

City of Kelowna
Regular Council Meeting
AGENDA



Monday, December 2, 2024
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 - 11

PM Meeting - November 25, 2024

3. Reports

3.1 2024 GFOA Distinguished Budget Presentation Award

12 - 15

To present the 2024 GFOA Distinguished Budget Award.

4. Committee Reports

4.1 50th Civic Awards Nomination Period

16 - 26

To announce the opening of the nomination period for the 50th Annual Civic & Community Awards.

5. Development Application Reports & Related Bylaws

5.1 Rezoning Bylaws Supplemental Report to Council

27 - 28

To receive a summary of notice of first reading for Rezoning Bylaws No. 12724 and 12726 and to give the bylaws further reading consideration.

5.2 Rezoning Applications

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

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

5.2.1 Dougall Rd N 165 - BL12724 (Z24-0038) - City of Kelowna 29 - 29

To give Bylaw No. 12724 first, second and third reading in order to rezone the subject property from the UC4 – Rutland Urban Centre zone to the UC4r – Rutland Urban Centre Rental Only zone.

5.2.2 Treetop Rd 1870 - BL12676 (Z24-0016) - 1870 Treetop Road Development Ltd., Inc.No. BC1265565 30 - 30

To give Bylaw No. 12726 first, second and third reading to rezone the subject property from the RR1 – Large Lot Rural Residential zone to the RU2 – Medium Lot Housing zone.

6. Non-Development Reports & Related Bylaws

6.1 2025 Financial Plan - Preliminary Budget Volume Overview 31 - 62

To provide an overview of the 2025 Financial Plan – Preliminary Budget Volume.

6.2 Pathways Abilities Society Bicycle Handling Agreement 63 - 70

To authorize an agreement between the City of Kelowna and Pathways Abilities Society for the collection, safekeeping and ultimate disposal of found and recovered bicycles.

6.3 Bylaw Clarifications Related to GEID Amalgamation 71 - 72

To clarify that certain Kelowna bylaws and policies do not apply to the Local Area Service of the Glenmore-Ellison Improvement District.

6.4 BL12731 - Amendment to Water Regulation Bylaw No. 10480 and Water Service Parcel Tax Bylaw No. 8923 73 - 73

To give Bylaw No. 12731 first, second and third reading.

6.5 Strategic Facilities Master Plan 74 - 90

To provide Council with the progress and development of a new framework to guide investment decision making in City facilities.

6.6 Review of Policy No. 390 - Lobbyist Registry

91 - 102

To review Council Policy No. 390 – Lobbyist Registry and advance amendments to the Policy.

7. Mayor and Councillor Items

8. Termination



**City of Kelowna
Regular Council Meeting
Minutes**

Date:	Monday, November 25, 2024
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, Laura Bentley; Divisional Director, Planning, Climate Action & Development Services, Ryan Smith*; Development Planning Department Manager, Nola Kilmartin*; Development Planning Manager, Dean Strachan*; Development Planning Manager, Trisa Atwood*; Planner, Jason Issler*; Planner, Mark Tanner*; Project Manager, Arlene Janousek*; Housing Policy and Programs Manager, James Moore*; Planner Specialist, Tracy Guidi*; Long Range Planning Manager, Robert Miles*; General Manager, Corporate Services, Joe Sass*; Integrated Transportation Department Manager, Brittany Hallam*; Business Performance and Advisory Services Manager, Shelley Little*; Corporate Assurance Supervisor, Jeniffer Grills*; Deputy City Clerk, Michael Jud*; General Manager, Infrastructure, Mac Logan*; Legislative Coordinator Confidential (FOI), Rebecca Van Huizen
Staff Participating Remotely	Legislative Coordinator (Confidential), Clint McKenzie

(* 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.

2. Confirmation of Minutes

Moved By Councillor Cannan/Seconded By Councillor Lovegrove

THAT the Minutes of the Regular Meetings of November 18, 2024 be confirmed as circulated.

Carried

3. Development Application Reports & Related Bylaws

3.1 Bottom Wood Lake Rd 9595 and Beaver Lake Road 672 - OCP24-0007 (BL12721) Z24-0028 (BL12722) - 1432863 B.C. Ltd., Inc. No. BC1432863

Staff:

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

Moved By Councillor Cannan/Seconded By Councillor Lovegrove

THAT Official Community Plan Map Amendment Application No. OCP24-0007 to amend Map 3.1 in the Kelowna 2040 – Official Community Plan Bylaw No. 12300 by changing the Future Land Use designation of:

- That Part Lot 45 Shown On Plan 94 of District Lot 118 Osoyoos Division Yale District Plan 457 Except Plan 36673 located at 9595 Bottom Wood Lake Rd, Kelowna, BC; and,
- That Part Lot 46 Shown On Plan 94 of District Lot 118 Osoyoos Division Yale District Plan 457 Except Plan 36673 located at 672 Beaver Lake Rd, Kelowna, BC;

from the IND – Industrial designation to the S-MU – Suburban Multiple Unit designation, be considered by Council;

AND THAT Council considers the Public Information Session public process to be appropriate consultation for the Purpose of Section 475 of the Local Government Act, as outlined in the Report from the Development Planning Department dated November 25, 2024;

AND THAT Rezoning Application No. Z24-0028 to amend the City of Kelowna Zoning Bylaw No. 12375 by changing the zoning classification of:

- That Part Lot 45 Shown On Plan 94 of District Lot 118 Osoyoos Division Yale District Plan 457 Except Plan 36673 located at 9595 Bottom Wood Lake Rd, Kelowna, BC; And
- That Part Lot 46 Shown On Plan 94 of District Lot 118 Osoyoos Division Yale District Plan 457 Except Plan 36673 located at 672 Beaver Lake Rd, Kelowna, BC;

from the I2 – General Industrial zone to the MF3 – Apartment Housing zone, be considered by Council;

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

AND THAT final adoption of the Rezoning Bylaw be considered subsequent to the outstanding conditions of approval as set out in Attachment "C" attached to the Report from the Development Planning Department dated November 25 2024;

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

Carried

3.2 Bottom Wood Lake Rd 9595 and Beaver Lake Road 672 - BL12721 (OCP24-0007) - 1432863 B.C. Ltd., Inc. No. BC1432863

Moved By Councillor Stack/Seconded By Councillor DeHart

THAT Bylaw No. 12721 be read a first time;

AND THAT the bylaw has been considered in conjunction with the City's Financial Plan and Waste Management Plan.

Carried

3.3 Bottom Wood Lake Rd 9595 and Beaver Lake Road 672 - BL12722 (Z24-0028) - 1432863 B.C. Ltd., Inc. No. BC1432863

Moved By Councillor DeHart/Seconded By Councillor Stack

THAT Bylaw No. 12722 be read a first time.

Carried

3.4 Houghton Rd 1028-1030 - Z23-0008 (BL12729) - Helene L. M. Letnick

Staff:

- Displayed a PowerPoint Presentation summarizing the application.

Moved By Councillor Wooldridge/Seconded By Councillor Singh

THAT Rezoning Application No. Z23-0008 to amend the City of Kelowna Zoning Bylaw No. 12375 by changing the zoning classification of Lot 1 Section 27 Township 26 ODYD Plan 17089 located at 1028-1030 Houghton Road, Kelowna, BC, from the MF1 - Infill Housing zone to the MF2 - Townhouse Housing zone, be considered by Council;

AND THAT final adoption of the Rezoning Bylaw be considered subsequent to the outstanding conditions of approval as set out in Attachment "A" attached to the Report from the Development Planning Department dated November 25, 2024;

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

Carried

3.5 Rezoning Bylaws Supplemental Report to Council

City Clerk:

- Commented on notice of first reading and correspondence received.

3.6 Rezoning and Text Amendment Applications

3.6.1 Lakeshore Rd 3805 - BL12683 (Z23-0035) - Jim Pattison Industries Ltd., Inc. No. BC0928747

Moved By Councillor Wooldridge/Seconded By Councillor Lovegrove

THAT Bylaw No. 12683 be read a first, second and third time.

Carried

Councillor Cannan - Opposed

3.6.2 Lakeshore Rd 3805 - BL12684 (TA24-0008) - Jim Pattison Industries Ltd., Inc. No. BC0928747

Moved By Councillor Lovegrove/Seconded By Councillor Wooldridge

THAT Bylaw No. 12684 be read a first, second and third time.

Defeated

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

3.7 St. Paul St 1355 - DP24-0027 - 1247752 B.C. Ltd., Inc. No. BC1247752

Staff:

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

Moved By Councillor Wooldridge/Seconded By Councillor Singh

THAT Council authorizes the issuance of Development Permit No. DP24-0027 for Lot 2 District Lot 139 ODYD PLAN EPP123577, located at 1355 St Paul St, Kelowna, BC, subject to the following:

1. The dimensions and siting of the building to be constructed on the land be in accordance with Schedule "A";
2. The exterior design and finish of the building to be constructed on the land be in accordance with Schedule "B";
3. Landscaping to be provided on the land be in accordance with Schedule "C";
4. The applicant be required to post with the City a Landscape Performance Security deposit in the amount of 125% of the estimated value of the Landscape Plan, as determined by a Registered Landscape Architect;
5. The applicant be required to make a payment into the Public Amenity & Streetscape Capital Reserve Fund as established by Bylaw No. 12386 in accordance with Table 6.8.a. in Zoning Bylaw No. 12375;

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

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

Carried

Councillors Cannan, Hodge and Lovegrove - Opposed

The meeting recessed at 2:48 p.m.

The meeting reconvened at 2:58 p.m.

3.8 Highland Dr 1508 - DP24-0123 - 1344628 B.C. Ltd., Inc. No. BC1344628

Staff:

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

Moved By Councillor Wooldridge/Seconded By Councillor Singh

THAT Council authorizes the issuance of Development Permit No. DP24-0123 for Lot 1 Section 29 Township 26 ODYD Plan 21281 Except Plan KAP85729, located at 1508 Highland Dr, Kelowna, BC subject to the following:

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

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

Carried

4. Non-Development Reports & Related Bylaws

4.1 Liquor Council Policy Update and Bylaw Amendments

Staff:

- Displayed a PowerPoint Presentation outlining the changes to the various Council policies and bylaws related to liquor and responded to questions from Council.

Moved By Councillor Wooldridge/Seconded By Councillor DeHart

THAT Council Policy No. 310 being Designated Driver Awareness Program be rescinded;

AND THAT Council Policy No. 223 being Liquor Licenses in Parks and Stadiums and Facilities be revised as outlined in the Report from Development Planning Department & Active Living and Culture dated November 25, 2024;

AND THAT Council Policy No. 359 being Liquor Licensing Policy & Procedures be revised as outlined in the Report from Development Planning Department & Active Living and Culture dated November 25, 2024.

AND THAT Council receives, for information, the report from Development Planning, dated November 25, 2024, with respect to amending Development Application and Heritage Procedures Bylaw No. 12310, and Development Application Fees Bylaw No. 12552;

AND THAT Bylaw No. 12715, being Amendment No. 5 to the Development Application and Heritage Procedures Bylaw No. 12310, be forwarded for reading consideration;

AND FURTHER THAT Bylaw No. 12716, being Amendment No. 3 to the Development Application Fees Bylaw No. 12552, be forwarded for reading consideration.

Carried

4.2 BL12715 - Amendment No. 5 to Development Application and Heritage Procedures Bylaw No. 12310

Moved By Councillor Wooldridge/Seconded By Councillor Lovegrove

THAT Bylaw No. 12715 be read a first, second and third time.

Carried

4.3 BL12716 - Amendment No. 3 to Development Application Fees Bylaw No. 12552

Moved By Councillor Lovegrove/Seconded By Councillor Wooldridge

THAT Bylaw No. 12716 be read a first, second and third time.

Carried

4.4 Housing Needs Assessment - Interim Report

Staff:

- Displayed a PowerPoint Presentation outlining the Interim Housing Needs Assessment and responded to questions from Council.

Moved By Councillor Lovegrove/Seconded By Councillor Singh

THAT Council receives, for information, the report from the Housing Policy and Programs Department, dated November 25, 2024, regarding the Interim Housing Needs Assessment.

Carried

4.5 2025 OCP Update Process

Staff:

- Displayed a PowerPoint Presentation outlining the process for updating the Official Community Plan by the end of 2025 as Provincially legislated and responded to questions from Council.

Moved By Councillor Stack/Seconded By Councillor DeHart

THAT Council receives, for information, the report from the Long Range Planning Department dated November 25, 2024, with respect to the 2025 Official Community Plan (OCP) Update Process.

Carried

4.6 Unsheltered Community Costs (Phase 2) Value for Money

Staff:

- Displayed a PowerPoint Presentation providing an overview of the value for money recommendations and the status of their implementation and responded to questions from Council.

Moved By Councillor Wooldridge/Seconded By Councillor Webber

THAT Council receives, for information, the Report from Audit Committee dated November 25, 2024, with respect to the results of the Unsheltered Community Costs (Phase 2) Value for Money engagement.

Carried

4.7 Value for Money 2025 Engagement Plan

Staff:

- Displayed a PowerPoint Presentation outlining the Value for Money 2025 Engagement Plan and responded to questions from Council.

Moved By Councillor Wooldridge/Seconded By Councillor Lovegrove

THAT the Council receives, for information, the Report from Audit Committee dated November 25, 2024, with respect to the 2025 engagement plan for the Value for Money Program;

AND THAT Council approves the selected assurance engagements for 2025 as presented.

Carried

4.8 Boundary Adjustment with the District of Lake Country

Staff:

- Displayed a PowerPoint Presentation outlining the boundary adjustment initiative and the statutory process and responded to questions from Council.

Moved By Councillor Wooldridge/Seconded By Councillor Lovegrove

THAT Council receives, for information, the report from the Office of the City Clerk, dated November 25, 2024, with respect to a boundary adjustment with the District of Lake Country;

AND THAT Council directs staff to prepare a joint boundary adjustment submission with the District of Lake Country to the Ministry of Housing and Municipal Affairs, as outlined in the report from the Office of the City Clerk dated November 25, 2024;

AND FURTHER THAT Council directs staff to request that the Minister responsible waive the requirement for elector assent in accordance with section 13(4) of the Local Government Act.

Carried

5. Bylaws for Adoption (Non-Development Related)

5.1 BL12720 - Housing Agreement Authorization Bylaw - Belaire Ave 1330, 1340, 1350-1352

Councillor Stack declared a perceived conflict of interest due to working with organizations that occasionally apply for rental housing grants and departed the meeting at 4:41 p.m.

Moved By Councillor Wooldridge/Seconded By Councillor Lovegrove

THAT Bylaw No. 12720 be adopted.

Carried

Councillor Stack returned to the meeting at 4:42 p.m.

6. Mayor and Councillor Items

Councillor DeHart:

- Spoke to their attendance at the UDI luncheon.
- Spoke to their attendance at the Tree of Hope light up.
- Commented that Tourism Kelowna will be hosting their Annual Social this week.
- Expressed condolences on the passing of Bob Hayes and commented on his contribution to Heritage in Kelowna.

Councillor Lovegrove:

- Spoke to their participation in a School Tour of Council Chambers.
- Spoke to their attendance at the Tree of Hope light up.
- Spoke to their attendance at the Strong Neighbourhood Block Connector event.
- Spoke to their attendance at the Thompson Okanagan Tourism Association Public Forum.

Councillor Cannan:

- Expressed condolences on the passing of Lambert Schmaltz.
- Commented on the Tree of Hope light up and the Stober Foundation contribution to the Central Okanagan Search and Rescue.
- Commented that the Downtown light up will be Saturday, November 30, 2024 and the Rutland light up on Sunday, December 1, 2024.

Councillor Wooldridge:

- Spoke to their attendance at the Strong Neighbourhood Block Connector event.
- Reminder of the Fill the Bucket Toy Drove on Friday, November 29, 2024.

Councillor Webber:

- Commented on the Downtown light up on Saturday, November 30, 2024 and the Rutland light up on Sunday, December 1, 2024.

Councillor Hodge:

- Commented on the Downtown light up on Saturday, November 30, 2024 and the Rutland light up on Sunday, December 1, 2024.
- Impressed with the number of accessible parking stalls at the Kelowna Golf and Country Club when attending an event.
- Commented that local band Cruzeros that were recently inducted in the BC Country Music Hall of Fame will be performing in Lake Country on Saturday, November 30, 2024.

Mayor Dyas:

- Commented that there will be a Memorial Cup update on Wednesday, November 27, 2024.

7. Termination

This meeting was declared terminated at 4:51 p.m.

Mayor Dyas

/cm/acm



City Clerk

DRAFT

Report to Council



Date: December 2, 2024
To: Council
From: City Manager
Subject: 2024 GFOA Distinguished Budget Presentation Award
Department: Corporate Services

Recommendation:

THAT Council receive for information, the report from the General Manager of Corporate Services dated December 2, 2024, with respect to the 2024 GFOA Distinguished Budget Presentation Award.

Purpose:

To present the 2024 GFOA Distinguished Budget Presentation Award.

Background:

The Government Finance Officers Association (GFOA) is a non-profit professional organization that serves more than 18,000 government finance professionals throughout North America and recognizes excellence in budgeting and financial reporting.

Discussion:

The City of Kelowna has received the Distinguished Budget Presentation Award for its 2024 Annual Budget Document. This is the twenty-third year in a row that the City has received this award, which recognizes governments that “prepare budget documents of the very highest quality that reflect both the guidelines established by the National Advisory Council on State and Local Budgeting and the GFOA’s best practices on budgeting.” The 2024 Final Budget and Five-Year Financial Plan was approved by Council bylaw in May 2024 and a comprehensive application was completed and sent to the GFOA for panel review and scoring.

In order to receive this award a government must publish a document that meets program criteria and excel as a policy document, financial plan, operations guide, and communication tool. Three independent reviewers individually score the document according to ratings of “Information Not Present” through to “Outstanding”, for each of the 25 Budget Award Criteria.

I am pleased to advise City Council that Kelowna's 2024 Annual Budget received a proficient or outstanding rating on all requisite rating criteria. Particularly noteworthy is the "Outstanding" rating awarded to the new Service Area sections. This commendation highlights the excellence of our service area descriptions, their alignment with Corporate and Council priorities, and the improved performance measures.

This award is valid for one year. We believe our 2025 budget continues to exceed program requirements, and we will be submitting it to the Government Finance Officers Association (GFOA) to determine its eligibility for another award.

Considerations not applicable to this report:

Legal/Statutory Authority
Legal/Statutory Procedural Requirements
Existing Policy
Financial/Budgetary Considerations
Consultation and Engagement

Submitted by: J. Sass, General Manager, Corporate Services

Approved for inclusion: D. Gilchrist, City Manager

Attachments:

Attachment A – GFOA Distinguished Budget Presentation Award 2024

cc:

M. Antunes, Financial Planning Manager
J. Jean, Budget Supervisor



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Kelowna
British Columbia**

For the Fiscal Year Beginning

January 01, 2024

Christopher P. Morill

Executive Director



**The Government Finance Officers Association
of the United States and Canada**

presents this

CERTIFICATE OF RECOGNITION FOR BUDGET PREPARATION

to

Financial Planning Department
City of Kelowna, British Columbia



The Certificate of Recognition for Budget Preparation is presented by the Government Finance Officers Association to those individuals who have been instrumental in their government unit achieving a Distinguished Budget Presentation Award. The Distinguished Budget Presentation Award, which is the highest award in governmental budgeting, is presented to those government units whose budgets are judged to adhere to program standards.

Executive Director

Christopher P. Morill

Date: **8/21/2024**

Report to Council



Date: December 2, 2024
To: Council
From: City Manager
Subject: Civic & Community Awards Nomination Period
Department: Sport & Event Services

Recommendation:

THAT Council receives, for information, the report from Sport & Event Services, dated December 2, 2024, that announces the opening of the nomination period for the 50th Annual Civic & Community Awards, including an outline of award categories for the program.

Purpose:

To announce the opening of the nomination period for the 50th Annual Civic & Community Awards

Background:

The City of Kelowna’s annual Civic & Community Awards recognize the outstanding achievements and contributions made in the city of Kelowna each year. The program includes 13 awards that honour volunteers, artists, athletes, environmental stewards, and businesses. Up to three finalists are selected in each category, with one recipient being awarded.

The awards program is overseen by a Steering Committee made up of members of the community and a liaison from City Council. The Steering Committee provides direction to four sub-committees and two supporting organizations which assist in the operations of the awards program.

Discussion:

The 50th Annual Civic & Community Awards Celebration will take place on May 8, 2025 at the Delta Grand Hotel. The nomination period for this year’s awards commences on Monday December 2, 2024, and will remain open until Friday, February 10, 2025. Criteria for all categories and nomination forms are available on the City website at kelowna.ca/civicawards.

The nomination forms may be submitted via email or printed and delivered in person to either Parkinson Recreation Centre or City Hall.

Finalists will be announced through traditional and social media avenues during the month of April and will conclude with a live awards presentation. Details will be confirmed in the coming months.

The Anita Tozer Memorial Award is also part of the Civic Awards program but is not part of this nomination call as the award recipient is selected by Mayor and Council.

The categories, criteria and last year's recipients are included below:

Category	Criteria	2023 Recipient
Teen Honour in the Arts and Honour in the Arts	Awarded to an adult and youth who have made outstanding contributions to Kelowna through cultural and/or artistic efforts.	Teen – Ben Anderson Adult – Stephen Jefferys
Young Citizen of the Year	Awarded to a young male or female in recognition of their overall outstanding voluntary contributions to Kelowna.	Tor Broughton
Fred Macklin & Sarah Donaldson-Treadgold Memorial Award - Citizen of the Year	Awarded to a citizen in recognition of their overall outstanding voluntary contributions to the city of Kelowna.	Milt Stevenson
Bob Giordano Memorial Award - Coach or Sport Administrator of the Year	Awarded to an individual who has contributed significantly to Kelowna through voluntary service to amateur sport, such as coaching or administrative support.	Cheryl Browne
Bryan Couling Memorial Athletic Team of the Year	Awarded to the Kelowna based team (amateur or professional) who brought the greatest amount of recognition to Kelowna.	KSS Owls AAA Boys Volleyball
Male and Female Athlete of the Year*	Awarded to the athlete (amateur or professional) who brought the greatest amount of recognition to Kelowna.	Female Athlete: Malindi Elmore Male Athlete: Justin Towill
Champion for the Environment	Awarded to an individual or business whose actions and achievements have shown outstanding environmental leadership or innovative contributions having a direct benefit on the city of Kelowna.	Farming Karma Fruit Company

Corporate Community of the Year	Awarded to a Kelowna business that has provided outstanding support for employee volunteerism in addition to financial contributions and initiatives having a direct benefit on the city of Kelowna.	MNP
The Central Okanagan Foundation Volunteer Organization of the Year	Awarded to a Kelowna volunteer organization that has provided outstanding community services with direct benefits to the city of Kelowna.	Okanagan Forest Task Force
Augie Ciancone Memorial Award – Young Female Athlete and Young Male Athlete of the Year	Most outstanding male and female high school athlete of the year, in the area of the Central Okanagan.	Female Athlete: Emma Pinkerton Male Athlete: Nash Semeniuk
Anita Tozer Memorial <i>(bestowed by Mayor & Council)</i>	Awarded by Council to an individual or group in recognition of an extraordinary and positive contribution to the quality of life in Kelowna.	Barry Lapointe

Conclusion:

The 50th Annual Civic & Community Awards will be celebrating another year of community spirit and commitment. It is of great importance that we recognize individuals and businesses who made unique and courageous contributions in 2024. The Community & Civic Awards provides Kelowna with an occasion and platform to reflect on how our citizens and community have shown strength, resilience and determination.

Internal Circulation:

Active Living & Culture
Community Communications
City Clerk

Considerations applicable to this report:

Existing Policy: Council Policy 382 – Civic & Community Awards

Considerations not applicable to this report:

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Financial/Budgetary Considerations:

Consultation and Engagement:

Submitted by: C. Babcock, Event Development Manager

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

cc: D. Nicholas, Sport & Event Services Manager



City of
Kelowna

50th Annual Civic & Community

Awards

Recognizing those who contributed to our community in 2024

The City of Kelowna's Civic & Community Awards

- Recognize the outstanding achievements and contributions made in our community each year
- Program includes 13 awards that honour volunteers, artists, athletes, environmentalists, businesses and organizations



Civic & Community Awards

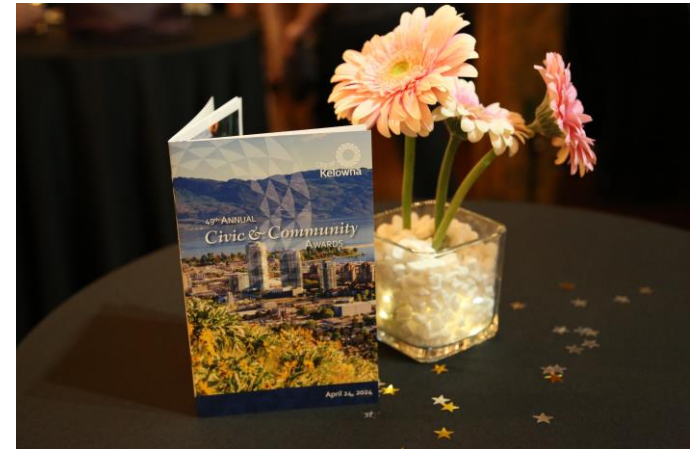
- ▶ Civic & Community Awards program is overseen by a Steering Committee:
 - ▶ Elaine McMurray
 - ▶ Lorraine Ewonus-Ellert
 - ▶ Bob Burge
 - ▶ Katelin Mitchell
 - ▶ Inderjit (Indy) Dhial
 - ▶ Wayne Moore
 - ▶ Councilor DeHart (non-voting)
 - ▶ Director of Active Living & Culture (non-voting)

Nomination Period

- ▶ Nomination period:
 - ▶ December 2, 2024 – February 10, 2025
- ▶ All nomination forms and award category information is available online at kelowna.ca/civicawards
- ▶ Two easy ways to nominate:
 - ▶ Via email
 - ▶ Drop-off at the Parkinson Recreation Centre or City Hall

Completing the Nomination Form

- ▶ Selections are based on achievements and contributions in 2024
- ▶ Award selections are based on the information provided in the nomination package
- ▶ Finalists will be announced in April



Award Categories

Teen Honour in the Arts Honour in the Arts	Champion for the Environment
Young Citizen of the Year	Corporate Community of the Year
Citizen of the Year Fred Macklin and Sarah Donald-Treadgold Memorial	Central Okanagan Foundation - Volunteer Organization of the Year
Coach or Sport Administrator of the Year Bob Giordano Memorial	<u>Male and Female High School Athletes of the Year</u> <u>In Honor of Augie Ciancone</u> (not part of this nomination call)
Athletic Team of the Year In Honor of Bryan Couling	Anita Tozer Memorial (not part of this nomination call)
Male and Female Athlete of the Year.	



Questions?
Kelowna.ca/civicawards

Report to Council



Date: December 2, 2024
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 December 2, 2024 with respect to two rezoning applications;

AND THAT Rezoning Bylaws No. 12724 and 12726 be forwarded for further reading consideration.

Purpose:

To receive a summary of notice of first reading for Rezoning Bylaws No. 12724 and 12726 and to give the bylaws further reading consideration.

Background:

A public hearing cannot be held for zoning bylaws for residential development that are consistent with the OCP. A public hearing is not required for all other zoning bylaws that are consistent with the OCP. 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 two Rezoning Applications were brought forward to Council for initial consideration on November 18, 2024. Notice of first reading was completed as outlined above.

Correspondence was received as per the following table:

Address	Application	Bylaw	Public Hearing Option	Recommended Readings	Correspondence Received
165 Dougall Rd	Z24-0038	12724	No	1 st , 2 nd , 3 rd	1
1870 Treetop Rd	Z24-0016	12726	No	1 st , 2 nd , 3 rd	0

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

Conclusion:

Following notice of first reading, staff are recommending that Council give Rezoning Bylaws No. 12724 and 12726 further reading consideration.

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,
- defeat the bylaw, or
- for non-residential bylaws, give a bylaw first reading and advance the bylaw to a Public Hearing.

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: L. Bentley, City Clerk

cc: Development Planning

CITY OF KELOWNA

**BYLAW NO. 12724
Z24-0038
165 Dougall Road N**

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 A Section 26 Township 26 ODYD Plan EPP137229, located on Dougall Road N, Kelowna, BC from the UC₄ – Rutland Urban Centre zone to the UC_{4r} – 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

BYLAW NO. 12726

Z24-0016

1870 Treetop Road

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

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

1. THAT City of Kelowna Zoning Bylaw No. 12375 be amended by changing the zoning classification of Lot 1 Section 19 Township 27 ODYD Plan 33849, located on Treetop Road, Kelowna, BC from the RR1 – Large Lot Rural Residential zone to the RU2 – Medium Lot 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

Report to Council



Date: December 2, 2024
To: Council
From: City Manager
Subject: 2025 Financial Plan – Preliminary Budget Volume Overview
Department: Corporate Services

Recommendation:

THAT Council receives for information, the presentation from the General Manager of Corporate Services dated December 2, 2024, with respect to the 2025 Financial Plan – Preliminary Budget Volume.

Purpose:

To provide an overview of the 2025 Financial Plan – Preliminary Budget Volume.

Background:

Local Governments must adopt a Financial Plan, in accordance with the Local Government Act and the Community Charter before May 15 each year. The City of Kelowna’s Financial Plan is made up of three budget volumes: Preliminary, Carryover and Final.

The attached presentation provides a summary of the key financial impacts for the 2025 Financial Plan – Preliminary Budget Volume prior to Budget Deliberation Day on Thursday, December 5, 2024.

The 2024 Financial Plan was redesigned under a Service Based Budgeting methodology, with services and associated service levels being determined through Council’s priorities, and the City’s strategic plan. The 2025 Financial Plan takes this restructuring one step further by combining the capital program with the operating program in each service area. The merging of these programs provides a comprehensive view of the service area, enhancing the accessibility and transparency of the Financial Plan for Council and the community.

The 2025 budget aims to support the essential services that contribute to everyday quality of life, and maintain the City’s growth, while also prioritizing investment in:

- Community safety
- Housing supports

- Active and road transportation
- Sustainability initiatives
- Economic development
- Digital transformation

Municipalities are not permitted to run a deficit, therefore the City is committed to operate within a balanced budget. This financial plan encourages diversity of revenue sources such as reserves, grants and other revenues to reduce the reliance on taxation, but taxation remains an essential piece of the overall source of funding. The 2025 Preliminary Budget proposes an overall 4.36 per cent tax increase that includes a Municipal taxation impact of 3.36 per cent and a 1.0 per cent Public Safety Levy.

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, General Manager, Corporate Services

Approved for inclusion: D. Gilchrist, City Manager

cc:

M. Antunes, Financial Planning Manager

J. Jean, Budget Supervisor

J. Shaw, Asset Management & Capital Planning Manager



2025 Financial Plan

CORPORATE SERVICES | DECEMBER 2, 2024

Agenda

- ▶ Core Principles
- ▶ Economic Overview
- ▶ Tax Rate Comparison
- ▶ Financial Health
- ▶ Transparency & Accountability
- ▶ 2025 Budget Overview

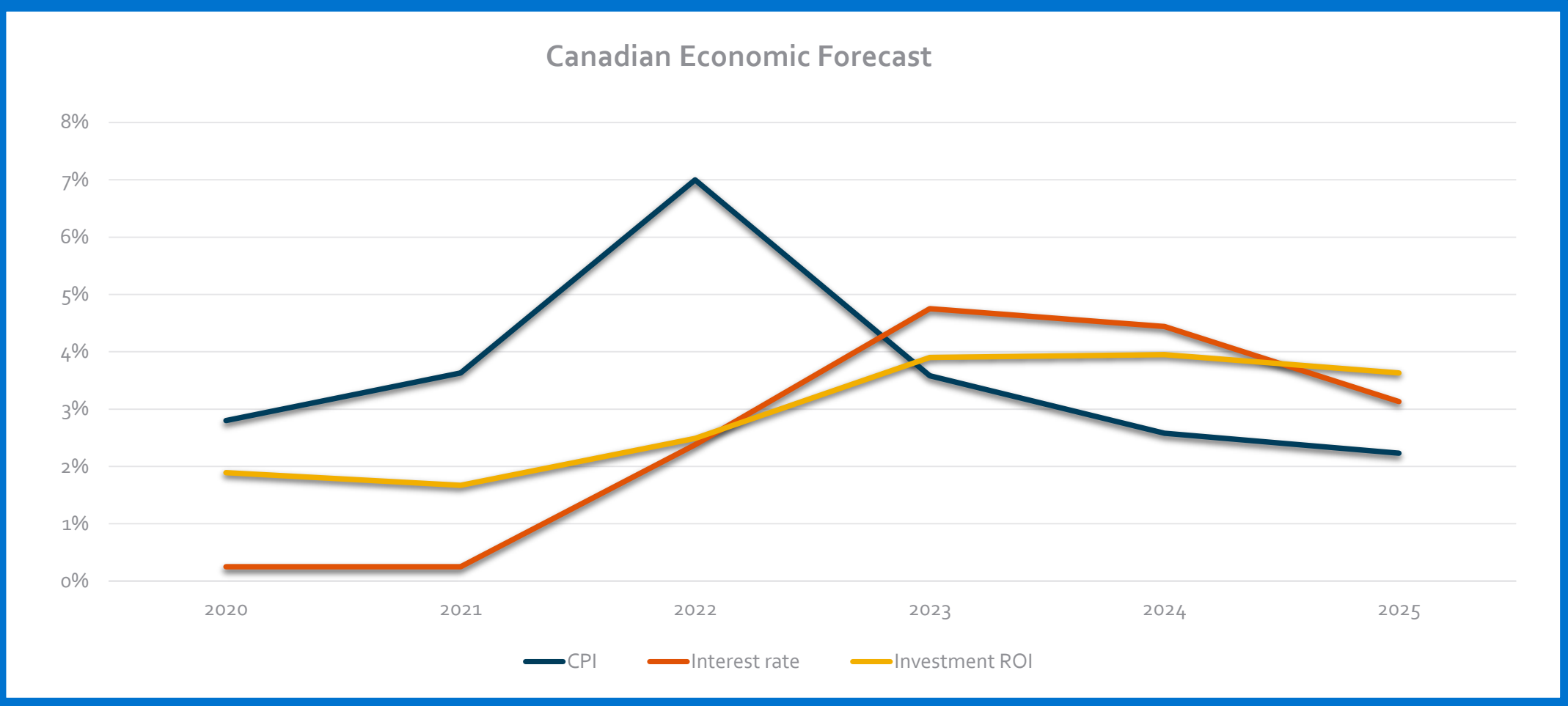


Core Principles

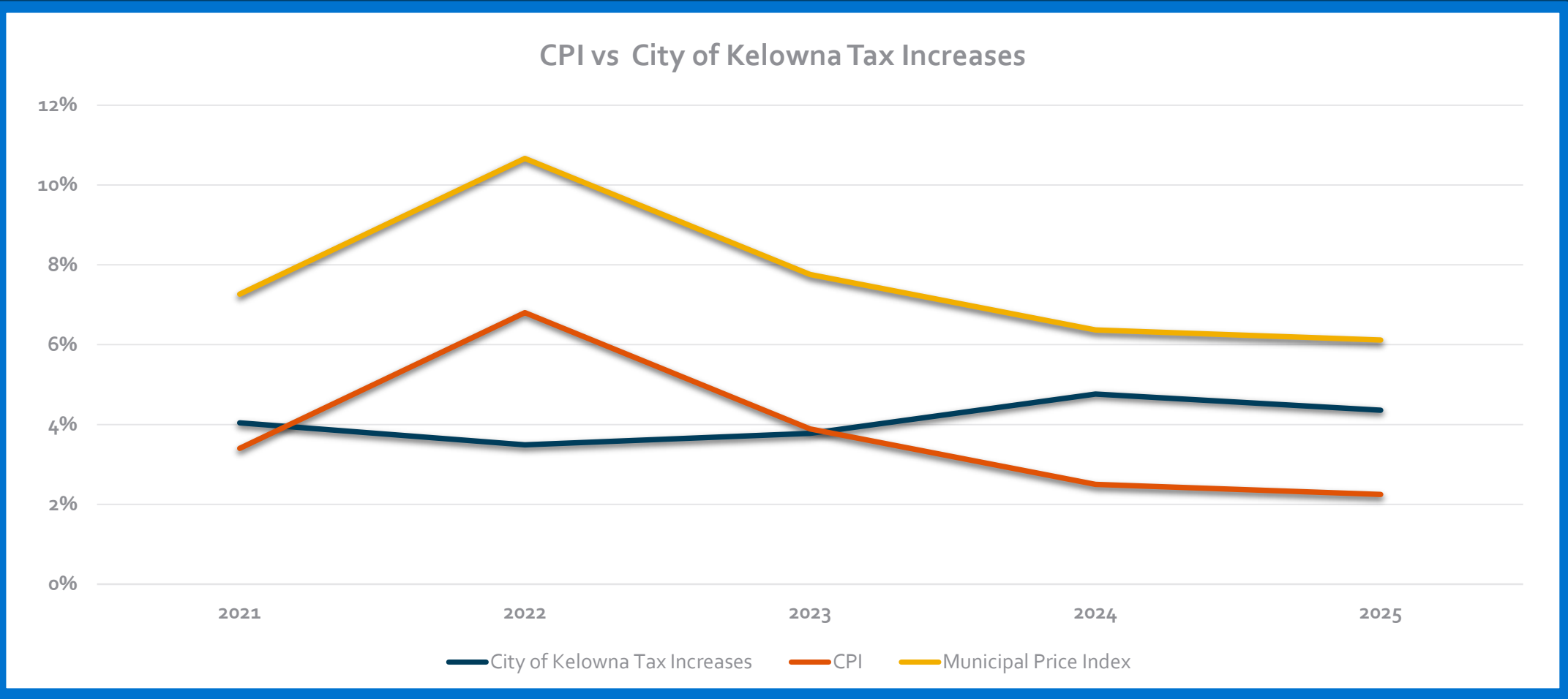
- ▶ Predictability and Stability for Tax Rate
- ▶ Transparency & Accountability
- ▶ Alignment with Council Priorities
- ▶ Data Driven



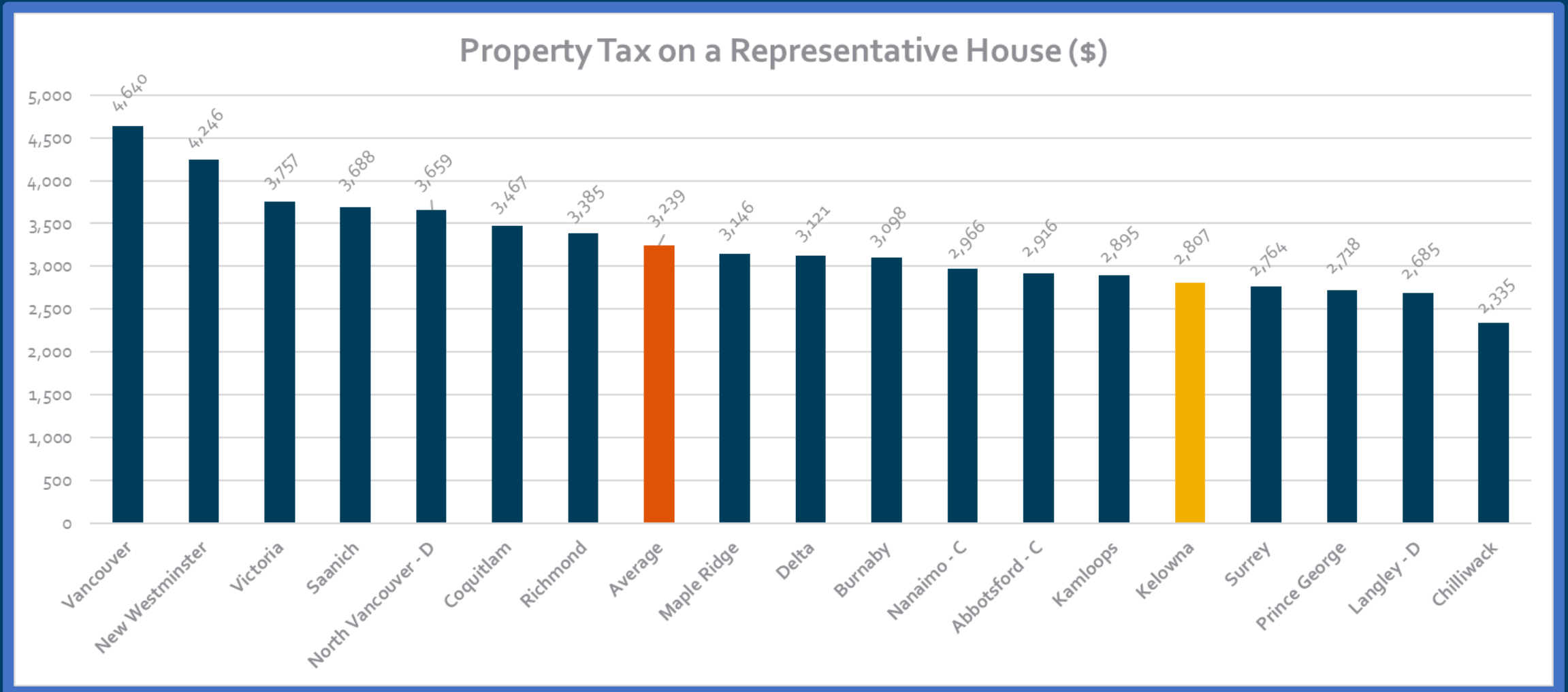
Economic Overview



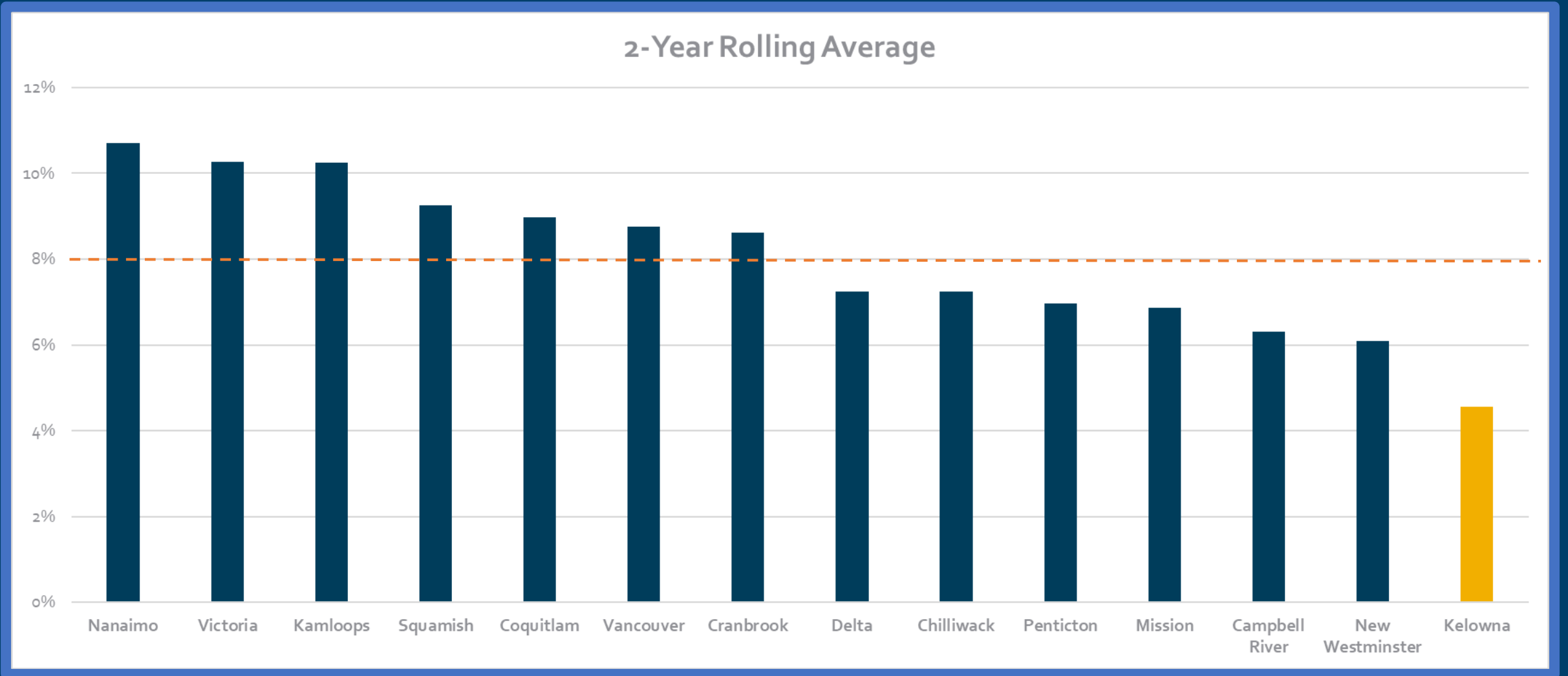
CPI vs. Tax Increases



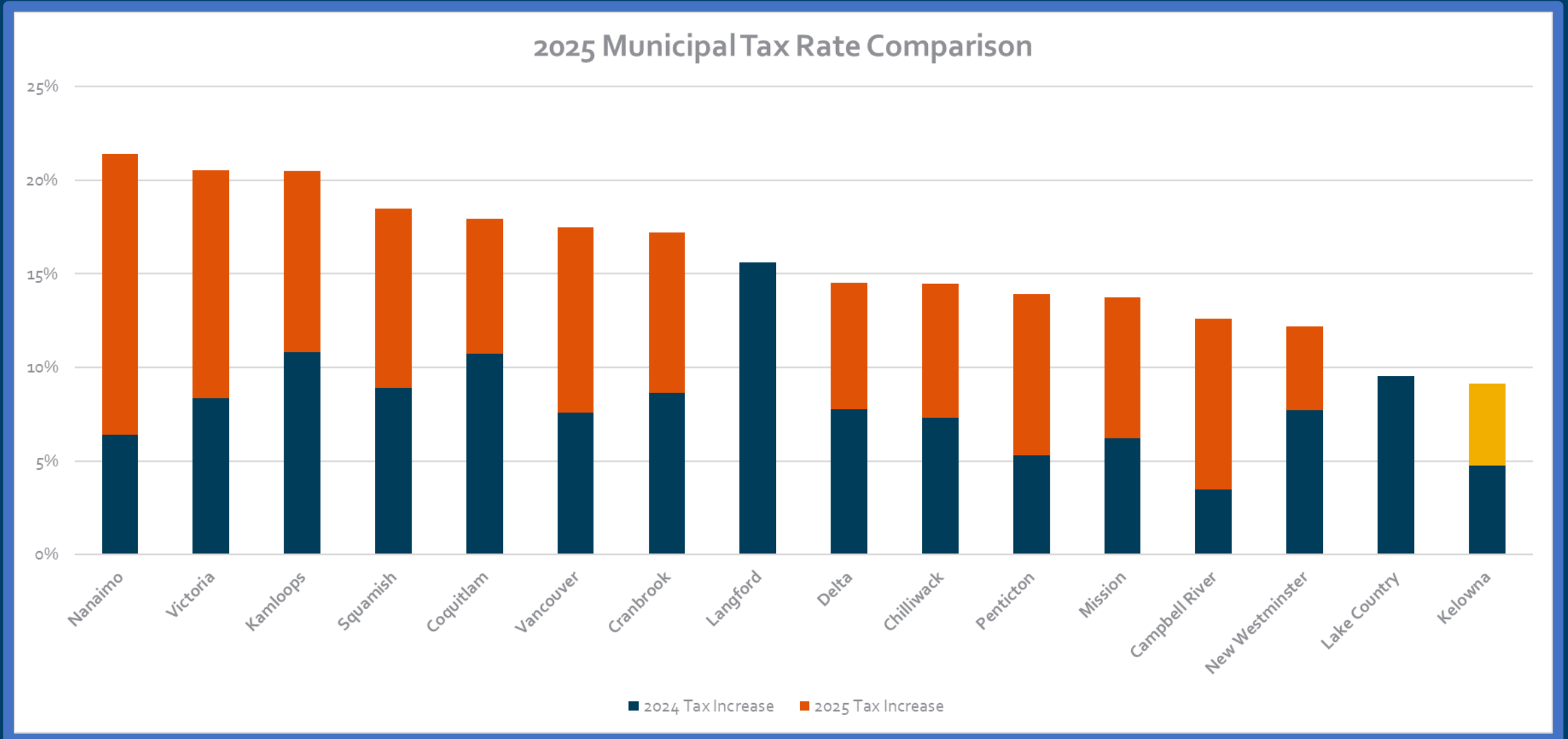
2023 Tax Rate Comparison



Tax Rate Increase (%) Comparison



Proposed Tax Rate Increase (%) Comparison



Kelowna Financial Health Indicators

	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Financial flexibility										
Debt Service (Debt service/Revenue)	● 0.01	● 0.01	● 0.03	● 0.03	● 0.04	● 0.05	● 0.05	● 0.05	● 0.05	● 0.05
Tax demand Debt Limit	● 0.02	● 0.02	● 0.06	● 0.08	● 0.10	● 0.11	● 0.12	● 0.12	● 0.12	● 0.11
LGDE Debt Limit	● 0.02	● 0.02	● 0.04	● 0.05	● 0.06	● 0.07	● 0.08	● 0.08	● 0.08	● 0.07
Own Source Revenue (Fees & charges/Revenue)	● 0.37	● 0.37	● 0.37	● 0.37	● 0.37	● 0.37	● 0.38	● 0.39	● 0.40	● 0.40
Gov. Transfers Ratio (Gov. Transfers/Revenue)	● 0.05	● 0.05	● 0.05	● 0.05	● 0.05	● 0.05	● 0.05	● 0.05	● 0.05	● 0.05
Financial sustainability										
Fin. Assets/ Liabilities (Financial Assets/Liabilities)	● 1.85	● 1.57	● 1.41	● 1.38	● 1.48	● 1.66	● 1.91	● 2.20	● 2.53	● 2.86
Net Fin. Assets/ revenue (Net Financial Assets/Revenue)	● 0.98	● 0.78	● 0.62	● 0.59	● 0.75	● 1.00	● 1.37	● 1.75	● 2.22	● 2.64
Accum Surplus & Reserves/Expenses	● 1.21	● 1.37	● 1.46	● 1.46	● 1.62	● 1.63	● 1.67	● 1.64	● 1.63	● 1.59
Competitiveness										
Debt per Capita (Debt/Population)	● 991	● 1,891	● 2,647	● 3,068	● 3,464	● 3,537	● 3,597	● 3,541	● 3,496	● 3,451
Annual Surplus per capita	● 849	● 795	● 744	● 697	● 652	● 611	● 573	● 537	● 504	● 473

Non-discretionary Financial Pressures

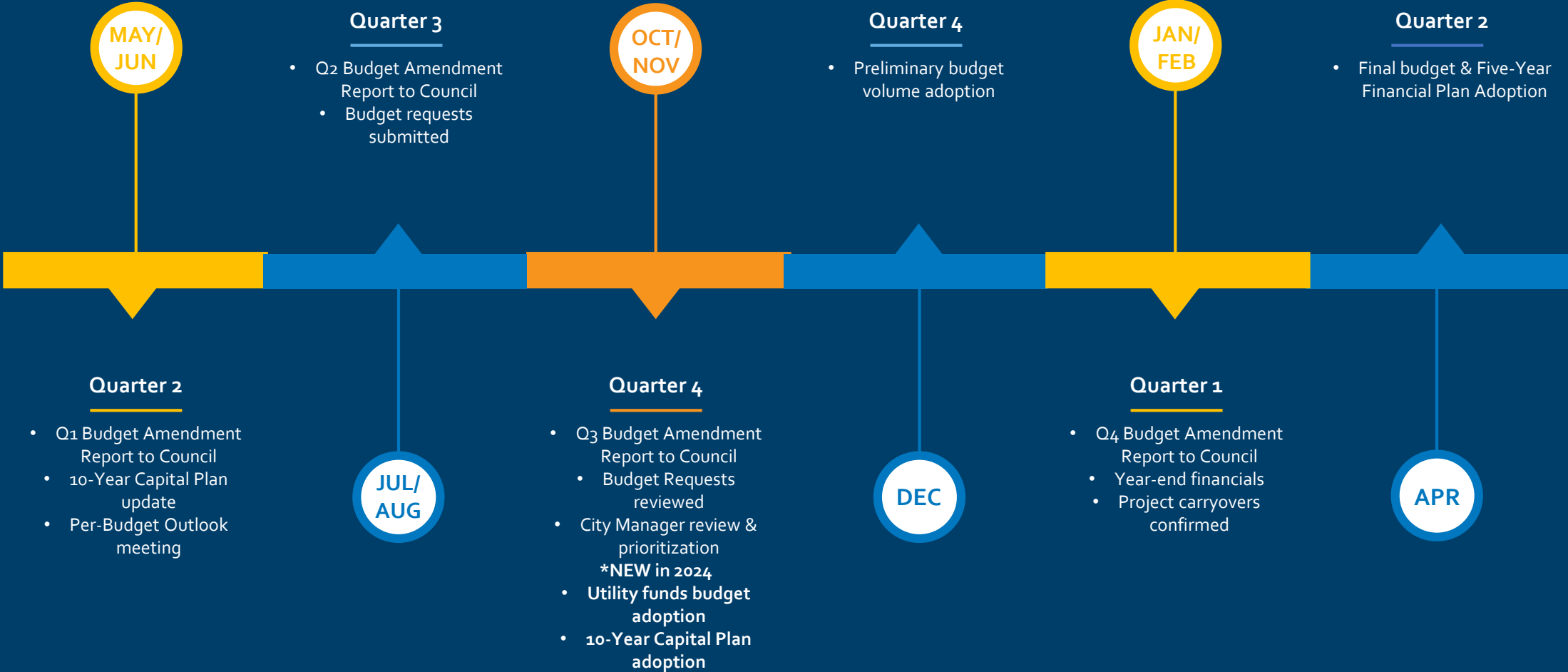
- ▶ Government Partners
 - ▶ RCMP (7%)
 - ▶ Transit (21%)
- ▶ Labour Contracts
- ▶ Inflation
- ▶ Reduced Development
- ▶ Homelessness (\$20M)





Transparency & Accountability

Budget as a Program



Performance Measures

- ▶ Council endorsed levels of service for each service area
- ▶ Budget decisions based on level of service changes desired by Council
- ▶ Performance measures (KPI's) to measure impact of budget
- ▶ Benchmarking: MBNC participation



Value for Money Program

- ▶ Enhancing transparency & accountability
- ▶ Legacy VFM program
 - ▶ 5 reports completed
 - ▶ 96% of recommendations implemented
- ▶ New internal VFM program
 - ▶ 6 reports completed
 - ▶ 29 recommendations & 50 actions planned
 - ▶ 28% of recommendations implemented
- ▶ Combination internal/external resources



Budget as a Program



Budget as a Program

Built with resident input and provides a policy framework for housing, transportation, infrastructure, parks, economic development, and the natural and social environment.



Supports the financing and infrastructure needs of service growth as laid out in the Official Community Plan.



Covers the City's infrastructure investment of \$1 billion up to 2030 to replace existing infrastructure demands at the city grows.



A vision created by our community for our community.

Framework that establishes service and project initiatives.



2025 Budget Overview

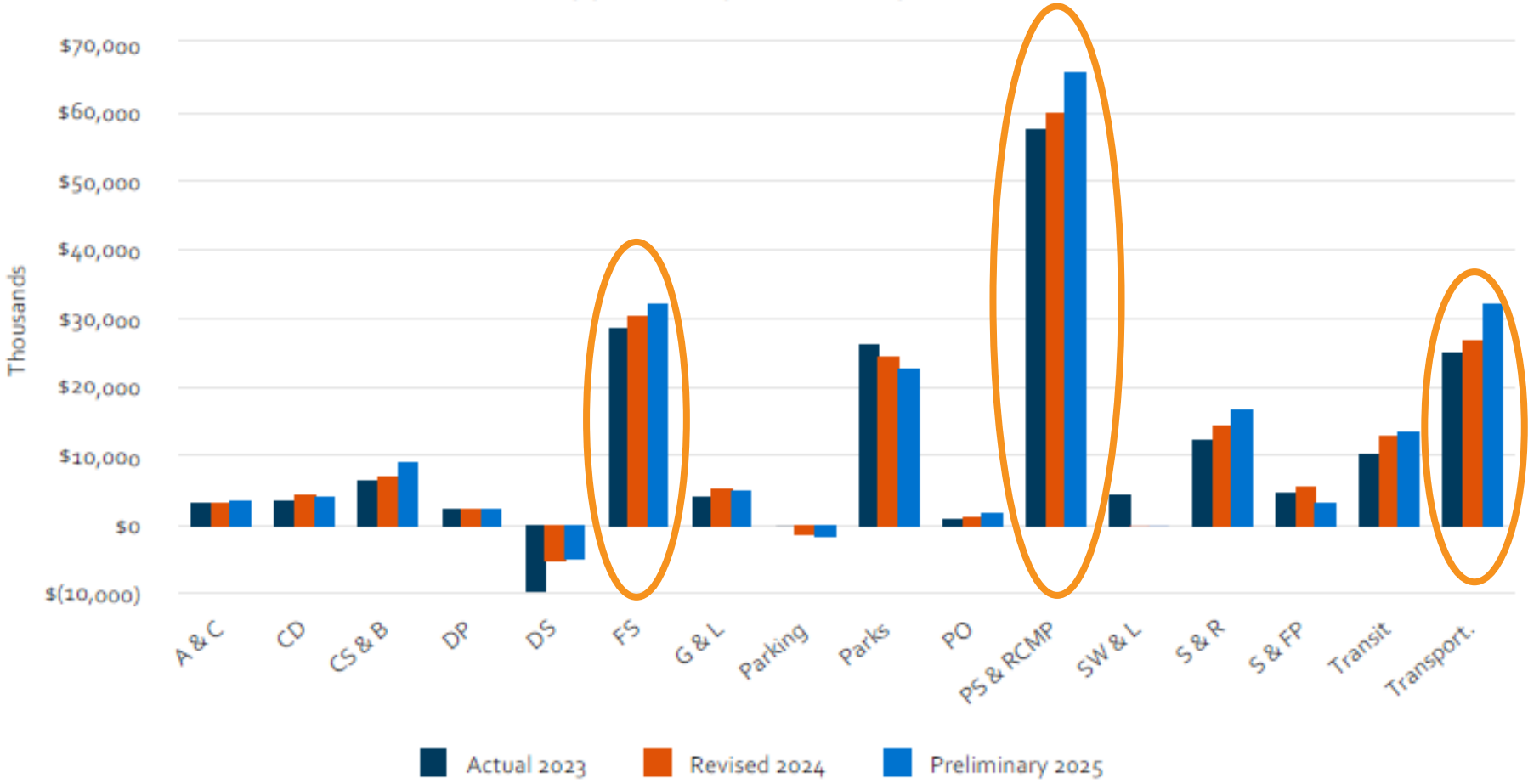
2025 Pre-Budget Themes



- ▶ Proposed areas of Investment:
 - Community safety
 - Activating new council priorities
 - Housing supports
 - Partnerships
 - Economic development
 - Active & road transportation
 - Digital transformation
 - Sustainability initiatives
 - Major event support
- ▶ Investment balanced against proposed tax rate

Tax-Supported Operations by Service Area

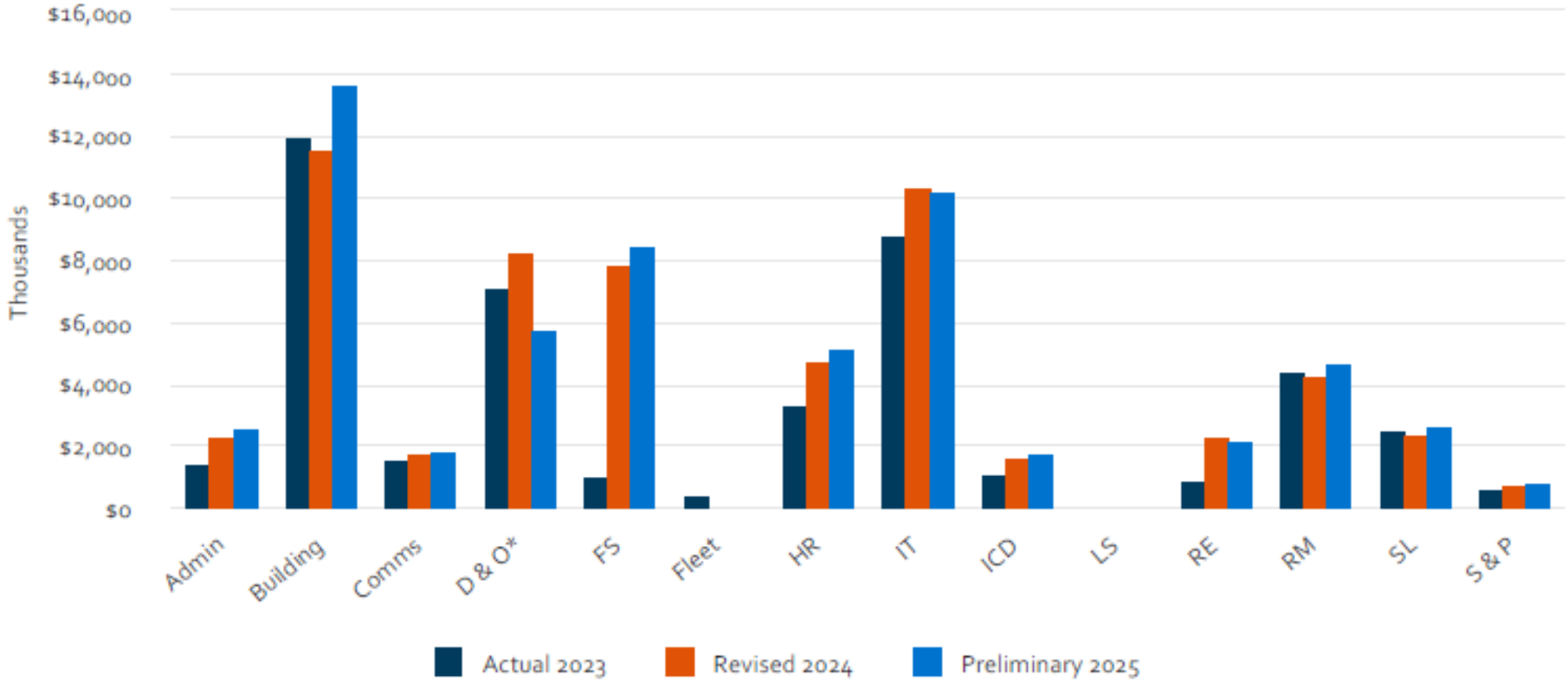
Net tax-supported operations by service area



- Arts & Culture (A & C)
- Community Development (CD)
- Community Safety & Bylaw (CS & B)
- Development Planning (DP)
- Development Services (DS)
- Fire Safety (FS)
- Governance & Leadership (G & L)
- Parking (Parking)
- Parks (Parks)
- Partnerships Office (PO)
- Police Services & RCMP (PS & RCMP)
- Solid Waste & Landfill (SW & L)
- Sport & Recreation (S & R)
- Stormwater & Flood Protection (S & FP)
- Transit (Transit)
- Transportation (Transport.)

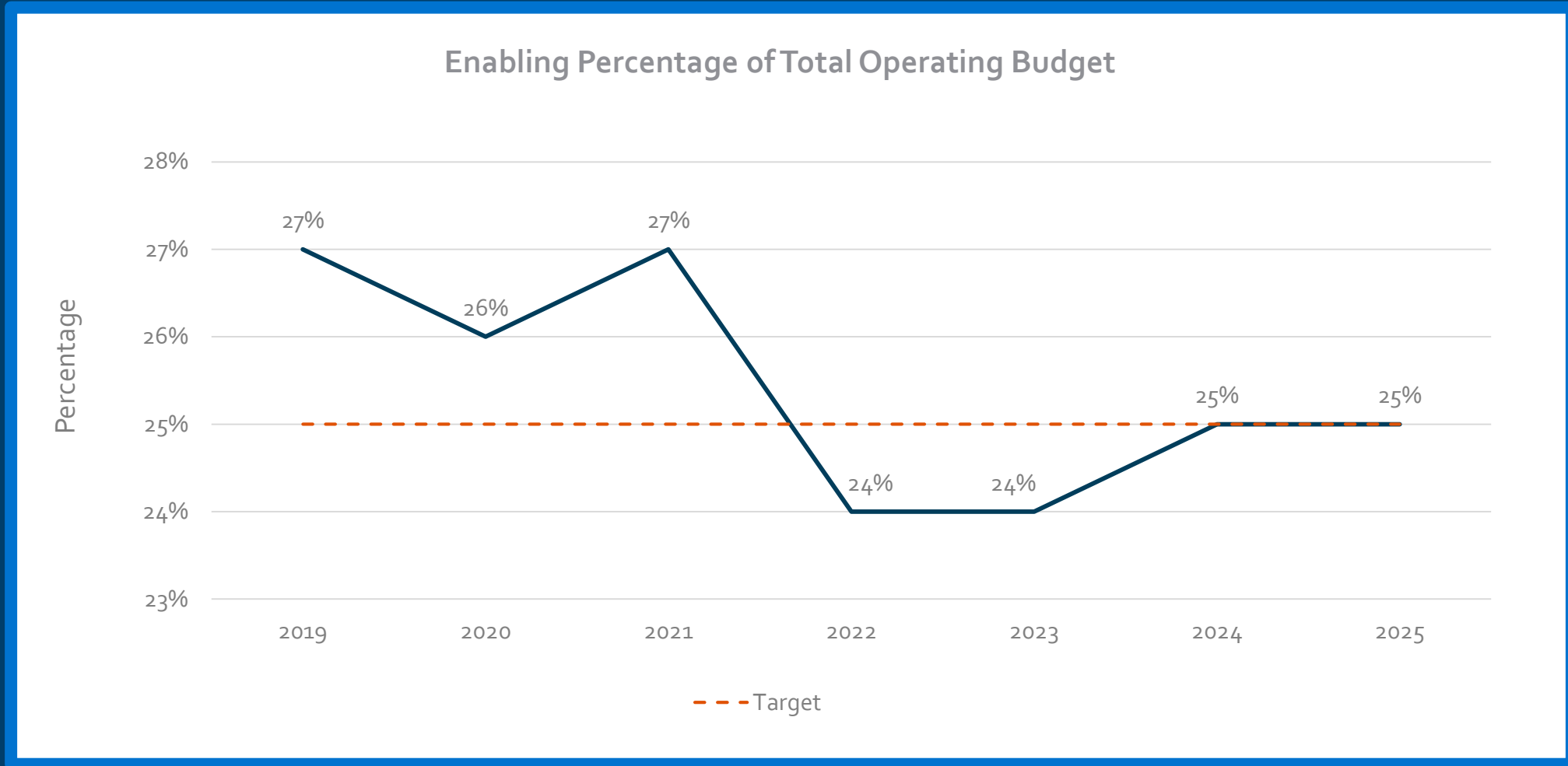
Tax-Supported Enabling Services

Net tax-supported Enabling Services



- Administration (Admin)
- Building Services (Building)
- Communications (Comms)
- Debt and Other (D & O*)
- Financial Services (FS)
- Fleet Services (Fleet)
- Human Resources (HR)
- Information Technology (IT)
- Internal Construction Delivery (ICD)
- Legislated Services (LS)
- Real Estate (RE)
- Risk Management (RM)
- Senior Leadership (SL)
- Strategy & Performance (S & P)

Enabling Services: % of Total Operating Budget



Tax Reconciliation – 2024 to 2025

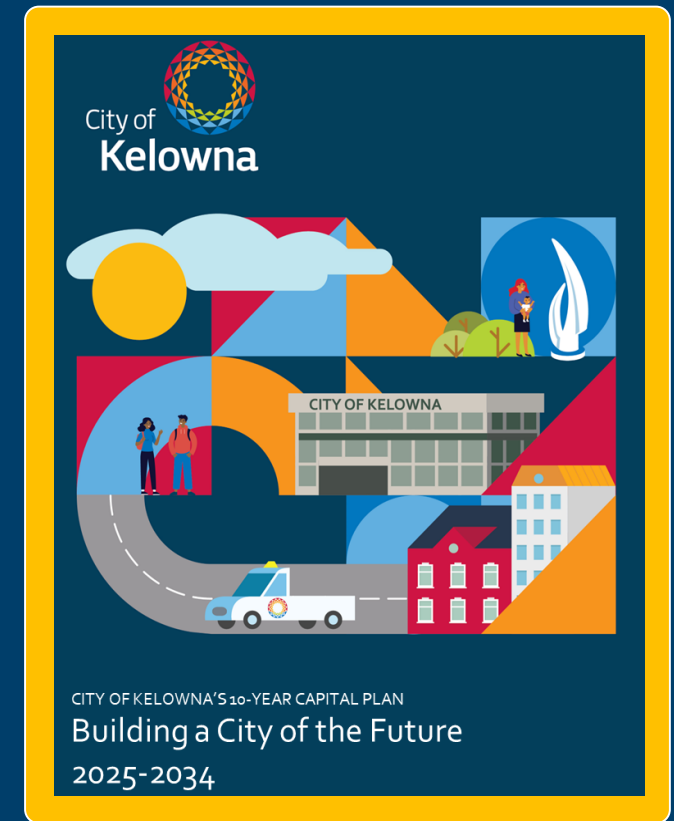
2025 Budget Analysis (\$ millions)	
2024 Tax Demand	\$191
Base budget adjustments	(5)
New operating requests	3
New capital requests	16
2025 General Tax Requirement	\$205
New construction tax revenue	(5)
2025 Net Taxation Impact	\$8
Net property owner impact	4.36%

2025 Capital Plan



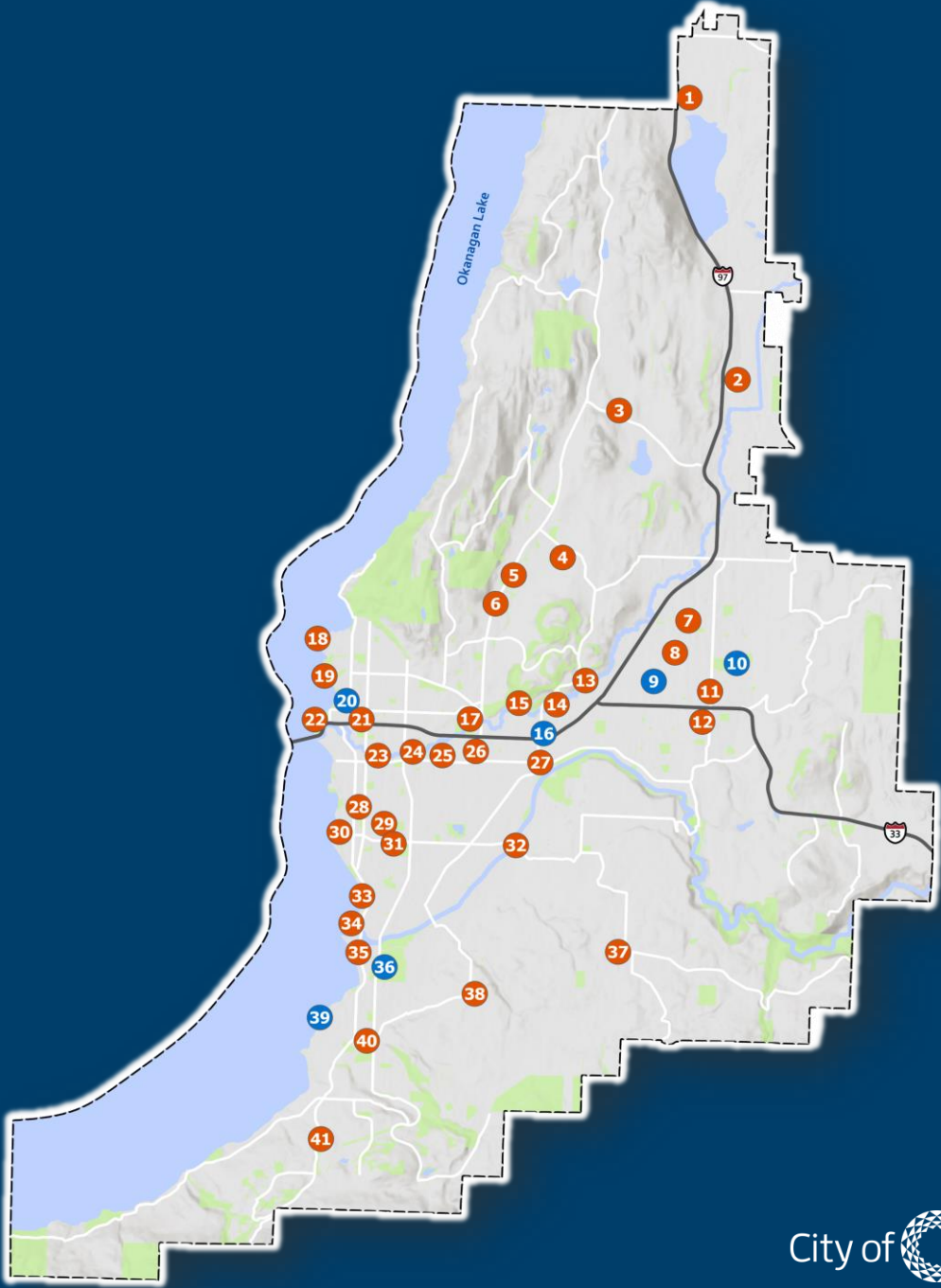
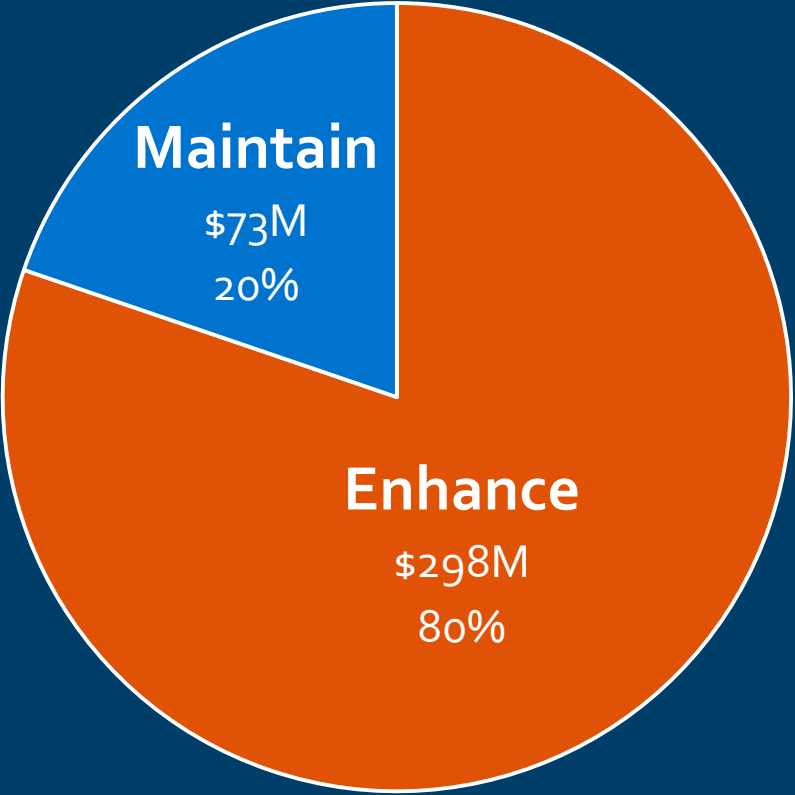
2025 Capital Program

	<i>\$ millions</i>	2025	2026	2027	2028	2029
P1	Airport	88.3	43.3	34.4	28.5	23.2
	Arts & Culture	1.9	0.9	1.1	0.3	0.2
	ES - Facilities	25.4	17.8	21.6	7.1	2.1
	Fire Safety	5.8	13.1	12.9	18.4	2.8
	ES - Fleet	4.0	5.4	5.2	5.4	5.5
	ES - Information Technology	1.9	1.4	1.4	1.2	1.2
	Parking	2.0	2.1	8.6	7.1	2.1
	Parks	49.8	53.5	69.1	40.4	27.1
	ES - Real Estate	2.1	2.8	4.1	2.1	1.8
	Solid Waste & Landfill	10.9	8.3	8.7	7.6	3.6
	Sport & Recreation	25.9	87.6	116.8	34.1	2.3
	Stormwater & Flood Protection	11.3	20.8	16.1	9.1	9.7
	Transit	2.9	3.7	5.5	1.8	3.0
	Transportation	80.9	94.2	63.0	103.0	78.8
	Wastewater Utility	38.8	26.2	17.2	20.7	20.4
	Water Utility	19.6	17.2	22.9	18.9	21.1
	Total Priority 1	371.5	398.3	408.5	305.6	204.9



Note: Totals may not add due to rounding

Capital Investment & Service Levels



Assessment & Taxation



Tax Demand Calculation



Net operating + capital	\$207.0M
New construction revenue	+ (5.2)
2025 Taxation demand increase	<u>\$201.8M</u>
Budget redeployment	+ (2.2)
2025 Net taxation demand	<u>\$199.6M</u>

→ **4.36%**

Net Property Owner Impact



Municipal

3.36%



Public Safety
Levy

+ 1.00%



Est. net property
owner impact

= 4.36%

Taxation Impact



Total net property owner impact 4.36%
Municipal Portion of taxes \$2,592

Public Safety Levy Impact
Municipal Impact

	% increase from prior year	\$ increase from prior year
Public Safety Levy Impact	1.00%	\$24.84
Municipal Impact	3.36%	\$83.46



City of
Kelowna
Questions?

For more information, visit kelowna.ca/budget.



Report to Council



Date: November 25, 2024
To: Council
From: City Manager
Subject: Bicycle Program – Pathways Abilities Society
Department: Police Services

Recommendation:

THAT Council receives, for information, the report from Police Services dated November 25, 2024, with respect to Bicycle Program – Pathway Abilities Society;

AND THAT Council approves the City entering into an agreement with the Pathways Abilities Society, for the period 2025-2029 to provide the collection, safekeeping and ultimate disposal of found and recovered bicycles within the City of Kelowna, in the form attached to the report of Police Services dated November 25, 2024;

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

Purpose:

To authorize an agreement between the City of Kelowna and Pathways Abilities Society for the collection, safekeeping and ultimate disposal of found and recovered bicycles.

Background:

Since 1995, the City of Kelowna has contracted with Pathways Abilities Society (PAS), a non-profit society for the collection, safekeeping and ultimate disposal of found and recovered bicycles. This agreement has provided meaningful activities for adults with developmental disabilities in areas of customer sales, bicycle repairs and maintenance, computer skills, public interaction and money handling.

Discussion:

As with previous contracts, PAS picks up bicycles as directed by police. In addition, Bylaw Services are able to drop bicycles off at PAS. Bicycles that are picked up or dropped off are logged into a computer database and put in secure storage for 90 days while efforts to contact owners are made. If a bicycle is not collected by the owner at the end of 90 days, the bicycles will be sold, used for parts or disposed of at the landfill. If owners are reached, they can collect their bicycle from PAS for a \$25 service fee.

The City's funding agreement for the coming term (2025-2029) has been adjusted to account for estimated increases in operating costs over the term of the contract. These amounts are net of the proceeds of the bicycle sales which are retained by PAS:

- 2025 \$14,500
- 2026 \$14,500, adjusted for 2025 inflation
- 2027 \$14,500, adjusted for 2026 inflation
- 2028 \$14,500, adjusted for 2027 inflation
- 2029 \$14,500, adjusted for 2028 inflation

There will be an annual CPI inflation adjustment applied to the payment on January 1st, which will be a minimum of 1.95% or the percentage change in the Canadian Consumer Price Index (Annual Average, last period reporting, not seasonally adjusted, all items excluding energy, Table 18 10-005-01) for British Columbia, whichever is higher.

Conclusion:

The service provided by PAS has relieved the police or other City staff of costs and efforts associated with retrieving bicycles, finding the owners and storing bicycles. The proposed funding change will cover the costs that increase on a yearly basis such as wage, vehicle and storage costs.

Internal Circulation:

Financial Services
 Communications
 Police Services

Considerations applicable to this report:

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Existing Policy:

Financial/Budgetary Considerations:

Consultation and Engagement:

Communications Comments:

Considerations not applicable to this report:

Submitted by: K. Duggan, Community Safety Services Manager

Approved for inclusion: S. Leatherdale, General Manager, People & Protective Services

cc:

Community Safety Director
 Police Services Manager
 Financial Planning Manager

THIS AGREEMENT made this _____ day of _____, 2024.

BETWEEN:

CITY OF KELOWNA

1435 Water Street
Kelowna, British Columbia V1Y 1J4

(hereinafter called "the City")

OF THE FIRST PART

AND:

PATHWAYS ABILITIES SOCIETY (PAS)

123 Franklyn Road
Kelowna, British Columbia V1X 6A9

(hereinafter called "the Society")

OF THE SECOND PART

WHEREAS any lost or stolen bicycles found in the City of Kelowna and turned over to City employees or peace officers working in the City of Kelowna, are the property of the City, unless claimed by the rightful owner or, after a ninety (90) day waiting period, retrieved by the registered finder;

AND WHEREAS any bicycles donated privately to the Society are the sole property of the Society until such time as they are sold or disposed;

AND WHEREAS the City has agreed to contract with the Society to handle lost or stolen bicycles for the purpose of returning them to their rightful owners or registered finders, or to sell or otherwise dispose of the same;

1. SOCIETY TO PICK UP BICYCLES

The Society will pick up bicycles as directed by police working in the City of Kelowna, or City staff, complete with appropriate documentation, when notified to do so by the police or Police Services staff.

2. BICYCLES TO BE STORED SECURELY

Once picked up by the Society, all bicycles are to be kept on the premises of the Society in a secure compound for a period of ninety (90) days.

3. EFFORT TO LOCATE RIGHTFUL OWNER

During the ninety (90) day holding period, the Society will make every reasonable effort to locate the rightful owner of the bicycle.

4. OWNER FOUND

If a match is made between owner and bicycle, the owner shall be contacted and may retrieve the bicycle by paying a service charge of Twenty-five Dollars (\$25.00) to the Society.

5. EXPIRATION OF NINETY (90) DAY HOLDING PERIOD

Upon the expiration of the ninety (90) day holding period, if the rightful owner has not claimed the bicycle, the Society may sell or dispose of the bicycle in the manner that it sees fit.

6. PROCEEDS FROM SALE OF BICYCLES

That all proceeds from the return of bicycles to proven owners or to registered finders, and all proceeds from the sale of unclaimed bicycles will be the sole property of the Society, except as otherwise provided elsewhere in this agreement, at a rate to be set by the Society.

7. DISPOSAL OF NON-SALEABLE BICYCLES

If a bicycle is in a poor and unsafe condition, after the ninety (90) day holding period, it may be dismantled for parts and unusable portions may be disposed.

8. SALE OR DISPOSAL OF A BICYCLE

Upon the sale or disposal of a bicycle, documentation showing the final disposition of a bicycle shall be forwarded to Police Services staff for their records.

9. CITY TO MEDIATE

To determine ownership in cases where a bicycle purchaser, who bought it in good faith from the Society, faces a challenge from the original owner who did not report the loss or theft to the police. or file a claim with the Society, the City will make the final decision on rightful ownership.

10. REFUND OF PURCHASE PRICE

In the event that the original owner had previously reported the loss or theft of the bicycle with the police, or filed a claim with the Society, and challenges the purchaser who has bought the bicycle in good faith from the Society, the bicycle will be forfeited to the proven owner upon payment of a twenty-five dollar (\$25.00) service charge to the society for storage costs and for the repairing or upgrading of the bicycle. The Society will reimburse the original purchase price to the purchaser.

11. ACCURATE RECORDS

The Society shall maintain accurate and full records on each bicycle handled by the Society.

12. REVENUE FROM SALE OF BICYCLES

All revenue received from the sale of bicycles as part of this agreement will belong to the Society.

13. CITY SUBSIDY

Upon receiving the yearly list of sold bicycles, the City shall pay the Society the following:

2025 \$14,500 (PAS retains the proceeds of the bicycle sales).

There will be an annual CPI inflation adjustment applied to the payment on January 1st, which will be a minimum of 1.95% or the percentage change in the Canadian Consumer Price Index (Annual Average, last period reporting, not seasonally adjusted, all items excluding energy, Table 18 10-005-01) for British Columbia, whichever is higher.

14. GENERAL INSURANCE PROVISIONS

Society To Provide

The Society shall procure and maintain, at its own expense and cost, the insurance policies listed in Section 2 of this Schedule, with limits no less than those shown in the respective items, unless in connection with the performance of some particular part of the agreement, services and/or occupancy the City advises in writing that it has determined that the exposure to liability justifies lower limits. The insurance policy or policies shall be maintained continuously from commencement of this agreement, services and/or occupancy until the date that the City certifies, in writing, completion of the agreement, services and/or occupancy or such further period as may be specified by the City.

15. INSURANCE

As a minimum, the Society shall, without limiting its obligations or liabilities under any other contract with the City, procure and maintain, at its own expense and cost, the following insurance policies:

- 15.1. Workers' Compensation Insurance covering all employees of the Society engaged in the agreement, services and/or occupancy in accordance with the statutory requirements of the province or territory having jurisdiction over such employees.
- 15.2. Comprehensive General Liability Insurance
 - i. providing for an inclusive limit of not less than \$5,000,000 for each occurrence or accident;
 - ii. providing for all sums which the applicant shall become legally obligated to pay for damages because of bodily injury (including death at any time resulting therefrom) sustained by any person or persons or due to damage to or destruction of property caused by an occurrence or accident arising out of or related to this agreement, services and/or occupancy or any operations carried on in connection with this agreement;
 - iii. including coverage for Products/Completed Operations, Blanket Contractual, Society's Protective, Personal Injury, Contingent Employer's Liability, Broad Form Property Damage, and Non-Owned Automobile Liability;
 - iv. including a Cross Liability clause providing that the inclusion of more than one Insured shall not in any way affect the rights of any other Insured hereunder, in respect to any claim, demand, suit or judgement made against any other Insured.
- 15.3. Automobile Liability Insurance covering all motor vehicles, owned, operated and used, or to be used, by the Society directly or indirectly in the performance of this agreement, services and/or occupancy. The Limit of Liability shall not be less than \$2,000,000 inclusive, for loss or damage including personal injuries and death resulting from any one accident or occurrence.

16. THE CITY NAMED AS ADDITIONAL INSURED

The policies required by Sections 15.1, 15.2 and 15.3 above shall provide that the City is named as an Additional Insured thereunder and that said policies are primary without any right of contribution from any insurance otherwise maintained by the City.

17. SOCIETY'S SUB-CONTRACTORS

The Society shall require each of its sub-contractors to provide comparable insurance to that set forth under section 2 of this Schedule.

18. CERTIFICATES OF INSURANCE

The Society shall, without limiting its obligations or liabilities under this Contract, procure and maintain, at its own expense and cost, the insurance policies listed in Section 15, attached hereto and made a part of this Contract. The insurance policies shall be maintained continuously from the date of commencement of the Service provided under this Contract until the date that the City certifies in writing completion of the Service, or such further period as may be specified in Schedule "A" changes or cancellations of any such policy or policies. The Society shall provide proof to the City, and shall, upon request, provide the current policy certificate of insurance for inspection by the City.

19. OTHER INSURANCE

After reviewing the Society's Certificates of Insurance, the City may require other insurance or alterations to any applicable insurance policies in force during the period of this contract and will

give notifications of such requirements. Where other insurances or alterations to any insurance policies in force are required by the City and result in increased insurance premium, such increased premium shall be at the Society's expense.

20. ADDITIONAL INSURANCE

The Society may take out such additional insurance, as it may consider necessary and desirable. All such additional insurance shall be at no expense to the City. The applicant shall ensure that all of its subcontractors are informed of and comply with the City's requirements set out in this Schedule "A".

21. INSURANCE COMPANIES

All insurance, which the Society is required to obtain with respect to this agreement, shall be with insurance companies registered in and licensed to underwrite such insurance in the Province of British Columbia.

22. FAILURE TO PROVIDE

If the Society fails to do all or anything which is required of it regarding insurance, the City may do all that is necessary to affect and maintain such insurance, and any monies expended by the City shall be repayable by and recovered from the Society. The Society expressly authorizes the City to deduct from any monies owing the Society, any monies owing by the Society to the City.

23. NON-PAYMENT OF LOSSES

The failure or refusal to pay losses by any insurance company providing insurance on behalf of the Society or any sub-contractor shall not be held to waive or release the Society or sub-contractor from any of the provisions of the Insurance Requirements or this agreement, with respect to the liability of the Society otherwise. Any insurance deductible maintained by the Society or any subcontractor under any of the insurance policies is solely for their account and any such amount incurred by the City will be recovered from the Society as stated in Section 9 of the Schedule.

Indemnification and Hold Harmless Clause

The Society must indemnify and hold harmless the Owner, its elected officials, officers, agents and employees (including the Owner's Representative), from and against all liabilities, losses, damages, personal injury, death, property loss or damage, actions, causes of action, costs (including legal fees and costs) or expenses in connection with loss of, or damage or injury (including death) to, any person or property that occurs in the course of the performance of the Contract, whether suffered, incurred or made by the Society or an employee of the Society or other party for whom the Society is responsible and caused through a willful or negligent act or omission or other actionable wrong of the Society, its officers, agents, employees, or sub-contractors, or any of their officers, agents or employees, and at its expense the Society must defend any and all actions and pay all damages and legal costs and other costs arising therefrom to the extent of its sole or partial fault as determined by a court of competent jurisdiction or other mutually agreed alternative dispute resolution body, apportionment or reimbursement of any such costs not attributed solely or partially to the fault of the Society as determined by a court of competent jurisdiction or other mutually agreed alternative dispute resolution body shall be made only following the binding determination by a court of competent jurisdiction or other mutually agreed alternative dispute resolution body.

The Society shall be liable for all loss, costs, damages, and expenses whatsoever incurred or suffered by the Indemnitees including, but not limited to, damage to or loss of property and loss of use thereof, and injury to or death of a person or persons resulting from or in connection with the performance, purported performance, or non-performance of this Agreement, services and/or occupancy excepting only where such loss, costs, damages and expenses are as a result of the sole negligence of the Indemnitees.

24. TERM OF AGREEMENT

This agreement shall be for five years from and including the 1st day of January 2025 to the 31st day of December 2029.

IN WITNESS WHEREOF the parties have executed the agreement as of the day and year first written above:

CITY OF KELOWNA
by its authorized signatories:

Authorized Signatory
TOM DYAS, MAYOR

Authorized Signatory
LAURA BENTLEY, City Clerk

PATHWAYS ABILITIES SOCIETY
by its authorized signatories:

Authorized Signatory

Authorized Signatory

**SCHEDULE A
CERTIFICATE OF INSURANCE**



This Certificate is issued to:

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

Insured

Name:
Address:

Broker

Name:
Address:

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

Type of Insurance	Company & Policy Number	Policy Dates		Limits of Liability/Amounts
		Effective	Expiry	
Section 1 Comprehensive General Liability including: <ul style="list-style-type: none"> • Products/Completed Operations; • Blanket Contractual; • Contractor’s Protective; • Personal Injury; • Contingent Employer’s Liability; • Broad Form Property Damage; • Non-Owned Automobile; • Cross Liability Clause. 				Bodily Injury and Property Damage \$ <u>5,000,000</u> Inclusive \$ _____ Aggregate \$ _____ Deductible
Section 2 Automobile Liability				Bodily Injury and Property Damage \$ <u>2,000,000</u> Inclusive

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

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

Print Name

Title

Company (Insurer or Broker)

Signature of Authorized Signatory

Date

Report to Council



Date: December 2, 2024
To: Council
From: City Manager
Subject: Bylaw amendments related to GEID amalgamation
Department: Utility Services

Recommendation:

THAT Council receives, for information, the report from Utility Services dated December 2, 2024, with regards to amending Kelowna bylaws to accommodate the amalgamation of the Glenmore-Ellison Improvement District;

AND THAT Bylaw No. 12731, being Water Bylaws Amending Bylaw, be forwarded for reading consideration.

Purpose:

To amend water bylaws to clarify that certain Kelowna bylaws and policies do not apply to the Local Area Service of the Glenmore-Ellison Improvement District.

Background:

On June 17, 2024, the Province passed Order in Council (OIC) No. 343 transitioning the Glenmore-Ellison Improvement District (GEID) to the City of Kelowna (City) effective January 1, 2025. The OIC directed that the “water service of the Glenmore-Ellison Improvement District is continued as a local area service of the City of Kelowna”.

Discussion:

Operating GEID as a local area service allows GEID to continue to operate under its existing bylaws and policies while the City conducts a smooth transition of the organization over the next three years. By the end of the transition period, the Glenmore-Ellison water system should be fully incorporated into Kelowna’s water related policies and bylaws. When appropriate, staff will return to Council to rescind GEID specific resolutions and bylaws.

To ensure clarity to the organization and the community at large, minor changes to Bylaw 8923 (Water Service Parcel Tax) and Bylaw 10480 (Water Regulation Bylaw) are recommended to clarify that these bylaws do not apply to the GEID local area service at this time.

Conclusion:

Minor clarifications to Water Regulation Bylaw 10480 and Water Service Parcel Tax Bylaw 8923 will provide clarity to staff and the community that the GEID water system will continue to operate under its existing bylaws and policies until Council directs otherwise.

Internal Circulation:

Legislative Services

Considerations applicable to this report:

Legal/Statutory Authority:

Clause 7 of the Order in Council clarifies that “the bylaws and resolutions of the Glenmore-Ellison Improvement District are transferred to and assumed by the City of Kelowna”.

Considerations not applicable to this report:

Legal/Statutory Procedural Requirements:

Existing Policy:

Financial/Budgetary Considerations:

Consultation and Engagement:

Communications Comments:

Submitted by: K. Van Vliet, Utility Services Department Manager

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

CITY OF KELOWNA

BYLAW NO. 12731

A Bylaw to Amend Water Regulation Bylaw No. 10480 and Water Service Parcel Tax Bylaw No. 8923

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

1. THAT Water Regulation Bylaw No. 10480 be amended by adding the following new section following Section 1.2:

 "1.3 Transitional Provision

 1.3.1 The provisions of this Bylaw do not apply within the boundaries of the local service area defined by Section 3 of Order in Council No. 343/2024."
2. AND THAT Water Service Parcel Tax Bylaw No. 8923 be amended by adding the following new section following Section 5:

 "6. The provisions of this Bylaw do not apply within the boundaries of the local service area defined by Section 3 of Order in Council No. 343/2024."
3. This bylaw may be cited for all purposes as "Water Bylaws Amending Bylaw No. 12731"
4. This bylaw shall come into full force and effect and is binding on all persons on January 1, 2025.

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

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk

Report to Council



Date: December 2nd, 2024
To: Council
From: City Manager
Subject: Strategic Facilities Master Plan – Status Update
Department: Facilities Planning & Design

Recommendation:

THAT Council receives, for information, the report from Facilities Planning & Design dated December 2nd, 2024, related to the Strategic Facilities Master Plan.

AND THAT council endorses in principle the six draft framework components to guide further development of the Strategic Facilities Master Plan.

Purpose:

To provide Council with the progress and development of a new framework to guide investment decision making in City facilities.

Background:

Developing a holistic, long-range and Strategic Facilities Master Plan (SFMP) will enhance how we determine the *why, what, where* and *how* of investing, redeveloping, or divesting in City facilities. The SFMP is intended to guide the City’s facility portfolio development and ongoing management through a consistent, evidence-based approach. This approach ensures that the objectives set during planning stages are maintained through the delivery and implementation stages and that the social, cultural, economic, and environmental benefits that facilities can provide to the community are delivered effectively and efficiently.

The SFMP has the following objectives:

1. Provide an “umbrella” document to align departmental facility master plans and facility related initiatives with the community vision outlined in Imagine Kelowna, the 2040 Official Community Plan (OCP) and Council and Corporate Priorities.
2. Develop a framework for facility investment decisions that supports sustainable and resilient services for Kelowna’s current and future citizens.
3. Improve how we assess, plan, fund, deliver and manage our facilities.
4. Develop an equitable, consistent, and transparent facility prioritization strategy.

5. Provide recommendations for action plans, implementation timelines and measurable outcomes.

The SFMP is a structured, data driven and evidence-based analysis of how our facilities support the delivery of services to the community and how our facilities will support the vision of Kelowna "City of the Future." The SFMP is a tool which is intended to provide Council with the necessary information to consider and decide which facility related projects should be included in our Capital Plan.

SFMP Draft Framework

During the past year, a cross-departmental core working group, led by Facility Planning and Design, has undertaken a series of best practice research, departmental surveys, 1:1 interviews, gap analysis and workshops to arrive at the following six key components of the SFMP Framework which are currently undergoing further refinement:



Figure 1. SFMP Draft Framework

1. **Governance** - the structure, hierarchy, and process of facilities related decision-making.
2. **Guiding Principles** - the principles and criteria of decision making such as sustainability, resiliency, people focus, innovation and fiscal awareness.
3. **Portfolio Assessment**- summarizes facility information such as condition, capacity, risk to services, cost of services and benchmarking against other municipalities.
4. **Facility Data Ecosystem** – summarizes the desired outcomes such as Departmental Facility Master Plans, Facility related Policies, Initiatives, Standards, and Data Governance.
5. **Strategic Actions** – the Facility levers and tactical actions such as co-location, centralized or decentralized facilities, lease vs own, delivery mechanisms and alternative approaches to achieve the desired outcomes.
6. **Prioritization Matrix** - synthesizes the findings from the preceding components and serves as the filter for investment evaluation and decision-making. Prioritization is a multifaceted concept that necessitates the calibration of selected criteria and the assignment of numerical or financial proxies to each criterion. This process involves "proof of concept" analysis to develop clear, consistent, and justifiable recommendations. Staff is currently evaluating the following criteria: risk, cost-benefit balance, and a multi-variable criterion comprising both qualitative and quantitative indicators. The optimal outcome of the prioritization matrix is to arrive at

recommendations for “the right project, in the right place, at the right time” for Council’s consideration and approval for inclusion in the Capital Plan.

Current State

Type	Services	Quantity	Total Area (SF)
Primary	Administration, Fire, Police, Public Works, Utilities	29	272,000
Core	Major Recreational and Cultural	11	664,000
Support	Activity Centres, 3 rd Party Leased, Stadia	74	360,000
Ancillary	Pavilions, Storage	29	17,000
Total		143	1.4 million SF

Table 1. Existing Facility Portfolio. Total replacement value \$1.3 billion.

The Building Services Department conducts regular Building Condition Assessments (BCA) of the facility portfolio. The BCAs are monitored and updated to determine the Facility Condition Index (FCI) for each facility. The FCI is an industry standard for expressing facility condition as a ratio of the cost to maintain divided by the cost to replace. This ratio is converted to a condition rating of good, fair, poor or very poor. The average rating for the City’s facility portfolio currently stands as “fair” condition. Over the next five years, \$220 million in building renewals of varying criticality has been identified. This amount is expected to increase over time as buildings continue to age and as data maturity improves.

A fundamental consideration for the SFMP is assessing the functionality of the facility portfolio relative to its ability to meet ongoing community service requirements and its capacity to accommodate growth and future demands or “fit for purpose.” This consideration informs the balance between *enhance* and *maintain* strategies as defined in the Capital Plan. The SFMP must also evaluate the optimal location of facilities and services within the various OCP boundaries and forecasted growth patterns. Additionally, it should support improved efficiencies, partnerships, innovation, and investment considerations in the planning, delivery, and management of City facilities.

Asset Management Fundamentals

The SFMP is based on Asset Management principles and focuses on maximizing asset value and minimizing risk through lifecycle management while maintaining an acceptable level of service to the community. It is essential to understand the triggers and timeline thresholds for transitions between planning, acquisition, operations, maintenance, and disposal to ensure effective lifecycle management. This approach aims to extend a facility's service life to its maximum and anticipates proper timing for disposal and renewal to avoid unnecessary risks, costs, or reduced service levels. Other considerations, such as land acquisition or temporary space requirements, can be critical for the success of a project. These are known as enabling projects and require parallel or advanced planning processes. A proactive approach to lifecycle management is essential.



Figure 2. Asset Management Lifecycle Wheel

Future Vision

The upcoming 2025-2034 Capital Plan identifies our current facility investment commitments. In addition to these projects, there are several projects currently in the pre-planning stages. These additional and future projects will be guided by the SFMP to develop a facilities portfolio strategy that will support the vision of Imagine Kelowna, the 2040 OCP, and Council and Corporate priorities towards Kelowna: *City of the Future*.

As our community continues to grow, there will be a need to add new facilities, redevelop and/or replace existing facilities while continuing to manage the remaining portfolio. There will be tough decisions to mitigate the impact of these projects on the Capital Plan funding mechanisms as well as the finite staffing resources to plan, deliver and manage the portfolio in a measured and sustainable way.

Each investment decision should be considered for the long term with an understanding of the full cost of ownership via Life Cycle Cost Assessments and the total cost of providing services via Service Based Budgeting. Each investment decision should be considered holistically across all facility categories as well as the City's overall infrastructure needs and Service areas. There will be an increasing need to enhance the effectiveness and efficiency of the facilities portfolio thru partnerships, grants, innovation, and alternate approaches compared to how we have delivered facilities and services in the past.

Iterative Process

The SFMP development is divided into three phases:

- **Phase 1: Fundamentals** - Establishes the key framework components of the SFMP version 1: Governance, Guiding Principles, Portfolio Assessment, Data Ecosystem, Strategic Actions & Prioritization Matrix.
- **Phase 2: Validation** - Focuses on the testing and confirmation of the fundamentals and applying these concepts to the development of the 2026 Capital Plan, particularly the selection of prioritized facility projects for Council review and approval. The results of this validation phase will be incorporated in SFMP version 2.
- **Phase 3: Continuous Improvement** - Emphasizes portfolio planning, project enabling, digital transformation, learning projects and measurement to be incorporated in SFMP version 3 and onward.

The SFMP is a measured progression of iterative steps starting with the establishment of fundamentals and growing towards competency and capability as we progress through each phase. Each step is intended as a learning project towards continuous improvement.

Staff Recommendation and Next Steps

Following Council's endorsement of the draft SFMP framework in principle, staff will continue with the development and refinement of the SFMP. The completion of draft SFMP version 1 is projected for the first quarter of 2025, at which point it will be submitted to Council for further consideration and adoption.

Internal Circulation:

Corporate Services

Infrastructure

Partnership & Investment

November 25, 2024

Page 5 of 5

Active Living & Culture
Asset Management & Capital Planning
Financial Planning
Building Services
Facilities Planning & Design
Partnerships Office
Infrastructure Operations Department
Fire Department
Community Safety
Community Engagement
Corporate Strategy & Performance Department

Considerations not applicable to this report:

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

Submitted by:

P. Reyes, Senior Project Architect, Facilities Planning & Design

Approved for inclusion: D. Edstrom, Divisional Manager, Partnerships & Investments

Attachment 1 - SFMP Status Update Presentation

cc: Building Services Manager
Facilities Planning & Design Manager
Asset Planning Manager
Asset & Facilities Supervisor
Corporate Strategy & Performance Department Manager



City of
Kelowna

Strategic Facilities Master Plan Status Update

December 02 2024

Agenda

- ▶ Overview
 - ▶ Objectives
 - ▶ Draft Framework
 - ▶ Key Findings
 - ▶ Current State
 - ▶ Asset Management Fundamentals
 - ▶ Prioritization
- ▶ Next Steps

Objectives



Framework for Facility Investment Decisions

Sustainable and resilient services for Kelowna's current and future citizens.



Strategic Alignment

Community vision, Council & Corporate priorities + Facility related policies, master plans and ongoing initiatives.



Process Improvement

Assess, plan, fund, deliver & manage.



Prioritization

Equitable, consistent, transparent and defensible.



Recommendations

Action plans, timelines and measurable outcomes.

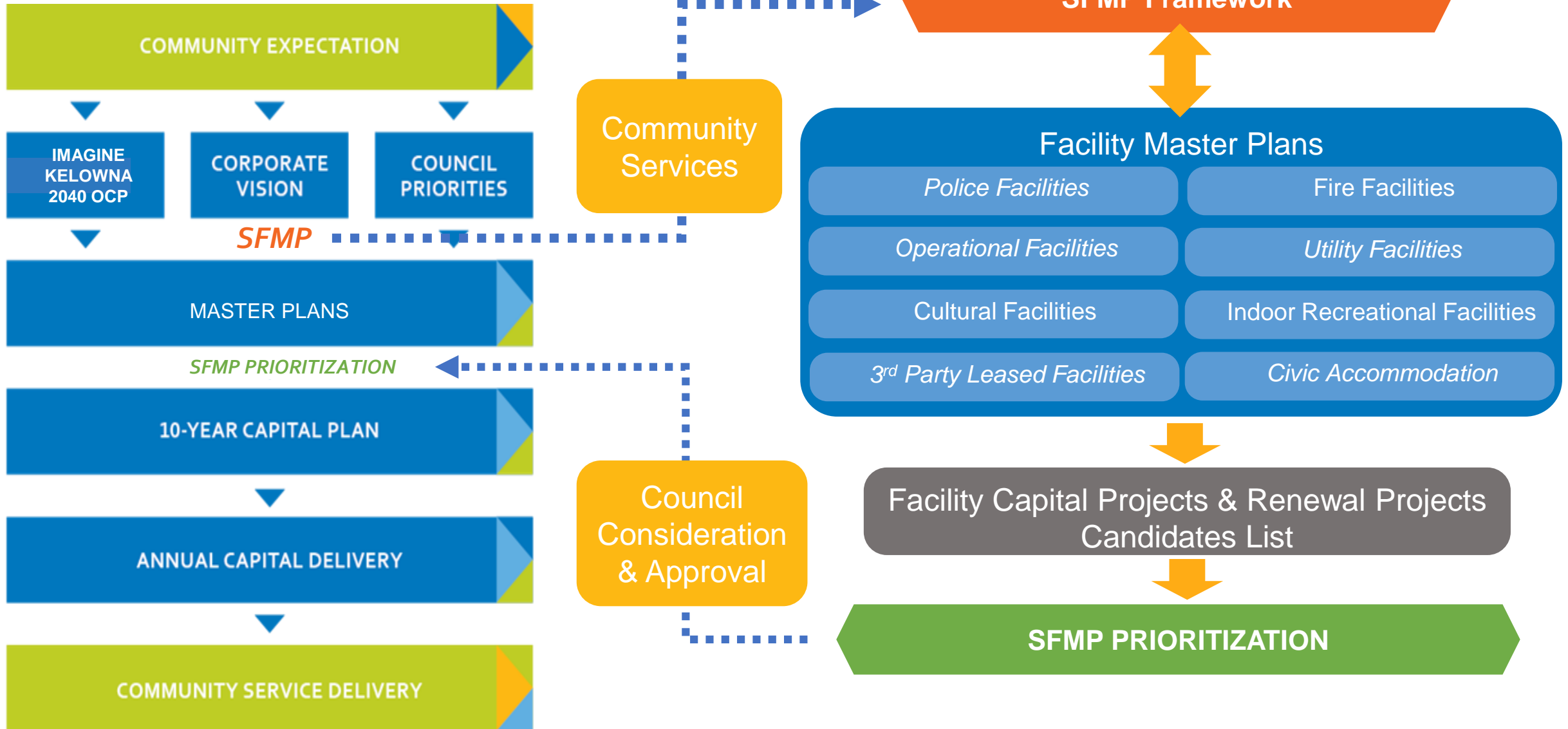
How will Council benefit from the SFMP?



SFMP Draft Framework

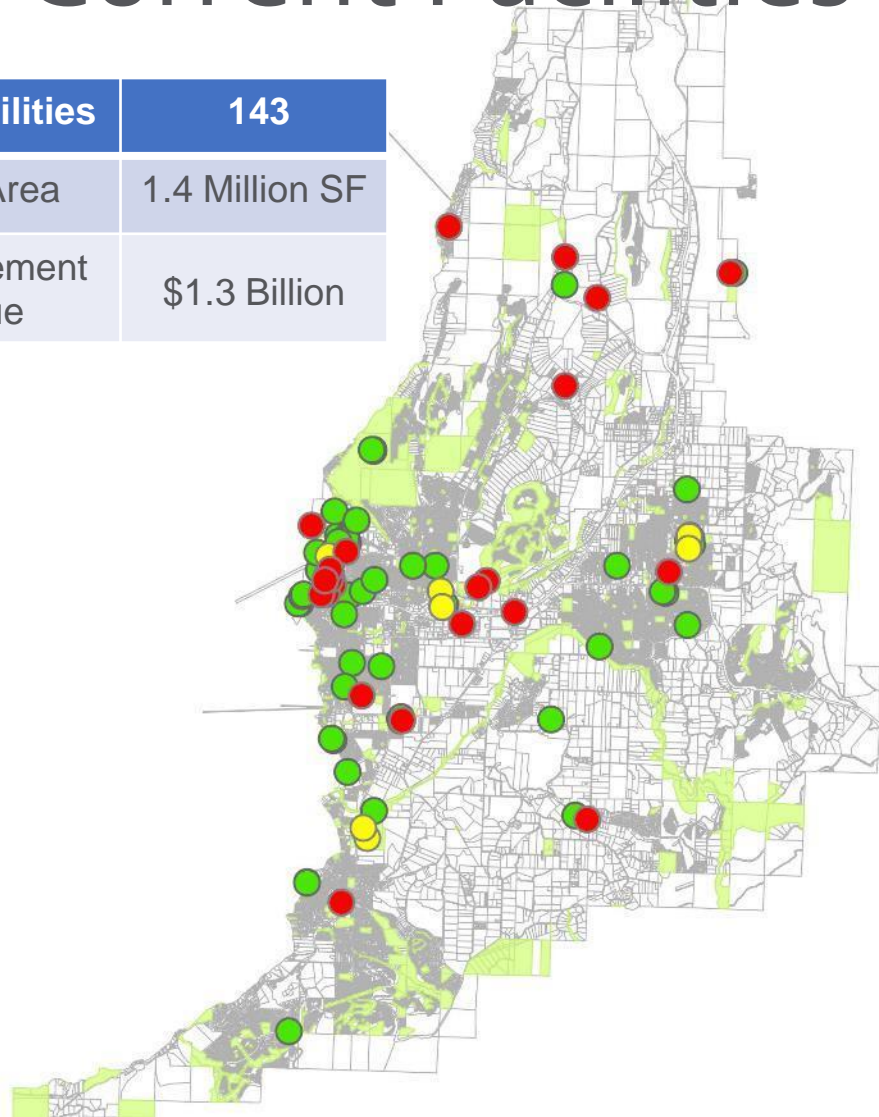


SFMP in Action



Current Facilities Portfolio

# of Facilities	143
Total Area	1.4 Million SF
Replacement Value	\$1.3 Billion



Primary

City Hall
Fire / Police
Yards / WWTF



Support

Stadia
Activity centres
NFP partnerships



Core

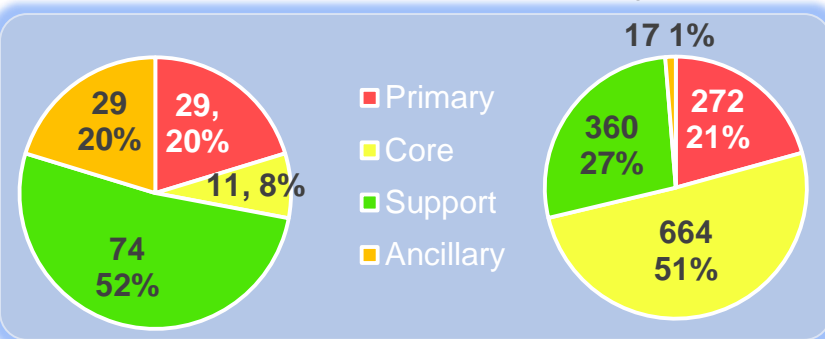
Recreation centres
Cultural facilities



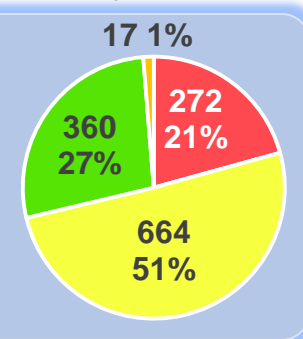
Ancillary

Pavilions
Storage

Count



Area (1,000SF)



5yr Ave. Facility Condition Index (FCI)
maintenance cost / replacement cost

Good	Fair	Poor	Very Poor
0-10%	10-20%	20-60%	>60%
	14.8%		

Asset Management Fundamentals



- ▶ Maximize Service Life of Facilities
- ▶ Balance Risk, Service Level and Cost
- ▶ Balance the timing and impact of new facilities against the needs of the existing portfolio

▶ Account for the Life Cycle

Prioritization (*work in progress*)



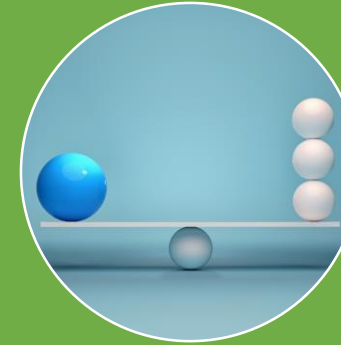
Risk

- *Service Risk*
- *Building Systems Risk*
- *Opportunity*



Multi-Variable

- *Qualitative*
- *Quantitative*

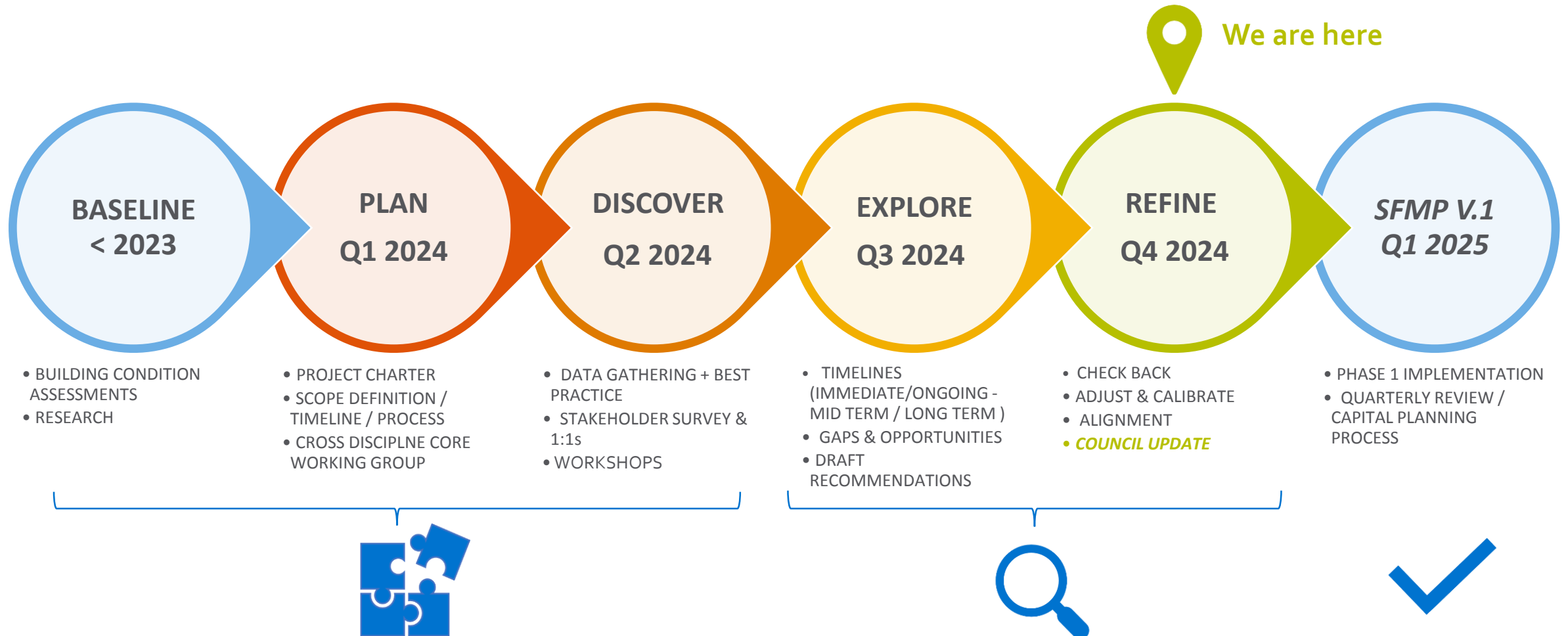


Cost - Benefit

- *Social Return on Investment*
- *Sustainability*
- *Balance Across Services*



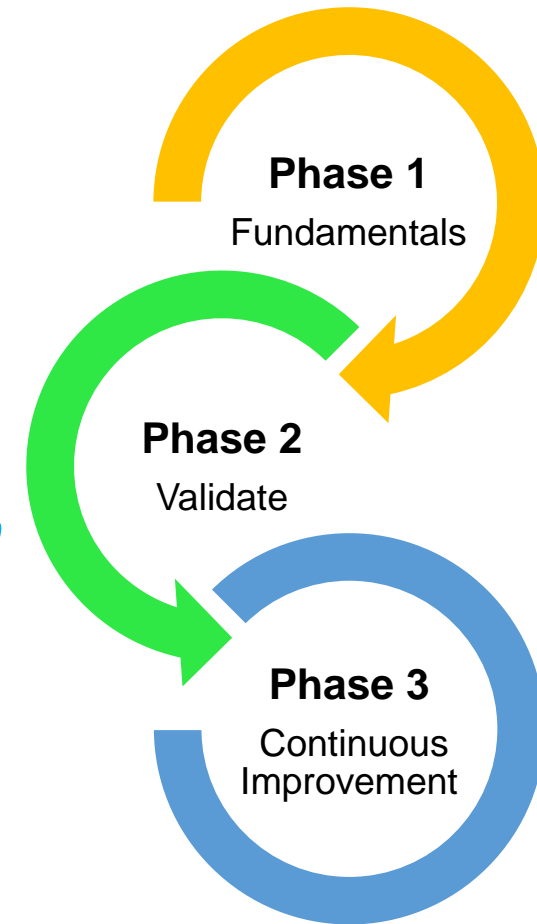
SFMP Methodology



SFMP Next Steps



SFMP Implementation Process





Questions?

For more information, visit kelowna.ca.

Report to Council



Date: December 2, 2024
To: Council
From: City Manager
Subject: Council Policy No. 390 – Lobbyist Registry
Department: Office of the City Clerk

Recommendation:

THAT Council receive, for information, the report from the Office of the City Clerk dated December 2, 2024, regarding a review of Council Policy No. 390 – Lobbyist Registry;

AND THAT Council direct staff to bring forward for Council consideration amendments to Council Policy No. 390 – Lobbyist Registry as set out in the report from the Office of the City Clerk dated December 2, 2024.

Purpose:

To review Council Policy No. 390 – Lobbyist Registry and advance amendments to the Policy.

Background:

Council Policy No. 390 – Lobbyist Registry was adopted on September 11, 2023. The Policy sets out a requirement that individuals who engage in lobbying of a Council member must be registered with the City. The Policy defines “lobbying” as meeting or communicating with a Council member for the purpose of influencing a decision of Council, subject to certain exceptions. Any person who engages in lobbying is thereby a “lobbyist”, regardless of whether the person is paid or unpaid, or acting as a representative of a commercial organization, a community group, or in an individual capacity.

Every lobbyist must register with the City within five days of lobbying a Council member. The Office of the City Clerk maintains a publicly accessible Lobbyist Registry with details on registrants including name, organization (if any), subject matter, and other information. The Lobbyist Registry may be viewed [online](#).

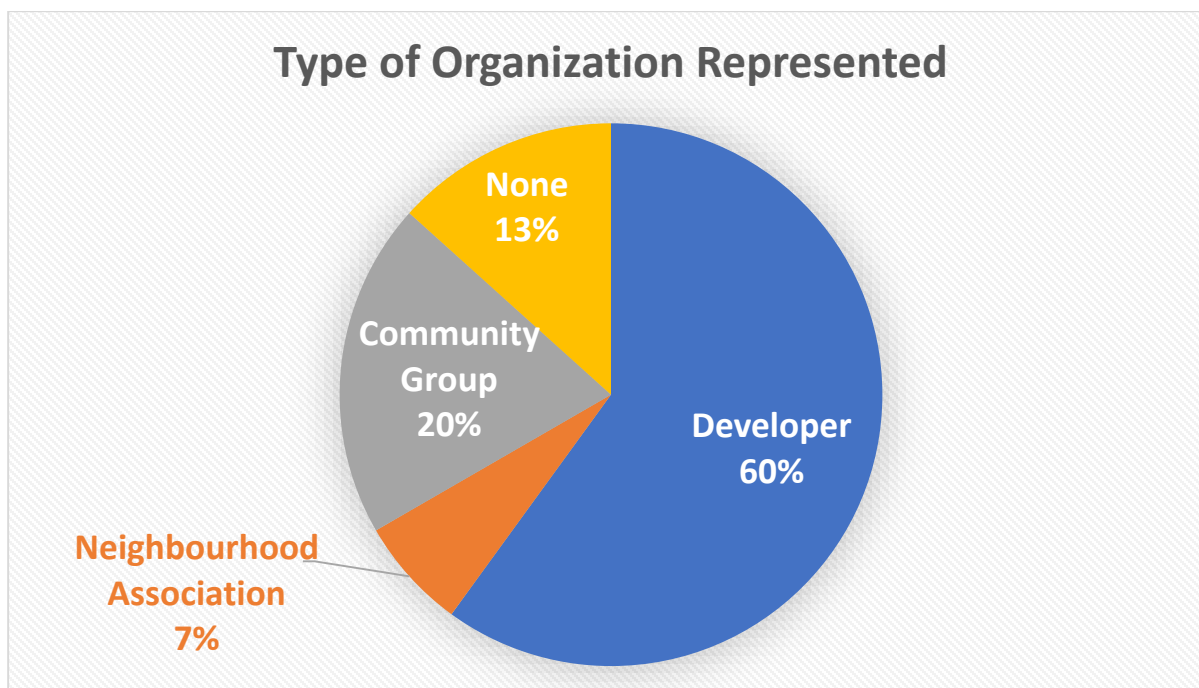
Discussion:

As of the end of October 2024, a total of 46 registrations have been accepted by the City Clerk’s Office since the Policy was adopted. This is distinct from the number of unique individuals represented in the

Registry (41). It is anticipated that the total number of registrations will always exceed the number of unique individuals in the Registry for the following reasons:

- Registrations are only valid for a period of six months, after which the person must re-register if they continue lobbying, and the Registry contains a complete record of both current and expired registrations;
- A lobbyist is required to file a separate registration for each topic with respect to which they are lobbying;
- A lobbyist may engage in lobbying in multiple different capacities, e.g. as both a representative of an organization and as an individual resident, and must file a separate registration for each; and
- Multiple individuals may be listed on a single registration (e.g., several employees at one company).

Of the 46 registrations to date, approximately 87% were submitted by an individual acting on behalf of an organization, whereas the remaining 13% were submitted by an individual with no organizational affiliation. As shown in the chart below, 60% of all registrations were submitted by a person acting on behalf of an organization connected with the development industry. A further 20% were associated with a community interest group, while the remaining 7% were associated with a neighbourhood association.



Enforcement

While it is mandatory under the Policy for lobbyists to register with the City, the Policy does not automatically impose any penalties or other consequences for lobbyists who fail to register. The Policy instead sets out a “progressive enforcement” approach focused on education and encouraging unregistered lobbyists to come into compliance.

Individuals seeking to meet or communicate with members of Council are routinely reminded by staff to familiarize themselves with the Policy and register if appropriate. This includes both proponents of development applications as well as members of community groups, neighbourhood associations, as well as individual residents without an organizational affiliation. While individuals communicating via Mayor and Council correspondence are not deemed to be lobbyists under the Policy, staff assess whether there is a reasonable possibility that such individuals may engage in lobbying and, when appropriate, staff will provide information about the Policy and its requirements.

When a lobbyist is not in compliance with the Policy the City Clerk may choose to inform Council of the circumstances such that Council may consider taking further action. The Policy anticipates that Council members may respond by choosing not to communicate with a noncompliant lobbyist, or that Council as a whole may choose not to consider a development application from a noncompliant lobbyist who is acting on behalf of a developer until they are in compliance. By focusing on education and awareness for those engaging with Council, this option has not yet been used.

Other Municipalities

Other municipalities in BC are exploring options to establish a lobbyist registry, with somewhat differing approaches. Earlier in 2024, Port Moody's Council opted not to pursue a lobbyist registry, while New Westminster is advocating for legislative amendments to give municipalities specific authorities to regulate lobbyists with more enforcement tools. Vancouver is considering establishing a lobbyist registry pending responses from the Province to recent UBCM resolutions. As far as staff are aware, Surrey is the only other BC municipality with a lobbyist registry, which remains limited to development applications.

A review of lobbyist registries policies in municipalities outside of BC shows that most apply to businesses and individuals with a financial interest in a Council decision. Few apply to organizations or individuals engaging in broader public advocacy or personal matters that are not financial in nature.

Recommended Amendments to the Lobbyist Registry Policy

Staff are recommending two amendments to the Policy as summarized in the table below. The purpose of these amendments is to streamline the registration process, reduce administrative overhead, and ensure that the obligation to register is applied in the appropriate circumstances.

Section #	Current Text	Proposed Change	Rationale
Application	"Lobbyist" means an individual, whether paid or voluntary, who lobbies an elected official regarding a matter within Council's jurisdiction. The lobbyist may represent individual interests or represent an organization,	Narrow definition of "lobbyist" to apply only to individuals who lobby with respect to an issue in which they have a direct or indirect financial interest.	The broad definition of "lobbyist" has produced a Registry in which approximately 40% of registrations are from members of community groups, neighborhood associations, and individual concerned residents engaged in public advocacy. Narrowing the definition to those with a financial interest at stake supports the express Guiding Principle of the

Section #	Current Text	Proposed Change	Rationale
	whether employed by that organization or on behalf of a different organization.		Policy in promoting transparent, accountable government. This is consistent with Lobbyist Registry requirements in other jurisdictions.
Section 1(c)	Each registration is considered active for six months, after which a new registration must be filed for lobbying activities.	Extend the active period of each registration from six months to one year.	With each registration expiring after six months, individuals who lobby regularly are required to register twice per year. A longer active period will simplify the process and reduce the administrative burden of managing the Registry.

Conclusion:

Staff will continue to educate potential lobbyists about the Policy and its registration requirements, particularly when engaging with individuals through the development application process and Mayor and Council correspondence. It is anticipated that the recommended changes will streamline the process and promote greater ease of compliance.

Internal Circulation:

Considerations applicable to this report:

Existing Policy:

[Council Policy No. 390 – Lobbyist Registry](#)

Considerations not applicable to this report:

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Financial/Budgetary Considerations:

Consultation and Engagement:

Submitted by: M. Jud, Deputy City Clerk

Approved for inclusion: L. Bentley, City Clerk



City of
Kelowna

Review of Council Policy No. 390 Lobbyist Registry

December 2, 2024

Background

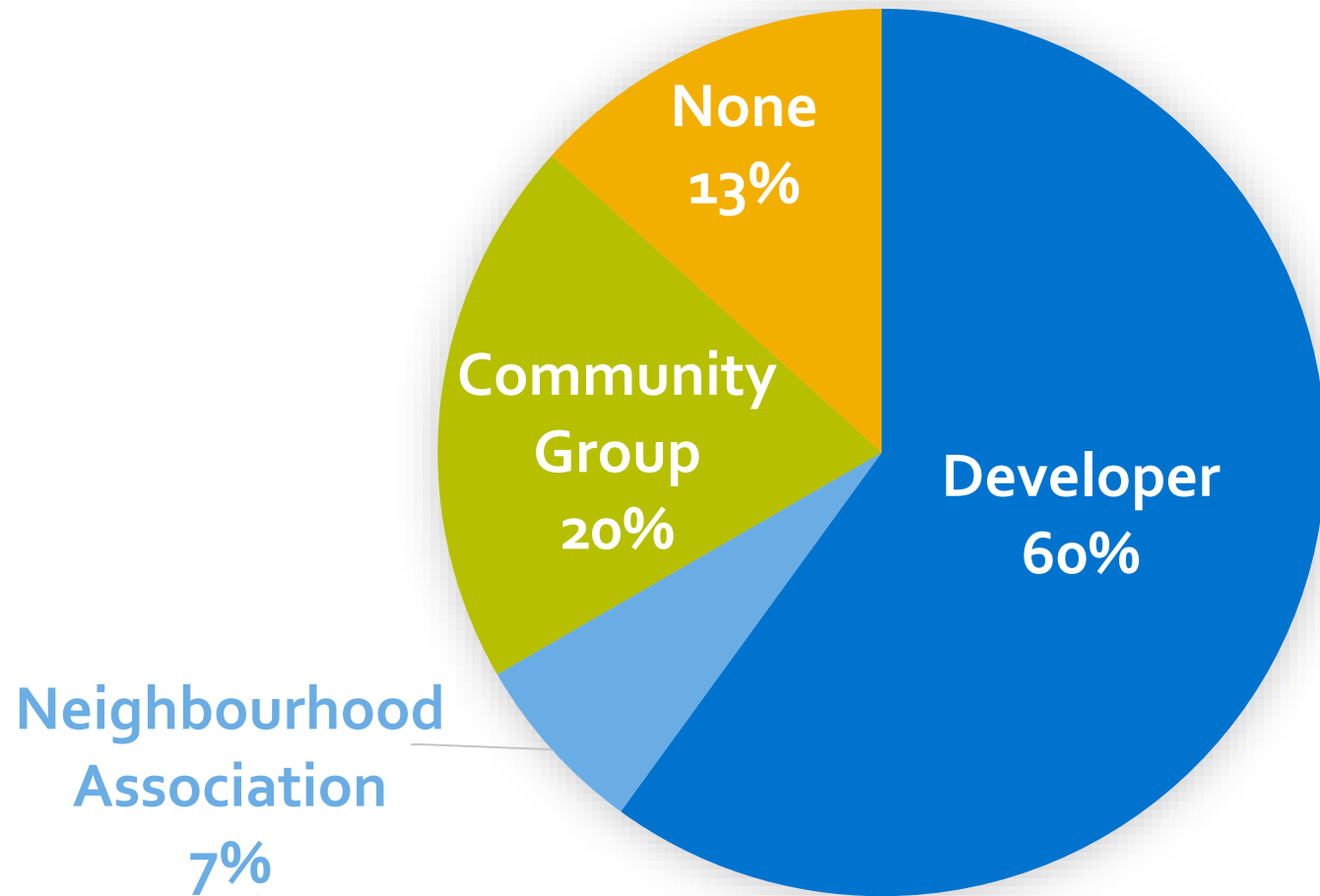
- ▶ Lobbyist Registry Policy adopted September 11, 2023
- ▶ Defines key concepts such as “lobby” and “lobbyist”
- ▶ Establishes a requirement for lobbyists to register with the City
- ▶ Review based on observations and experience with the current Lobbyist Registry

Application

- ▶ “Lobby”: to communicate verbally or in writing, or to meet with an elected official for the purpose of influencing a decision of Council.
- ▶ “Lobbyist”: an individual, whether paid or voluntary, who lobbies an elected official regarding a matter within Council’s jurisdiction. The lobbyist may represent individual interests or represent an organization, whether employed by that organization or on behalf of a different organization.

Registrations to Date

46 registrations submitted to the end of October 2024



Recommended Amendments

Section #	Current Text	Proposed Change	Rationale
Application	<p>“Lobbyist” means an individual, whether paid or voluntary, who lobbies an elected official regarding a matter within Council’s jurisdiction. The lobbyist may represent individual interests or represent an organization, whether employed by that organization or on behalf of a different organization.</p>	<p>Narrow definition of “lobbyist” to apply only to individuals who lobby with respect to an issue in which they have a direct or indirect financial interest.</p>	<p>Approximately 40% of registrations are from members of community groups, neighborhood associations, and individual concerned residents engaged in public advocacy. A narrower definition continues to support transparent, accountable government and is consistent with other registry policies.</p>

Recommended Amendments

Section #	Current Text	Proposed Change	Rationale
Section 1(c)	Each registration is considered active for six months, after which a new registration must be filed for lobbying activities.	Extend the active period of each registration from six months to one year.	A longer active period will simplify the process for lobbyists and reduce the administrative burden of managing the Registry.

Conclusion

- ▶ Amendments to Policy will streamline process, reduce administrative overhead and support Guiding Principle
- ▶ Next steps
 - ▶ Revised Policy for Council consideration



Questions?

For more information, visit kelowna.ca.