

City of Kelowna

Regular Council Meeting

AGENDA



Monday, March 13, 2017
1:30 pm
Council Chamber
City Hall, 1435 Water Street

Pages

1. Call to Order

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

2. Confirmation of Minutes

3 - 5

PM Meeting - March 6, 2017

3. Report

3.1 Mission Creek Restoration Initiative Award

6 - 7

To advise that the City has received an award from UBCM.

4. Development Application Reports & Related Bylaws

4.1 757 Raymer Road, Z17-0005 - Daniel Joinson

8 - 17

To consider rezoning the subject property from the RU1 – Large Lot Housing zone to the RU2 – Medium Lot Housing zone to facilitate a future subdivision.

4.2 757 Raymer Road BL11368 (Z17-0005) - Daniel Joinson

18 - 18

To give Bylaw No. 11368 first reading in order to rezone the subject property from the RU1 - Large Lot Housing zone to the RU2 - Medium Lot Housing zone to facilitate a future subdivision.

5. Non-Development Reports & Related Bylaws

5.1 Complimentary Downtown Parking for 2017 Small Shop Promotion Days 19 - 21

To obtain approval from Council to provide complimentary on-street parking in the downtown area on two (2) dates in 2017.

5.2 Heritage Review 22 - 34

To provide Council with an update on the conclusion of the Heritage Governance Review process.

5.3 Downtown Kelowna Association 2017 Budget 35 - 49

To authorize the 2017 levy on Class 5 light industry and Class 6 business / other properties located within the Downtown Business Improvement area.

5.4 Uptown Rutland Business Association 2017 Budget 50 - 60

To authorize the 2017 levy on Class 5 light industry and Class 6 business/other properties located within the Uptown Rutland Business Improvement Area.

5.5 Volume 2 - Carryover, 2016 Financial Plan 61 - 168

To present the Volume 2 - Carryovers for Council approval and inclusion in the 2017 Financial Plan.

5.6 Regional Growth Strategy: Draft Priority Projects Plan 169 - 224

To present the Draft Regional Growth Strategy (RGS) Priority Projects Plan to Council for information purposes and to build understanding of the identified projects for the next five years.

6. Mayor and Councillor Items

7. Termination



City of Kelowna Regular Council Meeting Minutes

Date: Monday, March 6, 2017
 Location: Council Chamber
 City Hall, 1435 Water Street

Members Present Deputy Mayor Mohini Singh, Councillors Maxine DeHart, Ryan Donn, Gail Given, Tracy Gray, Brad Sieben and Luke Stack

Members Absent Mayor Colin Basran, Councillor Charlie Hodge

Staff Present Deputy Mayor Mohini Singh; Deputy City Clerk, Karen Needham, Community Planning Department Manager, Ryan Smith*; Urban Planning Manager, Terry Barton*; Planner, Adam Cseke*; Cultural Services Manager, Sandra Kochan*; Legislative Coordinator (Confidential), Arlene McClelland

(* denotes partial attendance)

1. Call to Order

Deputy Mayor Singh called the meeting to order at 1:32 p.m.

Deputy Mayor Singh advised that the meeting is open to the public and all representations to Council form part of the public record. A live audio and video feed is being broadcast and recorded by CastaNet and a delayed broadcast is shown on Shaw Cable.

2. Confirmation of Minutes

Moved By Councillor Stack/Seconded By Councillor DeHart

R166/17/03/06 THAT the Minutes of the Regular Meetings of February 27, 2017 be confirmed as circulated.

Carried

3. Development Application Reports & Related Bylaws

3.1 700 Swordy Road - Z17-0009 & TA17-0003 - FORTISBC Ltd

Staff:

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

Moved By Councillor Given/Seconded By Councillor Sieben

R167/17/03/06 THAT Zoning Bylaw Text Amendment Application No. TA17-0003 to amend City of Kelowna Zoning Bylaw No. 8000 as outlined in the Report from the Community Planning Department dated March 6th 2017 be considered by Council;

THAT Rezoning Application No. Z17-0009 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of a portion of Part of Lot 2 Outlined Red on Plan A917 District Lot 134 ODYD Plan 2864, located at 700 Swordy Rd, Kelowna, BC from the A1 - Agriculture zone to the P4 - Utilities zone, as shown as Map A" attached, be considered by Council

AND THAT the Zone Amending Bylaw & the Text Amendment Bylaw be forwarded to a Public Hearing for further consideration.

AND FURTHER THAT final adoption of the Zone Amending Bylaw & the Text Amendment Bylaw be subsequent to the following:

The outstanding conditions identified in Attachment "A" associated with the report from the Community Planning Department dated March 6th 2017.

Carried

3.2 BL11364 (TA17-0003) - Section 16 - Public and Institutional Zones

Moved By Councillor DeHart/Seconded By Councillor Stack

R168/17/03/06 THAT Bylaw No. 11364 be read a first time.

Carried

3.3 BL11365 (Z17-0009) - 700 Swordy Road - FORTISBC Inc.

Moved By Councillor Stack/Seconded By Councillor DeHart

R169/17/03/06 THAT Bylaw No. 11365 be read a first time.

Carried

4. Bylaws for Adoption (Development Related)

4.1 4125 & 4193 Gordon Dr, BL11318 - Thomson Farm House and Tobacco Barn on G. Thomson Farm Heritage Designation Bylaw

Moved By Councillor Donn/Seconded By Councillor Gray

R170/17/03/06 THAT Bylaw No. 11318 be adopted.

Carried

4.2 4125 & 4193 Gordon Dr, BL11319 (HRA16-0002) - Colin Thomson

Moved By Councillor Donn/Seconded By Councillor Given

R171/17/03/06 THAT Bylaw No. 11319 be adopted.

Carried

4.3 160 Hwy 33 W, BL11334 (Z16-0020) - 661682 BC Ltd

Moved By Councillor Donn/Seconded By Councillor Given

R172/17/03/06 THAT Bylaw No. 11334 be adopted.

Carried

5. Non-Development Reports & Related Bylaws

5.1 2017 Organization Development Grants

Staff:

- Provided an overview of the revised guidelines for the 2017 Organization Development grants and responded to questions from Council.

Moved By Councillor Donn/Seconded By Councillor DeHart

R173/17/03/06 THAT Council receives for information the report of the Cultural Services Manager dated March 6, 2017 regarding 2017 Organization Development Grants;

AND THAT Council approves the 2017 Guidelines for the Organization Development Grant program as proposed in the report of the Cultural Services Manager dated March 6, 2017.

Carried

6. Mayor and Councillor Items

Councillor Donn:

- Spoke to the collaboration by the Kelowna Jaycees and Kasugai Sister Association on the upcoming Kelowna Sushi and Sake Festival in May 2017.

Councillor Gray:

- Spoke to upcoming International Women's Day on Wednesday, March 8th.

Councillor Sieben:

- Spoke to his attendance at the Devour Event this past Saturday and gave kudos to the event organizers.

Councillor DeHart:

- Spoke to the upcoming Okanagan Mission Residents Association meeting that city staff will be attending.
- Spoke to the success of the Salvation Army, Thrifty Fashionista, Fashion show.

Councillor Stack:

- Spoke to his attendance at the Homeless System Serving Conference lead by the City and noted the spirit of cooperation among service providers coordinating their efforts.

- Deputy Mayor Singh:

- Spoke to her attendance at the Walk in Her Shoes Challenge this past weekend.

7. Termination

This meeting was declared terminated at 1:57 p.m.

Deputy Mayor

/acm



Deputy City Clerk

REPORT TO COUNCIL



Date: March 13, 2017

RIM No. 1228-07

To: City Manager

From: Community Planning Department (TC)

Subject: Species and Ecosystems at Risk Local Government Working Group Award

1.0 Background

The Species and Ecosystems at Risk Local Government Working Group is a collection of 160 municipal, regional and provincial governments who are interested in: joining conservation efforts to protect plants and animals and their habitats; facilitating discussions across sectors about species and ecosystem protection; and collaborating on species and ecosystems issues.

Since its formation in 2009, the Working Group has been working together to find ways to protect species and ecosystems at risk on private and local government lands. Membership now includes approximately 90 local governments in British Columbia.

2.0 Species and Ecosystems at Risk Local Government Working Group Award

At a recent symposium held in Victoria on January 31st and February 1st of this year, Victoria Mayor Lisa Helps announced the peer-nominated awards for 6 local governments who demonstrated exemplary work on Species and Ecosystems at Risk related projects.

I am pleased to advise Council that the City of Kelowna's involvement with the Mission Creek Restoration Initiative has been recognized with an award.

The Mission Creek Restoration Initiative is a multi-phase, multi-stakeholder partnership formed officially in 2008 to restore natural functions to the lower sections of Mission Creek. The primary goal of the project is to restore fish and wildlife stocks and habitat. Complementary objectives are to conserve and expand biodiversity and species at risk, to improve flood protection, and to inspire and support community stewardship.

Mission Creek's ecological integrity has been degraded due to channelization and diking undertaken since the 1950s to prevent flooding. This has adversely affected fish and wildlife and their breeding, rearing, and overwintering habitats. Annual kokanee stocks, as one example, have since declined dramatically from about one million fish in the 1940s to about 30,000 in 1996 and 16,000 in 2010. Other

species at risk include Western Screech Owls, Grasshopper Sparrows, Painted Turtles, Spotted Bats, Whitethroated Swifts, Black Cottonwood, and Great Blue Heron.

The first phase of the Mission Creek project completed in 2016 has had a significant impact with renaturalizing floodplain function by realigning a 500-metre section of dike on the south side of the creek between Casorso Road and Gordon Drive. Fish and wildlife habitat have also been increased by restoring important habitat features including meanders, pools, and overhead cover by enhancing habitat within the expanded floodplain. These new habitat features will increase rearing areas for kokanee and rainbow trout, and includes areas of refuge from high temperatures during summer low-flow periods and from predators. This includes increased gravel stability within a section of Mission Creek that provides the most valuable kokanee spawning habitat within the entire watershed, as well as improvements to riparian habitat for a wide range of wildlife species.

Report prepared by:

Todd Cashin, Suburban & Rural Planning Manager

Reviewed by: Ryan Smith, Community Planning Department Manager

Approved for Inclusion: Derek Edstrom, A/Divisional Director, Community Planning & Real Estate

REPORT TO COUNCIL



Date: March 13, 2017

RIM No. 1250-30

To: City Manager

From: Community Planning Department (EW)

Application: Z17-0005 **Owner:** Daniel James Joinson

Address: 757 Ramer Rd **Applicant:** Integrity Services Inc.

Subject: Rezoning Application

Existing OCP Designation: S2RES – Single/ Two Unit Residential

Existing Zone: RU1 – Large Lot Housing

Proposed Zone: RU2 – Medium Lot Housing

1.0 Recommendation

THAT Rezoning Application No. Z17-0005 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot A District Lot 358 ODYD Plan 26557, located at 757 Raymer Rd, Kelowna BC from the RU1 – Large Lot Housing zone to the RU2 – Medium Lot Housing zone be considered by Council;

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

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

AND FURTHER THAT final adoption of the Zone Amending Bylaw be considered subsequent to the requirements of the Development Engineering Branch being completed to their satisfaction.

2.0 Purpose

To consider rezoning the subject property from the RU1 – Large Lot Housing zone to the RU2 – Medium Lot Housing zone to facilitate a future subdivision.

3.0 Community Planning

Community Planning Staff support the application as the proposed rezoning to the RU2 zone is supported by the OCP S2RES Future Land Use Designation. Density of the neighbourhood has been modestly increasing as there are recent examples of RU1c – Large Lot Housing with Carriage House, RU2 – Medium Lot Housing, and RU6 – Two Dwelling Housing properties within the surrounding area. Rezoning the

subject parcel to the RU2 zone will continue the density increase trend. Rezoning to support a future two-lot subdivision is also consistent with the OCP's permanent growth boundary policies which direct urban uses to lands within the urban portions of the City as well as the OCP's urban infill policies which aim to maximize the use of existing infrastructure and develop energy efficient settlement patterns.

In fulfillment of Council Policy No. 367, the applicant submitted a Neighbour Consultation Summary Form outlining that neighbours within 50 m of the subject property were notified.

4.0 Proposal

4.1 Project Description

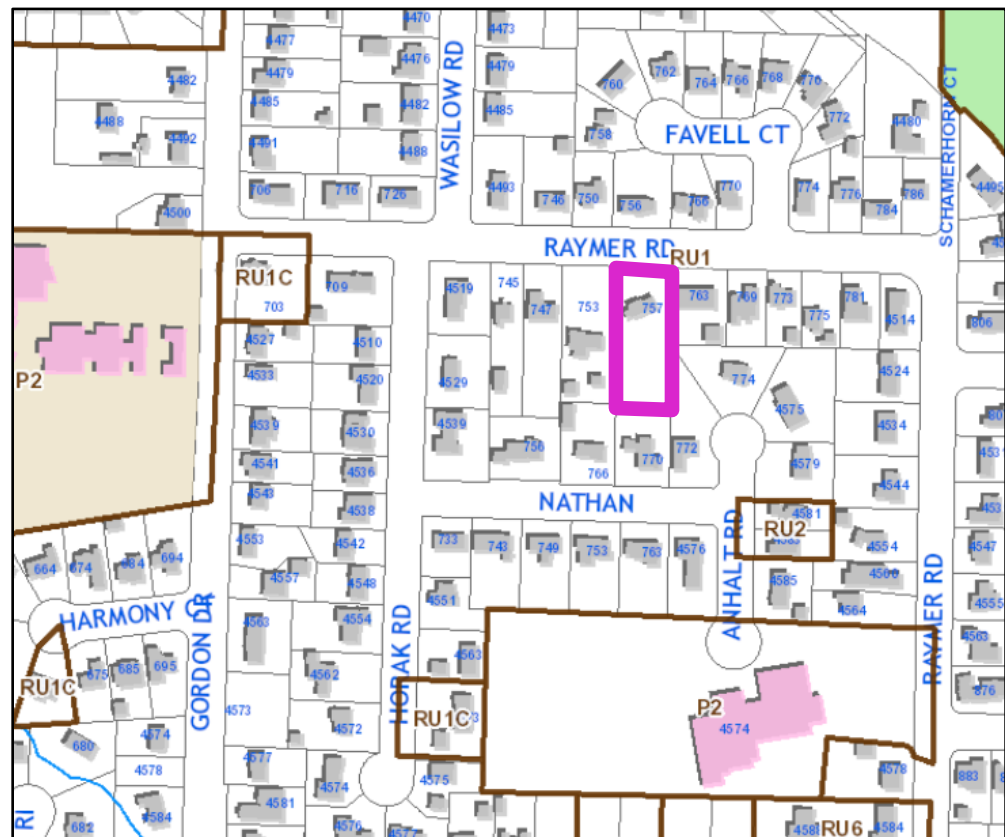
The applicant proposed rezoning the subject property to the RU2 – Medium Lot Housing zone. The rezoning will facilitate a future two-lot subdivision. All servicing and technical considerations will be managed through the subdivision application.

4.2 Site Context

The subject property is in the North Okanagan Mission city sector, in a suburbanized neighbourhood characterize by single family dwellings. The property is within the Permanent Growth Boundary. Specifically, adjacent land uses are as follows:

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

Subject Property
Map: 757 Raymer Rd



4.3 Zoning Analysis Table

Zoning Analysis Table		
CRITERIA	RU ₂ ZONE REQUIREMENTS	PROPOSAL
Existing Lot/Subdivision Regulations		
Lot Area	400 m ²	> 1162 m ²
Lot Width	13.0 m	> 15.0 m
Lot Depth	30.0 m	> 76.0 m

5.0 **Current Development Policies**5.1 Kelowna Official Community Plan (OCP)

Future Land Use - Single/Two Unit Residential (SRES)¹. Single detached homes for occupancy by one family, single detached homes with a secondary suite or carriage house, semi-detached buildings used for two dwelling units, modular homes, and those complementary uses (i.e. minor care centres, minor public services / utilities, and neighbourhood parks), which are integral components of urban neighbourhoods. This designation applies to suburban hillside areas where slopes are over 20%. Subdivisions on hillsides over 20% slope will be required to rezone to a hillside zone.

Chapter 5 - Development Process

Compact Urban Form.² Develop a compact urban form that maximizes the use of existing infrastructure and contributes to energy efficient settlement patterns. This will be done by increasing densities (approximately 75 - 100 people and/or jobs located within a 400 metre walking distance of transit stops is required to support the level of transit service) through development, conversion, and re-development within Urban Centres (see Map 5.3) in particular and existing areas as per the provisions of the Generalized Future Land Use Map 4.1.

Sensitive Infill.³ Encourage new development or redevelopment in existing residential areas to be sensitive to or reflect the character of the neighbourhood with respect to building design, height and siting.

6.0 **Technical Comments**6.1 Building & Permitting Department

- Demolition Permit required for the existing house
- Development Cost Charges should be paid for at time of subdivision

6.2 Development Engineering Department

- See Attachment 'A' Memorandum dated February 10, 2017.

¹ City of Kelowna Official Community Plan (Future Land Use Chapter).

² City of Kelowna Official Community Plan, Policy 5.3.2 (Development Process Chapter).

³ City of Kelowna Official Community Plan, Policy 5.22.6 (Development Process Chapter).

6.3 Fire Department

- The Fire Department has no issues with the zoning change

6.4 FortisBC - Electric

- There are FortisBC Inc (Electric) ("FBC(E)") primary distribution facilities along Raymer Road. To date, arrangements have not been completed to meet the requirements to service the proposed subdivision. The applicant is responsible for costs associated with changes to the proposed lots' existing service, if any, as well as the provision of appropriate land rights where required. Otherwise, FBC(E) has no concerns with this circulation.

7.0 **Application Chronology**

Date of Application Received: January 16, 2017

Date Public Consultation Completed: February 1, 2017

Report prepared by: Emily Williamson, Planner I

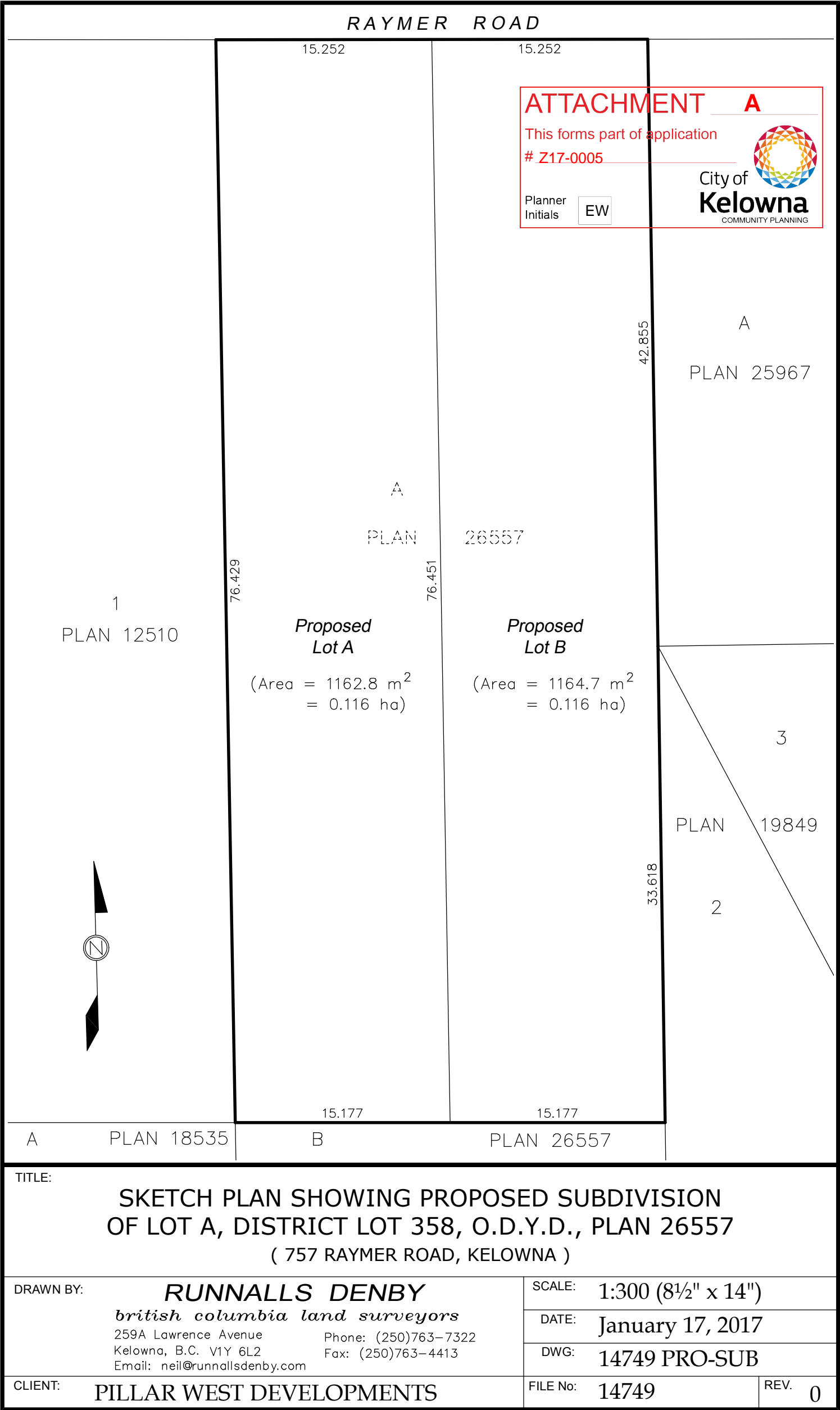
Reviewed by: Terry Barton, Urban Planning Manager

Approved for Inclusion: Ryan Smith, Community Planning Manager

Attachments:

Attachment 'A' – Proposed Subdivision Plan

Attachment 'B' – Development Engineering Memorandum dated February 10, 2017



CITY OF KELOWNA
MEMORANDUM

ATTACHMENT B	
This forms part of application # <u>Z17-0005</u>	
Planner Initials	<div style="border: 1px solid black; padding: 2px; display: inline-block;">EW</div>
 City of Kelowna <small>COMMUNITY PLANNING</small>	

Date: February 10, 2017
File No.: S17-0009
To: Community Planning (EW)
From: Development Engineering Manager (SM)
Subject: Subdivision Application – PLR Requirements

LOCATION:	757 Raymer Road
APPLICANT:	Integrity Services Inc
LEGAL:	Lot A Plan 26557

WORKS AND SERVICES REQUIREMENTS

The City's Development Engineering Department will handle the Works & Services requirements identified below between time of Preliminary Layout Review (PLR) and application for Subdivision Approval. Arrangements for construction must be made before making application for Final Approval of a subdivision plan. The Development Engineering Technologist for this project is Sergio Sartori. The following Works & Services are required for this subdivision:

.1) General

The postal authorities must be contacted to determine whether or not a "community mailbox" will be utilized. Please contact the Canadian Post Corporation, Delivery Services, P.O. Box 2110, Vancouver, B.C. V6B 4Z3 (604) 662-1381 in this regard.

.2) Geotechnical Report

- (a) Provide a geotechnical report prepared by a Professional Engineer competent in the field of hydro-geotechnical engineering to address the items below: NOTE: The City is relying on the Geotechnical Engineer's report to prevent any damage to property and/or injury to persons from occurring as a result of problems with soil slippage or soil instability related to this proposed subdivision.
The Geotechnical reports must be submitted to the Development Services Department for distribution to the Development Engineering Branch and Inspection Services Division prior to submission of Engineering drawings or application for subdivision approval.
 - (i) Area ground water characteristics, including any springs and overland surface drainage courses traversing the property. Identify any monitoring required.

- (ii) Site suitability for development.
- (iii) Site soil characteristics (i.e. fill areas, sulphate content, unsuitable soils such as organic material, etc.).
- (iv) Any special requirements for construction of roads, utilities and building structures.
- (v) Recommendations for items that should be included in a Restrictive Covenant.
- (vi) Recommendations for roof drains, perimeter drains and septic tank effluent on the site.
- (vii) Any items required in other sections of this document.

.3) Water

- a) The property is located within the City of Kelowna service area.
- b) The existing PVC water service will need to be upgraded to current standard and a new water service can be provided at the applicant's cost prior to subdivision approval. The applicant will be required to sign a Third Party Work Order for the cost of the new service requirements. For estimate inquiry's please contact Sergio Sartori at ssartori@kelowna.ca or phone 250-469-8589.

.4) Sanitary Sewer

- a) The existing 100mm diameter service will be utilised to service proposed lot A.
- b) A new sanitary service can be provided at the applicant's cost prior to subdivision approval. The applicant will be required to sign a Third Party Work Order for the cost of the new service requirements. For estimate inquiry's please contact Sergio Sartori at ssartori@kelowna.ca or phone 250-469-8589.

.5) Drainage

- a) The property is located within the City of Kelowna drainage service area. The Subdivision, Development and Servicing Bylaw requires that each lot be provided with an individual connection; however, the City Engineer may permit use of individual ground water disposal systems, where soils are suitable. For on-site disposal of drainage water, a hydrogeotechnical report will be required complete with a design for the disposal method (i.e. trench drain / rock pit). The Lot Grading Plan must show the design and location of these systems for each lot.
- b) The development is required to contain and dispose of site generated storm drainage on the site by installing a ground recharge system designed by the consulting civil engineer. The existing lot does not presently have a storm drainage service.

ATTACHMENT B

This forms part of application
Z17-0005

Planner
Initials

EW

City of
Kelowna
COMMUNITY PLANNING



.6) Roads

- a) Raymer Road frontage must be upgraded to a full urban standard including curb, gutter, sidewalk, fillet pavement, street lights, storm drainage system, landscaped boulevard and adjustment and/or re-location of existing utility appurtenances if required to accommodate this construction.

.7) Power and Telecommunication Services and Street Lights

- a) If the existing area is served by overhead wiring, the service connections may be provided overhead provided that there are no new poles required and service trespasses will not be created. If either of these conditions is not satisfied, then underground service will be required for that lot.
- b) Streetlights must be installed on all roads.
- c) Make servicing applications to the respective Power and Telecommunication utility companies. The utility companies are required to obtain the City's approval before commencing construction.
- d) Before making application for approval of your subdivision plan, please make arrangements with Fortis for the pre-payment of applicable charges and tender a copy of their receipt with the subdivision application for final approval.
- e) Re-locate existing poles and utilities, where necessary. Remove aerial trespass (es).

.8) Other Engineering Comments

- a) Provide all necessary Statutory Rights-of-Way for any utility corridors required, including those on proposed or existing City Lands.
- b) If any road dedication affects lands encumbered by a Utility right-of-way (such as B.C. Gas, etc.) please obtain the approval of the utility prior to application for final subdivision approval. Any works required by the utility as a consequence of the road dedication must be incorporated in the construction drawings submitted to the City's Development Manager.
- c) Only the service upgrades must be completed at this time. The City wishes to defer the remainder of the upgrades to Raymer Road fronting this development. Therefore, cash-in-lieu of immediate construction is required and the City will initiate the work later, on its own construction schedule.

Item	Cost
Drainage	\$ 5,489.00
Curb &Gutter	\$ 3,809.00
Sidewalk	\$ 4,761.00
Street Lighting	\$ 1,028.00
Landscape Boulevard	\$ 1,143.00
Road Fillet	\$ 3,199.00

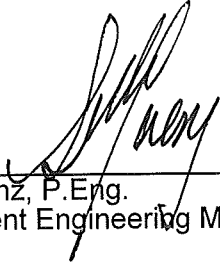
ATTACHMENT B	
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 City of Kelowna <small>COMMUNITY PLANNING</small>	

Total

\$19,429.00

.9) Charges and Fees

- a) Development Cost Charges (DCC's) are payable
- b) Fees per the "Development Application Fees Bylaw" include:
 - i) Survey Monument Fee: **\$50.00** (\$50.00 per newly created lot GST exempt).
 - ii) Survey Monument, Replacement Fee: \$1,200.00 (GST exempt) – only if disturbed.
- c) A hydrant levy charge of **\$250.00** (250.00 per new lot).
- d) New water services for the two new lots; **to be determined.**
- e) New sanitary service for the Lot B; **to be determined.**
- f) The City wishes to defer the construction of frontage improvements on Raymer Road which is premature at this time. Therefore, cash-in-lieu of immediate construction is required and the City will initiate the work later, on its own construction schedule. The cash-in-lieu amount is determined to be **\$19,429.00**



Steve Muenz, P.Eng.
Development Engineering Manager

SS

ATTACHMENT		B
This forms part of application # Z17-0005		
Planner Initials	EW	 City of Kelowna <small>COMMUNITY PLANNING</small>

CITY OF KELOWNA

MEMORANDUM

Date: February 10, 2017
File No.: Z17-0005

To: Community Planning (EW)

From: Development Engineering Manager (SM)

Subject: 757 Raymer Road

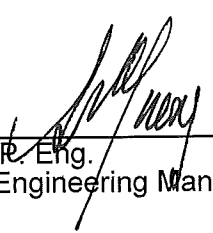
RU1 to RU2

Development Engineering has the following comments and requirements associated with this application.

1. General

Road frontage improvements are triggered by this rezoning application. The requirements include curb and gutter, sidewalk storm drainage system and pavement widening. Also required is a landscaped boulevard, street lighting and the re-location or adjustment of utility appurtenances if required to accommodate the upgrading construction. The cost of this construction is at the applicant's expense.

The proposed redevelopment includes the subject parcel being subdivided into two lots. A subdivision application will require service upgrades that include the installation of additional services. The work will require road cuts and boulevard and pavement restoration. Development Engineering is prepared to defer the requirements of the rezoning to the subdivision stage.



Steve Muenz, R. Eng.
Development Engineering Manager

SS

ATTACHMENT B

This forms part of application
Z17-0005

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City of
Kelowna
COMMUNITY PLANNING



CITY OF KELOWNA
BYLAW NO. 11368
Z17-0005 – 757 Raymer Road

A bylaw to amend the "City of Kelowna Zoning Bylaw No. 8000".

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

1. THAT City of Kelowna Zoning Bylaw No. 8000 be amended by changing the zoning classification of LotA, District Lot 358, ODYD, Plan 26557 located on Raymer Road, Kelowna, B.C., from the RU1 – Large Lot Housing zone to the RU2 – Medium Lot Housing zone.
2. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first time by the Municipal Council this

Considered at a Public Hearing on the

Read a second and third time by the Municipal Council this

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk

Report to Council



Date: March 13, 2017
File: 1862-01
To: City Manager
From: D. Duncan, Manager, Parking Services
Subject: Complimentary Downtown Parking for 2017 Small Shop Promotion Days

Recommendation:

THAT Council receives, for information, the report from the Manager, Parking Services, dated March 13, 2017, with respect to no-charge downtown parking on two (2) days in 2017;

AND THAT Council approves waiving on-street parking fees in the downtown area on the following two (2) dates:

Saturday, April 8, 2017
Saturday, October 21, 2017.

Purpose:

To obtain approval from Council to provide complimentary on-street parking in the downtown area on two (2) dates in 2017.

Background:

In 2016, Council approved complimentary on-street parking in support of the "Small Shop Promotion" initiative, at the request of the Downtown Kelowna Association (DKA). Off-street parking in City-owned parking lots is currently no charge on Saturdays, with the exception of boat launch lots and special events (generally occurring in the evening).

The Downtown Kelowna Association has requested the City's approval for complimentary downtown on-street parking again this year.

Financial/Budgetary Considerations:

Total estimated impact on downtown parking reserve contribution - \$9,400 (Downtown on-street revenues in January 2017 averaged \$4,700 per day)

External Agency/Public Comments:

Request letter received from the Executive Director of the Downtown Kelowna Association.

Communications Comments:

Press release will be issued to notify the public

Considerations not applicable to this report:

Internal Circulation
Legal/Statutory Authority
Legal/Statutory Procedural Requirements
Existing Policy
Personnel Implications
Alternate Recommendation

Submitted by: D. Duncan, Manager, Parking Services

Approved for inclusion: D. Edstrom, Director, Strategic Investments

Attachment: 1. Letter received from Peggy Athans, Executive Director, Downtown Kelowna Association

cc: T. Wilson, Corporate Communications Supervisor

DOWNTOWN KELOWNA

January 26, 2017

Dave Duncan
City of Kelowna
435 Water Street
Kelowna, BC V1Y 1J4

Re: Free Saturday Parking on 2017 Small Shop days

Dear Dave Duncan,

Please accept this letter as our formal request to offer free Saturday parking in Downtown Kelowna to our visitors in conjunction with Downtown Kelowna's Small Shop promotion.

Downtown Kelowna recognizes that small businesses play a vital role in Kelowna's local economy by providing jobs and preserving the Downtown neighbourhood. As a result, the Downtown Kelowna Association will be organizing two (2) Downtown Kelowna Small Shop promotional days in 2017 to promote shopping local, supporting small businesses and the local economy, as well as raise awareness for Downtown.

We would like to request complimentary Downtown Kelowna parking for the two (2) promotional days: Saturday, April 8, 2017 and Saturday, October 21, 2017. This is an important value added initiative for our Downtown merchants during this promotion. We appreciate the City's support and approval on this very important program.

Please do not hesitate to call if you have any questions or concerns. Thank you in advance for your time and attention to this request.

Sincerely,



Peggy Athans EXECUTIVE DIRECTOR

Cc: Councillor Maxine Dehart

Report to Council



Date: March 13, 2017
File: 0615-20
To: City Manager
From: Lauren Sanbrooks, Planner II, Policy & Planning
Subject: Heritage Review

Recommendation:

THAT Council receives, for information, the report from the Policy & Planning Department dated March 13, 2017, with respect to the Heritage Governance Review.

Purpose:

To provide Council with an update on the conclusion of the Heritage Governance Review process.

Background:

In March 2015, Council directed staff to move forward with a Heritage Governance Review to ensure that heritage management in Kelowna is being undertaken in an efficient, effective and coordinated manner between all parties involved. The Heritage Review was a three-phase process involving several stakeholders and City staff. The City would like to acknowledge and thank the many individuals and organizations who took part in this process for their contributions and dedication.

This report will highlight the Heritage Governance Review process to date, the conclusion of the process, the direction moving forward, as well as the ongoing heritage initiatives and successes from 2016.

Overview:

The direction for this review was based on the vision, goals and policies established in Kelowna's Heritage Strategy 2007-2016, 2030 Official Community Plan, and 2012-2017 Cultural Plan, as well as the Standards and Guidelines for the Conservation of Historic Places in Canada (2012). The vision of the Heritage Strategy is that:

Kelowna will be a viable and strong community that balances growth with support for the protection of our distinctive and authentic natural, cultural and built heritage

assets through: diverse partnerships; heritage incentives; and integrated and innovative approaches to heritage conservation, community development and public awareness.

One of the directions in the Heritage Strategy is to enhance partnerships, relying on a shared management approach involving cooperation and consultation between partners. This is particularly important to make efficient and effective use of limited financial and human resources.

Kelowna's heritage sector is involved in many valuable heritage management activities; however, the sector has not been able to leverage its limited resources to the extent necessary to achieve our collective heritage objectives. This stems from a lack of clarity around roles, mandates and the benefits of partnerships.

The Heritage Review was initiated to bring together heritage stakeholders to look at individual mandates, roles and responsibilities, governance, and funding and opportunities to streamline efforts through governance opportunities and collaboration.

An overview of the Heritage Review Process is described below.

Phase 1 - Heritage Review Advisory Committee (HRAC)

The HRAC consisted of nine key stakeholders, including representatives from heritage organizations, a First Nation, Tourism Kelowna, and three members of the public at large with relevant professional expertise. In May and June 2015, three HRAC meetings were led by City staff with the assistance of an independent facilitator. Through discussion of the governance challenges related to delivering heritage management activities and consideration of possible alternative governance models, the HRAC agreed on a long-term vision for a Heritage Council governance model. Under this structure, all of the independent heritage organizations still exist, but funding and strategic planning support would be through the establishment of a new not-for-profit Heritage Council at arm's length from the City. While consensus from the stakeholders on the Heritage Council model was reached at this stage, the Heritage Council had yet to be established.

Phase 2 - Understanding Roles and Responsibilities

In fall 2015, staff met with several heritage and community organizations¹ to discuss the proposed Heritage Council model and to better understand the roles and responsibilities of groups that are connected to heritage matters in Kelowna. The Community Heritage Committee was also reinstated under the new title Heritage Advisory Committee, whose primary role is to review and advise on major heritage-related development applications.

¹ Community Organizations included: Central Okanagan Heritage Society (COHS), West Bank First Nation, Tourism Kelowna, the former Community Heritage Committee, Kelowna Museums Society (KMS), Friends and Residents of the Abbott Street Heritage Conservation Area Society (FRAHCAS), Kelowna South-Central Association of Neighbourhoods (KSAN), and the Okanagan Chinese Canadian Association (OCCA). Staff also contacted, but were unable to arrange meetings with, the Okanagan Historical Society (OHS) and French Cultural Centre.

Phase 3 - Implementation (Steering Committee & Strategic Planning)

Phase 3 - Implementation commenced in January, 2016 and concluded in December, 2016.

In the first part of the Phase 3, a Heritage Council Steering Committee (Steering Committee) was formed and tasked with job of refining the Heritage Council's (Network²) mandate, understanding the roles and responsibilities, as well as creating a strategic plan, a funding plan and a transition plan. City staff engaged the services of an experienced not-for-profit management consultant (Vantage Point) who led the strategic planning process. The consultant met with the Steering Committee on four separate occasions: March 22, 2016, April 12, 2016, May 17, 2016, and June 7, 2016, and prepared a 2017-2019 Heritage Network Strategic and Transition Plan.

At the final December Steering Committee meeting, City staff and the Steering Committee determined that the creation of a Heritage Network right now would be too much change, too soon. At this time, there are outstanding concerns with regards to limited resources and capacity, and City staff and the heritage organizations are not confident that a new organization would be successful at this time. Over the course of this Heritage Governance Review, approximately 1300 staff hours have been dedicated to accomplish the original objective of this project. However, given the aforementioned challenges, the formation of a Heritage Network requires a unified reorganization and collaboration on behalf of the community heritage organizations. It is recommended that until these community organizations are favorably positioned, the City's role should remain focused on formulating heritage policy, ensuring development applications adhere to the heritage conservation guidelines, and utilizing resources (where available) for heritage asset management.

Conclusion of Heritage Review and Proposed New Direction:

At that same meeting, staff proposed a new direction for the Steering Committee, which would occur outside of the Heritage Review. Staff proposed that the heritage organizations take on a heritage project in order to achieve the original objectives of the Heritage Review, all while working together to find a solution for an already identified community heritage priority project. These objectives include: mandate and resource alignment, clarity on roles and responsibilities, increased emphasis on fundraising, continued/strengthened communication and coordination between heritage organizations.

The anticipated result of this project would include a high-level plan for a recognized community asset, in addition to achieving the aforementioned objectives. It is possible that this project could act as a stepping stone to the realization of the desired outcome of a Heritage Network.

Next Steps - Proposed Project Opportunity:

The Heritage Governance Review is now complete. While the Heritage Review did not see to the realization of an operational Heritage Network, it created a forum within which various organizations could begin to tackle the governance challenges that were identified in 2015.

² The Steering Committee recommended that the title "Heritage Council" be changed to "Heritage Network".

The proposed project opportunity would be led and supported by the heritage organizations, with facilitation support from the City. The project would be informed and guided by the baseline knowledge gathered during the Heritage Review, with an objective to improve heritage management in Kelowna. The project would bring value to the community as a whole by amplifying the potential of a high profile heritage asset, such as the Father Pandosy Mission site. Other potential opportunities that stem from the project include, but are not limited to:

- Representation of additional groups under the heritage ‘umbrella’
- Promotion of heritage tourism
- Increased coordination and collaboration among heritage groups and with the City
- Improved management of an important heritage asset
- Increased awareness in the community
- Diversified funding sources (e.g. fundraising, fees, donations, sponsorships)
- Aligned roles and responsibilities with organizational mandates (and vice versa)

Ongoing Heritage Initiatives:

The City values, respects and celebrates built, cultural and natural heritage³ and recognizes that it is a major contributor to our community's identity, character and sense of place.

Kelowna's heritage is reflected in the buildings, neighbourhoods and landscapes from the earlier eras. These are the homes, work spaces, and community gathering places created by the people who shaped and developed the city of Kelowna.

With that, the City promotes a number of ongoing heritage-related initiatives in order to identify, maintain and protect the community's heritage resources. These initiatives include:

- Heritage management policies and regulations for development
 - The 2030 Official Community Plan
 - The Heritage Procedures Bylaw No. 11185
 - The Heritage Strategy
- Protection of heritage conservation areas
 - The Abbott Street and Marshall Street Heritage Conservation Areas - Guidelines
- Recognition and identification of properties with heritage value
 - Kelowna Heritage Register
- Promotion of heritage conservation
 - City of Kelowna Heritage Grants Program
- Promotion of restoration, rehabilitation and maintenance of heritage buildings

³ Heritage is used to describe anything with heritage value: the aesthetic, historic, scientific, cultural, social or spiritual importance or significance for past, present and future generations. The heritage value of a historic place is embodied in its character-defining materials, forms, location, spatial configurations, uses and cultural associations or meanings (The Standards and Guidelines for the Conservation of Historic Places in Canada, 2010).

- Heritage Building Tax Incentive Program - Council Policy No. 318
- Protection and restoration of City-owned heritage assets
 - Heritage Asset Management Strategy

In addition to the above-mentioned initiatives, 2016 saw some additional successes in terms of heritage restoration and rehabilitation.

- Idea Fair & Request for Proposal (RFP) for the Cameron House - The City gathered input for the community to identify activities and uses that are compatible with the heritage building and the surrounding neighbourhood. A RFP process followed the public engagement.
- Partnership Opportunity with Worman Commercial for the Surtees Barn and Surtees Homestead - The goal of the partnership is to work towards restoration of the Surtees property by rehabilitating the existing buildings and protecting the character of the site in a fashion that showcases its heritage and park value.
- Heritage Procedures Bylaw Update - The bylaw was updated to reflect current heritage application procedures in respect of bylaws, agreements and permits.
- Heritage Advisory Committee - The Committee was established with a new Terms of Reference and a focus on reviewing major heritage-related development applications. To date, the Committee has reviewed and advised on 10 applications.

Conclusion:

Despite the fact the outcome changed from what was initially proposed in the Heritage Review process, there were still a number of lessons learned along the way. In addition to the increased communication that developed through the process, a higher level of trust was established between the heritage organizations and the City. Moreover, representation of additional groups under the heritage 'umbrella' were brought to the table and opportunities for diversified funding sources were discussed.

The City will continue to promote heritage-related initiatives as well as work with the heritage organizations in order to identify, promote, maintain and protect the community's heritage resources.

Internal Circulation:

Divisional Director, Community Planning & Strategic Investments
 Divisional Director, Active Living & Culture
 Cultural Services Manager, Cultural Services
 Parks & Buildings Planning Manager, Parks and Buildings Planning
 Planner II, Community Planning

Existing Policy:

Heritage Strategy 2007, Updated July 2015

Strategy 7: Enhance Partnerships. Enhance partnerships between the City and all aspects of community heritage, to achieve an inclusive, community-based approach to heritage.

2030 Official Community Plan

Policy 9.2.3 Financial Support. Continue to support the conservation, rehabilitation, interpretation, operation and maintenance of heritage assets through grants, incentives and other means.

2012-2017 Cultural Plan

Goal 4: Cultural Roots & Branches. Integrate heritage as part of cultural vitality.

Heritage Procedures Bylaw No. 11185

Considerations not applicable to this report:

Legal/Statutory Authority
Legal/Statutory Procedural Requirements
Financial/Budgetary Considerations
Personnel Implications
External Agency/Public Comments
Communications Comments
Alternate Recommendation

Submitted by:

L. Sanbrooks, Planner II

Approved for inclusion:



J. Moore, Long Range Policy Planning Manager, Policy & Planning

cc:

Divisional Director, Community Planning & Strategic Investments
Divisional Director, Active Living & Culture
Cultural Services Manager, Cultural Services
Parks & Buildings Planning Manager, Parks and Buildings Planning
Planner II, Community Planning



City of
Kelowna

HERITAGE GOVERNANCE REVIEW



HERITAGE REVIEW OBJECTIVES

Governance Challenges

- ▶ Overlapping and confusing mandates
- ▶ Organizational sustainability (funding & human resources)
- ▶ Public credibility gap

Objectives

- ▶ Align mandates with needs & resources
- ▶ Increase fundraising capacity
- ▶ Clarify relationships with City

HERITAGE REVIEW OBJECTIVES CONT.

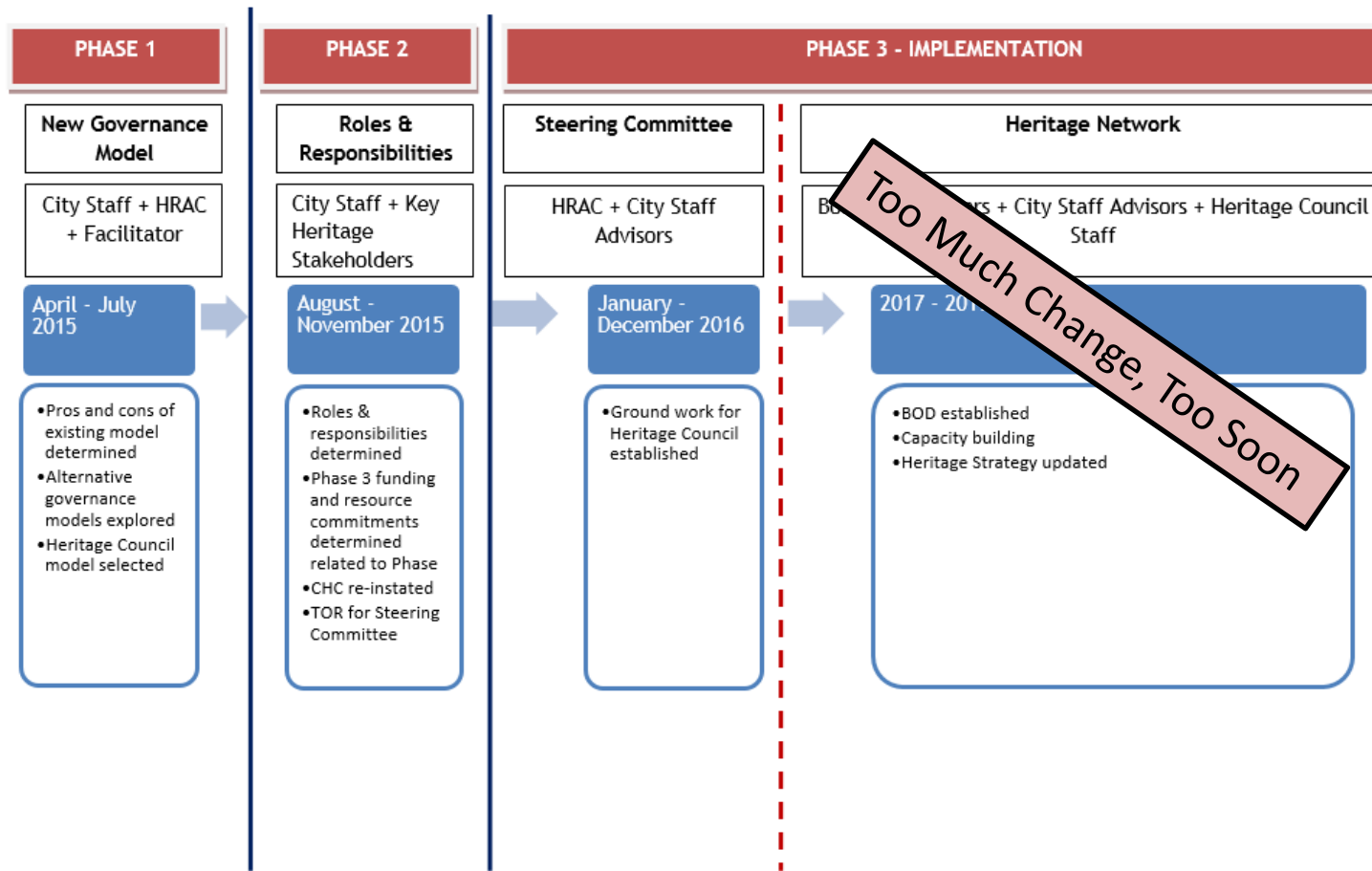
Governance Challenges

- ▶ Lack of coordination & communication (internal & external)
- ▶ Underrepresentation of cultural diversity

Objectives

- ▶ Continued coordination & communication between heritage organizations & with the City
- ▶ More inclusive definition of and approach to heritage

HERITAGE REVIEW TIMELINE



*At each major milestone, a report will be brought back to Council to determine next steps.

NEXT STEPS – NEW DIRECTION

- ▶ Heritage Governance Review complete
 - ▶ Proposed project opportunity
 - ▶ Ongoing heritage initiatives

ADDITIONAL 2016 SUCCESSES

- ▶ Idea Fair & Request for Proposal - Cameron House
- ▶ Partnership Opportunity - Surtees Barn and Surtees Homestead
- ▶ Heritage Procedures Bylaw Update
- ▶ Heritage Advisory Committee (HAC) established



CONCLUSION & LESSONS LEARNED

- ▶ Increased communication
- ▶ Higher level of trust
- ▶ Heritage 'umbrella' expanded
- ▶ Diversified funding sources

Report to Council



Date: March 13, 2017

File: 0280-04

To: City Manager

From: Matt Friesen, Accountant

Subject: DOWNTOWN KELOWNA ASSOCIATION 2017 BUDGET

Report Prepared by: Jay Jean, Accountant

Recommendation:

THAT Council approves the Downtown Kelowna Association 2017 Budget as outlined in the report of the Accountant dated March 13, 2017;

AND THAT Council approves the 2017 levy of \$857,398 on Class 5 and Class 6 properties located within the boundaries of the Kelowna Downtown Business Improvement Area.

Purpose:

To authorize the 2017 levy on Class 5 light industry and Class 6 business / other properties located within the Downtown Business Improvement area.

Background:

On September 30, 2013 Council approved the Kelowna Downtown Business Improvement Area Bylaw #10880. Bylaw #10880 established the local area (Refer to Schedule A) for the purpose of annually funding the activity of the Downtown Kelowna Association for a period of 5 years, 2014 to 2018. Council may approve the DKA's annual budget request to a maximum amount of \$887,407 per annum in order for the City to tax the affected properties within the improvement area boundary.

Attached is a copy of the 2016 Financial Statements as reviewed by KPMG LLP Chartered Professional Accountants, the Downtown Kelowna Association's 2017 Budget and a list of the Board of Directors for 2016/2017 (Refer to Schedule B).

City of Kelowna staff have not participated in or assisted the Downtown Kelowna Association in preparation of their annual budget.

A representative from the Downtown Kelowna Association will be present at the Council meeting to answer any questions.

Legal/Statutory Authority:

Council may, by bylaw, grant money to a corporation or other organization that has, as one of its aims, functions or purposes, the planning and implementation of a business promotion scheme, with the establishment of a Business Improvement Area in accordance with Division 5 Section 215 of the Community Charter.

Legal/Statutory Procedural Requirements:

Council may, by bylaw, impose a parcel tax in accordance with Division 4 Section 200 of the Community Charter to provide all or part of the funding for a service.

Considerations not applicable to this report:

Internal Circulation

Existing Policy

Financial/Budgetary Considerations

Personnel Implications

External Agency/Public Comments

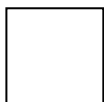
Communications Comments

Alternate Recommendation

Submitted by:

M. Friesen, Accountant

Approved for inclusion:



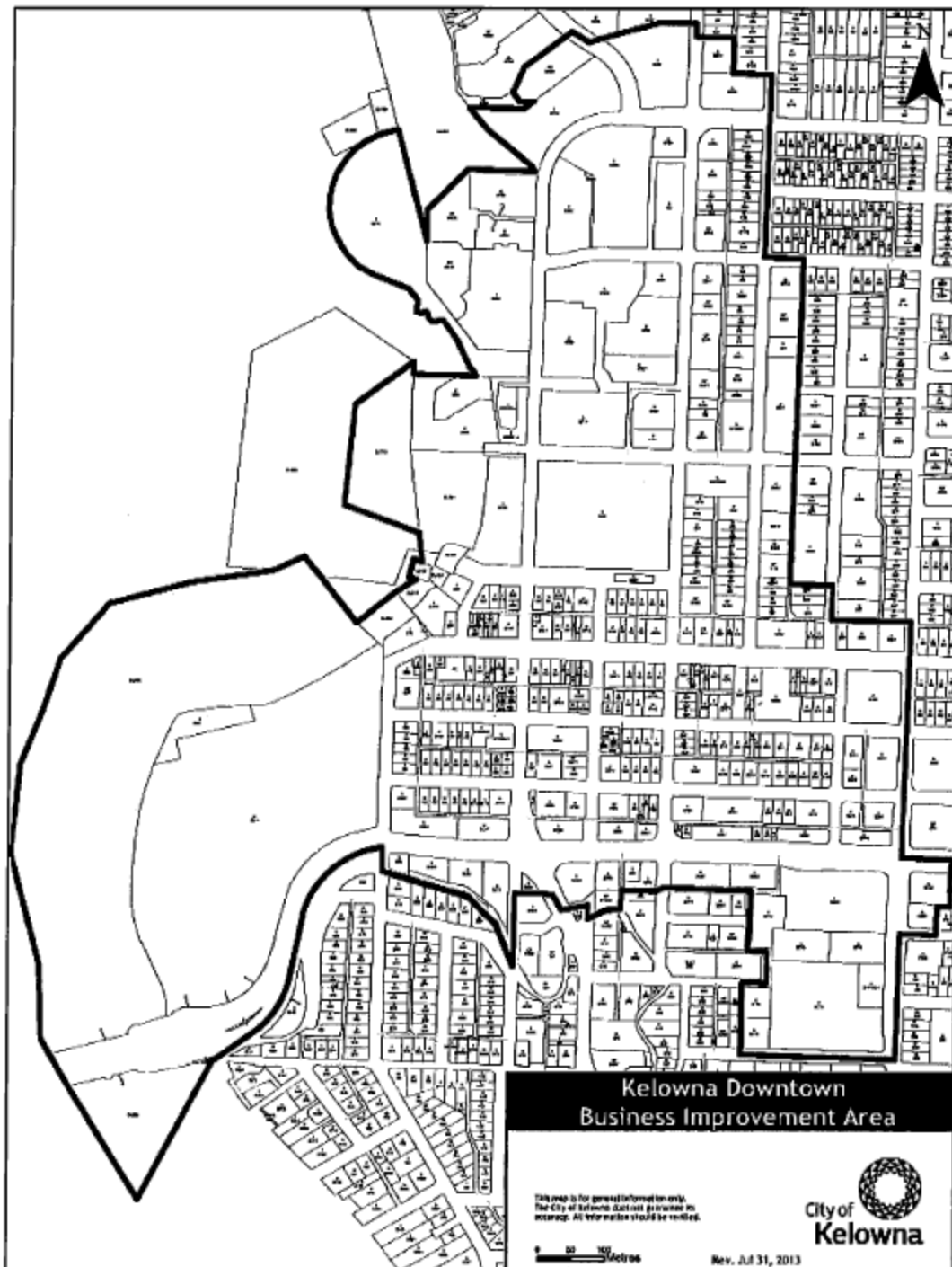
Genelle Davidson, Divisional Director, Financial Services

Attachments:

Schedule A – Kelowna Downtown Business Improvement Area Map

Schedule B – Downtown Kelowna Association Financials

SCHEDULE A - Map



Schedule B

Financial Statements of

**KELOWNA DOWNTOWN BUSINESS
IMPROVEMENT AREA SOCIETY**
(OPERATING AS DOWNTOWN KELOWNA ASSOCIATION)

Year ended December 31, 2016
(Unaudited)



KPMG LLP
200-3200 Richter Street
Kelowna BC V1W 5K9
Canada
Tel (250) 979-7150
Fax (250) 763-0044

REVIEW ENGAGEMENT REPORT

To the Members of Kelowna Downtown Business Improvement Area Society

We have reviewed the statement of financial position of Kelowna Downtown Business Improvement Area Society (Operating as Downtown Kelowna Association) (the "Society") as at December 31, 2016 and the statements of operations, changes in net assets and cash flows for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of enquiry, analytical procedures and discussion related to information supplied to us by the Society.

A review does not constitute an audit and, consequently, we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.

A handwritten signature in black ink that reads 'KPMG LLP'.

Chartered Professional Accountants

February 8, 2017

Kelowna, Canada

KELOWNA DOWNTOWN BUSINESS IMPROVEMENT AREA SOCIETY

(OPERATING AS DOWNTOWN KELOWNA ASSOCIATION)

Statement of Financial Position

December 31, 2016, with comparative information for 2015
(Unaudited)


	2016	2015
Assets		
Current assets:		
Cash	\$ 86,081	\$ 102,609
Restricted cash and cash equivalents	40,657	20,321
Accounts receivable	11,110	4,708
Prepaid expenses and deposits	12,993	14,759
	<u>150,841</u>	<u>142,397</u>
Capital assets (note 2)	39,629	75,887
	<u>\$ 190,470</u>	<u>\$ 218,284</u>

Liabilities and Net Assets

Current liabilities:		
Accounts payable and accrued liabilities	\$ 27,805	\$ 33,165
Current portion of long-term debt	17,805	17,114
	<u>45,610</u>	<u>50,279</u>
Long-term debt (note 3)	17,891	35,696
	<u>63,501</u>	<u>85,975</u>
Net assets:		
Invested in capital assets	3,933	23,077
Internally restricted	40,657	20,321
Unrestricted	82,379	88,911
	<u>126,969</u>	<u>132,309</u>
Commitments (note 4)		
	<u>\$ 190,470</u>	<u>\$ 218,284</u>

See accompanying notes to financial statements.

On behalf of the Board:

 Director

 Director

KELOWNA DOWNTOWN BUSINESS IMPROVEMENT AREA SOCIETY

(OPERATING AS DOWNTOWN KELOWNA ASSOCIATION)

Statement of Operations

Year ended December 31, 2016, with comparative information for 2015.

(Unaudited)

	2016	2015
Revenue:		
Membership levy	\$ 828,626	\$ 804,353
Downtown on call	45,000	45,000
Clean team	40,150	42,237
Events	37,663	38,813
Downtown concierge	11,058	11,249
Marketing and promotion	2,343	2,152
Interest	336	161
	965,176	943,965
Expenses:		
Amortization of capital assets	40,971	45,461
Business recruitment	6,450	7,335
Clean team	118,552	110,380
Communications	4,597	4,443
Downtown concierge	19,884	17,963
Downtown on call	222,250	216,192
Events	72,857	72,045
Insurance	7,882	8,025
Interest on long-term debt	1,395	1,922
Marketing and promotion	131,079	106,559
Office and administration	34,700	32,073
Professional development	6,765	7,147
Professional fees	8,559	14,188
Rent	28,425	26,933
Wages and benefits	266,150	250,654
	970,516	921,320
Excess (deficiency) of revenue over expenses	\$ (5,340)	\$ 22,645

See accompanying notes to financial statements.

KELOWNA DOWNTOWN BUSINESS IMPROVEMENT AREA SOCIETY
 (OPERATING AS DOWNTOWN KELOWNA ASSOCIATION)
 Statement of Changes in Net Assets

Year ended December 31, 2016, with comparative information for 2015.
 (Unaudited)

December 31, 2016	Invested in capital assets	Internally restricted	Unrestricted	Total
Net assets, beginning of year	\$ 23,077	\$ 20,321	\$ 88,911	\$ 132,309
Excess (deficiency) of revenue over expenses	(40,971)	336	35,295	(5,340)
Purchase of capital assets	4,713	-	(4,713)	-
Repayment of long-term debt	17,114	-	(17,114)	-
Transfers of net assets	-	20,000	(20,000)	-
Net assets, end of year	\$ 3,933	\$ 40,657	\$ 82,379	\$ 126,969

December 31, 2015	Invested in capital assets	Internally restricted	Unrestricted	Total
Net assets, beginning of year	\$ 50,656	\$ 20,160	\$ 38,848	\$ 109,664
Excess (deficiency) of revenue over expenses	(45,461)	161	67,945	22,645
Purchase of capital assets	1,441	-	(1,441)	-
Repayment of long-term debt	16,441	-	(16,441)	-
Net assets, end of year	\$ 23,077	\$ 20,321	\$ 88,911	\$ 132,309

See accompanying notes to financial statements.

KELOWNA DOWNTOWN BUSINESS IMPROVEMENT AREA SOCIETY

(OPERATING AS DOWNTOWN KELOWNA ASSOCIATION)
Statement of Cash Flows

Year ended December 31, 2016, with comparative information for 2015.
(Unaudited)

	2016	2015
Cash provided by (used in):		
Operating activities:		
Cash received from membership levies	\$ 828,626	\$ 804,353
Cash received from City of Kelowna	83,409	89,388
Cash received from other revenues	46,739	50,809
Cash paid to suppliers and employees	(931,744)	(873,984)
Interest paid	(1,395)	(1,922)
	25,635	68,644
Financing activities:		
Repayment of long-term debt	(17,114)	(16,441)
Investing activities:		
Transfer to restricted cash and cash equivalents	(20,336)	(161)
Purchase of capital assets	(4,713)	(1,441)
	(25,049)	(1,602)
Increase (decrease) in cash	(16,528)	50,601
Cash, beginning of year	102,609	52,008
Cash, end of year	\$ 86,081	\$ 102,609

See accompanying notes to financial statements.

KELOWNA DOWNTOWN BUSINESS IMPROVEMENT AREA SOCIETY

(OPERATING AS DOWNTOWN KELOWNA ASSOCIATION)

Notes to Financial Statements

Year ended December 31, 2016

(Unaudited)

Kelowna Downtown Business Improvement Area Society (operating as Downtown Kelowna Association) (the "Society") is a non-profit association, registered under the Society Act (British Columbia), of businesses and individuals whose purpose is to promote the downtown as a safe and desirable place to conduct business, live, work and play through the cooperative and collective efforts of its members and government. The Society is a non-profit organization under the Income Tax Act and, accordingly, is exempt from income taxes, provided certain requirements of the Income Tax Act are met.

1. Significant accounting policies:

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. The Society's significant accounting policies are as follows:

(a) Internally restricted net assets:

Internally restricted net assets consists of a contingency reserve established by the Board for approved expenses. The reserve is fully funded at all times and interest earned is retained within the reserve.

(b) Cash and cash equivalents:

Cash and cash equivalents includes cash and short-term, liquid instruments readily convertible into cash.

(c) Capital assets:

Capital assets are recorded at cost, less accumulated amortization. Contributed capital assets are recorded at fair value at the date of contribution. When Society's management determines that some or all of its capital assets no longer contribute to the Society's ability to carry out its operations, the carrying amount of the capital assets are written down to their residual value. Amortization is provided using the straight-line method and the following annual rates:

Asset	Rate
Equipment	10-30%
Furniture and fixtures	25%
Computer equipment	30%
Leasehold improvements	lesser of remaining lease term and 20%

KELOWNA DOWNTOWN BUSINESS IMPROVEMENT AREA SOCIETY

(OPERATING AS DOWNTOWN KELOWNA ASSOCIATION)

Notes to Financial Statements (continued)

Year ended December 31, 2016

(Unaudited)

1. Significant accounting policies (continued):

(d) Revenue recognition:

The Society follows the deferral method of accounting for contributions, which include membership levy and government grants. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount can be reasonably estimated and collection is reasonably assured.

(e) Contributed services:

Individuals and organizations contribute numerous volunteer hours each year to assist the Society in carrying out its operations. Because of the difficulty in determining the fair value of the contributed services, they are not recognized in these financial statements.

(f) Use of estimates:

The preparation of the financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Significant items subject to such estimates and assumptions include the useful lives of the Society's capital assets. Actual results could differ from those estimates.

(g) Financial instruments:

Financial instruments are recorded at fair value on initial recognition and subsequently recorded at cost or amortized cost, unless management has elected to carry the instruments at fair value. The Society has not elected to carry any such financial instruments at fair value. Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs, which are amortized using the straight-line method.

KELOWNA DOWNTOWN BUSINESS IMPROVEMENT AREA SOCIETY

(OPERATING AS DOWNTOWN KELOWNA ASSOCIATION)
Notes to Financial Statements (continued)

Year ended December 31, 2016
(Unaudited)

2. Capital assets:

			2016	2015
	Cost	Accumulated amortization	Net book value	Net book value
Equipment	\$ 185,812	\$ 157,550	\$ 28,262	\$ 63,225
Furniture and fixtures	40,012	35,281	4,731	5,824
Computer equipment	4,734	2,588	2,146	552
Leasehold improvements	8,981	4,491	4,490	6,286
	<u>\$ 239,539</u>	<u>\$ 199,910</u>	<u>\$ 39,629</u>	<u>\$ 75,887</u>

3. Long-term debt:

	2016	2015
City of Kelowna sidewalker sweeper acquisition loan, payable in monthly instalments of \$1,374, including interest at 3.5%, due December 2018	\$ 31,505	\$ 46,823
Tenant improvement loan, non-interest bearing and payable in monthly instalments of \$150, due April 2019	4,191	5,987
	<u>35,696</u>	<u>52,810</u>
Less current portion due within the next fiscal year	17,805	17,114
	<u>\$ 17,891</u>	<u>\$ 35,696</u>

Scheduled principal payments on long term debt to maturity are as follows:

2017	\$ 17,805
2018	17,292
2019	599
	<u>\$ 35,696</u>

KELOWNA DOWNTOWN BUSINESS IMPROVEMENT AREA SOCIETY

(OPERATING AS DOWNTOWN KELOWNA ASSOCIATION)

Notes to Financial Statements (continued)

Year ended December 31, 2016

(Unaudited)

4. Commitments:

The Society leases its office space under an operating lease, expiring April 30, 2019. The lease terms provide for base annual rent of \$16,596 plus additional lease costs for common area costs, utilities, property taxes and management fees. The total base annual rent over the remaining lease term totals approximately \$38,700.

5. Financial risks:

(a) Economic dependence:

The Society collects its member levies revenue through a by-law with the City of Kelowna pursuant to which the levies are collected through the property tax system and the Society receives annual federal and municipal funding from current programs. Future operations of the Society depend on the continuation of this revenue and renewal of this by-law. The current by-law was renewed for a five year term, expiring December 31, 2018.

(b) Liquidity risk:

Liquidity risk is the risk that the Society will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The Society manages its liquidity risk by monitoring its operating requirements. The Society prepares budget and cash forecasts to ensure it has sufficient funds to fulfill its obligations. There has been no change to the risk exposures from 2015.

**DOWNTOWN KELOWNA BUSINESS IMPROVEMENT AREA SOCIETY
2017 BUDGET**

	2017 Budget	2016 Year End
Revenue		
Membership Levy	857,398	828,626
Downtown On Call	45,000	45,000
Downtown Clean Team	50,000	40,150
Events	36,500	37,663
Downtown Concierge	11,000	11,058
Marketing and Promotions	2,200	2,343
Interest	165	336
	1,002,263	965,176
Expenses		
Amortization	40,971	40,971
Business Recruitment	7,175	6,450
Clean Team	136,715	118,552
Communications	4,600	4,597
Downtown Concierge	18,871	19,844
Downtown On Call	229,410	222,250
Events	65,581	72,857
Insurance	7,942	7,882
Interest on long term debt	848	1,395
Marketing and Promotions	125,000	131,079
Office and Administration	36,457	34,700
Professional Development	8,000	6,765
Professional Fees	10,233	8,559
Rent	31,128	28,425
Wages and Benefits	306,294	266,150
	1,029,225	970,476
Excess/Loss of revenues over expenses	(26,962)	(5,340)
Net assets, beginning of Year	126,969	132,309
Net assets, end of Year	126,969	126,969

DOWNTOWN KELOWNA

January 1, 2017

The Downtown Kelowna Association Board of Directors is voted by annually by the membership and serve a two year term. Any property owner, leasee, or tenant located within the Downtown BIA boundary is eligible for nomination and election.

Downtown Kelowna Association Board of Directors:

President – Dan Allen, Doc Willoughby's Public House

Vice President – Yarden Gershony, Rush Ihas Hardwick LLP

Treasurer – Rob Collins, Grant Thornton LLP

Secretary – Angie Bricker, Georgie Girl Vintage

Past President - Dustin Sargent, Davara Enterprises

Ex-Officio - Councillor Maxine DeHart, City of Kelowna

Nikki Csek - Csek Creative and Kelowna Now

Jason Guyitt - Delta Hotels by Marriott Grand Okanagan Resort

Jan Johnson, Tigerlily Fashions

Brent Lobson, Imperial Parking

Jim Meiklejohn, Meiklejohn Architects

Renata Mills, Festivals Kelowna

Trevor Neill, Mosaic Books and BookManager

Renee Wasylyk, Troika Developments

200 – 287 Bernard Avenue
Kelowna, British Columbia V1Y 6N2
downtownkelowna.com

The Downtown Kelowna Association (DKA) is a registered not-for-profit society with a mission to ensure the Downtown Kelowna neighbourhood is a safe and desirable place to conduct business, live and work. The DKA officially became an entity in November 1989 funded through an improvement levy collected by the municipality from commercial properties in the area. The annual levy becomes the Association's base operating budget upon which the organization leverages additional funding from partners, including various levels of governments and corporate sponsors, to support programs and initiatives.

Report to Council



Date: March 13, 2017
File: 0280-04
To: City Manager
From: Matt Friesen, Accountant
Subject: UPTOWN RUTLAND BUSINESS ASSOCIATION 2017 BUDGET
Report Prepared by: Jay Jean, Accountant

Recommendation:

THAT Council approve the Uptown Rutland Business Association 2017 Budget as outlined in the report of the Accountant dated March 13, 2017;

AND THAT Council approve the 2017 levy of \$176,160 on Class 5 and Class 6 properties located within the boundaries of the Uptown Rutland Business Improvement Area.

Purpose:

To authorize the 2017 levy on Class 5 light industry and Class 6 business/other properties located within the Uptown Rutland Business Improvement Area.

Background:

On September 10, 2012 Council approved the Uptown Rutland Business Improvement Area Bylaw #10730. Bylaw #10730 established the local area (Refer to Schedule A) for the purpose of annually funding the activity of the Uptown Rutland Business Association for a period of 5 years, 2013 to 2017. Council may approve the Uptown Rutland Business Association's annual budget request to a maximum amount of \$176,160 per annum in order for the City to tax the affected properties within the improvement area boundary.

Attached is a copy of the 2016 Financial Statements as compiled by BDO Canada LLP, the Uptown Rutland Business Association's 2017 Budget and a list of the Board of Directors for 2016/2017 (Refer to Schedule B).

City of Kelowna staff have not participated in or assisted the Uptown Rutland Business Association in preparation of their annual budget.

A representative from the Uptown Rutland Business Association will be present at the Council meeting to answer any questions.

Legal/Statutory Authority:

Council may, by bylaw, grant money to a corporation or other organization that has, as one of its aims, functions or purposes, the planning and implementation of a business promotion scheme, with the establishment of a Business Improvement Area in accordance with Division 5 Section 215 of the Community Charter.

Legal/Statutory Procedural Requirements:

Council may, by bylaw, impose a parcel tax in accordance with Division 4 Section 200 of the Community Charter to provide all or part of the funding for a service.

Considerations not applicable to this report:

Internal Circulation

Existing Policy

Financial/Budgetary Considerations

Personnel Implications

External Agency/Public Comments

Communications Comments

Alternate Recommendation

Submitted by:

M. Friesen, Accountant

Approved for inclusion:



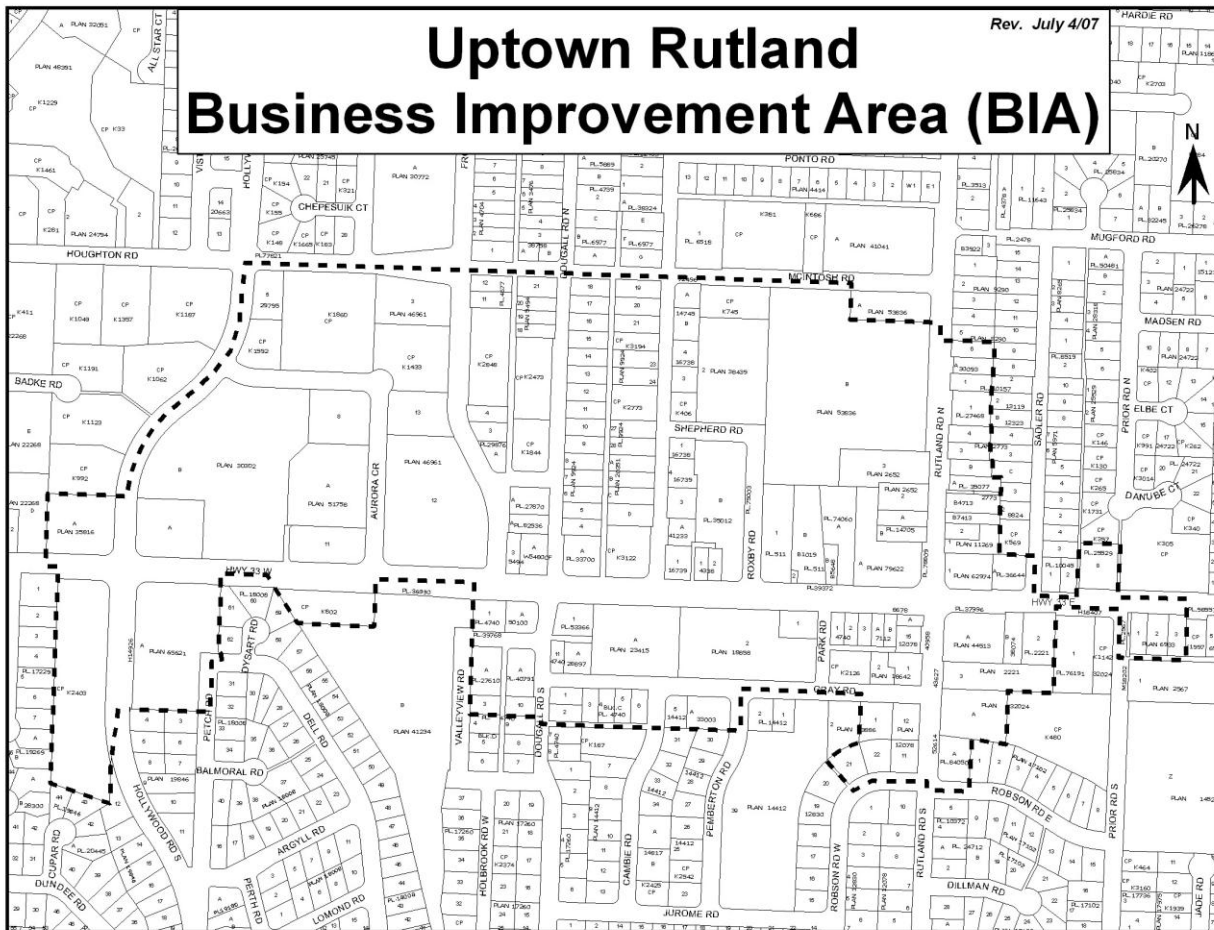
Genelle Davidson, Divisional Director, Financial Services

Attachments:

Schedule A – Uptown Rutland Business Improvement Area Map

Schedule B – Uptown Rutland Business Association Financials

SCHEDULE A – Map



Schedule B

**Uptown Rutland Business
Association
Financial Statements
For the Year Ended December 31, 2016
(Unaudited - see Notice to Reader)**

Uptown Rutland Business Association
Financial Statements
For the Year Ended December 31, 2016
(Unaudited - see Notice to Reader)

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Tel: 250 763 6700
Fax: 250 763 4457
Toll-free: 800 928 3307
www.bdo.ca

BDO Canada LLP
1631 Dickson Avenue, Suite 400
Kelowna, BC V1Y 0B5 Canada

Notice to Reader

On the basis of information provided by management, we have compiled the statement of financial position of Uptown Rutland Business Association as at December 31, 2016 and the statement of operations and changes in net assets and cash flows for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

BDO Canada LLP

Chartered Professional Accountants

Kelowna, British Columbia
January 19, 2017

**Uptown Rutland Business Association
Statement of Financial Position
(Unaudited - see Notice to Reader)**

December 31	2016	2015
Assets		
Current		
Cash	\$ 46,649	\$ 43,460
Prepays and deposits	2,405	2,405
	49,054	45,865
Equipment	16,472	22,956
Intangible assets	11,776	13,346
	\$ 77,302	\$ 82,167
Liabilities and Net Assets		
Current		
Accounts payable and accrued liabilities	\$ 9,371	\$ 7,738
Net Assets		
Unrestricted	67,931	74,429
	\$ 77,302	\$ 82,167

On behalf of the Board:

_____ Director

_____ Director

Uptown Rutland Business Association
Statement of Operations and Changes in Net Assets
(Unaudited - see Notice to Reader)

For the year ended December 31	2016	2015
Revenue		
Municipal tax levy	\$ 172,700	\$ 169,300
Special events and sponsorships	24,199	18,877
	<u>196,899</u>	<u>188,177</u>
Operating expenses		
Advertising and promotion	31,921	20,741
Amortization on intangible assets	1,570	1,570
Amortization on tangible assets	6,484	6,484
Beautification / Streetscape	12,049	35,624
Insurance	1,856	1,801
Interest and bank charges	90	74
Office	9,002	5,374
Professional fees	5,218	5,136
Rental	12,323	12,016
Repairs and maintenance	255	348
Salaries and wages	90,770	84,583
Special events	21,633	23,607
Telephone	3,809	3,749
Training	4,261	1,646
Travel	2,191	1,815
	<u>203,432</u>	<u>204,568</u>
Shortfall of revenues over expenses before other income	(6,533)	(16,391)
Other income		
Interest income	35	26
	<u>(6,498)</u>	<u>(16,365)</u>
Shortfall of revenues over expenses	(6,498)	(16,365)
Net assets, beginning of year	74,429	90,794
Net assets, end of the year	<u>\$ 67,931</u>	<u>\$ 74,429</u>

Uptown Rutland Business Association
Statement of Cash Flows
(Unaudited - see Notice to Reader)

For the year ended December 31	2016	2015
Cash flows from operating activities		
Cash receipts	\$ 196,899	\$ 146,677
Cash paid to suppliers and employees	(193,745)	(198,203)
Interest received	35	26
	<u>3,189</u>	<u>(51,500)</u>
Net increase (decrease) in cash	3,189	(51,500)
Cash, beginning of the year	<u>43,460</u>	94,960
Cash, end of the year	<u>\$ 46,649</u>	<u>\$ 43,460</u>



UPTOWN RUTLAND BUSINESS IMPROVEMENT ASSOCIATION		
BUDGET 2017		
REVENUE	2017 BUDGET	2016 YEAR END
Membership Levy	\$ 176,160.00	\$ 172,700.00
Events & Promotions & Grants	\$ 45,643.00	\$ 24,199.00
TOTAL REVENUE	\$ 221,803.00	\$ 196,899.00
EXPENSES		
Administration & Office Expense	\$ 154,999.00	\$ 137,829.00
Beautification/Streetscape	\$ 36,000.00	\$ 12,049.00
Community Safety	\$ 12,000.00	\$ -
Events & Promotions	\$ 42,044.00	\$ 21,633.00
Marketing	\$ 17,900.00	\$ 31,921.00
TOTAL EXPENSES	\$ 262,943.00	\$ 203,432.00
	-\$ 41,140.00	-\$ 6,533.00

Proposed 2017 URBA Board of Directors

<u>NAME</u>	<u>TITLE</u>	<u>BUSINESS NAME</u>
Mike Koutsantonis	President	Olympia Greek Taverna
Vacant	Past President	-
Dawn Thiessen	1 st Vice President	Aphrodite In Me Spa
Will be filled by a director	2 nd Vice President	
Shawndra Bodkin	Secretary/Treasurer	Interior Savings Credit Union
Mark Beaulieu	Director	Flashpoint Tattoo Company
Garry Benson	Director	Benson Law LLP
Chandan (Ruby) Dulay	Director	Centex Gas
Curtis Fieseler	Director	Revolution Pharmacy
June Forman	Director	MCC Thrift
Shelley Kvamme Macdonald	Director	CPA
Jamie Needham	Director	ISCU
Kamal Shoranick	Director	Lexington Enterprises Ltd
Frank Pohland	Director (Appointed)	CTQ Consultants
Kevin MacDougall	Director (Appointed)	RCMP
Brad Sieben	Ex-Officio	City of Kelowna Councillor
Tracy Gray	Ex-Officio Alternate	City of Kelowna Councillor
Laurel D'Andrea	Executive Director	URBA
Amy Wentworth	Administrative Assistant	URBA

PLEASE NOTE AGM is on the 8th of March

Report to Council



Date: March 13, 2017

File: 0220-20

To: Mayor & Council

From: City Manager

Subject: VOLUME 2 – CARRYOVERS, 2017 FINANCIAL PLAN

Report Prepared by: Financial Planning Manager

Recommendation:

THAT the 2017 Financial Plan be increased by \$4,446,785 to provide for operating carryover projects and \$79,315,030 for capital carryover projects as summarized in Financial Plan Volume 2.

Purpose:

To present the Volume 2 – Carryovers to Council for approval and inclusion in the 2017 Financial Plan.

Background:

The operating and capital projects listed in Volume 2 of the 2017 Financial Plan represent projects that were not able to be completed in 2016 or were originally planned to be completed over multiple years. These projects, in all cases, result in no additional taxation demand. The projects are funded from reserves, debt, and other levels of Government and/or other contributions. The timing of this budget volume is after the fiscal year-end so carryover projects can be presented with certainty of costs.

All 2016 approved capital projects and eligible operating programs were reviewed with each division. The carryover requests were examined and unspent budget funds were placed into reserve in 2016 for use in 2017. There are various reasons for a project being delayed or not completed. Of all large projects, the majority are multi-year (89%), and the remaining projects are consolidated into a general "Other" category (11%). A summary of operating carryover requests greater than \$100,000 and capital carryover requests greater than \$500,000 is attached to provide Council with an indication of the reasons for those larger carryover projects.

Provided in Volume 2 of the 2017 Financial Plan is:

1. Summary of 2017 Large Carryover Projects.
2. A summary of operating projects (blue sheets) for the general and utility funds.
3. Operating budget details for the general and utility funds.
4. A summary of capital projects (yellow sheets) for the general and utility funds.
5. Capital project details for the general and utility funds.

A detailed discussion of projects contained in Volume 2 is not planned; however, should members of Council have questions or concerns regarding any specific project, please contact George King Financial

Planning Manager at gking@kelowna.ca or x8564 who will arrange for a division representative to be in attendance at the Council meeting.

Financial/Budgetary Considerations:

A consolidated 2017-2021 Five Year Financial Plan will be brought to Council for adoption by bylaw at Final Budget on April 24, 2017. This will immediately precede adoption of the 2017 property tax bylaw, in accordance with Section 165 of the Community Charter.

Internal Circulation:

Divisional Directors
Deputy City Manager

Considerations not applicable to this report:

Internal Circulation:

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Existing Policy:

Personnel Implications:

External Agency/Public Comments:

Communications Comments:

Alternate Recommendation:

Submitted by:

A handwritten signature in black ink, appearing to read "Ron Mattiussi", is written over a light gray rectangular background.

R.L. (Ron) Mattiussi, MCIP
City Manager

Attach.



City of
Kelowna

2017 Financial Plan Carryovers – volume 2

Kelowna, British Columbia

March 2017

City Hall
1435 Water Street
Kelowna, BC V1Y 1J4
250-469-8542
financialplanning@kelowna.ca

kelowna.ca

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CARRYOVER SUMMARIES

Summary of 2017 large carryover projects

Title	Multi-Year	Other	Total
Operating > \$100,000			
Biosolids Management Plan	-	107,690	107,690
CN Discontinuance	-	148,210	148,210
Concrete Crushing - Landfill	-	250,000	250,000
Long Term Shoreline Plan - Mission Creek Area	-	142,890	142,890
Microfiche Scanning Project	364,700	-	364,700
Regional Air Quality	100,090	-	100,090
Regional Strategic Transportation Plan - Phase 2	593,960	-	593,960
Safety and Operations, Investigation	-	117,550	117,550
Strategic Priority Projects	-	135,350	135,350
Transportation Modeling for Master Plan Development	154,620	-	154,620
Value Planning Review of Kelowna Water Systems	-	199,480	199,480
Water Integration Project	146,580	-	146,580
Operating total	1,359,950	1,101,170	2,461,120
Capital > \$500,000			
Airport West Lands Roads and Servicing	1,287,190		1,287,190
Drive to 1.6 Million Passengers Program	30,016,140		30,016,140
Engine 4	810,000		810,000
Engine 7	530,600		530,600
Equipment and Vehicle Replacement	-	1,458,680	1,458,680
Fibre Optic Network	2,387,550		2,387,550
Fire Engine - Firehall #2	779,660		779,660
General Land	1,215,900		1,215,900
Hydro Excavator	-	516,350	516,350
Integrated Utility Billing and Property Tax System Software	1,735,000		1,735,000
John Hindle Drive (2,3,4) DCC	9,255,390		9,255,390
Library Parkade, Expansion	-	773,940	773,940
McCulloch Area DCC (KLO/Hall/Spiers)	1,617,090		1,617,090
Memorial Parkade	-	2,278,400	2,278,400
Memorial Parkade Office Space Construction	-	1,176,550	1,176,550
Police Services Building	10,974,820		10,974,820
Capital total	60,609,340	6,203,920	66,813,260
Large operating and capital projects total	61,969,290	7,305,090	69,274,380
Percentage of total	89%	11%	100%

Carryover request 3 year comparison (millions)

	2017	2016	2015
Total Carryover	\$84	\$149	\$123
Operating	\$4 = 5%	\$3 = 2%	\$2 = 2%
Capital	\$80 = 95%	\$146 = 98%	\$121 = 98%
General Fund	\$50 = 59%	\$91 = 61%	\$97 = 78%
Utility Funds	\$34 = 41%	\$58 = 39%	\$26 = 22%

Operating Budget

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2017 Operating Requests

Carryover Budget

Summary - General Fund

CITY OF KELOWNA

Page	Description	Amount	Reserve	Borrow	Gov/Contr	Revenue	Utility	Reason
<u>City Administration</u>								
7	Innovation Opportunities	14,670	(14,670)	0	0	0	0	MULTIYEAR
7	Strategic Priority Projects	135,350	(135,350)	0	0	0	0	MULTIYEAR
Division Total		150,020	(150,020)	0	0	0	0	
<u>Strategic Services Division</u>								
<u>Fire Department</u>								
CAP 8	Predictive Modeling Dynamic Deployment System (PM/DDS)	19,210	(19,210)	0	0	0	0	DESIGNOPT
Division Total		19,210	(19,210)	0	0	0	0	
<u>Infrastructure Division</u>								
8	Glenmore Sportsfields, Agricultural Conversion	12,000	(12,000)	0	0	0	0	EXT EVENT
9	Heritage Asset Restoration Plans	48,000	(48,000)	0	0	0	0	MULTIYEAR
9	Karis Housing Partnership	30,000	(30,000)	0	0	0	0	EXT EVENT
10	Long Term Shoreline Plan - Mission Creek Area	142,890	(142,890)	0	0	0	0	SCHED
10	Parks & Building Planning - Consulting Services	46,030	(46,030)	0	0	0	0	SCHED
11	Partners in Parks	47,160	(47,160)	0	0	0	0	SCHED
11	Regional Strategic Transportation Plan - Phase 2	593,960	0	0	(593,960)	0	0	MULTIYEAR
12	Leon-Lawrence Urban Design and Transportation Study	53,040	(30,000)	0	0	(23,040)	0	SCHED
12	Safety and Operations, Investigation	117,550	(117,550)	0	0	0	0	SCHED
13	Transportation Modeling for Master Plan Development	154,620	(154,620)	0	0	0	0	MULTIYEAR
13	Regional Air Quality	100,090	(37,230)	0	(11,320)	(51,540)	0	MULTIYEAR
14	CN Rail Corridor - Long Term Plan	33,720	(7,640)	0	0	(26,080)	0	MULTIYEAR
14	Water Integration Project	146,580	(146,580)	0	0	0	0	MULTIYEAR
15	Avocet Wetland Restoration	57,540	0	0	(28,770)	(28,770)	0	MULTIYEAR
15	Biosolids Management Plan	107,690	0	0	0	(107,690)	0	SCHED
16	Design Operations and Closure Plan	19,860	0	0	0	(19,860)	0	MULTIYEAR
16	Landfill Waste to Energy	20,000	0	0	0	(20,000)	0	SCHED
17	Asset Management	40,710	(40,710)	0	0	0	0	MULTIYEAR
17	Mill Creek Detention Pond	23,680	(23,680)	0	0	0	0	EXT EVENT
Division Total		1,795,120	(884,090)	0	(634,050)	(276,980)	0	

Page	Description	Amount	Reserve	Borrow	Gov/Contr	Revenue	Utility	Reason
<u>Community Planning & Real Estate Division</u>								
18	Professional & Consulting Services	25,000	(25,000)	0	0	0	0	MULTIYEAR
18	CN Discontinuance	148,210	(148,210)	0	0	0	0	OTHER
19	Imagine Kelowna	82,610	(82,610)	0	0	0	0	MULTIYEAR
19	Microfiche Scanning Project	364,700	(364,700)	0	0	0	0	MULTIYEAR
20	Agricultural Plan Update	26,510	(8,870)	0	(17,640)	0	0	COUNCIL APP
20	Capri-Landmark Urban Centre Plan	35,390	(35,390)	0	0	0	0	COUNCIL APP
21	Healthy Housing Strategy	12,340	(12,340)	0	0	0	0	COUNCIL APP
21	Hospital Area Plan Phase 2	29,280	(29,280)	0	0	0	0	COUNCIL APP
22	Thomson Flats	43,940	0	0	0	(43,940)	0	MULTIYEAR
22	Parking Strategy - Downtown Area Plan Development	31,200	(31,200)	0	0	0	0	SCHED
Division Total		799,180	(737,600)	0	(17,640)	(43,940)	0	
<u>Active Living & Culture Division</u>								
23	Community Neighbourhood Association Project	29,690	(29,690)	0	0	0	0	SCHED
23	Sponsorship & Advertising Program	50,000	(50,000)	0	0	0	0	SCHED
Division Total		79,690	(79,690)	0	0	0	0	
<u>Civic Operations Division</u>								
24	City Facility Re-Keying Project	24,550	(24,550)	0	0	0	0	EXT EVENT
24	Civic Building - Arc Flash Hazard Analysis	50,570	(50,570)	0	0	0	0	EXT EVENT
25	Energy Specialist Coordinator Position Extension	96,490	(96,490)	0	0	0	0	MULTIYEAR
25	Hazardous Materials Assessments	36,400	(36,400)	0	0	0	0	EXT EVENT
26	Underground Utility Drawings	63,850	(63,850)	0	0	0	0	SCHED
26	Concrete Crushing - Landfill	250,000	(250,000)	0	0	0	0	SCHED
27	Odour Management Plan Review	25,000	0	0	0	(7,500)	(17,500)	DESIGNOPT
27	Special Financial Project Support Term Position	46,900	(46,900)	0	0	0	0	MULTIYEAR
15	* Avocet Wetland Restoration	28,770	(28,770)	0	0	0	0	MULTIYEAR
15	* Biosolids Management Plan	107,690	0	0	0	(36,615)	(71,075)	SCHED
16	* Design Operations and Closure Plan	19,860	(19,860)	0	0	0	0	MULTIYEAR
16	* Landfill Waste to Energy	20,000	(20,000)	0	0	0	0	SCHED
Division Total		770,080	(637,390)	0	0	(44,115)	(88,575)	
<u>Corporate & Protective Services Division</u>								
28	Corporate Update - Financial Services Oversight	60,000	(60,000)	0	0	0	0	SCHED
28	GST Compliance Review	93,870	(93,870)	0	0	0	0	MULTIYEAR
29	Tangible Capital Assets	85,240	(85,240)	0	0	0	0	MULTIYEAR
29	Enhancement of Corporate Purchasing Card Program Term Position	25,000	(25,000)	0	0	0	0	SCHED

Page	Description	Amount	Reserve	Borrow	Gov/Contr	Revenue	Utility	Reason
30	Return/Stay at Work Management System	25,000	(25,000)	0	0	0	0	SCHED
Division Total		289,110	(289,110)	0	0	0	0	
<u>Communications & Information Services Division</u>								
30	Citizen Survey	13,000	(13,000)	0	0	0	0	OTHER
31	EDMS Training	25,260	(25,260)	0	0	0	0	OTHER
Division Total		38,260	(38,260)	0	0	0	0	
<u>Human Resources & Corporate Performance Division</u>								
31	ProjectPLAN	15,000	(15,000)	0	0	0	0	OTHER
Division Total		15,000	(15,000)	0	0	0	0	
Sub-Total		3,955,670	(2,850,370)	0	(651,690)	(365,035)	(88,575)	

CAP - Denotes operating request that has a related capital request.

* *italics* - Denotes that this is a shared or part of another department operating request. In the originating department, the title is denoted by an '*'.

PROJECTS UNDER \$10,000

Description	Amount	Reserve	Borrow	Gov/Contr	Revenue	Utility	Reason
<u>Community Planning & Real Estate Division</u>							
Healthy City Strategy	8,570	0	0	(8,570)	0	0	MULTIYEAR
Division Total	8,570	0	0	(8,570)	0	0	
<u>Active Living & Culture Division</u>							
Amateur Art Grants	5,000	(5,000)	0	0	0	0	MULTIYEAR
RBC Learn to Play	7,360	0	0	(7,360)	0	0	MULTIYEAR
Youth Development & Engagement Grant	3,460	(3,460)	0	0	0	0	SCHED
Division Total	15,820	(8,460)	0	(7,360)	0	0	
<u>Corporate & Protective Services Division</u>							
Contractor Safety Project	7,150	0	0	0	(7,150)	0	SCHED
Risk Assessment & Safe Work Procedures Development	3,830	(3,830)	0	0	0	0	SCHED
Division Total	10,980	(3,830)	0	0	(7,150)	0	
<u>Human Resources & Corporate Performance Division</u>							
Performance Review System Software Upgrade	5,000	(5,000)	0	0	0	0	OTHER
Training and Investigation	10,000	(10,000)	0	0	0	0	OTHER
Division Total	15,000	(15,000)	0	0	0	0	
Grand Total	4,006,040	(2,877,660)	0	(667,620)	(372,185)	(88,575)	

2017 Operating Requests

Carryover Budget

Summary - Utility Funds

CITY OF KELOWNA

Page	Description	Amount	Reserve	Borrow	Gov/Contr	Revenue	Utility	Reason
<u>Water</u>								
32	Poplar Point Pump Retrofit	27,500	(27,500)	0	0	0	0	SCHED
32	Filtration Exclusion, Particle Size Study	50,000	(50,000)	0	0	0	0	EXT EVENT
33	Value Planning Review of Kelowna Water Systems	199,480	(199,480)	0	0	0	0	EXT EVENT
33	Water Integration Plan SOMID	32,270	(32,270)	0	0	0	0	MULTIYEAR
Department Total		309,250	(309,250)	0	0	0	0	
<u>Wastewater</u>								
34	Programmable Logic Software	35,000	(35,000)	0	0	0	0	SCHED
26	* <i>Odour Management Plan Review</i>	17,500	(17,500)	0	0	0	0	DESIGNOPT
15	* <i>Biosolids Management Plan</i>	71,075	(71,075)	0	0	0	0	SCHED
Department Total		123,575	(123,575)	0	0	0	0	
Sub-Total		432,825	(432,825)	0	0	0	0	

CAP - Denotes operating request that has a related capital request.

* *italics* - Denotes that this is a shared or part of another department operating request. In the originating department, the title is denoted by an '*'.

PROJECTS UNDER \$10,000

Description	Amount	Reserve	Borrow	Gov/Contr	Revenue	Utility	Reason
<u>Wastewater</u>							
Sewer Connection Area Bylaw Review	7,920	(7,920)	0	0	0	0	MULTIYEAR
Department Total	7,920	(7,920)	0	0	0	0	
Grand Total	440,745	(440,745)	0	0	0	0	

2017 Operating Request Details

CITY OF KELOWNA

Division:	City Manager	Reason:
Department:	City Manager	Multi-Year
Title:	Innovation Opportunities	CARRYOVER

Justification:

This carryover will allow Council to continue to ensure Kelowna progresses towards its community goals through innovation. The carryover will allow staff to explore new and innovative ways to achieve goals and implement strategies which will provide benefits to the citizens of Kelowna. Staff will continue to make a formal request through the City Manager to gain access to these funds.

2016 Budget:	14,670
2016 Expenditures:	0
Carryover Requested:	14,670

Corporate Framework: A well-run City - Performance excellence

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	14,670	(14,670)	0	0	0	0	0

Division:	City Manager	Reason:
Department:	City Manager	Multi-Year
Title:	Strategic Priority Projects	CARRYOVER

Justification:

This carryover will be used to advance emergent or opportunistic strategic priority projects approved by Council. All projects funded from this provision will be subject to quarterly status reports.

2016 Budget:	177,900
2016 Expenditures:	42,550
Carryover Requested:	135,350

Corporate Framework: A well-run City - Performance excellence

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	135,350	(135,350)	0	0	0	0	0

2017 Operating Request Details

CITY OF KELOWNA

Division:	Strategic Services	Reason:
Department:	Fire Department	Design Option
Title:	Predictive Modeling Dynamic Deployment System (PM/DDS)	CARRYOVER

Justification:

Carryover is requested for the operating costs associated with the third and fourth module of the Predictive Modeling and Dynamic Deployment System which were anticipated to be delivered in 2015. The first two modules were successfully delivered by the vendor in the spring of 2015. Software upgrades by the supplier pushed back the delivery dates of the third and fourth module. The carryover amount is expected to be used in 2017.

2016 Budget:	19,210
2016 Expenditures:	0
Carryover Requested:	19,210

Corporate Framework: A safe city - Fire protection & prevention

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	19,210	(19,210)	0	0	0	0	0

Division:	Infrastructure	Reason:
Department:	Parks & Buildings Planning	External Event
Title:	Glenmore Sportsfields, Agricultural Conversion	CARRYOVER

Justification:

Under the agreement with the Agricultural Land Commission (ALC) for Glenmore Recreation Park, the City is obligated to return Glenmore Recreation Park to agricultural use by the third quarter of 2017. The Park is currently heavily scheduled and the work has been deferred as close to this date as reasonably possible in order to prolong the availability of the two baseball diamonds for community use. Carryover is requested in order to complete the remediation works required by the ALC and meet their deadline.

2016 Budget:	12,000
2016 Expenditures:	0
Carryover Requested:	12,000

Corporate Framework: A strong economy - Healthy & productive agriculture

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	12,000	(12,000)	0	0	0	0	0

2017 Operating Request Details

CITY OF KELOWNA

Division:	Infrastructure	Reason:
Department:	Parks & Buildings Planning	Multi-Year
Title:	Heritage Asset Restoration Plans	CARRYOVER

Justification:

Carryover is requested to continue the ongoing work on the heritage asset restoration program. Specifically, a partnership is currently being pursued for the Surtees properties and an Expression of Interest for partners for the adaptive reuse of Cameron House is to be issued in quarter one of 2017. The outcome of these two projects will be used to create a master plan for the City owned heritage assets.

2016 Budget:	48,000
2016 Expenditures:	0
Carryover Requested:	48,000

Corporate Framework: An active, inclusive city - Honouring our history

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	48,000	(48,000)	0	0	0	0	0

Division:	Infrastructure	Reason:
Department:	Parks & Buildings Planning	External Event
Title:	Karis Housing Partnership	CARRYOVER

Justification:

The City has a contractual partnership commitment with Karis Housing. The selection of an appropriate artist was a two stage process, however, finalizing the contractual details between three parties delayed the second stage. Three proposals have now been received from the nominated artists and the final selection will be made in the first quarter of 2017. Installation is proposed for late in quarter two of 2017.

2016 Budget:	30,000
2016 Expenditures:	0
Carryover Requested:	30,000

Corporate Framework: An active, inclusive city - Cultural experiences

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	30,000	(30,000)	0	0	0	0	0

2017 Operating Request Details

CITY OF KELOWNA

Division:	Infrastructure	Reason:
Department:	Parks & Buildings Planning	Scheduling Demands
Title:	Long Term Shoreline Plan - Mission Creek Area	CARRYOVER

Justification:

The City has a contractual commitment with consultants to develop a Long Term Shoreline Plan from Mission Creek to Rotary Beach in partnership with the Province. Due to lack of staffing resources this work only commenced in the third quarter 2016 and is anticipated to continue throughout 2017.

2016 Budget:	150,000
2016 Expenditures:	7,110
Carryover Requested:	142,890

Corporate Framework: A clean healthy environment - Protecting our natural land & water resources

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	142,890	(142,890)	0	0	0	0	0

Division:	Infrastructure	Reason:
Department:	Parks & Buildings Planning	Scheduling Demands
Title:	Parks & Building Planning - Consulting Services	CARRYOVER

Justification:

Carryover is requested to complete the City Yards accommodation study, Bellevue Creek Trail design, Public Art procurement review and Lakeshore Beach Park concept design. Delays due to staffing change has pushed the completion date to 2017.

2016 Budget:	57,000
2016 Expenditures:	10,970
Carryover Requested:	46,030

Corporate Framework: Resilient, well-managed infrastructure - Planning excellence

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	46,030	(46,030)	0	0	0	0	0

2017 Operating Request Details

CITY OF KELOWNA

Division:	Infrastructure	Reason:
Department:	Parks & Buildings Planning	Scheduling Demands
Title:	Partners in Parks	CARRYOVER

Justification:

The City has partnership commitments with Central Okanagan Land Trust, Downtown Kelowna Association and neighbourhood residents at Southridge Park who have either provided matching funding or will provide equivalent volunteer hours. Due to a change over in staff positions, these partnerships were only actioned during the fourth quarter of 2016 and are currently waiting for better weather to be implemented. Carryover is requested to fulfill these remaining 2016 partnerships.

2016 Budget:	50,000
2016 Expenditures:	2,840
Carryover Requested:	47,160

Corporate Framework: An active, inclusive city - Spectacular parks

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	47,160	(47,160)	0	0	0	0	0

Division:	Infrastructure	Reason:
Department:	Integrated Transportation	Multi-Year
Title:	Regional Strategic Transportation Plan - Phase 2	CARRYOVER

Justification:

The Regional Strategic Transportation Plan is a multi-year project, funded by the Community Works Fund, that was kicked off in November 2016. The bulk of the work including engagement strategy, modeling, regional transportation network definition, Airport/UBCO area transportation plan, transit capital plan, regional active transportation plan update, shared mobility and marketing strategy are expected to start and some to be delivered in 2017. Other components such as regional transportation projects, prioritization methodology, funding and governance strategies, and final endorsement are expected to be delivered in 2018.

2016 Budget:	600,000
2016 Expenditures:	6,040
Carryover Requested:	593,960

Corporate Framework: Resilient, well-managed infrastructure - Balanced transportation systems

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	593,960	0	0	(593,960)	0	0	0

2017 Operating Request Details

CITY OF KELOWNA

Division:	Infrastructure	Reason:
Department:	Integrated Transportation	Scheduling Demands
Title:	Leon-Lawrence Urban Design and Transportation Study	CARRYOVER

Justification:

Carryover is requested to complete the urban design and transportation evaluation and plan for Leon/Lawrence. In 2016, the project scope was re-evaluated and presented to the Downtown Kelowna Association (DKA) to include urban design (streetscaping), option evaluation, transportation plan and parking impacts. The consultant was engaged in late 2016 and that assignment will continue to summer of 2017.

2016 Budget:	55,000
2016 Expenditures:	1,960
Carryover Requested:	53,040

Corporate Framework: Resilient, well-managed infrastructure - Balanced transportation systems

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	53,040	(30,000)	0	0	0	(23,040)	0

Division:	Infrastructure	Reason:
Department:	Integrated Transportation	Scheduling Demands
Title:	Safety and Operations, Investigation	CARRYOVER

Justification:

Carryover is requested to complete a number of small safety projects within this program. Study reports, reviews and submissions to Council will continue to the end of 2017.

2016 Budget:	232,530
2016 Expenditures:	114,980
Carryover Requested:	117,550

Corporate Framework: A well-run City - Responsive customer service

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	117,550	(117,550)	0	0	0	0	0

2017 Operating Request Details

CITY OF KELOWNA

Division:	Infrastructure	Reason:
Department:	Integrated Transportation	Multi-Year
Title:	Transportation Modeling for Master Plan Development	CARRYOVER

Justification:

Carryover is requested to continue transportation planning and modeling in 2017. This carryover is critical to deliver modeling work that will support the Transportation Master Plan, the DCC update, the OCP update and the Infrastructure Plan update and prioritization. The modeling is expected to be complete by the end of 2017.

2016 Budget:	183,080
2016 Expenditures:	28,460
Carryover Requested:	154,620

Corporate Framework: Resilient, well-managed infrastructure - Planning excellence

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	154,620	(154,620)	0	0	0	0	0

Division:	Infrastructure	Reason:
Department:	Integrated Transportation	Multi-Year
Title:	Regional Air Quality	CARRYOVER

Justification:

Carryover is requested to continue development and implementation of Regional Air Quality programs expected to be delivered in 2017. Programs such as Agricultural Chipping, Clean Air Strategy, Mobile Emissions project and the Wood Stove Exchange are managed by the City of Kelowna on behalf of the regional partners - Central Okanagan Regional District, Regional District of Okanagan-Similkameen and Okanagan Airshed Coalition. Applications for available grants that were submitted and received by the City of Kelowna in 2016 will be administered in 2017 to gather data to identify areas with high pollutant levels or "hotspots" and to better understand key pollution sources in the region.

2016 Budget:	346,449
2016 Expenditures:	246,359
Carryover Requested:	100,090

Corporate Framework: A clean healthy environment - Improved air quality

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	100,090	(37,230)	0	(11,320)	0	(51,540)	0

2017 Operating Request Details

CITY OF KELOWNA

Division:	Infrastructure	Reason:
Department:	Infrastructure Delivery	Multi-Year
Title:	CN Rail Corridor - Long Term Plan	CARRYOVER

Justification:

Carryover is requested to enable Kelowna's continued involvement in the Interjurisdictional Development team, to partner with the fundraisers and to get the first phase of rail trail designed and constructed. 2016 progress included preparation and approval of a development plan and budget for the rail trail project.

2016 Budget:	125,000
2016 Expenditures:	91,280
Carryover Requested:	33,720

Corporate Framework: Resilient, well-managed infrastructure - Balanced transportation systems

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	33,720	(7,640)	0	0	0	(26,080)	0

Division:	Infrastructure	Reason:
Department:	Infrastructure	Multi-Year
Title:	Water Integration Project	CARRYOVER

Justification:

The City and external parties agreed to terms-of-reference for a Value Planning initiative that is expected to take place in the first quarter of 2017. A carryover is requested for 2017 as the development of the Water Integration Project plan will need to wait until the outcome of the Value Planning work is known.

2016 Budget:	283,070
2016 Expenditures:	136,490
Carryover Requested:	146,580

Corporate Framework: A safe city - Clean drinking water

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	146,580	(146,580)	0	0	0	0	0

2017 Operating Request Details

CITY OF KELOWNA

Division:	Infrastructure	Reason:
Department:	Utility Planning	Multi-Year
Title:	Avocet Wetland Restoration	CARRYOVER

Justification:

The City of Kelowna received a grant from the Okanagan Basin Water Board towards the Avocet Wetland Restoration study in April 2016. Two consultants were engaged to team up and a kickoff meeting was completed in October 2016. The project is on schedule and the final report deliverable is due March 2017.

2016 Budget:	60,000
2016 Expenditures:	2,460
Carryover Requested:	57,540

Corporate Framework: A clean healthy environment - Protecting our natural land & water resources

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	86,310	(28,770)	0	(28,770)	0	(28,770)	0

Division:	Infrastructure	Reason:
Department:	Utility Planning	Scheduling Demands
Title:	Biosolids Management Plan	CARRYOVER

Justification:

The purpose of this study is to review how the City is currently managing biosolids within the City and the City of Vernon and the best method for managing growth. Due to project scheduling, the timeline for this multi-year project has been lengthened with a completion date now set for the second quarter of 2017.

2016 Budget:	264,200
2016 Expenditures:	156,510
Carryover Requested:	107,690

Corporate Framework: A clean healthy environment - Protecting our natural land & water resources

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	286,455	(71,075)	0	0	0	(144,305)	(71,075)

2017 Operating Request Details

CITY OF KELOWNA

Division:	Infrastructure	Reason:
Department:	Utility Planning	Multi-Year
Title:	Design Operations and Closure Plan	CARRYOVER

Justification:

The Province recently issued a new Landfill Criteria for Municipal Solid Waste regulation. As a result of this regulation, the City is undertaking a GAP analysis in order to determine which studies and information are required to be included as part of the Design Operations and Closure Plan. Depending on the results of the GAP analysis, this multiyear project may not be completed until 2018.

2016 Budget:	59,840
2016 Expenditures:	39,980
Carryover Requested:	19,860

Corporate Framework: A clean healthy environment - Protecting our natural land & water resources

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	39,720	(19,860)	0	0	0	(19,860)	0

Division:	Infrastructure	Reason:
Department:	Utility Planning	Scheduling Demands
Title:	Landfill Waste to Energy	CARRYOVER

Justification:

This project was to evaluate opportunities and the feasibility of converting waste to energy. Part of this review overlapped with the current biosolids study that is looking at converting biosolids to energy. Staff will be using information from the biosolids study to assist with the waste to energy review. The review is expected to be complete in the second quarter of 2017.

2016 Budget:	20,000
2016 Expenditures:	0
Carryover Requested:	20,000

Corporate Framework: A strong economy - Business development

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	40,000	(20,000)	0	0	0	(20,000)	0

2017 Operating Request Details

CITY OF KELOWNA

Division:	Infrastructure	Reason:
Department:	Infrastructure Engineering	Multi-Year
Title:	Asset Management	CARRYOVER

Justification:

Development of the Asset Management program is a multi-year project which is scheduled for completion in 2018. This carryover is requested for consulting support to assist with the procurement, implementation and training for a computerized asset management system.

2016 Budget:	60,420
2016 Expenditures:	19,710
Carryover Requested:	40,710

Corporate Framework: Resilient, well-managed infrastructure - Planning excellence

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	40,710	(40,710)	0	0	0	0	0

Division:	Infrastructure	Reason:
Department:	Utility Planning	External Event
Title:	Mill Creek Detention Pond	CARRYOVER

Justification:

The purpose of this study is to assess the viability of solutions required to mitigate the flood risks of Mill Creek. Delays in retaining consultants have pushed the completion date to the first quarter of 2017.

2016 Budget:	25,000
2016 Expenditures:	1,320
Carryover Requested:	23,680

Corporate Framework: A safe city - Flood protection

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	23,680	(23,680)	0	0	0	0	0

2017 Operating Request Details

CITY OF KELOWNA

Division:	Community Planning & Real Estate	Reason:
Department:	Real Estate	Multi-Year
Title:	Professional & Consulting Services	CARRYOVER

Justification:

Carryover is requested to support a number of multi-year projects, including the Land Strategy, the Surtees Revitalization and the implementation of the Bernard Laneway initiative.

2016 Budget:	50,400
2016 Expenditures:	0
2016 Budget Not Required:	<u>25,400</u>
Carryover Requested:	25,000

Corporate Framework: Resilient, well-managed infrastructure - Planning excellence

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	25,000	(25,000)	0	0	0	0	0

Division:	Community Planning & Real Estate	Reason:
Department:	Real Estate	Other
Title:	CN Discontinuance	CARRYOVER

Justification:

Ongoing property negotiations for acquisitions and outstanding certificates of pending litigation have resulted in the need to access funds for legal and survey costs beyond 2016. This project is expected to be completed in 2017.

2016 Budget:	184,200
2016 Expenditures:	<u>35,990</u>
Carryover Requested:	148,210

Corporate Framework: An active, inclusive city - Active living opportunities

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	148,210	(148,210)	0	0	0	0	0

2017 Operating Request Details

CITY OF KELOWNA

Division:	Community Planning & Real Estate	Reason:
Department:	Community Planning & Real Estate	Multi-Year
Title:	Imagine Kelowna	CARRYOVER

Justification:

The strategic community visioning project is an 18 month project. Phase 1 (share) was completed in December. Phase 2 (shape) data analysis and structured engagement, phase 3 (affirm) and phase 4 (integrate) will be completed in 2017. The project is expected to be finalized by November 2017.

2016 Budget:	150,000
2016 Expenditures:	67,390
Carryover Requested:	82,610

Corporate Framework: A well-run City - Pioneering leadership

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	82,610	(82,610)	0	0	0	0	0

Division:	Community Planning & Real Estate	Reason:
Department:	Development Services	Multi-Year
Title:	Microfiche Scanning Project	CARRYOVER

Justification:

This is a two year project aimed at modernizing the City's historical building drawings inventory. A tender for the Micro fiche scanning to PDF-A format was awarded in December 2016 and will commence in early 2017.

2016 Budget:	417,550
2016 Expenditures:	52,850
Carryover Requested:	364,700

Corporate Framework: A well-run City - Responsive customer service

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	364,700	(364,700)	0	0	0	0	0

2017 Operating Request Details

CITY OF KELOWNA

Division:	Community Planning & Real Estate	Reason:
Department:	Policy & Planning	Council Approved
Title:	Agricultural Plan Update	CARRYOVER

Justification:

Carryover is requested for this multi-year project that will be completed in the spring/summer of 2017. The majority of the public engagement is complete, and early Council direction has been received. The plan is being drafted and will be presented to Council and refined early in 2017. The project is on schedule.

2016 Budget:	67,590
2016 Expenditures:	41,080
Carryover Requested:	26,510

Corporate Framework: A strong economy - Healthy & productive agriculture

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	26,510	(8,870)	0	(17,640)	0	0	0

Division:	Community Planning & Real Estate	Reason:
Department:	Policy & Planning	Council Approved
Title:	Capri-Landmark Urban Centre Plan	CARRYOVER

Justification:

This carryover request provides an important share of the funding needed to complete the major multi-year project. Council identified the Capri-Landmark Urban Centre Plan as the first Urban Centre Plan at a meeting in July 2016.

2016 Budget:	35,390
2016 Expenditures:	0
Carryover Requested:	35,390

Corporate Framework: Resilient, well-managed infrastructure - Planning excellence

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	35,390	(35,390)	0	0	0	0	0

2017 Operating Request Details

CITY OF KELOWNA

Division:	Community Planning & Real Estate	Reason:
Department:	Policy & Planning	Council Approved
Title:	Healthy Housing Strategy	CARRYOVER

Justification:

This carryover request provides an important share of the funding needed to complete a major multi-year project which forms a part of the Healthy City Strategy. Council identified Healthy Housing as the appropriate next chapter of the Healthy City Strategy at a meeting in October 2016. The Healthy Housing Strategy has an estimated completion of spring 2018.

2016 Budget:	12,340
2016 Expenditures:	0
Carryover Requested:	12,340

Corporate Framework: An active, inclusive city - Housing diversity

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	12,340	(12,340)	0	0	0	0	0

Division:	Community Planning & Real Estate	Reason:
Department:	Policy & Planning	Council Approved
Title:	Hospital Area Plan Phase 2	CARRYOVER

Justification:

This carryover is requested in support of the ongoing work of Phase 2 of the Hospital Area Plan, in concert with Interior Health and the Real Estate team. The project is well underway and is on-time and on-budget, with estimated completion in the spring or early summer of 2017.

2016 Budget:	32,000
2016 Expenditures:	2,720
Carryover Requested:	29,280

Corporate Framework: Resilient, well-managed infrastructure - Planning excellence

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	29,280	(29,280)	0	0	0	0	0

2017 Operating Request Details

CITY OF KELOWNA

Division:	Community Planning & Real Estate	Reason:
Department:	Policy & Planning	Multi-Year
Title:	Thomson Flats	CARRYOVER

Justification:

This carryover is requested as part of the developer-driven Area Structure Plan (ASP) process. The funding was provided by the developer to allow City staff to draw from when additional consultant work was needed to support review of the ASP technical work. Use of the funding is administered by Policy & Planning subject to a formal agreement between the City and the developer. The current estimated time to completion is late 2017 to early 2018.

2016 Budget:	57,440
2016 Expenditures:	13,500
Carryover Requested:	43,940

Corporate Framework: An active, inclusive city - Strengthening our neighbourhoods

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	43,940	0	0	0	0	(43,940)	0

Division:	Community Planning & Real Estate	Reason:
Department:	Real Estate	Scheduling Demands
Title:	Parking Strategy - Downtown Area Plan Development	CARRYOVER

Justification:

The Citywide Parking Strategy identified the Downtown area as a neighborhood requiring a detailed parking management area plan to deal with current and emerging/future issues. This request was initially approved in 2015 however the work was deferred to 2017, when the parkade projects are complete. A portion of this budget was used in 2015 to complete an interim downtown parking plan. Council approved a 2017 provisional budget request for \$48,800 to supplement this carryover budget and complete the area plan.

2016 Budget:	31,200
2016 Expenditures:	0
Carryover Requested:	31,200

Corporate Framework: Resilient, well-managed infrastructure - Balanced transportation systems

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	31,200	(31,200)	0	0	0	0	0

2017 Operating Request Details

CITY OF KELOWNA

Division:	Active Living & Culture	Reason:
Department:	Active Living & Culture	Scheduling Demands
Title:	Community Neighbourhood Association Project	CARRYOVER

Justification:

Relationships between Community Neighbourhood Associations and the City has strengthened through implementation of a variety of Strong Neighbourhood Projects. In 2016, through interdepartmental team meetings, several capacity building projects were identified in support of Community Neighbourhood Associations. In 2017, carryover funds will be used to develop and implement a series of workshops and initiatives that further enhance communication and build stronger working relationships with Community Neighbourhood Associations.

2016 Budget:	29,690
2016 Expenditures:	0
Carryover Requested:	29,690

Corporate Framework: An active, inclusive city - Strengthening our neighbourhoods

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	29,690	(29,690)	0	0	0	0	0

Division:	Active Living & Culture	Reason:
Department:	Active Living & Culture	Scheduling Demands
Title:	Sponsorship & Advertising Program	CARRYOVER

Justification:

The Sponsorship & Advertising Program project was initiated in 2015, with a consulting company hired to identify and value the City's sponsorship opportunities (assets), develop a business case for a corporate program, and to provide recommendations on a strategy and operational model. The budget for the project will be carried over to establish budget for the new program in the first year.

2016 Budget:	100,000
2016 Expenditures:	45,290
2016 Budget Not Required:	4,710
Carryover Requested:	50,000

Corporate Framework: A strong economy - Building & maintaining partnerships

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	50,000	(50,000)	0	0	0	0	0

2017 Operating Request Details

CITY OF KELOWNA

Division:	Civic Operations	Reason:
Department:	Building Services	External Event
Title:	City Facility Re-Keying Project	CARRYOVER

Justification:

Carryover is requested to complete the City facilities re-keying project started by the contractor in 2016.

2016 Budget:	29,660
2016 Expenditures:	5,110
Carryover Requested:	24,550

Corporate Framework: Resilient, well-managed infrastructure - Efficient civic buildings & facilities

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	24,550	(24,550)	0	0	0	0	0

Division:	Civic Operations	Reason:
Department:	Building Services	External Event
Title:	Civic Building - Arc Flash Hazard Analysis	CARRYOVER

Justification:

In keeping with WorkSafeBC regulations, Arc Flash Hazard Analysis must be completed for twelve of the City's civic buildings. The consultant began the project in 2016 and has completed seven of the twelve assessments. The remaining five assessments will be completed in 2017.

2016 Budget:	70,000
2016 Expenditures:	19,430
Carryover Requested:	50,570

Corporate Framework: Resilient, well-managed infrastructure - Efficient civic buildings & facilities

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	50,570	(50,570)	0	0	0	0	0

2017 Operating Request Details

CITY OF KELOWNA

Division:	Civic Operations	Reason:
Department:	Building Services	Multi-Year
Title:	Energy Specialist Coordinator Position Extension	CARRYOVER

Justification:

A carryover is requested to continue the FortisBC Energy Specialist program to December 2017 as per the Council resolution dated from May 2016.

2016 Budget:	186,154
2016 Expenditures:	89,664
Carryover Requested:	96,490

Corporate Framework: Resilient, well-managed infrastructure - Efficient civic buildings & facilities

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	96,490	(96,490)	0	0	0	0	0

Division:	Civic Operations	Reason:
Department:	Building Services	External Event
Title:	Hazardous Materials Assessments	CARRYOVER

Justification:

The Hazardous Materials Assessments are required as part of WorkSafeBC regulation. A consultant was hired and began work in 2016. Based on contractor availability and number of buildings to be assessed, this project is ongoing and will be completed in 2017.

2016 Budget:	50,000
2016 Expenditures:	13,600
Carryover Requested:	36,400

Corporate Framework: Resilient, well-managed infrastructure - Efficient civic buildings & facilities

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	36,400	(36,400)	0	0	0	0	0

2017 Operating Request Details

CITY OF KELOWNA

Division:	Civic Operations	Reason:
Department:	Building Services	Scheduling Demands
Title:	Underground Utility Drawings	CARRYOVER

Justification:

Carryover is requested to complete an inventory in 2017 of all underground utilities (water, wastewater, storm, gas, electrical) located within municipal owned properties and will include the the development of as-built drawings.

2016 Budget:	65,000
2016 Expenditures:	1,150
Carryover Requested:	63,850

Corporate Framework: Resilient, well-managed infrastructure - Efficient civic buildings & facilities

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	63,850	(63,850)	0	0	0	0	0

Division:	Civic Operations	Reason:
Department:	Public Works	Scheduling Demands
Title:	Concrete Crushing - Landfill	CARRYOVER

Justification:

Carryover is requested to prepare material for internal road building and for construction of a recycling pad. The decision to construct the recycling pad was delayed to allow for a business case study of the additional options and pre-design. The study will determine the specifications for the base material requirements to be included in the concrete crushing tender. This project will be completed in 2017.

2016 Budget:	250,000
2016 Expenditures:	0
Carryover Requested:	250,000

Corporate Framework: A clean healthy environment - Solid waste reduction

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	250,000	(250,000)	0	0	0	0	0

2017 Operating Request Details

CITY OF KELOWNA

Division:	Civic Operations	Reason:
Department:	Utility Services	Design Option
Title:	Odour Management Plan Review	CARRYOVER

Justification:

This project is a requirement of the Ministry of Environment. It was thought early in 2016 that some of the project scope might be included in, or need to be adjusted by, the Biosolids Management Plan project which is ongoing. Scope clarification has been received and this project is expected to be complete in 2017 as required by the Ministry.

2016 Budget:	25,000
2016 Expenditures:	0
Carryover Requested:	25,000

Corporate Framework: A clean healthy environment - Improved air quality

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	42,500	(17,500)	0	0	0	(7,500)	(17,500)

Division:	Civic Operations	Reason:
Department:	Fleet Services	Multi-Year
Title:	Special Financial Project Support Term Position	CARRYOVER

Justification:

Carryover is requested to complete the Fleet Services internal equipment rate structure and business process review. This one year position and review project began in June 2016. Project is expected to be completed by May 2017.

2016 Budget:	95,088
2016 Expenditures:	48,188
Carryover Requested:	46,900

Corporate Framework: A well-run City - Performance excellence

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	46,900	(46,900)	0	0	0	0	0

2017 Operating Request Details

CITY OF KELOWNA

Division:	Corporate & Protective Services	Reason:
Department:	Financial Services	Scheduling Demands
Title:	Corporate Update - Financial Services Oversight	CARRYOVER

Justification:

The corporate update for Financial Services oversight was started in 2016 with the realignment of Financial Services branches and staff. Full implementation of the project was delayed as the department adjusted to this new alignment and the new positions approved in 2016. The project will continue into 2017 as the department continues to address corporate financial oversight and controls through the development of communications and change management plans, policies to further align with the Principles and Strategies for Financial Strength, and assist with audit requirements.

2016 Budget:	60,000
2016 Expenditures:	0
Carryover Requested:	60,000

Corporate Framework: A well-run City - Strong financial management

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	60,000	(60,000)	0	0	0	0	0

Division:	Corporate & Protective Services	Reason:
Department:	Financial Services	Multi-Year
Title:	GST Compliance Review	CARRYOVER

Justification:

In fall 2016 Council approved hiring a GST consultant to update GST compliance processes, systems and contracts with third parties. This phase of the project is expected to be complete in May 2017.

2016 Budget:	100,000
2016 Expenditures:	6,130
Carryover Requested:	93,870

Corporate Framework: A well-run City - Strong financial management

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	93,870	(93,870)	0	0	0	0	0

2017 Operating Request Details

CITY OF KELOWNA

Division:	Corporate & Protective Services	Reason:
Department:	Financial Services	Multi-Year
Title:	Tangible Capital Assets	CARRYOVER

Justification:

This multi-year initiative provides for the continued accounting of the City's assets to match legislated requirements. The City's tangible capital asset portfolio was successfully uploaded to the Agresso Fixed Asset module in December of 2016. Carryover is requested for additional staffing to assist with finalizing the workflow progression, to complete a comprehensive audit and review possible alignments with the new Asset Management Software for the recently installed fixed asset module. It is anticipated the work will be completed by 2018.

2016 Budget:	95,860
2016 Expenditures:	10,620
Carryover Requested:	85,240

Corporate Framework: A well-run City - Strong financial management

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	85,240	(85,240)	0	0	0	0	0

Division:	Corporate & Protective Services	Reason:
Department:	Purchasing	Scheduling Demands
Title:	Enhancement of Corporate Purchasing Card Program Term Position	CARRYOVER

Justification:

Due to scheduling issues, the corporate purchasing card program term position was not filled in 2016. A Procurement Manager Supervisor position was approved in 2017 to coordinate corporate strategic programs, provide a higher level of customer service, enhance the City's reputation, and provide critical efficiencies within the Purchasing Branch. This project will be completed by the Procurement Manager Supervisor position so the funding is required to be carried over to partially fund the new position starting in 2017.

2016 Budget:	25,000
2016 Expenditures:	0
Carryover Requested:	25,000

Corporate Framework: A well-run City - Performance excellence

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	25,000	(25,000)	0	0	0	0	0

2017 Operating Request Details

CITY OF KELOWNA

Division:	Corporate & Protective Services	Reason:
Department:	Risk Management	Scheduling Demands
Title:	Return/Stay at Work Management System	CARRYOVER

Justification:

The 2016 start of the Return/Stay at Work Management System project was delayed due to partner scheduling. The project is currently underway and is expected to be completed in 2017.

2016 Budget:	25,000
2016 Expenditures:	0
Carryover Requested:	25,000

Corporate Framework: A well-run City - Passionate public service

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	25,000	(25,000)	0	0	0	0	0

Division:	Communications & Information Services	Reason:
Department:	Communications & Information Services	Other
Title:	Citizen Survey	CARRYOVER

Justification:

Citizen Survey is conducted at the beginning of each Council term and at the mid-point. The carryover request is needed in order to build budget to fund the next survey schedule for 2017.

2016 Budget:	13,000
2016 Expenditures:	0
Carryover Requested:	13,000

Corporate Framework: A well-run City - Responsive customer service

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	13,000	(13,000)	0	0	0	0	0

2017 Operating Request Details

CITY OF KELOWNA

Division:	Communications & Information Services	Reason:
Department:	Information Services	Other
Title:	EDMS Training	CARRYOVER

Justification:

Electronic Document Management System (EDMS) was deployed to all city departments in 2016. Initial training for staff was completed as part of the deployment. A carryover is requested for 2017 as further training and support is still required to ensure ongoing and effective use of the system.

2016 Budget:	30,000
2016 Expenditures:	4,740
Carryover Requested:	25,260

Corporate Framework: A well-run City - Performance excellence

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	25,260	(25,260)	0	0	0	0	0

Division:	Human Resources & Corporate Performance	Reason:
Department:	Corporate Strategy & Performance	Other
Title:	ProjectPLAN	CARRYOVER

Justification:

Carryover is requested to support the rollout of ProjectPLAN in 2017. ProjectPLAN is a project management methodology that a cross-divisional team of City staff has been developing throughout 2016. It is a scalable and customized standard of processes, tools and templates that will contribute to expanding the City's project management discipline and expertise. Using a consistent methodology to manage projects will result in projects getting done faster, cheaper, with improved quality and overall improved delivery of the full business value of the project. The funds will be used for consulting services for training, training and communication materials and other learning and change adoption incentives.

2016 Budget:	74,190
2016 Expenditures:	4,340
2016 Budget Not Required:	54,850
Carryover Requested:	15,000

Corporate Framework: A well-run City - Performance excellence

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	15,000	(15,000)	0	0	0	0	0

2017 Operating Request Details

CITY OF KELOWNA

Division:	Civic Operations	Reason:
Department:	Utility Services	Scheduling Demands
Title:	Poplar Point Pump Retrofit	CARRYOVER

Justification:

Carryover is requested to allow for a modified version of this project to proceed in 2017. Detailed review has shown that performance goals can be met with some mechanical modifications without removing the diesel engine. Due to scheduling in 2016, staff were unable to implement the revised concept. Work is expected to occur in the first quarter of 2017.

2016 Budget:	27,500
2016 Expenditures:	0
Carryover Requested:	27,500

Corporate Framework: Resilient, well-managed infrastructure - Well-maintained utilities

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	27,500	(27,500)	0	0	0	0	0

Division:	Infrastructure	Reason:
Department:	Utility Planning	External Event
Title:	Filtration Exclusion, Particle Size Study	CARRYOVER

Justification:

Carryover is requested as comments from Interior Health Authority are not expected until the first quarter of 2017. This is the second phase of a risk study that is expected to allow the City to keep the Eldorado treatment plant online and defer \$20 million of infrastructure costs required to move water from the Adams water treatment plant to the South Mission area (served by Eldorado).

2016 Budget:	50,000
2016 Expenditures:	0
Carryover Requested:	50,000

Corporate Framework: A clean healthy environment - Protecting our natural land & water resources

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	50,000	(50,000)	0	0	0	0	0

2017 Operating Request Details

CITY OF KELOWNA

Division:	Infrastructure	Reason:
Department:	Utility Planning	External Event
Title:	Value Planning Review of Kelowna Water Systems	CARRYOVER

Justification:

This initiative was delayed due to parties not reaching consensus on the terms-of-reference for the Value Planning review until November 2016. The Value Planning review is now expected to be completed by the first quarter of 2017.

2016 Budget:	200,000
2016 Expenditures:	520
Carryover Requested:	199,480

Corporate Framework: A safe city - Clean drinking water

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	199,480	(199,480)	0	0	0	0	0

Division:	Infrastructure	Reason:
Department:	Utility Planning	Multi-Year
Title:	Water Integration Plan SOMID	CARRYOVER

Justification:

Carryover is requested to allow for further changes to the Provincial/Federal grant applications. The project is expected to be completed by the second quarter of 2017.

2016 Budget:	125,000
2016 Expenditures:	92,730
Carryover Requested:	32,270

Corporate Framework: A clean healthy environment - Protecting our natural land & water resources

	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	32,270	(32,270)	0	0	0	0	0

2017 Operating Request Details

CITY OF KELOWNA

Division:	Civic Operations	Reason:
Department:	Utility Services	Scheduling Demands
Title:	Programmable Logic Software	CARRYOVER

Justification:

Carryover is requested to purchase programmable logic controller software that is compatible with Windows Version 7. Due to scheduling demands, suitable software that met all specifications was not located in 2016.

2016 Budget:	35,000
2016 Expenditures:	0
Carryover Requested:	35,000

Corporate Framework:	Resilient, well-managed infrastructure - Well-maintained utilities
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	Cost	Reserve	Borrow	Fed/Prov	Dev/Com	Revenue	Utility
2017	35,000	(35,000)	0	0	0	0	0

Capital Budget

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2017 Capital Requests

Carryover Budget

Summary - General Fund

CITY OF KELOWNA

Page	Project	Description	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility	Reason
Real Estate Capital									
41	308204	Library Plaza Parkade - Commercial Unit Renovation	155,720	(155,720)	0	0	0	0	OTHER
41	308205	Library Plaza Parkade - Structural Repairs and Traffic Deck Coating	140,230	(140,230)	0	0	0	0	SCHED
42	3082XX	Parking Equipment	87,100	(87,100)	0	0	0	0	SCHED
42	2000	General Land	1,215,900	(1,215,900)	0	0	0	0	MULTIYE
43	2002	Road & Sidewalk, Land Acquisition	156,520	(156,520)	0	0	0	0	MULTIYE
Cost Center Totals			1,755,470	(1,755,470)	0	0	0	0	
Building Capital									
43	3174	City Hall Improvements	48,400	(48,400)	0	0	0	0	MULTIYE
44	317401	City Hall Temporary Relocation	35,570	(35,570)	0	0	0	0	MULTIYE
44	3179	Cook Road Boat Launch	134,240	(134,240)	0	0	0	0	DESIGNO
45	3087	Glenn Avenue School, Structural Repairs	255,990	(255,990)	0	0	0	0	MULTIYE
45	3222	Kelowna Library Building Repairs	338,900	(338,900)	0	0	0	0	SCHED
46	3069	Parkinson Recreation Centre	185,980	(185,980)	0	0	0	0	MULTIYE
46	3178	Queensway Jetty, Retaining Wall Repairs	72,690	(72,690)	0	0	0	0	EXT
47	3221	Water Street Firehall No. 2 Restoration	53,270	(53,270)	0	0	0	0	DESIGNO
47	3062	Library Parkade, Expansion	773,940	(773,940)	0	0	0	0	EXT
48	3175	Capital Opportunities & Partnership Program	499,950	(499,950)	0	0	0	0	SCHED
48	3227	Kerry Park, Utility Servicing	39,290	(39,290)	0	0	0	0	OTHER
49	3063	Memorial Parkade	2,278,400	0	(2,278,400)	0	0	0	EXT
49	306301	Memorial Parkade Office Space Construction	1,176,550	(1,176,550)	0	0	0	0	EXT
50	3158	Police Services Building	10,974,820	0	(10,699,820)	0	(275,000)	0	MULTIYE
50	213815	Public Art, Library Parkade	101,200	(101,200)	0	0	0	0	EXT
51	3226	Queensway Transit Pavilion	475,270	(224,770)	0	(250,500)	0	0	DESIGNO
Cost Center Totals			17,444,460	(3,940,740)	(12,978,220)	(250,500)	(275,000)	0	
Parks Capital									
51	3230	Cedar Creek Park Stair Renewal	82,300	(82,300)	0	0	0	0	SCHED
52	3002	City Park - Foreshore Protection	57,420	(57,420)	0	0	0	0	SCHED
52	2882	Community Parks & Open Space, Development	36,900	(36,900)	0	0	0	0	EXT
53	3134	Irrigation Infrastructure Renewal	296,770	(296,770)	0	0	0	0	EXT
53	3181	Knox Mountain Park Improvements	10,610	(10,610)	0	0	0	0	SCHED
54	2031047	Munson Pond	36,760	(36,760)	0	0	0	0	SCHED
54	3137	Rutland Centennial Park Improvements	16,320	(16,320)	0	0	0	0	SCHED
55	2917	Glenmore Recreation Park	260,020	(260,020)	0	0	0	0	MULTIYE
55	3229	Canyon Falls Park, Upgrades	146,510	(146,510)	0	0	0	0	SCHED
56	3228	Kerry Park Improvements	252,900	(252,900)	0	0	0	0	MULTIYE
56	2030045	Lakeshore Road 4020	120,270	(120,270)	0	0	0	0	SCHED
57	2031	Parks Land - Natural/Linear	419,200	(419,200)	0	0	0	0	MULTIYE
57	3231	Upper Mission Trail Building	183,340	(88,340)	0	0	(95,000)	0	SCHED

Page	Project	Description	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility Reason
Partnership								
Cost Center Totals			1,919,320	(1,824,320)	0	0	(95,000)	0
Transportation Capital								
58	2086	Bridge Rehabilitation	91,520	(91,520)	0	0	0	0 EXT
58	3169	Canyon Creek Partnering Agreement	87,050	0	0	0	(87,050)	0 OTHER
59	3144	Gordon Drive Frequent Transit Service	91,110	(91,110)	0	0	0	0 SCHED
59	286601R	Lakeshore 1 DCC (Dehart - McClure), Road	25,000	(25,000)	0	0	0	0 SCHED
60	3145	Major Traffic Safety Projects	156,420	(156,420)	0	0	0	0 SCHED
60	3233	Street Light Renewal	13,070	(13,070)	0	0	0	0 EXT
61	3138	Transportation Infrastructure Renewal	257,000	(257,000)	0	0	0	0 EXT
61	209801R	Clement 1 DCC (St. Paul - Graham)	335,820	(335,820)	0	0	0	0 MULTIYE
62	310001A	Dilworth DCC Active Transportation Corridor	213,140	(213,140)	0	0	0	0 EXT
62	317201A	Ethel 2 DCC (Bernard-Cawston), ATC	223,790	(223,790)	0	0	0	0 SCHED
63	323401A	Ethel 3 DCC (Harvey-Sutherland), ATC	55,910	(55,910)	0	0	0	0 SCHED
63	308102R	John Hindle Drive (2,3,4) DCC	9,255,390	(2,255,390)	0	(7,000,000)	0	0 MULTIYE
64	308101	John Hindle Drive, DCC	277,940	(277,940)	0	0	0	0 MULTIYE
64	3081L	John Hindle Way, Phase 3 Land	340,440	(340,440)	0	0	0	0 MULTIYE
65	316701R	McCulloch Area DCC (KLO/Hall/Spiers)	1,617,090	(1,617,090)	0	0	0	0 MULTIYE
65	323801A	Rails with Trails DCC Active Transportation Corridor Extension	95,440	(95,440)	0	0	0	0 EXT
66	321001R	Stewart 3 DCC, Road	71,970	(71,970)	0	0	0	0 MULTIYE
66	323601A	Sutherland 1 DCC (Gordon-Ethel), ATC	44,050	(44,050)	0	0	0	0 MULTIYE
67	208542	Alternate Hwy 97 Multi-use Pathway Access to UBC Campus	155,000	(155,000)	0	0	0	0 SCHED
67	3241	Snowsell Street Improvements	50,150	0	0	0	(50,150)	0 SCHED
68	3168	Traffic Control Infrastructure	63,830	(63,830)	0	0	0	0 SCHED
68	207602	Transit - New Equipment	85,080	(85,080)	0	0	0	0 EXT
Cost Center Totals			13,606,210	(6,469,010)	0	(7,000,000)	(137,200)	0
Solid Waste Capital								
69	3188	Leachate and Landfill Gas Header	275,770	(275,770)	0	0	0	0 MULTIYE
69	3189	Landfill Entrance Screening	13,040	(13,040)	0	0	0	0 DESIGNO
70	3244	Mechanic Shop	299,600	(299,600)	0	0	0	0 DESIGNO
70	3242	New Drop Off - Woodwaste & Metal	349,560	(349,560)	0	0	0	0 DESIGNO
71	3243	Overhead Electronic Sign	150,000	(150,000)	0	0	0	0 SCHED
Cost Center Totals			1,087,970	(1,087,970)	0	0	0	0
Storm Drainage Capital								
71	3192	Brandt's Creek Drainage Improvements	84,350	(84,350)	0	0	0	0 EXT
72	3246	Dilworth Drive - Oil / Water Separator	88,650	(88,650)	0	0	0	0 DESIGNO
72	3245	Lakeshore Road - Barnaby to Vintage Terrace	204,910	(204,910)	0	0	0	0 SCHED
73	3193	Sutherland Ave, Oil/Water Separator	48,550	(48,550)	0	0	0	0 SCHED

Page	Project	Description	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility Reason
Cost Center Totals			426,460	(426,460)	0	0	0	0
Information Services Capital								
73	2133	Back Office Equipment (Server Upgrades)	31,470	(31,470)	0	0	0	0 EXT
74	3249	City's Website - Online Platform Development	65,680	(65,680)	0	0	0	0 EXT
74	3250	Class Registration Software Replacement	244,690	(244,690)	0	0	0	0 MULTIYE
75	2132	Communications Networks (Network Upgrades)	91,070	(91,070)	0	0	0	0 EXT
75	309502	HR/Payroll Streamlining	86,330	(86,330)	0	0	0	0 MULTIYE
76	3273	Integrated Utility Billing and Property Tax System Software	1,735,000	(916,500)	0	0	0	(818,500) MULTIYE
76	2853	Asset Management Program, Acquisition	154,340	(81,385)	0	0	0	(72,955) MULTIYE
77	3251	Fibre Optic Network	2,387,550	(2,387,550)	0	0	0	0 MULTIYE
Cost Center Totals			4,796,130	(3,904,675)	0	0	0	(891,455)
Vehicle & Mobile Equipment								
77	2803XX	Equipment and Vehicle Replacement	1,458,680	(1,458,680)	0	0	0	0 SCHED
78	2802XX	Hook Lift Bins	21,000	(21,000)	0	0	0	0 DESIGNO
78	280024	Hydro Excavator	516,350	0	0	0	0	(516,350) DESIGNO
Cost Center Totals			1,996,030	(1,479,680)	0	0	0	(516,350)
Fire Capital								
79	230709	Bush Truck 4	73,650	(73,650)	0	0	0	0 EXT
79	230711	Bush Truck 7	117,590	(117,590)	0	0	0	0 EXT
80	230708	Engine 4	810,000	(810,000)	0	0	0	0 MULTIYE
80	230710	Engine 7	530,600	(530,600)	0	0	0	0 MULTIYE
81	230705	Fire Engine - Firehall #2	779,660	(779,660)	0	0	0	0 MULTIYE
OP 81	3141	Predictive Modeling Dynamic Deployment System (PM/DDS)	67,870	(67,870)	0	0	0	0 DESIGNO
Cost Center Totals			2,379,370	(2,379,370)	0	0	0	0
Sub-Total			45,411,420	(23,267,695)	(12,978,220)	(7,250,500)	(507,200)	(1,407,805)

OP - Denotes capital request that has a related operating request.

PROJECTS UNDER \$10,000

Project	Description	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility	Reason
<u>Parks Capital</u>								
2586	Poplar Point Linear Foreshore	9,900	(9,900)	0	0	0	0	SCHED
Cost Center Totals		9,900	(9,900)	0	0	0	0	
<u>Transportation Capital</u>								
207601	Transit - Equipment Renewal	4,140	(4,140)	0	0	0	0	EXT EVENT
Cost Center Totals		4,140	(4,140)	0	0	0	0	
<u>Information Services Capital</u>								
2756	Building Outlines	6,830	(6,830)	0	0	0	0	EXT EVENT
Cost Center Totals		6,830	(6,830)	0	0	0	0	
Grand Total		45,432,290	(23,288,565)	(12,978,220)	(7,250,500)	(507,200)	(1,407,805)	

2017 Capital Requests

Carryover Budget

Summary - Utility Funds

CITY OF KELOWNA

Page	Project	Description	Amount	Reserve	Borrow	Fed/Prov	Dev/Com	Utility	Reason
Airport Capital									
82	2901	Air Terminal Complex Capital Replacements	62,560	(62,560)	0	0	0	0	SCHED
82	3079	Electronic Advertising System	50,000	(50,000)	0	0	0	0	SCHED
83	3006	Integrated Software Management System	74,950	(74,950)	0	0	0	0	SCHED
83	3004	Upgrade Airfield Pull Pits	33,480	(33,480)	0	0	0	0	SCHED
84	3070	Additional Land Purchases	53,690	(53,690)	0	0	0	0	MULTIYE
84	3219	Airport West Lands Roads and Servicing	1,287,190	(1,287,190)	0	0	0	0	MULTIYE
85	2968	Drive to 1.6 Million Passengers Program	30,016,140	(24,673,140)	0	(5,343,000)	0	0	MULTIYE
85	2898	Fenceline Roadway Upgrades	50,660	(50,660)	0	0	0	0	MULTIYE
Cost Center Totals			31,628,670	(26,285,670)	0	(5,343,000)	0	0	
Water Capital									
86	3256	Alta Vista Road - West section	110,000	(110,000)	0	0	0	0	SCHED
86	3147	Knox, Dilworth Sediment Separator	121,900	(121,900)	0	0	0	0	DESIGNO
87	3257	Martin Avenue - Richter to Ethel	75,000	(75,000)	0	0	0	0	EXT
87	310302	Morrison Ave (Richter to Ethel) Watermain	500,000	(500,000)	0	0	0	0	SCHED
88	3258	Okanagan Blvd - Kingsway to Richter	199,990	(199,990)	0	0	0	0	SCHED
88	325201W	Saucier Avenue - Richter to Ethel	256,550	(256,550)	0	0	0	0	SCHED
Cost Center Totals			1,263,440	(1,263,440)	0	0	0	0	
Wastewater Capital									
89	3260	Bay Avenue - Guy St Lift Station to Ellis	100,000	(100,000)	0	0	0	0	DESIGNO
89	3203	Lane North of Leon Sanitary Replacement, Abbott - Water	258,370	(258,370)	0	0	0	0	SCHED
90	325201S	Saucier Avenue - Richter to Ethel	321,520	(321,520)	0	0	0	0	SCHED
90	3202	WWTP, Control Systems Replacement	310,740	(310,740)	0	0	0	0	MULTIYE
Cost Center Totals			990,630	(990,630)	0	0	0	0	
Sub-Total			33,882,740	(28,539,740)	0	(5,343,000)	0	0	

OP - Denotes capital request that has a related operating request.

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2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Real Estate Capital	Other
Title:	Library Plaza Parkade - Commercial Unit Renovation	CARRYOVER

Justification:

Carryover is requested as this space is currently listed for lease and the remainder of work will be completed once a new tenant has been confirmed. This rehabilitation will result in a 1455 sq. ft. leasable commercial/retail unit and a 280 sq. ft. workshop used by Parking Services technicians.

2016 Budget:	160,000
2016 Expenditures:	<u>4,280</u>
Carryover Requested:	155,720

10 Year Capital Plan Reference: L3

Corporate Framework: Resilient, well-managed infrastructure - Efficient civic buildings & facilities

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(155,720)				

Department:	Capital Projects	Reason:
Cost Center:	Real Estate Capital	Scheduling Demands
Title:	Library Plaza Parkade - Structural Repairs and Traffic Deck Coating	CARRYOVER

Justification:

A structural evaluation of the original Library Plaza parkade, constructed in 1995, was performed in 2015. The report recommended various concrete repairs, reapplication of the traffic deck coating and epoxy injections into leaking cracks. This rehabilitation was necessary to ensure the facility's maximum life expectancy is achieved. Due to delays related to the the Library Parkade expansion project, the remainder of the project is scheduled to be finished throughout the winter and the final section of coating to be applied in spring 2017.

2016 Budget:	643,000
2016 Expenditures:	<u>502,770</u>
Carryover Requested:	140,230

10 Year Capital Plan Reference: L3

Corporate Framework: Resilient, well-managed infrastructure - Efficient civic buildings & facilities

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(140,230)				

2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Real Estate Capital	Scheduling Demands
Title:	Parking Equipment	CARRYOVER

Justification:

Carryover is requested to complete the following capital projects:

- 1) Library Parkade - Installation of Security Cameras.
- 2) Chapman Parkade - Installation of vehicle counting system, license plate recognition cameras to monitor compliance and dynamic signage to display number of stalls available.
- 3) Replacement of parking meters with pay stations as part of an on-going renewal program for equipment that has reached the end of its service life and to add additional pay stations in new locations.

2016 Budget:	227,960
2016 Expenditures:	<u>140,860</u>
Carryover Requested:	87,100

10 Year Capital Plan Reference: L3

Corporate Framework: Resilient, well-managed infrastructure - Planning excellence

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(87,100)				

Department:	Capital Projects	Reason:
Cost Center:	Real Estate Capital	Multi-Year
Title:	General Land	CARRYOVER

Justification:

This carryover is requested for properties currently under negotiation.

2016 Budget:	1,300,000
2016 Expenditures:	<u>84,080</u>
Carryover Requested:	1,215,920

10 Year Capital Plan Reference: L1

Corporate Framework: A well-run City - Pioneering leadership

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(1,215,900)				

2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Real Estate Capital	Multi-Year
Title:	Road & Sidewalk, Land Acquisition	CARRYOVER

Justification:

The City continues to address a priority list of sidewalk acquisitions with a primary focus in the South Pandosy area. This carryover is requested in order to have funds available to purchase the remaining land when it becomes available. The carryover also facilitates the purchase of land at development when right of way in excess of twenty meters is required.

2016 Budget:	303,050
2016 Expenditures:	<u>146,530</u>
Carryover Requested:	156,520

10 Year Capital Plan Reference: L2

Corporate Framework: Resilient, well-managed infrastructure - Balanced transportation systems

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(156,520)				

Department:	Capital Projects	Reason:
Cost Center:	Building Capital	Multi-Year
Title:	City Hall Improvements	CARRYOVER

Justification:

The City has a contractual commitment with consultants for the Design Development of City Hall renovations Phase IV. The work is currently ongoing with different stakeholders within the City with a conclusion anticipated in the first quarter of 2017. The balance of the budget will be required to develop detailed performance specifications in advance of a design and build tender later in 2017.

2016 Budget:	131,510
2016 Expenditures:	<u>83,110</u>
Carryover Requested:	48,400

10 Year Capital Plan Reference: B3

Corporate Framework: Resilient, well-managed infrastructure - Efficient civic buildings & facilities

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(48,400)				

2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Building Capital	Multi-Year
Title:	City Hall Temporary Relocation	CARRYOVER

Justification:

Carryover is requested to fulfill a contractual commitment for the lease of additional office space on Lawrence Avenue and associated costs to temporarily accommodate staff during the City Hall renovations.

2016 Budget:	112,000
2016 Expenditures:	<u>76,430</u>
Carryover Requested:	35,570

10 Year Capital Plan Reference: B3

Corporate Framework: Resilient, well-managed infrastructure - Efficient civic buildings & facilities

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(35,570)				

Department:	Capital Projects	Reason:
Cost Center:	Building Capital	Design Option
Title:	Cook Road Boat Launch	CARRYOVER

Justification:

Carryover is requested for the design development of the replacement ramp and associated costs with environmental permitting. The existing concrete boat ramp is currently breaking away reducing the useable length of the boat launch and creating challenges for users. A Long Term Shoreline Plan from Mission Creek to Rotary Beach is currently being developed with the Province. The adjacent property is also currently being proposed for development by Aqua. The design for the ramp was therefore not pursued during 2016 until more was known about both of the projects in order to avoid redundant work. The design development will be carried out in 2017 following the conclusion of the Long Term

2016 Budget:	200,000
2016 Expenditures:	<u>65,760</u>
Carryover Requested:	134,240

10 Year Capital Plan Reference: B1

Corporate Framework: Resilient, well-managed infrastructure - Efficient civic buildings & facilities

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(134,240)				

2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Building Capital	Multi-Year
Title:	Glenn Avenue School, Structural Repairs	CARRYOVER

Justification:

Having completed the masonry repairs a carryover is requested to complete the final project, window replacement, which is scheduled for the second quarter of 2017.

2016 Budget:	492,710
2016 Expenditures:	<u>236,720</u>
Carryover Requested:	255,990

10 Year Capital Plan Reference: B5

Corporate Framework: An active, inclusive city - Honouring our history

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(255,990)				

Department:	Capital Projects	Reason:
Cost Center:	Building Capital	Scheduling Demands
Title:	Kelowna Library Building Repairs	CARRYOVER

Justification:

The flooring replacement project was tendered and awarded in late November 2016. A carryover is requested as work began in December and is scheduled to be completed in the first quarter of 2017.

2016 Budget:	507,300
2016 Expenditures:	<u>168,400</u>
Carryover Requested:	338,900

10 Year Capital Plan Reference: B2

Corporate Framework: Resilient, well-managed infrastructure - Efficient civic buildings & facilities

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(338,900)				

2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Building Capital	Multi-Year
Title:	Parkinson Recreation Centre	CARRYOVER

Justification:

Carryover is requested to continue with schematic design, carry out a public engagement process and enter into discussions with potential partners. It is anticipated the negotiations and schematic design will continue throughout 2017.

2016 Budget:	200,000
2016 Expenditures:	<u>14,020</u>
Carryover Requested:	185,980

10 Year Capital Plan Reference: B1

Corporate Framework: An active, inclusive city - Active living opportunities

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(185,980)				

Department:	Capital Projects	Reason:
Cost Center:	Building Capital	External Event
Title:	Queensway Jetty, Retaining Wall Repairs	CARRYOVER

Justification:

Work that can only be performed during low water was shut down before it could be completed due to the lake level rising earlier than normal in the spring. Carryover is requested to complete the remaining work scheduled to be undertaken in the first quarter of 2017.

2016 Budget:	151,580
2016 Expenditures:	<u>78,890</u>
Carryover Requested:	72,690

10 Year Capital Plan Reference: B1

Corporate Framework: A clean healthy environment - Protecting our natural land & water resources

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(72,690)				

2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Building Capital	Design Option
Title:	Water Street Firehall No. 2 Restoration	CARRYOVER

Justification:

Carryover is requested to fulfill a contractual commitment with consultants for the schematic design and design development stages for Water Street Firehall No. 2. The schematic design was completed during 2016 resulting in a cost estimate significantly greater than 2030 Infrastructure Plan. The work will be completed during the first half of 2017 in order to prepare an accurate cost estimate for 2018 budget submissions.

2016 Budget:	75,000
2016 Expenditures:	<u>21,730</u>
Carryover Requested:	53,270

10 Year Capital Plan Reference: B3

Corporate Framework: Resilient, well-managed infrastructure - Efficient civic buildings & facilities

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(53,270)				

Department:	Capital Projects	Reason:
Cost Center:	Building Capital	External Event
Title:	Library Parkade, Expansion	CARRYOVER

Justification:

Work on the parkade is substantially complete. Carryover is requested for the completion of the retail units of the building that are behind schedule and will not be complete until the second quarter of 2017.

2016 Budget:	4,559,390
2016 Expenditures:	<u>3,785,450</u>
Carryover Requested:	773,940

10 Year Capital Plan Reference: B4

Corporate Framework: Resilient, well-managed infrastructure - Efficient civic buildings & facilities

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(773,940)				

2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Building Capital	Scheduling Demands
Title:	Capital Opportunities & Partnership Program	CARRYOVER

Justification:

As an unintentional result of construction for the H2O Centre, a small wetland formed in a low lying area to the rear end of the building. In preparation for future phases of the Mission Recreation Park and the construction of a potential new clubhouse in partnership with Kelowna United, this wet area is to be infilled.

Once the necessary Provincial permitting was received in 2016, there were insufficient staff resources available to address this during the appropriate environmental window. Construction will commence in the first quarter of 2017 in order to meet with the permitting requirements.

2016 Budget:	500,000
2016 Expenditures:	<u>50</u>
Carryover Requested:	499,950

10 Year Capital Plan Reference: B6

Corporate Framework: A strong economy - Building & maintaining partnerships

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(499,950)				

Department:	Capital Projects	Reason:
Cost Center:	Building Capital	Other
Title:	Kerry Park, Utility Servicing	CARRYOVER

Justification:

This project is to provide utility servicing for the future Kerry Park building improvements, which have been delayed pending approvals. A carryover is requested to complete the servicing as soon as the building plans are approved.

2016 Budget:	40,000
2016 Expenditures:	<u>710</u>
Carryover Requested:	39,290

10 Year Capital Plan Reference: B6

Corporate Framework: A strong economy - Building & maintaining partnerships

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(39,290)				

2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Building Capital	External Event
Title:	Memorial Parkade	CARRYOVER

Justification:

Carryover is requested to complete contractual obligations. Construction of the project is behind schedule due to construction delays and repair work. Completion is scheduled for the first quarter of 2017.

2016 Budget:	13,837,280
2016 Expenditures:	<u>11,558,880</u>
Carryover Requested:	2,278,400

10 Year Capital Plan Reference: B4

Corporate Framework: Resilient, well-managed infrastructure - Efficient civic buildings & facilities

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
	(2,278,400)			

Department:	Capital Projects	Reason:
Cost Center:	Building Capital	External Event
Title:	Memorial Parkade Office Space Construction	CARRYOVER

Justification:

Carryover is requested to complete this multi-year project. Construction of the project is behind schedule due to construction delays and is scheduled for completion in the second quarter of 2017.

2016 Budget:	1,187,270
2016 Expenditures:	<u>10,720</u>
Carryover Requested:	1,176,550

10 Year Capital Plan Reference: B4

Corporate Framework: Resilient, well-managed infrastructure - Efficient civic buildings & facilities

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(1,176,550)				

2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Building Capital	Multi-Year
Title:	Police Services Building	CARRYOVER

Justification:

This is a multi-year project and the project is on schedule. Substantial completion is scheduled for March 2017 with the RCMP move in scheduled for June 2017.

2016 Budget:	39,941,300
2016 Expenditures:	<u>28,966,480</u>
Carryover Requested:	10,974,820

10 Year Capital Plan Reference: B3

Corporate Framework: Resilient, well-managed infrastructure - Efficient civic buildings & facilities

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
	(10,699,820)		(275,000)	

Department:	Capital Projects	Reason:
Cost Center:	Building Capital	External Event
Title:	Public Art, Library Parkade	CARRYOVER

Justification:

The City has a contractual commitment for this artwork. Due to the decline of the Canadian dollar, the original selected artist from the United States was unable to provide the artwork within budget. Staff then entered into a contract with the second highest evaluated artist, but this process created an overall delay in the schedule. Carryover is requested to complete the fabrication and installation of the art panels. Work is expected to be complete by the second quarter of 2017.

2016 Budget:	130,940
2016 Expenditures:	<u>29,740</u>
Carryover Requested:	101,200

10 Year Capital Plan Reference: B2

Corporate Framework: An active, inclusive city - Cultural experiences

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(101,200)				

2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Building Capital	Design Option
Title:	Queensway Transit Pavilion	CARRYOVER

Justification:

The City has a contractual commitment with consultants for all stages of design and construction. The design development completed during 2016 resulted in a cost estimate significantly greater than the pre-design estimates and current budget. Confirmation of the future direction for this project will be sought from Council during the first quarter of 2017.

2016 Budget:	500,500
2016 Expenditures:	<u>25,230</u>
Carryover Requested:	475,270

10 Year Capital Plan Reference: B4

Corporate Framework: A safe city - Public safety programs

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(224,770)		(250,500)		

Department:	Capital Projects	Reason:
Cost Center:	Parks Capital	Scheduling Demands
Title:	Cedar Creek Park Stair Renewal	CARRYOVER

Justification:

Carryover is requested as the contract for construction of this project was awarded in late 2016, delaying project completion to the second quarter of 2017.

2016 Budget:	85,000
2016 Expenditures:	<u>2,700</u>
Carryover Requested:	82,300

10 Year Capital Plan Reference: P8

Corporate Framework: An active, inclusive city - Spectacular parks

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(82,300)				

2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Parks Capital	Scheduling Demands
Title:	City Park - Foreshore Protection	CARRYOVER

Justification:

Provincial approval for this project was received in fall of 2016. As a condition of the permit, and in accordance with best management practices, the work can only be done during low water in March-April 2017.

2016 Budget:	67,400
2016 Expenditures:	<u>9,980</u>
Carryover Requested:	57,420

10 Year Capital Plan Reference: P8

Corporate Framework: An active, inclusive city - Spectacular parks

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(57,420)				

Department:	Capital Projects	Reason:
Cost Center:	Parks Capital	External Event
Title:	Community Parks & Open Space, Development	CARRYOVER

Justification:

Carryover is requested to undertake removals and remediation in the riparian area next to Mission Creek associated with previous property purchase, as the necessary environmental approval is not expected until the first quarter of 2017.

2016 Budget:	144,760
2016 Expenditures:	<u>107,860</u>
Carryover Requested:	36,900

10 Year Capital Plan Reference: P4

Corporate Framework: An active, inclusive city - Spectacular parks

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(36,900)				

2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Parks Capital	External Event
Title:	Irrigation Infrastructure Renewal	CARRYOVER

Justification:

The project was tendered late in 2016 and no compliant bids were received. Carryover is requested to secure a contractor and to undertake construction in 2017.

2016 Budget:	325,000
2016 Expenditures:	<u>28,230</u>
Carryover Requested:	296,770

10 Year Capital Plan Reference: P8

Corporate Framework: An active, inclusive city - Spectacular parks

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(296,770)				

Department:	Capital Projects	Reason:
Cost Center:	Parks Capital	Scheduling Demands
Title:	Knox Mountain Park Improvements	CARRYOVER

Justification:

The majority of the trail work was completed in 2016. A carryover is requested for some minor touch-up and clean-up work that is scheduled to be complete by the second quarter of 2017.

2016 Budget:	16,970
2016 Expenditures:	<u>6,360</u>
Carryover Requested:	10,610

10 Year Capital Plan Reference: P7

Corporate Framework: An active, inclusive city - Spectacular parks

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(10,610)				

2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Parks Capital	Scheduling Demands
Title:	Munson Pond	CARRYOVER

Justification:

Carryover is requested to allow the City to fulfill commitments made to the property owner through the acquisition process. Demolition of an old farm house was completed in December 2015. Various fencing quotes were solicited in 2016; however, installation was not completed due to higher-than-expected costs as a result of high water table levels and excessive undergrowth. Staff are currently reviewing alternate locations for the fencing that would fulfill the terms of the City's commitment in a more cost-effective manner. Installation of the fencing is anticipated to be complete by the second quarter of 2017.

2016 Budget:	52,540
2016 Expenditures:	<u>15,780</u>
Carryover Requested:	36,760

10 Year Capital Plan Reference: P6

Corporate Framework: Resilient, well-managed infrastructure - Distinctive community identities

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(36,760)				

Department:	Capital Projects	Reason:
Cost Center:	Parks Capital	Scheduling Demands
Title:	Rutland Centennial Park Improvements	CARRYOVER

Justification:

Phase 1 of the project is substantially complete, however construction delays in 2016 meant that some work needs to be undertaken in spring 2017 to ensure the sport field is suitable for public use.

2016 Budget:	437,490
2016 Expenditures:	<u>421,170</u>
Carryover Requested:	16,320

10 Year Capital Plan Reference: P4

Corporate Framework: An active, inclusive city - Spectacular parks

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(16,320)				

2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Parks Capital	Multi-Year
Title:	Glenmore Recreation Park	CARRYOVER

Justification:

Carryover is requested for this multi-year, multi-phased project, in order to fulfill consulting service requirements. The first phase is scheduled to go to tender and be constructed in 2017.

2016 Budget:	450,000
2016 Expenditures:	<u>189,980</u>
Carryover Requested:	260,020

10 Year Capital Plan Reference: P5

Corporate Framework: An active, inclusive city - Active living opportunities

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(260,020)				

Department:	Capital Projects	Reason:
Cost Center:	Parks Capital	Scheduling Demands
Title:	Canyon Falls Park, Upgrades	CARRYOVER

Justification:

Carryover is requested as the construction contract for this project was awarded in late 2016, delaying project completion to the second quarter of 2017.

2016 Budget:	175,000
2016 Expenditures:	<u>28,490</u>
Carryover Requested:	146,510

10 Year Capital Plan Reference: P7

Corporate Framework: An active, inclusive city - Spectacular parks

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(146,510)				

2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Parks Capital	Multi-Year
Title:	Kerry Park Improvements	CARRYOVER

Justification:

A carryover is requested to complete the design phase which was scheduled to be complete this year; however scheduling delays with two adjacent developments have challenged coordination with this project.

2016 Budget:	350,000
2016 Expenditures:	<u>97,100</u>
Carryover Requested:	252,900

10 Year Capital Plan Reference: P6

Corporate Framework: An active, inclusive city - Spectacular parks

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(252,900)				

Department:	Capital Projects	Reason:
Cost Center:	Parks Capital	Scheduling Demands
Title:	Lakeshore Road 4020	CARRYOVER

Justification:

Carryover is requested to fulfill the acquisition commitments made by the City to the property owner. Demolition and site clearing, tree assessment and review, and preliminary planning work for the future park site will continue once the City obtains vacant possession of the building in 2017.

2016 Budget:	478,170
2016 Expenditures:	<u>357,900</u>
Carryover Requested:	120,270

10 Year Capital Plan Reference: P1

Corporate Framework: An active, inclusive city - Spectacular parks

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(120,270)				

2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Parks Capital	Multi-Year
Title:	Parks Land - Natural/Linear	CARRYOVER

Justification:

Carryover is requested to support the City's multi-year acquisition program for natural area parks and linear parks in accordance with the Council approved Parkland Acquisition Strategy, Official Community Plan and Linear Park Master Plan. There are a number of specific properties approaching conclusion and staff will be seeking Council approval to proceed early in the first quarter of 2017.

2016 Budget:	428,585
2016 Expenditures:	<u>9,385</u>
Carryover Requested:	419,200

10 Year Capital Plan Reference: P2

Corporate Framework: An active, inclusive city - Spectacular parks

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(419,200)				

Department:	Capital Projects	Reason:
Cost Center:	Parks Capital	Scheduling Demands
Title:	Upper Mission Trail Building Partnership	CARRYOVER

Justification:

This is an equal partnership with developers in the Upper Mission area to complete a number of trail systems. One partnership is at Lebanon Creek which is a three-way partnership including the Regional District of the Central Okanagan (RDCO). Due to a lack of staffing resources a number of partnerships were not pursued during 2016, but are now being addressed. Carryover is requested to honour partnership obligations with both the RDCO and the developers.

2016 Budget:	250,000
2016 Expenditures:	<u>66,660</u>
Carryover Requested:	183,340

10 Year Capital Plan Reference: P7

Corporate Framework: An active, inclusive city - Spectacular parks

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(88,340)			(95,000)	

2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Transportation Capital	External Event
Title:	Bridge Rehabilitation	CARRYOVER

Justification:

Carryover is requested to complete the rehabilitation of Bridge No. 34 over Mission Creek at East Kelowna Road. The annual bridge rehabilitation program includes upgrades necessary to maintain the structural integrity and extend the life of existing bridges. In 2016, the upgrades to all but one of the bridges scheduled for rehabilitation were complete. Rehabilitation of Bridge 34 could not be completed within the Fisheries window for approved construction due to environmental factors. This bridge will be scheduled for completion in conjunction with the 2017 program.

2016 Budget:	300,000
2016 Expenditures:	<u>208,480</u>
Carryover Requested:	91,520

10 Year Capital Plan Reference: T4

Corporate Framework: Resilient, well-managed infrastructure - Balanced transportation systems

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(91,520)				

Department:	Capital Projects	Reason:
Cost Center:	Transportation Capital	Other
Title:	Canyon Creek Partnering Agreement	CARRYOVER

Justification:

Carryover is requested to complete the KLO Creek Bridge replacement. This project was delayed due to wet and late season weather. Final grading and paving will be completed in the second quarter of 2017.

2016 Budget:	760,570
2016 Expenditures:	<u>673,520</u>
Carryover Requested:	87,050

10 Year Capital Plan Reference: T3

Corporate Framework: A strong economy - Building & maintaining partnerships

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
			(87,050)	

2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Transportation Capital	Scheduling Demands
Title:	Gordon Drive Frequent Transit Service	CARRYOVER

Justification:

Land negotiations began in mid-2016 with BC Housing which led to acquisition of required land for a bus bay. Design is complete and a tender process is underway. Construction is anticipated to be complete in the second quarter of 2017.

2016 Budget:	121,800
2016 Expenditures:	<u>30,690</u>
Carryover Requested:	91,110

10 Year Capital Plan Reference: T9

Corporate Framework: Resilient, well-managed infrastructure - Balanced transportation systems

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(91,110)				

Department:	Capital Projects	Reason:
Cost Center:	Transportation Capital	Scheduling Demands
Title:	Lakeshore 1 DCC (Dehart - McClure), Road	CARRYOVER

Justification:

This project was substantially complete in 2015; however, the road markings planned for 2016 were not completed. Carryover is requested to complete the road markings and installation of City posts to provide safety improvements for the new bike lanes.

2016 Budget:	213,640
2016 Expenditures:	85,680
2016 Budget Not Required:	<u>102,960</u>
Carryover Requested:	25,000

10 Year Capital Plan Reference: T1

Corporate Framework: Resilient, well-managed infrastructure - Balanced transportation systems

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(25,000)				

2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Transportation Capital	Scheduling Demands
Title:	Major Traffic Safety Projects	CARRYOVER

Justification:

The work could not be completed in 2016 due to the coordination required with area development projects and road resurfacing. This carryover will provide the City's contribution to improve the intersection of Ellis Street and Smith Avenue which will be completed in 2017 in coordination with off-site works related to Library Parkade expansion, and facilitate intersection improvements in the vicinity of Glenmore Drive and Spall Road in coordination with Glenmore Road resurfacing in 2017.

2016 Budget:	531,290
2016 Expenditures:	<u>374,870</u>
Carryover Requested:	156,420

10 Year Capital Plan Reference: T7

Corporate Framework: Resilient, well-managed infrastructure - Planning excellence

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(156,420)				

Department:	Capital Projects	Reason:
Cost Center:	Transportation Capital	External Event
Title:	Street Light Renewal	CARRYOVER

Justification:

In 2016, the replacement program for street light poles and street light bases continued as scheduled. In 2017, all remaining street light poles requiring replacement as part of the 2016 work plan will be completed.

2016 Budget:	115,850
2016 Expenditures:	<u>102,780</u>
Carryover Requested:	13,070

10 Year Capital Plan Reference: T8

Corporate Framework: Resilient, well-managed infrastructure - Planning excellence

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(13,070)				

2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Transportation Capital	External Event
Title:	Transportation Infrastructure Renewal	CARRYOVER

Justification:

This program work could not be completed in 2016 due to the coordination required with area development projects. Carryover is requested to complete the City's commitment to improve the intersection of Ellis Street and Doyle Avenue in 2017 in coordination with off-site works related to the Innovation Centre.

2016 Budget:	575,000
2016 Expenditures:	<u>318,000</u>
Carryover Requested:	257,000

10 Year Capital Plan Reference: T7

Corporate Framework: Resilient, well-managed infrastructure - Balanced transportation systems

Reserve (257,000)	Borrow	Fed/Prov	Dev/Com	Utility
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Department:	Capital Projects	Reason:
Cost Center:	Transportation Capital	Multi-Year
Title:	Clement 1 DCC (St.Paul - Graham)	CARRYOVER

Justification:

This project includes the frontage requirements for the Kelowna Police Services Building lot development. Contract frontage works were substantially complete in 2016 with minor items outstanding (record drawings and deficiency items not yet completed). Line painting and road marking will also be completed as weather permits. This project is expected to be complete in the 2nd quarter of 2017.

2016 Budget:	758,050
2016 Expenditures:	<u>422,230</u>
Carryover Requested:	335,820

10 Year Capital Plan Reference: T1

Corporate Framework: Resilient, well-managed infrastructure - Balanced transportation systems

Reserve (335,820)	Borrow	Fed/Prov	Dev/Com	Utility
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2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:	
Cost Center:	Transportation Capital	External Event	
Title:	Dilworth DCC Active Transportation Corridor		CARRYOVER

Justification:

Carryover is requested to allow the land acquisition process to continue in 2017. The project budget was approved for land acquisition and active transportation improvements in coordination with the anticipated development. It could not be completed in 2016 because the development didn't happen. The City's contribution for the improvements are still required when the development moves ahead in 2017.

2016 Budget:	214,730
2016 Expenditures:	<u>1,590</u>
Carryover Requested:	213,140

10 Year Capital Plan Reference: T2

Corporate Framework: Resilient, well-managed infrastructure - Balanced transportation systems

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(213,140)				

Department:	Capital Projects	Reason:	
Cost Center:	Transportation Capital	Scheduling Demands	
Title:	Ethel 2 DCC (Bernard-Cawston), ATC		CARRYOVER

Justification:

This project was substantially complete in November. Carryover is requested to allow completion of contract deficiencies (record drawings, asphalt repairs and landscaping) and corresponding consulting services. The project will be complete in the second quarter of 2017.

2016 Budget:	2,664,220
2016 Expenditures:	<u>2,440,430</u>
Carryover Requested:	223,790

10 Year Capital Plan Reference: T2

Corporate Framework: Resilient, well-managed infrastructure - Balanced transportation systems

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(223,790)				

2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Transportation Capital	Scheduling Demands
Title:	Ethel 3 DCC (Harvey-Sutherland), ATC	CARRYOVER

Justification:

Carryover is requested to complete the detailed design of this project. Design will be completed in early 2017, followed by tender and construction services which is anticipated for completion in fall 2017.

2016 Budget:	158,750
2016 Expenditures:	<u>102,840</u>
Carryover Requested:	55,910

10 Year Capital Plan Reference: T2

Corporate Framework: Resilient, well-managed infrastructure - Balanced transportation systems

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(55,910)				

Department:	Capital Projects	Reason:
Cost Center:	Transportation Capital	Multi-Year
Title:	John Hindle Drive (2,3,4) DCC	CARRYOVER

Justification:

Carryover is requested for this multi-year project. Detailed design was completed in 2016 in collaboration with the Ministry of Transportation and Infrastructure and UBC Okanagan. This project will be tendered by the Ministry with construction scheduled to begin in the second quarter of 2017 with substantial completion anticipated in spring 2018.

2016 Budget:	9,844,330
2016 Expenditures:	<u>588,940</u>
Carryover Requested:	9,255,390

10 Year Capital Plan Reference: T1

Corporate Framework: Resilient, well-managed infrastructure - Balanced transportation systems

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(2,255,390)		(7,000,000)		

2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Transportation Capital	Multi-Year
Title:	John Hindle Drive, DCC	CARRYOVER

Justification:

Carryover is requested to complete survey, design and construction work outside the scope of the project covered by the City/Provincial/Federal contribution agreement. This includes pedestrian/bike route connectivity and design review and approval for a new pedestrian/bike overpass from University Village development to UBCO by the developer. Also, John Hindle Drive/Glenmore Road intersection signal modification for pathway crossing, private driveway works, decommissioned road alignment conversion to pathway could be required as a result of the road extension by the Ministry. This is a multi-year project that requires significant coordination with the developer and the Ministry of

2016 Budget:	322,080
2016 Expenditures:	<u>44,140</u>
Carryover Requested:	277,940

10 Year Capital Plan Reference: T2

Corporate Framework: Resilient, well-managed infrastructure - Balanced transportation systems

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(277,940)				

Department:	Capital Projects	Reason:
Cost Center:	Transportation Capital	Multi-Year
Title:	John Hindle Way, Phase 3 Land	CARRYOVER

Justification:

Carryover is requested to provide the necessary time to secure all of the land rights required to accommodate the John Hindle Drive Project. All of the required land is under contract but various road dedication components and Statutory Rights-of-Way required to facilitate the project have not yet been dedicated or registered at the Land Titles Office. A few land areas still need to be surveyed to fulfill some of the City's contractual obligations. The City's solicitor will be engaged to help finalize outstanding matters with UBC's solicitor and the Land Titles Office. It is anticipated that all of the land components will be completed by the second quarter of 2017.

2016 Budget:	490,300
2016 Expenditures:	<u>149,860</u>
Carryover Requested:	340,440

10 Year Capital Plan Reference: T1

Corporate Framework: Resilient, well-managed infrastructure - Balanced transportation systems

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(340,440)				

2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:	
Cost Center:	Transportation Capital	Multi-Year	
Title:	McCulloch Area DCC (KLO/Hall/Spiers)	CARRYOVER	

Justification:

Carryover is requested to complete this multi-year project. Conceptual design is in progress with planning and property acquisition to continue through 2017. The first phase of detailed design and construction is planned for 2018 budget consideration.

2016 Budget:	1,643,210
2016 Expenditures:	<u>26,120</u>
Carryover Requested:	1,617,090

10 Year Capital Plan Reference: T1

Corporate Framework: Resilient, well-managed infrastructure - Balanced transportation systems

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(1,617,090)				

Department:	Capital Projects	Reason:	
Cost Center:	Transportation Capital	External Event	
Title:	Rails with Trails DCC Active Transportation Corridor Extension	CARRYOVER	

Justification:

The project could not be completed in 2016 because more time needed to allow CN Rail Interjurisdictional Team and Okanagan Rail Trail Initiatives to conclude some of their ongoing tasks. Now all the issues are resolved, the City is working to hire a consultant to start the concept design which is expected to be completed by the end of 2017.

2016 Budget:	100,000
2016 Expenditures:	<u>4,560</u>
Carryover Requested:	95,440

10 Year Capital Plan Reference: T2

Corporate Framework: Resilient, well-managed infrastructure - Balanced transportation systems

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(95,440)				

2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Transportation Capital	Multi-Year
Title:	Stewart 3 DCC, Road	CARRYOVER

Justification:

Carryover is requested to move forward with this multi-year project. Conceptual design is currently underway. Detailed design of phase 1 improvements will be undertaken in 2017 with construction planned for 2018 budget consideration.

2016 Budget:	152,430
2016 Expenditures:	<u>80,460</u>
Carryover Requested:	71,970

10 Year Capital Plan Reference: T1

Corporate Framework: Resilient, well-managed infrastructure - Balanced transportation systems

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(71,970)				

Department:	Capital Projects	Reason:
Cost Center:	Transportation Capital	Multi-Year
Title:	Sutherland 1 DCC (Gordon-Ethel), ATC	CARRYOVER

Justification:

Carryover is requested to move forward with the multi-year project. The conceptual design is complete and review is in progress. Detailed design of phase 1 will be undertaken in 2017 with construction planned for 2018 budget consideration.

2016 Budget:	150,000
2016 Expenditures:	<u>105,950</u>
Carryover Requested:	44,050

10 Year Capital Plan Reference: T2

Corporate Framework: Resilient, well-managed infrastructure - Balanced transportation systems

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(44,050)				

2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Transportation Capital	Scheduling Demands
Title:	Alternate Hwy 97 Multi-use Pathway Access to UBC Campus	CARRYOVER

Justification:

Carryover is requested to purchase netting for installation under the Hwy 97 overpass bridge to catch debris. In addition, way-finding signage/kiosk, bollards to prevent vehicular access are required and will be installed in the Spring of 2017.

2016 Budget:	1,042,970
2016 Expenditures:	740,470
2016 Budget Not Required:	147,500
Carryover Requested:	155,000

10 Year Capital Plan Reference: T5

Corporate Framework: Resilient, well-managed infrastructure - Balanced transportation systems

Reserve (155,000)	Borrow	Fed/Prov	Dev/Com	Utility
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Department:	Capital Projects	Reason:
Cost Center:	Transportation Capital	Scheduling Demands
Title:	Snowsell Street Improvements	CARRYOVER

Justification:

The project could not be started in 2017 because it involves a Local Area Service (LAS) process which is preferred to be done just prior to the capital improvements, which are unlikely to happen before 2018 as the improvements are not included in the 2017 Capital Plan. The plan is to complete the LAS process sometime in the second half of 2017 followed by capital improvements in 2018, subject to LAS and capital budget approval. Significant staff time will be involved for planning and communication. Concept design and cost estimates will be prepared by a design consultant to be hired.

2016 Budget:	60,000
2016 Expenditures:	9,850
Carryover Requested:	50,150

10 Year Capital Plan Reference: T7

Corporate Framework: Resilient, well-managed infrastructure - Balanced transportation systems

Reserve	Borrow	Fed/Prov	Dev/Com (50,150)	Utility
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2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Transportation Capital	Scheduling Demands
Title:	Traffic Control Infrastructure	CARRYOVER

Justification:

The roundabout construction at Valley/Cross/Longhill was substantially complete in October 2016. Creek restoration and engineering services will be complete in the second quarter of 2017.

2016 Budget:	1,195,780
2016 Expenditures:	<u>1,131,950</u>
Carryover Requested:	63,830

10 Year Capital Plan Reference: T8

Corporate Framework: A safe city - Public safety programs

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(63,830)				

Department:	Capital Projects	Reason:
Cost Center:	Transportation Capital	External Event
Title:	Transit - New Equipment	CARRYOVER

Justification:

Ongoing land negotiations and coordination with a property developer delayed the installation of bus shelters and bus stop designs. Carryover is requested to complete design and construction of various bus stop sites in the second quarter of 2017.

2016 Budget:	228,730
2016 Expenditures:	<u>143,650</u>
Carryover Requested:	85,080

10 Year Capital Plan Reference: T9

Corporate Framework: Resilient, well-managed infrastructure - Balanced transportation systems

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(85,080)				

2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Solid Waste Capital	Multi-Year
Title:	Leachate and Landfill Gas Header	CARRYOVER

Justification:

The carryover is requested to complete approximately half a kilometer of gas and leachate header pipe. This regulatory requirement is part of the City's leachate and landfill gas control and management program. The project started January 2016 and needs to be phased around landfill operations being completed primarily during winter months. Project will commence December 2016 and scheduled to be completed by the first quarter of 2017.

2016 Budget:	370,430
2016 Expenditures:	<u>94,660</u>
Carryover Requested:	275,770

10 Year Capital Plan Reference: SW4

Corporate Framework: A clean healthy environment - Protecting our natural land & water resources

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(275,770)				

Department:	Capital Projects	Reason:
Cost Center:	Solid Waste Capital	Design Option
Title:	Landfill Entrance Screening	CARRYOVER

Justification:

The funding available for the project was not enough to cover the full extent of work, so the project was split into two phases. Phase one was complete in 2016 and additional budget was requested for 2017 to complete phase two. In order to complete phase two by the second quarter, a carryover is requested to cover the consulting fees that were necessary for design/tendering revisions for phase two. This project is required in order to meet our operating certificate requirement.

2016 Budget:	227,730
2016 Expenditures:	<u>214,690</u>
Carryover Requested:	13,040

10 Year Capital Plan Reference: SW2

Corporate Framework: A clean healthy environment - Protecting our natural land & water resources

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(13,040)				

2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Solid Waste Capital	Design Option
Title:	Mechanic Shop	CARRYOVER

Justification:

The project was delayed in order to review a possible design change to the mechanic shop in order to include a storage area for a tool shed and for the daily cover machine. The existing tool shed and building for the daily cover machine are in disrepair and will need to be relocated once the leachate and gas collection mains are constructed. The project is expected to be completed in late 2017.

2016 Budget:	350,000
2016 Expenditures:	<u>50,400</u>
Carryover Requested:	299,600

10 Year Capital Plan Reference: SW2

Corporate Framework: Resilient, well-managed infrastructure - Efficient civic buildings & facilities

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(299,600)				

Department:	Capital Projects	Reason:
Cost Center:	Solid Waste Capital	Design Option
Title:	New Drop Off - Woodwaste & Metal	CARRYOVER

Justification:

The wood waste, metal stock piles, and drop off areas are currently located where the landfill is scheduled to expand. The new drop off and stock pile areas will be moved outside these fill areas and will provide a more convenient site for the public and will be easier to maintain and monitor by staff. A carryover has been requested as there was a further review of landfill operations and a conceptual report was completed. It is anticipated that construction will be completed by winter 2017.

2016 Budget:	350,000
2016 Expenditures:	<u>440</u>
Carryover Requested:	349,560

10 Year Capital Plan Reference: SW7

Corporate Framework: Resilient, well-managed infrastructure - Efficient civic buildings & facilities

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(349,560)				

2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Solid Waste Capital	Scheduling Demands
Title:	Overhead Electronic Sign	CARRYOVER

Justification:

The contract for the overhead electronic sign was awarded to a supplier in late 2016. Carryover is requested for the design and installation which is expected to be complete by the first quarter of 2017.

2016 Budget:	150,000
2016 Expenditures:	<u>0</u>
Carryover Requested:	150,000

10 Year Capital Plan Reference: SW2

Corporate Framework: Resilient, well-managed infrastructure - Efficient civic buildings & facilities

Reserve (150,000)	Borrow	Fed/Prov	Dev/Com	Utility
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Department:	Capital Projects	Reason:
Cost Center:	Storm Drainage Capital	External Event
Title:	Brandt's Creek Drainage Improvements	CARRYOVER

Justification:

This project was designed as dual culvert detention pond to attenuate large storm events. The environmental plan and approvals were obtained, materials supplied and demolition of the existing building was completed in 2016. However, high stream flows and unexpected groundwater volumes delayed installation. Carryover is requested to complete construction of the berm, installation of culverts and overflow channel, disconnection and removal of existing transformer and new power supply to the boulevard irrigation system. Crews will begin in February 2017 when stream flows are at their lowest. The project is expected to be complete by the second quarter of 2017.

2016 Budget:	157,290
2016 Expenditures:	<u>72,940</u>
Carryover Requested:	84,350

10 Year Capital Plan Reference: D2

Corporate Framework: A safe city - Flood protection

Reserve (84,350)	Borrow	Fed/Prov	Dev/Com	Utility
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2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Storm Drainage Capital	Design Option
Title:	Dilworth Drive - Oil / Water Separator	CARRYOVER

Justification:

Hardy Street was initially intended for the location of the oil/water separator; however, after further review, this location was determined to have too small of a contributing area. This project was delayed while staff determined an alternate location and survey for design was completed. Carryover is requested to undertake construction and installation of the separator at the Dilworth Drive outfall in 2017.

2016 Budget:	90,000
2016 Expenditures:	<u>1,350</u>
Carryover Requested:	88,650

10 Year Capital Plan Reference: D2

Corporate Framework: A clean healthy environment - Protecting our natural land & water resources

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(88,650)				

Department:	Capital Projects	Reason:
Cost Center:	Storm Drainage Capital	Scheduling Demands
Title:	Lakeshore Road - Barnaby to Vintage Terrace	CARRYOVER

Justification:

Detailed design for the drainage works on Lakeshore Road from Barnaby to Vintage Terrace Roads was completed in 2016. This project was delayed to allow construction to proceed with the proposed roundabout at Lakeshore and Collett intersection in 2017. Combining two construction projects in the same vicinity will minimize traffic disruptions and impacts on the area residents.

2016 Budget:	225,000
2016 Expenditures:	<u>20,090</u>
Carryover Requested:	204,910

10 Year Capital Plan Reference: D3

Corporate Framework: A safe city - Flood protection

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(204,910)				

2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Storm Drainage Capital	Scheduling Demands
Title:	Sutherland Ave, Oil/Water Separator	CARRYOVER

Justification:

The environmental consulting contract was awarded, all necessary environmental approvals for construction were obtained and materials were purchased in 2016. Carryover is requested to complete construction in the second quarter of 2017 when City crews are available.

2016 Budget:	81,380
2016 Expenditures:	<u>32,830</u>
Carryover Requested:	48,550

10 Year Capital Plan Reference: D2

Corporate Framework: A clean healthy environment - Protecting our natural land & water resources

Reserve (48,550)	Borrow	Fed/Prov	Dev/Com	Utility
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Department:	Capital Projects	Reason:
Cost Center:	Information Services Capital	External Event
Title:	Back Office Equipment (Server Upgrades)	CARRYOVER

Justification:

Carryover is requested to complete the purchase of two new servers for the City's VMware View remote access solution to replace servers that are near end of life. These servers will be ordered in January 2017 and implemented in March 2017.

2016 Budget:	226,721
2016 Expenditures:	<u>195,251</u>
Carryover Requested:	31,470

10 Year Capital Plan Reference: I2

Corporate Framework: Resilient, well-managed infrastructure - Planning excellence

Reserve (31,470)	Borrow	Fed/Prov	Dev/Com	Utility
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2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Information Services Capital	External Event
Title:	City's Website - Online Platform Development	CARRYOVER

Justification:

The City launched a new website in December of 2016 as part of an enhanced virtual presence. The remainder of the website budget will be required in 2017 to complete some additional enhancements and functionality.

2016 Budget:	350,000
2016 Expenditures:	<u>284,320</u>
Carryover Requested:	65,680

10 Year Capital Plan Reference: I3

Corporate Framework: A well-run City - Performance excellence

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(65,680)				

Department:	Capital Projects	Reason:
Cost Center:	Information Services Capital	Multi-Year
Title:	Class Registration Software Replacement	CARRYOVER

Justification:

The Class program by Active Networks is an integral part of operations for Active Living & Culture providing a system for program registration, rentals contracts and admissions, as well as being the foundation for the development of the quarterly Activity & Program Guide. A replacement software was selected in 2016 and implementation will be completed in 2017. A carryover is required to complete the project.

2016 Budget:	250,000
2016 Expenditures:	<u>5,310</u>
Carryover Requested:	244,690

10 Year Capital Plan Reference: I3

Corporate Framework: A well-run City - Performance excellence

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(244,690)				

2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Information Services Capital	External Event
Title:	Communications Networks (Network Upgrades)	CARRYOVER

Justification:

Carryover is requested to complete the installation of fibre optic cable from Harvey/Gordon to City Hall. This extension completes a redundant fibre ring which is essential for the full operation of the City's fibre network. Drawings, tender documents and plans were completed in summer 2016 and permission was sought for the crossing of Highway 97 at Gordon from the Ministry of Transportation and Infrastructure. As Ministry approval is forthcoming, work should be completed by April 2017.

2016 Budget:	105,000
2016 Expenditures:	<u>13,930</u>
Carryover Requested:	91,070

10 Year Capital Plan Reference: I4

Corporate Framework: A well-run City - Performance excellence

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(91,070)				

Department:	Capital Projects	Reason:
Cost Center:	Information Services Capital	Multi-Year
Title:	HR/Payroll Streamlining	CARRYOVER

Justification:

The Human Resources (HR)/Payroll Streamlining project commenced in 2016 and the majority of Phase 1 was completed with the creation of the report catalogue now awaiting approval for system loading. Phase 2 will start in 2017 as a consultant has been hired to review the HR/Payroll set-up in the City's financial system Agresso. Project completion is set for June 2017.

2016 Budget:	92,080
2016 Expenditures:	<u>5,750</u>
Carryover Requested:	86,330

10 Year Capital Plan Reference: I3

Corporate Framework: A well-run City - Strong financial management

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(86,330)				

2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Information Services Capital	Multi-Year
Title:	Integrated Utility Billing and Property Tax System Software	CARRYOVER

Justification:

Carryover is requested for this multiyear project to repatriate the Utility Billing System in 2017 and for the Property Tax System replacement which is planned for 2018.

2016 Budget:	1,735,000
2016 Expenditures:	<u>0</u>
Carryover Requested:	1,735,000

10 Year Capital Plan Reference: I3

Corporate Framework: A well-run City - Performance excellence

Reserve (916,500)	Borrow	Fed/Prov	Dev/Com	Utility (818,500)
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Department:	Capital Projects	Reason:
Cost Center:	Information Services Capital	Multi-Year
Title:	Asset Management Program, Acquisition	CARRYOVER

Justification:

Carryover is requested for the continued funding of term employment of a project manager responsible for the investigation, procurement and implementation of asset management software systems used to support the City's asset management program. This budget will be combined with the 2017 capital request for the purchase of the asset management system software. Development of the City's asset management program is a multiyear project expected to be complete at the end of 2018.

2016 Budget:	247,590
2016 Expenditures:	<u>93,250</u>
Carryover Requested:	154,340

10 Year Capital Plan Reference: I3

Corporate Framework: A well-run City - Performance excellence

Reserve (154,340)	Borrow	Fed/Prov	Dev/Com	Utility
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2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Information Services Capital	Multi-Year
Title:	Fibre Optic Network	CARRYOVER

Justification:

This project involves civil work and fibre installation to achieve Phase II of the Fibre Optic Plan. It is a multi-year plan that is contingent on the completion of the John Hindle extension between the Landfill and UBCO. A tender was issued in Spring 2016 to select an engineering firm. Tender was awarded and staff are working with Infrastructure Delivery and the engineering firm to create design drawings and a construction tender. Construction will start in March/April 2017 and be completed in 2017. Fibre installation will occur once the John Hindle conduit has been installed as part of that project, which is expected to be complete before the end of 2017.

2016 Budget:	2,400,000
2016 Expenditures:	<u>12,450</u>
Carryover Requested:	2,387,550

10 Year Capital Plan Reference: I4

Corporate Framework: A well-run City - Pioneering leadership

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(2,387,550)				

Department:	Capital Projects	Reason:
Cost Center:	Vehicle & Mobile Equipment	Scheduling Demands
Title:	Equipment and Vehicle Replacement	CARRYOVER

Justification:

Carryover is requested for both equipment and vehicles that were approved and ordered in 2016, but will be invoiced and delivered in 2017.

2016 Budget:	1,458,680
2016 Expenditures:	<u>0</u>
Carryover Requested:	1,458,680

10 Year Capital Plan Reference: V2

Corporate Framework: A well-run City - Responsive customer service

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(1,458,680)				

2017 Capital Request Details

CITY OF KELOWNA

Department: Capital Projects
Cost Center: Vehicle & Mobile Equipment

Reason:
Design Option

Title: Hook Lift Bins

CARRYOVER

Justification:

Carryover is requested for two new Hook Lift Bins that were approved in 2016, but purchase has been delayed due to a change in vehicle type and design. Purchase and delivery is expected in second quarter of 2017.

2016 Budget:	21,000
2016 Expenditures:	<u>0</u>
Carryover Requested:	21,000

10 Year Capital Plan Reference: V1

Corporate Framework: A well-run City - Performance excellence

Reserve (21,000)	Borrow	Fed/Prov	Dev/Com	Utility
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Department: Capital Projects
Cost Center: Vehicle & Mobile Equipment

Reason:
Design Option

Title: Hydro Excavator

CARRYOVER

Justification:

Carryover is requested for a new Hydro Excavator that was approved in 2016, but purchase has been delayed due to further product research required. Purchase is expected by fourth quarter of 2017.

2016 Budget:	516,350
2016 Expenditures:	<u>0</u>
Carryover Requested:	516,350

10 Year Capital Plan Reference: V1

Corporate Framework: A well-run City - Performance excellence

Reserve	Borrow	Fed/Prov	Dev/Com	Utility (516,350)
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2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Fire Capital	External Event
Title:	Bush Truck 4	CARRYOVER

Justification:

Bush trucks are assembled through various suppliers in four separate stages in order to offset costs. Bush Truck 4 is waiting for emergency lighting, radios, and truck boxes and is to be completed in 2017.

2016 Budget:	140,460
2016 Expenditures:	<u>66,810</u>
Carryover Requested:	73,650

10 Year Capital Plan Reference: F1

Corporate Framework: A safe city - Fire protection & prevention

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(73,650)				

Department:	Capital Projects	Reason:
Cost Center:	Fire Capital	External Event
Title:	Bush Truck 7	CARRYOVER

Justification:

Bush trucks are assembled through various suppliers in four separate stages in order to offset costs. The chassis for Bush Truck 7 is expected to be delivered in early 2017, as there was a delay caused by the supplier. Bush Truck 7 is also waiting for emergency lighting, radios, and truck boxes and is to be completed in 2017.

2016 Budget:	140,460
2016 Expenditures:	<u>22,870</u>
Carryover Requested:	117,590

10 Year Capital Plan Reference: F1

Corporate Framework: A safe city - Fire protection & prevention

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(117,590)				

2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Fire Capital	Multi-Year
Title:	Engine 4	CARRYOVER

Justification:

The purchase of a fire engine generally spans over multiple years due to the acquisition process. Timing is affected by the preparation and awarding of the contract to build, waiting on customized truck assembly, and inspection/optimization of the final product. Delivery of Engine 4 is expected in 2017.

2016 Budget:	810,000
2016 Expenditures:	<u>0</u>
Carryover Requested:	810,000

10 Year Capital Plan Reference: F1

Corporate Framework: A safe city - Fire protection & prevention

Reserve (810,000)	Borrow	Fed/Prov	Dev/Com	Utility
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Department:	Capital Projects	Reason:
Cost Center:	Fire Capital	Multi-Year
Title:	Engine 7	CARRYOVER

Justification:

The purchase of a fire engine generally spans over multiple years due to the acquisition process. Timing is affected by the preparation and awarding of the contract to build, waiting on customized truck assembly, and inspection/optimization of the final product. Delivery of Engine 7 is expected in 2017.

2016 Budget:	530,600
2016 Expenditures:	<u>0</u>
Carryover Requested:	530,600

10 Year Capital Plan Reference: F1

Corporate Framework: A safe city - Fire protection & prevention

Reserve (530,600)	Borrow	Fed/Prov	Dev/Com	Utility
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2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:	
Cost Center:	Fire Capital	Multi-Year	
Title:	Fire Engine - Firehall #2		CARRYOVER

Justification:

The purchase of a fire engine generally spans over multiple years due to the acquisition process. Timing is affected by the preparation and awarding of the contract to build, waiting on customized truck assembly, and inspection/optimization of the final product. Delivery of Fire Engine - Firehall #2 is expected in 2017.

2016 Budget:	779,660
2016 Expenditures:	<u>0</u>
Carryover Requested:	779,660

10 Year Capital Plan Reference: F1

Corporate Framework: A safe city - Fire protection & prevention

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(779,660)				

Department:	Capital Projects	Reason:	
Cost Center:	Fire Capital	Design Option	
Title:	Predictive Modeling Dynamic Deployment System (PM/DDS)		CARRYOVER

Justification:

Carryover is requested for costs associated with the third and fourth module of the Predictive Modeling and Dynamic Deployment System. The first two modules were successfully delivered by the vendor in the spring of 2015. Software upgrades by the supplier pushed back the delivery dates of the third and fourth module. The balance of funds are expected to be used in 2017 when the upgrades are complete.

2016 Budget:	115,330
2016 Expenditures:	<u>47,460</u>
Carryover Requested:	67,870

10 Year Capital Plan Reference: F3

Corporate Framework: A safe city - Fire protection & prevention

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(67,870)				

2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Airport Capital	Scheduling Demands
Title:	Air Terminal Complex Capital Replacements	CARRYOVER

Justification:

Carryover is requested to continue the necessary modifications to the older areas of the air terminal to match the overall design of the new build, including replacement of certain mechanical equipment that have reached the end of their life cycle. This work was delayed in 2016 due to scheduling but will be completed in 2017.

2016 Budget:	399,890
2016 Expenditures:	<u>337,330</u>
Carryover Requested:	62,560

10 Year Capital Plan Reference: A1

Corporate Framework: A strong economy - International airport development

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(62,560)				

Department:	Capital Projects	Reason:
Cost Center:	Airport Capital	Scheduling Demands
Title:	Electronic Advertising System	CARRYOVER

Justification:

This request is to change the Airport's backlit advertising signs to LED signs, which is anticipated to result in increased energy efficiency and cost savings. The work has been delayed due to scheduling and is anticipated to be completed in 2017.

2016 Budget:	50,000
2016 Expenditures:	<u>0</u>
Carryover Requested:	50,000

10 Year Capital Plan Reference: A1

Corporate Framework: A strong economy - International airport development

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(50,000)				

2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Airport Capital	Scheduling Demands
Title:	Integrated Software Management System	CARRYOVER

Justification:

The number and complexity of YLW's information technology systems continues to grow with the changes in global technological requirements combined with the need to upgrade YLW's older and manually intensive systems. In order to become current, YLW must integrate and upgrade existing systems and implement new technology to gain efficiency and value. The WiFi enhancements and replacement of ITS Cabinets with dedicated UPS projects planned for 2016 were delayed due to limited resources. These projects are anticipated to be completed in the second and third quarter of 2017, respectively.

2016 Budget:	227,670
2016 Expenditures:	<u>152,720</u>
Carryover Requested:	74,950

10 Year Capital Plan Reference: A1

Corporate Framework: A strong economy - International airport development

Reserve (74,950)	Borrow	Fed/Prov	Dev/Com	Utility
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Department:	Capital Projects	Reason:
Cost Center:	Airport Capital	Scheduling Demands
Title:	Upgrade Airfield Pull Pits	CARRYOVER

Justification:

Replacement of the encasements around the airport's electrical pits has been delayed due to scheduling. This work is anticipated to be completed in 2017.

2016 Budget:	49,880
2016 Expenditures:	<u>16,400</u>
Carryover Requested:	33,480

10 Year Capital Plan Reference: A1

Corporate Framework: A strong economy - International airport development

Reserve (33,480)	Borrow	Fed/Prov	Dev/Com	Utility
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2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Airport Capital	Multi-Year
Title:	Additional Land Purchases	CARRYOVER

Justification:

In order to meet the Airport's 2025 Master Plan requirements, additional land must be purchased for future expansion as it becomes available. Carryover is required for potential acquisitions in 2017 and for the remaining payments for an acquisition made in 2016.

2016 Budget:	53,690
2016 Expenditures:	<u>0</u>
Carryover Requested:	53,690

10 Year Capital Plan Reference: A1

Corporate Framework: A strong economy - International airport development

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(53,690)				

Department:	Capital Projects	Reason:
Cost Center:	Airport Capital	Multi-Year
Title:	Airport West Lands Roads and Servicing	CARRYOVER

Justification:

During the tendering process it was determined that it would be best to have the utility servicing completed in 2016 and the road works completed in early 2017. It is anticipated that these lots will be viable for leasing to future tenants in 2017.

2016 Budget:	2,500,000
2016 Expenditures:	<u>1,212,810</u>
Carryover Requested:	1,287,190

10 Year Capital Plan Reference: A1

Corporate Framework: A strong economy - International airport development

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(1,287,190)				

2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Airport Capital	Multi-Year
Title:	Drive to 1.6 Million Passengers Program	CARRYOVER

Justification:

In 2015 the budgets for the Drive to 1.6 Million Passengers and the Flight to 2020 programs were combined. The Drive to 1.6 Million Passenger Program consists of essential capital projects driven by the Airport's passenger traffic increasing to 1.6 million passengers. The Airport reached historic passenger traffic volumes in 2016 with 1.7 million passengers. The Outbound Baggage Hall is the last project remaining within the Drive to 1.6 Million Passenger Program and is currently under construction with anticipated completion in 2017. The Flight to 2020 Program consists of essential capital projects as the Airport's passenger traffic and air service continues to grow even further up to 2020.

2016 Budget:	48,124,880
2016 Expenditures:	<u>18,108,740</u>
Carryover Requested:	30,016,140

10 Year Capital Plan Reference: A2

Corporate Framework: A strong economy - International airport development

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(24,673,140)		(5,343,000)		

Department:	Capital Projects	Reason:
Cost Center:	Airport Capital	Multi-Year
Title:	Fenceline Roadway Upgrades	CARRYOVER

Justification:

This capital project is a three year project that began in 2015 and is anticipated to be complete in 2017.

2016 Budget:	74,130
2016 Expenditures:	<u>23,470</u>
Carryover Requested:	50,660

10 Year Capital Plan Reference: A1

Corporate Framework: A strong economy - International airport development

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(50,660)				

2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Water Capital	Scheduling Demands
Title:	Alta Vista Road - West section	CARRYOVER

Justification:

Carryover is requested to complete construction of the watermain which was delayed due to internal scheduling. The construction tender will be issued by the first quarter of 2017, with project completion anticipated by the second quarter.

2016 Budget:	119,630
2016 Expenditures:	<u>9,630</u>
Carryover Requested:	110,000

10 Year Capital Plan Reference: W6

Corporate Framework: Resilient, well-managed infrastructure - Well-maintained utilities

Reserve (110,000)	Borrow	Fed/Prov	Dev/Com	Utility
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Department:	Capital Projects	Reason:
Cost Center:	Water Capital	Design Option
Title:	Knox, Dilworth Sediment Separator	CARRYOVER

Justification:

Completion of this project was delayed in 2016 to allow stakeholder's input of multiple construction options. Detailed design and construction is anticipated to be complete in the second quarter of 2017.

2016 Budget:	132,780
2016 Expenditures:	<u>10,880</u>
Carryover Requested:	121,900

10 Year Capital Plan Reference: W6

Corporate Framework: Resilient, well-managed infrastructure - Well-maintained utilities

Reserve (121,900)	Borrow	Fed/Prov	Dev/Com	Utility
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2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Water Capital	External Event
Title:	Martin Avenue - Richter to Ethel	CARRYOVER

Justification:

Carryover is requested to complete construction in 2017. This project was initially planned to be tendered along with the Ethel 2, Active Transportation Corridor project; however, the contractor's bid price exceeded the approved budget so the Martin Avenue water renewal project was delayed for completion in 2017. Construction is anticipated to be complete by the second quarter of 2017.

2016 Budget:	75,000
2016 Expenditures:	<u>0</u>
Carryover Requested:	75,000

10 Year Capital Plan Reference: W6

Corporate Framework: Resilient, well-managed infrastructure - Well-maintained utilities

Reserve (75,000)	Borrow	Fed/Prov	Dev/Com	Utility
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Department:	Capital Projects	Reason:
Cost Center:	Water Capital	Scheduling Demands
Title:	Morrison Ave (Richter to Ethel) Watermain	CARRYOVER

Justification:

Carryover is requested to complete construction of the watermain which was delayed due to internal scheduling. The construction tender will be issued by the first quarter of 2017, with project completion anticipated by the second quarter.

2016 Budget:	525,823
2016 Expenditures:	<u>25,823</u>
Carryover Requested:	500,000

10 Year Capital Plan Reference: W6

Corporate Framework: Resilient, well-managed infrastructure - Well-maintained utilities

Reserve (500,000)	Borrow	Fed/Prov	Dev/Com	Utility
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2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Water Capital	Scheduling Demands
Title:	Okanagan Blvd - Kingsway to Richter	CARRYOVER

Justification:

Carryover is requested to complete construction of the watermain which was delayed due to internal scheduling. The construction tender will be issued by the first quarter of 2017, with project completion anticipated by the second quarter.

2016 Budget:	214,380
2016 Expenditures:	<u>14,390</u>
Carryover Requested:	199,990

10 Year Capital Plan Reference: W6

Corporate Framework: Resilient, well-managed infrastructure - Well-maintained utilities

Reserve (199,990)	Borrow	Fed/Prov	Dev/Com	Utility
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Department:	Capital Projects	Reason:
Cost Center:	Water Capital	Scheduling Demands
Title:	Saucier Avenue - Richter to Ethel	CARRYOVER

Justification:

Carryover is requested to undertake construction of this project. The detailed design for replacement of water infrastructure was complete in 2016 and construction was delayed to coordinate this project with the Ethel 3 ATC transportation project. Including this project with Ethel 3 active transportation corridor tender will allow the City to gain cost and scheduling efficiencies and will limit disruption to local residents.

2016 Budget:	280,000
2016 Expenditures:	<u>23,450</u>
Carryover Requested:	256,550

10 Year Capital Plan Reference: W6

Corporate Framework: Resilient, well-managed infrastructure - Well-maintained utilities

Reserve (256,550)	Borrow	Fed/Prov	Dev/Com	Utility
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2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Wastewater Capital	Design Option
Title:	Bay Avenue - Guy St Lift Station to Ellis	CARRYOVER

Justification:

This project was put on hold in order to undertake a construction risk analysis. Carryover is requested to complete this study and to start conceptual design work for the Bay Ave Guy St Lift Station. Work is to be completed in 2017 to meet the Capital intake for 2018.

2016 Budget:	900,000
2016 Expenditures:	29,710
2016 Budget Not Required:	770,290
Carryover Requested:	100,000

10 Year Capital Plan Reference: WW5

Corporate Framework: Resilient, well-managed infrastructure - Well-maintained utilities

Reserve (100,000)	Borrow	Fed/Prov	Dev/Com	Utility
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Department:	Capital Projects	Reason:
Cost Center:	Wastewater Capital	Scheduling Demands
Title:	Lane North of Leon Sanitary Replacement, Abbott - Water	CARRYOVER

Justification:

Carryover is requested to undertake construction of this project. Staff planned to complete this project in conjunction with another in the same area; however, difficulties and unforeseen conditions experienced with the other project negatively impacted the project schedule. This project will be scheduled to begin construction in the third quarter of 2017.

2016 Budget:	342,150
2016 Expenditures:	83,780
Carryover Requested:	258,370

10 Year Capital Plan Reference: WW5

Corporate Framework: Resilient, well-managed infrastructure - Well-maintained utilities

Reserve (258,370)	Borrow	Fed/Prov	Dev/Com	Utility
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2017 Capital Request Details

CITY OF KELOWNA

Department:	Capital Projects	Reason:
Cost Center:	Wastewater Capital	Scheduling Demands
Title:	Saucier Avenue - Richter to Ethel	CARRYOVER

Justification:

Carryover is requested to undertake construction of this project. The detailed design for replacement of sanitary sewer infrastructure was complete in 2016 and construction was delayed to coordinate this project with the Ethel 3 Active Transportation Corridor (ATC) project. Including this project with Ethel 3 ATC tender will allow the City to gain cost and scheduling efficiencies and will limit disruption to local residents.

2016 Budget:	350,000
2016 Expenditures:	<u>28,480</u>
Carryover Requested:	321,520

10 Year Capital Plan Reference: WW5

Corporate Framework: Resilient, well-managed infrastructure - Well-maintained utilities

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(321,520)				

Department:	Capital Projects	Reason:
Cost Center:	Wastewater Capital	Multi-Year
Title:	WWTP, Control Systems Replacement	CARRYOVER

Justification:

Carryover is requested to ensure this three year project remains on schedule with completion in 2017.

2016 Budget:	723,460
2016 Expenditures:	<u>412,720</u>
Carryover Requested:	310,740

10 Year Capital Plan Reference: WW5

Corporate Framework: Resilient, well-managed infrastructure - Well-maintained utilities

Reserve	Borrow	Fed/Prov	Dev/Com	Utility
(310,740)				

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City Hall
1435 Water Street
Kelowna, BC V1Y 1J4
financialplanning@kelowna.ca

kelowna.ca

2017 Financial Plan

Volume 2 - carryovers

City of Kelowna



2017 FINANCIAL PLAN

>\$100,000 Operating Carryovers

Title	Multi-Year	Other	Total
Operating > \$100,000			
Biosolids Management Plan	-	107,690	107,690
CN Discontinuance	-	148,210	148,210
Concrete Crushing - Landfill	-	250,000	250,000
Long Term Shoreline Plan - Mission Creek Area	-	142,890	142,890
Microfiche Scanning Project	364,700	-	364,700
Regional Air Quality	100,090	-	100,090
Regional Strategic Transportation Plan - Phase 2	593,960	-	593,960
Safety and Operations, Investigation	-	117,550	117,550
Strategic Priority Projects	-	135,350	135,350
Transportation Modeling for Master Plan Development	154,620	-	154,620
Value Planning Review of Kelowna Water Systems	-	199,480	199,480
Water Integration Project	146,580	-	146,580
Operating Total	1,359,950	1,101,170	2,461,120



2017 FINANCIAL PLAN

>\$500,000 Capital Carryovers

Title	Multi-Year	Other	Total
Capital > \$500,000			
Airport West Lands Roads and Servicing	1,287,190		1,287,190
Drive to 1.6 Million Passengers Program	30,016,140		30,016,140
Engine 4	810,000		810,000
Engine 7	530,600		530,600
Equipment and Vehicle Replacement	-	1,458,680	1,458,680
Fibre Optic Network	2,387,550		2,387,550
Fire Engine - Firehall #2	779,660		779,660
General Land	1,215,900		1,215,900
Hydro Excavator	-	516,350	516,350
Integrated Utility Billing and Property Tax System Software	1,735,000		1,735,000
John Hindle Drive (2,3,4) DCC	9,255,390		9,255,390
Library Parkade, Expansion	-	773,940	773,940
McCulloch Area DCC (KLO/Hall/Spiers)	1,617,090		1,617,090
Memorial Parkade	-	2,278,400	2,278,400
Memorial Parkade Office Space Construction	-	1,176,550	1,176,550
Police Services Building	10,974,820		10,974,820
Capital Total	60,609,340	6,203,920	66,813,260
Large Operating & Capital Projects Total	61,969,290	7,305,090	69,274,380

Percentage of Total
City of Kelowna

89%

11%

100%



2017 FINANCIAL PLAN

Carryover Request 3 Year Comparison

	2017	2016	2015
Total Carryover	\$84	\$149	\$123
Operating	\$4 = 5%	\$3 = 2%	\$2 = 2%
Capital	\$80 = 95%	\$146 = 98%	\$121 = 98%
General Fund	\$50 = 59%	\$91 = 61%	\$97 = 78%
Utility Funds	\$34 = 41%	\$58 = 39%	\$26 = 22%

Report to Council



Date: March 13, 2017
File: 0710-40
To: City Manager
From: Ross Soward, Planner Specialist
Subject: Regional Growth Strategy: Draft Priority Projects Plan

Recommendation:

THAT Council receives the report from the Planner Specialist, dated March 13, 2017 regarding the Regional Growth Strategy Priority Projects Plan.

Purpose:

To present the Draft Regional Growth Strategy (RGS) Priority Projects Plan to Council for information purposes and to build understanding of the identified projects for the next five years.

Background:

The Regional District of Central Okanagan (RDCO) Regional Growth Strategy (RGS) was adopted by Council on May 12th 2014 as per Part 13 of the *Local Government Act*. The RGS is a long-range planning tool to help the Regional District and member municipalities plan a coordinated future. This joint-planning approach recognizes the need to address cross boundary issues that cannot be addressed by one local government (e.g. air quality, environmental management, growth management etc).

The regional vision from the RGS is to promote growth that is economically, environmentally, and socially healthy over a twenty-year time horizon. The RGS also identifies nine "issue areas" as the key policy themes: Climate, Economy, Governance, Ecosystems, Health, Food, Transportation, Housing, Water, and Land.

To advance the goals of the RGS, senior staff from the regional and municipal planning departments, first nation, and agencies with an interest in regional planning formed the RGS steering committee. In accordance with direction in the RGS, the committee began meeting in 2016 to work on a five-year action plan that would serve as the framework for RGS implementation.

In September 2016, the RDCO retained the services of *EcoPlan International Inc.* to work with the RDCO staff and the RGS steering committee to create the RGS Priority Projects Plan (5-year action plan) to

support the implementation of the RGS. The Priority Projects Plan will highlight regional projects and actions that fulfill policies of the RGS with a focus on areas that remain outstanding or warrant additional attention from a regional perspective.

The draft Priority Projects Plan (Attachment A) contains 9 projects supporting over 25 policies, across 8 issue areas of the RGS. The projects were selected based on four key criteria:

- Support regional collaboration for shared needs and goals, and with an eye to realizing efficiencies over conducting the work at the local level.
- Encourage actions that promote a regional cross-boundary approach.
- Prioritize projects that build on existing momentum and external funding opportunities.
- Prioritize projects that reflect RGS issue areas and RGS statutory requirements (monitoring and review)

Fiver-Year Action Plan Summary and Timeline (From Regional Priority Projects Plan)

#	Project	2017	2018	2019	2020	2021	Page #
1	Regional Flood Management Plan: Phases 1,2 and 3						15
2	Regional Planning Lab						16
3	Regional Housing Needs Assessment						17
4	Regional Growth Strategy Monitoring Program						20
5	Regional Citizen Survey						21
6	Regional Housing Strategy						23
7	Regional Growth Strategy Five-year Review						25
8	Regional Agricultural Strategy						26
9	Regional Employment Lands Inventory						29

The five-year action plan timeline present above is understood to be flexible. There may be external funding opportunities or community issues that will inform re-prioritization. Also, the individual actions from the Priority Projects Plan will require regional board endorsement to receive final budget approval. The descriptions below provide additional context as to the description and rationale of some of several key projects from the Plan.

Select Project Descriptions

- **Regional Floodplain Management Plan: Phase 1,2 and 3**
The RDCO has outlined a three-phase Regional Floodplain Management Framework (RFMP) with the objective of developing a better understanding of flood risk in order to reduce and mitigate damage and impacts from future floods. Completed in June of 2016, the first phase of the management plan identified and prioritized the criteria for further study of flood hazard areas. Continuing work on the RFMP has been identified as a high priority and is scheduled to proceed through to 2019.
- **Regional Planning Labs**
A Regional Planning Lab would be a forum for planners and other professionals from around the region to meet (once or several times over a series of meetings) to work through difficult technical challenges related to a specific planning topic, or the production of regionally significant projects. The lab would also improve the potential for collaboration and regional consistency. The topics of focus would be established by the RGS Steering Committee (with input from their respective staff).

- **Regional Housing Strategy**

The regional nature of the housing markets, requires taking a regional approach to addressing challenges around affordability. A collaborative approach would allow the allocation of resources to specific aspects of the housing spectrum in the areas of highest need in the regional context. Different activities in different communities may be appropriate to better satisfy regional needs. But a regional strategy can help ensure that individuals communities are not working at cross-purposes, or that local initiatives are not producing unintended consequences at the regional level.

- **Regional Growth Strategy Five-year Review**

2019 will mark five years since the RGS was adopted and therefore, as mandated under the *Local Government Act (section 452)*, the Regional Board will be asked whether or not a more comprehensive review, identifying possible amendments (minor or standard), of the RGS is warranted. This preliminary review will be a high-level review by staff with input from affected agencies, member municipalities, First Nations, and other groups listed in *LGA, Section 434(2)*.

Several of the actions have a strong connection to work being undertaken in the coming years by the City of Kelowna. For example, the City of Kelowna and the Regional District have both identified housing strategies, but the regional housing strategy will use a cross-boundary approach investigating how municipalities can coordinate and collaborate on actions to work toward collective goals. In contrast, the City's Healthy Housing Strategy will focus on local actions and local policy responses. City staff will work closely with the Regional District staff to share key outcomes of the Healthy Housing Strategy that may impact the Regional Housing Strategy. Moving forward, there will likely be instances where regional projects will impact the direction of City of Kelowna policies and plans. In such instances, collaborating at a regional level will ensure the actions from regional projects add value to municipal planning work.

Next Steps & Conclusion

Moving forward, the draft Priority Projects Plan will be shared with all municipal councils in March. After the council presentations are completed the RGS Steering Committee will review feedback received and provide final direction to *EcoPlan International* as to revisions required to finalize the Priority Projects Plan. The Plan will be presented to the Regional District Board for final approval in the early summer 2017.

Overall, the Priority Projects Plan is an important step in working toward the goals of the Regional Growth Strategy. More importantly, the Priority Projects Plan and associated projects also offer an opportunity to apply a joint-planning or regional planning approach to on the ground projects. These projects will provide an opportunity to strengthen the regional planning approach across all actors in the CORD in advance of the upcoming RGS review.

Internal Circulation:

Divisional Director, Community Planning and Real Estate
Manager, Long Range Policy and Planning
Department Manager, Community Planning

Legal/Statutory Authority:

Local Government Act, Section 428. (1), 429 (1), (2)

Existing Policy:

Official Community Plan, Objective 2.1 Deliver sustainable services.

Inter-municipal Co-operation: Investigate opportunities and implement actions to efficiently plan and deliver programs and services with the Regional District.

Submitted by:

Ross Soward, Planner Specialist

Approved for inclusion:



James Moore, Manager of Long Range Policy & Planning

cc:

Divisional Director, Community Planning and Real Estate

Department Manager, Policy & Planning

Manager, Long Range Policy and Planning

Department Manager, Community Planning

our Home our Future

REGIONAL DISTRICT OF CENTRAL OKANAGAN

.....

REGIONAL GROWTH STRATEGY: PRIORITY PROJECTS PLAN

.....

DRAFT #4

February 24, 2017



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Executive Summary

About the Regional District of Central Okanagan's RGS Priority Projects Plan

The Regional District of Central Okanagan's (RDCO) RGS Priority Projects Plan is a Five-year Action Plan that outlines priority initiatives for the RDCO to implement based on commitments defined in the RDCO's Regional Growth Strategy Bylaw No. 1336 (RGS). It contains nine projects supporting over 25 policies, across eight Issue Areas of the RGS, all of which have been selected and scoped to support regional coordination and collaboration in support of regionally shared needs.

This Plan is driven by the RGS, which specifies the collaborative development of a Five-year Action Plan as part of the individual and joint responsibility of the Regional District partners for the "effective management of the future growth of the region." Beyond the RGS, a coordinated regional response continues to be the most sensible, economic, and effective approach to collective challenges. This is further recognized by provincial, federal and non-governmental funding initiatives that prioritize projects which can demonstrate regional benefits or connections to regional strategic initiatives, even for local and small scale projects.

Though the nine projects have been prioritized and sequenced, this is not meant to be a rigid five-year workplan - it may need to be revised in coming years to suit the needs of the region. Every year the RDCO Board will be asked to consider the projects recommended in this Plan and approve the requisite resource allocations on a case-by-case basis. The Plan identifies potential funding opportunities which may offset costs of projects to local government.

Process

The RDCO engaged EcoPlan International (EPI) to work with RDCO staff and the RGS Steering Committee (SC) to develop and prioritize the list of projects in this Plan. A collaborative and iterative approach was utilized and a significant amount of consultation took place with RDCO staff, the SC, the RDCO Board, municipal partners, area non-governmental organizations, and other governmental agencies.

Five-Year Action Plan

Since adoption of the RGS, the RDCO and its regional partners have completed a significant amount of work towards achievement of its goals and policies. As part of the Plan development, projects were considered covering all Issue Areas of the RGS. Many of these Issue Areas (including Our Land, Our Water Resources, Our Ecosystems, and Our Transportation) were found to be well supported by a significant amount of recent and ongoing work. The projects listed below were selected to supplement and support this work. As such, some RGS Issue Areas are not directly represented by the selected projects in this Plan. However, given the interconnected nature of regional issues, it is often the case that an Issue Area or its policies are indirectly supported by a project.

The follow table outlines the final nine priority projects and their sequence in the Five-year Plan. It provides high-level estimated start dates and duration of prioritized projects. Dark green indicates one-time projects of limited duration; light green indicates projects that, once initiated, will be ongoing or recurring.

#	Project	2017	2018	2019	2020	2021
1	Regional Flood Management Plan: Phases 2 and 3					
2	Regional Planning Lab					
3	Regional Housing Needs Assessment					
4	Regional Growth Strategy Monitoring Program					
5	Regional Citizen Survey					
6	Regional Housing Strategy					
7	Regional Growth Strategy Five-year Review					
8	Regional Agricultural Strategy					
9	Regional Employment Lands Inventory					

1. Overview

1.1 Purpose

In 2014, the Regional District of Central Okanagan (RDCO) adopted Regional Growth Strategy Bylaw No. 1336 (RGS). Section 4.1.2 of the RGS emphasizes that the RDCO and its member municipalities are, “individually and jointly, responsible for effective management of the future growth of the region.” Since adoption of the RGS, the RDCO and regional partners have fulfilled this commitment in a number of ways. While the RGS five-year review will provide a more definitive account, it is already clear that significant progress has been made toward RGS goals and policies by staff and elected officials working at both regional and local levels.

However, after several years of hard work on the initiatives identified in 2014, now is the time to consider how momentum can be maintained through the years ahead. RGS Section 4.1.2 anticipates this need when it specifies that staff and elected officials should collaboratively develop a “5-year action plan to outline the priority initiatives to implement the RGS.”

By developing this RGS Priority Projects Plan, and implementing its initiatives, the RDCO and its partners are not only fulfilling the commitments of the RGS, but echoing its most central insight: many of the challenges we collectively faced are best addressed at the regional level.

The purpose of this document is to identify the RGS priority projects for the next five years, and to describe the process undertaken to establish those projects.

1.2 Description

The RDCO engaged EcoPlan International (EPI) to work with RDCO staff and the RGS Steering Committee (SC) in developing and prioritizing a list of projects into a Five-year Action Plan. Project work consisted in a series of research, analysis and consultations steps beginning in September 2016, concluding with adoption of the final report by the RDCO Board on **DATE**.

The final Action Plan contains nine projects supporting over 25 policies, across eight Issue Areas of the RGS. These projects are a framework for maintaining momentum toward RGS goals and policies. The projects have been selected and scoped to support regional coordination and collaboration in support of regionally shared needs and goals, and with the expectation that there will be efficiencies from conducting work at the regional level.

The plan is not a rigid five-year workplan. Each year, the RDCO Board will be asked to consider the recommended projects, and approve the requisite resource allocations on a case-by-case basis. As new opportunities or unexpected demands arise, the projects in this plan can be revised, re-sequenced or replaced as needed.

It should also be noted that this document does not identify all high priority projects to be undertaken to implement the direction in the RGS. Many projects are underway supporting RGS priorities in environmental, transportation, water stewardship, economic and other areas. The projects highlighted in this Plan are based on gaps identified by the SC in RGS implementation.

A one-page summary of the Five-year Action Plan is provided in conjunction with detailed project descriptions and rationale, including approximate budgets, potential partners, and applicable RGS policies.

2. Process

This section describes the process used for developing, evaluation, and screening potential projects.

2.1 Overview

The development of the list of priority projects advanced through an iterative process involving research and technical analysis conducted by EPI, consultation with the SC, and follow-up research and consultation with staff from the RDCO, municipal partners, area non-governmental organizations, and other governmental agencies. The general process consisted in the following six steps:

- 1. Document inventory and high-level analysis:** EPI reviewed over 65 documents that were likely to have information about past and ongoing work, or a potential source for new projects. These included regional and local plans and strategies, annual reports and relevant background documents. These documents represent the RDCO, and its member municipalities; Westbank First Nation and the Okanagan Indian Band; other regional bodies; and provincial agencies and ministries. For a full list of the documents reviewed, see Appendix A.

In reviewing these documents, EPI conducted a high-level analysis of past and current initiatives that support RGS Issue Areas and related policies. This provided an overview of existing and past work supporting RGS implementation as a tool to support discussion with the SC.

- 2. Identifying Priorities:** Priority areas for the development of potential actions were identified primarily working with the SC. Results from background analysis and other tools were used to support discussion about past and recent work, urgent issues, or which RGS Issue Areas could benefit from more work.

The focus areas coming out of this process (discussed in Section 3.1) were reviewed with other staff from member municipalities and regional organizations in order to be confirmed, detailed, or revised as needed.

- 3. Developing a long list:** A long-list of 44 potential projects cutting across nearly all RGS Issue Areas was developed. Projects were identified primarily through consultation with the SC, area staff, and review of other existing initiatives.

Given the importance of momentum and buy-in for successful implementation, it was acknowledged early that the first source for potential projects should be those already identified as under consideration by one of the many departments, organizations and partnerships already at work in the region. Otherwise, where some urgent matter or critical need had been identified that had no existing response, new projects were identified with the help of the collective experience and expertise of the project team and other staff in the region. Where needed, this was supplemented by research into examples from other jurisdictions.

4. **Project screening – creating the short list:** Moving from a long list of 44 potential projects to the final nine recommended for inclusion in the RGS Priority Projects Plan occurred through multiple phases, involving close review by the SC and other staff in the region. An iterative process, each phase, while ultimately shortening the list, resulted in revisions to the projects, and research into new options as issues and priorities were clarified. More detail on the phases of evaluating and screening projects, projects removed, and rationale are provided in Section 3.2.
5. **Prioritization and sequencing:** The remaining nine projects were prioritized and sequenced over a five-year action plan based on SC identified priorities, existing momentum, external circumstances (e.g. funding opportunities), and whether the project could be considered a “keystone” (i.e. necessary for other work to be completed). More detail on prioritization and sequencing rationale is provided as part of project descriptions (Section 4.1).
6. **Report drafting and review:** The Priority Project Plan report went through an extensive review process, with the first draft prepared in mid-December and the fifth and final draft submitted for RDCO Board adoption in **DATE**. In addition to the SC, staff and representatives from a number of departments of the RDCO, member municipalities, other regional organizations and agencies were provided an opportunity to review and comment. More detail on consultation is provided in Section 2.2.

2.2 Consultation

Consultation was used throughout project work to clarify project expectations and direction, identify priority areas, supplement research with the expertise and specialized knowledge of local area staff, and provide feedback on deliverables.

Most consultation took place through meetings held with RDCO staff and the SC. The SC provided initial project direction and input on action prioritization and the first drafts of the plan, including participation from the following Committee members:

- Dallas Clowes, Senior Planner, City of West Kelowna
- Graeme Dimmick, Senior Planner, Westbank First Nation
- Ron Fralick, Manager of Planning, RDCO
- Cory Gain, Director of Planning & Development Services, District of Peachland
- Nancy Henderson, General Manager of Development Services, City of West Kelowna
- Mark Koch, Director of Community Services, District of Lake Country
- Ross Soward, Planner Specialist, City of Kelowna
- Janelle Taylor, Planner 1, RDCO

The following schedule outlines the meetings held and their contribution to project work:

Participants	Date	Purpose
EPI, RDCO staff, and SC	October 12, 2016	Project scope, gap analysis review, and priority setting
RDCO staff and SC	November 16, 2016	Screen long-list of potential actions
Presentation to G&S Committee	February 9, 2017	Review of RGS Priority Projects Plan – draft #3.2
Presentations to member municipality and First Nations Councils	March, 2017	Review of RGS Priority Projects Plan – draft #4
Presentation to RDCO Board	April, 2017	Final input on RGS Priority Projects Plan – draft #5

In addition to these meetings, staff from various RDCO departments, City of Kelowna, area non-governmental organizations, and other governmental agencies were contacted for more detailed input on specific projects, including:

- Margaret Bakelaar, Environmental/Land Use Planner, RDCO
- Nancy Mora Castro, Regional Air Quality Coordinator, RDCO
- Michelle Kam, Sustainability Coordinator, City of Kelowna
- Mike Kittmer, Regional Transportation Coordinator, City of Kelowna
- Rafael Villarreal Pacheco, Transportation Planner, City of Kelowna
- Scott Boswell, Program Manager, Okanagan Collaborative Conservation Program
- Corie Griffiths, Director, Central Okanagan Economic Development Commission
- Jack Stuempel, Communications Manager, Ministry of Transportation and Infrastructure
- Pam Moore, Environmental Health Officer, Healthy built Environment Team, Interior Health Authority

Input from these sources was used to clarify context, confirm the status of ongoing initiatives, and detail potential projects.

An early draft of the report was also circulated to the following agencies and key personnel as part of a referral process:

- Ministry of Forests, Lands & Natural Resource Operations
- Ministry of Environment
- Ministry of Transportation & Infrastructure (eDAS)
- Ministry of Agriculture
- Ministry of Community, Sport and Cultural Development
- Agricultural Land Commission
- Interior Health Authority
- Black Mountain Irrigation District
- Glenmore Ellison Improvement District
- Rutland Waterworks Irrigation District
- South East Kelowna Irrigation District
- University of British Columbia Okanagan
- Okanagan College
- School District No. 23
- Okanagan Indian Band

- Westbank First Nation
- City of Kelowna
- City of West Kelowna
- District of Lake Country
- District of Peachland
- Regional District of Thompson-Nicola
- Regional District of North Okanagan
- Regional District of Kootenay Boundary
- Regional District of Okanagan-Similkameen
- APC (Central Okanagan West)
- Agricultural Advisory Commission
- Environmental Advisory Commission
- Okanagan Collaborative Conservation Program
- Okanagan Basin Water Board
- CATCH
- BC Transit
- R. Fralick, Manager of Planning
- C. Radford, Director of Community Services
- R. Andrews, Manager of Facilities and Fleet
- M. Bakelaar, Planning Section
- S. Mah, Parks Services
- D. Merenick, Bylaw Enforcement Section
- C. Griffiths, Director of CO Economic Development Commission
- N. Mora Castro, Regional Air Quality
- R. Villarreal, STPCO
- C. Walsh, Manager of Police and Community Support Services
- M. Drouin, Manager of Corporate Services
- P. Rotheisler, Manager of Environmental Services

3. Findings

3.1 Focus Areas

RGS Issue Areas and associated policies were explored through consultation to identify areas that should be the focus of the RGS Priority Projects Plan. These focus areas were used to support development of the long-list of potential projects for later screening and evaluation.

Organized according to RGS Issue Areas, the following summarizes the focus of discussion, including general context, work completed or ongoing, and potential gaps to be filled. The only exception is the omission of Issue Area “Our Land”, which was identified early as sufficiently supported through Official Community Plans and regional context statements.

Our Economy: The regional economy is well supported by the work of the Central Okanagan Economic Development Commission (COEDC). The COEDC supplies a wide variety of the economic development services for the region, including business retention and expansion initiatives, investment attraction, marketing and promotions, and sector specific support (e.g., agriculture – see notes under “Our Food” below).

One area that could be more thoroughly addressed appears to be regional land use planning specific to the protection and provision of employment lands. Ensuring the timely availability of suitable and affordable employment lands is critical to maintaining competitiveness, particularly

in high value sectors such as manufacturing, value-added agricultural, and the rapidly growing tech sector.

Our Water and Our Ecosystems: With environmental land protection and water stewardship as long-held priorities, the RDCO has been accomplishing a great deal of successful work, and has a number of projects and initiatives still underway. These Issue Areas continue to be one of the most strongly supported aspects of the RGS. Some key initiatives are outlined here.

The RDCO is an active member in a variety of conservation and stewardship organizations active in the valley, including the Okanagan Collaborative Conservation Program (OCCP), the Okanagan-Similkameen Stewardship Society, the Local Government Working Group on Species and Ecosystems at Risk (LGWGSEER), and the Okanagan Water Stewardship Council.

Planning for Ecosystem Connectivity in the RDCO is an ongoing collaborative project which supports RGS implementation. The RDCO regularly invests in restoring and protecting sensitive areas, such as the recent Mission Creek Restoration Initiative, establishment of Black Mountain/sntsk'il'ntən, Goats Peak and Johns Family Regional Parks, or as described in the Central Okanagan Regional Parks Legacy Program – Ten Year Park Land Acquisition Strategy (2007 – 2017).

The RDCO Parks Services Strategic Services Plan 2011 – 2016 supports conservation through appreciation and education about natural spaces, natural history, and the protection of community natural resources.

Given the importance of data in good decision-making and policy development, RDCO staff (often in collaboration with partners) have been highly active in maintaining quality mapping and databases of the local ecosystem. This includes the recent updates to foreshore mapping of Lake Okanagan, ongoing updates to the Sensitive Habitat Inventory Mapping for the Central Okanagan, and upcoming updates to the Sensitive Ecosystem Inventory for the Central Okanagan.

Other ongoing environmental initiatives not specifically noted in this document, including those identified through the RDCO Environmental Planning Program, RDCO Parks Services, local municipalities and the Okanagan Collaborative Conservation Program, will continue and will address the RGS goals of managing and protecting water resources and protecting, enhancing and restoring biodiversity in the region.

Our Health: As a topic that cuts across multiple policy areas, there are a number of ways that health is already being addressed such as through active transportation planning by the STPCO; environmental protections and water stewardship by OBWB, OCCP, RDCO Planning Section, and RDCO Parks Services; and promotion of active lifestyles as through the Parks Services Strategic Services Plan. As such, a considerable amount of work is already being done in health (or will be) as part of other Issue Areas, and the Interior Health Authority and School District No.23 provide regular input on land use planning bylaw and decisions related to public health for the RDCO and partner communities. Indeed, the RDCO is a leader in the province in supporting health at the local government level as one of the only regional districts with a health specific chapter in its RGS.

However, there are still significant challenges identifying ways to incorporate principles of a healthy built environment into comprehensive plans (i.e. operationalizing the research) as supported by the RGS (Our Health, Policy 8). At the same time, there are opportunities to leverage the good position of the RDCO with regards to health by building stronger working relationships with the Interior Health Authority.

Our Food: Agriculture is a key part of the regional economy, quality of life, and community identity in the Central Okanagan. While there is some work being done in agriculture across the region, this is primarily in the form of agricultural plans. Despite the importance of agriculture to the region, the current regional Agricultural Plan is more than 10 years old. As such, there appears to be need to re-establish regional agricultural goals, and coordinate planning to achieve them.

Agricultural businesses have more support: the COEDC has an agricultural support worker that assists farm operators and other agriculture businesses, providing consultation, support and customized services. The COEDC also works with the ministry and agricultural bodies in the area to put on agricultural awareness and agricultural related events, such as seminars to provide business development assistance or events to increase the profile of agriculture in the region.

Our Housing: Housing affordability is a growing issue across British Columbia and Canada. The provincial government and many local jurisdictions have begun to take action to address record growth in home prices, rental costs, and low rental vacancy rates. The Central Okanagan is no exception where the strong tourism industry can have adverse effects on the availability of rental stock and affordable housing for locals. The average home price in the Central Okanagan exceeded \$500,000 in 2015 and is significantly above average prices in the North and South Okanagan (at approximately \$335,000 and \$385,000, respectively). There is also some concern that the recent provincial tax targeted at foreign buyers in Metro Vancouver could increase demand in nearby markets like the Central Okanagan, driving up real estate prices, further exacerbating affordability issues.

Affordable housing is also a primary issue for community health. In the Provincial Health Services Authority's *Health Built Environment Linkages* toolkit, housing is one of five key components of a healthy community. Indeed, as part of Kelowna's *Healthy City Strategy* - a project conducted in partnership with Interior Health – the second phase of work (scheduled for 2017) is focused on affordable housing. Indeed, many communities across the region are contributing to their community health through policies that support affordable housing options.

Given regional commuting patterns and the strong connections between Central Okanagan communities, a regional approach to housing and housing affordability makes the most sense. While housing policy exists in OCP's across the region, there is no initiative that takes a regional perspective to affordable and accessible housing.

Our Climate: Climate change and its effects are a well-documented global problem and the urgency of mounting a response is now broadly accepted at all levels of government. Response comes in two forms: mitigation, through reduction of GHG emissions; and adaptation, which depends on the nature of the locally experienced effects of climate change.

Given the cross-cutting nature of climate change, the numerous ways that the RDCO and communities of the Central Okanagan have worked to mitigate and adapt to climate change effects is not necessarily apparent. For example, work has been done in activities as broad as land use planning, (e.g. through OCP policy revisions), housing policy, urban forestry initiatives, parkland acquisition and other park management initiatives (as outlined in the RDCO Park Services Strategic Service Plan), and sustainable and active transportation, all of which contribute to mitigate GHG emissions or support adaptation efforts.

Additionally, there has been significant climate change specific work. With an already significant flood hazard risk expected to increase in the future, and a large amount of vulnerable agricultural land, the Central Okanagan has already begun work in mitigation and adaptation, including Phase 1 of the Regional Flood Management Plan, and the B.C. Agriculture & Climate Change Regional Adaptation Strategies. Further, a number of clean air initiatives have been underway under the guidance the Central Okanagan Clean Air Strategy (2015) and the Regional Air Quality Coordinator.

There is significant work to be done through the remaining phases of the Regional Flood Management Plan.

Our Transportation: Transportation, like land use, is a keystone activity for managing how communities grow and develop. As the population in the Central Okanagan continues to grow, having an efficient and effective transportation network will be critical to maintaining economic growth, reducing GHG emissions and air pollution, and supporting community health and wellbeing.

As such, transportation has been well-established as a regional priority and is very-well supported by existing initiatives as a result. Key activities include development of the Regional Transportation Plan (currently underway), an update planned for the 2012 Regional Active Transportation Plan, and variety of other initiatives of the Sustainable Transportation Partnership of the Central Okanagan.

Our Governance: Discussion with the SC, and RDCO and City of Kelowna staff revealed a need for new ways of sharing resources, ideas, and addressing common technical challenges. As many jurisdictions face common challenges, having no way to collect and communicate lessons-learned and innovative solutions is a lost opportunity to improve the quality of technical solutions, information for decision-making, and make best use of limited resources.

3.2 Project Screening and Evaluation

With so many important initiatives underway or planned in support of RGS priority areas (as described in Section 3.1), an effort was made to identify projects that were both an important aspect of RGS implementation, as well as filling gaps in ongoing work. Moving from a long-list of 44 potential projects to the final set of nine came about as part of a multi-phase process of screening and evaluation. These phases are as follows:

Phase 1: The long-list of 44 actions, including description and rationale, was reviewed by the SC. Each action was flagged to be maintained, removed, revised, or researched further with accompanying rationale. Research and staff consultation resulted in further revision, removals and additions. This phase resulted in the removal of 18 potential projects.

Phase 2: The remaining 26 projects were detailed and sequenced into a five-year schedule as part of the first draft of the RGS Priority Projects Plan. During review of this plan, the SC further refined the list, removing projects that were sufficiently supported elsewhere (i.e., well-resourced and budgeted as part of other initiatives), better characterized as a budgetary item, or were better combined with other projects.

Phase 3: A short-list of 12 projects was circulated for review as part of the second draft of the RGS Priority Projects Plan. This draft was reviewed by a number of agencies, organizations and key personnel as part of the referral process. This phase of review resulted in the removal of three more actions, bringing the final action plan to nine priority projects

Table 1 summarizes the results of this process, describing candidate projects that were considered and removed, including rationale for their removal. The projects are organized according to RGS Issue Areas. The projects that were retained following the screening are described in Section 4.

Table 1: Eliminated Candidate Projects

Candidate Project	Project Description	Rationale for Removal
<i>Our Water and Our Ecosystem</i>		
Sustainability Checklist for new development	A checklist using sustainability objectives from various regional plans and strategies to give new developments a quantitative sustainability rating	Concerns that such a checklist would hinder development as an added requirement. This project was revised for further consideration as a “Sustainable Development Streamlining Checklist”
Sustainability/ biodiversity audit of existing policies and regulatory processes	A methodical and structured assessment of existing bylaws to flag any “grandfathered” policies that obstruct achievement of sustainability objectives	This project determined to be too onerous and potentially prescriptive for municipal level policy. Aim should be more to consolidate existing policies and processes, not add. A streamlining checklist that supports sustainability preferred.
Regional Parkland Acquisition Strategy	A strategy that identifies and prioritizes locations where acquisition of land for park and greenspace would maximize benefits to recreation, connectivity and other biodiversity objectives	Already complete: “A Central Okanagan Regional Parks Legacy Program – Ten Year Park Land Acquisition Strategy (2007 – 2017)”

Candidate Project	Project Description	Rationale for Removal
Develop sample water resource objectives/policies for consideration in OCPs	A set of sample water resource objectives/policies for consideration in OCPs to make it easier to incorporate water sustainability into land use planning and decision-making as indicated in the <i>Water Sustainability Act</i> .	Supported by SC, but seen as best included in the RGS Priority Projects Plan as possible topics/activities of Regional Planning Lab (Project 2). *The “Sustainable Development Streamlining Checklist” was revised to “Sustainable Development Streamlining Tools” to allow for development of different solutions specific to local contexts.
Sustainable Development Streamlining Checklist*	The checklist would be a non-obligatory tool to support developers in understanding expectations of developing in certain conditions, and preparing a project and development application that will meet standards set out in a range of sustainability focused regulations. Intent is to make adherence to these regulations simple and streamlined.	
Our Health		
Host a workshop on incorporating principles of a Healthy Built Environment into the development of comprehensive plans	A one-day workshop co-facilitated by staff from the Interior Health Authority would allow planners from around the region to learn about available resources and help strengthen working relationships between the two groups.	Supported by SC, but seen as best included in the RGS Priority Projects Plan as possible topic/activity of Regional Planning Lab (Project 2).
Our Food		
Develop agricultural plans for underutilized ALR land.	Identify underutilized ALR land and conduct agricultural feasibility assessments and market opportunities.	Determined to be too jurisdiction specific; not sufficiently regional.
Consider re-establishing an Agricultural Support Officer position as a 2-year pilot project	A recommendation from the RDCO Agriculture Plan, responsibilities would include: -Business Planning -Facilitating Educational Programs -Information Resource -Community Liaison for Agriculture	While supported by the SC, as the previous termination of this position was seen as a loss, there was some concern that this might constitute a duplication of a similar position at the COEDC. Further research confirmed this, as the COEDC agricultural and tourism specialist positions does the following: <ul style="list-style-type: none"> • works with one-on-one farm operators and other agriculture businesses who provides consultation, support and customized services. • works with the ministry and agricultural bodies in the area to put on agricultural awareness and agricultural related events (e.g., seminars to provide business development assistance or events to increase the profile of agriculture in the region). The COEDC also provides content and digital marketing to help increase the profile of agricultural-driven businesses in

Candidate Project	Project Description	Rationale for Removal
		the region and is currently exploring topics around succession. Before pursuing a new support position, it was determined that a more comprehensive understanding of the assets and needs of agriculture and farmers in the region would be required (hence the Regional Agricultural Strategy recommended as part of Project 8).
Encourage increased cooperation in the promotion and support of agricultural activity in the region.	Work with other local governments, Chambers of Commerce and Business Associations to support agricultural sector promotion	Work already being done by the COEDC.
Determine cross-sector objectives for drought planning.	Drawn from Agriculture and Climate Change Regional Adaptation Strategies: Consult with the agricultural sector to facilitate dialogue on priorities for key water issues and adaptation in drought planning	The BC Climate Action Initiative is implementing and monitoring the programs outlined in the Okanagan Adaptation Strategies document. RDCO is a member of the Working Group and participates sufficiently through this mechanism. As such, all these actions, while supported, were removed as potential projects for this plan.
Develop a framework for engagement of agricultural water users in local drought planning processes.	Identify sector representatives for drought planning processes and determine ways to maintain consistent sector participation.	
Support the agriculture sector's participation in drought planning.	Primary concern is ensuring sufficient water supply for sector activities	
Develop information materials on agricultural water use.	Improve knowledge of agricultural water use/practices through videos, websites, mail-outs, events and workshops.	
Establish Invasive Species Roundtable.	Annually bring sector organizations and agencies together to share information on agriculturally significant invasive species.	
Identify agricultural areas where wildfire solutions are needed.	Identify high risk level areas on agricultural land base from Community Wildfire Protection Plans.	
Promote area farms where established farmers are willing to mentor young people.	Assist young people in gaining agricultural skills and experience	While could have been part of the Agricultural Support Worker position, should now be considered as part of recommended regional agricultural planning (Project 8).
Our Housing		
Housing Action Forum	A one or two-day forum to brainstorm and prioritize actions to address housing needs	To be included as part of development of Regional Housing Strategy (Project 6)
Affordable Housing Strategy	More focused strategy, targeted to people who are low/average income earners, i.e., minimum wage or receiving government assistance	
Attainable Housing Strategy	More focused strategy, attainable housing focuses on average/medium income	

Candidate Project	Project Description	Rationale for Removal
	households priced out of the market or struggling with higher rents	
Our Climate		
Investment in forced air technology burners	Purchase one or two Air Curtain Burners for use by area agriculturists	While supported by the SC, these activities were considered to be more appropriately categorized as budgetary items, not projects.
Top-up of rebate budget for woodstove exchange	Regional funding to supplement annual provincial funding to support more woodstove exchanges by certain date	
Regional Hillside/ Slope guidelines/ policies	A set of standards that can be applied by local governments to OCP/ DPA policy to mitigate risk to slope hazards in new development	Supported by SC, but seen as best included in the RGS Priority Projects Plan as possible topic/activity of Regional Planning Lab (Project 2).
Our Transportation		
Develop a regional Active Transportation Network map	Development of a regional network map (paper and/or digital) showing all active transportation routes and connections	Already completed and included as part of Regional Active Transportation Plan
Update of the Regional Active Transportation Plan	An Update of the AT Plan to account for new conditions and policy context (COPS, RTS, etc.)	Already included as part of developing Regional Transportation Strategy.
Advance West side Trail Collaboration	Move forward on next steps in technical brief to get Westside Trail “shovel ready”, including engineering studies, cost estimates, partnership opportunities	While strongly supported by the SC, this activity is seen to be already strongly supported by the work of the STPCO and will likely be incorporated into the upcoming Regional Strategic Transportation Plan.
Regional Transportation Impact Assessment Framework	A set of guidelines that can be applied in the case of local developments, but provide considerations to capture potential impacts to the regional transportation network	In the short term, this project was determined to be very difficult to implement, as there is not a regulatory framework in which it would operate. The project could be revisited following completion of the Regional Strategic Transportation plan.
Forum on impact of new automotive technology	A forum of relevant stakeholders to explore the implications of new automotive technology (electric, automation, etc.) on transportation behaviour in the region	Supported by SC, but seen as best included in the RGS Priority Projects Plan as possible topic/activity of Regional Planning Lab (Project 2).
Principle-based review of Ministry of Transportation and Infrastructure (MOTI) Central Okanagan Planning Study (COPS)	A structured review of preliminary options of COPS conducted to ensure community values and the work of local planning departments is clearly understood and incorporated into MOTI’s larger planning process. The review would use local community objectives (e.g., from OCPs or other planning processes) and broadly accepted best-practice planning principles to identify potential impacts to community connectivity, cohesion, health, and wellbeing that are concrete and measurable.	The SC has been very pleased with the work conducted by MOTI on the COPS project. Given the opportunities for input provided, the SC is confident that the final analysis and recommendations will reflect the concerns, values, objectives of local communities, as well as planning best-practice.

<i>Candidate Project</i>	<i>Project Description</i>	<i>Rationale for Removal</i>
<i>Our Governance</i>		
Grant Coordinator	A full or part-time position dedicated to finding and securing grants. Mandate could be scaled depending on focus: RDCO, Regional members, community organizations.	Members already have personnel assigned for this at local level. Seen as an administrative/human resources decision for the RDCO to support their work, not a project specific to supporting RGS implementation.
Create a central inventory of policy examples	An inventory (online) of policy language/ regional standards for updating OCP and other bylaws	This project was revised. Original intent was to support sharing of expertise and knowledge of planners around the region on challenges they face in common. Given concerns about up keep and administration of central inventory/database, project has been replaced by the Regional Planning Lab (Project 2).
Relocate all regional services being completed by the City of Kelowna to the RDCO Office	Relocate Regional Air Quality and Regional Transportation Services from City of Kelowna offices to RDCO offices at KLO Road	Review from stakeholders identified the loss of existing economies of scale and other efficiencies of the current location of these services; there is no business-case or budgetary rationale for relocating to the KLO offices.

4. Priority Projects

4.1 Evaluation and Prioritization

The remaining nine projects were prioritized and sequenced over a five-year action plan based on the following considerations:

- The extent to which the project addresses ranked priorities of the SC.
- The extent to which the project builds on existing momentum, requiring little additional work to build “buy-in”.
- Whether the projects are related to some critical external circumstance that requires initiation or completion by a certain year
- Where projects were understood as “keystone” activities (i.e., they were requisite or highly important to other projects), they were identified as “primary” or “secondary” in relation to each other, and sequenced accordingly.

Table 2: *Five-Year Action Plan Summary and Timeline*, outlines all the priority projects according to their sequence in the five-year plan. Section 4.3 provides the following for each priority project:

- A detailed description and rationale
- An identification of RGS policies supported by the project
- Rationale for prioritization
- Budget estimates and potential partnerships¹ (Potential partnerships are only provisionally identified here. The full range of partners and stakeholders that may be involved will only be identified as part of project specific engagement planning)
- Comparable projects from other jurisdictions in B.C.

Where appropriate, descriptions were based on an assessment of similar projects from different jurisdictions in B.C.

¹ Budget estimates and partnership involvement are provisional as part of this draft report – further research being conducted to validate assumptions

4.2 Five-Year Action Plan

The Gantt chart below indicates high-level estimated start dates and duration of prioritized projects. Dark green indicates one-time projects of limited duration; light green indicates projects that, once initiated, will be ongoing or recurring.

Table 2: Five-Year Action Plan Summary and Timeline

#	Project	2017	2018	2019	2020	2021	Page
1	Regional Flood Management Plan: Phases 2 and 3						18
2	Regional Planning Lab						19
3	Regional Housing Needs Assessment						21
4	Regional Growth Strategy Monitoring Program						23
5	Regional Citizen Survey						24
6	Regional Housing Strategy						26
7	Regional Growth Strategy Five-year Review						28
8	Regional Agricultural Strategy						29
9	Regional Employment Lands Inventory						32

This timeline is to be understood as a flexible guide, not a fixed schedule. While the projects are allocated to specific years, an adaptive management approach will be taken so that in the event that an opportunity presents itself (e.g., through new funding opportunities), RDCO staff and the Board will be able to make informed decisions about re-prioritization. Additionally, it is anticipated that some activities – like the Regional Planning Lab – will result in the emergence of new initiatives and activities for consideration in future years.

4.3 Project Descriptions

2017: Year 1 Projects

1) Regional Floodplain Management Plan: Phases 2 and 3

Description and Rationale: Flooding is a serious concern for the Central Okanagan and its developed areas and will only become more with the effects of Climate Change. In response to this risk, the RDCO has outlined a three-phase Regional Floodplain Management Framework (RFMP) with the objective of developing a better understanding of flood risk in order to reduce and mitigate damage and impacts from future floods. Completed in June of 2016, the first phase of the management plan identified and prioritized the criteria for further study of flood hazard areas. Continuing work on the RFMP has been identified as a high priority and is scheduled to proceed through to 2019.

Phase 2 will focus on the delineation and confirmation of the flood-prone streams and floodplains identified in Phase 1, with the purpose of ensuring that there is a comprehensive understanding of watercourses for both a local government bylaws and the Flood Plan. Phase 3 will use this new understanding to build on and expand the flood risk mitigation strategies already in place within the region. Further details on recommendations and priorities for Phase 2 of the RFMP are outlined in the “Regional Floodplain Management Plan: Phase 1 Final Report”.

RGS Policies Covered:

- 3.2.3 Our Water Resources - Policy 3
- 3.2.4 Our Health – Policy 5
- 3.2.7 Our Climate – Policy 8

Prioritization Rationale:

- RFMP Phase 2 was provided funded along with Phase 1 as part of a single ongoing project.

Implementation:

- **Budget**
 - Estimated Phase 2 budget: ~\$150,000
 - \$25,000 in funding has already been provided for Phase 2 of the plan from the Okanagan Basin Water Board Water Conservation and Quality Improvement Grant Program as well as \$25,000 from the Regional District.
 - RDCO will lead the project with support from contracted consultants
- **Partnerships**
 - RDCO
 - City of Kelowna
 - City of West Kelowna
 - District of Lake Country
 - District of Peachland
 - Westbank First Nation
 - Okanagan Indian Band
 - Okanagan Basin Water Board

Examples from other Jurisdictions

- Lower Mainland Flood Management Plan (Phase 1 complete)
- Sea-to-Sky Floodplain Management Plan
- Cowichan Valley Regional District - Lower Cowichan/Koksilah River Integrated Flood Management Plan

2) Regional Planning Labs

Description and Rationale: Planners from across the region are regularly struggling with common challenges and developing effective solutions. However, the collective experience and lessons-learned from this work is not always shared. Further, particularly stubborn challenges often require creative approaches and ideas that can only come from multiple perspectives and discussion among experienced professionals.

A Regional Planning Lab would be a forum for planners and other professionals from around the region to meet (once or several times over a series of meetings) to work through difficult technical challenges related to a specific planning topic, or the production of regionally significant projects. The lab would also improve the potential for collaboration and regional consistency. The topics of focus would be established by the SC (with input from their respective staff), and set for a certain period or number of meetings. Through development of options for this RGS Priority Projects Plan, a number of possible activities were identified, such as the following:

- Hosting a one-day **Healthy built environment workshop** co-facilitated by staff from the Interior Health Authority to allow planners from around the region to learn about available resources and help strengthen working relationships between the two groups. The workshop could also be structured so that the group can better understand each others' work, and develop some novel solutions for incorporating a health perspective into local government planning and decision making.
- Creating a **Sustainable Development Streamlining Tools** to help developers navigate various regional sustainability regulations. This would support a streamlined development process without sacrificing critical environmental, social or economic values.
- Developing a set of **sample water resource objectives/policies for consideration in OCPs** to make it easier to incorporate water sustainability into land use planning and decision-making as indicated in the *Water Sustainability Act*.
- Holding a **forum (or a series of forums) on the impact of new automotive technology** that will bring together relevant experts and stakeholders for the purpose of exploring the implications of new automotive technology (electrification, automation, etc.) on transportation behaviour in the region, and appropriate approaches for local government to engage with them.
- Create a **central inventory of policy examples** through amalgamation of existing examples from partners around the region. An inventory of sample policy language for updating OCPs and other bylaws would alleviate the workload of local planners, and supports regional coordination and standard setting

Depending on the project, different planners, professionals, and experts working for other area partners would be invited to participate, including staff from other government departments and ministries (e.g. Interior Health), non-profit organizations, and researchers from higher education. As these groups develop solutions to their common challenges, the Regional Planning Lab may result in the emergence of new initiatives.

With few appropriately comparable precedents, this project should also be understood as a pilot project. It's format and focus will be determined and adapted based on the needs of the group involved. Format and practices that work can be carried forward in later labs, and those that do not will be revised and eliminated as needed.

RGS Policies Supported:

- Depending on topics covered during Regional Planning Lab, policies from several RGS sections could be supported, including policies under 3.2.10 Our Governance

Prioritization:

- As a recurring activity for working through various planning issues, the Regional Planning Lab should start as soon as possible
- As the Regional Planning Lab may result in the emergence of new initiatives, beginning early will allow opportunity to consider add promising projects for implementation during later years of this Plan.
- The first topic and the timing of the first lab will depend on input from the SC and readiness of potential partners

Implementation:

- **Budget:**
 - Accomplished by in-kind staff support and meeting space at RDCO office.Should projects be proposed out of the Lab that require budget, these projects will be brought forward and approved through the budget deliberation process.

- **Partnerships**

Various potential partners depending on topic, but may include the following groups:

- | | |
|-----------------------------|---|
| ○ RDCO | ○ UBC-O |
| ○ City of Kelowna | ○ Okanagan College |
| ○ City of West Kelowna | ○ Urban Development Institute |
| ○ District of Lake Country | ○ Okanagan Collaborative Conservation Program |
| ○ District of Peachland | ○ Okanagan Basin Water Board |
| ○ Westbank First Nation | |
| ○ Okanagan Indian Band | |
| ○ Interior Health Authority | |

Examples from other Jurisdictions:

There are examples of one-off initiatives that are somewhat comparable to the Regional Planning Lab proposed, including the following:

- Ministry of Agriculture’s “Meeting of the planning Minds”
- Nature Conservancy of Canada’s “Meeting of Minds” in Cranbrook
- Central Okanagan Temporary Farm Worker Housing Initiative

The only example of an ongoing activity is the City of Vancouver CityStudio. While similar, the CityStudio has more focus on student and community capacity building, whereas the Regional Planning Lab proposed here would comprise primarily regional planning professionals.

2018: Year 2 Projects

3) Regional Housing Needs Assessment

Description & Rationale: As real estate prices rise faster than household incomes, access to affordable housing is a growing concern regionally as it is in much of the Province. With speculation that the new tax on foreign homebuyers in Metro Vancouver could push demand into other areas of B.C., affordability challenges may become more acute.

Unaffordability affects people of a diverse set of backgrounds and profiles. As such, the provision of affordable housing can come through a number of mechanisms and solutions that cut across a range of types and tenures of housing. This is often referred to as the housing continuum.

Figure: Housing Continuum

Emergency Shelters	Transitional Housing	Supportive Housing	Subsidized Housing	Market Rental Housing	Market Homeownership Housing
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Given the proximity of Central Okanagan communities and their integration through the transportation network (i.e. commuting patterns), the supply and demand of the housing market is best considered at the regional level. Indeed, anything less than a regional assessment would provide only a partial picture of the housing situation. This is particularly the case when considering the needs across the housing continuum, as it is unlikely that any single community in the Central Okanagan could address the full range of affordable housing needs of the region (nor would likely need to).

The study would examine needs across the housing continuum incorporating data and input from across the region. With the larger regional situation defined, each community’s role in the contribution to the solution can be better understood. This will support a coordinated and consistent response toward regional housing goals (See Regional Housing Strategy, Project 6).

One key component of work will be a comparison of regional housing supply and demand would help identify where along the housing continuum the greatest needs are (or may be in the future) throughout the region. This will likely include:

- Population estimates and growth projections
- Analysis of regional real estate/ rental trends including impacts from vacation rentals (including Airbnb) and foreign investment on overall affordability and supply
- Housing demand, including analysis of households by size and income; including a consideration of how current and future demographic change (e.g. an ageing population) and population movement affects demand among communities
- Housing supply for market and non-market types (from across the continuum) and broken down by estimates of monthly rent/mortgage
- Needs assessment, matching supply and demand and determining key gaps in the continuum
- A consideration of how housing supply, demand, and needs will be affected by the Regional Transportation Strategy (currently underway)

Another important component will be an assessment of the needs in terms of administrative, institutional, and governance function related to the supply of housing. This could include assessment of the following:

- Data collection roles and gaps (e.g., comprehensive regional homelessness counts)
- The role of non-profit organizations in the provision of housing and related services, including how they are coordinated with local governments
- Coordination on financing mechanisms, funding, and BC Housing partnerships
- The impact of a lack of coordinated and comparable policy on the provision of affordable housing (e.g., inconsistent incentives for the development industry, criteria for locating affordable housing, a lack of long-term regional targets).

The study may include broad engagement or be conducted as a technical exercise. The results of this study, and the housing needs identified, will provide a strong foundation for the Regional Housing Strategy (Project 6).

RGS Policies Supported:

- 3.2.2 Our Economy – Policy 8
- Depending on content, may support various policies under 3.2.6 Our Housing
- 3.2.4 Our Health – Policies 1 & 5

Prioritization:

- Affordable Housing was identified as high priority issue by the SC.
- The City of Kelowna developing a Healthy Housing Strategy and Homelessness Strategy in 2017. Completing Regional housing initiatives (this needs assessment and the strategy identified for Project 6) soon after will allow easier integration of data, support coordination of implementation, and improve chances for funding applications to higher level government (for regional level initiatives and City of Kelowna).
- With the National Housing Strategy to be released in 2017, there may be funding opportunities for conducting housing projects in subsequent years.

Implementation:

- **Budget**
 - ~\$30,000 - \$40,000
- **Partnerships**
 - RDCO
 - City of Kelowna
 - City of West Kelowna
 - District of Lake Country
 - District of Peachland
 - Westbank First Nation
 - Okanagan Indian Band
 - Healthy City Partnership
 - Interior Health Authority staff
 - Urban Development Institute
 - Okanagan Mainline Real Estate Board
 - CATCH

Examples from other Jurisdictions:

- Saanich Peninsula Affordable Housing Needs Assessment Report, 2016 (budgeted ~\$40,000)
- Cowichan Valley Regional District Affordable Housing Needs Assessment, 2014 (budgeted ~\$30,000 - \$35,000)
- Housing Needs Assessment, City of Vernon, 2013

4) Regional Growth Strategy Monitoring Program

Description and Rationale:

Provincial legislation requires that once a RGS is adopted, ongoing monitoring must be established to assess implementation and measure progress being made towards the stated objectives. A monitoring program would help identify areas where RGS goals and policies are successful, where more work needs to be done, or where adjustments and adaptations to current initiatives need to be made.

The RDCO has a strong base for this work in the recently completed Okanagan Basin Interregional Indicator's project. This project resulted in a set of roughly 40 indicators and measures across 10 theme areas that correspond to common RGS policy areas. The work for this project will primarily consist in assessing the interregional indicators for their fit with the RGS goals, identifying gaps, and developing new indicators and measures to fill those gaps. The final product will likely have 30 to 40 indicators and associated measures to monitor the key goals and policies of the RGS.

This project will be an important contribution to the RGS Five-year review (Project 7, scheduled for 2019), and would also play an important role in developing the Citizen's Survey (Project 5, scheduled for 2018).

RGS Policies Covered:

- 3.2.10 Our Governance - Policies 1, 2, 3, 6 & 7

Prioritization Rationale:

- There is significant momentum from RDCO's participation in the Okanagan Basin Inter-Regional Monitoring Program. While a Central Okanagan specific program is not scheduled until 2018, the RDCO will meet legislative requirement by utilizing the Inter-Regional Monitoring Program until then. Waiting until 2018 will also allow the use of the latest (2016) census data, parts of which are not released for one or two years after the census.
- The RDCO's Five-year RGS review is slated to begin in 2019. By beginning the review with a thorough assessment of M&E indicators and the value of their respective results, this project will support an evidence-based assessment of the RGS and its policies.

Implementation:

- **Budget**
 - \$20,000, assuming significant amount of work from interregional monitoring program can be applied; excludes data collection
- **Partnerships**

○ RDCO	○ Interior Health Authority
○ City of Kelowna	○ Okanagan Collaborative
○ City of West Kelowna	Conservation Program
○ District of Lake Country	○ Central Okanagan Economic
○ District of Peachland	Development Commission
○ Westbank First Nation	○ City of Kelowna Healthy City
○ Okanagan Indian Band	Partnership

Examples from other Jurisdictions:

- Regional District of North Okanagan Monitoring & Evaluation Program (budgeted approximately ~\$40,000 for M&E framework including data collection)
- Regional District of Okanagan-Similkameen Regional Growth Strategy Snap Shots
- Metro Vancouver RGS Performance Measures (budgeted ~\$30,000 for framework without data collection)

5) Regional Citizen Survey
Description and Rationale:

A citizen (or community) survey is a way of collecting data that cannot be attained any other way, and can be an invaluable resource for staff and elected officials in decision-making, as well as strong communications tool for raising awareness about regional issues. It can also be used to supplement the RGS Monitoring Program's objective indicators (Project 4) with the experiences and perceptions of the public. The survey can include questions to collect:

- Baseline data gathering for the RGS Monitoring Program for topics where no readily available, objective measures exist (e.g., quality of life, health and wellbeing, facilities usage)
- Experiential or perception data
- Citizen satisfaction data
- Public input on regional priorities (in support of the Five-year RGS Review)

Comparisons between perception data and objective indicators can highlight areas where there might be gaps in the monitoring program, or show where education and communications are needed (i.e., the public is not aware of RGS progress).

As area surveys are completed regularly in some local jurisdictions or for other projects, care will have to be taken to ensure survey tools and questions are not repetitive or redundant. For example, RDCO Parks Services initiated a Regional Parks Visitor Use Survey Program in 2016 for the network of 28 regional parks. In 2016, surveys were conducted for 3 regional parks and future surveys of other regional parks will take place through to 2019. Also, the Regional Housing Needs Assessment (Project 3, scheduled for the same year) may also involve a survey.

However, these parallel projects may also provide an opportunity to leverage resources by combining survey tools. For example, instead of multiple regional surveys, questions and data could be incorporated into a single tool. Or, where location specific topics are of interest, the survey could have a modular design, with a set of regional level questions in one section that is delivered in all communities, and a community or project-specific section with questions customized to the local context or the needs of the project (e.g. questions on housing needs). This may allow for pooling of resources to improve sampling and coverage for more defensible results.

A Regional Citizen Survey conducted every five years in the RDCO could support the RGS Monitoring Program (Project 4) and RGS five-year review (Project 7).

RGS Policies Covered:

- 3.2.10 Our Governance - Policies 2, 4, 5 & 6
- Depending on content, may support policies under various Issue Areas

Prioritization:

- Should be conducted after the RGS Monitoring Program (2017) and before the RGS Five-Year Review (2019)

Implementation:

- **Budget**
 - \$40,000 - \$100,000; varies widely depending on expectations for statistical rigour of final results

- **Partnerships**

- RDCO
- City of Kelowna
- City of West Kelowna
- District of Lake Country
- District of Peachland
- Westbank First Nation
- Okanagan Indian Band
- Interior Health Authority

Examples from other Jurisdictions:

- Regional District of North Okanagan Regional Quality of Life survey as a supplement to the Monitoring & Evaluation Program (~\$40,000)
- Metro Vancouver Regional Livability Survey
- Comox Valley Regional District Residents Survey

2019: Year 3 Projects

6) Regional Housing Strategy

Description and Rationale: As noted above under Project 3 – Regional Housing Needs Assessment – the regional nature of the housing market, and high-level of integration among RDCO communities, requires taking a regional approach to addressing challenges around affordability. A collaborative approach would allow the allocation of resources to specific aspects of the housing spectrum in the areas of highest need in the regional context. Taking regional perspective on housing will also allow for coordination with other regional work, especially the Regional Transportation Strategy.

At the same time, each community (and numerous local organizations) will have a part to play in addressing gaps across the entire continuum. Different activities in different communities may be appropriate to better satisfy regional needs. But a regional strategy can help ensure that individuals communities are not working at cross-purposes, or that local initiatives are not producing unintended consequences at the regional level.

As such, a Regional Housing Strategy would support activity at both levels of local government:

- At the regional level, the strategy would identify work that is best done collaboratively to advance affordable housing goals and initiatives (per the RGS, *Our Housing*, Policy 4) or opportunities where resources can be pooled to have more impact.
- At the local level, the strategy help coordinate the individual efforts of each community (and other organizations) toward achieving regional housing goals.

Regional level work could include the following:

- Regional coordination for ongoing data collection (e.g., “Point in Time” housing counts). This could be supported by the development of a monitoring framework to better track changes in supply and demand (across the continuum) over time.
- Elaborating and confirming of regional housing goals
- Exploring regional and sub-regional targets for provision of affordable housing across the continuum, including rental (market and non-market), supportive, transitional, and emergency housing.

- Sharing lessons-learned (e.g., an inventory of local level approaches and policy response and assessment of relative effectiveness)
- Exploring shared regional policy objectives/criteria to inform where to locate supportive and rental housing
- Exploring options for coordinating regional housing initiatives, funding, or utilization of public lands to support affordable housing (e.g., regional housing trust fund, regional affordable housing coalition)
- Identifying potential joint or regional actions, such as:
 - Shared investments to support provision of options across the non-market end of the housing continuum (e.g., land acquisition, emergency shelters, transitional housing)
 - Advocacy of to senior levels of government
 - Funding proposals to senior levels of government or other organizations
 - Further research to support achieving housing strategy goals (e.g., best-practices in affordable housing policy or financing, etc.)

In addition to the establishment of goals, targets, or planning objectives, a key mechanism of coordinating community level work would be the development of an Implementation Plan. Such a plan would identify and clarify roles that different groups would take toward achieving regional housing goals, including the Regional District, member municipalities, First Nations communities, non-profit partners, and other governmental agencies (e.g. Interior Health Authority).

This work can support development of new housing plans/initiatives in communities that do not have them by demarcating the specific aspects of the housing continuum where they can have the most impact. For communities that already have housing plans in place, the regional level implementation plan can support coordination of groups working on local level actions.

Additionally, it may provide the rationale for pooling regional resources to support implementation of actions from a local level housing plan. For example, where some areas lacking resources to provide certain services themselves (such as emergency shelters and transitional housing), it may make sense to expand that service in a neighbouring community to support a larger population.

Further, by demonstrating the alignment regional level needs and goals, existing local level initiatives will improve their chances of securing funding from senior levels of government and other organizations.

RGS Policies Supported:

- 3.2.2 Our Economy – Policy 8
- 3.2.6 Our Housing – Policy 4 and depending on content, other policies.
- 3.2.4 Our Health – Policies 1 & 5

Prioritization:

- Builds on Regional Housing Needs Assessment from 2018 (and related funding opportunities that may come out of a National Housing Strategy in 2017)

Implementation:

- **Budget**
 - \$40,000 to \$60,000
- **Partnerships**
 - RDCO
 - City of Kelowna
 - City of West Kelowna
 - District of Lake Country
 - District of Peachland
 - Westbank First Nation
 - Okanagan Indian Band
 - Interior Health Authority
 - Healthy City Partnership
 - Urban Development Institute
 - Okanagan Mainline Real Estate Board

Examples from other Jurisdictions:

Examples include regional housing strategies and other regional level initiatives that may support or be identified as part of a strategy:

- Metro Vancouver:
 - Regional Affordable Housing Strategy, 2016
 - Housing and Transportation Cost Burden Study, 2015
 - What Works – Affordable Housing Initiatives in Metro Vancouver Municipalities, 2012
- The Social Planning Council for the North Okanagan has completed a variety of projects on housing, including:
 - Building Bridges: The 2007 Homelessness Strategy for the North Okanagan, 2007
 - Attainable Housing Strategy, City of Vernon, 2008
- Cowichan Region Affordable Housing Strategy, 2010
- Capital Regional District:
 - Regional Housing Affordability Strategy, 2007
 - Regional Housing Trust Fund
 - Greater Victoria Coalition to End Homelessness

7) Regional Growth Strategy Five-year Review

Description and Rationale:

2019 will mark five years since the RGS was adopted and therefore, as mandated under the *Local Government Act (section 452)*, the Regional Board will be asked whether or not a more comprehensive review, identifying possible amendments (minor or standard), of the RGS is warranted. This preliminary review will be a high-level review by staff with input from affected agencies, member municipalities, First Nations, and other groups listed in *LGA, Section 434(2)*.

Per Section 4.1.5 *Plan for Five-Year Review* of the RGS, the “review process provides an opportunity to assess the strengths and weaknesses of the growth strategy, assess performance

and re-evaluate solutions to persistent region-wide issues and responses undertaken.” The section further specifies that the following analysis of land use, environmental, engineering, transportation and financial issues should be taken into account as part of the review.

Work will be supported by findings from the RGS Monitoring Program (Project 4, 2017) and the Regional Citizens’ Survey (Project 5, 2018).

RGS Policies Covered:

- 3.2.10 Our Governance – All Policies

Prioritization:

- 2019 is five years after adopting of the RGS, therefore the required period for review.

Implementation:

- **Budget**
 - Varies depending on approach and use of existing staff resources. Hiring a consultant for a more structured review could cost approximately \$20,000 to \$25,000.
- **Partnerships**

○ RDCO	○ Westbank First Nation
○ City of Kelowna	○ Okanagan Indian Band
○ City of West Kelowna	○ Others as listed in <i>LGA, 434</i>
○ District of Lake Country	(2)
○ District of Peachland	

Examples from other Jurisdictions:

- RDOS RGS Update Preliminary Review, 2015 (budgeted ~\$10,000; high-level review resulted in consultant to recommend suite of minor revisions)
- Metro Vancouver RGS Update Review – internal process conducted by staff and decision made not to proceed with update

2020: Year 4 Projects

8) Regional Agriculture Strategy

Description and Rationale:

Agriculture is a key component of the identity of the Central Okanagan. With over 27,000 hectares of Agricultural Land Reserve, over \$95 million in gross farm receipts (2011) agriculture is a major aspect of the regional land use, economy, and landscape that contributes to the Central Okanagan’s high quality of life. Despite this, agriculture is under pressure and changing, both from increasing development and larger economic shifts (the number of agricultural

businesses dropped to 290 in 2011, representing 3.9% of all businesses, down from 5.7% in 2001).

Indeed, agriculture is closely associated with a number of systems that operate at a regional level including labour markets; warehousing, packing centres, and distribution networks; tourism; ecosystem connectivity; water resources; real estate development; and, of course, food systems. As such, taking a regional perspective on agricultural issues is a sensible response. This was anticipated by the RGS in Policy 1 of “Our Food”, which explicitly calls on regional partners to consider development of a Regional Agricultural Strategy.

A Regional Agricultural Strategy could help support knowledge sharing, data collection, joint investments, and developing regionally consistent policies to help a number of aspects of the larger agricultural and food system. It would support related regional initiatives (e.g. the Employment Lands Inventory) and could also help coordinate implementation of actions embedded in local level agricultural plans - some Central Okanagan communities have already developed Agriculture Plans (or at least plans for specific locations), most recently the Cities of West Kelowna (2011 and 2016) and Kelowna (currently underway).

Development of a Regional Agricultural Strategy would require extensive technical work and engagement, and could include the following components:

- Trends in the agricultural economy, including size, diversity and composition
- Regional inventory of agricultural land, including an identification of land actively farmed, or under pressure from development (this may provide an opportunity to update and identify trends from the Agricultural Land Use Inventory conducted for Kelowna in 2014)
- Identification of regionally common issues and challenges related to:
 - Land pressure, including as a result of rising land prices and the growth in tourism
 - Generational succession of farming businesses and land
 - The economic value chain (e.g., availability of firms and land for processing, packing, and distribution services; access to markets)
 - Knowledge sharing and technological innovation
 - The food system and food security
- Establishing regional agriculture and food system goals
- An assessment of existing resources and supports (e.g. agricultural business and sector support provided by the COEDC, UBC-O, the Agricultural Land Commission, and Ministry of Agriculture) and identification of any gaps
- Exploration and identification of regional level actions that support the goals, such as:
 - Ongoing data collection and knowledge sharing
 - Agricultural specific skills and knowledge development
 - Supporting entrance of young farmers into industry (including research into new financing options, etc.).
 - Facilitating relationships and identifying shared investment opportunities to improve regional food security

- Hiring an agricultural support worker (as existed previously) to supplement work done by other agencies
- Development of an implementation plan, identifying the areas of activity and roles of the Regional District, member municipalities, First Nations communities, and other area organizations.

Work will have to take the scope of existing initiatives into account, such as the BC Agriculture & Climate Change Regional Adaptation Strategies (with its focus on sustainable water use practices) and the COEDC, which provides a range of supports for agricultural businesses and industry.

RGS Policies Covered:

- 3.2.2 Our Economy – Policies 2, 3, 9 & 11
- 3.2.5 Our Food – Policy 1 and, depending on content, may support several others

Prioritization:

- While agriculture is an important policy area, this project has little existing momentum and would require work to build buy-in and define scope

Implementation:

- **Budget**
 - Approximately \$70,000, but may vary depending on scope (~\$40,000 to \$90,000)²
- **Partnerships**
 - RDCO
 - City of Kelowna
 - City of West Kelowna
 - District of Lake Country
 - District of Peachland
 - Westbank First Nation
 - Okanagan Indian Band
 - Central Okanagan Economic Development Commission
 - Agricultural Land Commission (ALC) and Ministry of Agriculture actively support local government initiatives to develop Agricultural Area Plans
 - Farming and agricultural industry organizations

Examples from other jurisdictions:

- Regional District of North Okanagan, Regional Agricultural Plan (~\$70,000)
- Metro Vancouver Regional Food System Strategy
- Metro Vancouver Regional Food System Action Plan
- “Growing our Future Together” – The Regional District of Nanaimo Agricultural Area Plan

² Budget range from discussion notes on Agricultural Area Plans during 2011 “Agricultural Advisory Committee Provincial Workshop”

- Sunshine Coast Regional District Agricultural Area Plan
- Squamish Lillooet Regional District: Area 'C', Pemberton Valley Agricultural Area Plan; Area 'B', Lillooet & St'at'imc Agricultural Area Plan
- Alberni Valley Agricultural Area Plan

2021: Year 5 Projects

9) Regional Employment Lands Inventory

Description and Rationale:

A key aspect of supporting sustainable and resilient economic development in the region is ensuring the availability of appropriate and adequately serviced employment supporting lands, including commercial, industrial, office and institutional land. While the economy and the nature of work can change in unexpected ways in the long term (and likely will, given technological advancements and trends toward home-based business and working remotely), tracking demand on different types of employment land will help planners and decision-makers adapt to these changes and stay competitive in a larger marketplace. For example, if the majority of available industrially zoned or designated land is built out, it may prompt a closer examination at how existing lands can be intensified, or whether new land would need to be annexed or excluded from the ALR.

Further, as economic activity crosses municipal boundaries, this is most appropriately done at the regional scale. The more effectively transportation integrates the communities in the region, the more employment land becomes a common resource.

While the Central Okanagan Economic Development Commission (COEDC) provides a range of economic development services, this type of regional land use planning specific to economic development is currently lacking. Indeed, an up-to-date registry could support the work of the COEDC in attracting investment and helping local businesses expand.

A Regional Employment Lands Inventory would also provide a foundation for a Regional Employment Lands Strategy, coordinating action at the local level, and development of tools to support prospective new business and investors to explore the region's assets and identify sites that may meet their needs.

An Regional Employment Lands Inventory will likely include the following components:

- Inventory of all commercial, industrial, office and institutional land (vacant and occupied)
- A market assessment and projected demand for all employment land types
- Estimated absorption rates and future supply (in years) for all employment land types
- Identification of impending shortages by location and use type
- A database of all lands by site, zoning, available servicing, and local government contacts

Work would include a significant technical component and consultation with key stakeholders in the commercial real estate sector.

RGS Policies Covered:

- 3.2.1 Our Land - Policies 1, 4, 6, 13
- 3.2.2 Our Economy- Policies 1 & 3

Prioritization Rationale:

- While important work, there were no specific circumstances that warranted sequencing this project ahead of others in the five-year action plan.

Implementation:

- **Budget**
 - ~\$50,000
- **Partnerships:**
 - RDCO
 - City of Kelowna
 - City of West Kelowna
 - District of Lake Country
 - District of Peachland
 - Westbank First Nation
 - Okanagan Indian Band
 - Central Okanagan Economic Development Commission
 - Okanagan Mainline Real Estate Board

Examples from other Jurisdictions:

- Regional District of North Okanagan Employment Lands Inventory and Action Plan
- Regional District of Nanaimo Industrial Land Supply and Demand Study (RFP budgeted \$50,000)
- Metro Vancouver Industrial Lands Inventory

5. Funding

Research was conducted to identify funding opportunities to support implementation of the RGS Priority Projects Plan. Where opportunities were found, a description of the program was provided, along with funds available and application deadlines. The following sources were reviewed:

- PlanH – Health Communities Capacity Building Fund – Round Three
- Real Estate Foundation of BC – Various Programs
- BC Hydro Power Smart – Community Energy and Emissions Planning
- Investment Agriculture Foundation of BC – Agricultural Area Planning Program
- Government of B.C. – Grow Local Program
- Canadian Housing and Mortgage Corporation - Affordable Housing Grants and Loans
- Vancouver Foundation – Field of Interest Grants
- Western Diversification Fund
- Southern Interior Development Trust Initiative

Many of the funding programs reviewed were not applicable to the types of projects included in this plan. Planning activities are not typically the subject of non-profit funding programs. Often, funding opportunities prioritized activities that may result from one of the priority projects, not the projects themselves. For example, there are a number of opportunities for affordable housing initiatives that may come out of a Regional Housing Strategy. As such, funding opportunities were not identified for all projects.

It is also important to note that as many funding programs – especially from the provincial and federal governments – may only be available for a defined period. As such, for projects identified near the end of the five-year action plan (i.e., in 2020 or 2021), new funding opportunities may arise that do not exist now. Where potential sources of new funding are anticipated, these have been indicated.

Projects #3 and #6: Regional Housing Needs Assessment and Regional Housing Strategy

Real Estate Foundation of BC: Built Environment Sustainability

Description: Under the “Built Environment Sustainability” grant program, the REFBC has four priority areas, one of which is housing, including projects on “[h]ousing research, education, legislation, policies, programs, and financial mechanisms that help communities meet their full spectrum of housing needs related to age, access and affordability.” Both the regional housing needs assessment and regional housing strategy fit aspects of this description.

Eligible Costs: Grants are typically provided for costs related to human resources needs, including project coordination and management, consultant fees, communications, travel, production of education materials, workshop delivery and community consultation.

Funds: The program supports small, grassroots projects (\$2000 - \$20,000) as well as larger initiatives (\$300,000). As a rule, REFBC support will not exceed 50% of the cash portion of the

project budget, or 33% of the total budget (including in-kind donations), whichever is less. The REFBC expects that other logical partners will be approached for cash or in-kind support.

Similar Projects Funded:

- City of Williams Lake received \$15,000 to assist with regional housing need and demand analysis research
- The Community Social Planning Council of Greater Victoria received \$20,045 to evaluate the CRD's affordable housing strategy and identify specific opportunities for affordable housing development

Deadline: There are two applications per year. The next application is September 6, 2017 with decisions to be made in December 2017 and March 2018.

Government of Canada: National Housing Strategy

To be completed in 2017, it is expected that the National Housing Strategy may result in the establishment of relevant funding programs. A summary of findings from the consultation process conducted in 2016 can be found at letstalkhousing.ca.

[Projects #4 and #5: Regional Growth Strategy Monitoring Program and Regional Citizen Survey](#)

Real Estate Foundation of BC: Sustainable Land Use

Description: The “Integrated Sustainability Planning” is a long-term vision based grant program supports community partners involved in the development, implementation and monitoring of a plan in small and large rural communities, neighbourhoods and regions. As such, the program may be a match for development of an RGS Monitoring Program, Regional Citizen Survey or both.

Eligible Costs: Grants are typically provided for costs related to human resources needs, including project coordination and management, consultant fees, communications, travel, production of education materials, workshop delivery and community consultation.

Funds: The program supports small, grassroots projects (\$2000 - \$20,000) as well as larger initiatives (\$300,000). As a rule, REFBC support will not exceed 50% of the cash portion of the project budget, or 33% of the total budget (including in-kind donations), whichever is less. The REFBC expects that other logical partners will be approached for cash or in-kind support.

Similar Projects Funded:

- Regional District of North Okanagan received \$76,400 to develop a comprehensive monitoring and evaluation program for its recently adopted Regional Growth Strategy. Part of this work involved a regional Quality of Life Survey delivered to regional citizens.

Deadline: There are two applications per year. The next application is September 6, 2017 with decisions to be made in December 2017 and March 2018.

Project #8: Regional Agricultural Strategy

Real Estate Foundation of BC: Local and Sustainable Food Systems

Description: The “Local and Sustainable Food systems” grant program supports projects in land planning, development of policy and regulation, as well as mapping and feasibility studies. While all four priorities of this grant program may apply to outputs of a regional agricultural strategy, aspects of the “Knowledge Sharing” priority area may apply to components of the strategy development process, including information gathering and mapping, or engagement.

Eligible Costs: Grants are typically provided for costs related to human resources needs, including project coordination and management, consultant fees, communications, travel, production of education materials, workshop delivery and community consultation.

Funds: The program supports small, grassroots projects (\$2000 - \$20,000) as well as larger initiatives (\$300,000). As a rule, REFBC support will not exceed 50% of the cash portion of the project budget, or 33% of the total budget (including in-kind donations), whichever is less. The REFBC expects that other logical partners will be approached for cash or in-kind support.

Similar Projects Funded:

- City of Kelowna received \$20,000 for an update to the Kelowna Agricultural Plan which will include extensive land mapping and consultation with community members.
- City of Campbell River received \$12,900 to develop an interactive online food map showing where local food is grown, sold and served, and where land is available for small-scale farming.
- Community Future of Central Kootenay received \$40,000 to create a Regional Food Policy Council in the Regional District to develop and implement a coordinated regional food systems strategy.

Deadline: There are two applications per year. The next application is September 6, 2017 with decisions to be made in December 2017 and March 2018.

Investment Agriculture Foundation of BC: Agricultural Area Planning Program

Description: The Agricultural Area Planning Program supports projects that enable the development of agricultural area plans within British Columbia municipalities and regional districts. While the focus is on “Agricultural Area Plans”, funding can also be used to carry out agriculture viability studies, develop agriculture strategies, conduct arability studies and carry out foodshed analyses, as well as the implementation of specific activities at a community or regional level. As such, a regional agricultural strategy or components of developing one are eligible for program funding.

Eligible Costs: Further details about eligible costs and requirements must be obtained through contacting IAFBC staff directly.

Funds: Will fund up to 50% cash costs of an agricultural area plan project, up to a maximum of \$45,000.

Similar Projects Funded:

Regional District of Central Okanagan

- The Regional District of Columbia Shuswap received \$24,436 to develop an Agricultural Strategy for the Shuswap.
- The Regional District of Bulkley-Nechako received \$11,200 to prepare an Agricultural Land Use Inventory (ALUI)

Deadline: There are two application deadlines in 2017: April 13th and July 7th. Information about future years of the program is not provided.

Appendix A: Documents Reviewed

Regional Level Plans/Initiatives

- RDCO Regional Growth Strategy Bylaw No. 1336, 2013
- Central Okanagan Economic Development Commission Strategic Plan, 2013
- Central Okanagan Clean Air Strategy, 2015
- Transit Future Plan - Central Okanagan Region, 2012
- Regional Strategic Transportation Plan - Phase 1 Pre-Planning Report, 2014
- Central Okanagan - Regional Active Transportation Master Plan, 2012
- A Biodiversity Conservation Strategy for the Okanagan Region, 2014
- Okanagan Wetlands Strategy, 2014
- Okanagan Ground Water Monitoring Project, 2013
- Sustainable Water Strategy Action Plan 1.0, 2013
- Sustainable Transportation Partnership Central Okanagan
- Regional District of Central Okanagan Agriculture Plan, 2005
- RDCO Regional Parks Services Strategic Service Plan 2011- 2016
- A Central Okanagan Regional Parks Legacy Program, Ten Year Park Land Acquisition Strategy (2007 – 2017)
- Regional District of Central Okanagan Strategic Priorities Plan 2015-2018
- BC Agriculture & Climate Change Regional Adaptation Strategies, 2015

Background documents to RGS Bylaw No. 1336

- RGS - Preliminary Consultation Process, 2011
- Background and Issues Report, 2011
- Regional GHG Emissions Model of RDCO's RGS (presentation), 2011
- Regional GHG Emissions Model and Technical Report, 2011
- RGS Youth Survey, Research and Summary, 2012
- Economic Development Discussion Paper, 2012
- Environmental Protection Discussion Paper, 2012
- Housing Discussion Paper, 2012
- Parks & Open Space Discussion Paper, 2012
- Transportation & Mobility Discussion Paper, 2012
- Water Resources, Lakes & Streams Discussion Paper, 2012
- Aggregate Supply and Demand Study, 2013
- RGS Growth Options Consultation, 2012

Member municipalities

- District of Lake Country Integrated Community Sustainability Plan, 2014
- District of Lake Country OCP, 2010
- District of Lake Country Economic Development Strategy and Workplan, 2013
- District of Peachland Corporate Strategic Plan 2015-2018
- City of West Kelowna 2016-2018 Strategic Plan
- District of West Kelowna Economic Development & Tourism Strategy, 2016
- District of West Kelowna Recreational Trails Master Plan, 2013
- A Cultural Development Plan for the City of West Kelowna, 2013
- District of West Kelowna Transportation Master Plan, 2014

- District of West Kelowna Agriculture Plan, 2011
- District of West Kelowna Official Community Plan, 2011
- Westbank Centre Agriculture Plan, 2015
- City of Kelowna Pedestrian and Bicycle Infrastructure Plan, 2016
- Kelowna 2030: Greening our Future (OCP), 2011
- City of Kelowna Housing Strategy, 2012
- City of Kelowna Healthy City Strategy, 2016
- City of Kelowna Healthy City Strategy – Community for All plan, 2016

Electoral Areas

- Brent Road - Trepanier OCP, 2012 (within Central Okanagan West Electoral Area)
- Ellison OCP 2006 (within Central Okanagan East Electoral Area)
- Rural Westside OCP 2010 (within Central Okanagan West Electoral Area)
- South Slopes OCP 2012 (within Central Okanagan East Electoral Area)

First Nations

- Westbank First Nation Government Strategic Plan, 2013-2016
- Westbank First Nation Community Economic Development Plan, 2010
- Okanagan Indian Band Strategic Plan, 2012
- Okanagan Indian Band Chief and Council Strategic Plan 2014-2018
- Westbank First Nation Community Plan, 2015
- Westbank First Nation Government Economic Development Commission Strategic Plan 2016-2019

Other Agencies

- Interior Health Strategy Map
- Interior Health - Charting the Course: Interior Health's Planning Principles and Strategies for Change, 2012
- Central Okanagan School District #23, Long-term Facility Plan
- Ministry of Transportation Central Okanagan Planning Study, Consultation Companion, 2015

Annuals Reports and Studies

- City of Kelowna OCP Indicators Report, 2016
- City of West Kelowna 2015 Annual Report
- City of Kelowna Annual Report, 2015
- District of Lake Country 2015 Annual Report
- District of Peachland 2016 Annual Report
- District of Peachland Economic Impact Analysis of Major Development Projects in Peachland, 2012
- Westbank First Nation Annual Report 2014/2015
- Okanagan Indian Band Annual Report 2011/2012
- Provincial Agricultural Land Commission Annual Report 2015-2016
- Central Okanagan Economic Profile for Agriculture, 2015
- Westside Trail Technical Brief, Sustainable Transportation Partnership of the Central Okanagan, 2016
- RDCO Annual Reviews, 2015 and 2016





RGS Draft Priority Projects Plan Plan

March 13th, 2017



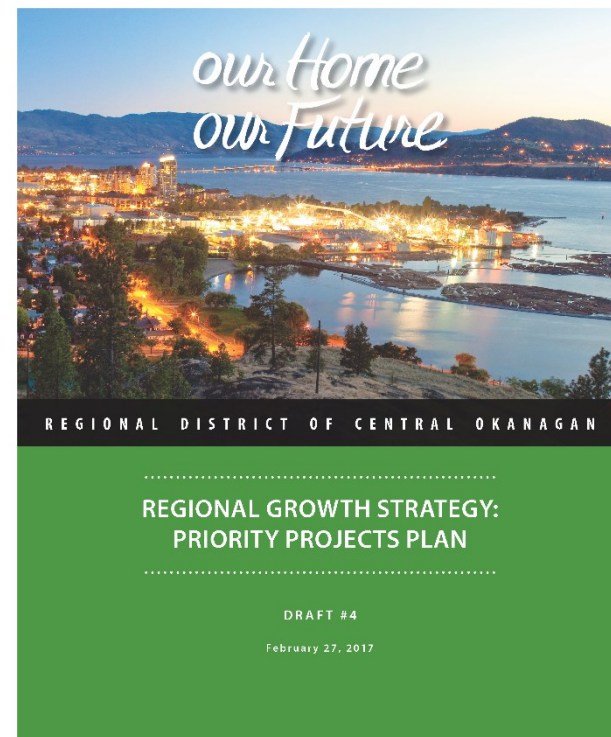
Background on RGS

- ▶ Regional Growth Strategy adopted in 2014
- ▶ Collaborative approach
- ▶ Regional planning



RGS Implementation

- ▶ RGS Implementation - *Five Year Action Plan*:
 - “through a collaborative process, staff and officials will develop a 5-year action plan to outline the priority initiatives to implement the RGS.”



Importance of Regional Approach

- ▶ Challenges are regional
- ▶ Shares resources
- ▶ Leverages funding
- ▶ Coordinated response is stronger

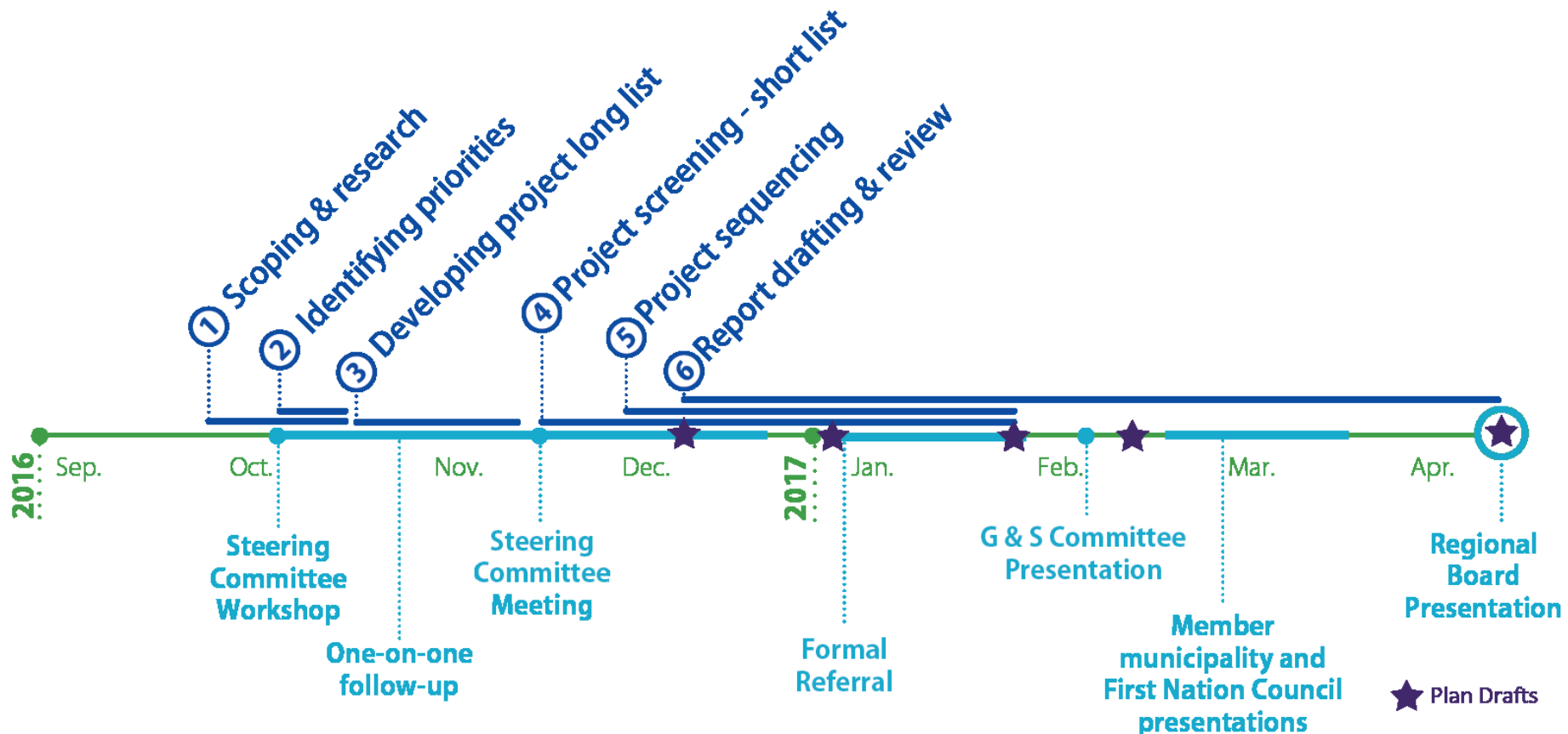


Priority Projects Plan Objectives

- ▶ Process is collaborative
- ▶ Take account of current implementation work
- ▶ Five-year focus (2017 to 2022)



Priority Projects Plan Process



Five-year Action Plan

- ▶ All projects benefit from regional approach
- ▶ Projects selected to fill gaps
- ▶ Pragmatically sequenced
- ▶ Flexible, adaptable schedule

Five-year Action Plan

# Project	2017	2018	2019	2020	2021
1 Regional Flood Management Plan: Phases 2 & 3					
2 Regional Planning Lab					
3 Regional Housing Needs Assessment					
4 Regional Growth Strategy Monitoring Program					
5 Regional Citizen Survey					
6 Regional Housing Strategy					
7 Regional Growth Strategy Five-year Review					
8 Regional Agricultural Strategy					
9 Regional Employment Lands Inventory					

Next Steps

- ▶ Presentations to member councils
- ▶ Staff will share feedback
- ▶ Plan finalization
- ▶ Regional District Board Final Plan presentation

