

City of Kelowna

Regular Council Meeting

AGENDA



Monday, July 21, 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

4 - 10

PM Meeting - July 7, 2025

3. Development Application Reports & Related Bylaws

3.1 Rezoning Bylaws Supplemental Report to Council

11 - 12

To receive a summary of notice of first reading for Rezoning Bylaws No. 12805, 12806 and 12807 and to give the bylaws further reading consideration.

3.2 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.

3.2.1 Clement Ave 1089-1095 and 1097 - BL12805 (Z24-0019) - 1382554 B.C. Ltd Inc. No. BC1382554

13 - 13

To give Bylaw No. 12805 first, second and third reading in order to rezone the subject properties from the MF1-Infill Housing zone to the MF3-Apartment Housing zone.

3.2.2	Harvey Ave 2091 - BL12806 (Z25-0005) - McIntosh Properties Ltd., 0846631	14 - 14
	To give Bylaw No. 12806 first, second and third reading in order to rezone the subject property from UC3 – Midtown Urban Centre zone to the UC3dt – Midtown Urban Centre Drive Through zone.	
3.2.3	Appaloosa Rd 3020 - BL12807 (Z24-0018)- 1348730 BC Ltd., Inc.No. BC1348730	15 - 15
	To give Bylaw No. 12807 first, second and third reading in order to rezone the subject property from the A2 – Agriculture / Rural Residential zone to the I2 – General Industrial zone.	
3.3	DP25-0094 Hidden Hills Drive 1720 Glenwest Properties Ltd., INC.NO. Co889227	16 - 79
	To issue a Development Permit for the form and character of a duplex strata development.	
4.	Non-Development Reports & Related Bylaws	
4.1	Rental Housing Grants Review - DCC Reductions for Affordable Housing	80 - 102
	To receive an overview of the City's current approach to Development Cost Charge relief for affordable housing and direct a review of and update to the current approach.	
4.2	Heritage Conservation Area Conservation and Development Guidelines - Public Hearing Feedback	103 - 116
	To receive a summary of the Public Hearing feedback, including staff's responses, and to consider next steps in the process.	
4.3	Active Living and Culture Fees and Charges Bylaw	117 - 139
	To endorse the Active Living & Culture Fees and Charges Bylaw No. 12810.	
4.4	BL12810 - Active Living & Culture Fees and Charges	140 - 158
	To give Bylaw No. 12810 first, second and third reading.	
4.5	2025-2026 Transit Annual Operating Agreement	159 - 179
	To approve execution of the transit 2025/2026 Annual Operating Agreement.	
4.6	Transit Fare Review	180 - 205
	To receive the outcome of the transit fare review and advance implementation of the recommended fare strategy.	

To receive the Adaptive Signal Timing Trail report and to direct staff to further expand this project across suitable corridors throughout the city and to report back.

5. Mayor and Councillor Items

6. Termination



**City of Kelowna
Regular Council Meeting
Minutes**

Date:	Monday, July 7, 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 Participating Remotely	Councillor Ron Cannan
Members Absent	Councillor Loyal Wooldridge
Staff Present	City Manager, Doug Gilchrist; City Clerk, Laura Bentley; Partnerships Office Director, Michelle Kam*; Divisional Director, Planning, Climate Action & Development Services, Ryan Smith*; Development Planning Department Manager, Nola Kilmartin*; Development Planning Manager, Adam Cseke*; Development Planning Manager, Carla Eaton*; Planner, Andrew Ferguson*; Planner, Carson Mackonka*; Planner Specialist, Tyler Caswell*; Long Range Planning Manager, Robert Miles*; Divisional Director, Partnerships & Investments, Derek Edstrom*; Parks Planning & Design Manager, Melanie Steppuhn*; Senior Project Landscape Architect, Keith Pinkoski*; Legal and Administrative Coordinator, Lisa Schell; Planning Technician, Krystal Hall
Staff Participating Remotely	Legislative Coordinator (Confidential), Arlene McClelland
Guests	Denise Maines, Manager of Research Development and Acting Associate Director of Partnerships, UBCO*, Amanda Sheehan, Partnerships Development Specialist, UBCO*

(* Denotes partial attendance)

1. Call to Order

Mayor Dyas called the meeting to order at 1:31 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 Hodge/Seconded By Councillor Lovegrove

THAT the Minutes of the Regular Meeting of June 23, 2025 be confirmed as circulated.

Carried

3. Public in Attendance

3.1 Annual Update – City of Kelowna and UBCO Research Partnership

Staff:

- Introduced the presentation and guests Denise Maines, Manager of Research Development, UBCO and Amanda Sheehan, Partnerships Development Specialist, UBCO.
- Displayed a PowerPoint Presentation.
- Provided an overview of the research partnership initiative and discussed each of the individual research projects.
- Spoke to the key objectives guiding the City's partnership with UBCO.
- Responded to questions from Council.

Moved By Councillor Lovegrove/Seconded By Councillor DeHart

THAT Council receives for information the report from the City of Kelowna UBCO Research Alliance, providing a progress update regarding various collaborative research initiatives.

Carried

4. Development Application Reports & Related Bylaws

4.1 Clement Ave 1089-1095 and 1097 - Z24-0019 (BL12805) - 1382554 B.C. Ltd Inc. No. BC1382554

Staff:

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

Moved By Councillor Singh/Seconded By Councillor DeHart

THAT Rezoning Application No. Z24-0019 to amend the City of Kelowna Zoning Bylaw No. 12375 by changing the zoning classification of:

- a. Lot A District Lot 138 ODYD Plan EPP115444, located at 1089-1095 Clement Avenue, Kelowna, BC;
- b. Lot 2 District Lot 138 ODYD Plan 4766 Except Plans KAP46262 and EPP45720, located at 1097 Clement Avenue, Kelowna, BC;

from the MF1 – Infill Housing zone to the MF3 – Apartment Housing zone be considered by Council;

AND THAT final adoption of the Rezoning Bylaw be considered subsequent to the outstanding conditions of approval as set out in Attachment "A" attached to the Report from the Development Planning Department dated July 7, 2025;

AND THAT final adoption of the Rezoning Bylaw be considered subsequent to consolidating the subject properties into a single parcel.

Carried

4.2 Harvey Ave 2091 - Z25-0005 (BL12806) - McIntosh Properties Ltd., 0846631

Staff:

- Displayed a PowerPoint Presentation summarizing the application.

Moved By Councillor Stack/Seconded By Councillor Singh

THAT Rezoning Application No. Z25-0005 to amend the City of Kelowna Zoning Bylaw No. 12375 by changing the zoning classification of Lot 1 District Lot 127 Osoyoos Division Yale District Plan 31862, located at 2091 Harvey Avenue, Kelowna, BC from the UC3 – Midtown Urban Centre zone to the UC3dt – Midtown Urban Centre Drive Through 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

4.3 Appaloosa Rd 3020 - Z24-0018 (BL12807)- 1348730 BC Ltd., Inc. No. BC1348730

Staff:

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

Moved By Councillor Stack/Seconded By Councillor Cannan

THAT Rezoning Application No. Z24-0018 to amend the City of Kelowna Zoning Bylaw No. 12375 by changing the zoning classification of Lot 7 Section 3 Township 23 ODYD Plan 18861, located at 3020 Appaloosa Rd, Kelowna, BC from the A2 – Agriculture / Rural Residential zone to the I2 – General Industrial 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 July 7, 2025.

Carried

4.4 Rezoning Bylaws Supplemental Report to Council

Staff:

- Commented on notice of first reading and correspondence received and responded to questions from Council.

4.5 Rezoning Applications

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

4.5.2 Hall Rd 3466 - BL12801 (Z24-0051) - Jennifer Leigh Edge

4.5.3 Raymer Rd. 4578 BL12802 (Z24-0053) - 1475089 B.C. Ltd., Inc. No. BC1475089

Moved By Councillor Webber/Seconded By Councillor Hodge

THAT Bylaw Nos. 12796, 12801 and 12802 be read a first, second and third time and be adopted.

Carried

4.6 Rezoning Applications

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

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

Moved By Councillor Hodge/Seconded By Councillor Webber

THAT Bylaw Nos. 12797 and 12798 be read a first, second and third time.

Carried

Councillor Cannan - Opposed

4.6.3 Lakeshore Rd 3577 3581 - BL12803 (Z24-0058) - Diamond Standard Properties Inc., Inc. No. BC1271558 and Harry Zamonsky

Staff:

- Responded to questions from Council.

Moved By Councillor Stack/Seconded By Councillor Hodge

THAT Bylaw No. 12803 be read a first, second and third time.

Carried

Councillor Cannan - Opposed

4.7 Nickel Rd 215 - BL12536 (Z23-0007) - Multiple Owners

Moved By Councillor DeHart/Seconded By Councillor Stack

THAT Bylaw No 12536 be amended at 3rd reading by deleting ",215, 235" and replacing it with "215";

AND THAT Bylaw No. 12536 be amended at 3rd reading by deleting the Legal Description and underlying zones that read:

"

1. THAT City of Kelowna Zoning Bylaw No. 12375 be amended by changing the zoning classification of Lot 2 Section 27 Township 26 ODYD Plan 18533, located on Nickel Road, Kelowna, BC from the RU1 – Large Lot Housing zone to the MF2 – Townhouse Housing zone;
2. AND THAT City of Kelowna Zoning Bylaw No. 12375 be amended by changing the zoning classification of Lot A Section 27 Township 26 ODYD Plan 39232, located on Nickel Road, Kelowna, BC from the RU2 – Medium Lot Housing zone to the MF2 – Townhouse Housing zone; "

And replacing it with:

1. "THAT City of Kelowna Zoning Bylaw No. 12375 be amended by changing the zoning classification of Lot 1 Section 27 Township 26 ODYD Plan EPP135799, located on Nickel Road, Kelowna, BC from the MF1 – Infill Housing zone to the MF2 – Townhouse Housing zone. "

Carried

Moved By Councillor DeHart/Seconded By Councillor Stack

THAT Bylaw No.12536 as amended be adopted.

Carried

4.8 Nickel Road 215 – DP23-0018 – Various Owners

Staff:

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

Moved By Councillor Stack/Seconded By Councillor Singh

THAT Council authorizes the issuance of Development Permit No. DP23-0018 for Lot 1 Section 27 Township 26 Osoyoos Division Yale District Plan EPP135799 , located at 215 Nickel Road, Kelowna, BC subject to the following:

1. The dimensions and siting of the building(s) to be constructed on the land be in accordance with Schedule "A";
2. The exterior design and finish of the building(s) 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 FURTHER THAT this Development Permit is valid for two (2) years from the date of Council approval, with no opportunity to extend.

Carried

Councillors Hodge and Lovegrove - Opposed

5. Non-Development Reports & Related Bylaws

5.1 2025 OCP Update - Proposed Amendments Introduction

Staff:

- Displayed a PowerPoint Presentation providing an overview of the proposed 2025 Official Community Plan amendments to align with the Housing Needs Assessment and responded to questions from Council.

Moved By Councillor Hodge/Seconded By Councillor DeHart

THAT Council receives, for information, the report from Long Range Planning dated July 7, 2025, with respect to the 2025 OCP Update – Introduction of Proposed Amendments;

AND THAT Council directs staff to proceed with next steps based on the proposed amendments as outlined in the report from Long Range Planning dated July 7, 2025.

Carried

The meeting recessed at 2:46 p.m.

The meeting reconvened at 2:55 p.m.

5.2 Lower Mill Creek Linear Strategic Plan

Staff:

- Displayed a PowerPoint Presentation summarizing the Lower Mill Creek Linear Park Strategic Plan process and implementation and responded to questions from Council.

Moved By Councillor DeHart/Seconded By Councillor Lovegrove

THAT Council receives, for information, the report from the Parks Planning and Design Department, dated June 23, 2025, regarding the draft Lower Mill Creek Linear Park Strategic Plan;

AND THAT Council endorses the draft Lower Mill Creek Linear Park Strategic Plan;

AND FURTHER THAT Council directs staff to proceed with the next phases of Mill Creek planning (Upper Mill Creek Linear Park -Strategic Plan) from Parkinson Recreation Center to Kelowna International Airport.

Carried

6. Bylaws for Adoption (Non-Development Related)

6.1 BL12792 - Road Closure Bylaw - Adjacent to 463 O'Keefe Road

City Clerk invited anyone in the gallery who deems themselves affected by the proposed road closure to come forward.

No one in the gallery came forward.

Moved By Councillor DeHart/Seconded By Councillor Stack

THAT Bylaw No. 12792 be adopted.

Carried

7. Mayor and Councillor Items

Councillor DeHart:

- Commented on the Kelowna Chamber of Commerce initiative to provide window decals for local businesses to welcome tourists from the United States this summer.
- Spoke to their attendance at the opening of the lawn bowling season in City Park.
- Spoke to their attendance at the Dragon Boat Festival this past weekend on behalf of Mayor Dyas.
- Spoke to their attendance at the Canada Day festivities.
- Spoke to their attendance at the Strathcona Park inclusive play area opening.
- Commended Park staff for the beautifully executed planters that enhance the city medians.

Councillor Singh:

- Spoke to their attendance at the Canada Day festivities.

Councillor Lovegrove:

- Spoke to their attendance at the Strathcona Park inclusive play area opening.
- Advised of the upcoming Across the Lake Swim and Rotary pancake breakfast.

Councillor Hodge:

- Spoke to their attendance at the Waterfront Island Stage opening.
- Spoke to their attendance at the Canada Day festivities.

Councillor Cannan:

- Spoke to their attendance at Canada Day festivities.

8. Termination

This meeting was declared terminated at 3:33 p.m.

Mayor Dyas

/acm





City Clerk

DRAFT

Report to Council



Date: July 21, 2025
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 July 21, 2025 with respect to three rezoning applications;

AND THAT Rezoning Bylaws No. 12805, 12806 and 12807 be forwarded for further reading consideration.

Purpose:

To receive a summary of notice of first reading for Rezoning Bylaws No. 12805, 12806 and 12807 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 three Rezoning Applications were brought forward to Council for initial consideration on July 7, 2025. 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
1089-1095 and 1097 Clement Ave	Z24-0019	12805	No	1 st , 2 nd , 3 rd	0
2091 Harvey Ave	Z25-0005	12806	No	1 st , 2 nd , 3 rd	0
3020 Appaloosa Rd	Z24-0018	12807	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. 12805, 12806 and 12807 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. 12805
Z24-0019
1089-1095 and 1097 Clement Avenue

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

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

1. THAT City of Kelowna Zoning Bylaw No. 12375 be amended by changing the zoning classification of:
 - a. Lot A District Lot 138 ODYD Plan EPP115444, located on Clement Avenue, Kelowna, BC; and
 - b. Lot 2 District Lot 138 ODYD Plan 4766 Except Plans KAP46262 and EPP45720, on Clement Avenue, Kelowna, BC;from the MF1 – Infill Housing zone to the MF3 – Apartment Housing zone.
2. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

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

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk

CITY OF KELOWNA

BYLAW NO. 12806

Z25-0005

2091 Harvey Avenue

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

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

1. THAT City of Kelowna Zoning Bylaw No. 12375 be amended by changing the zoning classification of Lot 1 District Lot 127 ODYD Plan 31862 located on Harvey Avenue, Kelowna, BC from the UC₃ – Midtown Urban Centre zone to the UC₃dt – Midtown Urban Centre Drive Through 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 pursuant to section 52(3)(a) of the Transportation Act this

for Minister of Transportation & Transit

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk

CITY OF KELOWNA
BYLAW NO. 12807
Z24-0018
3020 Appaloosa 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 7 Section 3 Township 23 ODYD Plan 18861 located on Appaloosa Rd, Kelowna, BC from the A2 – Agriculture / Rural Residential zone to the I2 – General Industrial 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 DEVELOPMENT PERMIT



Date: July 21, 2025
To: Council
From: City Manager
Address: 1720 Hidden Hills Drive
File No.: DP25-0094
Zone: RU5 – Multiple Suburban Housing

1.0 Recommendation

THAT Council authorizes the issuance of the Development Permit No. DP25-0094 for Lot 110 Sections 9 and 16 Township 23 Osoyoos Division Yale District Plan EPP138043, located at 1720 Hidden Hills Drive, 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 buildings 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.

2.0 Purpose

To issue a Development Permit for the form and character of a duplex strata development.

3.0 Development Planning

Staff support the proposed Development Permit for the form and character of 30 duplex units (15 buildings) along a strata road on a single parcel in Wilden. This duplex strata site is located within a new neighbourhood recently subdivided in Wilden deemed 'Hidden Hills'. The units resemble an 'Okanagan Modern' form characteristic of many homes within the Wilden neighbourhood, and make use of materials such as stone, wood, stucco, and colours that fit into the surrounding landscape. The proposed project generally aligns with the 2040 Official Community Plan (OCP) Form and Character Design Guidelines. Specifically, key guidelines that are met include the incorporation of high-quality building materials, robust landscaping, and streetscape design that integrates the development into the existing sensitive sloping terrain. Sufficient vehicle access and parking is provided on-site, and no variances are required to accommodate the proposed design.

The development proposes using a variety of materials, such as aluminium wood siding, wood accents, cultured stone, and stucco. These materials will be available in a range of colours, including white, various shades of brown, and grey. The landscape plan includes 317 trees that will be strategically distributed throughout the subject property. These trees will be placed along the strata road, intermixed within each unit, and integrated to transition seamlessly into the existing treed ecosystem surrounding the subject property.

4.0 Subject Property & Background

4.1 Subject Property Map



The subject property is situated within the Wilden neighbourhood, located off Hidden Hills Drive. The property is near the north end of Union Road and Begbie Road to the south. The site is adjacent to other suburban residential properties and located within the Permanent Growth Boundary.

4.2 Background

The subject property was recently created through a subdivision application. As such, Natural Environment/Hazardous Condition Development Permits have been approved to determine the developable areas of the property. These approvals facilitated the identification of a developable area for the proposed duplex strata, and designated areas for parks, trails and preservation of the adjacent steep slopes.

5.0 Zoning Bylaw Regulations Summary

AREA & UNIT STATISTICS	
Gross Lot Area	46,577m ²
Undevelopable Land (30% slope)	38,504m ²
Total Number of Units	30
4-bed	30

DEVELOPMENT REGULATIONS		
CRITERIA	RU ₅ ZONE	PROPOSAL
Total Maximum Density	9 dwelling units per 1,000m² (216)	30
Max. Site Coverage (buildings)	55%	24%
Max. Site Coverage (buildings, parking, driveways)	75%	40%
Max. Height	11m	8.08m
Base Height	11m	8.08m
Setbacks		
Min. Front Yard (North)	3m	39m
Min. Side Yard (East)	3m	11m
Min. Side Yard (West)	3m	24m
Min. Rear Yard (South)	6m	74m
Landscaping		
Min. Number of Trees	20 trees	317 trees
Min. Large Trees	10 trees	217 trees

PARKING REGULATIONS		
CRITERIA	RU ₅ ZONE	PROPOSAL
Total Required Vehicle Parking	245	250 stalls
Residential	240	240
Visitor	5	10
Ratio of Regular to Small Stalls	Min. 50% Regular	100% Regular

6.0 Application Chronology

Application Accepted: April 28, 2025

Report prepared by: Jamie Kouwenhoven, Environmental Coordinator
Reviewed by: Alex Kondor, Development Planning Manager
Reviewed by: Nola Kilmartin, Development Planning Department Manager
Approved for Inclusion: Ryan Smith, Divisional Director, Planning, Climate Action & Development Services

Attachments:

Attachment A: Draft Development Permit DP25-0094
 Schedule A: Site Plan & Floor Plans
 Schedule B: Elevations & Sections
 Schedule C: Landscape Plan
 Attachment B: OCP Form and Character Development Permit Guidelines

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

Development Permit

DP25-0094

ATTACHMENT A	
This forms part of application # DP25-0094	
Planner Initials	JK
 City of Kelowna COMMUNITY PLANNING	



This permit relates to land in the City of Kelowna municipally known as

1720 Hidden Hills Drive

and legally known as

Lot 110 Sections 9 and 16 Township 23 Osoyoos Division Yale District Plan EPP138043

and permits the land to be used for the following development:

Multiple Suburban Housing

The present owner and any subsequent owner of the above described land must comply with any attached terms and conditions.

Date of Council Approval: **July 21, 2025**

Development Permit Area: Form and Character DPA

Existing Zone: RU5 – Multiple Suburban Housing

Future Land Use Designation: S-RES – Suburban Residential

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

This is NOT a Building Permit.

In addition to your Development Permit, a Building Permit may be required prior to any work commencing. For further information, contact the City of Kelowna, Development Services Branch.

NOTICE

This permit does not relieve the owner or the owner's authorized agent from full compliance with the requirements of any federal, provincial or other municipal legislation, or the terms and conditions of any easement, covenant, building scheme or agreement affecting the building or land.

Owner: Glenwest Properties Ltd., Inc. No. Co889227

Applicant: Ryan Wheeler - Wilden

Nola Kilmartin
Development Planning Department Manager
Planning & Development Services

Date of Issuance

1. SCOPE OF APPROVAL

This Development Permit applies to and only to those lands within the Municipality as described above, and any and all buildings, structures and other development thereon.

This Development Permit is issued subject to compliance with all of the Bylaws of the Municipality applicable thereto, except as specifically varied or supplemented by this permit, noted in the Terms and Conditions below.

The issuance of a permit limits the permit holder to be in strict compliance with regulations of the Zoning Bylaw and all other Bylaws unless specific variances have been authorized by the Development Permit. No implied variances from bylaw provisions shall be granted by virtue of drawing notations that are inconsistent with bylaw provisions and that may not have been identified as required Variances by the applicant or Municipal staff.

2. CONDITIONS OF APPROVAL

THAT Council authorizes the issuance of Development Permit No. DP25-0094 for Lot 110 Sections 9 and 16 Township 23 Osoyoos Division Yale District Plan EPP138043, located 1720 Hidden Hills Drive, Kelowna, BC, subject to the following:

- a) The dimensions and siting of the building to be constructed on the land be in accordance with Schedule "A";
- b) The exterior design and finish of the building to be constructed on the land be in accordance with Schedule "B";
- c) Landscaping to be provided on the land be in accordance with Schedule "C";
- d) 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 FURTHER THAT this Development Permit is valid for two (2) years from the date of Council approval, with no opportunity to extend.

3. PERFORMANCE SECURITY

As a condition of the issuance of this Permit, Council is holding the security set out below to ensure that development is carried out in accordance with the terms and conditions of this Permit. Should any interest be earned upon the security, it shall accrue to the Developer and be paid to the Developer or his or her designate if the security is returned. The condition of the posting of the security is that should the Developer fail to carry out the development hereby authorized, according to the terms and conditions of this Permit within the time provided, the Municipality may use enter into an agreement with the property owner of the day to have the work carried out, and any surplus shall be paid over to the property owner of the day. Should the Developer carry out the development as per the conditions of this permit, the security shall be returned to the Developer or his or her designate following proof of Substantial Compliance as defined in Bylaw No. 12310. There is filed accordingly:

- a) An Irrevocable Letter of Credit **OR** certified cheque **OR** a Surety Bond in the amount of **\$849,105.00**

Before any bond or security required under this Permit is reduced or released, the Developer will provide the City with a statutory declaration certifying that all labour, material, workers' compensation and other taxes and costs have been paid.

4. INDEMNIFICATION

Upon commencement of the works authorized by this Permit the Developer covenants and agrees to save harmless and effectually indemnify the Municipality against:

- a) All actions and proceedings, costs, damages, expenses, claims, and demands whatsoever and by whomsoever brought, by reason of the Municipality said Permit.

All costs, expenses, claims that may be incurred by the Municipality where the construction, engineering or other types of works as called for by the Permit results in damages to any property owned in whole or in part by the Municipality or which the Municipality by duty or custom is obliged, directly or indirectly in any way or to any degree, to construct, repair, or maintain.

The PERMIT HOLDER is the CURRENT LAND OWNER.

Security shall ONLY be returned to the signatory of the Landscape Agreement or their designates.

ATTACHMENT A	
This forms part of application	
# DP25-0094	
Planner Initials	<div style="border: 1px solid black; padding: 2px; display: inline-block;">JK</div>
 City of Kelowna COMMUNITY PLANNING	

PROJECT INFO:

CIVIC ADDRESS:
1850 BEEBIE RD, KELOWNA BC V1Y 2G6

LEGAL DESCRIPTION:
PLAN KAP80724 LOT 4 SECTION 4 5 8 9
TOWNSHIP 23 EXC PLS:
KAP71944
KAP73768
KAP75949
KAP78547
KAP80107
KAP81912
KAP85278
KAP86750
EPP93485
EPP93548
EPP101624
EPP115845
EPP123935

ZONING:
RUI IN SITE AREA (M2P3RR1-RU1-RU2 BEYOND)
SITE AREA:
152 ACRES (615122 m.aq.)

PROPOSED:
ZONING: RUS
SITE AREA: 7.4 ACRES (29946.7 m.aq.)

BUILDING A: 6 DUPLEX BUILDINGS (12 UNITS)
FINISHED AREA = 3908 SQ.FT. (363.0 SQ.M.)
FOOT PRINT = 2452 SQ.FT. (227.8 SQ.M.)
LOT COVERAGE = 3238 SQ.FT. (300.8 SQ.M.)

BUILDING B: 5 DUPLEX BUILDINGS (10 UNITS)
FINISHED AREA = 6080 SQ.FT. (564.9 SQ.M.)
FOOT PRINT = 3890 SQ.FT. (361.4 SQ.M.)
LOT COVERAGE = 4402 SQ.FT. (409.0 SQ.M.)

BUILDING C: 4 DUPLEX BUILDINGS (8 UNITS)
FINISHED AREA = 4272 SQ.FT. (396.9 SQ.M.)
FOOT PRINT = 3224 SQ.FT. (299.5 SQ.M.)
LOT COVERAGE = 3566 SQ.FT. (340.6 SQ.M.)

CONSULTANTS:

ARCHITECTURAL:
JENISH HOUSE DESIGN LIMITED
CONTACT: TREVOR BEATTY
201 - 1858 COMMERCIAL AVE
KELOWNA, BC V1Y 8A9
PHONE: 250-420-3346
EMAIL: trevor@jenish.com

CIVIL:
INTERCAD
CONTACT: BRIAN WALLACE
1460 PANDOSY ST. #203
KELOWNA, BC V1Y 1P3
PHONE: 250-762-2353
EMAIL: kelowna@intercad.bc.ca

GEOTECHNICAL:
GEOPACIFIC CONSULTANTS LTD.
CONTACT: KEVIN BODNER
1140 ST. PAUL ST.
KELOWNA, BC V1Y 2E1
PHONE: 250-762-8073
EMAIL: bodner@geopacific.ca

ELECTRICAL SERVICING:
PRIMARY ENGINEERING AND CONSTRUCTION
CONTACT: KEITH MUELLER
2250 LECKIE RD. #7
KELOWNA, BC V1Y 7K1
PHONE: 250-300-1973
EMAIL: kmueller@primaryeng.com

ENERGY MODELING:
TOTAL HOME SOLUTIONS INC.
CONTACT: GILLES LESAGE
5108 MAIN ST. #203
KELOWNA, BC V1Y 4V3
PHONE: 778-464-5002
EMAIL: gilles@totalhome.ca

LEGAL SURVEY:
FERGUSON LAND SURVEYING & GEOMATICS LTD.
CONTACT: CAM HENRY
#404-1630 PANDOSY ST.
KELOWNA, BC V1Y 1P7
PHONE: 250-763-3115, EXT. 107
EMAIL: chenny@fls.ca

MECHANICAL:
QUALITY AIR CARE - PLUMBING AND HEATING
CONTACT: CLAYTON PARKS
1855 KIRSCHNER RD. #184
KELOWNA, BC V1Y 4N7
PHONE: 250-862-0963
EMAIL: clayton@qualityaircare.ca

STRUCTURAL:
ROY ENGINEERING CONSULTANTS
CONTACT: TREVOR JUD
1620 AMBROSE RD. #201
KELOWNA, BC V1Y 6G5
PHONE: 250-860-0412
EMAIL: trevor@royconsulting.ca

SCHEDULE

A

This forms part of application

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City of
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HEAD OFFICE:
JENISH HOUSE COMMERCIAL AVE
201 - 1858 COMMERCIAL AVE
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(250) 420-3346
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DATE:
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SCALE:

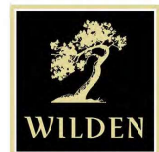
SHEET:
F of 6

PLAN NUMBER:
1

C2-3-110



OVERALL SITE PLAN



Material / Colour Board

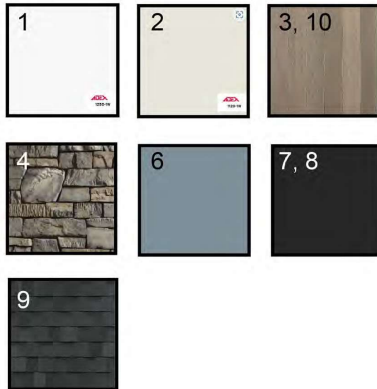
Light Scheme:

Buildings:

- Plan A - Uphill Units: 1, 4
- Plan B - Walkout Units: 7, 10
- Plan C - Level Units: 13



* Rendering shows the light scheme on a 2-storey level unit (2-storey level units are buildings 12-15)



- 1) Stucco: Adex 1250-1W
- 2) Stucco: Adex 1120-1W (*only used on Uphill units, buildings 1 & 4)
- 3) Aluminum wood siding: MAC smoked birch
- 4) Cultured stone: Blacktruffle PEAK LEDGE Creative Mines
- 5) Front Door Colour: Boothbay Blue
- 6) Vinyl/Aluminum Windows: Black
- 7) Flashing / Trim / Gutters /Railings / Lights / House Numbers: Black
- 8) Soffit: Black (or match #3 in select areas i.e. entries)
- 9) Asphalt Singles: Iko Cambridge Dual, Black
- 10) Wood features (posts & decorative): Stained to match MAC smoked birch

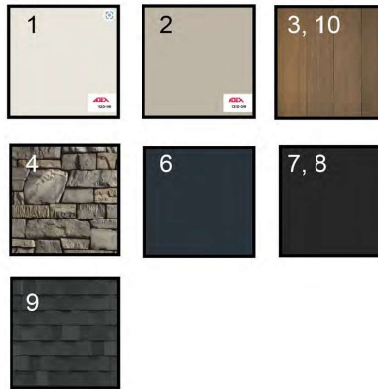
Medium Scheme:

Buildings:

- Plan A - Uphill Units: 2, 5
- Plan B - Walkout Units: 8, 11
- Plan C - Level Units: 14



* Rendering shows the medium scheme on a walkout unit (Walkout units are buildings 7-11)



- 1) Stucco: Adex 1250-1W
- 2) Stucco: Adex 1120-1W
- 3) Aluminum wood siding: MAC teak
- 4) Cultured stone: Blacktruffle PEAK LEDGE Creative Mines
- 5) Front Door Colour: Last Embers
- 6) Vinyl/Aluminum Windows: Black
- 7) Flashing / Trim / Gutters /Railings / Lights / House Numbers: Black
- 8) Soffit: Black (or match #3 in select areas i.e. entries)
- 9) Asphalt Singles: Iko Cambridge Dual, Black
- 10) Wood features (posts & decorative): Stained to match MAC teak

SCHEDULE

A

This forms part of application

DP25-0094

Dark Scheme:

Buildings:

- Plan A - Uphill Units: 3, 6
- Plan B - Walkout Units: 9
- Plan C - Level Units: 12, 15



* Rendering shows the dark scheme on an uphill unit (Uphill units are buildings 1-6)



- 1) Stucco: Adex W-200-4E
- 2) Stucco: Adex 1430-6W
- 3) Aluminum wood siding: MAC teak
- 4) Cultured stone: Blacktruffle PEAK LEDGE Creative Mines
- 5) Front Door Colour: Wandering Green
- 6) Vinyl/Aluminum Windows: Black
- 7) Flashing / Trim / Gutters /Railings / Lights / House Numbers: Black
- 8) Soffit: Black (or match #3 in select areas i.e. entries)
- 9) Asphalt Singles: Iko Cambridge Dual, Black
- 10) Wood features (posts & decorative): Stained to match MAC teak



City of
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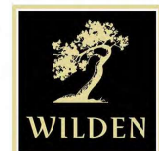
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DATE:
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SCALE:

SHEET:
F O C

PLAN NUMBER:
C2-3-110





SCHEDULE A

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Planner
Initials JK



ANTLER HEIGHTS

HEAD OFFICE:
JENISH HOUSE DESIGN LTD.
201-1000 LOCUST AVE
SUITE 100
V1Y 9C6
(250) 420-3549
TOLL FREE: 1-888-455-1235

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SCALE:	
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PLAN NUMBER:	3
	C2-3-110



SCHEDULE

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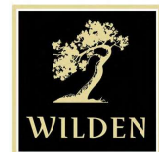
JK

City of Kelowna

COMMUNITY PLANNING

PLAN 'A'

(BUILDINGS 1 - 6)



HEAD OFFICE:
JENISH HOUSE DESIGN LTD.
207-10500 KAMLOOAN AVE
SUITE 100
KAMLOOAN, BC V2C 1A6
(250) 420-3348
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SHEET:
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PLAN NUMBER
24
C2-3-110

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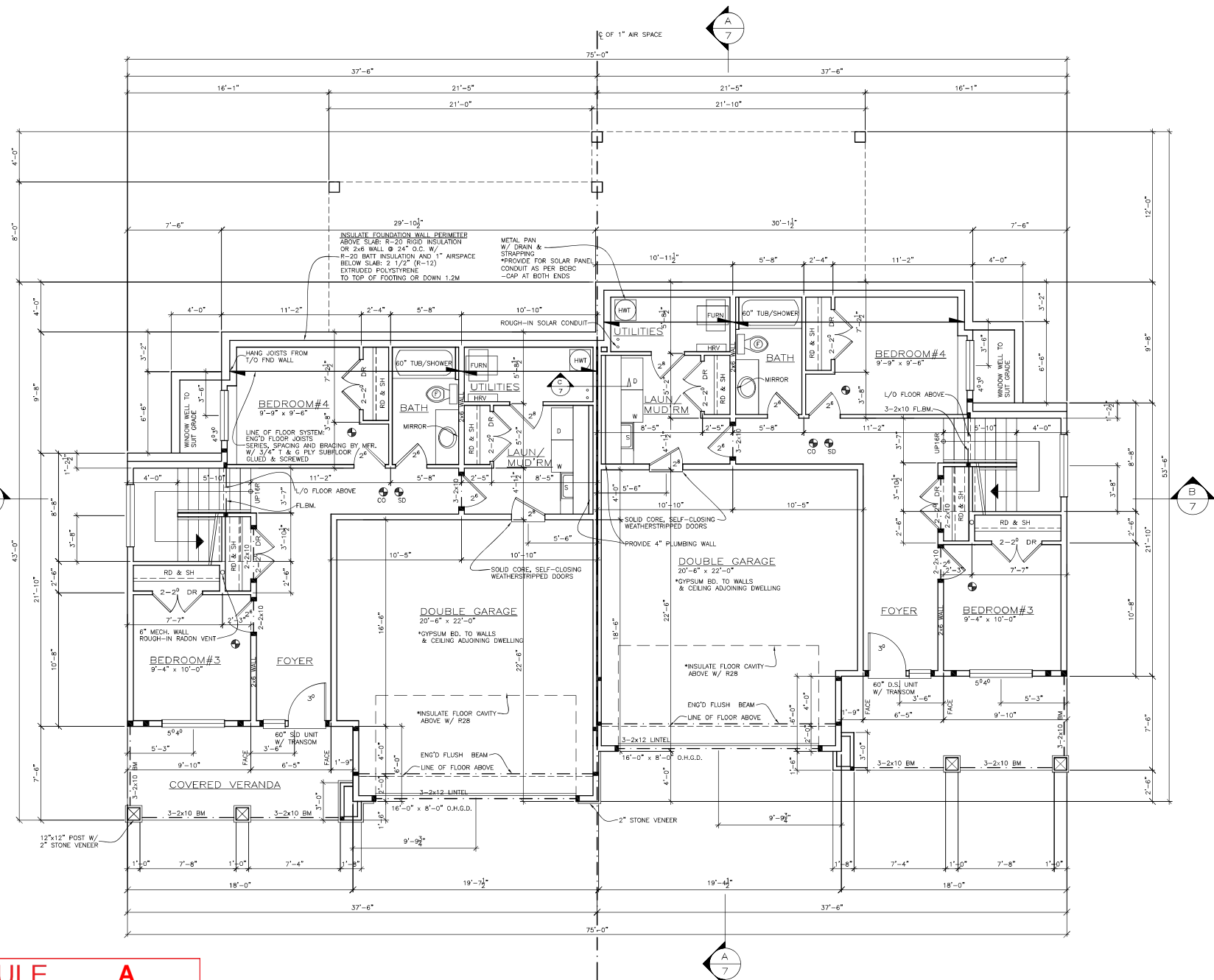
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DATE:
MARCH 2025

SCALE:
1/4"=1'-0"

SHEET:
2 OF 25

PLAN NUMBER:
C2-3-110
UPSLOPE

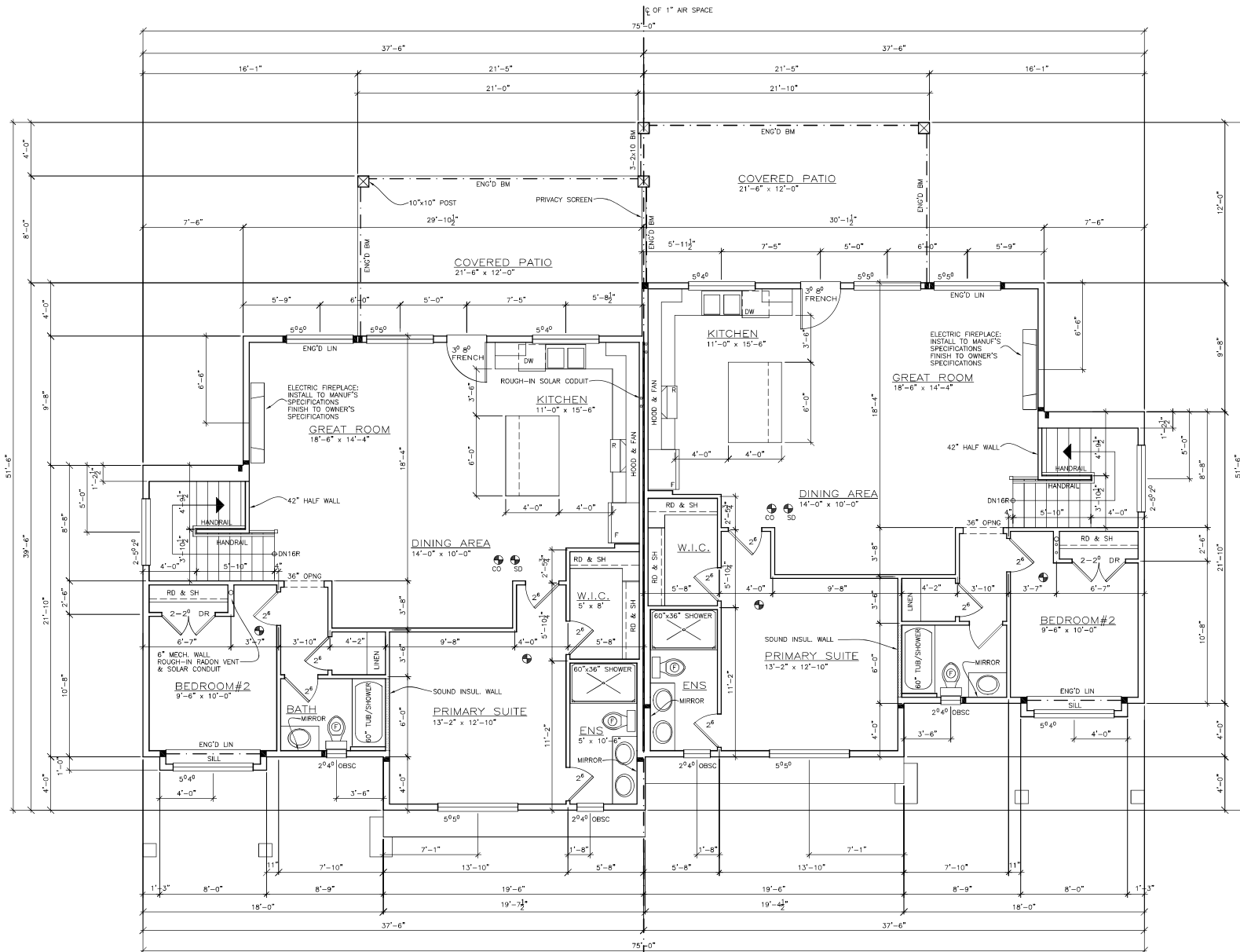


SCHEDULE A

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DP25-0094

Planner Initials **JK**

City of Kelowna
COMMUNITY PLANNING



MAIN FLOOR PLAN

FINISHED AREA = 1187 SQ. FT.
9' 0"-3 3/4" CLG.

MAIN FLOOR PLAN

FINISHED AREA = 1187 SQ. FT.
9' 0"-3 3/4" CLG.

SCHEDULE A

This forms part of application
DP25-0094

Planner
Initials JK



PLAN 'A'

NOTE:
SOME BEAMS & LINTELS MAY BE
REQUIRED TO BE ENGINEERED
DUE TO ROOF LOADS NOT COVERED
IN THE BUILDING CODE & IS THE
RESPONSIBILITY OF THE HOME OWNER
OR BUILDER TO SECURE.

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DATE:
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SCALE:
1/4"=1'-0"

SHEET:
3 OF 3

PLAN NUMBER:
C2-3-110
UPSLOPE

HEAD OFFICE:
JENISH HOUSE DESIGN, A/E
KELOWNA, B.C. V1Y 8A9
(250) 860-3366
TOLL FREE: 1-800-468-9235



SCHEDULE

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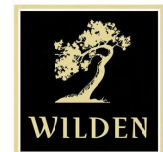
DP25-0094

Planner Initials JK

City of
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COMMUNITY PLANNING

PLAN 'B'

(BUILDINGS 7 - 11)



HEAD OFFICE:

100-1000 KAMLOOAN AVE

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(250) 420-3348

TOLL FREE 1-888-455-1235

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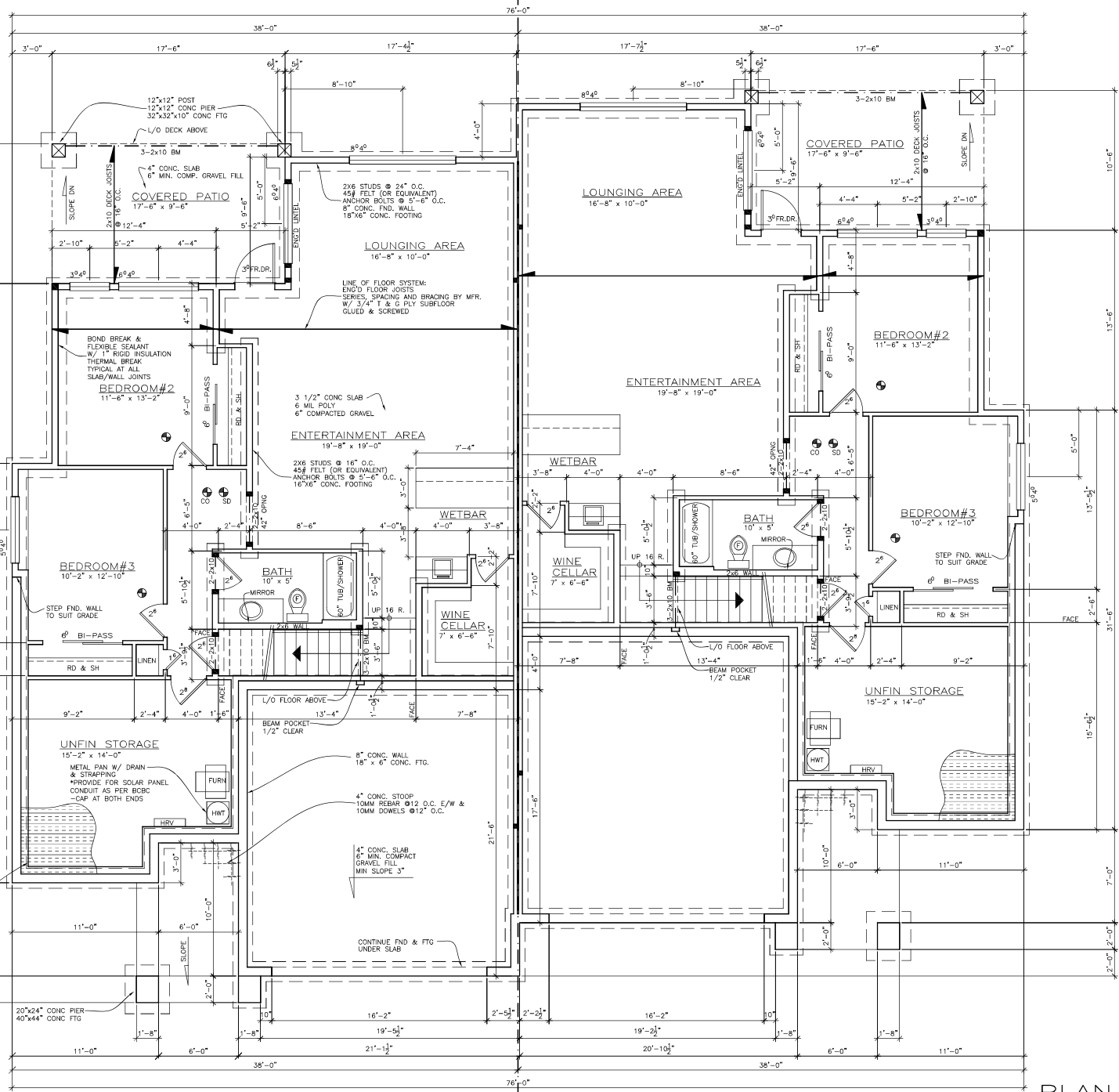
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SCALE:	
SHEET:	F and G
PLAN NUMBER:	C2-3-110

SCHEDULE

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LOWER FLOOR PLAN

FINISHED AREA = 1272 SQ. FT.
UNFINISHED AREA = 249 SQ. FT.

TOTAL FINISHED AREA = 2544 SQ. FT.
TOTAL UNFINISHED AREA = 498 SQ. FT.

PROVIDE ROUGHIN SUBFLOOR DEPRESSURIZATION SYSTEM,
4" GRANULAR FILL BELOW SLAB AND PROVIDE 4" PIPE WITH
CONNECTION FOR FUTURE DEPRESSURIZATION EQUIPMENT AND AIRTIGHT CAP
TO BE PASSIVELY VENTED TO EXTERIOR, TO BE TERMINATED OUTSIDE
* REINFORCED FOUNDATION TO
ENGINEERS SPECS WHERE SLAB
TO GRADE DIMENSION EXCEEDS:
7'-6" BACKFILL

LOWER FLOOR PLAN

FINISHED AREA = 1272 SQ. FT.
UNFINISHED AREA = 249 SQ. FT.



PLAN 'B'

NOTE: REMOVAL OF JHDL LOGO, TITLE
BLOCK OR WATER MARK IS AGAINST
CANADIAN COPYRIGHT LAWS
NOTE: SOME BEAMS & LINTELS MAY BE
REQUIRED TO BE ENGINEERED
DUE TO ROOF LOADS NOT COVERED
IN THE BUILDING CODE & IS THE
RESPONSIBILITY OF THE HOME OWNER
OR BUILDER TO SECURE.
REFERENCE:
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TB
DATE:
MARCH 2025
SCALE:
1/4"=1'-0"
SHEET:
1 OF 3
PLAN NUMBER:
C2-3-110
WALKOUT

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SCALE:
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SHEET:
1 OF 3

PLAN NUMBER:
C2-3-110
WALKOUT

SCHEDULE

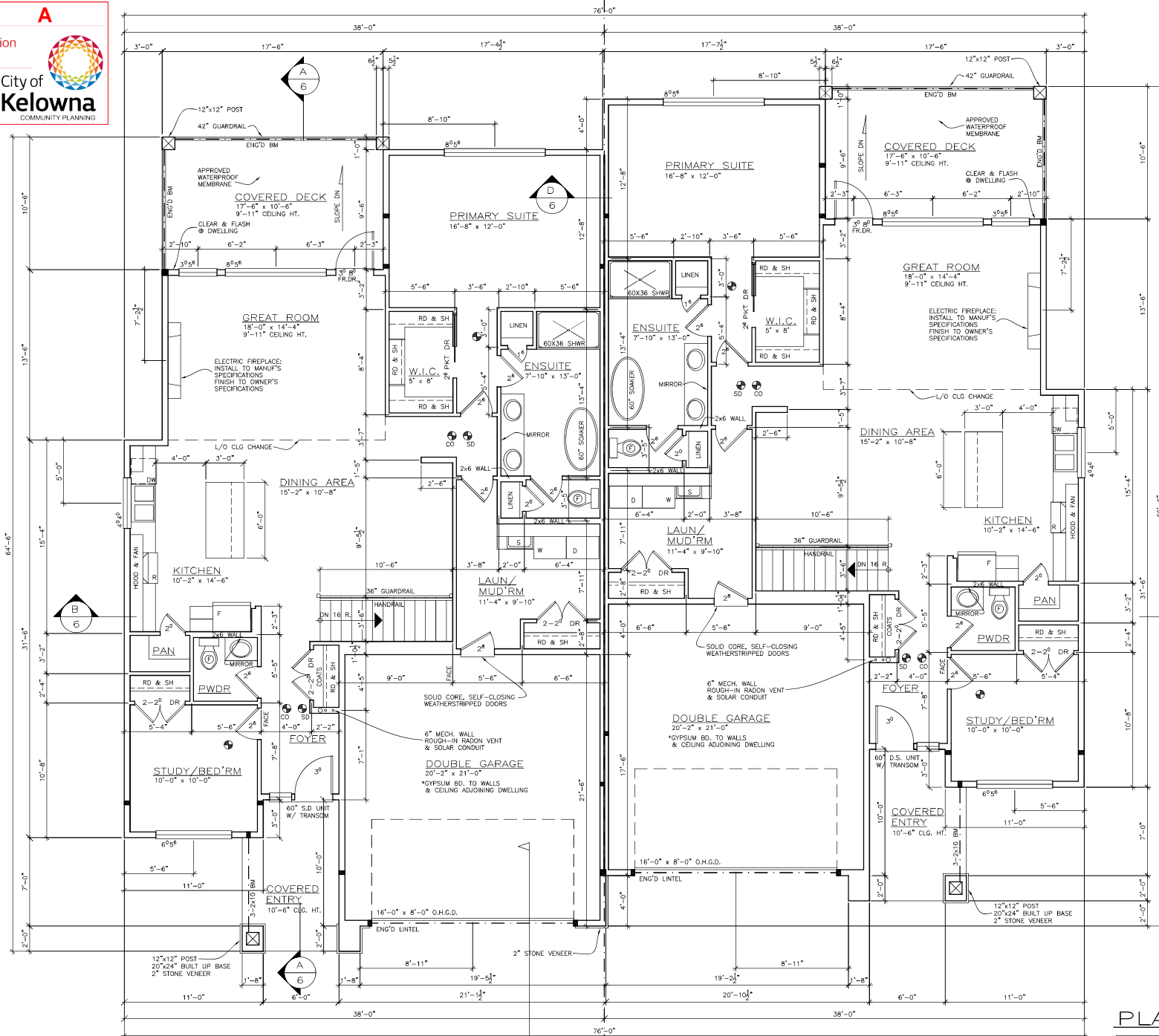
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DP25-0094



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City of
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COMMUNITY PLANNING



MAIN FLOOR PLAN

FINISHED AREA = 1519 SQ. FT.
GARAGE AREA = 426 SQ. FT.

TOTAL FINISHED AREA = 3038 SQ. FT.
TOTAL GARAGE AREA = 852 SQ. FT.

MAIN FLOOR PLAN

FINISHED AREA = 1519 SQ. FT.
GARAGE AREA = 426 SQ. FT.



PLAN 'B'

NOTE:
BUILDER TO PROVIDE ELECTRIC
VEHICLE (EV) ENERGIZED OUTLET
CAPABLE OF PROVIDING LEVEL 2
CHARGING.

NOTE:
SOME BEAMS & LINTELS MAY BE
REQUIRED TO BE ENGINEERED
DUE TO ROOF LOADS NOT COVERED
IN THE BUILDING CODE & IS THE
RESPONSIBILITY OF THE HOME OWNER
OR BUILDER TO SECURE.

FOR JENISH
2500 GOS COMMERCE AVE
KELOWNA, B.C. V1Y 8A9
TEL: 250.860.1111
WWW.JENISH.COM
YOU'LL FREE 1-888-426-9235

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DATE:
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SCALE:
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SHEET:
2 OF 2

PLAN NUMBER:
C2-3-110
WALKOUT



SCHEDULE

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DP25-0094

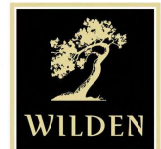
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A



City of Kelowna
COMMUNITY PLANNING

PLAN 'C'
(BUILDINGS 12 - 15)



HEAD OFFICE:
100-1000 BROADVIEW AVE
SUITE 1000
V2Y 1A8
(250) 420-3348
TOLL FREE 1-888-455-1235

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PLAN NUMBER:
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SHEET:
2 OF 3

PLAN NUMBER:
C2-3-110

TWO STOREY

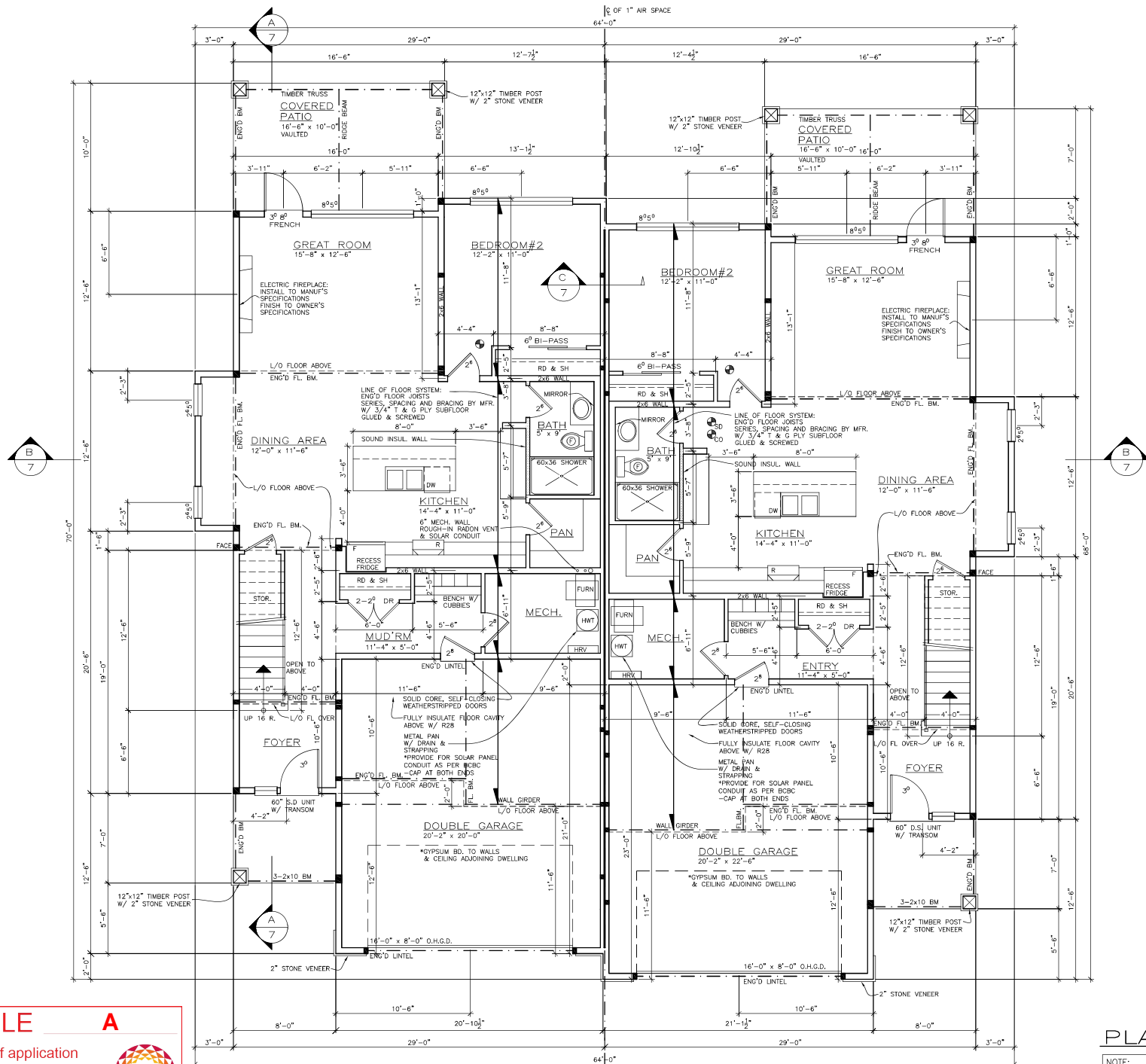
SCHEDULE A

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DP25-0094

Planner Initials **JK**

City of Kelowna
COMMUNITY PLANNING



MAIN FLOOR PLAN

FINISHED AREA = 1154 SQ. FT.
GARAGE AREA = 458 SQ. FT.

MAIN FLOOR PLAN

FINISHED AREA = 1154 SQ. FT.
GARAGE AREA = 478 SQ. FT.

TOTAL FINISHED AREA = 2308 SQ. FT.
TOTAL GARAGE AREA = 916 SQ. FT.



NOTE:
BUILDER TO PROVIDE ELECTRIC
VEHICLE (EV) ENERGIZED OUTLET
CAPABLE OF PROVIDING LEVEL 2
CHARGING.

NOTE:
SOME BEAMS & LINTELS MAY BE
REQUIRED TO BE ENGINEERED
DUE TO ROOF LOADS NOT COVERED
IN THE BUILDING CODE & IS THE
RESPONSIBILITY OF THE HOME OWNER
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SCHEDULE

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City of
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HEAD OFFICE:
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KELLOWNA, B.C. V1Y 8A9
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FAX: (250) 860-4266

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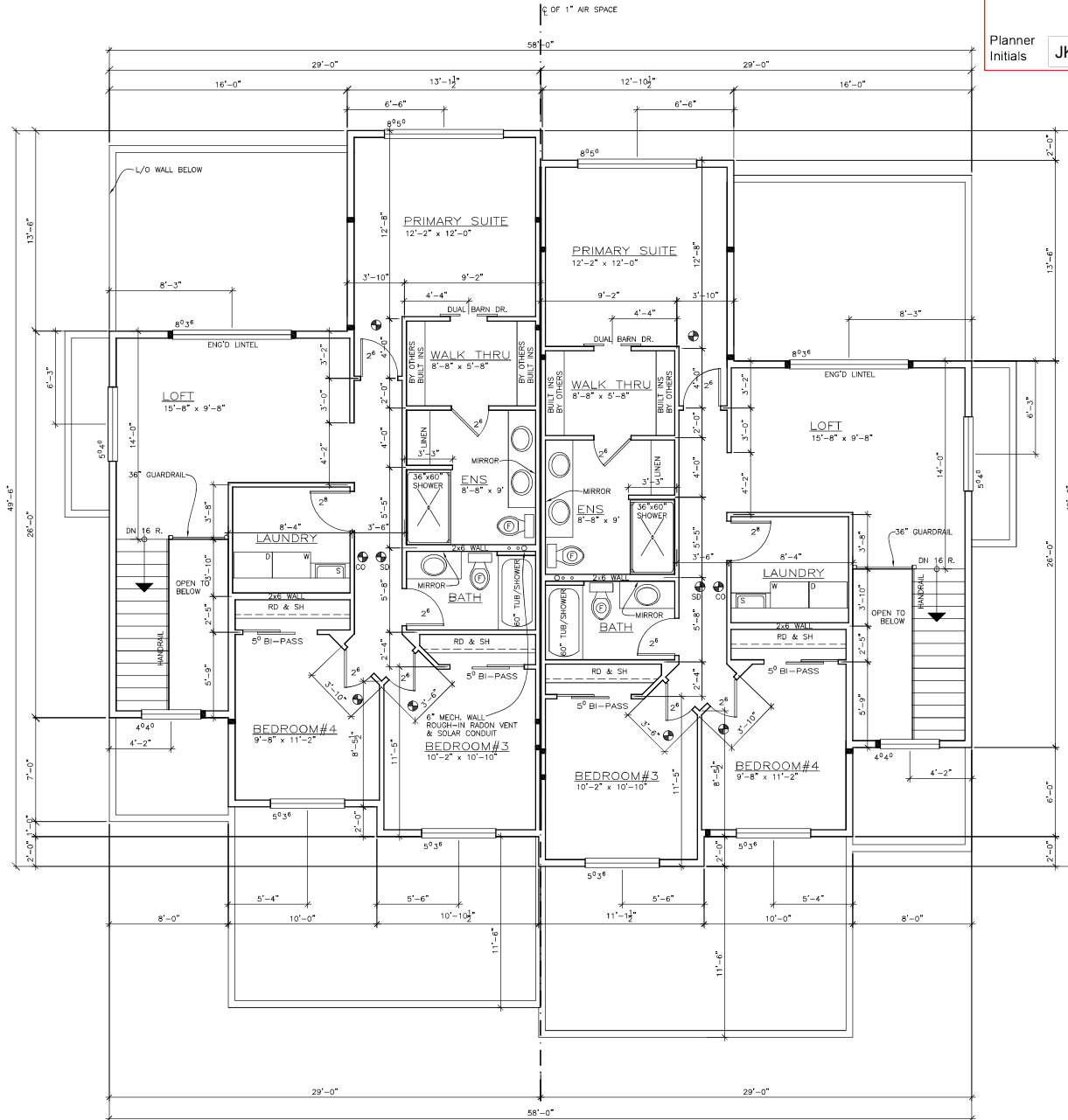
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DATE:
MARCH 2025

SCALE:
1/4"=1'-0"

SHEET:
3 OF 32

PLAN NUMBER:
C2-3-110
TWO STOREY



SECOND FLOOR PLAN

FINISHED AREA = 982 SQ. FT.

SECOND FLOOR PLAN

FINISHED AREA = 982 SQ. FT.

TOTAL FINISHED AREA = 1964 SQ. FT.



PLAN 'C'



SCHEDULE **B**

This forms part of application

DP25-0094

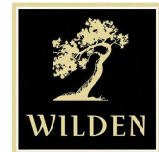
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PLAN 'A'
(BUILDINGS 1 - 6)



HEAD OFFICE:
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V1Y 9C6
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TOLL FREE: 1-888-405-1235

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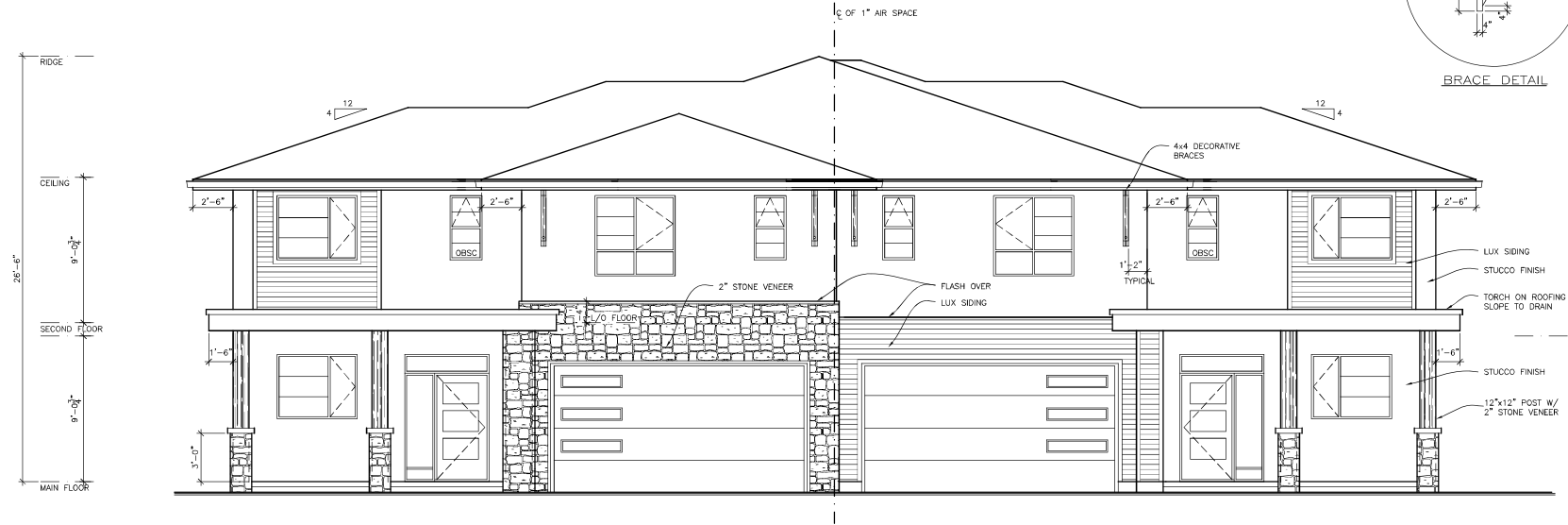
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SCALE:

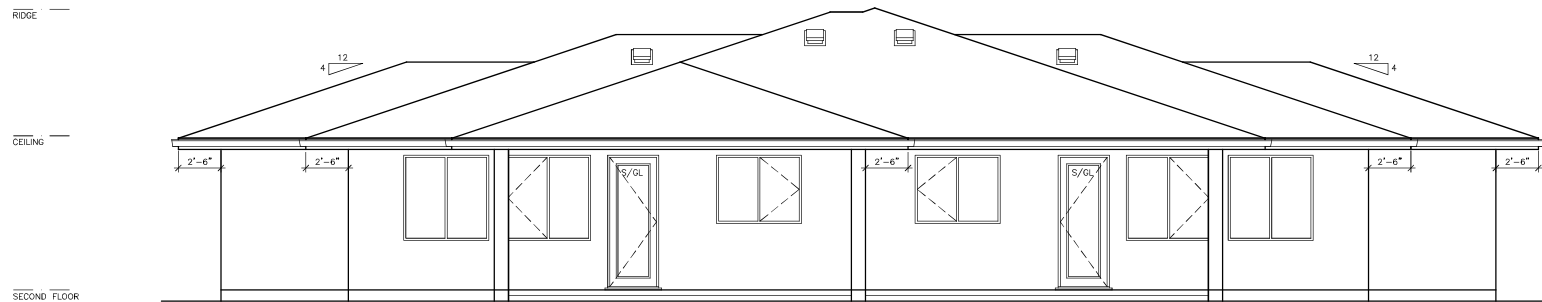
SHEET:
F and S

PLAN NUMBER
C2-3-110

33



FRONT ELEVATION



REAR ELEVATION

SCHEDULE B

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City of Kelowna
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PLAN 'A'

HEAD OFFICE:
JENISH HOUSE DESIGN LTD.
2200 10th Ave
Kelowna, B.C. V1Y 8A9
(250) 860-3366
FAX: (250) 860-3367
TOLL FREE: 1-800-428-9235

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DATE:
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SCALE:
1/4"=1'-0"

SHEET:
5 OF 34

PLAN NUMBER:
C2-3-110
UPSLOPE

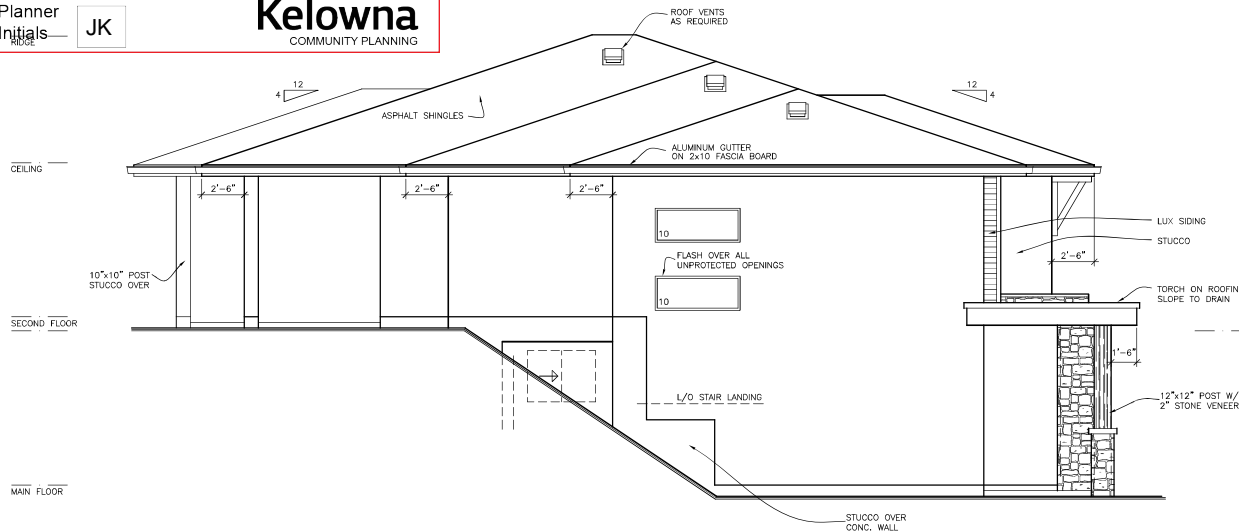
SCHEDULE B

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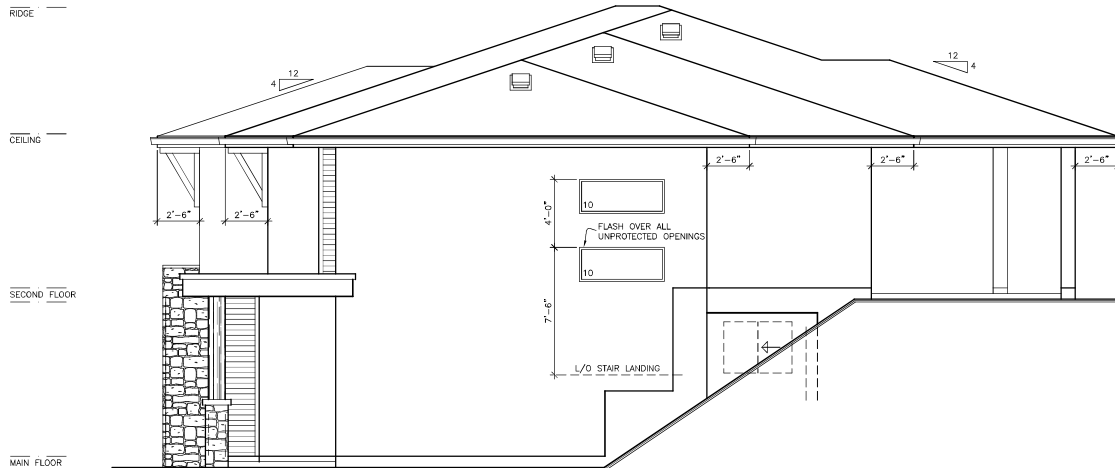
Planner
Initials
RIDGE JK

City of
Kelowna
COMMUNITY PLANNING



LEFT ELEVATION

WALL AREA = 679 SQ.FT. (63.1 SQ.M.)
GLASS AREA = 20 SQ.FT. (1.9 SQ.M.)
LIMITING DIST. = XXXX M.
UPO ALLOWABLE = XXXXX (3.0% PROVIDED)



RIGHT ELEVATION

WALL AREA = 721 SQ.FT. (67.0 SQ.M.)
GLASS AREA = 20 SQ.FT. (1.9 SQ.M.)
LIMITING DIST. = XXXX M.
UPO ALLOWABLE = XXXXX (2.8% PROVIDED)



PLAN 'A'

NOTE:
ENGINEER'S ADDENDUMS, STRUCTURAL DETAILS, AND NOTES
SUPERCEDE THOSE NOTED ON THIS GENERAL NOTE SHEET
DEPENDING ON LOCAL CONDITIONS.

GENERAL NOTES

STANDARD NOTES

- THE FOLLOWING NOTES ARE TO BE INCLUDED WITH AND BECOME PART OF THE ATTACHED PLANS.
- BY COMMENCING CONSTRUCTION OF A BUILDING FROM THESE PLANS, THE OWNER AND/OR BUILDER ACCEPTS THESE PLANS AS DRAWN AND HAS READ AND UNDERSTANDS THE GENERAL NOTES AS FOLLOWS.
- THIS DRAWING WAS PREPARED IN ACCORDANCE WITH THE CURRENT EDITION OF THE BC BUILDING CODE. IT IS THE RESPONSIBILITY OF THE OWNER/BUILDER TO INSURE THAT SUBSEQUENT CHANGES TO THE CODE ARE COMPLIED WITH AND INCORPORATED IN THE CONSTRUCTION OF THIS PLAN. ALL WORK SHALL CONFORM TO THE CURRENT BC BUILDING CODE AND/OR LOCAL BUILDING CODES AND BYLAW WHICH MAY TAKE PRECEDENCE.
- ALL WORK SHALL BE EQUAL IN ALL RESPECTS TO GOOD BUILDING PRACTICE.
- WRITTEN DIMENSIONS TAKE PRECEDENCE OVER SCALED DRAWINGS.
- JENISH HOUSE DESIGN LIMITED SHALL NOT BE RESPONSIBLE FOR ANY VARIANCES FROM THE STRUCTURAL DRAWINGS AND SPECIFICATIONS, OR ADJUSTMENTS REQUIRED RESULTING FROM CONDITIONS ENCOUNTERED AT THE JOB SITE AND IS THE SOLE RESPONSIBILITY OF THE OWNER OR CONTRACTOR.
- CONSTRUCTION LOADS ON THE STRUCTURE CAUSED BY INTERIM STORAGE OF MATERIALS OR USE OF EQUIPMENT SHALL NOT BE ALLOWED TO EXCEED THE DESIGN LOAD.
- THE BUILDER SHALL BE RESPONSIBLE FOR MAINTAINING A NEAT AND ORDERLY CONSTRUCTION SITE AT ALL TIMES.
- AT END OF CONSTRUCTION THE BUILDER SHALL BE RESPONSIBLE FOR CLEANING THE JOB SITE AND BUILDING(S) OF ANY REFUSE AND MAKING GOOD ANY DAMAGE TO BUILDING(S) INCURRED DURING CONSTRUCTION.
- PRIOR TO COMMENCING EXCAVATION WORK THE BUILDER SHALL BE RESPONSIBLE FOR ESTABLISHING THE LOCATION OF AND CLEARLY MARKING EXISTING SERVICES AND IMMEDIATELY NOTIFYING APPLICABLE AUTHORITIES OF ANY DISCREPANCIES.
- TOPSOIL AND EXCAVATED MATERIAL TO BE STOCKPILED SEPARATELY ON SITE.

ERRORS AND OMISSIONS

- JENISH HOUSE DESIGN LIMITED MAKES EVERY EFFORT TO PROVIDE COMPLETE AND ACCURATE HOME PLANS. HOWEVER, WE ASSUME NO LIABILITY FOR ANY ERRORS OR OMISSIONS THAT MAY AFFECT CONSTRUCTION. IT IS THE RESPONSIBILITY OF THE BUILDER TO CHECK AND VERIFY ALL DIMENSIONS AND DETAILS BEFORE PROCEEDING WITH CONSTRUCTION.
- SHOULD ANY DISCREPANCIES BE FOUND ON THESE PLANS PLEASE ADVISE OUR OFFICE AT YOUR EARLIEST CONVENIENCE, BY DOING SO WE WILL BE ABLE TO MAKE CORRECTIONS TO THE DRAWINGS AND REPLACE ANY PLANS PURCHASED IF NECESSARY. IN THIS WAY WE CAN BETTER SERVE YOU AND PREVENT ERRORS FROM RECURRING.

STRUCTURAL DESIGN AND ENGINEERING

- TO PROVIDE OUR CLIENTS WITH DISTINCTIVE AND ATTRACTIVE DESIGNS IT HAS BEEN NECESSARY IN SOME INSTANCES TO USE BEAM SIZES AND FRAMING DETAILS NOT SPECIFIED IN PART NINE OF THE BC BUILDING CODE. THE CITY OF HANCOCK BUILDING DEPARTMENT MAY REQUIRE CONFIRMATION BY A CERTIFIED STRUCTURAL ENGINEER WHICH IS THE RESPONSIBILITY OF OWNER OR BUILDER TO PROVIDE.

STRUCTURAL DESIGN CRITERIA

- ASSUMED ROOF DESIGN LOAD (LIVE AND DEAD) - 50 POUNDS PER SQUARE FOOT (2.3 KN/M²).
- ASSUMED SOIL BEARING CAPACITY - 2,500 P.S.F. (118.7 KN/MSQ.).

- CONCRETE FOUNDATIONS AND SLABS ON GRADE TO HAVE A MINIMUM COMPRESSIVE STRENGTH OF 20 MPA AT 28 DAYS.
- FRAMING LUMBER TO BE #2 S.P.F. AND BETTER UNLESS OTHERWISE NOTED.
- BEAMS TO BE #2 S.P.F. AND BETTER.

NOTE:

- IF SOIL CONDITIONS ARE LESS, OR FLOOR AND ROOF LOADS ARE GREATER THAN THIS PLAN IS DESIGNED FOR, YOUR BUILDING DEPARTMENT MAY REQUIRE ADJUSTMENTS TO THE PLANS OR ASK THAT THE PLANS BE ENGINEERED BY A CERTIFIED STRUCTURAL ENGINEER. IT IS BEST THAT AN ENGINEER FAMILIAR WITH LOCAL CONDITIONS BE CONSULTED.

SITE PLAN NOTES

- IF A SITE PLAN IS NOT PROVIDED BY JENISH HOUSE DESIGN LIMITED, THE OWNER OR BUILDER SHALL BE RESPONSIBLE FOR THE CORRECT SITING OF THIS HOME ON THE PROPERTY. JENISH HOUSE DESIGN LIMITED ASSUMES NO LIABILITY FOR PLANS COMPLYING WITH ZONING REGULATIONS OR LOT CONDITIONS.
- OWNER SHALL SUPPLY ANY MISSING INFORMATION ON SITE PLAN, I.E. DIMENSIONS, ELEVATIONS OF LOT, LEGAL DESCRIPTION, SITE ADDRESS, NORTH DIRECTION, AND LOCATION OF SERVICES, EASEMENTS AND RIGHT OF WAYS. ALL MEASUREMENTS ON SITE PLAN TO BE GOVERNED AND APPROVED BY AUTHORITIES HAVING JURISDICTION BEFORE STARTING CONSTRUCTION.
- WELLS AND SEPTIC DISPOSAL SYSTEMS TO BE LOCATED AND CONSTRUCTED IN ACCORDANCE WITH HEALTH AUTHORITIES HAVING JURISDICTION.

ELECTRICAL

- INSTALLATION OF ELECTRICAL ITEMS MUST COMPLY WITH THE BC ELECTRICAL CODE AND REGULATIONS AND WITH THE LOCAL ELECTRIC POWER SUPPLIER'S REGULATIONS IN ALL RESPECTS.
- ELECTRICAL OUTLET LOCATIONS SHOWN ON PLANS COMPLY WITH OR EXCEED CURRENT BUILDING CODE MINIMUM REQUIREMENTS AND ARE TO BE USED AS A GUIDE ONLY. ADJUST ACCORDING TO OWNER'S REQUIREMENTS.

- FOUNDATIONS SHALL BE CONCRETE ON SOLID UNDISTURBED BEARING AND BELOW FROST LINE.
- FOUNDATION WALLS SHALL NOT BE BACK FILLED UNTIL CONCRETE HAS REACHED ITS SPECIFIED 28-DAY STRENGTH AND THE FLOOR SYSTEM INCLUDING SHEATHING HAS BEEN INSTALLED OR UNTIL ADEQUATELY BRACED SUBJECT TO APPROVAL BY AUTHORITY HAVING JURISDICTION.
- GRADES SHOWN ON PLANS ARE ESTIMATED. FOUNDATION WALL HEIGHTS MAY REQUIRE ADJUSTMENT TO SUIT SITE CONDITIONS.
- ALL CONCRETE AND MASONRY FOUNDATION WALLS EXCEEDING HEIGHT LIMITS SPECIFIED BY CURRENT BUILDING CODES REQUIRE ENGINEERING.
- PERMITTER DRAINAGE SHALL BE INSTALLED WHERE REQUIRED TO THE APPROVAL OF LOCAL AUTHORITIES.
- IT IS RECOMMENDED THAT ALL FOUNDATION WALLS 24" (600 MM) AND HIGHER SHALL HAVE ONE 12 MM (1/2" DIAMETER) REINFORCING BAR CENTERED 3" FROM TOP, CORNER REINFORCING TO BE LAPPED MINIMUM 24".

WOOD FRAMING

- DIMENSIONS ARE FROM OUTSIDE FACE OF EXTERIOR STUDS TO CENTER OF PARTITION WALLS UNLESS OTHERWISE NOTED. FACE OF EXTERIOR STUD WALL AND FOUNDATION WALL TO BE FLUSH.
- JOISTS SHALL BE DOUBLED UNDER PARALLEL PARTITIONS OVER 8'-0" LONG. JOISTS TO BE PLACED TO ACCOMMODATE HEATING, PLUMBING, ETC.
- ALL LINTELS SHALL BE $\geq 2 \times 10$ UNLESS OTHERWISE NOTED.
- WOOD IN CONTACT WITH CONCRETE TO BE DAMP-PROOFED WITH 45 LBS. FELT, 6 MIL POLY OR OTHER APPROVED METHOD. PLATES TO BE ANCHORED TO CONCRETE WITH 1/2" DIAMETER ANCHOR BOLTS AT MINIMUM 6"-0" O/C. OR OTHER APPROVED METHOD. EXTERIOR CONCRETE SILL PLATES TO BE LEVEL AND UNDERSIDE SEALED.
- FLOOR JOISTS AND ROOF JOISTS WITH SPANS MORE THAN 7'-0" SHALL BE CROSSBRACED AT AND SPAN ON AT 7'-0" O/C MAXIMUM UNLESS HEATED OR STAYED BOTH SIDES WITH WOOD. BRIDGING SHALL BE 2 X 2 DIAGONAL TYPE WHEREVER POSSIBLE.
- ROOF TRUSSES REQUIRE ENGINEER'S CERTIFICATE FOR PREFABRICATED TRUSSES OBTAIN CERTIFICATE FROM MANUFACTURER.

INSULATION AND VENTILATION

- MINIMUM INSULATION REQUIREMENTS:
ROOF (ATTIC) R-60 (R.S.I. - 10.56)
ROOF/CEILING (SLOPING) R-28 (R.S.I. - 4.93)
WALLS R-24 (R.S.I. - 3.87)
INSULATION REQUIREMENTS 4500 DEGREE DAYS OR GREATER R-60 (R.S.I. - 10.56)
R-24 (R.S.I. - 4.23)
- 6 MIL ULTRAVIOLET RESISTANT POLY AIR BARRIER SHALL BE INSTALLED ON THE WARM SIDE OF INSULATION.
- ALL ROOF SPACES SHALL BE VENTILATED WITH SOFFIT, ROOF, OR CABLE VENTS OR A COMBINATION OF THESE EQUALLY DISTRIBUTED BETWEEN TOP OF ATTIC SPACE AND OVERHANGING SOFFIT.
- PROVIDE BATTLE FOR AIR SPACE (EQUAL TO SOFFIT VENTING) BETWEEN INSULATION AND ROOF SHEATHING AT EXTERIOR WALL LINE.
- ATTICS OR ROOF SPACES TO BE VENTED MINIMUM 1/200 OF AREA. UNVENTED CRAWLSPACES TO BE VENTED MINIMUM 1/200 OF AREA WITH CLOSABLE VENTS.

FINISHING

- OWNER SHALL SPECIFY ALL INTERIOR AND EXTERIOR FINISHING. OWNER SHALL CONFIRM ANY FINISHING SHOWN ON PLANS.
- EXTERIOR DOORS SHALL BE SOLID CORE/INSULATED AND WEATHER-STRIPPED. GARAGE DOORS TO DWELLING TO BE AS ABOVE AND SELF-CLOSING.
- FLASH AT ALL HORIZONTAL CHANGES IN EXTERIOR FINISHING AND CAULK AROUND ALL EXTERIOR OPENINGS. FLASH OVER ALL UNPROTECTED OPENINGS.
- WINDOW SIZES ARE SHOWN IN FEET AND INCHES. IE. 4'-0" x 6'-0" WIDE BY 3'-4" HIGH. DOOR SIZES ARE WITH SHOWN BY 4'-0" x 8'-0" HIGH. IE. 2'-0" x 8'-0" WIDE BY 6'-0" x 8'-0" HIGH.
- OPENINGS IN PARTITIONS SHOWN WITHOUT DOORS ARE FULL HEIGHT UNLESS SHOWN AS AN ARCH. ARCHES ARE FRAMED 7'-0" HIGH UNLESS OTHERWISE NOTED.
- COAT AND CLOTHES CLOSETS SHALL HAVE ONE ROD AND SHELF. LINEN CLOSETS SHALL HAVE 3 ADJUSTABLE SHELVES WHERE POSSIBLE. BROOM CLOSETS SHALL HAVE ONE SHELF.
- ALL BATHROOMS SHALL HAVE A WALL MEDICINE CABINET OR ONE LOCKABLE DRAWER.







































HEATING

- INSTALLATION OF ENTIRE HEATING SYSTEM MUST COMPLY WITH MANUFACTURER'S DIRECTIONS (WHEN APPLICABLE) AND CONFORM WITH LOCAL CODES AND REGULATIONS IN ALL RESPECTS.
- GAS CONNECTION WILL REQUIRE SEPARATE PERMIT AND INSPECTION.
- FUEL BURNING APPLIANCES, INCLUDING FURNACES, FIREPLACES AND STOVES, TO BE PROVIDED WITH COMBUSTION AIR SUPPLY FROM EXTERIOR.

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ELECTRICAL SYMBOLS

ELECTRICAL SYMBOLS					
SYMBOL	DESCRIPTION	SYMBOL	DESCRIPTION	SYMBOL	DESCRIPTION
CEILING WALL					
	SURFACE MOUNTED LIGHT FIXTURE (FLUORESCENT PULL SWITCH)		DUPLEX RECEPTACLE (NUMBER INDICATES HEIGHT ABOVE FLOOR OR OTHER THAN 12")		GARAGE DOOR OPERATOR
	DROPPED LIGHT FIXTURE		SINGLE RECEPTACLE		DOOR CHIMES
	CEILING FAN		QUAD RECEPTACLE		PUSH BUTTON
	RECESSED LIGHT FIXTURE		DUPLEX RECEPTACLE - ONE SIDE SWITCHED RECEPTACLE - SPLIT CIRCUIT		INTERCOM CENTER
	RECESSED WALL WASHER		DUPLEX FLOOR RECEPTACLE		REMOTE INTERCOM
	VAPOUR PROOF LIGHT FIXTURE		SPECIAL PURPOSE FUSED WIREWOUND DISCONNECT, 20/30/40 VOLT FOR RANGE, OVEN AND DRYER ETC. - 30 OR 40 AMP		TELEVISION CABLE OUTLET
	FLOOD LIGHT		DUPLEX APPLIANCE OUTLET		TELEPHONE OUTLET
	CLOCK OUTLET		DUPLEX RECEPTACLE WITH GROUND FAULT INTERRUPTER (GFCI) BREAKER TO HAVE GFI PROTECTION.	STANDARD SYMBOLS	
	VENT FAN		SINGLE POLE SWITCH		CLASS A METAL CHIMNEY
	RECESSED HEAT LAMP		3 WAY OR 4 WAY SWITCH		CLASS B METAL CHIMNEY
	TRACK LIGHT		DIMMER CONTROL SWITCH		HOSE BIB
	SINGLE FLUORESCENT FIXTURE		DOOR SWITCH		FLOOR DRAIN
	FLUORESCENT LIGHT FIXTURE SURFACE MOUNTED				LAMINATED POST IN WALL SUPPORTING BEAM OR OTHER TRUSS (WITH O/C POST SAME AS STRUCTURAL MEMBER SUPPORT)
	FLUORESCENT LIGHT FIXTURE RECESSED				

SCHEDULE

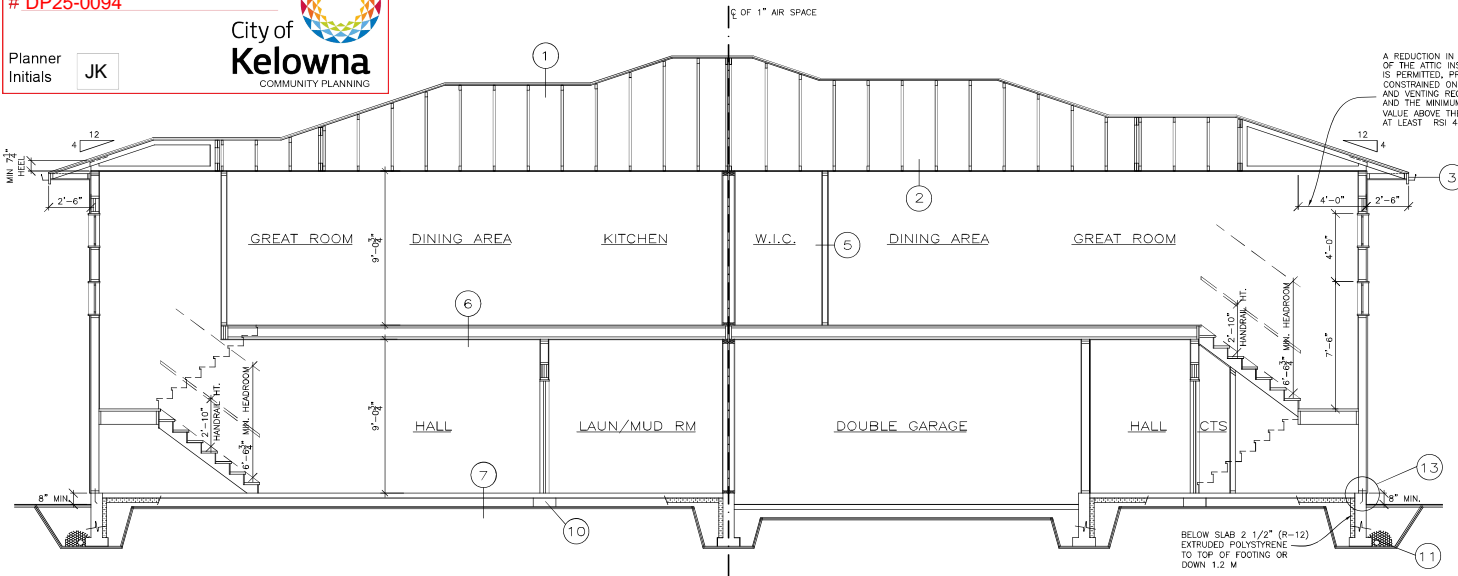
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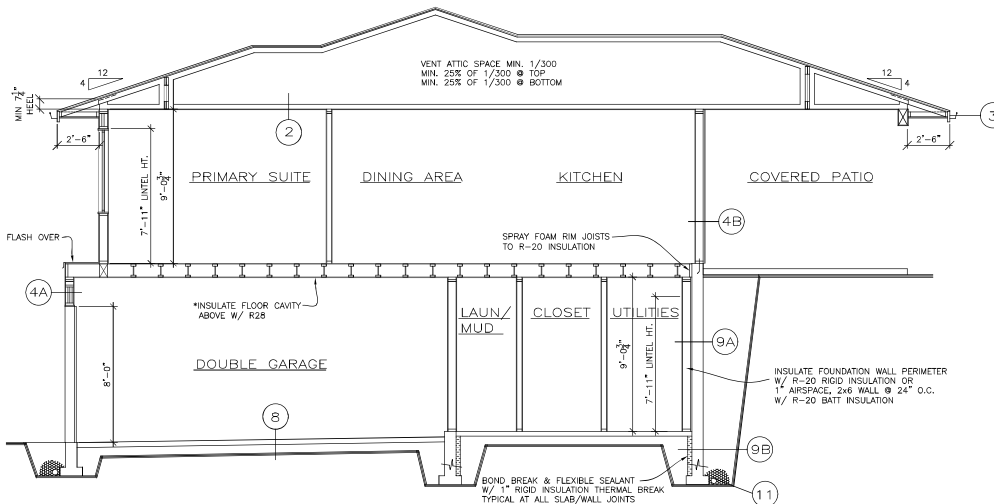
Planner
Initials JK

City of
Kelowna
COMMUNITY PLANNING



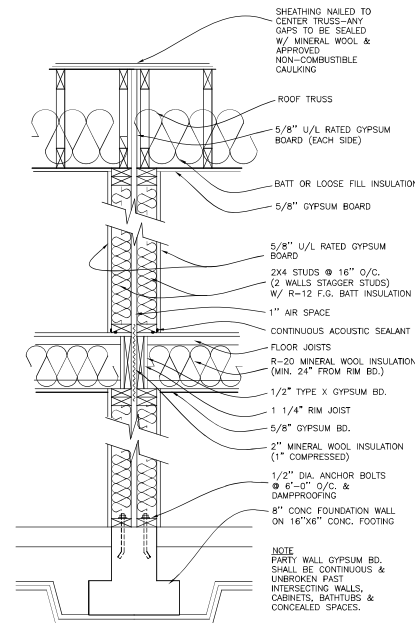
CROSS SECTION B

SCALE: 1/4" = 1'-0"



CROSS SECTION A

SCALE: 1/4" = 1'-0"



PARTY WALL DETAIL C

SCALE: 1" = 1'-0"

TO CONFORM TO BC BUILDING CODE
TABLE-A 9.10.3.1.A, W13A

OR TWO ROWS 2x6 STUDS, ON SEPARATE 2x6 PLATES, 1" APART
1 LAYERS 5/8" TYPE 'X' GYPSUM BOARD ON EACH SIDE
R-20, 2X6 BATT ON EACH SIDE

A REDUCTION IN THE THERMAL RESISTANCE OF THE ATTIC INSULATION AT THE PERIMETER IS PERMITTED, PROVIDED THE INSULATION IS CONSTRAINED ONLY BY THE ROOF SLOPE AND VENTING REQUIREMENTS, AND THE MINIMUM THERMAL RESISTANCE VALUE ABOVE THE EXTERIOR WALL IS AT LEAST RSI 4.22 (R-24)

SPECIFICATIONS

- 1 ROOF:
 - ASPHALT SHINGLES
 - BUILDING PAPER
 - 1/2" PLYWOOD SHEATHING W/ H-CLIPS
 - ENGINEERED ROOF TRUSSES @ 24" o/c
- 2 CEILING:
 - R-60 BATT INSULATION
 - 6 MIL. POLY. V.B.
 - 5/8" GYPSUM BOARD
- 3 FASCIA/SOFFIT:
 - ALUM. GUTTER
 - 2 x 10 FASCIA BOARD
 - VENTED ALUM. SOFFIT
- 4A EXTERIOR WALL:
 - HORIZONTAL SIDING
 - BUILDING PAPER
 - 7/16" PLYWOOD SHEATHING
 - 2 x 6 STUDS @ 24" o/c
 - R-24 BATT INSULATION
 - 6 MIL. POLY. V.B.
 - 1/2" GYPSUM BOARD
- 4B EXTERIOR WALL:
 - STUCCO
 - STUCCO LATH
 - BUILDING PAPER
 - 7/16" PLYWOOD SHEATHING
 - 2 x 6 STUDS @ 24" o/c
 - R-24 BATT INSULATION
 - 6 MIL. POLY. V.B.
 - 1/2" GYPSUM BOARD
- 5 INTERIOR PARTITION:
 - 1/2" GYPSUM BOARD - EACH SIDE
 - 2 x 4 STUDS @ 16" o/c (2 x 6 WHERE NOTED)
- 6 MAIN FLOOR:
 - FINISH FLOORING
 - 3/4" T & G PLYWOOD SUBFLOOR GLUED & SCREWED
 - ENG'D FLOOR JOISTS
 - SERIES, SPACING & BRACING TO MANUF. SPECS.
- 7 BASEMENT FLOOR:
 - 3-1/2" CONCRETE SLAB
 - 6 MIL. POLY. V.B.
 - 6" COMPACTED SAND OR GRAVEL
- 8 GARAGE FLOOR:
 - 4" CONC. SLAB
 - 6" MIN. COMP. SAND OR GRAVEL
- 9A EXTERIOR FOUNDATION (ABOVE SLAB):
 - 2 COATS ASPHALT EMULSION
 - 8" CONC. FOUNDATION WALL
 - R-20 RIGID INSULATION OR
 - 1" AIRSPACE, 2x6 WALL @ 24" o/c.
 - W/ R-20 BATT INSULATION
- 9B EXTERIOR FOUNDATION (BELOW SLAB):
 - 2 COATS ASPHALT EMULSION
 - 8" CONC. FOUNDATION WALL
 - 2 1/2" (R-12) EXTRUDED POLYSTYRENE
 - DOWN 1.2 M OR TO TOP OF FOOTING
 - 18" x 6" CONCRETE FOOTING
- 10 INTERIOR FOUNDATION:
 - 2 x 4 & 2 x 6 STUDS @ 16" o/c
 - ON 45 # FELT OR EQUIVALENT
 - 1/2" DIA. ANCHOR BOLTS @ 5'-6" o/c
 - 16" x 6" CONC. FOOTING
- 11 DRAINAGE:
 - 4" DIA. DRAIN TILE
 - 6" MIN. DRAIN ROCK COVER
- 12 STAIRS:
 - 16 EQUAL RISERS
 - 10" RUNS W/ 1" NOSING
 - 2x10 STRINGERS
 - 3/4" HIGH HANDRAIL
 - 6'-6 3/4" MIN. HEADROOM
- 13 PLATE TO FOUNDATION CONNECTION
 - 1/2" DIA. ANCHOR BOLTS @ 5'-6" o/c.
 - 2x6 PLATE ON 45# FELT OR
 - APPROVED DAMPPROOFING

HEAD OFFICE:
JENISH HOUSE DESIGN LTD.
2200 600-3346
V1X 8A0
TEL. (250) 868-4282

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DATE:
MARCH 2025

SCALE:
AS NOTED

SHEET:
7 OF 36

PLAN NUMBER:
C2-3-110
UPSLOPE

PLAN 'A'



SCHEDULE

B

This forms part of application

DP25-0094

Planner Initials

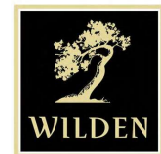
JK

City of Kelowna

COMMUNITY PLANNING

PLAN 'B'

(BUILDINGS 7 - 11)



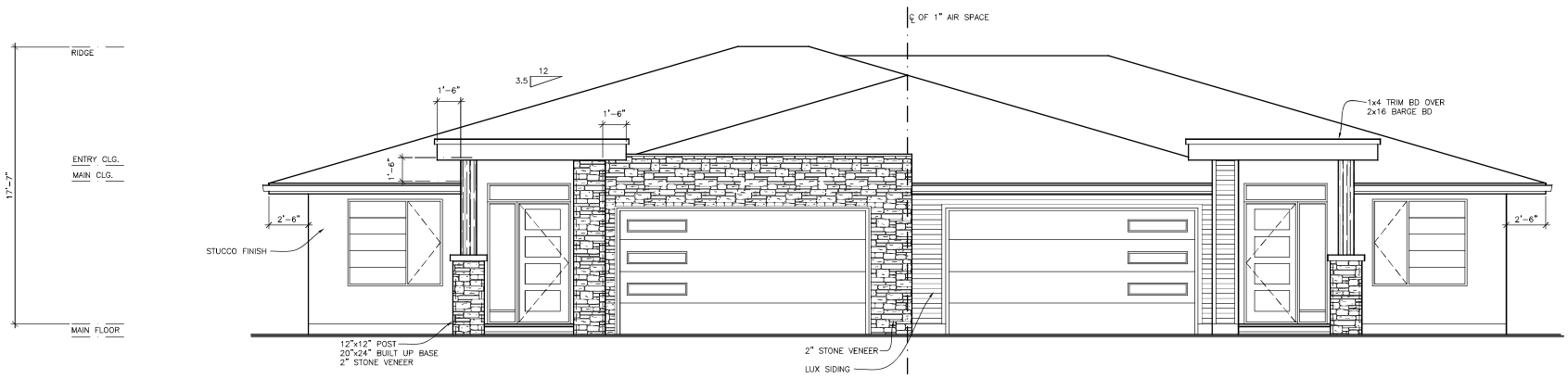
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SUITE 100, VICTORIA, BC
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C2-3-110



FRONT ELEVATION

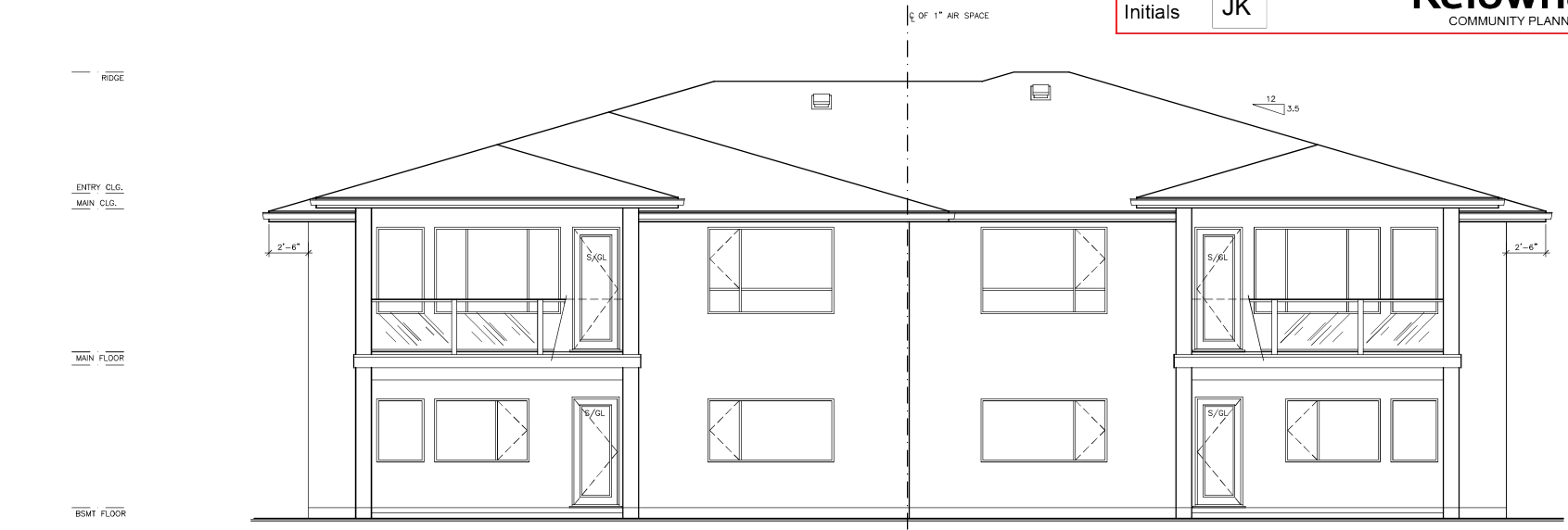
SCHEDULE B

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COMMUNITY PLANNING





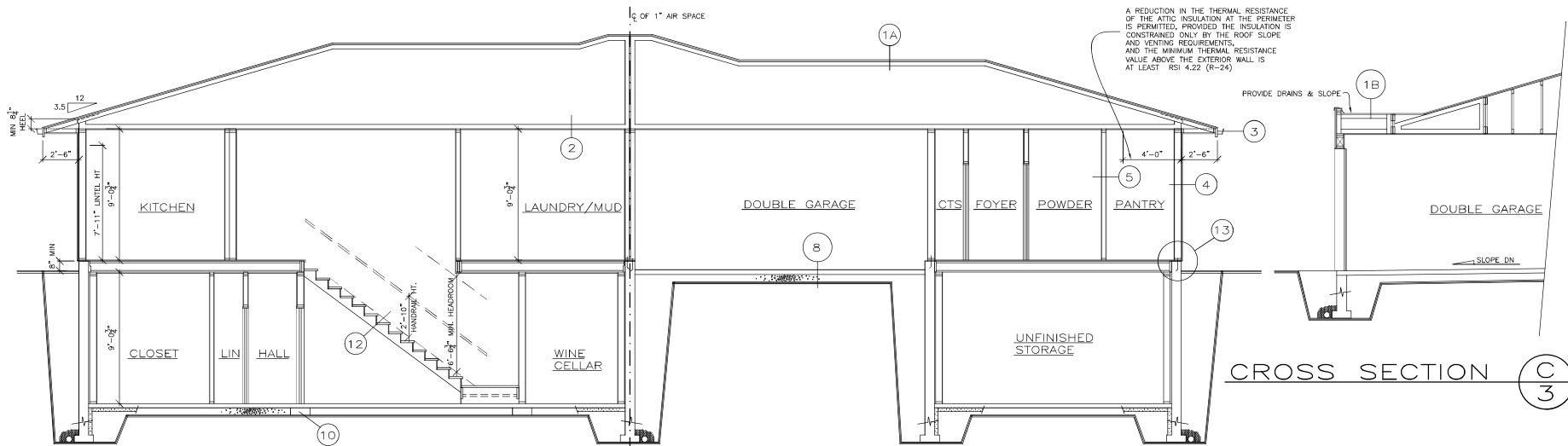
REAR ELEVATION



C2-3-110
WALKOUT



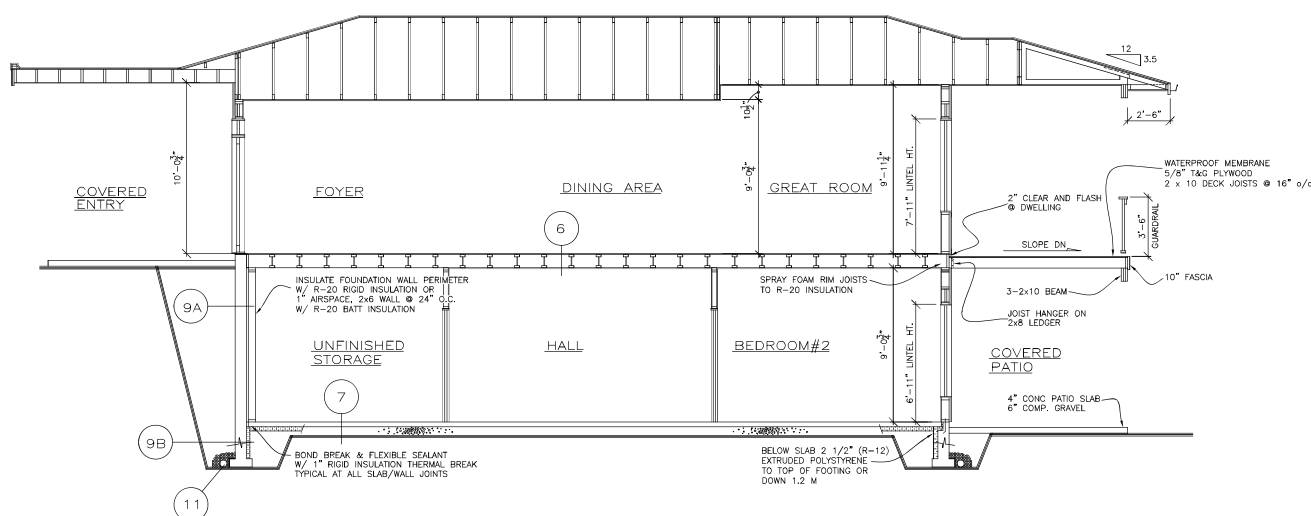
PLAN 'B



CROSS SECTION **B**
2

SPECIFICATIONS

- 1A ROOF:**
ASPHALT SHINGLES
BUILDING PAPER
1/2" PLY SHEATHING W/ 'H' CUPS
END'D ROOF TRUSSES @ 24" o/c
- 1B FLAT ROOF:**
TORCH ON ROOFING
1/2" PLY SHEATHING
16" ROOF JOISTS @ 24" o/c
- 2 CEILING:**
6 MIL. POLY. V.B. (U.V. RESISTANT)
R - 60 BATT INSULATION
5/8" GYPSUM BOARD
- 3 FASCIA/SOFFIT:**
ALUM. GUTTER
2 x 10 FASCIA BOARD
VENTED ALUM SOFFIT
- 4 EXTERIOR WALL:**
HORIZONTAL SIDING/STUCCO FINISH
BUILDING PAPER
7/16" PLYWOOD SHEATHING
2 x 6 STUDS @ 24" o/c
R - 24 BATT INSULATION
6 MIL. POLY. V.B.
1/2" GYPSUM BOARD
- 5 INTERIOR PARTITION:**
1/2" GYPSUM BOARD - EACH SIDE
2 x 4 STUDS @ 16" o/c
- 6 MAIN FLOOR:**
FINISH FLOORING
3/4" x 1" G PLYWOOD SUBFLOOR GLUED & SCREWED
END'D FLOOR JOISTS
SERIES, SPACING & BRACING TO MANUF. SPECS.
- 7 BASEMENT FLOOR:**
3-1/2" CONCRETE SLAB
6 MIL. POLY. V.B.
6" COMPACTED SAND OR GRAVEL
- 8 GARAGE FLOOR:**
4" CONC SLAB
6" MIN COMP. GRAVEL
- 9A EXTERIOR FOUNDATION (ABOVE SLAB):**
2 COATS ASPHALT EMULSION
8" CONC. FOUNDATION WALL
R-20 RIGID INSULATION OR
1" AIRSPACE, 2x6 WALL @ 24" O.C.
W/ R-20 BATT INSULATION
- 9B EXTERIOR FOUNDATION (BELOW SLAB):**
2 COATS ASPHALT EMULSION
8" CONC. FOUNDATION WALL
2 1/2" (R-12) EXTRUDED POLYSTYRENE
DOWN 1.2 M OR TO TOP OF FOOTING
16" x 6" CONCRETE FOOTING
- 10 INTERIOR FOUNDATION:**
2 x 6 STUDS @ 16" o/c
ON 45# FELT OR EQUIVALENT
1/2" DIA. ANCHOR BOLTS @ 5'-6" o/c
16" x 6" CONC. FOOTING
- 11 DRAINAGE:**
4" DIA. DRAIN TILE
6" MIN. DRAIN ROCK
- 12 STAIRS:**
16 EQUAL RISERS
RUNS 10" W/ 1" NOSING
34" HIGH HANDRAIL
6" 6-3/4" MIN. HEADROOM
- 13 PLATE TO FOUNDATION CONNECTION:**
1/2" DIA. ANCHOR BOLTS @ 5'-6" O.C.
2x6 PLATE ON 45# FELT OR
APPROVED DAMPPROOFING



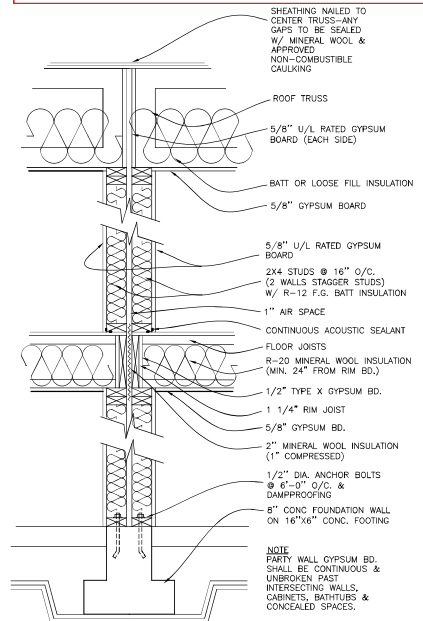
CROSS SECTION **A**
2

SCHEDULE B

This forms part of application
DP25-0094

Planner Initials **JK**

City of Kelowna
COMMUNITY PLANNING



PARTY WALL DETAIL **D**
2

TO CONFORM TO BC BUILDING CODE
TABLE-A 9.10.3.1.A, W13A

OR TWO ROWS 2x6 STUDS, ON SEPARATE 2x6 PLATES, 1" APART
1 LAYERS 5/8" TYPE 'X' GYPSUM BOARD ON EACH SIDE
R-20, 2x6 BATT ON EACH SIDE

PLAN 'B'



SCHEDULE **B**

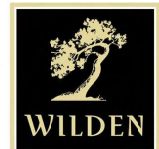
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Planner
Initials **JK**



PLAN 'C'
(BUILDINGS 12 - 15)



HEAD OFFICE:
100-1000 BROADWAY AVE
SUITE 1000
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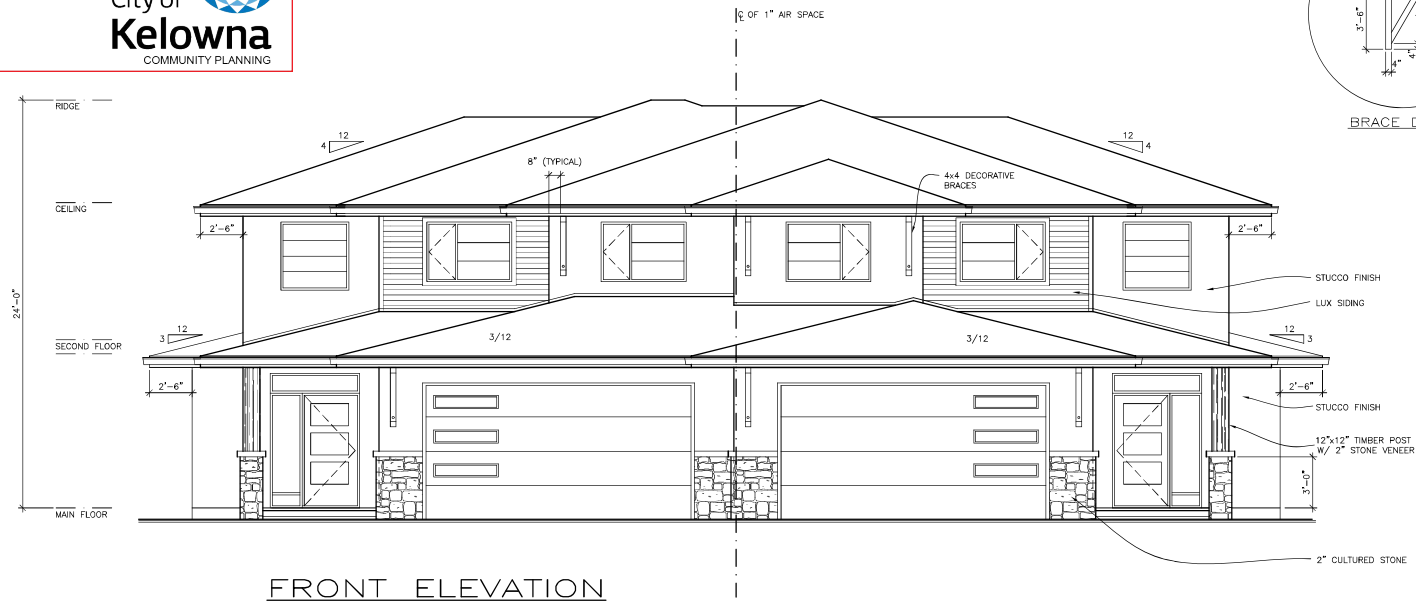
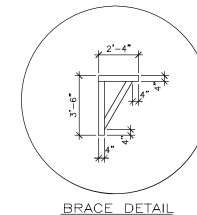
SHEET:
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PLAN NUMBER:
C2-3-110

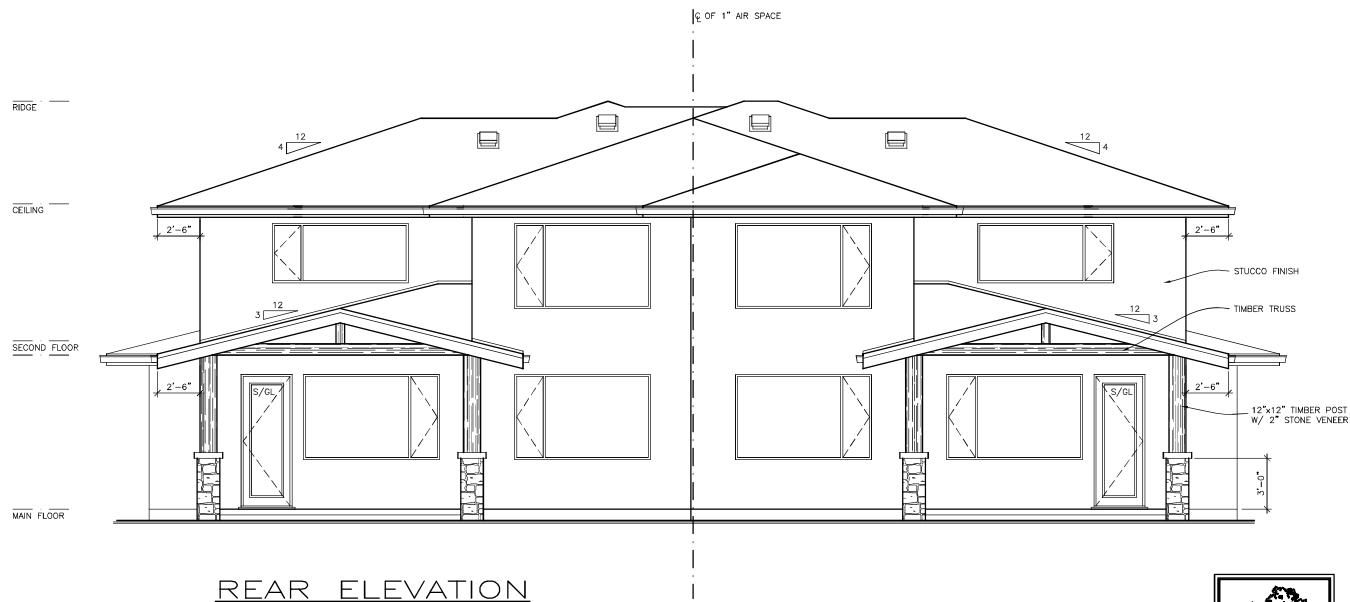
SCHEDULE **B**

This forms part of application
DP25-0094

Planner
Initials **JK**



FRONT ELEVATION



REAR ELEVATION



PLAN 'C'

HEAD OFFICE:
JENISH HOUSE DESIGN LTD
2200 100TH AVE
SUITE 100
VICTORIA, B.C. V8N 1A9
(250) 600-3366
FAX: (250) 600-3367
WWW.JENISHHOUSEDESIGN.COM

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REFERENCE:
CUSTOM

DRAWN:
AD

CHECKED:
TB

DATE:
MARCH 2025

SCALE:
1/4"=1'-0"

SHEET:
5 OF 7

PLAN NUMBER:
C2-3-110
TWO STOREY

SCHEDULE B

This forms part of application
DP25-0094

Planner
Initials JK



HEAD OFFICE:
COMMUNITY A/E
KELOWNA, B.C., V1Y 8A9
(250) 860-3386
FAX: (250) 860-4289
TOLL FREE: 1-800-468-9235

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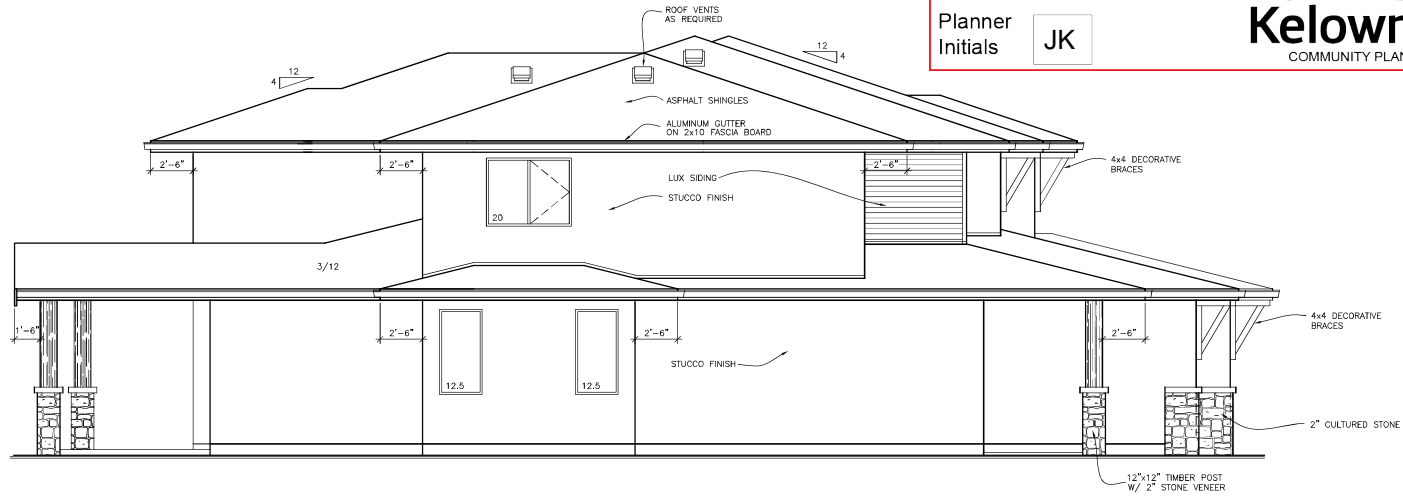
DATE:
MARCH 2025

SCALE:
1/4"=1'-0"

SHEET:
6 OF

PLAN NUMBER
C2-3-110
TWO STOREY

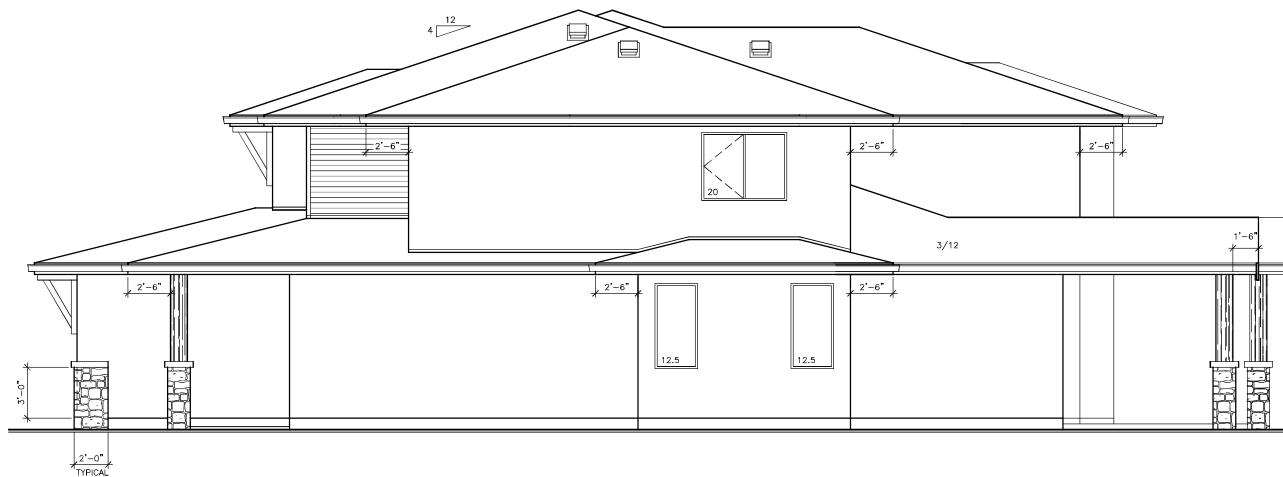
RIDGE
CEILING
SECOND FLOOR
MAIN FLOOR



LEFT ELEVATION

WALL AREA = 942 SQ.FT. (87.5 SQ.M.)
GLASS AREA = 45 SQ.FT. (4.2 SQ.M.)
LIMITING DIST. = XXXX M.
UPO ALLOWABLE = XXXXX% (4.8% PROVIDED)

RIDGE
CEILING
SECOND FLOOR
MAIN FLOOR



RIGHT ELEVATION

WALL AREA = 942 SQ.FT. (87.5 SQ.M.)
GLASS AREA = 45 SQ.FT. (4.2 SQ.M.)
LIMITING DIST. = XXXX M.
UPO ALLOWABLE = XXXXX% (4.8% PROVIDED)



PLAN 'C'

43

SPECIFICATIONS

- 1 ROOF:
ASPHALT SHINGLES
BUILDING PAPER
1/2" PLY SHEATHING W/ 1" CLIPS
ENG'D ROOF TRUSSES @ 24" o/c
- 2 CEILING:
6 MIL. POLY. V.B. (U.V. RESISTANT)
R - 60 BATT INSULATION
5/8" GYPSUM BOARD
- 3 FASCIA/SOFFIT:
ALUM. CUTTER
2 x 10 FASCIA BOARD
VENTED ALUM SOFFIT
- 4A EXTERIOR WALL: (NOT SHOWN)
HORIZONTAL SIDING
BUILDING PAPER
7/16" PLYWOOD SHEATHING
2 x 6 STUDS @ 24" o/c
R-24 BATT INSULATION
6 MIL. POLY. V.B.
1/2" GYPSUM BOARD
- 4B EXTERIOR WALL:
STUCCO
STUCCO LATH
BUILDING PAPER
7/16" PLYWOOD SHEATHING
2 x 6 STUDS @ 24" o/c
R-24 BATT INSULATION
6 MIL. POLY. V.B.
1/2" GYPSUM BOARD
- 5 INTERIOR PARTITION:
1/2" GYPSUM BOARD - EACH SIDE
2 x 4 STUDS @ 16" o/c
- 6 UPPER FLOOR:
FINISH FLOORING
3/4" T & G PLYWOOD SUBFLOOR GLUED & SCREWED
ENG'D FLOOR JOISTS
SERIES, SPACING & BRACING TO MANUF. SPECS.
5/8" GYPSUM AT FINISHED AREAS
- 7 MAIN FLOOR:
3-1/2" CONCRETE SLAB
6 MIL. POLY. V.B.
2-1/2" RIGID INSULATION (R-20)
6" COMPACTED SAND OR GRAVEL
- 8 GARAGE FLOOR: (NOT SHOWN)
4" CONC. SLAB
6" MIN COMP. GRAVEL
- 9 EXTERIOR FOUNDATION (BELOW SLAB):
2 COATS ASPHALT EMULSION
8" CONC. FOUNDATION WALL
1/2" (R-12) EXTRUDED POLYSTYRENE
DOWN 1/2" W/ OR TO TOP OF FOOTING
18" x 6" CONCRETE FOOTING
- 10 INTERIOR FOUNDATION (NOT SHOWN):
2 x 6 STUDS @ 16" o/c
ON 45 # FELT OR EQUIVALENT
1/2" DIA. ANCHOR BOLTS @ 5'-6" o/c
16" x 6" CONC. FOOTING
- 11 DRAINAGE:
4" DIA. DRAIN TILE
6" MIN. DRAIN ROCK
- 12 STAIRS:
16 EQUAL RISERS
RUNS 10" W/ 1" NOSING
3/4" HIGH HANDRAIL
6" 6-3/4" MIN. HEADROOM
- 13 PLATE TO FOUNDATION CONNECTION
1/2" DIA. ANCHOR BOLTS @ 5'-6" O.C.
2x6 PLATE ON 45# FELT OR
APPROVED DAMPPROOFING

SCHEDULE

B

This forms part of application
DP25-0094

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Initials

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City of
Kelowna
COMMUNITY PLANNING



HEAD OFFICE:
JENISH HOUSE DESIGN LTD
2200 400-3346
V1X 8A9
TEL: 250-860-4438
FAX: 250-860-9235

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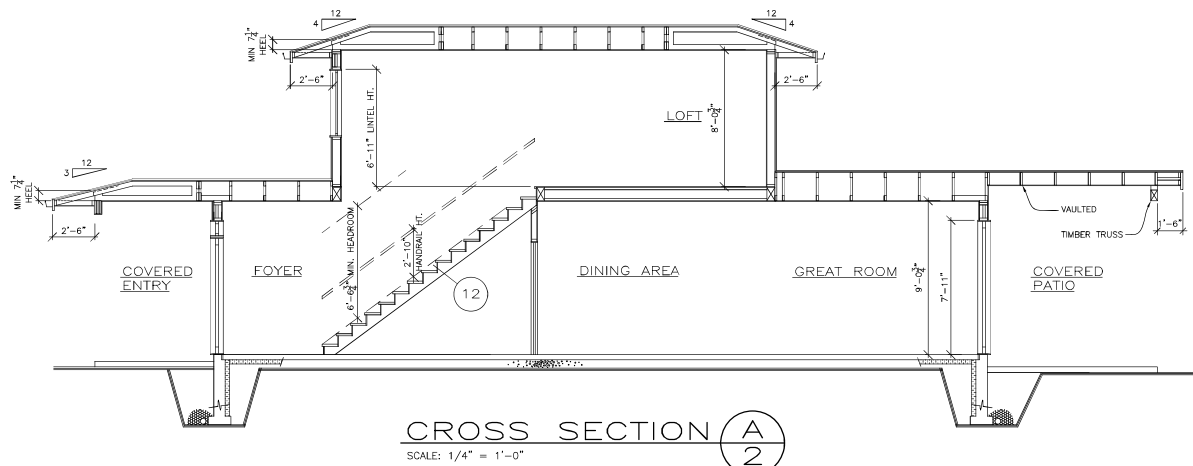
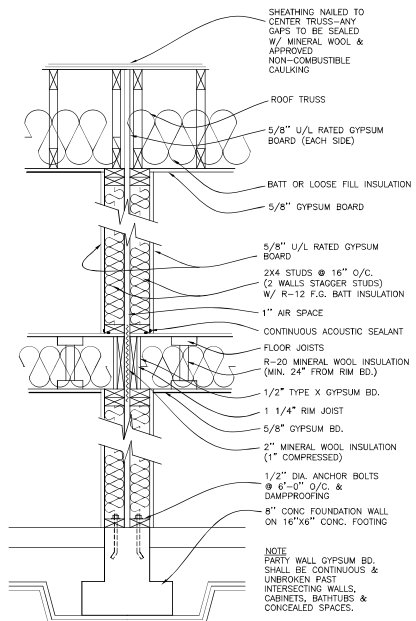
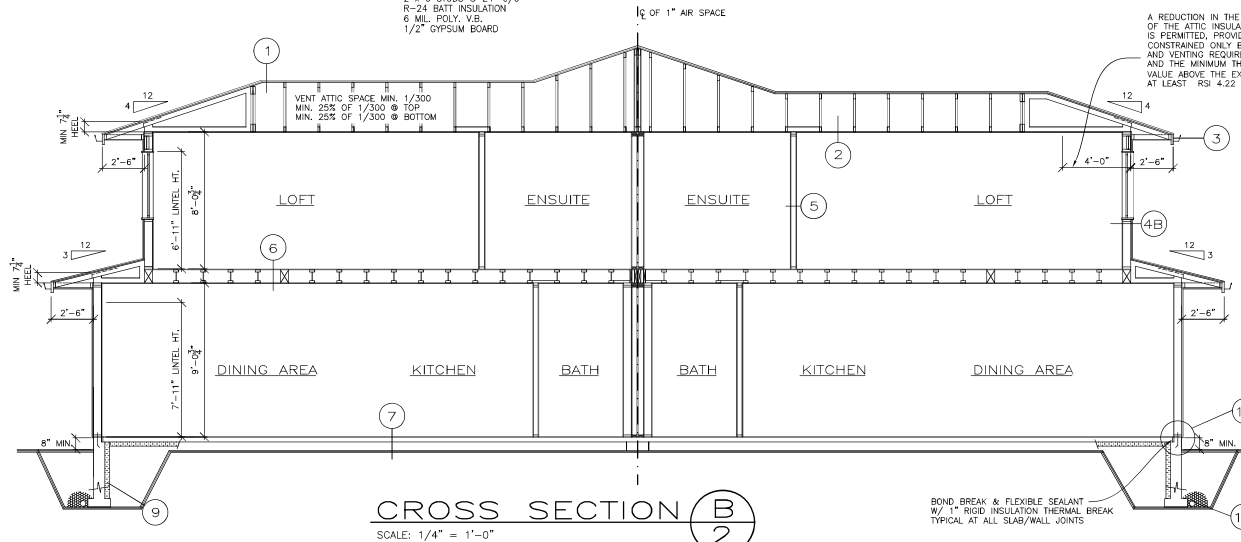
CHECKED:
TB

DATE:
MARCH 2025

SCALE:
AS NOTED

SHEET:
7 OF 7

PLAN NUMBER:
C2-3-110
TWO STOREY



TO CONFORM TO BC BUILDING CODE
TABLE-A 9.10.3.1.A, W13A

OR TWO ROWS 2x6 STUDS, ON SEPARATE 2x6 PLATES, 1" APART
1 LAYERS 5/8" TYPE 'X' GYPSUM BOARD ON EACH SIDE
R-20, 2X6 BATT ON EACH SIDE

PLAN 'C'

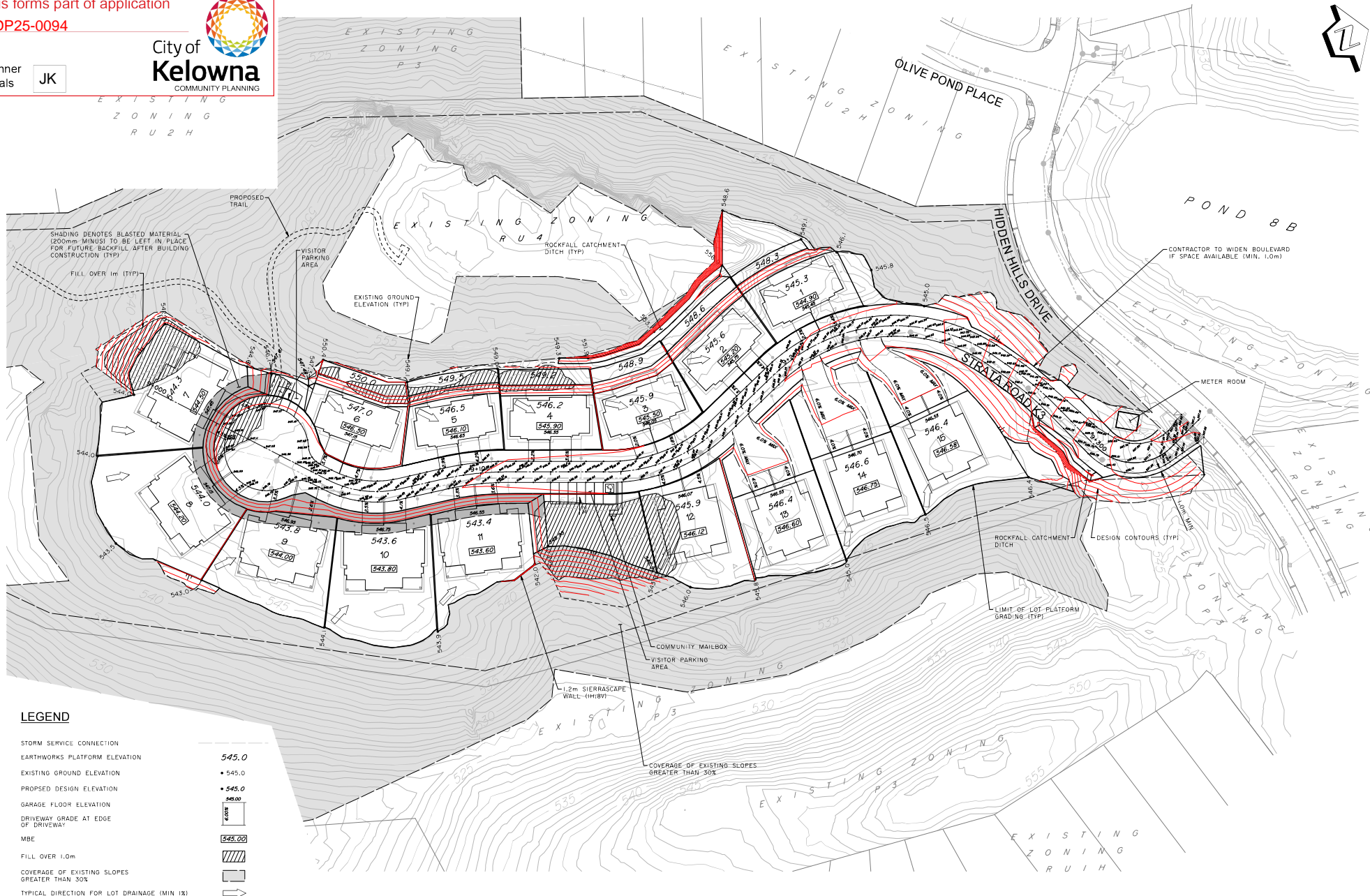
B

DP25-0094



City of Kelowna
COMMUNITY PLANNING

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LEGEND

STORM SERVICE CONNECTION
EARTHWORKS PLATFORM ELEVATION
EXISTING GROUND ELEVATION
PROPOSED DESIGN ELEVATION
GARAGE FLOOR ELEVATION
DRIVEWAY GRADE AT EDGE
OF DRIVEWAY
MBE

FILL OVER 1.0m

COVERAGE OF EXISTING SLOPES
GREATER THAN 30%

TYPICAL DIRECTION FOR LOT DRAINAGE (MIN 1%)

545.0

- 545.0

• 545.0

545.00

6.005

545.00



InterCAD
CONSULTING ENGINEERS

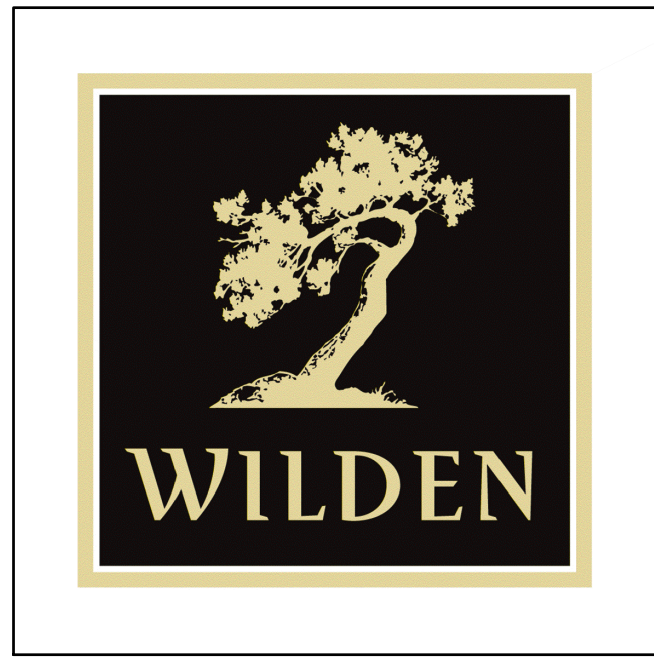
2	24-04-04	RZ	ISSUED FOR BUILDING PERMIT		BV
1	23-09-08	RZ	ISSUED FOR DEVELOPMENT PERMIT		BV
NO.	DATE	BY	REVISION		CH'



Drawn	R. ZECHEL
Design	R. ZECHEL
Approved	B. WALLACE
Date	FEB 2024
Scale	
Horiz.	1:500
Vert.	

THE CITY OF KELOWNA
ENGINEERING DEPARTMENT
Wilden - Olive Ponds Multi-Family Site Services
Grading Plan

Division		
Drawing No.	AC43-28-C901	Rev. No. 2

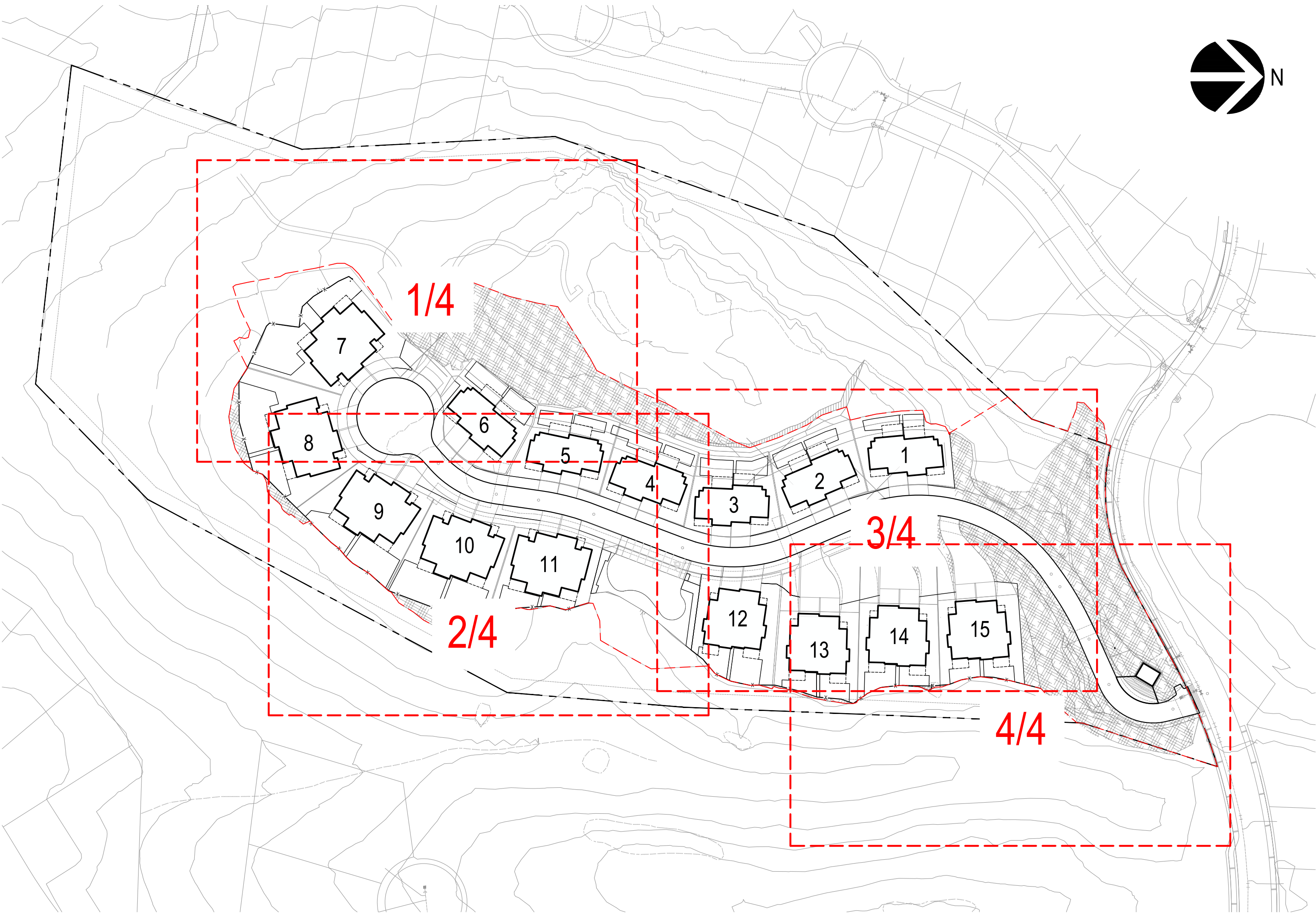


WILDEN OLIVE PONDS

Kelowna, BC

ISSUED FOR DEVELOPMENT PERMIT

WSP Project No: CA0005569.2339
Date: April 17th, 2025



DRAWING LIST

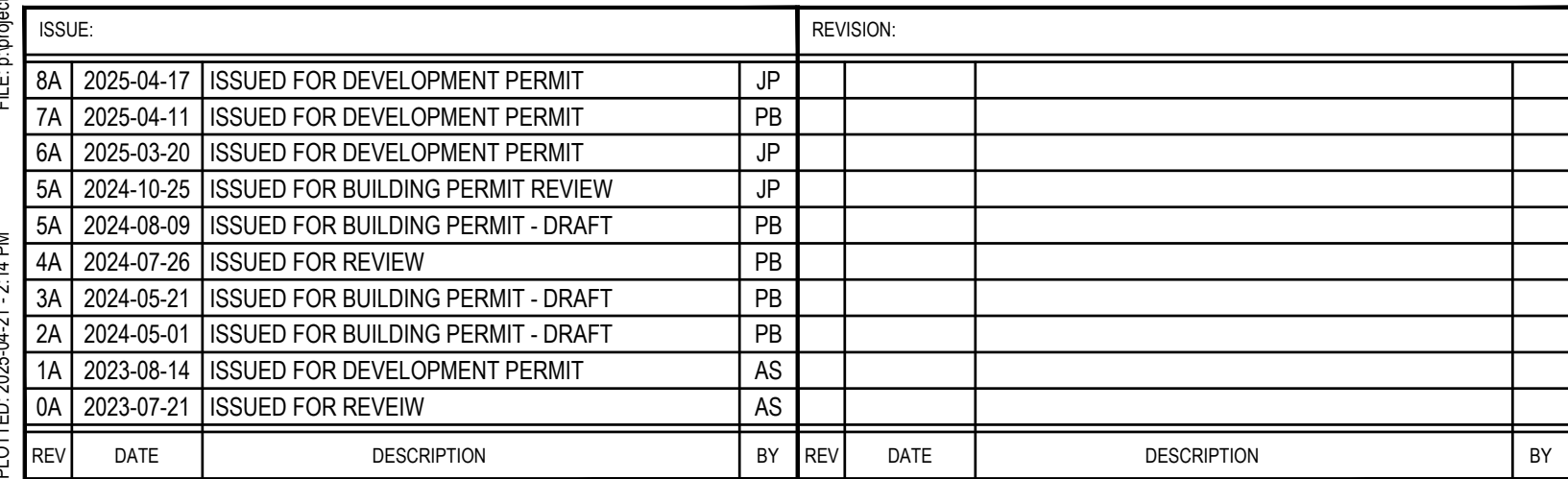
- L000 COVER
- L001 GENERAL AND PLANTING NOTES
- L100 MATERIALS AND REFERENCE PLAN 1/4
- L101 MATERIALS AND REFERENCE PLAN 2/4
- L102 MATERIALS AND REFERENCE PLAN 3/4
- L103 MATERIALS AND REFERENCE PLAN 4/4
- L300 PLANTING PLAN 1/4
- L301 PLANTING PLAN 2/4
- L302 PLANTING PLAN 3/4
- L303 PLANTING PLAN 4/4
- L304 HYDROZONE PLAN



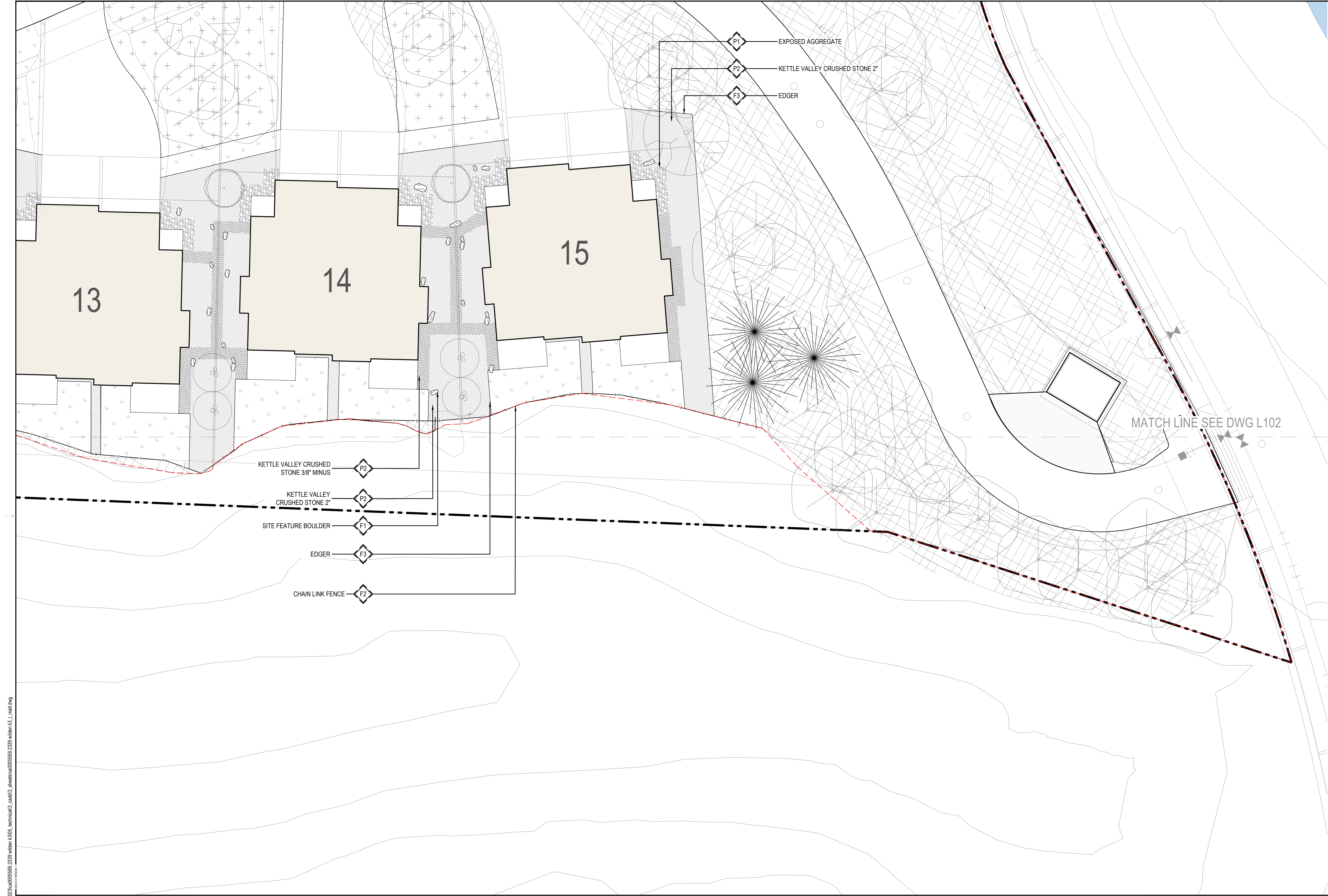
We see the future more clearly and design for it today.



<h1>SCHEDULE C</h1> <p>This forms part of application</p> <p># DP25-0094</p>		 <p>City of Kelowna COMMUNITY PLANNING</p>
Planner Initials	<div style="border: 1px solid black; padding: 5px; display: inline-block;">JK</div>	

49

CTB: 2025-04-21 2:45 PM
FILE: j:\projects\2025\005569-2339-wilden olive technical\3_cadd\3_sheets\005569-2339-wilden 3_L_mtl.dwg
3/20/2025 10:00:01



GENERAL LEGEND				
	LIMIT OF WORK			
	PROPERTY LINE			
	BUILDING OUTLINE ABOVE			
	BUILDING OUTLINE			
	RESTORATION AREA AS PER ENVIRONMENTAL CONSULTANT			
	P1	EXPOSED AGGREGATE BY OTHERS		
	P2	KETTLE VALLEY CRUSHED STONE COLOUR: T.B.D. FINISH: T.B.D.	TYPE: 3/8" MINUS SUPPLIER: T.B.D.	
	P3	ROCK INTERCEPTOR TRENCH AREA BY OTHERS		
	P4	KETTLE VALLEY CRUSHED STONE COLOUR: T.B.D. FINISH: T.B.D.	TYPE: 2" SUPPLIER: T.B.D.	
	F1	SITE FEATURE BOULDER COLOUR: T.B.D. FINISH: T.B.D.	TYPE: 800mm MAX. SUPPLIER: T.B.D.	
	F2	CHAIN LINK FENCE COLOUR: BLACK FINISH: VINYL	TYPE: 1.2 m SUPPLIER: T.B.D.	
	F3	EDGER COLOUR: TEAK SIZE: 2" x 4"	TYPE: BEND A BOARD SUPPLIER: EPIC PLASTICS	

SCHEDULE

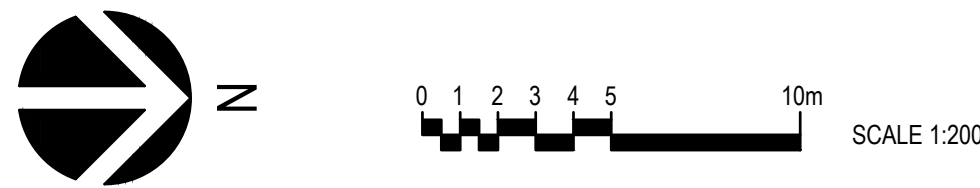
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DP25-0094

Planner Initials JK

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City of Kelowna
COMMUNITY PLANNING



ISSUE:			REVISION:		
8A	2025-04-17	ISSUED FOR DEVELOPMENT PERMIT	JP		
7A	2025-04-11	ISSUED FOR DEVELOPMENT PERMIT	PB		
6A	2025-03-20	ISSUED FOR DEVELOPMENT PERMIT	JP		
5A	2024-10-25	ISSUED FOR BUILDING PERMIT REVIEW	JP		
5A	2024-08-09	ISSUED FOR BUILDING PERMIT - DRAFT	PB		
4A	2024-07-26	ISSUED FOR REVIEW	PB		
3A	2024-05-21	ISSUED FOR BUILDING PERMIT - DRAFT	PB		
2A	2024-05-01	ISSUED FOR BUILDING PERMIT - DRAFT	PB		
1A	2023-08-14	ISSUED FOR DEVELOPMENT PERMIT	AS		
0A	2023-07-21	ISSUED FOR REVEIW	AS		
REV	DATE	DESCRIPTION	BY	REV	DATE

SEAL:

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ORIGINAL SCALE: 1:200

APPROVED BY: RF

CHECKED BY: GS

DRAWN BY (OPTIONAL): PB

DATE: 2025-04-11

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DISCIPLINE: LANDSCAPE

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Suite 700, 1631 Dickson Avenue, Kelowna, B.C. V1Y 0B5
T 250-980-5500 | www.wsp.com

PROJECT NUMBER: CA0005569.2339

CLIENT: WILDEN OLIVE PONDS

CLIENT REF. #: --

TITLE: MATERIALS AND REFERENCE PLAN 4/4

PROJECT: WILDEN OLIVE PONDS

DRAWING NUMBER: L103

REV: 8A

TITLE: PLANTING PLAN 2/4	PROJECT: WILDEN OLIVE PONDS	
	DRAWING NUMBER: L301	REV. 8A



PLANTING LEGEND				
	RESTORATION PLANTING AS PER ENVIRONMENTAL CONSULTANT			
	SEEDED NATIVE PLANTING			
	LAWN			

PLANT LIST						
SYMBOL	QUANTITY	BOTANICAL NAME	COMMON NAME	SIZE	ROOT	MATURE PLAN SIZE (H X W)
TREES						
AGD	8	<i>Acer glabrum</i> var. <i>douglasii</i>	Douglas Maple	30 mm Cal.	B&B	12m x 4m
AB	22	<i>Acer x freemanii</i> 'Autumn Blaze'	Autumn Blaze Maple	60mm Cal	B&B	12m x 6m
AT	2	<i>Acer tataricum</i> subsp. <i>ginnala</i> 'Flame'	Amur maple	30mm Cal	B&B	6m x 6m
ABS	7	<i>Amelanchier alnifolia</i>	Saskatoon Serviceberry	30 mm Cal.	B&B	5m x 4m
ABS-MS	17	<i>Amelanchier x grandiflora</i> 'Autumn Brilliance' (multi-stem)	Autumn Brilliance Serviceberry	2 m	B&B	5m x 4m
BD	11	<i>Betula</i> 'Dakota Pinnacle'	Dakota Pinnacle Birch	50mm Cal.	B&B	7m x 3m
CC	6	<i>Cercis canadensis</i>	Eastern redbud	40 mm Cal.	B&B	6m x 7m
PT	47	<i>Populus tremuloides</i>	Quaking aspen	25mm Cal.	B&B	12m x 9m
SHRUBS/ PERENNIALS / GRASSES						
aar	5	<i>Amelanchier Alnifolia</i> 'regent'	Regent Serviceberry	#05	Potted	1m x 1.25m
auu	107	<i>Arctostaphylos uva-ursi</i>	Kinnikinnick	#01	Potted	0.3m x 0.9m
csf	153	<i>Cornus sericea</i> 'fire dance'	Firedance Dogwood	#01	Potted	0.9m x 1.5m
jzg	81	<i>Juniperus communis</i> 'green carpet' dwarf	Green Carpet Juniper	#03	Potted	0.3m x 1m
jhb	7	<i>Juniperus horizontalis</i> 'Bar Harbor'	Creeping juniper	#03	Potted	0.3m x 1.8m
oga	54	<i>Mahonia Aquifolium</i>	Oregon grape	#01	Potted	2m x 1.25m
mrc	85	<i>Mahonia Repens</i>	Creeping Oregon Grape	#02	Potted	0.3m x 0.75m
mik	279	<i>Miscanthus Little Kitten</i>	Chinese Silver Grass	#01	Potted	0.9m x 0.6m
pmh	15	<i>Philadelphus</i> 'Manteau d'Hermine'	Mock Orange	#05	Potted	0.9m x 1.2m
pms	75	<i>Pinus Mugo</i> 'slowmound'	Slowmound Mugo Pine	#05	Potted	0.6m x 1m
rag	52	<i>Rhus aromatica</i> 'Gro-Low'	Aromatic Sumac, Fragrant Sumac	#02	Potted	0.6m x 1.8m
rrf	17	<i>Rosa rugosa</i> frau dagmar nastup	Fru Dagmar Hastrup Rose	#01	Potted	1.5m x 1.5m
nwt	37	<i>Rosa woodsii</i> 'Kimberley'	Western Wild Rose	#02	Potted	1.5m x 1.5m
rfs	41	<i>Rudebeckia fulgida</i> var. <i>sulivantii</i> 'little	Black-eyed Susan	#01	Potted	0.3m x 0.3m
spl	16	<i>Salvia patensis</i> 'Indigo'	Blue Meadow Sage	#01	Potted	0.8m x 0.6m
bss	139	<i>Salvia Sensation</i> 'Sky Blue'	Sensation Sky Blue Meadow Sage	#01	Potted	0.3m x 0.4m
saa	179	<i>Sesleria autumnalis</i>	Autumn Moor Grass	#01	Potted	0.6m x 0.6m
spb	81	<i>Spiraea betulifolia</i>	Birchleaf Spirea	#01	Potted	0.9m x 0.9m
svm	1	<i>Syringa vulgaris</i> 'Madame Lemoine'	Lilac madame lemoine	#03	Potted	3m x 3m

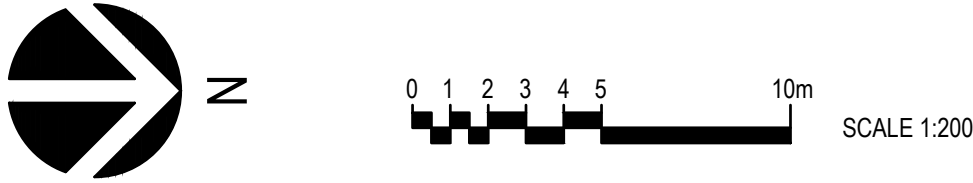
SCHEDULE

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DP25-0094

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City of Kelowna
COMMUNITY PLANNING



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4A	2024-07-26	ISSUED FOR REVIEW	PB				
3A	2024-05-21	ISSUED FOR BUILDING PERMIT - DRAFT	PB				
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REV	DATE	DESCRIPTION	BY	REV	DATE	DESCRIPTION	BY

SEAL:

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ORIGINAL SCALE: 1:200

APPROVED BY: RF

CHECKED BY: GS

DRAWN BY (OPTIONAL): PB

DATE: 2025-04-11

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25mm

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Suite 700, 1631 Dickson Avenue, Kelowna, B.C. V1Y 0B5
T 250-980-5500 | www.wsp.com

PROJECT NUMBER: CA0005569.2339

CLIENT: WILDEN OLIVE PONDS

CLIENT REF. #: --

TITLE: PLANTING PLAN 3/4		PROJECT: WILDEN OLIVE PONDS	
DRAWING NUMBER: L302		REV. 8A	

CTB: 2025-04-21 2:17 PM
FILE: p:\projects\2025\005569.2339\wilden\3\016_techplan\3_cad\3_sheets\ca0005569.2339_wilden\3_L_plant.dwg
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LAWN

SCHEDULE C


This forms part of application

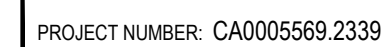
DP25-0094

Planner Initials

City of Kelowna
COMMUNITY PLANNING



SEAL: <div style="text-align: center; margin-top: 20px;">  </div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> ORIGINAL SCALE: 1:200 </td> <td style="width: 50%; padding: 5px;"> DATE: 2025-04-11 </td> </tr> <tr> <td style="padding: 5px;"> APPROVED BY: RF </td> <td rowspan="4" style="padding: 5px; text-align: center; vertical-align: middle;"> IF THIS BAR IS NOT 25mm LONG, ADJUST YOUR PLOTTING SCALE. </td> </tr> <tr> <td style="padding: 5px;"> CHECKED BY: GS </td> </tr> <tr> <td style="padding: 5px;"> DRAWN BY (OPTIONAL): PB </td> </tr> <tr> <td style="padding: 5px;"> _____ _____ _____ </td> </tr> </table>	ORIGINAL SCALE: 1:200	DATE: 2025-04-11	APPROVED BY: RF	IF THIS BAR IS NOT 25mm LONG, ADJUST YOUR PLOTTING SCALE.	CHECKED BY: GS	DRAWN BY (OPTIONAL): PB	_____ _____ _____
ORIGINAL SCALE: 1:200	DATE: 2025-04-11							
APPROVED BY: RF	IF THIS BAR IS NOT 25mm LONG, ADJUST YOUR PLOTTING SCALE.							
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DISCLAIMER: _____	COPYRIGHT: _____							
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<table style="width: 100%;"> <tr> <td style="width: 40%; padding: 5px;"> DISCIPLINE: </td> <td style="width: 60%; padding: 5px; text-align: center;"> <div style="border: 1px solid black; width: 100px; height: 10px; margin: 0 auto;"></div> <div style="text-align: center; margin-top: 5px;">25mm</div> </td> </tr> <tr> <td colspan="2" style="padding: 5px; text-align: center;"> <div style="font-size: 2em; font-weight: bold; letter-spacing: 0.5em;">LANDSCAPE</div> </td> </tr> </table>		DISCIPLINE:	<div style="border: 1px solid black; width: 100px; height: 10px; margin: 0 auto;"></div> <div style="text-align: center; margin-top: 5px;">25mm</div>	<div style="font-size: 2em; font-weight: bold; letter-spacing: 0.5em;">LANDSCAPE</div>				
DISCIPLINE:	<div style="border: 1px solid black; width: 100px; height: 10px; margin: 0 auto;"></div> <div style="text-align: center; margin-top: 5px;">25mm</div>							
<div style="font-size: 2em; font-weight: bold; letter-spacing: 0.5em;">LANDSCAPE</div>								



CLIENT REF. #: --

REV.
8A



- GENERAL LEGEND
- LIMIT OF WORK
 - PROPERTY LINE
- HYDROZONE LEGEND
- LOW WATER REQUIREMENTS
 - HIGH WATER REQUIREMENTS

SCHEDULE

C

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DP25-0094

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City of
Kelowna
COMMUNITY PLANNING



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0A	2023-07-21	ISSUED FOR REVIEW	AS		
REV	DATE	DESCRIPTION	BY	REV	DATE

SEAL:

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LANDSCAPE

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PROJECT NUMBER:

CA0005569.2339

CLIENT:

WILDEN OLIVE PONDS

CLIENT REF. #:

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TITLE:

HYDROZONE PLAN

PROJECT:

WILDEN OLIVE PONDS

DRAWING NUMBER:

L304

REV.

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Consideration has been given to the following guidelines as identified in Chapter 18 of the City of Kelowna 2040 Official Community Plan:

SECTION 2.0: GENERAL RESIDENTIAL AND MIXED USE						
RATE PROPOSALS COMPLIANCE TO PERTINENT GUIDELINE (1 is least complying & 5 is highly complying)	N/A	1	2	3	4	5
2.1 General residential & mixed use guidelines						
2.1.1 Relationship to the Street	N/A	1	2	3	4	5
a. Orient primary building facades and entries to the fronting street or open space to create street edge definition and activity.						✓
b. On corner sites, orient building facades and entries to both fronting streets.	✓					
c. Minimize the distance between the building and the sidewalk to create street definition and a sense of enclosure.						✓
d. Locate and design windows, balconies, and street-level uses to create active frontages and 'eyes on the street', with additional glazing and articulation on primary building facades.						✓
e. Ensure main building entries are clearly visible with direct sight lines from the fronting street.						✓
f. Avoid blank, windowless walls along streets or other public open spaces.						✓
g. Avoid the use of roll down panels and/or window bars on retail and commercial frontages that face streets or other public open spaces.	✓					
h. In general, establish a street wall along public street frontages to create a building height to street width ration of 1:2, with a minimum ration of 11:3 and a maximum ration of 1:1.75. <ul style="list-style-type: none"> Wider streets (e.g. transit corridors) can support greater streetwall heights compared to narrower streets (e.g. local streets); The street wall does not include upper storeys that are setback from the primary frontage; and A 1:1 building height to street width ration is appropriate for a lane of mid-block connection condition provided the street wall height is no greater than 3 storeys. 	✓					
2.1.2 Scale and Massing	N/A	1	2	3	4	5
a. Provide a transition in building height from taller to shorter buildings both within and adjacent to the site with consideration for future land use direction.						✓
b. Break up the perceived mass of large buildings by incorporating visual breaks in facades.	✓					
c. Step back the upper storeys of buildings and arrange the massing and siting of buildings to: <ul style="list-style-type: none"> Minimize the shadowing on adjacent buildings as well as public and open spaces such as sidewalks, plazas, and courtyards; and Allow for sunlight onto outdoor spaces of the majority of ground floor units during the winter solstice. 	✓					

2.1.3 Site Planning	N/A	1	2	3	4	5
a. Site and design buildings to respond to unique site conditions and opportunities, such as oddly shaped lots, location at prominent intersections, framing of important open spaces, corner lots, sites with buildings that terminate a street end view, and views of natural features.						✓
b. Use Crime Prevention through Environmental Design (CPTED) principles to better ensure public safety through the use of appropriate lighting, visible entrances, opportunities for natural surveillance, and clear sight lines for pedestrians.						✓
c. Limit the maximum grades on development sites to 30% (3:1)						✓
d. Design buildings for 'up-slope' and 'down-slope' conditions relative to the street by using strategies such as: <ul style="list-style-type: none"> Stepping buildings along the slope, and locating building entrances at each step and away from parking access where possible; Incorporating terracing to create usable open spaces around the building Using the slope for under-building parking and to screen service and utility areas; Design buildings to access key views; and Minimizing large retaining walls (retaining walls higher than 1 m should be stepped and landscaped). 						✓
e. Design internal circulation patterns (street, sidewalks, pathways) to be integrated with and connected to the existing and planned future public street, bicycle, and/or pedestrian network.						✓
f. Incorporate easy-to-maintain traffic calming features, such as on-street parking bays and curb extensions, textured materials, and crosswalks.	✓					
g. Apply universal accessibility principles to primary building entries, sidewalks, plazas, mid-block connections, lanes, and courtyards through appropriate selection of materials, stairs, and ramps as necessary, and the provision of wayfinding and lighting elements.						✓
2.1.4 Site Servicing, Access, and Parking	N/A	1	2	3	4	5
a. Locate off-street parking and other 'back-of-house' uses (such as loading, garbage collection, utilities, and parking access) away from public view.						✓
b. Ensure utility areas are clearly identified at the development permit stage and are located to not unnecessarily impact public or common open spaces.						✓
c. Avoid locating off-street parking between the front façade of a building and the fronting public street.						✓
d. In general, accommodate off-street parking in one of the following ways, in order of preference: <ul style="list-style-type: none"> Underground (where the high water table allows) Parking in a half-storey (where it is able to be accommodated to not negatively impact the street frontage); 						✓

<ul style="list-style-type: none"> Garages or at-grade parking integrated into the building (located at the rear of the building); and Surface parking at the rear, with access from the lane or secondary street wherever possible. 						
e. Design parking areas to maximize rainwater infiltration through the use of permeable materials such as paving blocks, permeable concrete, or driveway planting strips.	✓					
f. In cases where publicly visible parking is unavoidable, screen using strategies such as: <ul style="list-style-type: none"> Landscaping; Trellises; Grillwork with climbing vines; or Other attractive screening with some visual permeability. 	✓					
g. Provide bicycle parking at accessible locations on site, including: <ul style="list-style-type: none"> Covered short-term parking in highly visible locations, such as near primary building entrances; and Secure long-term parking within the building or vehicular parking area. 	✓					
h. Provide clear lines of site at access points to parking, site servicing, and utility areas to enable casual surveillance and safety.						
i. Consolidate driveway and laneway access points to minimize curb cuts and impacts on the pedestrian realm or common open spaces.						✓
j. Minimize negative impacts of parking ramps and entrances through treatments such as enclosure, screening, high quality finishes, sensitive lighting and landscaping.	✓					
2.1.5 Streetscapes, Landscapes, and Public Realm Design	N/A	1	2	3	4	5
a. Site buildings to protect mature trees, significant vegetation, and ecological features.						✓
b. Locate underground parkades, infrastructure, and other services to maximize soil volumes for in-ground plantings.						✓
c. Site trees, shrubs, and other landscaping appropriately to maintain sight lines and circulation.						✓
d. Design attractive, engaging, and functional on-site open spaces with high quality, durable, and contemporary materials, colors, lighting, furniture, and signage.						✓
e. Ensure site planning and design achieves favourable microclimate outcomes through strategies such as: <ul style="list-style-type: none"> Locating outdoor spaces where they will receive ample sunlight throughout the year; Using materials and colors that minimize heat absorption; Planting both evergreen and deciduous trees to provide a balance of shading in the summer and solar access in the winter; and Using building mass, trees and planting to buffer wind. 						✓
f. Use landscaping materials that soften development and enhance the public realm.						✓


g. Plant native and/or drought tolerant trees and plants suitable for the local climate.						✓
h. Select trees for long-term durability, climate and soil suitability, and compatibility with the site's specific urban conditions.						✓
i. Design sites and landscapes to maintain the pre-development flows through capture, infiltration, and filtration strategies, such as the use of rain gardens and permeable surfacing.						✓
j. Employ on-site wayfinding strategies that create attractive and appropriate signage for pedestrians, cyclists, and motorists using a 'family' of similar elements.	✓					
2.1.6 Building Articulation, Features and Materials	N/A	1	2	3	4	5
a. Express a unified architectural concept that incorporates variation in façade treatments. Strategies for achieving this include: <ul style="list-style-type: none"> • Articulating facades by stepping back or extending forward a portion of the façade to create a series of intervals or breaks; • Repeating window patterns on each step-back and extension interval; • Providing a porch, patio, or deck, covered entry, balcony and/or bay window for each interval; and • Changing the roof line by alternating dormers, stepped roofs, gables, or other roof elements to reinforce each interval. 						✓
b. Incorporate a range of architectural features and details into building facades to create visual interest, especially when approached by pedestrians. Include architectural features such as: bay windows and balconies; corner feature accents, such as turrets or cupolas; variations in roof height, shape and detailing; building entries; and canopies and overhangs. Include architectural details such as: Masonry such as tiles, brick, and stone; siding including score lines and varied materials to distinguish between floors; articulation of columns and pilasters; ornamental features and art work; architectural lighting; grills and railings; substantial trim details and moldings / cornices; and trellises, pergolas, and arbors.						✓
c. Design buildings to ensure that adjacent residential properties have sufficient visual privacy (e.g. by locating windows to minimize overlook and direct sight lines into adjacent units), as well as protection from light trespass and noise.						✓
d. Design buildings such that their form and architectural character reflect the buildings internal function and use.						✓
e. Provide weather protection such as awnings and canopies at primary building entries.					✓	
f. Place weather protection to reflect the building's architecture.						✓
g. Limit signage in number, location, and size to reduce visual clutter and make individual signs easier to see.						
h. Provide visible signage identifying building addresses at all entrances.						✓

SECTION 4.0: LOW & MID-RISE RESIDENTIAL MIXED USE						
RATE PROPOSALS COMPLIANCE TO PERTINENT GUIDELINE (1 is least complying & 5 is highly complying)	N/A	1	2	3	4	5
4.1 Low & mid-rise residential & mixed use guidelines						
4.1.1 Relationship to the Street	N/A	1	2	3	4	5
i. Ensure lobbies and main building entries are clearly visible from the fronting street.						✓
j. Avoid blank walls at grade wherever possible by: <ul style="list-style-type: none"> Locating enclosed parking garages away from street frontages or public open spaces; Using ground-oriented units or glazing to avoid creating dead frontages; and When unavoidable, screen blank walls with landscaping or incorporate a patio café or special materials to make them more visually interesting. 						✓
Residential & Mixed Use Buildings						
k. Set back residential buildings on the ground floor between 3-5 m from the property line to create a semi-private entry or transition zone to individual units and to allow for an elevated front entryway or raised patio. <ul style="list-style-type: none"> A maximum 1.2 m height (e.g. 5-6 steps) is desired for front entryways. Exceptions can be made in cases where the water table requires this to be higher. In these cases, provide a larger patio and screen parking with ramps, stairs and landscaping. 						✓
l. Incorporate individual entrances to ground floor units accessible from the fronting street or public open spaces.						✓
m. Site and orient buildings so that windows and balconies overlook public streets, parks, walkways, and shared amenity spaces while minimizing views into private residences.						✓
4.1.2 Scale and Massing	N/A	1	2	3	4	5
a. Residential building facades should have a maximum length of 60 m. A length of 40 m is preferred.						✓
b. Residential buildings should have a maximum width of 24 m.						✓
c. Buildings over 40 m in length should incorporate a significant horizontal and vertical break in the façade.	✓					
d. For commercial facades, incorporate a significant break at intervals of approximately 35 m.	✓					
4.1.3 Site Planning	N/A	1	2	3	4	5
a. On sloping sites, floor levels should step to follow natural grade and avoid the creation of blank walls.						✓
b. Site buildings to be parallel to the street and to have a distinct front-to-back orientation to public street and open spaces and to rear yards, parking, and/or interior court yards:						✓

<ul style="list-style-type: none"> Building sides that interface with streets, mid-block connections and other open spaces and should positively frame and activate streets and open spaces and support pedestrian activity; and Building sides that are located away from open spaces (building backs) should be designed for private/shared outdoor spaces and vehicle access. 						
c. Break up large buildings with mid-block connections which should be publicly-accessible wherever possible.	✓					
d. Ground floors adjacent to mid-block connections should have entrances and windows facing the mid-block connection.	✓					
4.1.4 Site Servicing, Access and Parking	N/A	1	2	3	4	5
a. Vehicular access should be from the lane. Where there is no lane, and where the re-introduction of a lane is difficult or not possible, access may be provided from the street, provided: <ul style="list-style-type: none"> Access is from a secondary street, where possible, or from the long face of the block; Impacts on pedestrians and the streetscape is minimised; and There is no more than one curb cut per property. 						✓
b. Above grade structure parking should only be provided in instances where the site or high water table does not allow for other parking forms and should be screened from public view with active retail uses, active residential uses, architectural or landscaped screening elements.	✓					
c. Buildings with ground floor residential may integrate half-storey underground parking to a maximum of 1.2 m above grade, with the following considerations: <ul style="list-style-type: none"> Semi-private spaces should be located above to soften the edge and be at a comfortable distance from street activity; and Where conditions such as the high water table do not allow for this condition, up to 2 m is permitted, provided that entryways, stairs, landscaped terraces, and patios are integrated and that blank walls and barriers to accessibility are minimized. 	✓					
4.1.5 Publicly-Accessible and Private Open Spaces	N/A	1	2	3	4	5
a. Integrate publicly accessible private spaces (e.g. private courtyards accessible and available to the public) with public open areas to create seamless, contiguous spaces.	✓					
b. Locate semi-private open spaces to maximize sunlight penetration, minimize noise disruptions, and minimize 'overlook' from adjacent units.	✓					
Outdoor amenity areas						
c. Design plazas and urban parks to: <ul style="list-style-type: none"> Contain 'three edges' (e.g. building frontage on three sides) where possible and be sized to accommodate a variety of activities; Be animated with active uses at the ground level; and Be located in sunny, south facing areas. 	✓					
d. Design internal courtyards to:	✓					

<ul style="list-style-type: none"> • Provide amenities such as play areas, barbecues, and outdoor seating where appropriate. • Provide a balance of hardscape and softscape areas to meet the specific needs of surrounding residents and/or users. 						
e. Design mid-block connections to include active frontages, seating and landscaping.	✓					
4.1.6 Building Articulation, Features, and Materials	N/A	1	2	3	4	5
a. Articulate building facades into intervals that are a maximum of 15 m wide for mixed-use buildings and 20 m wide for residential buildings. Strategies for articulating buildings should consider the potential impacts on energy performance and include: <ul style="list-style-type: none"> • Façade Modulation – stepping back or extending forward a portion of the façade to create a series of intervals in the façade; • Repeating window pattern intervals that correspond to extensions and step backs (articulation) in the building façade; • Providing a porch, patio, deck, or covered entry for each interval; • Providing a bay window or balcony for each interval, while balancing the significant potential for heat loss through thermal bridge connections which could impact energy performance; • Changing the roof line by alternating dormers, stepped roofs, gables, or other roof elements to reinforce the modulation or articulation interval; • Changing the materials with the change in building plane; and • Provide a lighting fixture, trellis, tree or other landscape feature within each interval. 						✓
b. Break up the building mass by incorporating elements that define a building's base, middle and top.						✓
c. Use an integrated, consistent range of materials and colors and provide variety, by for example, using accent colors.						✓
d. Articulate the façade using design elements that are inherent to the buildings as opposed to being decorative. For example, create depth in building facades by recessing window frames or partially recessing balconies to allow shadows to add detail and variety as a byproduct of massing.						✓
e. Incorporate distinct architectural treatments for corner sites and highly visible buildings such as varying the roofline, articulating the façade, adding pedestrian space, increasing the number and size of windows, and adding awnings or canopies.	✓					
f. Provide weather protection (e.g. awnings, canopies, overhangs, etc.) along all commercial streets and plazas with particular attention to the following locations: <ul style="list-style-type: none"> • Primary building entrances; • Adjacent to bus zones and street corners where people wait for traffic lights; • Over store fronts and display windows; and • Any other areas where significant waiting or browsing by people occurs. 						✓

g. Architecturally-integrate awnings, canopies, and overhangs to the building and incorporate architectural design features of buildings from which they are supported.						✓
h. Place and locate awnings and canopies to reflect the building's architecture and fenestration pattern.						✓
i. Place awnings and canopies to balance weather protection with daylight penetration. Avoid continuous opaque canopies that run the full length of facades.						✓
j. Provide attractive signage on commercial buildings that identifies uses and shops clearly but which is scaled to the pedestrian rather than the motorist. Some exceptions can be made for buildings located on highways and/or major arterials in alignment with the City's Sign Bylaw.	✓					
k. Avoid the following types of signage: • Internally lit plastic box signs; • Pylon (stand alone) signs; and • Rooftop signs.	✓					
l. Uniquely branded or colored signs are encouraged to help establish a special character to different neighbourhoods.	✓					

ATTACHMENT B	
This forms part of application # _____	
Planner Initials	JK
 City of Kelowna COMMUNITY PLANNING	

Development Permit

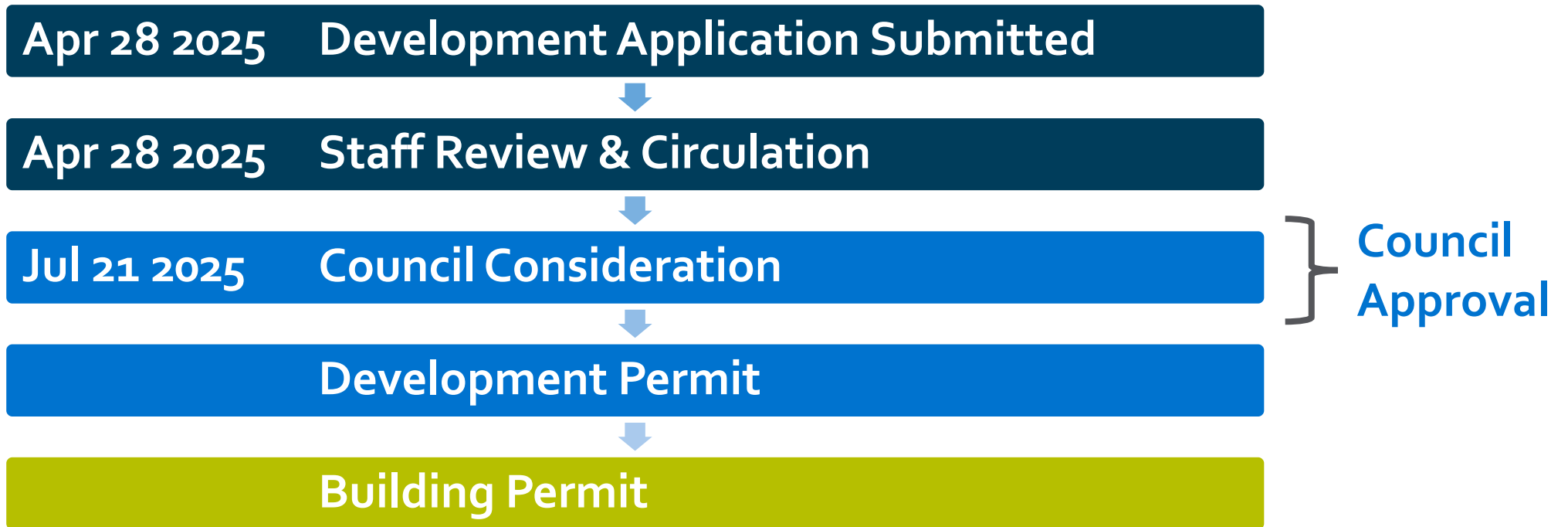
1720 Hidden Hills Drive
DP25-0094



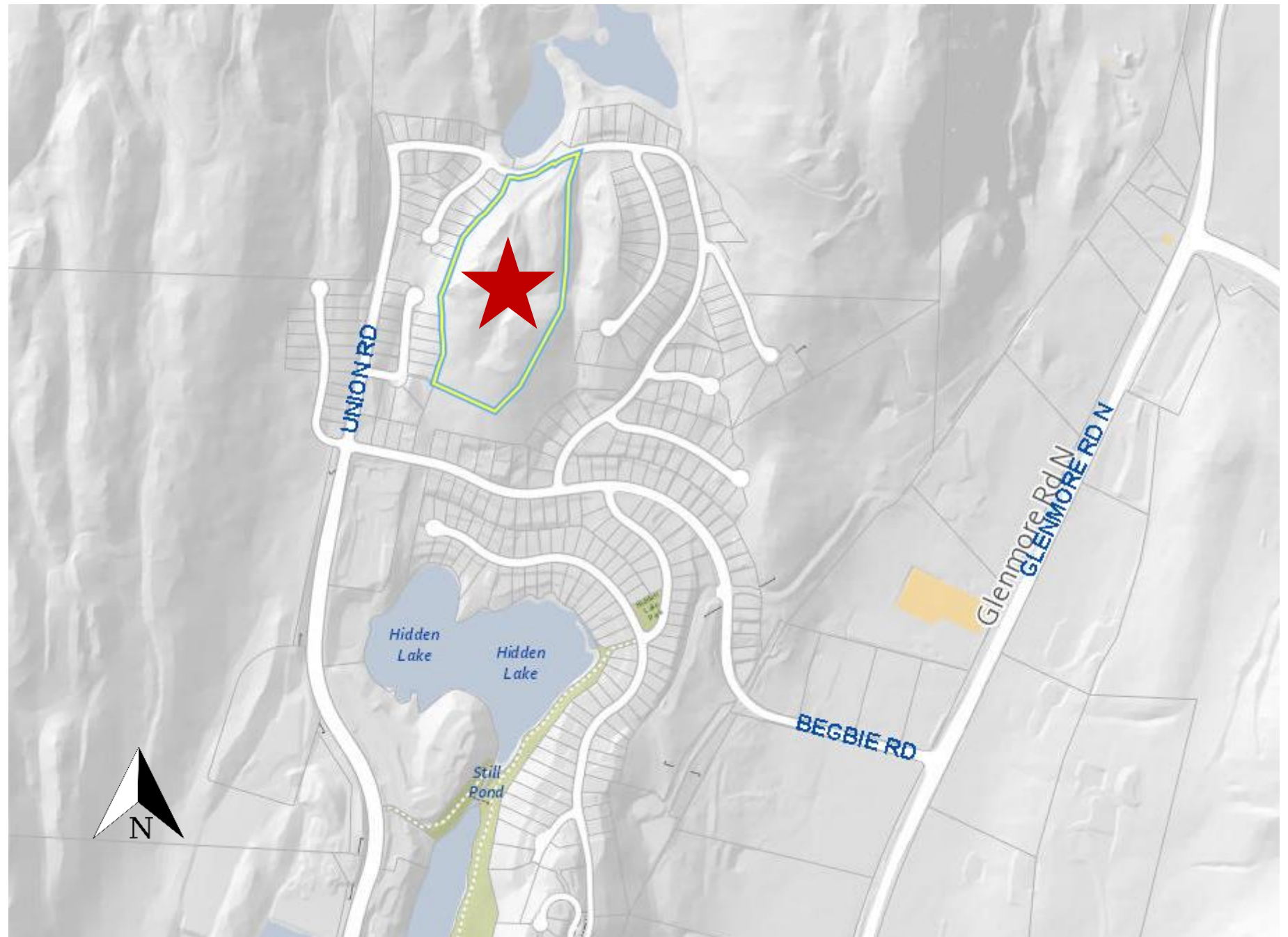
Purpose

- To issue a Development Permit for the form and character of a duplex strata development.

Development Process

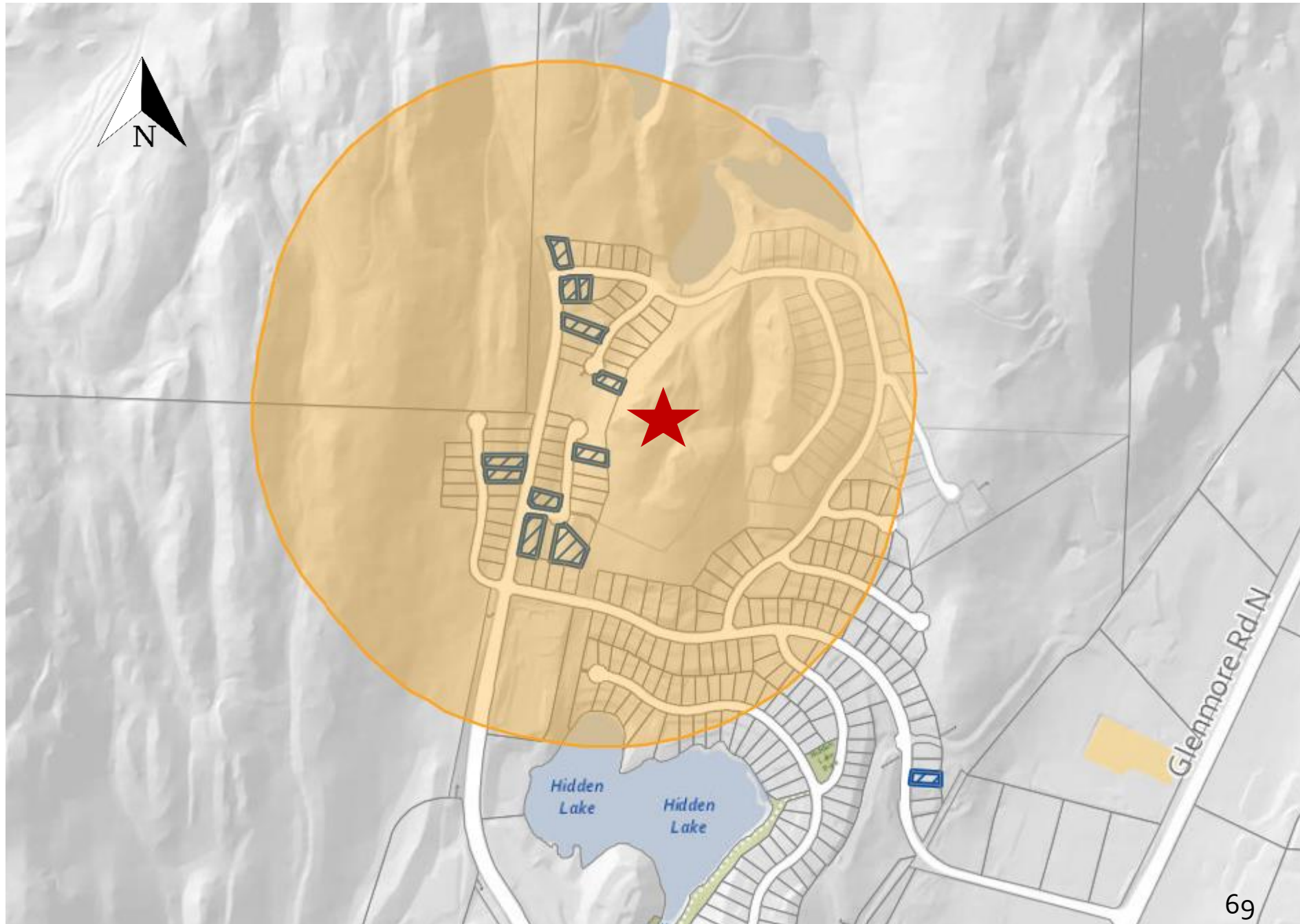


Context Map

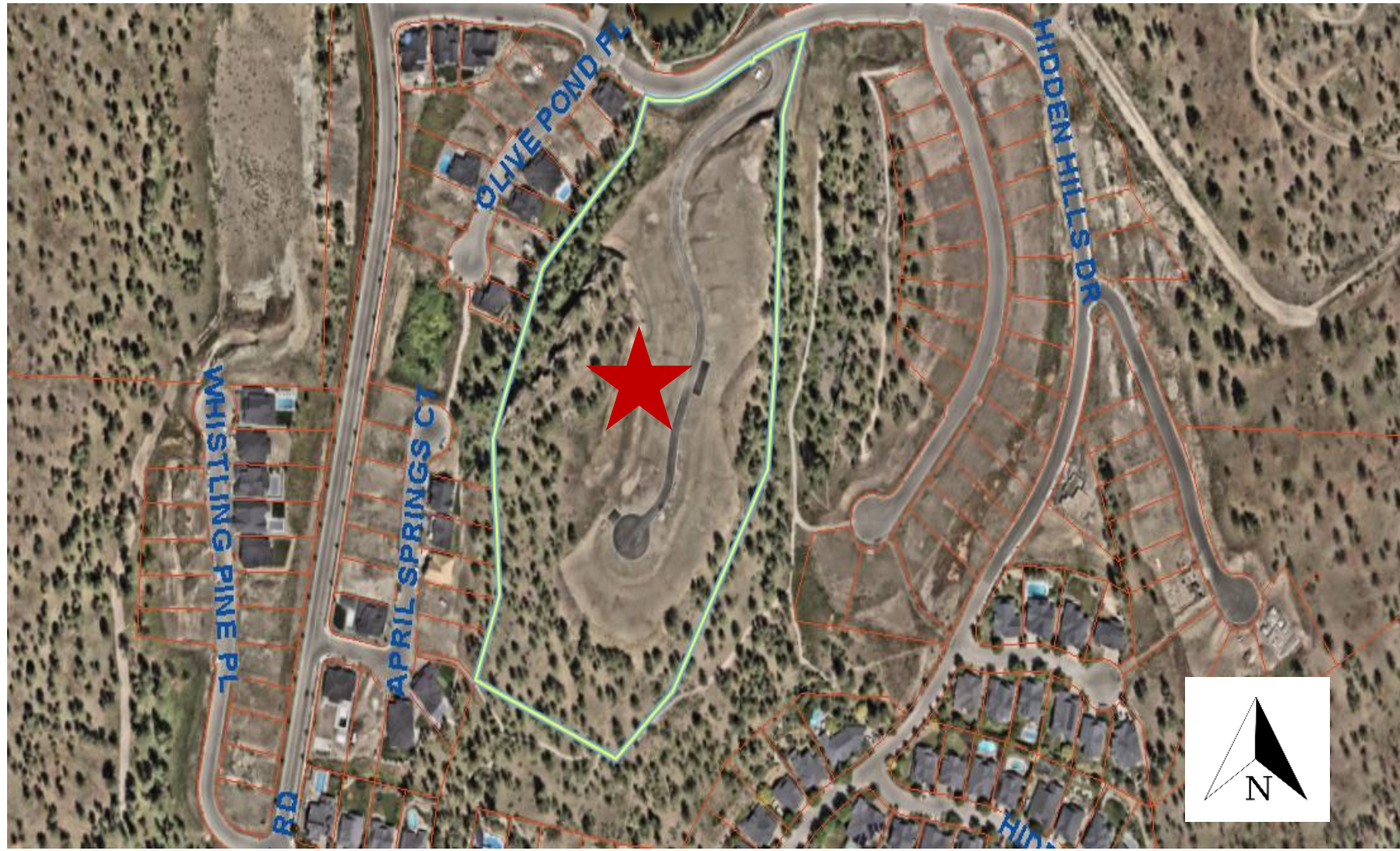


Model City

Estimated Population: 409
Estimated Jobs: 120
Residential Units: 158
Commercial Units: 0



Subject Property Map



Technical Details

RU5 – Multiple Suburban Housing

- 30 duplex units (15 buildings)
 - 4 type A units
 - 5 type B units
 - 6 type C units
- 10 Visitor Parking Stalls
- 317 Large Trees

Site Plan

Trail
Network



Materials Board

Light Scheme:

Buildings:

- Plan A - Uphill Units: 1, 4
- Plan B - Walkout Units: 7, 10
- Plan C - Level Units: 13



* Rendering shows the light scheme on a 2-story level unit (2-story level units are buildings 12-15)



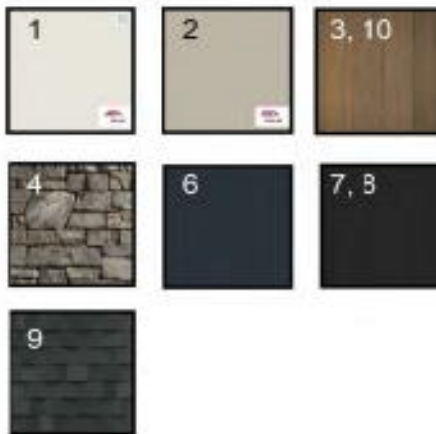
Medium Scheme:

Buildings:

- Plan A - Uphill Units: 2, 5
- Plan B - Walkout Units: 8, 11
- Plan C - Level Units: 14



* Rendering shows the medium scheme on a walkout unit (Walkout units are buildings 7-11)



Dark Scheme:

Buildings:

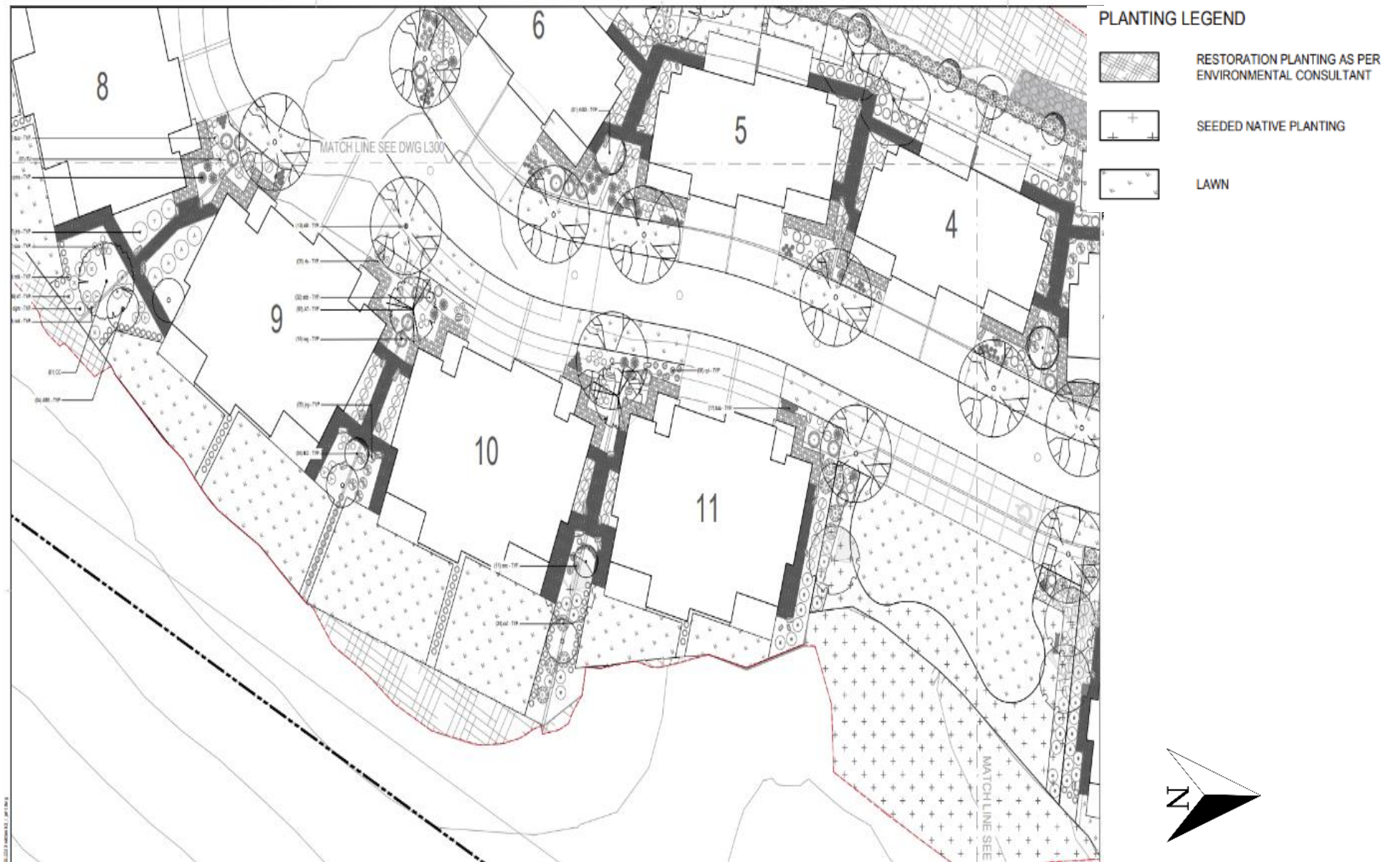
- Plan A - Uphill Units: 3, 6
- Plan B - Walkout Units: 9
- Plan C - Level Units: 12, 15



* Rendering shows the dark scheme on an uphill unit (Uphill units are buildings 1-6)



Landscape Plan



Rendering Type A Unit



Rendering Type B Unit



Rendering Type C Unit



OCP Design Guidelines

- Ground oriented entrances
- Range of architectural features
- Generous landscaped area
- Integrated into existing sensitive slope terrain

Staff Recommendation

- Staff recommend support for the proposed development permit as it:
 - Meets majority of OCP Design Guidelines
 - No Variances

Report to Council



Date: July 21, 2025
To: Council
From: City Manager
Subject: Rental Housing Grants Review – DCC Reductions for Affordable Housing
Department: Housing Policy and Programs

Recommendation:

THAT Council receives for information the report from the Housing Policy and Programs Department, dated July 21, 2025, regarding reducing Development Cost Charges for affordable housing projects through the Rental Housing Grant program;

AND THAT Council directs Staff to further explore and report back on draft options for updates to the Rental Housing Grant program as part of the Housing Accelerator Fund and Housing Action Plan as described in the report from the Housing Policy and Programs Department, dated July 21, 2025;

AND FURTHER THAT Council endorses placing the Rental Housing Grant program on hold for 2025.

Purpose:

To receive an overview of the City's current approach to Development Cost Charge relief for affordable housing and direct a review of and update to the current approach.

Council Priority Alignment:

Affordable Housing

Background:

This report outlines Staff's rationale for reviewing the City's approach for Development Cost Charge (DCC) relief for affordable housing. As per the City's 2023 Housing Needs Assessment, Kelowna has a shortage of affordable housing, and a significant increase in the delivery of subsidized rental housing is required to meet the needs of current and future residents. The primary responsibility for affordable housing is federal and provincial, however increasingly local governments can and have begun to play a greater role in helping to catalyze the development of affordable housing.

The need for affordable housing is significant—housing costs continue to outpace earnings, even for many middle-income families, creating pressure that ripples across the entire housing system. Increasing affordable housing supply creates greater equity, supports stronger neighbourhoods, and fuels a thriving local economy by ensuring people can continue to live and work in Kelowna.

However, affordable housing is one of the most challenging forms of housing to build, due to complex funding and regulatory frameworks, as well as high land and construction costs. The successful delivery of affordable housing requires coordination and a variety of supports from all levels of government, non-profit organizations, funders, and the development industry.

To help address challenges in building affordable housing, the City provides support through several tools including land contributions, tax exemptions, regulatory adjustments, and the Rental Housing Grants (RGH) program which provides some DCC relief.

Today's report focuses on the RGH program and considers how this program could be optimized to better support affordable housing through adjustments to timing, certainty, and amount of DCC relief.

This review of the RGH program aligns with Housing Action Plan (HAP) Action 2.3 and Housing Accelerator Fund (HAF) Initiative 2. Staff are recommending that the RGH program be placed on hold for 2025 until the review has been completed and recommended updates have been implemented.

What are DCCs and how do they work?

All new housing projects, including affordable housing projects, are subject to pay DCCs at about \$30,000 per unit of apartment housing. DCCs are a tool that enables local governments to collect funds for specific types of infrastructure projects. DCCs are intended to offset some of the capital costs associated with the increased need for infrastructure arising from new development. The Local Government Act permits municipalities to waive or reduce DCCs for specific types of development, including affordable housing projects.

How does our current DCC relief program operate?

The City of Kelowna has operated the RGH program since 2006. The RGH program has an annual budget of \$300,000, which goes towards DCC relief for affordable rental housing projects. On average, the RGH program supports approximately 10 per cent DCC relief for about 100 affordable housing units per year.

The program budget has not changed notably since its inception despite significant growth in construction and DCC costs. In addition, since 2006 the community has grown by 50 per cent, and the need for affordable housing has grown even faster.

In 2025, the RGH program was bolstered by a onetime \$3.0M contribution from the HAF, increasing total annual funding to \$3.3M. As a result, the 2025 program supported a higher-than-average number of units (341) as well as a higher-than-average level of DCC relief (34 per cent).

In terms of RGH program logistics, the current structure is a grant with a once-a-year intake, the timing of which is determined by the City. Affordable housing providers must apply for the program, and the specific grant amount is not guaranteed and is determined by dividing up the available \$300,000 among eligible applicants.

The RGH program is often layered with other incentives including the revitalization tax exemption program and more flexible development regulations, such as parking reductions.

How do other municipalities approach DCC relief?

The two most common approaches for providing DCC relief for affordable housing are waivers and grants. DCC waivers are the most used method of providing cost relief (Attachment A). DCC waiver programs vary based on factors such as:

- Minimum levels of affordability and percentage of affordable homes
- Minimum time commitments for maintaining affordability, ranging from 15-60 years

In contrast, municipalities that offer DCC relief through grant programs often have multifaceted criteria to determine funding. Additionally, the DCC relief for each affordable housing project depends on the amount of money allocated to the program, meaning there is no specific level of DCC relief guaranteed for any given affordable housing project. Without knowing the specific level of DCC relief, it is challenging for affordable housing developers to determine the impact of an indeterminate grant amount on their financial performance.

Discussion:

The City of Kelowna's rental housing incentives have proven effective in encouraging the construction of market rental housing. However, the RHG is one of few additional incentives offered to encourage affordable housing construction, and it has struggled to make a significant impact.

Of note, there are many factors that impact the delivery of affordable housing units, and DCC relief alone does not guarantee that more affordable housing units will be built. However, early indications suggest that an effective DCC relief program is one of the more significant levers that municipalities can pull to support affordable housing and additionally would complement the Province's latest work for flexible and extended DCC payment timelines for homebuilders.

These indications are supported by a City initiated third-party review of development incentives completed in 2024 in support of the HAP and HAF. The review concluded that municipal DCC relief offers several benefits for affordable housing projects. First, DCC relief can reduce overall development costs by up to 7 per cent. Additionally, DCC relief can improve applications to senior government funding programs by demonstrating local government support. The review also offered three recommendations for updates to the City's RHG to further support affordable housing in Kelowna:

1. Provide DCC relief in the form of a waiver (guaranteed, consistent, upfront) rather than a grant (not guaranteed, requires application, inconsistent funding amount, late in process).
2. Increase RHG program funding and provide a sliding scale based on the level of affordability.
3. Allow DCC relief for affordable housing projects that have received municipal land contributions.

Staff also conducted preliminary discussions about DCC relief with several non-profit, government, and development organizations that are involved in delivering affordable housing. The following themes were highlighted:

- Municipalities can increase the likelihood of affordable housing being delivered by providing process predictability, process speed, and financial support. In terms of financial support, DCC relief and tax exemptions are high-impact tools.
- Affordable housing projects are typically funded through a competitive process administered by BC Housing or CMHC; financial assistance from a municipality in the form of DCC relief demonstrates local support and can also help make the project more financially viable if DCC relief is predictable and guaranteed.
- Many other cities in BC provide at least a 50 per cent DCC waiver for non-profit housing, with some offering full exemptions; higher DCC waivers make projects more financially viable and competitive from a financing perspective.

Staff recommend that additional analysis be conducted to further explore how to make the RHG program as successful as possible. Should Council approve moving forward with the RHG review, Staff will also evaluate feedback from the development incentives review and industry engagement in more detail. Staff will consider the potential impacts – including financial impacts – of adjusting the RHG program, and look at factors including:

- Grants vs. waivers

- Timing of program
- Amount of DCC relief

The goal of this work is to bring forward suggested options for program updates to Council in a later report, as outlined in the approach section below.

Approach & Timeline

To provide Council with a thorough set of options regarding updates to the RHG program, Staff propose the following process and timeline:

- Stage 1: Background research (development incentives review), preliminary engagement, initial report to Council
- Stage 2: Internal and technical analysis on DCC program impacts and budget implications
- Stage 3: Options identification and second report to Council
- Stage 4: Further industry and partner engagement with preferred option
- Stage 5: Final report to Council, implementation, monitoring



Summary and Next Steps:

DCC relief is a high impact tool that municipalities can use to support affordable housing projects, and the City of Kelowna currently offers some DCC relief through the existing RHG program. Staff are recommending reviewing the RHG program to explore opportunities for improvement. However, it should be noted that any form of DCC relief for affordable housing is, in effect, shifting the burden of infrastructure costs to the broader community. Should Council support this recommendation, Staff will undertake work activities outlined in the Approach & Timeline section of this report and bring back an additional report to Council outlining options for potential program updates later in 2025. Further, Staff are recommending the 2025 RHG program be placed on hold until the program review is completed and any recommended updates are implemented.

Internal Circulation:

Development Planning
 Development Services
 Financial Services
 Long Range Planning
 Partnerships and Investments
 Real Estate Services

Social Development

Considerations applicable to this report:

Legal/Statutory Procedural Requirements:

Local Government Act Section 563(1)

Section 563 of the *Local Government Act* allows local governments to waive or reduce a development cost charge for:

- Not-for-profit rental housing, including supportive living housing; or
- For-profit affordable rental housing

Existing Policy:

Imagine Kelowna

2040 Official Community Plan Bylaw

Housing Action Plan Action 2.3 - Reduce municipal charges for affordable housing projects

Housing Accelerator Fund Initiative 2 - Adjusting Regulations: Incentivizing private sector housing development

[Council Policy #335 – Rental Housing Grants Eligibility](#)

Financial/Budgetary Considerations:

DCC relief for affordable housing has significant budgetary considerations because the lost DCC revenue must be backfilled with taxation or other City funding sources to fully fund the DCC program. Should Council direct staff to proceed with this work, full financial consideration of recommended options will be provided. As referenced in the Housing Action Plan Report to Council in January 2025, DCC relief for affordable housing projects would require a significant, ongoing budget request that could range from 0.5-1.2 per cent of taxation revenue, depending on the structure of the program and the number of units supported. Should Council advance this action at that time, staff would endeavor to minimize any financial impact on the City where possible.

Considerations not applicable to this report:

Legal/Statutory Authority

Communications Comments

External Agency/Public Comments

Submitted by:

J. Moore, Housing Policy and Programs Manager

A. Janousek, Project Manager

B. Crawford, Planner Specialist

Approved for inclusion:

R. Smith, Planning, Climate Action & Development Services Divisional Director

Attachment A: Existing DCC Relief Models in other BC Municipalities

Attachment A: Existing DCC Relief Models in other BC Municipalities

Local Government	Waiver	Grant
Abbotsford		<ul style="list-style-type: none"> Housing Opportunities Reserve fund enables grants up to \$50,00 per unit for non-profit groups
Burnaby	<ul style="list-style-type: none"> 100% waiver for non-market housing 50% waiver for below-market student housing 	
Chilliwack	<ul style="list-style-type: none"> 100% non-profit rental housing Must enter into housing agreement for 15-years 	
Coquitlam		<ul style="list-style-type: none"> Grants provided by Affordable Housing Reserve fund on a case-by-case basis based on established criteria, which include, overall affordability, community fit, fund viability (how much money is left), limited to non-profit societies. etc.
Delta	<ul style="list-style-type: none"> 100% waiver for all dwelling units if 30% of units occupied by eligible households 	
Kamloops	<ul style="list-style-type: none"> Sliding scale waiver for non-profit rental housing 	
Langley	<ul style="list-style-type: none"> Not-for-profit development 100% waiver for all dwelling units if 30% of units occupied by eligible households 	
Nanaimo	<ul style="list-style-type: none"> 50% waiver if 30% of units are affordable housing units 	
Saanich	<ul style="list-style-type: none"> 100% waiver for not-for-profit rental housing development operated by a public authority or a non-profit society 25% waiver for affordable rental housing development (by a private developer) with a max monthly rent 10% below-market Tenure must be maintained as rental for 20-year housing agreement 	
Surrey	<ul style="list-style-type: none"> 100% for a rental housing development operated by a public housing body 60-year housing agreement required 	
Vancouver	<ul style="list-style-type: none"> For-profit affordable rental housing If 20% of units are secured at below-market rents, a 100% waiver is provided If units are rented at average market rents, an 86.2% waiver is provided Requires 60-year housing agreement 	

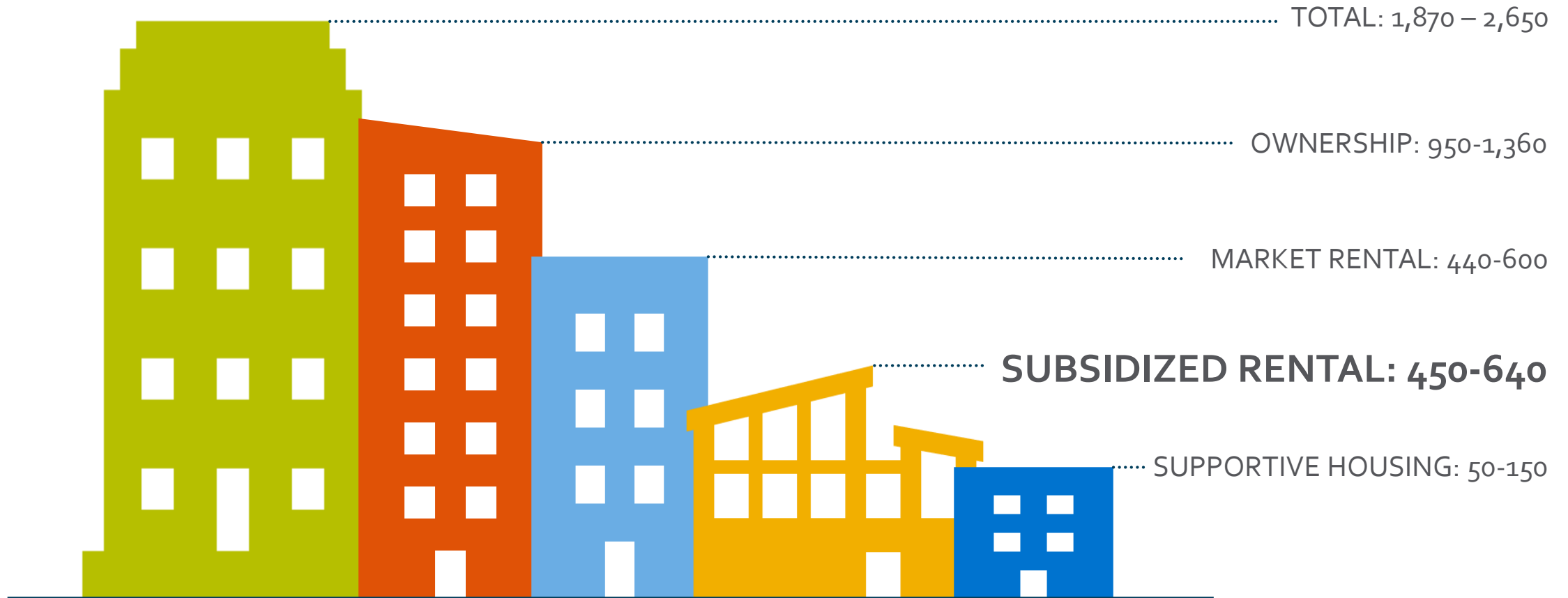
Local Government	Waiver	Grant
Victoria		<ul style="list-style-type: none"> • Grants may be provided to non-governmental non-profit housing providers up to a maximum of 100% of the total residential DCCs owing to the City for the proposed non-market rental housing project and associated housing units. • The amount of funding provided per project is determined based on the number of eligible housing units that are proposed and the applicable residential DCC rates

Rental Housing Grants Review: DCC Reductions for Affordable Housing

Purpose

To provide Council an overview of the City's current approach to Development Cost Charge relief for affordable housing and seek Council direction for reviewing and updating the current approach

Kelowna has a major shortage of subsidized rental housing



Many organizations have a role in the housing system



Local government housing toolbox



Direct Action

• Incentives & Regulations

- Development processes
- Supporting infrastructure
- Land acquisition
- Emergency planning



Collaborate & Advocate

- Partner with others to influence housing outcomes
- Undertake education and advocacy activities
- Convene strategic partners



Monitor & Respond

- Track housing trends and challenges
- Analyze broader context
- Adapt to changing conditions and community needs

DCC Relief – Background

What are DCCs?

- Municipal infrastructure financing tool
- Growth pays for growth
- Connected to OCP, TMP



DCC Relief – Background

Authorized by legislation for:

- Affordable rental housing
- Not-for profit rental housing
- Supportive living housing



DCC Relief – Benefits

68 homes

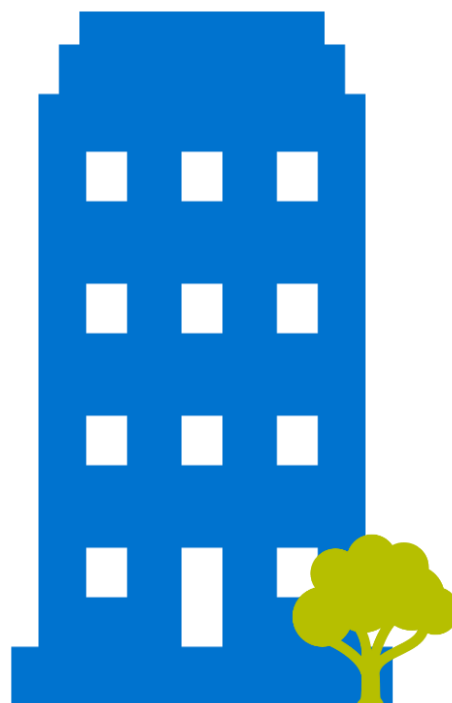
\$1.9M DCC Cost



A

68 homes

\$0M DCC Cost



B

Building B is more likely to:

- ☒ be financially sustainable
- ☒ get funded
- ☒ have lower rents, or additional units

DCC Relief – Benefits

- DCC relief is one way to reduce costs
- Other incentives also play a big role:
 - Land
 - Tax relief
 - Fast processing
 - Relaxed regulations

DCC Relief – Current Program

- Grant funding annually
- Total \$300K funding pool
- Equal allocation to eligible units
- 5% - 20% of DCCs



DCC Relief – Alternatives

Grants

- Easy for City financial planning
- Unpredictable for applicants
- Amounts vary widely

= more predictable, limited benefit

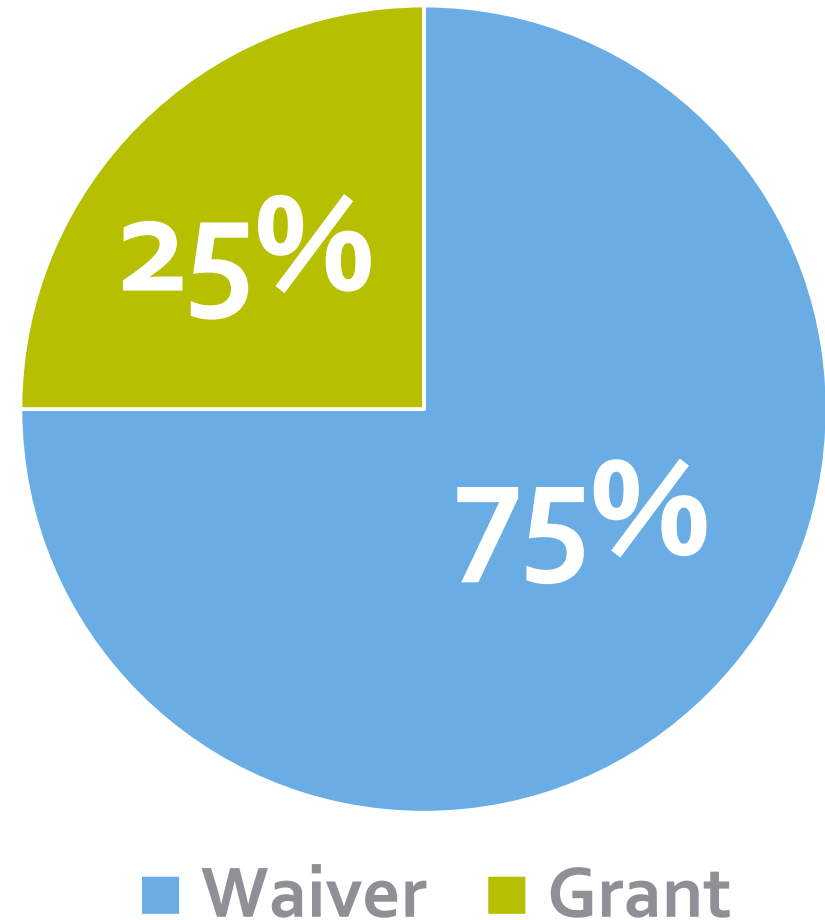
Waiver (partial / full)

- Unpredictable program cost
- Predictable for applicants
- Pre-set amounts

= less predictable, greater benefit

DCC Relief – Benchmarks

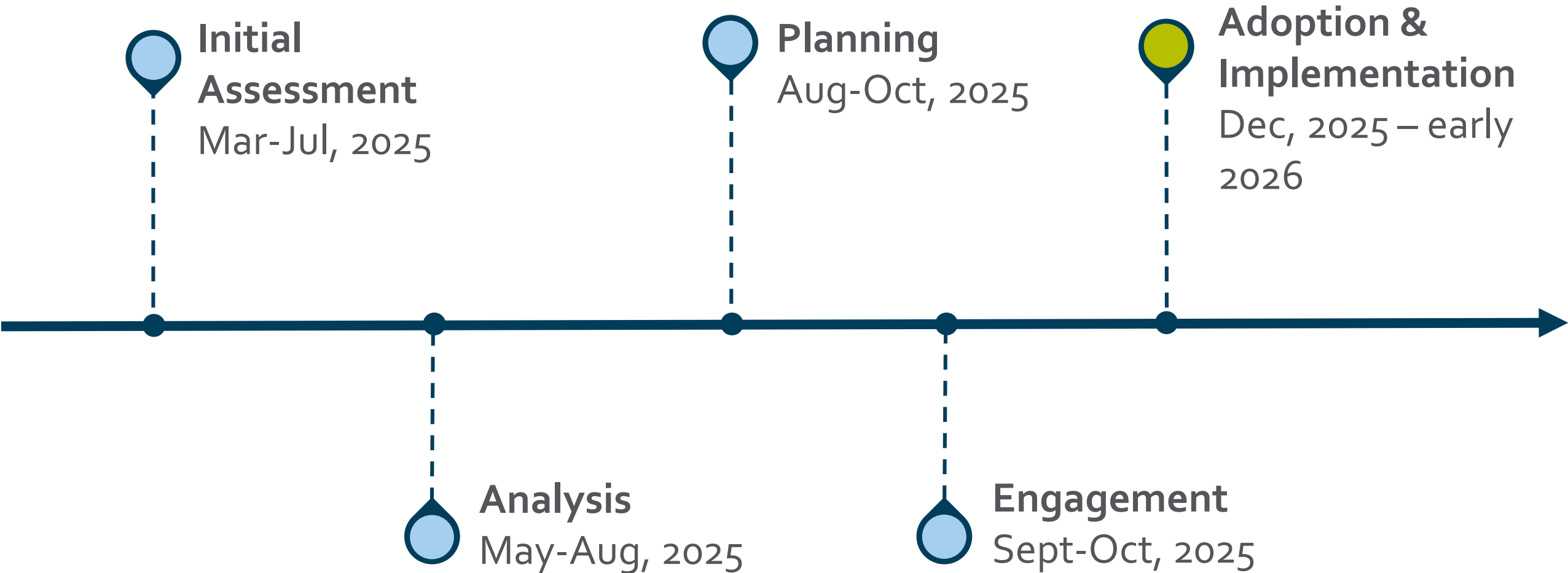
- 12 municipalities reviewed
- DCC waivers more common



DCC Relief – Consultation Findings

- All partnership is appreciated
- Improve predictability
- Increased DCC relief = improved financial sustainability
- Significant impact on funding decisions

DC Relief - Project Timeline



DCC Relief – Setting up for Success





Report to Council



Date: July 21, 2025

To: Council

From: City Manager

Subject: Heritage Conservation Area Guidelines: Public Hearing Feedback Summary

Department: Long Range Planning

Recommendation:

THAT Council receive for information, the report from Long Range Planning dated July 21, 2025, with the respect to the Heritage Conservation Area Conservation and Development Guidelines Public Hearing Feedback Summary.

AND THAT Council direct staff to proceed with bylaw amendments as outlined in the report from Long Range Planning dated July 21, 2025.

Purpose:

To receive a summary of the Public Hearing feedback, including staff's responses, and to consider next steps in the process.

Council Priority Alignment:

Affordable Housing

Background:

As part of implementation of the 2040 OCP, the Heritage Conservation Area (HCA) Conservation and Development Guidelines (the Guidelines) are being updated. These updates were originally envisioned to better align the Guidelines with best practices in heritage management and have since evolved following new provincial housing legislation introduced in 2023 and implemented in 2024. The updated Guidelines must also provide guidance for small-scale multi-unit housing and low-rise apartment buildings because of the legislation. New Development Guidelines for the HCAs, alongside other amendments to the Official Community Plan and the Development Application and Heritage Procedures Bylaw, have been developed and are now being considered for bylaw reading.

Previous Council Resolution

Resolution	Date
<p>THAT Council receive, for information, the report from Long Range Planning dated May 26, 2025, regarding proposed updates to the Heritage Conservation Area - Conservation and Development Guidelines;</p> <p>AND THAT Official Community Plan Amendment Application No. OCP25-0006 to amend Kelowna 2040 – Official Community Plan Bylaw No. 12300 as outlined in Attachment A and B attached to the report from Long Range Planning dated May 26, 2025, be considered by Council;</p> <p>AND THAT the Official Community Plan Amending Bylaw be forwarded to Public Hearing for further consideration;</p> <p>AND FURTHER THAT Bylaw No.12764 being Amendment No. 7 to the Development Application and Heritage Procedures Bylaw No.12310 be advanced for reading consideration.</p>	May 26, 2025
That Council defer consideration for Bylaw No. 12789.	June 17, 2025

Discussion:

The update for the HCA Conservation and Development Guidelines has been managed as a three-phase process. The update process is now at the end of Phase 3, in which a new set of Guidelines for the Heritage Conservation Areas have been developed and are now being considered for bylaw readings by Council. These new Guidelines aim to strike a balance between accommodating provincial housing legislation, integrating community feedback and modernizing the City's approach to heritage conservation based on current best practices.

As part of the bylaw consideration process, a Public Hearing was held on June 17, 2025 to hear from the public on the draft Guidelines and amendments to OCP Chapter 11: Heritage. While not formally the subject of the Public Hearing, amendments to the Development Application and Heritage Procedures Bylaw are also being considered as part of the update process to action the new Guidelines.

During the Public Hearing, the following themes were raised:

Comment	Staff Response
Do not delegate authority to staff for Heritage Alteration Permits and Development Variance Permits and reinstate the Heritage Advisory Committee.	<p>Delegated authority allows staff to approve variances where they can serve the overall intent of the guidelines, encouraging creative design approaches to conserve heritage assets or trees. The proposed amendments to the OCP and the Development Application and Heritage Procedures Bylaw aim to provide flexibility for decision-making as part of the site planning process without additional steps through a variance that requires a Public Input session and a Council decision. They also include direction for when a variance would be brought before Council, most notably with language that states that variances that generate significant public interest should be forwarded to Council for consideration.</p> <p>Notably, changes to use and density are not permitted as a variance as per the Local Government Act and would require Council adoption of a Heritage</p>

	<p>Revitalization Agreement that provides stronger protection for the heritage asset.</p> <p>Firmer criteria could be provided in the Development Application and Heritage Procedures Bylaw to limit delegated authority based on the type and magnitude of the proposed variance. For example, all height variances could be considered by Council. This would allow for more community input on certain applications without the need for a committee.</p>
Do not require heritage consultants for Heritage Alteration Permits.	Registered heritage consultants - members of the Canadian Association of Heritage Professionals - provide specific expertise on heritage conservation and can provide recommendations to guide decision-making for staff and Council with when considering applications in the Heritage Conservation Area. These concerns may be mitigated with firmer direction on when permits may be delegated to staff.
Hire a dedicated staff position for heritage.	<p>Staff availability and qualification is not a barrier. Staff have initiated a training and capacity building program to equip multiple staff with more tools to address heritage matters. Building this internal capacity will assist with applications in the Heritage Conservation Area and will provide more depth of heritage expertise across the team.</p> <p>Concerns about staff capacity may be mitigated with firmer direction on when permits may be delegated to staff.</p>
Do not support houseplexes in the Heritage Conservation Area	The proposal is not lawfully allowed. Zoning to implement Bill 44 was adopted in 2024, allowing for up to four units per lot as of right in the Heritage Conservation Area – distinct from the six units allowed for much of the rest of the Core Area. The Guidelines aim to direct the form and character of new homes and guide considerations for the conservation of heritage assets.
Remove the Hospital Transit Oriented Area from the Heritage Conservation Area.	The proposal is not lawfully allowed. Zoning to implement Bill 47 was adopted in 2024, meaning that low rise apartments are permitted in the TOA today. The Guidelines aim to direct the form and character of new buildings and guide considerations for the conservation of heritage assets.
Do not require or support contemporary designs / materials in the Heritage Conservation Area.	<p>Contemporary design approaches for new builds and additions to historic homes can be supported but are not required. The Guidelines outline the importance of distinguishability of new buildings and additions, while providing flexibility on how that distinguishability is achieved.</p> <p>Distinguishability can be achieved in subtle ways while speaking to many elements of the heritage character of the property and neighbourhood or can involve bolder design choices. Use of more contemporary materials, such as metal, is limited to an accent material only.</p>
Do not allow three-storey buildings in the HCA.	<p>The RU1 zone that is in place for most of the HCA allows for homes up to three storeys in height alongside more stringent setback and site coverage requirements and fewer allowable homes per lot than the MF1 zone that applies to most other residential properties in the surrounding Core Area. The Guidelines speak to accommodating homes or portions of homes of this height in the rear of the property, keeping the existing home or new builds of a smaller scale in the front, with the aim of maintaining the one to two and a half storey streetscape identified as a character defining element in the Statement of Significance.</p> <p>Three-storey homes allow for more creative approaches to accommodating additional units while maintaining the original form of heritage assets on the property. This approach is consistent with provincial policy direction. Changes</p>

	to building height would need further discussion with the BC Government prior to any change.
Do not support garages and carriage homes in the front of the property.	The draft Guidelines encourage the placement of garages, as well as parking access, from the lane and not the front yard, with aim of maintaining the character of the existing neighbourhoods and to preserve the prominence of the existing home.
Do not support consideration for additional homes or non-residential uses as an incentive to conserve heritage assets.	Additional density and changes of use cannot be granted through variances as per the Local Government Act. Heritage Revitalization Agreements (HRAs) are existing tools that the City uses to grant additional homes and/or non-residential uses to property to incentivize the retention of its heritage assets, balancing heritage protection with the impacts of additional uses. HRAs have been used in the HCA in the past to protect heritage assets and, notably, require a decision of Council.
Do not support protecting facades of buildings incorporated into a new development.	<p>Heritage protection often means trade-offs between conserving heritage assets and allowing creative approaches to development to incentivize that conservation. Achieving that balance sometimes includes the removal of low-visibility or lower value parts of a building while retaining components with the most heritage value. This is a common practice in heritage conservation in Canada. The Guidelines do not specifically encourage retaining only the façade of a building, but they do prioritize the conservation of street-facing Contributory homes over what is less visible in the rear of the property.</p> <p>Providing additional guidance in the Development Application and Heritage Procedures Bylaw for when such applications are staff delegated and which go to Council provides an opportunity for public input on how this balance is achieved on a project-by-project basis.</p>
Remove Contributory Properties and Heritage Precincts and use all guidelines consistently across the HCA.	<p>The identification of Contributory Properties prioritizes the use of various tools, such as variances to setbacks or height for example, to incentivize the protection of heritage assets that collectively contribute to the heritage value of the broader neighbourhood. These tools would not be available to Non-Contributory Properties, as their use would not result in the retention of heritage value.</p> <p>Identification of Contributory Properties and Heritage Precincts as distinct properties that contribute to the heritage value and character of the area address a specific recommendation for managing HCAs in the Local Government Act. The Guidelines also provide additional guidance that speak to the unique character of properties or pockets, clarifying the authentic nuances in the HCAs.</p>
Require greater protection for trees on private property.	<p>The Guidelines outline a process to protect existing trees, where possible, citing them as a priority in the Statement of Desired Future Character. Approaches to retaining trees include encouraging site design that allows the trees to remain in place and supporting variances where the result is the retention of existing trees.</p> <p>The Sustainable Urban Forestry Strategy provides additional direction to protect and grow Kelowna's tree canopy across the city, including directions for planting the right species in the best location.</p>
Consider the impact of additional guidelines on homeowners in the area.	The Guidelines allow for a variety of creative approaches to development in the Heritage Conservation Area to meet the intent of the Guidelines and to achieve the desired future character of the neighbourhood.

As outlined in several of the staff responses, many of the concerns relate to how decisions in the Heritage Conservation Area would be made, and when and what types of applications would go to Council or be staff-delegated. Revising the Development Application and Heritage Procedures bylaw to set different criteria for staff delegated authority would result in Council considering more Heritage Alteration Permits and permits with variances. These would allow the public to provide input on proposed variances and for Council to weigh that input with the staff recommendation and make a decision. This approach also recognizes that each project and property presents a unique set of characteristics and considerations.

Moving forward as part of this update process, staff recommend additional amendments to provide more detailed criteria for determining when a Heritage Alteration Permit in the Heritage Conservation Area is delegated to staff. These amendments would continue to aim for staff delegation for some small variances and permits where they would result in better outcomes for desired future character of the neighbourhood but require Council approval for others. For example, staff could explore applications in the HCA that involve variances to height or variances that exceed a certain threshold to be considered by Council, with no staff delegation available.

Heritage Revitalization Agreements – a tool currently used to consider use and density changes to formally protect a heritage asset – cannot be approved by staff and must be adopted by Council.

Conclusion:

What initially began as a comprehensive review of the HCA and its supporting Guidelines evolved significantly due to the impact of provincial housing legislation changes. It now includes guidance for small scale multi unit housing, apartment housing in the Transit Oriented Area, more robust OCP heritage policies and amendments to the Development Application and Heritage Procedures Bylaw. Together, these elements deliver a refreshed approach that reflect best practices in heritage conservation and significantly strengthen Kelowna's Heritage Program.

Staff recommend further amendments to the Development Application and Heritage Procedures Bylaw to address concerns raised. Subject to Council input and direction, the bylaw amendments would be brought forward for Council consideration along with the OCP Bylaw that was the subject of the June 17, 2025 public hearing.

Internal Circulation:

Development Planning

Considerations applicable to this report:

Legal/Statutory Authority:

Local Government Act, Part 15 – Heritage Conservation

Legal/Statutory Procedural Requirements:

Heritage Procedures Bylaw

Existing Policy:

Official Community Plan Chapter 11: Heritage

Official Community Plan Chapter 23: Abbott Street & Marshall Street, Heritage Conservation Area Development Guidelines

Financial/Budgetary Considerations:

The Long Range Planning departmental budget has predominantly financed the activities detailed in this report. However, the adjustments in scope, including those necessitated by changes in provincial legislation requirements, are being partially funded through the Housing Capacity Fund Grant.

Consultation and Engagement:

This report outlines feedback received at the Public Hearing dated June 17, 2025.

Considerations not applicable to this report:***Communications Comments***

Submitted by:

R.Miles, Long Range Planning Department Manager

Approved for inclusion: R. Smith, Division Director, Planning, Climate Action and Development Services

Kelowna Heritage Conservation Areas: Conservation and Development Guidelines

Public Hearing Feedback Summary

July 21, 2025





Purpose

To receive a summary of the Public Hearing feedback, including staff's responses, and to consider next steps in the process.

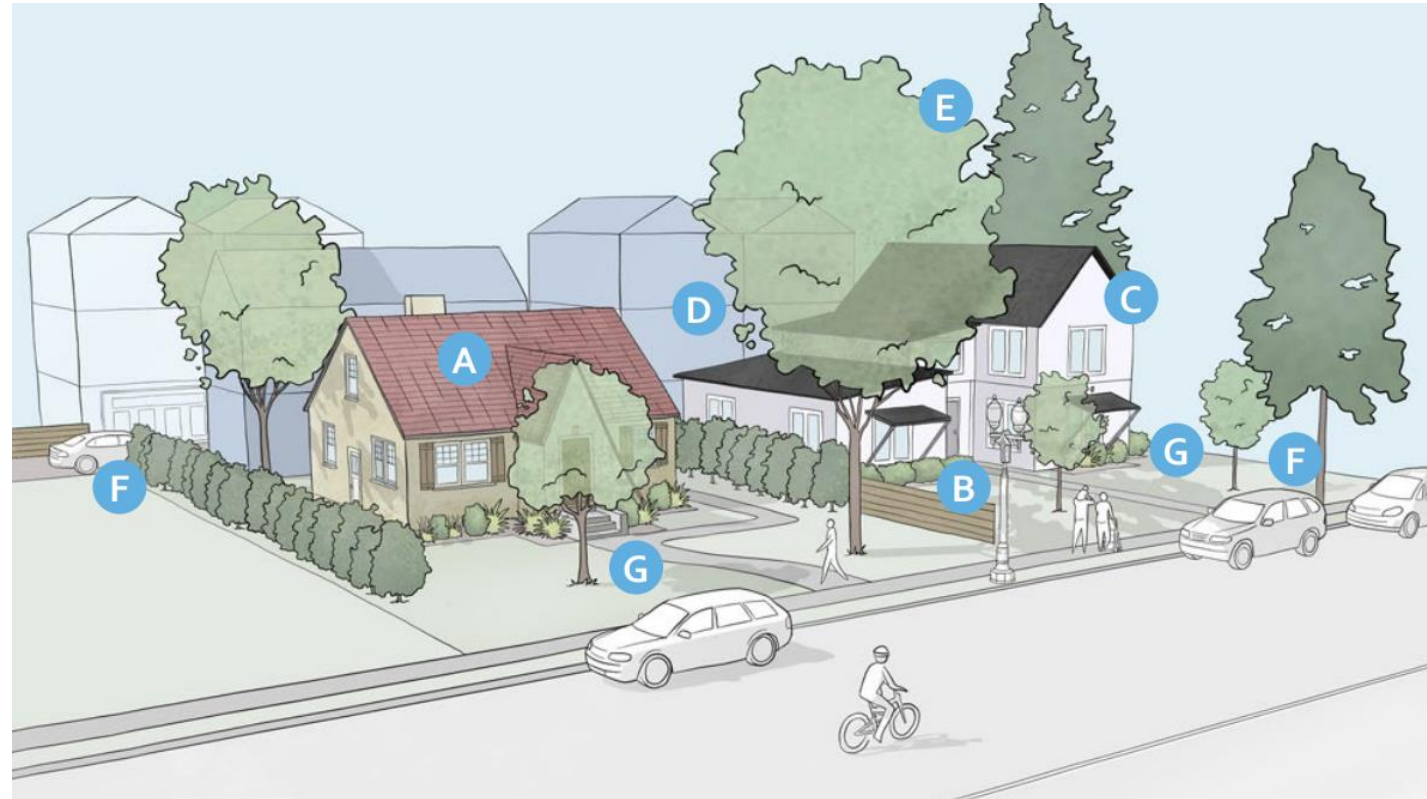
Heritage Conservation Area Review Process

- Phase 1 – Quantitative Review (2021)
- Phase 2 – Qualitative Review and Engagement (2023)
- **Phase 3 – Recommendations and Development Guidelines (2024-2025)**



Guideline Directions

- Housing scale
- Garage siting and access
- Design styles and materials
- Tree protection



Contributory Properties and Precincts



Land Use and Density

- Bill 44 (Small Scale Multiple Unit)
- Bill 47 (Transit Oriented Areas)
- Additional uses and density (Heritage Revitalization Agreements)

Process and Procedures

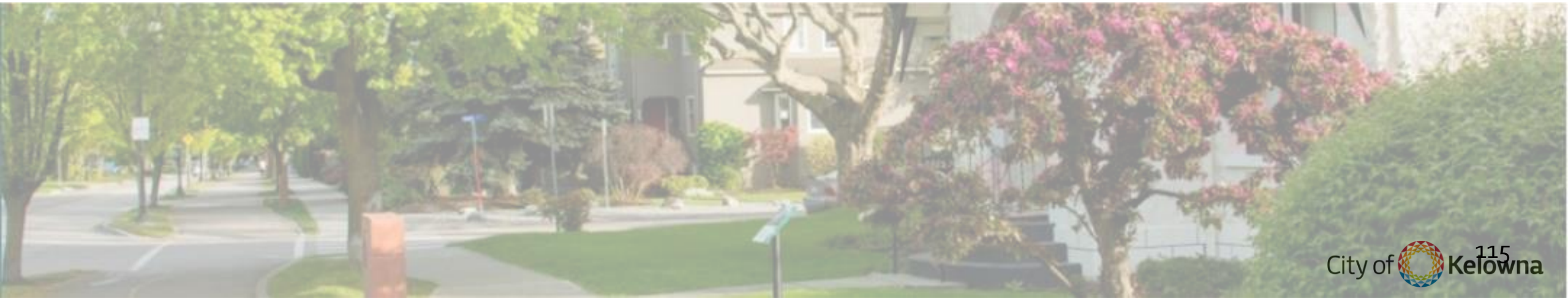
- Heritage consultants
- Staff delegation and capacity



Staff Recommendation

THAT Council receive for information, the report from Long Range Planning dated July 21, 2025, with the respect to the Heritage Conservation Area Conservation and Development Guidelines Public Hearing Feedback Summary.

AND THAT Council direct staff to proceed with bylaw amendments as outlined in the report.



Kelowna Heritage Conservation Areas: Conservation and Development Guidelines

Public Hearing Feedback Summary

July 21, 2025



Report to Council



Date: July 21, 2025
To: Council
From: City Manager
Subject: Active Living & Culture Fees and Charges Bylaw Update
Department: Active Living & Culture

Recommendation:

THAT Council receives, for information, the report from the Active Living & Culture Division dated July 21, 2025, with respect to the Active Living & Culture Fees and Charges Update;

AND THAT Bylaw No. 12810, being Active Living & Culture Fees and Charges, be forwarded for reading consideration.

Purpose:

To endorse the Active Living & Culture Fees and Charges Bylaw No. 12810.

Background:

Sport, recreation, arts, and cultural programs, including associated facilities, play a key role in fostering a healthy and active community. These services offer significant benefits to residents and visitors of all ages by promoting participation and excellence in sport, recreation, and the arts; engaging both non-profit and private sectors; encouraging economic development and tourism; and providing spaces for social interaction, community building and wellbeing.

Staff have been working through a Benefits Based Investment Framework as a comprehensive guide for the multiple stages of fee development. This method of setting user fees considers the cost to deliver the service and that those who benefit from a good or service pay in proportion to the benefit they receive. Utilizing this framework is aligned with Council Policy No. 395 Fees and Charges and ensures the process of establishing fees facilitates practicality, transparency, consistency, and fairness. Council adopted the following resolutions with respect to the application of the Benefits Based Investment approach to setting fees and charges.

Previous Council Resolution

Resolution	Date
THAT Council directs staff to update the Fees & Charges Bylaw No. 9609 applying both the Benefits Based Investment Framework and traditional approach as the basis for the development of fees and charges applied to services offered by the Active Living & Culture division, as outlined in the report, for Council consideration.	<u>April 7, 2025</u>
AND THAT Council direct staff to include a Resident Registration Priority Program as part of the planning for the Building a Stronger Kelowna related facilities and services, as outlined in the report.	<u>April 7, 2025</u>
AND THAT Council direct staff to prepare a business case to assess the implementation of a Resident Discount Program and related administration, as outlined in the report.	<u>April 7, 2025</u>

Discussion:

One of the fundamental gains of the Benefits Based Investment Framework process is the opportunity to identify the relationship between the cost to deliver the service and the user fees charged. The process to develop the final recommended user fee is complex and requires a balanced approach to ensure the user fee does not adversely impact demand while aligning strategically to policy. The methodology to build out Bylaw No. 12810 includes both the investment framework approach as well as a market comparator with an annual inflationary increase of three per cent.

Key features introduced in the Active Living & Culture Fees and Charges Bylaw No. 12810 include enhanced definitions, streamlined administration processes, and revised refund policies. The new Bylaw No. 12810 builds upon existing Bylaw No. 9609 by introducing clearer categorizations for services offered by the Active Living & Culture division. These categories are organized into five main schedules which include Admissions, Programs, Exclusive Use Rentals, Community Ticketing, and Community Theatre and are designed to improve clarity and efficiency in the management and application of fees and charges. By organizing services in this manner, the bylaw ensures a more structured approach to its administration, helping both staff and users navigate its provisions with greater ease and precision. The adoption of this bylaw represents an important step in ensuring services remain accessible, fairly funded, and responsive to community needs well into the future.

The fees and charges in Bylaw No. 12810 will come into effect September 1, 2025.

Calculation of User fees:

Setting user fees requires careful consideration and appropriate balance to ensure services are accessible, while contributing to operating costs, future capital renewal, and reducing reliance on taxation. Every user fee specified in Bylaw No. 12810 has been subjected to a thorough review using this lens. To ensure alignment with Council Policy No. 395, where the framework has been applied, staff have established updated rates through the following steps:

- Calculate the cost per unit for a service through identifying the direct costs, indirect costs, capital renewal amounts, and determining the service quantity;
- Apply the per-use cost to the investment framework (subsidy level for categories of uses and users) thereby determining the 'extended rate', which is the cost that users should pay based on the investment framework; and
- Review, and if needed, adjust the extended rate for practical reasons to ensure the recommended rates do not become a barrier or unduly impact users. This step recognizes that a phased in approach may be needed to reach an extended rate.

Where the framework has been applied, rate adjustments to approach or meet the extended rate are achieved through the recommended rate with the following parameters:

- Gradual rate increases, ranging from five per cent to 10 per cent, may be implemented over multiple years to approach the extended rate, while being accompanied by measures to encourage facility utilization. Where multiple years are required to achieve an extended rate for a community-based user group, additional consultation and strategy development will occur to help ensure successful long-term planning.
- Some service areas may reach the extended rate with an initial five per cent increase with ongoing future year inflationary increases.
- Should the Investment Framework's assessment of user fees indicate the current rates are appropriately aligned, future annual adjustments will reflect inflationary changes. A consistent flat rate of three per cent is applied to facilitate efficient administration by the city and participating user groups.

Certain service areas, such as the Kelowna Community Theatre, have not been included in the application of the Framework due to complex operational nature; however, annual costing for these areas will occur to ensure fee structures align with the Corporate Fees and Charges policy. Fee schedules that have not been applied through the framework are reflective of a market comparison with an annual inflationary increase. Consistent discussions and performance monitoring are necessary throughout the year to maintain cost accuracy and effectively manage the impact on future user fees.

Overview of the Bylaw schedules:

Schedule 'A' Admissions – Outlines the admission fees including drop-in rates, membership passes, and public skating admissions, with specific rates for different age groups and types of users.

- User fees in this schedule are calculated through the Benefits Based Investment Framework. The fees have received a market adjustment increase of five per cent commencing September 1, 2025, with annual increases of five per cent 2026, 2027, and three per cent ongoing (public skating).

Schedule 'B' Programs – Outlines the calculation of program fees as well as the refund structure.

- Fees in this area are calculated through capturing the direct costs of each program and a minimum indirect overhead cost recovery by per cent. The individual fees are then reviewed through a market comparator lens to ensure appropriate and competitive fee placement.

Schedule 'C' Exclusive Use Rentals – Outlines fees for multiple facilities and spaces for the delivery of community-based programs and services.

- The multi-purpose room rentals relate to the City's inventory of meeting or banquet rooms.
 - Fees in this area are calculated through a market comparator adjustment with an initial increase of five and seven per cent (based on user type), commencing September 1, 2025, with annual increases of three per cent ongoing.
- The stadium, sportsfield, and sport court rentals include facilities like the Apple Bowl and various sportsfields.
 - Fees in this area are calculated using the Benefits Based Investment Framework. User fees have gradual rate increases (based on user type), ranging from five to seven per cent to 2027. Additional modeling is required to reach the extended rate after 2027.
- The arena rentals cover both ice and dry sheet rentals at city owned and operated locations.
 - Fees in this area are calculated using the Benefits Based Investment Framework. User fees have gradual rate increases (based on user type), ranging from five to ten per cent to 2027. Additional modeling is required to reach the extended rate after 2027.
- The aquatic club lane rentals are available at facilities like Parkinson Recreation Centre and H2O Adventure & Fitness Centre.
 - Fees in this area are calculated using the Benefits Based Investment Framework as well as a market comparator. User fees will increase by five per cent.
- The outdoor events fee category includes tiered rates based on size and scope of the event and various services provided.
 - Fees in this area are calculated through a market comparator. User fees will increase by five per cent annually.

Schedule 'D' Community Ticketing – Outlines ticketing services provided through the community ticketing program (theboxoffice.ca), including event listings, gift cards, refunds, complimentary ticket fees, and conditions for platform use.

- The user fees in this schedule include service, setup, marketing, and cancellation fees.
- Fees are based on a percentage of the base ticket price and are adjusted when ticket prices increase.

Schedule 'E' Community Theatre – Outlines the rental rates for the Kelowna Community Theatre, including fees for Main Stage and Black Box performances, lobby receptions, additional technical support, and ancillary services.

- Fees in this schedule are calculated through a market comparator with an annual inflationary increase of three per cent.

Building a Stronger Kelowna Facilities:

As preparations advance for the opening of facilities within the Building a Stronger Kelowna portfolio, the Fees and Charges Bylaw No. 12810 will be amended to incorporate these new facilities. This amendment will update the user fees aligned with the corresponding new services mid-2027.

Resident and Non-Resident:

Per the recommendations from the April 2025 Council report, staff are developing the Resident Registration Priority Program as part of the planning for facilities and services under the Building a Stronger Kelowna initiative. Additionally, staff are working through the business case development about the Resident Discount Program, including the administrative impact, with plans to report back to Council Q4 of 2025.

Conclusion:

The calculation of the fees included in the Active Living & Culture Fees and Charges Bylaw provides a balanced approach to maintain accessibility to services while also contributing to operating costs, future capital renewal, and minimizing reliance on taxation. Continuous performance monitoring of user fees will occur throughout the year to ensure fees remain consistent in the market, address operational changes, and align with the Benefits Based approach. Future work includes reviewing the cost to deliver services across the division with the benefits-based approach lens. The adoption of this bylaw ensures that our services remain accessible, are equitably funded, and effectively address the needs of the community.

Internal Circulation:

Communications
Financial Planning
Financial Services
Office of the City Clerk

Considerations applicable to this report:

Existing Policy:

[Council Policy No.395 Fees and Charges](#)

Financial/Budgetary Considerations:

It has been a common practice where a portion of fees generated through ALC programs and services contribute to unrestricted reserves for future maintenance or to support capital improvements as required. This practice helps to ensure funding sources are available when major repairs or upgrades are necessary. Future funding opportunities from user fees will be managed in collaboration with the annual Financial Plan to ensure effective utilization of resources.

Revenue changes as result of the bylaw update will be monitored and reflected in future budget volumes.

Considerations not applicable to this report:

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

External Agency/Public Comments:

Communications Comments:

Consultation and Engagement:

Submitted by: L. Regnier, Finance & Business Services Manager, Active Living & Culture

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

cc:

General Manager, Corporate Services

Deputy Chief Financial Officer, Financial Services

Attachment A: Bylaw No. 12810 Rate Increase Summary

Investment Framework Approach					
Schedules	Service Area	Extended Rate action	2025	2026	2027
Schedule 'A'	Admissions – PRC	Phase in	Sept 1 st – 5%	Jan. 1 st – 5%	Jan. 1 st – 5%
	Admissions – Public Skating	Adopt extended rate in 2026	Sept 1 st – 5%	Jan. 1 st – 3%	Jan. 1 st – 3%
Schedule 'C'	Apple Bowl Minor Rental	Adopt extended rate in 2026	2% inc. April 2025	Jan. 1 st – 5%	Jan. 1 st – 3%
	Apple Bowl Adult Rental	Phase In	2% inc. April 2025	Jan. 1 st – 7%	Jan. 1 st – 7%
	Apple Bowl Commercial Rental	Adopt extended rate in 2026	2% inc. April 2025	Jan. 1 st – 5%	Jan. 1 st – 3%
	Sportsfields – A (All Users)	Phase in	2% inc. April 2025	Jan. 1 st – 7%	Jan. 1 st – 7%
	Sportsfields – Modified A, B (All Users)	Phase in	2% inc. April 2025	Jan. 1 st – 7%	Jan. 1 st – 7%
	Sportsfields – C (All Users)	Adopt extended rate in 2026	2% inc. April 2025	Jan. 1 st – 5%	Jan. 1 st – 5%
	Arena Minor Ice Sheet + Dry floor	Phase in	2% inc. April 2025	Jan. 1 st – 7%	Jan. 1 st – 7%
	Arena Adult Ice Sheet + Dry floor	Adopt extended rate in 2027	2% inc. April 2025	Jan. 1 st – 5%	Jan. 1 st – 5%
	Arena Commercial Ice Sheet + Dry floor	Phase in	2% inc. April 2025	Jan. 1 st – 10%	Jan. 1 st – 10%
	Aquatic Lane Rentals	Phase in	2% inc. April 2025	Jan. 1 st – 5%	Jan. 1 st – 5%
Market Comparator Approach					
Schedules	Service Area		2025	2026	2027
Schedule 'B'	Programs		n/a	n/a	n/a
Schedule 'C'	Multipurpose Rentals (Not For Profit, Commercial)		(NFP) Sept 1 st - 5% (Com) Sept 1 st - 7%	Jan. 1 st - 3%	Jan. 1 st - 3%
	Outdoor Events, Artificial Turf		2% inc. April 2025	Jan. 1 st – 5%	Jan. 1 st – 5%
	Sports courts, Track & Field		2% inc. April 2025	Jan. 1 st – 5%	Jan. 1 st – 3%
Schedule 'D'	Community Ticketing		n/a	n/a	n/a
Schedule 'E'	Community Theatre		2% inc. April 2025	Jan. 1 st - 3%	Jan. 1 st - 3%



ALC Fees & Charges Bylaw

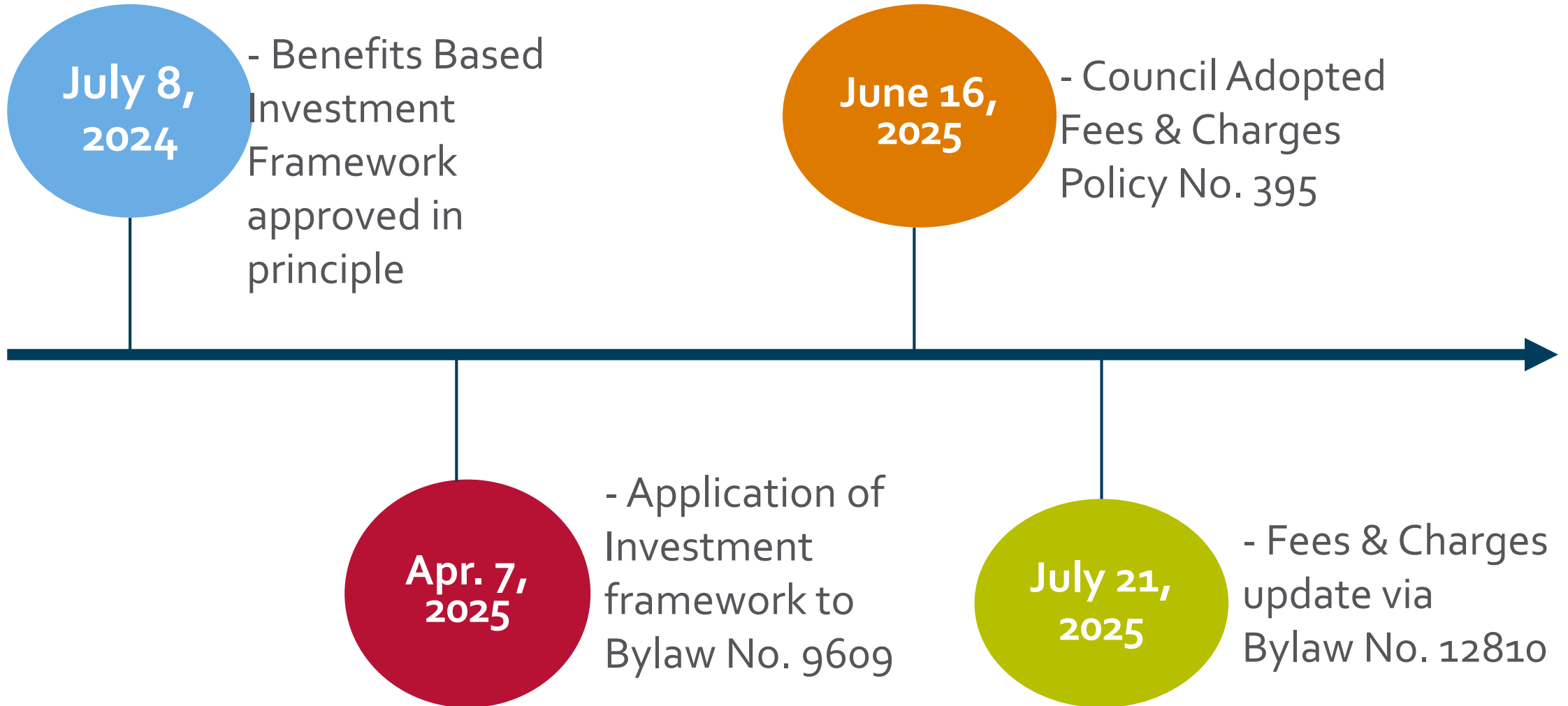
Date: July 21, 2025



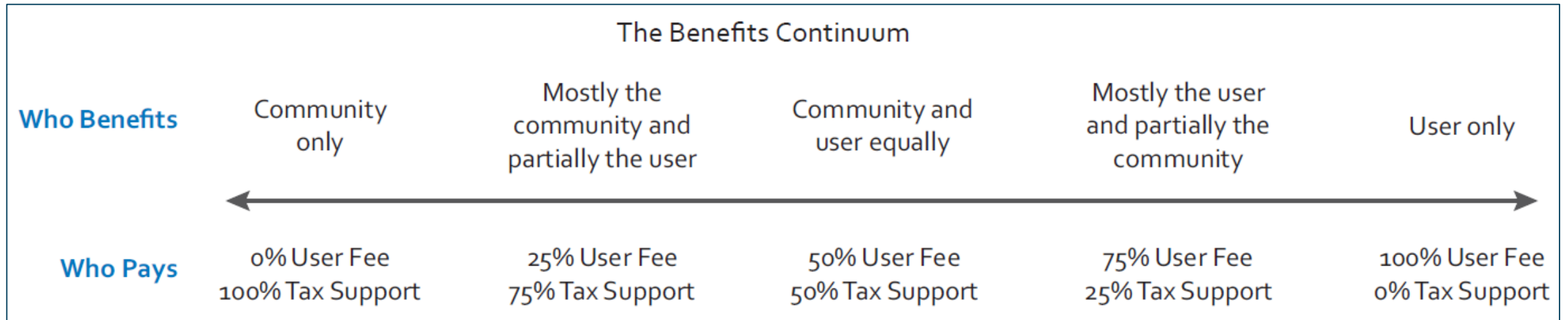
Agenda

- Background
- Benefits Based Framework
- Features of Bylaw Update
- Bylaw Schedules
- Next Steps

Background



Benefits Continuum



Investment Framework

INDIVIDUAL USERS	Drop In Admission
Preschool + (0-6yrs)	100%
Child (7-12)	75%
Youth (13-18) Student (ID)	50%
Adult (19-64yrs)	25%
Senior (65+yrs)	50%
Family	2x adult rate

GROUPS		Regular Recurring Activity	Community Non-Ticketed Special Events	Tournament	Community Ticketed Special Events	Private Event	Commercial Use
users	Non-Profit Minor	50%	50%	50%	50%		
	Non-Profit Adult	25%	25%	25%	25%		
	Private Group					0%	
	Commercial entity: Sport/Rec/Culture	0%	0%	0%	0%	0%	0%
	Commercial other						-25% ²
	School Groups	50%	50%	50%	50%	50%	

Fee Recommendation



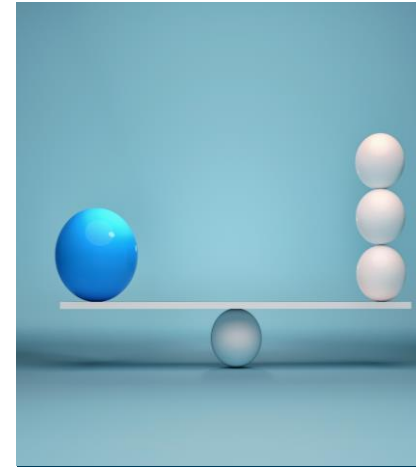
Cost for
Service



Apply
Investment
Framework



Extended
Rate



Review for
Impacts



User Rate
(Recommended
Rate)

User Rate Example

PRC Admission cost: \$17.15	User	Current Rate	% invest	Extended Rate	Recommended Rate
	Youth	\$6.00	50%	\$8.58	\$6.30 (5% inc.)
	Adult	\$8.00	75%	\$12.86	\$8.40 (5% inc.)
Arena Ice Rental Cost/hour \$336.35	User	Current Rate	% invest	Extended Rate	Recommended Rate
	Minor	\$111.43	50%	\$168.18	\$119.20 (7% inc.)
	Adult	\$222.85	75%	\$252.26	\$234.00 (5% inc.)



Gradual Rate
Adjustments



Align with
Framework



Inflationary
adjustment

Bylaw No.12810 features

- Streamlined administration
- Enhanced definitions
- Clear refund policies
- Structured schedules



Bylaw Schedules

- Schedule 'A' Admissions
- Schedule 'B' Programs
- Schedule 'C' Exclusive Use Rentals
- Schedule 'D' Community Ticketing
- Schedule 'E' Community Theatre





Schedule 'A' Admissions

- Drop In admissions & Memberships @ PRC
- Drop In public skating

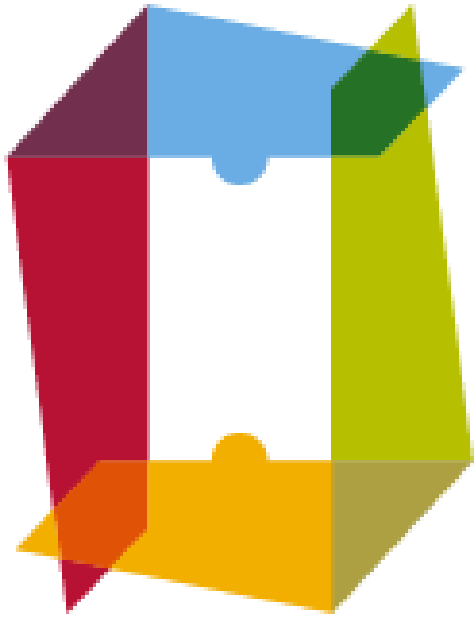
Schedule 'B' Programs

- Program fee calculation and refund structure

Schedule 'C' Exclusive Use Rentals

- Multipurpose room rentals
- Sportsfields, Sport Courts and Stadiums
- Arenas and Aquatic lane
- Outdoor Event rentals

Schedule 'D' Community Ticketing



theboxoffice.ca
Ticketing the Okanagan

Schedule 'E' Community Theatre

- Main Stage Performance rentals
- Black Box Performance rentals
- Lobby reception rentals

Next Steps

- Fee review
 - BSK facilities (2027)
 - Additional Framework applications





Questions?

CITY OF KELOWNA

Active Living & Culture Fees and Charges Bylaw No. 12810

WHEREAS the Community Charter, Section 8, allows a municipality by bylaw to regulate, prohibit, or impose requirements in relation to a municipal service or public space;

AND WHEREAS the Community Charter, Section 194, allows a municipality by bylaw to impose a fee payable in respect of all or part of a service of the municipality or the use of municipal property;

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

1. Sport, Recreation, Arts, and Cultural programs, including associated facilities, play a crucial role in fostering a healthy and active community. These services offer significant benefits to residents and visitors of all ages by promoting participation and excellence in sport, recreation, and the arts; engaging both non-profit and private sectors; encouraging economic development and tourism; and providing spaces for social interaction, community building and wellbeing.

2. Definitions

- 2.1. In this bylaw:

“Access pass” means a discounted pass available to an individual with a permanent disability who meets the eligibility criteria which is verified through a medical form of a permanent cognitive or physical disability.

“Adult Organization” means an organization that focuses primarily on a program or service, or both, for adults.

“Adult” means a person who is equal to or older than nineteen years of age and equal to or younger than sixty-four years of age.

“Advanced Aquatic Program” means a structured training course designed to develop higher-level swimming, lifesaving, lifeguarding, first aid, and leadership skills.

“Agreement Holder” means an individual, organization, or entity that has entered into and holds the rights and obligations of a facility rental agreement with the City of Kelowna.

“Annual School Break” means a break as identified in the School District No. 23 school year calendar.

“Child” means a person who equal to or older than seven years of age and equal to or younger than twelve years of age.

“City of Kelowna” means the corporation of the City of Kelowna.

“Commercial” means a business or organization with the primary goal of generating a profit through operations.

“Community Event” means an event open to the community.

“Dark day” means a day with no scheduled performance or event.

“Family” means up to two adults and a number of children or youth or full-time students who are living in the same household.

“Full Cost Recovery” means ‘full cost recovery’ as determined by Council Policy No. 395 Fees and Charges.

“Gross Ticket Price” means the price an agreement holder has set for a ticket and does not include a City fee and charge.

“Gross Ticket Sales” means the total revenue of tickets sold for the event, not including sales taxes or a City fee and charge.

“Local Non-Profit” means an organization which is operated for a specific purpose other than profit, within the City of Kelowna municipal boundaries.

“Minor organization” means an organization that focuses on a program or service for children or youth, or both. Includes a public or private school.

“Non-Prime Time” means a period where demand for use is low.

“Preschool” means a person who is equal to or younger than six years of age.

“Prime Time” means a period where demand for use is highest.

“Program Transfer” means a transfer of an individual’s registration into another program.

“Program” means an organized set of activities that foster physical, social or emotional wellbeing of individuals and the community.

“Progressive Aquatic Program” means a program with an aquatic focus where individuals are evaluated to a set standard to progress through to a subsequent level.

“Progressive Sport Program” means a program with a sport focus where individuals are evaluated to a set standard to progress through to a subsequent level.

“Retail Item” means a good that is not a core service, as determined by Council Policy No. 395 Fees and Charges. Includes goggles, a manual, a towel, a whistle, or a drink.

“Senior” means a person who is equal to or older than sixty-five years of age.

“Special Event” means a unique, one-time, or infrequent gathering of people.

“Sport League” means a collection teams and individuals who compete against each other on a weekly basis throughout a sports season.

“Student” means a person who is equal to or older than nineteen years of age with a current piece of post-secondary institution issued identification that includes the bearer’s name.

“Youth” means a person who equal to or older than thirteen years of age and equal to or younger than eighteen years of age.

3. Administration

3.1. A fee or charge for sport, recreation, arts, or cultural programs, and related facilities, is as set out in Schedules “A”, “B”, “C”, “D”, and “E”, attached to and forming part of this bylaw.

3.1.1. Except the following will be charged at full cost recovery in alignment with Council Policy No. 395 Fees and Charges:

- (a) janitorial services;
- (b) security services;
- (c) general liability insurance;
- (d) a retail item; or
- (e) a copyright fee on music in public, including SOCAN or Re:Sound licences.

3.2. Miscellaneous Fees and Charges Bylaw No. 9381 applies, including a returned payment fee or an overdue account being subject to a monthly interest charge.

3.2.1. Three occurrences of declined payments will require an individual to make all future payments in cash.

3.3. The Director of Active Living & Culture is authorized to periodically amend rates, set a new rate, or adjust terms and conditions, on an interim basis for the purpose of meeting divisional priorities.

3.3.1. The Director of Active Living & Culture will provide a report to Council to be received for information regarding adjusted rates or terms and conditions on an annual basis.

3.4. A fees or charge does not include relevant Provincial and Federal taxes unless otherwise stated.

3.5. A fee or charge is subject to the base fee or charge plus an additional fee, if applicable.

3.6. A fee or charge will not be rounded at time of a fee increase, except where identified.

- 3.7. Multiple entry passes expire two years from date of purchase, including personal training sessions.
- 3.8. If due to the City of Kelowna a user is prevented from using a facility on the date set out in the agreement, the user is eligible for a 100% refund with no fee.

4. Severability

- 4.1. If a portion of this Bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this Bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.
- 5. The Active Living & Culture Fees and Charges Bylaw No. 9609 including all amendments is hereby repealed.
- 6. This bylaw may be cited as "Active Living & Culture Fees and Charges Bylaw No. 12810".
- 7. This bylaw comes into force and takes effect on September 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

SCHEDULE 'A'

Admission Fees and Charges

Parkinson Recreation Centre

1. Table A.1 establishes the fees and charges for the Parkinson Recreation Centre facility, except for an Access Pass, a Facility Promo Pass, or a Corporate Pass.

- 1.1. The fees and charges as noted in Table A.1 will increase by five per cent (5%) on January 1 each year, beginning January 1, 2026. The increase will be rounded to the nearest \$0.25.

Table A.1:

Parkinson Recreation Centre							
	Drop In Admission (\$)			Facility Membership Pass (\$)			
User	Single	TGIF	Ten Entry	One Month Term	Three Month Term	Six Month Term	Annual Term
Preschool	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Child	3.70	2.00	33.30	29.60	78.40	135.90	229.70
Youth Student	6.30	2.00	56.70	50.40	133.60	231.30	391.10
Adult	8.40	2.00	75.60	67.20	178.10	308.40	521.50
Senior	6.30	2.00	56.70	50.40	133.60	231.30	391.10
Family	18.00	10.00	162.00	144.00	381.60	661.00	1,117.40

2. TGIF rate is available on a Friday from 6:00 p.m. to facility close.
3. A full or partial refund is not permitted on a Drop In Admission, except for an unused Ten entry Drop In Admission.
 - 3.1. A Ten entry Drop In Admission is 100% refundable and is subject to a \$10.00 fee.
4. A prorated refund for a Facility Membership Pass will be calculated based on the remaining full months at the time of the request. At time of a refund, a user is subject to a \$10.00 fee.
5. A monthly payment plan is available for a Facility Membership Pass and is subject to a \$30.00 per year fee.
 - 5.1. A user is required to provide at least one month's notice to cancel a monthly payment plan.
 - 5.2. At time of a cancellation, a user is subject to a \$10.00 fee.
6. Access Pass: Programs provides the participation in a program at a discount of 75% of an annual or six month term membership for an adult user.
 - 6.1. A program access pass user will be charged a \$10.00 fee if access pass membership is not renewed prior to registration day.
7. Access Pass: Facility provides the use of a facility at a discount of 75% of an annual or six month term membership for an adult user.
8. Access Pass: Combination provides the participation in a program and the use of a facility at a discount of 67% of an annual or six month term membership for an adult user; and the participation in a regular health and fitness class at a discount of 50% of an annual or six month term membership for an adult user.
 - 8.1. A combination access pass user will be charged a \$10.00 fee if access pass membership is not renewed prior to registration day.
9. An Access Pass is not refundable or transferrable.
10. A Facility Promo Pass is a one-time 50% discount to a new user for one month term Adult Facility Membership Pass.
11. A Corporate Pass is a 25% discount applied on annual term Facility Membership Passes or ten of the Ten Entry Drop In Admissions for at least 5 or more Adult users associated with one organization.

Public Skating Facilities

12. Table A.2 establishes the fees and charges for the Memorial Arena, Rutland Arena and MNP Place ice surface.

12.1. A full or partial refund is not permitted.

12.2. The fees and charges as noted in Table A.2 will increase by three per cent (3%) on January 1 each year, beginning January 1, 2026.

Table A.2:

Public Skating			
	Drop In Admission (\$)		
User	Single Entry	Ten Entry	Twenty Entry
Preschool	0.00	0.00	0.00
Child	4.25	39.00	74.00
Youth Student	5.00	39.00	74.00
Adult	5.00	39.00	74.00
Senior	4.25	39.00	74.00
Family	13.50	39.00	74.00

SCHEDULE 'B'

Program Fees and Refunds

1. A program fee is based on direct costs with a minimum indirect overhead percentage, as defined in Council Policy No. 395 Fees and Charges and as outlined in Table B.1.

Table B.1:

Indirect Overhead Costs	
Program Type	Per Cent of Indirect Overhead Cost
Adult	Minimum 35%
Adult Sport	Minimum 35%
Aquatic	Minimum 25% (preschool, child, or youth) Minimum 35% (adult or senior)
Children	Minimum 25%
Preschool	Minimum 15%
Fitness & Health	Minimum 35%
Licensed Care	Minimum 15%
Youth	Minimum 25%

2. Program Withdrawal
 - 2.1. Schedule 'B', section 2 does not apply to an advanced aquatic program, progressive aquatic program, progressive sport program, or sport league.
 - 2.2. A full or partial refund is not permitted for a used personal training package or a missed class.
 - 2.3. At time of a refund, a user is subject to a \$10.00 withdrawal fee, except the fee is waived for a program transfer.
 - 2.4. A full refund will occur when a request is received more than 24 hours before the first class of the program.
 - 2.5. A prorated refund will occur at the time a request is received after the first class start date. A request received less than 24 hours before a class will result in that class being considered attended.
3. Advanced Aquatic Program Withdrawal
 - 3.1. At time of a refund, a user is subject to a \$10.00 withdrawal fee.
 - 3.2. A full refund will occur when a request is received at least seven days before the first class.
 - 3.3. A 75 per cent refund will occur when a request is received less than seven days and equal to or greater than four days before the first class.
 - 3.4. A full or partial refund is not permitted equal to or less than three days prior to the first class.
4. Progressive Aquatic Program Withdrawal
 - 4.1. At time of a refund, a user is subject to a \$10.00 withdrawal fee, except the fee is waived for a program transfer.
 - 4.2. A full refund will occur when a request is received at least seven days before the first class.
 - 4.3. A 75 per cent refund will occur when a request is received prior to the third class commencing.
 - 4.4. A full or partial refund is not permitted after the third class commences.

5. Progressive Sport Program Withdrawal
 - 5.1. At time of a refund, a user is subject to a \$10.00 withdrawal fee, except the fee is waived for a program transfer.
 - 5.2. A full refund will occur when a request is received at least seven days before the first class.
 - 5.3. A 50 per cent refund will occur when a request is received prior to the second class commencing.
 - 5.4. A full or partial refund is not permitted after the second class commences.
6. Sport League Withdrawal
 - 6.1. At time of a refund, a user is subject to a \$10.00 withdrawal fee.
 - 6.2. A full refund will occur when a request is received at least ten days before the league start date.
 - 6.3. A full or partial refund is not permitted less than seven days before the league start date.

SCHEDULE 'C'

Exclusive Use Rentals

Multi-purpose facility room rentals

1. Table C.1 establishes the fees and charges for a user to have exclusive use of a multi-purpose facility room for a set period of time.
 - 1.1. The minimum rental period is one hour.
 - 1.2. The maximum of ten hours or one day will be charged per rental period.
 - 1.3. The following will be rented in conjunction with another Room Rental Type identified in Table C.1 and not included in this list:
 - 1.3.1. Parkinson Recreation Centre/Rutland Activity Centre Kitchen,
 - 1.3.2. Parkinson Activity Centre Kitchen,
 - 1.3.3. Outdoor Area A – Parkinson Recreation Centre entrance,
 - 1.3.4. Outdoor Area B – lawn area behind Apple Room at PRC, or
 - 1.3.5. Parkinson Recreation Centre Outdoor Orchard Fenced Area.
 - 1.4. The fees and charges as noted in Table C.1 will increase by three per cent (3%) on January 1 each year, beginning January 1, 2026.

Table C.1:

Multi-Purpose Facility Room Rentals			
Room Rental Type	Room Capacity (by person)	Non-Profit Rate (\$)	Commercial Rate (\$)
Meeting Room	20	27.86	56.77
Multi-Purpose Room 1	30-40	33.43	68.13
Multi-Purpose Room 2	40-50	42.35	86.30
Multi-Purpose Room 3	70	35.66	72.67
Multi-Purpose Room 4	80-100	45.69	93.11
Multi-Purpose Room 5	170-250	59.05	120.36
Multi-Purpose Room 6	400-450	83.57	170.32
Parkinson Recreation Centre/Rutland Activity Centre Kitchen*	N/A	16.72	34.07
Parkinson Activity Centre Kitchen*	N/A	133.71 / day	272.52 / day
Outdoor Area A – Parkinson Recreation Centre entrance*	N/A	23.40	47.69
Outdoor Area B – lawn area behind Apple Room at PRC*	N/A	55.71 / day	107 / day
Parkinson Recreation Centre Outdoor Orchard Fenced Area*	N/A	23.40	47.69
Outdoor Barbeque PRC	N/A	55.71 / day	113.55 / day

Stadium and Sportsfield Rentals

2. Tables C.2, C.3, C.4, C.5, C.6, and C.7 establish the fees and charges for stadium or sportsfield rentals.

- 2.1. A fee and charge is subject to a 25 per cent discounted rate for a Non-Prime Time rental as identified in Table C.9.
- 2.2. Table C.3 fees and charges are for a full field rental. A half of a field may be rented at 50 per cent of the full field rate.
- 2.3. The fees and charges will increase as identified on January 1 each year.
- 2.4. After December 31, 2027, the fees and charges will increase by three per cent (3%) on January 1 each year, beginning January 1, 2028.

Table C.2:

Apple Bowl – Facility Rental			
Full Facility Users	2025 Rates (\$)	2026 Rates (\$)	2027 Rates (\$)
Non-Profit Minor – per hour	67.92	71.32	73.46
Non-Profit Adult – per hour	90.20	96.51	103.27
Commercial – per hour	180.41	189.43	195.11
Stadium Amenity Users	2025 Rates	2026 Rates	2027 Rates
Track & Field Practice – Non- Profit Minor – per hour	\$29.71	\$31.20	\$32.13
Track & Field Practice – Non- Profit Adult – per hour	40.33	42.35	43.62
Changeroom – per day, per changeroom	53.06	55.71	57.38

Table C.3:

Sportsfields – Artificial Turf Rental			
Users	2025 Rate Per Hour (\$)	2026 Rate Per Hour (\$)	2027 Rate Per Hour (\$)
Non- Profit Minor	26.53	28.39	29.81
Non- Profit Adult	53.06	56.77	59.61
Commercial	106.12	113.55	119.23

Table C.4:

Sportsfields- Field A- Rental			
Sportsfields- Field A- Rental is for a regulation standard, competition field; sport lighting, full amenities (including permanent washrooms, changerooms, concession, spectator seating), sport specific features, and specialty equipment.			
Users	2025 Rate Per Hour (\$)	2026 Rate Per Hour (\$)	2027 Rate Per Hour (\$)
Non-Profit Minor	13.80	14.77	15.80
Non-Profit Adult	27.59	29.52	31.59
Commercial	55.18	59.04	63.18

Table C.5:

Sportsfields- Field A Modified – Rental			
Rental is for a full-sized field, might not meet regulation standards; includes sport lighting, permanent washrooms, spectator seating, minimal sport specific features and specialty equipment.			
Users	2025 Rate Per Hour (\$)	2026 Rate Per Hour (\$)	2027 Rate Per Hour (\$)
Non-Profit Minor	11.67	12.49	13.36
Non-Profit Adult	23.35	24.98	26.73
Commercial	46.69	49.96	53.46

Table C.6:

Sportsfields- Field B - Rental			
Field B - Full sized fields, no lighting, minimal dedicated spectator seating, non-permanent washrooms.			
Users	2025 Rate Per our (\$)	2026 Rate Per Hour (\$)	2027 Rate Per Hour (\$)
Non-Profit Minor	10.61	11.35	12.15
Non-Profit Adult	21.22	22.71	24.29
Commercial	42.45	45.42	48.60

Table C.7:

Sportsfields- Field C - Rental			
Field C- Not a full-sized field, no lighting, multi-purpose, no dedicated spectator seating, non-permanent washrooms.			
Users	2025 Rate Per Hour (\$)	2026 Rate Per Hour (\$)	2027 Rate Per Hour (\$)
Non-Profit Minor	5.31	5.58	5.85
Non-Profit Adult	10.61	11.14	11.70
Commercial	21.22	22.28	23.40

Sport Court Rentals

3. Table C.8 establishes the fees and charges for a sport court rental.
 - 3.1. A fee and charge is subject to a 25 per cent discounted rate for a Non-Prime Time rental as identified in Table C.9.
 - 3.2. The fees and charges will increase by three per cent (3%) January 1 each year, beginning January 1, 2026.

Table C.8:

Sports courts – Rentals				
Users	PRC Gymnasium Per Hour (\$)	Basketball & Outdoor Multi-Sport Per Hour (\$)	Tennis & Pickleball Per Hour (\$)	Beach Volleyball Per Hour (\$)
Non-profit Minor	37.14	10.61	6.37	9.55
Non-profit Adult	74.28	21.22	6.37	19.10
Commercial	N/A	42.45	12.73	38.20

Table C.9:

Prime Time and Non-Prime Time Sportsfield Schedule		
Prime Time	Times and Days	Type of Turf
January 15 to June 30 & September 1 to October 31, except during Annual School Break	3:00 pm to dusk, Monday to Friday	Natural
	3:00 pm to 11:00 pm, Monday to Friday	Natural with lighting
	8:00 am to dusk - Weekends	Natural with lighting
January 15 to June 30 & September 1 to October 31, during Annual School Break	8:00 am to dusk every day	Natural
	8:00 am to 11:00 am, every day	Natural with lighting
July 1 to August 31	8:00 am to dusk, every day	Natural
	8:00 am to 11:00 pm	Natural with lighting
April 1 to June 30 & September 1 to November 30	8:00 am to 11:00 pm	Artificial
Non-Prime Time	Times and Days	Type of Turf
September 1 to June 30	8:00 am to 3:00 pm Monday through Friday, excluding a school holiday or a statutory holiday	Natural
December 1 to March 31 & July 1 to August 31	8:00 am to 11:00 pm	Artificial

Arena Rentals

4. Table C.10 establishes the fees and charges ice and dry sheet rentals at Memorial Arena, Rutland Arena, Prospera Place, and MNP Place.
 - 4.1. A user fee and charge is subject to a 25 per cent discounted rate for a rental affected by a period identified as a Non-Prime Time in Table C.11.
 - 4.2. The fees and charges will increase as identified on January 1 each year.
 - 4.3. After December 31, 2027, the fees and charges will increase by three per cent (3%) on January 1 each year, beginning January 1, 2028.

Table C.10:

Arena Rentals (Ice & Dry Sheet)			
Users	2025 Rate Per Hour (\$)	2026 Rate Per Hour (\$)	2027 Rate Per Hour (\$)
Ice Sheet - Non-Profit Minor Organization	111.43	119.20	127.50
Ice Sheet - Non-Profit Adult Organization	222.85	234.00	245.70
Ice Sheet - Commercial Organization	222.85	245.10	269.60
Dry Sheet – Non-Profit Minor Organization	49.88	53.40	57.10
Dry Sheet – Non-Profit Adult Organization	99.75	104.70	109.90
Dry Sheet – Commercial Organization	99.75	109.70	120.70
Community Event Rate – Prospera	2,124.54 per day	2,230.80 per day	2,342.30 per day

Table C.11:

Prime Time and Non-Prime Time Arena Schedule	
Prime Time	Hours & Days
Tuesday of Labour Day weekend to June 30	6:00 am to 8:00 am & 3:00 pm to 11:30 pm Monday to Friday, excluding weekends, statutory holidays or annual school break.
	6:00 am to 11:30 pm weekends, statutory holidays or annual school break.
July 1 to Monday of Labour Day weekend	All hours and days
Non-Prime Time	Hours & Days
Tuesday of Labour Day to June 30	8:00 am to 3:00 pm Monday through Friday

Aquatic Lane Rentals

5. Table C.12 establishes the fees and charges for a user to rent a pool lane.

5.1. The fees and charges will increase by five per cent (5%) on January 1 each year, beginning January 1, 2026.

Table C.12:

Aquatic Clubs Lane Rentals		
Users	Regular Pool Hours	Outside of Regular Pool Hours
Parkinson Recreation Centre	Rate Per Hour (\$)	
Non-Profit Minor	10.60	91.26
Non-Profit Adult	15.92	136.90
Commercial	31.84	272.73
H2O Adventure & Fitness Centre	Rate Per Hour (\$)	
Non-Profit Minor	18.04	N/A
Non-Profit Adult	26.53	N/A

Outdoor Event Rentals

6. Table C.13 establishes the fees and charges for the specific use of a park designated by the City for a special event.

6.1. The fees and charges will increase by five per cent (5%) on January 1 each year, beginning January 1, 2026.

6.2. The use of a park is subject to an application for permit fee and park rental fee or ticketed event fee.

6.2.1. The higher fee will be charged for park rental or ticketed event.

Table C.13:

Outdoor Events Rentals and Fees	Non-Profit Rate Per Permit (\$)	Commercial Rate Per Permit (\$)
Application for Permit - Tier 1: 3 or greater day event, greater than or equal to 1,500 participants	176.16	352.32
Application for Permit - Tier 2: 1 to 2 day event, greater than or equal to 1,500 participants	141.14	282.28
Application for Permit - Tier 3: Single day event equal to or between 500 to 1,500 participants	106.12	212.24
Application for Permit - Tier 4: Single day event less than or equal to 500 participants	71.10	142.20
Park Rental per hour	14.86	28.65
Park Rental per day	148.57	286.53
Partial Park Rental: Park Fitness or Activity Rental Fee	43.50	86.00
Partial Park Rental: Monthly Park Fitness or Activity Rental Fee	94.45	180.00
Partial Park Rental: Seasonal (April 1-October 31) Park Fitness or Activity Rental Fee	469.05	880.00
Ticketed Event – Highest Revenue Day (Higher Rate option)	The greater of 4% of gross ticket sales to a maximum of \$4,000 or Park Rental fee	The greater of 8% gross ticket sales to a maximum of \$8,000 or Park Rental fee
Ticketed Event – All other days (Higher Rate option)	The greater of 2% of gross ticket sales to a maximum of \$4,000 or Park Rental fee	The greater of 4% gross ticket sales to a maximum of \$8,000 or Park Rental fee
Transportable Bleachers Including delivery	250.00	500.00
Standard Paris Bleachers Including delivery	236.00	473.00

SCHEDULE 'D'

Community Ticketing

Ticket Services

1. Table D.1 establishes the fees and charges for ticket services.
2. An annual administration fee of 2.5% will apply to a patron account credit.
3. A gift card may be used for an event and is not refundable or transferable.
4. A gift card does not expire.
 - 4.1. After 24 months of inactivity, an annual administration fee of 2.5% will apply to a gift card.

Table D.1:

Ticket Services	
Fee Type	Fee
Ticket Service Fee: Agreement Holder (Internet, phone, box office, or at-the-door sales)	15% of gross ticket price with on-site box office (\$150.00 minimum)
	10% of gross ticket price inclusive without on-site box office (\$100.00 minimum)
Ticket Service Fee: Patron	\$2.50 per ticket
Ticketing Set-up Fee (Commercial and Non-profit Organization) excludes Local Non-profit Organizations	\$150.00 per event (Kelowna Community Theatre Main Stage) \$75.00 per event (All Other Events)
Subscription Ticket Service Fee (3 or more events sold as a package)	30% discount on regular ticket service fee
Complimentary Tickets (issued by client)	\$1.00 per ticket up to 15% of house capacity Exceeding 15% of house capacity: 15% of gross ticket price
Free Ticketed Community Events	\$250.00 flat rate (no on-site service included)
Alternate Entry Mechanism (festivals/multi-day)	15% of gross ticket sales (with on-site box office)
	10% of gross ticket sales (community events without on-site box office)
Charitable Donations (processing fee)	5% of donations collected
Ticket Delivery Fee	Tickets delivered through Will Call or Email are included in the Ticket Service Fee
	Tickets delivered through Canada Post are \$4.00 per order

Table D.2:

Cancellation or Change	
Type	Fee
Agreement Holder Cancellation	5% gross ticket sales refunded and \$100.00 (Rotary Centre for the Arts or community event) or \$500.00 (Kelowna Community Theatre event)
Agreement Holder Change of Date	5% gross ticket sales refunded and \$2.50 (Rotary Centre for the Arts or community events) per ticket or \$5.00 (Kelowna Community Theatre event) per ticket
Patron Cancellation (if allowed by Agreement Holder)	Credit issued to patron account less Ticket Service Fee: Patron

Marketing Support

5. Table D.3 establishes the fees and charges for marketing support.

5.1. A basic event listing is included on theboxoffice.ca

Table D.3:

Supplementary Marketing Support	Fee (\$)
Marketing support provided using a la carte or multi-package options	Full cost recovery as determined by Council Policy No. 395
Basic graphic design support	75.00 per hour

SCHEDULE 'E'

Kelowna Community Theatre

1. Tables E.1, E.2, E.3, E.4, E.5, E.6, E.7, and E.8 establish the fees and charges for the Kelowna Community Theatre.
 - 1.1. Additional technical or front of house support available for a fee, as established in Table E.6.
 - 1.2. The basic fees and charges will increase in Tables E.1, E.2, E.3, E.4, E.5, and E.6 by three per cent (3%) on January 1 each year, beginning January 1, 2026.
 - 1.2.1. The dollar amount will increase and the percentage of the Basic Fee will not change.
 - 1.2.2. A fee or charge will be rounded to the nearest dollar (\$1.00) at time of a fee increase.
 - 1.3. The fees and charges will increase as identified in Table E.7 on January 1 of each affected year.
2. A Kelowna Community Theatre ticketed event rental will use The Box Office (www.theboxoffice.ca) to provide tickets for an event. Includes a festival, competition, VIP event, meet & greet, or other related activity or experience.
 - 2.1. Unauthorized ticket sales are subject to a \$500.00 fee plus recovery of lost ticket service fees.

Lobby

3. The Lobby will be rented for a minimum of three hours as an individual space for use as a reception or meeting.

Table E.1:

Lobby Rental Rates	Basic Fee (\$)
Commercial (up to and including 3-hours)	265.00
Non-profit Organization (up to and including 3-hours)	185.50
Local Non-profit Organization (up to and including 3-hours)	132.50
City of Kelowna (up to and including 3-hours)	80.00
Additional rental hours (greater than 3 hours)	20% of the Basic Fee per hour

Main Stage - Performance

4. The Main Stage will be rented for the greater amount:
 - 4.1. a fee identified in Table E.2; or
 - 4.2. 10% of gross ticket sales net of taxes to a maximum of 2.5 times the Basic Fee.
5. A Public Dress Rehearsal will be in conjunction with another basic fee.

Table E.2:

Main Stage – Performance Rental Rates	Basic Fee (\$)
Commercial (up to and including 12-hours)	1,665.00
Non-profit Organization (up to and including 12-hours)	1,165.50
Local Non-profit Organization (up to and including 12-hours)	832.50
City of Kelowna (up to and including 12-hours)	500.00
Additional rental hours (greater than 12-hours)	20% of the Basic Fee per hour
Extended Multi-Day Rental (Commercial only) (minimum of 14 consecutive days excluding dark days)	70% of the Basic Fee
Dark Day Rate during Extended Multi-Day Rental (Commercial only) (maximum 2 days)	15% of the Basic Fee
Additional Same Day Performance (includes 3 additional FOH hours and 4 additional Tech hours)	50% of the Basic Fee
Public Dress Rehearsal (includes 1.5 additional Front of House hours)	25% of the Basic Fee

Main Stage – Rehearsal or Studio Performance

6. A Performance Rehearsal will
 - 6.1. be in conjunction with a Section 4 basic fee;
 - 6.2. include technical support of a theatre technician for the first four hours; and
 - 6.3. be rented for a fee or charge identified in Table E.3.
7. A Performance Rehearsal will not include
 - 7.1. access to the Lobby or Front of House; or
 - 7.2. audience access to the Kelowna Community Theatre.

Table E.3:

Main Stage – Performance Rehearsal Rental Rates	Basic Fee (\$)
Commercial (up to and including 12-hours)	832.50
Non-profit Organization (up to and including 12-hours)	583.00
Local Non-profit Organization (up to and including 12-hours)	416.50
City of Kelowna (up to and including 12-hours)	250.00
Additional rental hours (after 12 hours)	20% of the Basic Fee per hour

Black Box – Performance

8. Capital Improvement Fee (CIF), identified in Table E.7, is required for a Black Box – Performance rental.
9. Technical support of a theatre technician is required for an event that will make changes to the lighting or sound equipment dedicated to the Black Box.

Table E.4:

Black Box – Performance Rental Rates	Basic Fee (\$)
Commercial (up to and including 12-hours)	562.00
Non-profit Organization (up to and including 12-hours)	393.50
Local Non-profit Organization (up to and including 12-hours)	281.00
City of Kelowna (up to and including 12-hours)	169.00
Extended Multi-Day Rental (Commercial only) (minimum of 14 consecutive days excluding dark days)	70% of the Basic Fee
Dark Day Rate during rentals of 10 consecutive days or longer (maximum 2 days for each 14 day run)	15% of the Basic Fee
Additional rental hours (after 12 hours)	20% of the Basic Fee per hour
Access to Lower Hallway and Dressing Room A	82.00 per day

Black Box – Meeting or Rehearsal

10. A Black Box - Meeting or Rehearsal will not include audience access to the Kelowna Community Theatre.
11. Technical support of a theatre technician is required for an event that will make changes to the lighting or sound equipment dedicated to the Black Box.

Table E.5:

Black Box Rental Rates (12-hour maximum)	Basic Fee (\$)
Commercial (up to and including 12-hours)	280.00
Non-profit Organization (up to and including 12-hours)	196.00
Local Non-profit Organization (up to and including 12-hours)	140.00
City of Kelowna (up to and including 12-hours)	84.00
Extended Multi-Day Rental (Commercial only) (minimum of 14 consecutive days excluding dark days)	70% of the Basic Fee
Dark Day Rate during rentals of 14 consecutive days or longer (maximum 2 days for each 14 day run)	15% of the Basic Fee
Hourly Rate (after 12 hours)	20% of the Basic Fee per hour
Access to Lower Hallway and Dressing Room A	82.00 per day

Additional Fees

12. The minimum number of hours for a theatre technician is two hours.

Table E.6:

Additional Technical Support	Basic Fee (\$)
Theatre technician (less than or equal to 8 hours of work)	57.00 per hour
Theatre technician (greater than 8 hours and less than or including 10 hours of work)	85.50 per hour
Theatre technician (after 10 hours)	114.00 per hour

Table E.7:

Capital Improvement Fee	Basic Fee (\$)
Main Stage ticketed events	2.00 per admission, includes by donation or complimentary As of January 1, 2026 - 2.25 per attendee As of January 1, 2029 - 2.50 per attendee As of January 1, 2032 - 2.75 per attendee
Black Box - Performance	75.00 per day As of January 1, 2026 - 85.00 per day As of January 1, 2029 - 95.00 per day As of January 1, 2032 - 105.00 per day

Table E.8:

Additional Service Fees	Basic Fee (\$)
Merchandise Fee: Percent (%) of gross proceeds net of taxes from commercial client merchandise sales, including CDs, clothing, and event souvenirs	15% if Kelowna Community Theatre sells 10% if renter sells
Bar Restocking	100.00 per product category
Front of House services (greater than 6 hours of work)	100.00 per hour, charged in 15-minute increments
Lobby and Black Box equipment set-up and take-down (including stage risers, tables and chairs)	120.00
Towel Service	3.00 per item
Statutory Holiday Fee	500.00 per day
Live-stream Fee if charging for access to a live-stream link during a performance.	75.00
Piano Tuning/ Labour Crew	Full cost recovery as determined by Council Policy No. 395 plus 10% Administration Fee

Report to Council



Date: July 21, 2025
To: Council
From: City Manager
Subject: Transit 2025/2026 Annual Operating Agreement
Department: Financial Services

Recommendation:

THAT Council approve the 2025/2026 Annual Operating Agreement between BC Transit and City of Kelowna for Conventional, Community, and Custom transit;

AND THAT the Mayor and City Clerk be authorized to execute the Annual Operating Agreement between BC Transit and the City of Kelowna covering the period April 1, 2025 to March 31, 2026.

Purpose:

To approve execution of the transit 2025/2026 Annual Operating Agreement.

Background:

The Annual Operating Agreement (AOA) is submitted by BC Transit to the City of Kelowna and is effective for the period of April 1st to March 31st of the following year. The AOA is a summary of budgeted revenues and costs within the Kelowna Regional Transit System for BC Transit's fiscal year (March 31st year end).

Each Local Government Partner within the Kelowna Regional Transit System submits the AOA to their Councils for approval.

Discussion:

AOA Comparison

When comparing the 2025/2026 AOA with the previously Council approved AOA, the main areas of increased costs are:

- Fixed costs for scheduled service (increase in service hours)
- Fleet maintenance
- IT Systems

The only area where costs have decreased is fuel.

Revenues are higher than the 2024/2025 AOA as ridership levels continue to increase. Ridership is projected to grow in line with population growth and post-secondary enrollment. Fixed costs are a large portion of the cost increase, this is in part due to additional service hours, as well as wage increases and increases with CPI.

Conventional Transit

Revenues are projected to increase by \$1.2M, with City of Kelowna's portion being \$1.05M. The 2025/26 AOA includes a \$2.6M increase in costs with \$2M relating to operating costs and \$600k relating to lease fees. This represents a 13% increase from the 2024/25 AOA presented to Council in June 2024. The City's portion of the Local Government share of the cost increase is \$2.1M with the net impact of these revenue and cost projections resulting in a net cost increase of \$1.0M.

Community Transit

The 2025/26 AOA includes a \$92k increase in costs for Community transit with \$55k relating to an increase in operating cost and \$38k relating to an increase in lease fees. This represents a 3% increase from the 2024/25 AOA presented to Council in 2024. The City's costs however have increased by \$126k as the City's portion of the Local Government share has increased.

Custom Transit

The 2025/26 AOA also includes a \$224k increase in costs for Custom transit with \$181k relating to an increase in operating costs and an increase of \$44k related to lease fees. This represents an 11% increase from 2024/25 AOA presented to Council in June 2024. \$143k is the City's portion of the Local Government share of the increase.

Conclusion:

The impact to the City of Kelowna for transit services for the 2025/26 AOA is an increase to total net transit costs across all business units of \$1,299,953, which is mainly impacted by increasing operating costs. The estimated impacts of the 2025/2026 AOA were included in the City of Kelowna's 2025 Provisional Budget that Council approved in December 2024.

Internal Circulation:

Manager, Transit and Programs
General Manager, Corporate Services
General Manager, Infrastructure

Considerations applicable to this report:

Legal/Statutory Authority:

Annual Operating Agreement is required to authorize funding for payment of transit contractor.

Financial/Budgetary Considerations:

Existing budget provides for these annual operating requirements.

Considerations not applicable to this report:

Legal/Statutory Procedural Requirements

Existing Policy

Consultation and Engagement

Communications Comments

Submitted by: D. Bartsch, Revenue Supervisor

Approved for inclusion: M. Warrender, Deputy Chief Financial Officer

cc:

J. Sass, General Manager, Corporate Services Division

M. Kittmer, Transit and Programs Manager

Attachment: FY2026 AOA - Kelowna

ANNUAL OPERATING AGREEMENT

between

City of Kelowna

and

British Columbia Transit

Effective
April 1, 2025

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ANNUAL OPERATING AGREEMENT

April 1, 2025 – March 31, 2026

BETWEEN: **City of Kelowna**
(the "Municipality")

AND: **British Columbia Transit**
(the "Authority")

WHEREAS the Authority is authorized to contract for transit services for the purpose of providing and maintaining those services and facilities necessary for the establishment, maintenance and operation of a public passenger transportation system in the Transit Service Area;

WHEREAS the Municipality is authorized to enter into one or more agreements with the Authority for transit services in the Transit Service Area;

WHEREAS the parties hereto have entered into a Transit Service Agreement which sets out the general rights and responsibilities of the parties hereto;

WHEREAS the Municipality and the Authority are authorized to share in the costs for the provision of a Public Passenger Transportation System pursuant to the *British Columbia Transit Act*;

AND WHEREAS the parties hereto wish to enter into an Annual Operating Agreement which sets out, together with the Transit Service Agreement, the specific terms and conditions for the Public Passenger Transportation System for the upcoming term.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and of the covenants hereinafter contained, the parties covenant and agree with each other as follows:

SECTION 1: DEFINITIONS

Unless agreed to otherwise in the Annual Operating Agreement, the definitions set out in the Transit Service Agreement shall apply to this Annual Operating Agreement including:

- a) *"Annual Operating Agreement"* shall mean this Annual Operating Agreement and any Annual Operating Agreement Amendments negotiated and entered into by the parties subsequent hereto;
- b) *"Transit Service Agreement"* shall mean the Transit Service Agreement between the parties to this Annual Operating Agreement, including any amendments made thereto;
- c) *"Incurred"* means an event or transaction has taken place for which an obligation to pay exists, even if an invoice has not been received, such that the underlying evidence indicates there is little or no discretion to avoid the obligation. The value of the obligation is to be calculated in accordance with recognized Canadian accounting standards.

SECTION 2: INCORPORATION OF SCHEDULES

All schedules to this agreement are incorporated into the agreement, and form part of the agreement.

SECTION 3: INCORPORATION OF TRANSIT SERVICE AGREEMENT

Upon execution, this Annual Operating Agreement shall be deemed integrated into the Transit Service Agreement and thereafter, the Transit Service Agreement and Annual Operating Agreement shall be read together as a single integrated document and shall be deemed to be the Annual Operating Agreement for the purposes of the *British Columbia Transit Act*, as amended from time to time.

SECTION 4: TERM AND RENEWAL

- a) The parties agree that the effective date of this agreement is to be April 1, 2025, whether or not the agreements have been fully executed by the necessary parties. Once this agreement and the associated Transit Service Agreement are duly executed, this agreement will replace all provisions in the existing Transit Service Agreement and Master Operating Agreement with respect to the rights and obligations as between the Authority and the Municipality.
- b) Upon commencement in accordance with Section 4(a) of this agreement, the term of this agreement shall be to March 31, 2026, except as otherwise provided herein. It is acknowledged by the parties that in the event of termination or non-renewal of the Annual Operating Agreement, the Transit Service Agreement shall likewise be so terminated or not renewed, as the case may be.
- c) Either party may terminate this agreement as follows:
 - i. Cancellation by the Authority: In the event that the Authority decides to terminate this Agreement for any reason whatsoever, the Authority shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 10.
 - ii. Cancellation by the Municipality: In the event that the Municipality decides to terminate this Transit Service Agreement for any reason whatsoever, and by extension, the Annual Operating Agreement, the Municipality shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 11.

SECTION 5: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

This Agreement and the parties hereto are subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Any information developed in the performance of this Agreement, or any personal information obtained, collected, or stored pursuant to this Agreement, including database information, shall be deemed confidential and subject to the provisions of FOIPPA, including the handling, storage, access and security of such information. Confidential information shall not be disclosed to any third party except as expressly permitted by the Authority or pursuant to the requirements of FOIPPA.

SECTION 6: SETTLEMENT OF DISPUTES

In the event of any dispute arising between or among the parties as to their respective rights and obligations under this Agreement, or in the event of a breach of this Agreement, the parties agree to use their best efforts to find resolution through a mediated settlement. However, in the event that mediation is not successful in finding a resolution satisfactory to all parties involved, any party shall be entitled to give to the other notice of such dispute and to request arbitration thereof; and the parties may, with respect to the particular matter then in dispute, agree to submit the same to a single arbitrator in accordance with the applicable statutes of the Province of British Columbia.

SECTION 7: MISCELLANEOUS PROVISIONS

- a) Amendment: This agreement may only be amended in writing as signed by the Municipality and the Authority and specifying the effective date of the amendment.
- b) Assignment: This Agreement shall not be assignable without prior written consent of the parties.
- c) Enurement: This Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.
- d) The parties agree that this agreement is in substantial compliance with all relevant legislative requirements to establish the rights and obligations of the parties as set out in the *British Columbia Transit Act*.

SECTION 8: LOCAL CONTRIBUTIONS AND RESERVES

British Columbia Transit service is provided using a cost-sharing model. Where any transit-related contributions are received and/or third-party revenues are earned that are in excess of expenses, the Authority is required to hold these excess funds in a reserve account for use against transit-related expenditures in future years. When unanticipated expenditures occur that were not included in the budget and cannot be covered by reserves, the Authority will seek to recover these based on the cost-sharing ratios between the Municipality and the Authority.

Eligible Operating Expenses

The Authority will invoice the Municipality and collect on monthly invoices based on incurred eligible operating expenses to provide Transit Service. Eligible operating expenses are comprised of the following costs of providing Public Passenger Transportation Systems:

- a) For *Conventional Transit Service*:
 - i. the operating costs for providing Conventional Transit Service excluding interest and amortization;
 - ii. the amount of any operating lease costs of BC Transit for Conventional Transit Services;
 - iii. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement;
 - iv. **an amount of the annual operating costs of the authority not exceeding those costs payable under an Annual Operating Agreement.**
- b) For *Custom and Paratransit Transit Service*:
 - i. the operating costs for providing Custom Transit Service excluding interest and amortization, but including the amount paid by the Authority to redeem taxi saver coupons issued under the Taxi Saver Program after deducting from that amount the amount realized from the sale of those coupons;
 - ii. the amount of any operating lease costs of the Authority for Custom Transit Service;
 - iii. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement; and
 - iv. an amount of the annual operating costs of the authority not exceeding those costs payable under an Annual Operating Agreement.
- c) Eligible operating expenses exclude the costs of providing third-party 100%-funded services.
- d) Annual operating costs of the Authority are operations, maintenance and administration costs that are for the shared benefit of all transit systems operated by the Authority. These costs are allocated to each transit system on a pro rata basis, based on the nature of the costs.

Lease Fees

The Authority will invoice the Municipality and collect on monthly invoices for lease fees on tangible capital assets owned by the Authority that are used in the provision of transit service. Lease fees are comprised of the following:

- a) The Municipality's fee for use of the asset, including for the costs of acquisition, construction, development and betterment of the asset and the costs of installing the asset at the location and condition necessary for its intended use;
- b) Debt financing and risk-related charges or costs payable on assets;
- c) Payment into a reserve fund for preventative maintenance and major repair of assets owned or leased by the authority;
- d) Amounts sufficient for the Authority to recover all other costs relating to the asset, including, but not limited to taxes and administrative charges.

Where lease fees are received that exceed actual asset-related expenses in any given period, these will be placed in a pooled reserve. This reserve will be used to offset against future lease fees as outlined above.

Reserve Funds

The Authority will establish the following for each transit system to record the contributions that have been received but not yet earned as follows:

- a) **Local Transit Fund:** Contributions by the Municipality towards eligible operating expenses that have been received but not matched with a Provincial share contribution will be deferred in the Local Transit Fund.
 - i. Any expenditure of monies from the Local Transit Fund will:
 - 1. only be credited towards the Municipality's share of expenses for the transit system for which it was collected.
 - 2. be applied to reduce Municipal invoices at the discretion of the Municipality as agreed to under the Annual Operating Agreement or amendments as required.
 - ii. The Local Transit Fund may be used towards lease fees.
 - iii. The Authority will provide a quarterly statement of account of the Local Transit Fund balance including contributions, amounts utilized and interest earned.

SECTION 9: GOVERNING LAW

This agreement is governed by, and shall be construed in accordance with, the laws of the Province of British Columbia, with respect to those matters within provincial jurisdiction, and in accordance with the laws of Canada with respect to those matters within the jurisdiction of the Government of Canada.

SECTION 10: COUNTERPARTS

This contract and any amendment hereto may be executed in counterparts, each of which shall be deemed to be an original and all of which shall be considered to be one and the same contract. A signed facsimile or PDF copy of this contract, or any amendment, shall be effective and valid proof of execution and delivery.

SECTION 11: NOTICES AND COMMUNICATIONS

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a designated officer of the parties hereto to whom it is addressed where an electronic signed document is emailed to the parties or if mailed by prepaid registered mail to the Authority at:

British Columbia Transit
c/o Executive Assistant, Strategy, Planning and Public Affairs
PO Box 9861
520 Gorge Road East
Victoria, BC V8W 9T5

and to the Municipality at:

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

and, if so mailed, shall be deemed to have been received five (5) days following the date of such mailing.

IN WITNESS WHEREOF, the parties have hereunto set their hand this _____ day of _____, 2025.

City of Kelowna

British Columbia Transit

Vice President, Strategy, Planning and Public Affairs

Vice President, Finance and Chief Financial Officer

SCHEDULE A: TARIFF AND FARES

Conventional Transit Fares:

*Effective as of
April. 1, 2024*

- | | |
|--|----------|
| a) Single Fares: | |
| i) Adult/College Student | \$2.50 |
| ii) Senior | \$2.50 |
| iii) Student | \$2.50 |
| iv) Child 12 and under | Free |
| v) Accessible Transit Attendant | Free |
| b) 10 Rides | |
| i) Adult/College Student | \$22.25 |
| ii) Senior/Student* | \$20.25 |
| c) Day Pass: | |
| i) Adult/College Student | \$ 5.00 |
| ii) Senior | \$ 5.00 |
| iii) Student | \$ 5.00 |
| d) 30 Day Pass: | |
| i) Adult | \$70.00 |
| ii) Senior* | \$45.00 |
| iii) Student* | \$45.00 |
| iv) College Student** | \$55.00 |
| v) College Semester Pass** | \$176.00 |
| e) U-Pass per semester | \$63.00 |
| f) Transfers: allow for one local transfer within 90 minutes from the time of issue. | |
| g) BC Bus Pass valid for the current calendar year and available through the Government of British Columbia BC Bus Pass Program. | |
| h) CNIB Identification Card available from the local office of the CNIB. | |
| i) BC Transit Employee Bus Pass. | |
- * Reduced fare with valid ID for seniors aged 65 and over, and students in full-time attendance to grade 12.
- ** Reduced fare for full-time registered college students available only at Okanagan College and Sprott-Shaw Community College.

Custom Transit Fares:

Fares:

Effective as of September 1, 2021

One Way Trip:

Registered User	\$ 2.50
Registered User – 12 and under	Free
Companion	\$ 2.50
Attendant accompanying registered user	no charge

Tickets (5) - adult	\$11.25
Tickets (5) - senior	\$10.00
Monthly Pass - adult	\$70.00
Monthly Pass – senior	\$45.00

Note: Visitors may register for temporary handyDART service. Proof of registration in another jurisdiction or proof of eligibility is required.

SCHEDULE B: SERVICE SPECIFICATIONS

Kelowna Conventional Transit Service:

The Local Transit Service Area for Kelowna Conventional transit service shall be: shall be the municipal boundaries of the Corporation of the City of Kelowna in effect September 25, 1980, the corporate boundaries of the District of West Kelowna, the District of Peachland of the Regional District of Central Okanagan, the corporate boundaries of the District of Lake Country, and Central Okanagan West Electoral Area IR# 9 and IR# 10 and a portion Central Okanagan East Electoral Area (Ellison) only.

The Annual Service Level for the City of Kelowna's share of the Kelowna Conventional transit service shall be **160,000** Revenue Service Hours.

The Exception Days recognized annually for the Kelowna Conventional transit service are:

Exception Days	Service Level
Good Friday	Sunday
Easter Monday	Monday
Victoria Day	Sunday
Canada Day	Saturday
BC Day	Sunday
Labour Day	Sunday
Truth and Reconciliation Day	Regular service
Thanksgiving Day	Sunday
Remembrance Day	Sunday
Christmas Day	Sunday
Boxing Day	Saturday
New Year's Day	Sunday
Family Day	Sunday

Kelowna Custom Transit Service:

The Local Transit Service Area for Kelowna Custom transit service shall be:

The boundaries of the Kelowna Custom (handyDART) Transit Service Area shall be the municipal boundaries of the Corporation of the City of Kelowna, the corporate boundaries of the City of West Kelowna, and the corporate boundaries of the District of Lake Country.

The Annual Service Level for the Kelowna Custom transit service shall be **37,000** Revenue Service Hours.

The Exception Days recognized annually for the Kelowna Custom transit service are:

Exception Days	Service Level
Good Friday	No Service
Easter Monday	No Service
Victoria Day	No Service
Canada Day	No Service
BC Day	No Service
Labour Day	No Service
Truth and Reconciliation Day	Regular Service
Thanksgiving Day	No Service
Remembrance Day	No Service
Christmas Day	No Service
Boxing Day	No Service
New Year's Day	No Service
Family Day	No Service

Kelowna Community Transit Service:

The Local Transit Service Area for Kelowna Community transit service shall be: shall be the municipal boundaries of the Corporation of the City of Kelowna in effect September 25, 1980, the corporate boundaries of the District of West Kelowna, the District of Peachland of the Regional District of Central Okanagan, the corporate boundaries of the District of Lake Country, and Central Okanagan West Electoral Area IR# 9 and IR# 10 and a portion Central Okanagan East Electoral Area (Ellison) only.

The Annual Service Level for the City of Kelowna's share of the Kelowna Community transit service shall be **17,000** Revenue Service Hours.

The Exception Days recognized annually for the Kelowna Community transit service are:

Exception Days	Service Level
Good Friday	Sunday
Easter Monday	Monday
Victoria Day	Sunday
Canada Day	Saturday
BC Day	Sunday
Labour Day	Sunday
Truth and Reconciliation Day	Regular service
Thanksgiving Day	Sunday
Remembrance Day	Sunday
Christmas Day	Sunday
Boxing Day	Saturday
New Year's Day	Sunday
Family Day	Sunday

SCHEDULE C: BUDGET

KELOWNA COMMUNITY BUS	OFFICIAL AOA 2025/26		CITY OF KELOWNA	CITY OF WEST KELOWNA	WESTBANK FIRST NATION	DISTRICT OF PEACHLAND	DISTRICT OF LAKE COUNTRY	RDCO / ELLISON
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OPERATING COSTS	\$ 4,413,447	\$ -	\$ 2,172,365	\$ 1,203,793	\$ 607,446	\$ 169,927	\$ 259,916	\$ -
TOTAL COSTS (including Local Government Share of Lease Fees)	\$ 4,702,681	\$ -	\$ 2,309,706	\$ 1,285,382	\$ 648,617	\$ 181,444	\$ 277,532	\$ -
NET LOCAL GOVERNMENT SHARE OF COSTS	\$ 2,614,241	\$ -	\$ 1,281,668	\$ 715,789	\$ 361,194	\$ 101,041	\$ 154,549	\$ -

KELOWNA CUSTOM	OFFICIAL AOA 2025/26		CITY OF KELOWNA	CITY OF WEST KELOWNA	WESTBANK FIRST NATION	DISTRICT OF PEACHLAND	DISTRICT OF LAKE COUNTRY	RDCO / ELLISON
TOTAL REVENUE	\$ 138,045	\$ -	\$ 138,045	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OPERATING COSTS	\$ 4,888,441	\$ -	\$ 4,888,441	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COSTS (including Local Government Share of Lease Fees)	\$ 5,211,042	\$ -	\$ 5,211,042	\$ -	\$ -	\$ -	\$ -	\$ -
NET LOCAL GOVERNMENT SHARE OF COSTS	\$ 1,756,310	\$ -	\$ 1,756,310	\$ -	\$ -	\$ -	\$ -	\$ -

KELOWNA/CENTRAL OKANAGAN CONVENTIONAL	OFFICIAL AOA 2025/26		CITY OF KELOWNA	CITY OF WEST KELOWNA	WESTBANK FIRST NATION	DISTRICT OF PEACHLAND	DISTRICT OF LAKE COUNTRY	RDCO / ELLISON
TOTAL REVENUE	\$ 8,906,698	\$ -	\$ 8,906,698	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OPERATING COSTS	\$ 31,151,754	\$ -	\$ 25,525,029	\$ 3,387,004	\$ 611,156	\$ -	\$ 1,573,729	\$ 54,836
TOTAL COSTS (including Local Government Share of Lease Fees)	\$ 34,130,323	\$ -	\$ 27,970,082	\$ 3,705,196	\$ 669,021	\$ -	\$ 1,725,887	\$ 60,138
NET LOCAL GOVERNMENT SHARE OF COSTS	\$ 9,197,781	\$ -	\$ 5,748,384	\$ 2,071,155	\$ 376,476	\$ -	\$ 967,890	\$ 33,876
REVENUE SHARE			100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
COST SHARE			82.01%	10.60%	1.98%	0.00%	5.22%	0.18%
MAJOR OPERATING PROJECT			100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
BRT SHARE			67.15%	26.34%	6.51%	0.00%	0.00%	0.00%

Transit 2025/2026 Annual Operating Agreement

July 21, 2025



Transit 2025/2026 Annual Operating Agreement

- Effective April 1, 2025 - March 31, 2026
- Largest Tier 1 system among municipal systems
 - Provides over 265,000 hours of service annually
 - BC Transit covers 46.7% of costs
 - Municipal partners cover 53.3% of costs

Transit 2025/2026 Annual Operating Agreement

- Municipal partners pay based on number of services hours
- Revenues are 100% retained by the municipal partners
 - Based on 75% passenger counts and 25% services hours
 - City of Kelowna receives 84.51% of total revenues

2025/2026 AOA Comparison to 2024/2025		City of Kelowna Portion
Total Revenue Increase		\$1,055,085
Conventional		\$2,084,788
Community		\$126,336
Custom		\$143,913
Total Cost Increase		\$2,355,037
Net Projected Cost Increase		\$1,299,952



Report to Council



Date: July 21, 2025
To: Council
From: City Manager
Subject: Transit Fare Review
Department: Transit & Programs

Recommendation:

THAT Council receives, for information, the report from the Integrated Transportation Department, dated July 21, 2025, regarding the transit fare review;

AND That, Council direct staff to implement the proposed fare strategy including fare rate changes, UPASS, DayPASS and EcoPASS as outlined in this report, effective October 1, 2025.

Purpose:

To receive the outcome of the transit fare review and advance implementation of the recommended fare strategy.

Council Priority Alignment: **Transportation**

Background:

The Kelowna Regional Transit System operates throughout the Central Okanagan including Kelowna, Lake Country, West Kelowna, Westbank First Nation, Peachland, and the Regional District of Central Okanagan. Local councils and the regional board collectively have the ultimate authority to set transit fare rates for this system. All decisions regarding fares must be unanimously approved by all local government partners to allow for implementation. Fare revenues are shared between all partners based on ridership and service hours in each community and are applied to offset the local share of transit operating costs with the remainder funded through taxation and provincial contributions. The province covers 46.69 percent of conventional transit operating costs with local partners responsible for the balance, 53.31 percent, for services delivered in their communities. The provincial share for HandyDART (paratransit) is higher at 66.69 percent with the balance of the costs covered by the local partners.

Fare reviews are a collaborative process between BC Transit and all partners and are typically undertaken every three to five years. These reviews consider updates to the fare structure, modernize fare options,

and enhance the rider experience. The proposed changes are intended to support long-term sustainability of the transit system, enhance equity and convenience for riders, and improve financial sustainability in a balanced manner while also considering ridership impacts.

The cost of delivering transit services rises over time due to inflation and transit investments. Periodic increases in fare rates aim to maintain the balance of user pay and public subsidy. Fare reviews are a collaborative process between BC Transit and all partners of the Kelowna Regional Transit and are typically conducted on three to five-year cycles. However, the current fare structure has remained unchanged since 2015. A fare review planned for 2020 was cancelled due to the COVID-19 pandemic. During the pandemic, communities across the country experienced significant ridership declines. To sustain transit operations during this time, the Federal Government provided funding with the requirement that communities maintain pre-pandemic transit service levels and limit fare increases.

While the cost of fares has remained unchanged since 2015, minor changes to fare products were made. This includes the launch of the Umo electronic fare system in 2024. Other changes included shifting monthly passes to 30-day passes, decreasing the DayPASS rate from \$6.50 to \$5.00 (two times the single ride rate) and renaming of Student and Senior passes to a single Concession Pass. Additionally, the *Get on Board* program was introduced in 2021 providing children aged 12 and under no-cost access to public transit with local governments receiving revenue offset from the province.

Some cost of service increases are as a result of important investments that result in more service options for riders as well as inflation. Since 2019, 15,500 additional service hours have been added to the system supporting ridership growth which reached a record 6.45 million annual rides by the end of 2024, up 500,000 since 2019. Investments have also been made to plan for new facilities, renew fleet, and implement technologies such as the Umo electronic fare system, Next Ride real-time bus tracking enhancements and on-demand transit in the Crawford neighborhood. These technological enhancements come with new operational costs.

In the July 22, 2024 [Transit Community Fare Programs](#) report, Council directed staff to undertake a transit fare review and report back in 2025.

Previous Council Resolution

Resolution	Date
<p>THAT Council receives, for information, the report from the Integrated Transportation Department dated July 22, 2024, with information related to Transit Community Fare Programs.</p> <p>AND THAT Council direct staff to undertake a fare review in conjunction with BC Transit and our Central Okanagan Regional Transit partners.</p> <p>AND FURTHER THAT Council direct staff to report the results of the fare review back to Council in 2025 to inform the 2026 operating budget.</p>	July 22, 2024

Discussion:

Per the 2012 [Transit Future Plan](#), as well as the [Central Okanagan Transit Service Guidelines](#), the cost recovery target for the Kelowna Regional Transit System is 35 percent of total system costs. Cost

recovery has not reached the target level since prior to the pandemic. Within BC Transit's fiscal year 2024/2025, net conventional transit system revenues of \$8.6 million (fare revenues combined with on-bus advertising revenues) accounted for a 31.2 percent cost recovery on the total conventional transit operating costs in the Kelowna Regional Transit System of \$27.6 million. However, with operational costs expected to continue to rise over the next three years, in the absence of a fare increase, cost recovery will not be maintained at current ratio and will require additional local governments funding to cover costs.

Fares

Several factors are considered when reviewing existing fares and determining rates. BC Transit's fare strategy guidelines (detailed in Appendix A) were utilized as the basis for developing fare rate options. Upon review of the resulting rates, a proposed fare structure was developed taking into consideration the local cost-recovery target, BC Transit fare guidelines, public engagement, and financial and ridership modeling and the results of national benchmarking (also detailed in Appendix A).

As outlined in Table 1, the recommended fare structure is a slight deviation from BC Transit's fare guidelines as the fare guidelines would result in a disproportionate rise in fares for seniors and youth. Rates for seniors, according to these guidelines, would be 30 percent higher than the Canadian average. The proposed fare structure remain in line with the Canadian average.

Table 1: Fares

Fare Product		Existing Fare	BC Transit Fare Guidelines	Recommended Fare
Single Ride		\$2.50	\$3.00 (+20%)	\$3.00 (+20%)
DayPASS*		\$5.00	\$6.00 (+20%)	\$6.00 (+20%)
10 Rides	Adult	\$22.50	Discontinued	
	Concession	\$20.25		
30 Day / Monthly Pass	Adult	\$70	\$80 (+14%)	\$80 (+14%)
	Concession**	\$45	\$68 (+51%)	\$55 (+22%)
Post-Secondary 30-Day Pass		\$55	\$68 (+23%)	\$65 (+18%)
Post-Secondary Semester Pass		\$176	\$217 (+23%)	\$208 (+18%)
5-Tickets (handyDART)	Adult	\$11.25	\$15 (+33%)	\$15 (+33%)
	Senior	\$10	\$15 (+50%)	\$15 (+50%)

*DayPASS On-Board and Fare Capping to generate automatic DayPASS.

**Senior and Youth transit pass

Table 2 outlines the projected change in revenue and ridership with the proposed fare increase in comparison to 2024/2025 actuals and the BC Transit fare guidelines. The projected revenue increase is

calculated considering current fare product sales levels and the current UBCO student population (for UPASS revenue projection).

Table2: Revenue and Ridership projects

Quantitative Analysis	2024/2025 Actuals	BC Transit Fare Guideline	Recommended Fare Increase
Passenger Fare Revenue	\$5,369,062	\$6,707,534	\$6,275,953
U-PASS Revenue	\$1,556,879	\$1,784,601	\$1,784,601
ProPASS Revenue*	\$100,083	\$114,240	\$114,240
Total Fare Revenue**	\$7,026,024	\$8,606,376	\$8,174,795
Revenue Increase	-	\$1,580,352 (+22.5%)	\$1,148,771 (+16.4%)
Total Ridership***	6,540,465	6,585,233	6,450,535
Ridership Variance	-	-299,410 (-1.4%)	-164,712 (+0.68%)
Cost Recovery	31%	33%	31%

*ProPASS is an existing discounted transit pass program for workplaces.

**Total Fare Revenue excludes revenue from BC Bus Pass and the Children 12 & Under program.

***Total Ridership projections include budgeted ridership increases from the 2025/2026 budget.

With the proposed fare increases, it is anticipated that there would be a negligible impact on transit ridership while the total system revenues are projected to increase by \$1,148,771 with Kelowna retaining the majority (estimated at \$957, 845) as the community with the largest share of service and ridership. These increased revenues would be applied to offset Kelowna's share of transit operating costs which are forecast to increase. Without a fare increase, cost recovery is projected to decline by approximately two percent next year.

Fare Programs – UPASS

The existing UPASS agreement with UBCO allows for increases to the UPASS rate if public fare prices rise. Therefore, since today's rate is tied to that of the adult 30-day pass rate at \$70, the proposed fare increase would trigger the process to increase the UPASS rate.

UBCO provides students with a 10 percent subsidy on the adult 30-day pass rate resulting in an existing cost to students of \$63 per semester. Currently, the Transit system receives \$67 per pass after a 3 percent administration fee is subtracted. This fee supports the administration of the program by the UBCO Student's Union.

Fare Programs - DayPASS

Automatic DayPASS has been implemented in ten other BC Transit systems but has yet to be incorporated in the Kelowna Regional Transit System's existing fare structure. The Automatic DayPASS provides unlimited daily travel for the price of two single ride fares. Via fare-capping in Umo, Automatic DayPASS would cap fare paid in a single day at the DayPASS rate for riders paying fare from a cash-balance on their Umo account. Cash paying riders could opt to purchase a DayPASS on-board buses. In this scenario, the paper transfer slip would be eliminated.

Currently, in the Kelowna system, riders paying with cash or from a cash balance in Umo can request a transfer slip to travel on the next connecting bus only within 90 minutes without additional fare. Subsequent trips such as return trips later in the day require additional fare. The automatic DayPASS system incentivizes transit usage and simplifies the rider experience.

Fare Programs – EcoPASS

EcoPASS is a program not currently implemented in the Kelowna Regional Transit System which enables the creation of pre-paid transit funds that facilitates the bulk purchase of transit passes. Developers in other communities commonly use it to invest in transit access for residents of new developments in exchange for parking variances. Larger contributions qualify for greater discounts on fare products (ranging from 5-15 percent). EcoPASS creates secure, stable revenue and contributes to growing transit ridership while reducing auto use. Like all fare revenues, those resulting from the program are retained in full by the local partners. Program administration and fare product distribution are managed by BC Transit's Umo team.

Next Steps:

Upon approval:

- Staff will move forward with increasing fares effective October 1, 2025. Further, staff will work with BC Transit as well as the other partners to determine a schedule for more regular fare reviews in line with planned service enhancements throughout the region to incrementally move the system closer to its 35% cost recovery target in the near term while also continuing to mitigate the impact on ridership and affordability.
- A notice of intent to increase the UPASS rate will be presented to UBCO by August 1, 2025, to allow for the pricing to go into effect as of September 1, 2026. Once issued, a student referendum vote is required to approve the new fee with a majority 'yes' vote. In the case that the referendum resulted in a 'no' majority, the UPASS agreement could be terminated.
- The Automatic DayPASS system will be implemented in place of the existing transfer system.
- An EcoPASS program will be created and subsequently offered to private developers when contemplating parking requirements for new developments. Participation agreements would be negotiated between private developers and the local government in which the development is planned on a case-by-case basis.

Conclusion:

Like other service areas, transit costs are affected by inflationary pressures which have been significant in recent years. Costs are forecast to continue rising due to cost increases for labor, technology, and other operational necessities. Fares in the Kelowna Regional Transit System have not increased for a decade which has further eroded the proportion of operating costs offset by fare revenues. Healthy cost-recovery from fares alongside advertising revenues contributes to the sustainability of the system and can help to facilitate further service investments that contribute to increased ridership and help keep pace with growth in the region.

A balanced approach to increasing fares is imperative to incrementally move toward the region's 35 percent cost-recovery target in alignment with BC Transit Fare Strategy Guidelines while recognizing transportation affordability remains a challenge for many residents.

Internal Circulation:

Community Communications, Community Engagement Manager
Financial Planning Manager, Financial Planning
Financial Analyst, Financial Systems and Reporting

Existing Policy:

Council Transportation Priority: Improve transit service and promote inclusive transportation.
Transportation Master Plan recommendation: Expand transit pass programs to improve the affordability of transit service and help remove barriers to using transit.

Official Community Plan Objective 9.3.6: Foster collaborative efforts to equitably enhance community wellbeing.

Financial/Budgetary Considerations:

The recommended fare structure is projected to increase Kelowna's annual share of fare revenues by \$957,845 and serve to maintain the balance of user pay and public subsidy of public transit. To combat rising transit costs in 2025, Council approved use of reserve funding as part of the 2025 Preliminary Budget [Transit Operations](#) request. Cost recovery dipped below the target of 35 percent, beginning in 2020 and currently sits at 31 percent. Without a fare increase, it is projected to decline further.

If the recommended fare structure is implemented October 1, 2025, the 2025 budget will be amended to realize one fifth (2 months) of increased revenue at projected as \$191,569. Revenues in the subsequent full fiscal year would rise by the forecasted annual increase and could grow further should the impacts to ridership growth be less than forecasted. Budgets will be amended as part of the 2026 Financial Plan.

Consultation and Engagement:

Refer to Discussion section of report.

Communications Comments:

A transit fare increase will be communicated via media release by BC Transit and via various channels including the BC Transit website, postings within buses, and in transit print materials such as Riders Guide schedule booklets.

Considerations not applicable to this report:

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Submitted by: M. Kittmer, Transit and Programs Manager

Reviewed by: B. Hallam, Integrated Transportation Department Manager

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

Attachments:

Attachment A: Transit Fare Review Report, Appendix A

CC:

M. Antunes, Financial Planning Manager

D. Bartsch, Revenue Supervisor

D. Duncan, Parking Services Manager

C. Cornock, Social Development Manager

Appendix A

BC Transit's fare strategy guidelines, shown in Table 1, were utilized to assess the current fare structure and develop options which were modelled to assess potential impacts to fare revenues, cost recovery and transit ridership.

Table 1: BC Transit Fare Guidelines

Product	Audience	Price Guideline
Single Ride	All	Base
DayPASS Onboard	All	2 times Base Fare
Adult Pass	All	20 to 30 times Base Fare
Concession Pass	Senior/Youth/Student	Adult Pass less 15%
University Semester Pass	Post-Secondary Student	4 times Student Pass less 20%
No Fare Transfers		

A comparison of current fare rates in the Kelowna Regional Transit System to those of other Canadian transit systems was also undertaken. As outlined in table 2, rates in the Kelowna system are below the average for all fare types:

Table 2: Comparison of Transit System Current Fares

Transit System	Population Served	Ridership	Adult Fare	Adult Pass	Senior Pass	Student Pass
Kelowna, BC	164,014	6,253,275	\$2.50	\$70	\$45	\$55
Nanaimo, BC	129,023	3,581,974	\$2.75	\$65	\$45	\$55
Central Fraser Valley, BC*	163,581	1,826,023	\$2.25	\$52	\$38	\$35
Victoria, BC	409,189	24,754,924	\$3.00	\$85	\$45	\$45
Regina, SK	239,236	10,285,051	\$3.25	\$88	\$30	\$60
Windsor, ON	229,660	9,487,527	\$3.75	\$118	\$60	\$81
Canadian Average			\$3.50	\$90.20	\$52.24	\$67.07

Fare Review Kelowna Transit System

Mike Kittmer & Tessa Stewart, BC Transit
July 21, 2025



City of Kelowna Objectives

01

Improve public transit service

02

Ease of payment

03

Improved products

04

Fiscally sustainable

Fare Review Objective

- Utilize BC Transit's recommended Fare Strategy to account for inflation and operational costs in proposed fare recommendations

Maximize revenue

Attract and retain ridership

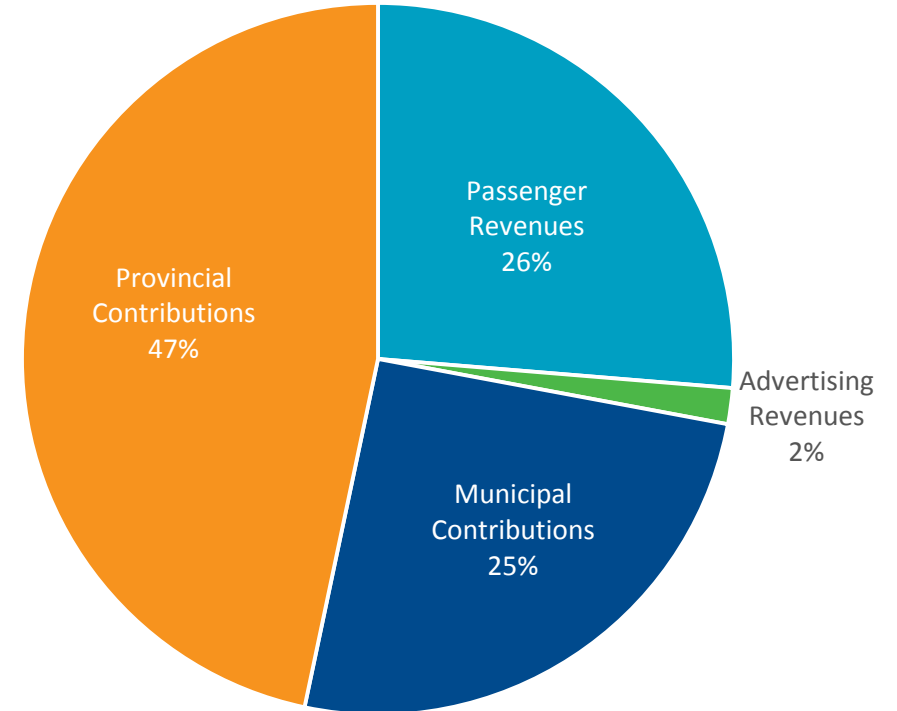
Consider affordability

2025 Fare Review Objective

- Increase ease of use for passengers and boost ridership
- Align with BC Transit's recommended fare structure
- Get the most out of existing electronic fare collecting technology (Umo)
- Introduce automatic DayPASS
- Introduce EcoPASS transit fund program

Funding and Decision Authority

- Funding for Kelowna Regional Transit System is cost shared between the Province and
 - City of Kelowna,
 - City of West Kelowna,
 - District of Lake Country,
 - Westbank First Nation,
 - District of Peachland,
 - Regional District of Central Okanagan.
- Decision on fares, routes and service levels are made by the councils and boards based on information and planning provided by BC Transit
- Operating costs are met by a combination of
 - farebox passenger revenues
 - local partner funding and
 - provincial funding



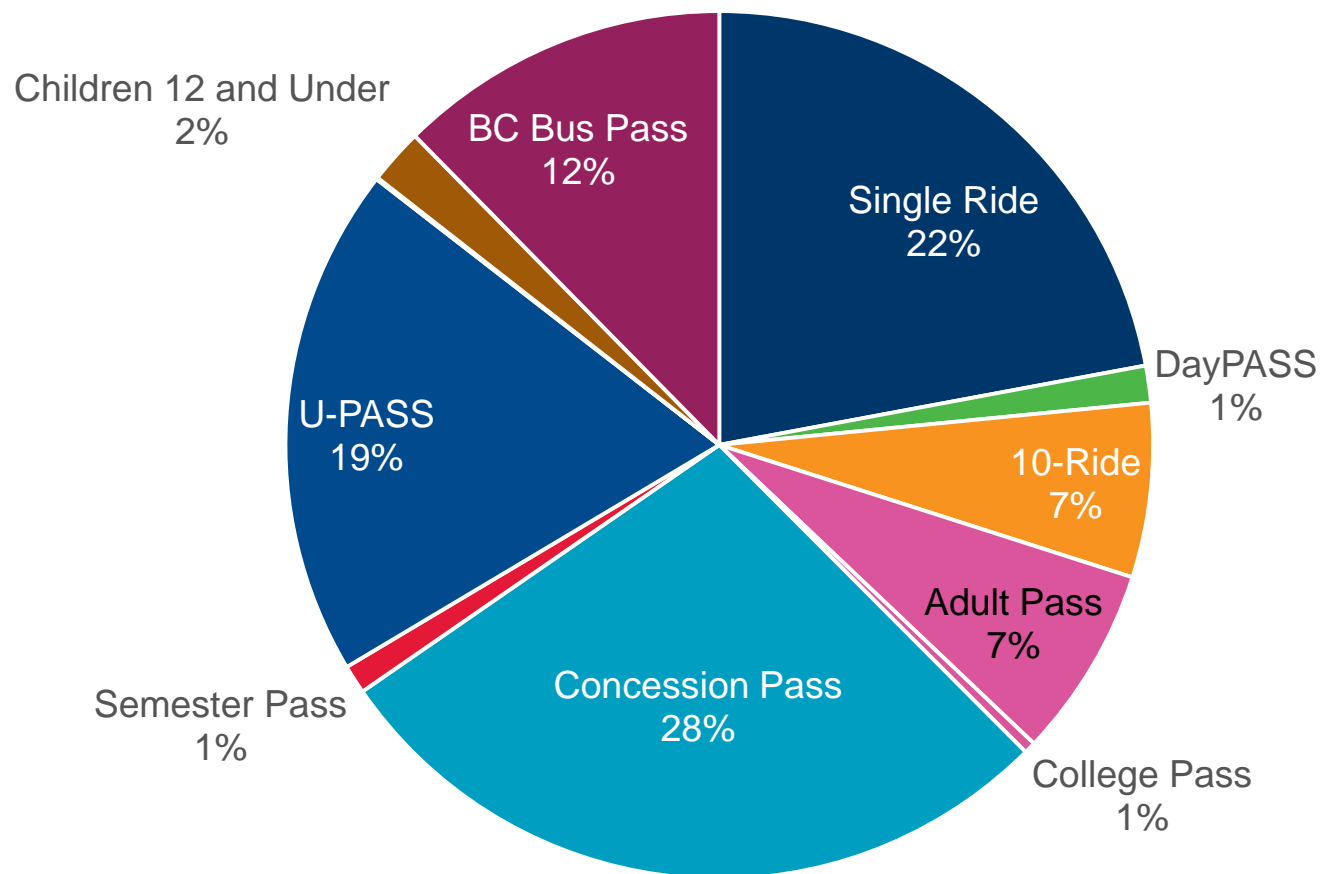
Cost Share Kelowna Conventional 2024/25

Current Fare Structure vs Fare Guidelines

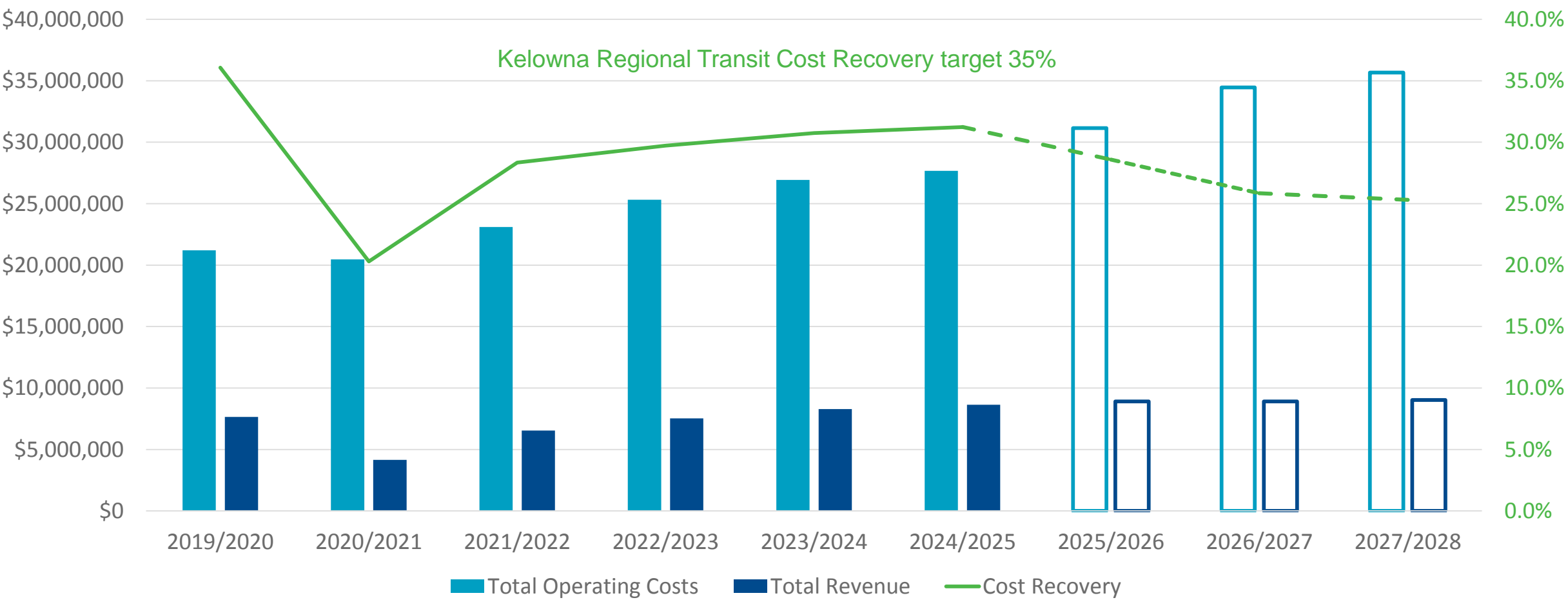
Fare Type		Price	BC Transit Fare Guidelines	Variance
Single Ride		\$2.50	Base	-
DayPASS		\$5.00	2 times Base Fare	-
10-Rides	Adult	\$22.50	9 times Base Fare	-
	Concession*	\$20.25	9 times Base Fare	8 times Base Fare
30-Day / Monthly Pass	Adult	\$70.00	20 to 30 times Base Fare	-
	Concession*	\$45.00	Adult 30-Day Pass less 15%	Adult 30-Day Pass less 36%
Post-Secondary 30-Day Pass		\$55.00	Adult 30-Day Pass less 15%	Adult 30-Day Pass less 20%
Post-Secondary Semester Pass		\$176.00	4 times Student 30-Day Pass less 20%	-
5-Tickets (handyDART))	Adult	\$11.25	-	-
	Concession*	\$10.00	-	-

*Concession fare valid for youth aged 13 – 18 and persons 65 and over

Conventional Fare Product Revenue 2024/2025



Cost Recovery – Conventional Transit



Regional Partner Revenue Allocations

The Kelowna Regional Transit System has a revenue-sharing agreement, revenue allocation is based on local ridership in each community (75%) and agreed upon cost-sharing (25%)

Regional Partner	Ridership	Ridership %	Revenue
City of Kelowna	5,622,838	85.97%	\$6,373,902
City of West Kelowna	533,702	8.16%	\$772,719
Westbank First Nation	155,663	2.38%	\$230,548
District of Lake Country	180,517	2.76%	\$272,186
District of Peachland	37,281	0.57%	\$61,753
Regional District of Central Okanagan	11,119	0.17%	\$12,357

Online Engagement

- Survey was live from February 10th – March 10th
- Marketing through traditional and online media
- 625 Respondents, 893 visitors who interacted with the page
- Engagement was launched to gather public feedback on whether potential fare change options would impact ridership and whether the transition to the DayPASS system would be supported
- Key takeaways:
 - Respondents were 91% regular fixed-route bus customers with the majority using Single Ride fare products. 80% of respondents reside within the City of Kelowna.
 - 41% indicated that there would be no change to their transit usage with a small fare increase, and 20.3% indicated it would depend on the amount of the increase.
 - Respondents asked if they would support moving to the DayPASS system, with 46.5% supporting the transition, and 31.9% indicating a desire to maintain transfers. The remainder had no opinion.

Transfers vs Automatic DayPASS

Current policy: 90-Minute Transfer

Kelowna Transit allows riders to travel on the next connecting bus within 90 minutes of trip departure without an additional fare.

- Cash users receive a paper transfer from driver
- Paper transfer is difficult to validate for drivers
- Umo users have a transfer automatically applied

Proposed policy: Automatic DayPASS

Replacing transfers with automatic DayPASS which allows for unlimited rides all day, for two Single Ride fares

Umo Transfers March 2024 - March 2025



Proposed Fare Change

- BC Transit and staff have collaborated to produce a proposed fare change developed with the following considerations:
 - BC Transit Fare Guidelines
 - Comparable transit system fares
 - Average Single Ride Adult fare in Canada is **\$3.50**
 - Inflationary increases since the last fare increase in 2015
 - Bank of Canada's Inflation Calculator estimates a **\$2.50** fare in 2015 would be equivalent to **\$3.24** in 2025
 - Public engagement results
 - Local cost recovery target
 - Kelowna Regional Transit has a set cost recovery goal of 35%
 - Financial and ridership modelling

Balance funding

Attract and retain
ridership

Consider affordability

Proposed Fare Structure

Fare Product		Existing Fares	Proposed Fares
Single Ride		\$2.50	\$3.00 (+20%)
DayPASS*		\$5.00	\$6.00 (+20%)
10 Rides	Adult	\$22.50	Discontinued
	Concession	\$20.25	
30 Day / Monthly Pass	Adult	\$70	\$80 (+14%)
	Concession**	\$45	\$55 (+22%)
Post-Secondary 30-Day Pass		\$55	\$65 (+18%)
Post-Secondary Semester Pass		\$176	\$208 (+18%)
5-Tickets (handyDART)	Adult	\$11.25	\$15 (+33%)
	Senior	\$10	\$15 (+50%)

*DayPASS-on-Board and Fare Capping to generate automatic DayPASS.

**Concession fare valid for youth aged 13-18 and persons 65 and over.

Quantitative Analysis	2024/2025 Actuals	Estimated Impact
Total Fare Revenue	\$7,026,024	\$8,174,795
Revenue Increase	-	\$1,148,771 (+16.4%)
Ridership Change	6,540,465	6,585,233 (+0.68%)
Cost Recovery	31%	31%

Regional Partner Impacts

Quantitative Analysis	Regional Partner	Recommended Change
Total Fare Revenue Impact	City of Kelowna	+\$957,845
	City of West Kelowna	+\$109,363
	Westbank First Nation	+\$32,969
	District of Lake Country	+\$38,598
	District of Peachland	+\$8,156
	Regional District of Central Okanagan	+\$1,838

Pre-Paid Fare Programs



- **U-PASS**

- U-PASS gives students at partnering post-secondary institutions (UBCO) unlimited access to travel on all Kelowna Regional transit services during their enrolled term.
- Gives transit systems guaranteed income as most students will be enrolled. The fee for a U-PASS is included in a student's tuition payment.
- If a fare increase is approved, UPASS fees increase can be issued, requiring student body approval.
 - UBCO requires one year notice of fare increase (August 15th deadline)
 - Student referendum would need to approve increase
 - If approved, UPASS rate would increase as of Sept 1, 2026

Pre-Paid Fare Programs

EcoPASS

- A transit fund created via a bulk purchase discount that can be used by a variety of groups
- Secure stable revenue in the form of pre-purchased fare revenue
- Administered by BC Transit through Umo

Transit Fund	Discount %
\$5,000	5.00%
\$10,000	5.50%
\$20,000	6.00%
\$30,000	6.50%
\$40,000	7.00%
\$50,000	7.50%
\$100,000	10.00%
\$150,000	12.50%
\$200,000	15.00%

- Examples:
 - Property developers establish a transit fund for occupants of residential buildings to access to satisfy TDM programs
 - Conferences create a transit fund for attendees to access
 - Employers provide transit fund available to all employees
 - Social services agencies can use it to provide transit access for their target audience until the fund is extinguished

Fare Review Timeline

Winter 2025

- February 10 - March 10th: Survey Engagement Live

Spring 2025

- Options Development and Staff Consultation

Summer 2025

- July 8: Peachland Council
- July 15: Lake Country Council
- July 17: RDCO Board
- July 21: COK Council
- July 22: West Kelowna Council
- July 7: Westbank FN Council
-

August 2025

- Notify UPASS Agreements for price increase 12 months in advance

Fall 2025

- Marketing campaign to notify riders

October 1, 2025

- Fare change in-effect



Report Recommendations

- Receive report for information
- Implement the proposed fare strategy including rate changes, DayPASS and EcoPASS, effective Oct 1, 2025.





Questions?

Report to Council



Date: July 21, 2025
To: Council
From: City Manager
Subject: Adaptive Signal Timing Trial
Department: Infrastructure Operations

Recommendation:

THAT Council receives, for information, the report from the Infrastructure Operations Department dated July 21, 2025, on the results of the Adaptive Signal Timing Trial;

AND THAT Council directs staff to further expand the Adaptive Signal Timing Project;

AND FURTHER THAT staff report back as the project progresses to include various corridors.

Purpose:

To receive the Adaptive Signal Timing Trail report and to direct staff to further expand this project across suitable corridors throughout the city and to report back.

Council Priority Alignment:

Transportation

Background:

In June 2025, the city concluded a 9-month pilot of Adaptive Signal Timing technology on Springfield Road (Leckie to Spall) using the NoTraffic System. Traffic signals at five consecutive intersections (Spall, Cooper, Dilworth/Benvoulin, Durnin, Leckie) were managed in real-time by the NoTraffic System. Signals typically utilize preprogrammed schedules. Performance was evaluated by comparing midweek travel data with the adaptive system active (June 10–12, 2025) against a baseline with standard timing (June 7–9, 2025). Travel times were measured using Google Maps data, capturing 40 samples per day between 6 AM and 10 PM. This methodology ensured an external and unbiased before-and-after comparison of corridor travel time performance.

Introduction:

Traditional traffic signal timing involves pre-set schedules where the duration of time allocated to different directions are based on historical traffic data and patterns. Separate timing plans for morning, afternoon and weekend periods reflect typical traffic patterns seen during these periods.

Traffic signal coordination is also used in some corridors and aligns the timing of traffic signals along a corridor to coordinate green lights between intersections, allowing more vehicles to travel through multiple intersections without stopping. This coordination is based on fixed schedules and estimated travel times between intersections with limited ability to adapt to real-time traffic conditions.

As technology has progressed over the past few years, adaptive signal timing has become a viable and affordable solution by means of combining the power of video processing, sensors and algorithms.

The result is that the control unit dynamically adjusts the traffic light phases based on real-time traffic data and can share this data with adjacent intersections to inform them what traffic flows are approaching.

This data processing capability within and between traffic signals allows the system to monitor traffic flow and optimize signal timings to reduce delays and make sequencing decisions to improve traffic movement in real time. For example, if a particular intersection experiences a sudden increase in traffic, the adaptive system can quickly allocate more green time to alleviate congestion. If traffic volumes are suddenly reduced in one direction, the system can reallocate additional time to where it's needed. This approach enhances overall traffic efficiency, reduces travel times, delay and emissions, without compromising traffic safety.

Discussion:

The Adaptive Signal Timing Trial delivered significant improvements in traffic flow along the Springfield corridor:

- **Faster Travel Times on Springfield:**
 - Drivers experienced measurably quicker trips. Averaged over the day, eastbound travel times dropped ~4% (about 20 seconds shorter per trip on average), and westbound times dropped ~1% (~4 seconds saved).
 - During the busiest afternoon period, eastbound Springfield was about 5% faster (23 seconds reduction during PM peak), and westbound saw savings up to 32 seconds in the midday period when congestion was previously worst.
 - Overnight and early-morning travel remained around 4.6–4.8 minutes end-to-end, essentially unchanged free-flow conditions, indicating the adaptive system had no negative effect on off-peak traffic. During uncongested periods, less change was expected.
 - These individual vehicles time savings are accumulated by the over 30-35,000 daily users of the Springfield corridor.
- **Less Delay and Stop-and-Go:** By allocating green time more efficiently, the system cut down on overall delays. Springfield's traffic delays were reduced at nearly all times of day. On average, Springfield drivers now spend significantly less time waiting at lights –equivalent to an estimated 39,000 hours of travel time saved per year across the corridor, which equals an annual reduction in emissions of 131.5 tonnes of CO₂^e. The afternoon peak benefited the most, with delay reduced

~5% for eastbound Springfield, while midday and Saturday improvements were also notable. These efficiency gains mean lower driver frustration and more predictable travel.

- Intersection Performance: All five signalized intersections saw overall improvement in delay, though gains varied by location. The largest benefits were concentrated at the busiest junctions
 - approximately 40% of the total delay reduction occurred at Springfield & Dilworth/Benvoulin
 - 30% reduction at Springfield & Cooper
 - 25% reduction at Springfield & Spall
 - In contrast, the smaller Springfield & Leckie intersection saw minimal change (<5% of savings).
 - Minor movements, like certain side-street left turns, occasionally saw small increases or mixed results, but these were limited in scale and did not outweigh the broader improvements.
 - Overall, every intersection operated more efficiently under adaptive control than before.
- Minimal Impact on Side Streets: Crucially, the main corridor gains were achieved without significant detriment to cross-street traffic. On average, cross-street delays increased only by about 2–5 seconds per vehicle, which is a small and acceptable trade-off for the substantial Springfield corridor benefits. Throughout the day, side-street wait times sometimes varied (small increases or decreases in the range of ± 5 –15 seconds). The most pronounced side-street impact observed was northbound on Benvoulin Rd at Springfield, which at certain times saw up to ~27 seconds of additional delay; however, its average increase over the day was just ~2 seconds per vehicle. In summary, cross-corridor traffic flow was only mildly affected, indicating the adaptive system struck a good balance between Springfield and side streets.
- All pedestrian crossings continued to be served normally. The report also noted no change in pedestrian wait times, meeting city guidelines.
- Broadly Consistent Trends: The pilot data showed consistent positive trends using both Google travel-time metrics and the NoTraffic System's internal measurements, with only negligible increases in delays where traffic was lighter. This reinforces confidence in the results' validity.

Recommendations:

Given the success of this pilot, staff recommend expanding the adaptive signal timing technology to additional corridors and intersections in a phased rollout. The pilot team has identified potential candidate locations for a "Step 2" expanded program in 2025–2026. Priority will be given to intersections and corridors with similar congestion patterns to maximize delay reduction benefits. Current Step 2 corridors under evaluation are:

- Springfield (Pandosa to Spall, including Baron Rd.), 7 intersections
- Spall / Enterprise (Spall / Bernard to Enterprise / Highway 33), 9 intersections
- Richter (Sutherland to Lakeshore), 4-7 intersections depending on analysis
- Various intersections/corridor portions across town based on delay data

Maximizing the efficiency of the existing infrastructure is the most cost-effective way to respond to the Council priority of traffic mobility. Advancements in traffic detection, computing power and communications have made this long-held concept effective and affordable. The trial results strongly support moving forward with a continued adaptive signal program. Council's continued support for smart transportation initiatives like these will help scale these wins citywide, delivering shorter travel times, lower vehicle emissions, and a better driving experience for Kelowna residents. In addition, this project will help to support growth and the development of housing in our urban areas, in alignment with work such as the in-progress Housing Accelerator Fund Transit Supportive Corridor Pilot Project.

Conclusion:

The adaptive signal trial on Springfield Road clearly achieved its objectives. Travel delays were reduced overall – significantly in the eastbound direction and modestly westbound. All major intersections saw improvements in vehicle flow. The net effect is a more efficient corridor, roughly 20–25 seconds saved per vehicle eastbound (4% quicker) and ~5 seconds saved westbound (1% quicker) on average, which translates to substantial time savings for the community with associated air quality improvement.

These benefits were realized without compromising side streets or pedestrian service, aside from very minor delays well within acceptable levels. This trial demonstrates that modern data driven signal control can effectively reduce congestion and improve travel reliability on busy urban corridors.

Internal Circulation:

Infrastructure Operations
Traffic Signals and Systems
Integrated Transportation
Transportation Engineering
Housing policy and Programs
Long Range Planning

Financial/Budgetary Considerations: Initial expansion of the trial to be funded by applicable grants, including the Housing Accelerator Fund, as per Finance/Planning dept guidelines.

Communications Comments:

Considerations not applicable to this report:

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Existing Policy:

Consultation and Engagement:

Submitted by: G Bos, Infrastructure Operations Department Manager

Approved for inclusion: M Logan, General Manager, Infrastructure

Adaptive Signal Timing Trial, Springfield Corridor

July 21, 2025

Introduction



Traditional vs Adaptive Signal Timing

- Traditional timing uses fixed schedules for traffic signals.
- Adaptive timing adjusts signal phases based on real-time traffic conditions.
- Fixed schedules often lead to inefficiencies during variable traffic.
- Adaptive systems improve flow by responding to congestion dynamically.
- Data-driven decisions enhance travel times in adaptive signal systems.

An aerial photograph of a city street, likely Springfield Road in Kelowna, showing traffic flow. Several yellow taxis and a white bus are visible, with green bounding boxes highlighting them. Pedestrians on the sidewalk are highlighted with yellow bounding boxes. The street is lined with buildings, and a crosswalk is visible in the upper left.

Methodology

Pilot Overview

The pilot lasted for 9 months, focusing on adaptive signal timing on the Springfield Road corridor. It aimed to enhance traffic flow using real-time data.

Key Intersections

Five key intersections were managed in real-time using the Adaptive System instead of fixed schedules, enhancing responsiveness to traffic conditions.

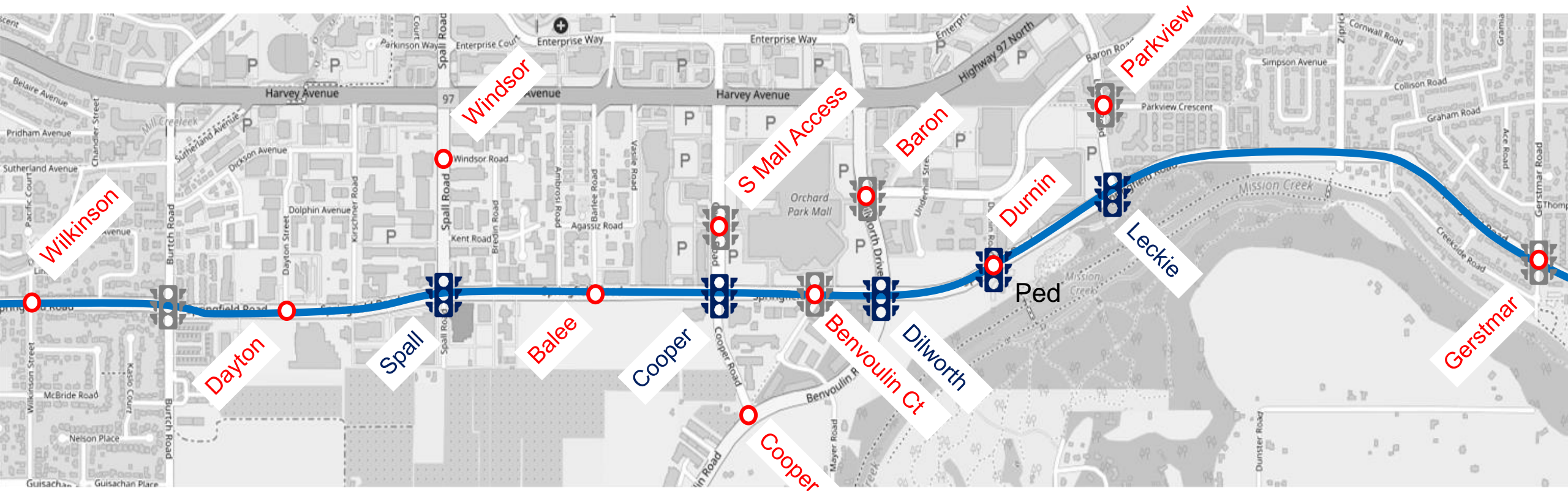
Data Evaluation

Performance was assessed by comparing travel data with adaptive systems against a baseline of standard timings, ensuring accurate results and a robust methodology was employed to ensure a fair before-and-after comparison of corridor performance.

Sample Collection

Travel times were collected using Google Maps data, with 4 samples taken per day between 6 AM and 10 PM for detailed analysis.

Corridor Placement & Data Points



Observed Improvements in Traffic Flow

Faster Travel Times

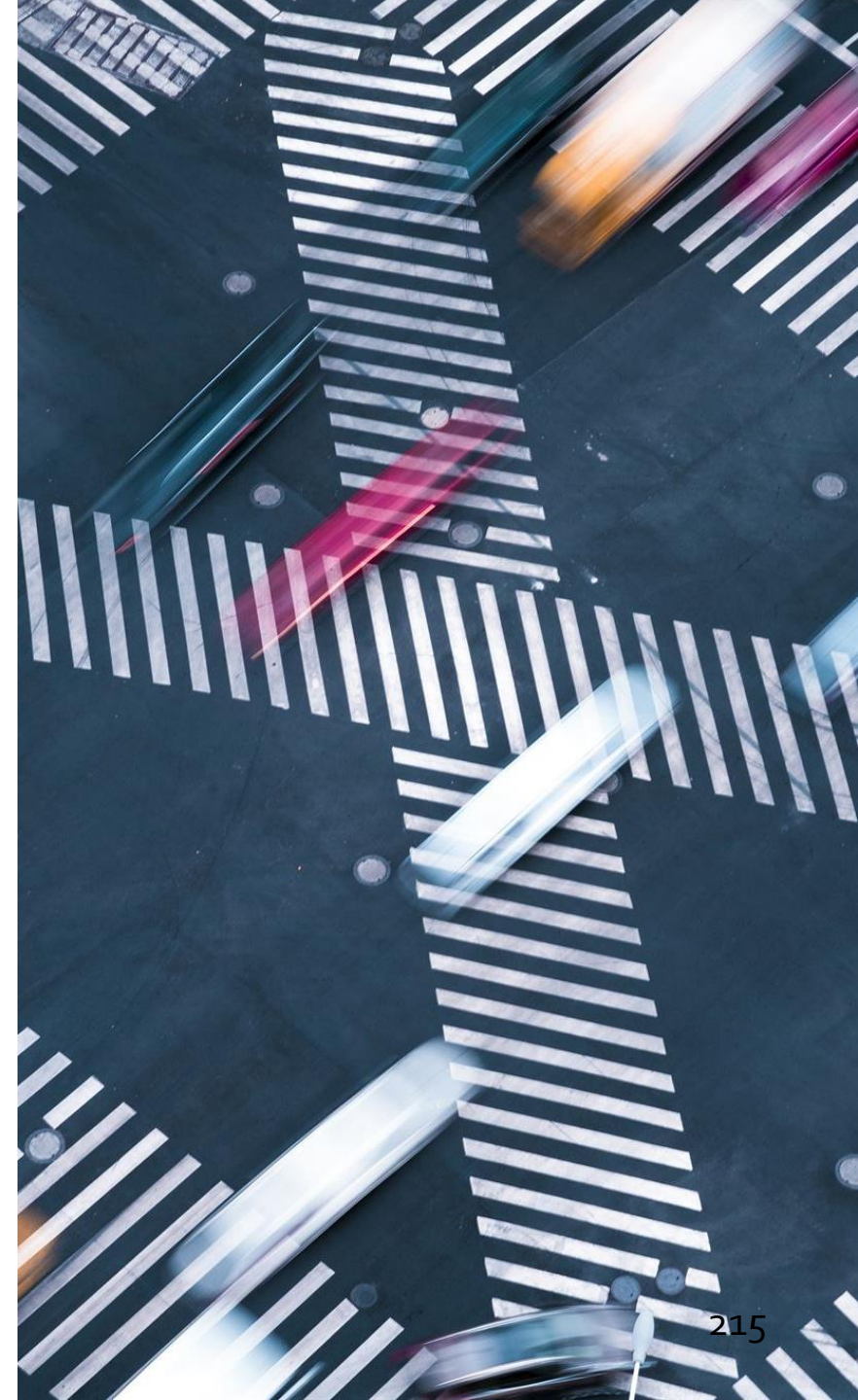
Drivers experienced quicker trips with an average reduction in eastbound travel times by about 20 seconds.

Peak Period Efficiency

During peak hours, the eastbound Springfield corridor became about 5% faster, yielding significant time savings.

Consistent Off-Peak Conditions

Overnight and early-morning travel times remain stable, indicating no negative impact on off-peak traffic flow.



Reduction in Delays and Stop-and-Go

Efficient Green Time Allocation

By optimizing green signal timing, the system significantly reduced traffic delays for Springfield drivers, enhancing overall flow.

Time Savings for Drivers

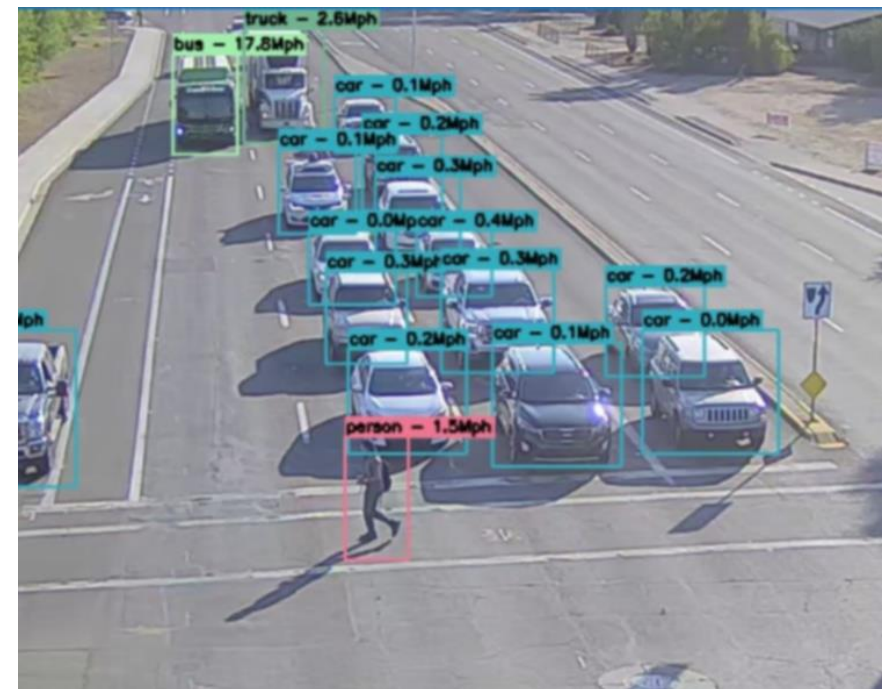
Springfield drivers now benefit from an estimated 39,000 hours of travel time saved annually, leading to improved travel efficiency.

Environmental Benefits

The reduction in delays results in lower emissions, with an estimated 131.5 tonnes of CO₂e reduced annually, contributing to a greener environment.

Improved Travel Predictability

With reduced stop-and-go traffic, drivers experience less frustration and more predictable travel times, enhancing overall satisfaction.



Intersection Performance

Overall Delay Improvement

All five signalized intersections showed an overall improvement in delay, enhancing traffic flow and efficiency.

Significant Reductions

The largest reductions in delay occurred at Springfield & Dilworth/Benvoulin, with a 40% decrease in delays.

Minor Changes Observed

Some minor movements, like certain left turns, saw small increases, but these were limited and did not affect overall improvements.



Consistency of Results

Positive Trend Confirmation

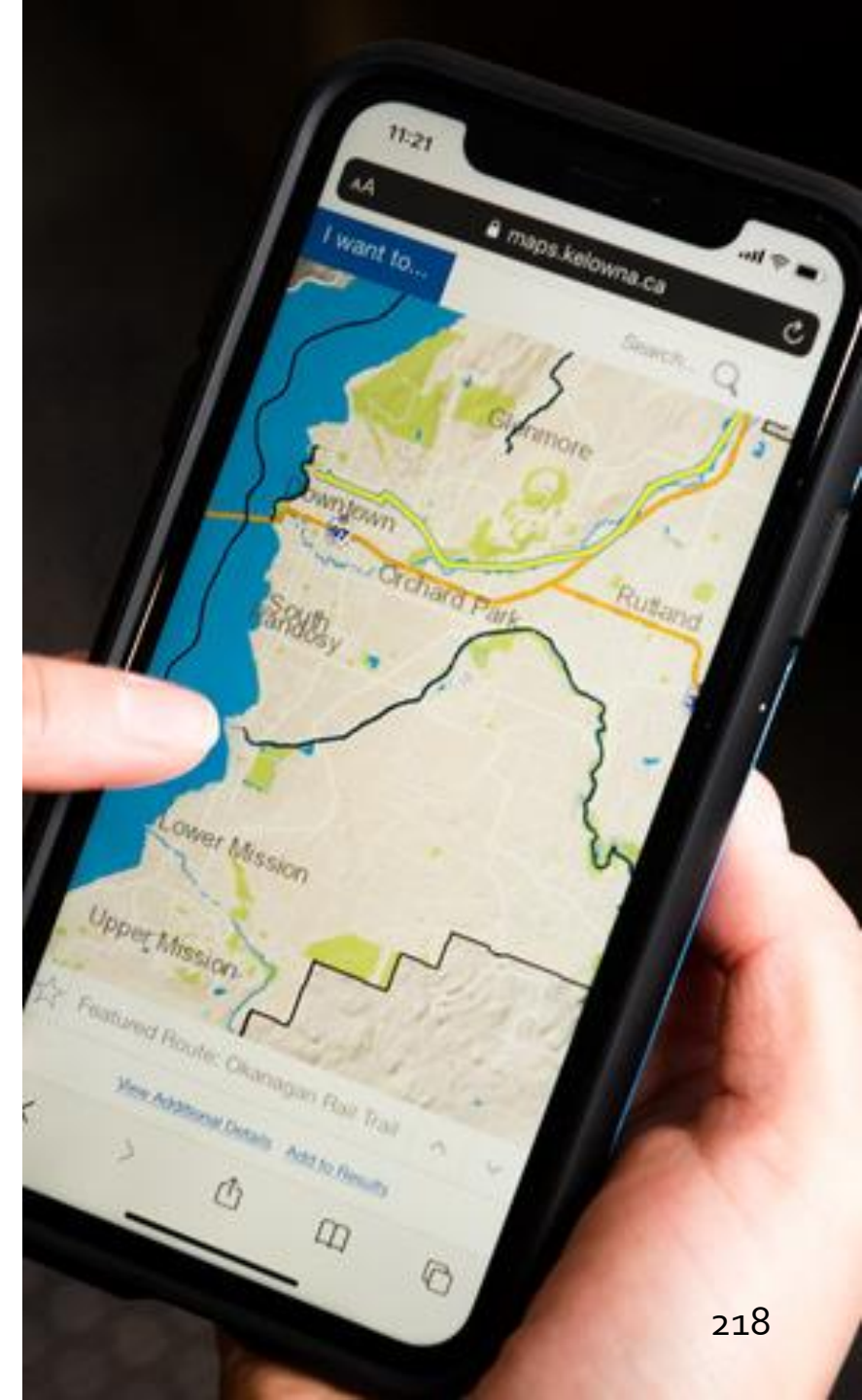
The pilot data showed consistent positive trends across both Google metrics and internal measurements, validating the findings.

Isolated Discrepancy

A minor discrepancy was noted with one specific movement, but this was an isolated case that did not affect overall results.

Overall Improvement

Both data sources confirmed that adaptive signals improved travel times significantly where it mattered most, enhancing efficiency.



Detailed Results

AM Peak

Intersection	MOS Delay (sec/veh)			Dashboard Delay (sec/veh)			
	After	Before	Change	After	Before	Change	
Spall	11	9	-22%	31.65	26.44	-20%	
Cooper	9	10	+10%	19.95	26.88	+26%	
Dilworth	16	17	+6%	28.21	31.66	+11%	
Durnin	2	2	0%	5.47	7.15	+23%	
Leckie	11	9	-22%	16.17	12.8	-26%	

PM Peak

Intersection	MOS Delay (sec/veh)			Dashboard Delay (sec/veh)			
	After	Before	Change	After	Before	Change	
Spall	15	13	-15%	39.95	38.91	-3%	
Cooper	15	17	+11%	38.32	57.01	+33%	
Dilworth	24	23	-4%	52.91	61.99	+15%	
Durnin	1	1	0%	3.59	3.8	+6%	
Leckie	12	15	+20%	17.9	21.47	+17%	

All day (24-hr)

Intersection	MOS Delay (sec/veh)			Dashboard Delay (sec/veh)			
	After	Before	Change	After	Before	Change	
Spall	10	10	-0%	35.08	42.46	+17%	
Cooper	9	10	+10%	30.32	39.67	+24%	
Dilworth	15	15	0%	35.86	41.39	+13%	
Durnin	1	1	0%	3.88	5.3	+27%	
Leckie	9	9	0%	16.0	18.19	+12%	

Summary of Results

Overall Travel Delay Reduction

The trial successfully reduced travel delays, significantly improving eastbound travel times and modestly for westbound traffic.

Improved Vehicle Flow

Major intersections experienced improved vehicle flow, contributing to a more efficient corridor for all motorists.

Community Benefits

The time savings of 20-25 seconds per vehicle eastbound, along with improved reliability, benefits the community significantly.

Minimal Impact on Side Streets

The pilot effectively improved traffic without compromising side streets or pedestrian service, ensuring minor delays were acceptable.



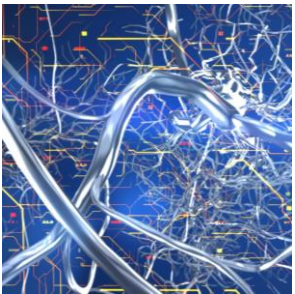
Recommendations for Expansion

Expansion Plan



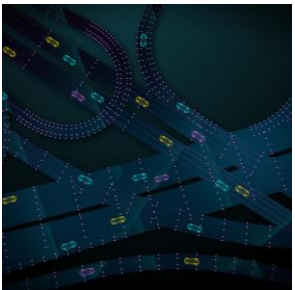
Phased Rollout

The expansion will be conducted in a phased rollout to ensure smooth implementation and monitoring of adaptive signal technology.



Candidate Locations

Potential candidate corridors for the next phase focusing on high-congestion areas as well as single intersections and exploring opportunities for cross corridor coordination trials



Congestion Patterns

Priority will be given to areas with similar congestion patterns to maximize the effectiveness of the technology.

Review and Fine-Tuning

Reviewing Inconsistencies

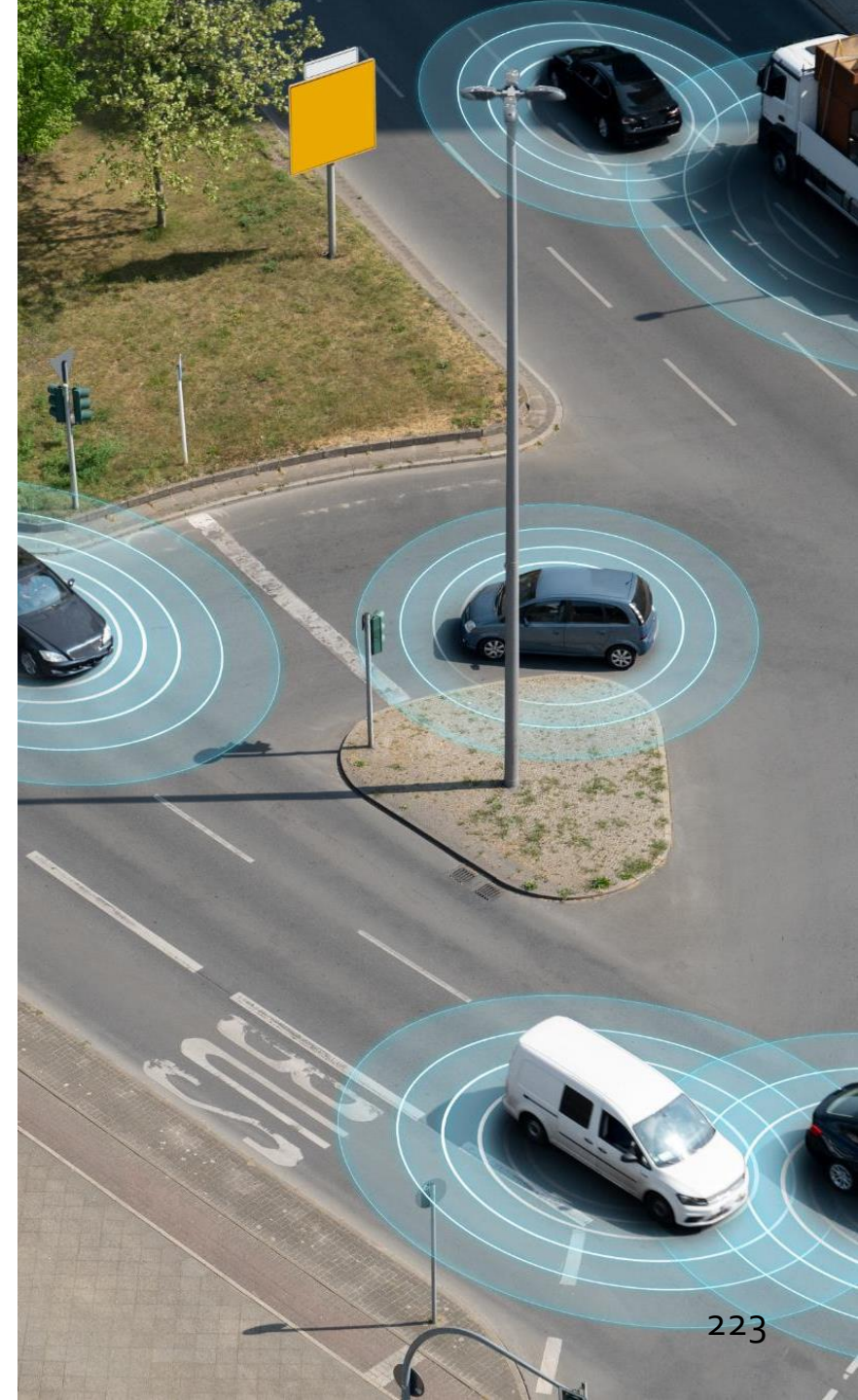
Minor inconsistencies in traffic flow will be critically analyzed and fine-tuned before further expansion.

Adaptive Signal Implementation

The adaptive signal pilot implementation is a cost-effective strategy for improving traffic flow and reducing delays and emissions.

Support for Smart Transportation

Continued council support for smart transportation will help scale improvements citywide, benefiting all residents.



Questions?

