

City of Kelowna

Regular Council Meeting

AGENDA



Monday, June 16, 2025
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

3 - 10

PM Meeting - June 9, 2025

3. Public in Attendance

3.1 CAMA Inspiring Workplace Awards Presentation

11 - 17

To present Council with the 2025 CAMA Inspiring Workplace Award.

4. Development Application Reports & Related Bylaws

4.1 Torrs Court 790 - Z25-0009 (BL12799) - John Janko Golubic

18 - 36

To rezone the subject property from the RU1 – Large Lot Housing zone to the RU2 – Medium Lot Housing zone to facilitate a two-lot subdivision

5. Non-Development Reports & Related Bylaws

5.1 Fees and Charges Council Policy

37 - 53

To establish a policy framework for setting and reviewing fees and charges.

5.2 Montana's Brier Economic Review

54 - 70

To provide Council with information on the economic impact of the 2025 Montana's Brier.

5.3	Rescindment of Council Policies and Update Freedom of Information and Protection Privacy Bylaw	71 - 80
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To rescind Council policies that are identified as obsolete or unnecessary and to amend the Freedom of Information and Protection of Privacy Bylaw No. 9682.

5.4	BL12800 Amendment No. 1 to Freedom of Information and Protection of Privacy Bylaw No. 9682	81 - 81
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To give Bylaw No. 12800 first, second and third reading.

6. Mayor and Councillor Items

7. Termination



**City of Kelowna
Regular Council Meeting
Minutes**

Date:	Monday, June 9, 2025
Location:	Council Chamber City Hall, 1435 Water Street
Members Present	Mayor Tom Dyas, Councillors Maxine DeHart, Charlie Hodge, Gord Lovegrove, Mohini Singh, Luke Stack and Rick Webber
Members Absent	Councillor Loyal Wooldridge
Members Participating Remotely	Councillor Ron Cannan
Staff Present	City Manager, Doug Gilchrist; Deputy City Clerk, Michael Jud; Community Safety Services Manager, Kevin Duggan*; Community Safety Advisor, Jessie Weninger*; Acting Community Safety Director, Kevin Mead*; Divisional Director, Planning, Climate Action & Development Services, Ryan Smith*; Planner, Jason Issler*; Planner, Carson Mackonka*; Acting Development Planning Manager, Adam Cseke*; Development Planning Department Manager, Nola Kilmartin*; Development Planning Manager, Carla Eaton*; Development Planning Manager, Alex Kondor*; Strategic Transportation Planning Manager, Nathan Carswell*; Planner Specialist, Ahmed Mustafa*; Housing Policy and Programs Manager, James Moore*; Long Range Planning Manager, Robert Miles*; Utility Services Department Manager, Kevin Van Vliet*; Infrastructure Operations Department Manager, Geert Bos*; General Manager, Infrastructure, Mac Logan*; Landfill & Compost Operations Manager, Scott Hoekstra*; Legal & Administrative Coordinator, Lisa Schell; Planning Technician, Krystal Hall
Staff Participating Remotely	Legislative Coordinator (Confidential), Arlene McClelland
Guest	Karen Gorecki, Senior Manager, KPMG Canada* and Travis Kendel, Associate Director of Engineering Services, RDCO*

(* 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 DeHart/Seconded By Councillor Hodge

THAT the Minutes of the Regular Meetings of May 26, 2025 be confirmed as circulated.

Carried

3. Public in Attendance

3.1 Community Safety Plan Year 3 Report

Staff:

- Provided introductory remarks on the Community Safety Plan update and introduced key partners.
- Displayed a PowerPoint presentation.
- Presented the Community Safety Plan progress, objectives, and status of priorities.
- Responded to questions from Council.

Moved By Councillor Singh/Seconded By Councillor DeHart

THAT Council receives, for information, the report from the Community Safety Services Branch dated June 9, 2025, with respect to the 2025 progress of Kelowna's Community Safety Plan.

Carried

4. Development Application Reports & Related Bylaws

4.1 Black Mountain Drive 675 – Z25-0004 (BL12796) – AP675 Developments Ltd., Inc. No. BC1335932

Staff:

- Displayed a PowerPoint Presentation summarizing the application.

Moved By Councillor Stack/Seconded By Councillor Webber

THAT Rezoning Application No. Z25-0004 to amend the City of Kelowna Zoning Bylaw No. 12375 by changing the zoning classification of Lot 3 Section 19 Township 27 Osoyoos Division Yale District Plan KAP87003, located at 675 Black Mountain Dr, Kelowna, BC from the MF3 – Apartment Housing zone to the MF2 – Townhouse Housing zone, be considered by Council.

Carried

4.2 Harvey Ave 2271, Z24-0040 (BL12797) – Orchard Park Shopping Centre Holdings Inc, Inc No A0059814

Staff:

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

Moved By Councillor Lovegrove/Seconded By Councillor Stack

THAT Rezoning Application No. Z24-0040 to amend the City of Kelowna Zoning Bylaw No. 12375 by changing the zoning classification of portions of Lot A District Lots 127 and 4646 Osoyoos Division Yale District Plan EPP112989, located at 2271 Harvey Ave, Kelowna, BC from the C2 - Vehicle Oriented Commercial zone to the UC3 – Midtown Urban Centre zone and the UC3r – Midtown Urban Centre Rental Only zone as shown on Map "A" attached to the Report from the Development Planning Department dated June 9, 2025, 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 June 9, 2025;

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

Carried

Councillors Cannan and Webber – Opposed

4.3 Park Rd 125 – Z25-0010 (BL12798) – 1370247 B.C. LTD., INC., NO. BC1370247

Staff:

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

Moved By Councillor Lovegrove/Seconded By Councillor Stack

THAT Rezoning Application No. Z25-0010 to amend the City of Kelowna Zoning Bylaw No. 12375 by changing the zoning classification of Lot 1 Block A Section 23 Township 26 ODYD Plan 4740, located at 125 Park Rd, Kelowna, BC from the UC4 – Rutland Urban Centre zone to UC4r – Rutland Urban Centre Rental Only zone, be considered by Council;

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

Carried

4.4 Supplemental Report – 2809 Benvoulin Road – Z22-0059 – Gurdwara Guru Amardas Darbar Sikh Society

Staff:

- Provided an overview of the application and responded to questions from Council.

Moved By Councillor Lovegrove/Seconded By Councillor DeHart

THAT Council waives the requirement for the outstanding conditions of approval as set out in Attachment "A" attached to the Report from the Development Planning Department dated June 9, 2025 to be considered in conjunction with final adoption of Rezoning Bylaw No. 12521;

AND THAT Council waives the requirement for the outstanding conditions the final adoption of the Rezoning Bylaw be considered in conjunction with Council's consideration of a Form and Character Development;

AND THAT final adoption of Official Community Plan Bylaw No. 12520 be considered by Council;

AND FURTHER THAT final adoption of Rezoning Bylaw No. 12521 be considered by Council.

Carried

Councillors Cannan and Stack – Opposed

4.4.1 Benvoulin Rd 2809 – BL12520 (OCP22-0010) – Gurdwara Guru Amardas Darbar Sikh Society Inc. No. Soo40725,

Moved By Councillor Singh/Seconded By Councillor Stack

THAT Bylaw No. 12520 be adopted.

Carried
Councillors Cannan and Stack – Opposed

4.4.2 Benvoulin Rd 2809 – BL12521 (Z22-0059) – Gurdwara Guru Amardas Darbar Sikh Society Inc. No. Soo40725

Moved By Councillor Stack/Seconded By Councillor DeHart

THAT Bylaw No. 12521 be adopted.

Carried
Councillor Cannan – Opposed

4.5 Bernard Ave 1531 – DP23-0232 – Orchard City Abbeyfield Society

Staff:

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

Moved By Councillor DeHart/Seconded By Councillor Webber

THAT Council authorizes the issuance of Development Permit No. DP23-0232 for Parcel Z Section 20 Township 26 ODYD Plan 3604 Except Plan EPP138640, located at 1531 Bernard Avenue, 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 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

4.6 Gordon Dr 1444-1448 and Martin Ave 1085 – Z24-0003 – Extension Request

Staff:

- Provided an overview of the extension request.

Moved By Councillor Stack/Seconded By Councillor Hodge

THAT in accordance with Development Application and Heritage Procedures Bylaw No. 12310, the deadline for the adoption of Rezoning Bylaw No. 12657 be extended from May 27, 2025 to May 27, 2026;

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

Carried

5. Bylaws for Adoption (Development Related)

- 5.1 Treetop Rd 1870 – BL12676 (Z24-0016) – 1870 Treetop Road Development Ltd., Inc. No. BC1265565**

Moved By Councillor Lovegrove/Seconded By Councillor Hodge

THAT Bylaw No. 12726 be adopted.

Carried

- 5.2 Glenmore Dr 1210, 1220, and 1226 – BL12747 (Z24-0059) – City of Kelowna**

Moved By Councillor Lovegrove/Seconded By Councillor Hodge

THAT Bylaw No. 12747 be adopted.

Carried

Councillor Cannan – Opposed

- 5.3 Lakeshore Rd 5570 and 5600 - BL12765 (OCP24-0011) - Multiple Owners**

Moved By Councillor DeHart/Seconded By Councillor Stack

THAT Bylaw No. 12765 be adopted.

Carried

- 5.4 Lakeshore Rd 5570 and 5600 - BL12766 (Z24-0036) - Multiple Owners**

Moved By Councillor DeHart/Seconded By Councillor Stack

THAT Bylaw No. 12766 be adopted.

Carried

- 5.5 Bernard Ave 1181 - 1191 - BL12787 (Z25-0011) - SKJJ Bernard Land Holdings Ltd., Inc. No. BC1242190**

Moved By Councillor Webber/Seconded By Councillor Hodge

THAT Bylaw No. 12787 be adopted.

Carried

The meeting recessed at 2:35 p.m.

The meeting reconvened at 2:42 p.m.

6. Non-Development Reports & Related Bylaws

6.1 2024 OCP TMP Progress Report

Staff:

- Displayed a PowerPoint Presentation outlining the 2024 Official Community Plan and Transportation Master Plan progress report as well as key objectives for each plan and responded to questions from Council.

Moved By Councillor Stack/Seconded By Councillor Webber

THAT Council receives, for information, the report from Long Range Planning and Integrated Transportation, dated June 9th, 2025, with respect to the 2024 Progress Report for the 2040 Official Community Plan and 2040 Transportation Master Plan.

Carried

6.2 Sustainable Fleet Strategy

Staff:

- Introduced the presentation and Karen Gorecki, Senior Manager, KPMG. Canada
- Responded to questions from Council.

Karen Gorecki, Senior Manager, KPMG Canada

- Displayed a PowerPoint Presentation summarizing the updated Sustainable Fleet Strategy and responded to questions from Council.

Moved By Councillor Hodge/Seconded By Councillor Singh

THAT Council receives, for information, the report from the Infrastructure Operations Department dated June 9, 2025, on the updated Sustainable Fleet Strategy;

AND THAT Council directs staff to further explore and report back on, the key initiatives as noted in the Sustainable Fleet Strategy, based on decarbonization scenario 1, as described in the report from the Infrastructure Operations Department dated June 9, 2025.

Carried

6.3 Food Waste Diversion

Staff:

- Introduced the presentation and Travis Kendel, Associate Director of Engineering Services, RDCO.

Travis Kendel, Associate Director of Engineering Services, RDCO

- Displayed a PowerPoint Presentation providing an overview of the proposed food waste curbside collection program and anticipated costs and responded to questions from Council.

Staff:

- Continued displaying the PowerPoint Presentation noting challenges with the addition of food waste to the curbside collection program, provided reasons for not supporting the program at this time and responded to questions from Council.

Moved By Councillor Stack/Seconded By Councillor DeHart

THAT Council receive, for information, the report from the Utility Services Department, dated June 9, 2025, regarding adding food waste to the materials collected in the City of Kelowna's curbside organics collection program;

AND THAT Council not support the City of Kelowna's participation in the Regional District of Central Okanagan's proposed Curbside Food Waste Program;

AND THAT Council direct staff to ensure that food waste diversion from landfill is included in the 2030 update to the Regional Solid Waste Management Plan;

AND FURTHER THAT future food waste diversion include consideration of multi-family residential as well as commercial properties.

Carried

Councillors Hodge and Lovegrove - Opposed

7. Resolutions

7.1 Draft Resolution - Community Task Force on Economic Prosperity

Mayor Dyas:

- Provided comments on the proposed Terms of Reference and responded to questions from Council.

Moved By Councillor Lovegrove/Seconded By Councillor Cannan

THAT Council endorses the establishment of a Community Task Force on Economic Prosperity with Terms of Reference as attached to the draft resolution dated June 9, 2025.

Carried

8. Bylaws for Adoption (Non-Development Related)

8.1 BL12758 - Amendment No. 3 to Revitalization Tax Exemption Program Bylaw No. 12561

Moved By Councillor Hodge/Seconded By Councillor Lovegrove

THAT Bylaw No. 12758 be adopted.

Carried

Councillor Cannan - Opposed

8.2 BL12778 - Amendment No. 4 to Revitalization Tax Exemption Program Bylaw No. 12561

Moved By Councillor Hodge/Seconded By Councillor Lovegrove

THAT Bylaw No. 12778 be adopted.

Carried

Councillor Cannan - Opposed

9. Mayor and Councillor Items

Councillor DeHart:

- Spoke to their attendance at the Federation of Canadian Municipalities (FCM) Conference in Ottawa.

Councillor Stack:

- Spoke to their attendance at the Federation of Canadian Municipalities (FCM) Conference in Ottawa.

Councillor Singh:

- Extended congratulations to Barry Laponte and Wilbur Turner on being named Honorary Degree Recipients by the University of British Columbia.

Councillor Cannan:

- Spoke to their attendance at the Federation of Canadian Municipalities (FCM) Conference in Ottawa.
- Commented on recent staffing issues at Kelowna General Hospital.

Councillor Hodge left the meeting at 5:21 p.m.

Councillor Lovegrove

- Spoke to their attendance at the Federation of Canadian Municipalities (FCM) Conference in Ottawa.
- Spoke to their attendance at the Sprott Shaw College Graduation and congratulated all graduates.
- Reminder of the Kelowna Rotary Summer Kickoff Festival in City Park on Saturday, June 14, 2025.

Mayor Dyas:

- Thanked Council, staff and valued partners for all their work on behalf of the community.
- Spoke to recent major achievements and new facilities in the community.

10. Termination

This meeting was declared terminated at 5:29 p.m.

Mayor Dyas

/acm

Michael Jind

Deputy City Clerk

Report to Council



Date: June 16, 2025

To: Council

From: City Manager

Subject: CAMA Inspiring Workplace Award Presentation – Leadership Development
Mentorship Program

Department: Human Resources

Recommendation:

THAT Council receives, for information, the report from Human Resources dated June 16, 2025, regarding the receipt of the 2025 CAMA Inspiring Workplace Award for Municipalities in the Over 100,000 Population Category, for the Leadership Development Mentorship Program.

Purpose:

To present Council with the 2025 CAMA Inspiring Workplace Award.

Background:

Each year the Canadian Association of Municipal Administrators recognizes Excellence in Municipal Administration through the Annual Awards program. This national awards program recognizes the achievements of local governments and their chief administrators in the development and implementation of successful programs, projects or services.

Pursuing awards is an opportunity to celebrate projects, achievements and excellence in public service, including those that have advanced and delivered on Council and Corporate priorities. Awards put a spotlight on innovation, service and teamwork of staff across the City of Kelowna. Recognition through awards positions Kelowna as a leading municipality and desirable place to live, work, play and invest in. This successful application was led by staff from the Human Resources Division with support from the Partnerships Office.

The City of Kelowna was presented the 2025 CAMA Inspiring Workplace Award for Municipalities in the Over 100,000 Population Category, for the Leadership Development Mentorship Program. The municipality will have demonstrated leadership in creating an inspiring and positive work environment for its employees that enhances employee engagement, job satisfaction, and overall well-being.

The Leadership Development Mentorship Program is part of the City's succession planning strategy and supports staff who have identified a Supervisory or Management role as a future career goal. The

program provides the opportunity to be mentored by an experienced City Leader and brings a private sector approach to public sector administration. It's an in-house program with relatively low costs. Since 2018, 65 pairs have completed this program and in 2025, 30 pairs are actively mentoring. Pairs focus on developing a wide range of leadership skills through cross functional relationship building, contributing to employee engagement, leadership accountability, and talent retention.

The success of this program is a result of the City's unwavering commitment to leadership development and leadership from everywhere, a one team approach and best practices in talent development and succession planning.

Internal Circulation:

General Manger, People and Protective Services

HR Director

Intergovernmental Relations Manager

Partnerships Coordinator

Communications Director

Media Relations Manager

Submitted by: B. Cavezza, HR Programs and Systems Manager

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

CAMA Inspiring Workplace Award Leadership Development Mentorship Program

Brandon Cavezza, HR Programs and Systems Manager

June 16, 2025





CAMA Awards of Excellence Program



Leadership Development Mentorship Program





REPORT TO COUNCIL REZONING



Date: June 16, 2025
To: Council
From: City Manager
Address: 790 Torrs Court
File No.: Z25-0009

	Existing	Proposed
OCP Future Land Use:	S-RES – Suburban Residential	S-RES – Suburban Residential
Zone:	RU1 – Large Lot Housing	RU2 – Medium Lot Housing

1.0 Recommendation

THAT Rezoning Application No. Z25-0009 to amend the City of Kelowna Zoning Bylaw No. 12375 by changing the zoning classification of Lot 38 District Lot 358 Osoyoos Division Yale District Plan 26738, located at 790 Torrs Court, Kelowna, BC from the RU1 – Large Lot Housing zone to the RU2 – Medium Lot Housing zone, be considered by Council.

2.0 Purpose

To rezone the subject property from the RU1 – Large Lot Housing zone to the RU2 – Medium Lot Housing zone to facilitate a two-lot subdivision.

3.0 Development Planning

Staff support the proposed rezoning from the RU1 – Large Lot Housing zone to the RU2 – Medium Lot Housing zone to facilitate a two-lot subdivision. The subject property is currently occupied by an existing single detached dwelling and is located at the end of a cul-de-sac. The proposed RU2 – Medium Lot Housing zone is required in order to sufficiently subdivide the property into two lots. If rezoning is approved and the subdivision is executed to create two lots, each lot would have a maximum density of four dwelling units per lot.

The subject property has an Official Community Plan (OCP) Future Land Use designation of S-RES – Suburban Residential. The intent of the Suburban Residential Neighbourhood Area is to provide low density residential development. The proposal aligns with the OCP Policy for Suburban Neighbourhoods to encourage a range of low density ground-oriented housing development to improve housing diversity and affordability, and to reduce the overall urban footprint of Suburban Neighbourhoods.

Lot Area	Proposed (m ²)
Gross Site Area	1740m ²
Road Dedication	N/A
Undevelopable Area	N/A
Net Site Area	1740m ²

4.0 Site Context & Background

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

Subject Property Map: 790 Torrs Court



The subject property is located on Torrs Court north of the intersection of Torrs Court and Torrs Road. The site is located within 400m of Ecole Dorothea Walker Elementary. The site is near to several transit stops located on Gordon Dr and Dehart Rd with the closest transit stop approximately 200m from the subject property.

5.0 Current Development Policies

5.1 Kelowna Official Community Plan (OCP)

Objective 7.2 Design Suburban Neighbourhoods to be low impact, context sensitive and adaptable

Policy 7.2.1 Ground Oriented Housing	Consider a range of low-density ground-oriented housing development to improve housing diversity and affordability and to reduce the overall urban footprint of Suburban Neighbourhoods. Focus more intensive ground-oriented housing where it is in close proximity to small scale commercial services, amenities like schools and parks, existing transit service and/or active transportation facilities.
	The subject property is in close proximity to schools and parks and proposes to create additional housing diversity.

6.0 Application Chronology

Application Accepted: March 26, 2025
 Neighbourhood Notification Summary Received: May 16, 2025

Report prepared by: Carson Mackonka, Planner II
Reviewed by: Carla Eaton, Development Planning Manager
Reviewed by: Nola Kilmartin, Development Planning Department Manager
Approved for Inclusion: Ryan Smith, Divisional Director, Planning & Development Services

Attachments:

Attachment A: DRAFT Site Plan
 Attachment B: Summary of Neighbourhood Notification

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

REV. 21



Neighbour Notification Form (Council Policy No.367)

A summary of neighborhood notification efforts, feedback and response must be provided to City staff, identifying how the efforts meet the objective of this form of notification. This information must be provided to City staff a minimum of 20 days prior to Council initial consideration of the application(s) for inclusion in the report to Council or this information must be provided to the delegate authorized to issue minor Development Variance Permits 14 days prior the decision of the delegate.

I, John Golubic, the applicant for Application No. Z25-0009
for Subdividing To Two Lots RV2
(brief description of proposal)

at 790 Terrace Court Kelowna BC V1W1B5 have conducted the required neighbour
(address)
notification in accordance with Council Policy No. 367.

- ☐ My parcel is located **outside** of the Permanent Growth Boundary and I have notified all owners & occupants within a 300m radius
- ☒ My parcel is located **inside** of the Permanent Growth Boundary and I have notified all owners & occupants within a 50m radius

I have notified property owners and occupants by doing the following: I made a letter
with all the needed info and I knocked on each door. If
They didn't answer I left the letter in their mail Box.

Please initial the following to confirm it has been included as part of the neighbour notification:

- J.G. Location of the development site
- J.G. Detailed description of the proposal including specific changes proposed
- J.G. Visual rendering or site plan of the proposal (if available)
- J.G. Website for the proposal (if available)
- J.G. Contact information for the applicant
- J.G. Contact information for Staff
- J.G. For Development Variance Permits - Delegated Minor, the neighbour notification must include details on how to provide feedback to Staff by a deadline that is at least 14 days after the notification is sent out

Please return this form, along with any feedback, comments, or signatures to the File Manager 20 days prior to the anticipated initial consideration by Council date or 14 days prior to the delegates decision. On the back of this form please list those addresses that were notified.

CITY OF KELOWNA

BYLAW NO. 12799

Z25-0009

790 Torrs Court

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

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

1. THAT City of Kelowna Zoning Bylaw No. 12375 be amended by changing the zoning classification of Lot 38 District Lot 358 Osoyoos Division Yale District Plan 26738, located on Torrs Court, Kelowna, BC from the RU1 – Large Lot Housing 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

Rezoning Application

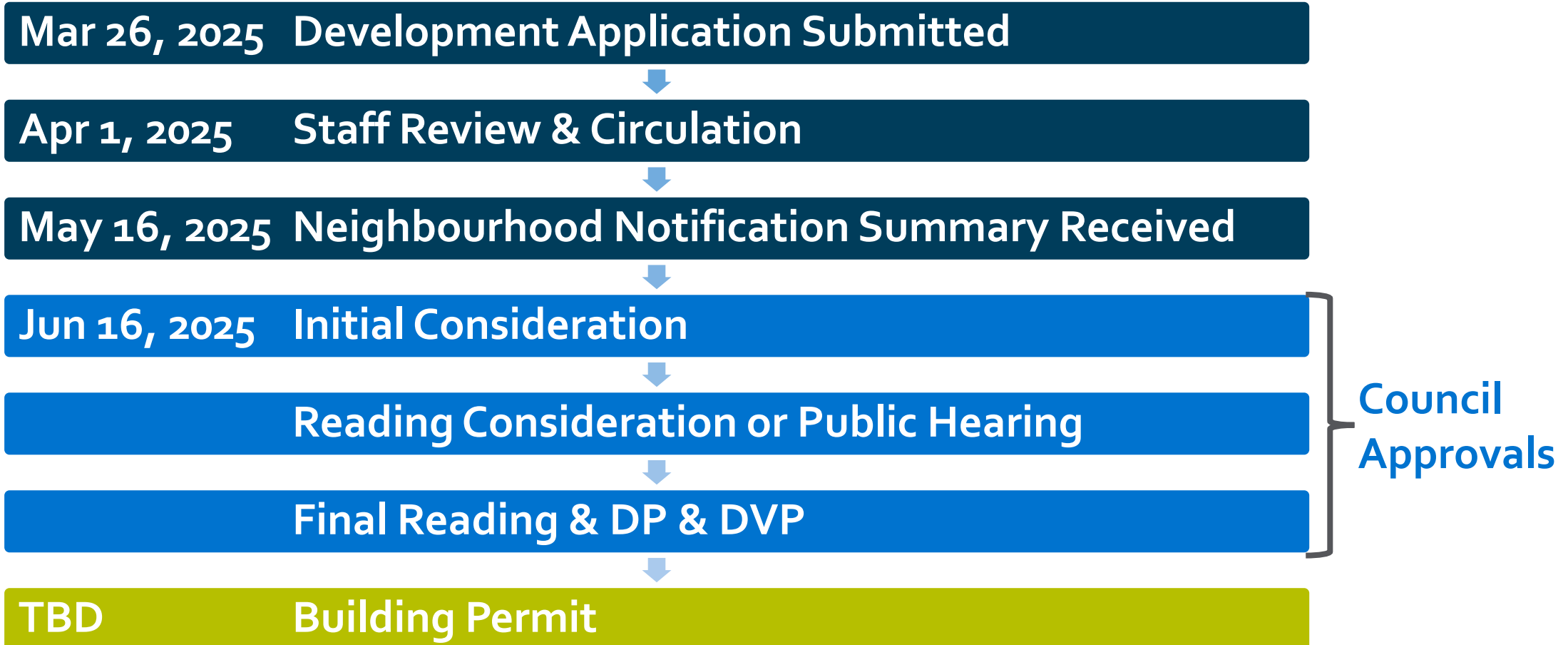
790 Torrs Court

Z25-0009

Purpose

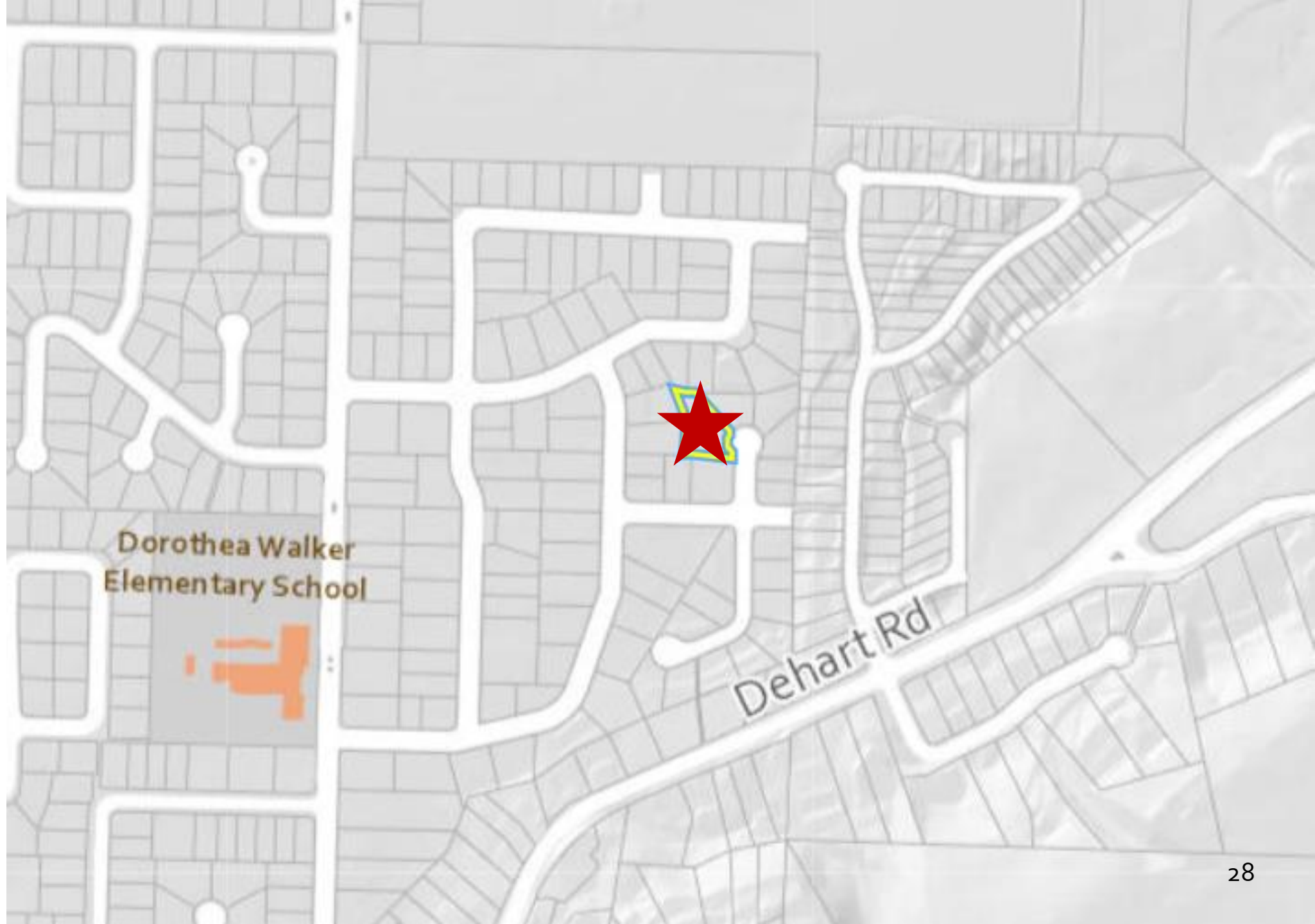
To rezone the subject property from the RU1 – Large Lot Housing zone to the RU2 – Medium Lot Housing zone to facilitate a two-lot subdivision.

Development Process





Context Map





Model City

Estimated Population: 980

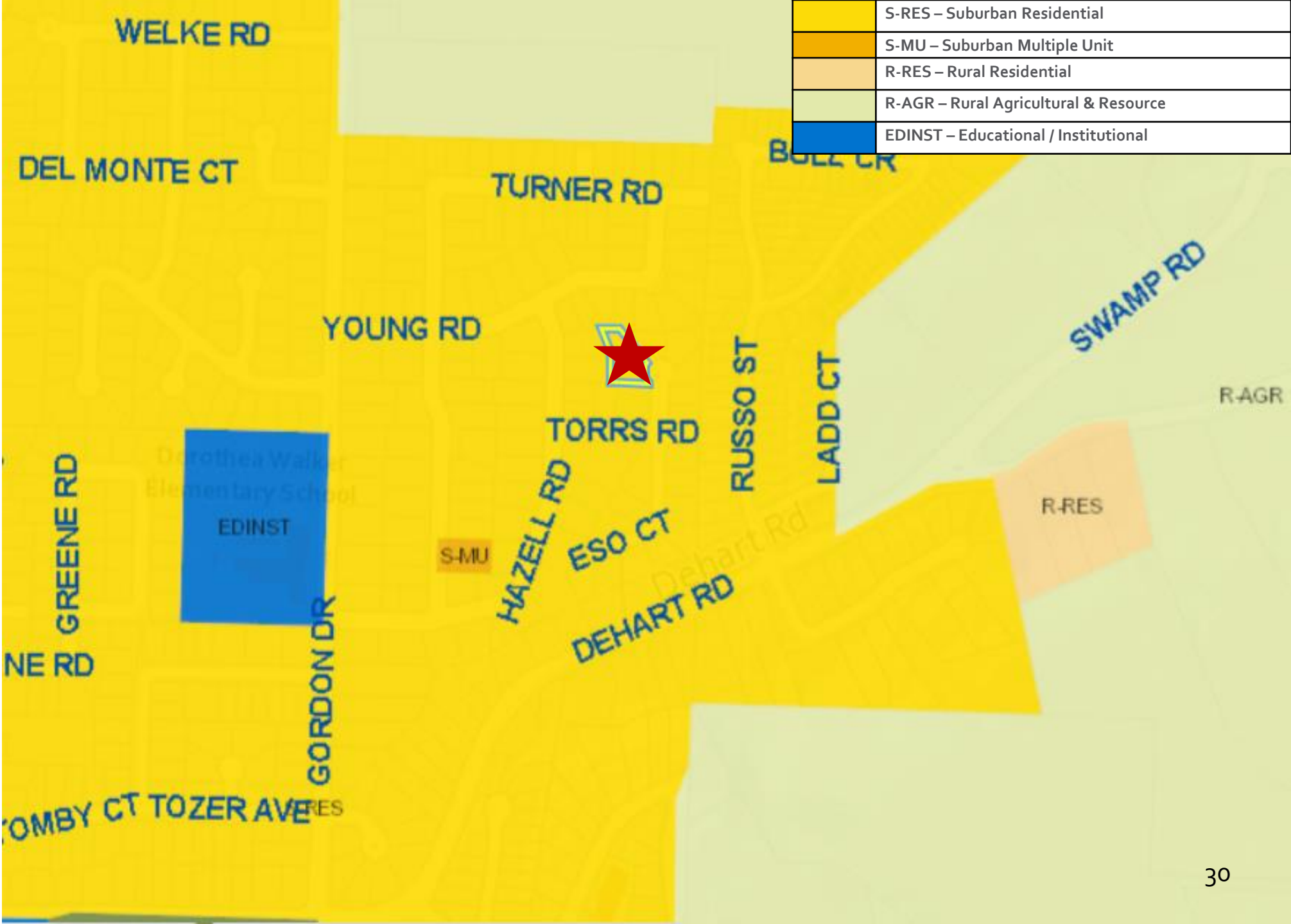
Estimated Jobs: 121

Residential Units: 323





Context
Map:
OCP
Future
Land Use





Subject Property Map



“RU2” Medium Lot Housing Zone

Purpose:

- To provide a zone for up to 4 dwelling units on medium serviced urban lots.

Summary of Uses:

- Single Detached Housing
- Semi-Detached Housing
- Duplex Housing
- Townhouses
- Secondary Suite
- Home Based Business
- Child Care Centre, Minor

“RU2” Medium Lot Housing Zone

Regulation	Permitted
Maximum Height	11.0 m & 3 storeys
Maximum Height with Walk-out Basements	Front Elevation: 9.0 m Rear Elevation: 12.5 m
Maximum Number of Units	4 dwelling units per lot
Maximum Site Coverage of Buildings	40%

OCP Objectives: Climate Resilience

10 min walk to retail / restaurants	Yellow
5 min walk to park / school	Light green
10 min bike to public school	Dark Green
20 min bus to urban/village centre / employment hub	Dark Green
Retaining trees and/or adding trees	Dark Green
OCP Climate Resilience Consistency	Light green

LEGEND

Dark Green
meets criteria

Light green
will meet criteria soon

Yellow
does not meet criteria

OCP Objectives & Policies

- S-RES – Suburban Residential
 - Policy 7.2.1 Ground- Oriented Housing

Improve housing diversity by providing a range of low density housing options

Staff Recommendation

- Staff recommend **support** for the proposed rezoning as it is consistent with:
 - OCP Future Land Use S-RES – Suburban Residential
 - OCP Objectives in Chapter 7 Suburban Neighbourhood Area
 - Ground Oriented Housing

Report to Council



Date: June 16, 2025
To: Council
From: City Manager
Subject: Draft Council Policy No. 395, Fees and Charges
Department: Financial Services

Recommendation:

THAT Council receives, for information, the report from the Financial Services Department dated June 16, 2025, with respect to the Fees and Charges Council Policy;

AND THAT Council adopts Council Policy No. 395, being Fees and Charges as outlined in the Report from the Financial Services Department dated June 16, 2025;

AND FURTHER THAT Council Policy No. 222 being Recreation and Cultural Services – Philosophy/Fees & Charges Policy be rescinded.

Purpose:

To establish a policy framework for setting and reviewing fees and charges.

Background:

Fees and charges are a method the City uses to recover the costs to provide a good or service. This seeks to align the funding of those with the users that benefit from them the most and directly (i.e. user pay). Users are to pay fair, transparent, and fiscally responsible charges based on the cost of delivery. In doing so it may reduce reliance on property tax revenue. As part of our corporate priorities and our active financial management, one of the goals is to increase non-tax revenue and additionally, to ensure subsidized fees are set purposefully, according to the Policy framework.

The City has various user fees and charges which represent 35% of the City's revenues (2024) and currently there are differences in how these are being developed. User fees are regulated through various bylaws.

Previous Council Resolution:

April 7, 2025, the Council endorsed the concept of a City-wide Policy to provide fees and charges guidance for their development.

Discussion:

A fees and charges policy establishes a framework for the process, rationale, and information necessary to establish an appropriate fee or charge. The following principles underline the policy:

1. Charge categories: those who receive direct benefits from a particular good or service should pay for it according to the cost of delivery and the level or value of the benefit received. Those not benefiting, should not pay for it. User fees will be based on a benefits-based approach:
 - a) *100% user fees*: the benefit can be fully contributed to the direct user and the costs are fully funded by the revenue from those user fees.
 - b) *Discounted user fees*: where there are community benefits, funding may be a combination of user fees and taxation. Programs and services promoting health, wellness, cultural engagement and accessibility reflect such community benefit considerations.
 - c) *100% taxation funded*: when benefits cannot easily be ascribed to an individual user, or a user fee is not desirable due to the overall community benefit, full taxation funding can be applied.
 - d) *Net revenue generating*: when a good or service is provided outside core goods or services, there may be an opportunity to generate revenues exceeding its delivery cost. The excess is to be used to reduce taxation.
 - d) *Other fees and charges*: cost incurred by the City due to user actions, including but not limited to non-compliance, damage to City property, extraordinary or non-core emergency response shall be a 100% user paid levy.
2. Charge Development
 - e) The full cost of delivery includes direct, indirect and capital costs and the aim of recovering the full cost of providing as often as practical and desirable and thereby reducing the burden on general taxation.
 - f) Resident priority considers that residents pay taxes and contribute to general funding. Granting preferential access and/or discounts ensures that the primary tax base stakeholders derive the maximum benefit from the goods and services provided. The following approach will be taken when considering a resident/non resident fee structure:
 - i) Determine demand from residents and non-residents and determine if preferred access for residents is feasible.
 - ii) Discounted user fees are for residents, with non-residents paying 100% user fees, where feasible. Additionally, qualitative factors such as community impact are to be considered to determine the appropriateness of the fee or charge.
 - g) Administrative efficiency considers the implementation of and collection of any fee and charge for efficiency and cost-effectiveness. The revenues generated through user fees need to be greater than the administrative costs of implementing and administering a user fee.
 - h) Dynamic Pricing consideration may be given to establishing a premium on high demand periods or discounts to optimize full subscription of offerings and realizing a superior net result.

3. Ongoing Review: Fees and charges will be adjusted annually for inflation and a regular review will be conducted to ensure they remain fair, equitable, and aligned with the cost-of-service delivery at set intervals. Adjustments will be made as necessary to reflect changes in costs, market conditions, and strategic priorities.

Conclusion:

A fees and charges policy will help the City in achieving its corporate goal of active financial management. Charging appropriate fees and charges for goods and services reduces the reliance on taxation and assists the City in meeting its mandate for clarity on fees and charges.

Internal Circulation:

Risk Branch
Active Living and Culture

Considerations applicable to this report:

Legal/Statutory Authority: Community Charter section 194

Legal/Statutory Procedural Requirements: Fees and Charges must be established by Bylaw

Existing Policy: No. 222 Recreation and Cultural Services – Philosophy/Fees & Charges Policy

Considerations not applicable to this report:

Financial/Budgetary Considerations
Consultation and Engagement
Communications Comments

Submitted by: M. Warrender, Deputy Chief Financial Officer

Approved for inclusion: J. Sass, General Manager Corporate Services

Attachments:

Attachment A - Council Policy No. 395 – Fees and Charges draft

Attachment B - Council Policy No. 222 - Recreation and Cultural Services – Philosophy/Fees & Charges



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

City of Kelowna Council Policy No. 395

Fees and Charges

Responsible Department: Financial Services	Adopted: YYYY/MM/DD
Amendments: N/A	Last Reviewed: YYYY/MM/DD

Guiding Principle

The City of Kelowna is committed to fiscal responsibility. The corporate priority of Active Financial Management aims to ensure the City's financial well-being; this includes increasing non-tax revenue and reducing reliance on taxation through appropriate fees and charges. Fees and charges are based on the principles of equity, transparency, alignment with the City's strategic priorities, recovering the full cost to deliver whenever reasonable, partial cost recovery being deliberate and considering the community benefits.

Purpose

To establish a framework for developing fees and charges for a City good or service.

Application

This policy applies to a fee or charge set by a bylaw.

Definitions

"Capital cost" means the ongoing and replacement cost of assets like buildings, infrastructure, machinery, or equipment.

"Community benefit" means a program or service that improves the well-being of the community. This includes a program or service that promotes broad community health, wellness, and cultural engagement.

"Core emergency response" is one that is essential and immediate, requiring urgent attention and action within the normal operations of public safety operations.

"Core services" means essential infrastructure (water, sewer, roads), public safety (police, fire protection), and planning and development (zoning, permitting).

"Cost recovery" means the full cost of a good or service is covered through a charge to the user.

"Direct cost" means an expense that is used directly to deliver a good or service. Examples include labour, material, or equipment cost.

"Dynamic pricing" means surge or discount rates that consider demand, higher or lower than full subscription, and applying those to realize the best financial position for the City.

"Indirect cost" means an expense that is not directly used to deliver a specific service or good but is necessary to maintain operations. An example is corporate and department overhead or other fixed operating costs.

"Resident" means an individual who resides within the boundary of the City.

"User pay principle" means the user bears the cost to provide a good or service.

Policy Statements

Charge Categories

1. The following factors will be used to determine the type of charge category for a fee or charge:
 - a) Full cost recovery (100% user fee): The benefit is fully attributable to a user. The fee or charge recovers 100% of the cost to deliver the good or service.
 - b) Partial cost recovery (discounted user fee): A partial community benefit is present in addition to the direct user benefit. A portion of the fee or charge, consistent with the proportion of the community benefit, is funded by taxation.
 - c) Zero cost recovery (100% subsidized user fee): The benefit of a good or service cannot easily be ascribed to a user, or a user fee is not desirable due to the overall community benefit. The good or services are fully taxation funded.
 - d) Other fees or charges: Cost incurred by the City due to user actions, including non-compliance, damage to City property, extraordinary or non-core emergency response is 100% user paid.
 - e) A good or service provided outside the core services may be evaluated as an opportunity to generate revenues exceeding its cost. The excess is to be used to support other services offered by the City or to reduce taxation demand.

Charge Development

2. The following factors will be used to determine the cost:
 - a) Full cost to deliver a good or service includes direct, indirect, and capital costs.
 - b) A resident priority for preferential access or fee and charge discount considers
 - i. resident versus non-resident demand to determine if preferred access for residents is feasible.
 - ii. discounted user fees are primarily for residents. Non-residents will pay 100% of the user fee where feasible. Higher revenues through the non-resident rate need to offset the cost to administer. Additionally, qualitative factors such as community impact will be considered to determine the appropriateness of the fee or charge.
 - c) The administrative effort to implement and collect fees and charges need to be cost-effective.
 - i. Revenues generated need to be greater than the administrative cost of the implementation.
 - d) Consideration of market conditions, like supply and demand, need to be examined.
 - e) Dynamic pricing may be applied to realize the best financial position to the City.

Fee and Charge Maintenance

3. Rates are adjusted annually for inflation and a full review of compliance with this policy will be performed every 3 to 5 years.



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

Council Policy

Recreation and Cultural Services – Philosophy/Fees & Charges Policy

APPROVED November 23, 1992

RESOLUTION: R375/10/04/26
REPLACING: R892/99/11/01; S1315/1992/11/23
DATE OF LAST REVIEW: April 2010

A. STATEMENT OF PHILOSOPHY

The City of Kelowna provides a variety of recreation, parks and leisure services as a vehicle to achieve benefits for all individuals and for the community at large.

AND

The level of community resources that the City of Kelowna dedicates towards these services should be directly related to the extent of benefit to the community and the City's ability to pay.

Although not limited to the following, benefits to the community can be defined as activities that:

- ☐ lead to individual growth or community development
- ☐ improve the physical or social well being of the community and the individual
- ☐ enhance or support family life
- ☐ promote community spirit and pride
- ☐ beautify or protect the environment
- ☐ enhance leadership qualities in individuals
- ☐ enhance personal skill development related to leisure and recreation activities
- ☐ integrate persons of low socio-economic status and person with disabilities
- ☐ enhance the quality of life in the City's outdoor environment.

B. POLICY STATEMENT FOR FEES AND CHARGES

The purpose of these policy statements is to guide the overall system of fees and charges so that there is internal consistency and a fair level of financial contribution by the participant and by the City of Kelowna.

1. In order to justify the City's involvement, services must provide some level of benefit to the public. Services that can demonstrate a greater public benefit justify a greater commitment of municipal resources than those that do not. (Access to parks, facilities, and commitments of staff time are the primary municipal resources provided by the Recreation and Cultural Services Department.)
2. Fees should not be a barrier to participation in basic recreation and cultural services and the City of Kelowna will ensure that a system is available to assist those who cannot afford fees for basic services. (The concept of a "basic park and leisure service" is defined in Appendix "A".)
3. Fees and charges should be applied consistently to all sectors of the community regardless of race, ethnic origin, age, religion, gender or disability. Lower fees to certain sectors of the community are justified by defined community benefits. (For example: lower fees to children or seniors encourage higher levels of participation and higher levels of participation by these age groups has a number of broad community benefits.)
4. While respecting statements 1, 2 and 3, fees and charges will, whenever possible, reflect costs and fair market value for the services offered because revenue received offsets the demand on general taxation and thus allows for more services to be provided.

5. While the financial commitment to individual programs, facilities, and services varies depending on the nature of the service, the City of Kelowna will strive to improve efficiency and effectiveness. Higher rates of cost recovery for certain service will be achieved by:
- (a) charging fair market value for services when it is appropriate to do so;
 - (b) prudent cost controls;
 - (c) including in the service mix those services which are more financially productive; and
 - (d) raising fees when it is not in conflict with policies (a), (b) and (c).

C. APPENDIX “A”

A DEFINITION OF BASIC RECREATION AND CULTURAL SERVICES AND PUBLIC BENEFIT

BASIC RECREATION AND CULTURAL SERVICES are broadly beneficial and widely available to the public. They fulfill the following criteria:

1. Consistency with the goals and objectives of the City of Kelowna and the Recreation and Cultural Services Department.
2. Socially worthwhile.
3. Broadly accessible by:
 - * being available to large numbers of participants;
 - * having low fee levels;
 - * having minimal transportation barriers to the location;
 - * having low costs for getting started in the activity;and by lacking other barriers such as age, gender, and skill level.
4. A reasonably safe activity that does not subject participants to a high degree of risk.
5. Provide opportunities for human development.
6. Respond to an identifiable local need.
7. Feasible from a financial and practical perspective.

(NOTE: There is a recognized system available to enable the Recreation and Cultural Services Department to determine if a service satisfies the criteria to be a Basic Recreation and Cultural Services. Examples of basic recreation and cultural services would include: public swims, youth soccer and use of local parks for passive recreation.)

REASON FOR POLICY

To identify policy statements that will guide the overall system of fees and charges for recreation and cultural services so that there is internal consistency and a fair level of financial contribution by the participant and by the City of Kelowna.

LEGISLATIVE AUTHORITY

Council Resolution.

PROCEDURE FOR IMPLEMENTATION

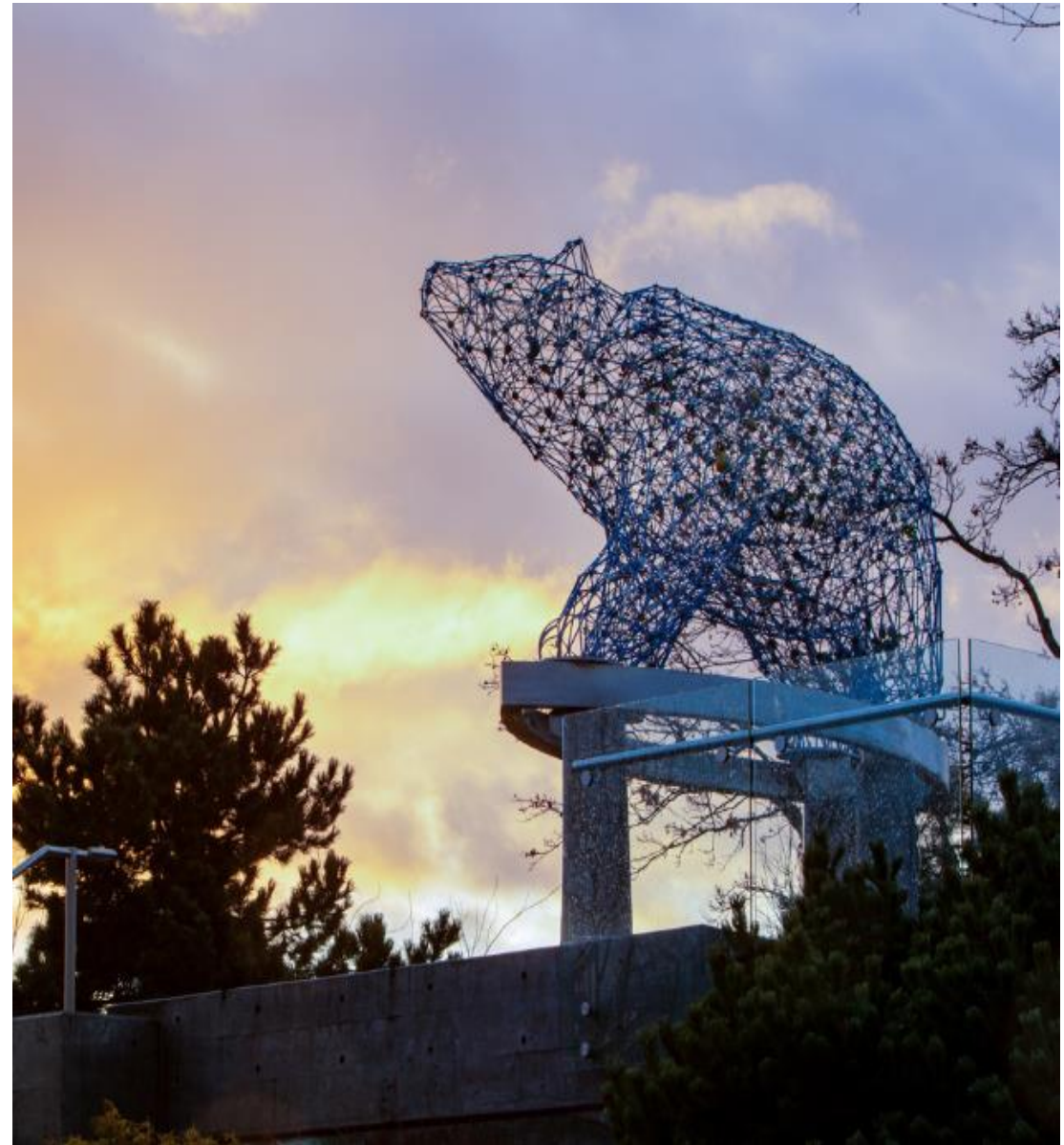
The Director of Recreation and Cultural Services ensures adherence to these policy statements.

Draft Council Policy No. 395, Fees and Charges

June 16, 2025

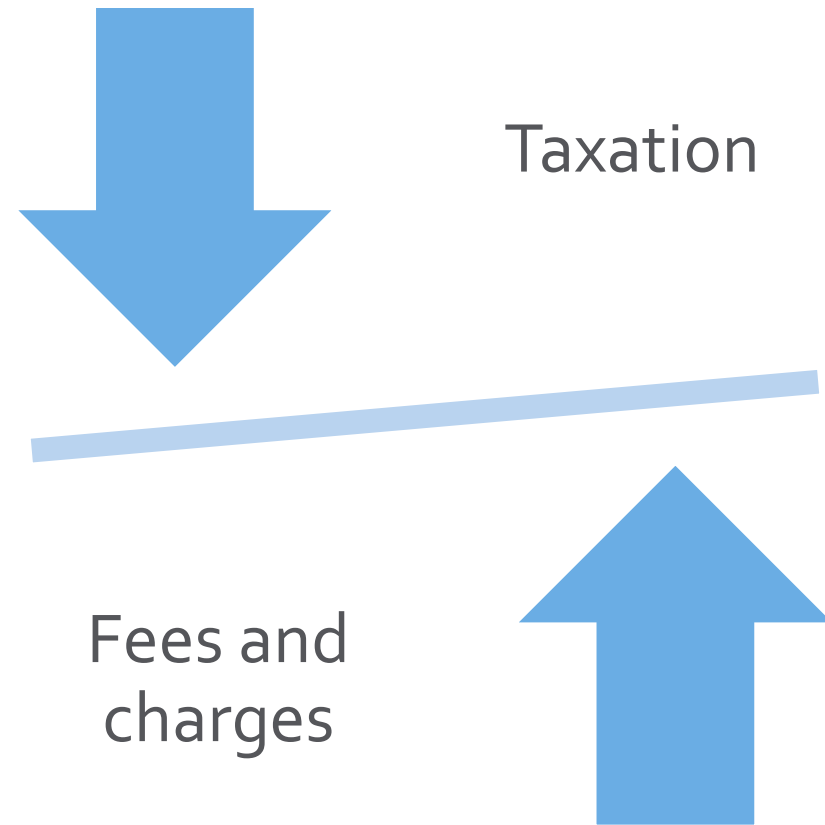
Purpose of the Policy

- Establish a framework
- Fair and transparent fees
- Reduced tax reliance
- Purposeful subsidization



User pay principle

- Where appropriate, the City will implement a user pay principle, ensuring that those who benefit from a service contribute to its cost



Policy statement 1

Charge Categories

- 100% full recovery (user pay)
- Partial recovery (taxation and user pay)
- 100% taxation funded (taxation funded)
- Recovery higher than costs (user pay)

Policy statement 1

Subsidizing services:

- Fully tax supported fees, are for services for which the benefit cannot easily ascribed to an individual or it is not practical or desirable.
- Certain services may be subsidized to reflect their broader community benefits.



Policy Statements 2 – Charge Development

Cost methodology:



Policy statement 2 – Charge Development

Resident first strategy:

- ✓ Demand from resident and non-residents for preferred access
- ✓ Discounted user fees for residents
- ✓ Determine quantitative and qualitative factors to administer

Administrative efficiency:

- ✓ Cost-effective implementation
- ✓ Consider market conditions

Other considerations

- ✓ Dynamic pricing

Policy statement 3

Ongoing maintenance and review

- Annual adjustments and regular reviews
- Reflect changes in costs, market conditions, and priorities



Recommendations

Support Policy No. 395

- For improved consistency and recovery

Support Rescinding Policy No. 222

- Outdated and not applicable City wide



► Questions?

For more information,
visit kelowna.ca

Report to Council



Date: June 16, 2025
To: Council
From: City Manager
Subject: Montana's Brier Economic Review
Department: Sports & Event Services

Recommendation:

THAT Council receives, for information, the report from the Event Development Manager dated June 16, 2025, regarding the economic benefits achieved from the 2025 Montana's Brier.

Purpose:

To provide Council with information on the economic impact of the 2025 Montana's Brier.

Council Priority Alignment:

Economic Development

Background:

The Brier is the annual Canadian men's curling championship sanctioned by Curling Canada. The tournament has been held since 1927 where the winner goes on to represent Canada at the World Curling Championships of the same year. The Brier is considered the world's premier curling event and by far the best supported curling competition in terms of paid attendance and attracting large crowds in-venue and television audience. Canada has long distinguished itself as the number one curling nation in the world with the Brier being the ultimate showcase in demonstrating the country's talent and desire to be the best.

Event Services staff identified the Montana's Brier as a valuable hosting opportunity for its several economic and social benefits, including:

- **Economic Stimulus:** An estimated \$8M - \$15M economic stimulus during the 'shoulder season'.
- **Community Profile:** Significant exposure through visitation and a highly-viewed television broadcast highlighting community and natural assets.

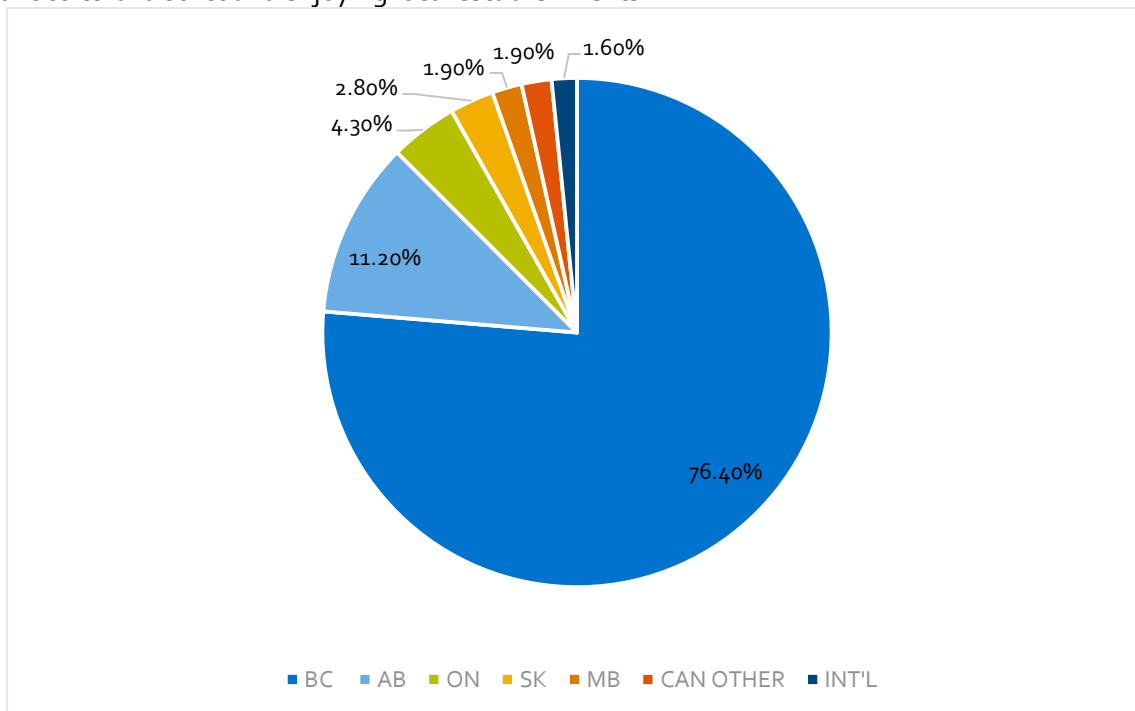
- **Hosting Capacity:** Bolster hosting resume which will support future bid opportunities for other marquee events.
- **Community Appeal:** Rare opportunity for the event calendar that targets a broad demographic.
- **Direct Gain:** Tangible benefit in terms of percentage of net profits to the Host Committee.

In 2019, Kelowna submitted a bid and was awarded the 2021 Brier (at the time known as the Tim Hortons Brier) however, due to the COVID-19 pandemic this event was cancelled. Subsequently, staff targeted the 2025 Montana's Brier due to it being a pre-Olympic year, and Curling Canada granted this request, hosting the event in Kelowna from February 28th to March 9th.

Discussion:

The 2025 Montana's Brier was a resounding success, surpassing expectations in both economic and social benefits. Residents, visitors, and businesses alike provided overwhelmingly positive feedback. This unique event boosted business patronage during the off-season, offered residents and visitors a rare experience, garnered extensive national coverage for Kelowna, and left a lasting legacy for our local curling club. Following the event, an economic impact assessment was conducted using the Destinations International Event Impact Calculator with data collected by Curling Canada, Destination BC and social media testimonials.

The tournament featured 24 draws and attracted a total attendance of 89,108 spectators, with 26,000 unique visitors and 36% coming from out of town. The majority coming from BC and Alberta but with representation from across Canada and internationally. Between draws and in the evenings, spectators flocked to the 'Patch' at the Delta Hotel for food, drinks, and entertainment, while also exploring our vibrant cultural district and enjoying local establishments.



The majority of visitors' choice of accommodation was hotels/motels (58.7%), followed by friends & family (25.6%), short term rentals (14.8%), and alternative accommodations such as B&B's and hostels (0.9%). Visitors' length of stay ranged from 1 to 11+ nights.

In terms of advertising, between February 17th and March 18th, over 4,300 articles were published that included the keywords, Kelowna, Brier, and Tourism. These articles equate to a reach of 2.31 billion with a dollar value of \$21.25 million. A 30 second Kelowna destination video ran on the TSN broadcast a minimum of one time per draw, for a total of 24 draws, which equates to 9,469,000 P2+ gross impressions, valued at over \$15,000. In addition, the Kelowna web ad generated 84,397 impressions.

The 2025 Montana's Brier generated substantial online attention and strong engagement across all social media platforms. Comments and interactions reflected a positive perception of Kelowna – not only as an attractive destination, but also as a leading host city for major events. Feedback from local businesses, accommodations, and residents was significantly positive throughout and after the event.

Following a post-event audit which is scheduled to be complete in September (2025), the host volunteer organization (Kelowna Curling Club) will receive 1.5% of the event net ticket sales and a portion of the 50/50 sales operated in the arena as an event legacy contribution. The proceeds of these legacy funds will be used exclusively for the advancement of curling in Kelowna through the creation of programs that will address junior, senior, and coach development.

Overall, the 2025 Montana's Brier generated a local economic impact of \$15,200,744.00 with 121 jobs supported in Kelowna and \$95,827.00 contributed to local taxes.

	Direct	Indirect/Induced	Total
Business Sales	\$15,200,744	\$7,548,955	\$22,749,699
Jobs Supported	121	42	163
Local Tax	\$95,827	\$6,963	\$102,789
Provincial Tax	\$1,719,820	\$501,987	\$2,221,807
Federal Tax	\$955,781	\$356,481	\$1,312,262

Events of this magnitude and impact are inherently complex, presenting numerous challenges both before and during their execution. The City's Event Services team plays a pivotal role from the identification and procurement stages through to delivery and post-event responsibilities. These include negotiations with relevant organizations, coordinating permit requirements with internal and external agencies, leading and contributing to host committee tasks, engaging the community through event activations, pageantry, stakeholder engagement, and addressing unforeseen challenges. These efforts are supported by the City's major event program, ongoing collaboration with Tourism Kelowna and other community stakeholders, along with contributions from various City departments.

Conclusion:

The 2025 Montana's Brier was considered a success as measured by increased business patronage during the off-season, positive feedback from residents and businesses, extensive national coverage for Kelowna, legacy programs for local curling, and a direct economic impact of over \$15M.

Internal Circulation:

Active Living & Culture
Communications

Considerations applicable to this report:

Financial/Budgetary Considerations:

The hosting fee for the 2025 Montana's Brier was \$750,000.00. The City's major event program contributed \$264,300.00 which helped leverage additional funds as required which included:

- Tourism Kelowna \$200,000.00
- BC Fairs Festivals Events Fund (Grant) \$185,700.00
- Provincial Grant \$100,000.00

Communications Comments:

Considerations not applicable to this report:

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Existing Policy:

Consultation and Engagement:

Submitted by: C. Babcock, Event Development Manager, Sport & Event Services

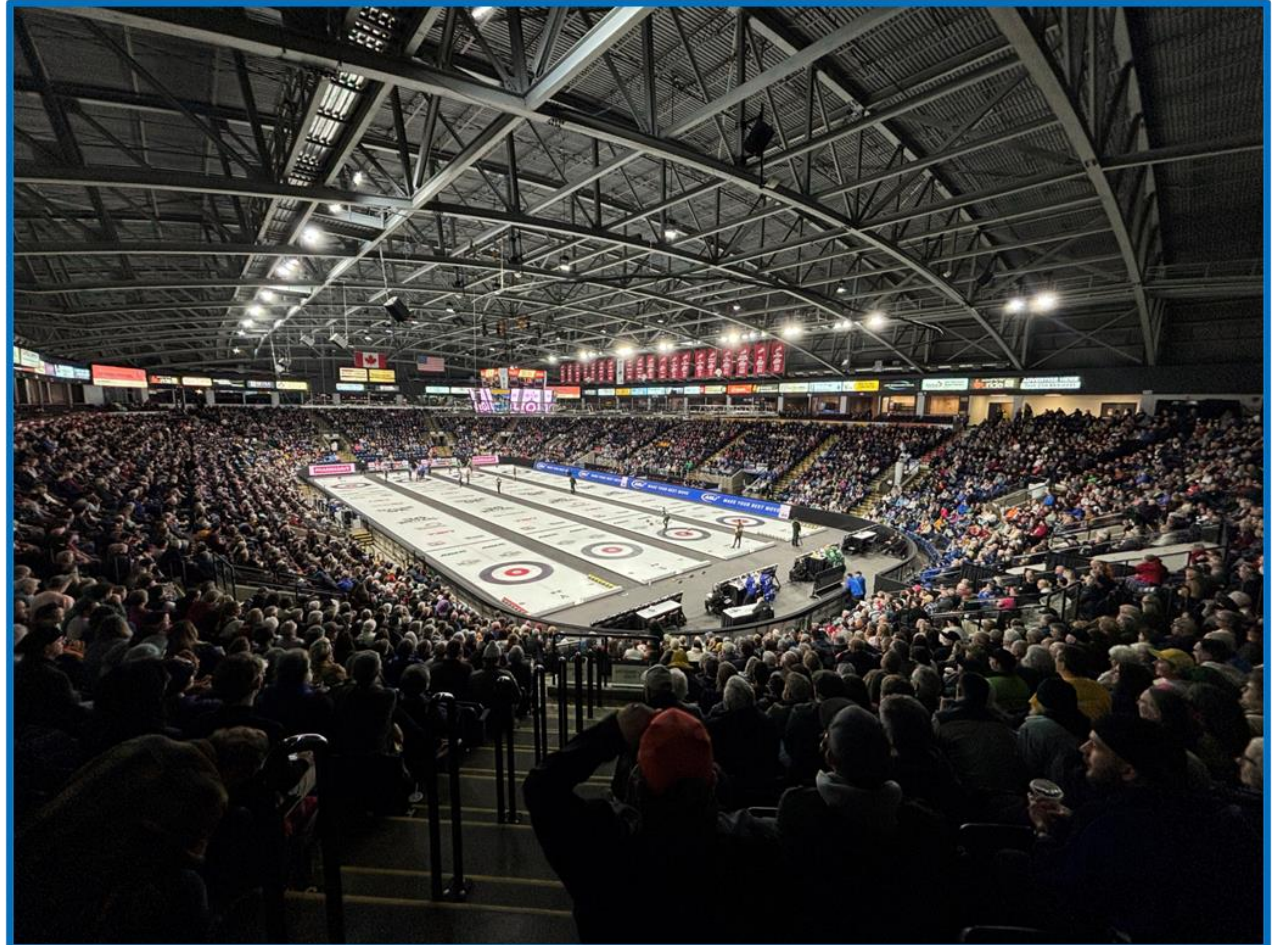
Approved for inclusion: J. Gabriel, Divisional Director, Active Living & Culture

2025 Montana's Brier Impact Report

June 16, 2025

Montana's Brier - Objectives

- Economic Stimulus
- Community Profile
- Hosting Capacity
- Community Appeal
- Direct Gain



2025 Montana's Brier – General Review



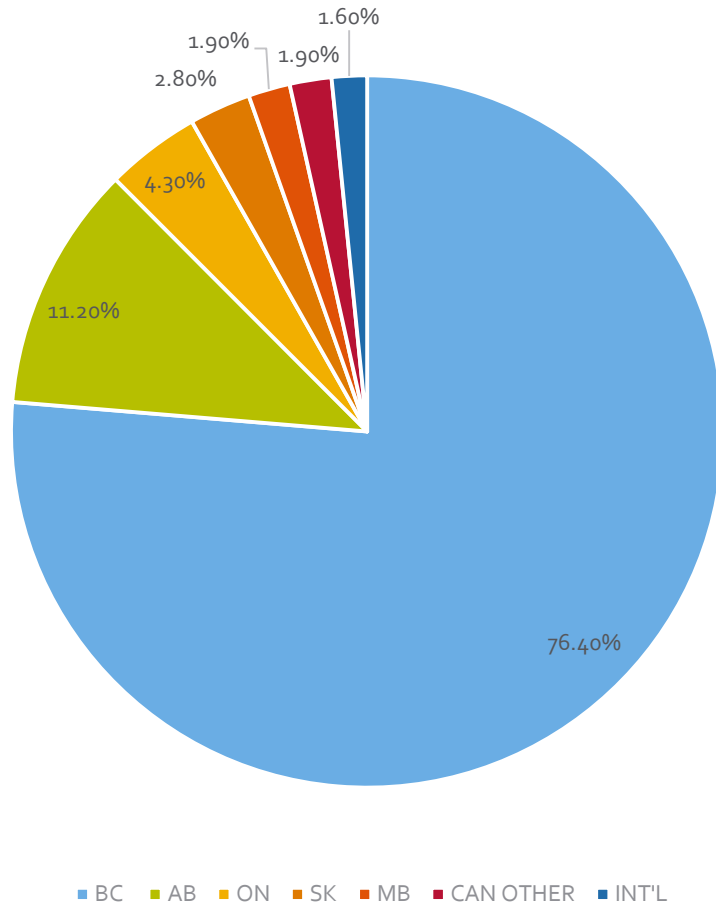
- Increased business in off-season
- Unique experience
- Extensive national media coverage
- Local curling legacy

2025 Montana's Brier – Impact Report



- Destinations International E.I. calculator
- Curling Canada data
- Destination BC
- Social Media Testimonials

2025 Montana's Brier - Attendance



➤ Total 89,108 spectators

➤ BC 76.40%

➤ AB 11.20%

➤ ON 4.30%

➤ SK 2.80%

➤ MB 1.90%

➤ CAN Other 1.90%

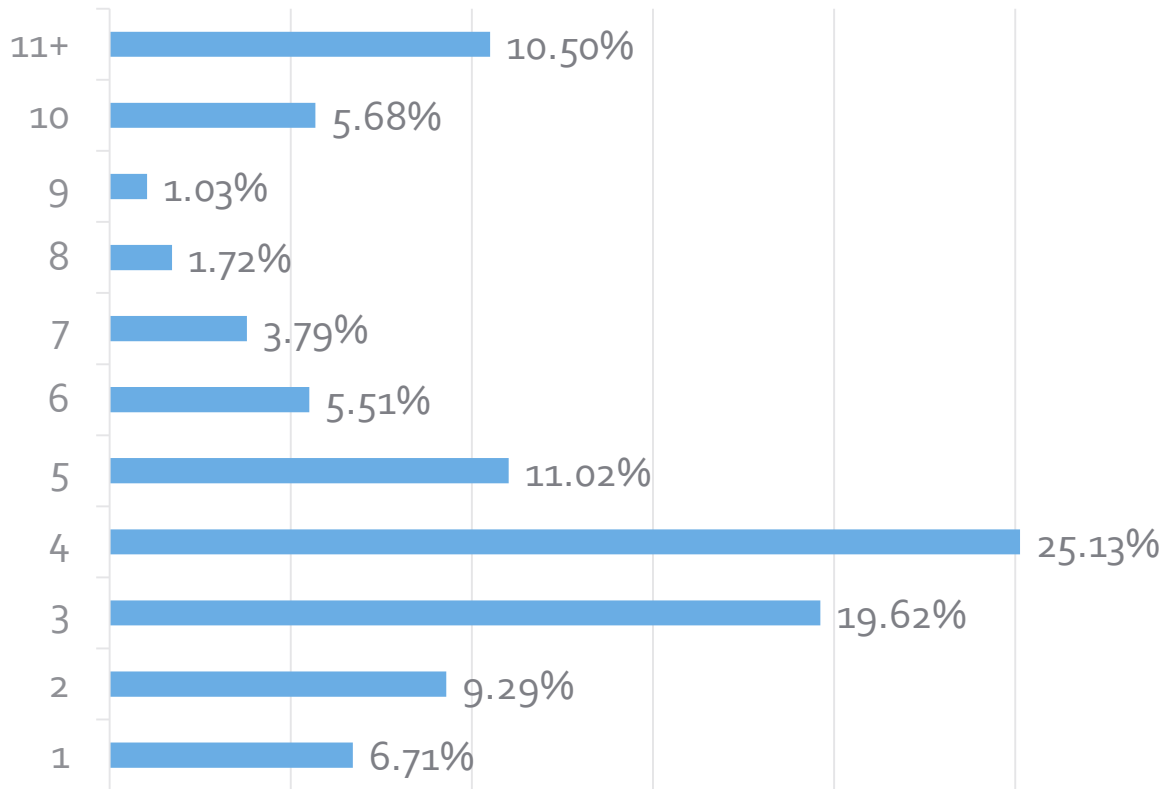
➤ Int'l 1.60%

➤ 26,000 unique people

➤ 36% out-of-town

2025 Montana's Brier – Visitor Stats

Nights stayed in Kelowna



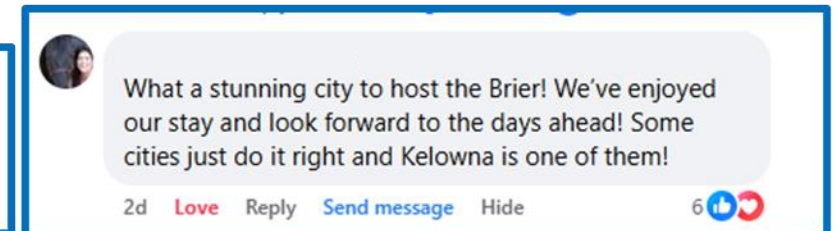
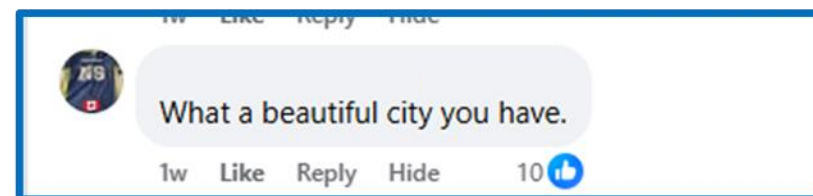
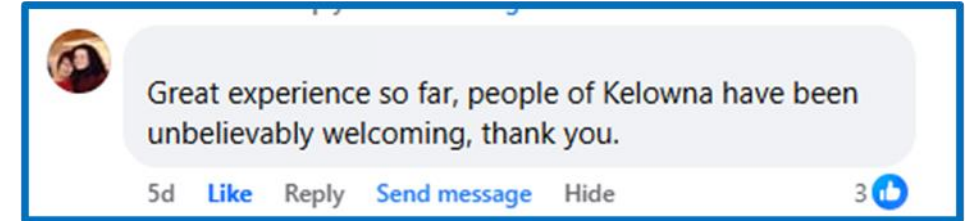
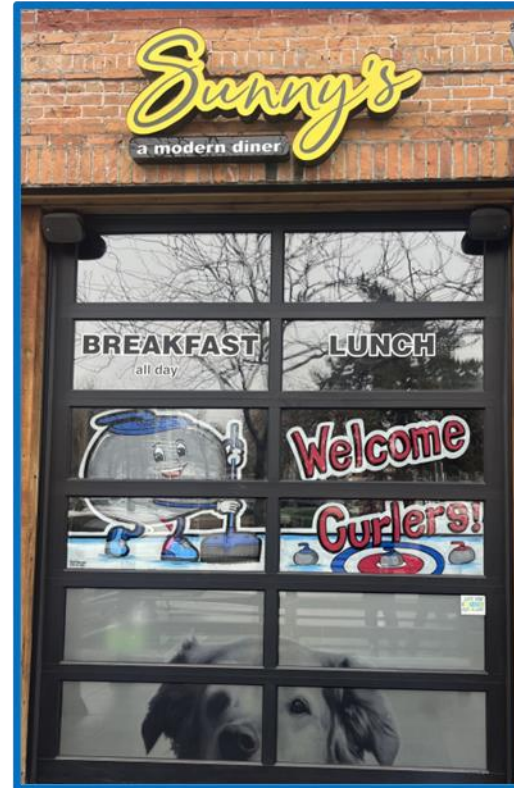
Accommodation Types

- 58.7% Hotel / motel
- 25.6% Friends & family
- 14.8% Short term rentals
- 0.9% Alternative (B&B, Hostels, etc.)

2025 Montana's Brier – Shared Media Value

- Over 4300 articles published (including keywords Kelowna, Brier, & Tourism)
 - Reach of 2.31 billion
 - Dollar value = \$21.25 million
- Kelowna destination ad (TSN) broadcast once per draw (24 draws)
 - 9,469,000 P2+ gross impressions

2025 Montana's Brier –Social Media



2025 Montana's Brier - Legacy



- Host volunteer organization (Kelowna Curling Club)
 - 1.5% net ticket sales
 - Portion of 50/50 sales
- Creation of curling programs (junior, senior, coach development)

2025 Montana's Brier – Economic Impact

	Direct	Indirect/Induced	Total
Business Sales	\$15,200,744	\$7,548,955	\$22,749,699
Jobs Supported	121	42	163
Local Tax	\$95,827	\$6,963	\$102,789
Provincial Tax	\$1,719,820	\$501,987	\$2,221,807
Federal Tax	\$955,781	\$356,481	\$1,312,262

2025 Montana's Brier - Contributors



- Event Services / Major Event Program
- Tourism Kelowna
- Various City Departments
- Community Partners
- Host Committee / Volunteers

Coming Soon





Questions?



Report to Council



Date: June 16, 2025
To: Council
From: City Manager
Subject: Review of Council Policies for Rescindment & Update Freedom of Information and Protection of Privacy Bylaw No. 9682
Department: Office of the City Clerk

Recommendation:

THAT Council receives, for information, the report from the Office of the City Clerk dated June 16, 2025 respecting rescindment of Council policies and the Freedom of Information and Protection of Privacy Bylaw No. 9682;

AND THAT Council Policies 3, 25, 32, 40, 71, 117, 138, 176, 185, 190, 198, 206, 210, 211, 224, 227, 234, 238, 239, 249, 257, 260, 278, 290, 297, 314, 330, 341, 350, 351, and 360 be rescinded;

AND FURTHER THAT Bylaw No. 12800 being Amendment No. 1 to Freedom of Information and Protection of Privacy Bylaw No. 9682 be advanced for reading consideration.

Purpose:

To rescind Council policies that are identified as obsolete or unnecessary and to amend the Freedom of Information and Protection of Privacy Bylaw No. 9682.

Background:

Council policies play an important role in promoting good governance and guiding the delivery of the City's programs and services to the residents of Kelowna. On May 5, 2025, Council updated Council Policy No. 368 Council Policy Framework, which sets out the framework for the establishment, management and review of Council policies. In addition to revising the framework, Council adopted the following partial resolution:

Previous Council Resolution

Partial Council Resolution	Date
AND FURTHER THAT Council direct staff to conduct a review of all Council policies and bring forward for rescission consideration all policies that are identified as obsolete or unnecessary.	May 5, 2025

Discussion:

Staff have completed a review of all Council policies and identified 31 policies that have become obsolete, unnecessary, ineffective, contrary to other policies, bylaws and legislation, or are otherwise of minimal value. These low-value policies currently comprise 25% of the 123 existing Council policies. Rescinding these policies now will enable departments to focus their efforts on higher-value policies during future policy reviews. The identified Council policies are as follows:

- [Council Policy No. 3](#) Agricultural Land Reserve (A.L.R.) Referrals
- [Council Policy No. 25](#) City Manager's Attendance at Meetings of the Council
- [Council Policy No. 32](#) City of Kelowna Lapel Pins
- [Council Policy No. 40](#) Controlled Access
- [Council Policy No. 71](#) Kelowna Coat of Arms/Armorial Bearings
- [Council Policy No. 117](#) Public Input - Proposed Public Infrastructure
- [Council Policy No. 138](#) Posting of Notices on Notice Boards at City Hall
- [Council Policy No. 176](#) Wedding Ceremonies - Kasugai Gardens
- [Council Policy No. 185](#) Glenmore Road – Access/Lot Orientation
- [Council Policy No. 190](#) Healthy Community
- [Council Policy No. 198](#) Recreation Trails - Perimeters of Golf Courses
- [Council Policy No. 206](#) Preservation of Bellevue (Sawmill) Creek Corridor and Crawford Falls
- [Council Policy No. 210](#) Professional Prize Fighting Events in Municipal Facilities
- [Council Policy No. 211](#) Sunset Clause Policy for Preliminary Subdivision Layout Review Letters
- [Council Policy No. 224](#) User Fees - Building and Permitting Branch
- [Council Policy No. 227](#) Business License Applications - Adult Video Outlets
- [Council Policy No. 234](#) Found Money Turned over to R.C.M. Police
- [Council Policy No. 238](#) Heritage Designation Waiver of Compensation Agreements
- [Council Policy No. 239](#) Letters of Appreciation - Council Appointed Committees
- [Council Policy No. 249](#) Development Permit - Recycling Depot
- [Council Policy No. 257](#) Seeking of Public Input - Sign Bylaw Changes
- [Council Policy No. 260](#) Prohibited Trees/Shrubs - Eradication of Codling Moth
- [Council Policy No. 278](#) Knox Mountain Park Road
- [Council Policy No. 290](#) Lapsed Development Permits
- [Council Policy No. 297](#) Section 4 Roads
- [Council Policy No. 314](#) Parking Credits for Mixed Use Developments within the Downtown Urban Centre
- [Council Policy No. 330](#) Unclaimed Funds on Recreation Customer Accounts
- [Council Policy No. 341](#) Accessibility Measures for Hotels and Motels
- [Council Policy No. 350](#) Volunteer Appreciation
- [Council Policy No. 351](#) Senior Government Referral Policy
- [Council Policy No. 360](#) Social Policies

Bylaw Amendment

The *Freedom of Information and Protection of Privacy Act* serves two primary purposes: to enhance public accountability and protect personal privacy. To ensure compliance with the Act, the City must designate a Head (as defined by the Act) to be responsible for making decisions, such as responding to record access requests and ensuring personal information is collected, used, and disclosed in accordance with the Act. The City's Freedom of Information and Protection of Privacy Bylaw No. 9682 designates the City Clerk and the Deputy City Clerk as the Head and delegates other positions to

perform the duties and functions of the Head. Updates to the delegated positions may occur from time to time.

The Freedom of Information and Protection of Privacy Bylaw No. 9682 is proposed to be amended to update the position titles of those City positions designated to perform the duties and functions of the Head. There is no proposed change to the positions designated as the Head; this responsibility will remain with the City Clerk and Deputy City Clerk.

Conclusion:

Prepared for Council's consideration is a list of low-value policies for rescission, in addition to an administrative update to the Freedom of Information and Protection of Privacy Bylaw No. 9682 reflecting current staff position titles.

Internal Circulation:

Building and Business Services
 Communications
 Community Safety Services
 Development Planning
 Executive Office
 Infrastructure Operations
 Long Range Planning
 Sport & Event Services
 Utility Services

Considerations applicable to this report:

Existing Policy:

[Council Policy No. 368 Council Policy Framework](#)

Considerations not applicable to this report:

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Financial/Budgetary Considerations:

Consultation and Engagement:

Communications Comments:

Submitted by:

J. Taylor, Policy Analyst

Approved for inclusion: L. Bentley, City Clerk

Council Policies & Freedom of Information and Protection of Privacy Bylaw

Council Consideration

June 16, 2025



Purpose

- To rescind Council policies that are identified as obsolete or unnecessary and to amend the Freedom of Information and Protection of Privacy Bylaw No. 9682 and

Low-Value Policies

- Obsolete
- Unnecessary
- Redundant
- Inconsistent with bylaws, legislation, other policies

Low-Value Policies

- 31 low-value policies identified for immediate rescission
- Approximately 25% of all Council policies
- Future policy/bylaw updates will allow more policies to be rescinded

Freedom of Information and Protection of Privacy Bylaw No. 9682

- Update position titles

Recommendation

- To rescind 31 low-value Council Policies
- To amend Freedom of Information and Protection of Privacy Bylaw No. 9682



Questions?

CITY OF KELOWNA

Bylaw No. 12800

Amendment No. 1 to Freedom of Information and Protection of Privacy Bylaw No. 9682

The Municipal Council of the City of Kelowna, in open meeting assembled, enacts that the Freedom of Information and Protection of Privacy Bylaw No. 9682 be amended as follows:

1. THAT **Section 6** be amended by deleting in its entirety and replacing with the following:
"The Legislative Coordinator Confidential (FOI) or Corporate Records and Information Coordinator is authorized to perform the duties and functions of the Head."
2. This bylaw may be cited as "Bylaw No. 12800, being Amendment No. 1 to Freedom of Information and Protection of Privacy Bylaw No. 9682".
3. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

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

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk