

City of Kelowna

Regular Council Meeting

AGENDA



Monday, November 28, 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 - 10

PM Meeting - November 21, 2022

3. Reports

3.1. RCMP Officer In Charge 2022 Q2 Q3 Report

11 - 31

To present Council with an update based on 2022 Q2 and Q3 (April 1 to September 30, 2022) public safety and crime data.

4. Development Application Reports & Related Bylaws

4.1. Tanager Ct 5428 - Supplemental Report – Z22-0052 (BL12449) - Diane and George Kamoschinski

32 - 33

To give Bylaw No. 12449 first reading for a rezoning application for the subject property.

4.2. Tanager Ct 5428 - BL12449 (Z22-0052) - Diane and George Kamoschinski

34 - 34

To give Bylaw No. 12449 first reading in order to rezone the subject property from the RU1 – Large Lot Housing zone to the RU1c – Large Lot Housing with Carriage House zone.

4.3.	Bernard Ave 1575 - OCP22-0006 (BL12454) Z22-0041 (BL12455) - 1575 Bernard Projects Ltd.	35 - 79
	To amend the Official Community Plan to change the future land use designation of the subject property and to rezone the subject property to facilitate the development of long-term rental apartment housing.	
4.4.	Bernard Ave 1575 - BL12454 (OCP22-006) - 1575 Bernard Projects Ltd.	80 - 80
	Requires a majority of all members of Council (5).	
	To give Bylaw No. 12454 first reading in order to change the future land use designation of the subject property from the EDINST – Educational/Institutional designation to the C-NHD – Core Area Neighbourhood designation.	
4.5.	Bernard Ave 1575 - BL12455 (Z22-0041) - 1575 Bernard Projects Ltd.	81 - 81
	To give Bylaw No. 12455 first reading in order to rezone the subject property from the P2 – Education & Minor Institutional zone and the RU1 – Large Lot Housing zone to the MF3r – Apartment Housing Rental Only zone.	
4.6.	Barnaby Rd 741 - Z22-0005 (BL12458) - Haidong Lui	82 - 97
	To rezone the subject property from the RU1 – Large Lot Housing zone to the RU4 – Duplex Housing zone facilitate a two-lot subdivision.	
4.7.	Hemlock Rd 645 - Z22-0058 (BL12459) - Aumol Properties Limited, Inc. No. BC1145527	98 - 119
	To rezone the subject property from the RU1 – Large Lot Housing zone to the RU4 – Duplex Housing zone to facilitate the construction of a semi-detached dwelling on the property.	
4.8.	Rezoning Bylaws Supplemental Report to Council	120 - 121
	To receive a summary of notice of first reading for Rezoning Bylaws No. 12436, 12437, 12441 and 12448 and to give the bylaws further reading consideration.	
4.9.	Rezoning Applications	
	To give first, second and third reading to rezoning applications.	
	The following bylaws will be read together unless Council wants to separate one of the bylaws.	
4.9.1.	Harvey Ave 801-831 Saucier Ave 802-812 - BL12436 (Z21-0041) - Westrich Saucier Developments BC Ltd., Inc.No. BC1367262	122 - 122
	To give Bylaw No. 12436 first, second and third reading in order to rezone the subject properties from the RU4 – Two Dwelling Housing zone to the MF3r – Apartment Housing Rental Only zone.	

- 4.9.2. Leathead Rd 460 and Fraser Rd 605 - BL12437 (Z20-0066) - 1342833 BC Ltd., Inc.No. BC1342833** 123 - 123

To give Bylaw No. 12437 first, second and third reading in order to rezone the subject properties from the RU1 – Large Lot Housing zone to the MF2 – Townhouse Housing zone.

- 4.9.3. Franklyn Rd 975 - BL12448 (Z22-0029) - Gurdish Johal** 124 - 124

To give Bylaw No. 12448 first, second and third reading in order to rezone the subject property from the RU1 - Large Lot Housing zone to RU4 - Duplex Housing zone.

4.10. Rezoning Applications

To give first, second and third reading and adopt to rezoning applications.

The following bylaws will be read together unless Council wants to separate one of the bylaws.

- 4.10.1. Windsong Cres 5031 - BL12441 (Z22-0051) - Rahul Chaudhary and Anita Kharod** 125 - 125

To give Bylaw No. 12441 first, second and third reading and adopt in order to rezone the subject property from the RU1 – Large Lot Housing zone to the RU1cc – Large Lot Housing with Child Care Centre.

5. Non-Development Reports & Related Bylaws

- 5.1. Building Safer Communities Fund 2022** 126 - 127

To amend the 2022 Financial Plan to include the receipt of funds for the Building Safer Communities Fund.

- 5.2. Snow and Ice Removal Update** 128 - 146

To provide Council with an overview of the Snow and Ice Control program.

- 5.3. Kelowna Memorial Park Cemetery - bylaw update** 147 - 172

To amend Kelowna Memorial Park Cemetery Bylaw No. 11664 to update the fee schedule and definitions.

- 5.4. BL12428 - Amendment No. 4 to Kelowna Memorial Park Cemetery Bylaw No. 11664** 173 - 182

To give Bylaw No. 12428 first, second and third reading.

5.5.	Kelowna International Airport Fees Bylaw 7982 - Amendment	183 - 186
	To obtain Council's approval to amend the Kelowna International Airport's Fees Bylaw No. 7982.	
5.6.	BL12431 - Amendment No. 39 to Airport Fees Bylaw No. 7982	187 - 187
	To give Bylaw No. 12431 first, second and third reading.	
5.7.	H2O Memberships and Admissions Rate Adjustment	188 - 196
	To obtain Council support for an increase to membership and drop-in admission fees at H2O Adventure + Fitness Centre	
5.8.	Reaching Home - Designated Communities Intermediary Agreement	197 - 202
	To approve a revised Intermediary Agreement between the City and the Central Okanagan Journey Home Society (COJHS) for the receipt and granting of an updated amount of Reaching Home, Designated Communities funds for 2022-2023 to COJHS.	
5.9.	Substance Use and Addictions Grant 2022	203 - 205
	To amend the 2022 Financial Plan to include the receipt of funds for the Substance Use and Addictions Program.	
5.10.	Uptown Rutland Business Improvement Area - BL12427	206 - 208
	To submit the Certificate of Sufficiency for the Uptown Rutland Business Improvement Area and to advance Bylaw No. 12427 for adoption.	
5.11.	BL12427 - Uptown Rutland Business Improvement Area 2023 - 2027 Bylaw	209 - 228
	To adopt Bylaw No. 12427 for the renewal of the Uptown Rutland Business Improvement Area 2023-2027.	
6.	Resolutions	
6.1.	Draft Resolution, re: Special Meeting - Strategic Planning Session - December 2, 2022	229 - 229
7.	Bylaws for Adoption (Non-Development Related)	
7.1.	BL12452 - Amendment No. 3 to Sign Bylaw No. 11530	230 - 230
	To adopt Bylaw No. 12452.	
8.	Mayor and Councillor Items	
9.	Termination	



City of Kelowna Regular Council Meeting Minutes

Date:	Monday, November 21, 2022
Location:	Council Chamber City Hall, 1435 Water Street
Members Present	Mayor Tom Dyas, Councillors Ron Cannan, Maxine DeHart*, Mohini Singh, Luke Stack, Rick Webber and Loyal Wooldridge
Members participating Remotely	Councillors Charlie Hodge and Gord Lovegrove
Staff Present	City Manager, Doug Gilchrist; City Clerk, Stephen Fleming; Divisional Director, Planning & Development Services, Ryan Smith*; Development Planning Department Manager, Terry Barton*; Community Planning & Development Manager, Dean Strachan*; Deputy City Clerk, Laura Bentley*
Staff participating Remotely	Legislative Coordinator (Confidential), Arlene McClelland

(* Denotes partial attendance)

1. Call to Order

Mayor Dyas 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.

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2. Public in Attendance

2.1 Okanagan Sun

Les Weiss, President and Nat Nagy, General Manager Okanagan Sun Football

- Provided comments on the Okanagan Sun National Championship win and thanked the City for their support.
- Council posed for a photograph with the National Championship trophy.

3. Confirmation of Minutes

Moved By Councillor Cannan/Seconded By Councillor Wooldridge

Ro817/22/11/21 THAT the Minutes of the Regular Meetings of November 14, 2022 be confirmed as circulated.

Carried

4. Development Application Reports & Related Bylaws

4.1 Sumac Rd E 211 - Z22-0053 (BL12438) - Raghvir Kaur and Kulraj Singh Gill

Staff:

- Displayed a PowerPoint Presentation summarizing the application.

Moved By Councillor Stack/Seconded By Councillor DeHart

Ro818/22/11/21 THAT Rezoning Application No. Z22-0053 to amend the City of Kelowna Zoning Bylaw No. 12375 by changing the zoning classification of Lot 3 Section 26 Township 26 ODYD PLAN 38257, located at 211 Sumac Rd E, Kelowna, BC from the RU1 – Large Lot Housing zone to the RU1c – Large Lot Housing with Carriage House zone be considered by Council.

Carried

4.2 McClure Rd 764 - Z22-0037 (BL12444) - David Kummer

Staff:

- Displayed a PowerPoint Presentation summarizing the application.

Moved By Councillor Wooldridge/Seconded By Councillor Hodge

Ro819/22/11/21 THAT Rezoning Application No. Z22-0037 to amend the City of Kelowna Zoning Bylaw No. 12375 by changing the zoning classification of LOT 5 DISTRICT LOT 357 SDYD PLAN 25258, located at 764 McClure road, Kelowna, BC from the RU1 – Large Lot Housing zone to the RU4 – Duplex Housing zone be considered by Council.

Carried

4.3 Kloppenburg Rd 1760 - Z22-0055 (BL12445) - Kuchma, Ryan and Rebekah

Staff:

- Displayed a PowerPoint Presentation summarizing the application.

Moved By Councillor Cannan/Seconded By Councillor Wooldridge

Ro820/22/11/21 THAT Rezoning Application No. Z22-0055 to amend the City of Kelowna Zoning Bylaw No. 12375 by changing the zoning classification of Lot 1 Section 18 Township 27 ODYD Plan 21506, located at 1760 Kloppenburg Rd, Kelowna, BC from the RU1 – Large Lot Housing zone to the RU1c – Large Lot Housing with Carriage House zone be considered by Council;

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

Carried

4.4 Tanager Ct 5428 - Z22-0052 (BL12449) - Dianne and George Kamoschinski

Staff:

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

Moved By Councillor Stack/Seconded By Councillor Cannan

THAT Rezoning Application No. Z22-0052 to amend the City of Kelowna Zoning Bylaw No. 12375 by changing the zoning classification of Lot 13 Section 23 Township 28 SDYD Plan 35953, located at 5428 Tanager Court, 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 in conjunction with Council's consideration of a Development Variance Permit for the subject property.

The above motion was not voted on and instead Council considered a motion to send the application to a public hearing.

Moved By Councillor Lovegrove/Seconded By Councillor Cannan

Ro821/22/11/21 THAT Rezoning Application No. Z22-0052 (B:12449), located at 5428 Tanager Court, Kelowna, BC, be forwarded to Public Hearing for further consideration.

Carried

Councillors Stack and Wooldridge - Opposed

4.5 Lund Rd 1233 - Z22-0049 (BL12451) - Paramdeep Sidhu and Jagjit Sidhu

Staff:

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

Moved By Councillor Wooldridge/Seconded By Councillor Singh

Ro822/22/11/21 THAT Rezoning Application No. Z22-0049 to amend the City of Kelowna Zoning Bylaw No. 12375 by changing the zoning classification of Lot A Section 18 Township 27 ODYD Plan KAP59358, located at 1233 Lund Road, Kelowna, BC from the RU1 – Large Lot Housing zone to the RU4 – Duplex Housing 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 Attachment "A" attached to the Report from the Development Planning Department dated November 14th, 2022;

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

Carried

4.6 Welke Rd 689 - Z21-0102 (BL12453) - David Allan Glendinning

Staff:

- Displayed a PowerPoint Presentation summarizing the application.

Moved By Councillor DeHart/Seconded By Councillor Singh

Ro823/22/11/21 THAT Rezoning Application No. Z21-0102 to amend the City of Kelowna Zoning Bylaw No. 12375 by changing the zoning classification of Lot 6 District Lot 358 ODYD Plan 21967, located at 689 Welke Road, Kelowna, BC from the RU1 – Large Lot Housing Zone to the RU2 – Medium Lot Housing 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 Attachment "A" attached to the Report from the Development Planning Department dated November 21, 2022;

AND FURTHER THAT final adoption of the Rezoning Bylaw be considered subsequent to the issuance of a Preliminary Layout Review Letter by the Subdivision Approving Officer.

Carried

4.7 Hwy 97 N 2592 - Z22-0069 (BL12457) - 647700 BC LTD., INC.NO. 647700

Councillor DeHart declared a conflict of interest due to her employment in the hotel industry and departed the meeting at 2:03 p.m.

Staff:

- Displayed a PowerPoint Presentation summarizing the application.

Moved By Councillor Webber/Seconded By Councillor Singh

Ro824/22/11/21 THAT Rezoning Application No. Z22-0069 to amend the City of Kelowna Zoning Bylaw No. 12375 by changing the zoning classification of portions of Lot 3 District Lot 125 ODYD Plan 3522 Except Plan KAP87674, located at 2592 Hwy 97 N, Kelowna, BC from the I1 – Business Industrial zone to the CA1 – Core Area Mixed Use zone as shown on Map "A" attached to the Report from the Development Planning Department dated November 21st, 2022, be considered by Council;

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

Carried

Councillor DeHart returned to the meeting at 2:06 p.m.

5. Non-Development Reports & Related Bylaws

5.1 Doyle Ave 350 - Attainable Housing Agreement

Staff:

- Displayed a PowerPoint Presentation summarizing the proposed Attainable Housing Agreement and responded to questions from Council.

Moved By Councillor Cannan/Seconded By Councillor Singh

Ro825/22/11/21 THAT Council not proceed with any readings to Bylaw No. 12426.

Carried

5.2 BL12426 - Doyle Ave 350 - Housing Agreement Authorization

This item was not considered due to the adopted resolution of Item 5.1.

5.3 Sign Bylaw Amendment - TA22-0016 - City of Kelowna

Staff:

- Displayed a PowerPoint Presentation summarizing the proposed amendments to the Sign Bylaw and responded to questions from Council.

Moved By Councillor Wooldridge/Seconded By Councillor Singh

Ro826/22/11/21 THAT Council, receives, for information, the Report from the Development Planning Department dated November 21, 2022 recommending that Council amend the City of Kelowna Sign Bylaw No. 11530;

AND THAT Bylaw No. 12452 being Amendment No. 3 to the City of Kelowna Sign Bylaw No. 11530 be forwarded for reading consideration.

Carried

5.4 BL12452 - Amendment No. 3 to Sign Bylaw No. 11530

Moved By Councillor Cannan/Seconded By Councillor Singh

Ro827/22/11/21 THAT Bylaw No. 12452 be read a first, second and third time.

Carried

7. Bylaws for Adoption (Non-Development Related)

7.1 BL12435 - Amendment No. 39 to Sewerage System User Bylaw No. 3480

Moved By Councillor Wooldridge/Seconded By Councillor Webber

Ro828/22/11/21 THAT Bylaw No. 12435 be adopted.

Carried

8. Mayor and Councillor Items

Mayor Dyas:

- Provided comment on changing the order of Public Hearing and development application proceedings.

6. Resolutions

6.1 Draft Resolution, re: 2023 Council Meeting Schedule

Staff:

- Displayed the draft 2023 Council Meeting Schedule on the ELMO and responded to questions from Council.

Moved By Councillor Singh/Seconded By Councillor DeHart

Ro829/22/11/21 THAT the 2023 Council Meeting Schedule be adopted as follows:

Monday Regular Meetings	Tuesday Council Meetings
January 9, 16, and 23	January 17
February 6, 13 and 27	February 14
March 6, 13, and 20	March 21
April 3, 17, and 24	April 18
May 1, 8, 15	May 9
June 5, 12, 19, and 21*	June 13
July 10 and 24	July 11
August 14 and 28	August 15

September 11 and 25

September 12

October 16, 23 and 30

October 17

November 6, 20 and 27

November 21

December 4 and 7*

- *June 21st – Pre-Budget Council Meeting
- *December 7th – 2023 Budget Deliberations

Carried

9. Termination

This meeting was declared terminated at 2:46 pm

Mayor Dyas

/acm



City Clerk

DRAFT

Report to Council



Date: November 28, 2022
To: Council
From: City Manager
Subject: 2022 Q2 & Q3 RCMP Update
Department: Kelowna RCMP Detachment

Recommendation:

THAT Council receive the RCMP Quarterly Update report from the Superintendent, Kelowna RCMP Detachment, dated November 28, 2022.

Purpose:

To present Council with an update based on 2022 Q2 and Q3 (April 1 to September 30, 2022) public safety and crime data.

Background:

On April 12, 2021, Council approved the 2021-2024 Strategic Plan for the Kelowna RCMP Detachment. The Plan, is focused on achieving measurable outcomes related to public safety, is comprised of four pillars:

- 1) Increase the sense of safety in our public spaces;
- 2) Decrease the risk of property crime;
- 3) Earn the trust of more citizens that have experienced persons crimes; and
- 4) Show up at our best for every citizen.

In support of the Strategic Plan, a comprehensive performance measurement and reporting framework was adopted in the spring of 2021. In April 2022, a one-year review was completed with several refinements made.

Trends & Themes

This report mirrors that of Q1 which illustrated that locally reported crime, generally, is returning to pre-pandemic levels; consistent with national trends. Notwithstanding, Kelowna RCMP responded to 6.7 per cent fewer calls for service overall in Q2 and Q3 compared to the same period in 2021. However, there was a notable 38 per cent increase in calls for service in Q2 for the downtown area, compared to last year when public health orders were still in place.

Despite temporary staff vacancy challenges this year, the Kelowna RCMP maintained response times for Priority 1 & 2 calls with only marginal differences compared to last year. However, responses times to Priority 3 & 4 calls were impacted although, this was mitigated by Municipal Employee Watch Support Officers (WSO) who managed many of these less serious incidents in a timely manner. The Kelowna WSO Unit was established in summer 2021 and Kelowna is the second RCMP detachment provincially to introduce this model.

Break & Enter (Business).

The City of Kelowna experienced a 38 per cent increase in B&E (Business) in Q2 and a 35 per cent increase in Q3 compared to the same timeframes in 2021 and is now consistent with pre-pandemic (2019) levels. In response, the Kelowna RCMP began targeted enforcement of priority repeat offenders and established a Task Force to further refine options. Early analysis suggests these efforts, enabled by the renewed ability to resource proactive enforcement positions, is having a significant and immediate impact. This will continue to be evaluated and reported further in early 2023.

Bike Thefts

Compared to 2021, bike theft increased 85 per cent and 41 per cent in Q2 and Q3, respectively. However, it is important to highlight that the number of bike thefts align directly with pre-pandemic (2019) rates. Notwithstanding, the Kelowna RCMP has re-launched its Bait Bike Program with demonstrated success. In Q3, bait bikes were deployed 13 times leading to three arrests. This initiative, along with targeted enforcement of repeat offenders, led to a 23.5 per cent decrease in bike thefts from August to September 2022.

Robberies

Of concern to our community, and the Kelowna RCMP, is a notable increase of 91.6 per cent in robbery (theft with violence or intimidation) which is up by 33 cases. The increasing trend of robbery occurrences was also observed across the province. Noteworthy, the Kelowna RCMP recently refined its reporting criteria to align with provincial and federal best practices to ensure theft with violence or intimidation is categorized appropriately. This improved approach to coding incidents may account for some of the statistical increase. This data set shows a noted jump that is expected to normalize with routine improved categorization of files.

Kelowna RCMP have also reacted to the violence and thefts with a proactive response. A media strategy is being developed to equip businesses with late hours and employees working alone overnight (i.e., gas stations, convenience stores, and cannabis / liquor establishments) with protective strategies. Such crime prevention approaches are augmented by criminal intelligence analysis of robbery files to identify opportunities for targeted enforcement with repeat offenders.

Shoplifting & Fraud

Although, an increase in both shoplifting and fraud in both quarters as compared to 2021 has been observed, shoplifting in 2022, is down 18 per cent overall while fraud has also seen a decrease since August. Deeper analysis in Q4 will help to develop the necessary strategies needed to continue with these noted reductions.

Domestic Violence

Reported cases of domestic violence cases declined in Q2 (-19 per cent) and Q3 (-34 per cent). This compares to 2021 figures when reported domestic violence cases increased significantly due to pandemic-driven factors.

Overall, the City of Kelowna is trending downwards in violent crimes against persons whereas both province and district-wide reporting are trending upwards in this same category.

The following includes standardized indicators from the Canadian Police Performance Metrics Framework and measures of the 2021-24 Strategic Plan. All indicators relate to the City of Kelowna:

Quarter 2 Metricsⁱ

Police Capacity & Response	2021 Q2	2022 Q2	% Change
Total Calls for Service	17199	16311	-5%
Total Calls for Service from Downtown area	1706	2359	38%
Total Calls for Service from Rutland area	Not avail	1373	Not avail
Calls for Service, Priority 1 & 2 ⁱⁱ	6330	5419	-14%
Response Time for Priority 1 Calls (in minutes)	7.8	8	-2.5%
Response Time for Priority 2 Calls (in minutes)	10.3	10	3%
% of Calls for Service receiving Callback ⁱⁱⁱ	Not avail	39.5%	--
Officer Hours assigned to public spaces: Downtown, Rutland & parks	Not avail	4103	--
Caseload ^{iv}	111	106.3	-4.3%
Total Property Offences	2935	3202	9%
Auto Theft	152	147	-3.3%
Theft from Motor Vehicle	704	600	-14.8%
Break & Enter – Business	167	231	38.3%
Shoplifting	372	479	28.8%
Break & Enter – Residential	72	82	13.9%
Bike Theft	133	247	85.7%
Fraud	294	339	15.3%
Mischief	585	487	-16.8%
Arson	31	51	64.5%
% of Thefts which reported Forced Entry ^v	Not avail	37.7%	--
Persons recommended for Charges ^{vi}	--	66	
Offences by 28 Repeat Offenders on Release ^{vii}	--	210	--
Total Persons Offences	890	818	-8%
Assault (Common)	365	314	-14%
Domestic Violence	247	201	-19%
Sex Offences ^{viii}	46	41	-10.8%
Theft with Violence (known as robbery)	17	34	100.0%
Assault Cause Bodily Harm/ Assault with Weapon	101	124	22.8%
Illegal Drugs			
Illegal Drug Trafficking	19	18	-5.3%
Traffic Safety			
Traffic Violation Tickets	930	339	-63.5%
Collisions – Combined	272	278	2.2%
Relevant Social Indicators (reflecting policing complexity in Kelowna)			
Calls for Service with Mental Health Component	824	821	-0.4%
Calls for service, MHA Apprehensions	188	149	-20.7%
Calls for service, Overdose ^{ix}	43	74	72.1%

Quarter 3 Metrics^x

Police Capacity & Response	2021 Q3	2022 Q3	% Change
Total Calls for Service	17960	16500	-8%
Total Calls for Service from Downtown area	2419	2338	-3%
Total Calls for Service from Rutland area	Not avail	1447	--
Calls for Service, Priority 1 & 2 ^{xi}	6336	5633	-11%
Response Time for Priority 1 Calls (in minutes)	8.3	8.3	0%
Response Time for Priority 2 Calls (in minutes)	10.1	10.3	2%
% of Calls for Service receiving Callback ^{xii}	Not avail	46%	--
Officer Hours assigned to public spaces: Downtown, Rutland & parks	Not avail	3892	--
Caseload ^{xiii}	114	104.1	-8.7%
Total Property Offences	3193	3223	1%
Auto Theft	157	155	-1%
Theft from Motor Vehicle	637	667	5%
Break & Enter – Business	165	222	35%
Shoplifting	320	361	13%
Break & Enter – Residential	99	84	-15%
Bike Theft	191	269	41%
Fraud	357	411	15%
Mischief	594	476	-20%
Arson	41	35	-15%
% of Thefts which reported Forced Entry ^{xiv}	Not avail	32%	--
Persons recommended for Charges ^{xv}	--	83	--
Offences by 28 Repeat Offenders on Release ^{xvi}	--	87	--
Total Persons Offences	833	891	7%
Assault (Common)	306	322	5%
Domestic Violence	254	167	-34%
Sex Offences ^{xvii}	44	48	9.1%
Theft with Violence (known as robbery)	19	35	84%
Assault Cause Bodily Harm/ Assault with Weapon	131	144	10%
Illegal Drugs			
Illegal Drug Trafficking	17	22	29%
Traffic Safety			
Traffic Violation Tickets	661	622	-5.9%
Collisions – Combined	357	362	1.4%
Relevant Social Indicators (reflecting policing complexity in Kelowna)			
Calls for Service with Mental Health Component	833	669	-20%
Calls for service, MHA Apprehensions	142	165	16%
Calls for service, Overdose ^{xviii}	41	40	-2%

Discussion and Considerations:

As with most Canadian industries, the police sector is struggling to recruit, train and retain officers. Recruit classes at the RCMP Depot are significantly smaller and, in some cases, have been cancelled outright. This challenge is universal; experienced by RCMP and municipal agencies, alike, and is noted across North America. Further, the issue is being aggravated by a higher-than-average retirement rate. Kelowna RCMP Detachment, like all in British Columbia, are experiencing higher than desirable vacancy levels. In turn, this results in higher call volume, caseload, and pressure on working officers; a situation that leads to higher illness rates which exacerbates the situation further.

In response, Kelowna RCMP took several steps to mitigate the impacts, maintain critical service delivery in the face of post-pandemic tourism rates, and to improve the situation for 2023. This included temporary redeployment of proactive enforcement and non-frontline human resources to the frontline to ensure service levels were maintained throughout the summer. Creatively, the RCMP secured significant support from Lower Mainland RCMP Detachments during long weekends. With these additional resources in place, the RCMP experienced a noted reduction in calls for service, likely due to their high visibility in high crime and busy tourist areas. This initiative also saw an offshoot benefit with several officers requesting to be posted to the Kelowna detachment, after experiencing the fulfilling work offered and desirable living conditions within the City of Kelowna. Moreover, Kelowna RCMP were identified divisionally as a staffing priority this summer. As a result, an unprecedented number of officers are being posted to the detachment this year. The vacancy rate is projected to improve from a low of 71 per cent in Q2 to normalized rates around 85 per cent by February 2023.

Targeted Enforcement

As noted in this report, Kelowna RCMP experienced a continued increase in property crime offences, a trend noted across British Columbia. In response to the largest increases in offence categories including B&E – Business, Shoplifting, Bike Theft and Fraud, the Kelowna RCMP employed a data-led targeted response whereby individual offenders were prioritized for enforcement based on their repeated patterns of criminality. This strategy began in August and, by September, there was a notable decline in crime in all categories. While these are very preliminary results, the Kelowna RCMP will continue to employ a targeted enforcement response to trending crimes through threshold analysis and in the deployment of an updated repeat offender management program model in line with the Lepard/Butler Report (2022) recommendations.

Conclusion:

The metrics and related data provided within this report were utilized to inform, through evidenced-based analysis, the decisions that have guided the responses to crime and public safety in the City of Kelowna. The Kelowna RCMP Officer in Charge continues to drive change with a focus on sustainable workloads, appropriate staffing levels and wellness of all members of Kelowna Detachment. This has been done by creating efficiencies through reprioritization and realignment of administrative work to support staff that has led to additional operational capacity for front-line members. Our commitment to all initiatives identified in the strategic plan remains our top priority.

Internal Circulation:

Community Safety Department
Communications Department

Submitted by: K. Triance, Superintendent, Kelowna RCMP Detachment

Approved for inclusion:



S. Leatherdale, Divisional Director, Corporate & Protective Services

cc: T. White, Police Services Manager

C. Cornock, Community Safety Service Manager

ⁱ The following annual metrics are used to monitor delivery of our 2022-2024 Strategic Plan:

- Objective 1, Increase the sense of safety in our public spaces: Citizen perceived level of safety in areas including Downtown & Rutland per City of Kelowna bi-annual Public Safety & Crime Survey
- Objective 2, Decrease the risk of property crime: Percent of property offence charges that resulted in a conviction
- Objective 3, Earn the trust of more citizens that have experienced persons crimes: Detachment participation in trauma-informed practice training, Detachment referrals to community supports
- Objective 4, Show up at our best for every citizen: Seats at senior decision-making table held underrepresented groups; Detachment participation in unconscious bias training & Indigenous Cultural Safety; Detachment participation in mental wellness training and crisis debrief supports; Citizen satisfaction with police services as per City of Kelowna Citizen Survey

ⁱⁱ Priority 1 calls are the most serious emergency calls and require immediate police response. They involve a risk of loss of life or grievous bodily harm. Examples include in-progress abductions, assaults, domestic disputes, home invasions, robberies, sexual assaults, screams for help, shootings, stabbings, and suicidal persons. Priority 2 calls are urgent calls that require immediate police attention such as a residential break and enter in progress.

ⁱⁱⁱ False alarms, abandoned calls for service, traffic and online reports, assistance outside of public safety and failure to appear are not indicated for follow up calls. New metric, changes to system was required to capture the data. Changes implemented in March 2022.

^{iv} Case loads are defined as the number of Criminal Code offences (excluding drugs and traffic offences) per authorized strength. They represent the workload per officer, and as a result, are often a better indicator of the demand for police services than either a jurisdiction's population or its crime rate. The case load is calculated by dividing the total number of Criminal Code offences by the authorized strength for the reporting period. The case load was calculated using the year previous to the end date of the quarter being reported on (i.e. 2021-07-01 through 2022-06-30). *For reference, in 2020, annual caseload for Coquitlam was 40 (pop 152,800) and for Township of Langley (pop 133,951) was 54.*

^v Excludes shoplifting as forced entry is not relevant. New metric, changes to system was required to capture the data. Changes implemented in March 2022.

^{vi} Consistent with national reporting, the "persons charged" category will include the number of people recommended for charges by police (not the number of charges laid or recommended).

^{vii} In Kelowna, repeat offenders are designated as repeat property crime offenders with more than 10 negative contacts with police in the previous year. Not all individuals who meet these criteria are designated as repeat offenders due to the volume of individuals who do meet these criteria. The list of Repeat Offenders is reviewed biannually, at which time persons may be added or removed from the list.

^{viii} Sexual offences include sexual assault level 3 (aggravated), sexual assault level 2 (weapon or causing bodily harm), sexual assault level 1 (common sexual assault), and sexual violations against children.

^{ix} Overdose counts do not reflect all overdose incidents occurring within police service boundaries as response is frequently by paramedics. Where police do not attend, the occurrence will not appear in police records.

^x The following annual metrics are used to monitor delivery of our 2022-2024 Strategic Plan:

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2022 Q2 & Q3 Report to Council

Supt Kara Triance, Officer in Charge, Kelowna Detachment

November 28, 2022



RCMP Strategic Plan Objectives

Strategic Enabler: Show up at our best for every citizen

Objective 1: Decrease the risk of property crime

Objective 2: Increase the sense of safety in our public spaces

Objective 3: Earn the trust of more citizens that have experienced persons crime



Strategic Enablers are capabilities, capacities, and resources that contribute to the operating effectiveness of an organization.



Show up at our
best for every
citizen



Resources

- Increase to 222 positions
- Retention
- 43 new members named to Kelowna since January 2022

Strategy

- De-tasking Police
- Reassess what is critical for public & police safety
- Modernized & data-driven approach to policing
- Operational efficiencies

Investment

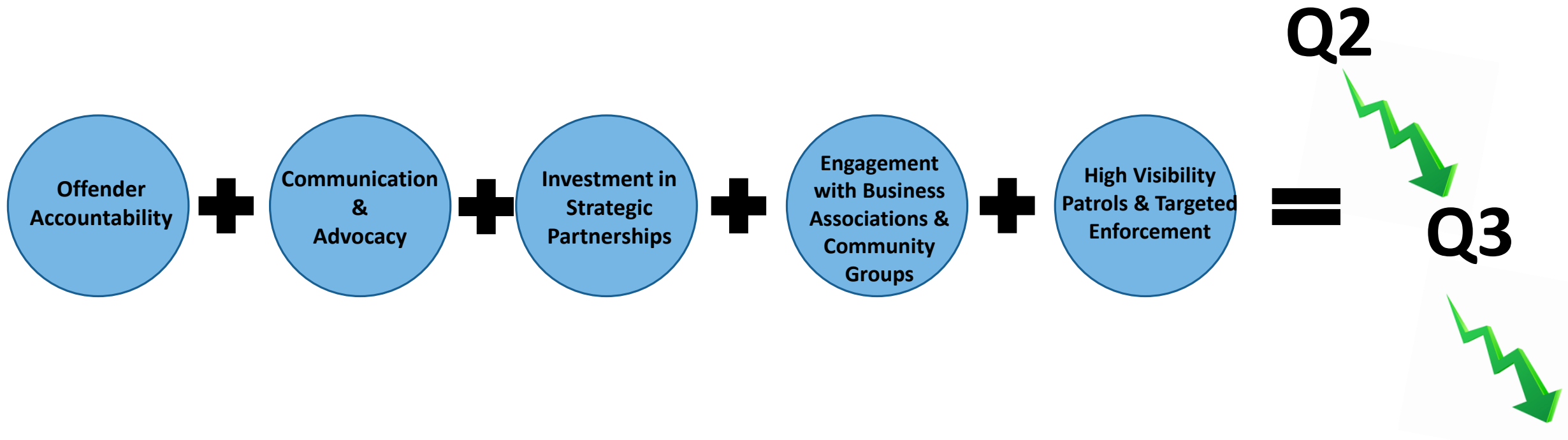
- Equity, Diversity, Inclusion + Accessibility Working Group
- Critical Incident Management Stress Team
- Addressing Workplace Culture
- Leadership





Increase the
sense of safety in
public spaces in
Downtown &
Rutland

Accountability & Investment





Increase the
sense of safety in
public spaces in
Downtown &
Rutland

Strategic Partnerships to Improve Response

PACT Program increased to 4 officers

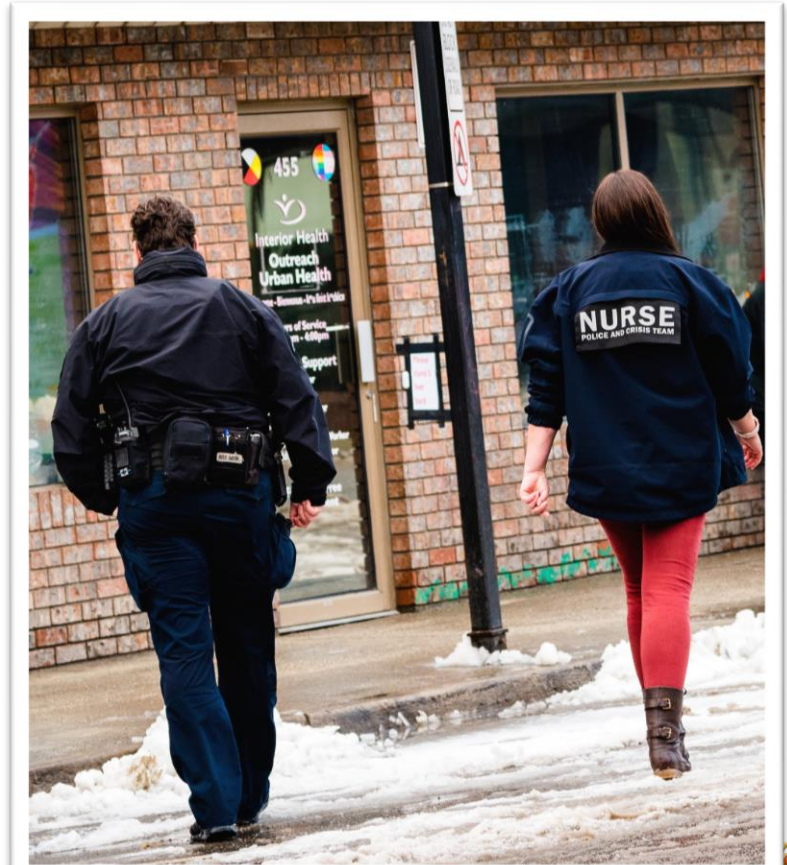
1 nurse supporting 4 watches with liaison to Interior Health for mental health calls

Team adjusts shifts to overlap peak periods

Interior Health & RCMP Leadership tables addressing MH/SU Response Plans

Best practices from other locations being researched, including training

RCMP investing in Community Safety Plan





Increase the
sense of safety in
public spaces in
Downtown &
Rutland

Overview of Kelowna Integrated Court (KIC)

Purpose is to identify the root
cause of criminal behaviour and
try to resolve it

Client participation is a court
ordered requirement

Treatment is readily accessible

Call to Action



- Need increased capacity for detox, psychiatry and residential treatment
- Expand and invest into the program and make it permanent



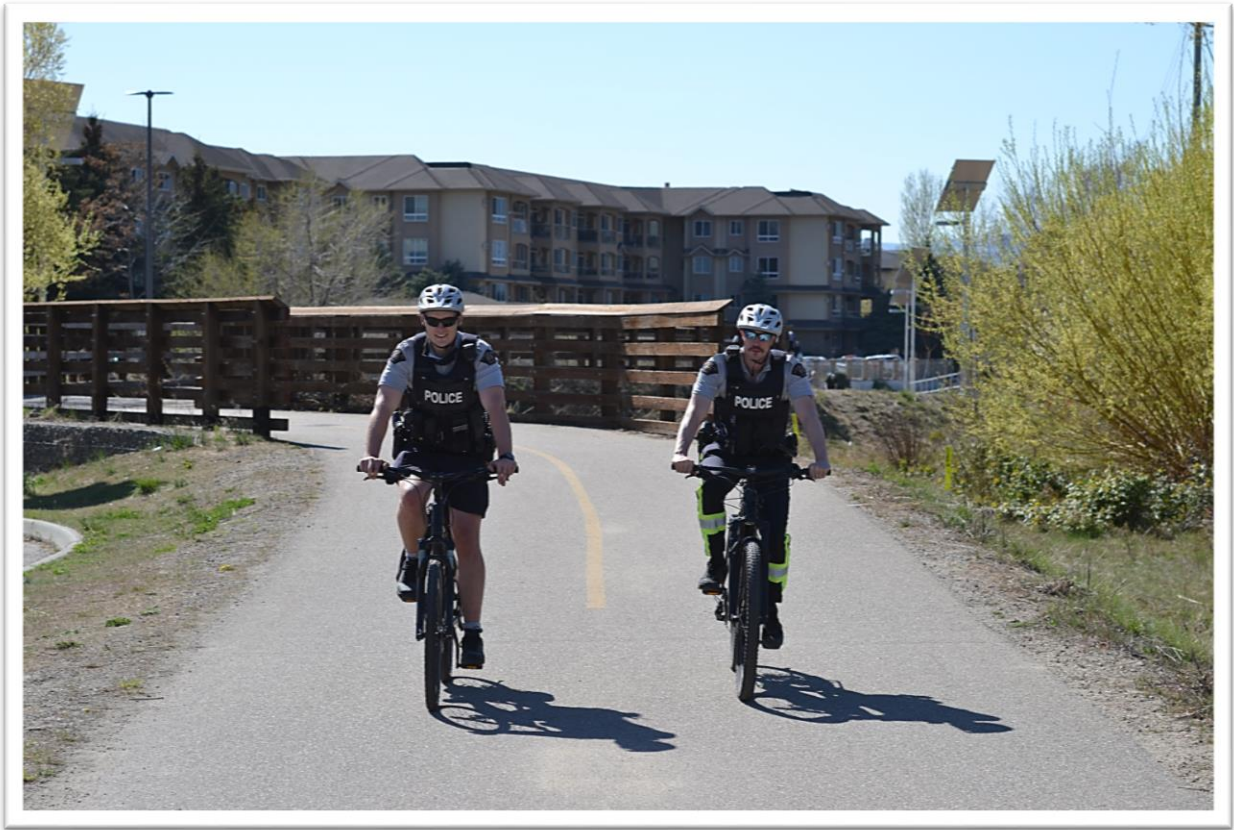
Accountability in Our Public Spaces

Identified Priority

Project Status

Court Outcome

Provincial Advocacy





Increase the
sense of safety in
public spaces in
Downtown &
Rutland



Decrease
the risk of
property
crime

Property Standards Compliance Team



- ✓ Problem Property
- ✓ Community Concerns
- ✓ Aligned Response
- ✓ Provincial Pursuit of Assets





**Decrease
the risk of
property
crime**

LePard & Butler - 2022

Repeat Offending and Random Stranger Violence Report

Kelowna RCMP 'numb' from chasing repeat offenders

'It is not working, that's obvious,' said Della-Paolera.

Source: Kelowna Capital News – August 19, 2022

Kelowna RCMP warns about prolific offender back on the street

[Prolific Offender] has more than 421 police files and 64 charges against him since 2016, said Kelowna RCMP

Source: Vancouver Sun – August 24, 2022

B.C. appoints experts to deal with chronic repeat offenders

Some mentally ill, some 'career criminals,' mayor says

Source: Vancouver Sun – May 5, 2022

Action Initiatives

- Creation of Police Retail/Business Liaison Position
- Submission of Community Impact Statements
- Revisiting Prolific Offender Management Model
- Increasing number of Crown Counsel/ dedicated resources toward repeat offenders





**Decrease
the risk of
property
crime**

Response and Initiatives

**72% Increase in Overdose
Calls for Service**

**Increase in Property Crime:
B&E Business, Shoplifting,
Bike Theft and Fraud**

**Decrease in Mental Health
related Calls for Service**

Increase in Robberies

LePard & Butler Report

**Resources returned to Proactive
Enforcement**

Strategic Communications

Leveraged Partnerships

**Targeted Enforcement Project –
Priority Offenders**



**Decrease
the risk of
property
crime**

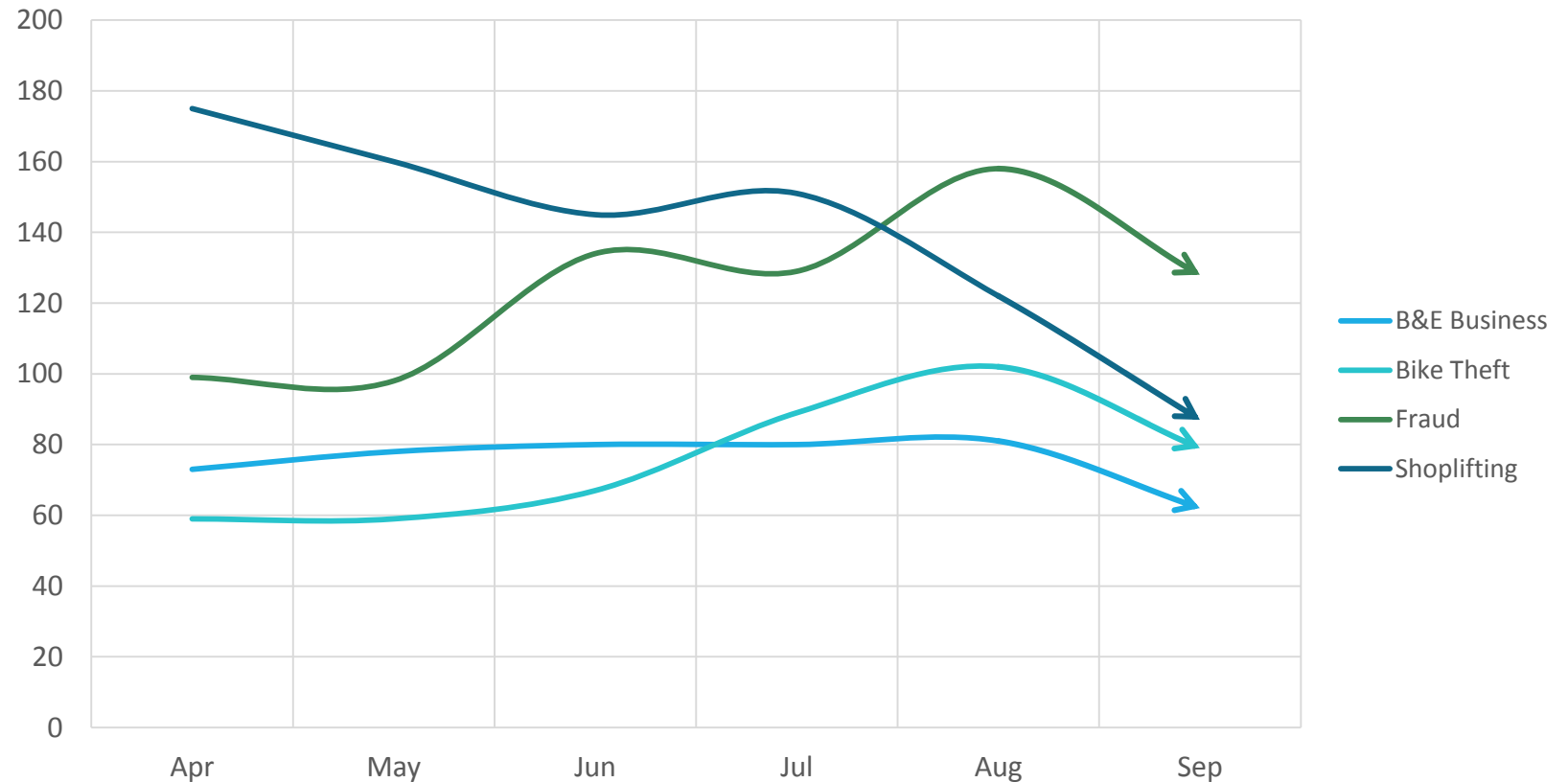
Property Crime Advocacy

Bait Bike Deployment

Shoplifting Decreases

**Break & Enter
Business Decreases**

Property Crime Kelowna
Q2 & Q3 2022

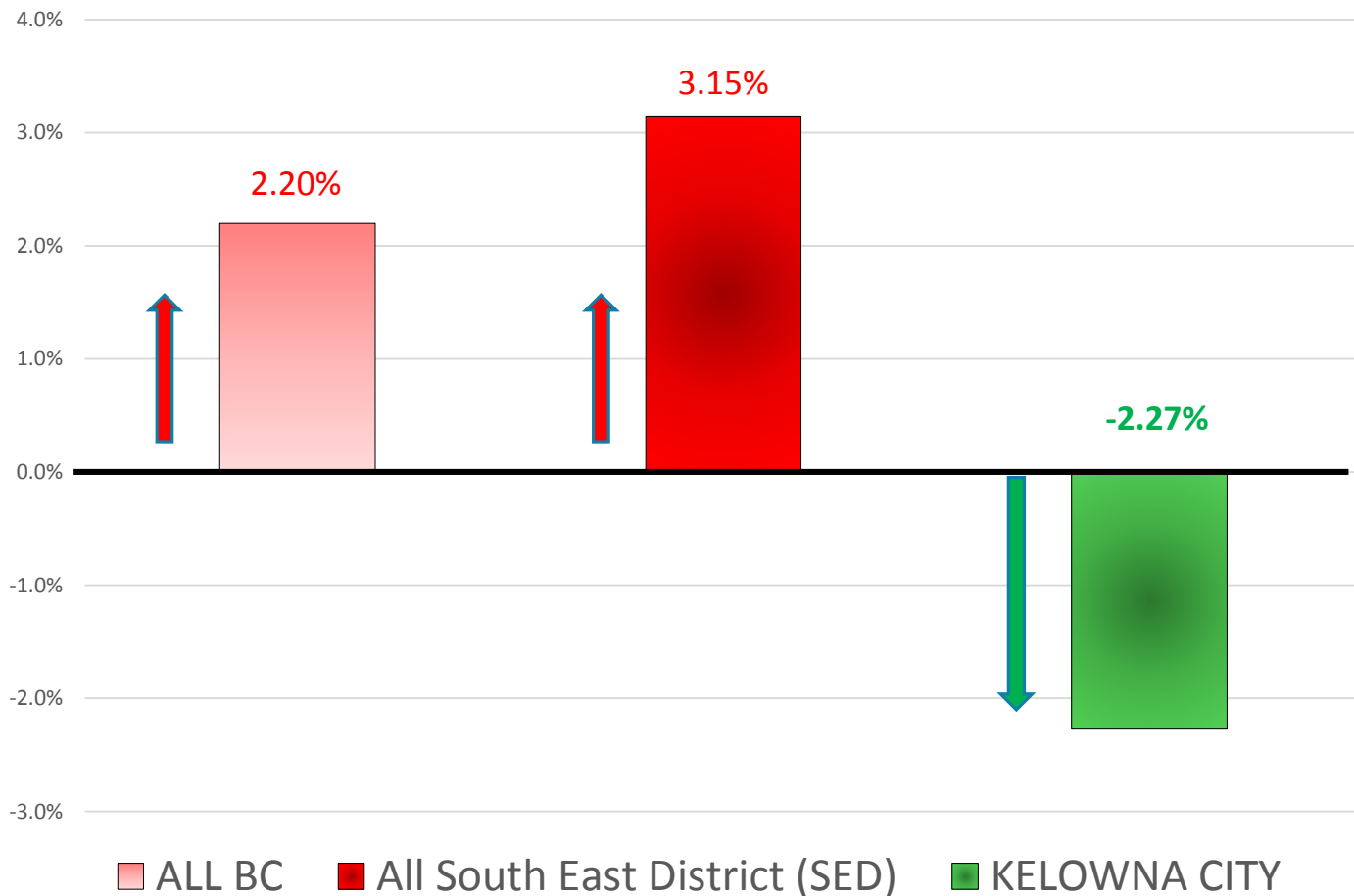




Earn the trust of
citizens who have
experienced
persons crime

City of Kelowna – Persons Crime

Overall the City of Kelowna is trending **downwards** in violent crimes against persons whereas both province and district-wide reporting are trending **upwards** in this same category





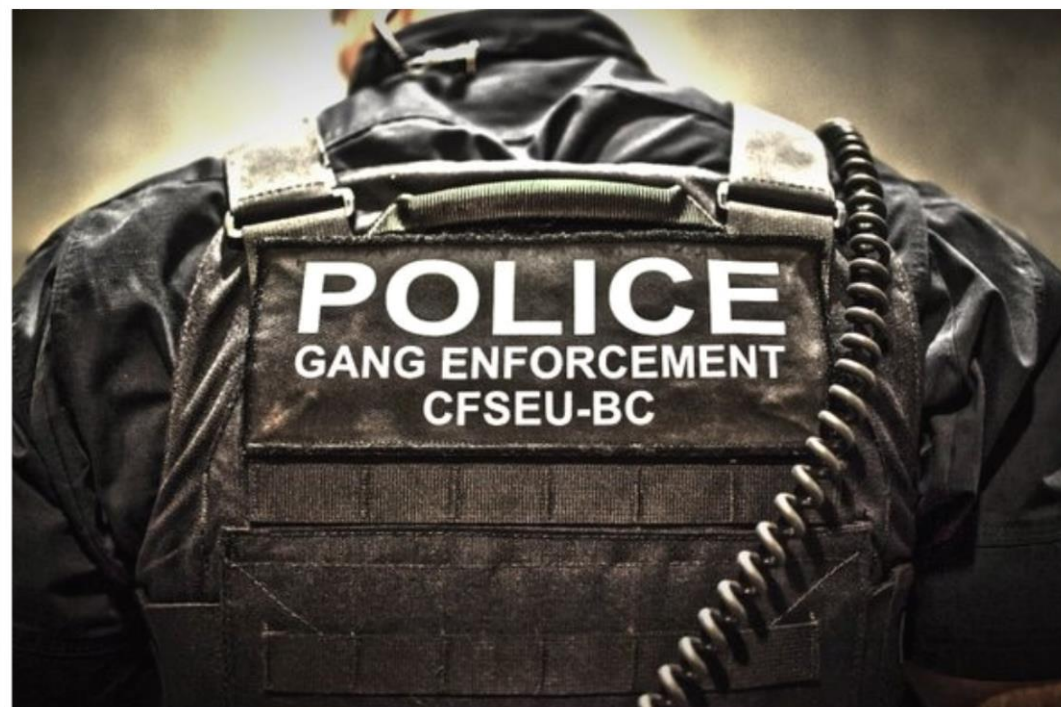
Earn the trust of
citizens who have
experienced
persons crime

Gang Prevention & Enforcement Update

We are committed to curbing & ending gang culture in Kelowna

We continue to use proactive measures such as:

- Targeted Enforcement
- Youth Gang Prevention Initiative
- Uniformed Gang Enforcement Team
- High Visibility Enforcement



Questions?

Report to Council



Date: November 28, 2022

To: Council

From: City Manager

Department: Office of the City Clerk

Subject: Supplemental Report – Rezoning Bylaw Reading Consideration

Recommendation:

THAT Council receives, for information, the Supplemental Report from the Office of the City Clerk dated November 28, 2022 regarding a Rezoning Bylaw that requires reading consideration;

AND THAT the Rezoning Application Z22-0052, located at 5428 Tanager Court, Kelowna, BC be forwarded to a Public Hearing for further consideration.

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.

Purpose:

To give Bylaw No. 12449 first reading for a rezoning application for the subject property.

Background:

Council considered a rezoning application at 5428 Tanager Court on November 21, 2022 and forwarded the rezoning bylaw to a public hearing. The corresponding bylaw must be given first reading consideration prior to the public hearing.

Previous Council Resolution

Resolution	Date
THAT Rezoning Application No. Z22-0052 (B:12449), located at 5428 Tanager Court, Kelowna, BC, be forwarded to Public Hearing for further consideration.	November 21, 2022

Considerations not applicable to this report:

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Existing Policy:

Financial/Budgetary Considerations:

External Agency/Public Comments:

Communications Comments:

Submitted by: N Beauchamp, Legislative Technician

Approved for inclusion: S Fleming, City Clerk

cc: Development Planning

CITY OF KELOWNA

BYLAW NO. 12449

Z22-0052

5428 Tanager Court

A bylaw to amend the "City of Kelowna Zoning Bylaw No. 12375".

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

1. THAT City of Kelowna Zoning Bylaw No. 12375 be amended by changing the zoning classification of Lot 13 Section 23 Township 28 SDYD Plan 35953, located on Tanager Court, Kelowna, BC from the RU1 – Large Lot Housing zone to the RU1c – Large Lot Housing with Carriage House zone;
2. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

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

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk

REPORT TO COUNCIL



Date: November 28, 2022

To: Council

From: City Manager

Department: Development Planning

Application: OCP22-0006 & Z22-0041

Owner: 1575 Bernard Projects Ltd, Inc.
No. BC1354921

Address: 1575 Bernard Ave

Applicant: Chris Joslin, Zeidler
Architecture

Subject: OCP Amendment and Rezoning Application

Existing OCP Designation: EDINST – Educational/Institutional

Proposed OCP Designation: C-NHD – Core Area Neighbourhood

Existing Zone: P2 – Education & Minor Institutional
RU1 – Large Lot Housing

Proposed Zone: MF3r – Apartment Housing Rental Only

1.0 Recommendation

THAT Official Community Plan Map Amendment Application No. OCP22-0006 to amend Map 3.1 in the Kelowna 2040 – Official Community Plan Bylaw No. 12300 by changing the Future Land Use designation of LOT 8 SECTION 20 TOWNSHIP 26 ODYD PLAN 32159, located at 1575 Bernard Ave, Kelowna, BC from the EDINST – Educational/Institutional designation to the C-NHD – Core Area Neighbourhood designation, be considered by Council;

AND THAT the Official Community Plan Map Amending Bylaw be forwarded to a Public Hearing for further consideration;

AND THAT Council considers the Public Information Session public process to be appropriate consultation for the Purpose of Section 475 of the Local Government Act, as outlined in the Report from the Development Planning Department dated November 28, 2022;

AND THAT Rezoning Application No. Z22-0041 to amend the City of Kelowna Zoning Bylaw No. 12375 by changing the zoning classification of LOT 8 SECTION 20 TOWNSHIP 26 ODYD PLAN 32159, located at 1575 Bernard Ave, Kelowna, BC from the P2 – Education & Minor Institutional zone and the RU1 – Large Lot Housing zone to the MF3r – Apartment Housing Rental Only zone be considered by Council;

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

AND THAT final adoption of the Rezoning Bylaw be considered subsequent to the outstanding conditions of approval as set out in Attachment “A” attached to the Report from the Development Planning Department dated November 28, 2022;

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

AND FURTHER THAT final adoption of the Official Community Plan Map Amending Bylaw and Rezoning Bylaw be considered in conjunction with Council’s consideration of a Development Permit for the subject property.

2.0 Purpose

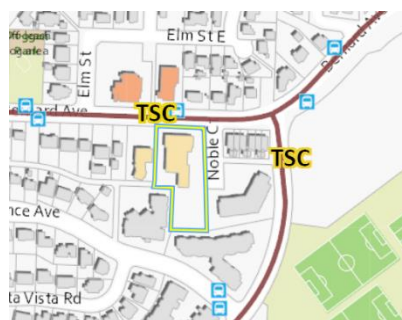
To amend the Official Community Plan Map 3.1 to change the future land use designation of the subject property from the EDINST – Educational/Institutional designation to the C-NHD – Core Area Neighbourhood designation and to rezone the subject property from the P2 – Education & Minor Institutional and RU1 – Large Lot Housing zones to the MF3r – Apartment Housing Rental Only zone to facilitate the development of long-term rental apartment housing.

3.0 Development Planning

There are two proposed land use bylaw changes that the applicant has requested for the subject property: an OCP amendment and a Rezoning application. The OCP amendment relates to a proposed change to the Future Land Use Designation of the subject property of which the current EDINST, Educational/Institutional is a reflection of the original historic use of the property as religious assembly and more recently childrens’ daycare. All other properties in the neighbourhood are designated C-NHD, Core Area Neighbourhood in order to achieve key OCP housing objectives. Therefore, the proposed change in land use designation for this property will not have a negative impact on the neighbourhood and will provide consistency in land use regulations for future redevelopment. It is for this reason that Staff are in support of the proposed land use designation.

The proposed rezoning bylaw to MF3r – Apartment Housing Rental Only would facilitate the development of the subject property for long-term rental apartment housing. Staff are in support of this zone as the request is consistent with several [OCP Pillars](#), Policies, and Objectives.

1. **Target growth along transit corridors:** Apartment Housing would bring additional residential density along Bernard Ave, which is identified in [OCP Map 3.1](#) as a transit supportive corridor. It is in close proximity to Burtch Ave, a second transit supportive corridor. As such, policy directs apartment housing as an appropriate form and use along these corridors.
2. **Promote more housing diversity:** The proposed Rental Only subzone provides guaranteed long-term rental housing which is much needed in this area and the City as a whole. The most recent statistics from CMHC (October 2021) show that Kelowna has less than 1% vacancy rate in the primary rental market. The proposal is for a low-rise (6 storey) apartment format which is consistent with Core Area land use policies.
3. **Stop planning new suburban neighbourhoods; protect agriculture; protect and restore the environment:** The proposed change in land use designation directs more housing within the Core



Area; away from agricultural and environmentally sensitive lands; while maximizing existing infrastructure.

4. **Focus investment in Urban Centres; Strengthen Kelowna as the region's economic hub:** Although the property is not located within an Urban Centre, it is within 800 m walking distance to the Capri-Landmark Urban Centre which is a key employment hub for Kelowna. Supporting increased housing within walking distance of this Urban Centre reinforces investment and economic growth through supporting increased density.
5. **Take action on climate:** Increased housing density within the Core Area promotes a more compact urban form which is a key factor in reducing greenhouse gas emissions and automobile dependence.

The applicant hosted a Public Information Session in accordance with Council Policy #367 on October 5, 2022 and a summary is provided as Attachment C. The feedback received from the neighbourhood has been considered as the applicant puts together their design proposal and applies for a Development Permit.

Staff have reviewed this application, and it may move forward without affecting either the City's Financial Plan or Waste Management Plan. Should Council support this OCP Amendment and Rezoning Application, Staff will bring forward a Form & Character Development Permit for consideration.

4.0 Proposal

4.1 Background

The historical use of the subject property was religious assembly initially and then a daycare known as Monkey's Playhouse. The daycare relocated in 2012 to a property better suited for pick-up and drop-off activities. The building was in need of extensive repairs and remained vacant since 2012. It has recently been demolished in anticipation of redevelopment.



4.2 Project Description

The proposed building project is for approximately 150 units of long-term rental housing in the form of ground-oriented townhomes wrapped around a 2 level parkade with apartment housing above. Vehicle access is proposed from Noble Ct, and a road dedication is required along Bernard Ave to allow for future expansion. Additional traffic improvements for movement of cyclists, pedestrians, transit users, and vehicles may be identified through a Traffic Impact Assessment that is currently underway for the subject property.

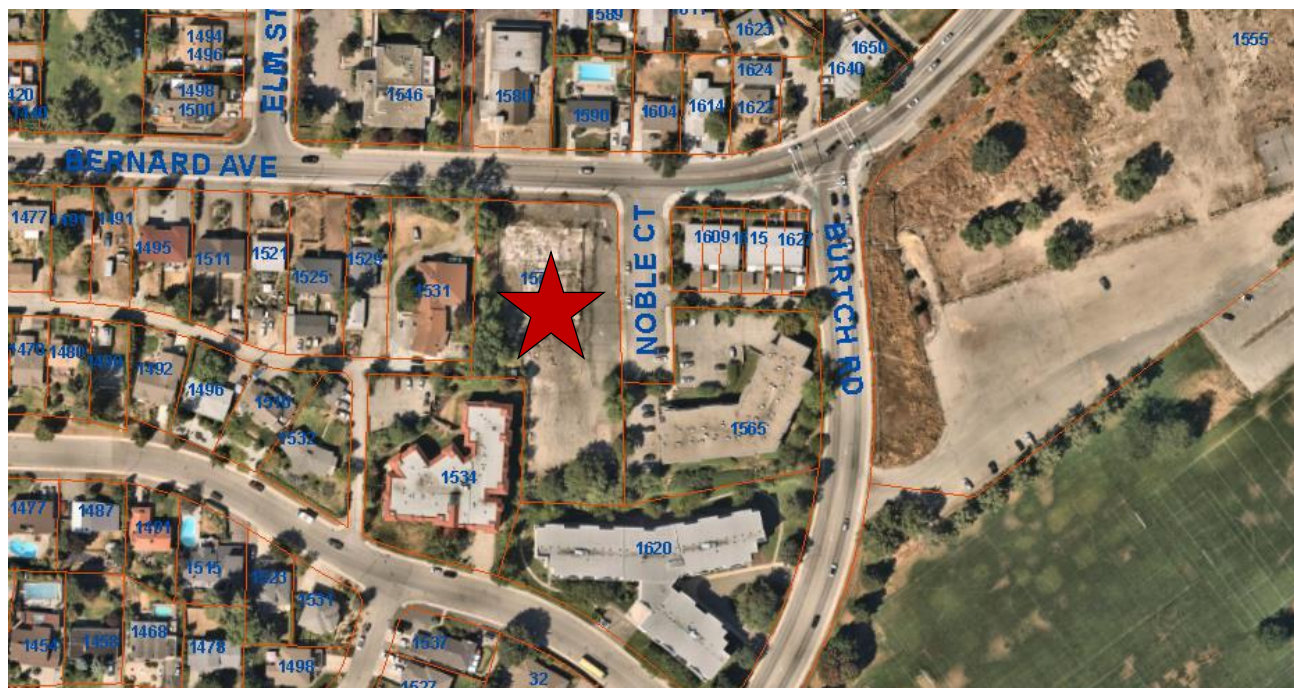
4.3 Site Context

The subject property is located within the Core Area, Central City Sector on Bernard Ave. The closest intersection is Bernard Ave and Burtch Road (both transit supportive corridors), adjacent to Parkinson's Recreation Centre. It is within a 100 m walk to bus stops in both directions, and is less than 800 m to the Capri-Landmark Urban Centre. The neighbourhood is a mix of single family dwellings, duplex housing, multi-dwelling complexes, and institutional uses. It is an appropriate location for increased residential density and housing, particularly in the form of long-term rentals.

Specifically, adjacent land uses are as follows:

Orientation	Zoning	Land Use
North	P2 – Education and Minor Institutional RU4 – Duplex Housing	Church Single & Two Dwelling Housing
East	MF2 – Townhouse Housing MF3 – Apartment Housing	Multi-Dwelling Housing
South	MF3 – Apartment Housing	Multi-Dwelling Housing
West	RU4b – Duplex Housing with Boarding House MF3 – Apartment Housing	Multi-Dwelling Housing

Subject Property Map: 1575 Bernard Ave



5.0 Current Development Policies

5.1 Kelowna Official Community Plan (OCP)

Objective 5.2 Focus residential density along Transit Supportive Corridors		
Policy Transit Supportive Corridor Densities	5.2.1.	Encourage development that works toward a long term population density of between 50 – 100 people per hectare within 200 metres of each corridor to achieve densities that support improved transit service and local services and amenities. Discourage underdevelopment of properties along Transit Supportive Corridors.
		<i>The proposed rezoning application to MF3r supports a Floor Area Ratio of up to 2.05 which represents the appropriate population density along a Transit Supportive Corridor.</i>
		Encourage low rise apartments and stacked townhouses up to six storeys in height in Core Area Neighbourhoods that front or directly about Transit

Policy 5.2.2. Low Rise Corridor Development	Supportive Corridors. Consider lower heights for such projects where adjacent neighbourhoods are not anticipated to experience significant infill and redevelopment. Consider buildings above six storeys where the project is adjacent to higher capacity transit along Highway 97, a major intersection, or near an Urban Centre, with due consideration for the context of the surrounding neighbourhood.
	<i>The proposed project is for a 6 storey low rise apartment building which aligns with this policy for projects along a Transit Supportive Corridor. The surrounding Future Land Use is also Core Area which would support other similar building forms such as apartments and townhomes between 3 and 6 storeys in height.</i>
Objective 5.11 Increase the diversity of housing forms and tenure to create an inclusive, affordable and complete Core Area.	
Policy 5.11.2. Diverse Housing Tenures	Encourage a range of rental and ownership tenures that support a variety of households, income levels and life stages. Promote underrepresented forms of tenure, including but not limited to co-housing, fee-simple row housing, co-ops, and rent-to-own.
	<i>The proposed rental tenure will support a variety of households with a mix of unit types and sizes from townhome units to apartment units.</i>
Objective 5.14 Provide safe, walkable, Core Area neighbourhoods that are connected to key destinations.	
Policy 5.14.2 Roadway Congestion	Recognize and accept that Kelowna's streets and parking will become busier as the city grows. Reduce reliance on automobiles as redevelopment occurs in the Core Area by shifting trips away from driving by creating walkable streets, protected bike routes and investing in improved transit service.
	<i>A road dedication is required along Bernard Ave for this property for future expansion of cycling infrastructure and road widening.</i>
Policy 5.14.9 Access Management	Protect the functionality of Active Transportation Corridors, transit supportive corridors and arterial roads by limiting direct driveway accesses. Ensure that new development takes vehicular access via laneways or secondary streets. Where that is not possible, encourage lot assemblies that reduce the total number of driveway accesses.
	<i>All vehicle access for this project is proposed from Noble Ct with no accesses directly onto the Transit Supportive Corridor.</i>
Objective 5.15 Create major streets that are walkable, support local retail and connect neighbourhoods to Urban Centre by car, bike and transit.	
Policy 5.15.2 Transit Supportive Corridor Streets	Create pedestrian-friendly tree-lined streetscapes along Transit Supportive Corridors, providing easy and comfortable movement along the corridor.
	<i>Road improvements along Bernard Ave and Noble Ct include curb and gutter, separated sidewalk, street lighting, burial of overhead wires and landscaped and irrigated boulevards.</i>
Policy 5.15.7 Safe Crossings	Create safe and accessible crossing opportunities on collectors and arterials.
	<i>An east-west crosswalk will be installed as a function of this development at the intersection of Bernard Ave and Noble Ct.</i>

Objective 12.1 Design the community to be more resilient to a changing climate.	
Policy 12.1.2.	<p>Build climate resiliency through land use design by:</p> <ul style="list-style-type: none"> • Protecting natural areas and habitats; • Increasing park space and tree canopy coverage; • Focusing growth in connected, walkable, Urban Centres and Core Area; • Providing diverse transportation options to shift away from car-centric culture; and • Reducing energy consumption by constructing energy efficient buildings and neighbourhoods <p><i>Increasing housing density in this location is an example of focusing growth within the Core Area to help build climate resiliency.</i></p>

6.0 Technical Comments

6.1 Development Engineering Department

Please refer to Attachment "A" Development Engineering Memorandum.

6.2 Ministry of Transportation

The Ministry has no concerns with the proposed re-zoning from P2 and RU1 to MF3r as per documents submitted.

7.0 Application Chronology

Date of Application Accepted: June 27, 2022
Date Public Information Session: October 5, 2022

Report prepared by: Trisa Atwood, Planner II
Reviewed by: Lydia Korolchuk, Urban Planning Manager
Reviewed by: Terry Barton, Development Planning Department Manager
Approved for Inclusion: Ryan Smith, Divisional Director, Planning & Development Services

Attachments:

Attachment A: Development Engineering Memo
Attachment B: Applicant's Letter of Rationale and Site Photos
Attachment C: Draft Project Statistics and Draft Site Plan
Attachment D: Public Information Session Summary
Staff Presentation

CITY OF KELOWNA

MEMORANDUM

Date: October 24, 2022
File No.: Z22-0041
To: Planning and Development Officer (TA)
From: Development Engineering Manager (NC)
Subject: 1575 Bernard Ave P2 & RU1 to MF3R

The Development Engineering Branch has the following comments and requirements associated with this application to rezone the subject property from P2 – Education and Minor Institutional and RU1 – Large Lot Housing to MF3r – Apartment Housing (Residential Rental Tenure) multiple dwelling housing. The Development Technician for this development will be Sarah Kelly (skelly@kelowna.ca).

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. A Transportation Assessment will be required of this development in conjunction with the Ministry of Transportation and Infrastructure (MoTI). Please contact the Development Technician for this file to arrange for establishing Terms of Reference for the analysis and reporting.

2. DOMESTIC WATER AND FIRE PROTECTION

- a. The subject lot is located within the City of Kelowna water supply area. The existing lot is serviced with a 25mm 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 Bylaw requirement for minimum available fireflow to multifamily residential lots is 150 L/s. If it is determined that upgrades to any existing water distribution system must be made to achieve the necessary fire flows, the applicant must upgrade the existing system at their cost. Please contact the development technician for this file to arrange for formal modelling analysis to be completed.

ATTACHMENT A	
This forms part of application # OCP22-0006 Z22-0041	
Planner Initials	TA
 City of Kelowna DEVELOPMENT PLANNING	

- c. 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 applicant must demonstrate that both the calculated FUS fireflow demand and the internal building sprinkler demand of the proposed development does not exceed 150 L/s.
- 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 100mm diameter sanitary sewer service off Bernard Ave. 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. The applicant will arrange for the removal and disconnection the existing AC service and the installation of one new service at the applicants cost, complete with an inspection chamber and Brooks box as per SS-S7 & SS-S9.
- c. The Developer's engineer must confirm capacity of 150mm AC sanitary within Bernard Ave and 150mm VIT clay through SRW to Elm St. If it is determined that upgrades to existing sanitary system must be made to provide necessary capacity for development, the applicant must upgrade the existing system at their cost.

4. **STORM DRAINAGE**

- a. The property is located within an area identified by the City of Kelowna as possibly suited for groundwater recharge. Service connection to the City storm system, complete with onsite detention and flow control, is required for all multi-family land uses.
- b. 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.
- c. The City will not permit infiltration to ground except for foundation drainage, safe use of infiltration is to be confirmed with submission of a geotechnical report provided by a Professional Engineer competent in the field of hydro-geotechnical engineering. The Lot Grading Plan must show the design and location of this system as well as the the interaction between this system and any retaining walls on the property.
- d. 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.

- e. On-site detention systems are to be compliant with Bylaw 7900, Schedule 4, Section 3.11.1 *Detention Storage*.
- f. 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.
- g. Show details of dedications, rights-of-way, setbacks and non-disturbance areas on the lot Grading Plan.
- h. 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.
- i. 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. Bernard Ave is classified in the 2040 OCP as a Core Area Minor Arterial road and must be upgraded to an urban standard along the full frontage of the subject property. Required upgrades to include curb and gutter, separated sidewalk, LED street lighting, burial of overhead wires, 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. Cross section to be provided, upon request, at time of detailed design.
- b. Noble Ct is classified in the 2040 OCP as a Core Area Local road and must be upgraded to an urban standard along the full frontage of the subject property. Required upgrades to include curb and gutter, separated sidewalk, LED street lighting, burial of overhead wiring, 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. Cross section to be provided, upon request, at time of detailed design.
- c. A new east-west crosswalk letdown is to be installed at the intersection between Bernard Ave and Noble Ct. Crosswalk letdown is to be designed as per the British Columbia Active Transportation Design Guide. Further details to be provided, upon request, at time of detailed design.
- d. Driveway access for 1565 Noble Ct to be formalized with concrete driveway letdown as per SS-C7.
- e. Landscape and Irrigation plans require design and inspection by a Qualified Professional registered with the BCSLA and the IIABC, and 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.
- f. Streetlights must be installed on all public roads. All streetlighting plans are to include photometric calculations demonstrating Bylaw 7900 requirements are met and require approval by the Development Engineering Branch at the same time as other “issued for construction” drawings.

- g. Provide traffic control and street name signs where required. The City will install all signs and traffic control devices at the developer's expense. The developer will sign a third-party work order and pay the cost of traffic sign installation prior to the registration of the subdivision.


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. The Applicant is required to provide a comprehensive geotechnical report, prepared by a Professional Engineer competent in the field of hydro-geotechnical engineering, to address the items below:
 - 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.
- b. Geotechnical reports must be submitted to the Planning and Development Services Department (Planning & Development Officer) for distribution to the Works & Utilities Department and Inspection Services Division prior to submission of Engineering drawings or application for subdivision approval.
- c. 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."

ATTACHMENT		A
This forms part of application		
# OCP22-0006 Z22-0041		
Planner Initials	TA	 City of Kelowna DEVELOPMENT PLANNING

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 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.

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.

8. ROAD DEDICATION/SUBDIVISION REQUIREMENTS

- a. A dedication of approximately 4m along the full frontage of Bernard Ave is required to achieve a 24m Core Area Minor Arterial ROW.
- b. No driveway access will be permitted to Bernard Ave. All vehicular access to the development site is to be provided off Noble Ct. Driveway(s) must be a minimum of 7 m from the lot corner nearest the intersection and a maximum of 6 m in width.
- c. Indicate on the site, the locations of loading bays as well as garbage and recycle bins. Provide turning movements for a HSU vehicle to confirm manoeuvrability on site without requiring reverse movement onto Noble Ct.
- 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.

ATTACHMENT		A
This forms part of application		
# OCP22-0006 Z22-0041		
Planner Initials	TA	 City of Kelowna <small>DEVELOPMENT PLANNING</small>

- c. Quality Control and Assurance Plans must be provided in accordance with the Subdivision, Development & Servicing Bylaw No. 7900 (refer to Part 5 & 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).


Nelson Chapman, P.Eng.
Development Engineering Manager

SK

CITY OF KELOWNA

MEMORANDUM

Date: October 27, 2022
File No.: OCP22-0006
To: Urban Planning (TA)
From: Development Engineering Manager (NC)
Subject: 1575 Bernard Ave EDINST to C-NHD

The Development Engineering Branch's comments and requirements associated with this application for an Official Community Plan Amendment to change the future land use of the subject property from EDINST - Education/Institutional to C-NHD - Core Area Neighbourhood, to facilitate a rezoning application to rezone the subject property from P2 – Education and Minor Institutional and RU1 – Large Lot Housing to MF3r – Apartment Housing (Rental Only) multiple dwelling housing, are outlined in the Development Engineering Memo for rezoning under file Z22-0041.

Nelson Chapman, P.Eng.
Development Engineering Manager

SK



June 9, 2022

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

RE: OCP Amendment and Rezoning Application – 1575 Bernard Avenue

The attached submission is an Official Community Plan amendment and Rezoning application for 1575 Bernard Avenue. Further to our pre-application discussions, we are pleased to propose a purpose-built rental building comprised of a blend of street-oriented townhomes and apartment units. This new infill location will provide strategic new housing units in an important area of the city. The development is committed to offering a quality, long term, affordable housing solution to Kelowna residents. Being in direct proximity to the newly planned Kelowna Community Campus, the Landmark District and situated between downtown and UBC makes this use ideal for the vacant property.

Project Description

The application proposes approximately 150 dwelling units containing a mix of townhomes and apartments located in a six-storey structure. Ground-oriented townhome units are proposed along both the Bernard Ave and Noble Court frontages to respond to the neighbouring properties and create a positive introduction to the streetscape. The adjoining medium density multifamily developments to the south and being positioned on a transportation corridor make this an appropriate location for increased density within the City of Kelowna.

In order to facilitate this new development, the following is requested:

Official Community Plan

- To amend the current OCP from Education / Institutional (EDINST) to Core Area Neighbourhood (C-NHD)

Rezoning Application

- Rezone the site from P2 –Education and Minor Institutional and RU1 – Large Lot Housing to MF3r – Apartment Housing (Residential Rental Tenure) in alignment with the proposed changes to the OCP.

Development Variances

- The preliminary drawing package includes information on the following requested variance:

DVP 1 - Site Coverage Buildings

West Point Projects Ltd.
612 Bernard Ave. Kelowna, BC V1Y 2G3

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Project Rationale

Our community continues to grow in population with increased levels forecast to the year 2040. Providing affordable housing options is a key priority for our community. This location is fitting for increased density and the rezoning of this land will be critical in fostering the expansion of the Bernard Avenue corridor.

We believe the requested rezoning and OCP amendment to allow for a six-storey multifamily development is the highest and best use for the subject site. The MF3 zoning lends itself to a great ability to organize the livable spaces and create density consistent with the surrounding multi-unit buildings, within the regulations of the MF3 zone. Rental apartment housing is most suitable in its relationship to the adjacent properties and surrounding amenities.

Site Access and Vehicle Movement

Extensive efforts have gone into concealing the parking within the partially buried two-levels of underground parkade. Access off Bernard is avoided, with the parkade access, waste and recycling and loading organized from the south of Noble Court. The pedestrian realm is greatly enhanced by minimizing the vehicular access points along the main street frontages of the development. As part of the development plan, a generous road dedication is proposed along Bernard to facilitate the future expansion of the avenue.

Landscape and Lifestyle Amenities

The townhome units that line the frontage of Bernard Avenue and Noble Court will all have front entries that are oriented to the streetscape as well as a dedicated parking stall connected to the home. Young families or those interested in compact, urban living will enjoy these spaces. Each townhome also has an at-grade outdoor patio space which interfaces with the sidewalk in front of the development creating a warm and inviting presence.

The building will encapsulate a landscaped rooftop amenity courtyard which will provide a variety of secure outdoor amenity spaces to the residents. Lifestyle amenities contemplated for this space include a pet recreation area, sitting/relaxation spaces, walking pathways, and communal BBQ's. Planted areas will make use of soft colours, scented flowers and foliage to create a relaxing atmosphere for the courtyard patrons, and particular attention will be paid to plants and shrubs that will reflect the changing seasons. Having the ability to enjoy the indoor/outdoor climate in the Okanagan is a priority for planning in this development.

Community Well-Being and Connectedness

There are two primary considerations in this section, crime prevention and urban interaction. As part of the community well-being, safety measures such as security cameras, secure tenant access, generous lighting, and activated building faces will all be contemplated. The rental homes in this development will respond to our basic need for secure shelter. An active property manager and welcoming lobby environment will also add to the comfort of all residents within the development.

West Point Projects Ltd.
612 Bernard Ave. Kelowna, BC V1Y 2G3

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OCP22-0006 Z22-0041

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The urban interaction surrounding the subject property is significant. Walking, running, and cycling from the development is even greater now with the improvements planned with the Kelowna Community Campus. Being steps from the Urban Core and the Landmark District, there are a multitude of restaurants, events, and community amenities that are all available. Being 'plugged-in' will be easy to do from this development.

Closing

This application is a significant opportunity to add new housing options near the central node of Kelowna. The proposal offers a variety of high-quality rental homes which will respond to the continued demand and sustainability of our growing city. The location of the development reinforces the consistent theme of building forms along a key transportation route.

We look forward to receiving the input of Staff and Council for this OCP Amendment / Rezoning Application. We welcome your feedback as we work together to enhance our community.

Kind Regards,

Sincerely,



Mr. Corey Makus
Partner, 1575 Bernard Projects Ltd.

cc: Rob Haberman
Sam Brovender
Jim Langill
West Point Projects Ltd.

West Point Projects Ltd.
612 Bernard Ave. Kelowna, BC V1Y 2G3

ATTACHMENT		B
This forms part of application		
# OCP22-0006 Z22-0041		
Planner Initials	TA	 City of Kelowna DEVELOPMENT PLANNING



AERIAL VIEW - LOOKING SOUTH WEST



VIEW FROM BERNARD AVENUE - LOOKING SOUTH



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OCP22-0006 Z22-0041

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AERIAL VIEW - LOOKING NORTH EAST



VIEW FROM CORNER OF BERNARD & NOBLE - LOOKING SOUTH WEST



VIEW FROM NOBLE COURT - LOOKING WEST



VIEW FROM NOBLE COURT - LOOKING SOUTH



VIEW FROM BERNARD AVENUE - LOOKING WEST



VIEW FROM BERNARD AVENUE - LOOKING SOUTH



ATTACHMENT B

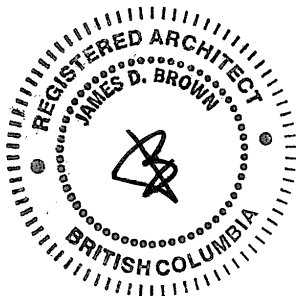
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VIEW FROM BERNARD AVENUE - LOOKING NORTH



PROJECT STATISTICS

OCP AMENDMENT: EDINST TO C-NHD (CORE AREA NEIGHBOURHOOD)

EXISTING ZONING: P2 - ED AND MINOR INST & RU1 - LARGE LOT HOUSING

PROPOSED ZONING: MF3 - APARTMENT HOUSING

SITE AREA: 1.37 Ac. - 5,528.2 sq.m. - 59,505 sq.ft.

BUILDING AREA:

PARKADE (P1): 34,287 sq.ft.

PARKADE (MAIN): 34,287 sq.ft.

MAIN FLOOR: 5,769 sq.ft.

2ND FLOOR: 27,334 sq.ft.

3RD FLOOR: 24,362 sq.ft.

4TH FLOOR: 24,362 sq.ft.

5TH FLOOR: 24,362 sq.ft.

6TH FLOOR: 24,362 sq.ft.

TOTAL FLOOR AREA (EXCLUDING PARKADE): 130,551 sq.ft.

AMENITY AREA: 2,518 sq.ft.

STORAGE LOCKERS: 4,093 sq.ft.

CIRCULATION/SERVICE: 16,521 sq.ft.

NET FLOOR AREA: 107,419 sq.ft.

SITE COVERAGE BUILDINGS: 68% (MAX. 65%)

SITE COVERAGE BUILDINGS & IMPERMEABLE SUFACES: 78% (MAX. 85%)

FAR: 1.8 (MAX 2.1) (BASE 1.8 + RENTAL BONUS 0.3)

BUILDING HEIGHT:

22.0m or 6 STOREYS fronting onto a Transit Supportive Corridor.

SETBACKS:

FRONT: 2.0m (for ground-oriented meeting additional criteria)

FLANKING SIDE: 2.0m (for ground-oriented meeting additional criteria)

BUILDING STEPBACK: 3.0m (for buildings 5 storeys or taller)

(Stepback can occur on any floor above the second storey)

SIDE: 3.0m

REAR: 4.5m

UNIT COUNT:

(A) STUDIO: 10 UNITS (6%) (415 sq.ft.)

(B) STUDIO - 1BED: 20 UNITS (25%) (465 sq.ft.)

(C) 1 BED: 57 UNITS (36%) (585 sq.ft.)

(E) 1 BEDROOM + DEN: 10 UNITS (9%) (750 sq.ft.)

(F) 2 BEDROOM: 44 UNITS (18%) (870 sq.ft.)

(G)TOWNHOME TYPE 1: 7 UNITS (4%) (1,250 sq.ft.)

(H)TOWNHOME TYPE 2: 2 UNITS (1%) (2,050 sq.ft.)

TOTAL: 150 UNITS (100%)

PARKING CALCULATION:

PARKING REQUIRED:

154 RESIDENTIAL STALLS (0.9/BACHELOR, 1.0/1BR, 1.1/2BR, 1.4/3BR)

(0.9x10)+(1.0x87)+(1.1x53)=154.3

21 VISITOR STALLS (0.14/UNIT)

(0.14x150)=21

TOTAL: 175 STALLS REQUIRED (158 STALLS REQUIRED with 10% rental reduction)

PARKING PROVIDED:

TOTAL: 166 STALLS PROVIDED (REGULAR SIZE)

BICYCLE PARKING CALCULATION:

PARKING REQUIRED:

113 LONG-TERM SPACES REQUIRED (0.75/2BR or less, 1.0/3BR or more)

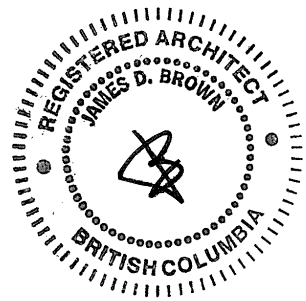
6 SHORT-TERM SPACES REQUIRED (6 per entrance)

COMMON AND PRIVATE AMENITY SPACE CALCULATION:

AMENITY SPACE REQUIRED:

(7.5m² per bachelor, 15m² per 1BR, 25m² per 2BR or more)

(10 x 7.5m²)+(87 x 15m²)+(53 x 25m²) = 2,705 sq.m. AMENITY REQUIRED





October 6, 2022

City of Kelowna
1435 Water Street
Kelowna, BC V1Y 1J4

Attention: Trisa Atwood, Planner, City of Kelowna

RE: Public Information Session Summary Report for 1575 Bernard Ave.
Application OCP22-0006, Z22-0041

Dear Trisa,

In compliance with Council Policy No. 367, 1575 Bernard Projects Ltd. (the Developer) is pleased to submit the following Public Information Session summary report for the OCP Amendment and Rezoning applications for the property at 1575 Bernard Avenue.

The Development team hosted a Public Information Session on October 5th, 2022 from 5:00 - 6:30 pm. The session was hosted at First Baptist Church at 1309 Bernard Avenue (~650 meters west of the subject property). Photos of the event is attached as Schedule A.


The sign-in sheet recorded 12 attendees to the Information Session although there were quite a few more neighbours who did attend. All attendees were direct neighbours to the property within the 50m radius outlined. The sign in sheet is attached as Schedule B.

Advertising for the Public Information Session was outlined in our Neighbourhood Consultation Summary included here within. The Neighbour Consultation Form and all other relevant documents are included as Schedules. Original copies of any information can be provided if required.

Information Session summary:

The information presented included information about the development group itself, an explanation of the OCP and application to amend, an explanation of land zoning and conceptual site plans for the proposed rental development (inc. in Schedule C). In addition, a hard copy set of plans were provided along with reports and tests completed to date on the property.

Jim Langill and Corey Makus of 1575 Bernard Projects Ltd. were available to answer any questions and receive comments from the public. Ms. Trisa Atwood, Planner for this file, also attended the session and was engaged with attendees for most of the meeting.

ATTACHMENT		D
This forms part of application		
# <u>OCP22-0006 Z22-0041</u>		
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The attendees had a variety of comments and feedback during the Information Session. Although no written comments were provided, the verbal feedback can be best summarized as:

- Parking: Concerns around where residents would park, as well as construction parking were noted.
- Height: Concerns with building height and views being compromised were raised, primarily by the residents of Vista View condos. Some were also concerned with the impact of the loss of view and the impact on their property value.
- Rentals: Although a couple of people were concerned about the building being rental housing, I think we addressed this well by explaining
 - locally developed and managed by a local operating group;
 - the long-term nature of the leases (12 month terms);
 - the quality of build to be provided as shown at Akin (prior apartment).
- Landscaping: There is a concern with how the perimeter and off site landscaping will be completed. We explained this will be outlined through the city development process.
- Traffic: Residents were concerned about how the vehicle traffic will be dealt with long term, access to Noble Court, and the intersection at Bernard/Burtch.
- Timeline /Noise during construction: Curiosity as to timeline for construction. We outlined the planning and construction process will move as quickly as we are able (no phasing, etc.).
- Affordability: One comment around providing affordable units was offered. Although a city program does not exist, we explained that there are initiatives through CMHC and many lenders to provide for affordable units within a development.
- Resident Mix: Some questions around who the residents of this type of building might be. We explained with the location on a transportation node, proximity to the Parkinson Rec Centre, employment at Landmark and along Harvey, the short distance to downtown, and the balanced suite mix that we are anticipating, there will be a very diverse resident mix of young professionals, families, and seniors. We expect that a site with this location and the density proposed would have a resident mix that reflects the city as a whole.

Information and feedback received will be taken into consideration for further design and development of the property. We trust that this report satisfies all requirements; should you need clarification or further information, please contact me directly.

Sincerely,



Mr. Corey Makus
Partner, 1575 Bernard Projects Ltd.

Schedule A – Photo of the event
Schedule B – Sign-In Sheet
Schedule C – Information Session Poster Boards

ATTACHMENT		D
This forms part of application		
# OCP22-0006 Z22-0041		
Planner Initials	TA	 City of Kelowna DEVELOPMENT PLANNING

Schedule A – Photo from Event



Schedule B – Sign-In Sheet



Oct. 5, 2022

5 - 6 :30 p

1575 Bernard Avenue – Rental Townhomes & Apartments OCP Amendment, Rezoning Info Session		
Name	Address	Contact info (optional)
Redacted		

mail.com
om

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OCP22-0006 Z22-0041

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Schedule C – Session Poster Boards



1575 Bernard Ave Development

Our Mission and Values

Residential Development

Our goal is to enrich the everyday lives of our community members for years to come.

Progressive
Lifestyle
Modern
Family
Long-Term
Home
Attentive
High Touch
Safety
Comfort
Thoughtful
Intentional

SMART
COMMUNITY
HOSPITALITY
SECURITY
QUALITY

Brand Values



1575 Bernard Ave Development

RENTALS | LIFESTYLE

- Onsite management
- Secure and safe living environment
- Coworking Lounge
- Theatre
- Fitness Centre
- Electric vehicle charging
- Biking facilities
- Dog park and wash station
- Storage lockers on every level
- Separate freight/move-in elevator
- Games Room
- Dedicated Concierge Service



AUTHENTIC LIVING
THOUGHTFUL DESIGN
AMENITY RICH

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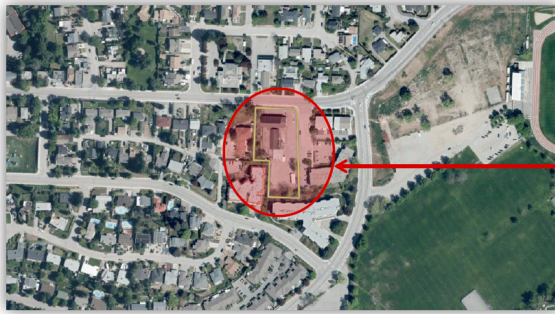
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Official Community Plan Amendment

What is an Official Community Plan (OCP)?

- An OCP is a policy tool outlining the community's goals and objectives for future growth. It is used by a municipality and the public to evaluate development purposes and ensure they are consistent with the community's desire. The OCP is an adaptive document which is intended to respond to the community and address changes within the municipality.



 Subject Property – 1575 Bernard Ave

Currently the OCP is designated as
Education/Institutional (EDINST)

Proposal amendment to Core Area
Neighbourhood (C-NHD)

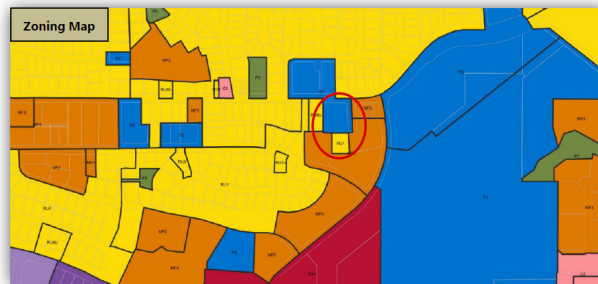
What is this OCP Amendment for?

- To amend the OCP from Education / Institutional (EDINST) to Core Area Neighbourhood (C-NHD). The 1575 Bernard Development proposal is requesting this amendment to support the corresponding rezoning application.
- There is good rationale to amend the OCP in this location the C-NHD designation is prevalent in the immediate surrounding area to the property.

Rezoning

What is property zoning?


- The Zoning Bylaw governs land use, access, height, and density of all development within the City of Kelowna. This provides for the orderly development of the community and avoid conflicts among incompatible uses.



- Current zoning:**
P2 – Education and Minor Institutional &
RU1 – Large Lot Housing

- Proposed zoning:**
MF3r – Apartment Housing Rental Only

 Subject Property – 1575 Bernard

 Examples of Multi-family Residential
zoning

What is this rezoning application for?

- The current zoning at 1575 Bernard Ave is P2 – Education and Minor Institutional & RU1 – Large Lot Housing. This proposal is to rezone the 1.4 acre parcel to MF3r – Apartment Housing Rental Only.
- This rezoning is necessary to support the upcoming townhome and apartment rental development. The MF3r designation provides appropriate density at this prominent land parcel along the Bernard Ave corridor. The zoning also responds well to the neighbouring properties as it interfaces with both Bernard Ave and Noble Ct.

ATTACHMENT D

This forms part of application
OCP22-0006 Z22-0041

Planner
Initials

TA

Proposed Rental Apartment Development



Vehicle movement- draft



ATTACHMENT D

This forms part of application
OCP22-0006 Z22-0041

Planner
Initials TA

Thank you for your feedback

ATTACHMENT		D
This forms part of application		
# OCP22-0006 Z22-0041		
Planner Initials	TA	 City of Kelowna DEVELOPMENT PLANNING



City of
Kelowna

OCP22-0006 Z22-0041

1575 Bernard Ave

OCP Amendment and Rezoning

Purpose Statement

- ▶ To amend the Official Community Plan to change the future land use designation of the subject property from the EDINST – Education/Institutional designation to the C-NHD – Core Area Neighbourhood designation and to rezone the subject property from the P2 – Education & Minor Institutional and RU1 – Large Lot Housing zones to the MF3r – Apartment Housing Rental Only zone to facilitate the development of long-term rental apartment housing.

OCP Amendment & Rezoning

- ▶ “Is this proposed land use designation and density appropriate for this property?”
- ▶ Policy 16.1.2. OCP Amendment Evaluation:
 - ▶ Consistent with OCP Pillars?
 - ▶ Consistent with Growth Strategy?
 - ▶ Relationship to Imagine Kelowna
 - ▶ Consider land uses and density
- ▶ Policy 16.1.3. OCP Amendment Process:
 - ▶ Consider scale of change
 - ▶ Consider Council Policy #367 for Public Notification
 - ▶ Consider infrastructure and servicing impacts

Development Process

June 27, 2022

Development Application Submitted



Staff Review & Circulation



October 11, 2022

Public Notification Received



November 28
2022

Initial Consideration



Public Hearing & Reading Consideration



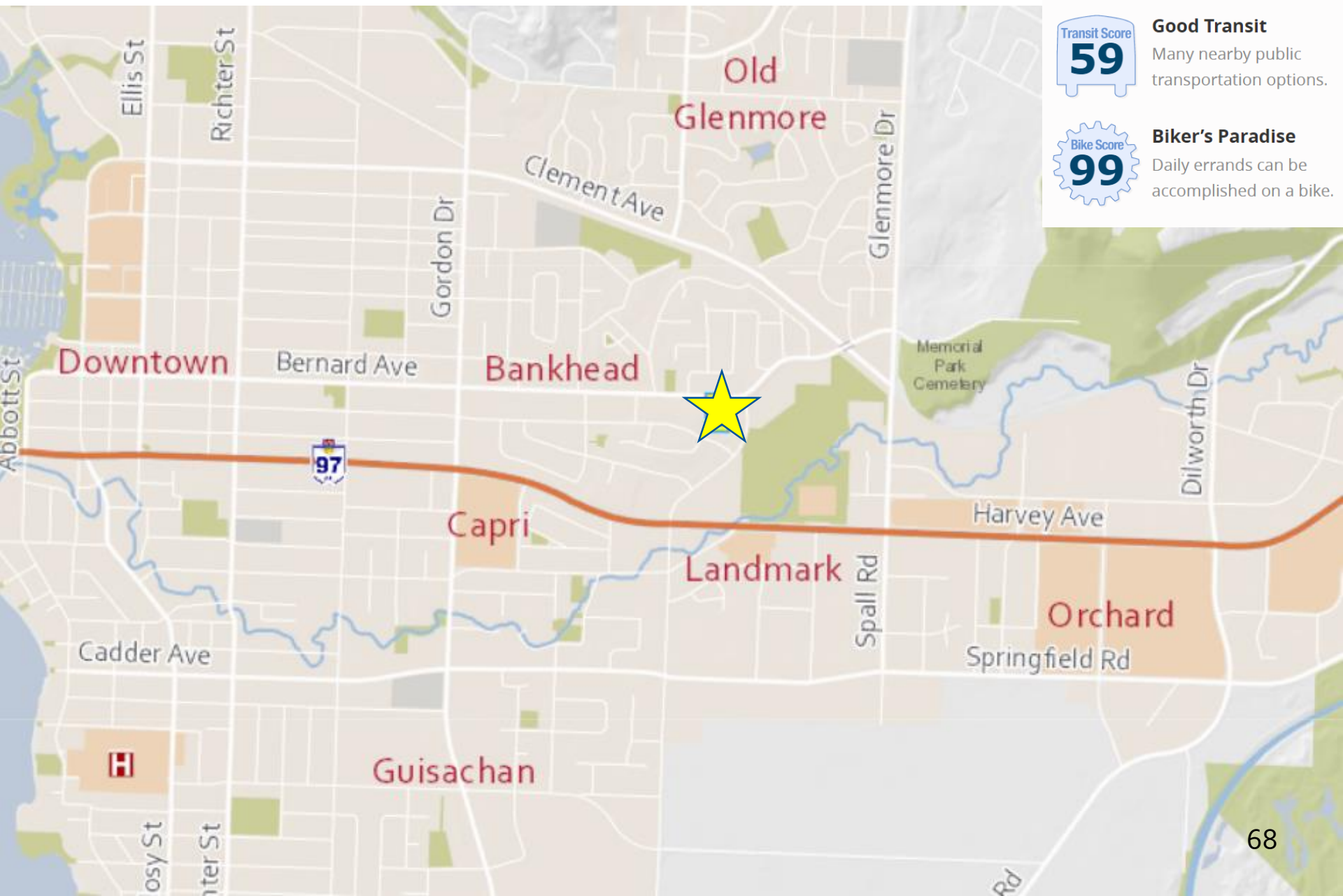
Final Reading & DP Consideration



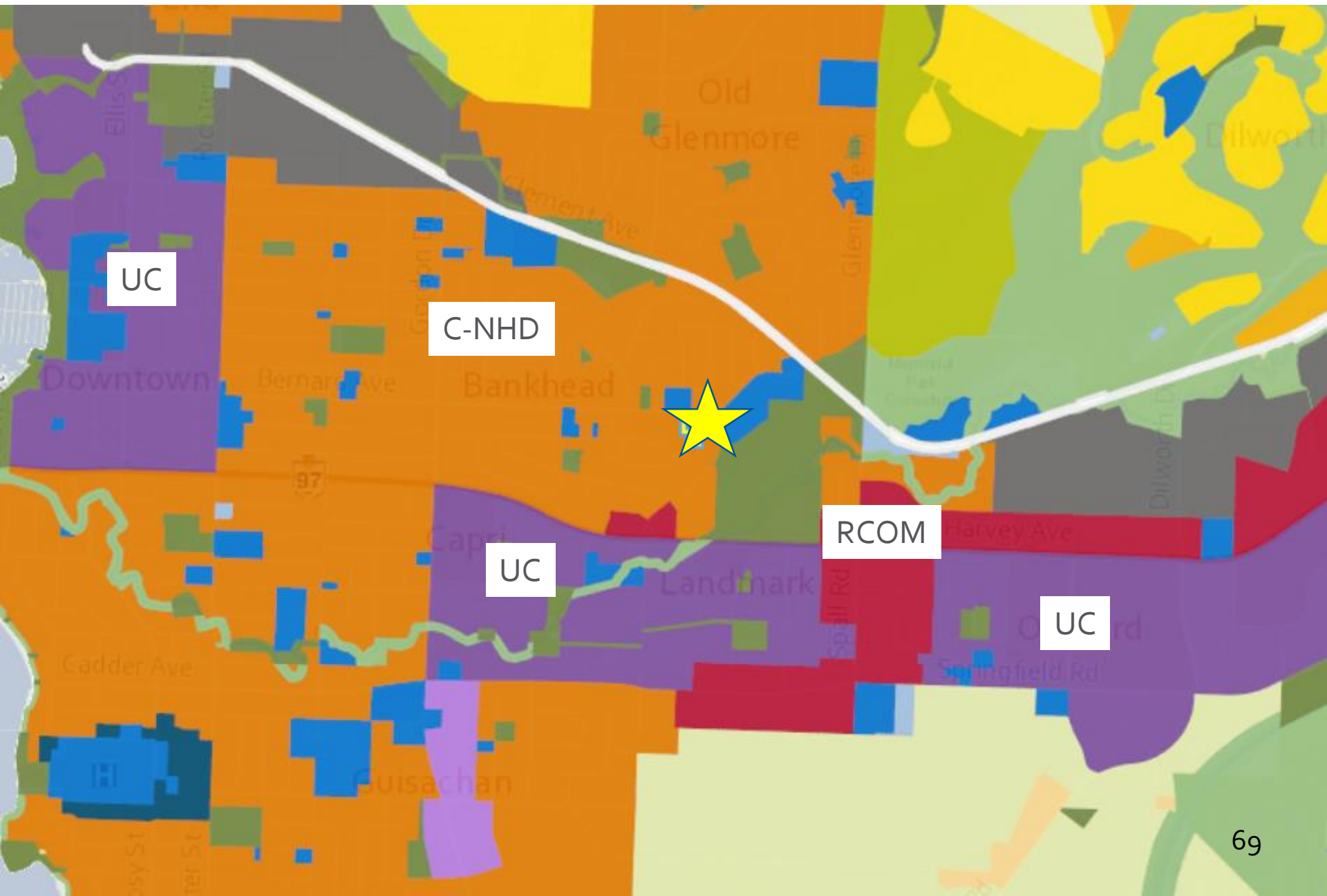
Building Permit

Council
Approvals

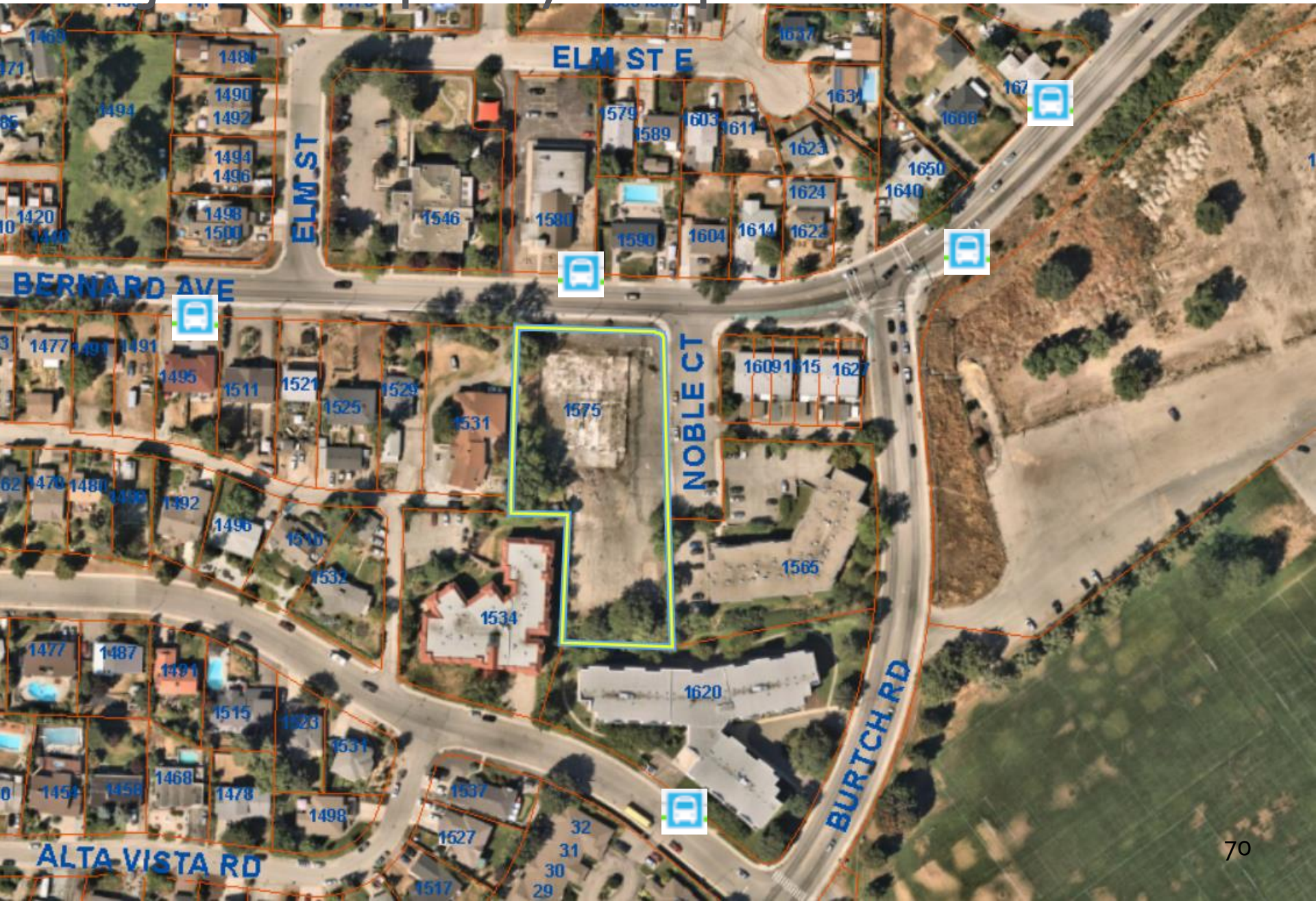
Context Map



OCP Future Land Use



Subject Property Map



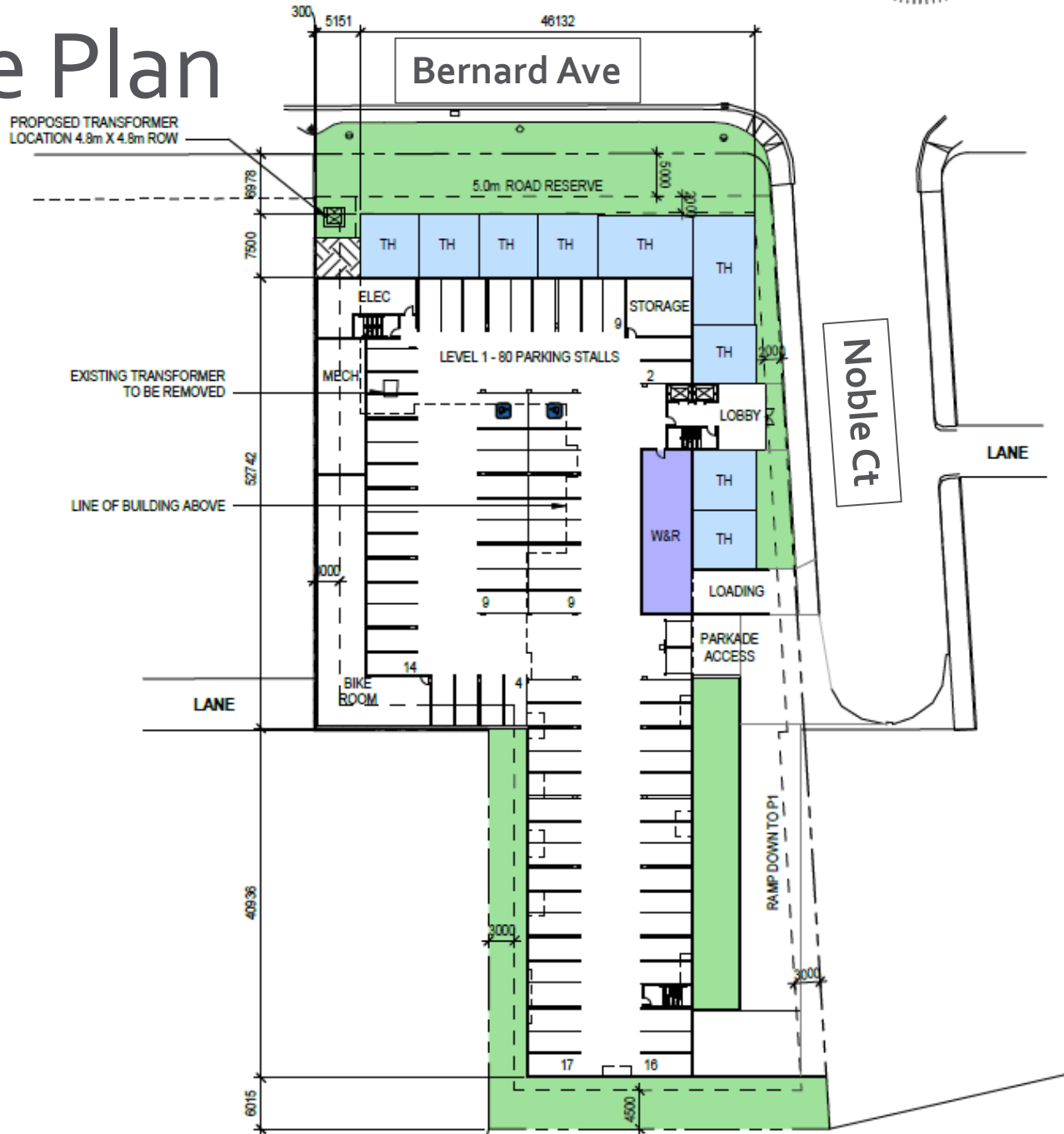
Background

- ▶ Existing OCP Designation of EDINST
 - ▶ From 2030 OCP
 - ▶ Original use of property as Church, then Daycare
- ▶ Monkey's Playhouse Daycare closed in 2012
- ▶ Vacant since that time
- ▶ Demolished recently
- ▶ No formal development applications on property since 2012

Project Details

- ▶ C-NHD – Core Area Neighbourhood
- ▶ MF3r – Apartment Housing Rental Only
 - ▶ 6 storey apartment housing & townhouses
 - ▶ Long-term rentals
 - ▶ Approximately 150 units
 - ▶ Lower levels parking
 - ▶ Vehicle entrance from Noble Ct
 - ▶ Traffic Impact Assessment underway

Draft Site Plan



OCP Pillars (Policy 16.1.2)

1. Target growth along transit corridors
 - ▶ Bernard Ave and Burtch Ave
2. Promote housing diversity
 - ▶ Rental only subzone



Target growth along
transit corridors



Promote more
housing diversity

OCP Pillars (Policy 16.1.2)

3. Stop planning new suburban neighbourhoods
4. Protect agriculture
5. Protect the environment
 - ▶ Direct housing within the Core Area
 - ▶ Away from agricultural & environmentally sensitive areas
 - ▶ Maximizing existing infrastructure



Stop planning new
suburban neighbourhoods



Protect
agriculture



Protect and restore
our environment

OCP Pillars (Policy 16.1.2)

6. Focus investment in Urban Centres (UC)
 - ▶ Increased housing within walking distance of UC
7. Strengthen Kelowna as region's economic hub
 - ▶ Support Landmark's employment hub
8. Take action on climate
 - ▶ Housing density within Core Area - Compact urban form



Focus investment in
Urban Centres



Strengthen Kelowna
as the region's
economic hub



Take action on
climate

OCP Chapter 5: C-NHD

- ▶ **Transit supportive corridor densities**
 - ▶ Meets minimum density with FAR up to 2.05
- ▶ **Low-rise corridor development up to 6 storeys**
 - ▶ Along transit corridors and higher capacity streets
- ▶ **Protect functionality of transit corridors**
 - ▶ Vehicle access from Noble Ct
 - ▶ Crosswalk at Noble Ct
- ▶ **Pedestrian-friendly tree-lined streetscapes**
 - ▶ Off-site improvements, road dedication

Public Notification Policy #367

► Public Information Session & Consultation

- Sept 23 – Oct 3 Consultation
- Oct 3 Public Information Session
- Newspaper advertisement
- Mail-outs within 50m
- Sign on property

ave another election and our neigh-
ods become polluted with plastic
hat end up sitting in the landfills for
years, well after the voters are gone
politicians are forgotten. One could
this needless waste if it were really
l for the process of democracy. How-

years as a nursing professor, I was able to
support myself and my family with my
career and hopefully, teach and teach a new
generation of nurses. I think that Queen
Elizabeth, for giving me, and countless other
young Canadians, that start.

Heather D. Wilson, Cobble Hill

**JOIN THE
CONVERSATION**
Letters to the editor
should be
400 words or less.
Email: letters@k.c.bc.ca.

Notice of Public Information Session
1575 Bernard Avenue, Kelowna
1575 Bernard Projects Ltd. will be hosting a Public Information
Session for the application for a OCP Amendment and Rezoning
for the above property. The open house will be held Wednesday,
October 3rd from 5 to 6:30pm at First Baptist Church
(1109 Bernard Ave.).
Representatives from the Development Team will be in
attendance to provide a project overview and answer any
questions from interested parties.
For inquiries, please contact Corey Makin at 250-878-3000
corey@kayman.ca

THE DAILY COURIER
ROUTES AVAILABLE

► Summary included in Council Package

Staff Recommendation

- ▶ Staff recommend **support** for OCP & Rezoning amendment for 1575 Bernard Ave to C-NHD and MF3r – Apartment Housing Rental Only:
 - ▶ Surrounding neighbourhood is C-NHD
 - ▶ Consistent with OCP Pillars for C-NHD
 - ▶ Consistent with OCP Policies for MF3r
 - ▶ Completed Public Information Session
 - ▶ Development Permit to follow for form & character

CITY OF KELOWNA

BYLAW NO. 12454

Official Community Plan Amendment No. OCP22-0006 1575 Bernard Avenue

A bylaw to amend the "*Kelowna 2040* – Official Community Plan Bylaw No. 12300".

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

1. THAT Map 3.1 – **Future Land Use** of "*Kelowna 2040* – Official Community Plan Bylaw No. 12300" be amended by changing the Future Land Use designation of LOT 8 SECTION 20 TOWNSHIP 26 ODYD PLAN 32159, located on Bernard Ave, Kelowna, B.C., from the EDINST – Educational/Institutional designation to the C-NHD – Core Area Neighbourhood designation;
2. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first time by the Municipal Council this

Considered at a Public Hearing on the

Read a second and third time by the Municipal Council this

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk

CITY OF KELOWNA

BYLAW NO. 12455

Z22-0041

1575 Bernard Ave

A bylaw to amend the "City of Kelowna Zoning Bylaw No. 12375".

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

1. THAT City of Kelowna Zoning Bylaw No. 12375 be amended by changing the zoning classification of LOT 8 SECTION 20 TOWNSHIP 26 ODYD PLAN 32159, located on Bernard Ave, Kelowna, B.C., from the P2 – Education & Minor Institutional zone and the RU1 – Large Lot Housing zone to the MF3r – Apartment Housing Rental 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 time by the Municipal Council this

Considered at a Public Hearing on the

Read a second and third time by the Municipal Council this

Approved under the Transportation Act this

(Approving Officer – Ministry of Transportation)

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk

REPORT TO COUNCIL



Date: November 28, 2022

To: Council

From: City Manager

Department: Development Planning

Application: Z22-0005

Owner: Haidong Liu

Address: 741 Barnaby Rd

Applicant: Custom Choice Builders Ltd. –
Richard Delaurier

Subject: Rezoning Application

Existing OCP Designation: S-RES – Suburban Residential

Existing Zone: RU1 – Large Lot Housing

Proposed Zone: RU4 – Duplex Housing

1.0 Recommendation

THAT Rezoning Application No. Z22-0005 to amend the City of Kelowna Zoning Bylaw No. 12375 by changing the zoning classification of Lot A District Lot 357 SDYD Plan 24757, located at 741 Barnaby Road, Kelowna, BC from the RU1 – Large Lot Housing zone to the RU4 – Duplex Housing zone be considered by Council;

AND THAT final adoption of the Rezoning Bylaw be considered subsequent to the issuance of a Preliminary Layout Review Letter by the Approving Officer.

2.0 Purpose

To rezone the subject property from the RU1 – Large Lot Housing zone to the RU4 – Duplex Housing zone to facilitate a two-lot subdivision.

3.0 Development Planning

Staff support the proposed rezoning to RU4 – Duplex Housing to facilitate a 2-lot subdivision. The proposed zone aligns with the Future Land Use Designation of Suburban Residential which is intended to accommodate most of the city's single and two dwelling residential growth. It complies with Official Community Plan (OCP) Policy encouraging low density, ground-oriented housing. The proposed lots meet the minimum dimensions of the RU4 zone. The proposed panhandle subdivision complies with Council Policy

No. 196 for Panhandle Lots as the property has topographical constraints (steep slope at the rear of the lot). The steep slope will be protected by a no-disturb covenant as a condition of the subdivision.

4.0 Proposal

4.1 Project Description

The proposed rezoning from RU1 – Large Lot Housing to RU4 – Duplex Housing will facilitate a 2-lot subdivision of the subject property. After the proposed subdivision is complete, each resulting parcel would be permitted to have two dwellings.

4.2 Site Context

The subject property is located in the Upper Mission on Barnaby Road between Drummond Court and Steele Road. The southern portion of the property contains a steep slope. The Future Land Use Designation of the surrounding area is S-RES – Suburban Residential and zoned RU1 – Large Lot Housing and RU4 – Duplex Housing.

Specifically, adjacent land uses are as follows:

Orientation	Zoning	Land Use
North	RU1 – Large Lot Housing	Single detached dwelling
East	RU4 – Duplex Housing	Single detached dwelling
South	RU1 – Large Lot Housing	Single detached dwelling
West	RU1 – Large Lot Housing	Single detached dwelling

Subject Property Map: 741 Barnaby Road



5.0 Current Development Policies

5.1 Kelowna Official Community Plan (OCP)

Objective 7.2 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 close proximity to small scale commercial services, amenities like schools and parks, existing transit service and/or active transportation facilities.
	<i>The proposed RU4 zone will allow low density ground-oriented housing forms such as single detached dwellings and duplexes.</i>
Objective 15.2 Design and locate development to reduce risks associated with steep slopes.	
Policy 15.2.1 Steep Slopes	Restrict development on steep slopes. These areas should be retained as natural open space, either public or private.
	<i>The steep slope at the rear of the lot will be covenanted as a no-disturb area. Building envelopes can be located outside of this steep slope area.</i>

6.0 Application Chronology

Date of Application Accepted: January 19, 2022

Date Public Consultation Completed: February 2, 2022

Report prepared by: Mark Tanner, Planner II

Reviewed by: Dean Strachan, Community Planning & Development Manager

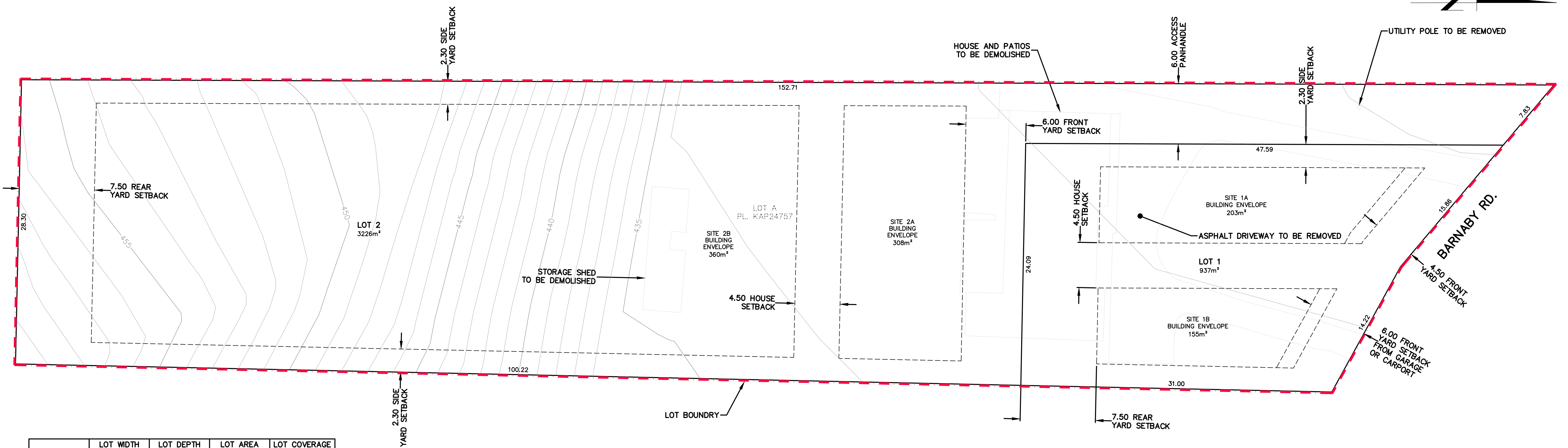
Reviewed by: Terry Barton, Development Planning Department Manager

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

Attachments:

Attachment A: Site Plan

P:\Projects-2021\21088 - 741 Barnaby Road\4-CAD\SKETCHES\21088-SK-01.dwg January 17, 2022 Roland Ruesgen



	LOT WIDTH (MIN. 18m)	LOT DEPTH (MIN. 30m)	LOT AREA (MIN. 700m²)	LOT COVERAGE (MAX. 50%)
LOT A	28.30m	152.71m	4163m²	17%
LOT 1	24.09m	31.00m	937m²	49%
LOT 2	28.30m	100.22m	3226m²	24%

- NOTES:
1. ORIGINAL GROUND CONTOURS SHOWN AT 1.0m INTERVALS BASED ON FIELD SURVEY BY FERGUSON LAND SURVEYING AND GEOMATICS LTD.
 2. ORIGINAL LOT A TO BE RE-ZONED FROM RR2 TO RU6.

ATTACHMENT A

This forms part of application

Z22-0005

Planner
Initials

MT

City of
Kelowna
COMMUNITY PLANNING



741 BARNABY ROAD
LOT LAYOUT
PROJECT No.21088
DRAWING No.SK-01
SCALE 1:200
January 17, 2022

CTO

CITY OF KELOWNA

BYLAW NO. 12458

Z22-0005

741 Barnaby Rd

A bylaw to amend the "City of Kelowna Zoning Bylaw No. 12375".

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

1. THAT City of Kelowna Zoning Bylaw No. 12375 be amended by changing the zoning classification Lot A District Lot 357 SDYD Plan 24757, located on Barnaby Road, Kelowna, BC from the RU1 – Large Lot Housing zone to the RU4 – Duplex 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

Mayor

City Clerk



City of
Kelowna

Z22-0005

741 Barnaby Road

Rezoning Application

Proposal

- ▶ To rezone the subject property from the RU1 – Large Lot Housing zone to the RU4 – Duplex Housing zone to facilitate a two-lot subdivision.

Rezoning

- ▶ “Is this proposed land use and density appropriate for this property?”

- ▶ Regulate the following within a zone:
 - ▶ Uses of land, building, & structures
 - ▶ Density of use of land (FAR)
 - ▶ Based on OCP Policies including Future Land Use

Development Process

Jan 19, 2022

Development Application Submitted



Staff Review & Circulation



Feb 2, 2022

Public Notification Received



Nov 28, 2022

Initial Consideration



First, Second & Third Readings



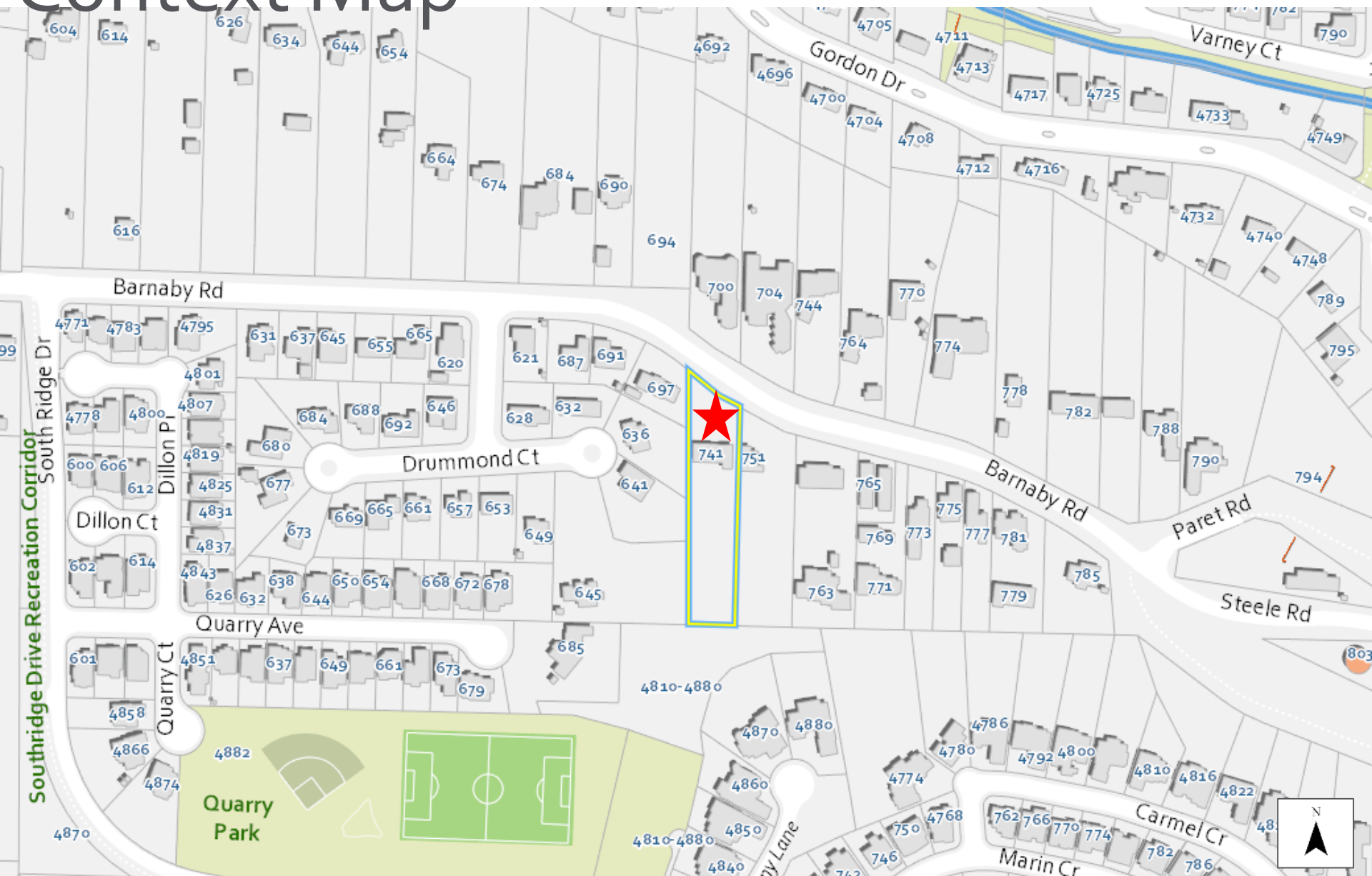
Final Reading



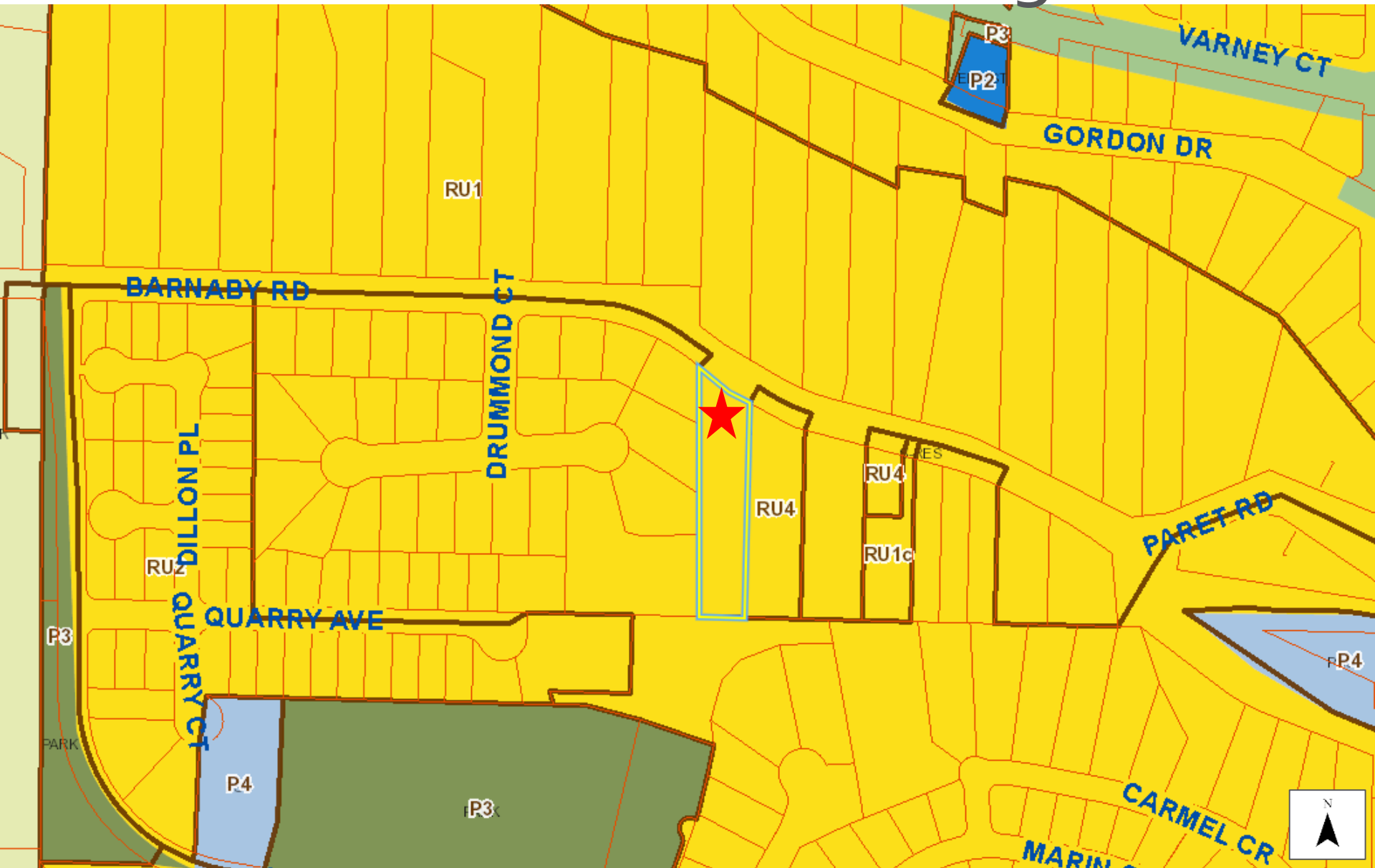
Subdivision
Building Permit

Council
Approvals

Context Map



OCP Future Land Use / Zoning



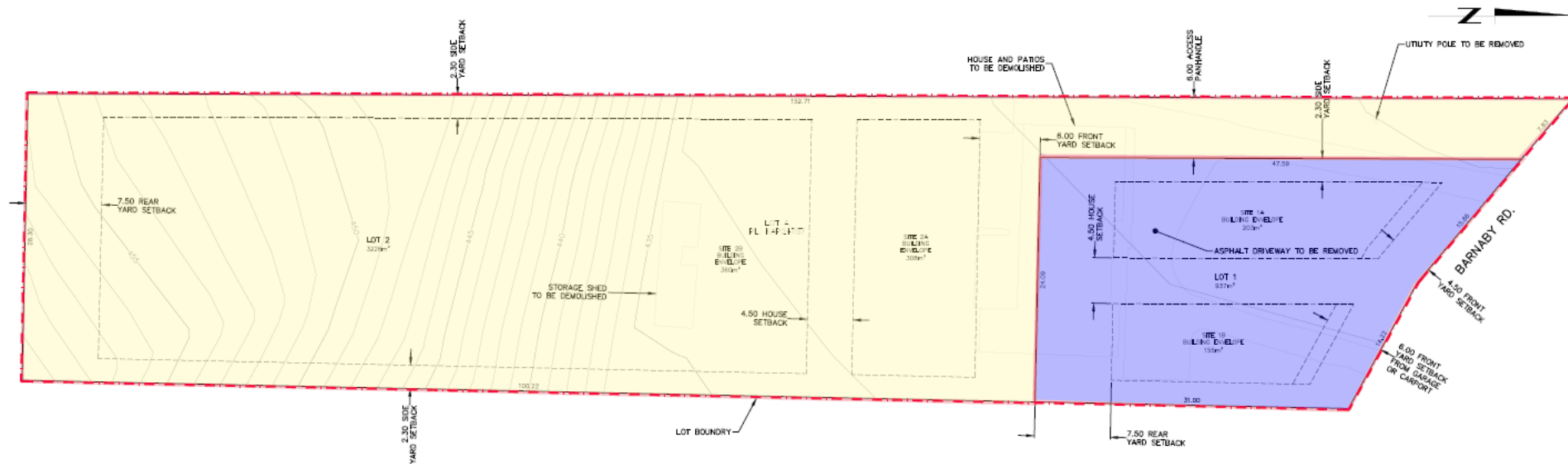
Subject Property Map



Project/technical details

- ▶ Proposed rezoning to RU₄ – Duplex Housing will facilitate the subdivision of the property into 2 lots.
- ▶ Proposed lots meet the minimum depth, width, and size requirements of the RU₄ zone.
- ▶ Two dwellings could be built on each lot after the proposed subdivision.

Site Plan



Staff Recommendation

- ▶ Staff recommend **support** for the proposed rezoning:
 - ▶ Meets the intent of the Official Community Plan
 - ▶ S-RES – Suburban Residential Designation and Policies
 - ▶ Complies with Zoning Bylaw requirements and Council Policy No. 196 – Panhandle Lots



Conclusion of Staff Remarks

REPORT TO COUNCIL



Date: November 28, 2022

To: Council

From: City Manager

Department: Development Planning Department

Application: Z22-0058

Owner: Aumol Properties Limited, Inc.
No. BC1145527

Address: 645 Hemlock Rd

Applicant: Urban Options Planning Corp.

Subject: Rezoning Application

Existing OCP Designation: S-RES – Suburban Residential

Existing Zone: RU1 – Large Lot Housing

Proposed Zone: RU4 – Duplex Housing

1.0 Recommendation

THAT Rezoning Application No. Z22-0058 to amend the City of Kelowna Zoning Bylaw No. 12375 by changing the zoning classification of Lot 15 Section 26 Township 26 ODYD Plan 19924, located at 645 Hemlock Road, Kelowna, BC from the RU1 – Large Lot Housing zone to the RU4 – Duplex Housing 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 November 28, 2022.

2.0 Purpose

To rezone the subject property from the RU1 – Large Lot Housing zone to the RU4 – Duplex Housing zone to facilitate the construction of a semi-detached dwelling on the property.

3.0 Development Planning

Staff support the proposed rezoning application to RU4 – Duplex Housing to facilitate the development of semi-detached dwelling on the property. The RU4 zone allows for a maximum of two principal dwellings units, and each dwelling unit is permitted to have one secondary use (a secondary suite or a carriage house). The proposal meets the intent of the Official Community Plan (OCP) and the Future Land Use Designation

of S-RES – Suburban Residential, which speaks to the accommodation of single and two dwelling housing, with opportunities for secondary suites and carriage houses. Staff does not anticipate any significant negative impacts to the neighbouring properties.

4.0 Proposal

4.1 Project Description

The proposed rezoning from Ru1 to Ru4 is to allow for the addition of a new dwelling in semi-detached form on the property. The property is currently developed with a single detached dwelling that has a secondary suite. The additional dwelling will be located at the south side of the existing dwelling and meets all setback requirements. Development Engineering requirements note that the existing driveway on Hemlock Rd will be removed and replaced with a new driveway and the frontage of Girard Rd is to be upgraded to City standards. Sufficient parking has been provided for both residences on site. The property has fencing and mature landscaping to provide screening to the east and south neighbouring properties.

4.2 Site Context

The subject property is located on the corner of Hemlock Rd and Girard Rd, within the Rutland neighbourhood and the surrounding area is largely comprised of parcels zoned Ru1 – Large Lot housing and Ru4 – Duplex Housing. The property is in close proximity to Rutland Recreation Park, and Rutland's Elementary, Middle, and Senior Schools.

Specifically, adjacent land uses are as follows:

Orientation	Zoning	Land Use
North	Ru1 – Large Lot Housing	Single Detached Dwelling
East	Ru1 – Large Lot Housing	Single Detached Dwelling
South	Ru4 – Duplex Housing	Two-Dwelling
West	P5 – Municipal Park District	Rutland Recreation Park

Subject Property Map: 645 Hemlock Rd



5.0 Current Development Policies

5.1 Kelowna Official Community Plan (OCP)

Objective 7.2 Design Suburban Neighbourhoods to be low impact, context sensitive and adaptable (Chapter 7: Suburban Neighbourhoods)

Policy 7.2.1 Ground Oriented Housing.	<p>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.</p> <p><i>The S-RES future land use designation supports two dwelling housing. The proposal is considered sensitive infill to the neighbourhood by offering additional units in an existing neighbourhood. The property is in close proximity to Rutland Elementary, Middle, and Senior Schools.</i></p>
---	--

6.0 Technical Comments

6.1 Development Engineering Department

6.1.1 See attached Memorandum dated, October 13, 2022.

7.0 Application Chronology

Date of Application Accepted: September 23, 2022

Date Public Consultation Completed: October 5, 2022

Report prepared by: Sara Skabowski, Planner 1

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: Development Engineering Memo

Attachment A: Drawing Package

CITY OF KELOWNA

MEMORANDUM

Date: October 13, 2022
File No.: Z22-0058
To: Planning and Development Officer (SS)
From: Development Engineering Manager (NC)
Subject: 645 Hemlock Rd RU1 to RU4

The Development Engineering Branch has the following comments and requirements associated with this application to rezone the subject property from RU1 - Large Lot Housing to RU4 - Duplex Housing to facilitate two-dwelling housing on the property. The Development Technician for this file is Sarah Kelly (skelly@kelowna.ca).

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. 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 lot is within the Black Mountain Irrigation District (BMID) water supply area. The Developer is required to make satisfactory arrangements with BMID for all water and fire protection-related issues. All charges for service connection(s) and upgrading costs, as well as any costs to decommission existing services, shall be the responsibility of the Developer.
- b. The Developer's consulting mechanical engineer will determine the fire protection requirements of this proposed development and establish hydrant requirements and service needs. All fire flow calculations approved by BMID are to be shared with the Development Engineering Branch upon submittal of off-site civil engineering drawings.

3. SANITARY SEWER SYSTEM

- a. Our records indicate that the subject lot is currently 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 each legal lot. The existing service must be completed with installation of brooks box over the inspection chamber and (as per SS-S7 & SS-S9), at the applicants cost.

4. STORM DRAINAGE

- a. This property is located within an area identified by the City of Kelowna as possibly suited for groundwater recharge. Service connection to the City Storm system may be required if site conditions do not provide for safe infiltration or dispersal of storm water on site. The safe use of infiltration is to be confirmed, at time of Building Permit, with submission of a geotechnical report provided by a Professional Engineer competent in the field of hydro-geotechnical engineering.
- b. At time of Building Permit, the Developer's consulting civil engineer must provide a stormwater management plan for the site, which meets all requirements of the Subdivision, Development, and Servicing Bylaw No. 7900. SWMP must include lot grading plan, minimum basement elevations (MBE), and onsite drainage systems.
- c. 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.

5. ROAD IMPROVEMENTS & SITE ACCESS

- a. Girard Rd must be upgraded to an urban standard (SS-R6) along the full frontage of the subject property including curb and gutter, sidewalk, driveway letdown, fillet paving, LED street lighting, 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.
- b. Hemlock Rd has already been upgraded to an urban standard and no further improvements are required. Pavement/curb removal and replacement and re-location or adjustment of utility appurtenances may be necessary if required to accommodate any proposed construction.
- c. Existing driveway on Hemlock Rd must be removed and replaced with sidewalk, barrier curb and gutter, and boulevard landscaping.
- d. A concrete driveway letdown, as per SS-C7, will be required for new driveway off Hemlock and existing driveway off Girard Rd. Portion of existing driveway off Girard Rd within City ROW must be upgraded to a hard surface.
- e. Driveways must be a minimum of 7m from the lot corner nearest the intersection and are permitted a maximum width of 6m.
- f. 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.
- g. 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. Re-locate existing poles and utilities, where necessary including within lanes. Remove aerial trespass(es).

7. GEOTECHNICAL STUDY

- a. At the time of Building Permit application the applicant is required to provide a comprehensive geotechnical report, prepared by a Professional Engineer competent in the field of hydro-geotechnical engineering to address items below:
 - 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.
- b. 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.

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.

8. DESIGN AND CONSTRUCTION

- a. Design, construction supervision and inspection of all off-site civil works and site servicing must be performed by a Consulting Civil Engineer and all such work is subject to the approval of the City Engineer. Drawings must conform to City standards and requirements.


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

9. 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.

10. CHARGES AND FEES

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



Nelson Chapman, P.Eng.
Development Engineering Manager
SK

ZONING ANALYSIS TABLE (ZONING BYLAW 12375)

ADDRESS: 645 Hemlock Rd.

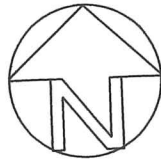
PROPOSAL: Rezoning from RU1 – Large Lot Housing to RU4 – Duplex Housing

PURPOSE: Two-Dwelling Housing

SITE CONTEXT	PROPOSAL	
Future Land Use (2040 OCP)	Suburban Residential	
Transit Supportive Corridor	No	
Subdivision or Consolidation Required	No	
Adjacent Land Uses	N: Single-Family Residential S: Two-Dwelling Housing E: Single-Family Residential W: Recreation Park	
BYLAW REGULATIONS	RU4 ZONE	PROPOSAL
DEVELOPMENT REGULATIONS		
Lot Area	540.0m ²	809.4m ²
Site Width for Regular Lots	18.0m	21.3m
Site Width for Corner Lots	20.0m	
Minimum Building Envelope Area	200.0m ²	
Site Depth	30.0m	39.65m
Total Number of Units	Two dwellings each with a secondary suite with carriage house	3 units total – two units in a semi-detached form. Existing house has a secondary suite
Site Coverage of Building(s)	40%	Existing House: 140.0m ² Proposed House: 120.4m ² Total: 260.4m ² (32.17%)
Site Coverage Building(s), Impermeable Surfaces	70%	Buildings: 260.4m ² Driveways / Parking: 69.12m ² Total: 329.52m ² (40.7%)
BUILDING SETBACKS / HEIGHT		
Front & Flanking Yard (Primary Buildings)	4.5m 3.0m within S-RES designation	Front Yard: 7.0m Flanking Yard: 3.0m
Front & Flanking Yard from Garage or Carport	6.0m (Measured from edge of sidewalk closest to lot line. In situations without a sidewalk	N/A

	the setback shall be measured from the back of curb or edge of pavement. However, the minimum setback from the lot line is 3.0 m.)	
Rear Yard	7.5m or 4.5 when lot width exceeds depth	7.5m
Side Yards	2.1m	E: 2.1m W: 3.0m
Maximum Height	10.0m	N/A
Driveway Access Width (Excluding Lane Access)	6.0m maximum	6.0m
BYLAW REGULATIONS	RU4 ZONE	PROPOSAL
Minimum Separation Between Detached Principal Buildings	2.5m	N/A
PARKING REGULATIONS		
Parking Stalls per Dwelling Unit	2 stalls per unit	2 stalls provided per principal dwelling
Parking Stalls per Carriage House or Secondary Suite	1 stall per unit	1 stall provided for existing secondary suite

JP Sept. 7, 2022



ATTACHMENT

A

This forms part of application

Z22-0058

Planner

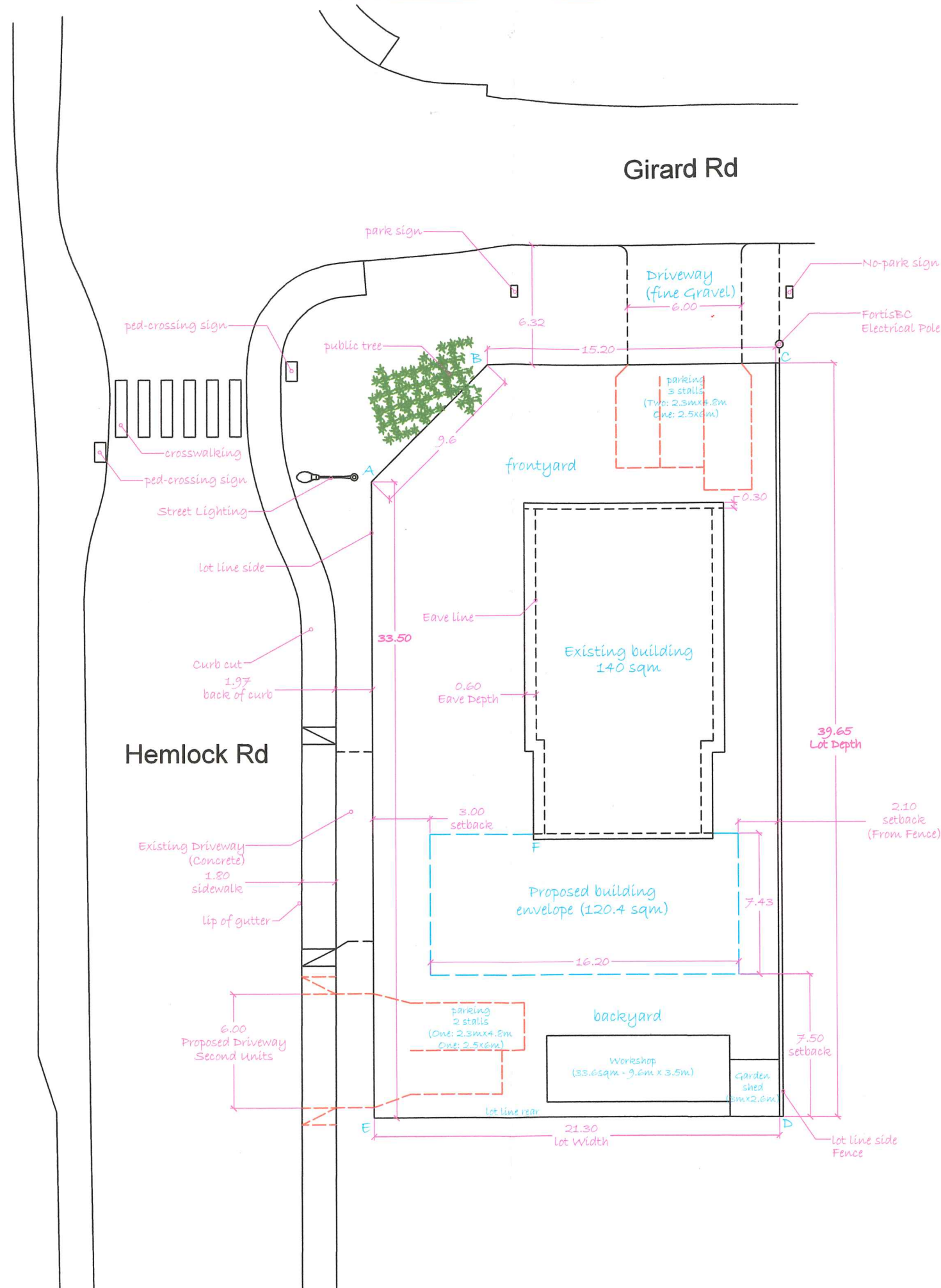
Initials

SS

City of

Kelowna

COMMUNITY PLANNING



Notes:

1. THE COPYRIGHT OF THIS DRAWING IS VESTED IN AUMOL PROPERTIES LTD AND IT MAY NOT BE REPRODUCED WHOLE OR PART OR USED FOR THE MANUFACTURE OF ANY ARTICLE WITHOUT THE EXPRESS PERMISSION OF THE COPYRIGHT HOLDERS.
2. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL RELEVANT ARCHITECT'S, SERVICE ENGINEER'S AND AUMOL PROPERTIES LTD DRAWINGS AND SPECIFICATIONS.
3. LOT SIZE 809.4 SQM. TOTAL BUILDING AREA (SITE COVERAGE) WILL BE 269.8 SQM (< 40% LOT SIZE)
4. COORDINATES
A: 49°53'47.5"N 119°22'36.8"W
B: 49°53'47.7"N 119°22'36.6"W
C: 49°53'47.7"N 119°22'35.8"W
D: 49°53'46.5"N 119°22'35.8"W
E: 49°53'46.5"N 119°22'36.8"W
F: 49°53'46.9"N 119°22'36.5"W

A	PRELIMINARY	MS	2022/09/06
REV:	DESCRIPTION:	BY:	DATE:
STATUS:	PRILIMINARY		
CLIENT:	AUMOL PROPERTIES LTD 1181 CHARTWELL DRIVE WEST VANCOUVER V7S 2R1		
ARCHITECT:	URBAN OPTIONS		
SITE:	645 HEMLOCK ROAD KELOWNA		
TITLE:	SITE PLAN		
SCALE AT AS:	DATE:	DRAWING:	CHECKED:
1:200	06/09/22	MS	JP
PROJECT NO:	DRAWING NO:	REVISION:	
-	AU-1003	PA	

CITY OF KELOWNA

BYLAW NO. 12459

Z22- 0058

645 Hemlock Rd

A bylaw to amend the "City of Kelowna Zoning Bylaw No. 12375".

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

1. THAT City of Kelowna Zoning Bylaw No. 12375 be amended by changing the zoning classification Lot 15 Section 26 Township 26 ODYD Plan 19924, located on Hemlock Road, Kelowna, BC from the RU₁ – Large Lot Housing zone to the RU₄ – Duplex 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

Mayor

City Clerk

Z22-0058

645 Hemlock Rd

Rezoning Application

Proposal

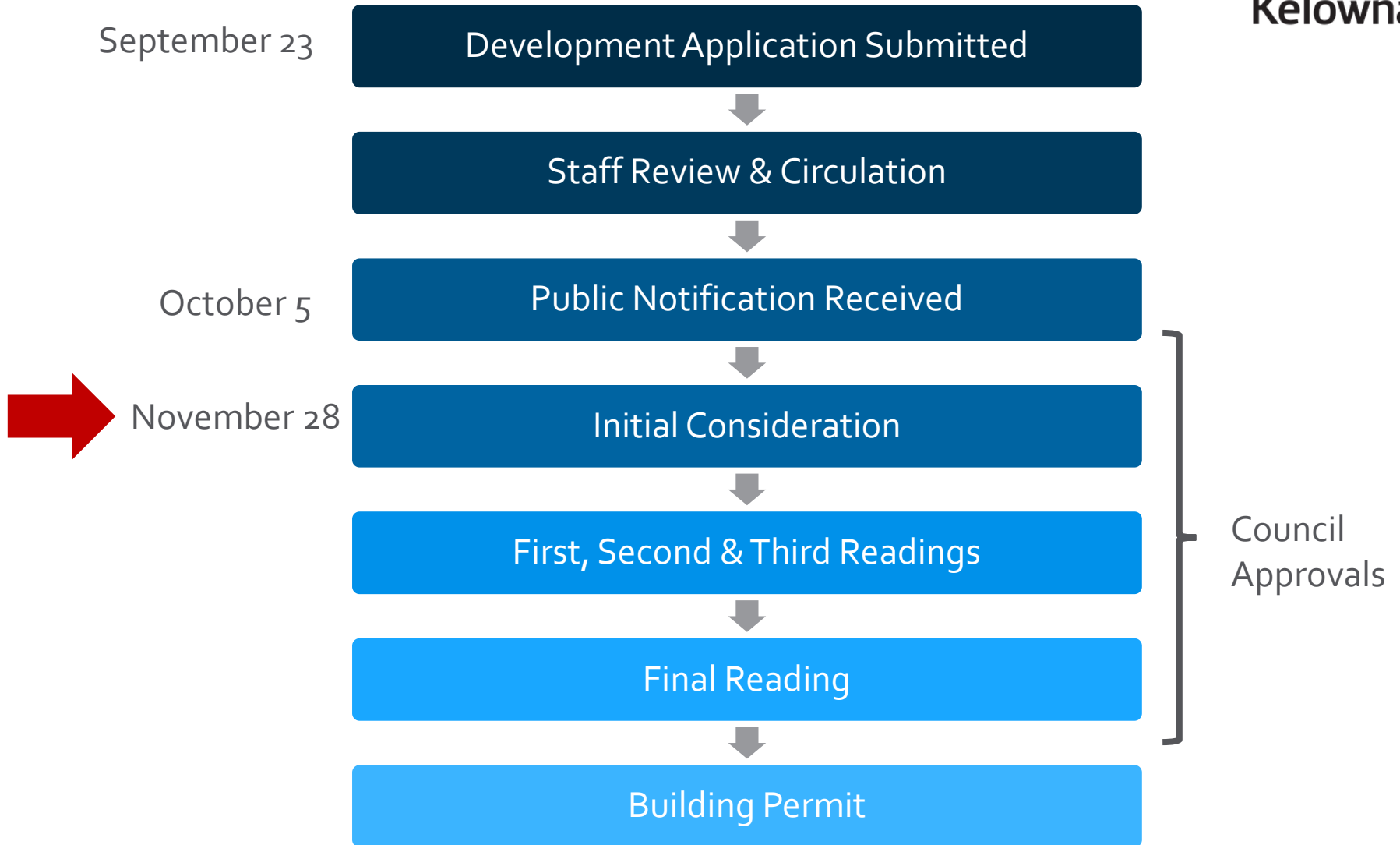
- ▶ To rezone the subject property from the RU1 – Large Lot Housing zone to the RU4 – Duplex Housing zone to facilitate the construction of a new single detached dwelling on the property.

Rezoning

- ▶ “Is this proposed land use and density appropriate for this property?”

- ▶ Considerations & Regulations:
 - ▶ Uses of land, building, & structures
 - ▶ Density of use of land (FAR)
 - ▶ Site access
 - ▶ Based on OCP Policies including Future Land Use

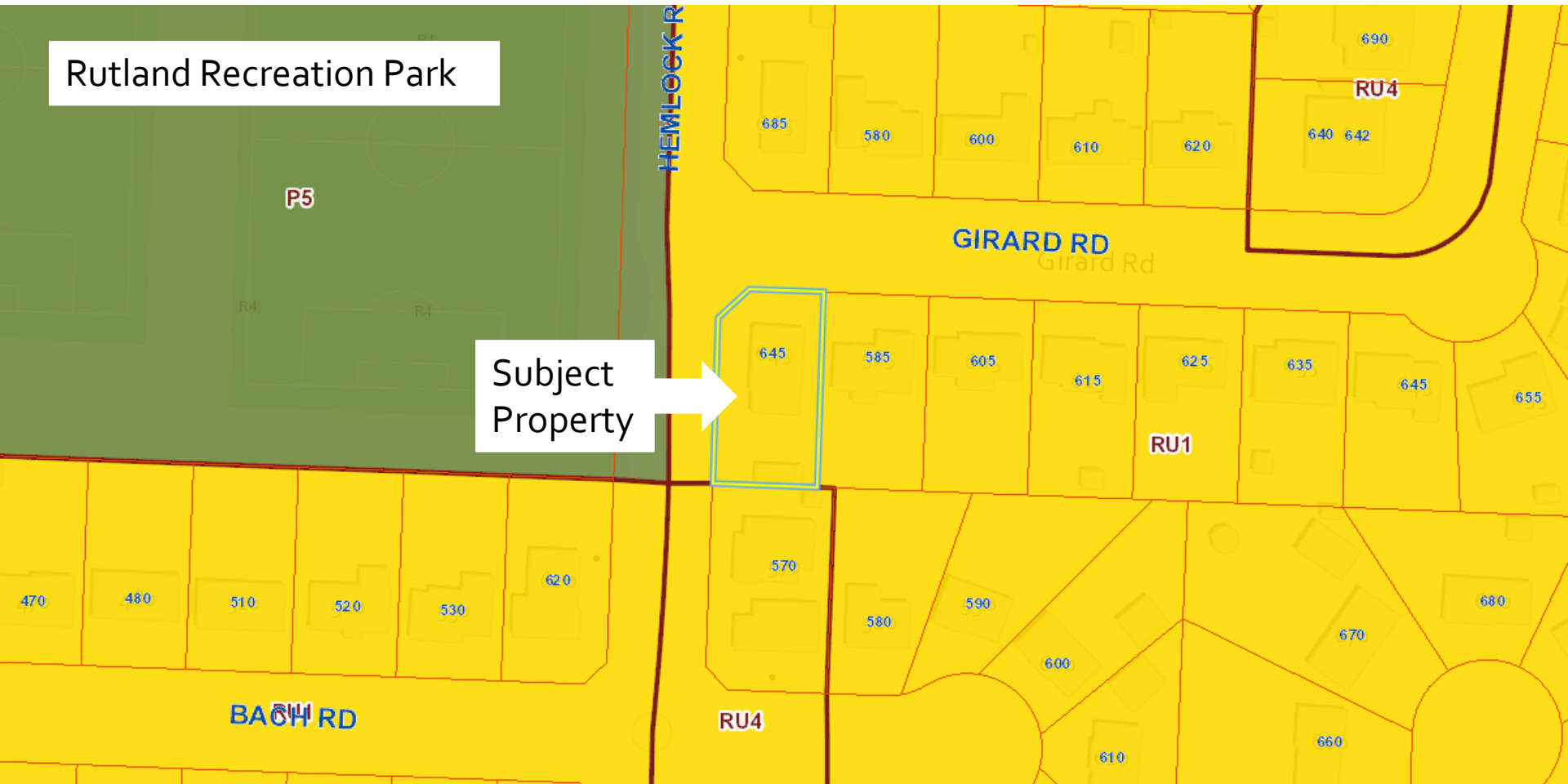
Development Process



Context Map



OCP Future Land Use / Zoning



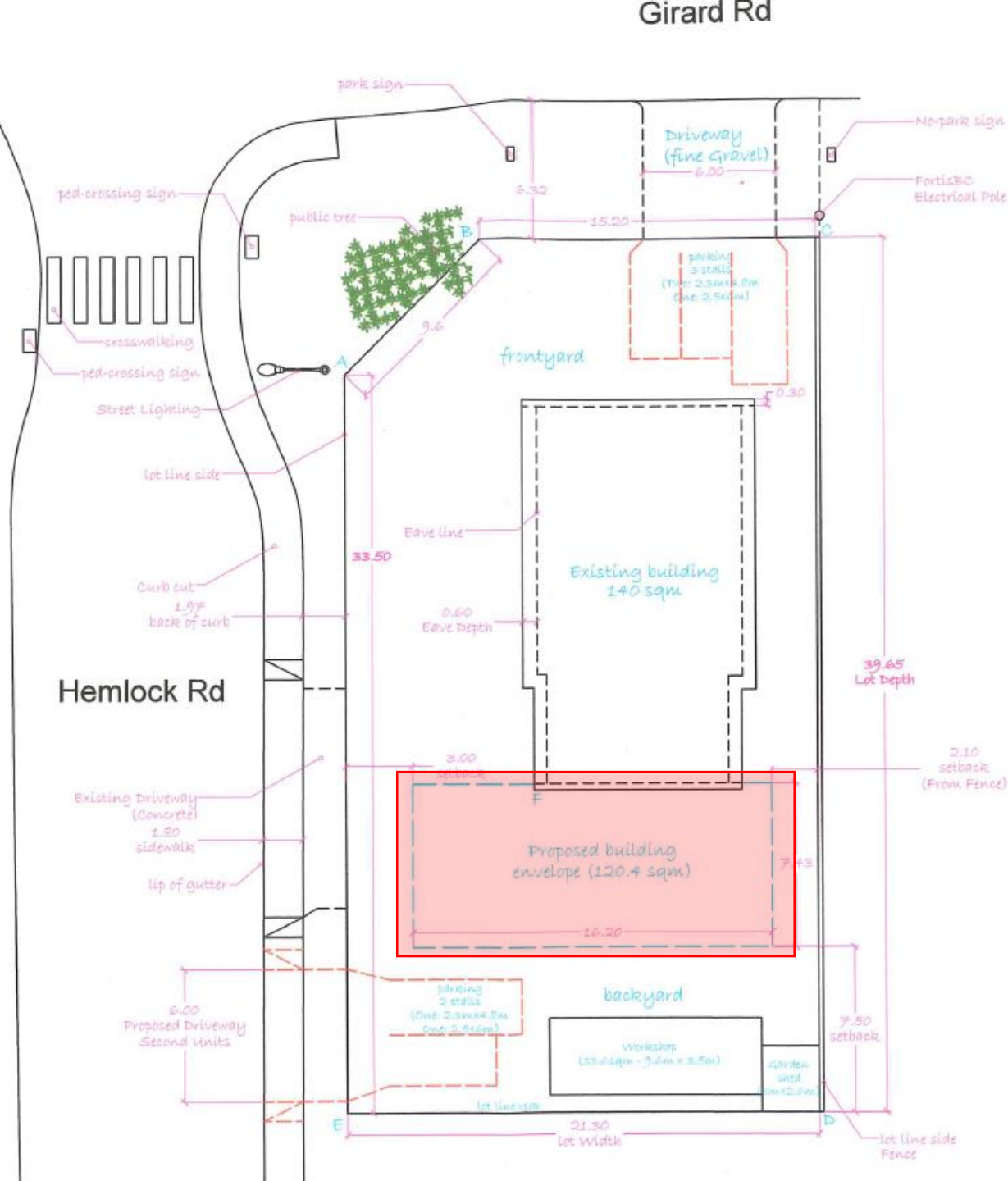
Subject Property Map



Project/technical details

- ▶ Property size is 809.4 sq.m. The proposed new semi-detached dwelling footprint is 120.4 sq.m.
- ▶ Total of 3 dwellings on site. Sufficient parking provided on site.
- ▶ All setbacks and Zoning Bylaw regulations can be met without the need for any variances.

Site Plan



Development Policy

- ▶ RU₄ zone
 - ▶ Allows for a maximum of 2 principal dwelling units

- ▶ Policy 7.2.1 Ground Oriented Housing
 - ▶ Low compact, context sensitive, adaptable
 - ▶ Range of low-density, ground-oriented housing
 - ▶ In close proximity to amenities

Staff Recommendation

- ▶ Development Planning Staff recommend support of the proposed Rezoning:
 - ▶ Subject property is within the Permanent Growth Boundary
 - ▶ Meets the Future Land Use Designation of S-RES – Suburban Residential

Report to Council



Date: November 28, 2022
To: Council
From: City Manager
Department: Office of the City Clerk
Subject: Rezoning Bylaws Supplemental Report to Council

Recommendation:

THAT Council receives, for information, the report from the Office of the City Clerk dated November 28, 2022 with respect to four rezoning applications;

AND THAT Rezoning Bylaws No. 12436, 12437, 12441 and 12448 be forwarded for further reading consideration.

Purpose:

To receive a summary of notice of first reading for Rezoning Bylaws No. 12436, 12437, 12441 and 12448 and to give the bylaws 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:

The four Rezoning Applications were brought forward to Council for initial consideration on November 14, 2022. Notice of first reading was completed as outlined above.

Correspondence was received as per the following table:

Address	Application	Bylaw	Recommended Readings	Correspondence Received
801, 809, 819, 831 Harvey Ave & 802, 812 Saucier Ave	Z21-0041	12436	1 st , 2 nd , 3 rd	0
460 Leathead Rd & 605 Fraser Rd	Z20-0066	12437	1 st , 2 nd , 3 rd	0
5031 Windsong Cres	Z22-0051	12441	1 st , 2 nd , 3 rd , adopt	0
975 Franklyn Rd	Z22-0029	12448	1 st , 2 nd , 3 rd	0

These applications were brought forward with a recommendation of support from the Development Planning Department. Staff are recommending Council proceed with further readings of the Bylaws.

Conclusion:

Following notice of first reading, staff are recommending that Council give Rezoning Bylaws No. 12436, 12437, 12441 and 12448 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: N Beauchamp, Legislative Technician

Approved for inclusion: S Fleming, City Clerk

cc: Development Planning

CITY OF KELOWNA

BYLAW NO. 12436

Z21-0041

801, 809, 819, 831 Harvey Avenue and 802, 812 Saucier Avenue

A bylaw to amend the "City of Kelowna Zoning Bylaw No. 12375".

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 BLOCK 1 DL 138 ODYD PLAN 7117, located on Harvey Ave, Kelowna, BC;
 - b. LOT 6 BLOCK 1 DL 138 ODYD PLAN 7117, located on Harvey Ave, Kelowna, BC;
 - c. LOT 7 BLOCK 1 DL 138 ODYD PLAN 7117, located on Harvey Ave, Kelowna, BC;
 - d. LOT 8 BLOCK 1 DL 138 ODYD PLAN 7117, located on Harvey Ave, Kelowna, BC;
 - e. LOT 20 BLOCK 1 DL 138 ODYD PLAN 7117, located on Saucier Ave, Kelowna, BC;
 - f. LOT 19 BLOCK 1 DL 138 ODYD PLAN 7117, located on Saucier Ave, Kelowna, BC;from the RU₄ – Duplex Housing zone to the MF_{3r} – Apartment Housing Rental 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

Approved under the Transportation Act this

(Approving Officer – Ministry of Transportation)

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk

CITY OF KELOWNA
BYLAW NO. 12437
Z20-0066
460 Leathead Road & 605 Fraser Road

A bylaw to amend the "City of Kelowna Zoning Bylaw No. 12375".

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

1. THAT City of Kelowna Zoning Bylaw No. 12375 be amended by changing the zoning classification of:
 - a) Lot 1 Section 26 Township 26 ODYD Plan 12434 located on Leathead Road, Kelowna, B.C.; and
 - b) Lot 2 Section 26 Township 26 ODYD Plan 12434 located on Fraser Road, Kelowna, B.C.from the RU1 – Large Lot Housing zone to the MF2 – Townhouse 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

Approved under the Transportation Act this

(Approving Officer – Ministry of Transportation)

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk

CITY OF KELOWNA

BYLAW NO. 12448

Z22-0029

975 Franklyn Road

A bylaw to amend the "City of Kelowna Zoning Bylaw No. 12375".

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

1. THAT City of Kelowna Zoning Bylaw No. 12375 be amended by changing the zoning classification of Lot 1 District Lot 143 ODYD Plan 21429, located on Franklyn Road, Kelowna, BC from the RU1 – Large Lot Housing zone to the RU4 – Duplex 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

Approved under the Transportation Act this

(Approving Officer – Ministry of Transportation)

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk

CITY OF KELOWNA
BYLAW NO. 12441
Z22-0051
5031 Windsong Crescent

A bylaw to amend the "City of Kelowna Zoning Bylaw No. 12375".

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

1. THAT City of Kelowna Zoning Bylaw No. 12375 be amended by changing the zoning classification of Lot 7 District Lot 357 SDYD Plan KAP77753, located on Windsong Crescent, Kelowna, BC from the RU1 – Large Lot Housing zone to the RU1cc – Large Lot Housing with Child Care Centre, Major 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

Report to Council



Date: November 28, 2022

To: Council

From: City Manager

Subject: 2022 Building Safer Communities Fund

Department: Community Safety

Recommendation:

THAT Council receives, for information, the report from the Community Safety Department dated November 28, 2022 with respect to the 2022 Building Safer Communities Fund;

AND THAT the 2022 Financial Plan be amended to include the receipt of funds allocated as \$202,095.61.

Purpose:

To amend the 2022 Financial Plan to include the receipt of funds for the Building Safer Communities Fund.

Background:

This spring, Public Safety Canada (PSC) announced the creation of the Building Safer Communities Fund (BCSF). Through this Government of Canada funding, a pre-determined amount is allocated to support municipalities and Indigenous governments selected based on reported crime statistics. The BSCF supports community-led projects that combat gun and gang violence while addressing knowledge gaps on the impacts of interventions in gun and gang violence.

For the 2022/2023 federal fiscal year, the City has been approved for \$202,095.61, based on the four-year funding allocations pre-determined by PSC. This Contribution Agreement between the Government of Canada and the City of Kelowna will expire on March 31, 2023. The next three years of funding is subject to an amendment to the current Contribution Agreement. The City of Kelowna will receive \$2,020,956.09 between fall 2022 and spring 2026, pending an approved amendment.

Discussion:

In partnership with the Central Okanagan Public Schools, the City of Kelowna will work with a consultant to undertake the following:

- a) conduct research and community consultation exercises to identify and address knowledge gaps at the community level around high-risk youth and gun and gang violence; and
- b) develop community-based prevention/intervention initiatives addressing risk factors associated with high-risk youth and gun and gang violence.

Conclusion:

In collaboration with key community organizations, the consultant will develop a Youth Gang Prevention and Reduction Strategy over the next few months. This Strategy will include specific actions to be implemented as part of the remaining three years of funding from the BCCF.

Internal Circulation:

Grants & Special Projects Manager
Financial Services
Communications

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

The Financial Plan Amendment Policy (FIN-032) requires Council approval, through a Report to Council, for amendments greater than \$200,000 prior to Financial Plan amendments being made.

Considerations not applicable to this report:***Legal/Statutory Authority:******Legal/Statutory Procedural Requirements:******Existing Policy:******External Agency/Public Comments:******Communications Comments:***

Submitted by:

D. Caul, Community Safety Director

Approved for inclusion:



S. Leatherdale, Divisional Director, Corporate & Protective Services

Report to Council



Date: November 28, 2022
To: Council
From: City Manager
Subject: Snow & Ice Control Update
Department: Infrastructure Operations

Recommendation:

THAT Council receives for information, the report from Infrastructure Operations dated November 28, 2022 with regard to the Snow & Ice Control Update.

Purpose:

To provide Council with an overview of the Snow and Ice Control program.

Background:

The City of Kelowna delivers winter maintenance services for the following mobility network infrastructure:

- 1800 lane km of roadways
- 440 km of sidewalks
- 390 km of bike lanes
- 40 km of multi-use corridors
-

Within this network there are 805 cul-de-sacs & and dead-end streets, 638 bus stops, close to 40,000 driveways and 117 parking lots. Service is also provided to some public laneways that provide access for fire and solid waste removal vehicles. We do not maintain private roads and lanes within residential and commercial properties. Snow and Ice control measures for highways 97 and 33 are provided by AIM.

The City of Kelowna begins preparing for winter operations after the September long weekend. The team reviews past years performance and issues, plans equipment readiness and conversion to winter operations and supplier renewals. On November 15 of each year, a shift change notice is issued to the various teams which allows us to run two shifts (vs the single day shift) starting December 01 (two-week notification period as per the CUPE contract).

The resulting shifts are as follows:

- 04:00-12:00 - 4/5 staff who conduct road inspections and provide winter maintenance when required.
- 07:00- 15:30 – 30/35 staff who provide winter maintenance services such as truck plowing, sanding, small equipment operation, hand shoveling.
- 15:30 – 00:00 – 9/10 staff with similar tasks as above.

During snow events this staff schedule structure allows the City to have personnel in-service over 24-hour periods responding to the weather and utilizing equipment throughout the day. During days there are no snow maintenance needs, the dayshift crew can return to their regular duties such as pothole patching, crack sealing and general maintenance.

The City has a diverse fleet of vehicles at its disposal to use for winter maintenance. Most get converted from regular duties to winter service. The fleet consists of:

- 13 Tandem Axle trucks with slip-in sander and belly blade plow
- 4 Single axle Trucks with rear sander and belly blade plow
- 3 Tandem axle trucks with de-icing liquid rear spray bar and belly blade plow
- 5 One-ton trucks with front mounted blade plow and rear sander
- 8 trackless tractors with brush and/or front plow (for city maintained sidewalk service)
- 3 graders
- 2 loaders for loading sand/salt into the trucks.
- Plus numerous small hand operated tools and equipment

Normally 5 or 6 additional tandem axle sander/plows are available (including operator) from private companies as well and one (1) one-ton leased unit with front mounted blades and sander. They normally convert their equipment on or around the 15th of November. The City also hires dump trucks for snow removal when require such as last winter's downtown snow removal actions.

The 2022 budget for snow and ice specific service is 2022 Budget \$ 2,185,000. We have averaged an additional \$200,000 of spending which is funded by reserves or savings in other areas of operations.

Discussion:

Of note is that the maximum allowable working hours per week are governed by the national safety code (the same as truck drivers) and not BC's employment standards. As such, working hours are restricted to 70 hours per week with a minimum 36-hour rest period following those 70 hours. This maximum allowable service becomes an issue during prolonged winter storm events such as late Dec 2021 into January 2022.

The City's weather response is guided by weather forecasts from Environment Canada. One of the challenges this year is the absence of availability of the Environment Canada weather Radar at Silver Star. The radar is heavily relied upon by the foreman to help fine tune the response based on observed and anticipated conditions. Environment Canada currently projects restoration of service December 5. The City employs a third-party forecasting service that provides daily updates at 11:00 am. We also have

reached out to a local forecasting team to provide that local interpretation of the pending weather systems that would allow our teams to better target and plan their response.

New this winter season, during significant weather events we hold regularly scheduled operational updates via teleconference 2 to 3 times per day. The audience includes local organizations such as KFD, Transit, RCMP, Fortis, SD23 etc. During these calls we share the weather forecast as well as progress updates on routes, SNIC strategies, equipment availability and treatment stockpiles.

Conclusion:

The City of Kelowna delivers a winter maintenance program that strikes a balance of creating good winter surface conditions, in a timely manner with balanced staff and equipment levels that do not unduly impact property taxes.

Considerations applicable to this report:

Existing Policy: Council Policy 332

Legal/Statutory Authority: Traffic Bylaw 8120

Legal/Statutory Procedural Requirements: Code of practice for Environmental Management of Road Salts(ECC).

Considerations not applicable to this report:

Financial/Budgetary Considerations:

External Agency/Public Comments:

Communications Comments:

Submitted by: Geert Bos, Infrastructure Operations Department Manager

Approved for inclusion: M. Logan, Infrastructure General Manager

Appendix A – SNIC Presentation

cc: Divisional Director, Financial Services
Divisional Director, Corporate Strategic Services



City of
Kelowna

Council SNIC 2022/2023 Update



Service Levels

- Service Levels per Council Policy 332
- Service levels including how, when and where the City sands, salts and plows streets and the active transportation network depends on the City Council approved priority system.
- Guides Priority, Location and general Snow and Ice Definitions
- Contains references to other Applicable Bylaws (Notably Traffic Bylaw 8120)
- Guides Service delivery on various paved surfaces such as roads, multi-use pathways and sidewalks/walkways.
- Allows for deviations in service provision based on observed weather conditions.



Service Levels Detail

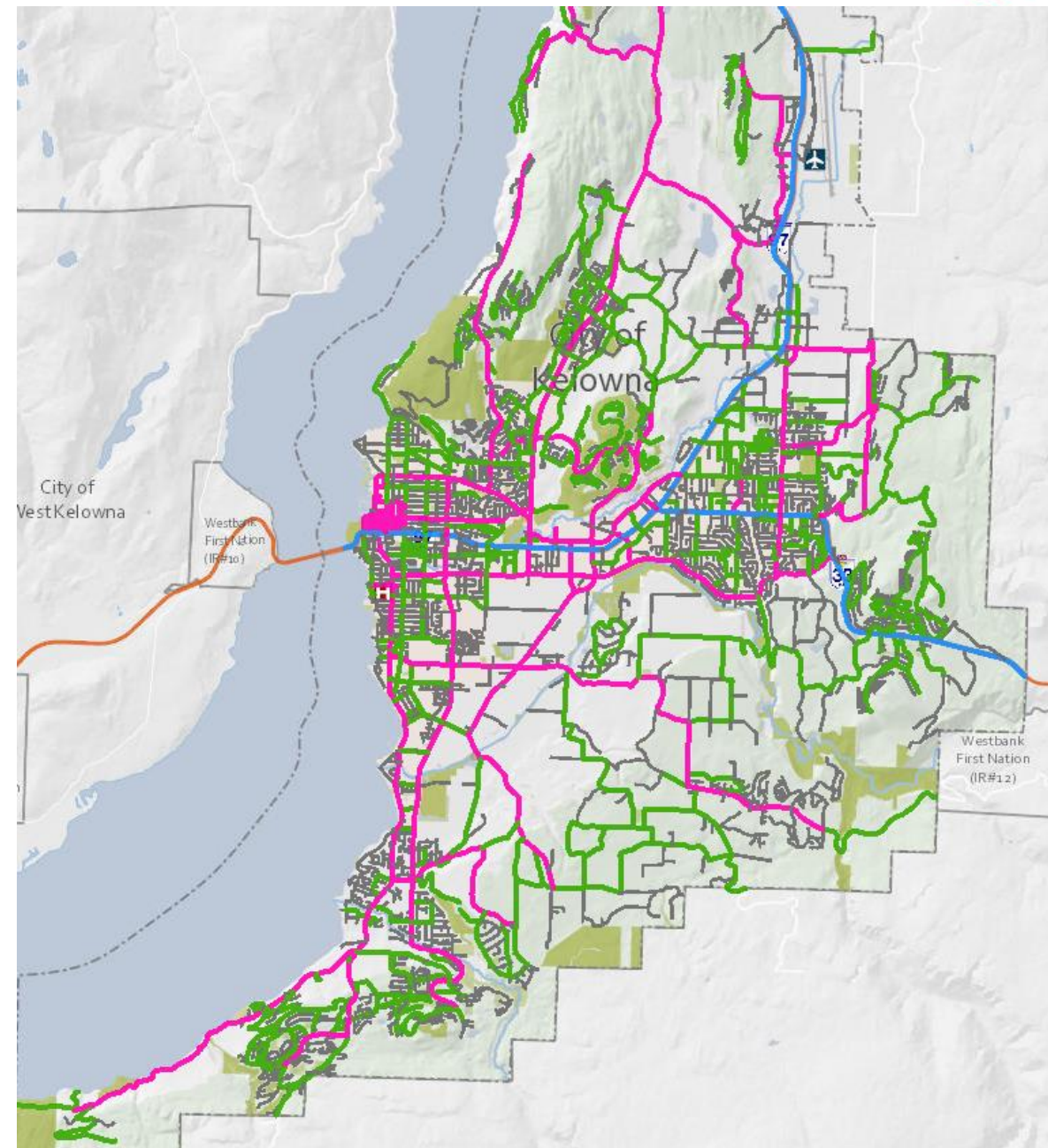
P₁ routes shall be cleared within 8 hours of the snow event ending

P₂ routes shall be cleared within 12 hours of the snow event ending

P₃ routes shall be cleared within 48 hours of the snow event ending

P₄ routes shall be cleared during regular hours (typically requires a 1-ton truck)

MUP/Rail Trail/Dedicated bike lanes shall be cleared within 24 hours of an event ending.



Management Systems



Dual shifting strategy providing 24-hour coverage if needed (OT only during events)

50 roads employees supported with another 25 from various other departments (Parks, Traffic Ops, etc.)

Multiple contractors for roads and parking lots

Winter Staffing Shift Change typically From Dec 1 to Mar 15.

Max Working Hours determined by National Safety Code NOT BC Labor Standards



Tandem with underbody
plow
13 City fleet
5 contractors

- Capable of plowing 3 priorities of road
- High volume of sand, more time spent plowing



Motor Grader with wing
3 City Fleet
1 Contractor

- Best piece of equipment for big snow falls & compacted snow
- Capable of clearing 2 ½ lanes in pass
- Occasionally the only tool for the job (Downtown snow removal)
- Clears all priority of roads + Cul-de-sacs

Tandem with Front Plow & Sander –1 contractor

Pros

- Ideal for heavy accumulation & Main line plowing (Hwy & Arterials)

Cons

- Limited versatility, cannot service narrow local roads & cul-de-sacs
- Safety concerns for intersections with poor sightlines (front overhang)





Single Axle & 1-Tons
10 City fleet

- Utilized for lanes, hillside routes & dead-ends



Municipal Tractors 10 City Fleet

- Tasked with clearing all bylaw exempt sidewalks
- Multiuse corridors & Walkways



Blower
Loaders
4 City Fleet
12 Contractors

- Loading Trucks
- Snow Removal
- Piling snow in cul-de-sacs
- Snow blowing

Maintained Infrastructure



1800 km roadways

440 km sidewalks

390 km bike lanes

40 km multi use pathway

805 cul-de-sac's

638 Bustops

40,000 driveways

117 parkinglots

Contractor Augmentation



City Crews
augmented by contractors

Access to 4 contracted HD units

Units are on a MAG (minimum
Annual Guarantee of 200 hours)

Average cost per unit (incl.
operator) \$ 200 per hour.

Minimum annual commitment
\$ 125,000

Parking Lots annual
planned commitment \$ 100,00



Budget



Current 2022 Budget \$ 2.185million. YTD \$ 2.0 million



Average annual overage over past 10 years = \$ 200.000



Increased budget pressures such as increased road inventory, community demand, material costs.



Environmental considerations i.e. less salting, greenhouse gas emissions vs clearing multi use pathways



Loss of snow storage space in denser area's resulting in expensive snow removal (requires equipment upgrades to manage cost)

METRICS



Expanded use of city works delivers powerful analyses tools to analyze spending (by route/activity etc.)

Post event analyses of performance and adherence to policy

Ensure Engineered controls inherent in design (reduce operational cost)

Assess projects on total cost of ownership vs lowest cost to deliver



Snow Removal

Snow Removal Dashboard

Dashboard

Snow Events



File



Export



Get insights



SNOW REMOVAL DASHBOARD

Snow Event

19

Year

2022

Priority

All

Date

All

Total Snow Events

7

Avg Accumulation (cm)

9.3

Avg cm/hr

0.55

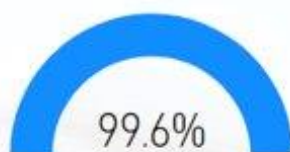
Hours Since Last Event

328

Avg Completion Time (hr)

44.6

P1 VISITED



P1 Segements

494

Road Segments Visited

496

Total Road Segments

99.6%

P1 Completion Rate

P2 VISITED



P2 Segments

1143

Road Segments Visited

1188

Total Road Segments

96.2%

P2 Completion Rate

P3 VISITED



P3 Segments

1885

Road Segments Visited

2190

Total Road Segments

86.1%

P3 Completion Rate

Event Start

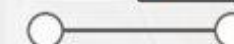
11/7/2022 2:00:00 AM

Event End

11/8/2022 6:00:00 AM

Hours Since End

0



Snow Event Length (hr)

28

Snow Accumulation (cm)

10.0

Avg cm/hr

0.36

Hours Since Prior Event

28

Completion Time

48

Year	Avg Completion Hrs	Average Snow cm/hr	Snow Events	Avg Event Length Hrs	Total Snow cm	Avg Event Snow cm
2022	44.57	0.55	7	30.29	65.4	9.3
Total	44.57	0.55	7	30.29	65.4	9.3



Questions / Discussion

For more information, visit kelowna.ca.

Report to Council



Date: November 28, 2022
To: Council
From: City Manager
Subject: Kelowna Memorial Park Cemetery Bylaw Update
Department: Parks Services

Recommendation:

THAT Council receives for information, the report from Parks Services, dated November 28, 2022, recommending changes to the Kelowna Memorial Park Cemetery Bylaw No. 11664;

AND THAT Council gives reading consideration to Bylaw No. 12428 being amendment No. 4 to Kelowna Memorial Park Cemetery Bylaw No. 11664.

Purpose:

To amend Kelowna Memorial Park Cemetery Bylaw No. 11664 to update bylaw fee schedule and update definitions.

Background:

Kelowna Memorial Park Cemetery (KMPC) completed a Value for Money Review in 2020 identifying the Cemetery is financially self-sustainable, generating a surplus each year. A Cemetery Business Plan was finalized in 2021. This provided KMPC and City departments a sound financial model of Cemetery operations, and recommendations for the continued success of the Cemetery. Based on this Business Plan, City staff identified small changes that, implemented today will see substantial improvement to the long-term financial health of the Cemetery. This allows the Cemetery to continue to operate and develop without using tax revenue. The majority of municipal cemeteries in Canada do not generate a surplus, and rely on taxation to fund operations.

Discussion:

KMPC strives for continuous improvement, ensuring economic resiliency for the full life cycle of Kelowna's historic cemetery. This means adapting to changes in personal end of life trends to provide memorial care to Kelowna's Citizens. The following updates are proposed to the bylaw to achieve these goals.

Self-funding

Overall, fees are not increasing in this bylaw amendment. Proposed price changes are to Bronze and fiberglass products, as well as engraving services (which have increased 30 – 40% annually over the past two years). To respond to these changes, these products are proposed at cost plus a handling fee. The fee schedule is also proposed with an updated layout that is easier to for the public to read.

Personal/Social Trends

A full-sized casket plot can hold two caskets and two cremation interments (four interments). In Canada, cremation is trending over casket burial. KMPC is seeing an increase of families wanting to use casket plots for cremation interments only. The majority of cemeteries in Canada do not allow a casket plot to be solely used for cremated remains. The size of a casket plot is substantially larger than what is required for cremation interments. The goal is that casket plots are being used for caskets, ensuring the Cemetery is using land in a manner that is both financially and environmentally sustainable, and extends the lifecycle of the public facility.

KMPC is proactively working with families who now decide to opt for cremation as their choice of disposition. If a family has the rights to a vacant casket plot, the Cemetery will transfer the right to a cremation plot, with the “at need” interment costs free of charge. For most families this results in an average of \$800 - \$1,300 of expenses at no cost to the family. The end result is mutually beneficial as the land is saved for future casket use, and the family does not incur typical costs for the interment of their loved one in an appropriately sized plot. The available cremation plots allow for either two or six cremation interments so the opportunity for two or more family members to be interred in the same plot still exists. Proposed changes reinforce that casket sized plots are to be used for casket interments before urn/cremation interments take place. If no casket is interred in a casket plot, casket interment fees will apply to a cremation interment.

Financial Administration

Name changes are proposed to the Cemetery funds.

- **Cemetery Perpetual Care Fund** (previously Maintenance Fund): All cemetery's in Canada are legally obligated to create and contribute revenue to this fund as per the *Cremation, Interment and Funeral Services Act (CIFSA)* and *Consumer Protection BC (CPBC)*. The purpose of this fund is to ensure cemetery's across Canada have enough money to be maintained in perpetuity once they are at capacity, so a cemetery will always remain in good order.
- **Cemetery Strategic Development Fund** (previously Replacement Fund): Created by KMPC as fiscally responsible savings for future development of the Cemetery. This fund has proved to be a success. Design and construction of new developments/products within the Cemetery have been covered by this fund. No borrowing or taxation has been required since its creation.

The proposed name changes are to align with naming conventions in the *CIFSA* and to clearly distinguish between the two funds. The purpose and intended uses of the funds remain unchanged.

Financial Administration

Future financial forecasting models, along with consultant recommendations, indicate that Cemetery surpluses should be allocated to the two funds in one transaction at fiscal yearend. The Cemetery should also consider allocating more than the minimum required contributions to the Perpetual Care Fund depending on surpluses each fiscal year.

- Current practice allocates revenue daily from every point of sale transaction to the two funds. This results only the minimum required contributions to the Perpetual Care Fund.

As is the current practice, KMPC will continue to meet regulatory minimum contributions to the Cemetery Perpetual Care Fund each year. To realize efficiency, Cemetery surplus is proposed to be allocated to the two funds in one reconciliation transaction at fiscal year-end.

The Cemetery can also transfer additional money (over the required minimums) to the Perpetual Care Fund on an annual basis depending on the surplus that fiscal year. The purpose of this, would be to improve the health of this fund for perpetual care of the Cemetery. The process of allocating revenue in one transaction at year end is in alignment with general accepted accounting principles, which also aligns with other City corporate processes and is supported by Corporate Finance.

Relevant Council & Corporate Goals:

Civic Operations Division strategic goals

- Ensure all infrastructure incorporates consideration of customers service, risk, and costs over the full life-cycle.¹
- Deliver strong financial management.²

City Council priorities

- Economic Resiliency: infrastructure deficit is reduced.³

City Corporate goals

- Financial Management: non-tax revenues are increasing. Cost to deliver services is quantified.
- Clear Direction: progress on results is measured, monitored, and reported.
- Divisional business plans are created. Innovation is encouraged and supported.
- Services, processes & business activities are transformed.⁴

Legal/Statutory Authority:

Cremation, Interment and Funeral Services Act. S.B.C. 2004
Business Practices and Consumer Protection Act A.B.C. 2004 c.2
Community Charter S.B.C. 2003

Internal Circulation:

Civic Operations Finance & Administration
Financial Planning Manager
Infrastructure Finance and Administration Manager
Infrastructure Operations Department Manager
Parks Services Manager

Considerations not applicable to this report:

Legal/Statutory Procedural Requirements:

Existing Policy:

Financial/Budgetary Considerations:

External Agency/Public Comments:

Communications Comments:

¹ Divisional Plan: Civic Operations Division Strategic Goals 1 p.5

² Divisional Plan: Civic Operations Division Strategic Goals 6 p.5

³ Council Priorities 2019-2022: Council - Economic resiliency p. 7

⁴ Council Priorities 2019-2022: Corporate – Financial Management p. 15

Submitted by: Tracey Hillis, Cemetery Manager, Parks Services

Approved for inclusion: M. Logan, General Manager, Infrastructure

Attachments: Proposed Text Amendments
Bylaw 11664 'Schedule A – Fees'

cc: Acting Divisional Director, Financial Services
Divisional Director, Corporate Strategic Services
Divisional Director, Partnership & Investments

Schedule A – Proposed Text Amendments

No.	Section	Current Wording	Proposed Wording	Reason for Change
1.	PART 6 – INTERMENT IN THE CEMETERY		<u>6.19 Cremated Remains within a Casket Plot. Cremated remains being interred within a Casket Plot where no casket is currently interred, will be subject to casket interment fees. This includes but not limited to: INTERMENT PERMIT Open/Close Casket Plot.</u>	New regulation. KMPC is not prohibiting cremated remains interred in a casket plot. However, the intent of the Casket plot is for the interment of caskets. If cremated remains are interred in a casket plot where no casket is currently interred, Casket fees apply.
2.	PART 9 – 9.6 ADMINISTRATION AND MAINTENANCE	9.6 Maintenance Fund. A fund shall be established to be known as the "Cemetery Maintenance Fund" and administered in accordance with the <i>Cremation, Interment and Funeral Services Act</i> and the <i>Community Charter</i> . The interest in this fund shall be used for the upkeep, care and repair of the Cemetery. The principal of this fund shall not be reduced other than in accordance with an order made pursuant to the <i>Cremation, Interment and Funeral Services Act</i> .	<u>9.6 Maintenance Fund Cemetery Perpetual Care Fund.</u> A fund shall be established to be known as the " Cemetery Maintenance Fund " " <u>Cemetery Perpetual Care Fund</u> " and administered in accordance with the <i>Cremation, Interment and Funeral Services Act</i> and the <i>Community Charter</i> . The interest in this fund shall be used for the upkeep, care and repair of the Cemetery. The principal of this fund shall not be reduced other than in accordance with an order made pursuant to the <i>Cremation, Interment and Funeral Services Act</i> .	Name change only to align with provincial act. Also, to easily distinguish between the two Cemetery Funds.
3.	PART 9 – 9.7 ADMINISTRATION AND MAINTENANCE	Replacement Fund. A fund shall be established to be known as the "Cemetery Replacement Fund". This fund shall be administered as a reserve fund in accordance with the <i>Community Charter</i> . The principal and interest in this fund shall be used for development, replacement or repair of Cemetery infrastructure, or for the purchase and development of land for cemetery purposes in the future.	Replacement Fund. <u>Cemetery Strategic Development Fund.</u> A fund shall be established to be known as the " Cemetery Replacement Fund " " <u>Cemetery Strategic Development Fund</u> ". This fund shall be administered as a reserve fund in accordance with the <i>Community Charter</i> . The principal and interest in this fund shall be used for development, replacement or repair of Cemetery infrastructure, or for the purchase and development of land for Cemetery purposes in the future.	Name change only to easily distinguish between the two Cemetery Funds.

4.	PART 9 – 9.9 ADMINISTRATION AND MAINTENANCE	Payments to Reserve Accounts. On all Right of Interment Fees for use of Cemetery Plots, and Reservation Fees for Cemetery Plots, the Treasurer shall pay into the "Cemetery Maintenance Fund Account" and the "Cemetery Replacement Fund Account" respectively, from the amount received for each Right of Interment or reservation sold, as specified in the current fees.	<p>Payments to Reserve Accounts. On all Right of Interment Fees for use of Cemetery Plots, and Reservation Fees for Cemetery Plots, the Treasurer shall pay into the "Cemetery Maintenance Fund Account" and the "Cemetery Replacement Fund Account" respectively, from the amount received for each Right of Interment or reservation sold, as specified in the current fees.</p> <p><u>The Divisional Director of Financial Services shall pay into the "Cemetery Perpetual Care Fund" the percentage of each fee received as identified in Schedule A: Schedule of Fees. The Divisional Director of Financial Services shall allocate at the end of each fiscal year into the two funds "Cemetery Perpetual Care Fund" and "Cemetery Strategic Development Fund" the surplus remaining of Cemetery receipts over the expenditures. The percentage of the surplus will be allocated to each of the Cemetery Perpetual Care Fund and the Cemetery Strategic Development fund at fiscal year end as determined by the Cemetery Manager. If a deficit occurs at the end of a fiscal year, the Cemetery Manager will request a transfer of funds from the Cemetery Strategic Development Fund to balance the operating statement.</u></p>	Updating to reflect new fund names. Also, to reflect new internal financial process of fund allocation. Mandated minimums will still be deposited into the Perpetual Care Fund. KMPC will have the ability to allocate all profit for that year into the two reserves. The percentage into each fund is determined by Cemetery Manager each year.
5.	Schedule A	Schedule A: Schedule of Fees	Replace entire schedule with new Schedule A: Schedule of Fees.	<p>Formatting for clarity.</p> <p>Increase in Liner – Standard Casket fee, supply price increase.</p> <p>Bronze and engraving pricing structure: cost plus handling fee.</p>

When indicating proposed changes:

- If you are deleting any wording within the text, please ~~strike out~~ which words are being removed. This will indicate to Council what is being changed from the 'current' wording to the 'proposed'. (see above example 2)
- If you are adding any wording within the text, please underline which words are being added. This will help distinguish the differences. (see above example 3)

KMPC Bylaw No 11664

Schedule A: Fees

Non-residents of Kelowna add 25% to all fees.
GST applicable to all fees, GST not included in this schedule.

Memorial Product/Service	2022	2023	2024	2025	2026
Right of Interment – Casket Plot					
Upright marker Sections G1, G7, G4, G8 <i>25% allocated to the Cemetery Care Fund</i>	\$6,028	\$6,329	\$6,646	\$6,978	\$7,326
Flat marker Sections C, D, E, G4, G7, G8 <i>25% allocated to the Cemetery Care Fund</i>	\$4,346	\$4,563	\$4,791	\$5,030	\$5,281
Pioneer Sections A, B <i>25% allocated to the Cemetery Care Fund</i>	\$6,028	\$6,329	\$6,646	\$6,978	\$7,326
Small plot s (child plots) Sections A, C, D <i>25% allocated to the Cemetery Care Fund</i>	\$529	\$556	\$583	\$612	\$642
Estate Plot All estate plots include: two double depth lawn crypts (space for four caskets), 8 companion cremation plots (space for 16 urns), concrete marker foundation.					
Private Estate - also includes: granite bench, arched gate feature c/w bronze name plate, garden beds. <i>25% allocated to the Cemetery Care Fund</i>	\$84,008	\$88,209	\$92,619	\$97,249	\$102,111
Semi Private Estate - also includes: shared granite bench, flower beds <i>25% allocated to the Cemetery Care Fund</i>	\$61,962	\$65,060	\$68,313	\$71,728	\$75,314
Right of Interment – Cremation Plot					
Companion plot (two urns) <i>25% allocated to the Cemetery Care Fund</i>	\$867	\$911	\$956	\$1,003	\$1,053
Family plot (six urns) <i>25% allocated to the Cemetery Care Fund</i>	\$1,738	\$1,825	\$1,916	\$2,011	\$2,111
Section G3 companion garden plot (two urns) <i>25% allocated to the Cemetery Care Fund</i>	\$1,131	\$1,187	\$1,247	\$1,309	\$1,374
Section G3 family garden plot (six urns) <i>25% allocated to the Cemetery Care Fund</i>	\$2,082	2,186	\$2,296	\$2,410	\$2,530

Non-residents of Kelowna add 25% to all fees.
GST applicable to all fees, GST not included in this schedule.

Memorial Product/Service	2022	2023	2024	2025	2026
Right of Interment – Cremation Plot					
Companion plot (space for two urns)					
<i>25% allocated to the Cemetery Care Fund</i>	\$867	\$911	\$956	\$1,003	\$1,053
Family plot (space for six urns)					
<i>25% allocated to the Cemetery Care Fund</i>	\$1,738	\$1,825	\$1,916	\$2,011	\$2,111
Section G3 companion garden plot (space for two urns)					
<i>25% allocated to the Cemetery Care Fund</i>	\$1,131	\$1,187	\$1,247	\$1,309	\$1,374
Section G3 family garden plot (space for six urns)					
<i>25% allocated to the Cemetery Care Fund</i>	\$2,082	2,186	\$2,296	\$2,410	\$2,530
Right of Interment - Cremation Niche					
Legacy Gardens phase one					
Companion level one					
<i>10% allocated to the Cemetery Care Fund</i>	\$4,348	\$4,565	\$4,794	\$5,033	\$5,284
Companion level two					
<i>10% allocated to the Cemetery Care Fund</i>	\$4,803	\$5,043	\$5,295	\$5,559	\$5,836
Companion level three, four, five					
<i>10% allocated to the Cemetery Care Fund</i>	\$5,089	\$5,344	\$5,611	\$5,891	\$6,185
Family niche level three, four, five					
<i>10% allocated to the Cemetery Care Fund</i>	\$10,687	\$11,221	\$11,782	\$12,371	\$12,989
Family urn includes one family name engraved on urn					
<i>10% allocated to the Cemetery Care Fund</i>	\$16,685	\$17,519	\$18,395	\$19,314	\$20,279

Non-residents of Kelowna add 25% to all fees.
 GST applicable to all fees, GST not included in this schedule.

Memorial Product/Service	2022	2023	2024	2025	2026
Bennett Memorials & Promontory Green					
Concord & Level one					
<i>10% allocated to the Cemetery Care Fund</i>	\$4,348	\$4,565	\$4,794	\$5,033	\$5,284
Level two					
<i>10% allocated to the Cemetery Care Fund</i>	\$4,803	\$5,043	\$5,295	\$5,559	\$5,836
Level three, four, five, six					
<i>10% allocated to the Cemetery Care Fund</i>	\$5,089	\$5,344	\$5,611	\$5,891	\$6,185
Right of Interment – Cremation Scattering					
Garden Ossuary scattering only					
<i>25% allocated to the Cemetery Care Fund</i>	\$215	\$226	\$237	\$248	\$260
Garden Ossuary scattering with name plate					
<i>25% allocated to the Cemetery Care Fund</i>	\$790	\$829	\$871	\$914	\$959
Garden Ossuary name plate only					
	\$790	\$829	\$871	\$914	\$959
Mountain Trail scattering only					
<i>25% allocated to the Cemetery Care Fund</i>	\$215	\$226	\$237	\$248	\$260
Mountain Trail scattering with name plate					
<i>25% allocated to the Cemetery Care Fund</i>	\$790	\$829	\$871	\$914	\$959
Mountain Trail name plate only					
	\$790	\$829	\$871	\$914	\$959

Non-residents of Kelowna add 25% to all fees.
GST applicable to all fees, GST not included in this schedule.

Memorial Product/Service	2022	2023	2024	2025	2026
Right of Interment - Mausolea					
Legacy Gardens crypt phase one – includes standard crypt plate					
Level one					
<i>10% allocated to the Cemetery Care Fund</i>	\$22,882	\$24,026	\$25,227	\$26,488	\$27,812
Level two					
<i>10% allocated to the Cemetery Care Fund</i>	\$23,592	\$24,772	\$26,011	\$27,311	\$28,676
Level three					
<i>10% allocated to the Cemetery Care Fund</i>	\$23,856	\$25,049	\$26,301	\$27,616	\$28,996
Promontory Green crypt – includes standard crypt plate					
Level one					
<i>10% allocated to the Cemetery Care Fund</i>	\$22,882	\$24,026	\$25,227	\$26,488	\$27,812
Level two					
<i>10% allocated to the Cemetery Care Fund</i>	\$23,592	\$24,772	\$26,011	\$27,311	\$28,676
Level three					
<i>10% allocated to the Cemetery Care Fund</i>	\$23,856	\$25,049	\$26,301	\$27,616	\$28,996
Couch crypt levels one, two, three – includes standard crypt plate					
<i>10% allocated to the Cemetery Care Fund</i>	\$29,534	\$31,011	\$32,562	\$34,190	\$35,899

Non-residents of Kelowna add 25% to all fees.
 GST applicable to all fees, GST not included in this schedule.

Memorial product/service	2022	2023	2024	2025	2026
Interment					
Open/close					
Casket – plot	\$1,149	\$1,206	\$1,266	\$1,329	\$1,395
Casket – mausoleum	\$1,194	\$1,254	\$1,316	\$1,381	\$1,450
Cremated remains – plot	\$502	\$527	\$553	\$580	\$609
Cremated remains – niche	\$502	\$527	\$553	\$580	\$609
Children under 12 years of age interred in a designated child plot	\$0	\$0	\$0	\$0	\$0
Concurrent interment					
Casket	\$572	\$601	\$631	\$662	\$695
Cremated remains – plot	\$249	\$261	\$274	\$287	\$301
Cremated remains - niche	\$192	\$202	\$212	\$222	\$233
Liners					
Standard Casket	\$695	\$834	\$875	\$918	\$963
Child Casket	\$261	\$275	\$288	\$302	\$317
Cremation	\$216	\$227	\$238	\$249	\$261
Handling & placing liners/vaults supplied by funeral home	\$435	\$456	\$479	\$502	\$527
Disinterment					
Casket	\$1,740	\$1,827	\$1,918	\$2,013	\$2,113
Cremated remains	\$529	\$556	\$583	\$612	\$642
Additional services					
Canopy service second tent	\$148	\$155	\$163	\$171	\$179
Supply pall bearer two employees	\$128	\$135	\$141	\$148	\$155

Non-residents of Kelowna add 25% to all fees.
GST applicable to all fees, GST not included in this schedule.

Memorial product/service	2022	2023	2024	2025	2026
Additional fees					
Interments 3:00 pm or later	\$646	\$678	\$712	\$747	\$784
Weekend/holiday services	\$1,149	\$1,206	\$1,266	\$1,329	\$1,395
Deepening casket plot	\$1,740	\$1,827	\$1,918	\$2,013	\$2,113
Deepening cremation plot	\$435	\$456	\$479	\$502	\$527
Additional use fee (3 rd /+ interments)	\$435	\$456	\$479	\$502	\$527
Administrative fees					
Transferring plot, surrender right of interment, add to reservation	\$88	\$93	\$97	\$101	\$106
Record retrieval	\$101	\$106	\$111	\$116	\$121
Record re-issue, exemption request	\$33	\$34	\$36	\$37	\$38
Open/close niche for corrective measures	\$154	\$162	\$170	\$178	\$186
Memorials/markers					
Marker installation permit markers installed by the city					
<i>40% allocated to the cemetery care fund</i>	\$448	\$471	\$494	\$518	\$543
Marker permit installed by others					
<i>100% allocated to the cemetery care fund</i>	\$261	\$275	\$288	\$302	\$317
Marker modification permit					
<i>100% allocated to the cemetery care fund</i>	\$88	\$93	\$97	\$101	\$106
Disposal of marker	\$118	\$123	\$130	\$136	\$142
Engraving of shutter niche, each occurrence	\$331	\$491	\$515	\$540	\$567
Second year date plate for niche/mausolea, family urn plaques	Manufacturer product & shipping + bronze date plate handling fee				
Bronze date plate handling fee - includes design & installation.	\$117	\$122	\$128	\$134	\$140

Non-residents of Kelowna add 25% to all fees.
GST applicable to all fees, GST not included in this schedule.

Memorial product/service	2022	2023	2024	2025	2026
Bronze handling fee - includes design, removal, packaging for shipping, installation (product additional, determined by bronze company).	\$182	\$191	\$200	\$210	\$220
Special order bronze/granite/memorial handling fee – includes installation (product additional, determined by bronze company).	\$336	\$369	\$387	\$406	\$426
Replacement shutter single	\$95	\$99	\$104	\$109	\$114
Replacement shutter double	\$187	\$196	\$206	\$216	\$226
Vases					
Bud vase – niche	Manufacturer product & shipping + Bronze handling fee				
Bud vase - mausolea	Manufacturer product & shipping + Bronze handling fee				
In ground flower vase	\$90	\$95	\$100	\$105	\$110
In ground flower vase if supplied by funeral home	\$36	\$37	\$39	\$40	\$42
Dedication program	<u>Right of dedication for 20 years with option to renew</u>				
Memorial Tree Plaque - includes scattering of cremated remains in scattering garden or trail	\$1,579	\$1,658	\$1,741	\$1,828	\$1,919
Memorial bench with plaque	Contact KMPC for current product availability and pricing				
Memorial bench existing bench, adding a plaque	Contact KMPC for current product availability and pricing				
Adding second plaque to existing memorial bench or tree	Contact KMPC for current product availability and pricing				
Memorial table with plaque	Contact KMPC for current product availability and pricing				



City of
Kelowna

Kelowna Memorial Park Cemetery Bylaw No 11664 Amendment

Kelowna Memorial Park Cemetery

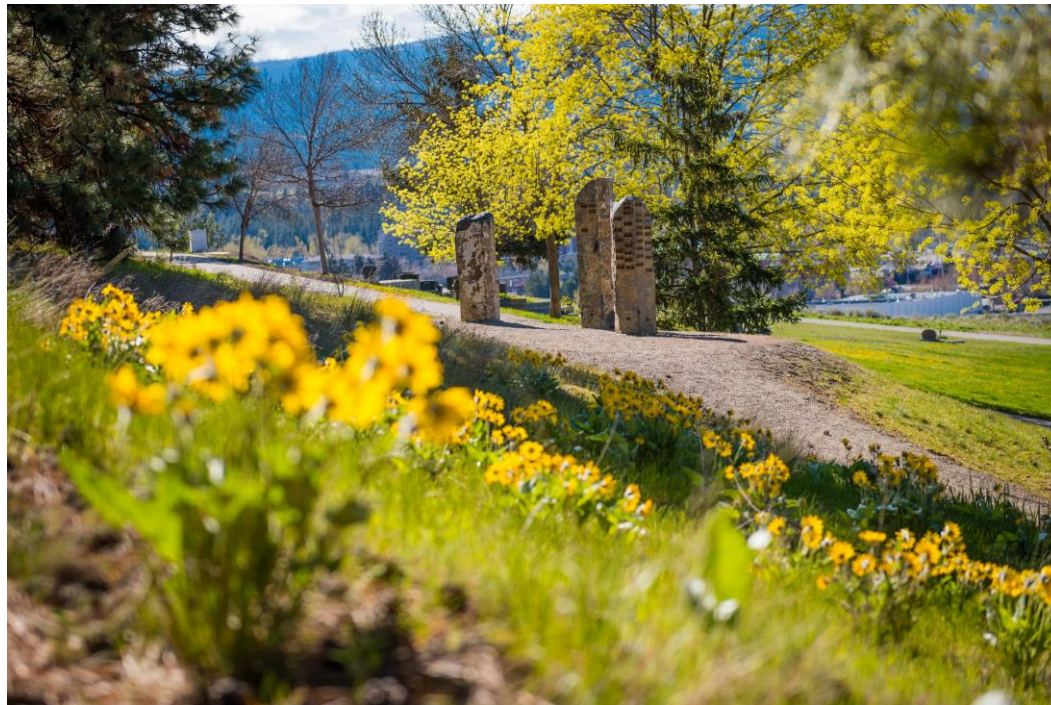


Context Map

Kelowna Memorial Park Cemetery 1991 Bernard Ave

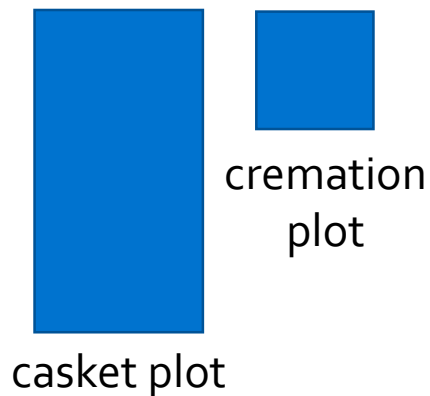
Bylaw Amendments

- ▶ **Sustainability of KMPC**
 - ▶ Permitted use within a casket plot
 - ▶ Reserve funds
 - ▶ Fee schedule



Urns within casket plot

- ▶ Casket plots hold 2 caskets & 2 urns
- ▶ Not sustainable to use casket plot for urns only
- ▶ Not prohibiting, requiring casket fees if no casket present



Cemetery Reserve Funds

- ▶ **Fund purpose and use remain unchanged**
 - ▶ Name change to align with provincial act & clarity between the two.
 - ▶ Economic resiliency. Flexibility to allocate an amount over and above the regulated minimum to the Care Fund.

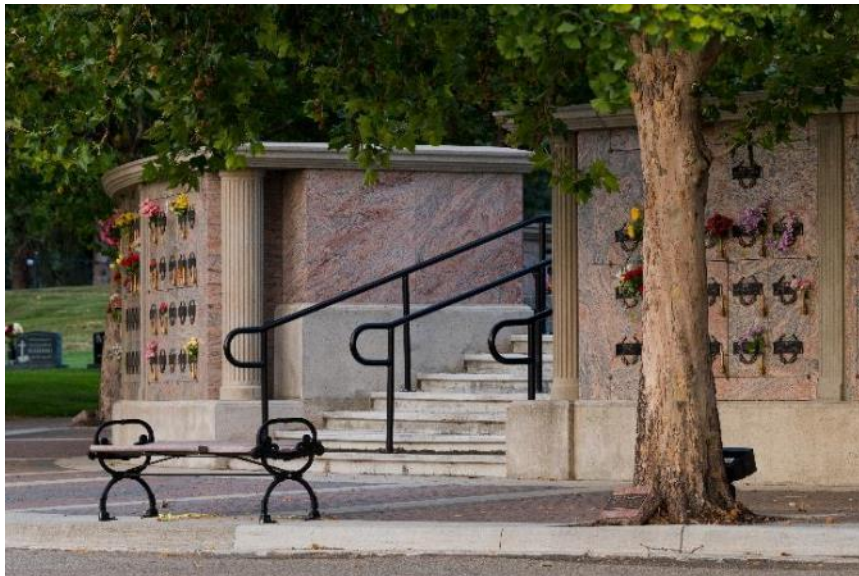


Cemetery Perpetual Care Fund (previously Maintenance Fund) Regulated by *CIFSA*

Strategic Development Fund (previously Replacement Fund)
Savings for future development.

Fee Schedule

- ▶ Clarity for general public
- ▶ Respond to market changes in products
 - ▶ bronze, engraving, fiberglass





Goal 6 Deliver Strong Financial Management *"Improve financial oversight to ensure service levels are affordable, appropriate, and meeting citizen needs."*
Civic Operations Division Strategic Plan 2020



Questions?

For more information, visit kelowna.ca.

Cemetery Reserve Funds

▶ PERPETUAL CARE FUND

- ▶ LEGALLY MANDATED FUND. PERCENTAGE OF REVENUE TO BE ALLOCATED. *Cremation, Interment and Funeral Services Act.*

▶ STRATEGIC DEVELOPMENT FUND

- ▶ KMPC CREATED THIS FUND TO PAY FOR THE DEVELOPMENT OF NEW MEMORIAL PRODUCTS. CREATED BY KMPC AS A STRATEGIC WAY TO SELF FUND FUTURE DEVELOPMENT.

Schedule A – Proposed Text Amendments

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1.	PART 6 – INTERMENT IN THE CEMETERY		<u>6.19 Cremated Remains within a Casket Plot. Cremated remains being interred within a Casket Plot where no casket or only one casket interment has taken place will be subject to casket fees. This includes but not limited to: INTERMENT PERMIT Open/Close Casket Plot.</u>	New regulation. KMPC is not prohibiting cremated remains interred in a casket plot. However, the intent of the Casket plot is for the interment of two caskets. If cremated remains are interred in a casket plot where no casket or only one casket is currently interred, Casket fees apply.
2.	PART 9 – 9.6 ADMINISTRATION AND MAINTENANCE	9.6 Maintenance Fund. A fund shall be established to be known as the "Cemetery Maintenance Fund" and administered in accordance with the <i>Cremation, Interment and Funeral Services Act</i> and the <i>Community Charter</i> . The interest in this fund shall be used for the upkeep, care and repair of the Cemetery. The principal of this fund shall not be reduced other than in accordance with an order made pursuant to the <i>Cremation, Interment and Funeral Services Act</i> .	9.6 Maintenance Fund <u>Cemetery Perpetual Care Fund</u> . A fund shall be established to be known as the "Cemetery Maintenance Fund" <u>"Cemetery Perpetual Care Fund"</u> and administered in accordance with the <i>Cremation, Interment and Funeral Services Act</i> and the <i>Community Charter</i> . The interest in this fund shall be used for the upkeep, care and repair of the Cemetery. The principal of this fund shall not be reduced other than in accordance with an order made pursuant to the <i>Cremation, Interment and Funeral Services Act</i> .	Name change only to align with provincial act. Also, to easily distinguish between the two Cemetery Funds.
3.	PART 9 – 9.7 ADMINISTRATION AND MAINTENANCE	Replacement Fund. A fund shall be established to be known as the "Cemetery Replacement Fund". This fund shall be administered as a reserve fund in accordance with the <i>Community Charter</i> . The principal and interest in this fund shall be used for development, replacement or repair of Cemetery infrastructure, or for the purchase and development of land for cemetery purposes in the future.	Replacement Fund <u>Cemetery Strategic Development Fund</u> . A fund shall be established to be known as the "Cemetery Replacement Fund" <u>"Cemetery Strategic Development Fund"</u> . This fund shall be administered as a reserve fund in accordance with the <i>Community Charter</i> . The principal and interest in this fund shall be used for development, replacement or repair of Cemetery infrastructure, or for the purchase and development of land for Cemetery purposes in the future.	Name change only to easily distinguish between the two Cemetery Funds.

4.	PART 9 – 9.9 ADMINISTRATION AND MAINTENANCE	Payments to Reserve Accounts. On all Right of Interment Fees for use of Cemetery Plots, and Reservation Fees for Cemetery Plots, the Treasurer shall pay into the "Cemetery Maintenance Fund Account" and the "Cemetery Replacement Fund Account" respectively, from the amount received for each Right of Interment or reservation sold, as specified in the current fees.	<p>Payments to Reserve Accounts. On all Right of Interment Fees for use of Cemetery Plots, and Reservation Fees for Cemetery Plots, the Treasurer shall pay into the "Cemetery Maintenance Fund Account" and the "Cemetery Replacement Fund Account" respectively, from the amount received for each Right of Interment or reservation sold, as specified in the current fees.</p> <p><u>The Divisional Director of Financial Services shall pay into the "Cemetery Perpetual Care Fund" the percentage of each fee received as identified in Schedule A: Schedule of Fees. The Divisional Director of Financial Services shall allocate at the end of each fiscal year into the two funds "Cemetery Perpetual Care Fund" and "Cemetery Strategic Development Fund" the surplus remaining of Cemetery receipts over the expenditures. The percentage of the surplus will be allocated to each of the Cemetery Perpetual Care Fund and the Cemetery Strategic Development fund at fiscal year end as determined by the Cemetery Manager. If a deficit occurs at the end of a fiscal year, the Cemetery Manager will request a transfer of funds from the Cemetery Strategic Development Fund to balance the operating statement.</u></p>	Updating to reflect new fund names. Also, to reflect new internal financial process of fund allocation. Mandated minimums will still be deposited into the Perpetual Care Fund. KMPC will have the ability to allocate all profit for that year into the two reserves. The percentage into each fund is determined by Cemetery Manager each year.
5.	Schedule A	Schedule A: Schedule of Fees	Replace entire schedule with new Schedule A: Schedule of Fees.	<p>Formatting for clarity.</p> <p>Increase in Liner – Standard Casket fee, supply price increase.</p> <p>Bronze and engraving pricing structure: cost plus handling fee.</p>

Financial Health Report

- ▶ Cemetery industry standards
 - ▶ Proximity to Operating Breakeven
 - ▶ KMPC generates profit each year.
- ▶ Capital Funding Independence
 - ▶ Tax subsidies are not required for new development and inventory.
- ▶ Care Fund Sustainability
 - ▶ Over 50 years there is a need to increase contributions to the Care Fund to continue to operate sustainably.
 - ▶ Action: remove prescribed percentages at point of sale, allowing profits at end of year to be divided between two funds, with an increase percentage towards Care Fun. This will strengthen health of fund over long run.

CITY OF KELOWNA

BYLAW NO. 12428

Amendment No. 4 to Cemetery Bylaw No. 11664

The Municipal Council of the City of Kelowna, in open meeting assembled, enacts that the City of Kelowna Amendment No. 4 to Cemetery Bylaw No. 11664 be amended as follows:

1. THAT **PART 6 - INTERMENT IN THE CEMETERY, 6.19 Cremated Remains within a Casket Plot** be added as follows:

“Cremated Remains within a Casket Plot Cremated remains being interred within a Casket Plot where no casket is currently interred, will be subject to casket interment fees. This includes but not limited to: INTERMENT PERMIT Open/Close Casket Plot.”;
2. AND THAT **PART 9 - ADMINISTRATION AND MAINTENANCE 9.6 Maintenance Fund** be amended by deleting all references to “Maintenance Fund” and replace it with “Cemetery Perpetual Care Fund”;
3. AND THAT **PART 9 - ADMINISTRATION AND MAINTENANCE 9.7 Replacement Fund** be amended by deleting all references to “Replacement Fund” and replace it with “Cemetery Strategic Development Fund”;
4. AND THAT **PART 9 - ADMINISTRATION AND MAINTENANCE 9.9 Payments to Reserve Accounts** be amended by deleting

“On all **Right of Interment** Fees for use of **Cemetery Plots**, and Reservation Fees for **Cemetery Plots**, the **Treasurer** shall pay into the "Cemetery Maintenance Fund Account" and the "Cemetery Replacement Fund Account" respectively, from the amount received for each **Right of Interment** or reservation sold, as specified in the current fees”

and replace it with

“The Divisional Director of Financial Services shall pay into the “Cemetery Perpetual Care Fund” the percentage of each fee received as identified in Schedule A: Schedule of Fees. The Divisional Director of Financial Services shall allocate at the end of each fiscal year into the two funds “Cemetery Perpetual Care Fund” and “Cemetery Strategic Development Fund” the surplus remaining of **Cemetery** receipts over the expenditures. The percentage of the surplus will be allocated to each of the Cemetery Perpetual Care Fund and the Cemetery Strategic Development fund at fiscal year end as determined by the **Cemetery Manager**. If a deficit occurs at the end of a fiscal year, the **Cemetery Manager** will request a transfer of funds from the Cemetery Strategic Development Fund to balance the operating statement.”;
5. AND FURTHER THAT **KELOWNA MEMORIAL PARK CEMETERY’S FEE SCHEDULE “A”** be deleted in its entirety and replaced with the attached Schedule “A”.
6. This bylaw may be cited for all purposes as "Bylaw No. 12428 being Amendment No. 4 to Cemetery Bylaw No. 11664."
7. This bylaw shall come into full force and effect and is binding on all persons from the date of January 1, 2023.

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

Schedule A: Fees

Non-residents of Kelowna add 25% to all fees.

GST applicable to all fees, GST not included in this schedule.

Memorial Product/Service	2022	2023	2024	2025	2026
Right of Interment - Casket Plot					
Upright marker Sections G1, G7, G4, G8 <i>25% allocated to the Cemetery Care Fund</i>	\$6,028	\$6,329	\$6,646	\$6,978	\$7,326
Flat marker Sections C, D, E, G4, G7, G8 <i>25% allocated to the Cemetery Care Fund</i>	\$4,346	\$4,563	\$4,791	\$5,030	\$5,281
Pioneer Sections A, B <i>25% allocated to the Cemetery Care Fund</i>	\$6,028	\$6,329	\$6,646	\$6,978	\$7,326
Small plot s (child plots) Sections A, C, D <i>25% allocated to the Cemetery Care Fund</i>	\$529	\$556	\$583	\$612	\$642
Estate Plot All estate plots include: two double depth lawn crypts (space for four caskets), 8 companion cremation plots (space for 16 urns), concrete marker foundation.					
Private Estate - also includes: granite bench, arched gate feature c/w bronze name plate, garden beds. <i>25% allocated to the Cemetery Care Fund</i>	\$84,008	\$88,209	\$92,619	\$97,249	\$102,111
Semi Private Estate - also includes: shared granite bench, flower beds <i>25% allocated to the Cemetery Care Fund</i>	\$61,962	\$65,060	\$68,313	\$71,728	\$75,314
Right of Interment - Cremation Plot					
Companion plot (two urns) <i>25% allocated to the Cemetery Care Fund</i>	\$867	\$911	\$956	\$1,003	\$1,053
Family plot (six urns) <i>25% allocated to the Cemetery Care Fund</i>	\$1,738	\$1,825	\$1,916	\$2,011	\$2,111

Section G3 companion garden plot (two urns)					
<i>25% allocated to the Cemetery Care Fund</i>	\$1,131	\$1,187	\$1,247	\$1,309	\$1,374
Section G3 family garden plot (six urns)					
<i>25% allocated to the Cemetery Care Fund</i>	\$2,082	2,186	\$2,296	\$2,410	\$2,530
Non-residents of Kelowna add 25% to all fees. GST applicable to all fees, GST not included in this schedule.					
Memorial Product/Service	2022	2023	2024	2025	2026
Right of Interment - Cremation Plot					
Companion plot (space for two urns)					
<i>25% allocated to the Cemetery Care Fund</i>	\$867	\$911	\$956	\$1,003	\$1,053
Family plot (space for six urns)					
<i>25% allocated to the Cemetery Care Fund</i>	\$1,738	\$1,825	\$1,916	\$2,011	\$2,111
Section G3 companion garden plot (space for two urns)					
<i>25% allocated to the Cemetery Care Fund</i>	\$1,131	\$1,187	\$1,247	\$1,309	\$1,374
Section G3 family garden plot (space for six urns)					
<i>25% allocated to the Cemetery Care Fund</i>	\$2,082	2,186	\$2,296	\$2,410	\$2,530
Right of Interment - Cremation Niche					
Legacy Gardens phase one					
Companion level one					
<i>10% allocated to the Cemetery Care Fund</i>	\$4,348	\$4,565	\$4,794	\$5,033	\$5,284
Companion level two					
<i>10% allocated to the Cemetery Care Fund</i>	\$4,803	\$5,043	\$5,295	\$5,559	\$5,836
Companion level three, four, five					
<i>10% allocated to the Cemetery Care Fund</i>	\$5,089	\$5,344	\$5,611	\$5,891	\$6,185
Family niche level three, four, five					

<i>10% allocated to the Cemetery Care Fund</i>	\$10,687	\$11,221	\$11,782	\$12,371	\$12,989
<hr/>					
Family urn includes one family name engraved on urn					
<i>10% allocated to the Cemetery Care Fund</i>	\$16,685	\$17,519	\$18,395	\$19,314	\$20,279
<hr/>					

Non-residents of Kelowna add 25% to all fees.
 GST applicable to all fees, GST not included in this schedule.

Memorial Product/Service	2022	2023	2024	2025	2026
Bennett Memorials & Promontory Green					
Concord & Level one					
<i>10% allocated to the Cemetery Care Fund</i>	\$4,348	\$4,565	\$4,794	\$5,033	\$5,284
Level two					
<i>10% allocated to the Cemetery Care Fund</i>	\$4,803	\$5,043	\$5,295	\$5,559	\$5,836
Level three, four, five, six					
<i>10% allocated to the Cemetery Care Fund</i>	\$5,089	\$5,344	\$5,611	\$5,891	\$6,185
Right of Interment - Cremation Scattering					
Garden Ossuary scattering only					
<i>25% allocated to the Cemetery Care Fund</i>	\$215	\$226	\$237	\$248	\$260
Garden Ossuary scattering with name plate					
<i>25% allocated to the Cemetery Care Fund</i>	\$790	\$829	\$871	\$914	\$959
Garden Ossuary name plate only					
	\$790	\$829	\$871	\$914	\$959
Mountain Trail scattering only					
<i>25% allocated to the Cemetery Care Fund</i>	\$215	\$226	\$237	\$248	\$260
Mountain Trail scattering with name plate					
<i>25% allocated to the Cemetery Care Fund</i>	\$790	\$829	\$871	\$914	\$959
Mountain Trail name plate only					
	\$790	\$829	\$871	\$914	\$959

Non-residents of Kelowna add 25% to all fees.
 GST applicable to all fees, GST not included in this schedule.

Memorial Product/Service	2022	2023	2024	2025	2026
Right of Interment - Mausolea					
Legacy Gardens crypt phase one - includes standard crypt plate					
Level one					
<i>10% allocated to the Cemetery Care Fund</i>	\$22,882	\$24,026	\$25,227	\$26,488	\$27,812
Level two					
<i>10% allocated to the Cemetery Care Fund</i>	\$23,592	\$24,772	\$26,011	\$27,311	\$28,676
Level three					
<i>10% allocated to the Cemetery Care Fund</i>	\$23,856	\$25,049	\$26,301	\$27,616	\$28,996
Promontory Green crypt - includes standard crypt plate					
Level one					
<i>10% allocated to the Cemetery Care Fund</i>	\$22,882	\$24,026	\$25,227	\$26,488	\$27,812
Level two					
<i>10% allocated to the Cemetery Care Fund</i>	\$23,592	\$24,772	\$26,011	\$27,311	\$28,676
Level three					
<i>10% allocated to the Cemetery Care Fund</i>	\$23,856	\$25,049	\$26,301	\$27,616	\$28,996
Couch crypt levels one, two, three - includes standard crypt plate					
<i>10% allocated to the Cemetery Care Fund</i>	\$29,534	\$31,011	\$32,562	\$34,190	\$35,899

Non-residents of Kelowna add 25% to all fees.
GST applicable to all fees, GST not included in this schedule.

Memorial product/service	2022	2023	2024	2025	2026
Interment					
Open/close					
Casket - plot	\$1,149	\$1,206	\$1,266	\$1,329	\$1,395
Casket - mausoleum	\$1,194	\$1,254	\$1,316	\$1,381	\$1,450
Cremated remains - plot	\$502	\$527	\$553	\$580	\$609
Cremated remains - niche	\$502	\$527	\$553	\$580	\$609
Children under 12 years of age interred in a designated child plot	\$0	\$0	\$0	\$0	\$0
Concurrent interment					
Casket	\$572	\$601	\$631	\$662	\$695
Cremated remains - plot	\$249	\$261	\$274	\$287	\$301
Cremated remains - niche	\$192	\$202	\$212	\$222	\$233
Liners					
Standard Casket	\$695	\$834	\$875	\$918	\$963
Child Casket	\$261	\$275	\$288	\$302	\$317
Cremation	\$216	\$227	\$238	\$249	\$261
Handling & placing liners/vaults supplied by funeral home	\$435	\$456	\$479	\$502	\$527
Disinterment					
Casket	\$1,740	\$1,827	\$1,918	\$2,013	\$2,113
Cremated remains	\$529	\$556	\$583	\$612	\$642
Additional services					
Canopy service second tent	\$148	\$155	\$163	\$171	\$179
Supply pall bearer two employees	\$128	\$135	\$141	\$148	\$155

Non-residents of Kelowna add 25% to all fees.
 GST applicable to all fees, GST not included in this schedule.

Memorial product/service	2022	2023	2024	2025	2026
Additional fees					
Interments 3:00 pm or later	\$646	\$678	\$712	\$747	\$784
Weekend/holiday services	\$1,149	\$1,206	\$1,266	\$1,329	\$1,395
Deepening casket plot	\$1,740	\$1,827	\$1,918	\$2,013	\$2,113
Deepening cremation plot	\$435	\$456	\$479	\$502	\$527
Additional use fee (3 rd /+ interments)	\$435	\$456	\$479	\$502	\$527
Administrative fees					
Transferring plot, surrender right of interment, add to reservation	\$88	\$93	\$97	\$101	\$106
Record retrieval	\$101	\$106	\$111	\$116	\$121
Record re-issue, exemption request	\$33	\$34	\$36	\$37	\$38
Open/close niche for corrective measures	\$154	\$162	\$170	\$178	\$186
Memorials/markers					
Marker installation permit markers installed by the city					
<i>40% allocated to the cemetery care fund</i>	\$448	\$471	\$494	\$518	\$543
Marker permit installed by others					
<i>100% allocated to the cemetery care fund</i>	\$261	\$275	\$288	\$302	\$317
Marker modification permit					
<i>100% allocated to the cemetery care fund</i>	\$88	\$93	\$97	\$101	\$106
Disposal of marker	\$118	\$123	\$130	\$136	\$142
Engraving of shutter niche, each occurrence	\$331	\$491	\$515	\$540	\$567
Second year date plate for niche/mausolea, family urn plaques	Manufacturer product & shipping + bronze date plate handling fee				
Bronze date plate handling fee - includes design & installation.	\$117	\$122	\$128	\$134	\$140

Non-residents of Kelowna add 25% to all fees.
GST applicable to all fees, GST not included in this schedule.

Memorial product/service	2022	2023	2024	2025	2026
Bronze handling fee - includes design, removal, packaging for shipping, installation (product additional, determined by bronze company).	\$182	\$191	\$200	\$210	\$220
Special order bronze/granite/memorial handling fee - includes installation (product additional, determined by bronze company).	\$336	\$369	\$387	\$406	\$426
Replacement shutter single	\$95	\$99	\$104	\$109	\$114
Replacement shutter double	\$187	\$196	\$206	\$216	\$226
Vases					
Bud vase - niche	Manufacturer product & shipping + Bronze handling fee				
Bud vase - mausolea	Manufacturer product & shipping + Bronze handling fee				
In ground flower vase	\$90	\$95	\$100	\$105	\$110
In ground flower vase if supplied by funeral home	\$36	\$37	\$39	\$40	\$42
Dedication program <u>renew</u>	<u>Right of dedication for 20 years with option to</u>				
Memorial Tree Plaque - includes scattering of cremated remains in scattering garden or trail	\$1,579	\$1,658	\$1,741	\$1,828	\$1,919
Memorial bench with plaque	Contact KMPC for current product availability and pricing				
Memorial bench existing bench, adding a plaque	Contact KMPC for current product availability and pricing				
Adding second plaque to existing memorial bench or tree	Contact KMPC for current product availability and pricing				
Memorial table with plaque	Contact KMPC for current product availability and pricing				

Report to Council



Date: November 28, 2022
To: Council
From: City Manager
Subject: Kelowna International Airport Fees Bylaw 7982 – Amendment
Department: Kelowna International Airport

Recommendation:

THAT COUNCIL receive for information the report of the Kelowna International Airport dated November 28, 2022;

AND FURTHER THAT Bylaw No. 12431 being Amendment No. 39 to the City of Kelowna Airport Fees Bylaw 7982 be advanced for reading consideration.

Purpose:

To obtain Council's approval to amend the Kelowna International Airport's Fees Bylaw No. 7982.

Background:

Kelowna International Airport (the Airport) is recommending the Airport's Fees Bylaw No. 7982 be amended to include an annual increase for automobile parking fees. The annual increase would be equal to the British Columbia, all items consumer price index for the 12 months ended June 30 and would become effective the first weekday of the calendar year that is not a statutory holiday. Any increase would be rounded to the nearest \$0.25 and annual adjustments not resulting in an amendment will be compounded for future years.

If approved, the increase to the Airport's automobile parking fees would be effective January 3, 2023. Parking fees were last increased on January 5, 2022.

The recommended fee increases are:

Location	Description	Current	Recommended
Short-term	First hour	\$2.00	\$2.00
	Each additional hour	\$3.00	\$3.25
	Max per 24 hours	\$23.00	\$24.25

	Gold Pass (6 months prepaid)	\$1,100.00	\$1,154.00
Location	Description	Current	Recommended
Long-term	First hour	\$2.00	\$2.00
	Each additional hour	\$3.00	\$3.25
	Daily	\$15.00	\$15.75
	Weekly	\$75.00	\$78.75
North End Lot & North Airport Way	First 24 hours	\$0.00	\$0.00
	Each additional 24 hours	\$10.00	\$10.50
Valet	Valet parking	\$25.00	\$26.25
Aircrew Parking	Per month	\$32.50	\$34.00
UBCO Student and Staff Parking (non-travel)	Per semester or part thereof	\$360.00	\$377.75
Vehicle Storage	Per month	\$75.00	\$78.75
Curbside	Parking meters (30 minutes)	\$2.50	\$2.50

Previous Airport Advisory Committee Recommendation

Recommendation	Date
AND THAT the Airport Advisory Committee support obtaining the approval of Council for the amendment to the Airport Fees and Charges Bylaw No. 7982 to increase the Airport parking fees effective January 3, 2023, as presented to the Airport Advisory Committee on September 22, 2022.	September 22, 2022

Discussion:

As shown below, the recommended parking fees have been developed in accordance with the Airport's low-cost business model, when compared to other Canadian airports with similar passenger numbers and Vancouver International Airport.

Location	Description	YLW Recommended	Victoria	Quebec City	St. John's	Saskatoon	Regina	Vancouver
Short-term lot	First hour or portion thereof	\$ 2.00	\$ 1.00	\$ 9.00	\$ 4.50	\$ 5.00	\$ 4.00	\$ 10.00
	Each additional hour or portion thereof	\$ 3.25	\$ 1.00	\$ 9.50	\$ 4.50	\$ 5.00	\$ 4.00	\$ 10.00
	Maximum per 24 hours	\$ 24.25	N/A - max 2 hours	\$ 54.00	\$ 108.00	\$ 22.00	\$ 50.00	\$ 36.75
	Gold Pass 6-month pre-purchase program	\$ 1,154.00	N/A	N/A	\$ 756.00	N/A	N/A	N/A
Long-term lot	Per hour or part thereof	\$ 2.00	\$ 2.00	\$ 8.00	\$ 4.50	\$ 5.00	N/A	\$ 4.25
	Each additional hour or portion thereof	\$ 3.25	\$ 2.00	\$ 10.00	\$ 4.50	\$ 5.00	N/A	\$ 4.25
	Maximum per 24 hours	\$ 15.75	\$ 16.00	\$ 45.00	\$ 18.00	\$ 16.00	\$ 15.00	\$ 27.50
	Maximum per week	\$ 78.75	\$ 96.00	\$ 79.00	\$ 90.00	\$ 112.00	\$ 89.00	\$ 153.50
North end lot and North Airport Way	First 24 hours	\$ -	N/A	N/A	N/A	N/A	N/A	N/A
	Each additional 24 hours or portion thereof	\$ 10.50	N/A	N/A	N/A	N/A	N/A	N/A
Valet parking	Per use	\$ 26.25	N/A	N/A	N/A	N/A	N/A	N/A
Aircrew parking	Per month or part thereof	\$ 34.00	N/A	N/A	N/A	N/A	N/A	N/A
UBCO Student and Staff Parking (non-travel)	Per semester or part thereof	\$ 377.75	N/A	N/A	N/A	N/A	N/A	N/A
Vehicle storage	Per month or part thereof	\$ 78.75	N/A	N/A	N/A	N/A	N/A	N/A
Curbside parking meters	Per 30 minutes	\$ 2.50	N/A	N/A	N/A	N/A	N/A	N/A

The recommended parking fees are forecasted to increase parking revenues by up to \$0.5 million in 2023, based on forecasted passenger numbers of 2.13 million.

Conclusion:

The Airport recommends that Bylaw No. 7982 be amended to increase automobile parking fees, as outlined above, effective January 3, 2023.

Internal Circulation:

City Clerk
Communications
Financial Services

Considerations applicable to this report:

Financial/Budgetary Considerations:

As the proposed parking fee increases would become effective January 3, 2023, a corresponding increase in parking revenues would be brought forward as a part of the preliminary 2023 Financial Plan.

Considerations not applicable to this report:

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

Submitted by:

S. Dyrdal, Senior Airport Finance and Corporate Services Manager

Approved for inclusion:

SS

cc:

S. Dyrdal, Senior Airport Finance and Corporate Services Manager
T. McQueenie, Airport Corporate Services Manager

CITY OF KELOWNA

BYLAW NO. 12431

Amendment No. 39 to Airport Fees Bylaw No. 7982

The Municipal Council of the City of Kelowna, in open meeting assembled, enacts that the City of Kelowna Airport Fees Bylaw No. 7982 be amended as follows:

1. THAT **Section 14. AUTOMOBILE PARKING FEES**, be amended by adding the following at the end of the section:

" **Effective January 2023**

Automobile parking fees are subject to an annual increase effective at the beginning of the calendar year equal to the BC, all items consumer price index for the 12 months ended June 30 of the prior year. Increases will be rounded to the nearest \$0.25 and annual adjustments not resulting in an amendment will be compounded for future years."
2. This bylaw may be cited for all purposes as "Bylaw No. 12431, being Amendment No. 39 to Airport Fees Bylaw No. 7982."
3. This bylaw shall come into full force and effect and is binding on all persons as of January 3, 2023.

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

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk

Report to Council



Date: November 28, 2022
To: Council
From: City Manager
Subject: H2O Memberships and Admissions Rate Adjustment
Department: Active Living and Culture Division

Recommendation:

THAT Council approve changes to membership and drop-in admission fees at the H2O Adventure + Fitness Centre as outlined in the report from the Active Living & Culture Division dated November 28, 2022

AND THAT the change in membership fees take effect January 1, 2023 and drop-in admission fee change effective July 1, 2023.

Purpose:

To obtain Council support for an increase to membership and drop-in admission fees at H2O Adventure + Fitness Centre

Background:

The H2O Adventure + Fitness Centre (H2O) facility opened in April of 2009 and has been operated successfully by the YMCA of Southern Interior of BC (YMCA, formerly the YMCA of Okanagan) since the commencement of the original Management and Operating Agreement (MOA) in 2009. The current MOA expires in December 2023.

The MOA contains conditions for a high standard of operation of the H2O facility and defines the cooperation and collaboration between the parties throughout the course of the agreement. Goals and objectives as well as responsibilities are defined and demonstrate a positive, common theme of providing high caliber public service in aquatics, fitness, and wellness alike.

As part of their role as operators of the facility, the YMCA creates and provides to the City an annual budget where revenues are equal to or exceed expenses related to their contractual responsibility. The budget is provided to the City for information and supports annual planning discussions and baseline

for financial reporting. The agreement also provides incentives for better than budget performance as well as process and parameters to deal with deficit conditions. When the budget projection is in a deficit there is a collaborative approach to manage the outlook and reduce the risk to the City and the operating partner; this was the situation during the pandemic.

Recognizing the complexity and increasing costs to operate facilities like H2O, the agreement provides the ability for the YMCA to increase fees by 2% annually at their discretion. Increases above 2% per year require approval from City Council. As part of its annual budget submission, the YMCA has made the request to increase membership fees and drop-in admission fees for 2023 by 5% with increased membership fees effective January 1, 2023 and drop-in admission fees effective July 1, 2023.

Discussion:

Recreation facilities are paramount in the development of a healthy and active community. They provide benefits to residents and visitors of all ages by supporting participation and excellence in sport, engaging non-profit and private sectors, inspiring economic development and tourism, and provide spaces for social and community connection.

The COVID-19 pandemic has disrupted many aspects of community life including the complete closure, and then gradual reopening under various restrictions for recreation and cultural facilities. While restrictions have been fully removed and some services have returned to pre-pandemic levels of activity, other service areas have not yet fully recovered – an example is membership and drop-in levels at recreation facilities. While trending in a positive direction, membership and drop-in admission levels remain below pre-pandemic levels.

The YMCA's approach to setting fees at H2O is not to default to the maximum allowable increase each year; affordability for the community remains a key consideration. Rates and respective increases are determined only once the budget has been completed. The annual budget is set at a level required to recover anticipated costs to effectively operate the amenities and programs within the facility. For example, in the past four years (2018-2022), the YMCA's monthly adult membership fees have increased from \$52 to \$55, representing a total increase of 5.77% which is well within the contractual limit of 8.24% (2% per year plus compounding). Drop-in admission fees have increased in a similar pattern.

The YMCA has provided a balanced operating budget for 2023 within the scope of their operating responsibilities. The budget, projects revenue streams that includes a 5% increase to both memberships and drop-in admissions and strives to manage inflationary pressures in both labour markets and materials costs. The YMCA's forecasted operating budget for 2023 is \$4.38M. Outside of the scope of the agreement the City maintains a facility operating budget for H2O for items related to building operations, such as – utilities, chemicals, certain maintenance expenses, deficit management and equipment replacement fund contributions. These items are outside of the YMCA financial responsibilities and the cost is approximately \$1.1M annually.

The following table provides an illustration of current rates and proposed rates with a 5% increase, rounded to the nearest \$0.25.

	Facility Drop-in (2022)	Proposed Facility Drop-in (2023)
Adult (25-64)	\$12.00	\$12.50
Senior (65+)	\$9.30	\$9.75
Youth/Young Adult (13-24)	\$9.30	\$9.75
Child (0-12)	\$6.45	\$6.75
Child* (0-2)	no charge	no charge
Family	\$30.60	\$32.25

	Membership (2022)	Membership (2023)
Child and Youth	\$45.00	\$47.25
Young Adult	\$45.00	\$47.25
Adult	\$55.00	\$57.75
Senior	\$45.00	\$47.25
Family (1 adult)	\$100.00	\$105.00
Family (2 adults)	\$155.00	\$162.75
Student	\$28.00	\$29.50

As indicated earlier in the report, affordability remains one of the primary goals in the operation of facilities such as H2O; ensuring all residents can participate in programs and services from this facility. Charging user fees is an important aspect of supporting business operations but fees should not become a barrier to accessibility and participation. As part of the MOA, the YMCA maintains a financial assistance program that provides discounted rates for those who cannot afford membership fees. As well, the City provides Recreation Opportunity Coupons to approximately 75 local social service-based organizations; the coupons allow free drop-in access to both Parkinson Recreation Centre and H2O.

Conclusion:

The proposed budget follows the requirements of the MOA and reflects current market changes and conditions. The budget provides a balanced financial operating scenario that continues to manage the relationship between facility costs, affordability and ensuring financial assistance programs are in place.

Internal Circulation:

Active Living & Culture
 Communications
 Partnerships
 Financial Services

Considerations applicable to this report:

Financial/Budgetary Considerations:

Per the MOA, should the operations be in a deficit balance, the first \$20k is the responsibility of the YMCA and the remainder is the City of Kelowna's responsibility. When in a surplus, the excess funds are shared, with the City's share being placed in H2O facility and equipment reserves.

Considerations not applicable to this report:

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Existing Policy:

External Agency/Public Comments:

Communications Comments:

Submitted by: J. Jean, Administration & Business Services Manager

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

Attachment 1 – H2O Memberships and Admissions Rate Adjustment Presentation


cc:

Corporate Strategic Services

Financial Services

Partnerships & Investments

YMCA of Southern Interior of BC



H₂O Memberships and Admissions Rate Adjustment

November 28, 2022

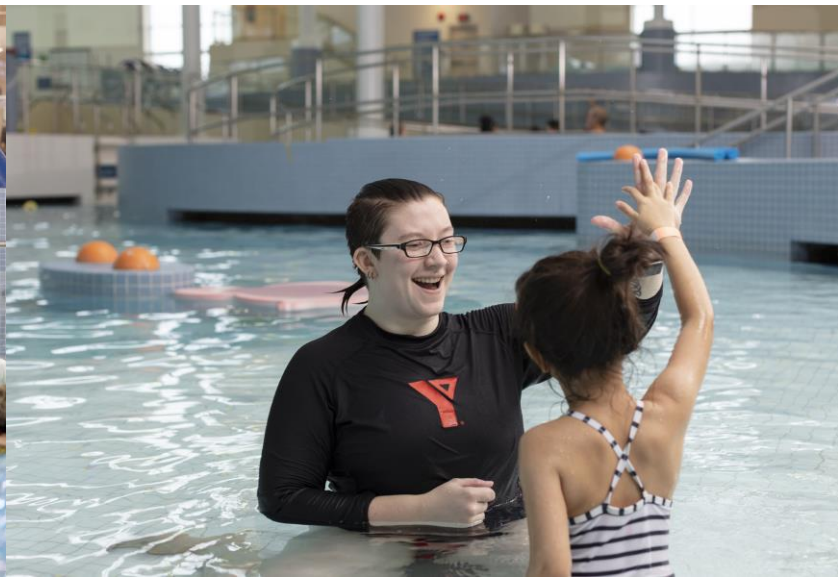
H2O Adventure + Fitness Centre Background

- ▶ City owned and operated by YMCA
- ▶ Management and Operating Agreement
- ▶ Annual Budget
 - ▶ Balanced budget
 - ▶ Provision for 2% increase
 - ▶ Surplus/Deficit conditions



Current Conditions

- ▶ COVID recovery
- ▶ Other influences
- ▶ Accessibility



Rate Adjustments

- ▶ 5% Increase
- ▶ Memberships – effective January 1, 2023
 - ▶ Individual (adult) \$2.75 monthly
 - ▶ Family \$7.75 monthly
- ▶ Drop-in Admissions – effective July 1, 2023
 - ▶ Individual (adult) \$0.50 drop-in
 - ▶ Family \$1.65 drop-in





City of
Kelowna

Questions?

For more information, visit kelowna.ca.

Report to Council



Date: November 28, 2022
To: Council
From: City Manager
Subject: Revised Reaching Home – Designated Communities Intermediary Agreement
Department: Active Living & Culture

Recommendation:

THAT Council receives for information the report from Active Living & Culture dated November 28, 2022, regarding a revised Reaching Home – Designated Communities Intermediary Agreement with the Central Okanagan Journey Home Society;

AND THAT Council approves the revised Intermediary Agreement to accept the Reaching Home – Designated Communities grant funding over the next year to increase grant funding by \$80,850 for a grand total amount of \$149,573 from the Central Okanagan Foundation on behalf of the Central Okanagan Journey Home Society;

AND THAT Council authorizes the Divisional Director, Active Living & Culture, to execute all documents necessary to complete the revised Agreement for 2022-2023;

AND THAT Council supports a \$149,573 grant to the Central Okanagan Journey Home Society to support the Society's work to develop and implement a coordinated access system to address homelessness in Kelowna;

AND FURTHER THAT the Financial Plan be amended to include receiving and granting the revised amount of an additional \$80,850 for 2022-2023.

Purpose:

To approve a revised Intermediary Agreement between the City and the Central Okanagan Journey Home Society (COJHS) for the receipt and granting of an updated amount of Reaching Home, Designated Communities funds for 2022-2023 to COJHS.

Background:

Reaching Home is a community-based federally funded program aimed at preventing and reducing homelessness by providing direct support and funding to 58 urban Designated Communities across

Canada. Under the program directives, Kelowna as a Designated Community is provided with guidance to implement the funding program requirements. Locally, these funds are administered by the Central Okanagan Foundation (COF). In their role as Community Entity, COF is responsible for managing the Government of Canada's Reaching Home Strategy funds and supporting the local Community Advisory Board on Homelessness (CAB-H) to develop a community plan and inform local priority setting and decision-making.

The Reaching Home directive required that all Designated Communities had a coordinated access system in place by March 31, 2022. A coordinated access system is the process by which the support needs of individuals experiencing homelessness or at-risk of homelessness are assessed in order to prioritize and match them to housing support services. Quality coordinated access systems include a centralized database based on real-time data and available housing and supports; clear access points of entry; common assessment; standardized protocols; and resources focused on ensuring that people can connect with appropriate housing and housing supports in an efficient and timely manner.

Locally, COJHS is leading a process designed to develop a system of coordinated access that highlights service gaps and allows for seamless service delivery for individuals. This includes a shift to an outcomes-based approach, utilizing more comprehensive data to establish baselines against which progress toward important outcomes—like the reduction of chronic homelessness—can be measured.

Previous Council Resolution

Resolution	Date
<p>THAT Council receives for information the report from Active Living & Culture dated June 21, 2021, regarding a Reaching Home – Designated Communities Intermediary Agreement with the Central Okanagan Journey Home Society;</p> <p>AND THAT Council approves the Intermediary Agreement to accept the Reaching Home – Designated Communities grant funding over the next two years in the amount of \$187,132.00 from the Central Okanagan Foundation on behalf of the Central Okanagan Journey Home Society;</p> <p>AND THAT the Mayor and City Clerk be authorized to execute all documents necessary to complete the Agreement; AND THAT Council supports a \$187,132.00 grant to the Central Okanagan Journey Home Society to support the Society's work to develop and implement a coordinated access system to address homelessness in Kelowna;</p> <p>AND THAT the Financial Plan be amended to include receiving and granting of \$187,132.00.</p>	June 21, 2021

Discussion:

Kelowna's CAB-H has directed that COJHS, in its role as the local backbone organization supporting the work to move towards an integrated systems approach to addressing homelessness, be the recipient of the Reaching Home coordinated access funding. However, COJHS is not eligible to access the funds directly as they do not currently have charitable status. COJHS is currently reviewing whether or not they will reapply to Revenue Canada to become a registered charity.

The Reaching Home coordinated access funds are being distributed to Designated Communities over a series of years. At the June 21, 2021 meeting Council approved an Intermediary Agreement between the City and COJHS for the City to accept the funding for 2021-2022 and 2022-2023 on behalf of COJHS. The agreement noted that should COJHS obtain charitable status during this timeframe, the Intermediary Agreement will be terminated.

The original Intermediary Agreement addressed Reaching Home Coordinated Access funding for the fiscal years 2021/2022 (\$118,409) and 2022/2023 (\$68,723). However, as a Designated Community, Kelowna will receive incremental funding due to the Government of Canada's Budget 2021 announcement of \$567.2 million over two years (2022-2023) for Reaching Home: Canada's Homelessness Strategy. As a result, the Intermediary Agreement needs be revised to reflect the increased funding in 2022-2023. Once the revised Intermediary Agreement between the City and COJHS is in place, COF will enter into a new Reaching Home Designated Communities Funding Agreement with COJHS, outlining the funding directives.

Conclusion:

Through the shift towards an integrated system approach supported by the Designated Communities Reaching Home coordinated access funding program, COJHS will continue to lead the work to develop, manage, and operationalize a comprehensive coordinated access system. Through this work our community will be better equipped to support individuals experiencing, or at-risk of, homelessness with more effective and timely access to housing support services.

Internal Circulation:

Active Living & Culture
City Clerks
Finance
Communications
Grants and Special Projects

Considerations applicable to this report:

Financial/Budgetary Considerations:

The Reaching Home program is currently providing funding to Designated Communities across Canada over three years. Subject to the terms of the June 21, 2021 Reaching Home Intermediary Agreement with COF, the City was to receive up to \$187,132 over three years (2021-2023) and in turn grant the funds to COJHS. Due to incremental funding through the 2021 federal budget, Kelowna will now receive a total amount up to \$267,982, \$118,409 of which was received during the first fiscal year (2021-2022) of the original Intermediary Agreement.

The revised Intermediary Agreement reflects the additional funding in 2022-23:

- In Fiscal Year 2022-2023 – Agreement is being revised to reflect an additional \$80,850, increasing the total for this fiscal year from \$68,723 to up to \$149,573.

Submitted by: S. Wheeler, Social Development Manager, Active Living & Culture

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

cc: L. Bentley, Deputy City Clerk
M. Antunes, Financial Planning Manager
L. Thornimbert, Communications Advisor
M. Kam, Grants & Special Projects Manager

Attachment: 2022-11-21 City-COJHS Revised Reaching Home Intermediary Agreement



Date: November 28, 2022

Cheryl Miller | Director of Grants & Community Initiatives
Central Okanagan Foundation
306.1726 Dolphin Avenue
Kelowna, BC V1Y 9R9

Attention: Cheryl Miller; Director of Grants & Community Initiatives

RE: Revised Reaching Home Coordinated Access (CCI), 2022-23 Designated Communities
Funding Program

The City of Kelowna agrees to accept grant funds from the Central Okanagan Foundation on behalf of the Central Okanagan Journey Home Society.

All grant funds received by the city of Kelowna on behalf of the Central Okanagan Journey Home Society will be provided to the Central Okanagan Journey Home Society in a timely manner.

The purpose of the proposed Reaching Home CCI (Coordinated Access) funds are outlined in the Reaching Home – Designated Communities Funding Agreement between the Central Okanagan Foundation and the Central Okanagan Journey Home Society.

The City of Kelowna understands that there will be reporting requirements. The reports will be reviewed by the Social Development Manager, Active Living & Culture, Parks & Recreation with the city of Kelowna and submitted to Cheryl Miller, Director of Grants & Community Initiatives of the Central Okanagan Foundation.

In 2021-22 Reaching Home Coordinated Access funds in the amount of \$118,409.00 were accepted by the City on behalf of the Central Okanagan Journey Home Society and provided to the Central Okanagan Journey Home Society.

Budget:
2022-23 \$149,573.00 (Revised to include additional \$80,850.00)

The Central Okanagan Journey Home Society agrees to the following provisions:

- Provision for the city of Kelowna to be able to inspect the project on reasonable short notice.
- Provision for withdrawing or withholding funds or resources at the city of Kelowna's discretion.
- Provision that the city of Kelowna will make payment (s) to the Central Okanagan Journey Home Society upon receipt of applicable invoice (s) specific to the activities outlined in the Reaching Home – Designated Communities Funding Agreement between the Central Okanagan Foundation and the Central Okanagan Journey Home Society.
- Provision for the Central Okanagan Journey Home Society – Reaching Home CCI (Coordinated Access) funds to be segregated from those of the city of Kelowna and for the city of Kelowna to keep separate books and records.

The City of Kelowna
1435 Water St., Kelowna, BC V1Y 1J4
BIN:
RR:

Central Okanagan Journey Home Society
Suite 1100, 1631 Dickson Ave
Kelowna, BC
V1Y 0B5

Jim Gabriel, Divisional Director, Active Living & Culture

Stephanie Ball, Executive Director

Signature: _____

Signature: _____

Date: _____

Date: _____

Scott Lanigan, Board Chair

Signature: _____

Date: _____

Report to Council



Date: November 28, 2022

To: Council

From: City Manager

Subject: 2022 Health Canada Substance Use and Addictions Program Funding

Department: Active Living and Culture

Recommendation:

THAT Council receives, for information, the report from the Active Living and Culture Division dated November 28, 2022 with respect to funding received under the Health Canada Substance Use and Addictions Program;

AND THAT Council approve the amendment of the 2022 Financial Plan to include the receipt of funds allocated as \$662,433.00

Purpose:

To amend the 2022 Financial Plan to include the receipt of funds for the Substance Use and Addictions Program.

Background:

Health Canada's Substance Use and Addictions Program (SUAP) provides grants and contributions funding to respond to drug and substance use health issues. This funding is provided to other levels of government, community-led and not-for-profit organizations in Canada. SUAP provides funding for a wide range of innovative and evidence-informed projects addressing problematic substance use prevention, harm reduction and treatment initiatives across the country.

The City of Kelowna has received \$662,433.00 in funding from the Government of Canada for the Kḱnḱtəwīḱ "We walk hand in hand" Indigenous Harm Reduction and Structural Stigma Dialogue with the Healthcare Sector project.

Discussion:

The Kḱnḱtəwīḱ "We walk hand in hand" Indigenous Harm Reduction and Structural Stigma Dialogue with the Healthcare Sector program was developed in partnership with local Indigenous organizations and will roll out over the next two years. This funding will support a new program that seeks to grow cultural safety within harm reduction services, and reduce the stigma and racism faced by Indigenous peoples and other communities that are marginalized in Kelowna. The program will be delivered in partnership with Urban Matters CCC, the PEOPLE Lived Experience Society, the Ki-Low-Na Friendship Society, and other local organizations.

Through Knknxtəwix̓, members of the local Indigenous community will share their knowledge, and advocate for and grow Indigenous cultural understanding within the healthcare sector, leading to more culturally-appropriate harm reduction, treatment and recovery services. The program aims to better equip the healthcare system to serve the needs of Indigenous peoples and other marginalized communities.

Knknxtəwix̓ will create an Indigenous Harm Reduction Team (IHRT), made up of a nurse, social worker, and Indigenous Peer Navigators. The IHRT will deliver harm reduction services, supplies and cultural support to people who use illicit substances. Knknxtəwix̓ will also pilot a substance use day program, with local Indigenous Elders, Peers and specialists contributing to its Indigenous-informed substance use recovery curriculum.

With the intent of acting as a catalyst for system change this is the second SUAP grant the City of Kelowna has successfully received. The first SUAP grant was for the PEOPLE Peer Navigators and Capacity Building project to build capacity of people with lived and living experience of past or current substance use through harm reduction and healing. This project involved training Peer Navigators to create pathways of access for people struggling with substance use and other social issues, as well as to reduce stigma relating to substance use. Over the course of this project Peer Navigators have been embedded into nine locations including the Parkinson Recreation Centre, Kelowna Regional Library (Downtown and Rutland branches), Ki-Low-Na Friendship Society, Metro Community, Metis Community Association, and PEOPLE's Connect (2 locations). This three-year project will be complete by March 31, 2023.

Conclusion:

In collaboration with key community partners, the City will implement the Knknxtəwix̓ "We walk hand in hand" Indigenous Harm Reduction and Structural Stigma Dialogue with the Healthcare Sector project. This project will be complete by March 31, 2024.

Internal Circulation:

Grants & Special Projects Manager
Financial Services
Communications

Considerations applicable to this report:

Financial/Budgetary Considerations:

The Financial Plan Amendment Policy (FIN-032) requires Council approval, through a Report to Council, for amendments greater than \$200,000 prior to Financial Plan amendments being made.

The Knknxtəwix̓ "We walk hand in hand" Indigenous Harm Reduction and Structural Dialogue with the Healthcare Sector project has been approved for Health Canada's SUAP funding for eighteen months. Subject to the Agreement with Health Canada, the City will receive up to \$662,433 in funding for this initiative:

- In Fiscal Year 2022-2023 up to \$487,396
- In Fiscal Year 2023-2024 up to \$175,037

Submitted by: S. Wheeler, Social Development Manager

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

cc:
Grants & Special Projects Manager

Report to Council



Date: November 28, 2022
To: Council
From: City Manager
Subject: Uptown Rutland Business Improvement Area – BL12427
Department: Office of the Service Clerk

Recommendation:

THAT Council receives for information, the Certificate of Sufficiency from the City Clerk dated November 28, 2022 pertaining to the establishment of the Uptown Rutland Business Improvement Area.

AND THAT Bylaw No. 12427 being the Uptown Rutland Business Improvement Area Bylaw be forwarded for adoption consideration.

Purpose:

To submit the Certificate of Sufficiency for the Uptown Rutland Business Improvement Area and to advance Bylaw No. 12427 for adoption.

Background:

At the Regular Council Meeting on September 26, 2022, three readings were given to the Uptown Rutland Business Improvement Area Bylaw No. 12427, which authorizes the continuation of a Business Improvement Area ("BIA") in Central Rutland over a 5-year period (January 1, 2023 through December 31, 2027).

Under the provisions of the *Community Charter*, notice was advertised in the Daily Courier on October 7 and 12, 2022 and was posted on the Notice Board at City Hall on October 11, 2022. Notices were mailed to the owners of the 124 affected parcels on October 11, 2022 giving a deadline of 4:00 p.m. Monday, November 14, 2022 for receipt of petitions against Bylaw No. 12427.

As of the deadline date, the Office of the City Clerk had received four petitions against.

As an insufficient number of valid petitions were received prior to the petition deadline, Council may now consider adoption of the bylaw.

Internal Circulation:

Considerations applicable to this report:

Legal/Statutory Authority:

Community Charter, Sections 94, 211, 212 and 215

Legal/Statutory Procedural Requirements: Under the *Community Charter*, notices must be mailed to affected property owners, and advertisements must be placed in a local newspaper and on a public notice board. Petitions against the proposed bylaw must be received by the Officer responsible for Corporate Administration (the City Clerk) by the deadline set by Council, and must be certified as sufficient or not, according to the requirements of the legislation.

Considerations not applicable to this report:

Existing Policy:

Financial/Budgetary Considerations:

External Agency/Public Comments:

Communications Comments:

Submitted by:

Stephen Fleming, City Clerk

cc: Revenue Supervisor

CITY OF KELOWNA

CLERK'S CERTIFICATE OF SUFFICIENCY

I hereby certify that sufficient petitions **HAVE NOT** been received in relation to the Uptown Rutland Business Improvement Area Bylaw No. 12427 as detailed below.

Dated this 22nd day of November, 2022.



S. Fleming, City Clerk

Bylaw No.	Description of Proposal	No. of Parcels	No. Required to Defeat Proposed Establishment of BIA (+50%)	Total No. of Valid Petitions Received	Assessed Value Required to defeat Proposed Establishment of BIA (*50% of Total) (More than 50% of Total)	Total Petitioners' Assessment
Uptown Rutland Business Improvement Area Bylaw No. 12427	To create a business improvement area for central Rutland, implemented by the Uptown Rutland Business Improvement Association	124	63	4	\$125,891,350 (more than 50%)	\$17,634,000

CITY OF KELOWNA

BYLAW NO. 12427

UPTOWN RUTLAND BUSINESS IMPROVEMENT AREA

A bylaw of the City of Kelowna to establish a local area service for the purposes of annually funding the Uptown Rutland Business Improvement Area (2023-2027).

WHEREAS section 215 of the Community Charter provides Council with the authority to establish, by bylaw, a business improvement area (a "BIA");

AND WHEREAS the Council of the City of Kelowna has been notified that the owners of certain properties in the Rutland area of the City have formed a BIA merchant association known as the Uptown Rutland Business Improvement Association (the "URBIA");

AND WHEREAS the Council of the City of Kelowna has mailed to the owners of the parcels liable to be specially charged, pursuant to section 213 of the Community Charter, notice of Council's intention to proceed with a bylaw to establish the Uptown Rutland BIA for the years 2023-2027 in order to provide certain services, through the URBIA, under a business promotion scheme;

AND WHEREAS notice of Council's intention to proceed with a bylaw to establish the Uptown Rutland BIA for the years 2023-2027 in order to enable the URBIA to provide certain services under a business promotion scheme has been published in a newspaper pursuant to section 213 of the Community Charter;

AND WHEREAS any petition received against the proposed work was not sufficient pursuant to section 212 of the Community Charter, to prevent Council from proceeding;

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

1. Those lands within the area shown outlined in black on the map attached hereto and forming part of this bylaw as Schedule "A" are designated as a Business Improvement Area (BIA) within the meaning of section 215 of the Community Charter and shall be known as Uptown Rutland Business Improvement Area.
2. Council is hereby empowered to grant to the URBIA, for the term of this bylaw, money in the amount of the URBIA's annual budget, as submitted to and approved by Council, but in any event not exceeding the sum of Two Hundred and Seventy Thousand Five Hundred and Eight Dollars (\$270,508.00) per annum.
3. Money granted pursuant to section 2 of this bylaw must be expended only by the URBIA.
4. Money granted pursuant to section 2 of this bylaw shall be expended only for projects provided for in the annual budget of the URBIA, as submitted to and approved by Council, and following the Business Promotion Scheme, attached to and forming part of this bylaw as Schedule "B".

5. The URBIA shall submit to the Council of the City of Kelowna, annually, on or before March 15, a budget for the calendar year, which outlines revenues and expenditures related to the carrying out of the Business Promotion Scheme outlined in Schedule "B" during that year.
6. The URBIA shall account for the money granted by Council for the previous calendar year at the same time as the annual budget is submitted pursuant to section 5 hereof.
7. The URBIA shall submit to the Council of the City of Kelowna, annually, on or before March 15, financial statements in accordance with generally accepted accounting principles (GAAP) that include a Notice to Reader.
8. The URBIA shall have a Review Engagement Audit performed in the fifth (5) year namely fiscal year ended 2027.
9. An advance payment equal to 25% of the prior year grant amount may be provided to the URBIA prior to Council approval of the annual budget for each of the years included in this agreement. Any advance payment shall then be deducted from the total grant amount to be paid to the URBIA for that year following Council's review and approval of the annual budget.
10. The URBIA shall not incur any indebtedness or other obligations beyond each budget year.
11. There shall be levied annually against all taxable land and improvements within the designated Business Improvement Area which fall within Class 5 or 6 of the Assessments - Class and Percentage Levels Regulation, B.C. Reg. 438/81 excluding Federal, Provincial and Municipal owned properties used for government purposes, and based on assessed values, rates sufficient to raise the sum in accordance with section 2 herein or such lesser amount as granted to the URBIA pursuant to the provisions of this bylaw.
12. The URBIA shall take out and maintain public liability, property damage, and other required insurance naming the City of Kelowna as Additional Insured in the amount of not less than \$2,000,000.00, and shall provide upon request to the City of Kelowna proof of such insurance in the form of the City's standard Certificate of Insurance.
13. The URBIA shall procure and maintain at its own expense:
 - (a) Comprehensive General Liability Insurance providing for all sums which the URBIA shall become legally obligated to pay for as a result of bodily injury, property damage or other damages, providing for an inclusive limit of not less than \$2,000,000.00 for each occurrence or accident;
 - (b) Automobile Liability Insurance covering all motor vehicles owned operated and used directly or indirectly in the operations of the URBIA, with a limit of liability of not less than \$2,000,000.00 inclusive; and
 - (c) Such other insurance coverage appropriate for the operations of the URBIA as determined by the City.
14. All Insurance required to be obtained by the URBIA pursuant to this bylaw shall name the City as an Additional Insured, and shall be primary without any right of contribution from any insurance otherwise maintained by the City.

15. The URBIA shall submit Certificates of Insurance as, and in the form, required by the City, which shall provide that 30 days' written notice shall be given to the Risk Manager of the City, or designate, prior to any material changes or cancellations of any such policy or policies.
16. The Business Improvement Area created by this bylaw may be merged with another Business Improvement Area, whether contiguous or not, for the purpose of providing, consolidating or completing necessary works or services for the merged area.
17. This bylaw shall be effective from the date of adoption through December 31, 2027 inclusive.
18. This bylaw may be cited as "Uptown Rutland Business Improvement Area Bylaw No. 12427."

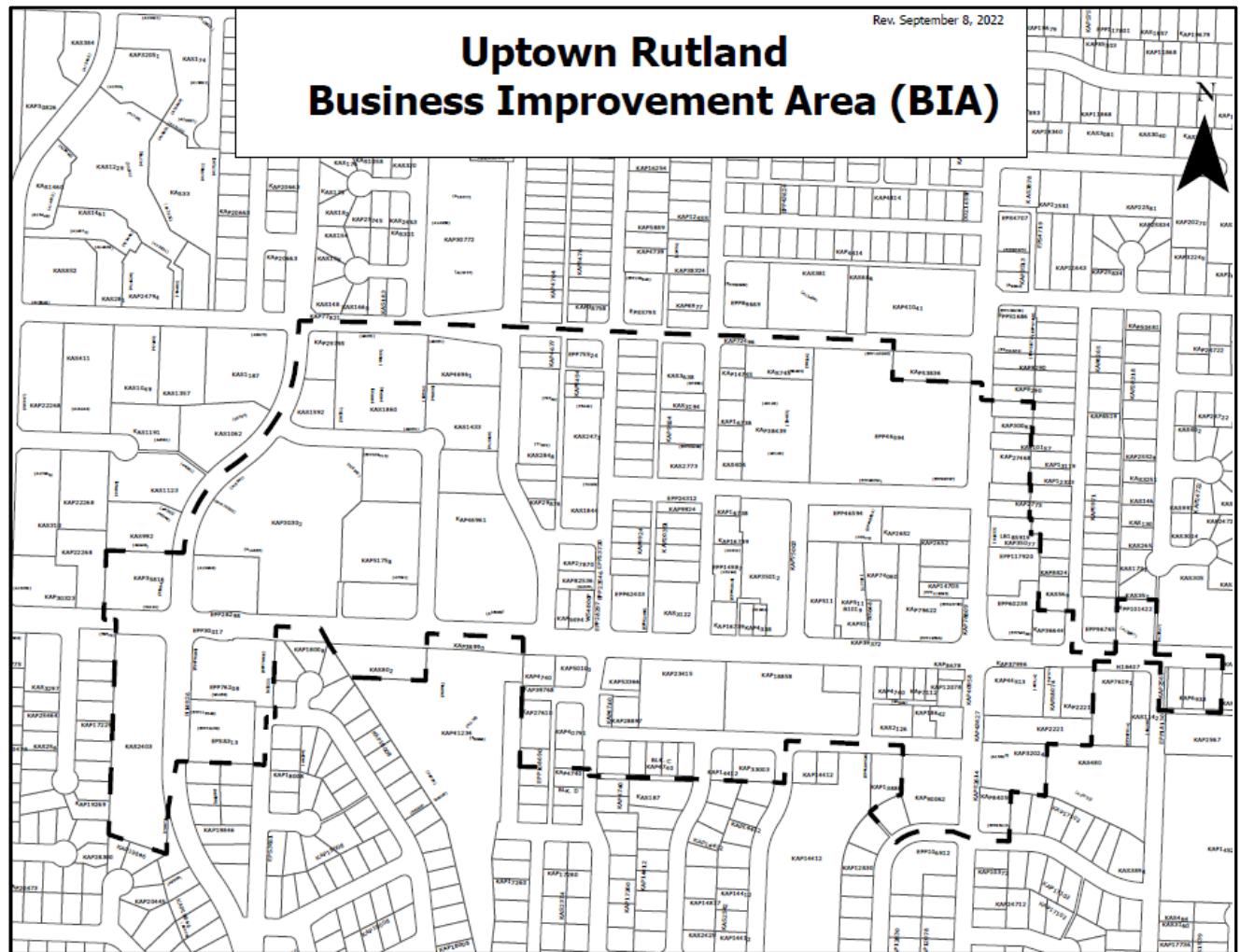
Read a first, second and third time by the Municipal Council of the City of Kelowna this 26th day of September, 2022.

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk

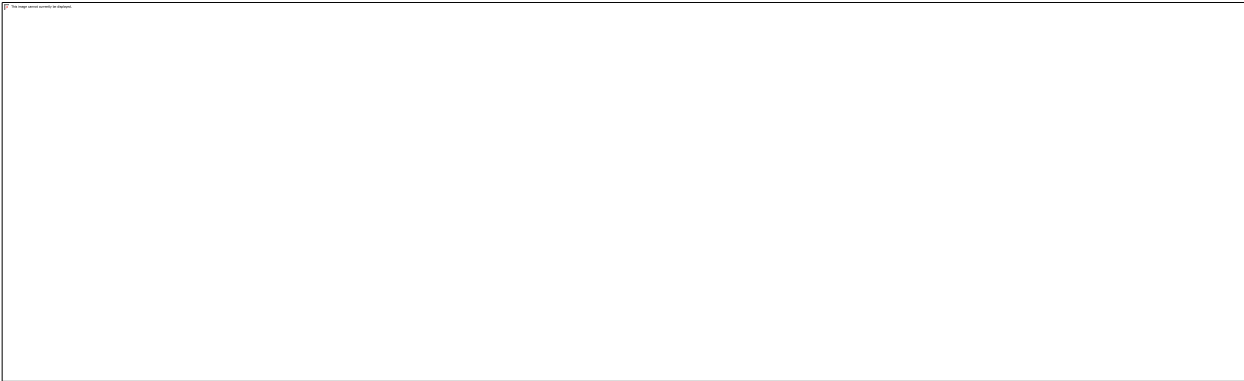
Schedule A – Map



2023 – 2027
URBA LEVY RENEWAL



220 URBA Members are



VISION STATEMENT

RUTLAND PROUD: To attract and expand development, business and prosperity with pride and purpose.

MISSION STATEMENT

UPTOWN, DOWN TO EARTH: To grow and strengthen Rutland's hard-working business community through authentic connections and strategic opportunities.

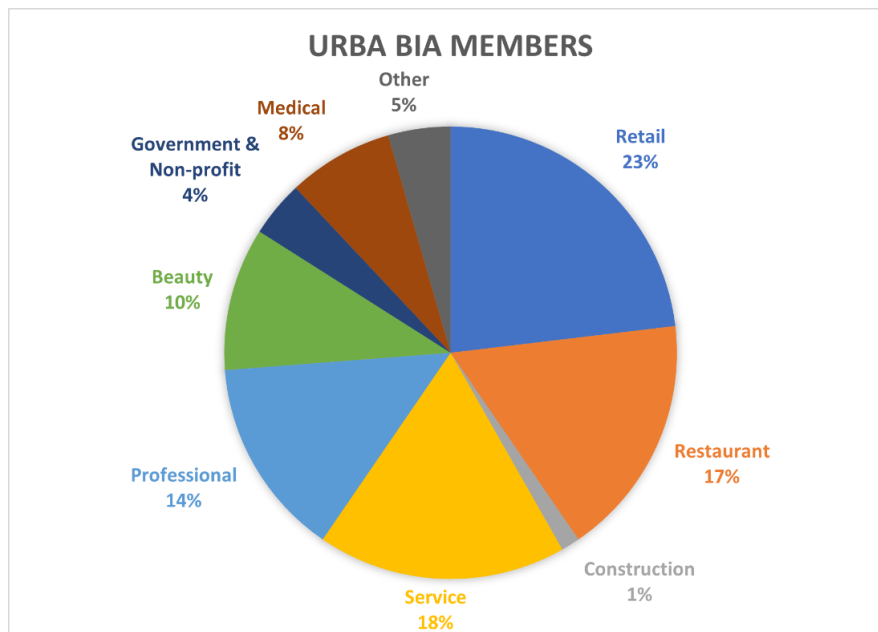
EXECUTIVE SUMMARY

Identified as one of Kelowna's Urban Centres and important transportation hub, Rutland's revitalization and growth is becoming unprecedented. URBA, and Rutland, have evolved at a rapid pace these last five years. With many new mixed-use builds coming online over the next couple of years, an aggressive real estate market, a strong BIA presence and effective community leadership have created a great sense of renewal that is felt beyond Kelowna as national organizations identify the Okanagan as one of the top areas to invest both commercially and residentially in Canada. Rutland is definitely on people's radar attracting developers from Alberta and Manitoba, among other provinces across the country.

We would like to graciously acknowledge Council for its support of URBA's award-winning Uptown Mural Project the first three years, with funding coming through the city's public art budget. It has blossomed into 22 murals each very different from the others, painted by world renown artists from across Canada, including Okanagan and Indigenous artists. This successful beautification project has truly created a sense of excitement and pride among Rutlanders!

With Council's approval, we will keep that momentum going, building on the past foundation and accomplishments while creating a greater vibrancy for Rutland Urban Centre. This document outlines our

core plan, including how we plan to invest our BIA levy into advocacy, community safety, marketing and beautification efforts that strengthens the future for all of us, as entrepreneurs, the 220 members of URBA.



OUR PLAN

SEE **APPENDIX A**: STRATEGIC PLAN POSTER

As URBA is in its second year of its 2021-2024 Strategic Plan, one of the goals outlined is ‘to promote business and the area to customers, investors and entrepreneurs’, the pandemic created an opportunity for URBA’s Board of Directors to reflect on its priorities. This led to a re-branding process that included a new logo and brand personality which sees Rutland businesses as authentic, hard-working, diverse, approachable, down-to-earth and, very much Rutland Proud! Also part of the Strategic Plan was updating the Mission and Vision Statements, as well as developing more relevant Marketing and Communications Plans. With no networking events or community events during the pandemic, URBA had the opportunity to increase funding towards new marketing strategies and also continue developing the Uptown Mural Project.

In 2020, a shift in priorities occurred; URBA removed the large-scale community events that gave Rutland businesses limited return on investment, giving the rights to a professional event planner who has since grown these events beyond the limits of URBA. This allowed URBA to develop a much stronger digital presence, enhance and grow the Uptown Mural Project and bolster its brand by expanding the organization’s marketing program.

Armed with these new vision and mission statements, we see URBA's purpose is to advocate for our vision of Rutland and to champion for the possible. We see Rutland as a proud, authentic, diverse, and evolving community. We will continue to cultivate fruitful relationships with key stakeholder organizations such all levels of government; School District 23, YLW, Big White, UBCO, Okanagan College, Tourism Kelowna, Downtown Kelowna Association, Kelowna Chamber, CHBA, the development community, and Rutland community groups.

URBA will continue to promote business and the area to customers, investors, entrepreneurs – over the past year, URBA has been aggressively marketing Rutland with a strengthened digital presence.

We will keep an open dialogue with our members to incorporate their wants, needs, and goals. Be their 'go to' resource for all things Rutland such as assisting them when dealing with bureaucracies of government.

We see Rutland as a community where businesses continue to flourish for many years – so their successes will build upon each other so Rutland is seen as a visible, unique, and attractive place to invest. And for those businesses not currently within URBA's boundaries but still within Rutland, URBA will be launching an Associate Membership option so they can get connected with URBA. This will also generate some revenue.

We see the Board of Directors continuing to evolve by adding capacity, influence, and diversity. It is URBA's opportunity to reach out to Rutland's dynamic, culturally diverse business owners. The Board will continue to build better relationships with other BIA's and related organizations. The Governance Committee will re-launch in early 2023 to ensure bylaws remain current, timely and functional.

Not on the immediate radar of the Board but perhaps in the next couple of years, URBA will begin the process to start researching boundary expansion options, possibly hiring a university student to tackle it. We see engaging key stakeholders within the community, including all levels of government, to attend visioning and planning sessions that will identify what will keep Rutland thriving and be a healthy community. The results may be infrastructure upgrades or traffic pattern changes designed to keep people and goods moving smoothly within and through Rutland. Aligning with the city's OCP and Transportation Plan is top of mind while respecting and acknowledging citizens' and the business community's input.

OUR ACHIEVEMENTS

Beautification - Uptown Mural Project

After completing its fourth year this summer, URBA's Uptown Mural Project, now boasts 22 world class street art murals located throughout Rutland's community centre. These last two years has been a critical time to provide supports to businesses, residents and our community; creative and inspiring projects such

as the Uptown Mural Project help as we come out of the pandemic building community spirit and pride. This urban art initiative, unique to the Okanagan, is driven towards the beautification of Rutland, encourages community involvement and strengthens community pride. It emphasizes that Rutland is a safe and desirable place to conduct business with vision and values reflected in each of the murals. By increasing the beautification and walkability of Rutland, the murals decrease vandalism, graffiti and tagging.

This dynamic collection of street art has been inspirational to the people of the Okanagan Valley with the city of Kelowna proud to present it as a key component of the city's public art collection. World renown artists hail from Montreal, Toronto, Calgary, Winnipeg, Victoria, Vancouver, Nelson and most notably the Okanagan, including Syilx and Metis artists.

Each year, the project has achieved new successes. It has received recognition from its peer organizations, a Merit Award, Programming & Partnerships Category from the Business Improvement Association of BC (BIABC). Notably, the Downtown Kelowna Association captured the Gold in this category for the Meet Me on Bernard program. URBA was recognized as a Finalist in the Arts & Entertainment Category in the 2021 Kelowna Chamber of Commerce Business Excellence Awards.

These next few years will see a shift in focus for the Uptown Mural Project. It will move from pure mural production into mural maintenance (anti-graffiti coating), a possible Mural Festival and overall enhanced marketing program.

Marketing Initiatives

SEE APPENDIX B for complete listing of participating member businesses & statistics

The pandemic brought opportunity and growth for URBA. Working with Tourism Kelowna, a mutually beneficial partnership began in summer 2021. One of Tourism Kelowna's mandates is to promote attractions beyond the downtown core of Kelowna. It developed a 'digital passport' download that has locations, descriptions and photos of all murals for tourists and locals to self tour. Adding to the 'fun factor', the app includes a scavenger hunt where a multiple choice question is asked at each mural and answers are submitted to win a prize. To promote the passport, a portion of one mural is window-screened at the Visitor Centre.

Summer 2022, saw the next step evolve from this relationship by adding the sale of mural merchandise at the Visitor Centre. We are currently waiting for the early sales reports. We would like to expand mural merchandise sales beyond the Visitor Centre to possibly YLW and the UBCO bookstore among targeted locations. We will also be working on adding online merchandise sales to our website.

Other initiatives will include approaching hotels, tour companies and even international tour companies that book tours to the Okanagan so mural walks can be incorporated into tour itineraries. URBA has been approached by an Australian tour company who will be in Kelowna 2023 and has requested the mural walks be incorporated into its itinerary. They will be arriving in Kelowna in September to film a promotional video, incorporating the murals.

Once the re-brand was complete, the monthly print version newsletter relaunched in summer 2021 with member and director profiles, messaging from the President and members have the opportunity to advertise. It is hand-delivered to 220 Rutland businesses by a Pathways Abilities Society client whom URBA pays for the delivery service.

Other advertising took place in the Kelowna Capital News for assorted recognition to thank firefighters, first responders, recognize RSS grads, and honour veterans. Fall 2021 to today, URBA secured the outside back cover of the magazine *Rediscover Rutland*, published quarterly by Kelowna Capital News, with a distribution of 15,000 homes throughout Rutland and Glenmore. Each quarter, 4-5 businesses are featured.

A couple of short videos, highlighting the murals and various Rutland businesses, were produced so URBA members would be able to play on their restaurant TVs, medical office reception TVs, and the Kelowna Chiefs hockey team livestreamed one of the videos during its hockey games.

URBA is a long-time member of the Kelowna Chamber of Commerce and will be applying to sit on the Advisory Council of the Central Okanagan Economic Development Commission. URBA annually participates in the COEDC's Business Walks. URBA would graciously accept a seat on the Airport Advisory Committee.

Other Marketing Initiatives:

Kelowna Chiefs – rink board & deliver car sponsor

Kelowna Falcons – starting line-up player sponsor

Miss Kelowna Lady of the Lake Leadership Excellence Program: annual sponsor

Meet Me On Bernard: pop-up booths-2 days. Had the public paint large canvases. Pianos in the Park – Piano at Roxby Square

Kelowna Car & Bike Show sponsor/kids craft station

Christmas Light-up Centennial Park sponsor/kids craft station

Payton & Dillon Budd Memorial Bike Ride refreshment station sponsor, Lions Park

Scarecrow Festival - sponsor/kids craft station

Maxine DeHart's Drive-Thru Breakfast United Way fundraiser

Digital Marketing/Social Media

Starting in summer 2021 and continuing today, URBA engaged in two ambitious digital marketing campaigns. The results of the Castanet campaign centred on 'quantity' while the Kelowna Now campaign contained more in-depth articling and contesting which means it was more about 'quality'.

These campaigns significantly promoted and improved the visibility of URBA as an organization (Castanet) and also to highlight specific Rutland businesses through a series of contests (Kelowna Now). These contests have garnered more than 2,500 entries and 20,757 article reads.

The Castanet ads received 17,877,689 impressions and 6,512 Click Thrus and ClickThru Ratio: .0364%. These ads highlighted Mural Walking Tours throughout the 2021&22 summers that are free for the public and tourists to attend.

Overall, the Castanet ads were more about brand recognition and promoting mural walks. There were a total of 10 Kelowna Now contests, each one highlighting 4-5 Rutland businesses. There were also Level Up magazine articles touching on the Uptown Mural Project, restaurants, thrift stores and the new vision/direction URBA is heading.

Community Safety

Safety & security – a top priority for URBA to develop strategies and tips to share with members by tapping into RCMP resources and continue with ongoing community engagement. For example, URBA is currently spearheading neighbourhood meetings with businesses and government regarding the relocation of the province's Income Assistance cheque distribution office to Rutland.

Over this next five years budget cycle, it may be worth exploring a 'Clean Team' or an 'On Call' type program with the city. There has been a noticeable spike in property crime, theft, vandalism and mischief charges in Rutland over the past year. Like everywhere, Rutland businesses continue to struggle with keeping their storefronts and alleyways clean and safe for customers.

URBA will continue to pursue community based solutions to our business and security needs. URBA will endeavour to research potential grant opportunities that focus on community safety.

Distribution to 220 members in 2022: Surveillance stickers, fraud & counterfeit bills pamphlet, opioid overdose pamphlet & 'Who to call, When to Call' pamphlet.

Up for consideration is to have the Executive Director receive Crime Prevention Through Environmental Design (CPTED) training which can be offered as a service to members.

Events

A real shift in focus happened for URBA during the pandemic. It was decided to stop producing its three community events and to only continue with sponsorship, assist with marketing and volunteering at the Scarecrow Festival, Car Show and Christmas Light-up.

URBA will continue to host member-focused monthly networking events, stakeholder meetings, golf tournaments, trade shows and possibly begin producing an annual Mural Festival.

OUR CORE ASK/THE BUDGET

Proposed BIA Budget					
	2023	2024	2025	2026	2027
Revenue					
City Funding Tax Levy (Capped)	222,547	233,675	245,359	257,627	270,508
Other Income Events, Sponsorships, Grants, Associate Memberships	34,267	32,439	34,906	36,680	48,560
Total Revenue	256,814	266,114	280,265	294,307	319,068
Expense					
Beautification/Streetscape	41,000	40,000	40,000	40,000	40,000
Community Safety/Programs	3,000	3,000	3,000	3,000	3,000
Events & Promotions	8,453	8,876	9,319	9,785	10,275
Office & Administration	155,317	164,588	170,509	178,862	202,826
Marketing	43,745	41,370	43,338	45,405	47,575
Total Expense	251,515	257,834	266,167	277,053	303,676
Net Revenue	5,300	8,280	14,098	17,255	15,392

Notes to Proposed Budget

OFFICE SPACE: Forecasting inflation rates is difficult at best. URBA's previous 2018-2022 budget was not impacted by dramatic inflation hikes that we are seeing today. This budget is based on predicting inflation that affects all businesses, including URBA suppliers of advertising (print, digital), utilities, office space, equipment rentals, etc.

This has led URBA to propose a 9% increase in 2023, in an effort to more accurately reflect the rising costs and expenses of 2022-23, followed by 5% increase, year over year, for the remaining four years, ending 2027.

URBA's office lease is up October 2022. URBA has been looking for new office space which, at a minimum, will see lease payments double to market rate of approximately \$1600/month for a comparable sized office it occupies today (600 sq. ft.). Reviewing the rare few office relocation options in Rutland will see an increase in rent upwards of \$3,200-3,700/month for a modest 1,200-1,500 sq. ft. space.

After careful thought and number crunching, the Board has decided to close the current office space for an undetermined amount of time, and staff will work remotely. Meetings will be held in various URBA members' board rooms and Rutland restaurants in an effort to showcase those businesses. Office furniture will be moved to a storage facility.

URBA will continue to watch for office space availability as there is great value for branding and marketing purposes of a bricks and mortar office.

-
GROW A CONTINGENCY FUND: In these uncertain times, another long-term goal would be to grow a contingency fund where a small portion of revenues are set aside to cover unexpected costs, 'one-off' projects and support other issues that may arise. From a fiscal management perspective, there should be a minimum of 6 months operating costs set aside. We see these funds going towards enhanced community safety initiatives, further murals and/or mural maintenance, and the most likely option is to re-establish a bricks & mortar office again. With a fair amount of new commercial space coming in the next year or two, we anticipate those spaces will be filled with businesses that are currently located in older buildings or the malls. With those businesses moving into the new spaces, this will free up space for URBA to pursue those older buildings as they will be more affordable than new buildings.

2023 IMPORTANT ADJUSTMENTS: In 2022, the Uptown Mural Project saw a significant rise in costs due to a few factors such as longer hotel stays for the artists, lift rentals were also for longer periods of time, extra labour to prime the walls and literally more paint due to the four very large walls that were muralled. We are hoping to apply anti-graffiti coatings to five murals before the weather changes this fall. The original plan was to apply this coating to only 2-3 murals this year as per budget limitations but we feel it necessary to coat an additional three that are very vulnerable, as a preventative maintenance measure.

For 2023 and moving forward, the mural project budget will be reduced to \$40,000 annually, almost half of the current budget, unless grants are secured. It is time to shift from creating as many murals as possible to protecting and maintaining them.

We see 2-3 murals produced annually and also applying the expensive anti-graffiti coating to those existing, more vulnerable murals.

The second adjustment is reducing office and administration expenses. By closing the office temporarily, annual savings is approximately \$23,000.

BEAUTIFICATION/MURAL GRANTS: Grants were identified in years 2023 and 2027 only as grants are just not a guaranteed revenue stream. In 2027, we will definitely pursue a grant as we will need that revenue to off-set the cost of having a Review Engagement Audit performed budgeted at \$15,000.

NEW REVENUE SOURCES: Starting small to begin, we are optimistic about the growth of Associate Memberships and both online and Visitor Centre mural merchandise sales. These would not be significant contributors to URBA's revenue stream but certainly they have potential to grow.

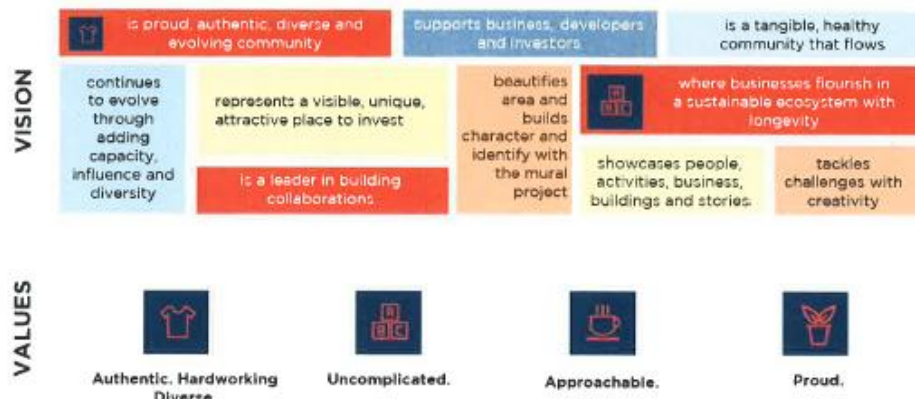
APPENDIX A: URBA Strategic Plan Poster

2021 - 2024

Strategic Plan *at a glance*



We see a community which ...



GOALS

ADVOCACY advocate for and represent Kelowna and the BIA	Goal 1: Broaden the reach Develop marketing plan, increase social and identify what our members want Goal 1: Build cohesive vision Open dialogue with existing members to support their wants, needs and goals	Goal 2: Share our stories Celebrate local activities, initiatives and successes with broader community Goal 2: Expand BIA Expand BIA region beyond the current borders to align with Urban Centre border
CAPACITY provide the best resources for area businesses, investors, customers	Goal 1: Increase visibility Update and expand collateral and reach, identify types of support for membership Goal 1: Increase community contacts Identify key stakeholders, develop a communications plan, motivate dialogue	Goal 2: Support local businesses Develop a database of information, resources and funding opportunities Goal 2: Shift approach with gov't Actively work with local and provincial governments to develop solutions
CONNECTIONS cultivate fruitful relationships with key stakeholders		

ACTIONS

	ADVOCACY	CAPACITY	CONNECTIONS
Actions <ul style="list-style-type: none"> • develop marketing plan • expand collateral • expand social • Board actively participates in URBA networking events • identify community groups and networking events for Board and ED to attend to increase presence and awareness • sponsorships - external events • website, social, newsletter, videos, podcasts • Tourism Kelowna Mural Passport • more walking tours • make info about events, programs and services easy to find 	Actions <ul style="list-style-type: none"> • develop marketing plan that targets members, developers/ investors, business sector/ entrepreneurs • survey interviews with members • update website with platform for members to communicate with each other • prospectus map • "in your area" map • educate membership around potential and limitations of OCP • facilitate roundtables for members, developers, business sector • strike committee for BIA expansion • strike governance committee • BIA best practices • identify needed infrastructure 	Actions <ul style="list-style-type: none"> • develop print and digital collateral • expand social • move office to higher visibility location • advertising campaigns with Kelowna Now and Castanet • determine what type of support and resources members want and need • develop a database for members info, resources, funding options, missing amenities and services • hire marketing/admin resource 	Actions <ul style="list-style-type: none"> • identify key stakeholders and establish regular meeting • develop a communications plan • motivate dialogue by reaching out • develop government relations plan • identify key government contacts • establish recognition and appreciation program internal and external • host community visioning workshops

To learn more about how we can help your business, visit us online or call 250.451.9861

APPENDIX B: Member Engagement

URBA MEMBER ENGAGEMENT: PARTICIPATING BUSINESSES & STATS June 2021 - August 2022

BIA Members 223

PRINT:

1) Monthly Print Newsletters hand delivered to members:

21 BIA Member Profiles - 13 Directors 3 Murallists

Rosie's Grape Stop
Old Town Farm Market
Kristy's Hottips
Fred's Gold Panning
Lee's Floral Designs
Pitch Black Tattoo
Das Barbershop
Big White
Basha Donair
Trulli Italian Supermercado
Making Strides Counselling
Rage Hair Studio
Rodney Hobson Karate Academy
Maharajah Grocerz
Mountain Lifestyle Outlet
Mountain Planning Group
The Bridge Outreach Services
Rutland Physical Therapy
Work BC
VisionFirst Optometry
Superior Paint

2) I Am Woman Magazine -published by Csek Creative - March 2022

"Female-Driven, Rutland Proud" - Pictures: Karen Beaubier and Nancy Wells

3) Business Women of the Okanagan – published by The Daily Courier - February 2022

"What is URBA?"

4) Black Press Media (Kelowna Capital News) Deliver 33,362 papers to households in Kelowna. We also have an average of 162,500 visits to website weekly, with about 50,000 of them accessing e-editions.

- Campaigns – assorted ads throughout the year:

- The Women in Business magazine delivered to 48,000 households Kelowna and West Kelowna.

- The 101 Things to See and Do delivered to 52,200 households in Kelowna, West Kelowna and Lake Country.
- *Rediscover Rutland* magazine delivered to 15,000 households in Rutland and Glenmore.

Rediscover Rutland back page ads:

October 2021

Dosa Crepe Cafe

Johnny's Meat

Lorenzo's Barbershop

OK Tire

Ski Outlet

FEATURE: "More Business, Customers Key to Rutland's Success: URBA"

FEATURE: "Higher Density Appeals to Rutland Business Core"

March 2022

Good Brothers Pizza

Purple Seahorse Pet Store

Rutland Optometry

Wa Skew'R

Okanagan Heating & Air Conditioning

FEATURE: "URBA Seeks to Expand Brand"

May 2022

Burger Baron

Stylize Hair Studio

Ustaad G76 Indian Cuisine

Veerji Fish 'n' Grill

Whisk Bakery & Café

Summer 2022

Solid Gold Collision

Salvation Army

Magrath Auto Supply

Punjab Fashion Hut

New Punjab Sweets & Restaurant

E-Newsletters/Constant Contact (bi-weekly)

30330 Sends

13651 Opens

697 Clicks

Open Rate: +21%

Industry Average: +14

Social

June 2021 - August 2022

Facebook

Page Reach: 9,940 (+100%)

Profile Visits: 235 (+100%)

Instagram

Page Reach: 3,289 (+65.3%)

Profile Visits: 1,460 (+180.8%)

Reels (aka short videos):

- 1) Pitch Black Tattoo
- 2) Trulli Italian, Old Town Farm Market, Specialty Bakery, Johnny's Meats
- 3) Letaya Salon
- 4 Work BC

KelownaNow – Contesting Results

Facebook 7 posts

Impressions 25170

Engagements 562

Comments 4

Reactions 22

Clicks 530

Shares 6

Instagram 6 posts

Posts

Impressions 84080

Reach 70079

Engagements 591

Comments 571

Reactions 7

Shares 13

Story

Impressions 18763

Reach 18536

Replies 2

Twitter

Impressions 457

MailChimp Emails 17 Emails

Emails Sent 214940

Unique Opened 78821

Clicks 65191

Open Rate 36.70%

Click-to-Open Rate 53.30%

Contest List

"Get Your Car in Tip-top Shape"

2068 reads/491 entries (**Rutland Auto Repair, Top Grade Tire, Napa Auto Pro**)

"Enter to Win a Shopping Spree in Kelowna's Hollywood!"

2570 reads/533 entries (**Hollywood Station biz video: Taco Time, Quantum Games, Specialty Bakery, Johnny's Meats, Old Town Farm Market**)

"Win the Ultimate Hockey Night in Kelowna Prize Pack"

2331 reads/215 entries (**Kelowna Chiefs, Wings**)

"Hair for the Holidays? Yes please! Enter to win a Trip to a local salon or barbershop!"

2608 reads/491 entries (**Salon D'Roz, Das Barbershop, Hair by Desi, Salon Muse**)

"Cook the Ultimate Meal Courtesy of Local Rutland Businesses"

2555 reads/199 entries (**Old Town Farm Market, Farah Middle Eastern, Rosie's Grape Stop, Garcha Bros Meats, Trulli Italian**)

"Enter to Win the Ultimate Thrifting Prize Package"

3194 reads/498 entries (**Rutland Thrift (KGH), Salvation Army, MCC Thrift, Gospel Mission Thrift**)

Explore Rutland's Uptown Mural Project

2816 entries

"Win the Ultimate Summer Reinvention Prize Pack from these Rutland thrift stores and salons!"

1987 reads/181 entries (**Rage Hair Studio, Salon D'Roz, MCC Thrift Store, KGH Rutland Thrift Store**)

"Try Something New in Rutland"

(**Rodney Hobson Karate School, Flashpoint Tattoo, Mountain Lifestyle Outlet, Centex Gas**)

“Back to School” (Brayds Hair & Day Spa, Tim Hortons card purchased by Christman Plumbing, MCC Thrift Store, Mara Lumber Home Hardware)

Level Up Magazine Features:

Sept 2021: **4 Rutland Thrift Stores**

May 2022: **PostHaus Pub, Burger Baron, My Restaurant, Dosa Crepe, Latin Fiesta, Zabb Thai**

July 2022: Promoted Mural Project & QR code to download app

Other Marketing:

- 1) Kelowna Chiefs Hockey partnership (approx 30,000 people in the rink annually):
 - Rink board & logo on the ice
 - Logo on delivery cars
- 2) Kelowna Falcons – Starting Lineup Player sponsor
- 3) Miss Kelowna Lady of the Lake Leadership Excellence Program: annual sponsor
- 4) Meet Me On Bernard – Pop-up booths – 2 days. Public were invited to paint large blank canvases
- 5) Pianos in the Park – Roxby Square
- 6) Kelowna Car & Bike Show, Lion’s Park – sponsor/kids craft station
- 7) Christmas Light-Up, Centennial Park - sponsor/kids craft station
- 8) Payton & Dillon Budd Memorial Bike Ride, Lion’s Park – refreshment station
- 9) Scarecrow Festival, Lion’s Park - sponsor/kids craft station
- 10) United Way fundraiser: Maxine DeHart’s Drive-Thru Breakfast

DRAFT RESOLUTION

Re: Strategic Planning Session - December 2, 2022

THAT a Special Meeting of Council (Strategic Planning Session) be held on Friday, December 2, 2022, at 9:00 am;

AND THAT the December 2, 2022, Strategic Planning Session be held at another location other than City Hall, being the Kelowna Yacht Club, Spinnaker Room, 1370 Water Street, Kelowna, BC.

BACKGROUND:

Section 2.5 of Council Procedure Bylaw No. 9200 states that:

“A special meeting of Council, is any meeting other than a regular meeting” [i.e. not on the schedule of Council meetings published for the year]

Section 2.7 of Council Procedure Bylaw No. 9200 states that:

“All Council meetings and public hearings shall take place within City Hall unless Council passes a resolution to hold a particular meeting elsewhere.”

Date: November 28, 2022

CITY OF KELOWNA

BYLAW NO. 12452

Amendment No. 3 to Sign Bylaw No. 11530

The Municipal Council of the City of Kelowna, in open meeting assembled, enacts that the City of Kelowna Sign Bylaw No. 11530 be amended as follows:

1. THAT **Section 8 – LOCAL COMMERCIAL ZONES**, be amended by deleting "CA1" from the list of Applicable **zones**;
2. AND THAT **Section 10 – MAJOR COMMERCIAL ZONES**, be amended by adding "CA1" to the list of Applicable **zones**.
3. This bylaw may be cited as "Bylaw No. 12452, being Amendment No. 3 to Sign Bylaw No. 11530".

Read a first, second and third time by the Municipal Council this 21st day of November, 2022.

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk