

City of Kelowna
Regular Council Meeting
AGENDA



Monday, October 30, 2023
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

4 - 8

PM Meeting - October 23, 2023

3. Development Application Reports & Related Bylaws

3.1 Montgomery Rd 450 - Z23-0060 (BL12591) - Timothy Donald and Jette Toxvard Roth

9 - 22

To rezone the subject property from the UC₄ – Rutland Urban Centre zone to the UC_{4r} – Rutland Urban Centre Rental Only zone to facilitate the development of long-term rental apartment housing

3.2 Lakeshore Rd 3593 - Z23-0036 (BL12593) - Immortal Homes Ltd., Inc.No. A0101356

23 - 36

To rezone the subject property from the RU₁ – Large Lot Housing zone to the MF₃ – Apartment Housing zone to facilitate the development of apartment housing.

3.3 Rezoning Bylaws Supplemental Report to Council

37 - 38

To receive a summary of notice of first reading for Rezoning Bylaw No. 12583 and to give the bylaw further reading consideration.

3.4 Taylor Cr 2435 - BL12583 (Z23-0034) - 10088 Investments Ltd., Inc.No. A0127481

39 - 39

To give Bylaw No. 12583 first, second and third reading in order to rezone the subject property from the RU₁ – Large Lot Housing zone to the RU₄ – Duplex Housing zone.

4. Bylaws for Adoption (Development Related)

4.1	Amendments Regarding Electric Vehicle Readiness Requirements - BL12582 (TA23-0009) - City of Kelowna	40 - 49
	To adopt Bylaw No. 12582.	
5.	Non-Development Reports & Related Bylaws	
5.1	Glenmore Landfill Value for Money	50 - 61
	To receive a report outlining the results of the Glenmore Landfill Value for Money engagement.	
5.2	Treasury Process Value for Money	62 - 71
	To receive a report outlining the results of the Treasury Process Value for Money engagement.	
5.3	Critical Community Infrastructure Fund Grant	72 - 87
	To update Council on receipt of a grant to rehabilitate two City owned dams on Turtle Lake and provide additional funding to the Rutland Centre Sewer Connection Project	
5.4	Rescindment of Council Policy No. 265 Engineering Drawing Submission Requirements	88 - 106
	To rescind Council Policy No. 265: Engineering Drawing Submission Requirements and replace it with an Administrative Policy to improve administration efficiency.	
5.5	BL12584 - Amendment No. 25 to Subdivision, Development and Servicing Bylaw No. 7900	107 - 107
	To give Bylaw No. 12584 first, second and third reading.	
6.	Resolutions	
6.1	Draft Resolution - Agricultural Advisory Committee Terms of Reference	108 - 113
	To adopt Terms of Reference for the Agricultural Advisory Committee.	
6.2	Community Task Force on Performing Arts	
	Membership Announcement by Mayor Dyas.	
7.	Bylaws for Adoption (Non Development Related)	
7.1	BL12587 - Amendment No. 41 to Sewerage System User Bylaw No. 3480	114 - 116
	To adopt Bylaw No. 12587.	
8.	Mayor and Councillor Items	

9. Termination



City of Kelowna Regular Council Meeting Minutes

Date:	Monday, October 23, 2023
Location:	Council Chamber City Hall, 1435 Water Street
Members Present	Mayor Tom Dyas, Councillors Ron Cannan, Maxine DeHart*, Gord Lovegrove, Mohini Singh, Luke Stack, Rick Webber and Loyal Wooldridge*
Members Participating Remotely	Councillor Charlie Hodge
Staff Present	City Manager, Doug Gilchrist; City Clerk, Stephen Fleming; Divisional Director, Planning, Climate Sustainability and Development Services, Ryan Smith*; Planner, Kimberly Brunet*; Community Planning & Development Manager, Dean Strachan*; Utility Services Manager, Kevin Van Vliet*; Divisional Director Financial Services, Joe Sass*; Licensing and Systems Improvement Supervisor, Graham March*; Licensing & Property Use Inspector, Sarah Krakower*; Building Services Manager, Steve Perry*; Divisional Director, Partnership & Investments, Derek Edstrom*
Staff Participating Remotely	Legislative Coordinator (Confidential), Arlene McClelland

(* Denotes partial attendance)

1. Call to Order

Mayor Dyas called the meeting to order at 1:30 p.m.

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

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

2. Confirmation of Minutes

Moved By Councillor Wooldridge/Seconded By Councillor Webber

THAT the Minutes of the Regular Meetings of October 16, 2023 be confirmed as circulated.

Carried

3. Development Application Reports & Related Bylaws

3.1 Short-Term Rental Accommodation Regulatory Amendments - TA23-0013 (BL12590) - City of Kelowna

Councillor DeHart declared a conflict of interest as they own units on Sunset Drive that could be rented short term and departed the meeting at 1:32 p.m.

Councillor Wooldridge declared a conflict of interest as they hold a short term rental license and departed the meeting at 1:32 p.m.

Staff:

- Displayed a PowerPoint Presentation summarizing the proposed amendments to the Zoning Bylaw regarding short term rental accommodations and responded to questions from Council.

Moved By Councillor Stack/Seconded By Councillor Lovegrove

THAT Zoning Bylaw Text Amendment Application No. TA23-0013 to amend City of Kelowna Zoning Bylaw No. 12375 as outlined in Schedule "A" attached to the Report from the Development Planning Department dated October 23, 2023, be considered by Council;

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

AND THAT Council directs Staff to withhold applications for new short-term rental accommodation business licences in accordance with the Business Licence and Regulation Bylaw No. 7878 and Short-Term Rental Accommodation Business Licence and Regulation Bylaw No. 11720 until the outcome of Zoning Bylaw Text Amendment Application No. TA23-0013 has been determined;

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

Carried

The meeting recessed at 2:25 p.m.

The meeting reconvened at 2:32 p.m.

3.2 Short-Term Rental Accommodation Regulatory Amendments - BL12590 (TA23-0013) - City of Kelowna

Moved By Councillor DeHart/Seconded By Councillor Stack

THAT Bylaw No. 12590 be read a first time.

Carried

Councillors DeHart and Wooldridge returned to the meeting at 2:33 p.m.

3.3 Fordham Rd 4665 - Z23-0057 (BL12589) - Mohsen Amir Joze-Khajavi and Nazanin Jose-Khajavi

Staff:

- Displayed a PowerPoint Presentation summarizing the application.

Moved By Councillor Wooldridge/Seconded By Councillor Webber

THAT Rezoning Application No. Z23-0057 to amend the City of Kelowna Zoning Bylaw No. 12375 by changing the zoning classification of LOT 20 DISTRICT LOT 357 ODYD PLAN 18457, located at 4665 Fordham Rd, 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 October 23, 2023;

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

AND FURTHER THAT final adoption of the Rezoning Bylaw be considered subsequent to registration of a Tree Protection Covenant to protect three trees on the property.

Carried

4. Non-Development Reports & Related Bylaws

4.1 Wastewater Utility Rates 2024

Staff:

- Displayed a PowerPoint Presentation summarizing the proposed amendments to the Wastewater Utility Rates Bylaw and responded to questions from Council.
- Confirmed Section 2 "residential user" definition should be removed from the bylaw prior to reading consideration.

Moved By Councillor Cannan/Seconded By Councillor Lovegrove

THAT Council receives for information the report from the Utility Services Manager dated October 23, 2023, regarding wastewater utility rates for 2024 and delegation of authority for staff to update the Septic Removal Specified Area maps;

AND THAT Bylaw No. 12587, being amendment No. 41 to Sewerage System User Bylaw 3480, be forwarded to Council for reading consideration.

Carried

4.2 BL12587 - Amendment No. 41 to Sewerage System User Bylaw No. 3480

Moved By Councillor Singh/Seconded By Councillor Lovegrove

THAT Bylaw No. 12587 be read a first, second and third time.

Carried

4.3 Business License Bylaw No. 7878 - Revision

Staff:

- Displayed a PowerPoint Presentation summarizing the new Business License Bylaw and responded to questions from Council.

Moved By Councillor Lovegrove/Seconded By Councillor Hodge

THAT Council have a Committee of the Whole meeting for public input on the Business Licence and Regulation Bylaw.

Defeated

Mayor Dyas, Councillors Cannan, DeHart, Hodge, Singh, Stack, Webber & Wooldridge - Opposed

Moved By Councillor Wooldridge/Seconded By Councillor DeHart

THAT Council receives for information, the report from the Business Licence Supervisor dated October 23, 2023, recommending that Council rescind Business Licence and Regulation Bylaw No. 7878 and give reading consideration to replacement Bylaw No. 12585;

AND THAT Business Licence and Regulation Bylaw No. BL 12585 be forwarded for reading consideration;

AND THAT Amendment No. 36 Bylaw no. 12586 to Bylaw Notice Enforcement Bylaw No. 10475 be forwarded for reading consideration;

AND FURTHER THAT Council directs staff to give notice by placing an advertisement in City In-Action to allow written comments from the public to be submitted to the Business Licence Supervisor no later than 4pm on November 3, 2023.

Carried

4.4 BL12585 - Business Licence Bylaw

Moved By Councillor Webber/Seconded By Councillor Stack

THAT Bylaw No. 12585 be read a first, second and third time.

Carried

4.5 BL12586 - Amendment No. 36 to Bylaw Notice Enforcement Bylaw No. 10475

Moved By Councillor Webber/Seconded By Councillor Stack

THAT Bylaw No. 12586 be read a first, second and third time.

Carried

4.6 PRC Boiler Replacement

Staff:

- Provided reasons for the boiler replacement at the Parkinson Recreation Centre and responded to questions from Council.

Moved By Councillor Wooldridge/Seconded By Councillor DeHart

THAT Council receives, for information, the report from Building Services department dated October 17, 2023, regarding the replacement of the boilers at the Parkinson Recreation Centre;

AND THAT the 2023 Financial Plan be amended to include \$600,000 for the replacement of mechanical equipment and associated pool equipment at Parkinson Recreation Centre, with funding the Building Repair Reserve.

Carried

5. Mayor and Councillor Items

Councillor DeHart:

- Spoke to their attendance at the Canadian Archives Project at the Canadian Italian Club.
- Spoke to their attendance at the East Meets West Charity Fundraiser Event.
- Will be attending the Chamber of Commerce Board meeting this week.
- Will be attending the HOPE International fundraiser for children this evening.

Councillor Cannan:

- Commented on The Last Stop documentary regarding Canada's lost locomotive.

Mayor Dyas:

- Thanked Councillor Singh for her efforts in the East Meets West Charity Fundraiser event.

Councillor Singh:

- Spoke to their attendance and the success of the East Meets West Charity Fundraiser event.

Councillor Hodge:

- Will be attending Ryan Donn's concert on November 4th at Lake Country Theatre.

6. Termination

This meeting was declared terminated at 3:35 p.m.

Mayor Dyas

sf/acm



City Clerk

REPORT TO COUNCIL REZONING



Date: October 30, 2023
To: Council
From: City Manager
Address: 450 Montgomery Road
File No.: Z23-0060

	Existing	Proposed
OCP Future Land Use:	UC – Urban Centre	UC – Urban Centre
Zone:	UC ₄ – Rutland Urban Centre	UC _{4r} – Rutland Urban Centre Rental Only

1.0 Recommendation

THAT Rezoning Application No. Z23-0060 to amend the City of Kelowna Zoning Bylaw No. 12375 by changing the zoning classification of Lot 11 Section 26 Township 26 ODYD Plan 7783, located at 450 Montgomery Rd, Kelowna, BC from the UC₄ – Rutland Urban Centre zone to the UC_{4r} – Rutland Urban Centre Rental Only 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 October 30, 2023;

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

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

2.0 Purpose

To rezone the subject property from the UC₄ – Rutland Urban Centre zone to the UC_{4r} – Rutland Urban Centre Rental Only zone to facilitate the development of long-term rental apartment housing.

3.0 Development Planning

Staff support the proposal to rezone the subject property to the UC_{4r} – Rutland Urban Centre (Rental Only) zone. The proposed rezoning will facilitate the development of a rental apartment building which aligns with the Official Community Plan (OCP) Future Land Use Designation of Urban Centre. The proposed rental apartment housing use is consistent with OCP Policies which encourage medium and high-density residential development and diverse housing tenures within the Urban Centre.

Lot Area	Proposed (m ²)
Gross Site Area	1085.2 m ²
Road Dedication	Approx. 130 m ²
Undevelopable Area	n/a
Net Site Area	955.2 m ²

4.0 Site Context & Background

Orientation	Zoning	Land Use
North	UC ₄ – Rutland Urban Centre	Single Detached Housing
East	UC ₄ – Rutland Urban Centre	Single Detached Housing
South	UC ₄ – Rutland Urban Centre	Single Detached Housing
West	UC ₄ – Rutland Urban Centre	Single Detached Housing

Subject Property Map: 450 Montgomery Rd



The subject property is located at the southern end of the block, south of the Leathead – Montgomery road intersection and west of Rutland Rd N. There are public transit stops located along Leathead Rd and Rutland Rd N. There are commercial buildings that service the existing neighbourhood located at the north end of the block as well as along Rutland Rd N. Rutland Middle and Senior Schools are located in close proximity to the subject site on the east side of Rutland Rd N approximately 300 m to the north. Rutland Centennial Park is located approximately 200 m south of the subject site.

5.0 Current Development Policies

5.1 Kelowna Official Community Plan (OCP)

Objective 4.1 Strengthen the Urban Centres as Kelowna’s primary hubs of activity.	
Policy 4.1.6 High Density Residential Development	Direct medium and high-density development to Urban Centres to provide a greater mix of housing near employment and to maximize use of existing and new infrastructure, services, and amenities.
	<i>The proposed rezoning would increase residential density within the Urban Centre.</i>

<p>Policy 4.12.3 Diverse Housing Tenures</p>	<p>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.</p>
	<p><i>The proposed Rental Only zoning will ensure the proposed apartment housing will be developed and maintained as long-term- rental units.</i></p>

6.o Application Chronology

Application Accepted: August 30, 2023
 Neighbourhood Notification Summary Received: September 1, 2023

Report prepared by: Andrew Ferguson, Planner II
Reviewed by: Lydia Korolchuk, Acting Planning Supervisor
Reviewed by: Jocelyn Black, Urban Planning Manager
Approved for Inclusion: Ryan Smith, Divisional Director, Planning & Development Services

Attachments:
 Attachment A: Development Engineering Memo

For additional information, please visit our Current Developments online at www.kelowna.ca/currentdevelopments.

CITY OF KELOWNA
MEMORANDUM



Date: September 27, 2023
File No.: Z23-0060
To: Urban Planning (AF)
From: Development Engineering Manager (NC)
Subject: 450 Montgomery Rd UC4 to UC4r

The Development Engineering Branch has the following requirements associated with this application to rezone the subject property from UC4 – Urban Centre to the UC4r – Urban Centre Rental Only zone. Works and Services, attributable at time of Building Permit, are contained in the Development Engineering memo for Development Permit under file DP23-0157.

The Development Engineering Technologist for this file is Sarah Kelly (skelly@kelowna.ca).

1. PROPERTY-SPECIFIC REQUIREMENTS

- a. Approximately 2.5 m road dedication along the entire frontage of Montgomery Rd is required to achieve a ROW width of 20 m in accordance with OCP Functional Road Classification objectives.
- b. Approximately 0.8 m road dedication along the entire west property line fronting the Lane is required to achieve a ROW width of 7.6 m in accordance with OCP Functional Road Classification objectives.
- c. Approximately 0.8 m road dedication along the entire west property line fronting the Lane is required to achieve a ROW width of 7.6 m in accordance with OCP Functional Road Classification objectives.
- d. Road dedication at the corner Montgomery Rd and East-West Lane is required as necessary to provide 3m x 3m corner cut.
- e. Road dedication at the intersection between North-South Lane and East-West Lane is required as necessary to provide 5m x 5m corner cut.

2. DOMESTIC WATER AND FIRE PROTECTION

- a. The subject property is located within the Rutland Waterworks District (RWD) Water Supply Area. All fire flow calculations are to be provided to the City's Development Engineering Department, with confirmation of adequate fire flow to the subject property, at least 150 L/s, from RWD being provided to the City Engineer prior to adoption of the zone amendment bylaw.



Nelson Chapman, P.Eng.
Development Engineering Manager

SK

CITY OF KELOWNA
BYLAW NO. 12591
Z23-0060
450 Montgomery 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 11 Section 26 Township 26 ODYD Plan 7783, located on Montgomery Road, Kelowna, BC from the UC₄ – Rutland Urban Centre zone to the Rutland Urban Centre 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

Z23-0060 450 Montgomery Rd

Rezoning Application

Purpose

- ▶ To rezone the subject property from the UC₄ – Rutland Urban Centre zone to the UC_{4r} – Rutland Urban Centre Rental Only zone to facilitate the development of long-term rental apartment housing.

Development Process

Aug 30, 2023

Development Application Accepted



Staff Review & Circulation



Sep 1, 2023

Public Notification Received



Oct 30, 2023

Initial Consideration



Reading Consideration

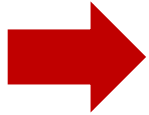


Final Reading & DP/DVP

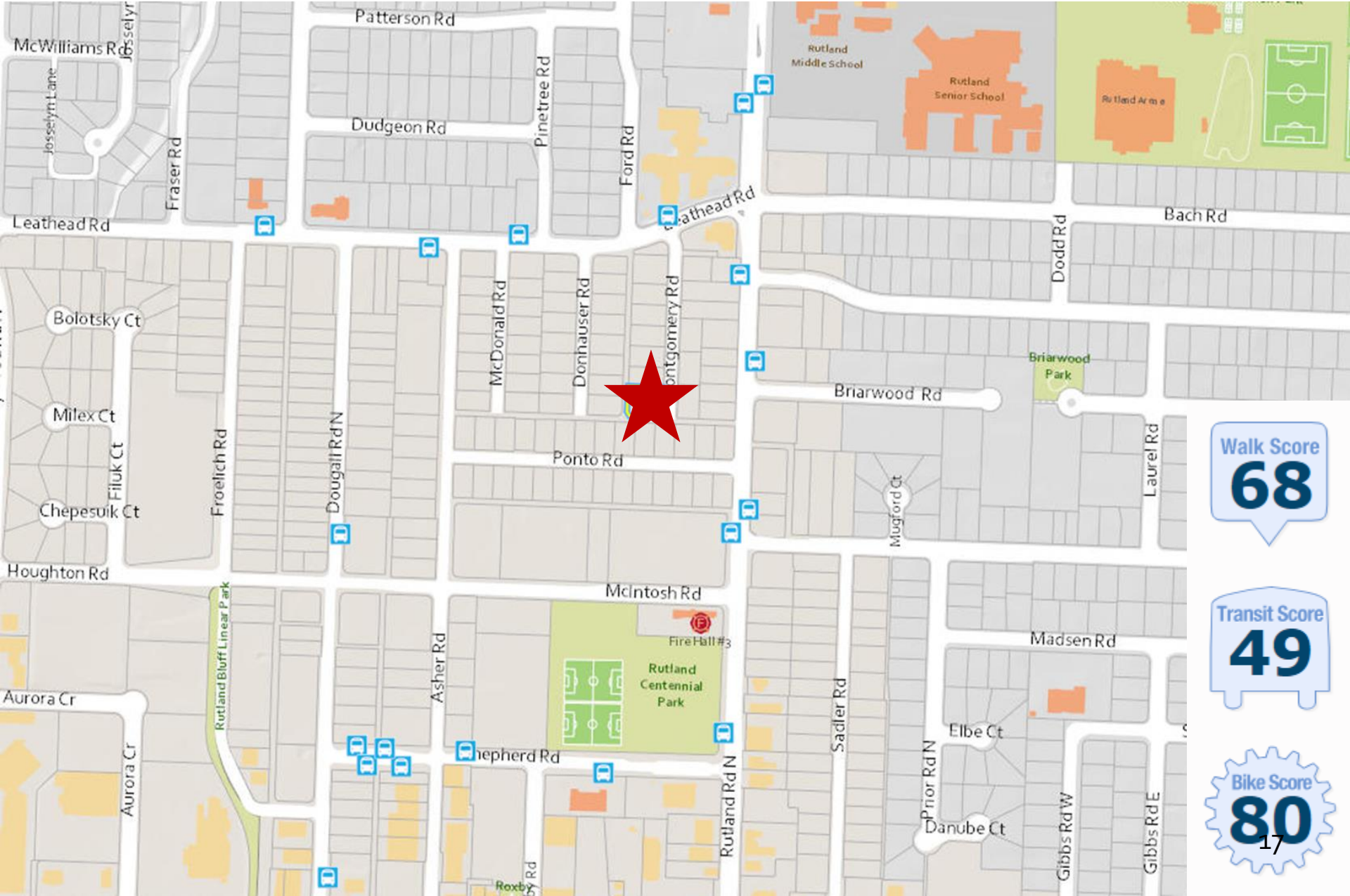


Building Permit

Council
Approvals



Context Map

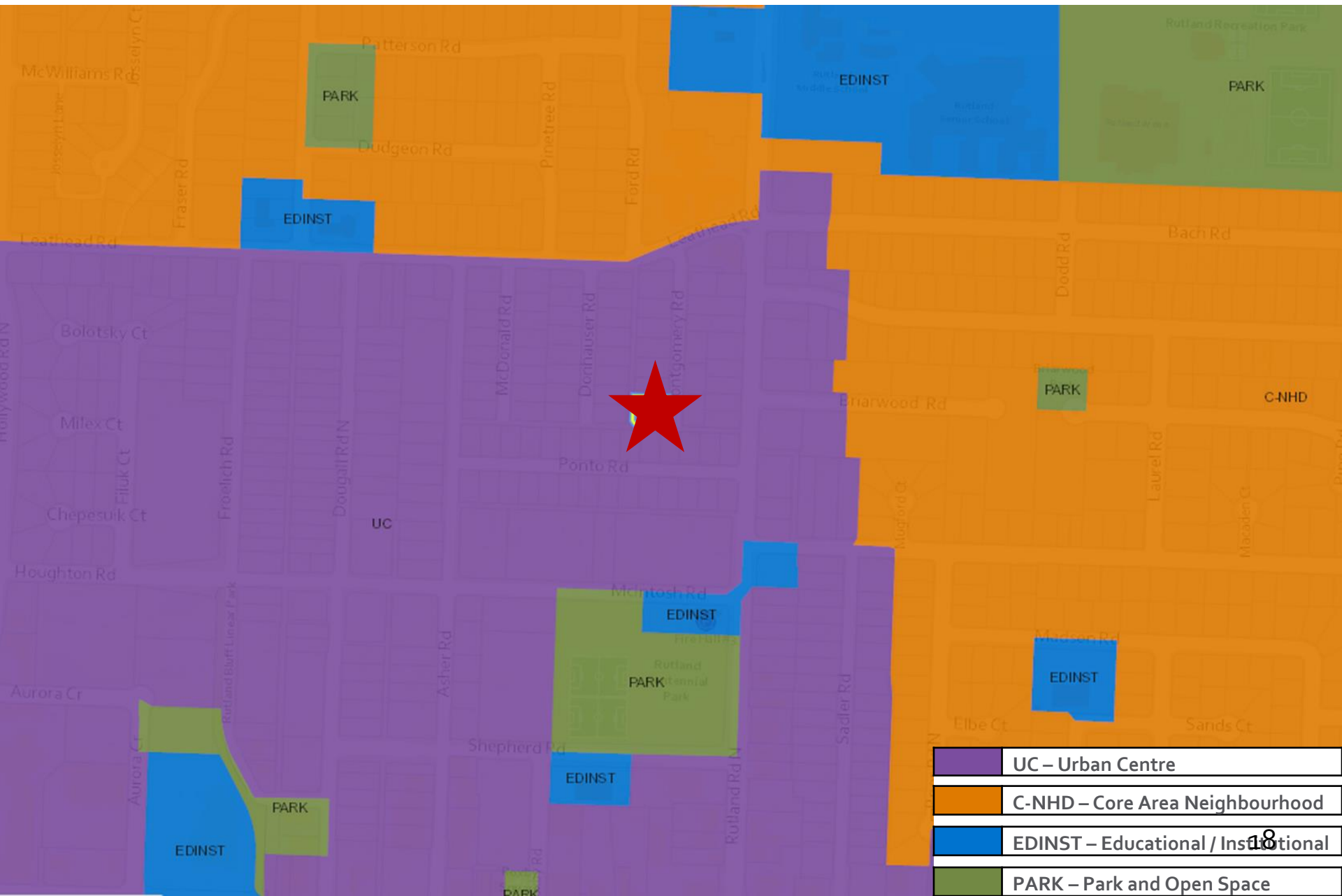






Walk Score
68

Transit Score
49

Bike Score
80
17

OCP Future Land Use



	UC – Urban Centre
	C-NHD – Core Area Neighbourhood
	EDINST – Educational / Institutional
	PARK – Park and Open Space

Subject Property Map



Project Details

- ▶ UC₄ – Rutland Urban Centre zone to UC_{4r} – Rutland Urban Centre (Rental Only)
 - ▶ Facilitate construction of apartment housing
 - ▶ Long-term rental housing
 - ▶ Vehicle access from lane

OCP Objectives & Policies

- ▶ Policy 4.1.6 High Density Residential Development
 - ▶ Direct medium and high-density development to the Urban Centres
- ▶ Policy 4.12.3 Diverse Housing Tenures
 - ▶ Encourage a range of rental and ownership tenures

Staff Recommendation

- ▶ Staff recommend support for the proposed rezoning as it is consistent with:
 - ▶ OCP Future Land Use: Urban Centre
 - ▶ OCP Policies:
 - ▶ Policy 4.1.6 High Density Residential Development
 - ▶ Policy 4.12.3 Diverse Housing Tenure

REPORT TO COUNCIL REZONING



Date: October 30, 2023
To: Council
From: City Manager
Address: 3593 Lakeshore Road
File No.: Z23-0036

	Existing	Proposed
OCP Future Land Use:	C-NHD – Core Area Neighbourhood	C-NHD – Core Area Neighbourhood
Zone:	RU ₁ – Large Lot Housing	MF ₃ – Apartment Housing

1.0 Recommendation

THAT Rezoning Application No. Z23-0036 to amend the City of Kelowna Zoning Bylaw No. 12375 by changing the zoning classification of Lot 10 District Lot 134 ODYD Plan 2988, located at 3593 Lakeshore Road, Kelowna, BC from the RU₁ – Large Lot Housing zone to the MF₃ – Apartment 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 October 30, 2023;

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

2.0 Purpose

To rezone the subject property from the RU₁ – Large Lot Housing zone to the MF₃ – Apartment Housing zone to facilitate the development of apartment housing.

3.0 Development Planning

Development Planning Staff are supportive of rezoning the subject property to the MF₃ – Apartment Housing zone. The property is located on a Transit Supportive Corridor and has a Future Land Use designation of Core Area Neighbourhood (C-NHD) in the 2040 Official Community Plan (OCP). As such, the area will accommodate much of the city’s future growth. The proposal is consistent with OCP Policies which encourages development that increases density along Transit Supportive Corridors. The applicant is required to dedicate approximately 3.0 m along the Lakeshore Road frontage to accommodate future road widening.

Lot Area	Proposed (m ²)
Gross Site Area	1764 m ²
Road Dedication	91.4 m ²
Undevelopable Area	N/A
Net Site Area	1672.6 m ²

4.0 Site Context & Background

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

Subject Property Map: 3593 Lakeshore Road



The project is proposing a mid-block single lot redevelopment along Lakeshore Road, which is a Transit Supportive Corridor. The OCP has policy to discourage underdevelopment along Transit Supportive Corridors and allows development up to six storeys. This is the first site in this area to redevelop under the new 2040 OCP and Zoning Bylaws and the four-storey building would provide a transition from the existing single dwelling housing to the higher densities that will come with future redevelopment.

5.0 Current Development Policies

5.1 Kelowna Official Community Plan (OCP)

Objective 5.2 Focus residential density along Transit Supportive Corridors	
Policy 5.2.1 Transit Supportive Corridor Densities	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 proposal meets density targets along a Transit Supportive Corridor (Lakeshore Road) and is not an underdevelopment of the site.</i>
Policy 5.2.2 Low Rise Corridor Development	Encourage low rise apartments and stacked townhouses up to six storeys in height in Core Area Neighbourhoods that front or directly abut Transit 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 project proposes a four-storey apartment building along the Transit Supportive Corridor. This area has not seen redevelopment to date, the proposed project is an appropriate scale as outlined in the OCP.</i>
Objective 5.11 Increase the diversity of housing forms and tenure to create an inclusive, affordable and complete Core Area.	
Policy 5.11.1 Diverse Housing Forms	Ensure a divers mix of low and medium density housing forms in the Core Area to support a variety of household types and sizes, income levels and life stages.
	<i>The project adds a medium density apartment building to an area that is predominantly Single Detached Housing.</i>

6.o Application Chronology

Application Accepted: June 2, 2023
 Neighbourhood Notification Summary Received: September 20, 2023

Report prepared by: Lydia Korolchuk, Planner Specialist
Reviewed by: Jocelyn Black, Urban Planning Manager
Approved for Inclusion: Ryan Smith, Divisional Director, Planning & Development Services

Attachments:
 Attachment A: Development Engineering Memo

For additional information, please visit our Current Developments online at www.kelowna.ca/currentdevelopments.

CITY OF KELOWNA
MEMORANDUM

ATTACHMENT A
This forms part of application
Z23-0036

Planner Initials **LK**

City of Kelowna
DEVELOPMENT PLANNING



Date: June 19, 2023

File No.: Z23-0036

To: Urban Planning Manager (LK)

From: Development Engineering Manager (NC)

Subject: 3593 Lakeshore Rd.

RU1to MF3

The Development Engineering Department has the following requirements associated with this application to rezone the subject property from the RU1 - Large Lot Housing zone to the MF3 - Apartment Housing zone to facilitate the development of apartment housing.

Works and Services requirements directly attributable at time of Building Permit are contained in the Development Engineering Branch memo under file DP23-0115.

The Development Engineering Technician for this file is Aaron Sangster (asangster@kelowna.ca).

1. GENERAL

- a. The following comments and requirements are valid for a period of 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 modify some or all items in this memo if the zone amendment bylaw has not been adopted within this time.

2. PROPERTY-SPECIFIC REQUIREMENTS

- a. Approximately 3.0 m road dedication along the entire frontage of Lakeshore Rd is required to achieve a ROW width of 23.0 m for consistency with the adjacent properties, in lieu of a 28 m ROW in accordance with Typical Section SS-R14.
- b. A Section 219 Restrictive Covenant must be placed on title restricting the Required Fire Flow (as calculated by the Fire Underwriters Survey: Water Supply for Public Fire Protection in Canada, 2020) for any buildings on the site to a maximum of 150 L/s.
- c. Burial of existing overhead communication wires fronting the subject property will be required as a condition of rezoning. Works may be deferred until time of Building Permit, as outlined in our memo under file DP23-0115.


Nelson Chapman, P.Eng.
Development Engineering Manager

AS

CITY OF KELOWNA
BYLAW NO. 12593
Z23-0036
3593 Lakeshore 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 10 District Lot 134 ODYD Plan 2988, located on Lakeshore Road, Kelowna, BC from the RU1 – Large Lot Housing zone to the MF3 – Apartment 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

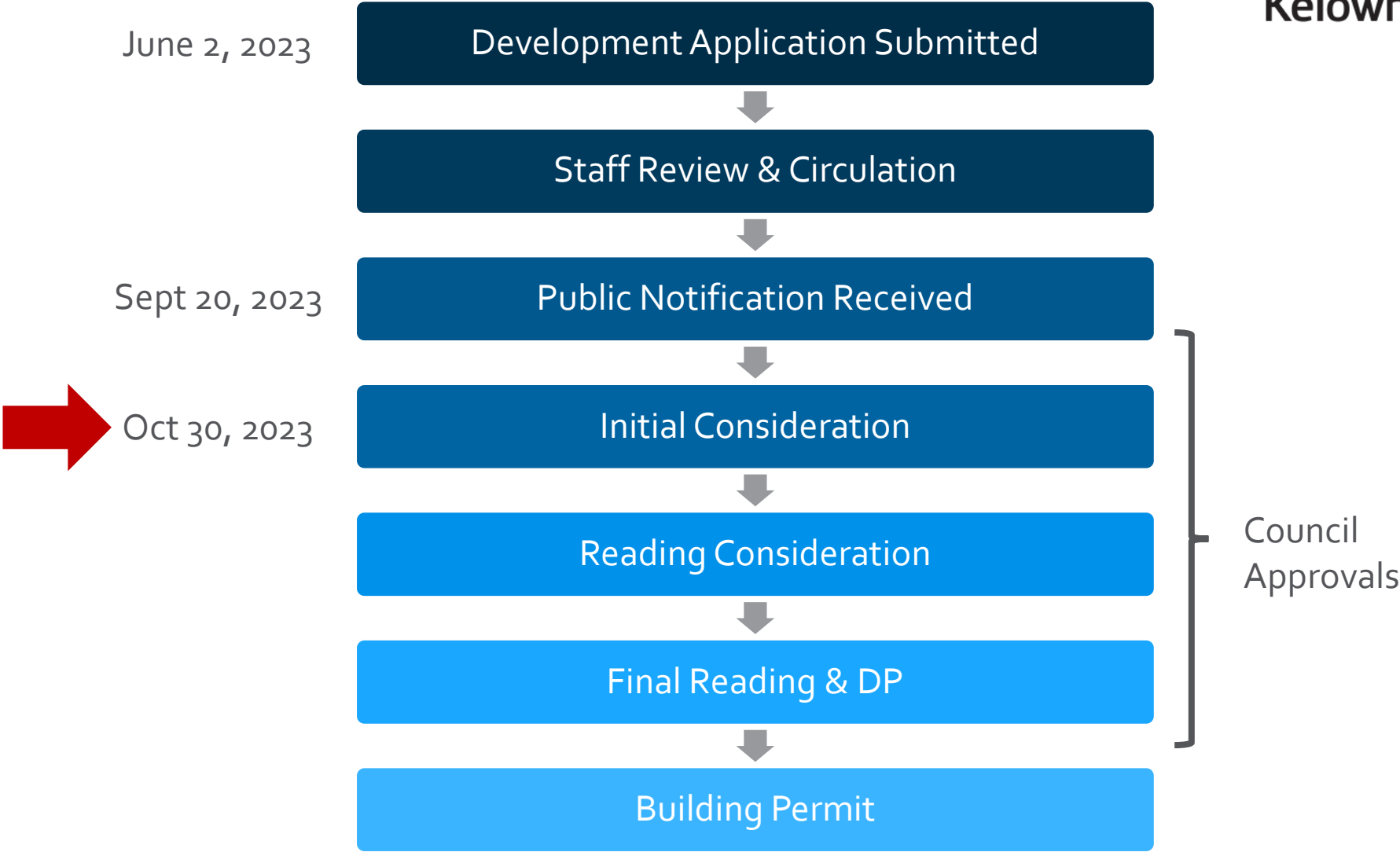
Z23-0036 3593 Lakeshore Road

Rezoning Application

Purpose

- ▶ To rezone the subject property from the RU₁ – Large Lot Housing zone to the MF₃ – Apartment Housing zone to facilitate the development of apartment housing.

Development Process



Context Map

Walk Score
45

Car-Dependent
Most errands require a car.

Transit Score
46

Some Transit
A few nearby public transportation options.

Bike Score
90

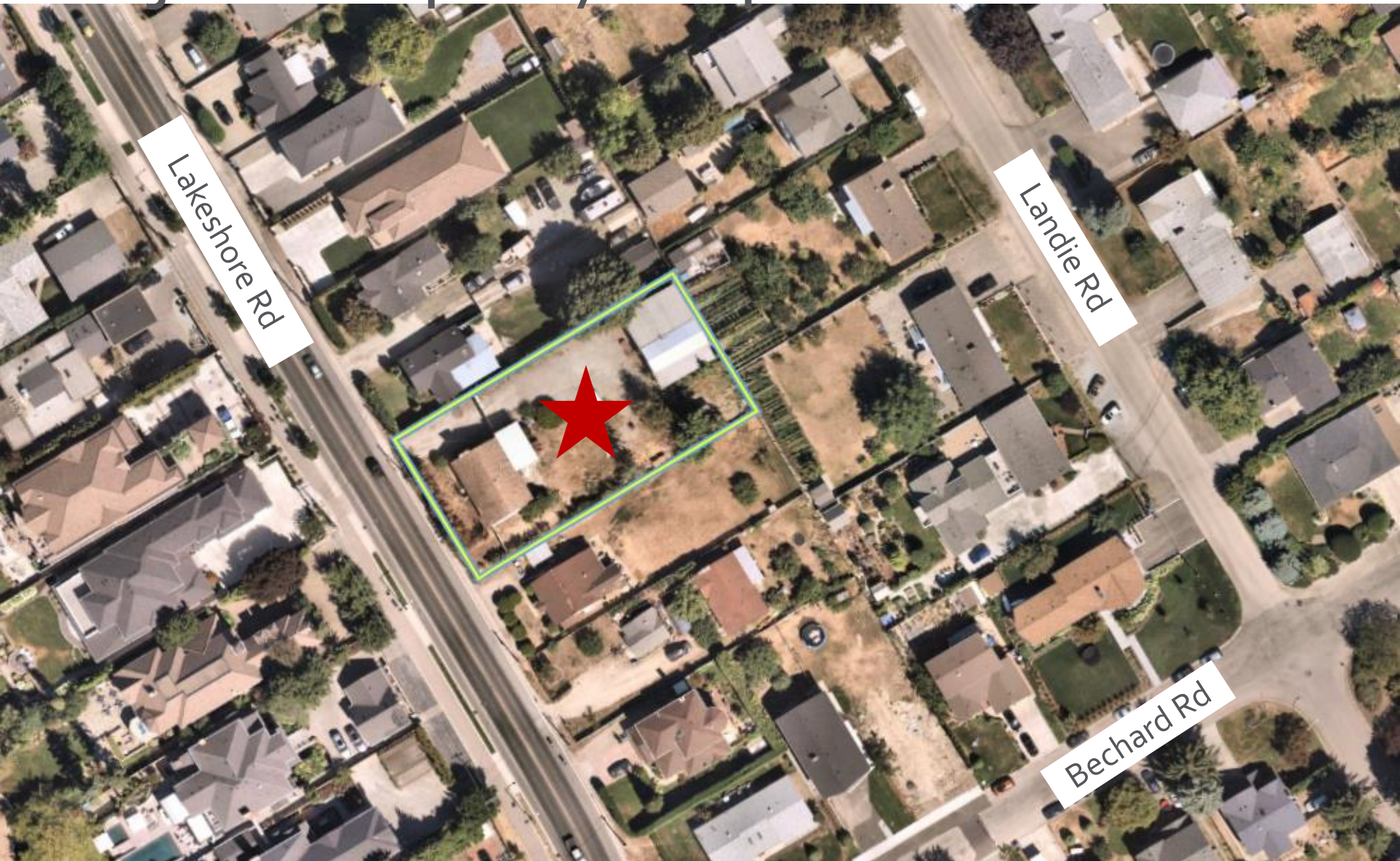
Biker's Paradise
Daily errands can be accomplished on a bike.



OCP Future Land Use



Subject Property Map



Project Details

- ▶ RU₁ – Large Lot Housing zone to MF₃ – Apartment Housing zone
 - ▶ Facilitate construction of apartment housing
 - ▶ Vehicle access from Lakeshore Rd
 - ▶ Fronting a Transit Supportive Corridor

OCP Objectives & Policies

- ▶ **Policy 5.2.1 Transit Supportive Corridor Densities**
 - ▶ Encourage development that works toward a long-term population density of between 50-100 people per acre within 200 m of each corridor. Discourage underdevelopment of properties along Transit Supportive Corridors.
- ▶ **Policy 5.2.2 Low Rise Corridor Development**
 - ▶ Encourage low rise apartments and stacked townhouses up to six storeys in height in Core Area Neighbourhoods that front or directly abut Transit Supportive Corridors.
- ▶ **Policy 5.11.1 Diverse Housing Forms**
 - ▶ Ensure a diverse mix of low and medium density housing forms in the Core Area to support a variety of household types and sizes, income levels and life stages.

Staff Recommendation

- ▶ Staff recommend **support** for the proposed Rezoning as it is consistent with:
 - ▶ OCP Future Land Use C-NHD
 - ▶ OCP Policy 5.2.1 Transit Supportive Core Densities
 - ▶ OCP Policy 5.2.2 Low Rise Corridor Development
 - ▶ OCP Policy 5.11.2: Diverse Housing Tenures

Report to Council



Date: October 30, 2023
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 October 30, 2023, with respect to one rezoning application;

AND THAT Rezoning Bylaws No. 12583 be forwarded for further reading consideration.

Purpose:

To receive a summary of notice of first reading for Rezoning Bylaw No. 12583 and to give the bylaw further reading consideration.

Background:

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

Discussion:

The Rezoning Application was brought forward to Council for initial consideration on October 16, 2023. Notice of first reading was completed as outlined above.

Correspondence was received as per the following table:

Address	Application	Bylaw	Recommended Readings	Correspondence Received
2435 Taylor Cr	Z23-0034	12583	1 st , 2 nd , 3 rd	0

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

Conclusion:

Following notice of first reading, staff are recommending that Council give Rezoning Bylaw No. 12583 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: L Klaamas, Legislative Technician

Approved for inclusion: S Fleming, City Clerk

cc: Development Planning

CITY OF KELOWNA

BYLAW NO. 12583

Z23-0034

2435 Taylor 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 11 District Lot 14 ODYD District Plan 7336, located on Taylor Crescent, 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

BYLAW NO. 12582

TA23-0009 – Amendments Regarding Electric Vehicle Readiness Requirements

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 **Section 5 – Definitions & Interpretations, Section 5.3 – General Definitions** be amended by adding the following in the appropriate locations:
 - a) " **ELECTRIC VEHICLE** means a vehicle that uses electricity for propulsion, and that can use an external source of electricity to charge the vehicle's batteries.",
 - b) "**ELECTRIC VEHICLE ENERGY MANAGEMENT SYSTEM** means a system to control **electric vehicle supply equipment** electrical loads comprised of monitor(s), communications equipment, controller(s), timer(s) and other applicable devices.",
 - c) "**ELECTRIC VEHICLE SUPPLY EQUIPMENT** means a complete assembly consisting of conductors, connectors, devices, apparatus, and fittings installed specifically for the purpose of power transfer and information exchange between a branch electric circuit and an **electric vehicle**.",
 - d) "**ENERGIZED OUTLET** means a connected point in an electrical wiring installation at which current is taken to supply **electric vehicle supply equipment**. An energized outlet can take the form of an outlet box with a cover, or an electrical receptacle.", and
 - e) "**DIRECT CURRENT FAST CHARGING (DCFC)** means direct current electric vehicle charging as defined by SAE International's J1772 standard and includes provision of electric vehicle charging equipment.";
2. AND THAT **Section 5 – Definitions & Interpretations, Section 5.3 – General Definitions, LEVEL 2 CHARGING** be amended by deleting "." after "J1772 standard" and replacing it with the following:

"and may include variable rate charging that is controlled by an **electric vehicle energy management system**.";
3. AND THAT **Section 5 – Definitions & Interpretations, Section 5.3 – General Definitions, LEVEL 3 CHARGING** be deleted in its entirety;

4. AND THAT **Section 5 – Definitions & Interpretations, Section 5.3 – General Definitions** be amended as follows:

Deleting the following:

“ALTERNATIVE FUEL INFRASTRUCTURE means any one of the following:

- (a) level-3 electric vehicle charging station (also known as a DC fast charger), or its equivalent;
- (b) fast-fill compressed natural gas (CNG) vehicle refueling station;
- (c) hydrogen vehicle refueling station; and /or
- (d) liquefied petroleum gas (propane) vehicle refueling station.”

And replacing it with:

“ALTERNATIVE FUEL INFRASTRUCTURE means any one of the following:

- (a) Direct Current Fast Charger (DCFC), or its equivalent; and /or
- (b) Hydrogen vehicle refueling station.”;

5. AND THAT **Section 8 – Parking and Loading, Section 8.2 – Off-Street Parking Regulations** be amended by adding in its appropriate location Table 8.2.18 outlined in **Schedule A** as attached to and forming part of this bylaw;
6. AND THAT **Section 8 – Parking and Loading, Section 8.3 – Required Off-Street Parking Requirements** be amended by deleting Table 8.3 – Required Off-Street Parking Requirements in its entirety and replacing it with Table 8.3 outlined in **Schedule B** as attached to and forming part of this bylaw;
7. AND THAT **Section 8 – Parking and Loading, Section 8.3 – Required Off-Street Parking Requirements** be amended by deleting Table 8.3.1a Other Residential Parking in its entirety and replacing it with Table 8.3.1 outlined in **Schedule C** as attached to and forming part of this bylaw;
8. AND FURTHER THAT **Section 11 – Single and Two Dwelling Zones, Section 11.6 – Site Specific Regulations** be amended as follows:

Deleting the following:

“Notwithstanding, Section 5.3 General Definitions, & Table 8.3.1a Other Residential Parking, the following uses and regulations are permitted:

- Boarding and Lodging Houses can operate within an accessory building in addition to the Single Detached Housing; and
- The minimum parking is two stalls for the Boarding and Lodging use for the site; and
- The maximum of 14 residents on the subject property.”

And replacing it with:

“Notwithstanding, Section 5.3 General Definitions, & Table 8.3.1a Other Residential Parking, the following uses and regulations are permitted:

- Boarding and Lodging Houses can operate within an accessory building in addition to the Single Detached Housing; and
 - The minimum parking is two parking spaces for the Boarding and Lodging use for the site; and
 - The maximum of 14 residents on the subject property.”;
9. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first time by the Municipal Council this 25th day of September, 2023.

Considered at a Public Hearing on the 17th day of October, 2023.

Read a second and third time by the Municipal Council this 17th day of October, 2023.

Approved under the Transportation Act this 19th day of October 2023.

Audrie Henry

 (Approving Officer – Ministry of Transportation)

Adopted by the Municipal Council of the City of Kelowna this

 Mayor

 City Clerk

Schedule A

Electric Vehicle Charging

8.2.18 The minimum electric vehicle parking and charging requirements are described in Table 8.2.18.

Table 8.2.18 – Minimum Electric Vehicle Parking and Charging Requirements					
Land Use / Type of Development	Minimum amount of electric vehicle energized outlets per parking space capable of providing level 2 charging ⁸				Effective Date
	Urban Centre Zones	MF1 Zone, Village Centre Zones, and Zones fronting a Transit Supportive Corridor	All other zones within the Core Area	All other zones outside the Core Area ⁶	
Apartment Housing, ^{.1, .2, .3, & .4} Stacked Townhouses, ^{.1, .2, .3, & .4} & Townhouses ^{.1, .2, .3, & .4}	Min 0.8 energized spaces ^{.6} per bachelor dwelling unit	Min 0.9 energized spaces ^{.6} per bachelor dwelling unit	Min 1.0 energized space ^{.6} per dwelling unit	Min 1.0 energized space ^{.6} per dwelling unit	April 1, 2024 ^{.7}
	Min 0.9 energized spaces ^{.6} per 1 bedroom dwelling unit	Min 1.0 energized space ^{.6} per 1 or more bedroom dwelling unit			
	Min 1.0 energized space ^{.6} per 2 or more bedroom dwelling unit				
Congregate Housing ^{.1, .2, .3, & .4} & Supportive Housing ^{.1, .2, .3, & .4}	Min 0.35 energized spaces per sleeping unit	Min 0.35 energized spaces per sleeping unit	Min 0.35 energized spaces per sleeping unit	Min 0.35 energized spaces per sleeping unit	
Duplex Housing, ^{.1 & .5} Semi-Detached Housing, ^{.1 & .5} &	Min 1.0 energized space per dwelling unit	Min 1.0 energized space per dwelling unit	Min 1.0 energized space per dwelling unit	Min 1.0 energized space per dwelling unit	

FOOTNOTES (Section 8.2.18)

- .1 The minimum energized electric vehicle energized outlets do not apply to the visitor parking.
- .2 **Energized Outlets** must be labelled for their intended use for electric vehicle charging only.
- .3 **Energized Outlets** must be assigned to an individual vehicle parking space and must be located no further than 1.0 metre from that parking space.
- .4 No more than one **Energized Outlet** may be assigned to an individual vehicle parking space.
- .5 The minimum energized electric vehicle energized outlets do not apply to secondary suites or carriage houses.
- .6 The minimum amount of electric vehicle **energized outlets** per parking space capable of providing **level 2 charging** can be reduced by 75% if the lot is zoned with a “r – rental only” sub-zone that restricts the **dwelling units** to a rental only tenure and prohibits any building stratification or bareland stratification.
- .7 This is the date these regulation will come into effect.
- .8 Where base parking requires a minimum of less than 1.0 space per **dwelling** unit, all parking spaces require an **energized outlet** capable of providing **level 2 charging** shall be provided. For example: each dwelling unit should be assigned an energized parking space prior to a dwelling unit being assigned two or more energized parking spaces.

Schedule B

Table 8.3 – Required Residential Off-Street Parking Requirements⁶

Land Use / Type of Development	Urban Centre Zones ⁵	MF1 Zone ⁴ , Village Centre Zones, and Zones fronting a Transit Supportive Corridor	All other zones within the Core Area	All other zones outside the Core Area ³	Minimum Visitor Parking Requirement ^{1,2}
Apartment Housing, Townhouses, Stacked Townhouses, & Residential Security Operator Unit	Min 0.8 spaces & Max 1.25 spaces per bachelor dwelling unit	Min 0.9 spaces ⁴ & Max 1.25 spaces per bachelor dwelling unit	Min 1.0 space & Max 1.25 spaces per bachelor dwelling unit	Min 1.0 space & Max 1.25 spaces per bachelor dwelling unit	Min 0.14 spaces ¹ & Max 0.2 spaces per dwelling unit
	Min 0.9 spaces & Max 1.25 spaces per 1 bedroom dwelling unit	Min 1.0 space ⁴ & Max 1.25 spaces per 1 bedroom dwelling unit	Min 1.2 spaces & Max 1.6 spaces per 1 bedroom dwelling unit	Min 1.25 spaces & Max 1.6 spaces per 1 bedroom dwelling unit	
	Min 1.0 space & Max 1.5 spaces per 2 or more bedroom dwelling unit	Min 1.1 spaces ⁴ & Max 1.6 spaces per 2 bedroom dwelling unit	Min 1.4 spaces & Max 2.0 spaces per 2 bedroom dwelling unit	Min 1.5 spaces & Max 2.0 spaces per 2 bedroom dwelling unit	
		Min 1.4 spaces ⁴ & Max 2.0 spaces per 3 bedroom dwelling unit	Min 1.6 spaces & Max 2.5 spaces per 3 bedroom or more dwelling unit	Min 2.0 spaces & Max 2.5 spaces per 3 bedroom or more dwelling unit	
Congregate Housing & Supportive Housing	Min 0.35 spaces per sleeping unit; Plus a Min 0.5 spaces per non-resident on-duty employee or a Min of 3.0 spaces (whichever is greater). Max 2.0 spaces per sleeping unit			Min 0.14 spaces & Max 0.2 spaces per dwelling unit	
Single Detached Housing, Semi-Detached Housing, &	Min 1.0 space per dwelling unit & Max n/a	Min 1.0 space per dwelling unit & Max n/a	Min 2.0 spaces per dwelling unit & Max n/a	Min 2.0 spaces per dwelling unit & Max n/a	Min 0.0 ⁷ spaces & Max n/a

Table 8.3 – Required Residential Off-Street Parking Requirements ^{.6}

Land Use / Type of Development	Urban Centre Zones ^{.5}	MF1 Zone ^{.4} , Village Centre Zones, and Zones fronting a Transit Supportive Corridor	All other zones within the Core Area	All other zones outside the Core Area ^{.3}	Minimum Visitor Parking Requirement ^{.1, .2}
Duplex Housing					

FOOTNOTES (Table 8.3.1.):

^{.1} Visitor parking is to be easily accessible to the access points of the corresponding development and/or buildings. Visitor parking is a separate minimum parking requirement that rounds up or down independent of the basic parking requirement.

^{.2} Regardless of the parking rate (spaces per unit). The minimum number of dwelling units when the first visitor parking space is required is five (5) dwelling units. For example, a lot with four (4) dwelling units does not require a visitor parking space.

^{.3} Minimum and maximum parking rates for various Comprehensive Development Zones are outline in Table 8.3.1 Other Residential Parking.

^{.4} MF1 zoned lots with four dwelling units or less shall have a minimum of one (1) parking space per dwelling unit. The parking rate identified above applies to MF1 lots with five dwelling units or more.

^{.5} All lots in the areas identified as 3 storeys in Map 4.1 within the OCP (UC1 Downtown) shall not be required to meet any vehicle parking space requirements if the height of the buildings on the lot are 4 storeys or less and 15.0 metres or less.



^{.6} This table provides the minimum and maximum base parking requirements for various residential land uses.

^{.7} Within a residential strata with five or more dwelling units the visitor parking requirement is 0.14 spaces per dwelling unit.

Schedule C

Table 8.3.1 – Other Residential Parking			
GFA = gross floor area m ² = square metres			
Land Use / Type of Development	Base Parking Requirement		Visitor Parking Requirement ^{.1}
	Minimum	Maximum	
Bed and Breakfast Homes	1.0 space per sleeping unit	1.5 spaces per sleeping unit	n/a
Boarding or Lodging Houses	1.0 space; plus 0.9 spaces per sleeping unit	1.5 space; plus 2.0 spaces per sleeping unit	n/a
Carriage House	1.0 space ^{.2}	2.0 spaces	n/a
Child Care Centre, Major	1.0 Space per 11 children of capacity	n/a	n/a
Child Care Centre, Minor	1.0 space	n/a	n/a
Group Home	1.0 space; plus 0.35 spaces per sleeping unit	2.0 spaces; plus 1.0 space per sleeping unit	n/a
Home-Based Business, Major	1.0 space	2.0 spaces	n/a
Home-Based Business, Major for Health Services on lots located on Royal Avenue or Christleton Avenue	2.5 spaces per 100 m ² GFA	5.0 spaces per 100 m ² GFA	n/a
Home-Based Business, Minor	n/a	n/a	n/a
Home-Based Business, Rural	1.0 space	n/a	n/a
Mobile Homes	2.0 spaces per dwelling unit	2.5 spaces per dwelling unit	Min 0.14 spaces & Max 0.2 spaces per dwelling unit

Residential units within the CD20 Zone	1.0 space per dwelling unit, except 0.15 spaces per student only residences	1.5 spaces per dwelling unit	Min 0.14 spaces per dwelling unit, except 0.05 spaces per student only residences & Max 0.2 spaces per dwelling unit
Residential units within the CD22 zone	1.1 spaces per dwelling unit greater than 2 bedrooms 1.0 space per 2 bedroom dwelling unit 0.9 spaces per 1 bedroom dwelling unit 0.75 spaces per bachelor dwelling unit	2.0 spaces per dwelling unit greater than 2 bedrooms 1.6 space per 2 bedroom dwelling unit 1.25 spaces per 1 bedroom dwelling unit 1.0 spaces per bachelor dwelling unit	Min 0.14 spaces & Max 0.2 spaces per dwelling unit
Residential units within the CD26 zone	1.0 space per dwelling unit	1.5 spaces per dwelling unit	Min 0.14 spaces & Max 0.2 spaces per dwelling unit
Secondary Suites	1.0 space ^{.2}	2.0 spaces	n/a
Residential Security / Operator Unit	1.0 space per dwelling unit	2.0 spaces per dwelling unit	n/a
Short – Term Rental Accommodation: <ul style="list-style-type: none"> Multi-Dwelling Zones and Core Area and Other Zones 	No additional parking required (i.e., equivalent to the parking requirements for the principal dwelling unit within that zone).	n/a	n/a
Short – Term Rental Accommodation: <ul style="list-style-type: none"> Agriculture & Rural Zones and Single & Two Dwelling Zones 	1.0 space per two sleeping units	n/a	n/a
FOOTNOTES (Table 8.3.1a.):			

- ¹ Visitor parking is to be easily accessible to the access points of the corresponding [development](#) and/or [buildings](#). Visitor parking is a separate minimum parking requirement that rounds up or down independent of the basic parking requirement.
- ² [Parking space](#) can be located in the driveway and in tandem with the single detached [dwelling](#) parking as long as two additional off-street [parking spaces](#) are provided for the [principal dwelling](#). Notwithstanding [Section 8.1.4](#), parking for [secondary suites](#) or [carriage houses](#) can be surfaced with a dust-free material.
- ³ Deleted

Report to Council



Date: October 30, 2023
To: Council
From: City Manager
Subject: Glenmore Landfill Value for Money
Department: Finance

Recommendation:

THAT Council receives, for information, the Report from Financial Services dated October 30, 2023, with respect to the results of the Glenmore Landfill Value for Money engagement.

Purpose:

To receive a report outlining the results of the Glenmore Landfill Value for Money engagement.

Background:

The Glenmore Landfill (“Landfill”) engagement is the final engagement performed under the original Value for Money outsourcing model. The engagement was outsourced to BDO Canada LLP and began in November 2022 and concluded in May 2023. The report was received by the Audit Committee on October 18, 2023.

Discussion:

The Glenmore landfill is a multi-purpose waste management facility, providing waste management services for non-hazardous solid waste from municipal, commercial, institutional, and light industrial sources and is authorized to landfill 200,000 tons of waste per year from within the Regional District of the Central Okanagan and the Big White Resort area. The landfill is owned and operated by the City of Kelowna and managed on a cost recovery basis to be fully self-funded throughout its lifespan. The landfill was designed, constructed, and is operated and governed in accordance with Federal, Provincial and Municipal standards.

The objective of the engagement was to evaluate the effectiveness and efficiency of core elements in the Landfill's financial and administrative processes with the following four focus areas considered in scope:

- Evaluation of financial controls
- Assessment of capital reserve balance and strategy
- Evaluation of landfill operations and planning with respect to financial models and 10-year capital planning
- Assessment of funding/establishment of closure reserve for the post-closure plan

The engagement identified several areas for recommended improvement of process, opportunities for improvement in the calculation and assessment of the long-term landfill closure liability, and measures to improve the capital reserve strategy. Landfill/Finance staff have accepted all recommendations and have a clear plan to address the items noted.

Conclusion:

A summary of findings for the Glenmore Landfill report is attached in Appendix 1. Management responded to the recommendations with appropriate actions and reasonable timelines for implementation. To ensure continuous oversight of the recommendations, a follow up engagement will be conducted in 2025.

Considerations not applicable to this report:

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Existing Policy:

Financial/Budgetary Considerations:

Consultation and Engagement:

Communications Comments:

Submitted by: J. Sass, Financial Services Divisional Director

Approved for inclusion: J. Sass, Financial Services Divisional Director

Appendix 1

Summary of Findings – Glenmore Landfill

Engagement Objective:

Evaluate the effectiveness and efficiency of core elements in the Landfill's financial and administrative processes.

Criteria: Financial Controls and Reporting

Findings:

While there are existing controls in place for financial and reporting matters, there are opportunities to strengthen the delineation of responsibilities and establish well-defined procedures for all activities. The variance analysis processes are conducted regularly and while valuable, there is an opportunity to enhance their effectiveness by documenting and formalizing processes and responsibilities.

Criteria: Capital Reserve Balance and Strategy

Findings:

Policies and procedures are in place to effectively manage capital expenditures and maintain capital reserve balances. However, there is an opportunity to enhance the clarity of documentation for determining the allocation to the capital reserve and formalizing a well-defined methodology.

Criteria: Financial Models and 10-Year Capital Plan

Findings:

There are opportunities to strengthen the support for inflation rate assumptions in the closure plan model. The model currently assumes a constant inflation rate. Additionally, it was also recognized that inflation rates can vary across different sectors, with the construction sector typically experiencing higher inflation rates than the average.

Criteria: Closure Reserve and Post Closure Plan

Findings:

By documenting a comprehensive end-to-end process for fund allocation to the post-closure reserve fund, determination of the appropriate allocation for operational, emergency, and capital expenses can be streamlined, helping ensure adequate funding for the post-closure phase and contributing to financial stability when the landfill is closed. In conjunction with this, enhancing transparency in the allocation of funds for various spending categories, such as operations, emergencies, post-closure, and capital planning, can facilitate a clearer understanding of how reserves are distributed among these expenses.



Value for Money Assurance Program

October 30, 2023

Outline

Background

Landfill Report

Treasury Report



Value for Money Program History



Created in 2018 to supplement existing Internal Control Program



Moved internally in November 2022



Presented to Council February 2023



Engagements completed to date: 7

In-process: 1

Goals of the Program





Value for Money Assurance Program Glenmore Landfill Report

October 30, 2023

Engagement Background



Conducted under old VFM program

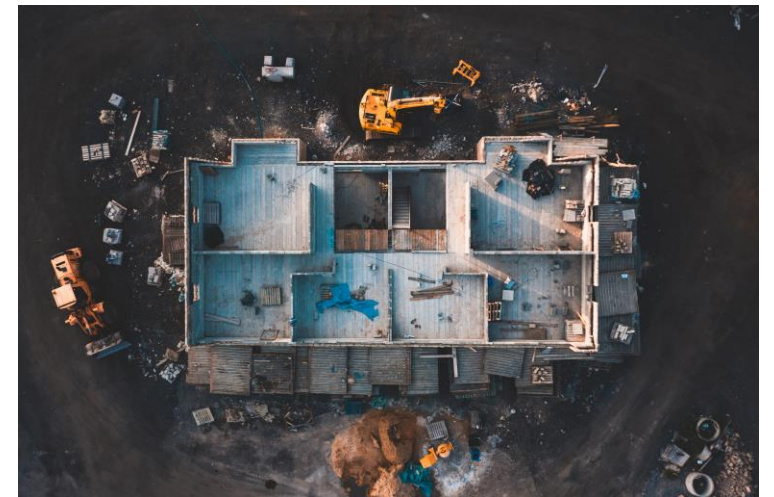


Outsourced to third-party consulting firm



Commencement date: November 2022

Completion date: May 2023



Engagement Objective

To evaluate the effectiveness and efficiency of certain core elements in the Landfill's financial and administrative processes



Financial Controls & Reporting



Capital Reserve Balance & Strategy



Financial Models & 10-Year Capital Plan



Closure Reserve & Post Closure Planning



Engagement Findings

Financial Controls & Reporting

- Cash handling procedures
- Spending controls
- Reporting

Review Rating

Mostly Effective
Fully Effective
Mostly Effective

Capital Reserve Balance & Strategy

- Capital Reserves

Mostly Effective

Financial Models & 10-Year Capital Plan

- Financial modeling & planning
Effective

Somewhat

Closure Reserve & Post Closure Plan

- Closure reserve & post closure planning

Mostly Effective

Questions?



Report to Council



Date: October 30, 2023
To: Council
From: City Manager
Subject: Treasury Process Value for Money
Department: Finance

Recommendation:

THAT Council receives, for information, the Report from Financial Services dated October 30, 2023, with respect to the results of the Treasury Process Value for Money engagement.

Purpose:

To receive a report outlining the results of the Treasury Process Value for Money engagement.

Background:

The Treasury Process engagement is the first engagement performed under the new, internally delivered Value for Money program. The engagement commenced in February 2023 and concluded in June 2023. The report was received by the Audit Committee on October 18, 2023. The first of three planned Value for Money engagements is complete, the second is nearing completion, and planning for the final engagement will commence before the end of 2023, with completion planned in early 2024.

Discussion:

The investment of municipal funds is governed under the Community Charter, Section 183 and it is the duty of the Treasury team to ensure responsible stewardship of the City’s investments in accordance with all applicable legislation, bylaws, and related policies.

The objective of the engagement was to assess the efficiency and effectiveness of the treasury function in optimizing investment returns while effectively managing associated risks, with a specific focus on

the City's General Fund, excluding both the Legacy Fund and the Cemetery Fund. Areas assessed included:

- Management objectives
- Making an investment and recording the transaction
- Cashflow analysis
- Investment maintenance and tracking
- Investment redemption, and
- Analysis of the safekeeper arrangement

The engagement identified several areas for recommended improvement of process, clarification of objectives and policy direction, and continuity of oversight in a challenging labour market. Treasury staff have accepted all recommendations and have a clear plan to address the items noted.

Conclusion:

A summary of findings for the Treasury Process report is attached in Appendix 1. Management responded to the recommendations with appropriate actions and reasonable timelines for implementation. To ensure continuous oversight of the recommendations, a follow up engagement will be conducted in the latter part of 2024.

Considerations not applicable to this report:

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Existing Policy:

Financial/Budgetary Considerations:

Consultation and Engagement:

Communications Comments:

Submitted by: S. Little, Business Performance & Advisory Services Manager

Approved for inclusion: J. Sass, Financial Services Divisional Director

Appendix 1

Summary of Findings – Treasury Process

Engagement Objective:

Assess the efficiency and effectiveness of the treasury function in optimizing investment returns while effectively managing associated risks, with a specific focus on the City's General Fund.

Criteria: Governance

Findings:

While there is a foundational understanding of the jurisdictional requirements outlined in the Community Charter, there is an opportunity to enhance comprehension of the requirements through revisions to existing policies and procedures.

Criteria: Management

Findings:

Although management objectives and an investment strategy exist, there is an opportunity to further refine and effectively communicate them to enhance staff understanding. During periods of transition, a suite of well documented processes would provide clarity in terms of authority, knowledge, and continuity.

Criteria: Policy, Procedure and Process

Findings:

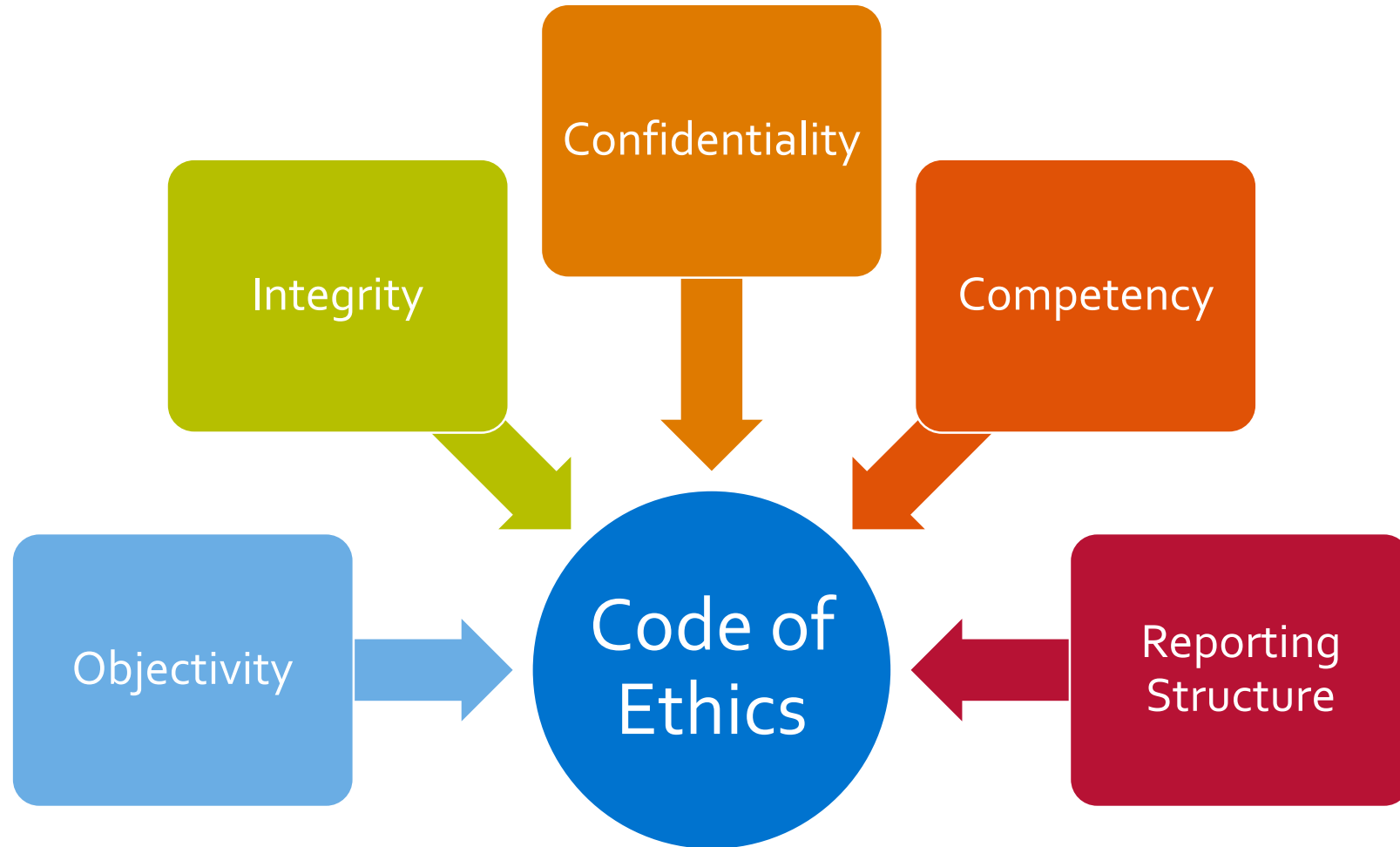
The documentation for policies and procedures would benefit from more detailed and up-to-date content to enhance clarity in roles and responsibilities, especially for new staff members. Treasury staff demonstrate a strong understanding of the investment purchase process, even in the absence of comprehensive documentation for related processes. Nevertheless, optimizing automation of some tasks and providing thorough process documentation would further improve clarity regarding the timing and frequency of specific processes.



Value for Money Assurance Program Treasury Report

October 30, 2023

Engagement Principles



Engagement Objective

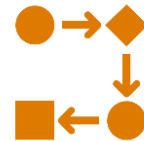
To assess the efficiency and effectiveness of the treasury function in maximizing investment returns and managing associated risks.



Governance



Management



Process



Engagement Approach



Collaborate with key stakeholders



Develop clear objectives, criteria, and scope



Review and analyze relevant documentation



Conduct exploratory interviews



Evaluate findings



Prepare report

Engagement Findings Ratings

Governance

- Jurisdictional requirements
- Council policy

Review Rating

Mostly Effective
Mostly Effective

Management

- Management objectives
 - Investment strategy
- Effective

Somewhat Effective
Somewhat

Process

- Internal policies
- Processes
- Procedures

Somewhat Effective
Mostly Effective
Somewhat Effective

Next Steps

2023 Engagements

- Complete Infrastructure Capital Management
- Commence Public (Community) Safety - Homelessness

2024 Planned Engagements

- Complete Public (Community) Safety - Homelessness
- Accounts Payable
- Infrastructure Renewal Deficit

2024 Follow up Engagement

- Treasury Process

Questions?



Report to Council



Date: October 30, 2023
To: Council
From: City Manager
Subject: Grant from Critical Community Infrastructure Fund
Department: Utility Services

Recommendation:

THAT Council receives for information the report from the Utility Services Department dated October 30, 2023, with respect to a grant from the Province of British Columbia’s Critical Community Infrastructure Fund;

AND THAT the 2023 Financial Plan be amended to include \$3,000,000 for the Turtle Lake Dams Renewal Project funded from the Community Critical Infrastructure Fund;

AND FURTHER THAT any unused amounts from the \$3,000,000 Community Critical Infrastructure Fund be contributed to the Rutland Centre Sewer Connection Project via the Septic Removal Specified Area Reserve Fund;

AND FURTHER THAT the 2023 Financial Plan be amended to increase the Rutland Centre Sewer Connection Project budget by \$6.4 million, with funding of \$244,400 transferred from the Wastewater Offsite and Oversize project, all remaining funds from the Community Critical Infrastructure Fund, and up to \$6,155,600 from the Septic Removal Specified Area Reserve Fund.

Purpose:

To update Council on receipt of a grant to rehabilitate two City owned dams on Turtle Lake and provide additional funding to the Rutland Centre Sewer Connection Project.

Background:

The City inherited a number of dams when the South East Kelowna Irrigation District (SEKID) merged with the City of Kelowna water utility. The two dams that create Turtle Lake Reservoir were constructed from 2008-2011 to increase the amount of water storage available to accommodate growth in SEKID’s demand. The water from Turtle Lake supplements, when needed, McCulloch Reservoir. A recently completed Dam Safety Review (DSR) of both dams, by an independent consultant, identified potential safety hazards that include “deficiencies or potential defects that are likely to contribute to instability and increased risk of internal erosion, which is hazardous to the dam(s).”

The DSR identified several urgent actions which staff have already acted upon. The most important, and noticeable to the community, is the lowering of the water level in Turtle Lake to a new target surface level approximately 4 metres below full pool. Lowering the water level reduces the hydraulic forces on each dam, and significantly lowers any risk of failure until a solution is found. Staff completed the task of lowering the water level earlier this spring. Turtle Lake remains available for fishing, paddling and other recreational activities.

The City continues to update provincial dam safety regulators as this dam safety issue is addressed. Staff monitor these dams regularly with weekly inspections.

Administration have identified a second project requiring additional funds should this grant have funds remaining after the dam repairs. The Rutland Centre Sewer Connection Project requires additional funding to complete the full project scope. In late 2021, the City was awarded a \$9.0 million grant from the Investing in Canada Infrastructure Program (ICIP) as part of a \$12.3 million project to install sanitary sewer in the Rialto, Rutland, and Hall Road connection areas as part of the septic sewer removal program. This scope of work was tendered in the fall of 2022 and because of construction cost inflation, there is a projected overall budgetary shortfall of \$8.8 million to complete the scope of work anticipated in the grant.

Discussion:

The City has received a grant of \$3.0 million from the Province of British Columbia through the Critical Community Infrastructure Fund (CCIF) to support the design and implementation of a remedy to address dam safety concerns of the two Turtle Lake Reservoir dams, with any remainder to be used to assist the completion of the Rutland septic system elimination works.

Next steps for Turtle Lake include a detailed assessment of each dam, developing a remediation plan and submitting this to the Province for approval, then implementing the remediation works. The City has three years to complete this process to meet the terms of the grant. The interim operating water level of Turtle Lake will remain at 1290m (the lower level) as approved by the Province until remediation works are complete.

The Rutland Centre Sewer Connection Project budget shortfall is partly addressed by an allocation of \$2.4 million from the Growing Communities Grant Fund as approved by Council on October 16, 2023. An existing reserve, Septic Removal Specified Area Reserve Fund, is recommended to be used as the source for the additional necessary funding to complete the program as planned. If the Turtle Dam repairs are completed for less than the available CCIF, staff recommend that the remaining grant be applied to the Rutland septic project. The Province supports this allocation.

Conclusion:

A Critical Community Infrastructure Fund grant has been approved by the Province to repair and remediate the two dams at Turtle Lake Reservoir and remaining funds be put towards the Rutland Centre Sewer Connection Project so that both projects may proceed to completion in a timely fashion.

Internal Circulation:

Financial Services
Communications

Partnerships Office

Considerations applicable to this report:

Financial/Budgetary Considerations:

The City has received \$3 million of Community Critical Infrastructure funds for the Turtle Lake Dams Renewal projects. Staff are recommending that any unused funds be used to support the Rutland Centre Sewer Connection project.

Staff are recommending the 2023 Financial Plan be amended to fund the remaining shortfall in the Rutland Sewer Connection Project of \$6.4 million, with funding of \$244,400 transferred from the Wastewater Offsite and Oversize project, all remaining funds from the Community Critical Infrastructure Fund, and up to \$6,155,600 from the Septic Removal Specified Area Reserve Fund.

Considerations not applicable to this report:

Existing Policy:

External Agency/Public Comments:

External Agency/Public Comments:

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Personnel Implications:

Submitted by: R. MacLean, Utility Planning Manager

Approved for inclusion: M. Logan, Infrastructure General Manager

Attachments: 1. Turtle Lake Dam and Central Rutland Sewer Connection Project Locations

cc: Divisional Director, Financial Services
Divisional Director, Partnership & Investments



City of
Kelowna

Grant from Critical Community Infrastructure Fund

Presentation to Council | October 30, 2023

Presentation Outline

- ▶ Introduction – Provincial Grant
- ▶ Background on Turtle Lake dam safety issues
- ▶ Mitigation Plan
- ▶ Budget and Grant Funding
- ▶ Questions

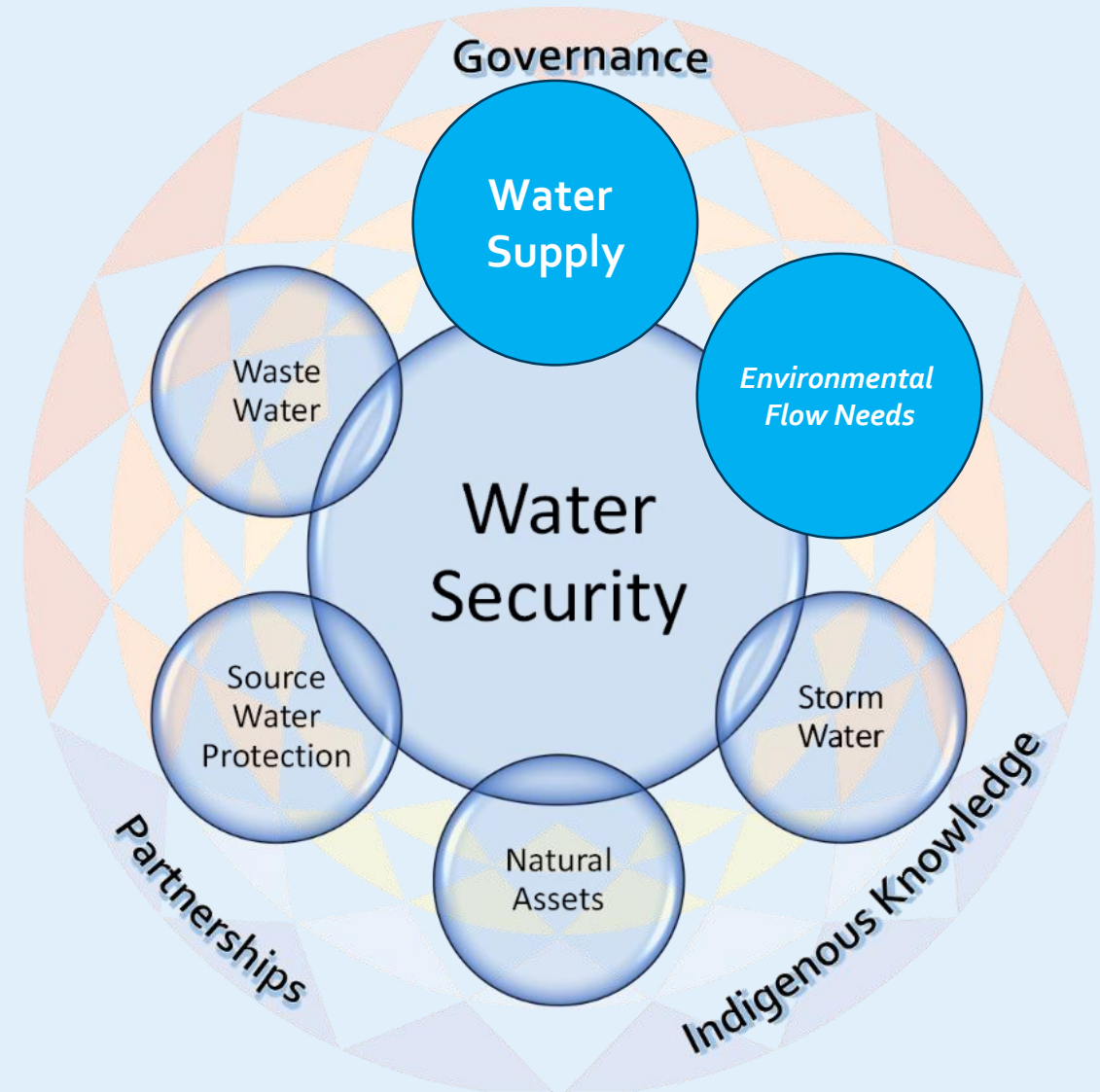
Water Security Plan

Principle 1:

All residents and water users in the City have a safe, affordable, resilient and sustainable supply of high-quality drinking water and a reliable supply of water for agriculture.

Principle 7:

Assure that the quality and quantity of water is available to support a healthy aquatic ecosystem.



The six water sectors outlined in the City's Water Security Planning Process

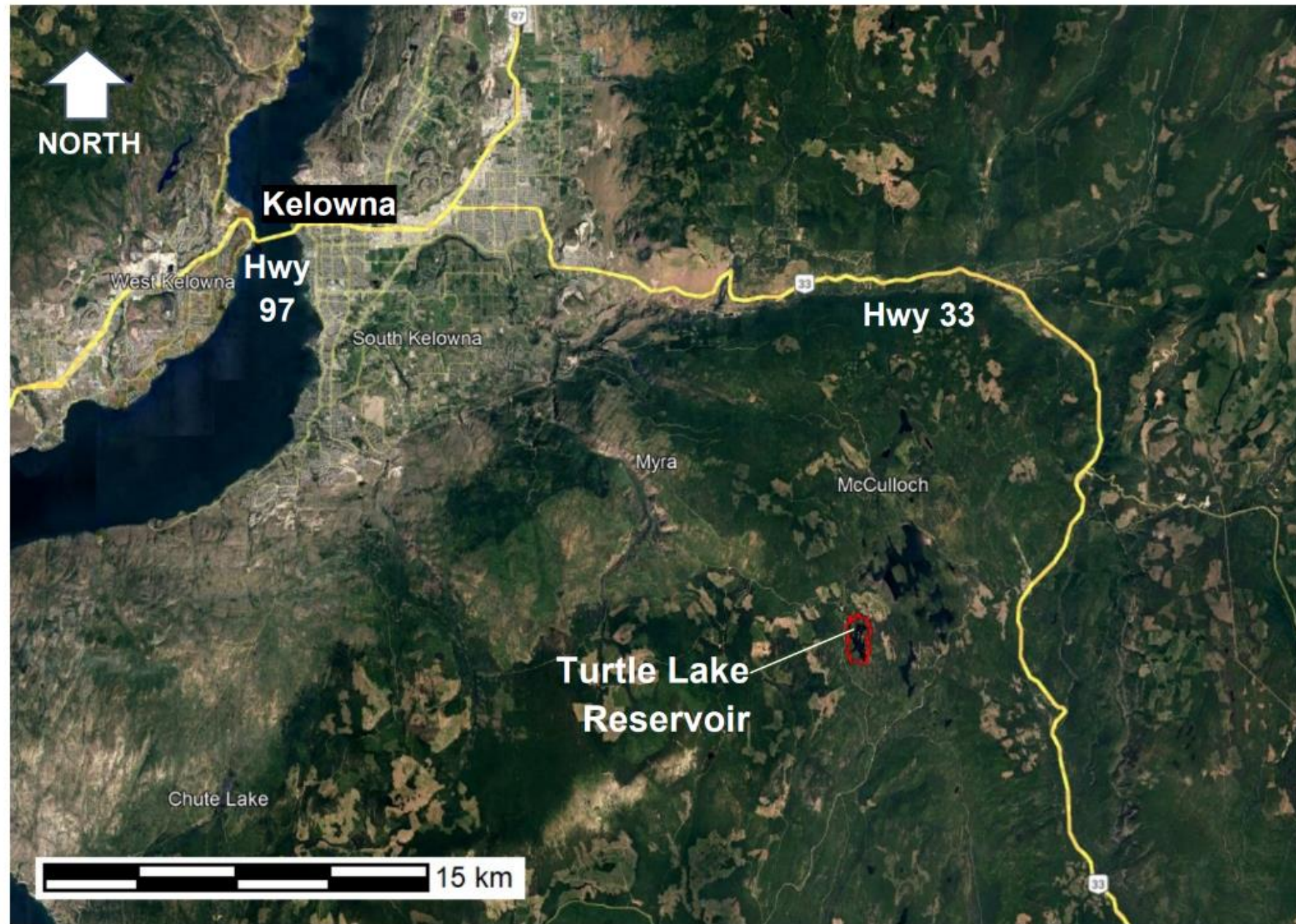
Turtle Lake

Dam Safety Issue

- ▶ Dam Safety Review (Draft) completed in Fall 2022.
- ▶ Seepage concerns/monitoring well fluctuation with both dams
- ▶ To eliminate any risks to public safety, City reduced water levels.



Location Turtle Lake



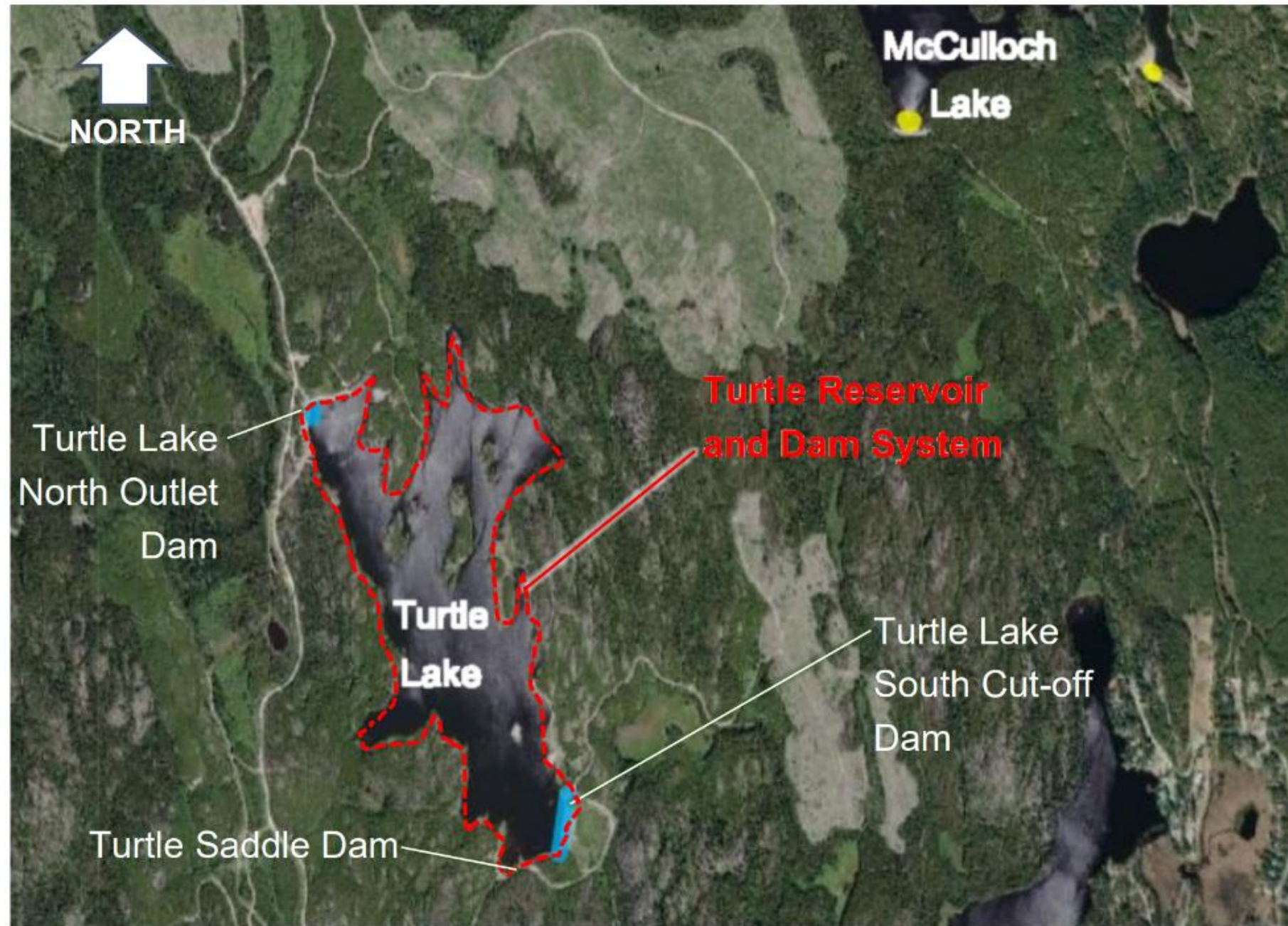
Diversions & Direction of Flow



Location

Turtle Lake

- ▶ 2 dams



Turtle Lake

North Dam



Figure 2-9: Turtle Lake North Outlet Dam – Oblique photograph of dam (October 2021)

Turtle Lake South Dam



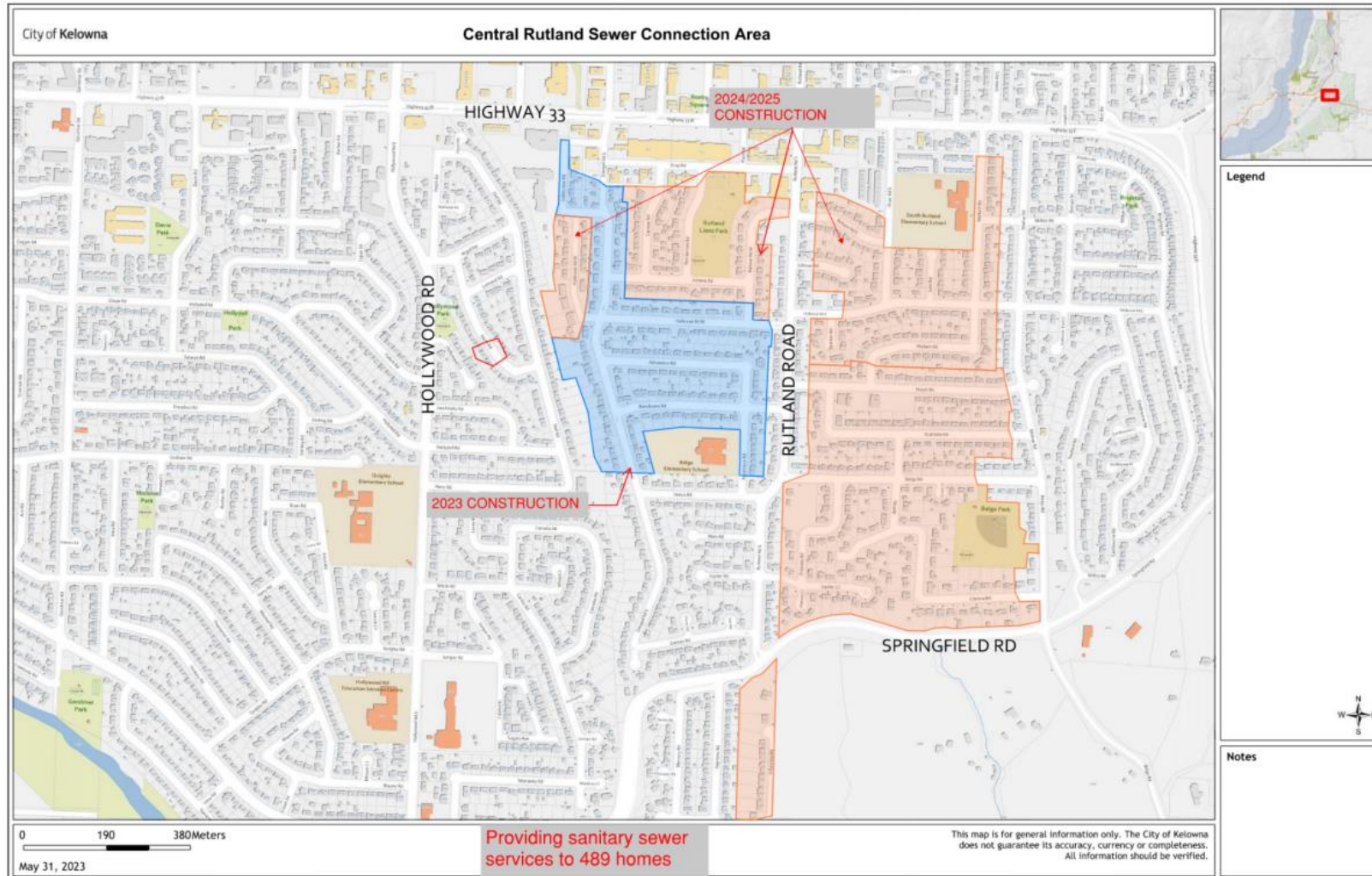
Figure 2-22: Turtle Lake South Cut-off Dam – Oblique photograph of dam (October 2021)

What needs to be done?

- ▶ Spring 2023
 - ▶ Cautious approach
 - ▶ Staff reduced water levels by 4 metres.
- ▶ Summer 2023
 - ▶ More frequent monitoring
 - ▶ Critical Community Infrastructure Fund Grant received (\$3M)
- ▶ Fall 2023
 - ▶ Consultant selection - Engineering and Geotechnical Expertise
- ▶ Winter 2023 +
 - ▶ Review of process
 - ▶ Mitigation strategy to be developed and cost estimate.



Rutland Centre Sewer Connection Project



Conclusion

- ▶ Repair/remediation is high priority need at Turtle Lake.
- ▶ Apply the Critical Community Infrastructure Funds grant to develop a remediation plan and effect the repairs on Turtle Lake.





Questions?

For more information, visit kelowna.ca.

Report to Council



Date: October 30, 2023
To: Council
From: City Manager
Subject: Rescind Council Policy No. 265: Engineering Drawing Submission Requirements
Department: Infrastructure Division

Recommendation:

THAT Council receives, for information, the report from the Development Services Department, dated October 30th, 2023, regarding Council Policy 265;

AND THAT Council Policy No. 265, being Engineering Drawing Submission Requirements, be rescinded;

AND THAT Bylaw No. 12584, being Amendment No. 25 to Subdivision, Development and Servicing Bylaw No. 7900, be forwarded for reading consideration.

Purpose:

To rescind Council Policy No. 265: Engineering Drawing Submission Requirements and replace it with an Administrative Policy to improve administration efficiency.

Background:

In 1999, Council adopted [Policy 265: Engineering Drawing Submission Requirements](#) to define the standards for engineering drawings for works and services submitted to the City for acceptance into our infrastructure asset inventory. The purpose of this policy is to ensure that required information is provided with consistent formatting and detailing to a defined minimum standard in order to support established asset operational and management practices. To enable this, the Engineering Drawing Submission Requirements (EDS) identifies, in detail, the paper sizes, scale sizes, plotting appearance, and formatting of engineering drawings. It also outlines detailed requirements for various types of drawings that are to be submitted, such as composite utility plans, road and utility drawings, grading & stormwater management plans, signage and pavement marking plans, and construction details.

Engineering Drawings are reviewed for construction approval and record (as-built) intake approval. These drawings are used to generate asset management information for the infrastructure represented on the drawings. The City’s asset management practices have changed significantly since the adoption of Policy 265, with a digital GIS (geographic information system) platform currently being used to visualise and store infrastructure asset data. The current policy was intended to function primarily in a paper intake system and is not well suited for our current digital and future automated practice.

Discussion:

The Policy requires Council’s approval for any changes. With the evolving nature of data collection for various types of infrastructure with dozens of unique attributes (pipe size, material, etc.), the process required to bring frequent and highly technical information to Council for approval is inefficient. As a replacement to Policy 265, Staff are developing an Administrative Policy that ensures multi-departmental review of any changes to the Engineering Drawing Submission Requirements and final approval by the General Manager, Infrastructure – similar to the recent Approved Products List policy.

The intent of upcoming change is to establish clear and consistent submission standards that can integrate seamlessly with an automated intake system. This automated system will greatly reduce manual staff time, existing backlog, and result in improved quality and speed of the intake process. The types and attributes of required infrastructure asset data changes and will require regular review of the policy to ensure asset operational and management objectives are met. The Policy will require engineering consulting firms to use and prepare drawings in accordance with a City-provided standard template, for which there will be prior consultation, training, and an implementation transition period.

Conclusion:

The rescindment of Policy 265, if approved by Council, will allow staff to implement a new Engineering Data Submission Requirements - Administrative Policy that will ensure consistency and quality of engineering infrastructure asset and operational data, and will facilitate more efficient and responsive asset operations and management practice.

Internal Circulation:

Asset Management & Capital Planning Manager
General Manager, Infrastructure
Data Services & Analytics Manager
Planning & Development Services Director
City Clerk

Considerations applicable to this report:

Legal/Statutory Authority:
Legal/Statutory Procedural Requirements:
Existing Policy:

Considerations not applicable to this report:

Financial/Budgetary Considerations:
Consultation and Engagement:
Communications Comments:

Submitted by: N. Chapman, Development Engineering Manager
Approved for inclusion: M. Logan, General Manager, Infrastructure

cc:
J. Shaw, Asset Management & Capital Planning Manager
M. Logan, General Manager, Infrastructure
B. Beach, Infrastructure Delivery Manager
C. Trent, Data Services & Analytics Manager

PURPOSE

The purpose of this policy is to outline the minimum standards and requirements the City will accept in the submissions of designs, drawings, and data for engineering work(s) and services regulated under Subdivision, Development & Servicing Bylaw No. 7900.

POLICY SCOPE

This policy applies to all submissions of engineering designs, drawings, and data submitted related to works and services regulated under Subdivision, Development & Servicing Bylaw No. 7900. The City Engineer or designate will review each submission for conformance.

BACKGROUND

This policy replaces Council Policy 265: Engineering Drawing Submission Requirements.

PROGRAM GUIDELINE

The Engineering Data Submissions (EDS) Committee will regularly review and assess submission requirements and forward recommendations for updates to the General Manager, Infrastructure.

ENGINEERING DRAWING SUBMISSION REQUIREMENTS

A. GENERAL

Drawings may combine various services on one plan but must be clear, readable and agreed upon by the City Engineer or designate prior to the acceptance of Issued for Construction drawings. Refer to the table below for requirements.

Drawing Submission Options			
	Combining Services	Color	Greyscale
Preliminary Designs	Yes	Yes	Yes
Detail Designs	Yes	Yes	Yes
Issued for Construction	Yes	Yes	Yes
Record Drawing	No	Yes	Yes

B. DRAWING STANDARDS

Drawings shall clearly show the existing, proposed and to be abandoned locations of all utilities using offsets from property lines or boundaries of rights-of-way.

Dimensioning and "offset measurements" required by this policy may be minimized on the construction drawings. However detailed field measurements are required on the record drawings, for City records, in accordance with this policy.

Elevations shall be relative to geodetic datum. The horizontal coordinates shall be referenced to the UTM NAD 83 coordinate system. A minimum of one (1) reference benchmark with elevation shall be shown on each design drawing.

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October 30, 2023		General Manager, Infrastructure	City Manager

Chainage shall increase from left to right and from bottom to top on a drawing. North should be at the top or right side of a drawing. North arrow should be placed on the drawing as to not obstruct the design elements.

Where a City of Kelowna standard drawing exists, it shall be sufficient to refer to the appropriate drawing by reference number and date of issue. Where a standard drawing does not exist, or is unsuitable for a particular case, detail drawings shall be provided.

All drawings shall be signed and sealed by an appropriate Professional registered in British Columbia.

Sheet Sizes

Drawing shall be submitted using the following standard sheet sizes (outside dimensions):

- ANSI D 558.8 mm x 863.6 mm (22" x 34")
- ANSI B 279.4 mm x 431.8 mm (11" x 17")

All drawing submissions must be produced using ANSI D paper size, unless mutually agreed otherwise. ANSI B paper size to be utilized as a fully scalable half-size plot (field reviews).

Title Block

The City A size block shell shall be used for all drawings. The title shall describe the contents of the drawing (e.g. key plan, road, etc.) and shall clearly indicate the location of the works by road name(s). Do not include developer name or legal descriptions in title area.

Scales

The following scales shall normally be used:

Location Plans:	1:2500; 1:5000; 1:10000
Composite Plans:	1:500
Details:	1:100; 1:75, 1:50; 1:20; 1:10
Plan/Profile:	Horizontal 1:500, 1:250, or 1:200 Vertical 1:100, 1:50, 1:25, 1:20
Cross-Sections:	Horizontal 1:100 Vertical 1:50, 1:20, 1:10

Dimension, Units and Text

All Dimension must be shown in metric and maintain an accuracy of minimum of 2 decimals places. All text shall be Leroy font and maintain a ratio of 1:10 between the text height and printed line thickness.

- Minimum printed text height is 1.5mm
- Maximum printed text height is 5mm
- Standard text height is 2mm

Legend

The legend shall be contained on the City's standard sheet size.

Media Submissions

Drawings shall be submitted using the following media types:

- Preliminary or design drawings – electronic (PDF)
- Record drawings – electronic (PDF)
- Record drawings – AutoCAD drawing format and all digital files (i.e. AutoCAD)

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Digital files submitted to the City of Kelowna must be in a current AutoCAD drawing file format. The information may be supplied on a USB flash drive or other method. The submission must include all files required to create the project. Any AutoCAD objects used to create the drawing must remain intact and may not be exploded or modified.

Drawing and Plotting Appearance

The City’s Civil3D template can be downloaded from the City’s website. The template is based on AutoCAD conventions and plotted drawing appearance, including a title block. All drawing submission must follow the layering, symbology and line types as contained in the template.

The following information must be included on all drawings;

Plan View:

- Offset of pipelines from property lines.
- The infrastructure diameter and material of pipe. (e.g. WAT 250mm PVC DR 25)
- Offset of service connections from nearest property line.
- The locations of manholes, clean-outs and services relating to property lines.
- Information on any curves or deflections, if applicable, to pipe design.
- Easements; existing and/or required. Reference applicable plan number on the drawing.
- Future works as required.
- The extent of work required of the City of Kelowna to make the connection(s) to existing live mains.
- The location of hydrants, valves, end of the main, services and other appurtenances tied to the nearest property line.
- Note the location of any abandoned infrastructure.

Profile View:

- Surface profiles (existing and design, if applicable) over proposed main.
- Infrastructure length, diameter, material and grade of pipe (e.g. WAT 84 m – 200 mm PVC DR 25 @ 1.15%).
- Profiles of invert and crown of pipes.
- Percent grades to two decimal places.
- Bedding, backfill and surface restoration requirements.
- Location, diameter, material, and invert elevation of all crossing utilities (existing and abandoned).
- Profile only of any existing, proposed, or abandoned infrastructure.
- Storm, sanitary sewers, water, and culverts.

C. REQUIRED DRAWINGS

Each set of drawings shall include the following drawings and shall be presented in the same order:

Cover Sheet

The cover sheet shall note the consultant’s name and phone number, a description of the project, the City project number, legal description of the lands involved, a site location plan and a drawing index of all the drawings provided in the submission. The following statement must be contained on the cover sheet and discrepancies or deviations are to be noted if present;

“The Professional of Record responsible for the design confirms that the drawing set provided complies with City of Kelowna Bylaw 7900, the Engineering Drawing Submission Requirements Policy, and the Approved Products List Policy. Any discrepancies or deviations are noted below:”

Legend and General Notes

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The legend and note sheet shall contain the project legend and general project notes any specific notes must be contained on the appropriate drawing.

Composite Plan

The composite plan shall show the area being served with lot numbers, and all active and proposed Works and Services. Geodetic survey monuments will be shown.

Removal Plan

The removal plan shall show any infrastructure or objects that will be removed during the proposed Works and Services.

Road Drawings (Plan/Profile)

Both plan and profile stationing must be tied to a property line or road boundary. Drawings shall show width of road, road structure, width of shoulders and the offset of curb from property line.

Chainages of the BC and EC of horizontal curves shall be shown together with the delta angle, centreline radius, tangent length, and centreline arc length. Curb radii are not required if the centreline radius and road width are shown, except on curb returns at intersections and at the end of cul-de-sacs.

The percent grade to two (2) decimal places shall be shown on the profile, together with the following information on vertical curves:

- The chainage and elevations of B.C., E.C. and P.I.
- The external value, e.
- The length of vertical curve.
- The chainage and elevation of the low spot of sag curves.
- K value of vertical curvature (crest on sag).

Profiles are to show all relevant surface features including:

- Existing ground elevation along the centreline of proposed roadway and/or the edge of existing asphalt.
- Existing curbs, gutters and sidewalks.
- Elevation of private driveways, doorways, and sidewalks at property line, and any other relevant information.
- The designed gutter and/or centreline grade.

On super-elevated curves and crossfall sections, the drawings shall show a profile of each gutter with pertinent gutter elevations either on the profile or in tabular form. At all intersections, the drawing shall show a profile of each curb return with pertinent gutter elevations.

The profile shall be shown at true centreline length and projected above to the plan in as close a relationship as possible. The plan shall show the location of catch basins (using road chainage) and catch basin leads.

Water Drawings (Plan/Profile)

The top half of a Plan/Profile sheet shall show the Plan view, and shall show the legal layout, with legal descriptions of all properties, the location of all sidewalks, catch basins, underground utilities such as sewer, storm, water, telephone, television, fibre, power, manholes, valves, hydrants, and all survey monuments

Drawings shall also show existing dwellings, fences, trees, hedges, unusual ground features, existing roads and driveways including the type such as asphalt, concrete or gravel.

Baselines and proposed works are to be referenced to legal corner(s) on each sheet. Dimensions of road allowances are to be shown on each sheet.

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Plan View:

The following information shall be shown on the PLAN VIEW:

- Information as detailed under "General" and "Drawing Standards".
- The location of hydrants, valves, end of the main, services and other appurtenances dimensioned from the nearest property line.
- Size, type, make & model of pipes, valves and fittings. This information can be placed on drawing as note or as a table.

Profile View:

The following information shall be shown on the PROFILE VIEW:

- Information as detailed under "General" and "Drawing Standards".
- Invert elevations of fittings or other appurtenances.

Storm Sewer and Sanitary Sewer Drawings (Plan/Profile)

Infrastructure must be separated, refer to Section A.

The top half of a Plan/Profile sheet shall show the Plan view, and shall show the legal layout, with legal descriptions of all properties, the location of all sidewalks, catch basins, underground utilities such as sewer, water, telephone, television, power, manholes, valves, hydrants, and all survey monuments, etc.

Drawings shall also show existing dwellings, fences, trees, hedges, unusual ground features, existing roads and driveways including the type such as asphalt, concrete or gravel.

Baselines and proposed works are to be referenced to legal corner(s) on each sheet. Dimensions of road allowances are to be shown on each sheet.

The drawings shall show the structural details of all manholes and chambers, etc. not covered by standard drawings. Where the sanitary sewers and storm drains or other utilities are to be installed in a common trench, a typical cross-section showing vertical and horizontal distances between pipes and classes of pipe and bedding shall be shown.

Plan View:

The following information shall be shown on the PLAN VIEW:

- Information as detailed under "General" and "Drawing Standards".
- Unique Manhole identification numbers.
- For pipes servicing lots, inverts of connections at property line. Inverts to be "boxed in" for easy identification and dimensions from nearest property line.
- For pipes servicing lots, basement elevations on each house.
- For sanitary sewer, where service connections are required, location of existing septic tanks.
- For storm drainage, features such as ditches, culverts, streams, channels, etc.
- Size, type, make & model of pipes, valves, and fittings. This information can be placed on drawing as note or as a table for information to servicemen and to confirm parts are on the Approved Products List.
- For pipes servicing lots, basement elevations on each house.
- A table including catch basin information, coordinates and rim elevations.

Profile View:

The following information shall be shown on the PROFILE:

- Information as detailed under "General" and "Drawing Standards".
- Invert elevations at both inlet and outlet of manholes.

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- Designation of manhole stationing.
- Unique manhole identification number.
- For pipes servicing lots, basements elevation with symbols.
- For pipes servicing lots, service connection symbols for invert elevation at the property line.
- Rim elevations of proposed or adjusted manholes, as required.

Lot Grading Plan

Plan shall note:

- The pre-development contour lines. This topography shall extend a minimum 30.0 m outside the development site;
- all existing corner lot elevations (un-circled);
- all proposed corner lot elevations (circled);
- The proposed building envelope with the Minimum Basement Elevation (MBE) noted;
- The slope of the lot (directional arrow), noting a minimum 1% grade on the lots;
- The minor (5 year return) storm sewer system with the flows noted per section and the accumulated flows from all upstream sections. Provision must be made for upstream development potential where applicable;
- The major (100 year return) system. The Consultant shall note wherever the major system is not in the pipe or the roadway, showing the routing and flows for the 100 year return storm;
- All swales proposed to affect the submitted Storm Water Management Plan;
- Indicate how the development proposal will affect adjacent lands. Attempts should be made to "meet" existing elevations along the development boundary;
- A legend noting all items proposed in the Storm Water Management Plan. Applicable "General Notes" should also be included.

Storm Water Management Plan (SWMP)

Plan shall note:

- Site and surrounding area (400 m minimum outside development) showing roads and major features (1:2500 scale). A small location plan of the watershed is also to be included.
- Contours of existing ground (1.0 m intervals where slope <20%, 2.0 m >20%) for the site and surrounding area mentioned above.
- Major flood routing (1:100 year); show as arrows and indicate if in pipe or on surface show an "open" arrow for surface routes and the same arrow "shaded" for routes in pipes).
- Detention pond details, if applicable.
- Area, in hectares, of development and the total area of drainage basin.
- Directional arrows of flow within the site and on surrounding areas.
- Sub-catchment boundaries, coefficients and areas.
- Pipe system including size, grade, and minor and major flows (a table may be utilized).
- The subject development is to be highlighted.

Erosion and Sediment Control Plan

This plan is to detail methods and procedures that will be used to prevent or minimize soil displacement and transport of sediment from the Development site. This is to include methods to prevent or minimize soil transport onto adjacent properties or onto existing roads adjacent to the site (i.e. tracking from vehicles). Preventative methods of soil displacement on the site are to be detailed. The drawing shall show the following:

- Existing contours of the site at an interval sufficient to determine drainage patterns.
- Final contours if the existing contours are significantly changed.
- Final drainage patterns/boundaries.

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- Existing vegetation such as significant trees, shrubs, grass, and unique vegetation.
- Limits of clearing and grading.
- Erosion and sediment control measures (temporary and permanent) including locations, names and details, in accordance with "Best Management Practices for Erosion and Sediment Control – Upland Works, City of Kelowna" and "Land Development Guidelines for the Protection of Aquatic Habitat – DFO + BCMOE".
- Storm Drainage systems including drain inlets, outlets, pipes, and other permanent drainage facilities (swales, waterways, etc.).

The plan must have a narrative section describing the land, the disturbing activity and details of the methods used for controlling erosion and sedimentation. Include a description of the procedures for construction and maintenance of the control measures. Note the persons involved in maintenance and provide a maintenance schedule that is to be followed.

Street Lighting Plans

Shall be a plan view (1:500) of the street lighting proposal. There shall be General Notes included on the Plan noting reference(s) to the Municipal Standards and Specifications and the appropriate design criteria. Generally, street lights shall be located at all intersections and within 1.0 m of the side property lines. Any street lighting plan(s) should be accompanied with the photometric calculations. All designs must be signed and sealed by a Professional Engineer qualified to do street light calculations.

Traffic Signal (Control Devices) Plans

Traffic signal designs are highly specialized and will therefore be prepared, signed and sealed by a Professional Engineer qualified in this area of expertise.

Traffic signals will be designed in general accordance with Sections 402.6 of the Ministry of Transportation Electrical and Traffic Engineering Manual. Contrary to this manual the City uses NEMA phase designations as opposed to the Ministry movement designations. Traffic signal designs will also conform to the British Columbia Motor Vehicle Act and the Manual of Uniform Traffic Control Devices for Canada.

Traffic signal timing/coordination plans will typically be provided by the City. In the case where this work is to be provided by the Developer; a qualified traffic Professional Engineer with PTOE certification is retained by the Developer.

The following information shall be shown on the PLAN VIEW:

- Information as detailed under "General" and Drawing Standards".
- The plan will be at a scale of 1:200 with north arrow oriented at 0 degrees.
- Existing and proposed civil information including roadway, sidewalks, letdowns, underground utilities, signing and road markings.
- The designed signal including pole locations, controller location, conduits (power and communications), junction boxes, wiring/cabling, point of electrical service and any other information required by the City.
- General notes.
- Existing signal equipment to be retained and/or removed.
- City colour code chart.
- Pole coordinate table.
- Signal display schematic.
- Intersection illuminance table.
- Loop detector coordinate table (if applicable).
- Image sensor table (if applicable)
- References to Supplementary Standard Drawings.
- A table to provide pole coordinates and top of base elevation.

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The following information shall be shown on the ELEVATION VIEW:

- Information as detailed under "General" and Drawing Standards".
- The plan will be at a scale of 1:75.
- Elevation and description for each signal pole including corresponding concrete base type, signal displays, luminaire, pushbuttons, signs and image sensor (if applicable).
- Pre-approved product list for applicable equipment to be supplied.
- References to Supplementary Standard Drawings.

Street Signs and Road Markings Plans

Provide a plan which clearly shows existing and proposed traffic road markings and signage. All details will be to MUTCD standards (Manual of Uniform Traffic Control Devices for Canada prepared by the National Committee on Uniform Traffic Control) unless otherwise accepted by the City. Additional reference to the Ministry of Transportation and Highways – Manual of Standard Traffic Signs and Pavement Markings may be used when specific signs are required that are not denoted in the MUTCD. The plan will be at a scale of 1:500.

The following information shall be shown on the Plan:

- Information as detailed under "General" and "Drawing Standards".
- Existing and proposed roadway, sidewalks, letdowns, signing and road markings.
- Existing signing and road markings to be retained and/or removed.
- The designed road markings.
- The designed signing including overhead signs mounted on pole structures.
- The sign offset and method of installation as denoted on Supplementary Standard Drawings.

Traffic Control Plan

Detailed routes for traffic including vehicle, cyclist and pedestrians, construction traffic and Traffic Control on existing roads affected by construction shall be prepared and implemented in accordance with the current Traffic Control Manual for Work on Roadways, the Manual of Uniform Traffic Control Devices for Canada, all City of Kelowna Bylaws that pertain to Traffic Control and all WorkSafeBC regulations.

Construction Details

Show all proposals for construction which are not covered or specifically detailed in the City Standards and Specifications. Where there is a City Standard, it is expected to refer to the Drawing Number. It is not necessary to include or provide work(s) for which there is a Standard Drawing.

Electrical, Gas and Communication Utilities

Per appropriate authority (individual utilities may provide separate drawings).

Road Cross-Section Plans

Shall be scaled at 1:100 horizontal and 1:50 vertical and shall note the existing ground elevation, the proposed elevations of the road centreline, the curb and gutter (or road edge) and property lines. Cross-sections are required at 20.0 m intervals. The City Engineer may waive or reduce the number of sections required where the information is not beneficial. Additional sections may be required or requested where excessive cuts or fills are involved.

D. DRAWING SUBMISSIONS

The first complete design submission shall consist of:

- One complete electronic set (PDF);

Effective Date	Revised Date	Authorized By	Approved By
October 30, 2023		General Manager, Infrastructure	City Manager

- Soils report (to verify road structure design) (Soils reports shall be required on all new road construction design) in accordance with Subdivision, Development & Servicing Bylaw;
- Utility calculations for water, sanitary, storm sewer to confirm that designed is in accordance with Subdivision, Development & Servicing Bylaw;
- Owner/consulting engineering confirmation letter;
- Quality Control and Assurance Plans for:
 - Design;
 - Construction; and
 - Record-keeping all in accordance with Schedule 3 of the Subdivision, Development & Servicing Bylaw.

Subsequent design submissions requiring changes to the previous submission shall consist of:

- One complete electronic set (PDF);
- A complete construction cost estimate;
- All submissions subsequent to first submission shall have highlighted with yellow any changes made by the Design Engineer which are in addition to "Red Line" changes required by the City;
- Items "Red Lined" must be addressed by the Design Engineer. Failure to do so will result in submissions being returned.

The Issued for Construction submission shall consist of:

- One complete sealed electronic set (PDF).
- A complete construction cost estimate.
- Electronic digital AutoCAD files.

E. CONSTRUCTION ESTIMATE

The construction cost estimate shall be broken down in a format as approved by the City Engineer or designate and follow MMCD Specification convention. These items and costs will be reviewed and amended where or if necessary.

F. RECORD DRAWINGS AND SERVICE INFORMATION

Record drawings, new and decommissioned service connection cards, hydrant data sheets, and construction estimate must be submitted to the City Engineer or designate. Record drawings shall include relevant construction and design information, including incorporation of all material design changes made during construction. Notes shall be modified to reflect actual construction. Any existing infrastructure that has been abandoned in place must remain on the drawing and be labeled accordingly. Any infrastructure removed during construction must be deleted from the record drawings.

AutoCAD data that is forwarded to the City by the Consultant must conform to the requirements and formats set out herein. The AutoCAD data submission must be same file that was used to generate the approved design. Failure to comply will result in work being returned to the Consultant for correction at the Consultant’s expense.

Service connection cards, Service disconnect cards, and hydrant data sheets in the format provided by the City are to be forwarded to the City Engineer or designate at the time of submission of the record drawings. The service records shall clearly detail the location of all services. If connections are skewed to the property line, the connection shall be located at the main by showing the distances from property lines as well as located at the property line. The hydrant data sheets must be supplied for each hydrant and include fire flow data to confirm that they meet Bylaw 7900.

The following procedures shall be followed in the submission of "Record" drawings for municipal acceptance:

Effective Date	Revised Date	Authorized By	Approved By
October 30, 2023		General Manager, Infrastructure	City Manager

- Record drawings and service information must be submitted within 90 days of the issuance of substantial completion.
- Sealed record drawings and all information noted within Section F. One marked-up set of the record prints may be returned to the Consultant for revisions.
- Drawings must be signed and sealed by an appropriate professional registered in British Columbia. The drawings must contain the following declaration as recommended in the EGBC [Guide to the Standard for the Authentication of Documents](#) (5.3.2.3.8.9):
 - “The seal and signature of the undersigned on this drawing certifies that the design information contained in these drawings accurately reflects the original design and the material design changes made during construction that were brought to the undersigned’s attention. These drawings are intended to incorporate addenda, change orders, and other material design changes, but not necessarily all site instructions.”
- If as-constructed information provided by others has been incorporated into the sealed record drawing, the following additional disclaimer, as recommended in the EGBC Guide, is acceptable. Record drawings may not contain any additional disclaimers:
 - “The undersigned does not warrant or guarantee, nor accept any responsibility for, the accuracy or completeness of the as-constructed information supplied by others contained in these drawings, but does, by sealing and signing, certify that the as-constructed information, if accurate and complete, provides an as-constructed system which substantially complies in all material respects with the original design intent.”

Record drawings shall include the following drawings:

- All drawings contained in the Issued for Construction set, with the following exceptions:
 - Removal Plan,
 - Erosion and Sediment Control Plan,
 - Traffic Control Plan, and
 - Road Cross-Sections

The Professional Engineer shall also submit the "Assurance of Professional Field Inspection and Compliance Form"

Final inventory sheets of infrastructure installed in format as provided by the City Engineer or designate.

Effective Date	Revised Date	Authorized By	Approved By
October 30, 2023		General Manager, Infrastructure	City Manager


Council Policy 265 Engineering Drawing Submission Requirements

October 30, 2023

What is the Engineering Drawing Submission Requirement Policy?

- ▶ Comprehensive list of drawing standards for engineering design submissions
- ▶ Details for the types of drawings, detailed content, formatting, and appearance.
- ▶ Consulting Engineers, on behalf of Developers, prepare drawings based on these requirements.
- ▶ Submissions are reviewed for construction approval and record intake.

POLICY 265



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

Council Policy
Engineering Drawing Submission Requirements
Established January 25, 1999

Contact Department: Utility Planning

Guiding Principle

- To define standards for drawing submissions to the City.

Purpose

- The purpose of this policy is to outline the minimum standards and requirements the City will accept in the submissions of work(s) and services.

Statement

- These procedures support submissions consistent with Bylaw 7900 - Subdivision, Development & Servicing. The City Engineer or designate will review each submission for conformance.

A. GENERAL

Drawings may combine various services on one plan but must be clear, readable and agreed upon by the City Engineer or designate prior to the acceptance of Issued for Construction drawings. Refer to the table below for requirements.

Drawing Submission Options			
	Combining Services	Color	Greyscale
Preliminary Designs	Yes	Yes	Yes
Detail Designs	Yes	Yes	Yes
Issued for Construction	Yes	Yes	Yes
Record Drawing	No	Yes	Yes

B. DRAWING STANDARDS

Drawings shall clearly show the existing, proposed and to be abandoned locations of all utilities using offsets from property lines or boundaries of rights-of-way.

Dimensioning and "offset measurements" required by this policy may be minimized on the construction drawings. However detailed field measurements are required on the record drawings, for City records, in accordance with this policy.

Elevations shall be relative to geodetic datum. The horizontal coordinates shall be referenced to the UTM NAD 83 coordinate system. A minimum of one (1) reference bench mark with elevation shall be shown on each design drawing.

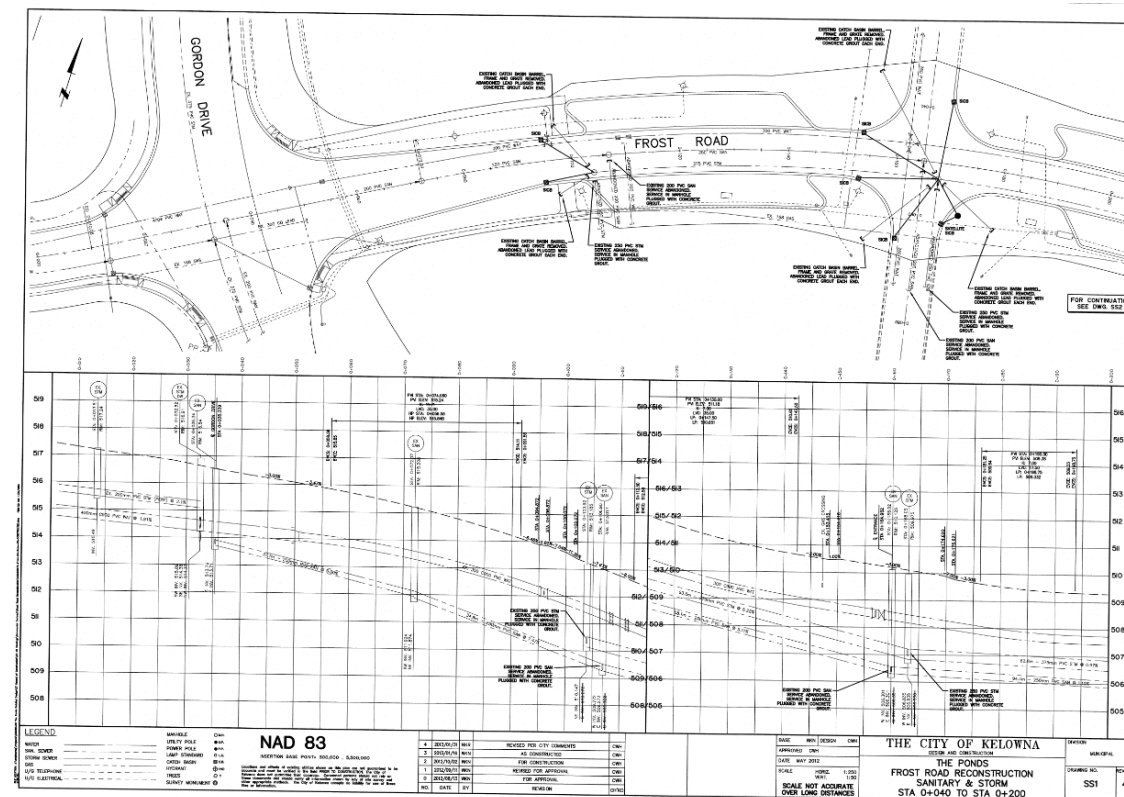
Chainage shall increase from left to right and from bottom to top on a drawing. North should be at the top or right side of a drawing. North arrow should be placed on the drawing as to not obstruct the design elements.

Where a City of Kelowna standard drawing exists, it shall be sufficient to refer to the appropriate drawing by reference number and date of issue. Where a standard drawing does not exist, or is unsuitable for a particular case, detail drawings shall be provided.

(December, 2019)

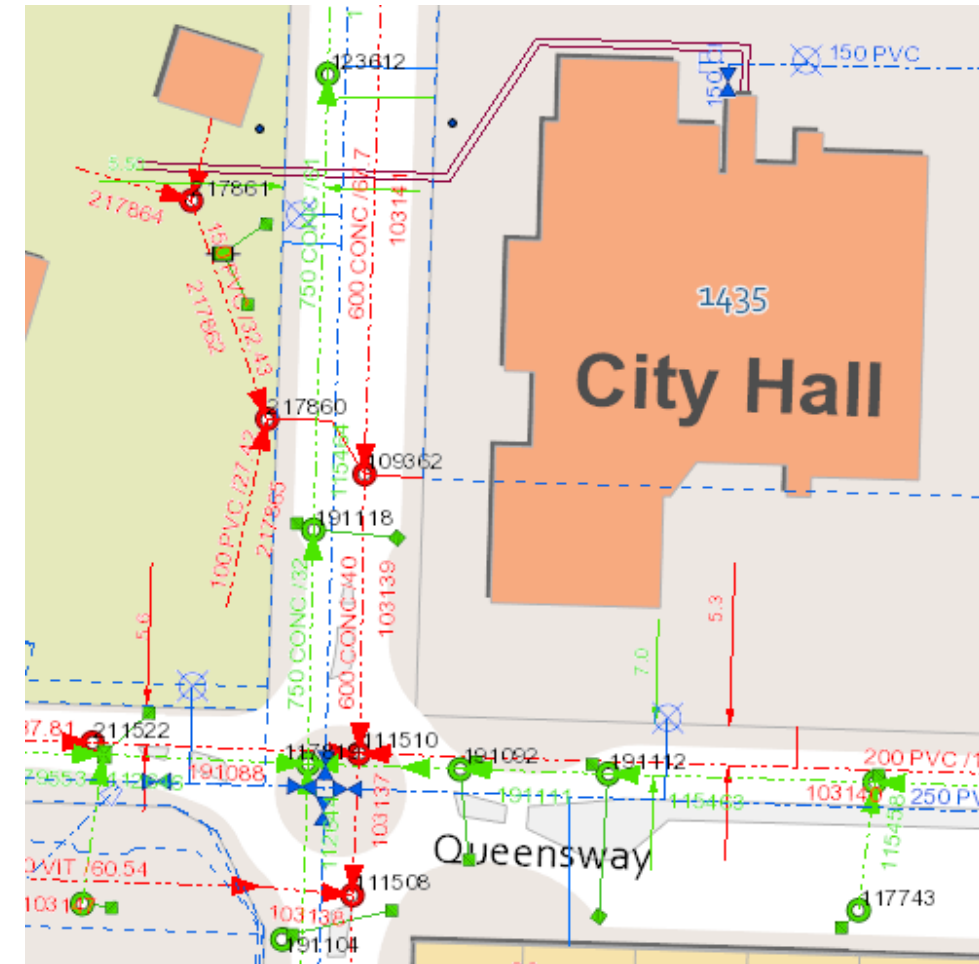
Purpose of Policy

- ▶ Required information is provided with consistent formatting and detailing to a defined minimum standard.
- ▶ Supports established operational and asset management practices.
- ▶ Ensures consistent appearance and quality for engineering drawings of City-Owned infrastructure.



Why Rescind the Policy?

- ▶ Current policy for a paper intake system, not for digital and future automated practice.
- ▶ City uses a digital GIS platform to visualize and store infrastructure asset data.
- ▶ Various types of infrastructure with dozens of unique attributes (pipe size, material, etc.)
- ▶ Frequent and highly technical information to Council for approval is less efficient than an interdepartmental committee for changes.




What will it be replaced with?

- ▶ Council Policy would be replaced with Administration Policy
- ▶ Administration Policy will include:
 - ▶ Updated standards for future automation of data collection,
 - ▶ Evaluation committee that reviews changes,
 - ▶ Sign-off by General Manager, Infrastructure
- ▶ Council approval no longer required for changes

Next Steps

- ▶ Rescind Council Policy 265
- ▶ Amend Bylaw 7900 – Subdivision, Development & Servicing Bylaw
- ▶ Staff will finalize development and implement Administration Policy
- ▶ Consultation with Industry Stakeholders



City of
Kelowna

ADMINISTRATIVE POLICY

Engineering Drawing Submission Requirements

APPROVED DATE: ____-____-____

PURPOSE

The purpose of this policy is to outline the minimum standards and requirements the City will accept in the submissions of designs, drawings, and data for engineering work(s) and services regulated under Subdivision, Development & Servicing Bylaw No. 7900.

POLICY SCOPE

This policy applies to all submissions of engineering designs, drawings, and data submitted related to works and services regulated under Subdivision, Development & Servicing Bylaw No. 7900. The City Engineer or designate will review each submission for conformance.

BACKGROUND

This policy replaces Council Policy 265: Engineering Drawing Submission Requirements.

PROGRAM GUIDELINE

The Engineering Data Submissions (EDS) Committee will regularly review and assess submission requirements and forward recommendations for updates to the General Manager, Infrastructure.

ENGINEERING DRAWING SUBMISSION REQUIREMENTS

A. GENERAL

Drawings may combine various services on one plan but must be clear, readable and agreed upon by the City Engineer or designate prior to the acceptance of Issued for Construction drawings. Refer to the table below for requirements.

Questions?



CITY OF KELOWNA

Bylaw No. 12584

Amendment No. 25 to Subdivision, Development and Servicing Bylaw No. 7900

The Municipal Council of the City of Kelowna, in open meeting assembled, enacts that the Subdivision, Development and Servicing Bylaw No. 7900 be amended as follows:

1. THAT **Part 1 – Introduction, Section 4.0 Definitions** be amended by
 - 1.1. Adding the following definition to Subsection 4.1:

“General Manager, Infrastructure” means the person appointed as such and includes their lawful designate(s).”
2. THAT **Part 5 – Owner to Perform Work, Section 9.0 Design and Construction Requirements** be amended by
 - 2.1. Deleting Subsection 9.6 in its entirety and replacing with the following:

“As-Built/Record Drawings and Electronic Information. The Owner must provide the City in accordance with Section 9.5, Item (d) and Engineering Drawing Submission Requirements with detailed, reproducible as-built drawings of the Works and Services, sealed by the Consulting Engineer, and City compatible electronic information, as Constructed as of the date of Substantial Performance.”
3. THAT **Schedule 4 – Design Standards, General** be amended by
 - 3.1. Deleting “Policy 265 (Engineering Drawing Submission Requirements).” and replacing with “Engineering Drawing Submission Requirements.”
 - 3.2. Deleting “**Delegation of Authority for Approved Products List** Provided that all necessary prerequisites of the *Community Charter* the *Local Government Act*, other applicable federal and provincial enactments, City bylaws, and City policies have been met, the General Manager, Infrastructure is assigned the authority to approve and amend the Approved Products List on behalf of the City.” and replacing with the following:

“Delegation of Authority for Approved Products List and Engineering Drawing Submission Requirements

Provided that all necessary prerequisites of the *Community Charter*, the *Local Government Act*, other applicable federal and provincial enactments, City bylaws, and City policies have been met, the General Manager, Infrastructure is assigned the authority to approve and amend the Approved Products List and the Engineering Drawing Submission Requirements on behalf of the City.”
4. This bylaw may be cited as "Bylaw No. 12584, being Amendment No. 25 to Subdivision, Development and Servicing Bylaw No. 7900".
5. 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

Terms of Reference



AGRICULTURAL ADVISORY COMMITTEE

1. Introduction

The Agricultural Advisory Committee (AAC) advises Council on issues important to the agricultural and agri-business community. The Committee advises Council on land use and economic development matters directly related to agriculture, and acts as a liaison between Council and the agricultural community.

The Agricultural Advisory Committee functions as an **Advisory Committee** of Council.

2. Objective

The primary objective of the AAC is to advise Council on sustainable agricultural land use from a multiple bottom line (i.e. cultural, economic, environmental, and social) perspective.

The AAC may function as a working group to advise on matters affecting the agri-business community as directed by Council.

3. Scope of Work

The AAC may provide advice to Council on matters relating to agriculture and agri-business in the City of Kelowna including but not limited to:

- Applications initiated under the Agricultural Land Commission (ALC) Act, which are to be considered by Council.
- Applications to amend the Official Community Plan and Zoning Bylaw where the subject property is within or adjacent to the Agricultural Land Reserve (ALR).
- Applications to amend the Official Community Plan and Zoning Bylaw Amendments where the subject property is zoned agricultural or is adjacent to an agriculturally zoned parcel.
- Assisting with the comprehensive review of the following documents as they relate to agriculture and agri-business matters of the City of Kelowna:
 - Bylaws;
 - Official Community Plan;
 - Agriculture Plan;
 - Neighbourhood and Comprehensive Development Plans;
 - Farm 'Edge' Policies;
 - Culture and Heritage Plans;
 - Park and Recreation Plans; and
 - Transportations Plans.

Agricultural Advisory Committee Terms of Reference

- Working with Council, at Council's request, on submissions related to agricultural issues with other levels of government.
- Other matters as referred by Council, such as water availability and sustainability.

4. Criteria

Committee members are expected to be familiar with supporting plans, policies and guidelines to inform recommendations on applications and other matters noted herein or as requested by Council. These will be provided in the orientation email.

In reviewing applications, plans, proposals or issues as listed herein or proposed by Council, the AAC will consider the following:

- Existing relevant policies and regulations (e.g. ALC Act & Regulations, OCP, Agriculture Plan);
- The effect of the proposal on the agricultural potential of the subject property in both the near and long term;
- The effect of the proposal on adjacent ALR properties and surrounding agricultural production;
- Water and transportation issues or opportunities that are deemed to impact upon agricultural land;
- A rating of the priority or impact of the applications on the maintenance of the ALR;
- Where appropriate, possible alternatives to the proposal; and
- The identification of issues relating to the protection of the ALR land specific to the application, including the use of appropriate buffering techniques aimed at enhancing land use compatibility.

5. Membership

In order to provide representation from the agricultural community, the membership of the Committee should consist of five (5) or (7) voting members derived as follows:

- One (1) member from each of the following commodity groups, associations or interests, for a minimum of three (3) members:
 - greenhouse and nursery products;
 - tree fruits;
 - wine/grapes;
 - livestock/animal husbandry; and
 - agricultural processing and/or distribution (including farm retail sales).
- Up to two (2) members from the agricultural community at large and with direct agricultural interest and expertise. Examples include agricultural finance, academia and water purveyors.
- One (1) alternate may be appointed to replace regular members unable to attend Committee meetings. Alternates will be chosen from the agricultural community at large.
- One member from Interior Health (non-voting) to provide input regarding community nutrition and food security.
- One member from the Ministry of Agriculture (non-voting) to provide input regarding provincial regulations and objectives.

Agricultural Advisory Committee Terms of Reference

Where insufficient members can be identified to represent the specific commodity groups, associations or interests identified herein, additional members may be appointed from the community at large.

6. Qualifications

The following are considered to be minimum qualifications to serve on the Committee:

- resident of the City of Kelowna;
- available to attend AAC meetings;
- commitment to the AAC's objectives;
- ability to objectively review complex applications and planning considerations;
- understanding of the agricultural planning framework and planning instruments including, but not limited to Kelowna's OCP, Zoning and other bylaws with respect to agricultural land use, Local Government Act, and Agricultural Land Commission Act; and
- access to a computer and an e-mail address in order to receive and respond to communications and information including meeting packages.

7. Appointment and Term

Appointments will be for a two-year period. Council will determine whether to continue with the Committee and its membership prior to December 31, 2025. Members will be appointed by Council.

Council may, at any time, remove any member of the Committee and any member of the Committee may resign at any time upon sending written notice to the Chairperson of the Committee. In the event of a vacancy occurring during a regular term of office, the vacancy may be filled for the remainder of that term upon resolution of Council.

Committee members who are absent for three consecutive meetings shall forfeit their appointment, unless such absence is authorized by resolution of the Committee.

Members of the Committee shall serve without remuneration.

8. Chairperson

The Committee shall elect a Chairperson and if applicable Vice-Chair, annually. In the absence of the Chairperson and Vice Chairperson, the Committee may elect an Acting Chairperson from those members present at that meeting.

All committee members will be provided a training session by the City on procedures for Committees of Council.

9. Meeting Procedures

The Chairperson will call meetings of the Committee on a monthly basis unless there are no items to be reviewed in a particular month. Generally, all meetings will be held on the second Thursday of each month, in City Hall. Alternate dates may occur where special circumstance demand.

The Committee will recognize that each meeting requires a significant commitment of staff resources

Agricultural Advisory Committee Terms of Reference

and meetings should therefore be held when there are clear items of business or requests of Council to address in accordance with the scope of work.

A special meeting may be called by the Chairperson, or at the request of any three Committee members, or at the request of City Administration or via Council resolution. Notice of the day, hour, and place of special meeting will be given at least three days prior to the meeting, by providing a copy of the notice and a meeting agenda to each member of the Committee and the Office of the City Clerk for posting.

Unless otherwise authorized by the *Community Charter* or City of Kelowna Council Procedure Bylaw No. 9200 as amended, or replaced from time to time, all meetings will be held in open session and in a location accessible to the public.

A majority of the Committee members, three (3), will represent a quorum. A meeting will not proceed if a quorum cannot be achieved. Members must make a reasonable effort to notify the staff liaison at least two (2) working days before the meeting if they are unable to attend.

The order of business is to be set out in an agenda package and provided to the Committee members in advance of the meeting. Items for the agenda, including presentation materials, will be forwarded to the Office of the City Clerk at least seven complete working days prior to the meeting date for agenda preparation and posting for the public on the City's website.

Minutes of the meetings will be prepared by the Office of the City Clerk and signed by the Committee Chair, or Acting Chair for the meeting for which the minutes pertain. Originals of the minutes will be forwarded to the Office of the City Clerk for safekeeping. Once adopted, minutes will be posted for public viewing on the City's website.

Conflict of Interest

Committee members must abide by the conflict of interest provisions of the *Community Charter* and City of Kelowna Council Procedure Bylaw No. 9200 as amended, or replaced from time to time.

Members who have a direct or indirect pecuniary interest in a matter under discussion are not permitted to participate in the discussion of the matter or to vote on a question in respect of the matter. They must declare their conflict and state the general nature of their conflict, and then leave the meeting or that part of the meeting where the matter is under discussion.

The member's declaration must be recorded in the minutes, and the Committee member must not attempt in any way, whether before, during or after the meeting to influence the voting on any question in respect of the matter.

Voting

Committee members have a responsibility to make decisions based on the "criteria" established in Section 4, above.

All Committee members, including the Chair, vote on every question unless they have declared a conflict and left the meeting. Members who do not indicate their vote, or have left the meeting without declaring a conflict, are counted as having voted in favour of the question. If the votes are equal for and against, the question is defeated.

Comments in Public or to the Media

When speaking in public or to the media on an issue, Committee members must distinguish

whether they are speaking as a member, a representative of another agency or community group, or as an individual. Committee members must convey the public interest and remember that they represent the Corporation of the City of Kelowna.

Contact with the ALC Commissioners or Staff

Committee members will not discuss active files with applicants or ALC staff and Commissioners. Rather, Committee members will direct applicants, ALC staff and Commissioners to the City's staff liaison or City Manager if additional information or clarification is required.

10. Scheduled Delegations

If an application is a scheduled item on the meeting agenda, and following the presentation of the application by staff, the applicant will have the opportunity to speak to the item and/or answer questions from the committee to a maximum of five (5) minutes.

The Committee may, from time to time, invite resource people or delegations to participate in a Committee meeting. Individuals or delegations must be identified in advance as an item on the meeting agenda.

11. Reporting to Council

Where appropriate, recommendations of the Committee will be adopted by a motion of the Committee prior to consideration by Council. Unless otherwise directed, the **Community Planning Department** will forward the Committee recommendations to Council as part of a comprehensive report on the issue, development proposal or bylaw.

The staff liaison will provide status updates on applications the Committee has considered through regular reporting of decisions of Council to the committee.

The Office of the City Clerk will forward the Committee's meeting agendas and minutes electronically for circulation to all members of Council.

12. Budget

The routine operations and any special initiatives of the Committee will be funded by the City.

13. STAFF SUPPORT

The **Community Planning Department** will provide the staff liaison and technical support for the Committee.

Support functions include the following:

- forwarding all agenda items to the Office of the City Clerk at least seven working days prior to the meeting date for agenda preparation and posting as a public notice;
- receiving all correspondence, and preparing correspondence and reports on behalf of the Committee;
- reviewing and returning draft minutes to the Office of the City Clerk to finalize prior to adoption by the Committee;
- reporting back to the Committee with status updates on applications the Committee has

Agricultural Advisory Committee Terms of Reference

- considered;
- maintaining a list of outstanding issues for Committee action in accordance with the Committee's scope of work and Council's direction; and
- providing all members with a detailed orientation binder at the beginning of the term, including a 'cheat sheet' of planning terms. This binder is to be returned to staff at the end of the term.

The **Office of the City Clerk** will provide meeting management and recording support for the

Committee. Support functions include the following:

- organizing and preparing the meeting agendas, in conjunction with the Chair & staff liaison;
- receiving and organizing all agenda-related presentation materials and/or hand-outs prior to the meeting date for inclusion in the agenda package;
- distributing the agenda packages to Committee members;
- posting all meeting notices and agendas for the public in accordance with the statutory timelines;
- preparing draft minutes, and providing the final minutes to the City Clerk and staff liaison;
- maintaining the records of the Committee, including posting and retaining minutes for the public record;
- circulating agendas and minutes electronically to all members of Council; and
- providing an annual check-in with the Committee, including meeting management training as necessary.

The Office of the City Clerk, in conjunction with the staff liaison, will initiate recommendations to Council for Committee appointments and maintain an updated list of appointees, including the date they were appointed.

Endorsed by Council: _____

CITY OF KELOWNA

Bylaw No. 12587

Amendment No. 41 to Sewerage System User Bylaw No. 3480

The Municipal Council of the City of Kelowna, in open meeting assembled, enacts that the City of Kelowna Sewerage System User Bylaw No. 3480 be amended as follows:

1. THAT **SECTION 2. DEFINITIONS**, "Septic Removal Specified Area" be amended by deleting "in Schedule 1 of this bylaw," and replace it with "the Septic Removal Specified Area Maps administered by the City (with authorities delegated to the General Manager, Infrastructure);"
2. The clause to amend **SECTION 2. DEFINITIONS**, "Residential User" was removed prior to reading considerations by Council on October 23, 2023;
3. AND THAT **SECTION 3. (1)(c)** Septic Removal Specified Area User be amended by deleting "Schedule 1" and replace it with "the Septic Removal Specified Area Maps";
4. AND THAT **SECTION 3. (1)(c)** Septic Removal Specified Area User Service Type table be amended by deleting the following:

Service Type	2022	2023
100-mm residential	\$7,500	\$7,800
150-mm multi-family and/or commercial	\$10,000	\$10,400
Industrial OR larger than 150 mm	\$16,000	\$16,640

And replace it with

Service Type	2023	2024	2025
100-mm residential	\$7,800	\$7,800	\$9,000
150-mm multi-family and/or commercial	\$10,400	\$10,400	\$12,000
Industrial OR larger than 150 mm	\$16,400	\$16,400	\$18,900

5. AND THAT **SECTION 3. (1)(d)** Septic Removal Specified Area Delegation be added as follows:
"Delegation of Authority for the Septic Removal Specified Area Maps: Provided that all necessary prerequisites of the Community Charter the Local Government Act, other applicable federal and provincial enactments, City bylaws, and City policies have been met, the General Manager, Infrastructure is assigned the authority to approve and amend the Septic Removal Specified Area Maps on behalf of the City.";
6. AND THAT **SECTION 3. (2)** be amended by deleting "in Schedule 1, attached to and forming part of this bylaw,";
7. AND THAT **SECTION 3. (4)** be deleted in it's entirety that reads "Should a lot be identified in both the Sewer Connection Charge bylaw and this bylaw, the sewer charges outlined in this bylaw shall supersede.";

8. AND THAT **Section 4.** rate table be amended by deleting the following

	Effective January 1, 2022	Effective January 1, 2023
Flat Rate per Month	\$22.71	\$23.62
Bi-Monthly Rate	\$44.42	\$47.24

And replace with

	Effective January 1, 2023	Effective January 1, 2024
Flat Rate per Month	\$23.62	24.33
Bi-Monthly Rate	\$47.24	\$48.66

9. AND THAT **Section 5 (1). (2).** rate tables be amended by deleting the following

	Effective January 1, 2022	Effective January 1, 2023
Metered base rate per month	12.41	12.91
Bi-Monthly	\$24.82	\$25.82
Consumption charge	\$1.03/ m ³	\$1.07/ m ³

	Effective January 1, 2022	Effective January 1, 2023
Metered base rate per month	\$285.59	\$297.01
Bi-Monthly	\$571.19	\$594.02
Consumption charge	\$1.03/m ³	\$1.07/m ³

And replace with

	Effective January 1, 2023	Effective January 1, 2024
Metered base rate per month	\$12.91	\$13.30
Bi-Monthly	\$25.82	\$26.59
Consumption charge	\$1.07/ m ³	\$1.10/ m ³

	Effective January 1, 2023	Effective January 1, 2024
Metered base rate per month	\$297.01	\$305.92
Bi-Monthly	\$594.02	\$611.84
Consumption charge	\$1.07/m ³	\$1.10/m ³

10. AND FURTHER THAT **Schedule 1 – SEPTIC REMOVAL SPECIFIED AREA** maps be removed in their entirety;
11. This bylaw may be cited for all purposes as "Bylaw No. 12587, being Amendment No. 41 to Sewerage System User to Bylaw No. 3480."
12. 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 23rd day of October 2023.

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk