social & inclusive - Inclusivity and diversity are increasing

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
99,500	(99,500)				

Department:	Capital Projects	Priority: 1	Reason: Scheduling Demands
Cost Center:	Parks Capital	10 Yr Cap Plan Ref: Not included P8	
Title:	Sport Courts/Water Parks/Skate Parks Renewal & Replacements	CARRYOVER	

### Justification:

Carryover is requested for the remaining budget to resurface other sports courts not completed. The work was not complete in 2021 as it was decided to do half of the most damaged courts in 2021 due to the length of the closure involved for completing the work. This would still allow play on the others due to the high demand of use at Parkinson Recreation Park.

2021 Budget:	70,000	Expected Completion: Jun 2022
2021 Expenditures:	35,900	
Carryover Requested:	34,100	

Strategic Direction: Vibrant neighbourhoods - Animated parks & public spaces

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
34,100	(34,100)				



## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: Scheduling Demands
Cost Center:	Parks Capital	10 Yr Cap Plan Ref: Not included P9	
Title:	Boyce-Gyro Park Public Art	CARRYOVER	

### Justification:

Carryover is requested to honour existing contractual commitments and maintain escalation contingencies. Delays due to shortage of materials, fabrication and staff vacancies resulted in this being delayed in 2021.

2021 Budget:	117,800	Expected Completion: Jun 2022
2021 Expenditures:	30,000	
Carryover Requested:	87,800	

Strategic Direction: Vibrant neighbourhoods - Site design & architecture is high quality, context sensitive

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
87,800	(87,800)				

Department:	Capital Projects	Priority: 1	Reason: Scheduling Demands
Cost Center:	Parks Capital	10 Yr Cap Plan Ref: Not included P9	
Title:	Kelowna Memorial Cemetery - Improvements	CARRYOVER	

### Justification:

The Cemetery has an irrigation renewal program to replace its aging infrastructure. Phases 1 and 2 of this multi-year program were completed in 2018 and 2019. The work slated for 2020, and then 2021, was to be undertaken by City crews, but has been deferred due to allocation of staff resources to another irrigation renewal project (MRP Kinsmen). Carryover is requested to enable City crews to construction this phase of cemetery irrigation renewal in 2022.

2021 Budget:	480,200	Expected Completion: Dec 2022
2021 Expenditures:	181,800	
Carryover Requested:	298,400	

Strategic Direction: Vibrant neighbourhoods - Animated parks & public spaces

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
298,400	(298,400)				

## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: External Event
Cost Center:	Transportation Capital	10 Yr Cap Plan Ref: Not included T1	
Title:	Clement 1 DCC (St. Paul - Graham)	CARRYOVER	

### Justification:

Carryover is requested to coordinate multiple development frontage works along Clement Ave to ensure successful implementation of the Clement DCC and adjacent projects. The remaining funds will be used to complete elements of road that have not been required of current developments. In 2021, funds were used to support traffic analysis, design and construction at Ellis and Clement to manage downtown development traffic growth; this work was completed in coordination with an adjacent City water project and adjacent development works. In 2022 funding will continue to be used to coordinate with the ongoing development and plan for implementation of the ultimate DCC project. Project timing is dependent on adjacent developments along Clement Ave.

2021 Budget:	353,700	Expected Completion: Dec 2022
2021 Expenditures:	56,000	
Carryover Requested:	297,700	

Strategic Direction: Transportation & mobility - Travel times are optimized

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
297,700	(297,700)				

Department:	Capital Projects	Priority: 1	Reason: External Event
Cost Center:	Transportation Capital	10 Yr Cap Plan Ref: Not included T1	
Title:	Gordon 1 DCC (Frost - South Perimeter), Road	CARRYOVER	

### Justification:

Carryover is requested to continue work on Gordon Drive. Delays to the project were attributed to extensive environmental and archaeological permits that were wrapped up in early 2021. Ongoing Covid-19 restrictions and the heat bubble during summer have pushed the construction to start later than anticipated.

2021 Budget:	1,842,900	Expected Completion: Dec 2024
2021 Expenditures:	0	
Carryover Requested:	1,842,900	

Strategic Direction: Economic resiliency - Top talent is living in Kelowna

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
1,842,900	(555,000)	(1,287,900)			

## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: External Event
Cost Center:	Transportation Capital	10 Yr Cap Plan Ref: Not included T1	
Title:	Hollywood 7 DCC (Sexsmith - Appaloosa) Improvements		CARRYOVER

### Justification:

Carryover is requested to continue the design and land acquisition of the Hollywood 7 DCC Project. In 2020 design was completed to a conceptual level, land acquisition areas were defined and the future construction budget was updated. The project was not completed in 2021 due to COVID-19 constraints, challenges of the rapidly changing real estate market and staff availability. Real estate discussions with adjacent landowners continued through 2021, to facilitate the required right of ways. In 2022 land acquisitions will be pursued and the planning of the overall corridor completed.

2021 Budget:	1,776,400	Expected Completion: Dec 2023
2021 Expenditures:	600	
Carryover Requested:	1,775,800	

Strategic Direction: Transportation & mobility - People of all ages & abilities can easily get around

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
1,775,800	(1,775,800)				

Department:	Capital Projects	Priority: 1	Reason: External Event
Cost Center:	Transportation Capital	10 Yr Cap Plan Ref: Not included T1	
Title:	McCulloch Area DCC (KLO/Hall/Spiers)		CARRYOVER

### Justification:

Carryover is requested to allow the project team to continue pursuing land acquisitions to support intersection and roadway improvements in 2022. This project is ongoing and will be delivered concurrently with the adjacent KLO Bridge Replacement project. Completion of the bridge is expected in the fall of 2026.

2021 Budget:	500,500	Expected Completion: Sep 2026
2021 Expenditures:	14,700	
Carryover Requested:	485,800	

Strategic Direction: Economic resiliency - Infrastructure deficit is reduced

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
485,800	(485,800)				

## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: External Event
Cost Center:	Transportation Capital	10 Yr Cap Plan Ref: Not included T1 - \$2019	
Title:	South Perimeter 1 DCC (Gordon Dr - Stewart 1), Road		CARRYOVER

### Justification:

Carryover is requested to continue work on South Perimeter Road. Delays to the project were attributed to extensive environmental and archaeological permits that were wrapped up early 2021. Ongoing Covid-19 restrictions and the heat bubble during the summer has pushed the construction to start later than anticipated.

2021 Budget:	7,756,600	Expected Completion: Sep 2022
2021 Expenditures:	272,400	
Carryover Requested:	7,484,200	

Strategic Direction: Economic resiliency - Top talent is living in Kelowna

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
7,484,200	(1,613,500)	(5,870,700)			

Department:	Capital Projects	Priority: 1	Reason: External Event
Cost Center:	Transportation Capital	10 Yr Cap Plan Ref: Not included T1	
Title:	Stewart 3 DCC (Crawford-Swamp), Road		CARRYOVER

### Justification:

Carryover is requested to complete interim safety measures along Stewart Road coordinated with South Perimeter Road opening and initiate design for phase 2 of the Stewart Road West DCC project - Bedford to Swamp roads. The Stewart Road corridor is a historic rural road and inherits several sub-standard road alignments and geometrics. The project's start was delayed to clarify short term construction funding availability due to dynamic development market conditions brought on by the pandemic. Carryover funding will be used to complete the construction of interim safety measures by Q2 of 2022 and continue design of Stewart Road West DCC - Phase 2 improvements through 2022 in support of land acquisition and to inform budget requests for construction, anticipated in 2023.

2021 Budget:	248,000	Expected Completion: Dec 2023
2021 Expenditures:	25,200	
Carryover Requested:	222,800	

Strategic Direction: Transportation & mobility - Travel times are optimized

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
222,800	(222,800)				

## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: External Event
Cost Center:	Transportation Capital	10 Yr Cap Plan Ref: Not included T2	
Title:	Casorso 3 DCC (KLO Rd - Barrera Rd), ATC	CARRYOVER	

### Justification:

Carryover is requested for completion of the design of the Casorso 3 DCC ATC (KLO to Barrera). In 2021 evaluation of corridor options and conceptual design were completed, with public engagement in late 2021. Engagement input will inform detailed design in 2022. 2021 work was delayed due to external consultant factors. When constructed, the Casorso ATC will link the Ethel and Barrera ATCs, creating a continuous corridor from Downtown to the south of Pandosy with connections to Pandosy Village, Okanagan College and Kelowna Secondary School. A separate capital request for construction of the north half of the Casorso 3 ATC (KLO to Lanfranco) was included in the 2022 budget.

2021 Budget:	288,200	Expected Completion: Dec 2022
2021 Expenditures:	53,800	
Carryover Requested:	234,400	

Strategic Direction: Transportation & mobility - More trips by transit, carpooling, cycling & walking

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
234,400	(234,400)				

Department:	Capital Projects	Priority: 1	Reason: Design Option
Cost Center:	Transportation Capital	10 Yr Cap Plan Ref: Not included T2	
Title:	Casorso 4 DCC (Raymer - KLO), ATC	CARRYOVER	

### Justification:

Carryover is requested to complete design and construction of the Casorso 4 ATC (Raymer to KLO). In September 2021, the City of Kelowna was successful in receiving the B.C. Active Transportation Infrastructure Grant. Consistent with the grant application, the project scope was expanded to include a multiuse pathway connection to the northwest corner of the Okanagan College Campus. Design of the connection, including a culvert crossing of Fascieux Creek, is underway. Construction is anticipated to start in the spring of 2022 depending on material availability.

2021 Budget:	1,107,200	Expected Completion: Sep 2022
2021 Expenditures:	786,400	
Carryover Requested:	320,800	

Strategic Direction: Transportation & mobility - More trips by transit, carpooling, cycling & walking

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
320,800	(186,600)		(134,200)		

## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: Design Option
Cost Center:	Transportation Capital	10 Yr Cap Plan Ref: Not included T2 - \$2016	
Title:	Dilworth DCC Active Transportation Corridor	CARRYOVER	

### Justification:

Carryover is requested to continue planning and design work for the Dilworth Active Transportation Corridor (ATC). Staff availability, the complex and constrained nature of the corridor and changing constraints related to adjacent developments triggered project delays in 2021. The creation of a clear concept for the ATC project will help ensure future developments and capital projects are coordinated with the delivery of this important walking and bicycling connection through Midtown to the Okanagan Rail Trail and Mission Creek Greenway. Expected completion date of Q2 of 2023, coordinated with adjacent design assignments and dependent on staff workload.

2021 Budget:	131,600	Expected Completion: Sep 2023
2021 Expenditures:	0	
Carryover Requested:	131,600	

Strategic Direction:	Transportation & mobility - More trips by transit, carpooling, cycling & walking
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Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
131,600	(131,600)				

Department:	Capital Projects	Priority: 1	Reason: Design Option
Cost Center:	Transportation Capital	10 Yr Cap Plan Ref: Not included T2	
Title:	Sutherland 1 DCC (Gordon - Burtch), ATC	CARRYOVER	

### Justification:

Carryover is requested to undertake land acquisition for the Sutherland 1 ATC from Gordon to Burtch in coordination with the Capri Redevelopment. In 2021 staff completed design for an interim allowed for a gap in the ATC network to be filled until such time as the ultimate ATC was constructed concurrently with the redevelopment of the Capri site (a rezoning requirement). However, in mid-2021 the developer identified their intent to move forward with the redevelopment (Phase 1) in 2022. Following major utility upgrades, construction of the ATC is a requirement of the first phase. Subsequently, staff proposed to adjust strategy to work to acquire land required for the ultimate ATC construction. Land acquisition is anticipated for 2022 with construction (by development) in 2023.

2021 Budget:	571,500	Expected Completion: Dec 2023
2021 Expenditures:	126,700	
Carryover Requested:	444,800	

Strategic Direction:	Transportation & mobility - More trips by transit, carpooling, cycling & walking
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Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
444,800	(444,800)				

## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: Design Option
Cost Center:	Transportation Capital	10 Yr Cap Plan Ref: Not included T2	
Title:	Sutherland 2 DCC (Lake - Gordon), ATC		CARRYOVER

### Justification:

Carryover is requested to complete construction of the Sutherland Active Transportation Corridor (ATC), with a temporary crosswalk transition to existing bike lanes. In 2021 staff completed the design with interim materials due to the Capri redevelopment not proceeding in 2019/20 and the construction of the ultimate ATC not proceeding ahead of redevelopment due to utility works. In 2021 the developer identified their intention to move forward with the first phase of redevelopment in 2022. Staff have subsequently adjusted the strategy to accommodate coordination. This section will provide a link to the west for the developer's improvements. In the interim, eastbound cyclists will use a temporary crossing to access the existing eastbound bike lanes on Sutherland.

2021 Budget:	1,068,600	Expected Completion: Dec 2022
2021 Expenditures:	12,300	
Carryover Requested:	1,056,300	

Strategic Direction: Transportation & mobility - More trips by transit, carpooling, cycling & walking

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
1,056,300	(1,056,300)				

Department:	Capital Projects	Priority: 1	Reason: External Event
Cost Center:	Transportation Capital	10 Yr Cap Plan Ref: Not included T3	
Title:	Burtch & Harvey Intersection Improvements		CARRYOVER

### Justification:

Carryover is requested to undertake the planning and design for improvements at the intersection of Burtch and Harvey. The need for improvements at this intersection was identified in the Capri-Landmark Urban Centre Plan; subsequently, Burtch has been flagged as a key north-south corridor in the Regional and Kelowna Transportation plans. This project was delayed to allow for consideration of the Transportation Master Plan, adjacent development planning and pandemic travel pattern impacts.

2021 Budget:	99,900	Expected Completion: Dec 2022
2021 Expenditures:	0	
Carryover Requested:	99,900	

Strategic Direction: Transportation & mobility - Investments are connecting high density areas

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
99,900	(49,900)			(50,000)	

## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: Scheduling Demands
Cost Center:	Transportation Capital	10 Yr Cap Plan Ref: Not included T3	
Title:	City of Kelowna Highway Signage	CARRYOVER	

### Justification:

Carryover is requested for the design of a replacement of City signage removed during the Highway 97 6-laning project. Project was delayed due to scheduling demands with higher priority projects and staff shortages in 2021.

2021 Budget:	99,800	Expected Completion: Jun 2022
2021 Expenditures:	0	
Carryover Requested:	99,800	

Strategic Direction: Vibrant neighbourhoods - Site design & architecture is high quality, context sensitive

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
99,800			(99,800)		

Department:	Capital Projects	Priority: 1	Reason: Design Option
Cost Center:	Transportation Capital	10 Yr Cap Plan Ref: Not included T4	
Title:	KLO Rd Mission Creek Bridge Replacement	CARRYOVER	

### Justification:

Detailed design and budgeting for the replacement of the KLO bridge over Mission Creek were completed in Q1 of 2020. Updated construction costs for the project exceeded available funding. A rehabilitation plan for the bridge was developed to extend its service life by 5 years. The future bridge replacement has been included in the 2020 10-year capital plan. Carryover is requested to facilitate land acquisition and continued hydrotechnical monitoring until replacement of the bridge which is anticipated for 2026.

2021 Budget:	272,100	Expected Completion: Dec 2026
2021 Expenditures:	101,900	
Carryover Requested:	170,200	

Strategic Direction: Other - Supports Base Business

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
170,200	(170,200)				



## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: Scheduling Demands
Cost Center:	Transportation Capital	10 Yr Cap Plan Ref: Not included T4	
Title:	Streetscaping in Urban Centers	CARRYOVER	

### Justification:

Carryover is requested to finalize the pilot's funding model, complete design and initiate construction. In 2021 planning, funding and construction options were shared with multiple city departments to help identify the many challenges of local streets in the City's growing urban centres. While the project moved forward significantly, shared staff resources with the Transportation Master Plan slowed progress. In 2022 it is expected that public engagement will inform pilot location selection and design, with construction completion in 2023. Improvements will seek to upgrade local streets such that they can support higher levels of multimodal travel with development in the City's core areas. Improvements could include street urbanization to support busier and more walkable/bikeable streets.

2021 Budget:	395,400	Expected Completion: Jun 2023
2021 Expenditures:	1,800	
Carryover Requested:	393,600	

Strategic Direction: Transportation & mobility - Investments are connecting high density areas

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
393,600	(393,600)				

Department:	Capital Projects	Priority: 1	Reason: Design Option
Cost Center:	Transportation Capital	10 Yr Cap Plan Ref: Not included T5	
Title:	Abbott DCC (Rose Ave - Cedar Ave) Protected Bike Lane Project	CARRYOVER	

### Justification:

Carryover is requested to support the construction of the Abbott Active Transportation Corridor (ATC) quick-build pilot project from Rose Ave to Cedar Ave. This pilot sought to use interim materials and reallocated road space to extend the Abbott ATC from Rose Ave to Wardlaw Ave. In 2021 design, costs estimates, and public consultation were completed. Based on these processes staff are recommending that the project's scope be extended to Cedar Ave and two segments of the corridor be constructed with ultimate materials. Extending the project to Cedar Ave will create a better connection and coordination with future ATC improvements delivered by development. Carryover funding will be combined with a separate 2022 funding request and will support the construction of the recommended scope.

2021 Budget:	296,600	Expected Completion: Oct 2022
2021 Expenditures:	138,400	
Carryover Requested:	158,200	

Strategic Direction: Transportation & mobility - More trips by transit, carpooling, cycling & walking

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
158,200	(158,200)				

## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: External Event
Cost Center:	Transportation Capital	10 Yr Cap Plan Ref: Not included T5	
Title:	Central Green - Hwy 97 Right Turn Lane to Pandosy		CARRYOVER

### Justification:

Carryover is requested to complete detailed design and cost estimates for an eastbound right turn lane to improve traffic flow from Highway 97 onto Pandosy Street. This project is a Ministry of Transportation and Infrastructure (MoTI) condition for the City, tied to the approval of the Central Green development. The project has been delayed due to the MoTI approval process. MoTI has now approved the preliminary design concept and detailed design is underway.

2021 Budget:	147,200	Expected Completion: Dec 2022
2021 Expenditures:	4,800	
Carryover Requested:	142,400	

Strategic Direction: Transportation & mobility - Travel times are optimized

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
142,400	(142,400)				

Department:	Capital Projects	Priority: 1	Reason: External Event
Cost Center:	Transportation Capital	10 Yr Cap Plan Ref: Not included T5	
Title:	Okanagan Rail Trail	CARRYOVER	

### Justification:

Carryover is requested to complete the missing rail-trail connection from Old Vernon Rd to Commonwealth Rd at the border of Lake Country through Okanagan Indian Band (OKIB) lands. Completion of this project has been delayed due to ongoing discussions with the Federal Government and OKIB settling ownership of the rail lands.

2021 Budget:	168,000	Expected Completion: Dec 2022
2021 Expenditures:	0	
Carryover Requested:	168,000	

Strategic Direction: Transportation & mobility - People of all ages & abilities can easily get around

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
168,000	(16,400)		(151,600)		

## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: Scheduling Demands
Cost Center:	Transportation Capital	10 Yr Cap Plan Ref: Not included T5	
Title:	Okanagan Rail Trail - Connection to Waterfront Park Pathway	CARRYOVER	

### Justification:

Carryover is requested to install signage, paint markings, stencils and wayfinding details not completed in the 2021 construction season due to limited staff resources and weather constraints.

2021 Budget:	267,900	Expected Completion: Apr 2022
2021 Expenditures:	186,800	
Carryover Requested:	81,100	

Strategic Direction: Transportation & mobility - More trips by transit, carpooling, cycling & walking

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
81,100	(81,100)				

Department:	Capital Projects	Priority: 1	Reason: External Event
Cost Center:	Transportation Capital	10 Yr Cap Plan Ref: Not included T6	
Title:	Central Green - Pedestrian Overpass	CARRYOVER	

### Justification:

Carryover for this multi-year project is requested to continue the design and construction of the Central Green Pedestrian/Cyclist Overpass. Design was delayed due to aligning with external parties, however is nearing completion and tendering of the main structure is anticipated in the first half of 2022. Completion of the overpass construction is expected to coincide with construction and occupancy of the final phase of the Central Green Site, projected for 2023.

2021 Budget:	5,776,200	Expected Completion: Dec 2023
2021 Expenditures:	500,500	
Carryover Requested:	5,275,700	

Strategic Direction: Transportation & mobility - Investments are connecting high density areas

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
5,275,700	(5,275,700)				

## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: Scheduling Demands
Cost Center:	Transportation Capital	10 Yr Cap Plan Ref: Not included T7	
Title:	Traffic Signal - Spall at Springfield		CARRYOVER

### Justification:

A study of the Springfield/Spall intersection in 2019 recommended several adjustments to the intersection's operations. While traffic signal changes have been completed, roadway changes remain to be completed. The design process has been underway through 2021 however due to design staff resources, changing development conditions and construction crew availability the project was not constructed this in 2021. Design is complete and carryover is requested for construction of the roadway and median changes.

2021 Budget:	127,600	Expected Completion: Apr 2022
2021 Expenditures:	5,900	
Carryover Requested:	121,700	

Strategic Direction: Transportation & mobility - More trips by transit, carpooling, cycling & walking

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
121,700	(121,700)				

Department:	Capital Projects	Priority: 1	Reason: Scheduling Demands
Cost Center:	Transportation Capital	10 Yr Cap Plan Ref: Not included T8	
Title:	Intelligent Transportation Systems		CARRYOVER

### Justification:

Carryover is requested for is requested to support this ongoing program that utilizes intelligent transportation technology to improve traffic flow. Due to key staff vacancies, the program did not deliver improvements in 2021. With a new staff member now onboard the program is expected to deliver improvements in 2022. Projects potentially funded through this program include updated signal coordination plans, transit signal priority and active transportation detection.

2021 Budget:	30,000	Expected Completion: Dec 2022
2021 Expenditures:	0	
Carryover Requested:	30,000	

Strategic Direction: Transportation & mobility - Travel times are optimized

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
30,000	(30,000)				

## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: Scheduling Demands
Cost Center:	Solid Waste Capital	10 Yr Cap Plan Ref: Not included SW2	
Title:	General Site Works and Investigations		CARRYOVER

### Justification:

Carryover is requested for studies related to environmental management and groundwater controls that were not completed due to staff vacancies at the Landfill. There are a number of minor studies and projects required by the Landfill's upgrading plan to meet regulatory requirements. While a number of studies were initiated in 2021, the remainder will be addressed in 2022.

2021 Budget:	196,650	Expected Completion: Dec 2022
2021 Expenditures:	65,750	
Carryover Requested:	130,900	

Strategic Direction: Other - Supports Base Business

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
130,900	(130,900)				

Department:	Capital Projects	Priority: 1	Reason: Scheduling Demands
Cost Center:	Solid Waste Capital	10 Yr Cap Plan Ref: Not included SW2	
Title:	Landfill Site Preparation	CARRYOVER	

### Justification:

Carryover is requested to initiate landfill site preparations. This will include blasting and land leveling in the north east area for the next phase of landfill liner construction to be installed in Area 3. Also included will be the Area 3 final design by an engineering consultant along with geotechnical reviews. The work was expected to be completed in 2021 but was delayed as staff had higher priorities with other ongoing projects.

2021 Budget:	1,000,000	Expected Completion: Dec 2022
2021 Expenditures:	77,100	
Carryover Requested:	922,900	

Strategic Direction: Other - Supports Base Business

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
922,900	(922,900)				

## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: Design Option
Cost Center:	Solid Waste Capital	10 Yr Cap Plan Ref: Not included SW3	
Title:	Leachate and Landfill Gas Header		CARRYOVER

### Justification:

Carryover is requested to allow for this work to be completed with future earthworks. Due to current filling design and options, deferring this work by a year provides for better efficiency in construction.

2021 Budget:	172,300	Expected Completion: Dec 2022
2021 Expenditures:	0	
Carryover Requested:	172,300	

Strategic Direction: Environmental protection - Greenhouse gas emissions are decreasing

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
172,300	(172,300)				

Department:	Capital Projects	Priority: 1	Reason: Scheduling Demands
Cost Center:	Solid Waste Capital	10 Yr Cap Plan Ref: Not included SW5	
Title:	Landfill Drainage & Groundwater Management		CARRYOVER

### Justification:

Carryover is requested as shifting priorities resulted in staff being redirected at the Landfill. Conceptual design and initial culvert installation was completed in 2020; however, additional detailed design work needs to be initiated in 2022 in conjunction with a water license application that is currently being prepared by an external consultant.

2021 Budget:	44,200	Expected Completion: Dec 2022
2021 Expenditures:	1,200	
Carryover Requested:	43,000	

Strategic Direction: Environmental protection - Predictive modelling & forecasting

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
43,000	(43,000)				

## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: Design Option
Cost Center:	Solid Waste Capital	10 Yr Cap Plan Ref: Not included SW6	
Title:	Commonage - Exterior Biosolids Tipping Bay		CARRYOVER

### Justification:

Design of the tipping bay required revisions in 2021 and a contractor was not awarded until the Fall. Carryover is requested to start construction in early Spring 2022 with work expected to be complete by late Spring 2022.

2021 Budget:	75,000	Expected Completion: May 2022
2021 Expenditures:	8,500	
Carryover Requested:	66,500	

Strategic Direction: Other - Supports Base Business

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
66,500				(22,400)	(44,100)

Department:	Capital Projects	Priority: 1	Reason: Scheduling Demands
Cost Center:	Solid Waste Capital	10 Yr Cap Plan Ref: Not included SW6	
Title:	Commonage - Pond Pump Kiosk	CARRYOVER	

### Justification:

Carryover is requested as work was not completed as planned in 2021 due to staffing capacity. Discussions about alternate building options have occurred and building replacement will now proceed.

2021 Budget:	100,000	Expected Completion: Oct 2022
2021 Expenditures:	0	
Carryover Requested:	100,000	

Strategic Direction: Other - Supports Base Business

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
100,000				(33,300)	(66,700)

## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: Scheduling Demands
Cost Center:	Solid Waste Capital	10 Yr Cap Plan Ref: Not included SW7	
Title:	Road Construction	CARRYOVER	

### Justification:

This project could not be completed in 2021 until the base area had been filled by Landfill operations. That work is now complete and City crews will be available to complete the remaining work in Spring 2022.

2021 Budget:	222,700	Expected Completion: Jun 2022
2021 Expenditures:	114,200	
Carryover Requested:	108,500	

Strategic Direction: Other - Supports Base Business

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
108,500	(108,500)				

Department:	Capital Projects	Priority: 1	Reason: External Event
Cost Center:	Solid Waste Capital	10 Yr Cap Plan Ref: Not included SW7	
Title:	Stockpiles and Reprocessing Areas Relocation	CARRYOVER	

### Justification:

This project is the first phase in a four-year plan to move materials from the northeast area (future Area 3) to the area west of the entrance. The work includes preparatory work for the design of the materials area and initiating the construction of the new Aerated Static Pile compost process needed to continue to produce GlenGrow. Due to COVID-19 related supply chain issues work was delayed and is expected to be completed in 2023.

2021 Budget:	3,568,000	Expected Completion: Dec 2023
2021 Expenditures:	1,062,100	
Carryover Requested:	2,505,900	

Strategic Direction: Other - Supports Base Business

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
2,505,900	(2,505,900)				



## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: External Event
Cost Center:	Solid Waste Capital	10 Yr Cap Plan Ref: Not included SW9	
Title:	Landfill Infrastructure Renewal Wheel Wash		CARRYOVER

### Justification:

Carryover is requested as the parts to complete the project have been delayed and the contractor cannot complete the overhaul of the upgrade. Parts are expected to be received and work completed in 2022.

2021 Budget:	110,000	Expected Completion: Sep 2022
2021 Expenditures:	34,900	
Carryover Requested:	75,100	

Strategic Direction: Other - Supports Base Business

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
75,100	(75,100)				

Department:	Capital Projects	Priority: 1	Reason: Design Option
Cost Center:	Storm Drainage Capital	10 Yr Cap Plan Ref: Not included D1	
Title:	Knox Mountain Geotechnical Engineering		CARRYOVER

### Justification:

In 2020, Council reviewed a 3-year plan to rehabilitate the area below residents on Royal View Avenue. A consultant team was engaged to complete a geotechnical investigation, and detailed modeling design for a repair solution. In 2021, the consultant submitted their reporting which developed several repair solutions with estimates to the City for review. The final solution was determined based on achievable safety factors, time, and budget constraints. Carryover is requested as the consultant has been further developing the modeling and the detailed design drawings for construction which has delayed the project. The final stage of this project went out for competitive pricing in late 2021, with construction expected in early 2022.

2021 Budget:	1,580,200	Expected Completion: Sep 2022
2021 Expenditures:	298,600	
Carryover Requested:	1,281,600	

Strategic Direction: Other - Extraordinary or Unforeseen Obligation

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
1,281,600	(1,038,300)				(243,300)

## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: Scheduling Demands
Cost Center:	Storm Drainage Capital	10 Yr Cap Plan Ref: Not included D2	
Title:	Containment Devices	CARRYOVER	

### Justification:

Carryover is requested to complete the following programs: The installation of the Sutherland Oil Grit Separator which has been purchased and is planned for installation in 2022. Installation was delayed due to attempts to coordinate the work with another capital project (Sutherland ATC). The Kane Road Oil Grit Separator project, which was re-prioritized in 2021 and is in the preliminary design process with anticipated completion in 2022.

2021 Budget:	171,300	Expected Completion: Dec 2022
2021 Expenditures:	39,800	
Carryover Requested:	131,500	

Strategic Direction: Other - Supports Base Business

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
131,500	(131,500)				

Department:	Capital Projects	Priority: 1	Reason: Scheduling Demands
Cost Center:	Storm Drainage Capital	10 Yr Cap Plan Ref: Not included D3	
Title:	Lynrick Rd Culvert Replacement	CARRYOVER	

### Justification:

The tender for this project was not complete until Q4 of 2021 as it was combined with another project tender to realize efficiencies. Carryover is requested to complete construction in 2022.

2021 Budget:	380,000	Expected Completion: Jun 2022
2021 Expenditures:	78,500	
Carryover Requested:	301,500	

Strategic Direction: Environmental protection - Resiliency & adaptability to climate change

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
301,500	(301,500)				

## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: External Event
Cost Center:	Information Services Capital	10 Yr Cap Plan Ref: Not included I1	
Title:	Front Office Equipment (New Desktop Equipment)		CARRYOVER

### Justification:

The purchase of required front office equipment was impacted by the global supply chain issues. Five month delivery for some items has meant that a number of items that were ordered in 2021 will not be received until 2022. Carryover is requested to accommodate this delayed receipt.

2021 Budget:	435,000	Expected Completion: Dec 2022
2021 Expenditures:	424,800	
Carryover Requested:	10,200	

Strategic Direction: Other - Supports Base Business

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
10,200	(10,200)				

Department:	Capital Projects	Priority: 1	Reason: External Event
Cost Center:	Information Services Capital	10 Yr Cap Plan Ref: 2016 I3	
Title:	Class Registration Software Replacement		CARRYOVER

### Justification:

This project is a software replacement solution for program registration, rentals and admissions programs used by Active Living and Culture. As a result of contractor delays and continued software bugs through 2021, some reports for the Class Registration System still have not been completed. Carryover is requested to allow for the final report development requests to be addressed.

2021 Budget:	41,300	Expected Completion: Dec 2022
2021 Expenditures:	0	
Carryover Requested:	41,300	

Strategic Direction: Clear direction - Services, processes & business activities are transformed

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
41,300	(41,300)				

## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: External Event
Cost Center:	Information Services Capital	10 Yr Cap Plan Ref: Not included I3	
Title:	Major Systems - Data Analytics		CARRYOVER

### Justification:

Due to labour shortages with suppliers, data analytic projects were put on hold. Carryover is requested to complete analytics infrastructure enhancement projects.

2021 Budget:	201,100	Expected Completion: Dec 2022
2021 Expenditures:	141,300	
Carryover Requested:	59,800	

Strategic Direction: Clear direction - Services, processes & business activities are transformed

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
59,800	(59,800)				

Department:	Capital Projects	Priority: 1	Reason: Design Option
Cost Center:	Information Services Capital	10 Yr Cap Plan Ref: Not included I3 - \$2018	
Title:	Major Systems Projects - Planning and Permitting		CARRYOVER

### Justification:

This is a multi-year project to replace the legacy planning and permitting systems. While the project was originally scheduled to be completed at the end of 2021, a change in the chosen solution to better align with corporate priorities has delayed completion. This project is in progress and is now scheduled to be completed by the end of 2023.

2021 Budget:	1,407,900	Expected Completion: Dec 2023
2021 Expenditures:	376,200	
Carryover Requested:	1,031,700	

Strategic Direction: Clear direction - Services, processes & business activities are transformed

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
1,031,700	(1,031,700)				

## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: External Event
Cost Center:	Information Services Capital	10 Yr Cap Plan Ref: Not included I3	
Title:	Major Systems Projects - Web/Service Request		CARRYOVER

### Justification:

This is a multi-year project to update the service request system for improved customer experience for both internal and external users. Due to COVID-19, the project changed in how services will be delivered. Carryover is requested to deliver on enhancements.

2021 Budget:	186,500	Expected Completion: Dec 2022
2021 Expenditures:	145,200	
Carryover Requested:	41,300	

Strategic Direction: Clear direction - Services, processes & business activities are transformed

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
41,300	(41,300)				

Department:	Capital Projects	Priority: 1	Reason: External Event
Cost Center:	Information Services Capital	10 Yr Cap Plan Ref: Not included I4	
Title:	Communications Networks (Network Upgrades)		CARRYOVER

### Justification:

Information Services is performing comprehensive network and security strategies in Q1 2022. This strategy will outline the need for enhanced security components, such as firewalls, managed threat detection, switches and routers.

Network assessment work is being done in Q4 2021 to feed these strategies. Competing priorities and external vendor scheduling have delayed some of this work. Carryover is request to allow this work to continue in 2022.

2021 Budget:	174,900	Expected Completion: Jun 2022
2021 Expenditures:	13,500	
Carryover Requested:	161,400	

Strategic Direction: Clear direction - Services, processes & business activities are transformed

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
161,400	(161,400)				

## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: Scheduling Demands
Cost Center:	Vehicle & Mobile Equipment	10 Yr Cap Plan Ref: Not included F2	
Title:	Equipment and Vehicle Replacement	CARRYOVER	

### Justification:

Carryover is requested for both equipment and vehicles that were approved and ordered in 2021 but will be invoiced and delivered in 2022. These were delayed for various reasons including internal scheduling, vendor availability, and review of design options.

2021 Budget:	5,340,430	Expected Completion: Dec 2022
2021 Expenditures:	<u>682,730</u>	
Carryover Requested:	4,657,700	

Strategic Direction: Other - Supports Base Business

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
4,657,700	(4,617,700)				(40,000)

Department:	Capital Projects	Priority: 1	Reason: External Event
Cost Center:	Fire Capital	10 Yr Cap Plan Ref: Not included F1	
Title:	Fire Equipment	CARRYOVER	

### Justification:

A carryover is requested for fire equipment which includes base radio upgrades, GPS units, and replacement paging system. The department has developed a long term replacement strategy that is funded from reserve. Due to limitations and restrictions caused by COVID-19 and an exceptionally busy year for major emergencies, staff were unable to work with external partners to source and plan for required equipment.

2021 Budget:	160,100	Expected Completion: Jun 2022
2021 Expenditures:	76,620	
2021 Budget Not Required:	<u>33,380</u>	
Carryover Requested:	50,100	

Strategic Direction: Other - Supports Base Business

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
50,100	(50,100)				

## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: External Event
Cost Center:	Airport Capital	10 Yr Cap Plan Ref: 2020 A1 - \$150k	
Title:	Airport - Small Capital	CARRYOVER	

### Justification:

Two small capital projects, Electronic Display Signage and Boardroom Audio Visual Equipment, were not able to be completed in 2021 due to product delivery delays. A carryover is requested to allow these projects to be completed.

2021 Budget:	60,000	Expected Completion: Feb 2022
2021 Expenditures:	0	
Carryover Requested:	60,000	

Strategic Direction:	Other - Supports Base Business
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Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
60,000	(60,000)				

Department:	Capital Projects	Priority: 1	Reason: External Event
Cost Center:	Airport Capital	10 Yr Cap Plan Ref: 2021 A2 - \$475k	
Title:	Airport Groundside Equipment Replacement	CARRYOVER	

### Justification:

Groundside equipment replacements were not able to be completed in 2021 due to product delivery delays and unresolved outstanding deficiencies. A carryover is requested to allow these projects to be completed.

2021 Budget:	475,000	Expected Completion: Mar 2022
2021 Expenditures:	357,500	
Carryover Requested:	117,500	

Strategic Direction:	Other - Supports Base Business
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Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
117,500	(117,500)				

## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: External Event
Cost Center:	Airport Capital	10 Yr Cap Plan Ref: Not included A4	
Title:	Airport Bridge Upgrades		CARRYOVER

### Justification:

Bridge upgrade projects were unable to be completed in 2021 due to product delivery delays. A carryover is requested to allow these projects to be completed.

2021 Budget:	50,000	Expected Completion: Mar 2022
2021 Expenditures:	0	
Carryover Requested:	50,000	

Strategic Direction: Other - Supports Base Business

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
50,000	(50,000)				

Department:	Capital Projects	Priority: 1	Reason: External Event
Cost Center:	Airport Capital	10 Yr Cap Plan Ref: 2020 A4	
Title:	Soaring Beyond 2.5 Million Passengers AIF Program		CARRYOVER

### Justification:

The Soaring Beyond 2.5 Million Passenger Airport Improvement Fee (AIF) Program is a multi-year program that consists of design and construction for a variety of capital projects. A carryover of the remaining budget is requested to allow for the completion of design and construction for certain projects within the program. Many of the projects with the Soaring Beyond 2.5 Million Passenger AIF Program have been deferred due to the significant, negative impacts of COVID-19 on the Airport's operations. As a result, the program is now anticipated to be completed in 2034 instead of 2032.

2021 Budget:	77,839,300	Expected Completion: Dec 2034
2021 Expenditures:	5,407,700	
Carryover Requested:	72,431,600	

Strategic Direction: Economic resiliency - Key economic sector impact is increasing

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
72,431,600	(72,431,600)				



## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: Design Option
Cost Center:	Water Capital	10 Yr Cap Plan Ref: Not included W1	
Title:	Poplar Point to Dilworth Mountain Transmission Upgrade Design		CARRYOVER

### Justification:

Carryover is requested for this multi-year project to complete design of the water supply from Poplar Point to Dilworth Reservoir. The scope of this project has been revised as the City continues to look for a future water filtration plant site, which impacts future pipeline installation in and around Knox Mountain reservoir and downtown. The work is also delayed as the City participates in the North End Plan and Tolko Land plans. This project is impacted as the City looks for routing of water to the core area of the City.

2021 Budget:	297,900	Expected Completion: Dec 2022
2021 Expenditures:	4,800	
Carryover Requested:	293,100	

Strategic Direction: Other - Supports Base Business

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
293,100	(293,100)				

Department:	Capital Projects	Priority: 1	Reason: Scheduling Demands
Cost Center:	Water Capital	10 Yr Cap Plan Ref: Not included W6	
Title:	Cast Iron Replacement Program		CARRYOVER

### Justification:

Carryover is requested to complete the replacement of aging cast iron (CI) water mains. Projects have been completed on Raymer Ave, Ellis St. and Lakeshore Rd. Work on Clement Ave. could not be completed due to staff and equipment scheduling demands.

2021 Budget:	88,600	Expected Completion: May 2022
2021 Expenditures:	42,800	
Carryover Requested:	45,800	

Strategic Direction: Other - Supports Base Business

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
45,800	(45,800)				

## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: External Event
Cost Center:	Water Capital	10 Yr Cap Plan Ref: Not included W6	
Title:	Poplar Point UV System Assessment and Modifications		CARRYOVER

### Justification:

Carryover is requested due to global manufacturing and shipping delays of the materials needed, the project could not be completed in Fall 2021 as originally planned. Designs are complete and work on the large diameter butterfly valve, actuator and stem will start and be completed in 2022.

2021 Budget:	425,700	Expected Completion: Dec 2022
2021 Expenditures:	65,600	
Carryover Requested:	360,100	

Strategic Direction: Other - Supports Base Business

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
360,100	(360,100)				

Department:	Capital Projects	Priority: 1	Reason: External Event
Cost Center:	Water Capital	10 Yr Cap Plan Ref: Not included W6	
Title:	Water Meter Replacement - Stage 1		CARRYOVER

### Justification:

This is a multi-year project that is scheduled to be completed in stages by 2026 with additional funding to be requested on a yearly basis based on scope of work. Stage 1 was not completed in 2021 due to delayed start date of contractor, inventory supply shortages, and slow uptake of in-home appointments as a result of Covid-19 concerns. Carryover work will blend in with 2022 scheduled work with stage 1 completion anticipated for end of 2022.

2021 Budget:	2,308,900	Expected Completion: Dec 2022
2021 Expenditures:	2,184,100	
Carryover Requested:	124,800	

Strategic Direction: Other - Supports Base Business

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
124,800	(124,800)				

## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: Design Option
Cost Center:	Water Capital	10 Yr Cap Plan Ref: Not included W7	
Title:	Chemical Storage Tank Replacement - Kettle Valley UV Facility		CARRYOVER

### Justification:

Carryover is requested as during the planning stage in 2021 several design considerations caused delay to the final design. In 2022 a final detailed design is expected with procurement and installation to follow.

2021 Budget:	100,000	Expected Completion: Dec 2022
2021 Expenditures:	<u>26,600</u>	
Carryover Requested:	73,400	

Strategic Direction: Other - Supports Base Business

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
73,400	(73,400)				

Department:	Capital Projects	Priority: 1	Reason: External Event
Cost Center:	Water Capital	10 Yr Cap Plan Ref: Not included W7	
Title:	Hydro Excavator Parking Facility		CARRYOVER

### Justification:

Carryover is requested as the Hydro Excavator Parking Facility project was delayed in 2021 due to difficulty in obtaining sub-contractors, purchasing materials and labour shortage. In 2022, completion of the facility including final installs of mechanical and electrical equipment will occur.

2021 Budget:	165,400	Expected Completion: Sep 2022
2021 Expenditures:	<u>126,100</u>	
Carryover Requested:	39,300	

Strategic Direction: Other - Supports Base Business

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
39,300	(20,700)				(18,600)

## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: Scheduling Demands
Cost Center:	Water Capital	10 Yr Cap Plan Ref: Not included W7	
Title:	Kettle Valley Reservoir Upgrade	CARRYOVER	

### Justification:

Carryover is requested as the new reservoir cell was completed; however the cutting openings between other reservoir cells to improve mixing was not completed. Work needs to be timed during the winter season when water demands are low and was not completed in 2021 as operations staff did not have the capacity to facilitate the work while other major projects were still ongoing.

2021 Budget:	100,000	Expected Completion: Dec 2022
2021 Expenditures:	4,700	
Carryover Requested:	95,300	

Strategic Direction: Environmental protection - Predictive modelling & forecasting

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
95,300	(95,300)				

Department:	Capital Projects	Priority: 1	Reason: External Event
Cost Center:	Water Capital	10 Yr Cap Plan Ref: Not included W7	
Title:	Snow Runoff Hydrology	CARRYOVER	

### Justification:

Carryover is requested as work was impacted by resource allocations and ongoing implementation discussions with stakeholders and the Province. The City expects to finalize the location and design early in 2022 with a Summer implementation.

2021 Budget:	50,000	Expected Completion: Aug 2022
2021 Expenditures:	0	
Carryover Requested:	50,000	

Strategic Direction: Environmental protection - Resiliency & adaptability to climate change

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
50,000	(50,000)				

## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: Design Option
Cost Center:	Water Capital	10 Yr Cap Plan Ref: Not included W7	
Title:	South End Water Upgrades	CARRYOVER	

### Justification:

Carryover is requested for this multi-year project to integrate the South East Kelowna Irrigation District (SEKID). This project was delayed due to re-scoping to improve and optimize operations of the south end water system, provincial environmental permits and land agreements for work at Fraser Lake Dam. Work remaining includes upgrades to the City's south end system to accommodate additional water demands from connecting the legacy SEKID area into the utility.

2021 Budget:	3,769,650	Expected Completion: Dec 2022
2021 Expenditures:	415,700	
2021 Budget Not Required:	<u>1,606,950</u>	
Carryover Requested:	1,747,000	

Strategic Direction: Environmental protection - Predictive modelling & forecasting

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
1,747,000	(1,747,000)				

Department:	Capital Projects	Priority: 1	Reason: Scheduling Demands
Cost Center:	Water Capital	10 Yr Cap Plan Ref: Not included W8	
Title:	Dam Repairs	CARRYOVER	

### Justification:

In 2021 upgrades to these facilities were not completed due to project resourcing and staff availability with other critical water supply work activities. With some 35 stations there is an ongoing need to continue to assess and upgrade these facilities. Water Supply will work towards a prioritized list for renewal and implement in 2022.

2021 Budget:	422,300	Expected Completion: Dec 2022
2021 Expenditures:	<u>83,900</u>	
Carryover Requested:	338,400	

Strategic Direction: Other - Supports Base Business

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
338,400	(338,400)				

## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: Scheduling Demands
Cost Center:	Water Capital	10 Yr Cap Plan Ref: Not included W8	
Title:	Irrigation System Upgrades	CARRYOVER	

### Justification:

Carryover is requested as the project was delayed due to staff availability, material supply delays and availability of construction resources. Equipment supply and construction services expected to be delivered and project completed in 2022.

2021 Budget:	198,500	Expected Completion: Dec 2022
2021 Expenditures:	22,300	
Carryover Requested:	176,200	

Strategic Direction: Other - Supports Base Business

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
176,200	(176,200)				

Department:	Capital Projects	Priority: 1	Reason: Design Option
Cost Center:	Wastewater Capital	10 Yr Cap Plan Ref: Not included WW3	
Title:	Biosolids Management Phase I & Phase II	CARRYOVER	

### Justification:

Carryover is requested to continue the preliminary design of the site requirements, a public communications plan, land purchase and application to the Agricultural Land Commission for both a digestion facility to be constructed within the next five years and the site of the future Wastewater Treatment Facility slated for some time after the year 2050. An additional review component was part of the preliminary design in order to establish timing resulting in the project not being complete in 2021.

2021 Budget:	1,000,000	Expected Completion: Dec 2023
2021 Expenditures:	37,200	
Carryover Requested:	962,800	

Strategic Direction: Other - Supports Base Business

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
962,800	(962,800)				

## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: External Event
Cost Center:	Wastewater Capital	10 Yr Cap Plan Ref: Not included WW5	
Title:	Renewal - Wastewater Mains and Facilities - SCADA		CARRYOVER

### Justification:

Supervisory Control and Data Acquisition (SCADA) system equipment is used to monitor, measure, process and provide emergency notifications for the main control system in the Wastewater Treatment Plant. The City's current processors and controller technology are no longer supported by the industry. Carryover is requested as due to COVID-19 events and a requirement to upgrade existing equipment to a new Windows platform this project was not started in 2021 as originally planned.

2021 Budget:	300,000	Expected Completion: Dec 2022
2021 Expenditures:	9,300	
Carryover Requested:	290,700	

Strategic Direction: Other - Supports Base Business

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
290,700	(290,700)				

Department:	Capital Projects	Priority: 1	Reason: Design Option
Cost Center:	Wastewater Capital	10 Yr Cap Plan Ref: Not included WW5	
Title:	Sanitary Replacements & Lift Station Renewal DCC		CARRYOVER

### Justification:

Carryover is requested for the following projects:

Flintoft Avenue - Sanitary Replacement

Manhattan Drive - Sanitary Replacement

Guy Street - Lift Station Renewal DCC

Work was not completed in 2021 because of re-designs due to the Tolko Mill closure. Designs are complete and the following projects have been awarded to contractors with anticipated completion for all projects in 2022.

2021 Budget:	2,804,500	Expected Completion: Dec 2022
2021 Expenditures:	175,200	
Carryover Requested:	2,629,300	

Strategic Direction: Environmental protection - Predictive modelling & forecasting

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
2,629,300	(2,629,300)				

## 2022 Capital Request Details

Department:	Capital Projects	Priority: 1	Reason: External Event
Cost Center:	Wastewater Capital	10 Yr Cap Plan Ref: Not included WW5	
Title:	Wastewater Lift Station Renewal		CARRYOVER

### Justification:

Carryover is requested as the project was delayed due to global manufacturing and shipping delays of needed materials. Designs are complete and work on the fiberglass station and the large horse power pumps will start in 2022 with anticipated completion in 2023.

2021 Budget:	700,000	Expected Completion: Sep 2023
2021 Expenditures:	<u>78,700</u>	
Carryover Requested:	621,300	

Strategic Direction:	Other - Supports Base Business
----------------------	--------------------------------

Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility
621,300	(621,300)				



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# 2022

## FINANCIAL PLAN

Carryover volume

March 21, 2022

Council Chambers

[#kelownabudget](#)

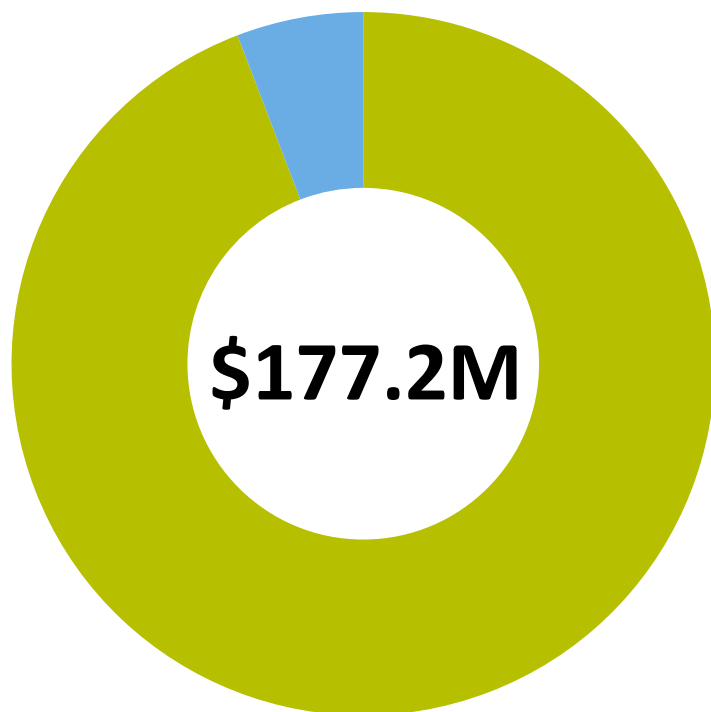
[kelowna.ca/budget](http://kelowna.ca/budget)





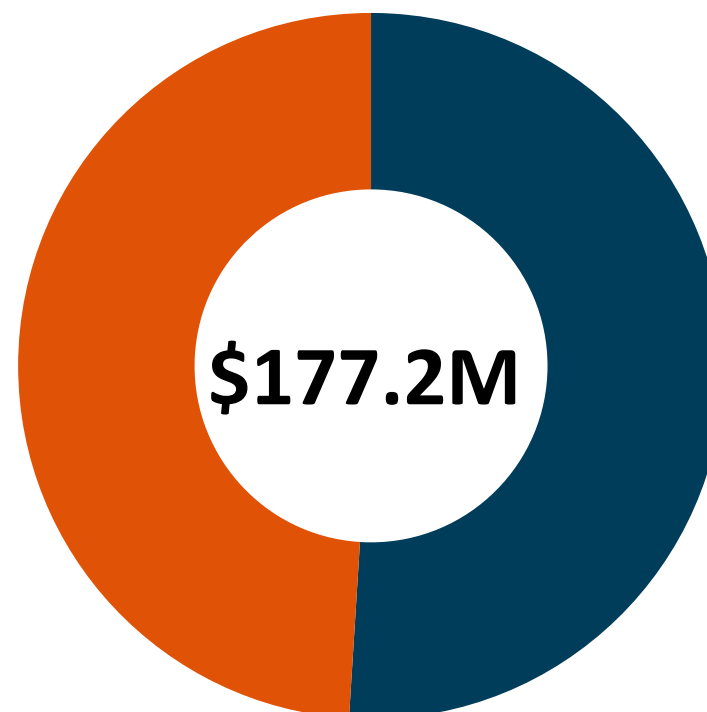
# Carryover value overview

**By request type**



■ Capital \$166.9M ■ Operating \$10.3M

**By funding source**



■ Utility \$90.4M ■ General \$86.8M

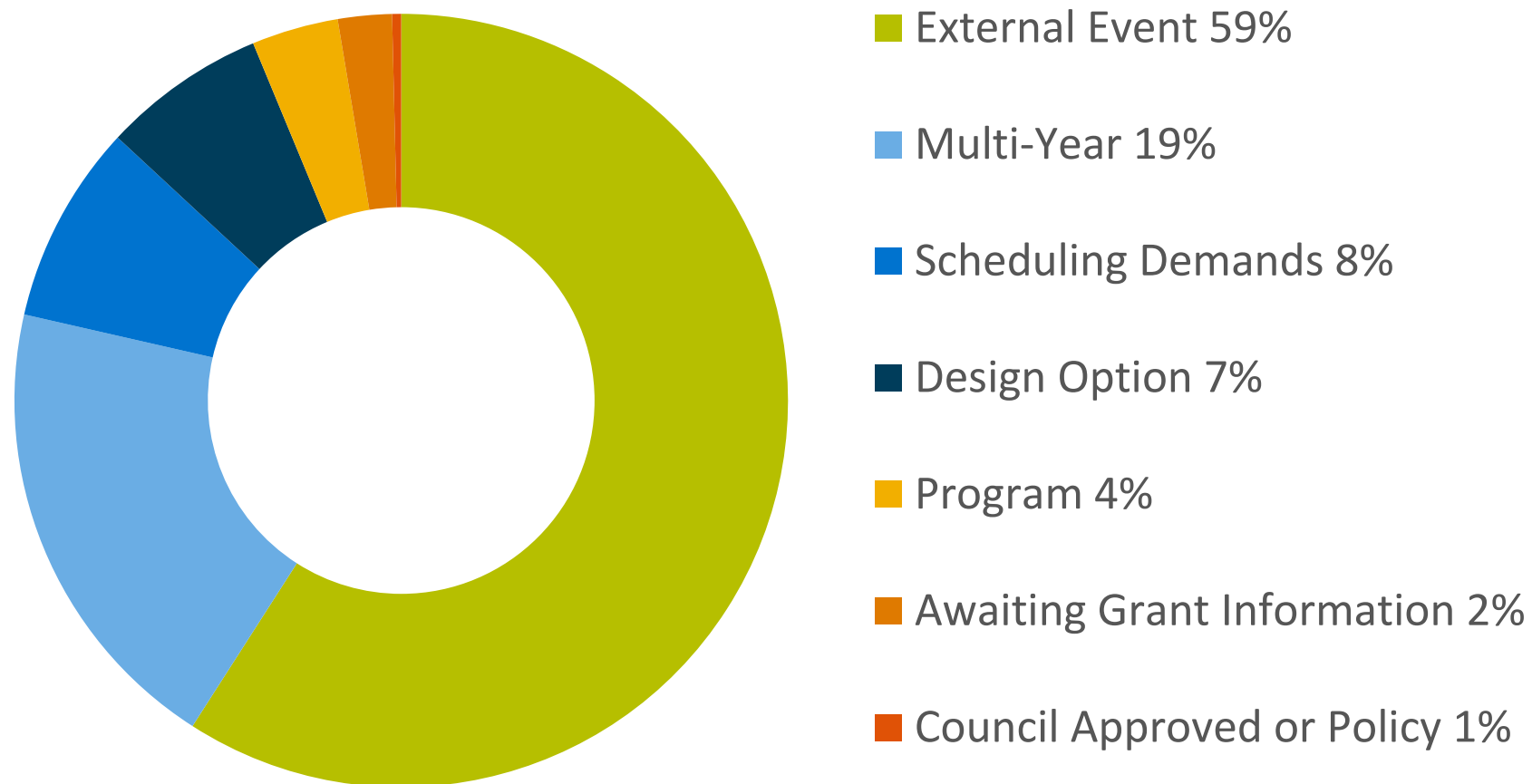


# Carryover request three-year comparison

	2022	2021	2020
Total Carryover	\$177M	\$173M	\$126M
Operating	\$10M = 6%	\$8M = 5%	\$7M = 6%
Capital	\$167M = 94%	\$165M = 95%	\$119M = 94%
General Fund	\$87M = 49%	\$73M = 42%	\$71M = 56%
Utility Funds	\$90M = 51%	\$100M = 58%	\$55M = 44%



# Carryover value by reason type



*Total \$177.2M*





# Large operating carryovers

- ▶ Strengthening Communities Grant Funding – \$2.1M
- ▶ Event Support Policy – \$449k
- ▶ Area Based Water Management Plan – \$403K







# Large capital carryovers

- ▶ Soaring Beyond 2.5 Million Passengers AIF Program – \$72.4M
- ▶ South Perimeter 1 DCC (Gordon Dr – Stewart 1), Road – \$7.5M
- ▶ Central Green – Pedestrian Overpass – \$5.3M





## Questions?

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

# Report to Council



**Date:** March 21, 2022  
**To:** Council  
**From:** City Manager  
**Subject:** Investment of Kelowna funds for 2021  
**Department:** Financial Planning

---

## **Recommendation:**

THAT Council receives, for information, the Investment of Kelowna Funds for 2021 Report from the Corporate Financial Planning Manager as presented on March 21, 2022 in alignment with Council's strong financial management priority.

## **Purpose:**

To provide Council with an economic environment update, as well as information summarizing the City of Kelowna's 2021 investment portfolio and an overview of the performance of the portfolio as a whole.

## **Background:**

### Economic Review

During 2021, the COVID-19 pandemic continued to create many challenges for the local, provincial and national economies. In addition, British Columbia experienced significant wildfires and flooding, which combined with the pandemic impacts resulted in unprecedented supply chain challenges.

The Consumer Price Index (CPI) for Canada increased from 0.7% in 2020 to 4.8% in 2021. The Bank of Canada expects CPI to be close to 5% for the first half of 2022 with expectations of it decreasing to 3% by the end of 2022. The Bank of Canada's long term CPI target remains at 2%.

The Canadian CPI measures increases in the cost of living that is experienced by consumers, and includes major components such as accommodation, food and energy. While the CPI is the most widely reported measurement of inflation in Canada, it does not necessarily reflect the basket of goods that are purchased by a local government. Other measures that are tracked by Statistics Canada include residential and non-residential construction costs. Nationally, these measures increased by 21.7% and 11.2% respectively in 2021.



In late February of 2022, Russian armed forces invaded Ukraine. The economic impacts from this invasion have been significant and are expected to further increase inflation and reduce economic growth. Prices for energy, metals and agricultural products have increased significantly and are expected to rise further if geopolitical tensions continue.

For the entirety of 2021, the Bank of Canada kept the overnight interest rate at 0.25%. In March of 2022, the overnight rate was increased for the first time since the start of the pandemic to 0.5%. The overnight interest rate is expected to continue to increase during 2022 in 0.25% increments.

The interest rates that the City of Kelowna receives on its investments are primarily determined by the national and international economic climates.

### Investment of Kelowna Funds

Under the BC Community Charter, local governments are restricted in the investments that they may choose. The City of Kelowna's Investment policy is aligned to the Community Charter. Historically, this has meant that the City has invested the majority of its funds in provincial and corporate bonds, as well as guaranteed investments from banks and credit unions. Since the start of the COVID-19 pandemic in early 2020, both short-term and long-term interest rates have been at historically low levels.

The City of Kelowna continues to utilize a laddered strategy and balanced approach for investment holdings and duration. The laddered strategy has meant that investments mature at a smooth and predictable rate. However, as we have been in an extremely low interest rate environment for approximately two years, the returns on our overall portfolio have decreased relative to prior years. This is due to older investments with higher rates of return having matured, and been replaced with newer investments with lower rates of return.

For the purposes of illustration, the following tables provides interest rates that were offered to the City of Kelowna at various points in the last two years:

#### **Offered Investment Rates During 2020 and 2021**

##### **Bank Guaranteed Investment Certificates**

	<b>June 2021</b>	<b>October 2020</b>
1 year	0.63	0.62
2 year	0.83	0.83
3 year	1.04	0.93
4 year	1.25	1.04
5 year	1.61	1.14

##### **Provincial Bonds**

	<b>June 2021</b>
1 year	0.40
5 year	1.06
10 year	1.79

## Portfolio Performance

The City of Kelowna portfolio has a fund value of \$623.1 million as of Dec. 31, 2021. The investment returns from these funds are used toward the City's operating and capital programs and help fund programs and renew assets. The portfolio is diversified into: 36% (\$223.3 million) short term investments, 63% (\$393.6 million) long term investments and 1% (\$6.2 million) internally financed projects.

The City of Kelowna Investment Policy includes five market indicators as benchmarks to determine the investment portfolio's performance. The benchmarks are compared to the City's average rate of return earned on the entire investment portfolio. These benchmarks are the CPI Index Average, the FTSE TMX Canada 91-Day T-Bill, the median money market return, the MFA Bond Fund and the MFA Money Market Fund. In 2021, the City of Kelowna's 1.67% average rate of return was greater than performance indicators in each of these benchmarks with the exception of the CPI Index Average.

## Policy Compliance

Council Investments Policy 316 mandates certain requirements for diversification of funds, as well as constraints for the maximum amounts that can be invested with any single government or corporation. During 2021, the investments portfolio complied with all policy mandates and constraints.

## Legacy Fund

The Legacy Fund consists of City owned Fortis Inc. corporate shares purchased with the proceeds of the sale of the City's electrical utility, along with the proceeds received from the termination of the City's natural gas lease-in lease-out agreement with FortisBC Energy Inc in 2018. In 2013 the City of Kelowna purchased Fortis Inc. shares in the amount of \$55.0 million from the sale of the City's Electric Utility.

As of Dec. 31, 2021, the Fortis investment had a book value of \$72.2 million and a market value of \$125.1 million, for a return on investment since inception of 73%. Consistent with prior years the City reinvested all dividends received, in the amount of \$4.2 million.

## The Year Ahead

2022 investment objectives include continued monitoring of the economic climate in order to safeguard and accurately position financial assets, along with continuing to diversify the assets to maintain the security of funds.

In late 2021, Council approved changes to the investment policy that will allow investments in a new fund offered through MFABC called the Diversified Multi-Asset Class Fund.

In conclusion, the Financial Planning team is evaluating our financial reserves and investment strategy to determine the City's optimal portfolio.

**Internal Circulation:**

Communications Consultant

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

The Financial Officer will provide Council with an annual report on the performance of the Investment of City of Kelowna Funds portfolio in the first quarter of the following year.

***Existing Policy:***

Council Policy Number 316

**Considerations not applicable to this report:**

***Legal/Statutory Authority:***

***Financial/Budgetary Considerations:***

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

***Communications Comments:***

Submitted by:

Kevin Hughes CPA CA, Financial Planning Manager

Approved for inclusion:



cc: Genelle Davidson CPA CMA, Divisional Director Financial Services

**Attachments:**

Appendix A. Presentation to Council



# 2021 Investment Report

March 21, 2022



# Portfolio summary

<b>Fund Summary at December 31, 2021</b>	<b>Amount</b>
Short Term Investments	\$ 223.3
Long Term Investments	\$ 393.6
Internally Financed Projects	\$ 6.2
<b>Total Fund Value</b>	<b>\$ 623.1</b>

(in millions)

# Constraints for Local Government Investments

## Investment of municipal funds

**183** Money held by a municipality that is not immediately required may only be invested or reinvested in one or more of the following:

- (a) securities of the Municipal Finance Authority;
- (b) pooled investment funds under section 16 of the *Municipal Finance Authority Act*;
- (c) securities of Canada or of a province;
- (d) securities guaranteed for principal and interest by Canada or by a province;
- (e) securities of a municipality, regional district or greater board;
- (f) investments guaranteed by a chartered bank;
- (g) deposits in a savings institution, or non-equity or membership shares of a credit union;
- (h) other investments specifically authorized under this or another Act.



# Offered Investment Rates 2020 and 2021

## Bank Guaranteed Investment Certificates

	June 2021	October 2020
1 year	0.63	0.62
2 year	0.83	0.83
3 year	1.04	0.93
4 year	1.25	1.04
5 year	1.61	1.14

## Provincial Bonds

	June 2021
1 year	0.40
5 year	1.06
10 year	1.79

# Performance objectives

## Average rate of return

Benchmark	Rate	City of Kelowna Average Rate
CPI Index Average	4.80%	1.67%
FTSE TMX Canada 91-Day T-Bill	0.20%	
Median Money Market Return	0.20%	
MFA Bond Fund	-0.82%	
MFA Money Market Fund	0.15%	



# Legacy Fund summary

Legacy Fund at December 31, 2021	Amount
FortisBC Inc. Share Summary	\$ 72.2
Natural Gas proceeds	\$ 33.0
Total	\$ 105.2

(in millions)



*Questions?*

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

# Report to Council



**Date:** March 21, 2022

**To:** Council

**From:** City Manager

**Subject:** Transit 2021/2022 Amended Annual Operating Agreement

**Department:** Financial Services, Revenue

---

## **Recommendation:**

THAT Council approve Amendment #1 to the 2021/2022 Annual Operating Agreement for Kelowna Regional Transit.

## **Purpose:**

To receive Council approval for the amendment to the transit 2021/22 Annual Operating Agreement

## **Background:**

The Annual Operating Agreement (AOA) is submitted annually by BC Transit to the City of Kelowna in March and is effective for the period of April 1<sup>st</sup> to March 31<sup>st</sup> of the following year. The AOA is a summary of budgeted revenues and costs within the Kelowna Regional Transit System for BC Transit's fiscal year (March 31<sup>st</sup>).

Each Local Government Partner within the Kelowna Regional Transit System submits the AOA to their Councils for approval. The impacts of the 2021/2022 AOA were included in the City of Kelowna's 2021 Provisional Budget that Council approved in December 2020. The current year's projected budget includes impacts of the upcoming Annual Operating Agreement that will be presented later this year. However, changes to transit service throughout the year within the Kelowna Regional Transit System may require an amendment to the original AOA.

This is a request for the approval of an amendment to the 2021/22 Transit Annual Operating Agreement. These changes are accounted for in the City of Kelowna's current 2022 operating budget.

### Conventional Transit

The amended agreement for Conventional transit has no change in ticket and Farebox revenues and a decrease in expenditures of \$359,336. The significant decreases consist of Hourly Costs of \$246,310, Fuel of \$77,898, and Management services of \$26,617. The local Government share of the decrease in expenditure is \$191,562. The City of Kelowna share of the decrease in expenses is \$158,435.

### Community Transit

The amended agreement for Community Transit includes a \$25,352 increase in operating costs for Community transit. The significant increases consist of Hourly costs of \$18,751, Fuel of \$2,398 and Management services of \$2,559. The Local Governments pay for \$13,515 of the increase. The City of Kelowna's share is \$5,334.

### Custom Transit

The Custom Transit business unit was unaffected in the amended agreement.

#### **Internal Circulation:**

Manager, Integrated Transportation  
Transit and Programs Manager  
Director, Financial Services  
Divisional Director, Infrastructure

#### **Legal/Statutory Authority:**

Annual Operating Agreement is required to authorize funding for payment of transit contractor.

#### **Financial/Budgetary Considerations:**

Existing budget provides for these Annual Operating requirements.

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

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

##### **Existing Policy:**

##### **Personnel Implications:**

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

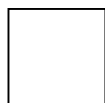
##### **Communications Comments:**

##### **Alternate Recommendation:**

Submitted by:

P. Gramiak, Revenue Supervisor

Approved for inclusion:



**Genelle Davidson**, *Divisional Director, Financial Services*

**Kelowna Regional**

**ANNUAL OPERATING AGREEMENT**

**between**

**City of Kelowna**

**and**

**British Columbia Transit**

**Amendment #1**

**Effective**

**September 5, 2021**

INFORMATION CONTAINED IN THIS AGREEMENT IS SUBJECT TO *THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT*. CONSULT WITH THE AUTHORITY PRIOR TO RELEASING INFORMATION TO INDIVIDUALS OR COMPANIES OTHER THAN THOSE WHO ARE PARTY TO THIS AGREEMENT.

## ANNUAL OPERATING AGREEMENT

BETWEEN:

**City of Kelowna**

(the "Municipality")

AND:

**British Columbia Transit**

(the "Authority")

WHEREAS the Authority is authorized to contract for transit services for the purpose of providing and maintaining those services and facilities necessary for the establishment, maintenance and operation of a public passenger transportation system in the Transit Service Area;

WHEREAS the Municipality is authorized to enter into one or more agreements with the Authority for transit services in the Transit Service Area;

WHEREAS the parties hereto have entered into a Transit Service Agreement which sets out the general rights and responsibilities of the parties hereto;

WHEREAS the Municipality and the Authority are authorized to share in the costs for the provision of a Public Passenger Transportation System pursuant to the *British Columbia Transit Act*;

AND WHEREAS the parties hereto wish to enter into an Annual Operating Agreement which sets out, together with the Transit Service Agreement, the specific terms and conditions for the Public Passenger Transportation System for the upcoming term.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and of the covenants hereinafter contained, the parties covenant and agree with each other as follows:

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## SECTION 1: DEFINITIONS

Unless agreed otherwise in the Annual Operating Agreement, the definitions set out in the Transit Service Agreement shall apply to this Annual Operating Agreement including:

- a) “Annual Operating Agreement” shall mean this Annual Operating Agreement and any Annual Operating Agreement Amendments negotiated and entered into by the parties subsequent hereto;
- b) “Transit Service Agreement” shall mean the Transit Service Agreement between the parties to this Annual Operating Agreement, including any amendments made thereto;
- c) “Incurred” means an event or transaction has taken place for which an obligation to pay exists, even if an invoice has not been received, such that the underlying evidence indicates there is little or no discretion to avoid the obligation. The value of the obligation is to be calculated in accordance with recognized Canadian accounting standards.

## SECTION 2: INCORPORATION OF SCHEDULES

All schedules to this agreement are incorporated into the agreement, and form part of the agreement.

## SECTION 3: INCORPORATION OF TRANSIT SERVICE AGREEMENT

Upon execution, this Annual Operating Agreement shall be deemed integrated into the Transit Service Agreement and thereafter the Transit Service Agreement and Annual Operating Agreement shall be read together as a single integrated document and shall be deemed to be the Annual Operating Agreement for the purposes of the *British Columbia Transit Act*, as amended from time to time.

## SECTION 4: TERM AND RENEWAL

- a) The parties agree that the effective date of this agreement is to be September 5, 2021, whether or not the agreements have been fully executed by the necessary parties. Once this agreement and the associated Transit Service Agreement are duly executed, this agreement will replace all provisions in the existing Transit Service Agreement and Master Operating Agreement with respect to the rights and obligations as between the Authority and the Municipality.
- b) Upon commencement in accordance with Section 4(a) of this agreement, the term of this agreement shall be to March 31, 2022 except as otherwise provided herein. It is acknowledged by the parties that in the event of termination or non-renewal of the Annual Operating Agreement, the Transit Service Agreement shall likewise be so terminated or not renewed, as the case may be.
- c) Either party may terminate this agreement as follows:
  - a. Cancellation by the Authority: In the event that the Authority decides to terminate this Agreement for any reason whatsoever, the Authority shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 12.
  - b. Cancellation by the Municipality: In the event that the Municipality decides to terminate this Transit Service Agreement for any reason whatsoever, and by extension the Annual Operating Agreement, the Municipality shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 12.



## SECTION 5: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

This Agreement and the parties hereto are subject to the provisions of the *Freedom Of Information And Protection Of Privacy Act* ("FOIPPA"). Any information developed in the performance of this Agreement, or any personal information obtained, collected, stored pursuant to this Agreement, including database information, shall be deemed confidential and subject to the provisions of the FOIPPA including the handling, storage, access and security of such information. Confidential information shall not be disclosed to any third party except as expressly permitted by the Authority or pursuant to the requirements of the FOIPPA.

## SECTION 6: SETTLEMENT OF DISPUTES

In the event of any dispute arising between or among the parties as to their respective rights and obligations under this Agreement, or in the event of a breach of this Agreement, the parties agree to use their best efforts to find resolution through a mediated settlement. However, in the event that mediation is not successful in finding a resolution satisfactory to all parties involved, any party shall be entitled to give to the other notice of such dispute and to request arbitration thereof; and the parties may, with respect to the particular matter then in dispute, agree to submit the same to a single arbitrator in accordance with the applicable statutes of the Province of British Columbia.

## SECTION 7: MISCELLANEOUS PROVISIONS

- a) Amendment: This agreement may only be amended in writing signed by the Municipality and the Authority and specifying the effective date of the amendment.
- b) Assignment: This Agreement shall not be assignable without prior written consent of the parties.
- c) Enurement: This Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.
- d) The parties agree that this agreement is in substantial compliance with all relevant legislative requirements to establish the rights and obligations of the parties as set out in the *British Columbia Transit Act*.

## SECTION 8: LOCAL CONTRIBUTIONS AND RESERVES

British Columbia Transit service is provided using a cost sharing model. Where any transit related contributions are received and/or third party revenues are earned that are in excess of expenses, the Authority is required to hold these excess funds in a reserve account for use against transit related expenditures in future years. When unanticipated expenditures occur that were not included in the budget and cannot be covered by reserves, the Authority will seek to recover these based on the cost sharing ratios between the Municipality and the Authority.

### Eligible Operating Expenses

The Authority will invoice the Municipality and collect on monthly Municipal invoices based on Incurred Eligible Operating Expenses to provide Transit Service. Eligible Operating Expenses are comprised of the following costs of providing Public Passenger Transportation Systems:

- a) *For Conventional Transit Service:*
  - i. the operating costs for providing Conventional Transit Service excluding interest and amortization;

- i. the amount of any operating lease costs of BC Transit for Conventional Transit Services;
  - ii. the amount of the municipal administration charge not exceeding 2 percent of the direct operating costs payable under an Annual Operating Agreement;
  - iii. an amount of the Annual Operating Costs of the Authority not exceeding 8 percent of the direct operating costs payable under an Annual Operating Agreement;
- b) *For Custom Transit Service:*
  - i. the operating costs for providing Custom Transit Service excluding interest and amortization, but including the amount paid by the Authority to redeem taxi saver coupons issued under the Taxi Saver Program after deducting from that amount the amount realized from the sale of those coupons;
  - i. the amount of any operating lease costs of the Authority for Custom Transit Service;
  - ii. the amount of the municipal administration charge not exceeding 2 percent of the direct operating costs payable under an Annual Operating Agreement; and,
  - iii. an amount of the Annual Operating Costs of the Authority not exceeding 8 percent of the direct operating costs payable under an Annual Operating Agreement;
- c) Eligible Operating Expenses exclude the costs of providing third-party 100 percent-funded services.
- d) Annual operating costs of the Authority are operations, maintenance and administration costs that are for the shared benefit of all transit systems operated by the Authority. These costs are allocated to each transit system on a pro rata basis based on the nature of the costs.

### **Lease Fees**

The Authority will invoice the Municipality and collect on monthly Municipal invoices for Lease Fees on tangible capital assets owned by the Authority that are used in the provision of transit service. Lease Fees are comprised of the following:

- a. The Municipality's fee for use of the asset, including for the costs of acquisition, construction, development and betterment of the asset and the costs of installing the asset at the location and condition necessary for its intended use;
- a. Debt financing and risk related charges or costs payable on assets;
- b. Payment into a reserve fund for preventative maintenance and major repair of assets owned or leased by the authority;
- c. Amounts sufficient for the Authority to recover all other costs relating to the asset, including, but not limited to taxes and administrative charges.

Where Lease Fees are received that exceed actual asset-related expenses in any given period, these will be placed in a pooled reserve. This reserve will be used to offset against future Lease Fees as outlined above.

### **Reserve Funds**

The Authority will establish the following for each transit system to record the contributions that have been received but not yet earned as follows:

- a. **Operating Reserve:** Contributions by the Municipality prior to March 31, 2021, towards Eligible Operating Expenses that have been matched with a Provincial share Contribution but have not been used to fund incurred Eligible Operating Expenses.
  - i. Any expenditure of monies from the Operating Reserve will only be credited towards shareable Eligible Operating Expenses for the transit system for which it was collected.
  - i. The Operating Reserve excludes amounts collected from the Municipality on Lease Fees and will not be used toward Lease Fees.
  - ii. The Authority will provide a quarterly statement of account of the Operating Reserve balance including contributions, amounts utilized and any interest earned for the Operating Reserve.
- b. **Local Transit Fund:** Contributions by the Municipality towards Eligible Operating Expenses that have been received but not matched with a Provincial share contribution will be deferred in the Local Transit Fund.
  - i. Any expenditure of monies from the Local Transit Fund will:
    - 1. only be credited towards the Municipality's share of expenses for the transit system for which it was collected.
    - 1. be applied to reduce Municipal invoices at the discretion of the Municipality as agreed to under the Annual Operating Agreement or amendments as required.
  - i. The Local Transit Fund may be used towards Lease Fees.
  - ii. The Authority will provide a quarterly statement of account of the Local Transit Fund balance including contributions, amounts utilized and interest earned.

## SECTION 9: SAFE RESTART CONTRIBUTION

Under the Safe Restart program, the federal and provincial governments provided a joint one-time contribution to transit systems in BC (the "Safe Restart Contribution") in 2020/21.

The Authority applied the Safe Restart Contribution as follows:

- a. As a one-time allocation towards the Municipality's share of 2020/21 Eligible Operating Expenses;
- a. After applying the allocation of Safe Restart Contribution, any excess contributions received from the Municipality were deferred to the Local Transit Fund;
- b. The Authority will apply the remaining Local Transit Fund balance to reduce 2021/22 and future Municipal invoices at the discretion of Local Government Partners as agreed to under an Annual Operating Agreement or amendments as required.

It is expected that by receiving the Safe Restart contribution the Municipality will work with the Authority to maintain targeted essential transit service levels by not reducing transit service below existing planned service levels and maintain affordability by limiting annual fare increases to 2.3% through March 31, 2024.

## SECTION 10: GOVERNING LAW

This agreement is governed by, and shall be construed in accordance with, the laws of the Province of British Columbia, with respect to those matters within provincial jurisdiction, and in accordance with the laws of Canada with respect to those matters within the jurisdiction of the Government of Canada.

## SECTION 11: COUNTERPARTS

This contract and any amendment hereto may be executed in counterparts, each of which shall be deemed to be an original and all of which shall be considered to be one and the same contract. A signed facsimile or pdf copy of this contract, or any amendment, shall be effective and valid proof of execution and delivery.

## SECTION 12: NOTICES AND COMMUNICATIONS

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a designated officer of the parties hereto to whom it is addressed where an electronic signed document is emailed to the parties or if mailed by prepaid registered mail to the Authority at:

### **British Columbia Transit**

c/o Executive Assistant, Business Development

P.O. Box 9861

520 Gorge Road East

Victoria, British Columbia V8W 9T5

and to the Municipality at:

### **City of Kelowna**

c/o Transit and Programs Manager

1435 Water St.

Kelowna, B.C. V1Y 1J4

and, if so mailed, shall be deemed to have been received five (5) days following the date of such mailing.

IN WITNESS WHEREOF, the parties have hereunto set their hand this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**City of Kelowna**

\_\_\_\_\_

\_\_\_\_\_

**British Columbia Transit**

\_\_\_\_\_  
Vice President, Finance and Chief Financial Officer

\_\_\_\_\_  
President and Chief Executive Officer

## SCHEDULE "A": TARIFF AND FARES

### APPENDIX 1: TARIFF NOTES

#### Conventional Transit Fares:

	<i>Effective as of Sept. 1, 2021</i>
a) Single Cash Fares:	
i) Adult/College Student	\$2.50
ii) Senior	\$2.50
iii) Student	\$2.50
iv) Child 12 and under	Free
v) Accessible Transit Attendant	Free
b) Tickets (sheet of 10):	
i) Adult/College Student	\$22.25
ii) Senior/Student*	\$20.25
c) One Day Pass:	
i) Adult/College Student	\$ 6.50
ii) Senior	\$ 6.50
iii) Student	\$ 6.50
d) Monthly Pass:	
i) Adult	\$70.00
ii) Senior*	\$45.00
iii) Student*	\$45.00
iv) College Student**	\$55.00
v) College Semester Pass**	\$176.00
e) U-Pass per semester	\$63.00
f) Transfers: allow for unlimited travel for up to 90 minutes from the time of issue.	
g) BC Bus Pass valid for the current calendar year and available through the Government of British Columbia BC Bus Pass Program.	
h) CNIB Identification Card available from the local office of the CNIB.	
i) BC Transit Employee Bus Pass.	
* Reduced fare with valid ID for seniors aged 65 and over, and students in full-time attendance to grade 12.	
** Reduced fare for full-time registered college students available only at Okanagan College and Sprott-Shaw Community College.	

**Custom Transit Fares:**

**Fares:**

*Effective as of September 1, 2021*

**One Way Trip:**

Registered User	\$ 2.50
Registered User – 12 and under	Free
Companion	\$ 2.50
Attendant accompanying registered user	no charge

Tickets (5) - adult	\$11.25
Tickets (5) - senior	\$10.00
Monthly Pass - adult	\$70.00
Monthly Pass – senior	\$45.00

**Note:** Visitors may register for temporary handyDART service. Proof of registration in another jurisdiction or proof of eligibility is required.

## SCHEDULE "B": SERVICE SPECIFICATIONS

### **Kelowna Conventional Transit Service:**

The Local Transit Service Area for Kelowna Conventional transit service shall be: shall be the municipal boundaries of the Corporation of the City of Kelowna in effect September 25, 1980, the corporate boundaries of the District of West Kelowna, the District of Peachland of the Regional District of Central Okanagan, the corporate boundaries of the District of Lake Country, and Central Okanagan West Electoral Area IR# 9 and IR# 10 and a portion Central Okanagan East Electoral Area (Ellison) only.

The Annual Service Level for the City of Kelowna's share of the Kelowna Conventional transit service shall be **137,300** Revenue Service Hours.

The Exception Days recognized annually for the Kelowna Conventional transit service are:

<b>Exception Days</b>	<b>Service Level</b>
Good Friday	Sunday
Easter Monday	Monday
Victoria Day	Sunday
Canada Day	Saturday
BC Day	Sunday
Labour Day	Sunday
Thanksgiving Day	Sunday
Remembrance Day	Sunday
Christmas Day	Sunday
Boxing Day	Saturday
New Year's Day	Sunday
Family Day	Sunday



**Kelowna Community Transit Service:**

The Local Transit Service Area for Kelowna Community transit service shall be: shall be the municipal boundaries of the Corporation of the City of Kelowna in effect September 25, 1980, the corporate boundaries of the District of West Kelowna, the District of Peachland of the Regional District of Central Okanagan, the corporate boundaries of the District of Lake Country, and Central Okanagan West Electoral Area IR# 9 and IR# 10 and a portion Central Okanagan East Electoral Area (Ellison) only.

The Annual Service Level for the City of Kelowna's share of the Kelowna Community transit service shall be **14,300** Revenue Service Hours.

The Exception Days recognized annually for the Kelowna Community transit service are:

<b>Exception Days</b>	<b>Service Level</b>
Good Friday	Sunday
Easter Monday	Monday
Victoria Day	Sunday
Canada Day	Saturday
BC Day	Sunday
Labour Day	Sunday
Thanksgiving Day	Sunday
Remembrance Day	Sunday
Christmas Day	Sunday
Boxing Day	Saturday
New Year's Day	Sunday
Family Day	Sunday

**Kelowna Custom Transit Service:**

The Local Transit Service Area for Kelowna Custom transit service shall be:

The boundaries of the Kelowna Custom (handyDART) Transit Service Area shall be the municipal boundaries of the Corporation of the City of Kelowna, the corporate boundaries of the City of West Kelowna, and the corporate boundaries of the District of Lake Country.

The Annual Service Level for the Kelowna Custom transit service shall be **36,800** Revenue Service Hours.

The Exception Days recognized annually for the Kelowna Custom transit service are:

<b>Exception Days</b>	<b>Service Level</b>
Good Friday	No Service
Easter Monday	No Service
Victoria Day	No Service
Canada Day	No Service
BC Day	No Service
Labour Day	No Service
Thanksgiving Day	No Service
Remembrance Day	No Service
Christmas Day	No Service
Boxing Day	No Service
New Year's Day	No Service
Family Day	No Service

## SCHEDULE "C": BUDGET

## KELOWNA/CENTRAL OKANAGAN CONVENTIONAL

	OFFICIAL AOA 2021/22	CITY OF KELOWNA	CITY OF WEST KELOWNA	WESTBANK FIRST NATION	DISTRICT OF LAKE COUNTRY	CORD / ELLISON
TOTAL REVENUE	\$4,752,590	\$4,752,590				
TOTAL OPERATING COSTS	\$20,202,666	\$16,687,964	\$1,985,058	\$403,435	\$1,088,527	\$37,682
TOTAL COSTS (including Local Government Share of Lease Fee)	\$22,328,743	\$18,445,701	\$2,191,850	\$445,278	\$1,204,226	\$41,688
NET LOCAL GOVERNMENT SHARE OF COSTS	\$3,735,215	\$2,277,850	\$827,691	\$170,309	\$444,029	\$15,337
REVENUE SHARE		100.00%	0.00%	0.00%	0.00%	0.00%
COST SHARE*		82.68%	9.73%	1.97%	5.44%	0.19%
MAJOR OPERATING PROJECT		100.00%	0.00%	0.00%	0.00%	0.00%
BRT SHARE		67.15%	26.34%	6.51%	0.00%	0.00%

\* Not Including BRT.MOP

## KELOWNA COMMUNITY BUS CONVENTIONAL

	OFFICIAL AOA 2021/22	CITY OF KELOWNA	DISTRICT OF WEST KELOWNA	WESTBANK FIRST NATION	DISTRICT OF PEACHLAND	DISTRICT OF LAKE COUNTRY
TOTAL OPERATING COSTS	\$3,027,976	\$1,270,202	\$993,920	\$472,600	\$135,845	\$155,409
TOTAL COSTS (including Local Government Share of Lease Fee)	\$3,246,953	\$1,362,060	\$1,065,798	\$506,778	\$145,669	\$166,648
NET LOCAL GOVERNMENT SHARE OF COSTS	\$1,762,506	\$741,738	\$576,468	\$276,861	\$78,134	\$89,305
Cost Share		41.95%	32.82%	15.61%	4.49%	5.13%

## KELOWNA CUSTOM

	OFFICIAL AOA 2021/22
TOTAL REVENUE	\$94,812
TOTAL OPERATING COSTS	\$3,653,358
TOTAL COSTS (including Local Government Share of Lease Fee)	\$3,897,927
NET LOCAL GOVERNMENT SHARE OF COSTS	\$969,342



# Transit 2021/2022 Amended Annual Operating Agreement





# Transit 2021/2022 Amended Annual Operating Agreement

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- ▶ Annual Operating Agreement (AOA) is a summary of budgeted revenues and costs
- ▶ Effective April 1<sup>st</sup> to March 31<sup>st</sup>
- ▶ 2021/2022 AOA was approved and executed by Council in June 2021
- ▶ Significant changes to transit service require an amendment to the 2021/2022 AOA





# Transit 2021/2022 Amended Annual Operating Agreement

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- ▶ Reduced service hours beginning January 2022
- ▶ System wide service level reduction due to COVID demand adjustments and labor shortage.
  - ▶ Hourly running costs
  - ▶ Fuel
  - ▶ Maintenance



# 2021/2022 AAOA Comparison to 2021/2022 AOA

		City of Kelowna Portion
<b>Total revenue increase</b>		-
Conventional	Cost Decrease	\$158,435
Community	Cost Increase	\$5,334
Custom	No Change	-
<b>Total cost decrease</b>		<b>\$153,101</b>

# Transit 2021/2022 Amended Annual Operating Agreement

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- ▶ At the December preliminary budget these impacts were projected and included in the 2022 transit budget







*In conclusion, the Amended Annual Operating Agreement is ready for your approval. Questions?*

# Report to Council



**Date:** March 21, 2022

**To:** Council

**From:** City Manager

**Subject:** Kelowna Museums Society – Lease and Operating Agreement

**Department:** Real Estate & Active Living and Culture

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## **Recommendation:**

THAT Council receives, for information, the report from Real Estate & Active Living and Culture departments dated March 21, 2022, with respect to the Lease and Operating Agreement between the City of Kelowna and the Kelowna Museums Society;

AND THAT Council approves the City entering into a five (5) year Lease and Operating Agreement with the Kelowna Museums Society, in the form attached to the Report of the Real Estate & Active Living and Culture departments dated March 21, 2022;

AND THAT the 2022 Financial Plan be amended from \$625,570 to \$675,000 in grant funding to the Kelowna Museums Society, with funding from the General Reserve;

AND FURTHER THAT the Mayor and City Clerk be authorized to execute the Lease and Operating Agreement and all documents necessary to complete this transaction.

## **Purpose:**

To approve the City entering into a five (5) year Lease and Operating Agreement with the Kelowna Museums Society, for the City-owned properties at 470 Queensway, 1304 Ellis Street, and a portion of 1424 Ellis Street.

## **Background:**

The Kelowna Museums Society (KMS) operates and maintains multiple museums located in three municipal facilities. These include the Okanagan Heritage Museum/ Central Okanagan Sports Hall of Fame, Okanagan Military Museum and Wine and Orchard Museum/ Laurel Packinghouse.

### *Service to the Community*

The KMS offers numerous public events and activities including exhibitions, openings, drop-in visits, programming for school and community groups, guest lecturers, community outreach workshops, presentations, public tours and an annual heritage fair. Annually, the KMS welcomes over 60,000 visitors, 22,000 of whom are participants in school public programming.

The Okanagan Heritage Museum is home to the Ursula Surtees Conservation Laboratory, which offers conservation assessment, treatment and workshops. The Conservation Lab is the only facility of its kind in the interior of BC. Additional ancillary users of the museums include researchers accessing the Kelowna Public Archives and the Vince Bezeau Military Library & Archives. Space at the museum is also available to partner community groups for research and meeting purposes.

The Laurel Packinghouse is utilized by and rented to community groups, businesses and individuals for public and private events, counting over 26,000 visitors annually. These include craft fairs, galas, fundraisers, civic and community presentations and roundtables, meetings and private events such as weddings and Christmas parties.

During the restrictions imposed by the pandemic, the KMS has continued to offer programming to residents of Kelowna through virtual tours and educational workshops across a broad range of topics. The virtual programming has been very successful and allowed the community to engage with the museum in a new way.

Established in 1936 as a community group and in 1951 as a registered not-for-profit society, the KMS has provided the region's residents and visitors with an on-going interpretation of the Okanagan and beyond. They are caretakers of history, science and human legacy.

### *Partnership History:*

The services provided by KMS are critical to preserving and sharing the history of our region, and play a key role in meaningful work towards reconciliation. Since 1948, the City has benefited and continues to benefit from a strong partnership with KMS that currently includes the lease of City space and the delivery of direct programming and services to residents and visitors.

The impact KMS has had on our community is significant. Over the past twelve months, the City's annual investment in KMS consisted of a \$625,230 operating grant and the use of three civic facilities. The KMS has leveraged this investment by providing \$1.3 million worth of programming. In 2021, KMS received operating support of approximately \$507,000 (including COVID recovery funding) from other levels of government.

### *Strategic Partnership Review:*

Staff's annual review of strategic partnerships confirms that KMS has a strong, active and engaged board and is operating in strong alignment with the 2020-2025 Cultural Plan, Cultural Facilities Master Plan and the City's heritage priorities. KMS has a history of successful programs and services that are carefully planned - and shows leadership and deep commitment to reconciliation and relationship

building with syilx/Okanagan People. Additionally, the Society was able to successfully pivot its programs to engage visitors through an online format.

The KMS lease expired in 2020 and has been in overholding since that time. Over the past two years, Staff have worked collectively with KMS to clarify maintenance demands and responsibilities for these older buildings and to develop an initial framework for the establishment of a reserve fund. The new lease is reflective of this work.

#### *Annual Repairs and Maintenance funding by KMS*

While the previous agreement between the City and KMS did not include a building reserve, the society continues to be an excellent steward of the municipal assets. Below is a summary of the annual spending by KMS with regards to building maintenance. This does not include utility and capital expenditure.

KMS – Annual Building Maintenance Funding					
Year	2017	2018	2019	2020	Total
Heritage Museum	\$23,379	\$19,199	\$32,867	\$42,393	\$117,838
Military Museum	\$4,184	\$5,640	\$10,200	\$11,474	\$31,498
Laurel Building	\$27,371	\$26,909	\$26,151	\$12,885	\$99,316
<b>Total</b>	<b>\$54,934</b>	<b>\$51,748</b>	<b>\$69,218</b>	<b>\$66,752</b>	<b>\$242,652</b>

#### *Agreement Summary:*

Through the proposed Lease and Operating Agreement, the City and KMS seek to achieve the following shared objectives:

- a) Provision of a wide range of programs and services which enable preservation and interpretation of human and natural history artifacts for the City and region and its residents and visitors;
- b) Cost-effective, viable, and prudent long-term tenure, operation and maintenance of City-owned lands and buildings;
- c) Increased leverage of City resources through the development of community partnerships and diverse funding sources including donations, sponsorship, grants, and earned revenues; and
- d) contributing to the appreciation of human and natural history in Kelowna and the region surrounding Kelowna.

A summary of the key details of the Lease and Operating Agreements is shown in the table below:

Lease and Operating Agreement – Key Terms	
Annual Grant	\$675,000, increased by BC CPI starting March 1, 2023
Term	Five (5) years
Lease	Okanagan Heritage Museum – 470 Queensway Laurel Packinghouse – 1304 Ellis Street Okanagan Military Museum – 1424 Ellis St
Rent	Nominal (\$1)
Contribution to Building Reserve	Annual contribution of \$18,000 to building reserve (increased by BC CPI starting March 1, 2023)

Staff have worked closely with KMS to strengthen the Lease and Operating Agreement in an effort to increase the clarity and expectation of both parties. The proposed agreement accomplishes the following major points:

- a) Inclusion of a building reserve, to be held by the City
- b) Indexes operational grant and building reserve contributions annually by the BC CPI;
- c) Outlines the new maintenance requirements for the leased buildings; and
- d) Outlines the new annual reporting requirements as part of the new partnership reporting program.

#### **Finance:**

The Lease and Operating Agreement increases the City's annual grant funding to KMS from \$625,570/year to \$675,000/year, with further increases to be adjusted annually by the BC Consumer Price Index (CPI) for the term of the Lease and Operating Agreement.

It should be noted that there has been no increase in the City's operating grant to KMS between 2010-2022. During this same period, the City has grown dramatically and demands on the museum continue to increase. KMS continues to leverage staff capacity every year with a variety of wage subsidy programs for interns and students. In addition, KMS accesses federal, provincial and regional grants for relevant projects.

The proposed 2022 grant funding increase of \$49,430 will be funded one-time from the General Reserve with the 2023-ongoing additional funding from taxation requested through the preliminary budget.

#### **Existing Policy:**

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 lease within this Lease and Operating Agreement.

March 21, 2022

Council

Page 5 of 5

**Internal Circulation:**

Active Living & Culture Division

Building Services

Communications

Finance

Parks Planning

Parks Operations

Partnership Office

**Considerations not applicable to this report:**

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

External Agency/Public Comments:

Communications Comments:

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

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

**Attachments:** 1. Schedule A - Kelowna Museum Society - Executive Summary  
2. Schedule B - Lease and Operating Agreement  
3. Schedule C - PowerPoint Presentation

# Kelowna Museums Society

## Executive Summary

With roots that go back over 90 years, Kelowna Museums acquires, conserves, researches, communicates and exhibits the tangible and intangible heritage of our region. We hold collections in trust for society, safeguard diverse memories for future generations, and create inclusive and polyphonic space for dialogue about pasts and futures. Through exhibits, programs and communications, we enhance understanding, promote tolerance, and contribute to community health and well-being.<sup>i</sup>

To this end, we operate the **Okanagan Heritage Museum**, which also houses the **Central Okanagan Sports Hall of Fame**, **Kelowna Public Archives** – which serves researchers from all across the country - as well as the **Ursula Surtees Conservation Lab**, the only facility of its kind in the Interior.

Kelowna Museums also operates the **Okanagan Military Museum**, the only public military museum in BC. Through exhibits, collections, and educational programs this museum is an important place of remembrance and dialogue. In addition, the **Vince Bezeau Military Library and Archives** supports research for historians, writers, and families.

The iconic agricultural industry which shaped the Okanagan we know is featured at the **Okanagan Wine and Orchard Museum** in the **Laurel Packinghouse**. We also operate the Laurel as a community venue for public meetings, events, festivals, fundraisers and family celebrations. In 2019, we hosted **182** events at the Laurel.

### Mission

The Kelowna Museums Society provides the public with educational exhibitions and programs that foster personal participation, stimulate curiosity, and engage the senses with the cultures, histories, and possibilities of the Okanagan region.

### Vision

To inspire a community to be alive with its history – *connecting people and place*.

### Values

Inclusive – Authentic –Inspiring

## Community Outcomes

Kelowna Museums employs **fifteen** full time staff, plus **two to twelve** part time, intern, student and casual positions every year. We attract young professionals to Kelowna and offer quality, career building work. Even with the restrictions of COVID-19, during 2020 and 2021 we provided eight meaningful paid internships for recent graduates and twelve student positions.

In 2021 our payroll was **\$810,000** and we spent **\$1.3m** in the local economy.

The museum collection includes an estimated **500,000** objects that relate to natural history, peopling the land, building social and community life, and expressing intellectual and cultural life

In 2019, **34,277** people directly participated in museum activities and **26,280** participated in events at the Laurel Packinghouse, so our direct reach was **60,557**. Our rich program menu engages school children from every neighborhood, income level, and ethnicity with local heritage. In 2019, **22,228** people participated in educational programs for students, families, and adults. More than 13,000 of these were school children at **549** guided school programs.

Programs continued during COVID-19, with new offerings pivoting to digital and outdoor settings. In 2020, we presented **423** guided school programs. 152 were in-person and 271 were virtual field studies. We offered **92** public programs for 5281 adults and children in a mixture of virtual and in-person offerings.

In 2020, one teacher wrote, *“Just letting you know that AW did a super job on our recent virtual field trip with the museum! I am all too familiar with the challenges of entertaining students on a virtual learning experience so I can truly appreciate AW’s efforts. She was organized, fun and provided wonderful insight on our studies.”*

In 2020 we reached **9,883** followers with curatorial content on social media.

Through storytelling, partnerships and diverse programming, Kelowna Museums provides opportunities for the community to *“value its history, celebrate our heritage, and learn from our past to reconcile it with a better, more inclusive future we see for ourselves.”* At the same time, we add vibrancy to our urban centres, create connections, and enrich the cultural scene. We also serve as a regional hub for curatorial partnerships, mentorship, and training. These are some of the ways we support the **Official Community Plan and Cultural Plan**. A few examples are provided below.

In 2020 we launched *Los Tours del Museo*, **broadening our reach (Goal 9)** to Latinex newcomers to Kelowna and region and **celebrating the growing diversity of our community (Goal 6.2)**. In the first year, we attracted over 100 people from Mexico, Nicaragua, Colombia and other Spanish speaking countries to the museum for in-person tours in their native language. The response has been gratifying; families say learning about their new home at the museum helps them feel like they belong.

In 2021, we began utilizing the new Laurel Square an outdoor classroom (**Goals 5,6**). We offered historic walking tours, cemetery tours, programs by “bubble,” and even museum exit rooms. One adult wrote, *“I learned more history from this presentation than I have living here for 30 years.”*

In 2020, our Elder-led Nakulamen program series pivoted to a digital platform. In this way we are **removing barriers to access, sharing the story and learning from our past (Goals 3,5,8)** with more people from a wider geographic base. We are proud to reach Indigenous peoples from as far away as Ontario, who want to connect with and learn about syilx knowledge and culture.

On the first National Day for Truth and Reconciliation, we welcomed **450** learners into the museum to engage in thought provoking encounters about the impact of Indian Residential Schools on syilx communities to **connect and convene**, and to **learn from our past (Goals 5,10)**.

Our biggest priority at this time in our journey of reconciliation. While we have a long way to go, we are committed to walking this path in relationship with our Indigenous communities. We strive to include syilx knowledge, perspective and voice in our exhibitions and programs. The Board adopted the new Heritage BC Reconciliation Pledge and we were the first museum to sign the BC Museums Association Repatriation Call to Action.

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<sup>1</sup> Canadian researchers have ascertained that 80% of Canadians consider museums trusted sources of information, and that those who participate in cultural activities report better health, better mental health, greater satisfaction with life, and possible a greater sense of community belonging.



# **Lease and Operating Agreement Between City of Kelowna and Kelowna Museums Society**

March 2022

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# Lease and Operating Agreement

THIS AGREEMENT made as of the \_\_\_\_\_ day of \_\_\_\_\_, 2022

## **BETWEEN:**

**CITY OF KELOWNA**, a municipality incorporated under the laws of the Province of British Columbia, having an office at 1435 Water Street, Kelowna, British Columbia, V1Y 1J4

(the "City")

## **AND:**

**KELOWNA MUSEUMS SOCIETY** (Inc. No. S- 4018), a society duly registered pursuant to the Societies Act of the Province of British Columbia, having its offices at 470 Queensway Avenue, Kelowna, B.C. V1Y 6S7

(the "Society")

## **WHEREAS:**

A. The City is the registered owner in fee simple of the lands in the City of Kelowna, British Columbia, legally described as:

- PID: 010-322-060  
Lot A, District Lot 139, Osoyoos Division, Yale District, Plan KAP5438  
(the "Okanagan Heritage Museum");
- PID: 015-664-392  
Lot 1, District Lot 139, Osoyoos Division, Yale District, Plan KAP42511  
(the "Laurel Packinghouse");
- Parcel Identifier: 010-322-060  
Lot A, District Lot 139 Osoyoos Division, Yale District Plan KAP5438  
a portion of which is used for the Okanagan Military Museum  
(the "Okanagan Military Museum");

(collectively, the ("Lands")) and the City owns the buildings located on the Lands (the "Buildings");

B. The City wishes to provide venues for the preservation and interpretation of human and natural history artefacts for the City and region and its residents and visitors;

C. The City wishes to contract with an organization that can manage and operate the venues as an anchor cultural institution in the Cultural District of downtown Kelowna specifically and throughout the community in general, and to facilitate the preservation, documentation, exhibition, and interpretation of historical artefacts and natural history specimens in the venues for the residents and visitors of the City;

- D. In addition to the preservation, documentation, exhibition, and interpretation of historical artefacts and natural history specimens, the Society wishes to operate a Sports Hall of Fame that highlights athletic achievements across the Central Okanagan;
- E. The Society wishes to cooperate and collaborate with the City in furthering the appreciation of human and natural history in Kelowna and the region surrounding Kelowna;
- F. The City recognizes the valuable contribution that the Society provides to the Cultural District specifically and the City as a whole;
- G. In accordance with section 24 and 26 of the Community Charter, the City has published notice in a newspaper of its intention to enter into this Agreement and lease the Buildings to the Society for less than market value.

NOW THEREFORE THIS AGREEMENT is evidence that in consideration of the mutual promises and payments provided for in this Agreement and the payment of one dollar (\$1.00) from the Society to the City and other good and valuable consideration (the receipt and sufficiency of which the City hereby acknowledges) the parties covenant and agree as follows:

**1. OBJECTIVES**

Through this Agreement, the City and the Society seek to achieve the following shared objectives:

- a) Provision of a wide range of programs and services described in Schedule "A" ('Administration and Programming'), which enables the preservation and interpretation of human and natural history artefacts for the City and region and its residents and visitors.
- b) cost-effective, viable, and prudent long-term tenure, operation and maintenance of City-owned lands and buildings;
- c) increased leverage of City resources through development of community partnerships and diverse funding sources including donations, sponsorship, grants, and fees; and
- d) contributing to the appreciation of human and natural history in Kelowna and the region surrounding Kelowna.



## **2. GENERAL DUTIES AND OBLIGATIONS**

### **2.1 Society**

In addition to the other covenants and obligations to be performed by the Society under this Agreement, the Society covenants and agrees that it will, at all times:

- a) continue to be a registered charity and in good standing in the Government of Canada;
- b) perform promptly and safely all its obligations under this Agreement;
- c) be just and faithful in the performance of its obligations under this Agreement and in its dealing with the City under this Agreement;
- d) maintain Bylaws that permit all residents of the city of Kelowna to become members of the Society;
- e) abide by the purposes identified in its member-approved Constitution and Bylaws;
- f) be solely responsible for determining the themes and content of all exhibitions, programs, special events, and their related initiatives in the Buildings;
- g) permit a City designate to attend all meetings of the KMS' Board of Directors for liaison purposes. This person shall act as the City Liaison for matters between the City and KMS and should be the first point of contact for inquiries;
- h) be responsive to the changing community needs and evolving practices with regards to the interpretation of human and natural artefacts; and
- i) not make substantive changes to its name and/or purposes in its constitution without the express written consent of the City; such consent not to be unreasonably withheld.

## **3. TERM**

### **3.1 Term**

The term of this Agreement shall be for five (5) years commencing on March 1, 2022 (the "Commencement Date") and expiring on Feb 27, 2027 (the "Term"), subject to earlier termination as provided herein (the "Term").

## **4. PREVIOUS AGREEMENTS**

This Agreement replaces any and all previous agreements, whether written or not, between the City and the Society and the parties agree that any and all previous agreements shall be terminated and be of no further force and effect as of the Commencement Date.

## **5. USE AND OCCUPATION OF BUILDINGS**

### **5.1 Grant of Leases**

The City hereby leases all of the Buildings to the Society (the "Lease") for the Term on the terms and conditions of this Agreement and for the purposes set out in this Agreement. The Society acknowledges that this Agreement is subject to the legal notations and charges registered against the title to the Lands as per Schedule C.

### **5.2 Licenses**

The City hereby grants to the Society a non-exclusive right and license to enter onto and use the Lands surrounding the Buildings for the sole purposes of accessing the Buildings, for the Term, including, without limitation, the outdoor steps, patios, walkways, pathways, loading areas, roofs, adjacent areas necessary for pedestrian and vehicle access and appropriate exhibit and programming functions related to the Buildings Schedules "B-1", "B-2" and "B-3" (collectively, the "License Areas");

### **5.3 Permitted Uses**

The Society will only use and occupy the Buildings and the License Areas for the purposes of providing the services outlined below:

- a) Acquisition, conservation, research, communication and exhibition of the tangible and intangible heritage of humanity, with a focus on Kelowna and its environment, for the education, study and enjoyment of residents and visitors;
- b) Providing inclusive spaces for critical dialogue about the pasts and the futures;
- c) Acknowledging and addressing the conflicts and challenges of the present, holding artefacts and specimens in trust for society, safeguarding diverse memories for future generations and guaranteeing equal rights and equal access to heritage for all people;
- d) Working in active partnership with and for diverse communities to collect, preserve, research, interpret, exhibit, and enhance understandings of Kelowna and the world, aiming to contribute to human dignity and social injustice, equality and wellbeing;
- e) The operation of gift shops, rental venues and revenue centres, with proceeds dedicated to the support of mission-related activity; and
- f) Providing meaningful and memorable public access.

#### **5.4 Accessibility of the Buildings**

The Society shall operate the Buildings so that it is open to the public during ordinary hours of operation and so that its programs are available to the public and so that the Buildings are fixtured and maintained to be accessible to persons with diverse abilities. The Society and the City will work in cooperation should significant improvements to the Buildings be required to improve access.

#### **5.5 Smoking**

The Society shall operate the Buildings as non-smoking buildings.

#### **5.6 Acknowledgement and Agreements of the Society**

The Society acknowledges and agrees that:

- a) the Society leases the Buildings and licenses the License Areas on an "as is" basis and the City has not made any representations, warranties or agreements as to the environmental condition of the Buildings or the Lands;
- b) it is the sole responsibility of the Society to satisfy itself with respect to the environmental conditions of the Buildings and the Lands, including, without limitation, by conducting any reports, inspections, tests, investigations, studies, audits, surveys and other inquiries as the Society, in its sole discretion, considers necessary in order to satisfy itself as to the environmental condition of the Buildings and the Lands; and
- c) the City has made no representations or warranties with respect to the Lands and the Buildings including, without limitation, with respect to the condition or suitability of the Lands and the Buildings for the Society's intended use; and
- d) by entering into this Agreement, it is satisfied that the Buildings and License Areas are suitable for the Society's purposes.

#### **5.7 Covenant to Operate**

The Society shall ensure that, unless prevented by applicable regulatory authorities or for reasons of repair or maintenance, the Buildings and License Areas shall remain open to and accessible by the public throughout the Term, subject to the Society's right to close one or more of the Buildings and License Areas at the Society's discretion in accordance with the Society's published schedules and as the parties otherwise agree in writing.



#### **5.8 Compliance with Laws**

The Society shall carry on and conduct its activities on the Lands and in, on and from the Buildings in compliance with any and all statutes, laws, regulations enactments, bylaws and orders from time to time in force, to comply with the terms of any charges registered against title the Lands, and to obtain all required approvals and permits thereunder and not to do or omit to do anything in, on or from the Buildings or on or from the Lands in contravention thereof. The Society shall carry on and conduct its activities in compliance with any applicable Goods and Services Tax ("GST"), Provincial Sales Tax and other taxes as the statutes, laws and regulations in force dictate.

#### **5.9 Public Safety**

The Society shall take all reasonable precautions to ensure the safety of all persons using the Buildings.

#### **5.10 No Waste or Nuisance**

The Society shall not:

- a) commit, suffer or permit any wilful or voluntary waste, spoil or destruction of the Buildings or the License Areas; or
- b) do or permit to be done anything that may be or become a nuisance or annoyance in on or from the Buildings, License Areas, or on or from the Lands to the owners, occupiers or users of other parts of the Lands, adjoining lands or to the public, including the accumulation of rubbish or unused personal property of any kind.

#### **5.11 Furniture and Equipment**

The Society shall provide and purchase, repair and replace, at its sole expense, all furnishings and equipment that the Society considers necessary or desirable for using the Buildings and the License Areas for the purposes of this Agreement, without limitation, computers and licensed computer software.

#### **5.12 Right to Inspect**

The City or its authorized representative may enter the Buildings at all reasonable times for the purposes of inspection of the Building.

#### **5.13 Emergency Use**

The Society shall make all or part of the Buildings and the License Area available for use 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 Buildings and the License Area can safely be at the time of the emergency, and shall:

- a) be responsible for any direct expense incurred or damage caused to the Buildings and 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.

#### **5.14 Vacant Building**

If directed to cease services and operations by an applicable regulatory authority for public safety reasons such as natural disaster, pandemic, or other significant public concern, the Society shall continue to maintain responsibility of the Buildings and endeavour to take the necessary steps to ensure the Buildings are kept safe. This may include, but is not limited to, routine internal and external inspections of the Buildings. The Society may seek direction and support from the City as required.

#### **5.15 Access for Telecommunication Antenna Systems**

Upon request from the City, the Society shall grant access to the Buildings and the License Area for the installation and maintenance of Telecommunication Antenna Systems.

### **6. FEES AND EXPENSES FOR USE OF BUILDINGS**

#### **6.1 Rent**

The Society shall pay to the City:

- a) annual rent in the amount of \$1.00, plus any and all applicable taxes, payable on the first day of the Term and each anniversary thereafter (the "Base Rent"); and
- b) all sums of money to be paid by the Society to the City under this Agreement (the "Additional Rent"),

(collectively, the "Rent"). The Society shall pay Additional Rent monthly, plus any and all applicable taxes, within 15 days of the Society's receipt of an invoice from the City.

## **6.2 Contributions to Reserve Fund**

In addition to the Rent, the Society shall make monthly contributions to a building contingency reserve fund (the "Reserve Fund") in the amount of \$1,500 (\$18,000/year), plus any and all applicable taxes, to be adjusted annually starting January 1, 2023 by the BC CPI Annual average for the prior year. In any calendar year, should the CPI be a negative, no change shall occur (the "Reserve Fund Contribution"). The Reserve Fund Contribution will be held by the City in a reserve account and collected monthly from the Society using Pre-Authorized Debit (PAD)

The Reserve Fund will be used only by the City to fulfill its responsibility as a Landlord to perform capital improvements and maintain the building envelope.

## **6.3 No Deductions**

The Society shall pay the Base Rent, the Reserve Fund Contribution and the Additional Rent without deduction, abatement, set-off or withholding whatsoever, despite any law or statute now or in the future to the contrary. The Society's obligation to pay the Base Rent, the Reserve Fund Contribution and the Additional Rent survives the expiry or earlier termination of this Agreement.

## **6.4 Payment of Taxes, Utilities and other Expenses**

The Society covenants and agrees with the City to pay all charges, costs, duties, expenses, rates, sums, assessments, taxes (including property taxes), telephone, electrical, gas water, sewage and garbage disposal and other utility charges and payments for work and materials in any way relating to the Buildings and the License Areas (with the exception of the Okanagan Military Museum) and that to the extent of any such amounts remain unpaid after they come due, such amounts shall be deemed as Additional Rent and may be collected by the City as Rent. In addition, the Society agrees to pay the City any and all applicable taxes in respect of Base Rent, Additional Rent or any other services that may be paid from time to time.

The Society shall pay the City \$300/month, plus any and all applicable taxes, for utilities at the Okanagan Military Museum. This cost will be adjusted annually at the same rate as the BC All Items Consumer Price Index (CPI) starting on January 1, 2023. In any year, should the CPI be negative, no change shall occur.

## **7. OBLIGATIONS OF THE CITY**

The City shall:

- a) provide storage at no cost to the Society for the Bennet Cadillac for three (3) years at which time it will be removed by the Society at their expense. The insurance for this artefact will be maintained by the Society. Should the vehicle not be move after three (3) years, the City will charge the \$500/month, plus any and all applicable taxes, for storage.

## **8. FINANCIAL AND REPORTING OBLIGATIONS**

### **8.1 Operating Grant from the City**

The City shall provide support to the Society in three parts described below:

- a) The City will pay to the Society during the Term an annual operating grant of \$675,000 to be adjusted annually starting January 1, 2023 by the BC CPI Annual average for the prior calendar year (the "Operating Grant"). In any calendar year, should the CPI be a negative, no adjustment will occur. The Operating Grant will be payable in semi-annual instalments: March 1st and October 1st. The City and the Society acknowledge and agree that the Operating Grant is provided to support the Society's programs and services and facility maintenance, which are delivered for a public purpose and the public good as set out in this Agreement.
- b) Fleet Vehicle & Parking Stall - The City shall provide the Society use of a vehicle for the purpose of conducting outreach and maintenance including such activities as pop-up museums, community displays and moving artefacts. The vehicle shall be operated by a licensed Society staff person and shall not be used to transport the general public. Where required, the City shall provide the Society with a parking stall and/ or parking pass for the safe storage of a vehicle while it is not in use. The City shall be responsible for licensing, insurance, inspections and maintenance of the vehicle. The Society is required to follow all policies related to the operation of fleet vehicles and it remains their responsibility to make themselves aware of such policies. The City reserves the right, at its sole discretion, to limit a driver(s) based on their driving record or history of incidence that is not acceptable to the City of Kelowna.
- c) Reimbursement for use of washrooms - The City shall provide an additional \$4,000 (plus applicable taxes) per year for public access to the washrooms at the Okanagan Heritage Museum washroom to be utilized by the transit drivers and general public. Should the City no longer require this service, this portion of support may be cancelled prior to the end of this agreement. This funding shall not be subject to the annual BC CPI increase.

### **8.2 Additional Funds**

The Society will not seek or request additional operating grant funds from the City, except in accordance with Section 8.3, or in the case of unanticipated exceptional need or emergency the reason for which is to be fully stated. The Society is not precluded from applying for other City grants through established programs, provided that it meets program eligibility requirements.



### **8.3 Funding Increases Through Annual Budget Process**

Through submission of a business case, the Society may seek from the City supplemental operating grant funds, in addition to the Operating Grant, for the purpose of delivering the Core Programs and Services. The City will, at its sole discretion, consider the business case in support of the supplemental funding request as part of its annual financial planning process for the following calendar year. The City has no obligation to approve the request for supplemental funds and approval of the request is at the sole discretion of City Council.

### **8.4 Annual Reporting – Format & Content**

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 audited 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 12;
- c) Current year operating and capital 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;
  - List of City of Kelowna locations and programs and services
  - Statistical summary of people served by the Society in the prior year which may take the form of registration, attendance, visitation, participation, membership or a combination thereof
  - 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
  - Identification of active partnerships or collaborations, and the beneficial outcomes of same
- e) Governance and planning information which includes:
  - A list of the Society's directors
  - An organizational chart indicating key management and staff roles and staffing levels
  - Objectives for the current calendar year
  - A realistic self-assessment, including identification of areas where improvements can be made in the areas of programming, organization governance and financial oversight, along with strategies and processes to achieve improvements. This may be in the form of a strategic plan, program

evaluation, or consultant's report and may include information about trends, external threats or other factors which influence the Society's planning and results.

f) For each of the Buildings, provide a:

- Summary of operational expenses for gas, water and electrical utility data (as applicable) indicating consumption and costs;
- Summary of janitorial costs;
- List of maintenance and repair tasks carried out by the Society with costs and contractors/trades identified;
- Inspection reports as listed in Section 9.4 along with upcoming capital expenses/projects that the Society intends to undertake in the coming year; and
- Inspection reports as listed in Schedule "D1" and "D2".

g) any other information as requested.

The City may request, at its sole discretion, that the Society provide a public-in-attendance report to the City's Council in a prescribed format, which will reflect the reporting information listed in this section.

### **8.5 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. In the event the Society does not implement the said recommendations and requests, the City may at its sole discretion adjust any payments owed to the Society, including the Operating Fund, or terminate this Agreement in accordance with Section 14.

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.

### **8.6 Accounts**

The Society shall, at all times during the Term:

- a) keep or cause to be kept true and accurate records and accounts regarding management and operation of the Buildings, including without limitation:

- Core Programs and Services records: financial reports and records, (in accordance with generally accepted accounting principles), accident and incident reports, and program registration reports, customer comments; and
  - Buildings record: any WorkSafeBC safety inspection records, energy consumption logs, emergency lighting inspection records, annual building inspection reports, health department inspections and reports, preventative maintenance records, fire and emergency drill records or other such similar records that the Society may acquire from time to time.
- b) on 72 hours' notice, permit the City, its accountants and other representatives, at the City's expense and at all reasonable times, to examine and make copies of any and all documents listed in this section, and any other documents under the control of the Society that relate to the Buildings and to audit the same; and
- c) upon termination or expiration of this Agreement and within the limitations of privacy legislation, surrender all records, except those relating to the Society's staff, to the City.

## **9. REPAIRS, MAINTENANCE AND CHANGES TO BUILDINGS**

### **9.1 Routine Maintenance and Repairs**

Throughout the Term, the Society shall, at its sole expense, clean, maintain and keep the Buildings and the License Areas, and all fixtures and appurtenances thereon, in good repair consistent with standards of repair generally accepted in British Columbia with respect to comparable premises.

Routine maintenance means any action taken that can prolong the life expectancy of facility equipment, including plumbing and electrical, and prevents premature operations failures.

Repair costs are defined as the costs incurred to bring an asset back to an earlier condition or to keep the asset operating at its present condition. Any individual repair that costs more than the residual value should result in a replacement as opposed to repair.

The Society is responsible for and must complete all routine maintenance, inspections and repairs according to Schedule D 1 and D2, and adhere to all Technical Safety BC regulations, with respect to the Buildings and the License Areas necessary for the Society's use, occupation and operation of the Buildings and the License Areas.

The Society must make such repairs within a timely manner. If the Society fails to fulfil its maintenance responsibilities in accordance with any provision in this Agreement, the City may, at its sole discretion declare the Society to be in default of this Agreement. At the end of the Term, the Society must surrender the Buildings and the License Areas to the City in good repair, excepting reasonable wear and tear.



## 9.2 Society Maintenance Limit

For electrical, plumbing and building fabric, the Society is responsible for the repairs and maintenance up to the amount specified below for each event, (the "Society Maintenance Limit"). Costs over and above the Society Maintenance Limit are the responsibility of the City. For clarity, in 2022 the Society would be responsible for the first \$1,500 of an electrical repair, the City would be responsible for the remainder of the expense.

Year	Society Maintenance Limit per event
2022	\$1,500
2023	\$1,550
2024	\$1,600
2025	\$1,650
2026	\$1,700

### a) Electrical

Electrical maintenance and repairs including the replacement of all light bulbs, fixtures, fuses, circuit breakers, switches and related electrical control components.

### b) Plumbing

Plumbing maintenance, repair and replacement.

### c) Building Fabric

Building fabric repair and replacement, including all interior doors, interior windows & glass, floor, fixtures, walls, ceilings, building infrastructure and all related hardware that control entry or exit from all internal areas.

## 9.3 Substantial Maintenance and Repairs

The City, in consultation with the Society, will maintain and repair the Buildings' structural members, foundations, roofs, external facades, and windows using funds from the Reserve Fund described in Section 6.2 at the time of the proposed maintenance or repair.

## 9.4 Inspections Performed by the Society

The Society covenants and agrees to conduct, at a minimum, the inspections for the Buildings as outlined below:

### a) Electrical

The Society's contractor shall act as the Field Safety Representative (FSR) for the Laurel Packing House and Okanagan Heritage Museum and the Society shall provide the City with an annual inspection report from the FSR, as defined in Section 9.5, as part of the annual reporting process. The report should document the observed status of the

electrical system, confirmation of completed preventative maintenance, and any recommended capital repairs. This inspection is not required for the Okanagan Military Museum facility.

**b) Plumbing**

The Society shall provide an annual inspection report from a contractor, as defined in Section 9.5, documenting the observed status of the plumbing systems, confirmation of completed preventative maintenance, and any recommended capital repairs. This inspection is not required for the Okanagan Military Museum facility.

All completed inspection reports under this section must be submitted to the City upon receipt by the Society and are also required to be submitted as part of the annual reporting process.

**9.5 Contractors**

For all maintenance and repair work completed on the Buildings and License Areas must be performed by qualified contractors as defined in this section, not volunteers.

For work on electrical and plumbing components and systems, the Society commits to engaging contractors that have been selected by the City. The City will provide an update list of the selected contractors annually.

Other building contractors must be approved by the City and:

- a) be qualified to perform such work;
- b) carry a minimum of two million dollars of commercial liability insurance; and
- c) act as the Prime Contractor for all work to be done.

**9.6 Restoration Work / Non-Fire Building Emergencies**

The Society agrees to contact the City regarding a building emergency, for example, but not limited to, flooding or structural concerns. A City representative can be reached by calling the non-emergency line at fire department 250-469-8577, 24 hours a day, 7 days a week.

**9.7 Minimum Work Standards**

The Society must ensure that any repairs or work with respect to the Buildings and the License Areas done by or on behalf of the Society:

- a) do not affect any structural or foundation elements of the Buildings and the License Areas;
- b) meet or exceed the standards of material and construction employed in the original construction of the Buildings and the License Areas; and



- c) comply with all applicable laws, statutes, enactments, regulations, bylaws and orders from to time in force, including the applicable building code and bylaws of the City of Kelowna.

#### **9.8 Annual Onsite Meeting**

The Society and the City shall meet annually to conduct an onsite walk through of each of the Buildings to identify items that require maintenance and future capital replacement.

The walk through will be organized by the City, and meeting minutes and action items will be distributed to all attendees. The Society covenants to complete the noted items as per a mutually agreed upon time frame. If the Society fails to complete the noted items, any contingent damage as a result of the deferred repairs is a responsibility of the Society.

#### **9.9 Keys and Access**

The Society is to provide the City access to each Building upon request within a reasonable time frame. The Society is to also provide the City with master key(s) and necessary security information for each Building.

If in the City's sole opinion, the Society does not provide adequate Building access, the City reserves the right to take over the management of the keys and access to the Buildings. Should the City take over the management of the Building keys, the Society covenants that it will not change the locks on the building, copy the keys or hand them out. The City will maintain a record of the keys and who they have been issued to. If the locks need repair or replacement, the Society will inform the City.

#### **9.10 Environmental Stewardship and Sustainability**

The Society must strive to operate the building in an environmentally sensitive manner and implemented "green" initiatives and programs as expected by a reputable Society.

The Society covenants with the City:

- a) That the Society will co-operate with the City in the conservation of all forms of energy in the Buildings;
- b) that the Society will comply with all laws, bylaws, regulations and orders relating to the conservation of energy and affecting the Buildings; and
- c) that the Society will at its own cost comply with reasonable requests and demands of the City made with a view of such energy conservation.

### **9.11 Energy Expense Reporting**

The Society agrees to grant permission to the utility providers (ie FortisBC) to provide the City with all utility billing reporting information pertaining to the Buildings that are being managed by the Society under this agreement.

### **9.12 Video Monitoring and Security**

The Society is solely responsible for the installation and ongoing operations and maintenance of all video monitoring and security systems. Installation requires City consultation with regards to penetrating the building envelope. The Society shall take all reasonable steps to ensure that the Buildings, the Collections, staff, volunteers and visitors are secure at all times, with the use of a monitored alarm system, security guards when appropriate and other measures the Society considers necessary. Further, it is the responsibility of the Society to ensure all video monitoring and security systems consider all the appropriate legislation governing their use. The Society shall grant the City access to the security footage upon request.

### **9.13 Laurel Square – Shared Responsibilities**

The Laurel Square was a joint capital initiative undertaken in 2018-19 involving the City and the Society. As the components of this project go above what is typically found in a City of Kelowna urban space, it is a requirement for this project that the Society supplement the standard maintenance performed by the City.

Maintenance responsibilities are outlined for each party:

- a) City of Kelowna will conduct regular inspections of the following site and building improvements, keep them clean and in good repair, and manage inappropriate use:
  - external decks,
  - stairs and railings,
  - plant and tree maintenance,
  - irrigation system maintenance,
  - drainage system maintenance,
  - standard park signage maintenance,
  - lighting/electrical maintenance,
  - litter control and trash removal, and
  - snow and ice control (limited – no snow clearing on decks and stairs).
- b) The Society will conduct regular inspections, manage inappropriate use and keep the following interpretive elements and historical displays clean and in good repair:
  - irrigation flume feature,
  - Apple Box feature,
  - stage and game feature,

- interpretive historical panels and signage,
- insect hotel, and
- shunting truck.

#### **9.14 Capital Improvements and Use of the Reserve Fund**

The Society and the City agree that the Reserve Fund may be used for capital improvements including maintenance or repair costs incurred by the City. The City agrees that it is obligated to consult with the Society for use of the Reserve Fund for the following purposes:

- a) any substantial maintenance or repair to the Buildings to be performed by the City under Section 9.3;
- b) and any landlord responsibilities.

#### **9.15 Society's Construction of Buildings, Structures and Other Improvements**

The Society must not construct, erect or install or cause to be constructed, erected or installed any buildings, structures, improvements, extensions, installations, alterations, additions, renovations or other constructions in, on, over, under, around and to the Buildings or the License Areas, or alter the existing state of the Buildings in any way, without the prior written consent of the City, which consent may be withheld for any reason at the City's sole discretion. If the City gives such consent, the Society must obtain the City's prior approval of drawings and specifications for such work, must do such work strictly in accordance with the approved drawings and specifications and must comply with any conditions the City imposes with that approval. The Society is responsible for applying for the required permits and requesting the necessary construction inspections, including the final sign off. The cost of construction and design of the improvements are solely the Society's.

#### **9.16 Ownership of Improvements at Termination**

At the expiry of the Term or earlier termination of this Agreement, any improvements, extensions, installations, alterations, renovations or additions to the Buildings, and the License Areas, whether done by or on behalf of the Society or not, are forfeited to and become the permanent property of the City.

#### **9.17 Builders Liens**

The Society shall promptly discharge any builders' lien or other lien or claim of lien which may be filed against title to the Lands relating to any improvements, work or construction that the Society undertakes on the Lands and to comply at all times with the Builders Lien Act (British Columbia) in respect of any improvements, work or construction undertaken on the Lands.



### **9.18 Capital Expenditures**

The City acknowledges a responsibility for long-term operational effectiveness of the Buildings.

- a) The City will include appropriate funding in the City's capital planning consistent with other City of Kelowna public buildings over the life of this Agreement. Future capital expansion, renovation and Building development not identified in this Agreement will be cooperatively and collaboratively discussed and be facilitated by the City and the Society.
- b) The Society shall not make any application for grant funding for capital expansion or renovation of the Buildings without first receiving the express written approval from the City.

### **9.19 Future Plans For the Buildings**

- a) The parties acknowledge and agree that the City's future plans for the Buildings may require the demolition of one or more facility or portion thereof and the repurposing of the site(s), which may or may not include construction of new buildings.
- b) The Society hereby acknowledges and agrees that at any time during the Term, the City may, in its sole discretion and upon providing at least twelve (12) months written notice to the Society, demolish any building and/or structure on the Lands notwithstanding any other provision of this Agreement.
- c) If the City exercises its right to demolish in accordance with this section:
  - the City will work collaboratively with the Society to review options for alternative locations but is under no obligation to provide the Society with alternative space;
  - within twelve (12) months upon receiving the notice under 7.9(b), the Society will fully vacate and cease occupation of the facility to be demolished;
  - this Agreement will automatically be amended by deleting all references to the demolished facility, thereby terminating associated rights and obligations relating to the demolished facility, and provision of programs in the demolished facility; and
  - all other terms and conditions of this Agreement shall remain in force and binding on the parties.

### **9.20 City's Construction of Buildings, Structures and Other Improvements**

The Society acknowledges and agrees that the City may, in consultation with the Society, construct or cause to be constructed certain leasehold improvements in, on, over, under, around or to the Buildings ("Future Construction"), the design, construction and performance

of which is in the sole discretion of the City. If the City undertakes any Future Construction, the Society:

- a) acknowledges and agrees that the Future Construction may be performed during the Term;
- b) shall grant full access to the Buildings to the City and its elected officials, officers, employees, contractors, agents and others for purposes relating to the Future Construction; and
- c) acknowledges and agrees that the Future Construction may result in the temporary closure, in whole or in part, of one or more of the Buildings and/or the License Areas and may require the interruption, disruption, rescheduling or cancellation of regularly scheduled programs and services offered at the Buildings.

#### **9.21 Damage or Destruction of the Buildings**

If during the Term one or more of the Buildings shall be damaged or destroyed by any cause whatsoever or if a major building system in one or more of the Building fails such that in the opinion of the City one or more of the Buildings is rendered unfit for use by the Society, the City may or may not, in its sole discretion, repair, rebuild or replace the building system or Buildings. If the City chooses not to repair, rebuild or replace the building system or Buildings then the City will work collaboratively with the Society to review options for alternative locations. If the City and the Society cannot come to an agreement regarding an alternative location, then the City may, in its sole discretion:

- a) provide three (3) months written notice to the Society that this Agreement is terminated, and the Society shall vacate all the Buildings as if this Agreement had expired or been terminated for cause; or
- b) negotiate the continuation of this Agreement deleting all references and obligations related to one or more of the destroyed Buildings and program provision.

#### **9.22 Expropriation**

If an authority with expropriation power expropriates all or a material part of the Buildings, the City may give reasonable notice to the Society, but in no case less than 30 days, and the Society shall have no claim for compensation against the City or the expropriating authority for any interest in land except that where compensation is available for disturbance, the Society may make such claim to the expropriating authority.

### **9.23 No Capital Liabilities**

Despite any other provision of this Agreement, nothing in this Agreement obligates the City to make any expenditure of a capital nature and nothing in this Agreement shall be interpreted in a manner that results in the City having expressly or implicitly incurred a 'liability of a capital nature' as that phrase is used in the Municipal Liabilities Regulation, B.C. Reg. 254/2004.

## **10. ENVIRONMENTAL MATTERS**

### **10.1 Definitions**

In Section 10, the following terms shall have the following meanings:

- a) **"Contaminants"** means
  - as defined in the Environmental Management Act: any biomedical waste, contamination, effluent, pollution, recyclable material, refuse, hazardous waste or waste and any radioactive materials, asbestos materials, urea formaldehyde, underground or above ground tanks, pollutants, contaminants, deleterious substances, dangerous substances or goods, hazardous, corrosive or toxic substances, special waste or waste of any kind or any other substance the storage, manufacture, disposal, treatment, generation, use, transport, remediation or Release into the Environment of which is now or hereafter prohibited, controlled or regulated under Environmental Laws;
- b) **"Environment"** includes the air (including all layers of the atmosphere), land (including soil, sediment deposited on land, fill and lands submerged under water) and water (including oceans, lakes, rivers, streams, ground water and surface water);
- c) **"Environmental Laws"** means any past, present or future common laws, enactments, statutes, laws, regulations, orders, bylaws, standards, guidelines, permits and other lawful requirements of any federal, provincial, municipal or other governmental authority having jurisdiction relating in any way to the Environment, environmental protection, health, occupational health and safety, product liability or transportation of dangerous goods, including the principles of common law and equity; and
- d) **"Release"** includes any release, spill, leak, pumping, pouring, emission, emptying, discharge, injection, escape, leaching, migration, disposal or dumping.

### **10.2 Society's Representations and Warranties**

The Society represents and warrants to the City, and acknowledges that the City is relying on such representations and warranties in entering into this Agreement, that as of the date of this Agreement:



- a) except as disclosed to the City in writing, the Society is not, and has never been, subject to any charge, conviction, notice of defect or non-compliance, work order, pollution abatement order, remediation order or any other proceeding under any Environmental Laws; and
- b) except as disclosed to and approved in writing by the City, the Society's business at the Buildings, the License Areas or the Lands does not involve the sale, storage, manufacture, disposal, handling, treatment, generation, use, transport, refinement, processing, production, remediation, Release into the Environment of, or any other dealing with any Contaminants.
- c) that all resolutions and other corporate prerequisites for this Agreement have been duly passed and the persons executing this Agreement on its behalf are authorized to do so.

If any of the representations and warranties contained in this section are untrue or incorrect in any material respect, the same shall constitute a breach of this Agreement by the Society and shall be subject to the provisions of Section 14 of this Agreement.

### **10.3 Condition of Buildings**

The Society acknowledges and agrees that the City has made no representations or warranties with respect to the environmental condition of the Buildings, the License Areas or the Lands and is leasing the Buildings to the Society under this Agreement on an "as is, where is" basis with respect to their environmental condition. Prior to taking possession of the Buildings under this Agreement, the Society has performed such investigations of the Buildings, the License Areas and the Lands as it considered appropriate and is satisfied as to their environmental condition.

### **10.4 Compliance with Environmental Laws and Use of Contaminants**

The Society covenants and agrees with the City to:

- a) carry on and conduct its activities in, on and from the Buildings, the License Areas and the Lands in compliance with all Environmental Laws;
- b) not permit the storage, use, handling, manufacture, unloading, loading, treatment, disposal or introduction into the environment of any Contaminants in, on, under or from the Buildings, the License Areas or the Lands, except in compliance with all Environmental Laws;
- c) immediately notify the City of the occurrence of any of the following and provide the City with copies of all relevant documentation in connection therewith:

- a release of Contaminants in, on or about the Buildings, the License Areas, the Lands or any adjacent land; or
  - the receipt of any citation, directive, order, claim, litigation, investigation, proceeding, judgment, letter or other communication from any person that is related to any Environmental Law;
- d) promptly provide to the City a copy of any environmental site assessment, audit, report or test results relating to the Buildings, the License Areas or the Lands conducted at any time by or for the Society;
- e) if the City suspects that the Society has not complied with its obligations under this section, obtain from an independent environmental consultant approved by the City an environmental site assessment, audit, report or testing of the Buildings or the License Areas and conduct or cause to be conducted any additional investigations that the environmental consultant may recommend all in order to determine compliance of the Buildings, the License Areas or the Lands with Environmental Laws; and
- f) promptly remove any Contaminants arising from the Society's use or occupation of the Buildings, the License Areas or the Lands in a manner that conforms to Environmental Laws governing their removal.

#### **10.5 Confidentiality of Environmental Reports**

The Society shall maintain all environmental site investigations, assessments, audits and reports relating to the Buildings, the License Areas or the Lands in strict confidence and shall not disclose their terms or existence to any third party (including without limitation, any governmental authority) except as required by law, to the Society's professional advisers and lenders on a need-to-know basis or with the prior written consent of the City, which consent may be unreasonably withheld.

#### **10.6 Authorizations**

The Society shall promptly provide to the City on request such written authorizations as the City may require from time to time to make inquiries of any governmental authorities regarding the Society's compliance with Environmental Laws.

#### **10.7 Ownership of Contaminants**

Notwithstanding any rule of law to the contrary, any Contaminants or leasehold improvements or goods containing Contaminants brought onto, used at, or Released from, the Buildings, the License Areas or the Lands by the Society or any person for whom it is in law responsible shall be and remain the sole and exclusive property of the Society and shall not become the property



of the City, notwithstanding the degree of their affixation to the Buildings, the License Areas or the Lands and notwithstanding the expiry or earlier termination of this Agreement. This section supersedes any other provision of this Agreement to the contrary.

#### **10.8 Survival of Society's Obligations**

The obligations of the Society under this Section 10 (including, without limitation, the Society's indemnity, its obligation to remove and remediate Contaminants and its covenant of confidentiality) shall survive the expiry or earlier termination of this Agreement.

### **11. MANAGEMENT OF BUILDINGS AND PROVISION OF SERVICES**

#### **11.1 No Discrimination**

The Society acknowledges and agrees that it is in the community's best interest that community services be provided in a non-discriminatory and inclusive manner. The Society hereby covenants and agrees to provide the programs and services and other services offered at the Buildings in accordance with the Human Rights Code (British Columbia) and best practices related to equity and inclusion.

#### **11.2 Employee Standards**

The Society shall hire, train, supervise and remunerate or cause to be hired, trained, supervised and remunerated, all employees, contractors and volunteers required for the provision of the programs and services. .

#### **11.3 WorkSafe BC Coverage**

The Society shall, in its use of and activities on the Buildings and the Lands, comply with the Workers Compensation Act (British Columbia) and all regulations and orders from time to time in force thereunder, including Occupational Health and Safety Regulations, and, upon request from the City, provide evidence of any required registration under that Act and evidence of compliance with any requirement under that Act to make any payments or pay assessments. In addition, the Society shall be the "prime contractor" for the Buildings under the Workers Compensation Act (British Columbia) and fulfill all of the "prime contractor's" obligations under that Act, including by ensuring that the activities of any employers, workers and other persons on the Buildings relating to occupational health and safety are coordinated and by doing everything that is reasonably possible to establish and maintain a process that shall ensure compliance with that Act and regulations thereunder, including the Occupational Health and Safety Regulations.

#### **11.4 Incidental Rights**

The Society may:

- a) offer programs and services at the Buildings in addition to the programs and services to reflect community needs or respond to unique market opportunities;
- b) not rent rooms within the Buildings for periods in excess of seven (7) consecutive days only with the prior written consent of the City;
- c) enter into sponsorship, media or advertising agreements ("Endorsements") involving the Buildings or the programs and services provided that the Endorsements are:
  - appropriate for families and children;
  - consistent with the parties' joint values of equality, accessibility, health, respect and the dignity of the individual;
  - respectful of the neighbourhoods surrounding the Buildings and all scheduled programs and services at the Buildings;
  - appropriate to the aesthetics of the Buildings; and
  - the Society is required to consult with the City and adhere to the requirements of Council Policy 376 – Corporate Sponsorship and Advertising and Council Policy 343 – Civic Community Facility Naming Policy, as amended from time to time, prior to entering into any naming agreement for any portion of any Buildings. This requirement does not apply to any interior room in any facility which was named prior to execution of this Agreement.
- d) undertake fundraising activities at the Buildings for the Society's benefit; and
- e) use the Buildings for the Society's Kelowna office and headquarters during the Term.

#### **11.5 City Acknowledgement**

The Society will acknowledge the facility and/or operating support of the City based on the following:

- a) **Building contribution:** The City's contributions to the Buildings or ownership of the Buildings as an asset will be acknowledged in the form of an external plaque or signage as determined and produced by the City. All costs associated with production and placement of external recognition signage is to be incurred by the City.
- b) **Operational grant contribution:** Financial contributions from the City funding operational needs of the Society (i.e. Operating Grants) should be recognized at a consistent level with all other major funding contributors on any internal collateral that is used to recognize financial contributors (i.e. donor wall, plaque or signage at information desk). The City can also work with the Society and discuss what is

appropriate based on funding levels and available space within the each of the Buildings.

*Example: The \_\_\_\_\_ gratefully acknowledges the financial assistance of City of Kelowna.*

In addition, operational funding contributions from the City should be recognized on the organization's primary website as well as principal collateral (such as the organization's annual report, main brochure and any materials that would not otherwise be produced without the City's funding).

- c) **Project or program grant contribution:** Financial contributions from the City funding specific programs or projects (i.e. Project Grants) should be recognized at a consistent level with all other project or program funding contributors.

This includes City recognition on any materials that are exclusively or primarily produced because of the funding that the City provides.

*Example: This program/project is made possible from financial support from the City of Kelowna.*

## **12. SOCIETY INSURANCE**

### **12.1 Society to Provide**

The Society shall procure and maintain during the Term, at its own expense and cost, the insurance policies listed in Section 12.2 of this Lease. For clarity, the insurance requirements set out in Section 12.2 are minimum requirements and are not to be interpreted in a manner that limits the Society's obligations under this Agreement and the Society shall be responsible for obtaining and maintaining such additional insurance as would a prudent tenant having similar obligations to those of the Society under the terms of this Agreement. Further, all insurance policies held pursuant to this Agreement shall contain an undertaking by the insurer to notify the City in writing not less than 30 days before any material change, cancellation, or termination.

### **12.2 Society's Insurance Obligations**

As a minimum, the Society shall, without limiting its obligations or liabilities under any other contract with the City, procure and maintain, at its own expense and cost, the following insurance policies:

- a) Directors and Officers Liability Insurance
- b) Comprehensive General Liability Insurance
  - providing for an inclusive limit of not less than \$5,000,000.00 for each occurrence or accident;



- providing for all sums which the Society shall become legally obligated to pay for damages because of bodily injury (including death at any time resulting there from) sustained by any person or persons or because of damage to or destruction of property caused by an occurrence or accident arising out of or related to this Agreement, services and/or occupancy or any operations carried on in connection with this Agreement;
  - including coverage for Products/Completed Operations, Blanket Contractual, Contractor's Protective, Personal Injury, Contingent Employer's Liability, Broad Form Property Damage, and Non-Owned Automobile Liability;
  - including a Cross Liability clause providing that the inclusion of more than one Insured shall not in any way affect the rights of any other Insured hereunder, in respect to any claim, demand, suit or judgement made against any other Insured.
- c) All risks (including flood and earthquake, as required by the City) property insurance (contents, tenant improvements, etc) in an amount equal to 100% of the full replacement cost.
- insuring all property owned by the Society, or for which the Society is legally liable, or installed by or on behalf of the Society, and located within the Buildings including, but not limited to, fittings, installations, alterations, additions, partitions, and all other leasehold improvements. In the event of loss or damage, the Society shall, if so requested by the City, forthwith replace such lost or damaged equipment or chattels;
  - insuring the Society's inventory, furniture, and movable equipment to the extent that such insurance is commercially available;
  - providing business interruption insurance to the Society for loss of revenue resulting from or due to loss or damage to equipment or the Buildings;
  - providing a period of indemnity shall not be less than twelve (12) months from the date of loss or damage; and
  - naming the City as a first loss payee with respect to any loss or damage to the permanent collection of artefacts and archival material maintained by the Society on the policy required by 12.2 (c).
- d) Insurance upon all plate glass in or which forms a boundary of the Building in an amount sufficient to replace all such glass.

The policy(s) set out in Section 12.2 shall contain a waiver of any subrogation rights which the Society's insurer may have against the City. The Society hereby waives its rights of subrogation against the City.

### **12.3 City's Insurance Obligations**

The City shall maintain, through the Term, in those reasonable amounts and with those reasonable deductions that a prudent owner of a similar property would maintain, having regard to the size, age, and location:

- a) All risks insurance on the Buildings and the License Area and machinery, boilers, and equipment contained in it and owned by the City (excluding property that the Society is required to insure pursuant to this Lease);
- b) General liability insurance with respect to the City's operations at the Buildings; and
- c) Whatever other forms of insurance the City considers advisable.

### **12.4 Automobile Liability Insurance**

Save the vehicle referenced in 8.1b, the Society shall procure and maintain insurance policies covering all motor vehicles, owned, operated and used or to be used by the Society directly or indirectly in the performance of this agreement, services and/or occupancy. The limit of liability shall not be less than \$5,000,000.00 inclusive, for loss or damage including personal injuries and death resulting from any one accident or occurrence.

### **12.5 The City Named As Additional Insured**

The policies required by Section 12.2 shall provide that the City is named as an "Additional Insured" thereunder and that said policies are primary without any right of contribution from any insurance otherwise maintained by the City.

### **12.6 Society's Sub-contractors**

The Society shall require each of its sub-contractors to provide comparable insurance to that set out in Schedule E.

### **12.7 Certificates of Insurance**

The Society agrees to submit Certificates of Insurance in the form attached as Schedule D for itself and all of its sub-contractors to the City prior to the commencement of this agreement, services and/or occupancy. No review or approval of any insurance certificate or insurance policy by the City derogates from or diminishes the City's rights under this Lease.

### **12.8 Other Insurance**

After reviewing the Society's Certificates of Insurance, the City may require other insurance or alterations to any applicable insurance policies in force during the Term and will give notifications of such requirement. Where other insurances or alterations to any insurance policies in force are required by the City and result in increased insurance premium, such increased premium shall be at the Society's expense.

#### **12.9 Additional Insurance**

The Society may take out such additional insurance, as it may consider necessary and desirable. All such additional insurance shall be at no expense to the City. The Society shall ensure that all of its sub-contractors are informed of and comply with the City's requirements set out in this Schedule E.

#### **12.10 Insurance Companies**

All insurance, which the Society is required to obtain with respect to this Agreement, shall be with insurance companies registered in and licensed to underwrite such insurance in the Province of British Columbia.

#### **12.11 Failure to Provide**

If the Society fails to do all or anything which is required of it with regard to insurance, the City may do all that is necessary to effect and maintain such insurance in the name and at the expense of the Society and the Society shall repay any and all costs expended by the City within 21 days of receipt of an invoice. For clarity, the City has no obligation to obtain any insurance required to be maintained by the Society under this Agreement.

#### **12.12 Non-Payment of Losses**

The failure or refusal to pay losses by any insurance company providing insurance on behalf of the Society or any sub-contractor shall not be held to waive or release the Society or sub-contractor from any of the provisions of the Insurance Requirements or this Agreement, with respect to the liability of the Society otherwise. Any insurance deductible maintained by the Society or any sub-contractor under any of the insurance policies is solely for their account and any such amount incurred by the City will be recovered from the Society as stated in Section 12.11.

### **13. INDEMNITY**

#### **13.1 Society Indemnity**

The Society must save harmless, release and indemnify the City and its elected and appointed officials, officers, employees, agents, successors and assigns, from any and all liabilities, actions damages, claims, losses, costs and expenses whatsoever (including without limitation, the full amount of all legal fees, costs, charges and expenses whatsoever) in any way directly or indirectly arising from the occupation, use, activities or actions of the Society in, on or from the Buildings, License Areas or the Lands or any act or omission of the Society. The obligations of the Society under Section 13 shall survive the expiry or earlier termination of this Agreement.



#### **14. DEFAULTS, TERMINATION AND EXPIRATION**

##### **14.1 City May Cure Default**

If the Society fails to observe, comply with, keep or perform any of its covenants, agreements or obligations under this Agreement, the City may, but is not obliged to, at its discretion and without prejudice, take all steps considered necessary to rectify or cure the default and all costs of so doing, including the costs of retaining professional advisors, shall be payable immediately by the Society upon receipt of an invoice. Nothing in this Agreement obligates the City to rectify or cure any default of the Society but should the City choose to do so, the City shall not be liable to the Society for any act or omission in the course of rectifying or curing or attempting to rectify or cure any default.

##### **14.2 Termination Due to Default**

If and whenever:

- a) the Society does not fully observe, perform and keep each and every term, covenant, agreement, stipulation, obligation, condition and provision of this Agreement to be observed, performed and kept by the Society, and persists in such default for 30 days after written notice by the City;
- b) the Society ceases to exist as a non-profit society in good standing in the records of the British Columbia Corporate Registry;
- c) any proceedings towards dissolution or winding up of the Society;
- d) the term or any of the goods or chattels in the Buildings are at any time seized or taken in execution or attachment by any creditor of the Society or under bill of sale or chattel mortgage;
- e) a writ of execution issues against the goods and chattels of the Society;
- f) the Society makes any assignment for the benefit of creditors or becomes insolvent or bankrupt;
- g) the Society is in default in the payment of Rent, the Reserve Fund Contributions or any other amount payable under this Agreement and the default continues for 30 days after written notice by the City to the Society;
- h) the Buildings or the Lands, or any part of it, is destroyed or damaged by any cause so that in the opinion of the City the Buildings are no longer reasonably fit for use by the Society for the purposes set out in this Agreement for any period in excess of 60 days;  
or

- i) the Society vacates or abandons the Buildings or any part of it, or uses or permits or suffers the use of the Buildings for any purpose other than the purposes permitted by this Agreement, and such default persists for 14 consecutive days after written notice by the City,

then the City may, in its sole discretion, terminate this Agreement and the Rent, the Reserve Fund Contributions and all outstanding levies and charges shall become immediately due and payable and the Term shall immediately become forfeited and void and the Society must immediately cease all use and occupation of the Buildings and vacate and deliver up possession of the Buildings and the City may without notice or any form of legal process and without any adherence to public law duties or procedural fairness or the principles of natural justice, forthwith re-enter the Buildings and take possession of the Buildings.

#### **14.3 Distress**

If the Rent or Reserve Fund Contributions payable by the Society are in arrears, the City or a person authorized in writing by the City may enter upon or into the Buildings and seize any goods or chattels and may sell the same.

#### **14.4 Termination Without Cause**

Notwithstanding the rest of this Agreement, either party may terminate this Agreement upon at least six (6) months' written notice to the other party.

#### **14.5 Return of Operating Grant**

The Society shall immediately upon expiration of the Term or the earlier termination of this Agreement, release, relinquish and return any unused portion of the Operating Grant to the City.

#### **14.6 Overholding**

If the Society continues to occupy any or all of the Buildings after the expiration of the Term or the earlier termination of this Agreement, such holding over will not constitute a renewal of this Agreement. In such case, the City, at its option, may elect to treat the Society as one who has not vacated at the end of the Term and to exercise all of its remedies in that situation, or may elect to construe such holding over as a tenancy from month to month subject to all the terms and conditions of this Agreement except as to the Term. For clarity, this section does not authorize or permit the Society to overhold.



#### **14.7 Compensation Upon Termination**

The Society shall not make any claim for compensation, in damages or otherwise, upon the termination or expiry of this Agreement. If the City terminates this Agreement, the City retains the right to proceed at law against the Society for all of the Rent and Reserve Fund Contributions and other loss or damage and costs, including all prospective losses or prospective damages suffered or to be suffered by the City arising from the default of the Society under this Agreement.

#### **14.8 State of Buildings and Lands at Termination**

If the Society fails to leave the Buildings, and the Licence Areas, in a condition required by this Agreement, the City may take such action as the City deems necessary to rectify such breach so on behalf the Society and the Society must, on demand, compensate the City for all costs incurred by the City.

#### **14.9 Vacate Upon Termination, Survival**

At the termination of this Lease and Operating Agreement, whether by effluxion of time or otherwise, the Society shall vacate and deliver up possession of the Buildings in good repair and in a clean, safe and uncontaminated condition, with the entire Collection safely stored within the Buildings, and the Society shall surrender all keys to the Building to the City, subject only to the Society's rights and obligations in respect of artefacts, collections and archives on loan to the Society or transferred by the British Columbia Dragoons Whizzbang Association.

#### **14.10 The Society Moves To a New Museum Location**

Should the Society vacate one of more of the Buildings and move to a new location within the City of Kelowna boundaries the Collection may move with the Society provided that the Collection will be as safely stored, cared for and displayed as it is at the current location. The Society agrees that it will not otherwise move or transfer the Collection from the Building.

#### **14.11 Additional Rights of Re-Entry**

If the City shall re-enter the Buildings or terminate this Lease and Operating Agreement, then:

- a) notwithstanding any such termination or the Term thereby becoming forfeited and void, the provisions of this Lease and Operating Agreement relating to the consequences of termination shall survive;
- b) the City may re-enter and retake possession of the Buildings and the Collection and the Society hereby releases the City from all actions, proceedings, claims and demands whatsoever for or in respect of any such entry or any loss or damage in connection therewith or consequential thereupon;

- c) the City may re-let the Buildings or any part thereof for a term or terms which may be less or greater than the balance of the Term and may grant reasonable concessions in connection therewith.

#### **14.12 Delivery of Information**

At the expiry or earlier termination of this Lease and Operating Agreement, the Society will deliver to the City a detailed list of the Collection, plus deliver to the City (or leave in place at the Buildings) all materials within the library at the Buildings and all computer software (with assignment of all rights) for management and recording of the Collection and all original paper and electronic information about the Collection and the Buildings and its operations and maintenance.

#### **14.13 Remedies Cumulative**

No reference to or exercise of any specific right or remedy by the City prejudices or precludes the City from any other remedy, whether allowed at law or in equity or expressly provided for in this Agreement.

### **15. ARTIFACT AND ARCHIVAL COLLECTIONS**

The parties acknowledge and agree that, in the event of the winding up or dissolution of the Society, the entire collection of artefacts now and hereafter held at the Buildings or other locations or acquired by the Society, whether by purchase, bequest, donation, exchange or otherwise (the "Collection") shall be transferred, as directed by the City, to such charitable organization(s) in the City of Kelowna which have similar charitable purposes to the Society, except for:

- a) artefacts and archival collections on loan to the Society; and
- b) the artefacts and archives of the British Columbia Dragoons Regimental Family transferred to the Society.

### **16. GENERAL TERMS**

#### **16.1 Assignment and Subleasing or Sublicensing**

The Society shall not assign or sub-licence the Society's interest in or rights under this Agreement in whole or in part, without the prior written consent of the City, nor may the Society charge, mortgage, or encumber or purport to charge, mortgage or encumber the Society's interest in the Buildings, the License Areas or any part of the Buildings, the License Areas or this Agreement without the prior written consent of the City. The City may withhold such consents for any reason whatsoever. If the City consents to a sublease of the Buildings or any part of the Buildings, the City may grant such approval on condition that the Society and the proposed sublessee execute a sublease agreement in a form satisfactory to the City.

### **16.2 Society's Representations and Warranties**

The Society represents and warrants that it:

- a) is a not-for-profit society validly incorporated and in good standing under the laws of British Columbia and does not conduct its activities with a view to obtaining, and does not distribute, profit or financial gain to its members;
- b) has the power and capacity to enter into and carry out its obligations under this Agreement; and
- c) has completed all necessary resolutions and other preconditions to the validity of this Agreement.

### **16.3 City's Powers Unimpaired**

Nothing contained or implied in this Agreement affects or prejudices the City's rights, powers, duties or obligations in the exercise of its functions pursuant to the Local Government Act (British Columbia), the Community Charter (British Columbia) or its rights and powers under any enactment to the extent the same are applicable to the Lands or the Buildings, all of which may be fully and effectively exercised in relation to the Lands or the Buildings as if this Agreement had not been fully executed and delivered.

### **16.4 Freedom of Information**

The parties acknowledge, agree and consent to the disclosure of this Agreement as a matter of public record and further acknowledge and agree that applicable laws may require disclosure of information provided by one party to the other pursuant to or in connection with this Agreement.

### **16.5 Entire Agreement**

The provisions in this Agreement constitute the whole of the agreement between the parties and supersede all previous communications, representations, warranties, covenants and agreements, whether verbal or written, between the parties with respect to the subject matter of this Agreement.

### **16.6 Amendment**

This Agreement may not be modified or amended except in writing signed by the City and the Society.

### **16.7 Enurement**

This Agreement shall enure to the benefit of and be binding upon the City and the Society and their respective successors and permitted assigns, if any.



**16.8 City Interests**

The Society acknowledges and agrees that the City may assign, transfer, mortgage, subdivide and otherwise deal with its interests in the Buildings, the License Areas, Lands or any portion thereof, whether land or improvement, without the consent of the Society.

**16.9 Attornment**

If any person shall through the City succeed to the rights of the City under this Agreement or to ownership of the Buildings then, upon the request of the party succeeding to the City's rights hereunder, the Society shall attorn to and recognize the new owner(s) as the landlord of the Society under this Agreement and shall promptly execute and deliver any instrument that such party may reasonably request to evidence the attornment. In the event of any other transfer of interest of the City hereunder, upon the written request of the transferee and the City, the Society shall attorn to and recognize the transferee as the landlord of the Society under this Agreement and shall promptly execute and deliver any instrument that the transferee and the City may reasonably request to evidence the attornment provided that the transferee agrees with the Society to become the landlord hereunder and to assume the obligations of the City hereunder that are to be performed by the transferee after the transfer.

**16.10 Certificates**

The City and the Society agree that at any time and from time to time upon not less than thirty (30) days prior request by the other party, each will execute, acknowledge and deliver to the other a statement in writing certifying:

- a) that this Agreement is unmodified and in full force and effect or if there have been modifications that the same are in full force and effect as modified and identifying the modifications;
- b) the dates to which the Rent, Reserve Fund Contributions and other charges or fees have been paid;
- c) that, so far as the maker of the statement knows, without having conducted any searches or made any particular enquiries, the party who requests the statement is not in default under any provisions of this Agreement or, if in default, the particulars thereof; and
- d) any other reasonable information which is requested.

**16.11 Not in Registrable Form**

The Society acknowledges and agrees that the City is under no obligation to at any time to deliver this Agreement or any instrument creating this Agreement to the Society in a form registrable in the Land Title Office.

**16.12 Notice**

Any notice, request, direction or other communication (any of which is a "Notice") that is to be given or made by a party under this Agreement, shall be in writing, and if to the City, either delivered to an executive officer of the City or delivered or mailed (by prepaid registered mail) to the City at the address set out on page 3 of this Agreement, or if the City has given the Society Notice of another address in Canada to which notices to the City under this Agreement are to be given, then to the last such address of which the Society has been given Notice or sent by e-mail; and if to the Society, either delivered to the Society personally (or to a partner or officer of the Society if the Society is a firm or corporation) or delivered or

mailed (by prepaid registered mail) to the Society at the Buildings or sent by email, addressed as follows:

- a) To the City: City of Kelowna  
E-mail Address: culture@kelowna.ca  
Attention: Manager of Cultural Services
- b) To the Society: Kelowna Museums Society  
E-mail Address: info@kelownamuseums.ca  
Attention: Executive Director

Every such Notice shall be deemed to have been given when delivered or, if mailed as aforesaid, upon the third business day after the day of mailing thereof in Canada provided that if mailed, should there be a mail strike, slowdown, or other labour dispute which might affect delivery of such notice between the time of mailing and the actual receipt of notice, then such notice shall only be effective if actually delivered. Any Notice sent by e-mail is to be considered given on the day it is sent, if that day is a business day and if that day is not a business day, it is to be considered given on the next business day after the date it is sent.

**16.13 Waivers**

Waiver by a party of any default by the other party shall not be deemed to be a waiver of any subsequent default. A waiver is effective only if it is in writing.

**16.14 Further Assurances**

The parties shall execute and do all such further deeds, acts, things and assurances as may be reasonably required to carry out the intent of this Agreement.

**16.15 Own Cost**

The Society shall perform all of its obligations, covenants and agreements under this Agreement solely at its own cost.

**16.16 Joint Venture**

Nothing in this Agreement creates the relationship of principal and agent or partnership, joint venture or business enterprise or entity between the parties or gives the Society any power or authority to bind the City in any way.

**16.17 Independent Contractor**

The parties have entered into an arm's length contract for the provision of the services set out in this Agreement and the Society is an independent contractor, not an employee, of the City.

**16.18 Legal Advice**

The Society acknowledges and agrees that the City has recommended that it receive independent legal advice with respect to this Agreement, and that the City has provided the Society with adequate time to do so.

**16.19 Time is of the Essence**

Time is of the essence of this Agreement.

**17. INTERPRETATION****17.1 Headings and Table of Contents**

The division of this Agreement into sections, the insertion of headings and the provision of a table of contents are for convenience only and do not form a part of this Agreement and will not be used to interpret, define or limit the scope, extent or intent of this Agreement.

**17.2 Schedules**

The following schedules are attached to and form part of this Agreement:

- a) Schedule "A" – Administration and Programing
- b) Schedule "B-1"-Laurel Packing House Lease and License Area
- c) Schedule "B-2"-Military Museum Lease and License Area
- d) Schedule "B-3"-Okanagan Heritage Museum Lease and License Area

- e) Schedule "C"-Legal Notations and Encumbrances
- f) Schedule "D-1"- Society Responsibility Checklist – Military Museum
- g) Schedule "D-2" - Society Responsibility Checklist – Okanagan Heritage Museum and Laurel Packing House
- h) Schedule "E" - Insurance Certificate

### **17.3 Number and Gender**

Unless otherwise specified, words importing the singular include the plural and vice versa and words importing gender include all genders.

### **17.4 Use of the Word "Including"**

The word "including" when following any general term or statement will not be construed as limiting the general term or statement to the specific matter immediately following the word "including" or to similar matters, and the general term or statement will be construed as referring to all matters that reasonably could fall within the broadest possible scope of the general term or statement.

### **17.5 Governing Law**

This Agreement and each of the documents contemplated by or delivered under or in connection with this Agreement are governed exclusively by, and are to be enforced, construed and interpreted exclusively in accordance with the laws applicable and in force in British Columbia.

### **17.6 Severability**

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 shall not affect the validity of the remainder of this Agreement.





## Schedule A - Administration and Programming Requirements

The Society conveys to the City that during the term of the Agreement it will fulfill the following requirements.

### 1. USE OF THE BUILDINGS:

The Society shall use the Buildings for:

- a. Acquisition, conservation, research, communication and exhibition of the tangible and intangible heritage of humanity, with a focus on Kelowna and its environment, for the education, study and enjoyment of residents and visitors;
- b. Providing democratizing, inclusive and polyphonic spaces for critical dialogue about the past and the futures;
- c. Acknowledging and addressing the conflicts and challenges of the present, holding artefacts and specimens in trust for society, safeguarding diverse memories for future generations and guaranteeing equal rights and equal access to heritage for all people;
- d. Working in active partnership with and for diverse communities to collect, preserve, research, interpret, exhibit, and enhance understandings of Kelowna and the world, aiming to contribute to human dignity and social justice, equality and wellbeing;
- e. The operation of gift shops, rental venues and revenue centres, with proceeds dedicated to the support of mission-related activity; and
- f. Providing meaningful and memorable public access.

### 2. LIST OF COLLECTION

The Society shall maintain records of all acquisitions and all deaccessions of artefacts and archival collections, and the particulars thereof and shall maintain these records to current standards and practices. The list of collections shall be made fully available to the City for inspection with reasonable notice.

### 3. COVENANT TO OPERATE

The Society shall throughout the whole of the Term continuously operate, occupy and utilize the Buildings for the purpose set out herein, as a first-class museum in keeping with the standards and practices maintained by similar museums in British Columbia and without limiting the foregoing, the Society shall operate the Buildings and ensure that, unless prevented by applicable Statutory Authorities or for reasons of repair and maintenance, the Buildings are, at a minimum, open and available to the public throughout the Term subject to the Society's right to close at their discretion on any statutory holiday, Sundays and as per published schedules, or periodically for other museum related purposes.

**4. GENERAL ADMISSION FEE**

The Society may charge an admission fee to the Buildings at rates that are generally affordable to the residents of Kelowna.

**5. PROGRAM AND SERVICE FEES**

The Society may charge market rates for programs, special events and heritage / research / consulting services offered.

**6. STAFFING**

The Society shall always provide appropriately trained staff to operate and maintain the Buildings.

**7. SUPERVISION**

The Society shall be responsible for supervising and controlling the activities of its members, directors, officers, employees, volunteers and members of the public who are utilizing the Buildings and for managing the Buildings.

**8. CULTURAL DISTRICT SUPPORT**

The Society shall provide support through marketing, programming, and development of heritage, arts and cultural projects within the scope of this Lease and Operating Agreement to support the success for initiatives of the Cultural District, by co-operating and collaborating with the City and various organizations in the community.

**9. USE OF THE BUILDINGS**

The Society shall use the Buildings for:

- i. the operation and maintenance of a museum and archives for the perpetual benefit of the City and citizens of the City of Kelowna and its visitors;
- ii. acceptance of gifts, bequests or loans of artefacts;
- iii. to purchase, acquire or exchange artefacts as trustees for the City of Kelowna;
- iv. exhibit and display artefacts;
- v. hold special exhibitions and special events from time to time;
- vi. the provision of courses and related activities designed to improve the appreciation of local human and natural history for residents of and visitors to Kelowna and the surrounding area;
- vii. the operation of gifts shops and related business functions;
- viii. the provision of marketable heritage services; and
- ix. such other uses as are customarily incidental to a museum and/or archives.

#### **10. HERITAGE FUNCTIONS**

The Society may be asked to provide expertise and support to the City regarding the maintenance of and appreciation for the community's heritage assets within and beyond the Cultural District. The City acknowledges there may be additional costs related to museum services offered in support of curatorial projects, prints, archives, research and other related services. Costs for such additional services and projects shall be discussed and agreed upon at the initial planning stages and may be the subject of additional or separate agreements.



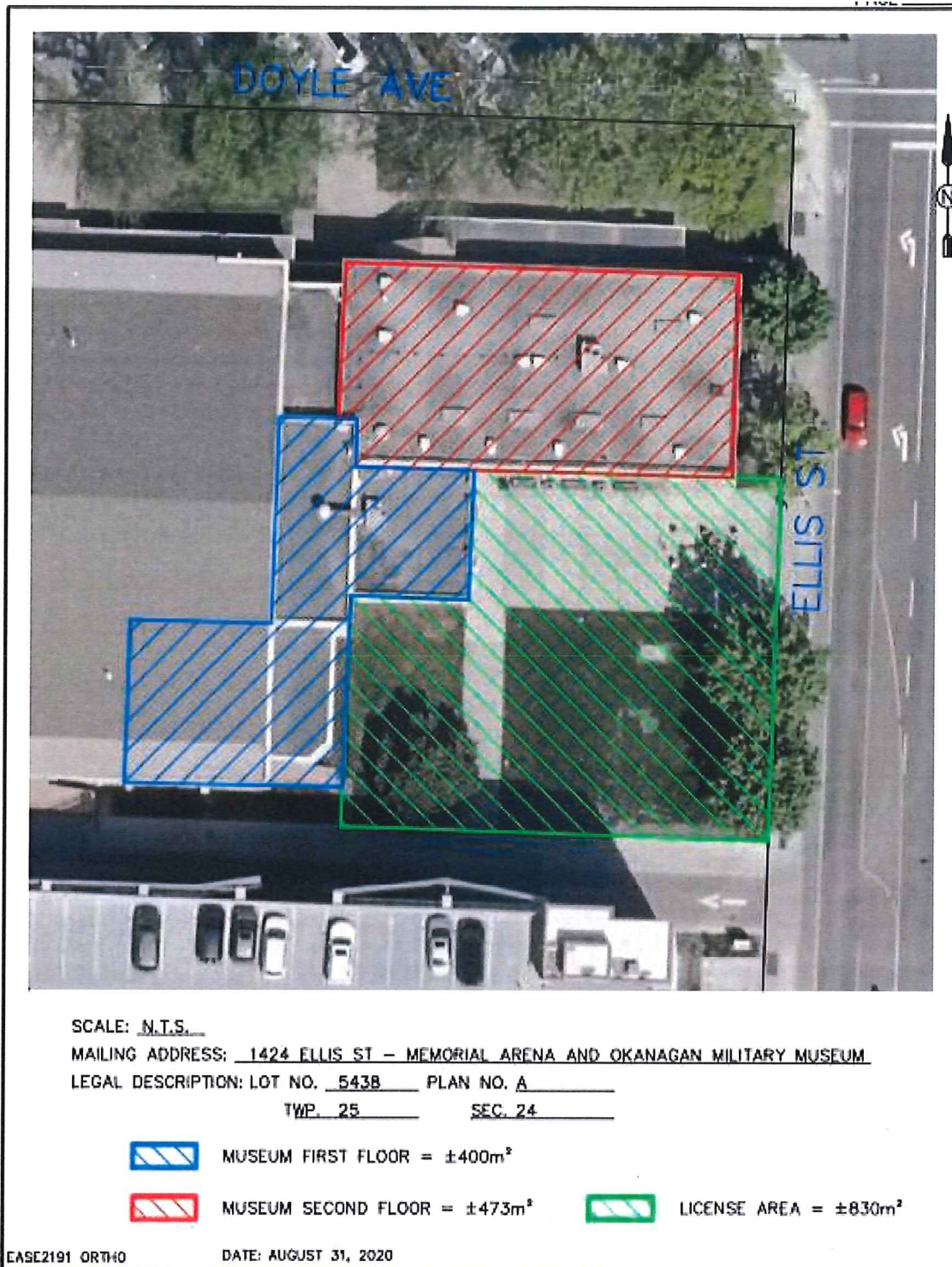
## Schedule "B-1"

Laurel Packing House Lease and License Area



## Schedule "B-2"

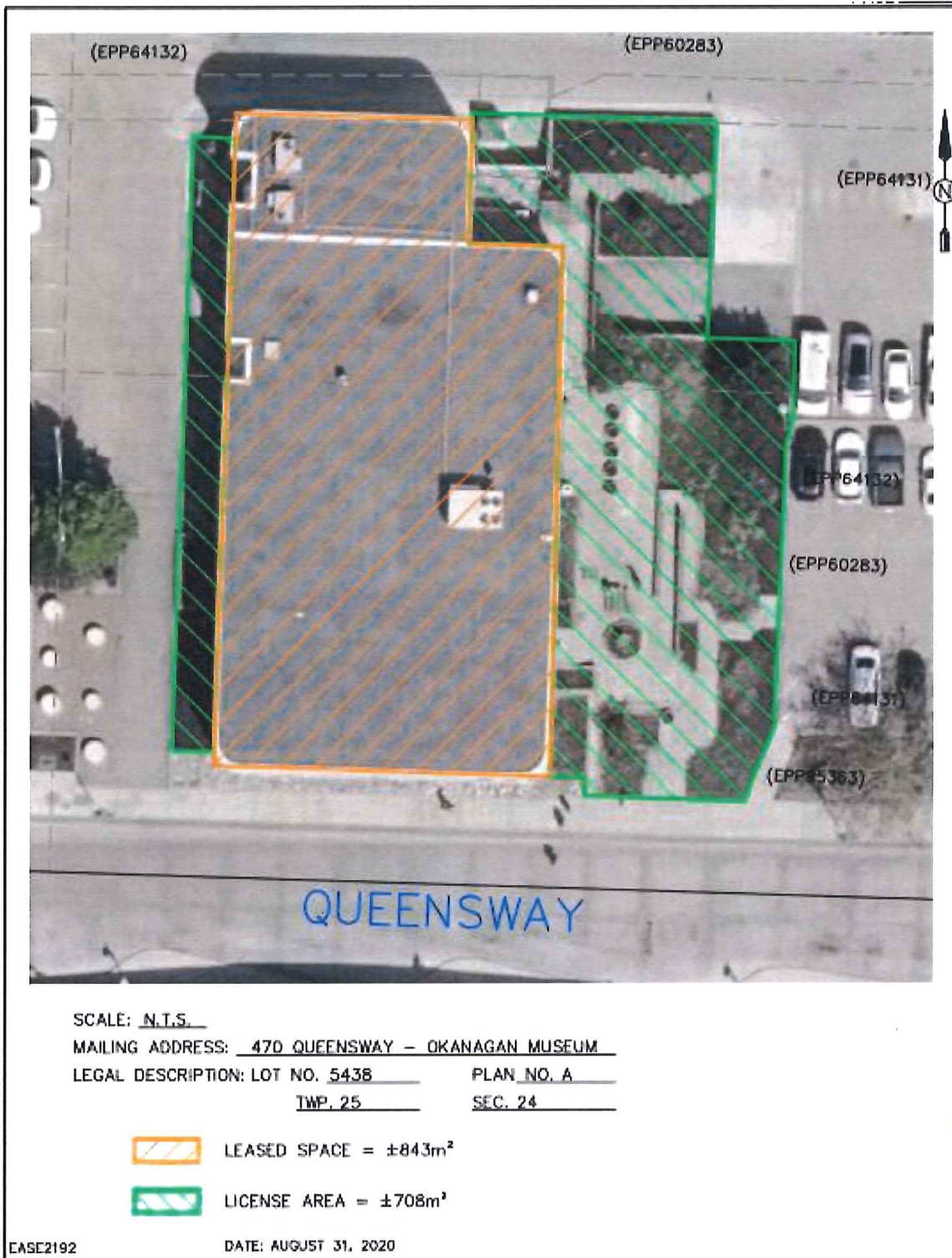
Military Museum Lease and License Area





## Schedule "B-3"

Okanagan Heritage Museum Lease and License Area



## Schedule "C" Legal Notices and Encumbrances

The Society acknowledges that this Lease and Operating Agreement is subject to the following legal notations and charges registered against the title to the Land:

### **Okanagan Heritage Museum and Okanagan Military Museum:**

- (a) Notice of Interest, Builder's Lien Act (S.3(2)), See LB49784
- (b) This title may be affected by a permit under Part 26 of the Local Government Act See CA4479908, KR28290, KW76710, LB426343
- (c) Restrictive Covenant 47392E, See DD 108302F;
- (d) Statutory Right of Way, See KM65466;
- (e) Caveat, See LB48737;
- (f) Certificate of Pending Litigation, See LB72248;
- (g) Statutory Right of Way, CA5405405
- (h) Statutory Right of Way CA5405406
- (i) Statutory Right of Way CA5405407

### **Laurel Packinghouse:**

- (a) Statutory Right of Way, See KT123011;
- (b) Easement, See KT44193;
- (c) Statutory Right of Way LB395305

and the Society agrees to comply with the obligations within those documents, and within such other charges, interests and rights which the City may grant from time to time in the future, provided the interest of the Society under this Lease and Operating Agreement is not materially affected, and the Society shall execute any associated documents and plans.



## Schedule "D-1" Society Responsibility Checklist

### Military Museum

Building Maintenance and Operations Responsibility Checklist <i>Kelowna Museum Society</i>	Military Museum		
	Provided by the City, Cost borne by the City	Provided by the Society, Cost borne by the Society	Does Not Apply
Backflow Preventor testing – Repair / Replacement	X		
Boiler operating permits			X
Card Access			X
Electrical Field Safety Representative (FSR)	X		
Electrical operating permit	X		
Electrical system – annual inspection report	X		
Electrical system - preventative maintenance	X		
Electrical system – repairs	X		
Electrical/lights - lamp & tube replacement		X	
Elevator equipment repairs			X
Elevator maintenance contract			X
Elevator operating permits			X
Emergency lighting testing & repairs	X		
Exterior doors, windows, facades, etc.	X		
Fire alarm system repairs	X		

Building Maintenance and Operations Responsibility Checklist <i>Kelowna Museum Society</i>	Military Museum		
	Provided by the City, Cost borne by the City	Provided by the Society, Cost borne by the Society	Does Not Apply
Fire alarm system testing & inspection contracts	X		
Fire extinguisher monthly & annual inspections	X		
Fire safety plan		X	
Fire safety drills		X	
Fire sprinkler system repairs			X
Fire sprinkler system testing & inspection contracts			X
Furnishings (maintain & replace)		X	
Garbage & recycling program		X	
Grease trap annual service			X
HVAC – annual inspection report	X		
HVAC - preventative maintenance	X		
HVAC - repairs	X		
Insurance – automotive (except the vehicle mentioned in section 8.1b)		X	
Insurance – Collection, archives & records		X	
Insurance - Liability		X	
Insurance - Property, building	X		
Insurance - Society owned furnishings & fixtures		X	

Building Maintenance and Operations Responsibility Checklist <i>Kelowna Museum Society</i>	Military Museum		
	Provided by the City, Cost borne by the City	Provided by the Society, Cost borne by the Society	Does Not Apply
Insurance - Society owned operational equipment, computers		X	
Interior walls, flooring, doors, ceilings, etc		X	
Internet		X	
Janitorial services & supplies in leased spaces		X	
Janitorial services & supplies in public washrooms		X	
Keys – providing City with master keys and emergency access contact information		X	
Keys & locks - repair & maintenance		X	
Kitchen equipment repair & maintenance - Landlord Owned			X
Kitchen equipment repair & maintenance - Tenant Owned			X
Kitchen exhaust hood annual cleaning			X
Kitchen exhaust hood repairs			X
Kitchen hood fire suppression system preventative maintenance			X
Kitchen hood fire suppression repairs			X
Kitchen hood fire suppression testing			X
Landscape maintenance	X		
Licences			
Business License		X	

Building Maintenance and Operations Responsibility Checklist <b>Kelowna Museum Society</b>	Military Museum		
	Provided by the City, Cost borne by the City	Provided by the Society, Cost borne by the Society	Does Not Apply
Liquor License		X	
IHA Food Operating Permit/ Food safe Certification		X	
Overhead Doors			X
Painting - Exterior	X		
Painting - Interior		X	
Parking lots – parking lines, sweeping, asphalt, signage, etc.	X		
Pest control		X	
Plumbing system – annual inspection report		X	
Plumbing system - preventative maintenance		X	
Plumbing system - repairs		X	
Property taxes		X	
Roof – annual inspection report	X		
Roof preventative maintenance and repairs	X		
Security and Video Monitoring System		X	
Signage		X	
Site drainage	X		

Building Maintenance and Operations Responsibility Checklist	Military Museum		
Kelowna Museum Society			
	Provided by the City, Cost borne by the City	Provided by the Society, Cost borne by the Society	Does Not Apply
Snow removal Snow removal and ice control (shared responsibility) City to include public sidewalks, the Society to include the Building entrances, decking and emergency exits.	X	X	
Telephone		X	
Tenant improvements		X	
Tenant improvements – repair, maintenance & replacement		X	
Tree removal	X		
Utilities – electricity		X	
Utilities – natural gas		X	
Utilities – propane			X
Utilities – water, sewer		X	
Vandalism (exterior)	X		
Vandalism (interior)		X	
Window cleaning (exterior)		X	
Window cleaning (interior)		X	

## Schedule "D-2" Building Maintenance and Operations Responsibility Checklist

### Okanagan Heritage Museum and Laurel Packinghouse

Building Maintenance and Operations Responsibility Checklist  Kelowna Museum Society	Okanagan Heritage Museum Laurel Packinghouse		
	Provided by the City, Cost borne by the City	Provided by the Society, Cost borne by the Society	Does Not Apply
Backflow Preventor testing – Repair / Replacement	X		
Boiler operating permits			X
Card Access Heritage Museum (Society's Responsibility) Laurel (N/A)		X	X
Electrical Field Safety Representative (FSR)		X	
Electrical operating permit		X	
Electrical system – annual inspection report		X	
Electrical system - preventative maintenance		X	
Electrical system - repairs (in accordance with paragraph 9.2)		X	
Electrical/lights - lamp & tube replacement		X	
Elevator equipment repairs	X		
Elevator maintenance contract	X		
Elevator operating permits	X		



Building Maintenance and Operations Responsibility Checklist	Okanagan Heritage Museum Laurel Packinghouse		
<b>Kelowna Museum Society</b>			
	Provided by the City, Cost borne by the City	Provided by the Society, Cost borne by the Society	Does Not Apply
Emergency lighting testing & repairs	X		
Exterior doors, windows, facades, etc. (in accordance with paragraph 9.2)		X	
Fire alarm system repairs	X		
Fire alarm system testing & inspection contracts	X		
Fire extinguisher monthly & annual inspections	X		
Fire safety plan		X	
Fire safety drills		X	
Fire sprinkler system repairs	X		
Fire sprinkler system testing & inspection contracts	X		
Furnishings (maintain & replace)		X	
Garbage & recycling program		X	
Grease trap annual service			X
HVAC – annual inspection report	X		
HVAC - preventative maintenance	X		
HVAC - repairs	X		
Insurance – Automotive (except the vehicle mentioned in section 8.1b)		X	
Insurance – Collection, archives & records		X	
Insurance - Liability		X	



Building Maintenance and Operations Responsibility Checklist  Kelowna Museum Society	Okanagan Heritage Museum Laurel Packinghouse		
	Provided by the City, Cost borne by the City	Provided by the Society, Cost borne by the Society	Does Not Apply
Insurance - Property, building	X		
Insurance - Society owned furnishings & fixtures		X	
Insurance - Society owned operational equipment, computers		X	
Interior walls, flooring, doors, ceilings, etc		X	
Internet		X	
Janitorial services & supplies in leased spaces		X	
Janitorial services & supplies in public washrooms		X	
Keys – providing City with master keys and emergency access contact information		X	
Keys & locks - repair & maintenance		X	
Kitchen equipment repair & maintenance - Landlord Owned			X
Kitchen equipment repair & maintenance - Tenant Owned		X	
Kitchen exhaust hood annual cleaning			X
Kitchen exhaust hood repairs			X
Kitchen hood fire suppression system preventative maintenance			X
Kitchen hood fire suppression repairs			X

Building Maintenance and Operations Responsibility Checklist	Okanagan Heritage Museum Laurel Packinghouse		
<b>Kelowna Museum Society</b>			
Kitchen hood fire suppression testing			X
Landscape maintenance	X		
Licences			
Business License		X	
Liquor License		X	
IHA Food Operating Permit/ Food safe Certification		X	
Overhead Doors		X	
Painting - Exterior	X		
Painting - Interior		X	
Parking lots – parking lines, sweeping, asphalt, signage, etc.	X		
Pest control		X	
Plumbing system – annual inspection report		X	
Plumbing system - preventative maintenance		X	
Plumbing system - repairs (in accordance with paragraph 9.2)		X	
Property taxes		X	
Roof – annual inspection report	X		
Roof - preventative maintenance and repairs	X		
Security and Video Monitoring System		X	
Signage		X	
Site drainage	X		

Building Maintenance and Operations Responsibility Checklist  <b>Kelowna Museum Society</b>	Okanagan Heritage Museum Laurel Packinghouse		
	Provided by the City, Cost borne by the City	Provided by the Society, Cost borne by the Society	Does Not Apply
Snow removal  Snow removal and ice control (shared responsibility) City to include public sidewalks, the Society to include the Building entrances, decking and emergency exits.	X	X	
Telephone		X	
Tenant improvements		X	
Tenant improvements – repair, maintenance & replacement		X	
Tree removal	X		
Utilities – electricity		X	
Utilities – natural gas		X	
Utilities – propane			X
Utilities – water, sewer		X	
Vandalism (exterior)	X		
Vandalism (interior)		X	
Window cleaning (exterior)		X	
Window cleaning (interior)		X	

## Schedule "E" - Insurance Certificate



### CERTIFICATE OF INSURANCE

City staff to complete prior to circulation

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>5,000,000</u> Inclusive \$ _____ Aggregate \$ _____ Deductible
<b>Section 2</b> Automobile Liability				Bodily Injury and Property Damage \$ <u>5,000,000</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



# Kelowna Museums Society

## Lease and Operating Agreement

March 21, 2022





# Kelowna Museums Society



# Community Impact



- ▶ 15 full-time staff
- ▶ 500,000+ artifacts
- ▶ 60,000+ annual visitors
- ▶ 22,000+ educational program participants
- ▶ 10,000 social media followers



# Agreement Summary

- ▶ Annual Grant: \$675,000
- ▶ Term: 5 years
- ▶ Rent: Nominal
- ▶ Building Reserve Contribution: \$18,000/year
- ▶ Formalizes
  - ▶ maintenance requirements
  - ▶ annual partnership reporting requirements





*Questions?*

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

# Report to Council



**Date:** March 21, 2022

**To:** Council

**From:** City Manager

**Subject:** Kelowna Community Campus Indicative Building Site Location

**Department:** Parks and Building Planning

---

## **Recommendation:**

THAT Council receives, for information this report from Parks and Buildings Planning, dated March 21, 2022, for the Kelowna Community Campus at Parkinson Recreation Park;

AND THAT Council directs Staff to commence the design process for the Kelowna Community Campus at Parkinson Recreation Park based on the indicative Co-located Campus model.

## **Purpose:**

For Council to endorse a preferred building location for the Kelowna Community Campus and to direct Staff on next steps.

## **Background:**

Located in a 48-acre park in a dense urban setting, the future Kelowna Community Campus (KCC) is recognized as a unique opportunity for delivering a landmark facility that will help shape the future of Kelowna. The site features the Apple Bowl, is bisected by Mill Creek, and is adjacent to the site of a future school.

Since the start of the year, the following has occurred:

- Jan 17, 2022 - The functional program and the guiding principles were approved by Council.
- Feb 7, 2022 - A Council workshop considered the building location, outlining the opportunities and constraints of the site and giving an overview of two proposed building locations that were developed as 'test fits'. These two approaches are referred to as the 'Separate Sites model' and the 'Co-located Campus model,' respectively.
- Feb 24 & 25, 2022- Council toured existing community recreation centres in the Lower Mainland to inform the design of the KCC within the Parkinson Recreation Park (PRP). Aspirational objectives were identified.

This report will summarize the two approaches to building location being considered along with benefits and concerns unique to each model.

Staff recommend that the Co-located Campus option be pursued as the preferred model for the project. This model is better suited to achieve the guiding principles as well as the aspirational goals identified by Council. The Co-located Campus model is supported by SD23 (Attachment 1), and is the preferred option when discussed with the Ministry of Transportation and Infrastructure (MoTI) (Attachment 2). If approved the Co-located Campus model will be the basis for the ongoing discussions with the School District 23 (SD23) and the development of necessary subsidiary agreements. The building location and a Land Exchange Agreement will be the starting point for the Schematic Design process.

*Previous Council Resolution*

Resolution	Date
THAT Council approves in principle, the Guiding Principles and Functional Program that will steer the design of the redevelopment of the PRC.	January 17, 2022

**Summary of Options**

**Separate Sites model:**

In this model, the KCC building will be located south of Mill Creek adjacent to the Highway in the existing PRC parking lot. It will be primarily served by the enlarged southeast parking lot, with access points off Parkinson Way and Harvey Avenue.

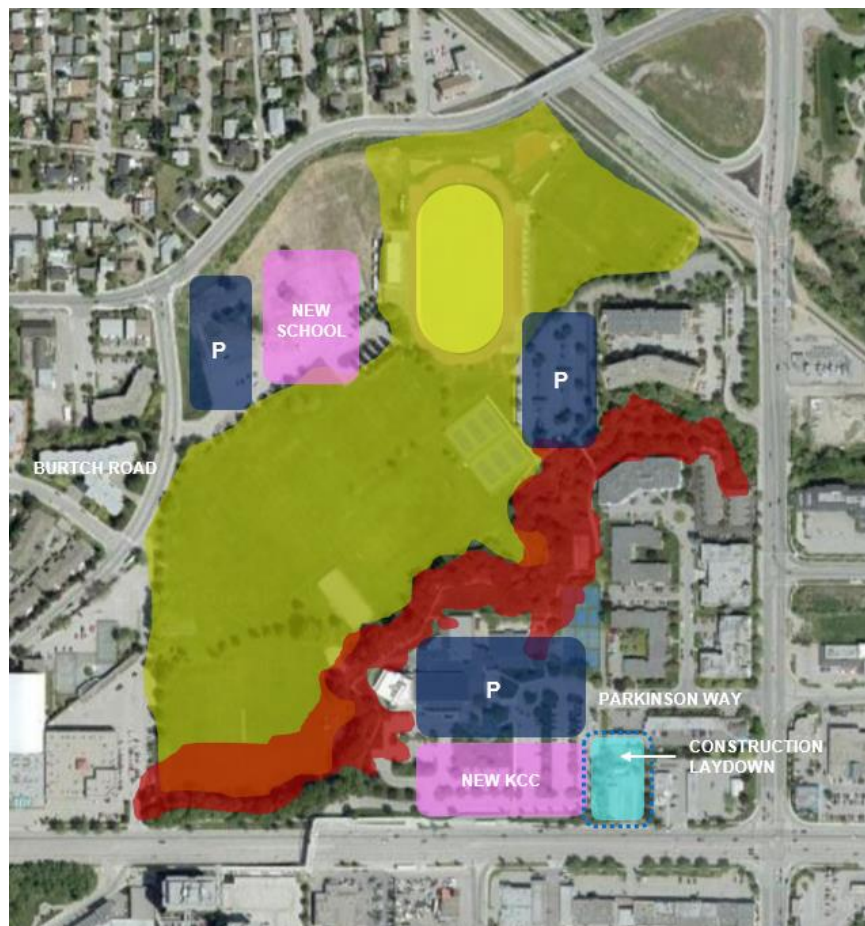


Figure 1- Separate Sites (areas circled in blue have been added since Feb 7 workshop)

### Benefits

- Highly visible from Harvey Avenue
- Located adjacent to the Parkinson Activity Centre
- Proximal to the RapidBus stops on Harvey Avenue
- Approximately 45 percent of parking is within a 1-minute walk of the facility entrance, and 60 percent within a 2.5-minute walk. Due to distance, shared parking on the SD23 site is not as attractive for recreation centre users but remains of use to field users.
- Impacts to the site are minimized through retaining amenities, infrastructure, and site works. The fields and tennis courts will be retained, with less upgrades necessary.

### Concerns

- Lay down space and access during construction will be restricted and disruptive to programming at the existing PRC. User parking adjacent to PRC and PAC will be very limited during this time.
- Primarily served by the enlarged southeast parking lot, with access points off Parkinson Way and Harvey Avenue. This adds more traffic pressure onto the Spall/Harvey intersection in the site's southeast corner.

- Ministry of Transportation and Infrastructure (MoTI) has expressed concern with this model as it adds additional traffic to Harvey Avenue by positioning the building in the southeast corner of the site. The network already experiences heavy congestion in this area at peak times of the day.
- As the new building will be built directly on top of the existing parking lot, a temporary parking solution that is not proximal to the existing PRC will be required during construction.
- Additional parking will be required to compensate for the parking displaced by the new building's location.
- Building is surrounded by paved surfaces and does not benefit from being adjacent to sports fields and courts or Mill Creek. This limits the ability for programming to spill out onto outdoor spaces or change rooms to service field use.
- Very little scope for future expansion of the facility.
- The KCC building and future school will be on opposite sides of the site. This physical separation will change the opportunities for collaboration.
- The KCC building and the Apple Bowl will be on opposite sides of the site reducing the synergies between the two.

*Potential options*

- The construction laydown area could be located on the vacant property adjacent to the building site if the property owner agrees to this.

**Co-located Campus Model:**

The Co-located Campus model creates a shared campus of buildings within Parkinson Recreation Park, north of Mill Creek including the Kelowna Community Campus building, the existing Apple Bowl, and the new school, grouped around a shared public space. This solution benefits from close proximity to shared amenities.

The new facility is more centrally located with main entrances off Burtch Road and Spall Road. Parking is provided on both the east and west sides of the KCC building.





Figure 2: Co-located Campus Model (areas circled in blue have been added since February 7<sup>th</sup> workshop)

### Benefits

- The location of the KCC building north of the Creek allows the existing PRC operations and parking to continue uninterrupted during construction.
- Ample laydown area on the adjacent SD23 property and independent access from Burtch Road improves safety, benefits the construction process, and hence reduces costs.
- Distributes the parking demand between three parking lots. The greatest increase in traffic will be to the northwest parking lot on the SD23 site from Burtch Road.
- MoTI has provided a preliminary review of this model and is supportive of this scheme because it distributes the traffic load around the site and away from the Harvey Avenue and Spall Road intersection, which improves the overall functionality of the network.
- Embraces the benefits of the park setting and creek adjacency, by maximizing the adjacency with sports fields, courts, and other park amenities. This in turn enhances the quality of the indoor spaces.



- Allows programming to expand into the recreation park. Facilities such as changerooms and event support space can be accessed from the indoors and outdoors, supporting various tournaments, track meets, and festivals.
- The KCC building and future school will be built in close proximity to one another and the existing Apple Bowl, creating a safe, pedestrian-focused campus. This will create direct opportunities for shared use of fields, gymnasias and other amenities between the three facilities, which will enhance reciprocal programming opportunities and community access. The City and the SD23 will collaboratively determine how these opportunities are to be managed through future subsidiary agreements.
- School site can provide interim parking nearby, and once constructed, school parking will be available for public use during the peak demand weekday evenings and weekends.
- Most of the existing parking infrastructure and all the sports courts in the southeast will be retained.
- The model provides space for the potential future expansion of the recreation centre.

#### *Concerns*

- Is further from the RapidBus stops on Harvey Ave, but it positions the facility closer to transit stops connecting to Glenmore, UBCO and downtown, and the Okanagan Rail Trail.
- Will require some fields to be realigned.
- Not enough parking located immediately adjacent to the KCC.
- Access off Spall Rd is narrow and meandering around a multi-family complex.
- Access off Spall Road is right-in, right-out only making access more difficult
- Successful implementation of this option will require cooperation and participation of SD23.

#### *Potential options*

- The existing field irrigation is past its' service life and in need of replacement regardless of the option selected. This is the greatest cost associated with field realignment.
- There is sufficient space to enhance the northeast entrance with boulevard trees, rec. centre signage and/or artwork to enhance the sense of arrival. The access road can also be widened and straightened.
- Parking could be added to the east of the Apple Bowl to increase parking in the northeast lot. Parking could also be added off Burtch Road and could be located in close proximity to an entrance. With the additional parking added, approximately 35 percent of parking is within a 1-minute walk of the facility entrance, and 90 percent is within a 2.5-minute walk.
- Similarly, the entrance off Burtch Road and Spall Road could have an enhanced sense of arrival on par with the Spall Rd entrance. The northwest parking could be brought closer to the centre.
- A through-road option connecting the northeast and southeast parking lots would increase internal site circulation and improve access/egress options. This would require the construction of a bridge over Mill Creek and the removal of the existing pickleball courts and green space.

**Conclusion:**

The Co-located Campus model creates a pedestrian first design and a strong park setting for the new facility. This model works with the complexities of the urban setting and the multiple network connections it offers. This model has greater potential to meet the guiding principles set out for the project.

The Co-located Campus model is also better placed to meet many of the aspirational goals and observations raised by Council following the study tour. By being embedded in the park, the programming of the KCC can thrive and expand both inside and outside the facility. This site offers valuable opportunities for health and wellness by optimizing proximity to the park's natural beauty and Mill Creek. At this central location, there are also multiple opportunities for expanded programming by leveraging the existing green space and Apple Bowl amenities.

The Co-located Campus model is supported by both SD23 and MoTI. Located close to the school encourages the greater potential for sharing fields, gymnasiums, parking and other amenities. This building location distributes traffic around the project site thus minimizing the impacts to the overall traffic network.

The options considered demonstrate the concerns raised can be satisfactorily resolved, and these will be explored and developed as the Schematic Design evolves.

Finally, this model is easier and safer to construct with fewer impacts on existing operations.

**Next steps:**

Staff will engage a design team to commence Schematic Design and commence engagement with First Nations, key stakeholders, neighbours, potential partners as well as the broader public. The Schematic Design Report cost estimate will then inform the borrowing process. In parallel staff will engage with SD23 and MoTI based on the approved site model.

**Internal Circulation:**

Partnerships & Investments

Active Living & Culture

Planning & Development Services

Infrastructure

Financial Services

Communications

**Existing Policy:**

Imagine Kelowna called to create great public spaces and opportunities for people of all ages, abilities and identities, grow vibrant urban centres and limit sprawl, build healthy neighbourhoods for all, nurture entrepreneurship and collaboration, support innovation, and take action in the face of climate change.

Council Priorities 2019-2022 identified measures to transform this vision into action. Specifically, relevant to this report:

March 21, 2022

Council

Page 8 of 8

- Vibrant neighbourhoods, by pro-actively planning key sites.
- Vibrant neighbourhoods, through developing accessible and multipurpose amenities.
- Economic resiliency, through the reduction of the infrastructure deficit.

The accompanying Corporate Priorities also identify:

- Clear direction, encouraging and supporting innovation.
- Community Climate Action Plan.
- Corporate Energy and GHG Emissions plan.

**Considerations not applicable to this report:**

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Financial/Budgetary Considerations:

External Agency/Public Comments:

Communications Comments:

**Submitted by:** R. Parlane, Parks & Buildings Planning Manager

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



February 3, 2022

City Council  
City of Kelowna  
1435 Water Street  
Kelowna, BC V1Y 1J4

Dear City Council

This letter is written in support of a co-located campus model for Education and Health & Wellness Facility on what is known as the Parkinson Recreation site.

As the fastest growing school district in British Columbia, Central Okanagan Public Schools is challenged with adequate land options for a secondary school in the Kelowna area. The District believes the proposed partnership with the City of Kelowna is the most responsible and innovative way to serve Kelowna's population and the synergies between the school and the recreation centre provide the opportunity for an effective model of service delivery. It will be a project that attains our shared vision of showing innovation, leadership in sustainability, improved service, optimal site utilization, and community/social benefits.

The new Glenmore Secondary School is the Central Okanagan Public Schools' number one priority on its Five Year Capital Requirements; however, this urgent priority has not yet received approval from the Ministry of Education. The School District's continues to be interested in collaborating with the City of Kelowna on a co-located campus model for each of our buildings and looks forward to working with the City to develop the necessary agreements that allow for this concept to become a reality when funding approval is received.

Yours sincerely,

A handwritten signature in black ink that reads "Moyra Baxter". The signature is written in a cursive, flowing style.

Moyra Baxter, Chairperson  
Board of Education

cc: Central Okanagan Board of Education Trustees  
Kevin Kaardal, Superintendent of Schools/CEO

**Board of Education – Trustees**

Moyra Baxter  
Norah Bowman

Wayne Broughton  
Chantelle Desrosiers  
Julia Fraser

Amy Geistlinger  
Lee-Ann Tiede

## RE: Redevelopment of Parkinson Recreation Centre (PRC/KCC) - MoTI's perspective



Henry, Audrie L TRAN:EX [REDACTED]

To  Amy Johnston;  Garrison, Blaine TRAN:EX

Cc  Robert Parlane;  Lachmuth, Erik TRAN:EX



Tue 3:42 PM

**CAUTION: External email - Check before you click!**

**Our file: 2021-02192**

Good afternoon Amy,

In response to your March 9, 2022 email request for the Ministry's high-level perspective/endorsement on which of the two options is preferred, I can advise the following:

The shifting of the density to the northern area of the site, along with the increased spacing from the Highway 97 at Spall Road intersection to the proposed new access on Spall Road as shown on Option 2, will likely be more functional.

The chosen option will need to support the long-term plans for Burtch Road that were identified in the Transportation Master Plan (TMP) and the Regional Transportation Plan (RTP). These plans propose a major connection (Burtch) that also influences Spall Road. Both of these plans are informing the CO-ITS so if there have been any changes, the Ministry will need to ensure that we incorporate them.

Please feel free to let me know if you have any questions.

Regards,

Audrie Henry, Development Officer  
Ministry of Transportation and Infrastructure  
#300-1358 St. Paul Street  
Kelowna, BC V1W 4T8

[REDACTED]  
Fax: 250-712-3669



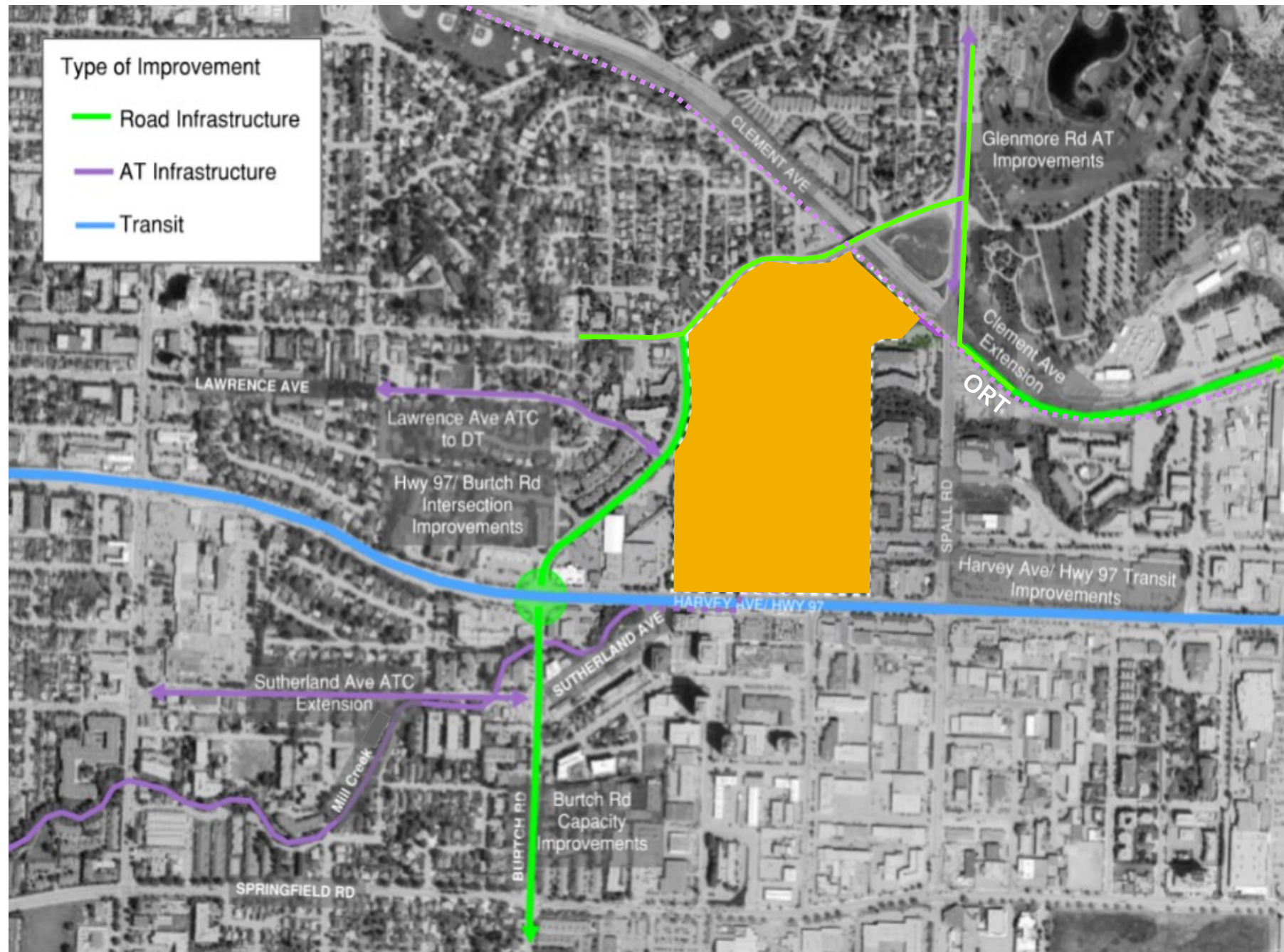
# Kelowna Community Campus

The Redevelopment of Parkinson Recreation Centre Site

## Indicative Design - Site Plan Update

Hosted by **Stuart Rothnie** – Architect AIBC, **HCMA Architecture + Design**



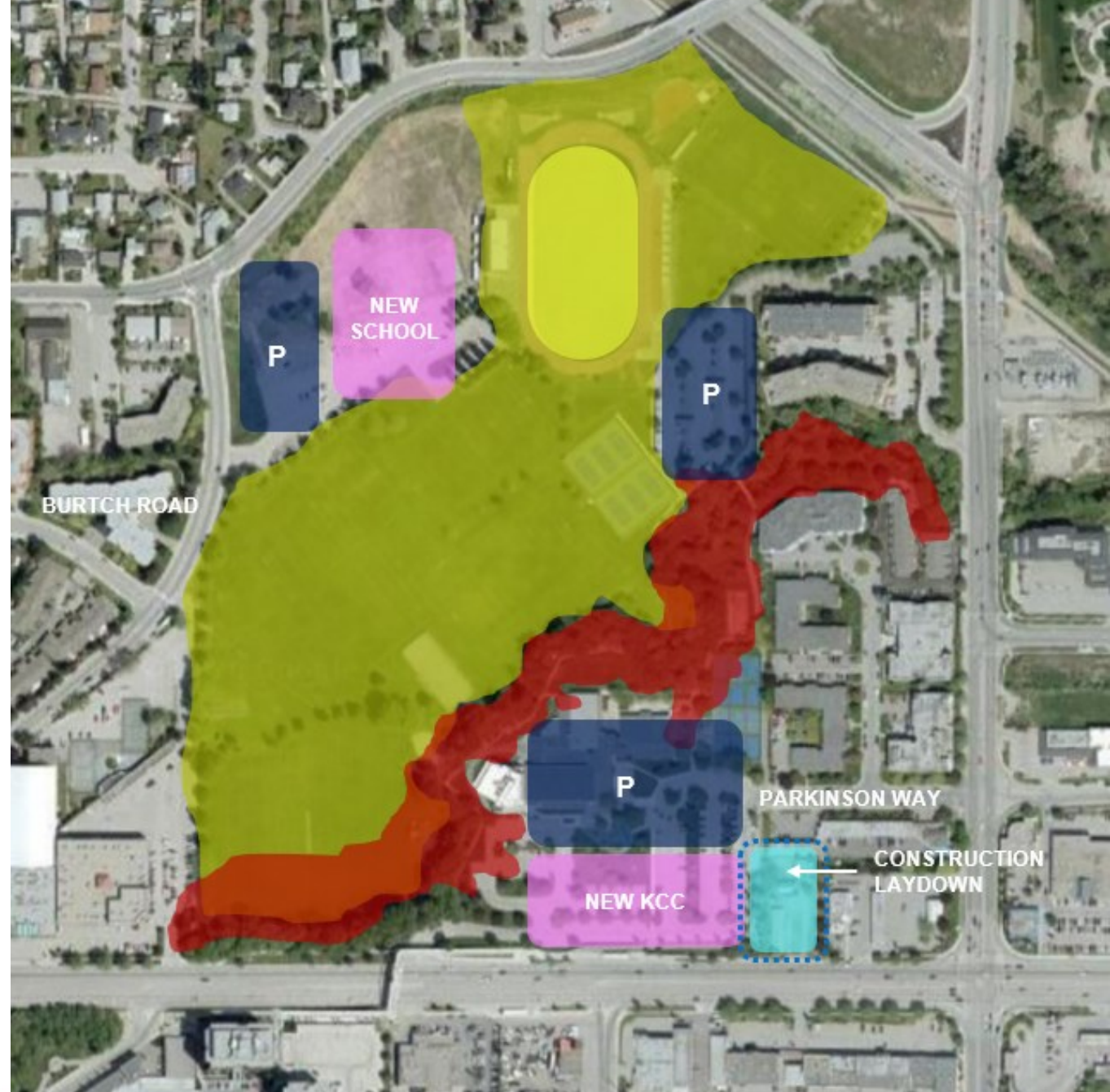




**OPTION 1**

**SEPARATE SITES MODEL**

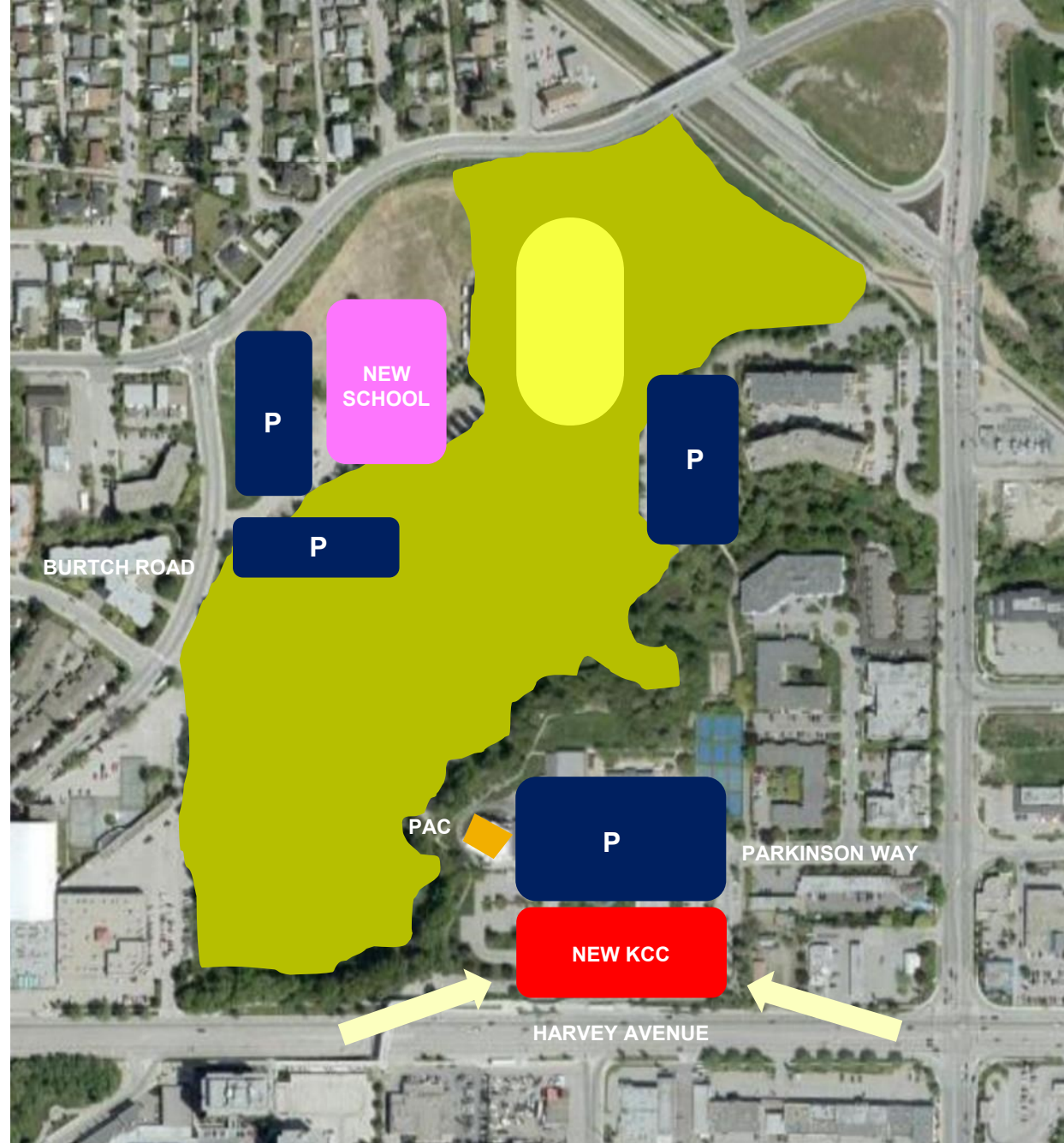
NORTH



## SEPARATE SITES MODEL

### BENEFITS

- **HIGHLY VISIBLE** FROM HARVEY AVENUE
- CLOSE TO EXISTING **PARKINSON ACTIVITY CENTRE (PAC)**
- CLOSE TO **RAPID BUS STOP** ON HARVEY AVENUE



NORTH

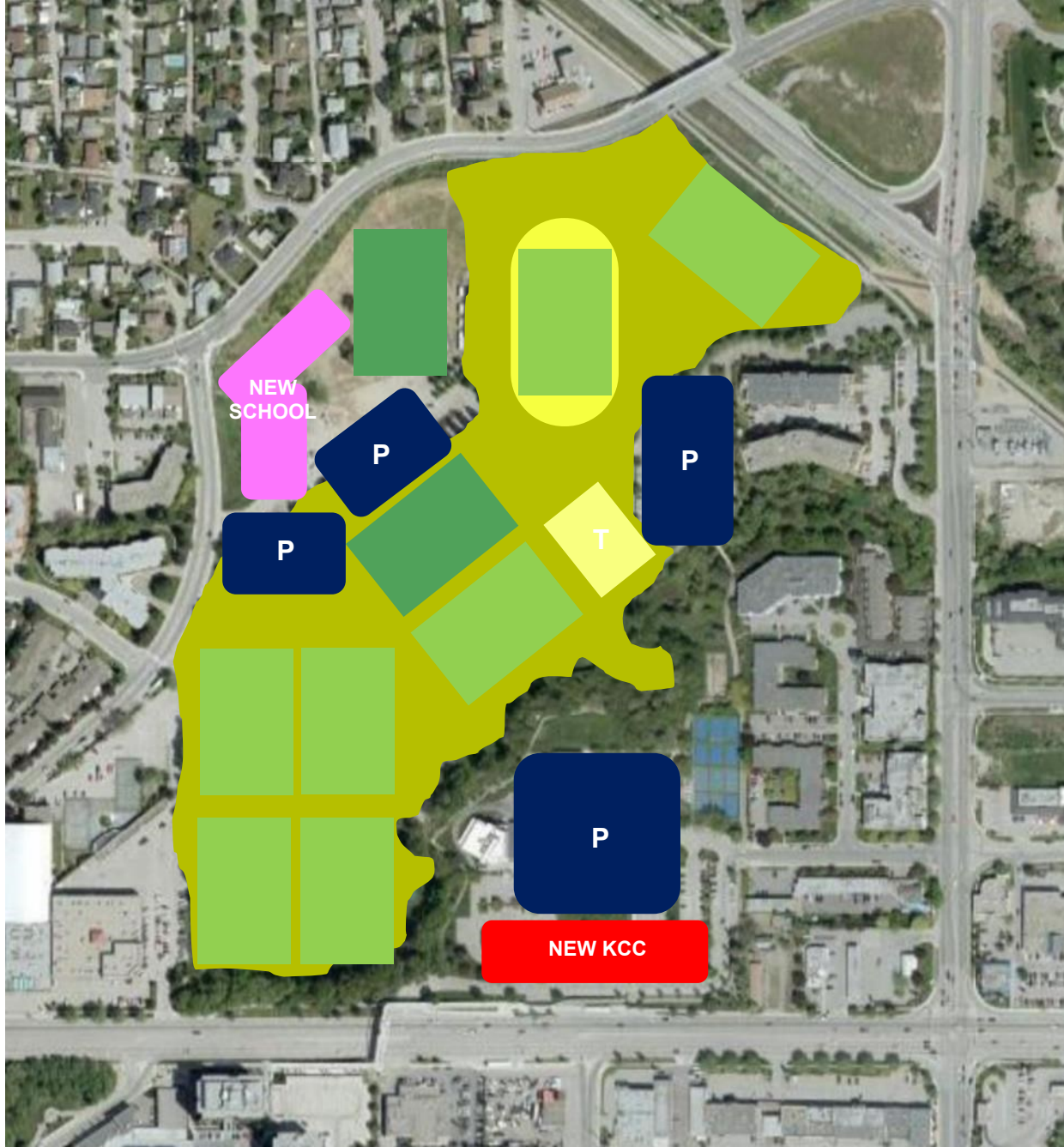




## SEPARATE SITES MODEL

### BENEFITS

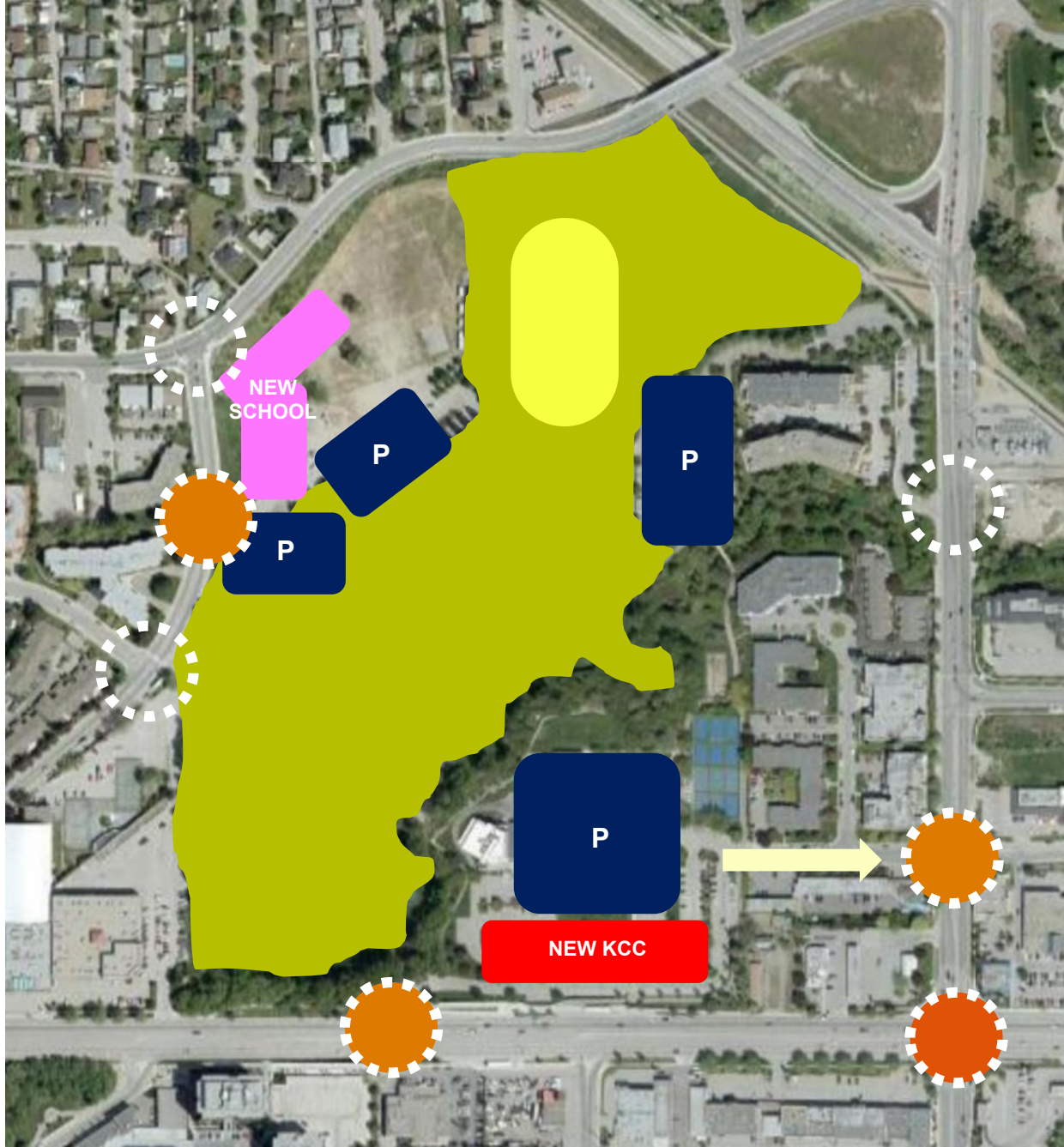
- **LESS DISRUPTIVE TO CURRENT FIELD LAYOUT**
- **KEEP COURTS IN CURRENT LOCATION**
- **45% OF PARKING WITHIN 1 MIN WALK + 60% WITHIN 2.5 MIN WALK OF ENTRANCE**



## SEPARATE SITES MODEL

### CONCERNS

- ADDS SIGNIFICANT **ADDITIONAL TRAFFIC BURDEN ON SPALL ROAD**
- **DOMINO IMPACT** ON HARVEY AVENUE INTERSECTIONS

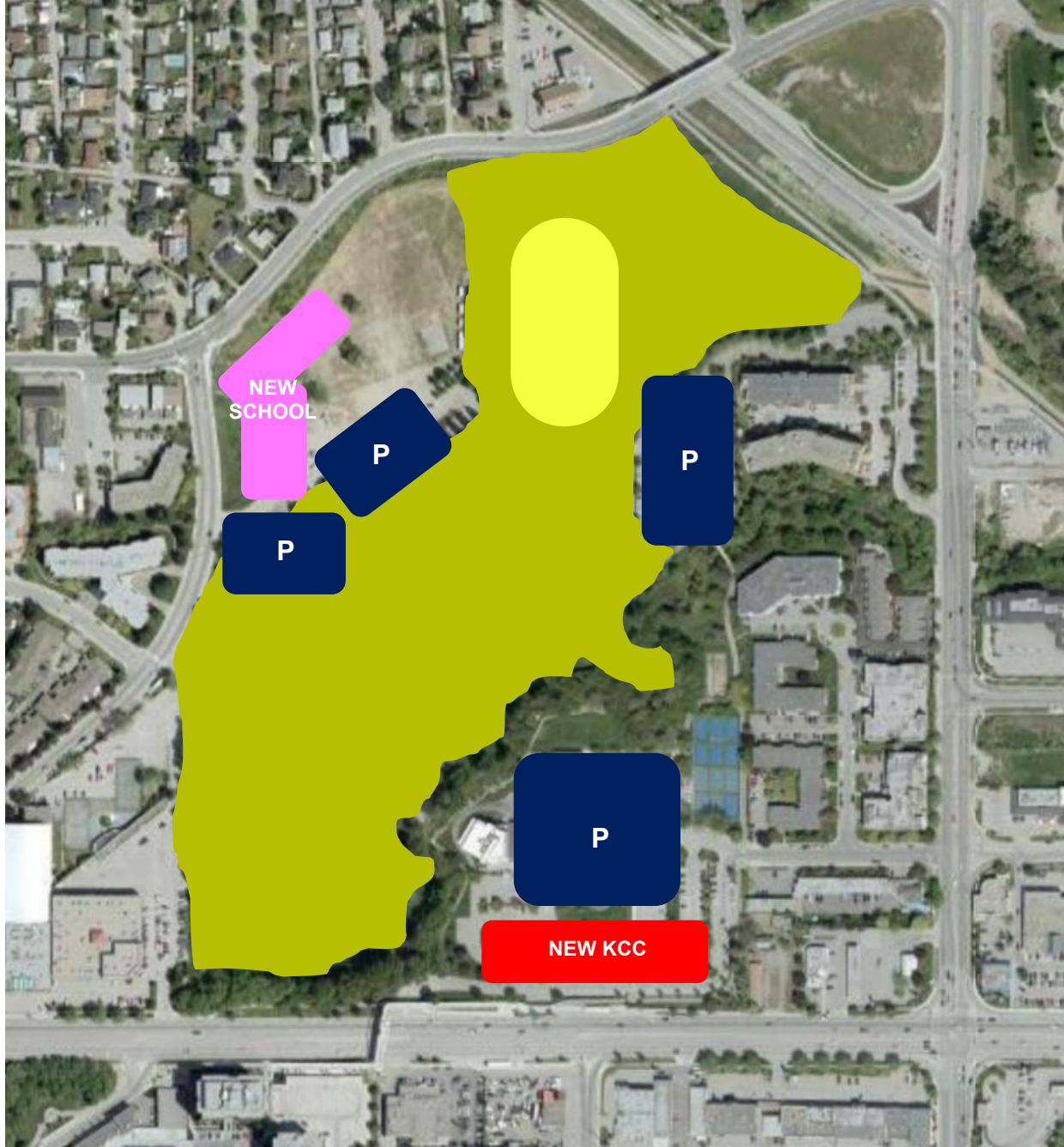




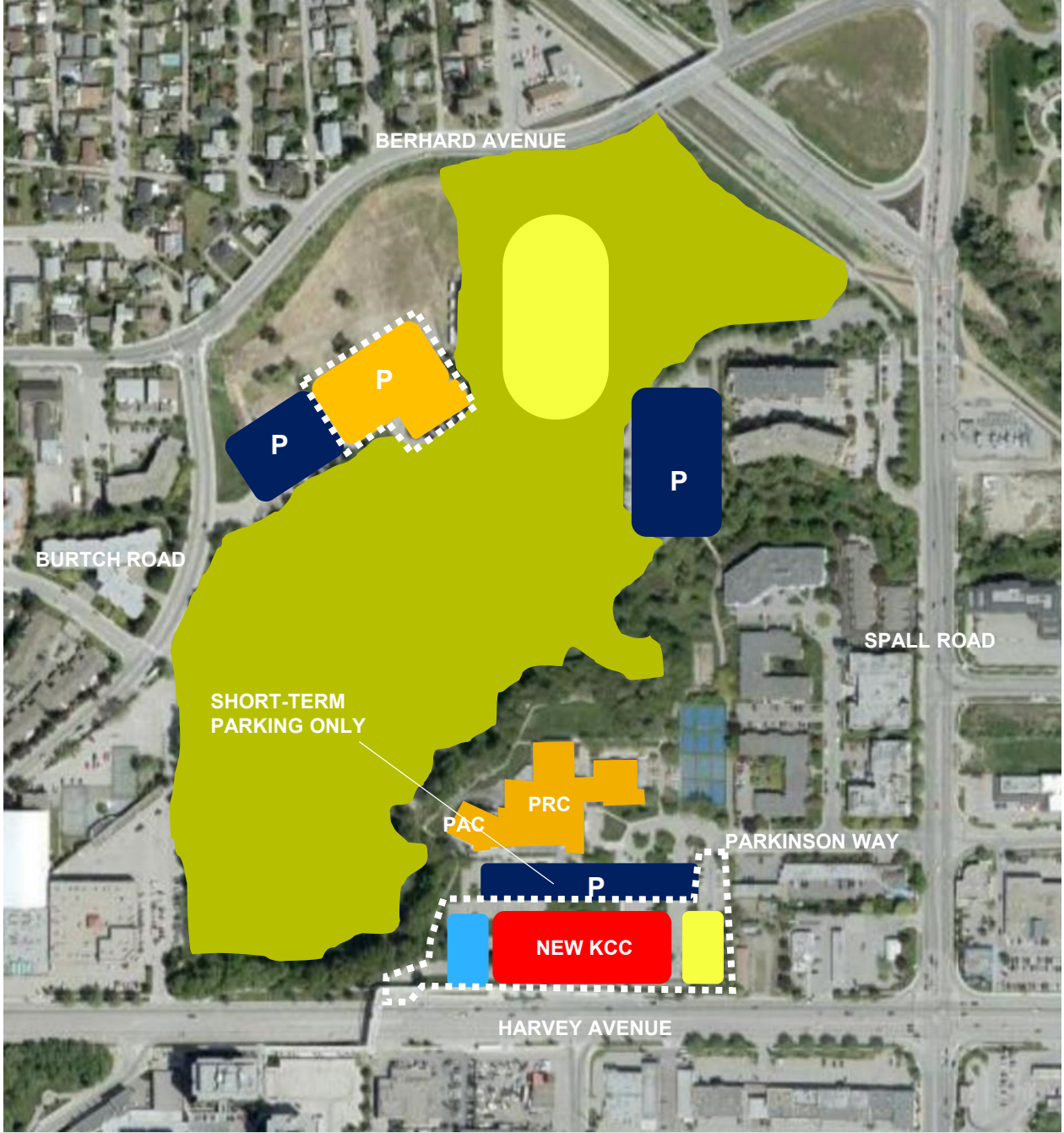
## SEPARATE SITES MODEL

### CONCERNS

- NO ROOM FOR **EXPANSION**
- **NO OUTDOOR SPACE** NEXT TO NEW FACILITY
- **NO SPACE FOR COMMUNITY EVENTS** AROUND NEW FACILITY
- POOR CONNECTION TO **PARK**
- **NO SYNERGIES** WITH SCHOOL



- CONSTRUCTION OPERATIONS
- MATERIAL LAY DOWN AREAS
- PUBLIC PARKING AREAS
- CONTRACTORS PARKING



## SEPARATE SITES MODEL

### CONCERNS

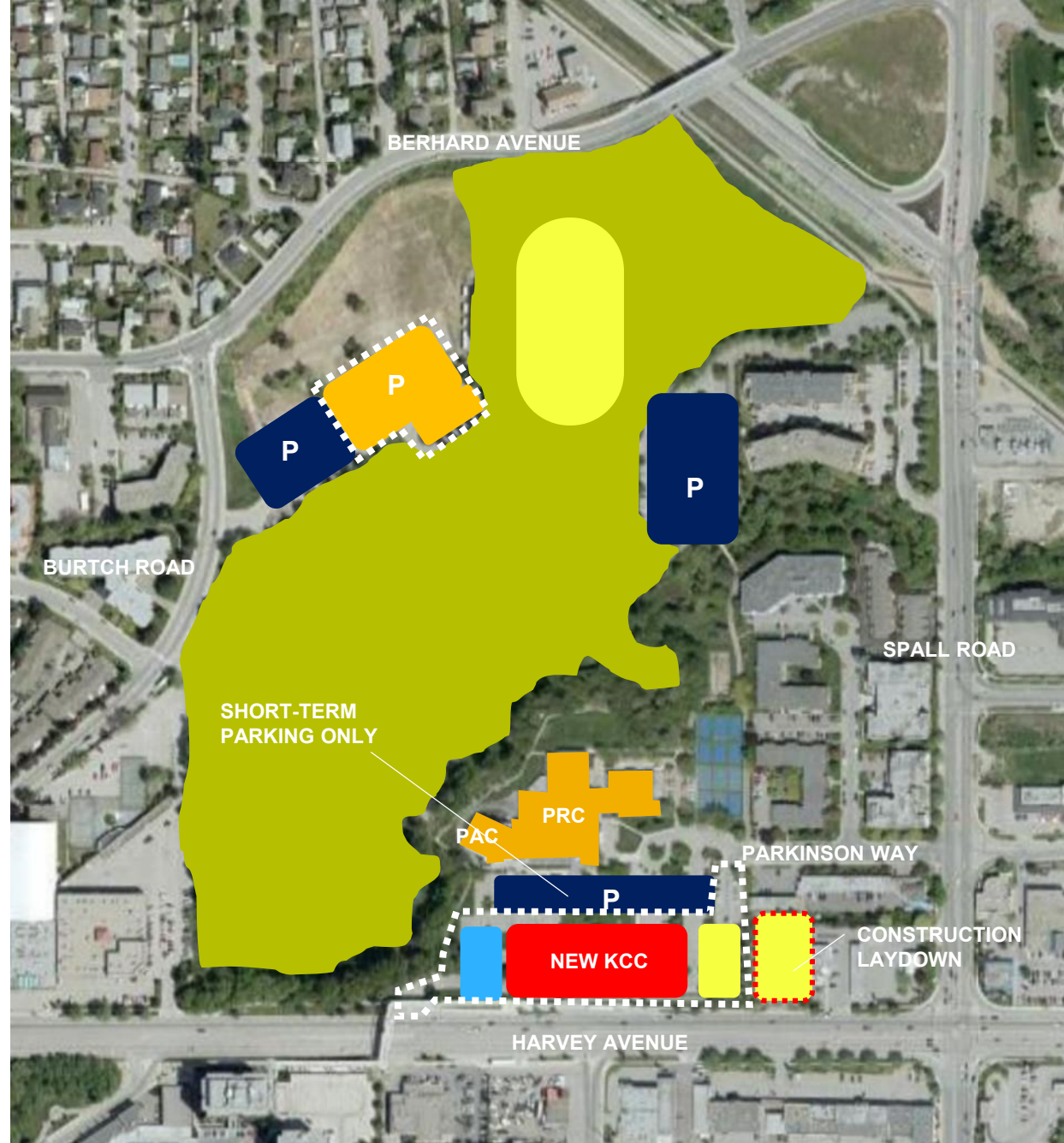
- LIMITED ROOM FOR CONSTRUCTION ACTIVITIES
- LIMITED PARKING CLOSE TO PRC
- CONFLICT WITH CONSTRUCTION TRAFFIC PRODUCES **SAFETY CONCERNS**



## SEPARATE SITES MODEL

### WHAT WE HEARD FROM COUNCIL

- LOOK AT OPTION TO USE THE **ADJACENT PROPERTY** FOR EXTRA LAY DOWN + CONSTRUCTION SUPPORT AREAS



NORTH

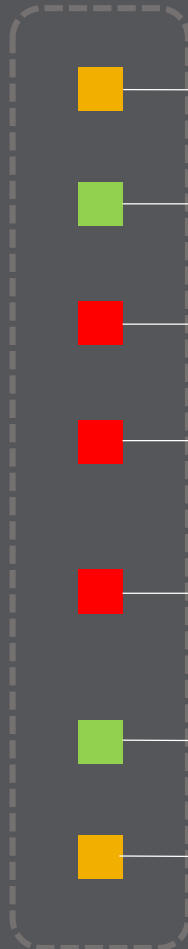




## SEPARATE SITES MODEL



### PROJECT PRIORITIES CHECKLIST



PRC TO **REMAIN OPERATIONAL** DURING CONSTRUCTION



SINGLE CONSTRUCTION PERIOD



MINIMIZE IMPACTS ON TRANSPORTATION NETWORK



**EMBRACE BENEFITS OF PARK SETTING** AND CREEK, WHILE BEING **BUILT OUT OF THE FLOODPLAIN**



**OPTIMIZE OPPORTUNITIES** OF ADJACENCY OF FUTURE SCHOOL TO KCC AND APPLE BOWL



MOST PARKING CLOSE TO KCC ENTRANCE



EXTENT OF SITE WORK BASED ON OPERATIONAL AND COST EFFICIENCY



WORKING



PARTLY WORKING



NOT WORKING

**OPTION 2**

**CO-LOCATED CAMPUS MODEL**

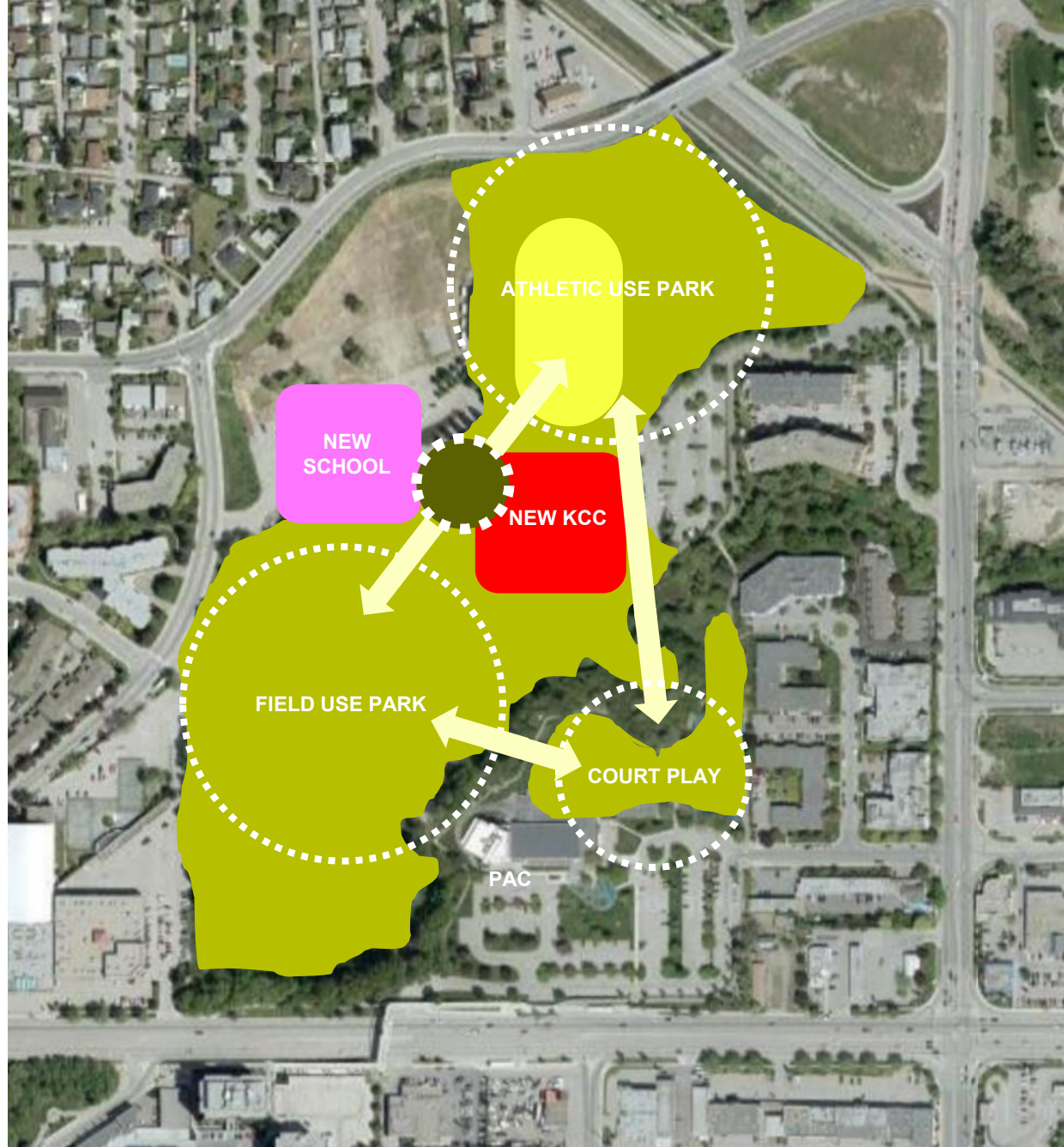
NORTH



## CO-LOCATED CAMPUS MODEL

### BENEFITS

- **CENTRAL LOCATION IN PARK**
- **CLOSE SYNERGIES** WITH FUTURE SCHOOL + APPLE BOWL
- TAKES FULL ADVANTAGE OF **NATURAL SETTING**
- ALLOWS FOR **FUTURE EXPANSION**



NORTH

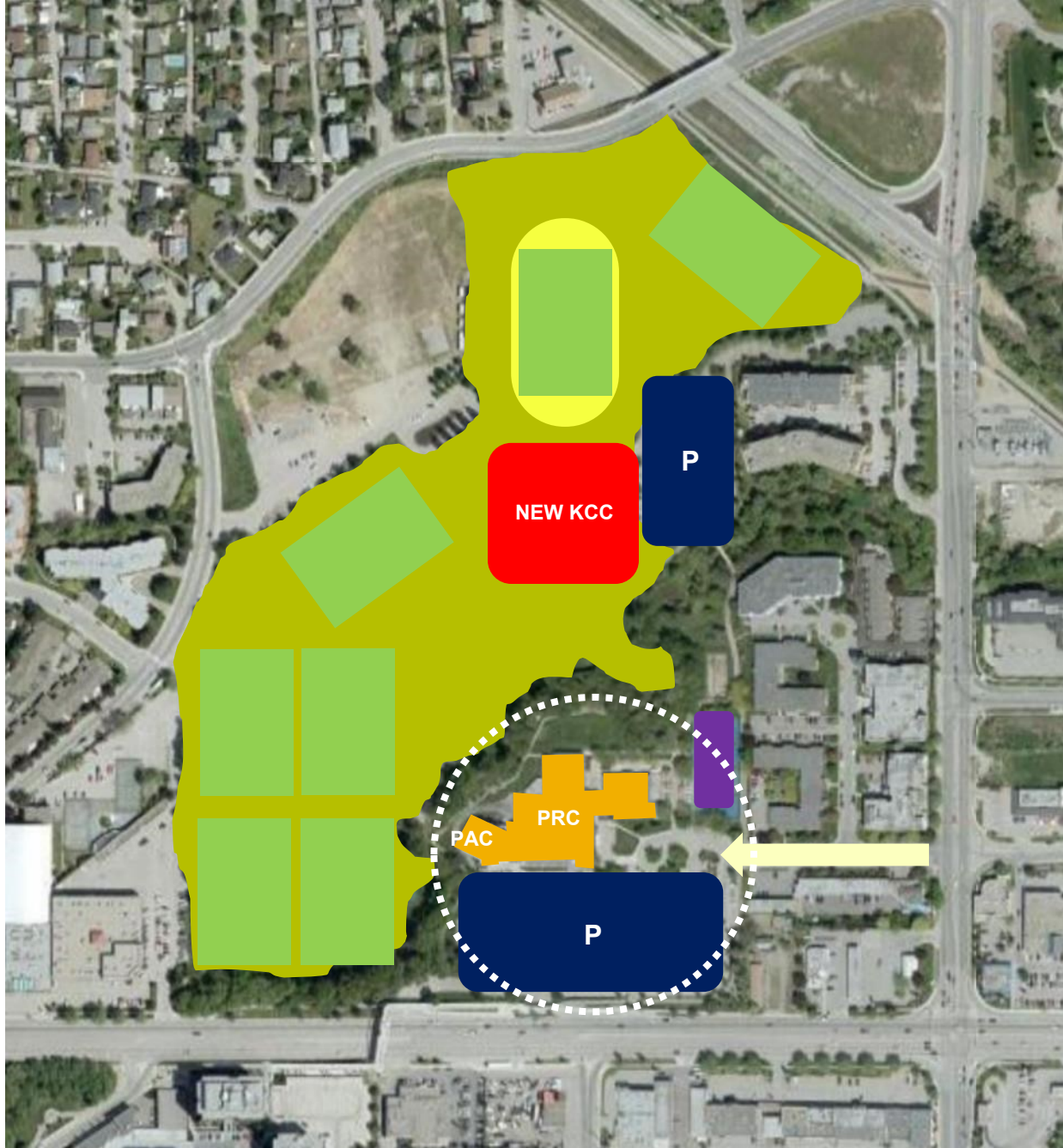




## CO-LOCATED CAMPUS MODEL

### BENEFITS

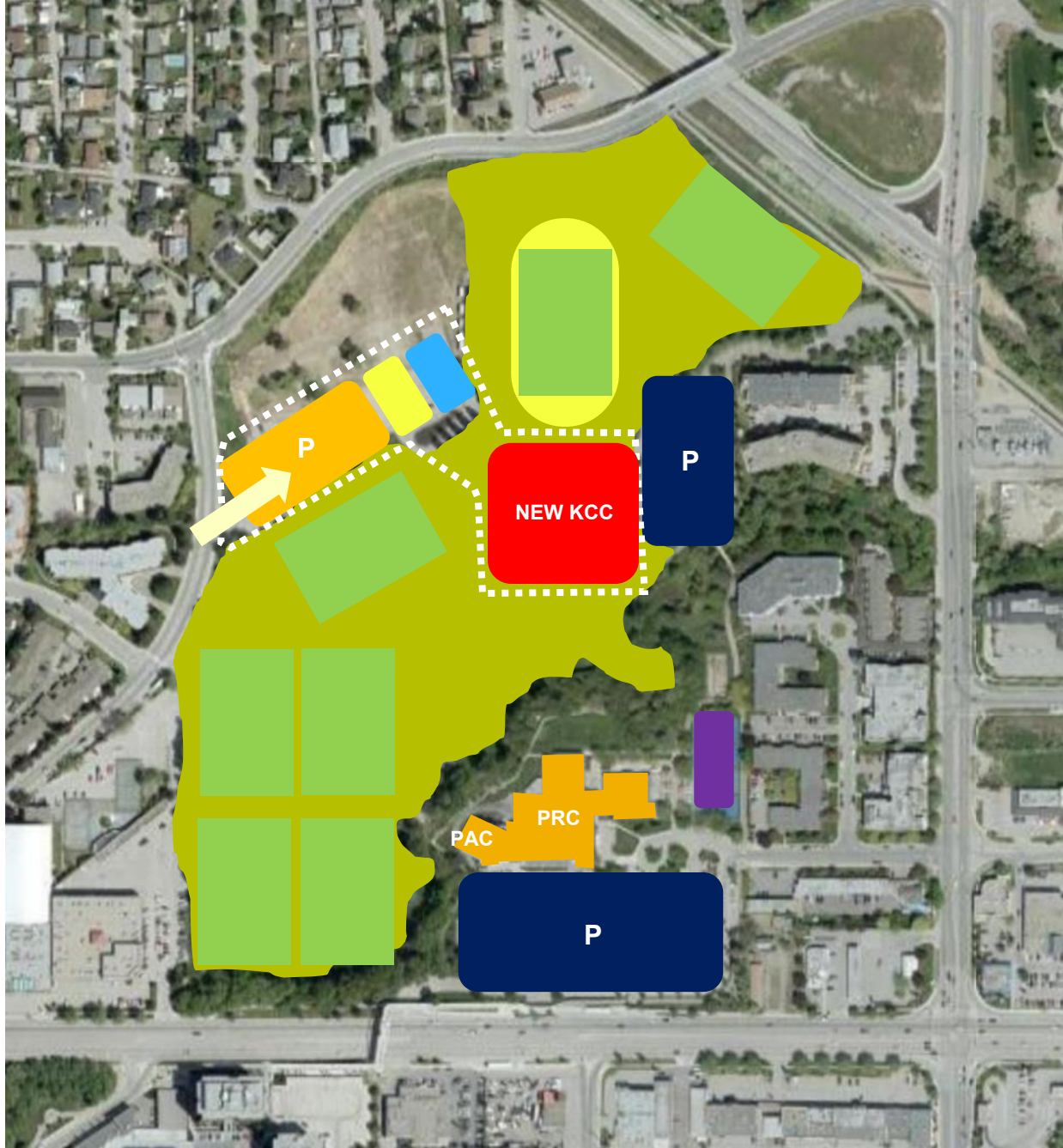
- **EXISTING PRC NOT IMPACTED BY CONSTRUCTION ACTIVITY**



## CO-LOCATED CAMPUS MODEL

### BENEFITS

- **CONSTRUCTION TRAFFIC SEPARATED FROM PUBLIC TRAFFIC**
- **AMPLE LAYDOWN AREA FOR CONSTRUCTION MATERIALS** (requires SD23 agreement)

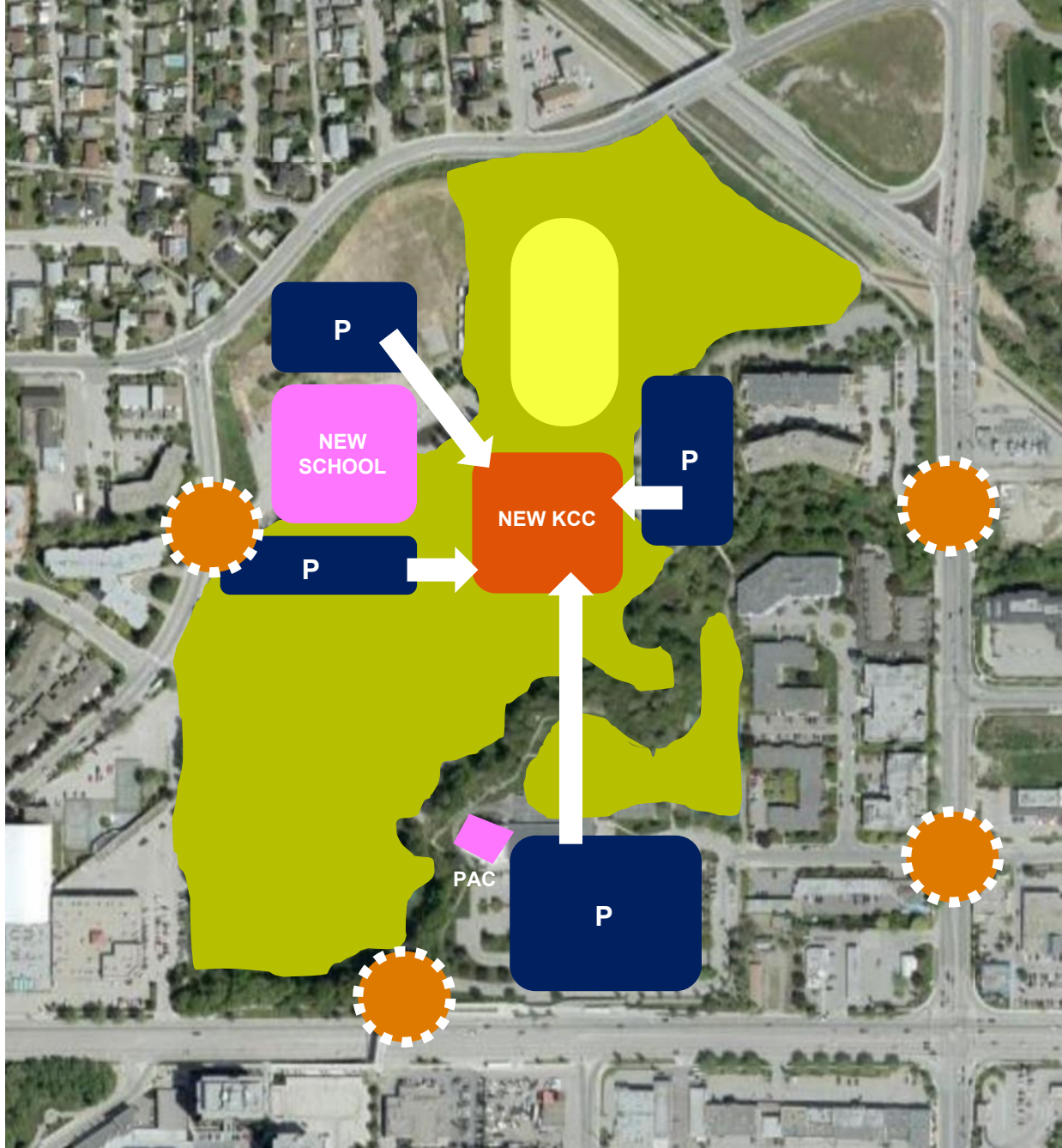




## CO-LOCATED CAMPUS MODEL

### BENEFITS

- **DISTRIBUTED PARKING AREAS** MINIMIZES IMPACT ON SURROUNDING ROAD INFRASTRUCTURE
- PREFERRED BY **MOTI**
- RETAINS MOST OF THE **EXISTING PARKING AREAS**

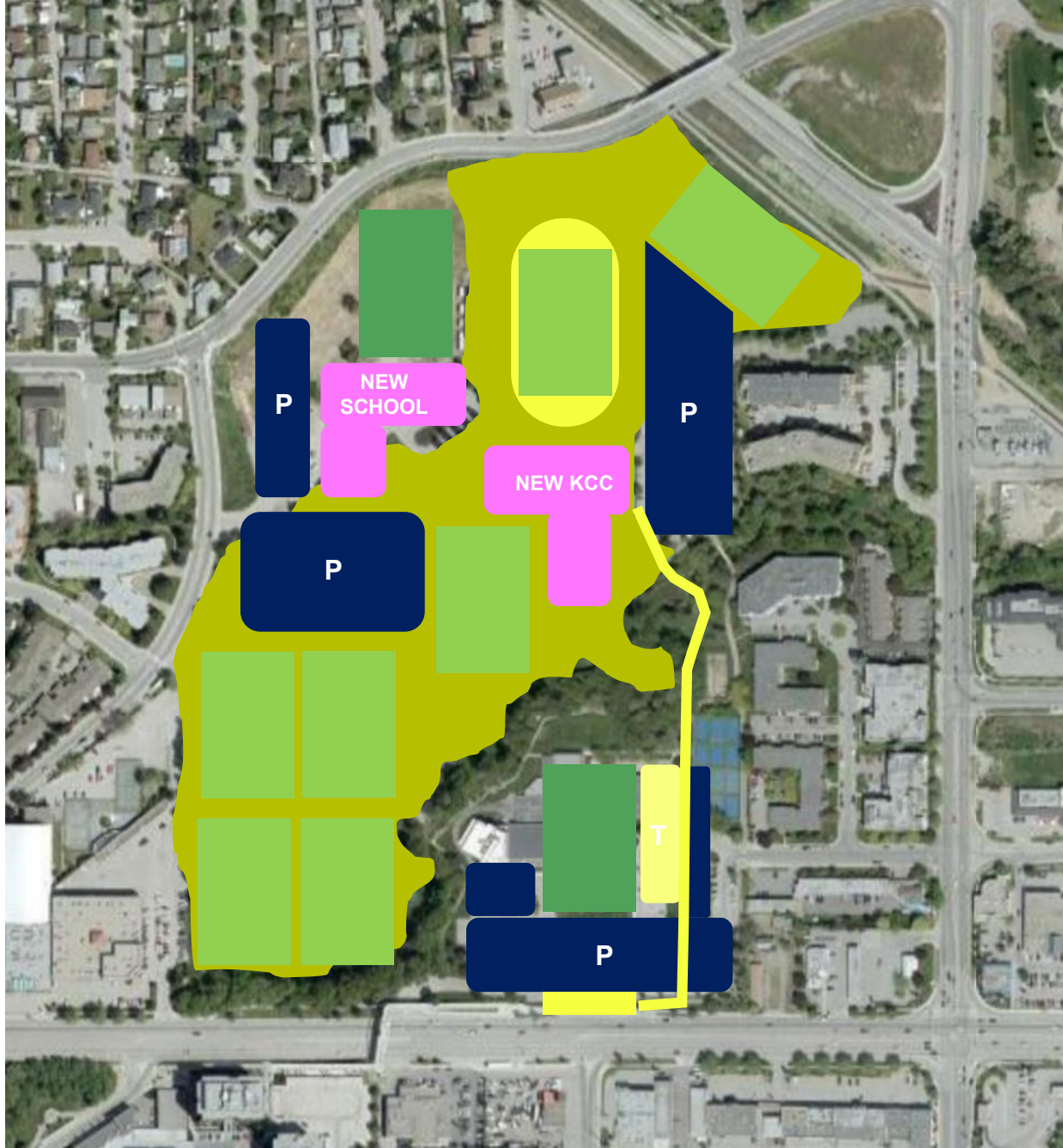




## CO-LOCATED CAMPUS MODEL

### CONCERNS

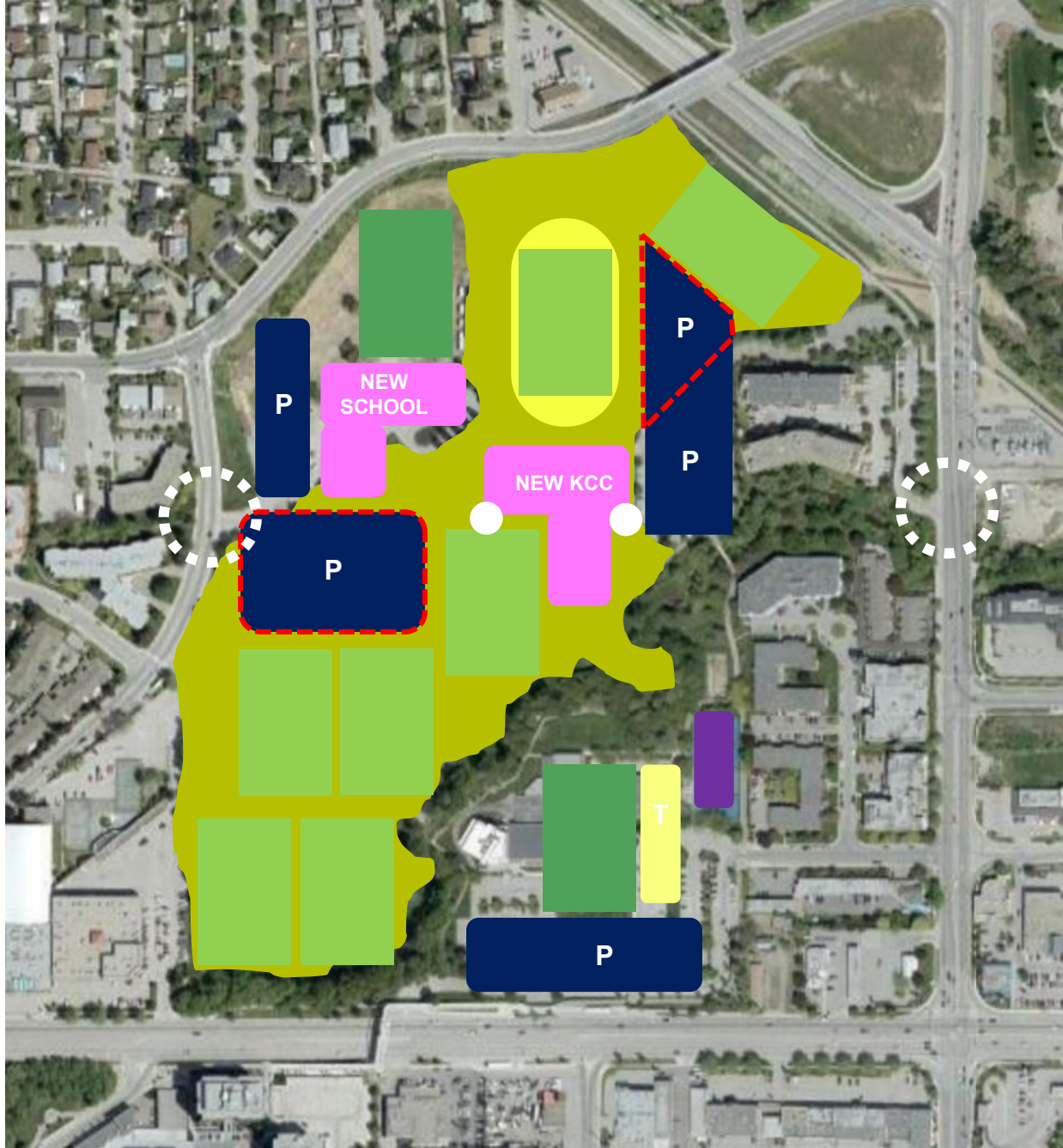
- **LONGER TRAVEL** FROM RAPID BUS LINKS ON HARVEY AVENUE (BUT CLOSER TO OTHER STOPS)
- **20% OF PARKING WITHIN 1 MIN** AND 80% WITHIN 2.5 MIN. (IMPROVED IF WE MOVE MORE PARKING NORTH ON SITE)
- **REQUIRES MORE FIELD RE-ALIGNMENT** (BUT ALLOWS MOST FIELDS TO BE ORIENTATED N-S)



## CO-LOCATED CAMPUS MODEL

### WHAT WE HEARD FROM COUNCIL

- ADD MORE PARKING CLOSE TO NEW FACILITY
- 35% OF PARKING WITHIN 1 MIN WALK + 90% WITHIN 2.5 MIN WALK OF ENTRANCE
- ENHANCE ARRIVAL TO PARK AT BURTCH
- ENHANCE ENTRY OFF SPALL ROAD

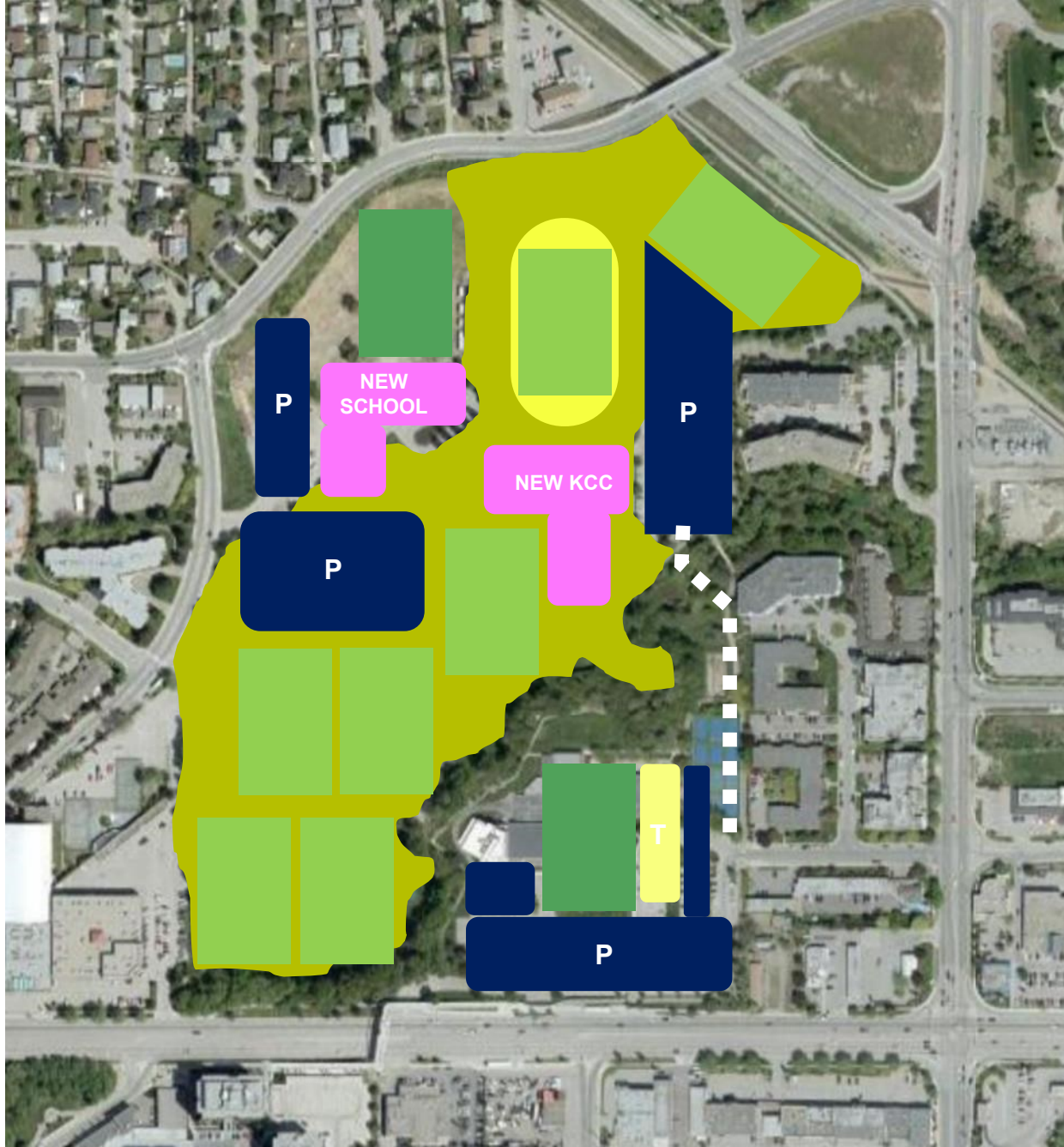




## CO-LOCATED CAMPUS MODEL

### WHAT WE HEARD FROM COUNCIL

- CONSIDER NEW ROAD ON SITE
- REQUIRES CONSTRUCTION OF BRIDGE OVER MILL CREEK
- TWO-WAY TRAFFIC



## CO-LOCATED CAMPUS MODEL



### PROJECT PRIORITIES CHECKLIST

PRC TO **REMAIN OPERATIONAL** DURING CONSTRUCTION



SINGLE CONSTRUCTION PERIOD



MINIMIZE IMPACTS ON TRANSPORTATION NETWORK



**EMBRACE BENEFITS OF PARK SETTING AND CREEK, WHILE BEING BUILT OUT OF THE FLOODPLAIN**



**OPTIMIZE OPPORTUNITIES** OF ADJACENCY OF FUTURE SCHOOL TO KCC AND APPLE BOWL






MOST PARKING CLOSE TO KCC ENTRANCE



EXTENT OF SITE WORK BASED ON OPERATIONAL AND COST EFFICIENCY

















-  WORKING
-  PARTLY WORKING
-  NOT WORKING

## SEPARATE SITES MODEL

## CO-LOCATED CAMPUS MODEL

### PROJECT PRIORITIES CHECKLIST

- WORKING
- PARTLY WORKING
- NOT WORKING

	PRC TO <b>REMAIN OPERATIONAL</b> DURING CONSTRUCTION	
	SINGLE CONSTRUCTION PERIOD	
	MINIMIZE IMPACTS ON TRANSPORTATION NETWORK	
	<b>EMBRACE BENEFITS OF PARK SETTING</b> AND CREEK, WHILE BEING <b>BUILT OUT OF THE FLOODPLAIN</b>	
	<b>OPTIMIZE OPPORTUNITIES</b> OF ADJACENCY OF FUTURE SCHOOL TO KCC AND APPLE BOWL	
	MOST PARKING CLOSE TO KCC ENTRANCE	
	EXTENT OF SITE WORK BASED ON OPERATIONAL AND COST EFFICIENCY	

## THE VISION

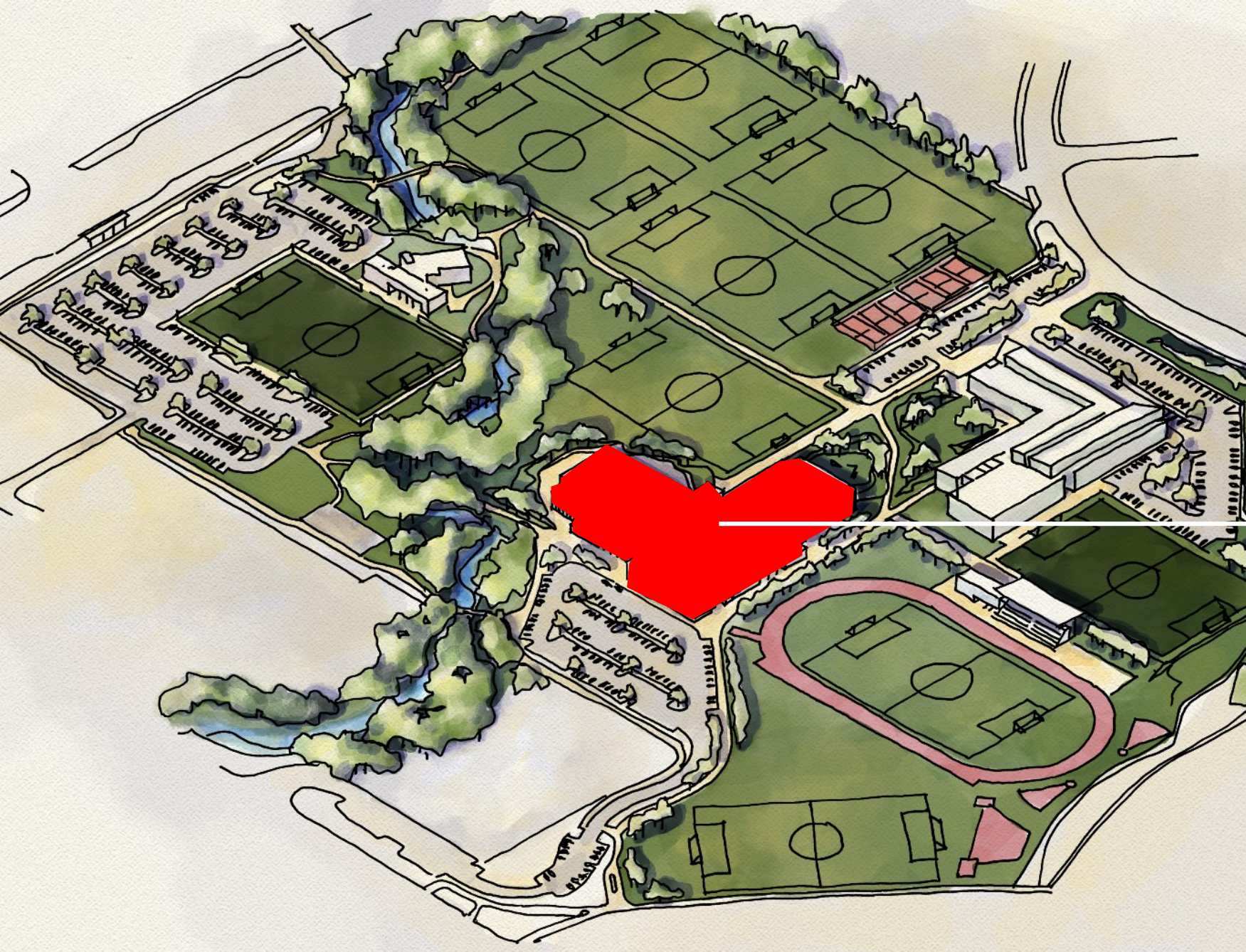
To create a new center at the heart of the park and the wider community, focused on welcoming everyone, in a pedestrian focused setting that complements both the natural features and the enhances the Apple Bowl.

A place that will inspire the community to meet, connect and be active.



## CO-LOCATED CAMPUS MODEL

New center within a pedestrian  
focused park setting





## CO-LOCATED CAMPUS MODEL

Enhance the Site Entries to improve site identity and Wayfinding

Straighten and widen roads and boulevards + add public art at entry



## ENHANCE GATEWAY TO PARK SENSE OF ARRIVAL + WAYFINDING





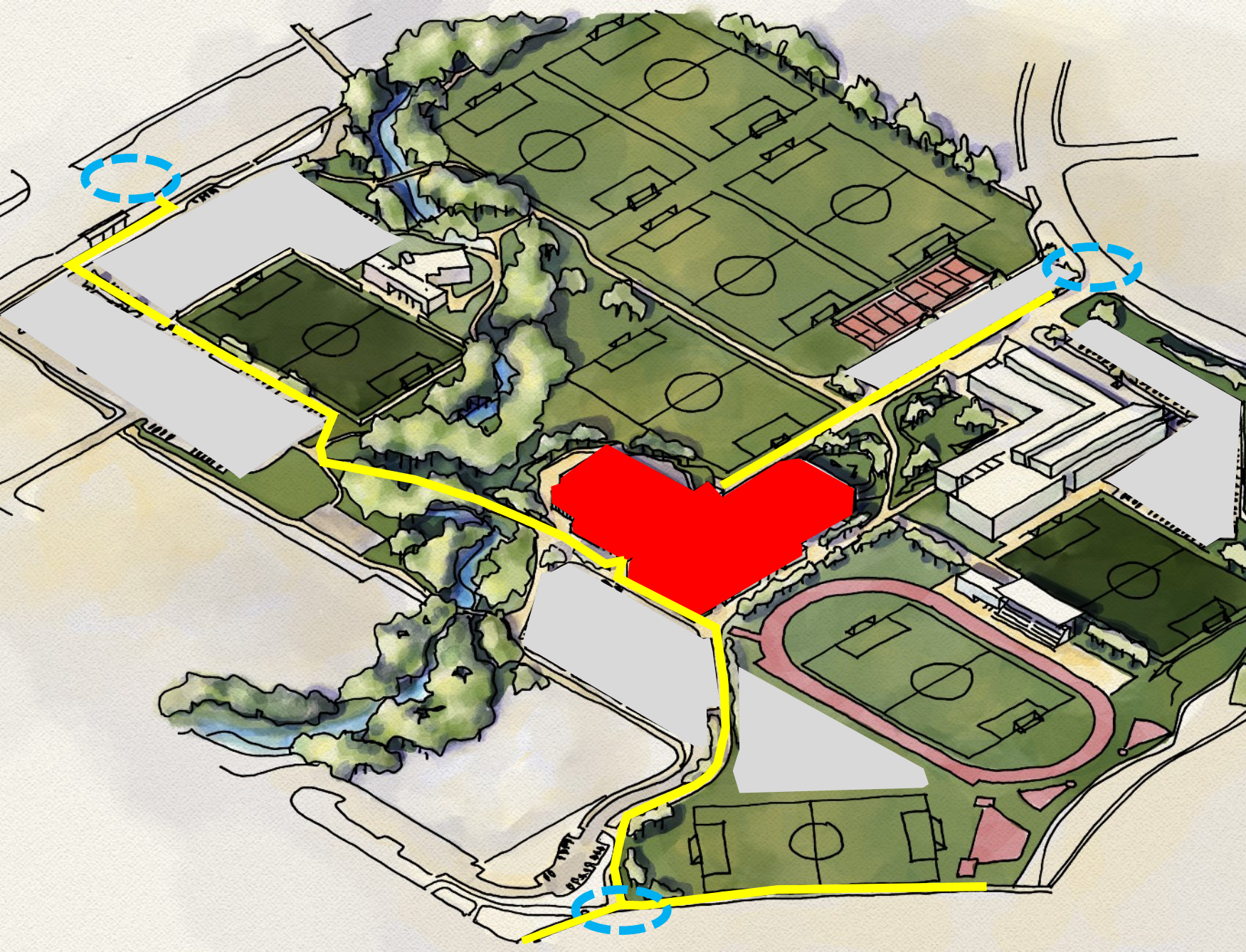
## ENHANCE GATEWAY TO PARK LARGE PUBLIC ART INSTALLATIONS





## CO-LOCATED CAMPUS MODEL

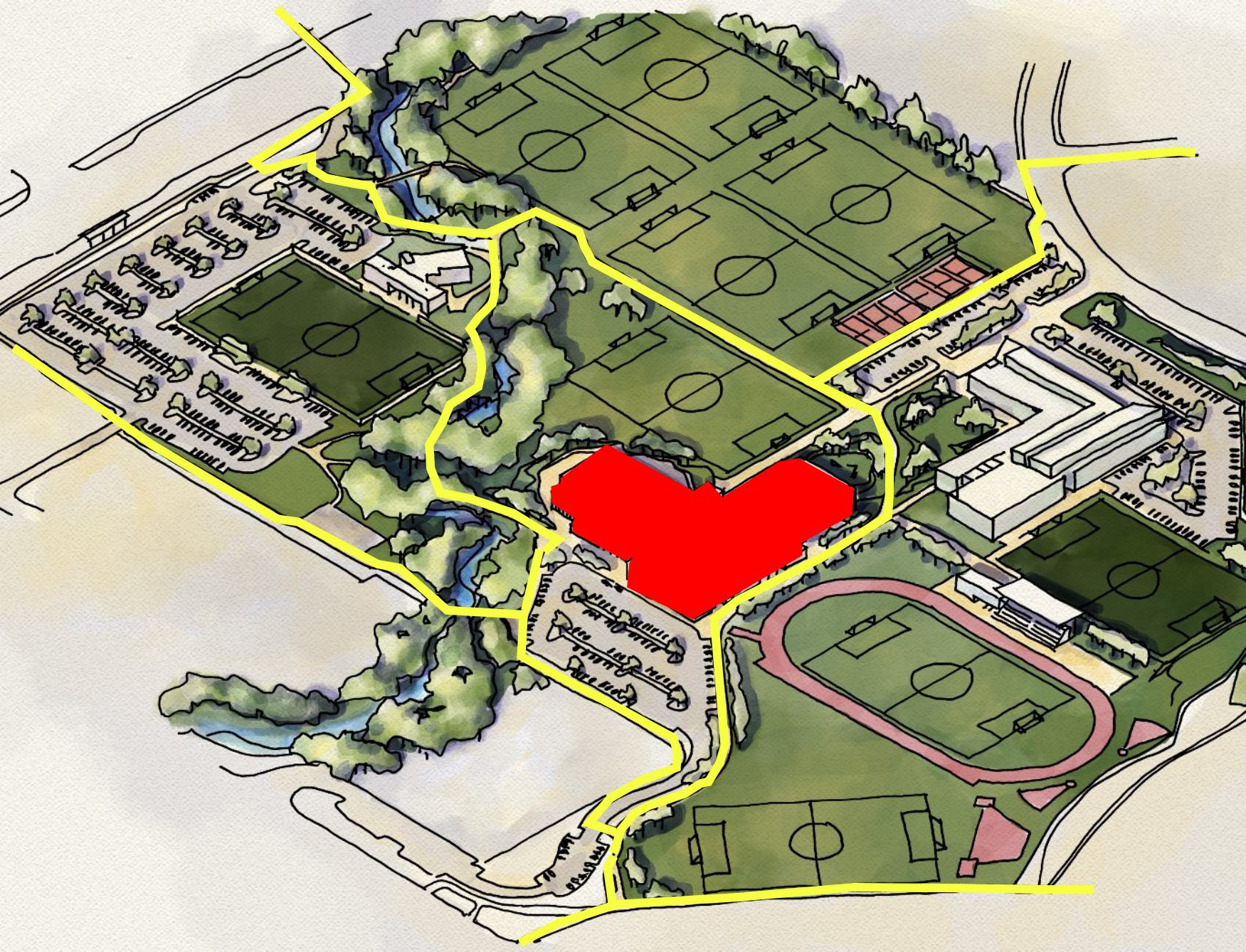
Primary Pedestrian links to new center from all sides of community





## CO-LOCATED CAMPUS MODEL

Secondary pedestrian + bicycle pathways linking to wider community



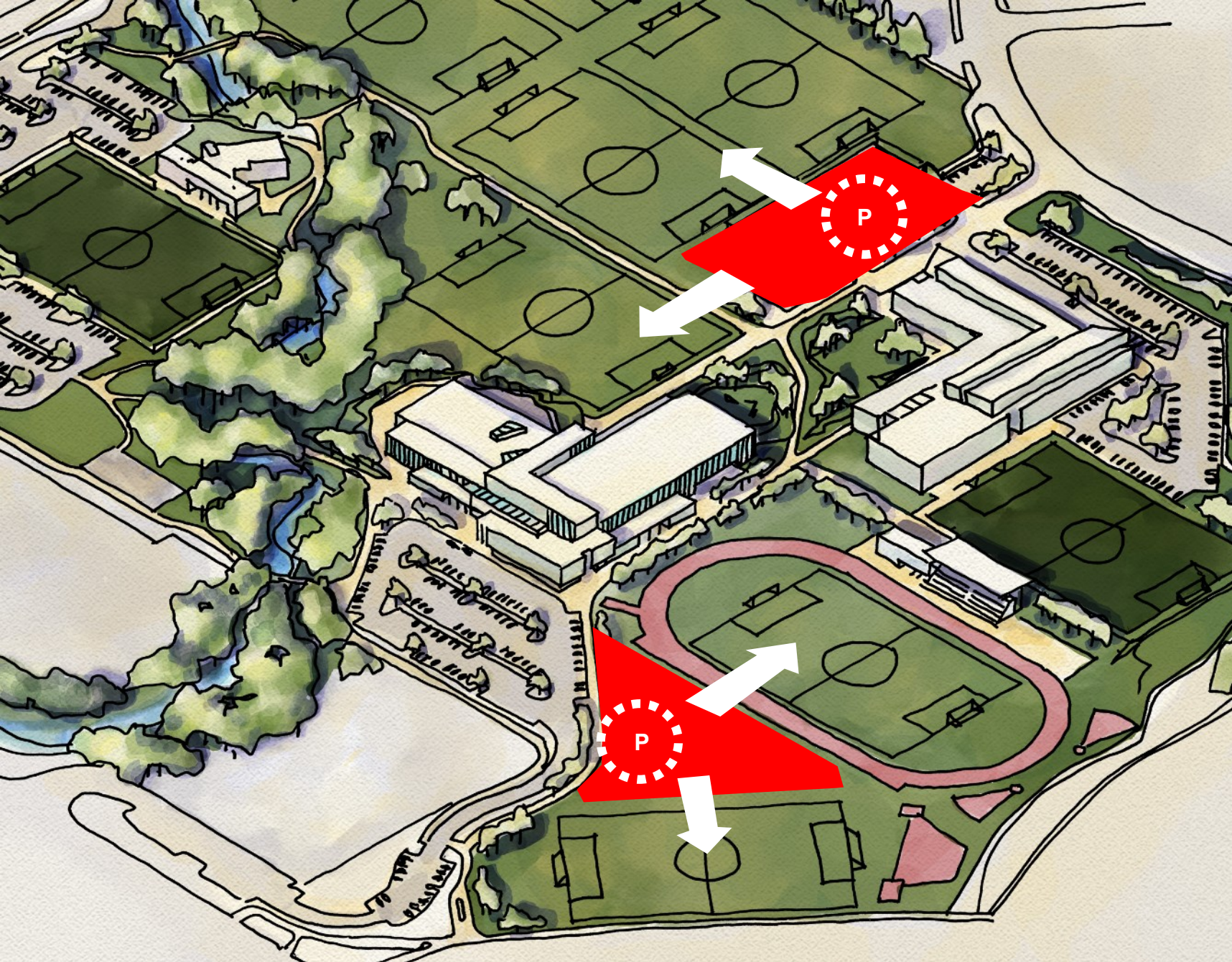


## COMMUNITY GATHERING SPACE SENSE OF ARRIVAL





## CO-LOCATED CAMPUS MODEL

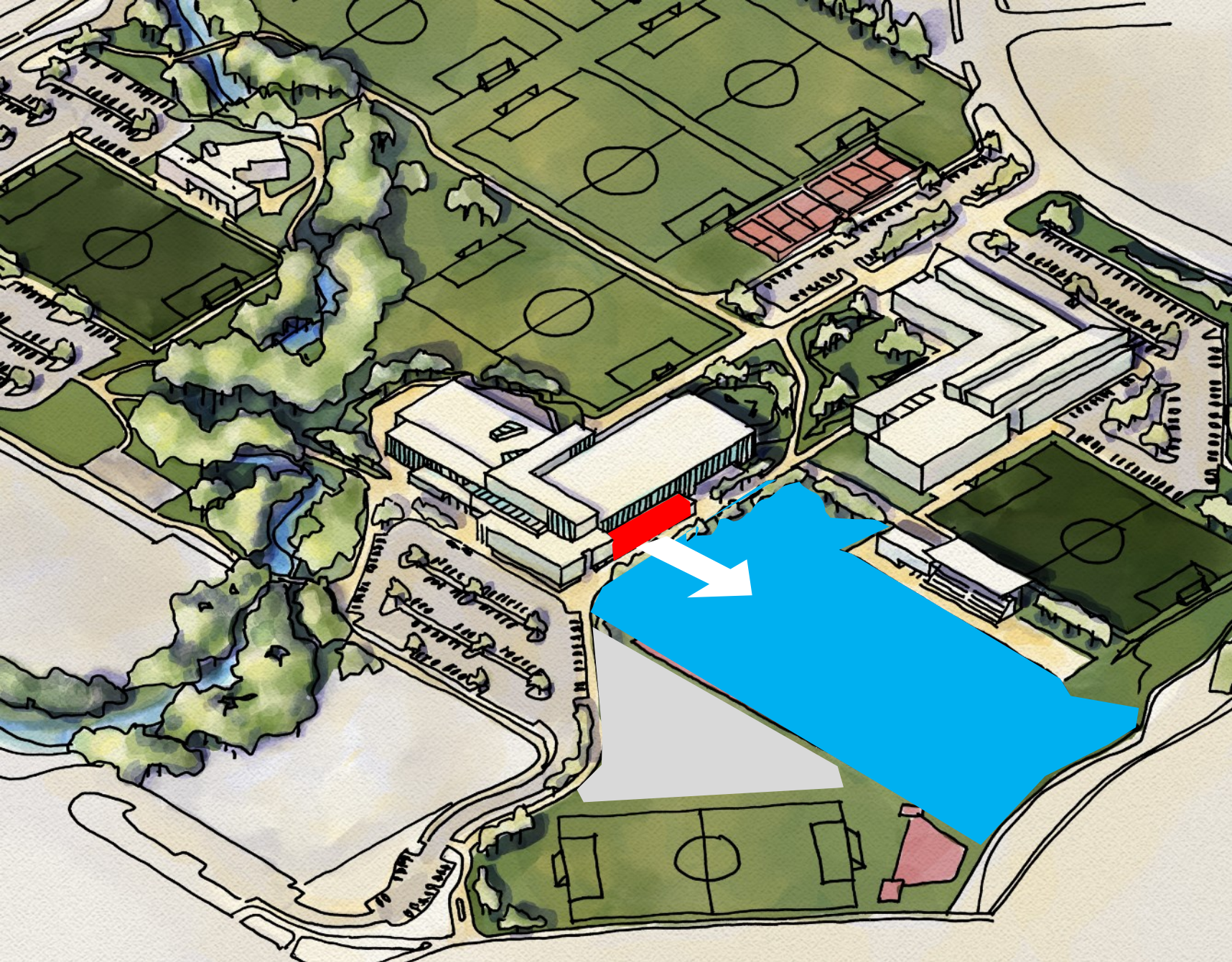


Expand parking close to main entry and close to track and fields



## CO-LOCATED CAMPUS MODEL

Change rooms close to track  
and fields





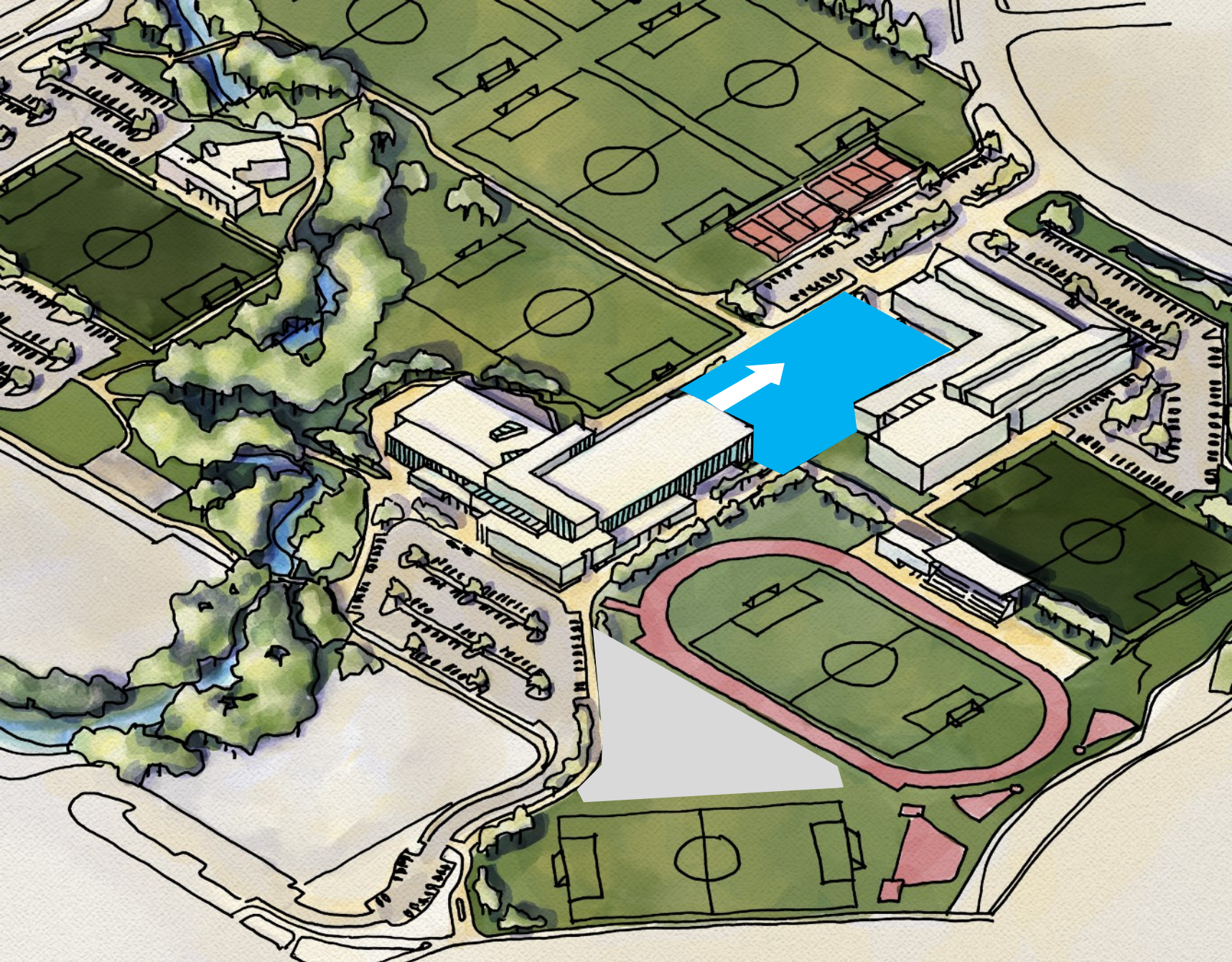
## CONNECTION TO TRACK AND TURF FIELDS





## CO-LOCATED CAMPUS MODEL

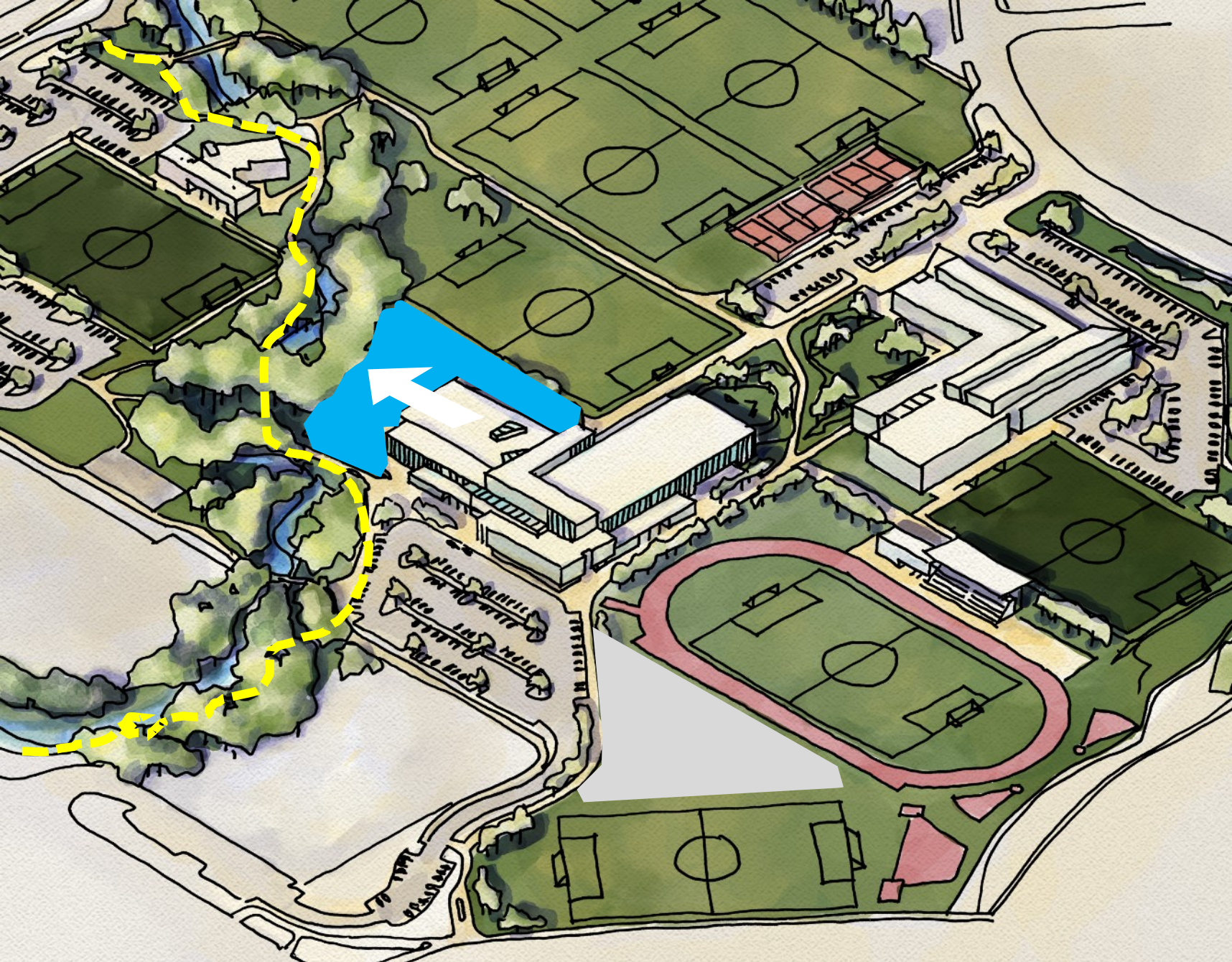
Active gathering area and  
event space close to new center





## CO-LOCATED CAMPUS MODEL

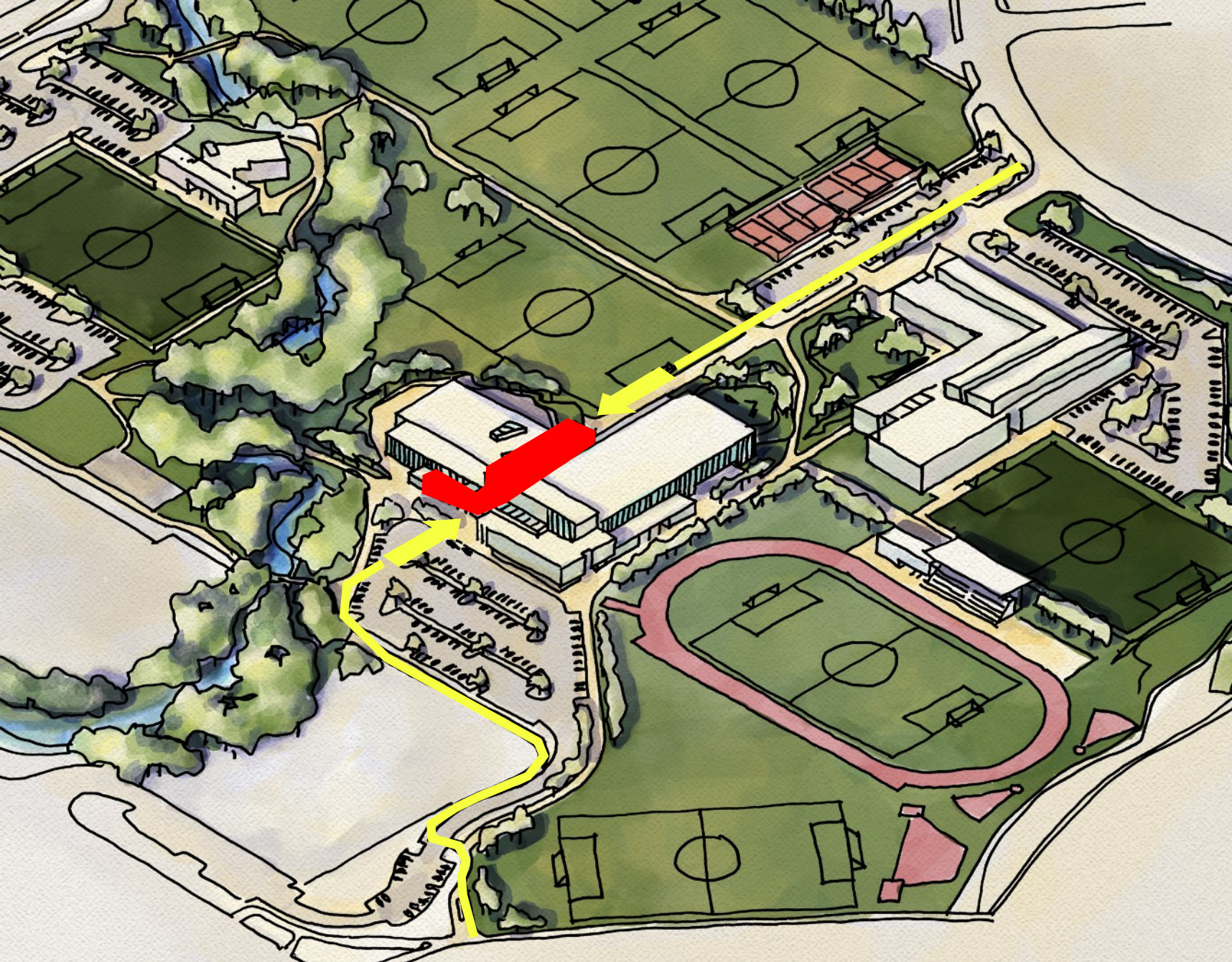
Close links to landscaped areas  
for outside programming and  
links to creek area





## CO-LOCATED CAMPUS MODEL

Central spine links both sides  
of park





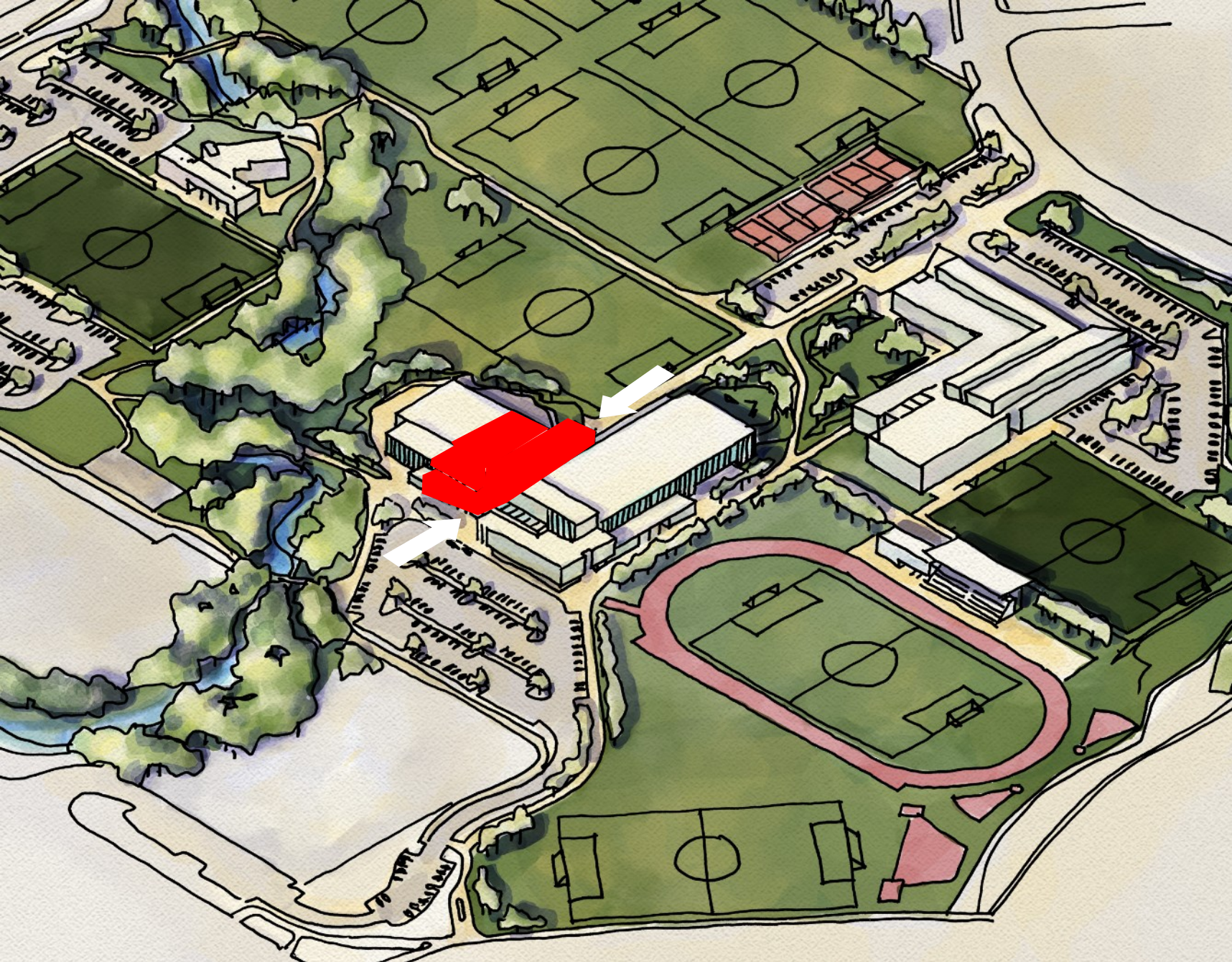
## CENTRAL CIRCULATION SPINE CONNECTING BOTH SIDES OF THE PARK





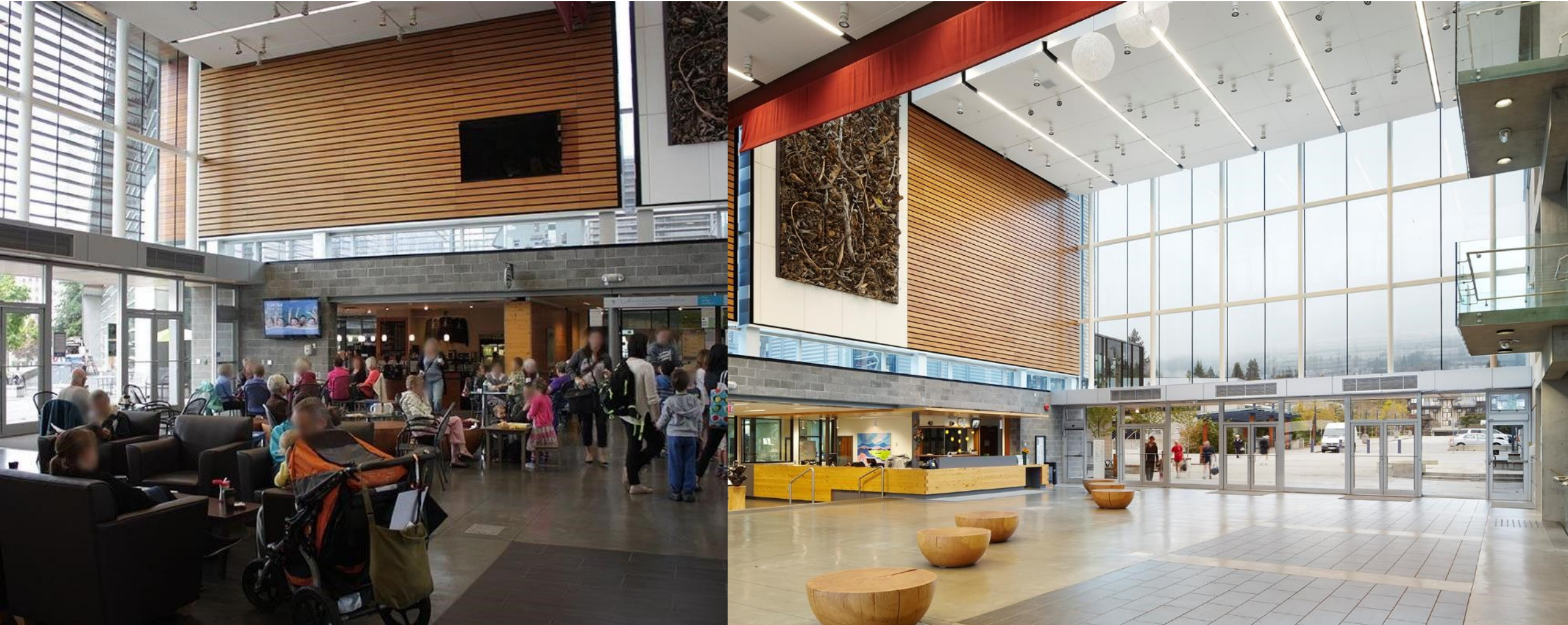
## CO-LOCATED CAMPUS MODEL

Central community room at the heart of the center





## CENTRAL ARRIVAL SPACE AS THE HEART OF THE COMMUNITY

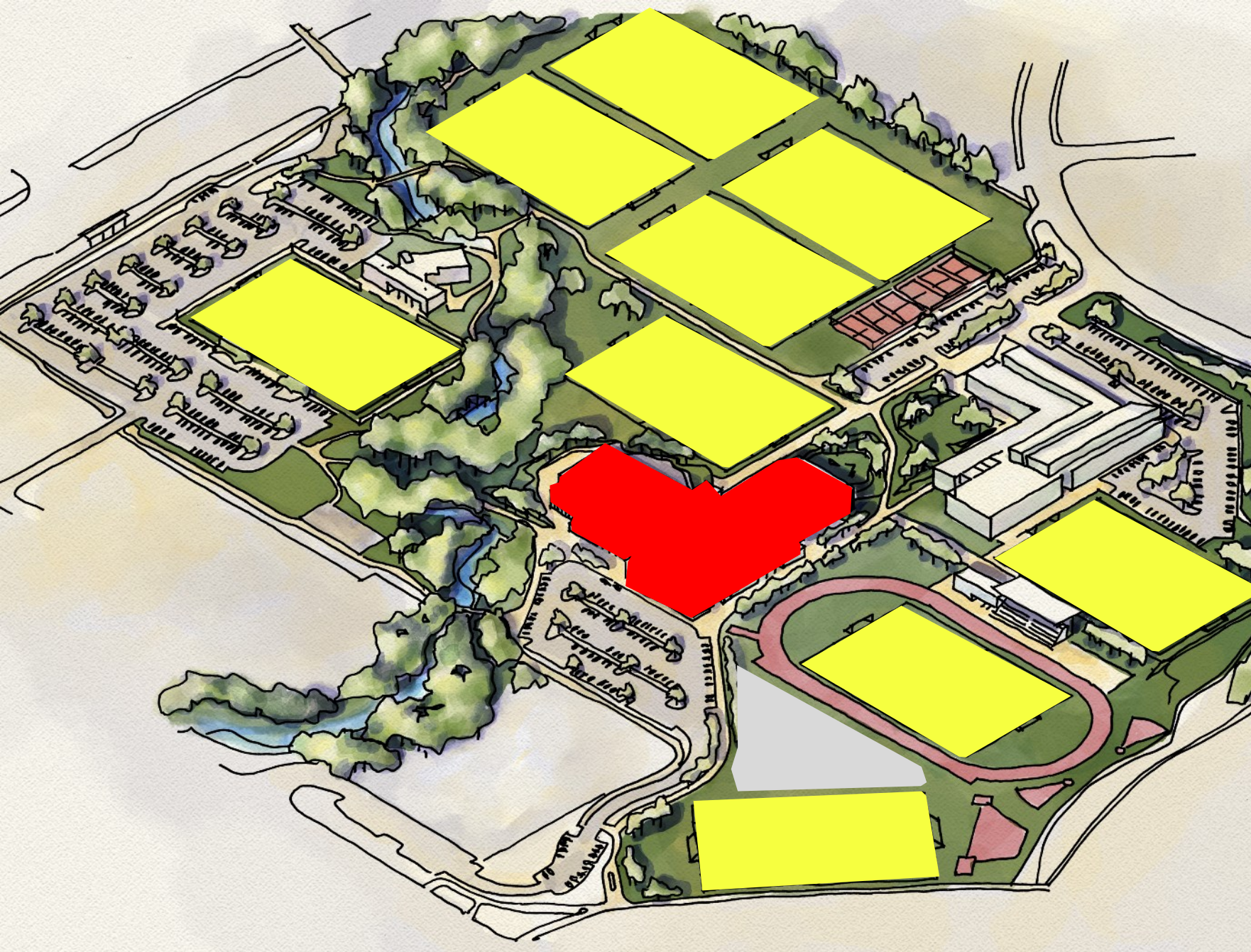




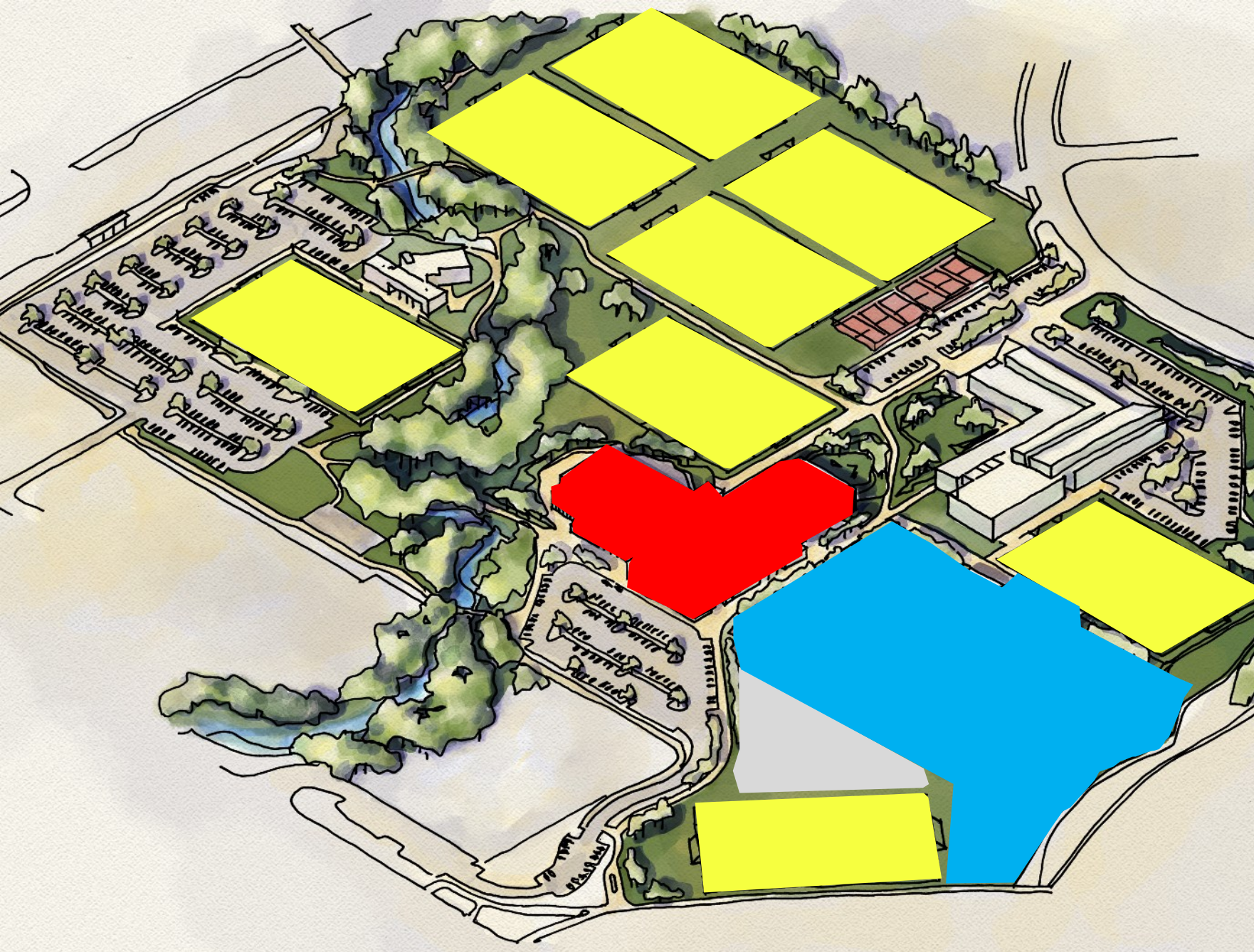
## INVITING OTHERS TOURNAMENT HOSTING OPPORTUNITIES



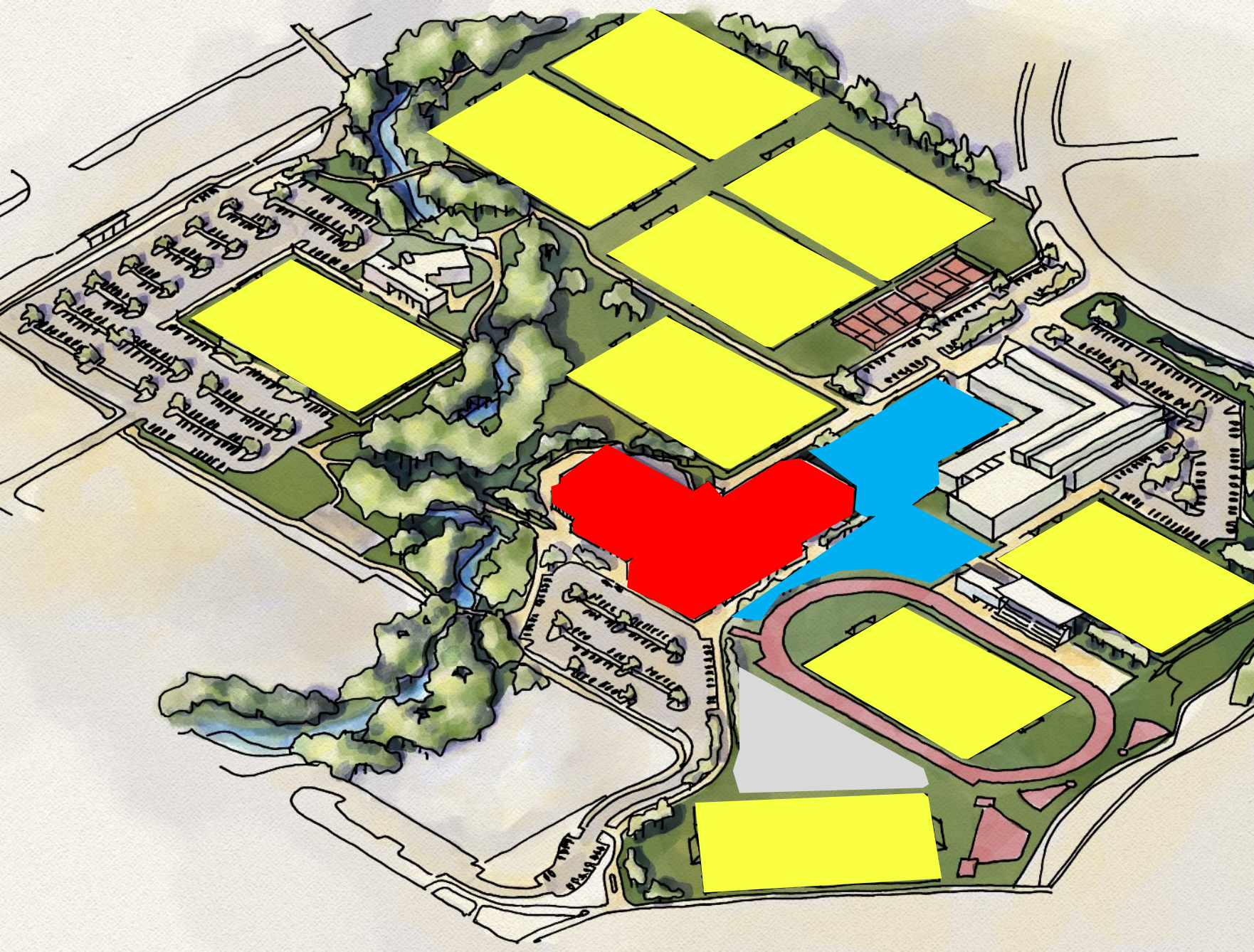




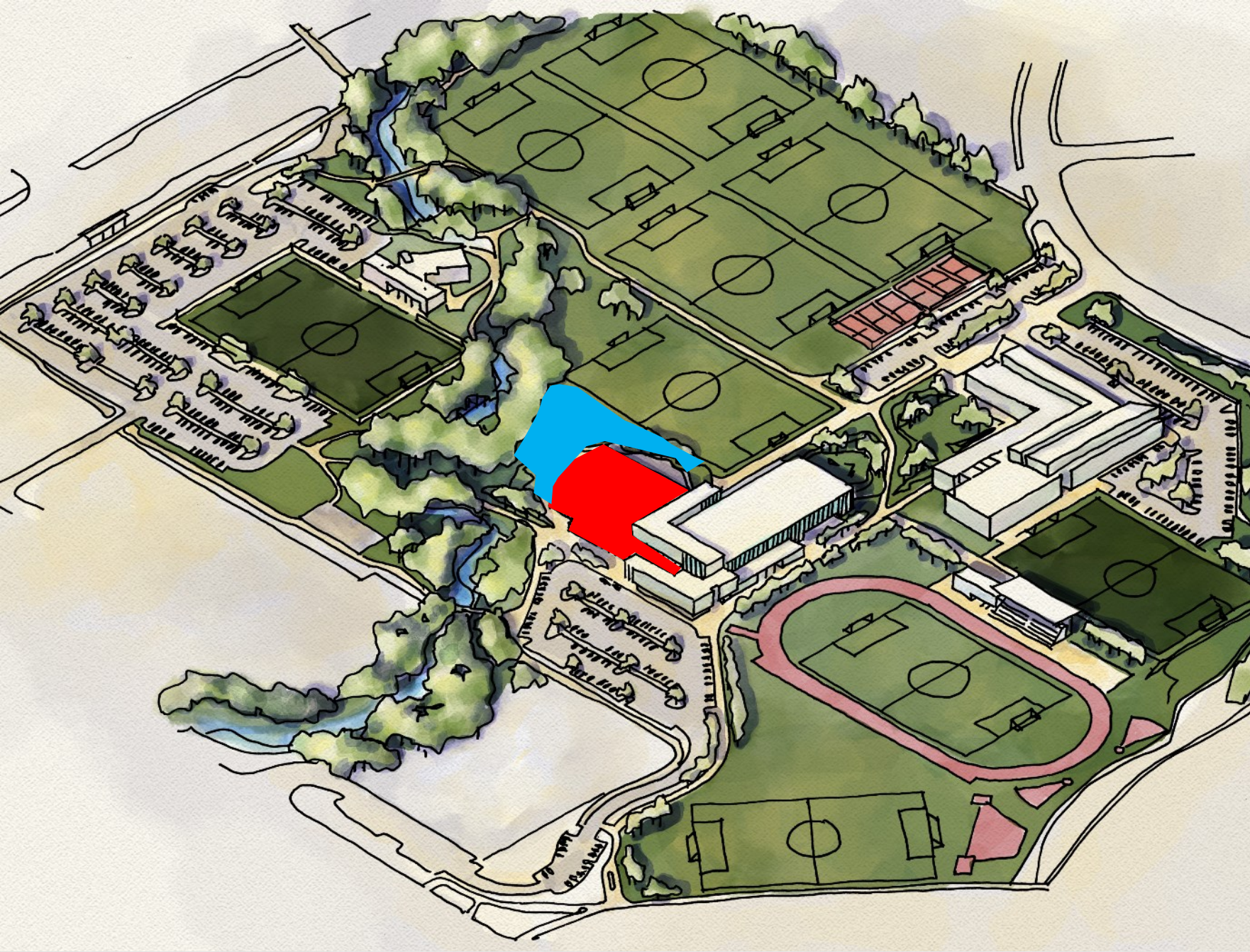




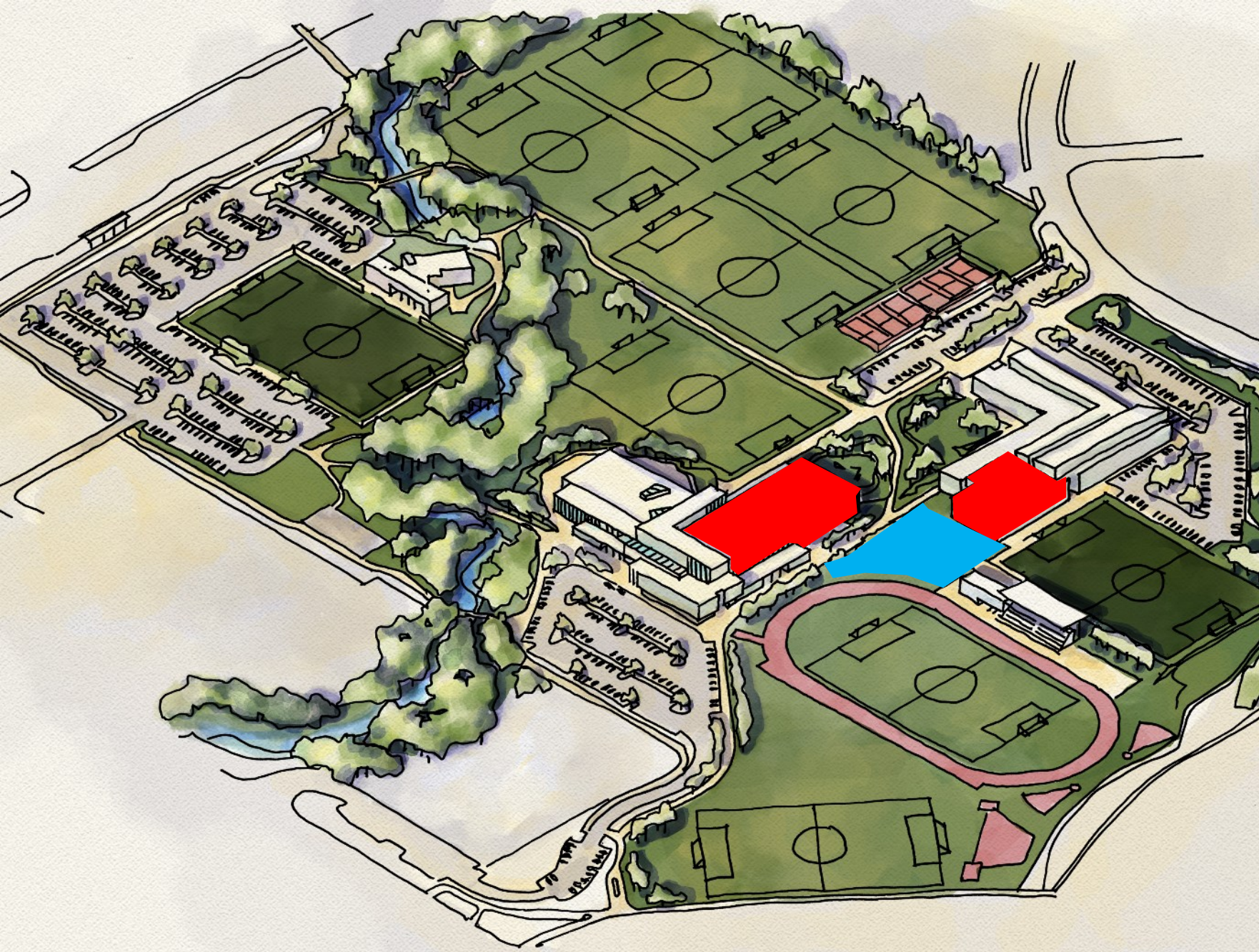














## RECOMMENDATION

That Council directs Staff to commence the design process for the Kelowna Community Campus based on the Indicative Co-located Campus model

# Report to Council



**Date:** March 21, 2022

**To:** Council

**From:** City Manager

**Subject:** Sewer Connection Charge Bylaw No. 11540 - Rescind and Replace

**Department:** Utility Services

---

## **Recommendation:**

THAT Council receives for information, the report from Utility Services dated March 21, 2022, with regard to the Sewer Connection Area Financing Framework – Stage 2;

AND THAT Bylaw No. 12343, being the Sewer Connection Area Prioritization Bylaw, be forwarded for reading consideration.

## **Purpose:**

To rescind and replace Sewer Connection Charge Bylaw No. 11540 with Sewer Connection Prioritization Bylaw No. 12343.

## **Background:**

Throughout 2021, staff have been working to modernize the financial framework for the City's Sanitary Sewer Connection Area (SSCA) Program. To support the proposed framework, three stages of bylaw/policy amendments and development were identified:

1. **Stage 1:** Amend Sewerage System User Bylaw No. 3480 to permit an increased sewer development charge in select areas of the City where public sewers have been constructed as part of the SSCA program, and establish the Septic Removal Specified Area Reserve Fund.
2. **Stage 2:** Rescind and replace Sewer Connection Charge Bylaw No. 11540 to update connection area maps, cost estimates, prioritization list, and establish a formalized approach to coordinating with development.
3. **Stage 3:** Creation, closing, and updates to financial reserves necessary for future collection and management of funds collected for design and construction of sanitary sewer connection areas.

On February 07, 2022, Council adopted all resolutions to fully adopt Stage 1.

Stage 2 follows the guiding principles established during Stage 1:

1. **FAIR** - Fees collected under the authority of the revised bylaw must be fair.



2. **EFFICIENT** - Providing the greatest opportunity for sewer service connections and decommissioning of private, on-site sewage systems.
3. **FLEXIBLE** - Provide flexibility to accelerate sanitary sewer installation when coordination with development or capital works is possible.
4. **OPPORTUNISTIC** – Prioritize applications for senior government grants for projects where reserves exist. Ensure that customers capitalize on development opportunities, but not rely on it.
5. **EQUITABLE** - Once all public infrastructure within a connection area is completed, the benefits of surplus reserve funds, if any, resulting from grants, City/Developer contributions, and/or City/developer-built works must be applied to help initiate work in other connection areas. This addresses some issues regarding grant prioritization or opportunities that defer work to other areas.

**Discussion:**

The core component of Stage 2 is to rescind the existing *Sewer Connection Charge Bylaw No. 11540* and replace it with a proposed *Sewer Connection Area Prioritization Bylaw No. 12343*. The original purpose of the existing Sewer Connection Charge Bylaw No. 11540 was:

*"to impose a charge in respect of the installation by the City, or its agent for that purpose, of sewer trunk mains, sewer collector mains, and sewer service lines, to permit the owners of real property in the area to which the bylaw applies to connect to and use the sewage collection and treatment service of the City."*

With the new framework in place, Bylaw 11540 is no longer required. Any charges are now levied through the recently amended *Sewerage System User Bylaw No. 3480* (from Stage 1).

The purpose of the replacement *Sewer Connection Area Prioritization Bylaw No. 12343* will be as follows:

*"This bylaw is in place to provide both procedure and acceleration toward eliminating septic systems and improving water quality in Okanagan Lake and other water resources within the City of Kelowna limits, and establishes a prioritized sequencing of funding, design, and construction of sewer connection area projects."*

The major changes of the replacement bylaw can be broken into three components:

1. **Prioritization sequencing:** A key component is the establishment of a prioritization-based sequencing for design and construction of sewer connection areas. The framework is flexible to account for grant opportunities, unanticipated development, and other economic factors. The multi-criteria prioritization framework considers the following for each sewer connection area:
  - Availability of fiscal reserves to leverage grants
  - Number of lots to connect
  - Average age of septic fields
  - Environmental and health impacts of existing septic fields
  - Development potential
  - Cost per connection

- Availability, eligibility and quantum of grants
- Recovery of funds

The prioritization results must be reviewed and revised as connection area projects are completed (either City-led or developer-led). The remaining areas will be re-prioritized. In circumstances where project components are installed that allow for larger connection areas to be further split into sub-areas, this change will be completed via a bylaw amendment. For example, the Hall Road connection area requires a crossing of Mission Creek. If this crossing were constructed, the Hall Road connection area could be subdivided into multiple sub-areas.

Attachment 2 to this report outlines the prioritization metrics considered for each sewer connection area.

2. **New sewer connection area boundaries:** The boundaries of existing sewer connection areas have been redrawn to further split larger areas (e.g., Okaview No. 28) into smaller, more discrete projects, allowing them to be more conducive to grant and project delivery success. The smaller sub-areas maintain their original number along with the new sub area number (for example, the Belcarra No. 28.5 connection sub-area is a unique project within the Okaview No. 28 connection area). This numbering convention is important as it maintains legacy information with respect to connection area reserve access, should there be any funds available in that reserve. Each sewer connection area is identified in Schedule 2 of the new bylaw.
3. **Terms and limitations on use of reserve funds:** The replacement bylaw was developed not only to clarify access to the recently established *Septic Removal Specified Area Reserve Fund*, but also to ensure that reserve funds are used on a priority basis and directed to high-impact connection areas. The relevant clauses will maintain the sustainability and solvency of the *Septic Removal Specified Area Reserve Fund* in instances where a private party may wish to forward the timing of a project in advance of its prioritization-based sequence. The bylaw relies on the concepts of excess and extended services (507) and latecomers (508) already established in the *Local Government Act*.

The proposed bylaw supports the financial framework by directing reserve funds to high impact projects while simultaneously maintaining flexibility for the City to apply for grant opportunities. The division of connection areas into smaller sub-areas provides some opportunity to further divide sub-areas in the future as priority components are completed. The prioritization framework provides a formal approach for better cost-benefit discussions and prioritization updating in the future. The process also provides the City flexibility to apply for lower value grant opportunities that meet niche program requirements, as they arise.

#### **Conclusion:**

The current SSCA program is no longer meeting community needs and expectations. A new program is required if the City is to achieve real progress towards removing septic systems and improving environmental performance. The new financial framework is fair, simple, flexible, financially sustainable, provides residents an affordable opportunity to connect to the City's sanitary system, and improves funding conditions for future grant applications. Adoption of the recommendations in this Report to Council would establish Stage 2 of the proposed framework and result in the creation of the

*Sewer Connection Area Prioritization Bylaw No. 12343.* Council will be asked to adopt Stage 3 recommendations in future reports in 2022.

This bylaw does not require a change to City budgets.

**Legal/Statutory Authority:**

Section **507** of the *Local Government Act* – Requirements for excess and extended services by developers to service all lots in a sewer connection area.

Section **508** of the *Local Government Act* – Latecomer charges as cost recovery mechanism for developers when excess and extended services are required in a low-priority sewer connection area.

**Internal Circulation:**

Community Engagement  
Development Engineering  
Financial Planning  
Infrastructure Delivery  
Planning & Development Services  
Long Range Policy Planning  
Utility Services  
Wastewater Operations

**Considerations not applicable to this report:**

Alternate Recommendation  
Communications Comments  
Existing Policy  
External Agency/Public Comments  
Financial/Budgetary Considerations  
Personnel Implications

**Submitted by:** R. MacLean, Utility Planning Manager

**Approved for inclusion:** M. Logan, General Manager, Infrastructure

Attachment 1 – Sewer Connection Area Prioritization Bylaw Presentation

Attachment 2 – Sewer Connection Area Prioritization Metrics

cc: Divisional Director, Financial Services  
Divisional Director, Planning & Development Services  
City Clerk

SEWER CONNECTION AREA PRIORITIZATION METRICS

Table 1 outlines the metrics considered in the sanitary sewer connection area (SSCA) prioritization framework. These metrics were considered when determining the rank and sequencing of SSCA projects.

Table 1: Prioritization table of sanitary sewer connection areas

Rank/ Sequencing	Area No.	Connection Area	Cost estimate	Lots to connect	Cost/connection	Average age of septic fields (years)	Environmental and Health Impact	Development Potential (Primary FLU, Gravity, PGB)	Is there enough \$ in reserve (or grant) to get cost/connection below SDC?	Cost recovery of Septic Removal Area Reserve portion?
1	22	Central Rutland	\$ 10,750,000	500	\$ 14,600	51	Gopher Creek, Aquifer, Chichester Pond	C-NHD, Gravity, PGB	Yes	Full
2	16	Rio/Terrace	\$ 670,000	55	\$ 10,300	41	Blair Pond, Aquifer	S-RES, Gravity, PGB	Yes	Full
3	25.1	St Amand	\$ 380,000	13	\$ 30,000	47	Mixed septic and water wells	C-NHD, in PGB	Yes	Full
4	25.2	Chamberlain	\$ 540,000	16	\$ 34,000	47	Mixed septic and water wells	S-RES, Gravity, in PGB	Yes	Full
5	35	Sexsmith/Appaloosa	\$ 340,000	8	\$ 43,000	40	Aquifer, Mill Creek	Gravity, in PGB	Yes	Full
6	28.5	Belcarra	\$ 610,000	56	\$ 11,000	24	Limited	S-RES, Gravity, in PGB	Yes	>40%
7	28.1	Sterling Park	\$ 910,000	44	\$ 21,000	45	`Rembler Creek and wetlands	S-RES, Gravity, in PGB	No	>40%
8	27	Hall Road	\$ 14,360,000	343	\$ 42,000	60	Aquifer, Mission Creek, Dewdney Creek, multiple wetlands, aquifer	Gravity	No	<20%
9	38.2	Crawford	\$ 14,430,000	435	\$ 34,000	40	Bellevue Creek	Gravity	No	>20%
10	28.6	Braeloch-Lakeshore Rd	\$ 980,000	19	\$ 52,000	51	Okanagan Lake	S-RES, Gravity, in PGB	No	<20%
11	38.1	Mission Ridge Rd	\$ 390,000	16	\$ 25,000	40	Bellevue Creek	Gravity	No	>20%
12	28.3	Curlew Drive - East	\$ 140,000	6	\$ 24,000	34	Limited	S-RES, Gravity, in PGB	No	>20%
13	28.9	Viewcrest	\$ 1,320,000	29	\$ 46,000	42	Okanagan Lake	S-RES, Gravity, in PGB	No	<20%
14	28.4	Stellar Drive	\$ 210,000	9	\$ 24,000	30	Limited	S-RES, Gravity, in PGB	No	>20%
15	28.7	Lower Braeloch	\$ 190,000	9	\$ 22,000	32	Okanagan Lake	S-RES, in PGB	No	>20%
16	28.10	Tanager Ct	\$ 270,000	12	\$ 23,000	31	Lebanon Creek	S-RES, in PGB	No	>20%
17	31	Boppart	\$ 170,000	7	\$ 25,000	43	Limited	S-RES, in PGB	No	>20%
18	28.2	Curlew Drive - West	\$ 1,870,000	78	\$ 24,000	33	Limited	S-RES, in PGB	No	>20%
19	28.8	Lakeshore Rd	\$ 3,320,000	39	\$ 86,000	41	Leon Creek, Okanagan Lake	S-RES, Gravity, in PGB	No	<20%



# Sanitary Sewer Connection Area Financing Framework – Stage 2

Presentation to Council

March 21, 2022



# Objectives of the presentation

- ▶ Review of staged approach
- ▶ Sewer Connection Area Prioritization Bylaw No. 12343
- ▶ Set the stage for the future Reports to Council
- ▶ Questions

# SSCA financial framework updates

- ▶ Stage 1: Amend *Sewerage System User Bylaw No. 3480* and establish *Septic Removal Area Specified Reserve Fund*
- ▶ Stage 2: Rescind and replace *Sewer Connection Charge Bylaw No. 11540*
- ▶ Stage 3: Creation, closing, and updates to financial reserves

# Outcomes (slide from Stage 1)

- ▶ We have an improved plan
  - ▶ Improved health and environmental conditions
    - ▶ Ground and surface water quality
  - ▶ Financial
    - ▶ Grant reliant – setup for success
    - ▶ Shovel-ready grant projects
  - ▶ Responsible growth and development
    - ▶ New framework is required to achieve 2040 OCP (especially in Rutland)
    - ▶ Continuing to target highest impact areas

# Guiding principles

- ▶ Guiding Principles for updated financing framework:
  - ▶ *FAIR*
  - ▶ *EFFICIENT*
  - ▶ *FLEXIBLE*
  - ▶ *OPPORTUNISTIC*
  - ▶ *EQUITABLE*

# Rescind and replace Bylaw No. 11540

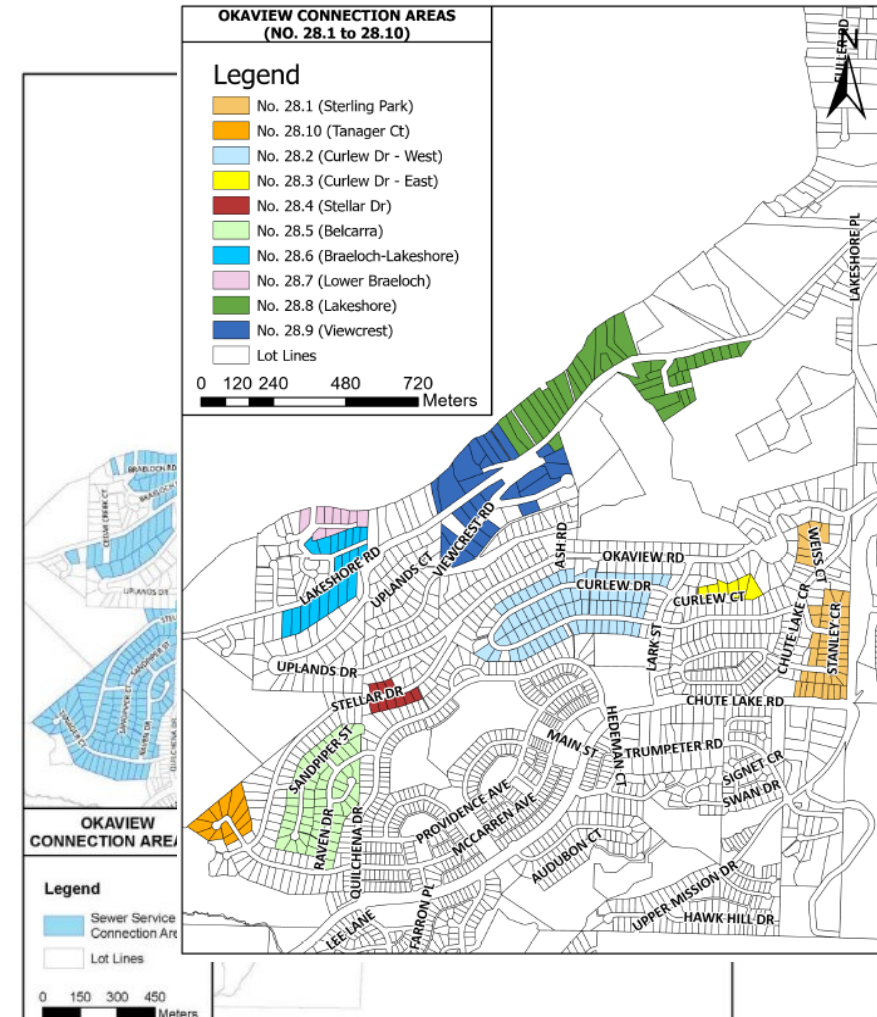
- ▶ Old bylaw – ~~Sewer Connection Charge Bylaw No. 11540~~
- ▶ New bylaw – *Sewer Connection Area Prioritization Bylaw No. 12343*
  - ▶ New sewer connection area boundaries
  - ▶ New priority ranking and sequencing
  - ▶ Clarification on privately constructed works
- ▶ No longer leveraging a charge... as there is no active sewer system to connect to

|



# New sewer connection area boundaries

- ▶ Boundaries defined based on shared infrastructure
- ▶ Smaller standalone projects more conducive to grant applications



# Prioritization

- ▶ New priority ranking and sequencing considers:
  - ▶ Availability of Reserves to leverage grants
  - ▶ Number of lots to connect
  - ▶ Average age of septic fields
  - ▶ Environmental and health impacts
  - ▶ Development potential
  - ▶ Cost per connection
  - ▶ Availability of grants
  - ▶ Fund recovery

Rank	Connection Area No.	Name	
1	22	Central Rutland	Reserve funded
2	16	Rio/Terrace	
3	25.1	St Amand	
4	25.2	Chamberlain	
5	35	Sexsmith/Appaloosa	
6	28.5	Belcarra	
7	28.1	Sterling Park	Grant reliant
8	27	Hall Road	
9	38.2	Crawford	
10	28.6	Braeloch-Lakeshore Rd	
11	38.1	Mission Ridge Rd	
12	28.3	Curlew Drive - East	
13	28.9	Viewcrest	
14	28.4	Stellar Drive	
15	28.70	Lower Braeloch	
16	28.1	Tanager Ct	
17	31.00	Boppart	
18	28.2	Curlew Drive - West	
19	28.8	Lakeshore Rd	

# Terms and limitations on use of reserves

- ▶ Higher priority area = easier access to reserves
  - ▶ For both developers and the City
- ▶ Relies on excess and extended services (507) and latecomers (508) from the *Local Government Act* as cost recovery mechanism for developers in low-priority connection areas.
- ▶ Ensures investments target high-impact SSCA projects
- ▶ Critical to long-term success and sustainability of program

# Next steps

- Core framework
  - ▶ Stage 3 – Update existing reserves and other policies required to fully adopt framework
- Supporting bylaws/policies
  - ▶ *Subdivision, Development & Servicing Bylaw No. 7900* amendments
    - ▶ Standards and details for low pressure sewer (septic areas only)
  - ▶ Minor amendments to *Sanitary Sewer/Storm Drain Regulation Bylaw No. 10549*
  - ▶ Review of *Council Policy No. 304 – Expanding or Adding Properties to Specified Areas*



*Questions?*

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



# CITY OF KELOWNA

## BYLAW NO. 12343

### Sewer Connection Area Prioritization Bylaw

---

WHEREAS the City of Kelowna has by bylaw provided for the establishment of a system of sewerage works for the collection, conveyance and disposal of sewage;

AND WHEREAS the City of Kelowna has established by bylaw the Septic Removal Specified Area Reserve Fund only to be used for the design and construction of **sewer connection areas** identified in this bylaw;

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

#### 1.0 TITLE

This bylaw may be cited as the "Sewer Connection Area Prioritization Bylaw No. 12343".

#### 2.0 PURPOSE

This bylaw is in place to provide both procedure and acceleration toward eliminating **septic systems** and improving water quality in Okanagan Lake and other water resources within the City of Kelowna limits, and establishes a prioritized sequencing of funding, design, and construction of **sewer connection area** projects.

#### 3.0 DEFINITIONS

In this bylaw:

**City** means the City of Kelowna.

**City Engineer:** means as defined in the Subdivision, Development and Servicing Bylaw No. 7900.

**Connection(s)** means the physical piped connection from **property** line to the public sewer main.

**Development** means any additional residential units or commercial, industrial, or institutional space on any **property** within a **sewer connection area**.

**Owner(s)** in respect of real **property** means the registered **owner** of an estate in fee simple, the tenant for life under a registered life estate, the registered holder of the last registered agreement for sale, the holder or occupier of land held in the manner referred to in the *Community Charter*.

**Property(ies)** means any real **property**.

**Septic System** means a privately-owned, on-site wastewater disposal system. **Septic systems** are wholly regulated by the Province of British Columbia.

**Sewer Connection Area** means a collection of **properties** currently serviced by private, on-site **septic systems** with no fronting public sewer mains. Each **sewer connection area** is to be serviced by a communal system to achieve connection to the **City's** public sewer system.

#### 4.0 SCHEDULES

4.1 The following schedules are attached to and form part of this bylaw:

Schedule "1" – Prioritization of **Sewer Connection Area** Projects

Schedule "2" - **Sewer Connection Area** Maps

#### 5.0 REGULATIONS

5.1 All **owners** of **property** located outside of a **sewer connection area** but in an area serviced by the **City's** sewer system, may apply for a sewer **connection** and, if authorized, must pay the whole of the actual cost of installing the **connection** from the sewer main to the **property** line, plus any applicable charges.

#### 6.0 PRIVATELY CONSTRUCTED WORKS

6.1 New **development** within a **sewer connection area**:

- a) must connect directly to the **City's** sanitary sewer system;
  - b) is responsible for the design and construction of fronting works, mainline components, facilities, and power supply (where necessary), and sewer **connections** to serviceable **properties**.
- 6.2 Sewer **connections** installed by developers to serviceable **properties**, other than the **property** being developed, will be eligible for remuneration for services installed, up to an upset cost equivalent to the respective sewer development charge outlined in section 3.(1)(c) of the Sewerage System User Bylaw No. 3480, as amended or replaced from time to time.
- 6.3 Any proposed **sewer connection area** designs must show that servicing to all **properties** within the **sewer connection area** can be achieved as intended (see clause o), including compliance with Subdivision, Development & Servicing Bylaw No. 7900, as amended or replaced from time to time.
- 6.4 Where servicing via gravity sewer can be achieved reasonably, no pressurized systems or service **connections** will be considered.
- 6.5 Any person wishing to bring forward a **sewer connection area** project in advance of the prioritization sequence noted in Schedule 1 shall apply in writing by submitting an application to the **City Engineer**. The application shall outline the proposed funding mechanism (e.g., latecomer, local area service, contribution of funds or installed works) and a business case for proceeding. Authority to approve such applications is delegated to the **City Engineer**.
- 6.6 Any person wishing to advance works within a **sewer connection area** will not be able to leverage the Septic Removal Specified Area Reserve funds (see Bylaw No. 12316) or the respective **sewer connection area** reserve for any elements not identified as excess and extended unless a strong business case can be made and approved by the **City Engineer**. Upon approval of the proposed works by the **City Engineer**, the Local Area Service and Latecomer processes made available under Provincial Legislation will be available.
- 6.7 Excess and extended services for latecomers will be determined based on the procedures outlined in Part 6 of the Subdivision, Development & Servicing Bylaw No. 7900, as amended or replaced from time to time.
- 6.8 Should it be determined that a proposed **development** will trigger additional upgrades to any planned or installed sanitary sewer system, the **development** will be entirely responsible for the cost of upgrades, in addition to any applicable charges.
- 6.9 Should a proposed **development** outside of an established **sewer connection area** result in sanitary sewer servicing from within a **sewer connection area**, all relevant clauses of this bylaw shall apply.

**7.0 PROHIBITIONS**

- 7.1 No person shall contravene, cause, suffer or permit a contravention of this bylaw.

**8.0 OFFENCES AND PENALTIES**

- 8.1 Every **Person** who violates any provisions of this bylaw or who suffers or permits any act or thing to be done in contravention or in violation of any of the provisions of this bylaw or who neglects to do or refrains from doing anything required to be done by any of the provisions of this bylaw, or who does any act which constitutes an offence against the bylaw is guilty of an offence against this bylaw and liable to the penalties hereby imposed. Each day that the violation continues to exist, shall constitute a separate offence.
- 8.2 Every person who commits an offence against this bylaw is liable on conviction, to a fine of up to \$10,000. Any penalty imposed pursuant to this bylaw shall be in addition to, and not in substitution for, any other penalty or remedy imposed pursuant to any other applicable statute, law, or legislation.

**9.0 SEVERANCE**

- 9.1 If a section, subsection, sentence, clause or phrase of this bylaw is for any reason held to be invalid by the decision of a Court of competent jurisdiction, it shall be severed, and such decision shall not affect the validity of the remaining portions of this bylaw.

**10.0 REPEAL**

- 10.1 The City of Kelowna "Sewer Connection Charge Bylaw No. 11540" and all amendments thereto, are hereby repealed.

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

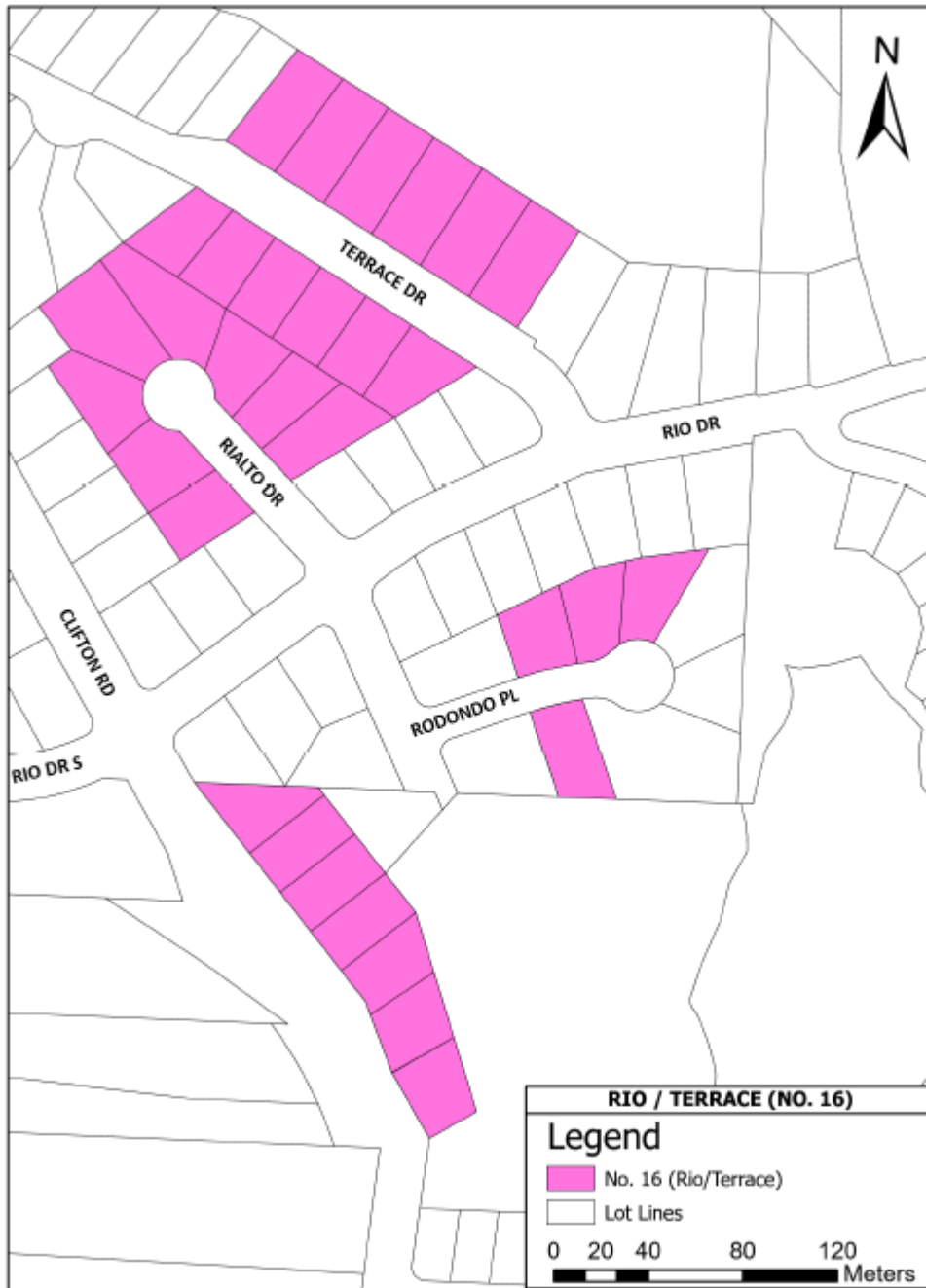
## SCHEDULE 1 - PRIORITIZATION OF SEWER CONNECTION AREA PROJECTS

1. Should alternative funding sources become available via grant opportunities, coordination with **development**, or any other source, sequencing of the prioritization list below can be changed. The table below will be updated periodically to reflect current economic conditions.
2. Project selection, sequencing, and prioritization is ultimately at the discretion of the **City Engineer** but shall generally follow the sequencing outlined below.

*Table 1: Prioritization table of sanitary sewer connection areas*

Rank/Sequence	Area No.	Connection Area
1	22	Central Rutland
2	16	Rio/Terrace
3	25.1	St Amand
4	25.2	Chamberlain
5	35	Sexsmith/Appaloosa
6	28.5	Belcarra
7	28.1	Sterling Park
8	27	Hall Road
9	38.2	Crawford
10	28.6	Braeloch-Lakeshore Rd
11	38.1	Mission Ridge Rd
12	28.3	Curlew Drive - East
13	28.9	Viewcrest
14	28.4	Stellar Drive
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16	28.10	Tanager Ct
17	31	Boppart
18	28.2	Curlew Drive - West
19	28.8	Lakeshore Rd

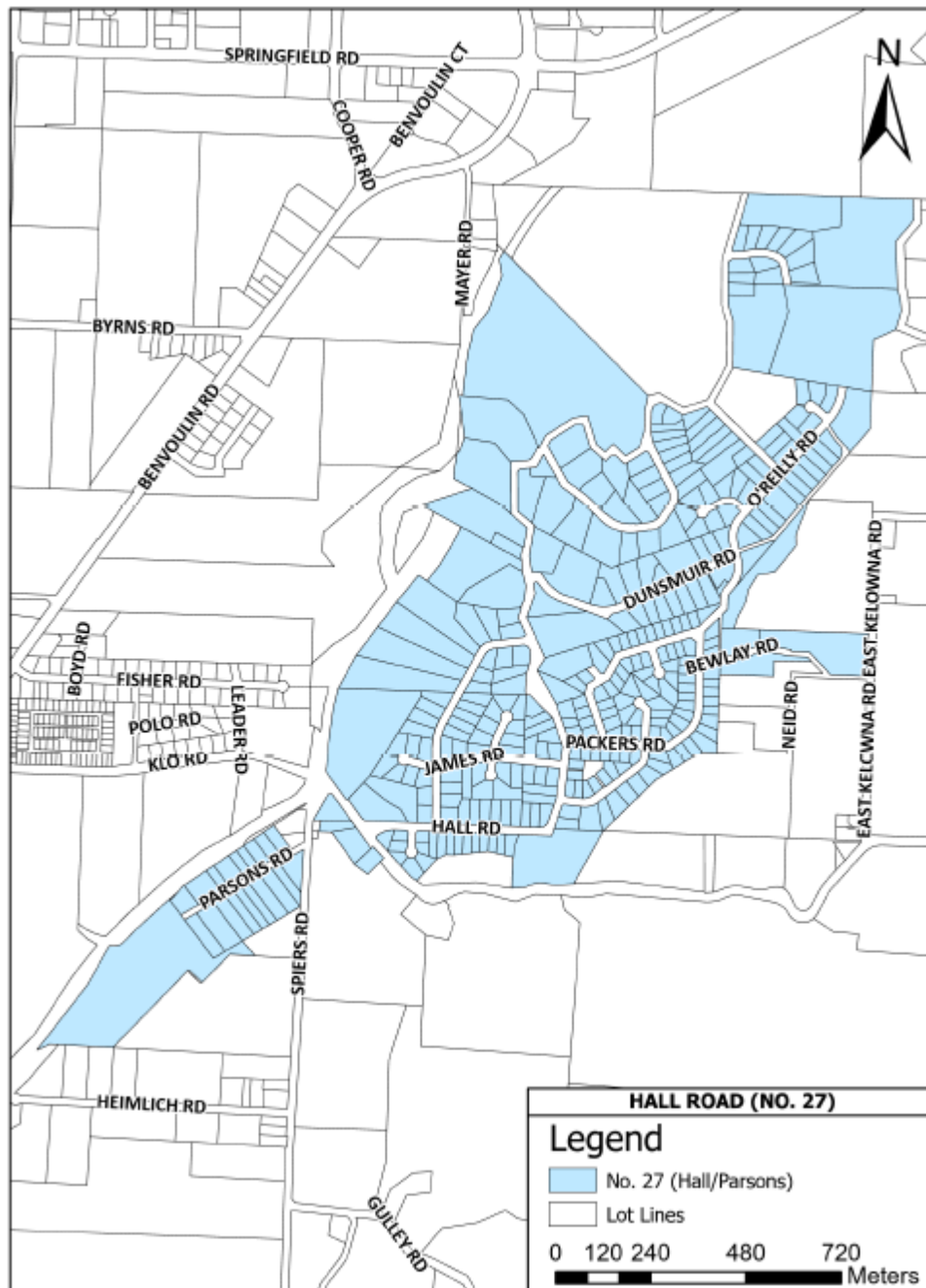
## SCHEDULE 2 – CONNECTION AREA MAPS

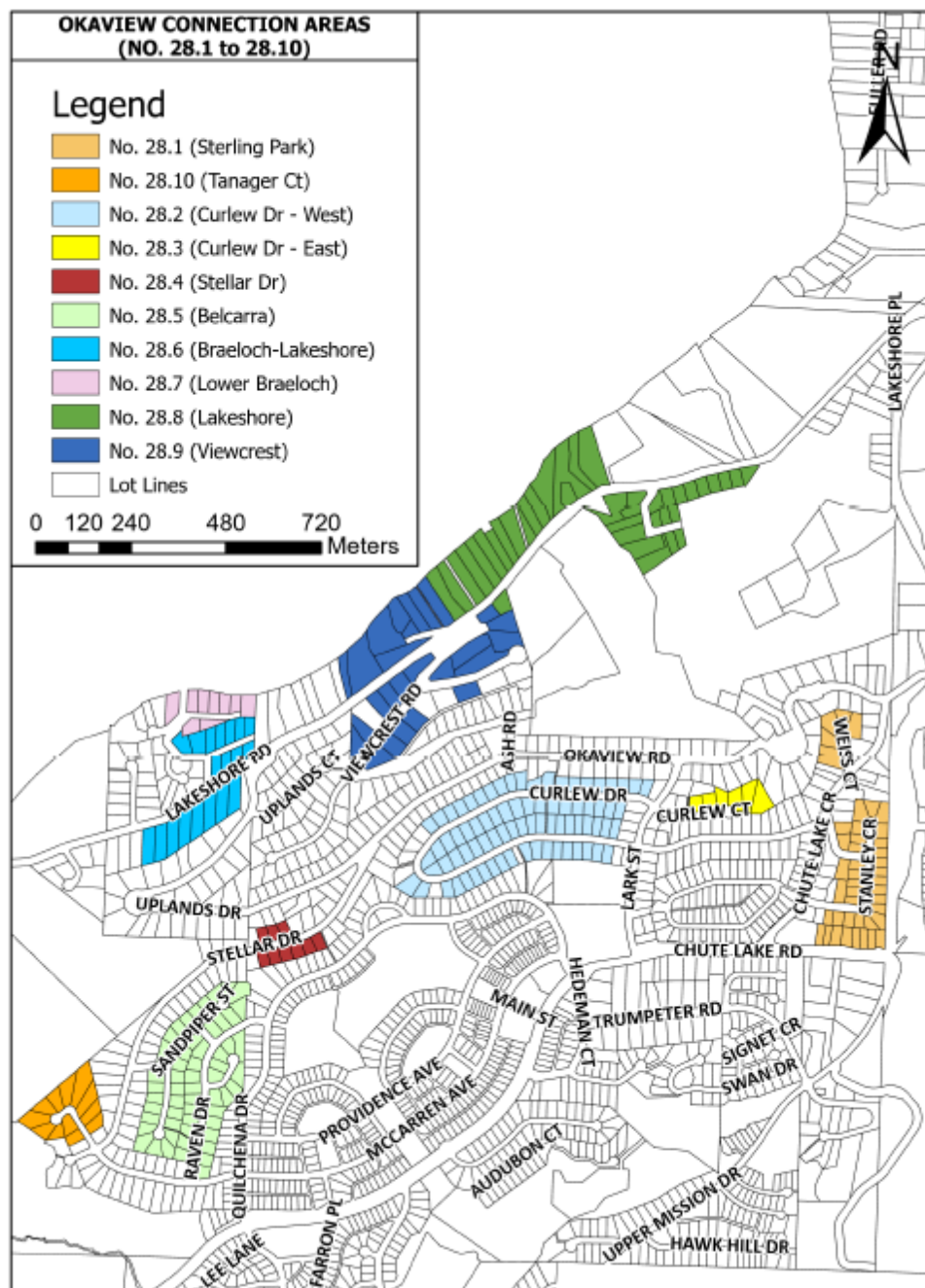


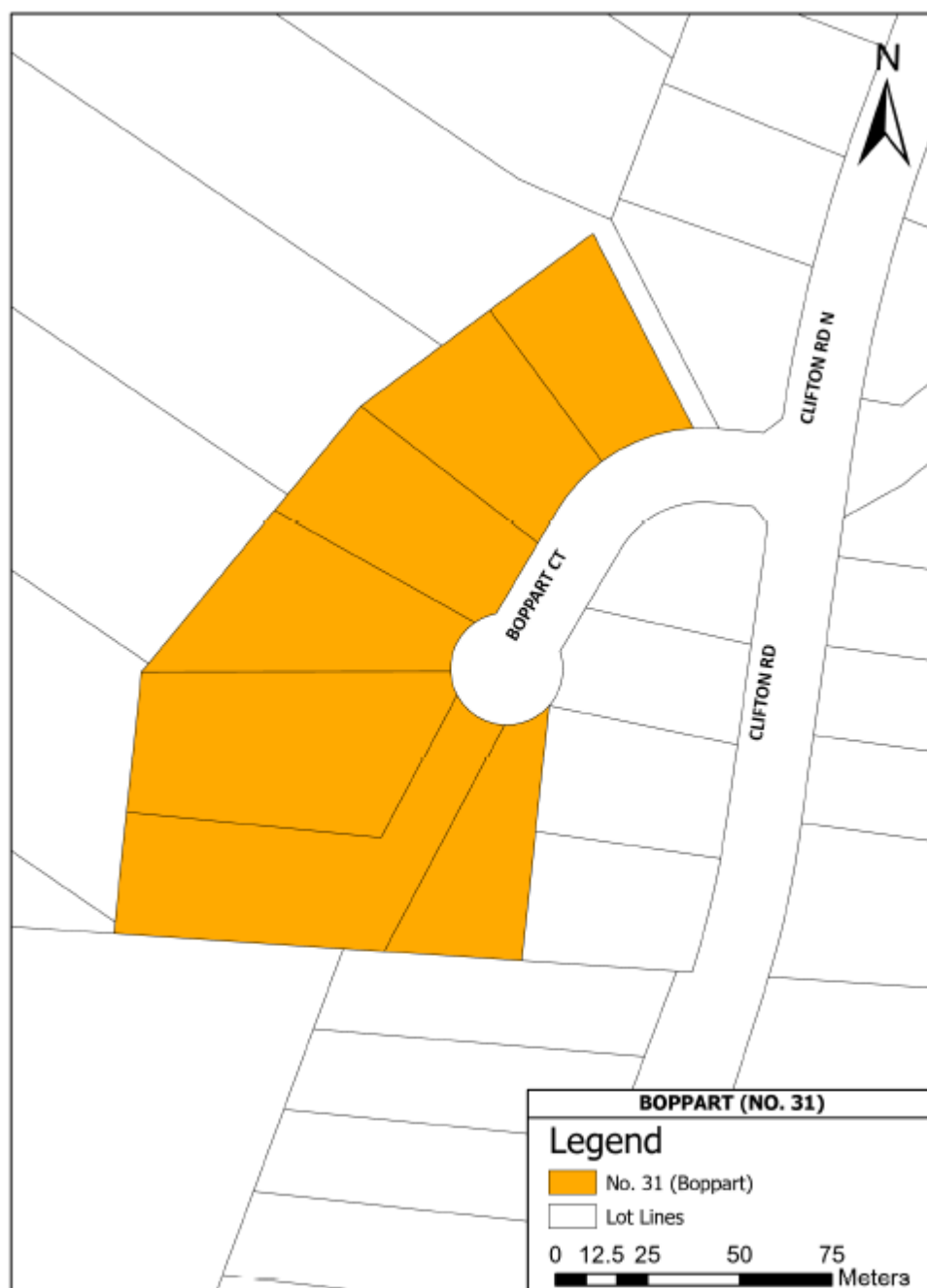






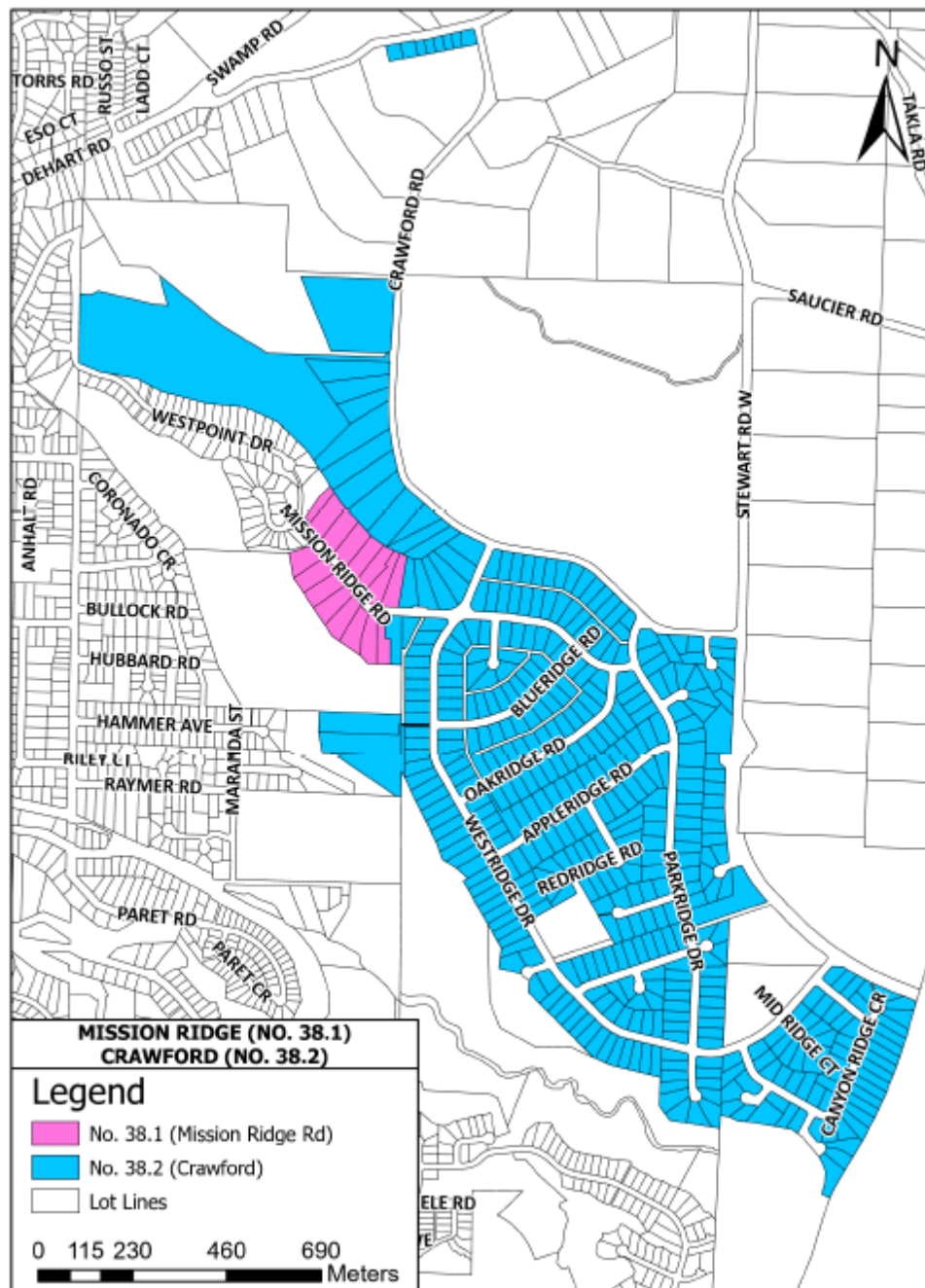












# Report to Council



**Date:** March 21, 2022  
**To:** Council  
**From:** City Manager  
**Subject:** South Okanagan Mission Agricultural Users Local Area Service Amendment and Parcel Tax Bylaw  
**Department:** Utility Services

---

## **Recommendation:**

THAT Council receives for information the report from Utility Services dated March 21, 2022, directing staff to levy a parcel tax under Section 200 of the *Community Charter* on the benefiting parcels in the South Okanagan Mission Agricultural Users Local Area Service;

AND THAT Council receives the Certificate of Sufficiency dated March 15, 2022 pertaining to the South Okanagan Mission Agricultural Users Local Area Service;

AND THAT Bylaw No. 12334 being Amendment No. 1 to the South Okanagan Mission Agricultural Water Establishment Bylaw No. 11745 be forwarded for reading consideration;

AND FURTHER THAT Bylaw No. 12288 being the South Okanagan Mission Agricultural Users Local Area Service Parcel Tax be forwarded for reading consideration.

## **Purpose:**

To add a property to the South Okanagan Mission Agricultural Customer User Local Area Service and to approve the South Okanagan Mission Agricultural Users Local Area Service Parcel Tax Bylaw for upgrading of a water irrigation system servicing the Local Area Service.

## **Background:**

In March 2017, the City received an unprecedented grant of \$43.9 million to deliver clean drinking water to southeast Kelowna and provide adequate agriculture water capacity to properties in the South Okanagan Mission Irrigation District (SOMID). The grant was specified for upgrades required to the City's south end water system including the supply of water to SOMID for irrigation use and for decommissioning of the Frazer Lake Dam.

The Local Area Service (LAS) was initiated by the benefitting property owners to assist with funding additional infrastructure and servicing needs.

The City assumed all assets and liabilities following SOMID dissolution on January 1, 2020. Water supply to all property owners was maintained during the transition and construction period. Construction of the works is now complete, all invoices are submitted, and relevant contracts closed.

**Discussion:**

At the time of initiating the LAS the owner of 4855 Chute Lake Road did not wish to participate but chose to rely on his wells for irrigation instead. That property owner recently contacted the City requesting to join the LAS and has submitted a signed petition. In order for 4855 Chute Lake to participate in the LAS Bylaw 12334 must be amended.

The total cost applicable to the LAS properties is \$472,349.29. These costs are to be borne by the benefiting area, as identified in Schedule A of Bylaw 11745, and shall be raised by way of a local service parcel tax under Section 216 of the Community Charter. A commutation option will be available to property owners for them to make a one-time payment of the total cost of construction assessed upon their parcel, provided this request is made within the timeframe outlined in the written letter to affected properties, and applied based on land area. Should the commutation be declined, then the default approach is the parcel tax method, where the City will levy payments including financing charges annually over 20 years per parcel commencing upon adoption of this bylaw. The annual payment amounts, by property, are presented in Table 1.

**Table 1. Estimated Annual Payment Schedule**

Address	Property Information	Annual Payment	Cash Commutation Option
559 Barnaby Rd	Lot 3 Plan 1743	\$3,626.09	\$48,729.96
579 Barnaby Rd	Part SE ¼ Exc Plan 1743, 20228, KAP72443	\$4,269.54	\$57,377.10
4895 Frost Rd	Lot A Plan 40061	\$2,998.95	\$40,302.12
4915-4923 Frost Rd	Lot A Plan EPP82930	\$3,709.49	\$49,850.75
4950 Frost Rd	Lot 1 Plan 90220	\$ 2,876.03	\$ 38,650.17
5001-5055 Frost Rd	Lot B Plan EPP82930	\$ 3,481.04	\$ 46,780.77
4855 Chute Lake Rd	Lot A Plan 31228	\$4,340.43	\$58,329.77
4870 Chute Lake Rd	Lot 1 Plan 78562	\$ 9,846.82	\$ 132,328.65
4870 Chute Lake Rd	SRW as to Part Former Lot A Plan KAP 67429		Excluded
Total			\$472,349.29

Before the parcel tax can be applied, the Parcel Tax Roll Review Panel must meet to consider any complaints regarding the parcel tax roll and to authenticate the roll. The members appointed by Council to the Parcel Tax Review Panel are Councillors Hodge, Singh and Wooldridge.

The Panel must consider any complaints regarding the parcel tax roll based on one or more of the following reasons:

- a) there is an error or omission respecting a name or address on the parcel tax roll;
- b) there is an error or omission respecting the inclusion of a parcel;
- c) there is an error or omission respecting the taxable area; or
- d) an exemption has been improperly allowed or disallowed.

The Parcel Tax Roll Review Panel will hear any complaints on the following completed local service area identified on Schedule "A" as attached to this report.

If a property owner wishes to file a complaint on the above noted properties, they must provide written notice of the complaint to the Revenue Supervisor by 16:00 Thursday, April 14, 2022.

#### **Next Steps**

**March 22, 2022** – All owners on the parcel tax roll will be notified by mail of the service for which the parcel tax is to be levied, the time and place of the Parcel Tax Review Panel meeting, and the availability of the parcel tax roll for inspection at City Hall during regular business hours.

**April 25, 2022** – As per Section 204 of the Community Charter, the City will convene a parcel tax roll review panel to consider any complaints regarding the roll and authenticate the rolls.

#### **Conclusion:**

This new bylaw, cited for all purposes as being "South Okanagan Mission Agricultural Users Local Area Service Parcel Tax Bylaw 12288", establishes parcel taxes levied in accordance with the Community Charter.

This bylaw does not require a change to City budgets.

#### **Internal Circulation:**

Communications  
Controller  
Financial Planning  
Asset Management and Capital Planning  
Purchasing  
Revenue  
Utility Services  
Water Operations

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

Legal/Statutory Authority:



*Community Charter* Division 4 – Parcel Taxes

Legal/Statutory Procedural Requirements:

Before a parcel tax is imposed for the first time, a parcel tax roll review panel must consider any complaints respecting the parcel tax roll.

*Community Charter*, Section 94 – Post on a notice board and advertise two consecutive weeks in a local newspaper. The required advertisements will be placed in the Daily Courier Wednesday, April 13 and Wednesday, April 20, 2022.

*Community Charter*, Section 204(3) – Financial Services will mail letters to owners of affected parcels 14 days prior to the Parcel Tax Review Panel meeting date stating:

- a) the service in relation to which the parcel tax is to be imposed;
- b) the taxable area;
- c) the time and place of the sitting of the review panel; and
- d) that the parcel tax roll is available for inspection at the municipal hall during its regular business hours.

**Considerations not applicable to this report:**

Existing Policy:

External Agency/Public Comments:

**Submitted by:** K. Van Vliet, Utility Services Manager

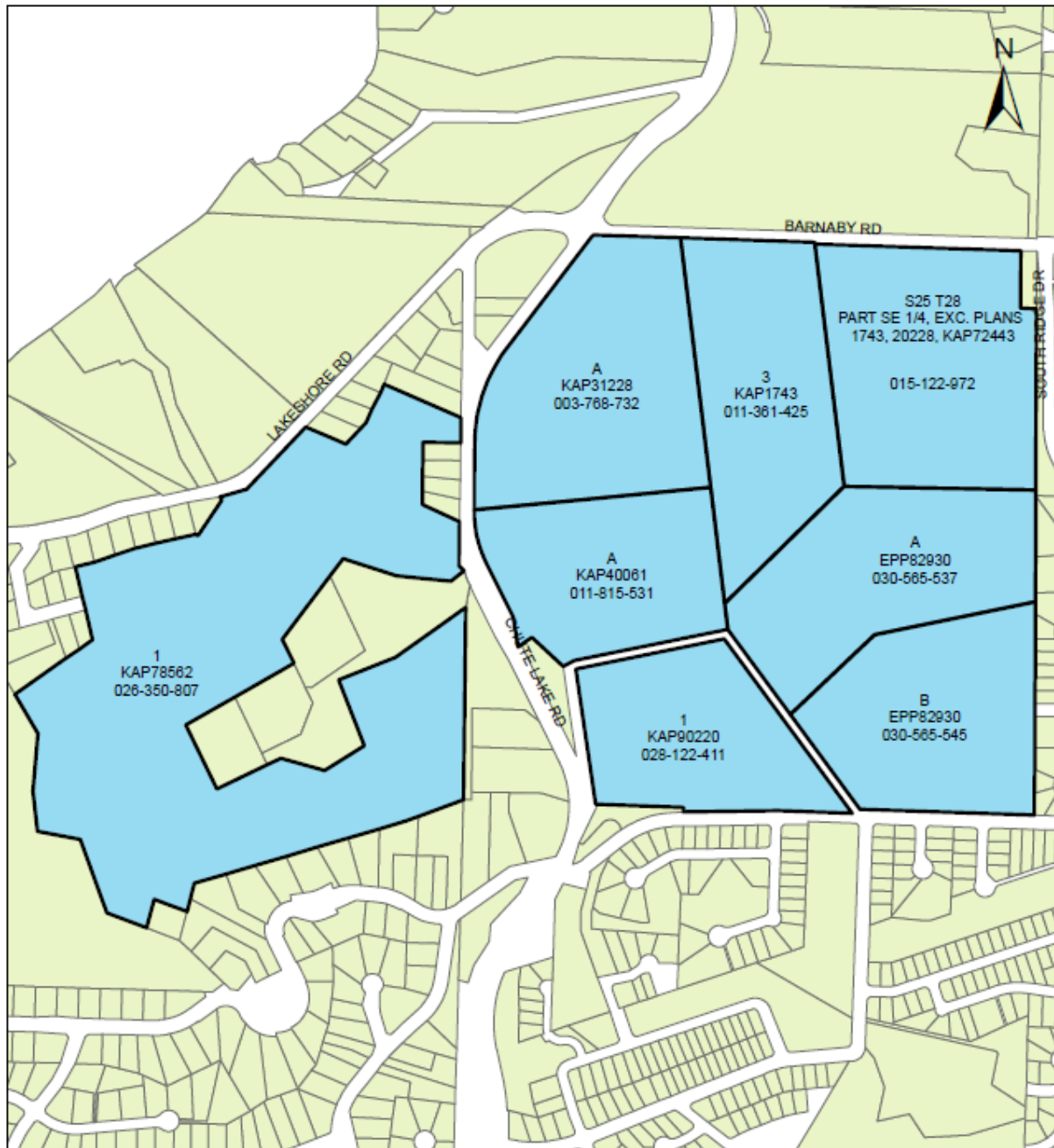
**Approved for inclusion:** M. Logan, General Manager, Infrastructure

cc: City Clerk  
Divisional Director, Financial Services  
Divisional Director, Corporate Strategic Services

Schedule "A" – Map of South Okanagan Mission Agricultural Customer User Local Area Service


Schedule "B" – Certificate of Sufficiency

## Schedule A



### **SOUTH OKANAGAN MISSION AGRICULTURAL WATER USERS LOCAL AREA SERVICE SCHEDULE "A"**

#### Legend

 BENEFITTING LOTS

## CITY OF KELOWNA

### OFFICE OF THE CITY CLERK

#### CORPORATE OFFICER CERTIFICATE OF SUFFICIENCY

I hereby certify that the Office of the City Clerk received **sufficient** signatures and assessed values in relation to the Owner Initiated Local Area Service opportunity for the South Okanagan Mission Improvement District (SOMID) Agricultural Customers Project. The Local Area Service for South Okanagan Mission Improvement District (SOMID) Agricultural Customers Project is for installing new water mains, redirecting existing water mains, installing new PRV, seven new Water Meter Pits and Chambers with Backflow Prevention, disconnect old services where required and tie-in to distribution of water mains.

Dated this 15<sup>th</sup> day of March 2022

  
S. Fleming, City Clerk

South Okanagan Mission Agricultural Water Users Local Area Service					
Total No. Of Affected Parcels	No. of Required Valid Petitions to Create the LAS for South Okanagan Mission Improvement District (SOMID) Agricultural Customers Project  (More than 50% of Total Parcels Affected)	Total No. of Valid Petitions Received	Total Assessed Value of Land and Improvements for the Affected Parcels	Total Assessed Value Required to Create the LAS for South Okanagan Mission Improvement District (SOMID) Agricultural Customers Project  (More than 50% of Total)	Total Petitioners' Assessment
8	5	8	\$9,369,362.00	(more than 50%) \$4,684,681.00	\$9,369,362.00

# CITY OF KELOWNA

## BYLAW NO. 12334

### **Amendment No. 1 to the South Okanagan Mission Agricultural Water Establishment Bylaw No. 11745**

---

The Municipal Council of the City of Kelowna, in open meeting assembled, enacts that the City of Kelowna South Okanagan Mission Agricultural Water Establishment Bylaw No. 11745 be amended as follows:

1. THAT the boundaries of the City of Kelowna South Okanagan Mission Agricultural Customer User Local Area Service project as outlined in Schedule "A" be deleted and replaced with Schedule "A" attached to and forming part of this bylaw;
2. This bylaw may be cited for all purposes as being Bylaw No. 12334, being Amendment No. 1 to South Okanagan Mission Agricultural Water Establishment Bylaw No. 11745.
3. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

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

Adopted by the Municipal Council of the City of Kelowna this

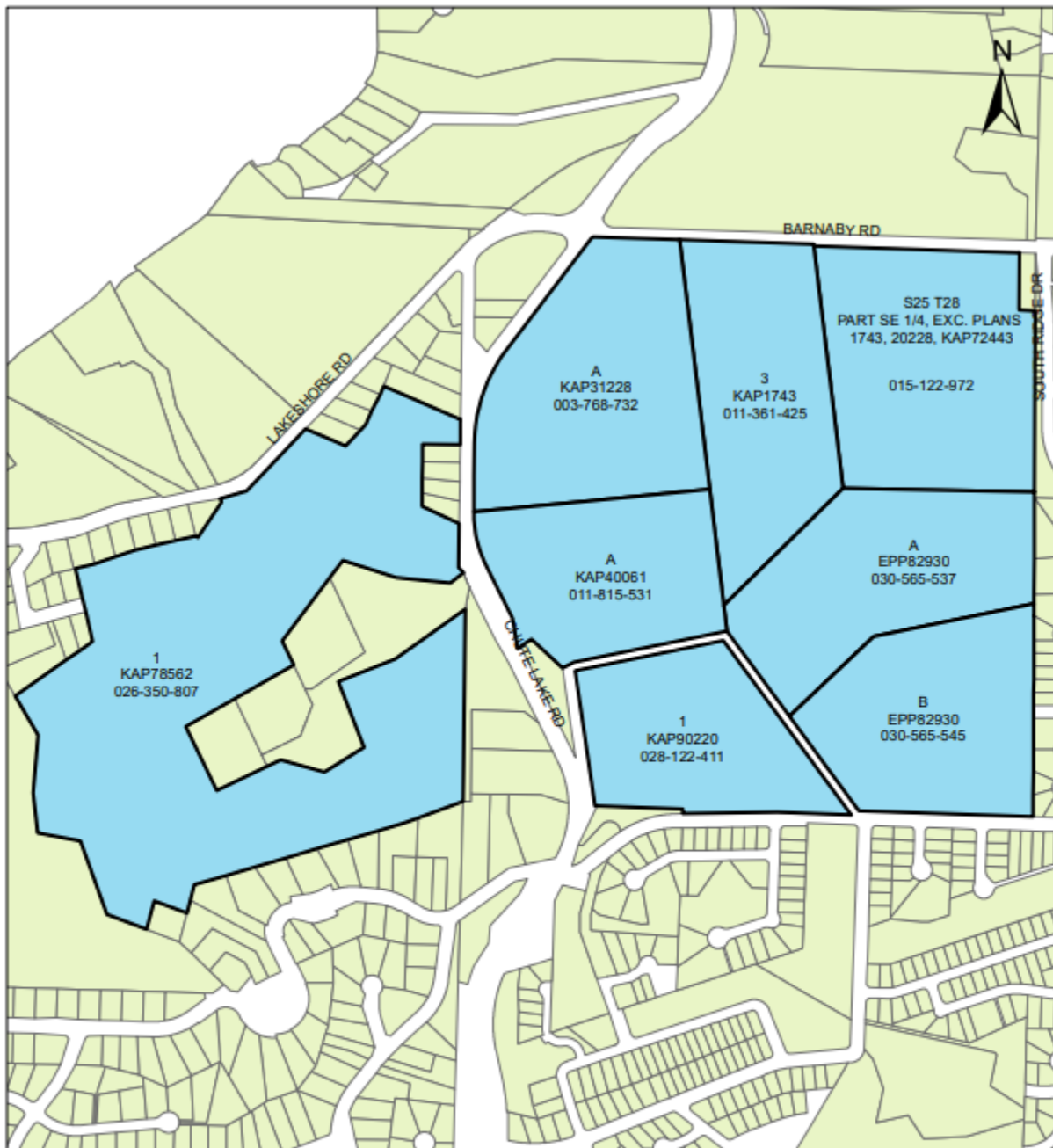
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Mayor

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City Clerk

## Schedule A



### **SOUTH OKANAGAN MISSION AGRICULTURAL WATER USERS LOCAL AREA SERVICE SCHEDULE "A"**

#### Legend

 BENEFITTING LOTS



# CITY OF KELOWNA

## BYLAW NO. 12288

### Local Area Service South Okanagan Mission Agricultural Water Users Parcel Tax Bylaw

---

WHEREAS the City of Kelowna Council is authorized to impose by bylaw a parcel tax under Section 200 of the *Community Charter* on the benefiting parcels in the Local Area Service for South Okanagan Mission Agricultural;

AND WHEREAS the Council of the City of Kelowna has, by the South Okanagan Mission Agricultural Water Establishment Bylaw No. 11745 authorized the construction of local improvements under Part 7 of the *Community Charter* and has provided that a portion of the capital costs of local improvement authorized will be paid by a parcel tax based on area of the parcel levied in twenty (20) annual instalments within the benefiting area created by the bylaw;

AND WHEREAS the Council now is desirous of imposing the parcel tax herein provided;

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

1. In this bylaw:

**"Benefiting Area"** means the area described in Schedule "A" of "South Okanagan Mission Agricultural Water Establishment Bylaw No. 11745".

**"City"** means the City of Kelowna.

**"Collector"** means the Collector of Taxes for the City.

**"Parcel"** means any lot, block or other area, in which land is held or into which it is subdivided but does not include highway as per the *Community Charter*, as amended.

2. South Okanagan Mission Agricultural Water Establishment Bylaw No. 11745 authorized the construction of local improvements under Part 7 of the *Community Charter*. The real properties immediately benefited by works undertaken as local improvements pursuant to Bylaw No. 11745 are identified as the South Okanagan Mission Agricultural Local Area Service Tax Assessment Roll.

3. The annual parcel tax levied on each **parcel** under Section 2 of this bylaw, in each of the twenty (20) years, shall be equal to \$448.01 per hectare of the taxable area of the **parcel**, in accordance with section 202(2)(b) of the *Community Charter*, with annual payments for the **benefiting area** as per the table below.

Address	Property Information	Annual Payment
559 Barnaby Rd	Lot 3 Plan 1743	\$ 3,626.09
579 Barnaby Rd	Part SE ¼ Exc Plan 1743, 20228, KAP72443	\$4269.54
4895 Frost Rd	Lot A Plan 40061	\$ 2,998.95
4915-4923 Frost Rd	Lot A Plan EPP82930	\$ 3,709.49
4950 Frost Rd	Lot 1 Plan 90220	\$ 2,876.03
5001-5055 Frost Rd	Lot B Plan EPP82930	\$ 3481.04
4855 Chute Lake Rd	Lot A Plan 31228	\$4340.43
4870 Chute Lake Rd	Lot 1 Plan 78562	\$9846.82
4870 Chute Lake Rd	SRW as to Part Former Lot A Plan KAP 67429	Excluded

The annual payment (which for the initial calculation of this bylaw) required to be made in that year for the repayment of principal and interest on the debt authorized by the South Okanagan Mission Agricultural Users Local Area Service Loan Authorization - Bylaw No. 11746.

4. The parcel tax under section 3 of this bylaw shall be waived in respect of a **parcel**, when any present or previous owner of the **parcel** has paid all debt and debt charges, including interest, in respect of that portion of the water service system of the municipality that serves the **parcel**.
5. The Collector for the City of Kelowna shall prepare the parcel tax roll for the purpose of imposing the parcel tax described in this bylaw, and shall include each **parcel** within the **benefiting area**. The parcel tax shall be shown by the Collector on the real property tax notices for the **parcels** and payment of the parcel tax shall be made in the same manner and before the same dates as the real property tax.
6. This bylaw shall come into full force and effect and be binding on all persons for the 2022 taxation year for a period of twenty (20) years up to and including the 2041 taxation year.
7. This bylaw shall be cited as "Local Area Service South Okanagan Mission Agricultural Parcel Tax Bylaw No. 12288".

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:** March 21, 2022

**To:** Council

**From:** City Manager

**Subject:** Southeast Kelowna Integration Project Local Area Service Bylaw 12327

**Department:** Utility Services

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## **Recommendation:**

THAT Council receives for information the report from Utility Services dated March 21, 2022, directing staff to levy a parcel tax under Section 200 of the *Community Charter* on the benefiting parcels in the Southeast Kelowna Water Integration Project Local Area Service;

AND THAT Bylaw No. 12327 being the Southeast Kelowna Water Integration Project Local Area Service Parcel Tax Bylaw be forwarded for reading consideration;

AND FURTHER THAT Council set the 2022 Parcel Tax Review Panel meeting for April 25, 2022 at 8:45 am in Council Chamber, City Hall, 1435 Water Street, Kelowna, BC.

## **Purpose:**

To approve the Southeast Kelowna Water Integration Project Local Area Service Parcel Tax Bylaw for upgrading the potable water supply servicing the Local Area Service and to set the date, time and location for the 2022 Parcel Tax Review Panel Meeting.

## **Background:**

In March 2017, the City received a grant of \$43.9 million to deliver clean drinking water to Southeast Kelowna and provide adequate agriculture water capacity to properties within the boundaries of the old South East Kelowna Irrigation District (SEKID). The grant also included funding for specific upgrades in the City's south end water system, a supply of water to users on the old South Okanagan Mission Irrigation District (SOMID) and upgrading or decommissioning of the Frazer Lake Dam.

The City assumed all assets and liabilities following SEKID dissolution on June 04, 2018 and SOMID on January 01, 2020. Water supply to all property owners was maintained during the transition and construction period. Construction of the Kelowna Water Integration Project – Phase 1 is now complete with all invoices submitted and relevant contracts closed.

### **Rationale for determining benefiting properties in Southeast Kelowna**

For the Southeast Kelowna portion of the Kelowna Water Integration Project, the Local Area Service (LAS) process was initiated by the Province to assist with funding additional infrastructure and servicing needs. In November 2018, Council adopted Bylaw No. 11623 which established an LAS for the Southeast Kelowna Integration Project. This bylaw described the boundary extent of benefiting properties from the new waterworks consistent with the June 04, 2018, Provincial Order in Council and the Community Charter. A map of the LAS establishment area is attached as Appendix A. The City has created a list of all properties within the Boundary adopted through Bylaw 11623.

To determine the final parcel tax roll (those parcels that will be charged the parcel tax), the City referred to exemptions to parcel tax under the Community Charter. The reason for exempt status is identified in each instance in the bylaw by reference to the applicable section of the Community Charter as follows:

- 201 (2).** Parcels that do not have the opportunity to be provided with the service. This has been defined as properties that are not within 20 metres of a potable watermain that meets City Bylaw 7900 design standards. Properties beyond 20 metres that wish to connect to the potable system will pay the full cost of connecting to it, which may include extending the watermain in the right of way or road.
- 201 (3).** The owner has either:
  - (a) provided all or part of the service at the owner's expense, or
  - (b) already paid towards the cost of the service on terms and conditions specified in the bylaw
- 220 (1) a).** Land, improvements, or both vested in or held by the Provincial Government.

### **Financial implications:**

The project costs are borne by all benefiting properties within the Local Service Area and shall be raised by way of a local service parcel tax under Section 216 of the Community Charter. The project costs attributed to benefitting parcels in the LAS amounts to \$15,967,292 of which \$3,076,610 had been collected at the end of 2021, leaving \$12,890,682 to be funded by 1,974 parcels.

A cash commutation option of \$6,530.23 is available to those property owners wishing to avoid long term financial charges (approximately a savings of \$2,300 over 18 years), provided the option is selected in accordance with the letter sent to property owners March 15, 2022.

The annual parcel tax is calculated to be \$492.86 per benefitting property over an 18-year period. This is close to the annual project fee charged in 2021 of \$480 (\$40 per month).

At the end of the cash commutation process and parcel tax review process, the Parcel Tax Roll Review Panel will authenticate the roll.



### **Parcel Tax Review Panel**

Before the parcel tax can be applied, the Parcel Tax Roll Review Panel must meet to consider any complaints regarding the parcel tax roll and to authenticate the roll. The members appointed by Council to the Parcel Tax Review Panel are Councillors Hodge, Singh and Wooldridge.

The Panel must consider any complaints regarding the parcel tax roll based on one or more of the following reasons:

- a) there is an error or omission respecting a name or address on the parcel tax roll;
- b) there is an error or omission respecting the inclusion of a parcel;
- c) there is an error or omission respecting the taxable area; or
- d) an exemption has been improperly allowed or disallowed.

The Parcel Tax Roll Review Panel will hear any complaints on the Southeast Kelowna Water Integration Project Local Area Service parcel tax roll.

If a property owner wishes to file a complaint on the above noted properties, they must provide written notice of the complaint to the Revenue Supervisor by 16:00 Thursday, April 14, 2022.

### **Next Steps**

**March 22, 2022** – All owners on the parcel tax roll will be notified by mail of the service for which the parcel tax is to be levied, the time and place of the Parcel Tax Review Panel meeting, and the availability of the parcel tax roll for inspection at City Hall during regular business hours.

**April 25, 2022** – As per Section 204 of the Community Charter, the City will convene a parcel tax roll review panel to consider any complaints regarding the roll and authenticate the rolls.

### **Conclusion**

This new bylaw, cited for all purposes as being "Southeast Kelowna Water Integration Project Local Area Service Parcel Tax Bylaw 12327", establishes parcel taxes levied in accordance with the Community Charter.

This bylaw does not require a change to City budgets.

### **Internal Circulation:**

Communications  
Controller  
Financial Planning  
Asset Management and Capital Planning  
Purchasing  
Revenue  
Utility Services  
Water Operations

**Considerations applicable to this report:**

Legal/Statutory Authority:

*Community Charter* Division 4 – Parcel Taxes

Legal/Statutory Procedural Requirements:

Before a parcel tax is imposed for the first time, a parcel tax roll review panel must consider any complaints respecting the parcel tax roll.

*Community Charter*, Section 94 – Post on a notice board and advertise 2 consecutive weeks in a local newspaper. The required advertisements will be placed in the Daily Courier editions of Wednesday, March 30 and Wednesday, April 6, 2022.

*Community Charter*, Section 204(3) – Financial Services will mail letters to owners of affected parcels 14 days prior to the Parcel Tax Review Panel meeting date stating:

- a) the service in relation to which the parcel tax is to be imposed;
- b) the taxable area;
- c) the time and place of the sitting of the review panel; and
- d) that the parcel tax roll is available for inspection at the municipal hall during its regular business hours.

**Considerations not applicable to this report:**

Existing Policy:

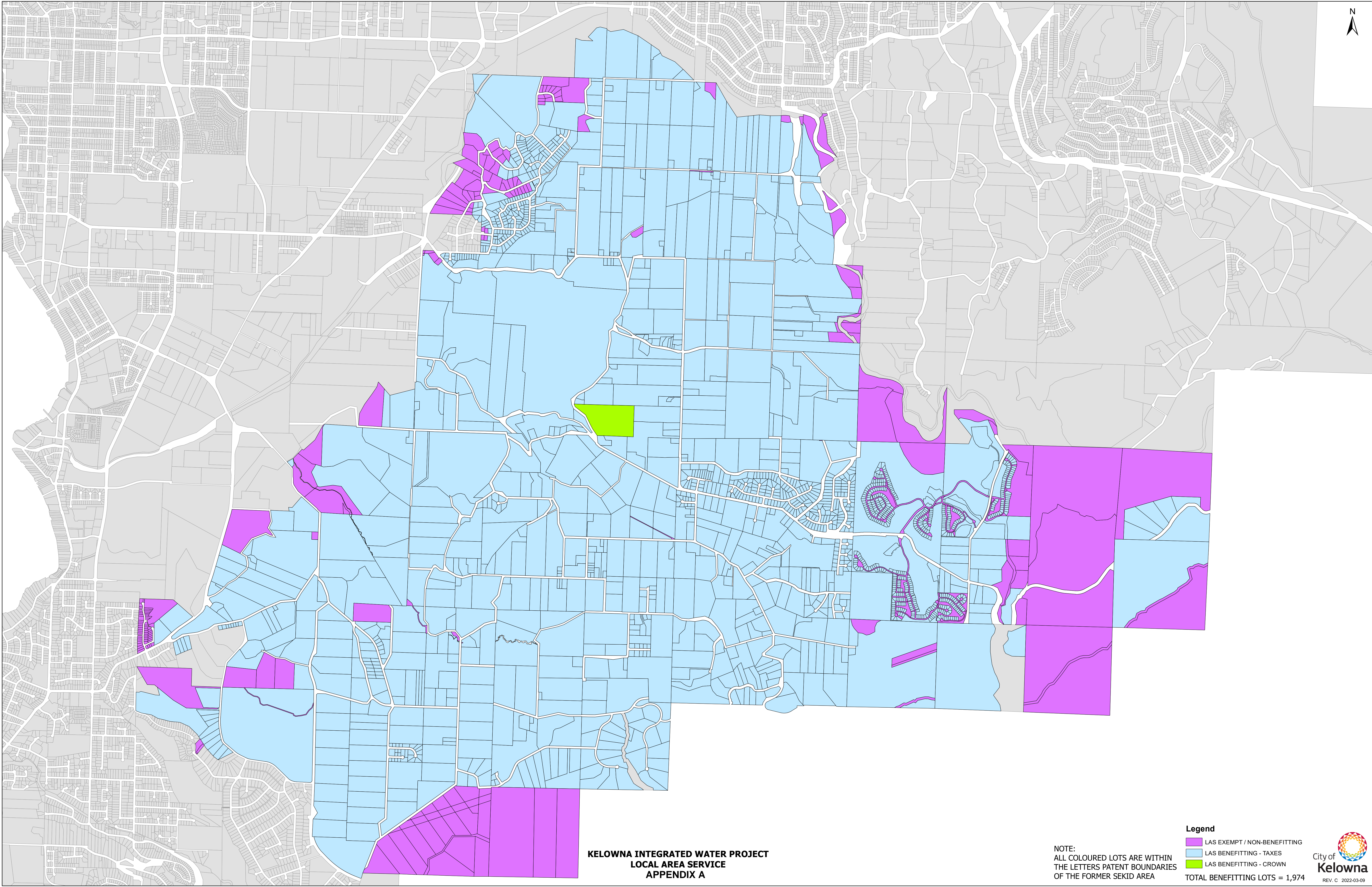
External Agency/Public Comments:

**Submitted by:** K. Van Vliet, Utilities Services Manager

**Approved for inclusion:** M. Logan, General Manager, Infrastructure

cc: City Clerk  
Divisional Director, Financial Services  
Divisional Director, Corporate Strategic Services







# CITY OF KELOWNA

## BYLAW NO. 12327

### South East Kelowna Integration Project Local Area Service Parcel Tax Bylaw

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WHEREAS the City of Kelowna Council is authorized to impose by bylaw a parcel tax under Section 200 of the *Community Charter* on the benefiting parcels in the Local Area Service for South East Kelowna Integration Project;

AND WHEREAS the Council of the City of Kelowna has, by the South East Kelowna Integration Project Establishment Bylaw No. 11623 authorized the construction of local improvements under Part 7 of the *Community Charter* and has provided that a portion of the capital costs of local improvement authorized will be paid by a parcel tax based on area of the parcel levied in twenty (20) annual instalments within the benefiting area created by the bylaw;

AND WHEREAS the Council now is desirous of imposing the parcel tax herein provided;

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

1. In this bylaw:

**"Benefiting Area"** means the area described in Schedule 'A' of South East Kelowna Integration Project Establishment Bylaw No. 11623 except for the properties listed in Schedule 'A' of this bylaw.

**"City"** means the City of Kelowna.

**"Collector"** means the Collector of Taxes for the City.

**"Parcel"** means any lot, block or other area, in which land is held or into which it is subdivided but does not include highway as per the *Community Charter*, as amended.

2. South East Kelowna Integration Project Establishment Bylaw No. 11623 authorized the construction of local improvements under Part 7 of the *Community Charter*. The real properties immediately benefited by works undertaken as local improvements pursuant to Bylaw No. 11623 are identified as the South East Kelowna Integration Project Local Area Service Tax Assessment Roll.

Bylaw No. 12327

3. The annual parcel tax levied on each **parcel** under Section 2 of this bylaw, in each of the eighteen years, shall be \$492.86 per benefitting parcel, in accordance with section 202(2)(a) of the *Community Charter*.
4. The parcel tax under section 3 of this bylaw shall be waived in respect of a **parcel**, when any present or previous owner of the **parcel** has paid all debt and debt charges, including interest, in respect of that portion of the water service system of the municipality that serves the **parcel**.
5. The Collector for the City of Kelowna shall prepare the parcel tax roll for the purpose of imposing the parcel tax described in this bylaw, and shall include each **parcel** within the **benefiting area**. The parcel tax shall be shown by the Collector on the real property tax notices for the **parcels** and payment of the parcel tax shall be made in the same manner and before the same dates as the real property tax.
6. This bylaw shall come into full force and effect and be binding on all persons for the 2022 taxation year for a period of eighteen (18) years up to and including the 2039 taxation year.
7. This bylaw shall be cited as "South East Kelowna Integration Project Local Area Service Parcel Tax Bylaw No. 12327".

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



## Schedule A

Street	Civic	Plan	Lot	Charter Section	Folio
Bedford Rd	4203	KAP1247	235	201 (2)	07292.000
Bemrose Rd	3545	KAP71096	A	201 (2)	04237.136
Bemrose Rd	3573	KAP79952	A	201 (2)	04226.001
Borland Rd	3901	KAP70445	2	201 (2)	04200.004
Borland Rd	3903	KAP70445	1	201 (2)	04200.003
Bull Cr	4180	EPP114622	48	201 (3) (a)	
Bull Cr	4186	EPP114622	47	201 (3) (a)	
Carter Rd	3755	T26 S11	SE1/4	201 (2)	04203.050
Carter Rd	3775	T26 S11	SE1/4	201 (2)	04203.002
Carter Rd	3820	KAP1247	105A	201 (2)	03871.000
Casorso Rd	3925	KAP75382	2	201 (2)	04032.178
Casorso Rd	3985	KAP58972	C	201 (2)	04032.175
Casorso Rd	3987	KAP89916	1	201 (2)	04032.179
Casorso Rd	4050	EPP52974	A	201 (3) (a)	03996.001
Casorso Rd	3887-3889	KAP2243	6	201 (2)	04018.000
Crawford Rd	950	KAP1247	243	201 (2)	07255.200
Crawford Rd	999	KAP13170	1	201 (3) (a)	07269.000
Dall Rd	3360	EPP90643	A	201 (2)	04420.001
DeHart Rd	984	KAP62654	1	201 (3) (a)	07270.474
Dunsmuir Rd	2370	KAP10936	1	201 (2)	04462.000
Dunsmuir Rd	2415	KAP13491	1	201 (2)	04467.000
Dunsmuir Rd	2420	KAP18780	A	201 (2)	04524.040
Dunsmuir Rd	2460	KAP17767	14	201 (2)	04524.000
Dunsmuir Rd	2475	KAP33899	A	201 (2)	04525.234
Dunsmuir Rd	2480	KAP21389	A	201 (2)	04524.120
Dunsmuir Rd	2510	KAP21389	B	201 (2)	04524.122
Dunsmuir Rd	2515	KAP17767	2	201 (2)	04512.000
Dunsmuir Rd	2520	KAP17767	10	201 (2)	04520.000
Dunsmuir Rd	2525	KAP17767	3	201 (2)	04513.000
Dunsmuir Rd	2535	KAP17767	4	201 (2)	04514.000
Dunsmuir Rd	2540	KAP17767	9	201 (2)	04519.000
Dunsmuir Rd	2545	KAP17767	5	201 (2)	04515.000
Dunsmuir Rd	2555	KAP17767	6	201 (2)	04516.000
Dunsmuir Rd	2565	KAP17767	7	201 (2)	04517.000
Dunster Rd	2765	KAP80882	C	201 (2)	04409.004
Dunster Rd	3108	KAP55088	A	201 (2)	04525.501
East Kelowna Rd	3940	KAP20738	1	201 (2)	04360.160
East Kelowna Rd	3945	KAP44196	2	201 (2)	04360.522
East Kelowna Rd	(S OF)	KAP187	19	201 (2)	04374.005
East Kelowna Rd	(S OF)	KAP187	20	201 (2)	04375.005
Field Rd	3001	KAP1247	18	201 (2)	03847.000
Field Rd	3730	KAP48306	PARK	201 (2)	
Field Rd	3730	KAP64797	PARK	201 (2)	

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Field Rd	3985	KAP1247	8A	201 (2)	03837.000
Field Rd	3995	KAP1247	7A	201 (2)	03836.000
Gallaghers Blvd S	3950	KAS2273	CP	202 (2)	
Gallaghers Blvd S	4105-4182	KAS2124	CP	202 (2)	
Gallaghers Canyon Blvd		KAP53116	G	201 (2)	03881.576
Gallaghers Circle	3901-3998	KAS1869	CP	202 (2)	
Gallaghers Dr E	4400	KAS1768	CP	202 (2)	
Gallaghers Edgewood Ct	4500	KAS2707	CP	202 (2)	
Gallaghers Fairway S	4110-4334	KAS3118	CP	202 (2)	
Gallaghers Forest S	4350	KAS2353	CP	202 (2)	
Gallaghers Forest S	4490	KAS3249	CP	202 (2)	
Gallaghers Lookout	4520	KAS2418	CP	202 (2)	
Gallaghers Parkland	3999	KAS2511	CP	202 (2)	
Gallaghers Parkland	4100	KAS2788	CP	202 (2)	
Gallaghers Parkland		KAP71295	7	202 (2)	
Gallaghers Parkway	3897	KAS1755	CP	202 (2)	
Gallaghers Pinnacle Way	3800	KAS2158	CP	202 (2)	
Gallaghers Pinnacle Way	3888	KAS2028	CP	202 (2)	
Hall Rd	3015	KAP22887	A	201 (2)	04524.160
Hall Rd	3035	KAP23034	11	201 (2)	04524.180
Hall Rd	3055	KAP23034	2	201 (2)	04524.171
Hall Rd	3065	KAP23034	1	201 (2)	04524.170
Hall Rd	3075	KAP13624	A	201 (2)	04470.000
Hall Rd	3150	KAP19871	1	201 (2)	04524.085
Hall Rd	3153	KAP14157	3	201 (2)	04473.000
Hall Rd	3161	KAP14157	2	201 (2)	04472.000
Hall Rd	3169	KAP14157	1	201 (2)	04471.000
Hall Rd	3190	KAP1920	N	201 (2)	04455.000
Hall Rd	3195	KAP15811	A	201 (2)	04501.000
Hall Rd	3215	EPP15504	1	201 (2)	04502.005
Hall Rd	3220	KAP1920	A	201 (2)	04457.000
Hall Rd	3228	KAP13303	1	201 (2)	04466.000
Hall Rd	3236	KAP64567	B	201 (2)	04525.507
Hall Rd	3242	KAP64567	A	201 (2)	04525.506
Hall Rd	3268	KAP20240	1	201 (2)	04524.095
Harvard Rd	(S OF)	KAP1247	193	201 (2)	07237.201
Harvard Rd	(S OF)	T29 S28	NE1/4	201 (2)	07239.000
James Rd	2340	KAP15463	9	201 (2)	04494.000
James Rd	2345	KAP15463	8	201 (2)	04493.000
James Rd	2360	KAP15463	10	201 (2)	04495.000
James Rd	2365	KAP15463	7	201 (2)	04492.000
KLO Rd	2165	KAP1992	3	201 (2)	04139.000
KLO Rd	2175	KAP50855	A	201 (2)	04151.297

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KLO Rd	2195	KAP1992	3	201 (2)	04140.000
Ladd Ct	4248	EPP114622	27	201 (3) (a)	
Ladd Ct	4254	EPP114622	26	201 (3) (a)	
Ladd Ct	4260	EPP114622	25	201 (3) (a)	
Ladd Ct	4266	EPP114622	24	201 (3) (a)	
Ladd Ct	4272	EPP114622	23	201 (3) (a)	
Ladd Ct	4278	EPP114622	22	201 (3) (a)	
Ladd Ct	4284	EPP114622	21	201 (3) (a)	
Ladd Ct	4290	EPP114622	20	201 (3) (a)	
Ladd Ct	4296	EPP94940	15	201 (3) (a)	07270.492
Ladd Ct	4303	EPP94940	19	201 (3) (a)	07270.496
Ladd Ct	4309	EPP94940	18	201 (3) (a)	07270.495
Ladd Ct	4315	EPP94940	17	201 (3) (a)	07270.494
Ladd Ct	4321	EPP94940	16	201 (3) (a)	07270.493
Maquinna Rd	2415	KAP12419	1	201 (2)	04463.000
Maquinna Rd	2450	KAP14157	4	201 (2)	04474.000
Maquinna Rd	2455	KAP21159	1	201 (2)	04524.125
McCulloch Rd	4150	KAP1247	12A	201 (2)	03843.001
McCulloch Rd	4750	KAP51383	PARK	202 (2)	
McCulloch Rd	4858	EPP8620	2	201 (3) (a)	03827.003
McCulloch Rd	4890	KAP1247	5A	201 (2)	03833.050
McCulloch Rd	5050	EPP8620	1	201 (3) (a)	03827.002
McCulloch Rd	(N OF)	T26 S1	E 1/2	201 (2)	03827.000
McCulloch Rd	(N OF)	T26 S2	NE1/4	201 (2)	03853.020
McCulloch Rd	(N OF)	T27 S6	NW1/4	201 (2)	06832.001
McCulloch Rd	(OFF OF)	T27 S6	SW1/4	201 (2)	06834.001
McCulloch Rd	(S OF)	KAP63646	1	201 (2)	03885.764
McCulloch Rd	(S OF)	T27 S6	SW1/4	201 (2)	06834.100
McCulloch Rd	(S OF)	T29 S36	NE1/4	201 (2)	07379.000
McCulloch Rd	(S OF)	T29 S36	NE1/4	201 (2)	07380.000
Miller Rd	4120	KAP34866	1	201 (2)	07376.025
Miller Rd	(E OF)	T29 S35	NE1/4	201 (2)	
Miller Rd	(E OF)	T29 S35	NE1/4	201 (2)	07369.000
Miller Rd	(E OF)	T29 S35	NW1/4	201 (2)	07365.990
Mission Ridge Rd	1172	EPP86624	A	201 (3) (a)	07267.061
Mission Ridge Rd	1180	EPP86624	B	201 (3) (a)	07267.062
Pasadena Rd	1320	KAP32177	B	201 (2)	04360.488
Peck Rd	(S OF)	KAP84170	A	201 (2)	04360.092
Pooley Rd	(E OF)	KAP70463	1	201 (2)	04200.001
Pooley Rd	(E OF)	KAP70463	2	201 (2)	04200.002
Russo St	4192	EPP114622	46	201 (3) (a)	
Russo St	4195	EPP114622	49	201 (3) (a)	
Russo St	4198	EPP114622	45	201 (3) (a)	
Russo St	4201	EPP114622	50	201 (3) (a)	
Russo St	4204	EPP114622	44	201 (3) (a)	
Russo St	4207	EPP114622	51	201 (3) (a)	
Russo St	4210	EPP114622	43	201 (3) (a)	

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Russo St	4213	EPP114622	52	201 (3) (a)	
Russo St	4216	EPP114622	42	201 (3) (a)	
Russo St	4219	EPP114622	53	201 (3) (a)	
Russo St	4222	EPP114622	41	201 (3) (a)	
Russo St	4228	EPP114622	57	201 (3) (a)	
Russo St	4231	EPP114622	55	201 (3) (a)	
Russo St	4234	EPP114622	40	201 (3) (a)	
Russo St	4237	EPP114622	56	201 (3) (a)	
Russo St	4240	EPP114622	39	201 (3) (a)	
Russo St	4243	EPP114622	28	201 (3) (a)	
Russo St	4246	EPP114622	38	201 (3) (a)	
Russo St	4249	EPP114622	29	201 (3) (a)	
Russo St	4252	EPP114622	37	201 (3) (a)	
Russo St	4255	EPP114622	30	201 (3) (a)	
Russo St	4257	EPP114622	54	201 (3) (a)	
Russo St	4258	EPP114622	36	201 (3) (a)	
Russo St	4261	EPP114622	31	201 (3) (a)	
Russo St	4264	EPP114622	35	201 (3) (a)	
Russo St	4267	EPP114622	32	201 (3) (a)	
Russo St	4270	EPP114622	34	201 (3) (a)	
Russo St	4271	EPP114622	33	201 (3) (a)	
Russo St	4273	EPP94940	10	201 (3) (a)	07270.487
Russo St	4276	EPP94940	9	201 (3) (a)	07270.486
Russo St	4279	EPP94940	11	201 (3) (a)	07270.488
Russo St	4282	EPP94940	8	201 (3) (a)	07270.485
Russo St	4285	EPP94940	12	201 (3) (a)	07270.489
Russo St	4288	EPP94940	7	201 (3) (a)	07270.484
Russo St	4291	EPP94940	13	201 (3) (a)	07270.490
Russo St	4294	EPP94940	6	201 (3) (a)	07270.483
Russo St	4300	EPP94940	5	201 (3) (a)	07270.482
Russo St	4303	EPP94940	14	201 (3) (a)	07270.491
Russo St	4306	EPP94940	4	201 (3) (a)	07270.481
Russo St	4312	EPP94940	3	201 (3) (a)	07270.480
Russo St	4318	EPP94940	2	201 (3) (a)	07270.479
Russo St	4324	EPP94940	1	201 (3) (a)	07270.478
Sallows Rd	4751	KAP1247	203	220 (1) (a)	07240.886
Sallows Rd	(E OF)	KAP1247	191	201 (2)	07237.000
Sallows Rd	(E OF)	KAP1247	191	201 (2)	07237.001
Sallows Rd	(E OF)	KAP1247	192	201 (2)	07237.090
Sallows Rd	(E OF)	KAP1247	192	201 (2)	07237.091
Sallows Rd	(E OF)	KAP1247	193	220 (1) (a)	07237.200
Sallows Rd	(E OF)	KAP1247	195	201 (2)	07237.400
Sallows Rd	(E OF)	KAP1247	196	201 (2)	07237.540
Sallows Rd	(E OF)	KAP1247	196	201 (2)	07237.541
Sallows Rd	(E OF)	KAP1247	197	201 (2)	07237.640
Sallows Rd	(E OF)	KAP1247	197	201 (2)	07237.641
Sallows Rd	(E OF)	KAP1247	198	201 (2)	07237.730

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Sallows Rd	(E OF)	KAP1247	198	201 (2)	07237.731
Sallows Rd	(E OF)	KAP1247	200	201 (2)	07237.982
Sallows Rd	(E OF)	KAP1247	200	201 (2)	07237.983
Sallows Rd	(E OF)	KAP1247	201	201 (2)	07237.089
Sallows Rd	(E OF)	KAP1247	201	201 (2)	07237.088
Sallows Rd	(E OF)	KAP1247	202	220 (1) (a)	07240.764
Sallows Rd	(E OF)	KAP1247	193A	201 (2)	07240.000
Sallows Rd	(E OF)	T29 S28	NE1/4	220 (1) (a)	07238.000
Sallows Rd	(S OF)	KAP1247	194	201 (2)	07237.300
Sallows Rd	(S OF)	KAP1247	199	201 (2)	07237.830
Saucier Rd		KAP1247	167A	201 (2)	07309.000
Senger Rd	(E OF)	T26 S11	SE1/4	201 (2)	04237.112
Spiers Rd		KAP55636	A	201 (2)	04151.298
Spiers Rd		KAP38432	1	201 (2)	04151.256
Spiers Rd		KAP1247	120	201 (2)	03907.500
Spiers Rd		KAP1247	119	201 (2)	03906.500
Stewart Rd W		KAP1247	241	201 (2)	07255.100
Stewart Rd W		KAP1247	242	201 (2)	07255.150
Stewart Rd W		T29 S32	SW1/4	201 (2)	07271.000
Swamp Rd		KAP1837	6	201 (2)	04005.000
Todd Rd		KAP1247	168B	201 (2)	07312.000
Todd Rd	(W OF)	KAP1247	168A	201 (2)	07311.001
Ward Rd		KAP48946	A	201 (2)	04118.205
Wildwood Rd		KAP20240	2	201 (2)	04524.096
Wildwood Rd		KAP20240	8	201 (2)	04524.103
Wildwood Rd		KAP53524	A	201 (2)	04525.500
Wildwood Rd		KAP20240	10	201 (2)	04524.104
Wildwood Rd		KAP20240	7	201 (2)	04524.102
Wildwood Rd		KAP1920	A	201 (2)	04442.000
Wildwood Rd		KAP20240	11	201 (2)	04524.107
Wildwood Rd		KAP20240	6	201 (2)	04524.101
Wildwood Rd		KAP20240	12	201 (2)	04524.109
Wildwood Rd		KAP20240	5	201 (2)	04524.100
Woodland Cr		KAP23034	10	201 (2)	04524.179
Woodland Cr		KAP23034	9	201 (2)	04524.178
Woodland Cr		KAP23034	8	201 (2)	04524.177
Woodland Cr		KAP23034	3	201 (2)	04524.172
Woodland Cr		KAP23034	7	201 (2)	04524.176
Woodland Cr		KAP23034	6	201 (2)	04524.175
Woodland Cr		KAP23034	4	201 (2)	04524.173
Woodland Cr		KAP23034	5	201 (2)	04524.174
Woodland Cr		KAP1920	L	201 (2)	04449.000



# Report to Council



**Date:** March 21, 2022  
**To:** Council  
**From:** City Manager  
**Subject:** Houghton 1 DCC  
**Department:** Integrated Transportation

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## **Recommendation:**

THAT Council receives for information, the report from Integrated Transportation dated March 21, 2022, with respect to Houghton 1 DCC;

AND THAT the 2022 Financial Plan be amended to include \$479,769 of taxation, in the unspent budget reserve for this project, to the Houghton 1 DCC project;

AND THAT the 2022 Financial Plan be amended to include \$137,694 from the DCC R749 to the Houghton 1 DCC project.

## **Purpose:**

To increase the budget for the Houghton 1 DCC Active Transportation Corridor project to reflect tender pricing and allow completion of the project in 2022.

## **Background:**

The Houghton 1 Active Transportation Corridor (ATC) between the Okanagan Rail Trail (ORT) and the existing Houghton ATC at Nickel/Lester Rd is planned for construction in 2022. This project will fill a gap in the active transportation network. It will create an all ages and abilities multi-use path connection between the Okanagan Rail Trail and the community of Rutland, including a safer and more convenient Highway 97 pedestrian and bicycle crossing. The project is identified as a high-priority connection in the 2020 Regional Bicycling and Trails Master Plan and 2016 Kelowna Pedestrian and Bicycle Master Plan.

This project is part of a multi phased network development plan. A separate ATC project, Houghton 2, will expand from this new connection and establish the Houghton ATC between Hollywood and Rutland Roads (see Figure 1). An additional phase of the Houghton ATC is planned to link Rutland to the Black Mountain pathway network. Houghton 1 is currently in final design and working towards construction.

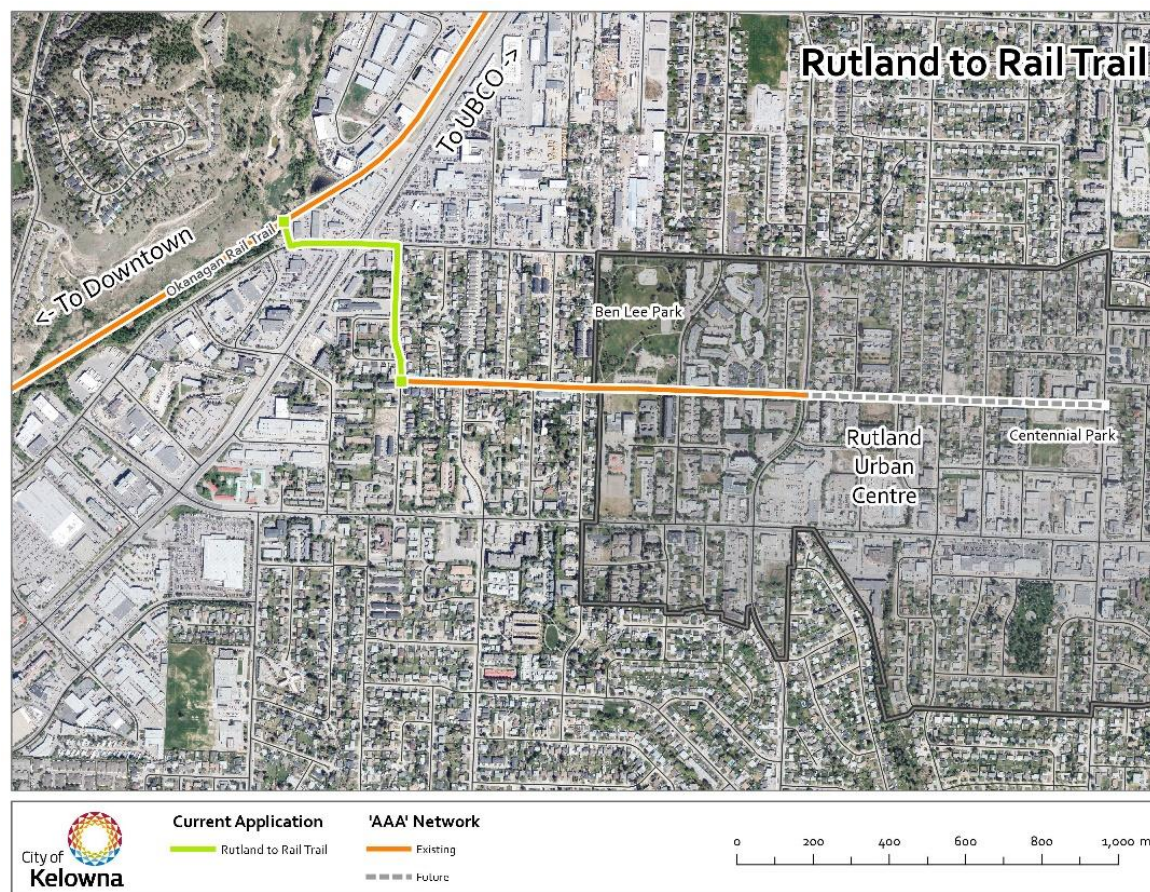


Figure 1 - Kelowna's existing and future All Ages and Abilities (AAA) network mapped with the Rutland to Okanagan Rail Trail Houghton 1 project highlighted in green.

#### Funding/Grant funding

In July of 2021, the Houghton 1 project received a \$2.4m [ICIP COVID-19 Resilience Infrastructure Grant](#) from the Government of Canada and the Province of British Columbia. Grant funding replaced other project funding sources. Budget changes include; \$543,710 returning to the Sector I Transportation DCC Reserve (R749), \$1,414,400 returning to the Community Works Fund (R837) and, \$480,030 of taxation. Taxation was held in reserve to address final tender prices, anticipating construction cost escalation.

#### Cost challenges

Based on the construction tender prices, remaining land acquisition costs and construction service engineering fees, a total budget of \$3,088,364 is projected to be required to complete Houghton 1. Including carryover, the current 2022 project budget is \$2,470,900. This budget shortfall of \$617,464 was the result of the following changes;

- Construction cost escalation made up the majority of the cost increase, with individual line items increasing by 15-25% compared to last year;
- There is additional work required to address unexpected site conditions;
- There is opportunities to coordinate frontage with adjacent development;
- Engineering and professional services also increased but to a lesser degree.

To address this budget shortfall and take advantage of opportunities, administration request that a portion of funding offset from the 2021 ICIP COVID-19 Resilience Infrastructure Grant be reallocated back to the project, including \$479,768 of taxation and \$137,694 from the Transportation Sector I DCC reserve. The resulting transfers do not impact other project budgets at this time.

**Internal Circulation:**

Infrastructure  
Transportation Engineering  
Infrastructure Delivery  
Financial Planning  
Budget

**Considerations applicable to this report:**

***Financial/Budgetary Considerations:***

**Considerations not applicable to this report:**

***Legal/Statutory Authority:***

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

***Existing Policy:***

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

***Communications Comments:***

**Submitted by:** Chad Williams, Senior Transportation Planning Engineer

**Approved for inclusion:** M. Logan, Infrastructure General Manager

cc: C. Weaden, Divisional Director, Corporate Strategic Services  
D. Edstrom, Divisional Director, Partnerships and Investments  
R. Smith, Divisional Director, Planning and Development Services  
G. Davidson, Divisional Director, Financial Services