

City of Kelowna

Regular Council Meeting

AGENDA



Monday, August 14, 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

4 - 18

PM Meeting - July 24, 2017

3. Public in Attendance

3.1 Bumbershoot Children's Theatre

19 - 33

Annual Presentation to Council by Tracy Ross, Artistic Director

3.2 Regional District, Solid Waste Management Plan Update

34 - 98

To provide Council with an update on the Solid Waste Management Plan by Peter Rotheisler, RDCO Environmental Services Manager.

4. Development Application Reports & Related Bylaws

4.1 TA15-0008 - Miscellaneous Housekeeping Text Amendments - Carriage Houses and Accessory Buildings

99 - 100

To consider amendments to a Text Amending Bylaw to harmonize carriage house and accessory building regulations to reduce the need for future variance request and improve bylaw administration.

4.2 TA15-0008 (BL11369) - Miscellaneous Housekeeping Text Amendments

101 - 118

To amend Bylaw No. 11369 at first reading in order to harmonize carriage house and accessory building regulations to reduce the need for future variance requests and improve bylaw administration.

4.3 2240, 2250 & 2260 Ethel St, Z17-0035 - JD Nelson & Associates Ltd 119 - 164

To rezone the subject properties to facilitate the development of multiple dwelling housing on the subject properties.

4.4 2240, 2250 & 2260 Ethel St, Z17-0035 (BL11453) - JD Nelson & Associates Ltd 165 - 165

To give Bylaw No. 11453 first reading in order to rezone the subject property from the RU6 - Two Dwelling Housing zone to the HD2 - Hospital and Health Support Services zone.

5. Bylaws for Adoption (Development Related)

5.1 2045 Loseth Rd and 1261 Kloppenburg Rd, OCP17-0009 (BL11435) - Kirschner Mountain Estates 166 - 167

Requires a majority of all members of Council. (5)

To adopt Bylaw No. 11435 in order to change the Future Land Use designation for the subject properties as per Map A.

5.2 2045 Loseth Rd and 1261 Kloppenburg Rd, Z17-0024 (BL11436) - Kirschner Mountain Estates 168 - 170

To adopt Bylaw No. 11436 in order to rezone the subject properties as per Map B.

5.3 5317 Chute Lake Road, OCP17-0001 (BL11437) - 1104053 BC Ltd 171 - 171

Requires a majority of all members of Council. (5)

To adopt Bylaw No. 11437 in order to change the Future Land Use designation from Major Park/Open Space (public) (PARK) to Single/Two Unit Residential (S2RES) designation.

5.4 5317 Chute Lake Road, TA17-0002 (BL11438) - 1104053 BC Ltd 172 - 178

To adopt Bylaw No. 11438 in order to amend the CD2 - Kettle Valley Comprehensive Development Zone in Zoning Bylaw No. 8000.

6. Non-Development Reports & Related Bylaws

6.1 Agriculture Plan Endorsement 179 - 301

To present Council with the final Agriculture Plan for endorsement.

6.2 Development Application Fees Bylaw 10560 Amendment 302 - 303

To consider a housekeeping amendment to the Development Application Fees Bylaw 10560.

6.3 BL11445 - Amendment No. 6 to Development applications Fees Bylaw No. 10560 304 - 307

To give Bylaw No. 11445 first, second and third readings in order to amend the Development applications Fees Bylaw No. 10560

6.4 Regional District of Kootenay Boundary Fire Dispatch Contract for Services 308 - 326

To have Council approve a five (5) year contract to provide fire dispatch and records management to the Regional District of Kootenay Boundary (RDKB).

6.5 Transit 2017/2018 Annual Operating Agreement 327 - 335

To receive Council approval for the transit 2017/2018 Annual Operating Agreement and receive Council authorization to sign the Annual Operating Agreement.

7. Mayor and Councillor Items

8. Termination



City of Kelowna

Regular Council Meeting

Minutes

Date: Monday, July 24, 2017
 Location: Council Chamber
 City Hall, 1435 Water Street

Council Members Present: Mayor Colin Basran and Councillors Maxine DeHart, Ryan Donn, Gail Given, Tracy Gray, Charlie Hodge, Brad Sieben*, Mohini Singh* and Luke Stack*

Staff Present: City Manager, Ron Mattiussi; City Clerk, Stephen Fleming; Community Planning Department Manager, Ryan Smith*; Urban Planning Manager, Terry Barton*; Planner Specialist, Adam Cseke*; Planner Specialist, Melanie Stepphun*; Planner, Laura Bentley*; Public Works Manager, Darryl Astofooroff*; Infrastructure Operations Department Manager, Ian Wilson*; and FOI-Legislative Coordinator, Sandi Horning

(* denotes partial attendance)

1. Call to Order

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

Mayor Basran 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 Hodge/Seconded By Councillor Donn

R576/17/07/24 THAT the Minutes of the PM Meeting of July 10, 2017 be confirmed as circulated.

Carried

3. Public in Attendance

3.1 Ballet Kelowna

Councillors Sieben and Stack joined the meeting at 1:32 p.m.

Simone Orlando, Artistic Director & CEO, Ballet Kelowna:

- Introduced the Board of Directors in attendance.
- Displayed a PowerPoint presentation summarizing the annual activities of Ballet Kelowna.
- Responded to questions from Council.

4. Development Application Reports & Related Bylaws

4.1 801 Francis Ave, Z14-0029 - Craig & Connie Procter

Staff:

- Displayed a PowerPoint presentation setting out the rationale for closing the file.

Moved By Councillor Stack/Seconded By Councillor Given

R577/17/07/24 THAT Council receives, for information, the Report from the Community Planning Department dated July 24, 2017 with respect to Rezoning Application No. Z14-0029 for the property located at 801 Francis Avenue;

AND THAT Bylaw No. 11019 be forwarded for rescindment consideration and the file be closed.

Carried

4.2 801 Francis Ave, Z14-0029 (BL11019) - D Squared Enterprises Inc.

Moved By Councillor Singh/Seconded By Councillor DeHart

R578/17/07/24 THAT first, second and third readings given to Bylaw No. 10119 be rescinded;

AND THAT the file for Rezoning Application No. Z14-0029 for the property located at 8801 Francis Avenue, Kelowna, BC be closed.

Carried

4.3 403 Viewcrest Rd Z16-0029 Waiver - Richard Mercier and Tracey Gronick

Staff:

- Provided the rationale for waiving a condition of adoption.

Moved By Councillor DeHart/Seconded By Councillor Donn

R579/17/07/24 THAT Council waives the requirement for a Development Variance Permit to be considered in conjunction with Final Adoption of Rezoning Bylaw No. 11359;

AND THAT Final Adoption of Rezoning Bylaw No. 11359 be considered by Council.

Carried

4.4 403 Viewcrest Rd, BL11359 (Z16-0029) - Richard Mercier and Tracey Gronick

Moved By Councillor Gray/Seconded By Councillor Hodge

R580/17/07/24 THAT Bylaw No. 11359 be adopted.

Carried

4.5 Bennett Rd and Paly Rd Land Use Contract Termination - LUCT16-0002

Councillor Singh declared a conflict of interest as she owns property in the affected area and left the meeting at 2:01 p.m.

Staff:

- Displayed a PowerPoint presentation summarizing the Land Use Contract Termination application and responded to questions from Council.

Moved By Councillor Donn/Seconded By Councillor Sieben

R581/17/07/24 WHEREAS the BC Provincial Government has mandated that all Land Use Contracts under the jurisdiction of a local government and in the Province of British Columbia be terminated by 2024;

AND WHEREAS the BC Provincial Government has provided a legislated process for the early termination of land use contracts when the local government has adopted a zoning bylaw that will apply to the land at the time the termination bylaw comes into force;

THEREFORE BE IT RESOLVED THAT as the underlying RR3-Rural Residential 3 zone in City of Kelowna Zoning Bylaw No. 8000 applies to all subject properties under Land Use Contracts LUC76-1088 & LUC78-1024;

AND THAT Application No. LUCT16-0002 to terminate LUC76-1088 & LUC78-1024 from properties identified in 'Schedule A' and 'Schedule B' located on Bennett Road and Paly Road, Kelowna, B.C. be considered by Council;

AND FURTHER THAT the Land Use Contract Termination Bylaw be forwarded to a Public Hearing for further consideration.

Carried

4.6 Bennett Rd and Paly Rd, LUC16-0002 (BL11404) - Various Owners

Moved By Councillor Hodge/Seconded By Councillor DeHart

R582/17/07/24 THAT Bylaw No. 11404 be read a first time.

Carried

Councillor Singh rejoined the meeting at 2:07 p.m.

4.7 TA16-0002 - General Housekeeping Amendments to Zoning Bylaw No. 8000

Staff:

- Displayed a PowerPoint presentation summarizing the amendments to the Zoning Bylaw and responded to questions from Council.

Moved By Councillor Sieben/Seconded By Councillor Donn

R583/17/07/24 THAT Zoning Bylaw Text Amendment Application No. TA16-0002 to amend City of Kelowna Zoning Bylaw No. 8000 as outlined in the Report from the Community Planning Department dated June 24, 2017 be considered by Council;

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

Carried

4.8 TA16-0002 (BL11440) - General Housekeeping Amendments to Zoning Bylaw No. 8000

Moved By Councillor Singh/Seconded By Councillor DeHart

R584/17/07/24 THAT Bylaw No. 11440 be read a first time.

Carried

4.9 4264 Lakeshore Rd, Z17-0037 - Joseph Crosara & Elizabeth Shelton

Staff:

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

Moved By Councillor Given/Seconded By Councillor Gray

R585/17/07/24 THAT Rezoning Application No. Z17-0037 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot 11 District Lot 167 ODYD Plan 4610, located at 4264 Lakeshore Road, Kelowna, BC from the RU1 – Large Lot Housing zone to the RU6 – Two Dwelling Housing zone, be considered by Council;

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

AND THAT final adoption of the Rezoning Bylaw be considered subsequent to the outstanding conditions of approvals as set out in Schedule "A" attached to the Report from the Community Planning Department dated July 24, 2017;

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

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

Carried

4.10 4264 Lakeshore Rd, Z17-0037 (BL11444) - Joseph Crosara & Elizabeth Shelton

Moved By Councillor DeHart/Seconded By Councillor Singh

R586/17/07/24 THAT Bylaw No. 11444 be read a first time.

Carried

4.11 2355 Acland Rd and 333 Penno Rd, Z17-0061 - o837937 BC Ltd

Staff:

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

Moved By Councillor Sieben/Seconded By Councillor DeHart

R587/17/07/24 THAT Rezoning Application No. Z17-0061 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of a portion of Lot B, Section 2, Township 23, ODYD, Plan KAP80969, located at 2355 Acland Road, Kelowna, BC from the I1 – Business

Industrial zone to the I2 – General Industrial zone as shown on Map “A” attached to the Report from the Community Planning Department dated July 24, 2017, be considered by Council;

AND THAT Rezoning Application No. Z17-0061 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of a portion of Lot E, Section 2, Township 23, ODYD, Plan EPP27682, located at 333 Penno Road, Kelowna, BC from the I1 – Business Industrial zone to the I2 – General Industrial zone as shown on Map “A” attached to the report from the Community Planning Department dated July 24, 2017 be considered by Council;

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

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

Carried

4.12 2355 Acland Rd and 333 Penno Rd, Z17-0061 (BL11446) - 0837937 BC Ltd

Moved By Councillor Donn/Seconded By Councillor Given

R588/17/07/24 THAT Bylaw No. 11446 be read a first time.

Carried

4.13 (W of) Loseth Dr, OCP17-0016 - City of Kelowna

Staff:

- Displayed a PowerPoint presentation summarizing the changes to the future land use designation.

Moved By Councillor Stack/Seconded By Councillor Donn

R589/17/07/24 THAT Official Community Plan Map Amendment Application No. OCP17-0016 to amend Map 4.1 in the Kelowna 2030 – Official Community Plan Bylaw No. 10500 by changing the Future Land Use designation of portions of Lot 24 Section 24 Township 26 ODYD Plan EPP43942, located at (W of) Loseth Drive, Kelowna BC, from the S2RESH – Single / Two Unit Residential – Hillside designation to the PARK – Major Park / Open Space (Public) designation, as shown on Map “A” attached to the Report from the Community Planning Department dated July 24, 2017, be considered by Council;

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

AND FURTHER THAT Council considers the Public Hearing process to be appropriate consultation for the purpose of Section 475 of the *Local Government Act*, as outlined in the Report from the Community Planning Department dated July 24, 2017.

Carried

4.14 (W of) Loseth Dr, OCP17-0016 (BL11447) - City of Kelowna

Moved By Councillor Donn/Seconded By Councillor Given

R590/17/07/24 THAT Bylaw No. 11447 be read a first time;

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

Carried

4.15 1330 & 1340 Mine Hill Dr, OCP17-0013 & Z16-0079 - Starland Development Company Ltd

Staff:

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

Moved By Councillor Donn/Seconded By Councillor Given

R591/17/07/24 THAT Official Community Plan Amendment Application No. OCP17-0013 to amend Map 4.1 in the Kelowna 2030 – Official Community Plan Bylaw No. 10500 by changing the Future Land Use designation of a portion of Lot 24 Section 24 Township 26 ODYD Plan EPP67683, located at 1330 Mine Hill Drive, Kelowna, BC, from the PARK – Major Park / Open Space (Public) designation to the S2RESH – Single / Two Unit Residential – Hillside designation, as shown on Map "A" attached to the Report from the Community Planning Department dated July 24, 2017, be considered by Council;

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

AND THAT Council considers the Public Hearing process to be appropriate consultation for the purpose of Section 475 of the *Local Government Act*, as outlined in the Report from the Community Planning Department dated July 24, 2017;

AND THAT Rezoning Application No. Z16-0079 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot 24 Section 24 Township 26 ODYD Plan EPP67683, located at 1330 Mine Hill Drive, Kelowna, BC, and of a portion of Lot 23 Section 24 Township 26 ODYD Plan EPP67683, located at 1340 Mine Hill Drive, Kelowna, BC, from the RU4h – Low Density Cluster Housing (Hillside Area) zone to the RU1h – Large Lot Housing (Hillside Area) zone, as shown on Map "B" attached to the Report from the Community Planning Department dated July 24, 2017, be considered by Council;

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

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

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

Carried

4.16 1330 & 1340 Mine Hill Dr, OCP17-0013 (BL11448) - Starland Development Company Ltd.

Moved By Councillor DeHart/Seconded By Councillor Singh

R592/17/07/24 THAT Bylaw No. 11448 be read a first time;

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

Carried

4.17 1330 & 1340 Mine Hill Dr, Z16-0079 (BL11449) - Starland Development Company

Moved By Councillor Singh/Seconded By Councillor DeHart

R593/17/07/24 THAT Bylaw No. 11449 be read a first time.

Carried

4.18 482 Clifton Rd, LUC17-0001 - Dennis & Denise Campbell

Staff:

- Displayed a PowerPoint presentation summarizing the Land Use Contract Discharge application.

Moved By Councillor DeHart/Seconded By Councillor Hodge

R594/17/07/24 THAT Application No. LUC17-0001 to discharge LUC76-1087 from Lot 4 Section 8 Township 23 ODYD Plan KAP28178 Except Plan KAP57178, located at 482 Clifton Road, Kelowna, BC, be considered by Council;

AND THAT the Land Use Contract Discharge be forwarded to a Public Hearing for further consideration;

Carried

4.19 482 Clifton Rd N, LUC17-0001 (BL11450) - Dennis & Denise Campbell

Moved By Councillor Hodge/Seconded By Councillor Gray

R595/17/07/24 THAT Bylaw No. 11450 be read a first time.

Carried

4.20 Clifton Rd N, Lynn Ct, Tina Ct and Kyndree Ct, LUCT17-0002 - Various Owners

Staff:

- Displayed a PowerPoint presentation summarizing the Land Use Contract Termination application.

Moved By Councillor Hodge/Seconded By Councillor Gray

R596/17/07/24 WHEREAS the BC Provincial Government has mandated that all Land Use Contracts under the jurisdiction of a local government and in the Province of British Columbia be terminated by 2024;

AND WHEREAS the BC Provincial Government has provided a legislated process for the early termination of land use contracts when the local government has adopted a zoning bylaw that will apply to the land at the time the termination bylaw comes into force;

THEREFORE, BE IT RESOLVED THAT as the underlying RR3 – Rural Residential 3 zone in the City of Kelowna Zoning Bylaw No. 8000 applies to all subject properties under Land Use Contract LUC76-1087;

AND THAT Application No. LUCT17-0002 to terminate LUC76-1087 from properties identified in Schedule 'A', located on Clifton Road North, Lynn Court, Tina Court & Kyndree Court, Kelowna, BC, be considered by Council.

AND FURTHER THAT the Land Use Contract Termination Bylaw be forwarded to a Public Hearing for further consideration;

Carried

4.21 Clifton Rd N, Lynn Ct, Tina Ct and Kyndree Ct, LUCT17-0002 (BL11451) - Various Owners

Moved By Councillor Donn/Seconded By Councillor Given

R597/17/07/24 THAT Bylaw No. 11451 be read a first time.

Carried

4.22 3240 Pooley Road, DP17-0046 - Wyn & Marion Lewis

Staff:

- Displayed a PowerPoint presentation summarizing the Farm Protection Development Permit and responded to questions from Council.

Moved By Councillor Sieben/Seconded By Councillor Donn

R598/17/07/24 THAT Council authorizes the issuance of Development Permit No. DP16-0046 for Lot 2 Section 15 TWP 26 ODYD Plan 3379, located at 3240 Pooley Rd, Kelowna, BC subject to the following:

1. The dimensions and siting of the building to be constructed on the land be in accordance with Schedule "A,"
2. The exterior design and finish of the building to be constructed on the land, be in accordance with Schedule "B";

AND THAT Council's consideration of this Development Permit be considered subsequent to the outstanding conditions of approval as set out in Attachment "A" attached to the Report from the Development Engineering Department dated (March 28, 2017);

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

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

Carried

Councillor Hodge – Opposed.

4.23 1730 Richter St, DP17-0082 - 1017476 BC Ltd

Staff:

- Displayed a PowerPoint presentation summarizing the Development Permit and responded to questions from Council.

Moved By Councillor Sieben/Seconded By Councillor Stack

R599/17/07/24 THAT Council authorizes the issuance of Development Permit No. DP17-0082 for Lot 1 District Lot 139 ODYD Plan KAP92715, located at 1730 Richter St, Kelowna, BC subject to the following:

1. The dimensions and siting of the building to be constructed on the land be in accordance with Schedule "A";

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

AND THAT Council's consideration of this Development Permit be considered subsequent to the outstanding conditions of approval as set out in Schedule "A" attached to the Report from the Community Planning Department dated May 7, 2017;

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

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

Carried

Councillor Donn & Hodge – Opposed.

4.24 205 Lougheed Rd, DP14-0204-01 - Georg-Michael Holzhey Ltd

Staff:

- Displayed a PowerPoint presentation summarizing the Development Permit and responded to questions from Council.

Moved By Councillor Sieben/Seconded By Councillor Hodge

R600/17/07/24 THAT Council hear from the Applicant, or the Applicant's Representative, with respect to Development Permit No. DP14-0204-01.

Carried

Jim Meiklejohn, Meiklejohn Architects, Applicant's Representative:

- Spoke to the unique aspects of mixing industrial and residential uses as this was not anticipated in either the Zoning Bylaw or the BC Building Code.
- Spoke to the changes that were made to the site plan with respect to the location of residential parking. The elimination of the rear access road raised BC Building Code issues that could not be resolved on a technical level, in particular when it came to firefighting access requirements.
- The project consists of nine separate buildings rather than one, which has created issued.
- Responded to questions from Council.

Moved By Councillor Given/Seconded By Councillor Singh

R601/17/07/24 THAT Council authorizes the issuance of Development Permit No. DP14-0204-01 for Lot A, Section 2, Township 23, ODYD, Plan KAP84518, located at 205 Lougheed Rd, Kelowna, BC subject to the following:

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

AND THAT the outstanding conditions of approval as set out in Attachment "A" attached to the Report from the Community Planning Department dated June 27 2017 be completed prior to Building Permit issuance;

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

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

Carried

4.25 210 Lougheed Road, DP17-0050 - 1098213 BC Ltd.

Staff:

- Displayed a PowerPoint presentation summarizing the Development Permit.

Moved By Councillor Donn/Seconded By Councillor Gray

R602/17/07/24 THAT Council authorize the issuance of Development Permit No. for Lot B, Section 2, Township 23, ODYD, Plan KAP84518 located at 210 Lougheed Rd, Kelowna, BC, subject to the following:

1. The dimensions and siting of the building to be constructed on the land be in general accordance with Schedule "A";
2. The exterior design and finish of the building to be constructed on the land be in general accordance with Schedule "B";

3. Landscaping to be provided on the land to be in general accordance with Schedule "C";
4. That the applicant be required to post with the City, a Landscape Performance Security deposit in the form of a "Letter of Credit" in the amount of 125% of the estimated value of the landscaping, as determined by a professional landscaper;
5. That the road closure bylaw be adopted and consolidated with the subject property.

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

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

Carried

5. Bylaws for Adoption (Development Related)

5.1 757 Raymer Road BL11368 (Z17-0005) - Daniel Joinson

Moved By Councillor Hodge/Seconded By Councillor Gray

R603/17/07/24 THAT Bylaw No. 11368 be adopted.

Carried

6. Non-Development Reports & Related Bylaws

6.1 2017 Streetlight Inventory Purchase from FortisBC

Staff:

- Provided an overview of the agreement with FortisBC to transfer the streetlight maintenance to the City of Kelowna from FortisBC and to purchase the remaining streetlight inventory.
- Responded to questions from Council.

Moved By Councillor Sieben/Seconded By Councillor DeHart

R604/17/07/24 THAT Council receives, for information, the Report from the Public Works Manager dated July 19, 2017 with respect to the purchase of streetlight inventory from FortisBC;

AND THAT Council consider a one-time budget increase of \$100,000 to purchase the remaining streetlight inventory from FortisBC

AND THAT up to \$100,000 be funded from Reserve.

Carried

7. Bylaws for Adoption (Non-Development Related)

7.1 Proposed Road Closure for a Portion of Clifton Rd North

Mayor Basran invited anyone in the public gallery who deems themselves affected by the proposed road closure to come forward. No one came forward.

Moved By Councillor DeHart/Seconded By Councillor Singh

R605/17/07/24 THAT Bylaw No. 11441 be adopted.

Carried

8. Mayor and Councillor Items

Councillor DeHart:

- Made comment regarding the many recent awards that have been won by the City of Kelowna's Ogopogo float.

Councillor Singh:

- Spoke to the concerns of residents due to very dry conditions and gave a shout out to Bylaw Enforcement and Kelowna Fire Department staff.

Councillor Hodge:

- Made comment on his attendance at the Kelowna Historical Society picnic a couple of Saturdays ago.
- Noted his attendance at the DKA Downtown Block Party this past Saturday.
- Mentioned comments from a former resident as to how beautiful downtown and the waterfront is.

Councillor Gray:

- Made comment regarding her attendance at the DKA Block Party this past weekend and commented on the addition of the Farmers Market.
- Commented on the number of people enjoying Stuart Park in the evenings and on the weekends.
- Reminded the public of existing water restrictions.

Councillor Donn:

- Made comment regarding the high rental rates in the City currently and the various issues this raises.

Councillor Given:

- Helped raise funds for the United Way by being in the Dunk Tank at the DKA Downtown Block Party.

Mayor Basran:

- Made comment regarding his attendance at the DKA Downtown Block Party and spoke to the public appetite for more pedestrian-focused events.

- Spoke to an email received from former Mayor Walter Gray noting that July 25, 2017 is the 30th anniversary of the opening of Kasugai Gardens.
- Noted that that this Saturday is the 2nd Annual Sugar Plum Ball and commented on how the event celebrates community diversity.

9. Termination

This meeting was declared terminated at 4:19 p.m.

Mayor

/slh



City Clerk

DRAFT



BUMBERSHOOT THEATRE

BT is dedicated to introducing youth (children) and families to the incomparable magic of theatre. Our aim is to stimulate, and liberate the imagination, the intellect and the spirit through creative experiences and promote theatre as an integral part of the learning process.



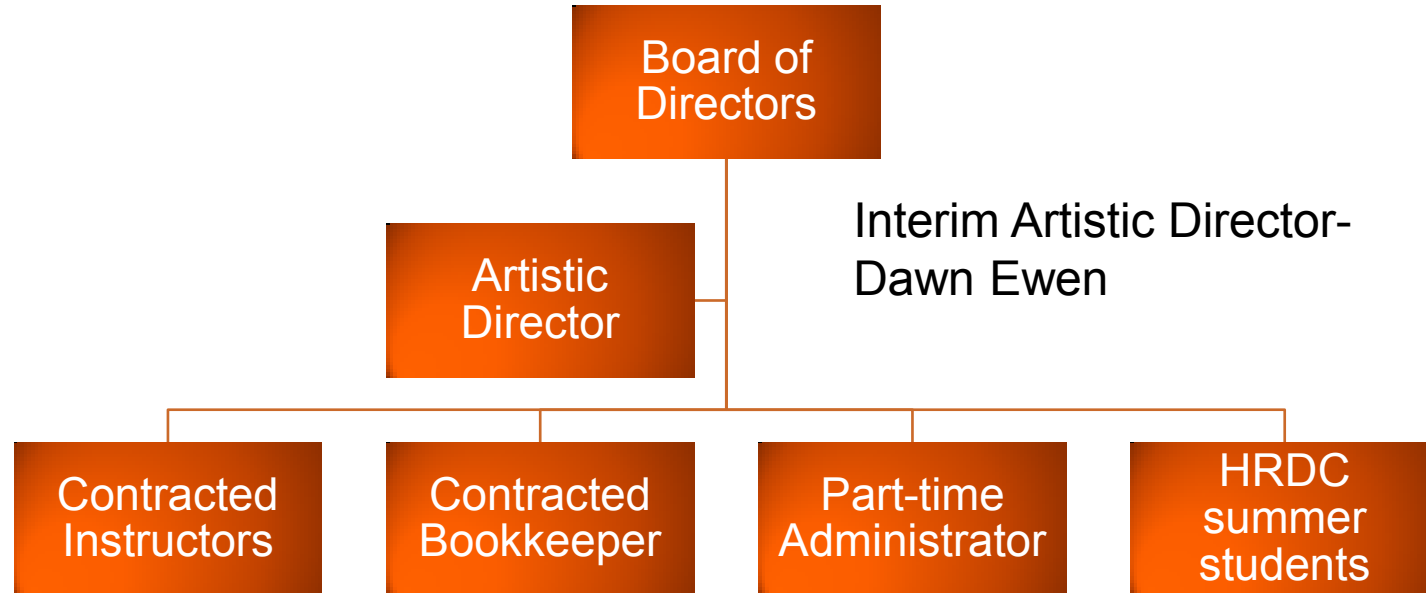
“The theatre is a gym for the soul, the intellect, the imagination and the emotions.”

- Anne Boggart

Bumbershoot is entering Season 10 in 2018!



BUMBERSHOOT TEAM



- 6 board members
- Volunteers play an integral part of what we do on many levels



OUR PROGRAMS OUR COMMUNITY



Family Mainstage



MEET THE KIRKEY'S



COME AND GROW
WITH US!





COMMUNITY CLASSES/CAMPS/ WORKSHOPS

“ The theatre traffics in the very positive human appetite for learning about life, people, history, philosophy, science, the world, and the universe.”

At its best, the theatre speaks with a contagious exuberance.

“Look at this!”

“Have you ever thought about this?”

IN THE SCHOOLS





YOUTH DEVELOPMENT

'Teechers' traveled to middle/high schools- experiences like these allow peers to perform for peers.

FUNDERS

- City of Kelowna
- Central Okanagan Foundation
- Kids Care
- BC Gaming
- Telus
- Kiwanis



REVENUES

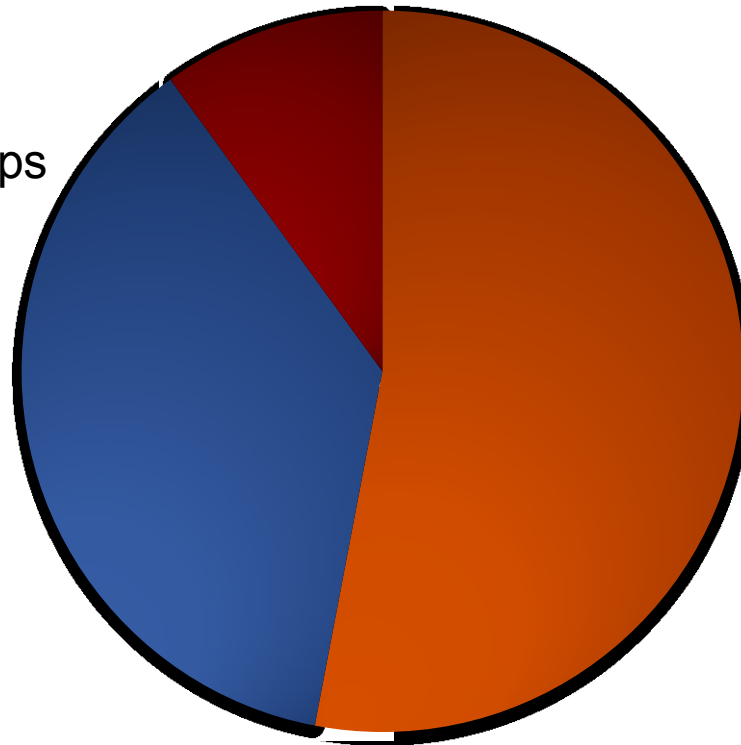
City of Kelowna
Operating Grant
represents 6% of total
budget

Earned Revenue 53%

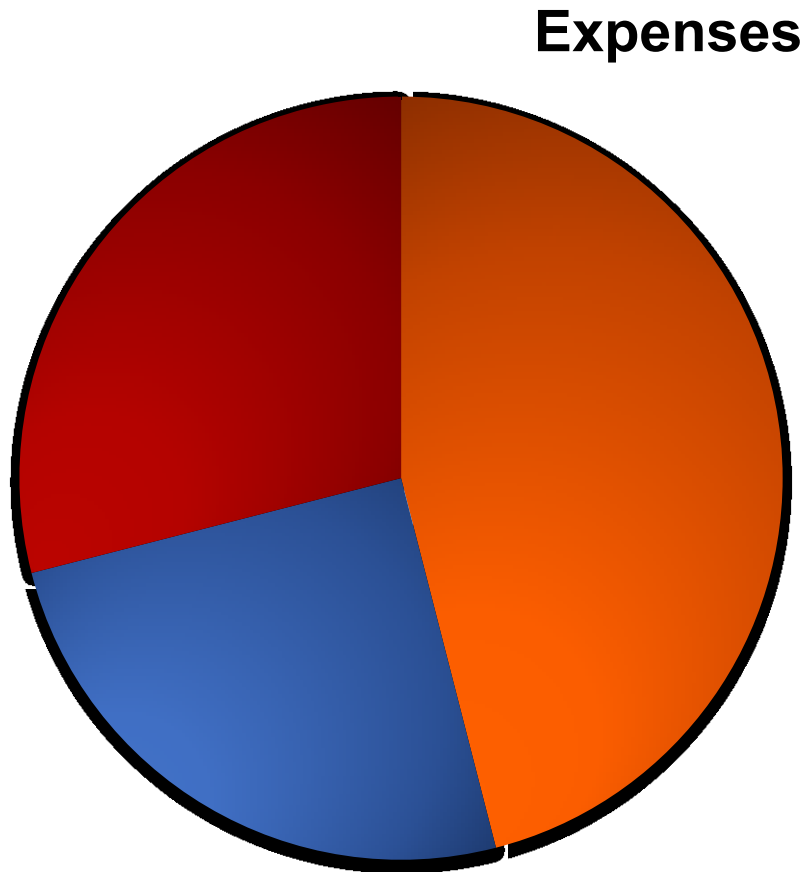
Grant Revenue 35%

Donors and Sponsorships
10%

REVENUES



EXPENSES



Rights
Costumes
Set
Props
Director
Cast
Construction
Lights
Program Supplies
50% A.D.

- Production Expenses 46%
- Facility Rental 25%
- Administration 29%



- Bumbershoot serves our community through a variety of programs, reaching just over 11,000 people in 2016.
- In January of 2017 we saw over 10,700 students in SD #23 with the school tour.



Live Theatre
Classes and
Camps, Schools
Volunteers 150 +



WHAT'S TO COME...

- Continued Board Development
- Unique Artistic Experience
- Deeper relationship with Education (SD 23 and other districts)
- Collaborations
- Nurture future artists and leaders
- Artist Retention
- Evaluating the relationship Bumbershoot has to its community and how best to engage the demographic and create impact



THANK YOU !!!

- Come see us at the theatre!!!



www.bumbershoottheatre.com



@bumbershoottheatre



Facebook.com/bumbershoottheatre

Solid Waste Management Plan Update

Spring , 2017

What is SWMP?

- ▶ Provincial legislation (EMA) requires Regional Districts to develop a SWMP
 - Update every 10 years
- ▶ Intended to provide a clear detailed plan for managing solid waste based on the 5Rs



What is SWMP?

Eight Provincial guiding principles + *local relevant principles*

- ▶ Promote zero waste
- ▶ Promote 3 Rs
- ▶ Maximize beneficial use of waste
- ▶ Support polluter and user-pay approaches
- ▶ *Prevent organics and recyclables from going into the garbage*
- ▶ Collaborate with other Regional Districts
- ▶ Develop partnerships
- ▶ Level playing field between local government and private sector

Update vs New Plan

Update

- ▶ Current approach is still relevant
 - Zero Waste
 - Glenmore Landfill
 - Promotion of 3 R's
 - Support Provincial Product Stewardship programs

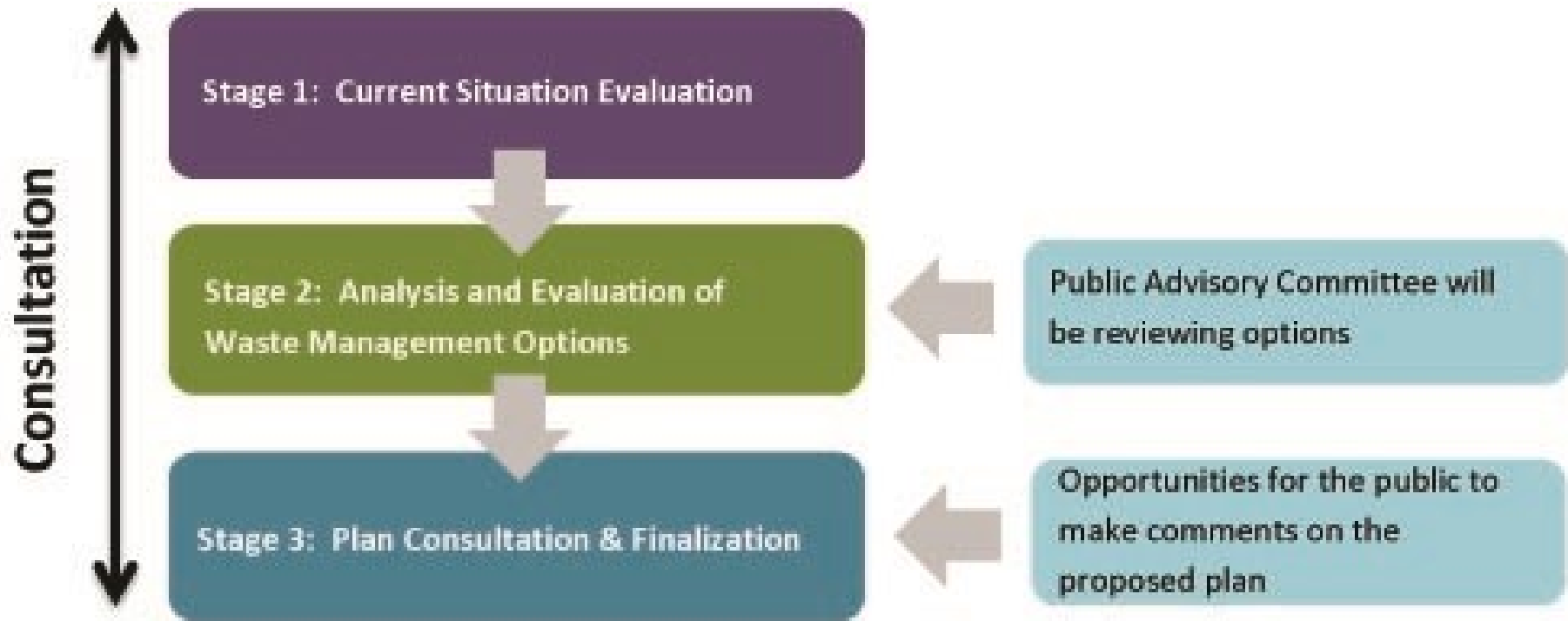
- Stakeholders are not looking for major changes
 - Diverse and effective 5Rs program
- No justification for major change

SWMP Methodology

Provincial Guide to Solid Waste Management Planning

- ▶ Hire Consultant
- ▶ Review historic results (consultant)
- ▶ Public Technical Advisory Committee (PTAC)
 - Six sessions
 - Public consultation
- ▶ Municipal Councils
- ▶ Regional Board Approval
- ▶ Provincial Approval

SWMP Methodology



PTAC members



- ▶ 28 members
- ▶ Local governments
- ▶ WFN
- ▶ Members of the public (all municipalities and EAs represented)
- ▶ Waste management companies
- ▶ Major institutions
 - IH
 - UBC
 - Okanagan College
 - SD 23
 - UDI
 - SWANA



Responsibilities

- ▶ Consultant facilitated discussion and developed plan based on PTAC direction.
- ▶ PTAC directs SWMP update.
- ▶ RDCO staff present to public, councils, Regional Board, and Province for approval.

Historic results

All (but 1) initiatives from the 2006 SWMP have been completed or considered.

- ▶ Commercial diversion program
- ▶ Reduction/Reuse programs
- ▶ Organic waste management study
- ▶ Lobby for more Provincial EPR programs.
- ▶ Landfill bans and enforcement.
- Green procurement (not completed)

TARGETS & ACHIEVEMENTS

| | 2004 | 2011 Projected | 2014 actual |
|-------------------------|------|----------------|-------------|
| Disposal per cap. (t/y) | 0.82 | 0.54 | 0.68 |
| Diversion (%) | 21% | 43% | 43% |

Note: 2004 and 2011 projected % are corrected for comparison purposes.

Key new strategies

| | | |
|---|----------|------------------------------|
| 1. Support reuse markets and partnerships (eg. UBC furniture) | \$15,000 | 2017/2018 (High Priority) |
| 2. Encourage bag reuse & consider plastic bag ban | \$25,000 | 2018-2021 |
| 3/6/21. Review of depot and transfer station service. | \$15,000 | 2017-2018 (High Priority) |
| 7. Organic waste management assessment. | \$40,000 | 2018-2019 |
| 10/11/15. Investigate options to encourage ICI & CD recycling | \$40,000 | 2018-2019 |

New strategies cont.

| | | |
|--|----------|-----------|
| 12. Encourage waste minimization at events. | \$25,000 | 2020/2021 |
| 13. Investigate numerous curbside collection service changes prior to next contract. <ul style="list-style-type: none"> • Weekly recycling collection • Biweekly garbage collection • Increased yard waste collection • Curbside glass, styrofoam, film collection • Additional user pay options • Bear proof containers | \$15,000 | 2017-2019 |

Key new strategies cont.

| | | |
|--|----------|-----------|
| 16/17. Investigate opportunities to recycle/recover energy from CD material. | \$15,000 | 2017/2018 |
| 22. Assess curbside bulky item collection | \$10,000 | 2017/2018 |

- Budget for new strategies within existing financial plan
 - New budget requests may come from investigations
 - Example: New transfer station/depot
- Several other new strategies are recommended
 - Formalizing ongoing work

Public Consultation

- ▶ Extensive promotion and advertising at all stages and participation incentives.
- ▶ Web and Open houses survey (470 participants)
- ▶ Telephone participants (300 randomly selected participants)
 - Representative geographical distribution
- ▶ Open house participants
 - North Westside (40)
 - West Kelowna (20)
 - Peachland (11)
 - Lake Country (7)
 - Joe Rich (7)
 - Kelowna (25)
 - Ellison (7)

Public Consultation

- ▶ Public consultation validated the strategies developed and proposed by PTAC, however...

- ▶ Changes were made as a result of the public consultation
 - Inclusion of Mission area depot assessment
 - Exclusion of mandatory use of clear bags
 - Inclusion of weekly recycling collection
 - Exclusion of reducing garbage bin size
 - Exclusion of reducing yard waste collection service

New Target

- ▶ Consultant projected new target
 - Aligned with Provincial targets.

| | 2004 | 2011 Projected | 2014 actual | 2021 Projected |
|-------------------------|------|-------------------|-------------|-------------------|
| Disposal per cap. (t/y) | 0.82 | 0.54 | 0.68 | 0.60 |
| Diversion (%) | 21% | 43% | 43% | 50% |

- ▶ Diversion percentage is actually much higher.
 - Large amount of data from private sector recycling/reuse is not available.

REPORT

FINAL DRAFT SOLID WASTE MANAGEMENT PLAN

Regional District of Central Okanagan

Prepared for:

Peter Rotheisler

Regional District of Central Okanagan

Main Floor Reception

1450 KLO Road

Kelowna, B.C. V1W 3Z4

Submitted by:

Veronica Bartlett

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Project No. 5160011

March 6, 2017

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final draft rdco swmp.docx

6 March 2017

Peter Rotheisler
Regional District of Central Okanagan
Main Floor Reception
1450 KLO Road
Kelowna, B.C. V1W 3Z4

Re: Final Draft Solid Waste Management Plan

Dear Mr. Rotheisler,

Morrison Hershfield is pleased to submit the RDCO's Final Draft Solid Waste Management Plan (SWMP). This Final Draft Plan was developed with input from the members of the solid waste management Public Technical Advisory Committee (PTAC) as well as the input received from the community on the draft recommendations. This Plan is an update of the 2007 Plan and proposes a path forward for the RDCO and member municipalities for managing solid waste. The Final will be adopted by RDCO's Board once approved by the Ministry of Environment.

It has been a pleasure to work with the RDCO on the development of this Plan. Thank you for the opportunity to be of assistance.

Regards,

Morrison Hershfield Limited



Veronica Bartlett, M.Sc.
Solid Waste Planner

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Glossary

| | |
|-------------------------------|--|
| C&D waste | Waste materials generated at construction, renovation and demolition projects |
| Disposal | Landfilling |
| Diversion | Activities that divert waste materials away from disposal as garbage to alternatives such as recycling or composting. |
| Generation | The sum of all materials discarded that require management as solid waste, including garbage, recycling, and yard waste. Does not include organic waste composted at home. |
| ICI | Industrial, commercial and institutional (does not include heavy industry) |
| MOE | BC Ministry of Environment |
| Organic waste/organics | Kitchen scraps, food waste, yard and garden waste |
| SWMP | Solid Waste Management Plan |
| Plan | Solid Waste Management Plan |
| PTAC | Public Technical Advisory Committee |

EXECUTIVE SUMMARY

The Regional District of Central Okanagan (RDCO) is updating its 2006 Solid Waste Management Plan. The new plan is intended to provide the region with the direction for solid waste management for the next 10 years. The plan has been updated in two phases.

The first phase focused on an assessment of the current system for managing solid waste in the RDCO. It resulted in a report that describes the current (2014) system and also provides the status of implementation of the 2006 Solid Waste Management Plan, as of February 2016. The current system report provides the baseline from which the new SWMP will be developed.

This report (the Final Draft Plan) is part of the second phase which has involved the assessment and selection of options to address the region's future solid waste management needs. This Final Draft Plan was developed with input from the members of the solid waste management Public Technical Advisory Committee (PTAC) as well as the input received from the community on the draft recommendations.

As part of the planning process, goals and guiding principles were established. The following three key goals were formulated in association with this new SWMP:

- The goal is zero waste – all of our discards are regarded as resources;
- Citizens are actively engaged in behaviours that reflect the waste management hierarchy (i.e. reduce before reuse before recycle...); and
- Make it easy for residents and businesses to make the right decisions.

The following guiding principles were developed by the Ministry of Environment (MOE) and are proposed to be adopted to help direct the long term management of waste materials in the region:

- Promote zero waste approaches and support a circular economy;
- Promote the first 3 R's (Reduction, Reuse and Recycle);
- Maximize beneficial use of waste materials and manage residuals appropriately;
- Support polluter and user-pay approaches and manage incentives to maximize behaviour outcomes;
- Prevent recyclables from going into the garbage wherever practical;
- Collaborate with other regional districts wherever practical;
- Develop collaborative partnerships with interested parties to achieve regional targets set in plans; and
- Level the playing field within regions for private and public solid waste management facilities.

Waste composition studies indicate that there is still a significant quantity of disposed waste that can be recycled or managed through backyard composting. The initiatives described in this report target the initial reduction of waste, increased reuse of waste materials, and the increased collection of recyclable and compostable components of the waste stream. Upon full implementation, these initiatives have the potential to reduce the amount of waste sent to landfill from the current estimate of 681 kg per person to 594 kg per person. Accordingly, this would increase the region's diversion rate from 43% to 50%.

Actual diversion rates are higher than what can currently be measured or estimated. For example, data is not available for diverted quantities from the ICI sector or multi-family buildings using private haulers and materials diverted through reuse by thrift shops, backyard composting, etc. Based on estimated diversion rates from other regions for the ICI and multi-family sectors (e.g. Metro Vancouver and the Comox Valley Regional District) the current diversion rate for the RDCO is likely over 50%, and could be as high as 57%. The RDCO may undertake its own estimates of ICI and multi-family diversion in the future to refine the overall diversion rate estimate and for tracking purposes.

The key diversion initiatives in this Plan are:

- Review and improve current curbside collection contract to encourage more waste diversion;
- Conduct a review of services offered at RDCO's recycling depots (e.g. review the need for recycling depots in Lake Country, Peachland and The Mission in Kelowna);
- Re-evaluate organic waste diversion opportunities while considering the need to maintain landfill gas collection and use at the landfill;
- Investigate opportunities to process and recycle C&D materials and to recover energy from C&D materials in collaboration with the local partners;
- Develop Glenmore Landfill in accordance with proposed fill plan; and
- Investigate the success in other regions to mitigate illegal dumping by providing curbside collection of bulky items.

The implementation schedule for this Plan is 2017 to 2021. The estimated additional annual operating costs to the RDCO range from \$29,000 to \$139,000. Only minor capital expenditures are anticipated at this stage but may include the establishment of recycling depots/ transfer stations at Lake Country, Peachland and The Mission in Kelowna if the service review deems these as feasible. Capital expenses relating to Glenmore Landfill fall under City of Kelowna's responsibility.

The implementation of the new Plan will be overseen by the Plan Monitoring Advisory Committee (PMAC). They will report to the RDCO Board on an annual basis on the Plan's progress and effectiveness.

1. BACKGROUND

In British Columbia, each regional district is mandated by the *Provincial Environmental Management Act* to develop a Solid Waste and Resource Management Plan that provides a long term vision for solid waste management, including waste diversion and disposal activities. Plans are updated on a regular basis to ensure that they reflect the current needs of the regional district, as well as current market conditions, technologies and regulations.

The Regional District of Central Okanagan's (RDCO's) current Solid Waste Management Plan (SWMP) was developed in 2005 and 2006. The plan adopted a Zero Waste goal and set a target of reducing per capital disposal to 34% of 2004 levels within the first five years.

Although the overall vision of the 2006 Plan is still relevant, the plan has been updated to establish the specific programs needed to meet the overall objectives and vision. The RDCO commissioned Morrison Hershfield (MH) to update the plan and provide the direction for solid waste management for the next 10 years and identify regional issues for the next 20 to 25 years.

The first phase of the process to update the plan focused on an assessment of the current system for managing solid waste in the RDCO. It resulted in a report that describes the current (2014) system to manage solid waste in the RDCO and provides the status of implementation of the 2006 Solid Waste Management Plan, as of February 2016. This report provides the baseline from which the new SWMP has been developed. The Stage 1 Report can be found on RDCO's website¹.

A solid waste management plan Public and Technical and Advisory Committee (PTAC) was established with public, local government and technical representation to provide input throughout the planning process.

This report (the Final Draft Plan) is part of the second phase which has involved the assessment and selection of options to address the region's future solid waste management needs. This Final Draft Plan was developed with input from PTAC as well as the input received from public consultation on the draft recommendations.

The planning process and the development of this report have been undertaken in accordance with the BC Ministry of Environment (MoE) document entitled "Guide to the Preparation of Regional Solid Waste Management Plans by Regional District" (BC MoE, 1994) with consideration of the MOE's draft updated document "A Guide to Solid Waste Management Planning" (May 2016).

1.1 GOALS AND PRINCIPLES FOR THE REGION'S SOLID WASTE MANAGEMENT

1.1.1 Plan Goals

There are three main goals associated with this new SWMP:

- The goal is zero waste – all of our discards are regarded as resources;
- Citizens are actively engaged in behaviours that reflect the waste management hierarchy (i.e. reduce before reuse before recycle...); and

¹ https://www.regionaldistrict.com/media/199818/SWMP_Update_Stage1_Report_Final.pdf

- Make it easy for residents and businesses to make the right decisions.

1.1.2 Guiding Principles

The following guiding principles were developed by the MoE and are proposed to be adopted to help direct the long term management of waste materials in the region:

- Promote zero waste approaches and support a circular economy;
- Promote the first 3 Rs (Reduction, Reuse and Recycle);
- Maximize beneficial use of waste materials and manage residuals appropriately ;
- Support polluter and user-pay approaches and manage incentives to maximize behaviour outcomes;
- Prevent recyclables from going into the garbage wherever practical;
- Collaborate with other regional districts wherever practical;
- Develop collaborative partnerships with interested parties to achieve regional targets set in plans; and
- Level the playing field within regions for private and public solid waste management facilities.

One element of the proposed guidelines relating to the prevention of organic waste from going into garbage was excluded from this list. This principle was excluded by the RDCO since organic waste (in particular food waste) will continue to be collected as part of the residual waste (garbage) and landfilled. In 2011 the RDCO commissioned a project to undertake a Life Cycle Assessment to determine the most sustainable way to manage organic waste within the region. The study considered a number of factors including environmental, social, economic, policy and adaptability. According to the LCA study, the management options currently utilized by the RDCO for the different organic waste streams represent the highest scoring option when compared to other alternative treatment methods. Based on the study, the introduction of segregated food waste collection is unlikely to provide benefits over current waste management practices (i.e. sending food waste to landfill where landfill gas is captured for energy recovery). However, the RDCO has included a commitment to re-evaluate organic waste diversion opportunities in the future while maintaining existing landfill gas collection infrastructure and commitments with Fortis for the sale of gas.

1.2 ROLES AND RESPONSIBILITIES

The RDCO, through the Regional Waste Reduction Office, oversees the majority of solid waste functions for its four member municipalities and two electoral areas. These functions include solid waste planning for the region, administration of contracts, depots and transfer stations and community based waste reduction programs. The majority of calls and inquiries from the community related to solid waste management are channeled through to the Waste Reduction Office.

The following is a list of roles and responsibilities for the RDCO and Member Municipalities.

RDCO Roles:

- Solid waste management planning for the region, including the development and update of the SWMP, waste composition studies, organic life cycle assessment, and administration of the solid waste technical advisory committee.
- Administration of the Multi Material BC (MMBC) contract and curbside contract (on behalf of the Member municipalities):
 - Curbside - contamination letters, cart inventory, data tracking, public inquiries; and
 - MMBC - primary connection with MMBC, tracking payments and data, public inquiries and education.
- Community-based waste reduction programs including:
 - Depots and recycling education;
 - Household hazardous waste (HHW) program;
 - Composter sale;
 - Community cleanup;
 - Illegal dumping program;
 - Furniture deconstruction;
 - Reuse events;
 - Web app; and
 - Living greener calendar.
- Solid waste services to the RDCO electoral areas, which include curbside collection and operation of two transfer stations.

Member Municipalities Roles:

- Maintain individual contracts for curbside collection with collector and MMBC;
- Collect payment from their residents, either through taxation or utilities, for solid waste services;
- Share waste reduction office info through their communication channels;
- Participate in the Technical Advisory Committee; and
- City of Kelowna owns and operates the region's only landfill, Glenmore Landfill, which includes the composting facility.

1.3 PARTICIPANTS IN THE PLANNING PROCESS

The planning process involved a number of stakeholders. The RDCO hired Morrison Hershfield as the technical consultant for the duration of the process to assist in updating the plan. A solid waste Public and Technical Advisory Committee (PTAC) was formed at the beginning of the planning process to provide community-based and technical input into the plan update and the planning process. The PTAC included representatives from member municipalities, interested individuals from the public, the waste management industry, the local university and other large institutions, First Nation communities, and RDCO staff (Table 1).

Table 1: List of Public and Technical Advisory Committee Members

| ADVISORY COMMITTEE MEMBER | ORGANIZATION REPRESENTED |
|---------------------------|---|
| Peter Rotheisler | Environmental Services Manager, RDCO |
| Cynthia Coates | Waste Reduction Facilitator, RDCO |
| Rae Stewart | Waste Reduction Facilitator, RDCO |
| Andrew Reeder | City of Kelowna |
| Scott Hoekstra | Solid Waste Supervisor, City of Kelowna |
| Rob Mueller | Manager of Engineering and Operations, City of West Kelowna |
| Sid Smith | Engineering Technologist, District of Lake Country |
| Chris Anderson | City of West Kelowna |
| Mirjam Glass | Engineering Technologist, District of Peachland |
| Loretta Ghostkeeper | Westbank First Nations |
| Lorne Cooke | Manager of Housekeeping and Linen, Interior Health |
| Dean Dack | Classic Compost |
| Karen Dilullo | District Manager S. BC Interior, Waste Management |
| Derek Mahoney | Manager, Landscape and Contract Services, UBCO |
| Steve Fast | Sustainable Materials Management, Cascades Recovery |
| Lance Shaw | President, OK Environmental Waste Systems |
| Eric Hall | Peachland Resident |
| Michelle Cook | Kelowna Resident |
| Craig Kaether | Joe Rich Resident |
| Harold Schock | Energy and Sustainability Manager, School District #23 |
| Deb Melnychuk | Lake Country Resident |
| Matt Loewen | Sale Manager, BC Interior, Progressive Waste |
| Angela Nagy | President, Greenstep Solutions, Kelowna Chamber Rep |
| Carrie Higginson | West Kelowna Resident |
| Mark Watt | SWANA BC Chapter President |
| Emily Nicholson | Earth and Environmental Science Student, UBCO |
| Andrew Gaucher | UDI |
| Veronica Bartlett | Consultant to RDCO, Morrison Hershfield |
| Todd Baker | Consultant to RDCO, Morrison Hershfield |

2. PLAN AREA AND DEMOGRAPHICS

The RDCO is located along the shores of Okanagan Lake in the southern interior of British Columbia. The region consists of more than 2,904 square kilometers (1,142 square miles) of diverse landscapes and topography.

The RDCO has a population of 179,839 (2011 census), which makes up 4% of the BC population². The region is comprised of seven separate areas:

Table 2: Populated Areas within the Region (Population as per Census 2011)

| AREA NAME | POPULATION |
|--|----------------|
| City of Kelowna | 117,312 |
| District of Lake Country | 11,708 |
| District of Peachland | 5,200 |
| City of West Kelowna | 30,892 |
| First Nations Reserves (including Westbank First Nation) | 8,985 |
| Central Okanagan West Electoral Area | 1,947 |
| Central Okanagan East Electoral Area (formerly Joe Rich – Ellison) | 3,795 |
| Total | 179,839 |

The RDCO has experienced a long term population growth averaging 2.7% per annum since 1986 compared with the British Columbia average of 1.5% per annum over the same period³. The population is projected to continue to grow to 266,217 by 2036.

² <http://www.bcstats.gov.bc.ca/StatisticsBySubject/Census/OpenData.aspx>

³ The Okanagan Valley 2015 Economic Profile

3. EXISTING WASTE STREAM CHARACTERIZATION

This section summarizes the solid waste generated in the RDCO, including the composition of the waste stream, the amount disposed in landfill and the amount recycled. Additional information is presented in the Stage 1 report.

3.1 COMPOSITION OF WASTE DISPOSED

Figure 1 shows the current composition of the waste disposed at the curb by residents. The organic portion of the waste (food and yard waste) represents the largest portion of the waste stream collected at the curb from residents 41% by weight). Other significant contributors to the landfilled waste are plastic (13%), hygiene (10%) and paper (7%).

The category “Other” refers to fines, renovations materials, mixed material packaging, other glassware, Styrofoam, and other general reusable items. Only the largest contributors to the waste stream are emphasized (not including the material category “Other”).

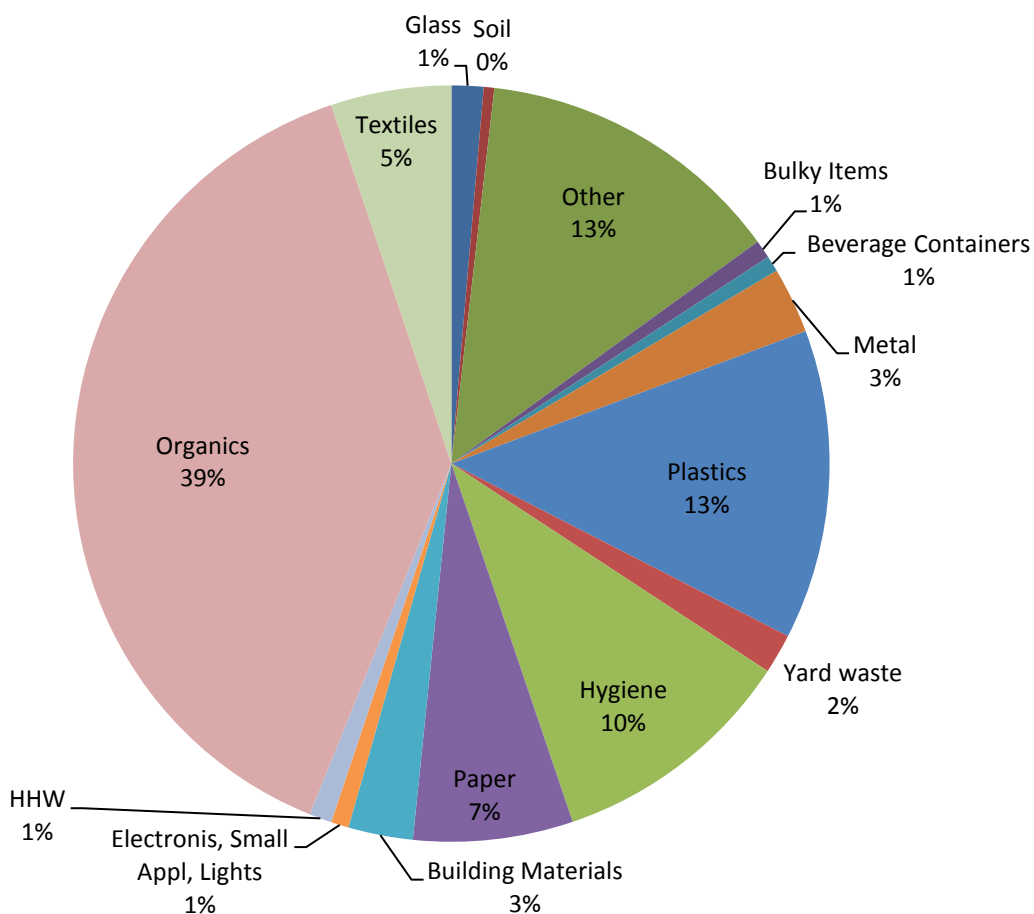


Figure 1: Waste Composition of Garbage Collected at Curbside From Residents (2013)

Figure 2 shows the composition of waste that was self-hauled to RDCO's transfer stations by residents. The composition of this waste is different than that collected at the curb. Building materials represent the largest proportion of the waste (37%) followed by bulky items (10%) and plastics (8%). Organic waste (yard and food waste waste) makes up only 7% of the waste. This waste composition is largely representative of the waste self-hauled to Glenmore Landfill as only a small fraction of waste hauled to Westside Transfer Station and Traders Cove Transfer Station was audited.

While the bulk of this category is from the residential sector there are a number of small businesses that self-haul that cannot be separated from this category.

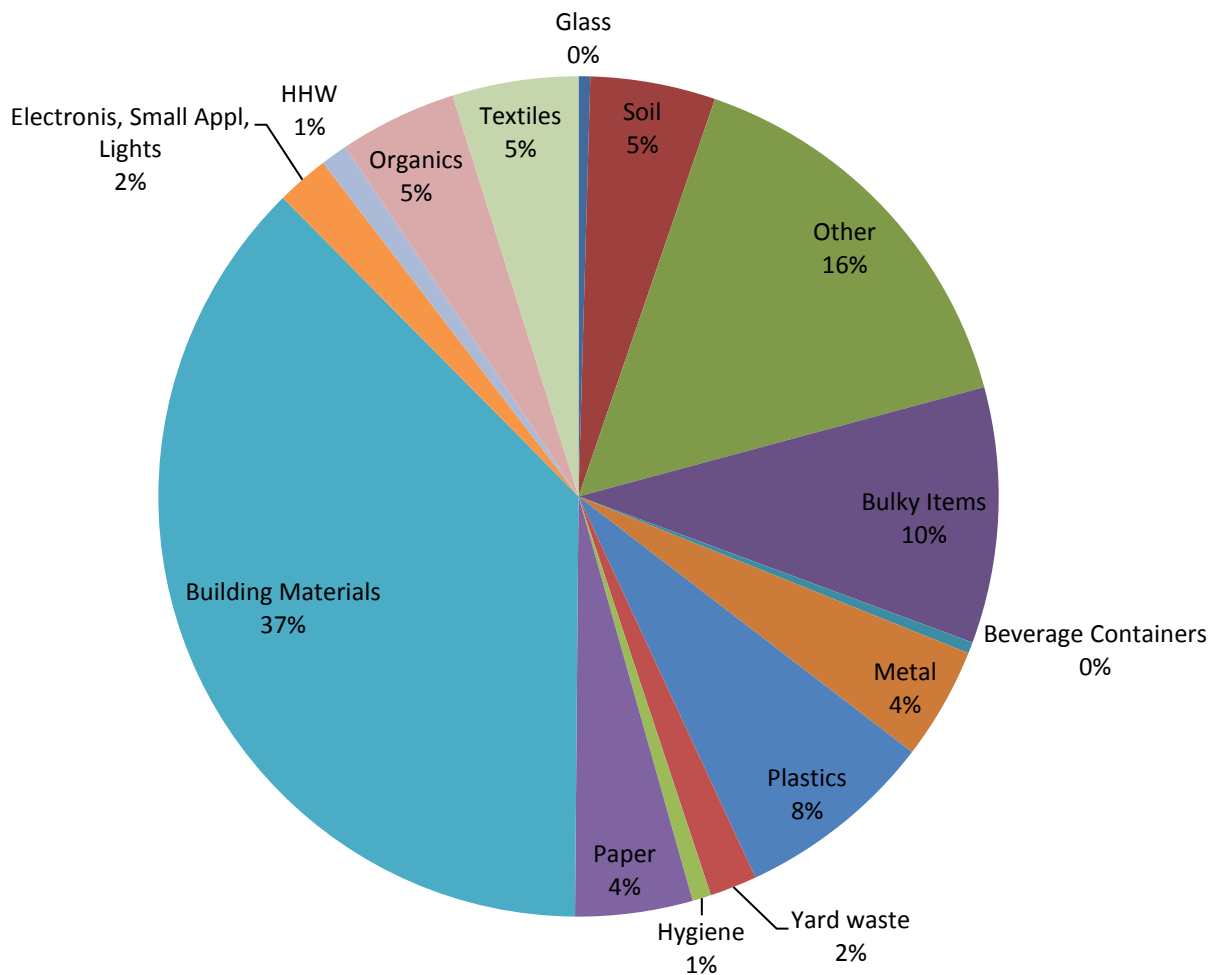


Figure 2: Waste Composition of Garbage Self-Hauled by Residents To Transfer Stations (2013)

Figure 3 shows composition of waste taken to Glenmore Landfill by the Institutional, Commercial, Industrial (ICI) sector. This category also covers multi-family buildings.

This waste stream is dependent on the types of activities and services undertaken locally. The 2013 audit found that organic waste contributed the largest proportion of ICI waste (27% organics), followed by building materials (13%) and plastics (12%).

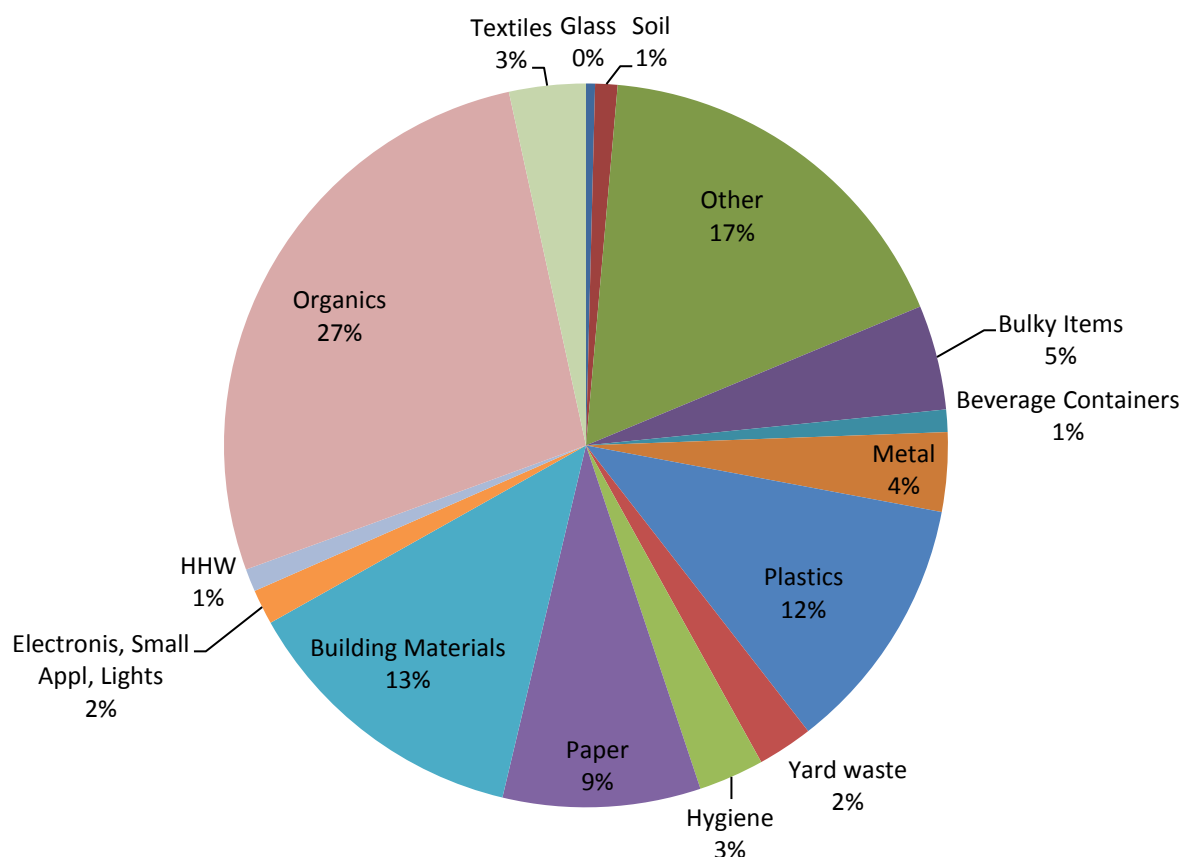


Figure 3: Waste Composition of ICI Garbage (2013)

3.1.1 Disposal and Diversion

The RDCO has tracked the landfill disposal quantities for a number of years. Figure 4 shows how the quantities have changed between 2007 and 2014 from the ICI, demolition construction and residential (self-haul and curbside) sectors. Between 2007 and 2012 there has been a general downward trend in the quantities of waste disposed within the RDCO due to changes in the economy and from waste diversion programs. Since 2012 the total quantities have increased slightly (a 10% increase) due to upturn in the economy and an increase in development across the region.

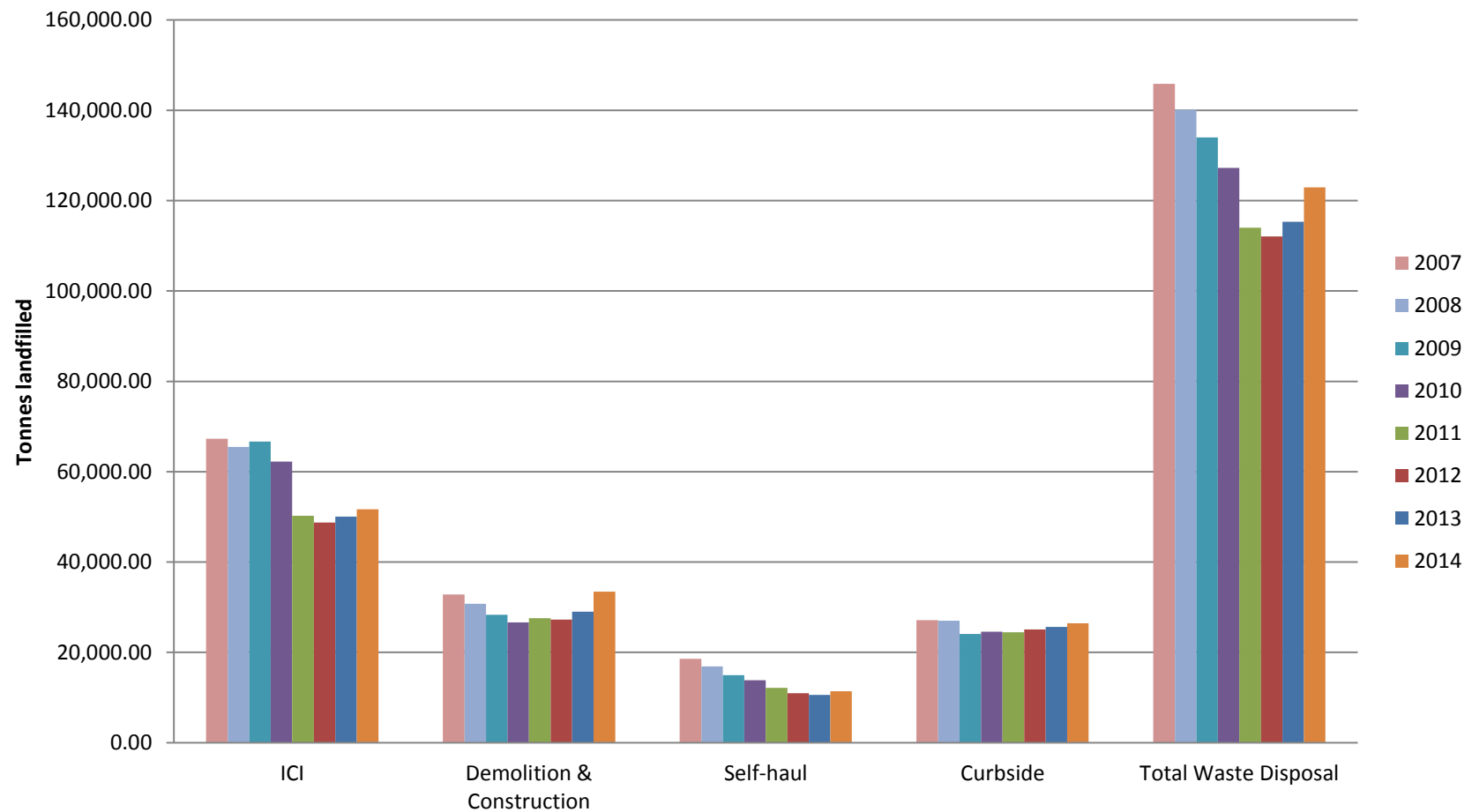


Figure 4: Landfill Disposal Quantities for RDCO's ICI, Demolition and Construction and Residents (Self-haul and Curbside)

The ICI sector contributed 42% of the total landfilled waste in 2014, demolition and construction 27% and the residential sector 29% (curbside collection 22% and self-haul to transfer stations 9%).

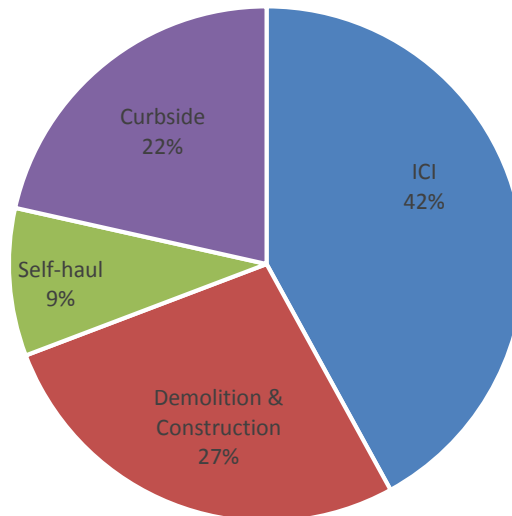


Figure 5: Break-down of Sources for Garbage Disposed to Landfill (2014)

Table 3 outlines the main activities that contribute to RDCO's disposal and diversion amounts. The quantities shown exclude biosolids, which are not considered solid waste. A description of the existing disposal facilities and the waste diversion activities in the RDCO is provided in Section 4 and in the Solid Waste Management Plan Update - Stage 1 report completed in March, 2016.

Table 3: Disposal and Diversion Estimates (2014)

| DISPOSAL AND DIVERSION | ESTIMATED TONNES (2014) |
|---|--|
| Disposal | |
| Curbside collection (including garbage received from registered users at Traders Cove and North Westside transfer stations) | 26,435 |
| Self-haul | 11,401 |
| ICI waste | 51,094 |
| Demolition Landclearing Construction | 33,465 |
| Total disposal | 122,394 |
| Diversion | |
| <i>Diversion at Glenmore Landfill and other RDCO facilities (if stated)</i> | |
| Asphalt, asphalt shingles and concrete | 11,846 |
| Reuse through Big Brother at Glenmore Landfill | 45 |
| Gypsum (with small amount collected at Westside recycling depot) | 4,276 |
| Clean wood | 7,353 |
| Scrap metal (with small amount collected at Westside recycling depot) | 1,602 |
| Tolko Ash | 1,008 |
| Tree stumps | 758 |
| Yard waste self-haul | 29,684 |
| Christmas tree collection | 55 |
| Hazardous waste collection (Non EPR) | 20 |
| <i>Extended Producer Responsibility Programs</i> | |
| Product Care Paint, Pesticides, Flammables | 126 |
| Electro Recycle (small appliances, power tools) | 335 |
| Refundable beverage containers | 4,592 |
| Electronics | 1,505 |
| Packaging and Printed Paper | 12,046 |
| Tires | 1,825 |
| Automobile batteries (>5 kg) | 10 |
| Batteries (< 5 kg) | 24 |
| Used Oil, oil containers and anti-freeze | 2,345 |
| <i>Curbside Collection</i> | |
| Yard Waste curbside collection | 14,269 |
| Curbside recycling | Packaging and printed paper quantities managed by MMBC |
| Total diversion | 93,724 |
| Total waste generation (disposal + diversion) | 216,118 |
| Diversion rate (diversion/waste generation) | 43% |

Based on RDCO's available disposal and diversion quantities, the region achieved a diversion rate of 43% in 2014. Not all recycling and diversion activities have readily available data. The actual diversion rate is higher than what can currently be measured or estimated. For example, data is not available for diverted quantities from the ICI sector or multi-family buildings using private haulers and materials diverted through reuse by thrift shops, backyard composting, etc. A complete list of diversion activities for which there is no diversion data or estimates is presented in the Stage 1 report.

Metro Vancouver estimates its waste diversion from the ICI sector based on data provided by many private recycling and processing facilities as part of its annual reporting for solid waste management. If the RDCO applies the same per capita diversion (0.15 tonnes per capita in 2014 for the ICI sector and multi-family buildings⁴), this would result in a total diversion rate of 50% instead of the reported 43%. The Comox Valley Regional District has also estimated its diversion from the ICI sector, which equates to 0.38 tonnes per capita⁵. If the RDCO applied this diversion rate, the total diversion rate would be 57%. In summary, the diversion rate including the ICI sector and multi-family buildings could be as high as 57%. However the diversion rates of other regional districts may not be directly transferable to the RDCO since there are many factors that could impact the diversion rates in different communities in the ICI and multi-family sectors.

⁴ <http://www.metrovancouver.org/services/solid-waste/SolidWastePublications/2014SolidWasteManagementAnnualSummary.pdf>

⁵ Comox Strathcona Waste Management Stage 1 Report: Existing Solid Waste Management System (2010)

4. EXISTING SOLID WASTE MANAGEMENT SYSTEM

The RDCO solid waste management system is briefly summarized in the following sections. A detailed description of the system is included in the Solid Waste and Resource Management Plan Stage 1 Report available on the RDCO website.

4.1 EDUCATION AND PROMOTION

As a program of the RDCO on behalf of its municipal members, the Waste Reduction Office implements education and promotion programs to help reduce garbage going to the local landfill. A wide range of communication methods are used to support all solid waste services, including websites, social media, brochures, calendars, etc.

The RDCO provides residents with the myWaste App which provides collection info and scheduling and has an extensive search tool for disposal options. Another option for residents is to use a search tool on the RDCO website, which identifies what type of waste material can be taken to the various local waste management facilities. As the RDCO is a member of the Recycling Council of BC (RCBC), it also encourages its residents to contact the RCBC Recycling Hotline for information on recycling and to use RCBC's on-line searchable database called "Recyclopedia".

When a new program is launched, the RDCO provides community outreach by attending public festivals, a wide array of community and family events, trade shows and farmers markets.

4.2 REDUCTION AND REUSE PROGRAMS



The Regional Waste Reduction Office implements a number of programs throughout the year to promote waste reduction and reuse of resources. These include Repair Cafés (twice per year) aimed to bring people together to repair broken goods and Trunk Sales (twice per year) when residents sell household goods out of the "trunks" of their vehicles (as shown by picture on the left).

RDCO's waste reduction campaigns have targeted "Paper Free Homes" and "Make Holiday Memories, Not Garbage".

4.3 EXTENDED PRODUCER RESPONSIBILITY PROGRAMS

Extended Producer Responsibility (EPR) as a policy tool shifts the responsibility for end-of-life management of products (physically and economically) to the producer and away from municipalities to create an incentive for producers to include environmental considerations in design of products. The RDCO is a member of the BC Product Stewardship Council, a body that advocates on behalf of local government for effective product stewardship programs. A wide range of EPR products are collected in the region and recovered under the regulated programs.

4.4 RECYCLING

Recycling services available in the RDCO include:

- Residential curbside collection programs provided by municipal governments and the RDCO (currently all member municipalities have separate contracts, although the service was tendered as one package);
- Residential recycling drop off areas at the local landfill and recycling depots/transfer stations (refer to Schedule 1 for a list of waste management facilities operated by the RDCO, member municipalities and the private sector); and
- Private recycling collection companies for commercial customers.



Figure 6: Traders Cove Transfer Station and Recycling Depot

4.5 ORGANICS MANAGEMENT

A seasonal curbside yard and garden waste collection is offered to residents in most communities in the region. Yard waste can also be dropped off, year round, at the Glenmore Landfill and Westside Residential Waste Disposal and Recycling Centre. Yard waste is processed at the composting facility at Glenmore Landfill.

The RDCO also promotes backyard composting by subsidizing and distributing different types of composters and education on their use.

4.6 CONSTRUCTION, DEMOLITION AND LAND CLEARING WASTE MANAGEMENT

The Glenmore Landfill accepts a wide range of materials from construction and demolition (C&D) projects for recycling as long as they are source-separated. Source separation is encouraged by variable tipping fees. Accepted materials include concrete, asphalt, wood, gypsum wallboard, metal, asphalt shingles, and landclearing waste (used for the composting operations at the landfill). At present, there are no facilities in the RDCO that are capable of receiving a mixed load of C&D waste and segregating the material for recycling.

4.7 COLLECTED PRODUCTS NOT COVERED BY EPR PROGRAMS

There are some materials not covered by EPR programs that are being diverted from landfill. These include:

- Recycling of mattresses and other furniture with high metal content, through deconstruction (Westside Recycling Depot in West Kelowna);
- Recycling of cooking oils and greases (Westside Recycling Depot and Glenmore Landfill);
- Propane tank recycling (Glenmore and Westside Recycling depots); and
- Household hazardous waste collection (Battery doctors).

4.8 RECOVERY

Clean wood waste is sent to Tolko as fuel. The ash is sent back to the Glenmore Landfill where it is either added to the composting process or used in landscaping berms.

4.9 RESIDUAL WASTE MANAGEMENT

Residual waste is the portion of the solid waste stream that is not managed through recycling, composting and/or recovery activities. It is commonly referred to as “garbage”.

4.9.1 Collection and Transfer

A weekly curbside garbage collection service is provided to single family homes. Residents near Trader's Cove and along North Westside Road do not receive curbside collection of garbage and are required to drop off garbage at the local transfer stations for disposal.

Owners of multi-family buildings (condos and apartments) and the ICI sector are responsible for hiring a contractor for collection services.

First Nations are responsible for providing their own waste management systems, as regulated under the federal *Indian Reserve Waste Disposal Regulations*. Homes on Westbank First Nations land utilize private haulers but they also use RDCO's Westside Transfer Station and contribute to the funding of this site.

There are three transfer stations within the region: Traders Cove Transfer Station, North Westside Transfer Station and Westside Transfer Station.

4.9.2 Disposal

There is one operational landfill in the RDCO and three permanently closed landfills. The Glenmore Landfill is owned and operated by City of Kelowna. The original comprehensive site development plan was prepared in 2001. A new landfill entrance was constructed in 2014 with improved services for landfill customers. The landfill receives garbage from the curbside collection programs in the region, private haulers, self-haul customers (both residential and small business) and the transfer stations of Traders Cove and North Westside, Westside and garbage from Big White Resort in the Kootenay Boundary Regional District. It is estimated that the landfill has approximately 72 – 94 years of capacity remaining.

The landfill is expected to create nuisances such as dusty, noise, odour and litter. The City of Kelowna is expecting development in the immediate vicinity around the Glenmore Landfill. In order to avoid conflict with the landfill, the City of Kelowna should prescribe land uses near the landfill in its Official Community Plan (OCP) and use zoning to minimize potential land use conflicts. This will be important for protecting the landfill as a Regional asset and for protecting its citizens.

5. THE NEW SOLID WASTE MANAGEMENT PLAN

The development of strategies for the updated SWMP consisted of a series of meetings to discuss potential strategies in key topic areas and selection of strategies by the PTAC. The existing and proposed strategies are presented in the following order that reflects the waste management hierarchy and additional topic areas that are not easily placed within the hierarchy categories:

- Reduction;
- Reuse;
- Recycling;
- Resource recovery;
- Residual waste management;
- Illegal dumping;
- Wildlife and waste management; and
- Policy and land use planning.

The implementation schedule and cost implications of the proposed strategies are presented in Section 6 of the draft plan.

There are many strategies involving investigations into particular aspects of the waste management system. All investigations will lead to implementation of any resulting strategies and initiatives that are considered feasible with a strong cost/benefit case. The RDCO is committed to considering environmental, social and economic implications for all assessments.

5.1 REDUCTION AND REUSE

The RDCO is already undertaking many activities that target the reduction and reuse of waste in the region. The RDCO proposes to continue with:

- Existing promotion and education activities;
- Current activities for encouraging residential backyard composting;
- Advocating for reasonable service levels for the region from all EPR programs and full cost compensation by producers;
- Existing reuse activities (e.g. repair café, Big Brother collection at transfer stations); and
- On-going evaluation of the need to increase staff resources to deliver additional programs.

5.1.1 Proposed Strategies Targeting Reduction and Reuse

Six new strategies are proposed to target increased reduction and reuse of waste materials.

1. *Investigate options to support the reuse of items*
 - The RDCO will assess opportunities to:

- support markets for reuse items by identifying partnership organizations (e.g. facilitate finding markets for used furniture to UBC through website for example); and
 - support the establishment of a re-use-it-type facility at the Glenmore Landfill.
2. *Encourage residents to reuse bags through an awareness campaign and consider banning targeted materials (e.g. single-use plastic bags)*
 - Develop waste reduction campaign to encourage the use of reuseable bags rather than single-use plastic bags; and
 - The RDCO will also work with member municipalities to assess if a ban of single-use plastic bags is appropriate. Plastic bags have been banned in Toronto and Montreal and more cities (Edmonton, Nelson) are currently, considering a ban. If a material ban is considered feasible (Strategy #2) all member municipalities will be involved with its implementation.
 3. *Investigate collection of EPR materials at RDCO's recycling depots*
 - In the past the RDCO has left it to the private sector to provide the services to collect EPR materials. A review will be undertaken to determine if EPR materials can cost-effectively be collected at RDCO's recycling facilities without negatively impacting existing private depots collecting EPR materials.
 4. *Increase public awareness of existing collection opportunities for EPR products*
 - Improve promotion and education of existing services, for example by providing improved communication, enhancing the website, better signage at recycling depots, etc. in order to support promotion undertaken by EPR programs.
 5. *Assess options to incentivize backyard composting (residents)*
 - The assessment could cover options such as a tax break or reduction in fees for residents that compost in their backyards.

5.2 RECYCLING

The RDCO proposes to continue with current recycling activities, including:

- Providing curbside collection service for recyclables, garden and yard waste (current collection contracts end in 2019);
- Providing residential recycling drop off areas at the local landfill and RDCO's recycling depots (transfer stations) until a service review has been undertaken (refer to Strategy #7);
- Using variable tipping fees to encourage recycling of C&D waste;
- Adopting successful campaigns used in other regions in order to improve waste diversion opportunities (e.g. Make Holiday Memories, Not Garbage);



- Monitoring of loads for banned materials and enforcements to improve waste diversion by residents and businesses;
- Recycling of mattresses and other furniture with high metal content, through manual (i.e. low technology and minimal labour) deconstruction at Westside Recycling Depot; and
- Recycling of propane tanks, cooking oils and greases collected at Westside Recycling Depot and Glenmore Landfill as these are not covered by existing EPR programs.

Refer to Schedule 1 for a list of RDCO's recycling facilities.

5.2.1 Proposed Strategies Targeting Recycling

Twelve new strategies are proposed to improve recycling rates in the region.

6. Conduct a review of services offered at RDCO's recycling depots

- The service review will focus on:
 - Existing hours of operation,
 - Materials accepted (e.g. glass); and
 - Number and location of recycling depots (e.g. review the need for depots in Lake Country, Peachland and The Mission in Kelowna).

7. Re-evaluate organic waste diversion opportunities while considering the need to maintain landfill gas collection and use at the landfill

- Investigate what additional organics diversion options are feasible in RDCO (these must be cost- effective, socially acceptable, etc.) in the future, if there is sufficient organic waste generated in the region. Options to assess include:
 - Opportunities for businesses and multi-family units; and
 - An organics curbside collection and processing program, if sufficient quantities are available in the future.

8. RDCO to adopt a preferential purchasing policy for green procurement that supports the 3Rs and encourage member municipalities to follow its example

- Green procurement may include requirements to:
 - Use a curbside collection contractor that can provide natural-gas/methane powered vehicle fleet;
 - Use locally generated compost in internal operations and contractors, wherever applicable (parks, road works, etc.). This can encourage the use of compost from Glenmore Landfill.
 - Demand a minimum amount of recycled content in material purchases where the quality required will not be compromised. Examples of common recycled-content products include office paper products (copy paper, file folders, envelopes), toilet paper, paper towels, concrete and plastic benches, curbside collection carts.

9. Lobby through the BC Product Stewardship Council to influence issues relating to EPR products and programs

- Specific issues that the RDCO proposes to raise include to:
 - Consider ways of making recycling easier (e.g. improve accessibility for RDCO residents for all materials);
 - Eliminate materials that are hard to recycle (e.g. Styrofoam);
 - Express concern with specific EPR programs regarding limited recycling opportunities for businesses (e.g. no packaging and printed paper from businesses are allowed to be accepted at RDCO's recycling centres as per MMBC requirements);
 - Encourage MMBC to improve collection of packaging and printed paper in streetscapes; and
 - Encourage the implementation of a provincial EPR program for furniture and mattresses in accordance with the Canada-wide Action Plan for EPR released by the Canadian Council of Ministers of Environment.

10. Investigate policy options to encourage recycling

- Assess options to:
 - Implement mandatory recycling for multi-family and the ICI sectors through using private providers; and/or
 - Incorporate waste management provisions into land use bylaws and development guidelines (e.g. mandatory space allocation, accessibility).

11. Investigate requiring all contractors for construction and demolition (C&D) projects to develop waste management plans to meet specified recycling target

- Collaborate with member municipalities to investigate a practical and cost effective solution to be implemented. For a project with a waste management plan, the application may be fast tracked or municipalities may be able to lower the cost of permits for the projects.

12. Encourage recycling and waste minimization at events

- The RDCO, with support from member municipalities, may provide guidelines for waste diversion at events and/or provide loaner equipment (e.g. flags, bin lids with clear signage).

13. Establish a mechanism for sharing knowledge with other stakeholder and interest groups within the region in order to improve waste diversion opportunities

- The RDCO can facilitate the sharing of knowledge (through meetings, social media, etc.) with other stakeholder groups, such as First Nation communities and the ICI sector.

14. Increase public awareness of existing recycling opportunities

- Improve promotion and education of existing recycling services, for example by providing improved communication, enhancing the website, better signage at recycling depots, etc.

15. Investigate facilitating waste audits to educate businesses/organizations on what is in their waste stream and to initiate discussion on diversion options

- The RDCO may wish to collaborate with member municipalities to support the facilitation of waste audits for the ICI sector. The program may include the development and sharing of reduction, reuse and recycling material, guidance and access to auditors/ training sessions for waste auditing. The RDCO will investigate the program design.

16. Before renewing the curbside collection contract, investigate a number of changes to the service to encourage improved waste diversion

- The RDCO in collaboration with member municipalities will investigate and implement the following changes to the current curbside collection service:
 - Weekly recycling collection Assess feasibility of increasing service level by providing a weekly collection of recyclables.
 - User pay (pay per cart tip) Each household receiving the curbside collection service would be charged a rate based on how much waste is placed at the curb. The carts are already equipped with the required ID tags.
 - Reduce garbage collection frequency (e.g. recycling every week with biweekly garbage collection) This initiative encourages more recycling and less garbage disposal.
 - Increase yard waste collection Assess feasibility of increasing the service level for yard and garden waste (i.e. larger cart or providing service during more weeks of the year).
 - Inclusion of glass, Styrofoam, and/or plastic bags that are currently only collected at recycling centres Consult with MMBC to assess feasibility of accepting additional recyclable materials in the curbside collection, e.g. via a quarterly collection.
- The option of handing over responsibility of curbside recycling to MMBC will also be given consideration. For all potential changes costs and benefits will be considered as part of the overall decision-making process.

17. Investigate opportunities to process and recycle C&D materials

- The RDCO will look at opportunities to support or partner with providers of existing facilities that accept and recycle C&D materials. For example this may mean that specific C&D materials can be accepted at the recycling depots and Glenmore Landfill in order to be picked-up by a private sector partner that has the ability to recycle the material.

5.3 RECOVERY AND RESIDUAL WASTE MANAGEMENT

The RDCO is committed to continuing existing recovery initiatives and ensuring safe disposal of residual waste. In particular, the RDCO is proposing to continue to:

- Provide existing curbside collection service for garbage until the service review (strategy # 16) is completed;
- Collect organic waste (yard waste) as part of the residual waste disposed to Glenmore Landfill with methane capture and recovery;
- Maintain existing residual waste transfer stations and dispose of all waste at Glenmore Landfill;
- Review and adjust landfill tipping fees on an as-need basis (e.g. review tipping fees in adjacent regional districts);
- Continue to evaluate challenges and opportunities for importing and exporting waste as needed; and
- Operate transfer stations and closed landfills in accordance with Provincial legislation and permits.

Refer to Schedule 1 for a list of RDCO's waste management facilities, including transfer stations and landfills.



Figure 7: Glenmore Landfill

5.3.1 Proposed Strategies for Recovery and Residual Waste Management

Four new strategies are proposed to enhance the recovery of waste material and the management of residual waste.

- 18. Investigate opportunities to process and recover energy from C&D materials*

- This initiative is closely linked with item 17, however it aims to target energy recovery of C&D materials. RDCO will investigate opportunities that provide wood waste for use as fuel by local partners such as the University of British Columbia (Okanagan campus).

19. Develop Glenmore Landfill in accordance with proposed fill plan

- City of Kelowna (with support from the RDCO) proposes to develop the landfill in accordance with the proposed fill plan which will secure landfill capacity for up to 100 years. The current interim plan gives the landfill 75 years of capacity assuming no changes to the footprint. The new “Peak” fill plan gives the landfill 90-100 years capacity by blending the crest of the landfill with the top of Tutt Mountain. The revised final topography plan will result in an ultimate crest height of approximately 532 m, roughly 20 m higher than the previous final topography plan.

20. Review tipping fees over the next 2-3 years as part of the development of Glenmore Landfill design, operation and closure plan

- As part of developing the design, operation and closure plan for Glenmore Landfill, the City of Kelowna will review and adjust tipping fees to ensure adequate funding.

21. Conduct feasibility studies to review overall services at transfer stations and potential improvements

- In close connection to item 7, the RDCO will collaborate with relevant member municipalities to conduct a service review with focus on:
 - Operating hours at transfer stations, and
 - Number and location of transfer stations (e.g. need for transfer station/recycling depots in Lake Country, Peachland and The Mission in Kelowna).

5.4 ILLEGAL DUMPING

The RDCO proposes to continue to mitigate illegal dumping by encouraging reporting of illegal dumping incidents and funding clean-up initiatives.

5.4.1 Proposed Strategies for Illegal Dumping

The RDCO proposes a new strategy aimed at preventing illegal dumping and encouraging the reuse of materials.



22. Investigate the success in other regions to mitigate illegal dumping by providing curbside collection of bulky items

- RDCO will assess the feasibility of providing curbside collection of bulky items (e.g. of furniture, mattresses) to residents.

5.5 WILDLIFE AND WASTE MANAGEMENT

The RDCO understands the importance of responsible waste management in order to prevent waste-related conflicts with wildlife. The RDCO proposes to continue advising residents of wildlife smart measures when selling backyard composting units to residents.

5.5.1 Proposed Strategies for Wildlife and Waste Management

In addition, it proposes to assess opportunities to make the curbside garbage collection carts wildlife proof.

- 23. When renewing the curbside collection contract, assess the option to incorporate bear-proof locks on the garbage carts for residents that report issues with wildlife*

5.6 POLICY AND LANDUSE PLANNING IN RELATION TO WASTE MANAGEMENT

There are currently limited policy and landuse planning provisions in the region that directly relate to waste management. Schedule 2 includes a list of existing bylaws.

5.6.1 Proposed Strategies for Policy and Landuse Planning

The following proposed strategy is aimed at ensuring that waste management is adequately addressed in future policy development and land use planning.

- 24. Work with municipal and RDCO planning departments to ensure that that long-range planning tools identify and preserve lands for future waste management facilities*
 - The RDCO and member municipalities will ensure that land use planning tools such as zoning do not jeopardize existing or planned waste management facilities. This includes recycling depots and transfer stations.
 - The RDCO and the City of Kelowna will collaborate to ensure that the City's Official Community Plan (OCP) specifically acknowledges nuisances identified in relation to Glenmore Landfill (refer to Section 4.9.2).

6. FINANCE AND ADMINISTRATION

6.1 COST OF EXISTING AND PROPOSED STRATEGIES

Table 4 presents the estimated annual operating cost by initiative for the following measures:

- Reduction and reuse;
- Recycling;
- Recovery and residual waste management; and
- Illegal dumping, wildlife management, policy and landuse planning.

All new strategies involving municipal costs will need to be defined and approved by each municipality. It is possible that the cost of some initiatives may be mitigated through contributions from municipalities as a result of collaboration efforts. All costs relating to the development of Glenmore Landfill in accordance with proposed fill plan will be carried by City of Kelowna (Strategy 19). Costs provided in this plan are estimated in 2016 dollars and may not reflect actual costs at the time of implementation.

The Plan includes a number of reviews that will take place during the five year period (2017-2021, refer to Schedule 3 for the Implementation Schedule). Table 4 only includes the costs of these reviews, and these evaluations may result in new capital and operating costs if the reviews deem a specific initiative as feasible. The capital and operating costs will be identified as part of the reviews and these can be included as part of the five-year effectiveness review or as part of the next SWMP update. Where suitable, the RDCO may decide to obtain approval for capital and/or operating spending as part of the annual budgets process and proceed with the new initiative within the current five year period. There are currently no capital costs included in the proposed budget.

Table 4: Revenue and Expenditures of the Solid Waste Management System Costs

| | CURRENT PLAN | 2017 | 2018 | 2019 | 2020 | 2021 |
|---|---------------------|---------------------|---------------------|---------------------|----------------------|----------------------|
| REVENUE | | | | | | |
| Taxes | \$ 6,665,700 | \$ 6,799,014 | \$ 6,934,994 | \$ 7,073,694 | \$ 7,215,168 | \$ 7,359,471 |
| Tipping Fees and Sale of Recyclables at Westside Transfer Station and Recycling Depot | \$ 412,500 | \$ 420,750 | \$ 429,165 | \$ 437,748 | \$ 446,503 | \$ 455,433 |
| MMBC Revenue | \$ 2,166,500 | \$ 2,209,830 | \$ 2,254,027 | \$ 2,299,107 | \$ 2,345,089 | \$ 2,391,991 |
| Total Revenue | \$ 9,244,700 | \$ 9,429,594 | \$ 9,618,186 | \$ 9,810,550 | \$ 10,006,761 | \$ 10,206,896 |
| OPERATING COSTS | | | | | | |
| Existing Strategies | | | | | | |
| Westside Transfer Station and Recycling Depot | \$ 811,000 | \$ 827,220 | \$ 843,764 | \$ 860,640 | \$ 877,852 | \$ 895,410 |
| Recycling Depots | \$ 290,000 | \$ 295,800 | \$ 301,716 | \$ 307,750 | \$ 313,905 | \$ 320,183 |
| Hazardous waste management | \$ 240,000 | \$ 244,800 | \$ 249,696 | \$ 254,690 | \$ 259,784 | \$ 264,979 |
| Waste reduction programs, salaries and education | \$ 745,000 | \$ 759,900 | \$ 775,098 | \$ 790,600 | \$ 806,412 | \$ 822,540 |
| Curbside collection and transfer stations | \$ 5,405,000 | \$ 5,513,100 | \$ 5,623,362 | \$ 5,735,829 | \$ 5,850,546 | \$ 5,967,557 |
| Tipping fees paid to Glenmore Landfill | \$ 1,753,700 | \$ 1,788,774 | \$ 1,824,549 | \$ 1,861,040 | \$ 1,898,261 | \$ 1,936,227 |
| Sub-total Costs | \$ 9,244,700 | \$ 9,429,594 | \$ 9,618,186 | \$ 9,810,550 | \$ 10,006,761 | \$ 10,206,896 |
| New Strategies | | | | | | |
| 1. Investigate options to support the reuse of items | | \$ 15,000 | \$ - | \$ - | \$ - | \$ - |
| 2. Encourage residents to reuse bags through an awareness campaign and consider banning targeted materials (e.g. single-use plastic bags) | | \$ - | \$ 10,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 |
| 3. Investigate collection of EPR materials at RDCO's recycling depots | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 4. Increase public awareness of existing collection opportunities for EPR products | | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 |
| 5. Assess options to incentivize backyard composting (residents) | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 6. Conduct a review of services offered at RDCO's recycling depots | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 7. Re-evaluate organic waste diversion opportunities while considering the need to maintain landfill gas collection and use at the landfill | | \$ - | \$ 40,000 | \$ - | \$ - | \$ - |

| | CURRENT PLAN | 2017 | 2018 | 2019 | 2020 | 2021 |
|--|--------------|----------------|-----------|-----------|-----------|-----------|
| 8. RDCO to adopt a preferential purchasing policy for green procurement that supports the 3Rs and encourage member municipalities to follow its example | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 9. Lobby through the BC Product Stewardship Council to influence issues relating to EPR products and programs | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 10. Investigate policy options to encourage recycling (e.g. mandatory recycling for multi-family and ICI, waste management provisions into landuse) | | \$ - | \$ 20,000 | \$ - | \$ - | \$ - |
| 11. Investigate requiring all contractors for C&D projects to develop waste management plans to meet specified recycling target | | \$ - | \$ - | \$ 20,000 | \$ - | \$ - |
| 12. Encourage recycling and waste minimization at events | | \$ - | \$ - | \$ - | \$ 25,000 | \$ - |
| 13. Establish a mechanism for sharing knowledge with other stakeholder and interest groups within the region in order to improve waste diversion opportunities | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 14. Increase public awareness of existing recycling opportunities | | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 25,000 |
| 15. Investigate facilitating waste audits to educate businesses/organizations on what is in their waste stream and to initiate discussion on diversion options | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 16. Before renewing the curbside collection contract, investigate a number of changes to the service to encourage improved waste diversion | | \$ 15,000 - | \$ - | \$ - | \$ - | \$ - |
| 17. Investigate opportunities to process and recycle C&D materials | | \$ - | \$ - | \$ 20,000 | \$ - | \$ - |
| 18. Investigate opportunities to process and recover energy from C&D materials | | \$ - | \$ - | \$ 15,000 | \$ - | \$ - |
| 19. Develop Glenmore Landfill in accordance with proposed fill plan | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 20. Review tipping fees over the next 2-3 years as part of the development of Glenmore Landfill design, operation and closure plan | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 21. Conduct feasibility studies to review overall services at transfer stations and potential improvements | | \$ 15,000 | \$ - | \$ - | \$ - | \$ - |
| 22. Investigate the success in other regions to mitigate illegal dumping by providing curbside collection of bulky items | | \$ 10,000 | \$ - | \$ - | \$ - | \$ - |

| | CURRENT PLAN | 2017 | 2018 | 2019 | 2020 | 2021 |
|---|---------------------|---------------------|---------------------|----------------------|----------------------|---------------------|
| 23. When renewing the curbside collection contract, assess the option to incorporate bear-proof locks on the garbage carts for residents that report issues with wildlife | | \$ - | \$ - | \$ - | \$ - | \$ - |
| 24. Work with municipal and RDCO planning departments to ensure that that long-range planning tools identify and preserve lands for future waste management facilities | | \$ - | \$ - | \$ - | \$ - | \$ - |
| Sub-total Costs | | \$ 85,000 | \$ 100,000 | \$ 90,000 | \$ 60,000 | \$ 35,000 |
| Total Expenditure | \$ 9,514,594 | \$ 9,718,186 | \$ 9,900,550 | \$ 10,066,761 | \$ 10,241,896 | \$ 9,514,594 |
| Monthly Cost to Homeowners | \$ 169 | \$ 173 | \$ 176 | \$ 179 | \$ 182 | \$ 169 |

6.2 COST RECOVERY

Funding to implement the strategies identified in this plan is provided by the following methods:

- Utility and Taxation Revenue;
- Tipping Fees (user fees);
- Financial incentive for collecting packaging and printed paper under contract with MMBC; and
- Sale of Recyclables.

Wherever possible the RDCO will apply user-pay and market-based incentives, such as tipping fees and user fees for curbside collection services, for the provision of solid waste services. Where an initiative provides a wider benefit, such as campaigns to encourage waste diversion or the clean-up of illegal dumping sites, cost recovery through taxation may be applied. As appropriate, opportunities for sponsorship and grants will be utilized to assist in the funding of programs.

7. CONCLUSION

The RDCO has developed its existing waste management system with considerations of environmental, social and economic factors. There are many proposed strategies involving investigations into particular aspects of the waste management system. All investigations will lead to implementation of any resulting strategies and initiatives that are considered feasible. The RDCO is committed to continue considering environmental, social and economic implications for all assessments.

8. PLAN IMPLEMENTATION

A timeframe for implementing each plan strategy is included in Schedule 3. The schedule also include responsible parties who will be engaged in the implementation of each strategy.

8.1 ESTIMATED DIVERSION

Figure 8 shows the estimated diversion that can be achieved if all of the strategies listed in this plan are implemented. By diverting more waste materials to reuse, recycling and composting, the region can reduce the amount of garbage sent to disposal from 681 kg per capita (2014) to 594 kg per capita. Accordingly, this would increase the diversion rate from 43% to 50%. Actual diversion rates are higher than what can currently be measured. For example, data or estimates are not available for diversion activities related to the ICI sector or multi-family buildings using private haulers and materials diverted through reuse by thrift shops, etc.

Figure 8: Estimated Diversion From New Strategies

| DISPOSAL AND DIVERSION | ESTIMATED TONNES (2014) | TONNAGES AFTER ANTICIPATED DIVERSION FROM NEW STRATEGIES |
|---|----------------------------|---|
| Total disposal | 122,394 | 108,138 |
| Total diversion | 93,724 | 109,327 |
| Total waste generation (disposal + diversion) | 216,118 | 216,118 |
| Diversion rate (diversion/waste generation) | 43% | 50% |
| Per capita disposal rate | 681 kg | 600 kg |

8.2 PLAN TARGETS

Two plan targets have been set by the RDCO in order to measure progress. These were developed with considerations of draft Solid Waste Management Planning Guideline (MOE, May 2016).

1. The RDCO to achieve a waste diversion rate of 50% by 2022.

As presented in the previous section (section 8.8), upon full implementation, the initiatives presented in this plan are expect to achieve a measured diversion rate of 50% (up from 43% in 2014), indicating that the target is achievable but that the work laid out in this plan needs to be undertaken in order for it to be achieved. The RDCO will attempt to estimate waste diversion from the ICI sector and multi-family buildings and may need to update the targeted waste diversion rate to reflect this.

2. The RDCO to achieve an average municipal solid waste disposal rate of 600 kilograms per capita by 2022.

Based on the initiatives presented in this plan, the region is expected to achieve a per capita disposal rate of 600 kg per capita (down from 680 kg in 2014).

8.3 PLAN MONITORING

A Plan Monitoring Advisory Committee (PMAC) will monitor the implementation of the SWMP and make recommendations to increase its effectiveness. The terms of reference for the PMAC tasks are included in Schedule 4.

8.4 ANNUAL REPORTING

Progress towards the targets presented in Section 8.2 will be assessed on an annual basis.

The diversion rate will be measured using the aggregate quantity of municipal solid waste sent to disposal at Glenmore Landfill and the measured / estimated tonnages from diversion activities.

The per capita disposal will be measured using the quantity (in tonnes) of solid waste sent to disposal at Glenmore Landfill. This quantity will be divided by the estimated or known population as defined by BC Stats Census data and population projections.

The data on the quantity of waste sent to landfill will also be provided as part of annual reporting to the MoE via the Ministry's municipal solid waste disposal calculator.

In addition, the RDCO will prepare information in the RDCO annual report and provide links on the RDCO website to reports provided to the Board in relation to the plan. Topics to include will be based on the MoE's document "A Guide to Solid Waste Management Planning" (September 2016).

8.5 FIVE YEAR EFFECTIVENESS REVIEW

The RDCO will carry out a review and report on the plan's implementation and effectiveness in 2022. The on-going relevancy of the targets will be reviewed as part of the five year effectiveness review, as proposed by the MoE Solid Waste Management Planning Guideline (September 2016). Topics to include will be based on the Ministry's guide.

8.6 PLAN AMENDMENTS

The waste management strategies described in this plan are based upon knowledge of the waste management system and regulations in place in 2016 that may or may not be in place in the future.

As a result, initiatives described in this report may undergo further assessment, including an assessment of costs and continued community support, by the PMAC and/or the RDCO Board prior to implementation.

The Plan's implementation schedule is intended to be flexible to allow for changes in priorities and available funding. Notwithstanding, the contents of this Plan are subject to legal requirements and, as a result, guidance and the direction from the MoE will be sought in regards to the level of flexibility, as appropriate.

In accordance with MoE's Solid Waste Management Planning Guideline, the plan amendment procedure applies only to major changes to the solid waste management system. This can include for example the development of a new landfill, mixed waste processing facility or waste-to-energy facility. When a plan

amendment becomes necessary, the RDCO will undergo a public consultation process and submit a revised plan to the MoE for approval, along with a detailed consultation report.

If any of the information in the schedules to this plan needs to be amended during the 10-year lifespan of the plan, approval from the Minister may be required and engagement with the public may be necessary. The requirements depend on the type of change. Unless the change is considered major, in accordance with the guide, a change to a schedule should not require submission of the entire SWMP for review and approval.

9. APPROVAL BY THE BOARD

This Plan was approved by the Board of Directors by the following resolution on (add date):

Schedule 1: Waste Management Facilities

The following facilities form an integral part of the regional waste management system (as of July 2016):

| SERVICE | LOCATION |
|--|---|
| Residential drop-off for recyclables and garbage: | |
| ▪ Westside Residential Waste Disposal and Recycling Centre | Asquith Road, off Shannon Lake Road, West Kelowna |
| ▪ North Westside Recycling Depot/ Transfer Station (limited to registered residents) | Whiteman Creek Forest Service Road |
| ▪ Traders Cove Recycling Depot/ transfer station (limited to registered residents) | Intersection of Bear Lake Main & Westside Rd |
| ▪ Glenmore Landfill | 2720 John Hindle Drive, Kelowna |
| Commercial drop-off for recyclables: | |
| ▪ Cascades Recovery Inc. material recovery facility | 144 Cambro Rd, Kelowna |
| ▪ Planet Earth Recycling | 1400 Industrial Rd, West Kelowna |
| Commercial drop-off for garbage: | |
| ▪ Glenmore Landfill | 2720 John Hindle Drive, Kelowna |
| Operational Landfill | |
| ▪ Glenmore Landfill | 2720 John Hindle Drive, Kelowna |
| Closed landfills: | |
| ▪ Westside Sanitary Landfill (RDCO owned) | 2640 Asquith Road, West Kelowna |
| ▪ Bouleau Creek Landfill (RDCO, occupancy license until 2020) (Replaced by transfer station) | 1.4 KM North of the current North Westside Transfer station on Whiteman Creek Forest Service Road 141 m S of the NW corner of DL4021 |
| ▪ Peachland Landfill (Crown-leased property with management by District of Peachland) | Up Princeton Ave, Peachland, Lot A, DL1275, ODYD, Plan 37138 |

Schedule 2: Existing Bylaws

The following is a list the bylaws in place that govern solid waste management activities within the Central Okanagan:

- RDCO Bylaw No. 1298
- City of Kelowna Bylaw No. 10106
- City of West Kelowna Bylaw No.0065
- The District of Peachland Bylaw No. 1899
- District of Lake Country Solid Waste Management Regulation Bylaw No. 708, 2009 (consolidated 2009-10-27)

Schedule 3: Implementation Schedule for the Solid Waste Management Plan

| No. | NEW STRATEGY | IMPLEMENTATION TIMEFRAME (YEARS) | PRIORITY RANKING (HIGH TO LOW) ⁶ |
|-----|---|---------------------------------------|---|
| 6 | Conduct a review of services offered at RDCO's recycling depots | 1 – 2 (review), 3 – 15 (implement) | High |
| 21 | Conduct feasibility studies to review overall services at transfer stations and potential improvements | 1 – 2 (review), 3 – 15 (implement) | High |
| 1 | Investigate options to support the reuse of items | 2 – 3 | High |
| 24 | Work with municipal and RDCO planning departments to ensure that that long-range planning tools identify and preserve lands for future waste management facilities | 0 – 5 | High |
| 7 | Re-evaluate organic waste diversion opportunities while considering the need to maintain landfill gas collection and use at the landfill | 1 – 2 | Medium |
| 15 | Investigate facilitating waste audits to educate businesses/organizations on what is in their waste stream and to initiate discussion on diversion options | 1 – 2 | Medium |
| 22 | Investigate the success in other regions to mitigate illegal dumping by providing curbside collection of bulky items | 1 – 2 (review), 3 – 15 (implement) | Medium |
| 3 | Investigate collection of EPR materials at RDCO's recycling depots | 2 – 3 | Medium |
| 8 | RDCO to adopt a preferential purchasing policy for green procurement that supports the 3Rs and encourage member municipalities to follow its example | 2 – 3 | Medium |
| 10 | Investigate policy options to encourage recycling (e.g. mandatory recycling for multi-family and ICI, waste management provisions into landuse) | 2 – 3 | Medium |
| 16 | Before renewing the curbside collection contract, investigate a number of changes to the service to encourage improved waste diversion | 2 – 3 | Medium |
| 23 | When renewing the curbside collection contract, assess the option to incorporate bear-proof locks on the garbage carts for residents that report issues with wildlife | 2 – 3 | Medium |
| 5 | Assess options to incentivize backyard composting (residents) | 3 – 5 | Medium |

⁶ Ranking based on input from the PTAC throughout the planning process.

| No. | NEW STRATEGY | IMPLEMENTATION TIMEFRAME (YEARS) | PRIORITY RANKING (HIGH TO LOW) ⁶ |
|-----|--|--|--|
| 11 | Investigate requiring all contractors for C&D projects to develop waste management plans to meet specified recycling target | 3 – 5 | Medium |
| 12 | Encourage recycling and waste minimization at events | 3 – 5 | Medium |
| 18 | Investigate opportunities to process and recover energy from C&D materials | 3 – 5 | Medium |
| 2 | Encourage residents to reuse bags through an awareness campaign and consider banning targeted materials (e.g. single-use plastic bags) | 0 – 5 | Medium |
| 4 | Increase public awareness of existing collection opportunities for EPR products | 0 – 5 | Medium |
| 9 | Lobby through the BC Product Stewardship Council to influence issues relating to EPR products and programs | 0 – 5 | Medium |
| 13 | Establish a mechanism for sharing knowledge with other stakeholder and interest groups within the region in order to improve waste diversion opportunities | 0 – 5 | Medium |
| 14 | Increase public awareness of existing recycling opportunities | 0 – 5 | Medium |
| 17 | Investigate opportunities to process and recycle C&D materials | 0 – 5 | Medium |
| 19 | Develop Glenmore Landfill in accordance with proposed fill plan | 0 – 5 | Medium |
| 20 | Review tipping fees over the next 2-3 years as part of the development of Glenmore Landfill design, operation and closure plan | 0 – 5 | Medium |

***Schedule 4: Terms of Reference for the Plan Monitoring Advisory
Committee***

Solid Waste Management Plan Review 2016

Public and Technical Advisory Committee (PTAC)

Terms of Reference

Purpose: The purpose of the joint Public and Technical Advisory Committee (PTAC) is to provide input, feedback and recommendations to the Regional District of Central Okanagan on proposed programs and policies that would make up the Solid Waste Management Plan.

Goal: The goal of the PTAC is to ensure a wide range of stakeholders are represented during the update of the Solid Waste Management Plan and to come up with preferred options for waste management in the region for the next 5-15 years

Responsibilities: Plan Advisory Committee members will:

- Review and become familiar with the existing Solid Waste Management Plan;
- Review and become familiar with the existing solid waste management system in the Regional District of Central Okanagan;
- Analyse and evaluate various waste management options for waste diversion, residual waste management and financing and policy development
- Provide comment on recommended public consultation strategy

Expected Outcomes: It is expected that the PTAC will recommend strategies and options to be included in the SWMP. Additionally, the PTAC will strive to enhance communication and collaboration through committee members.

Membership: The committee membership will strive to have a broad representation of interests including the following:

- Local government/public works representatives from municipalities within the RDCO (4 members)
- RDCO staff (3 members)
- First Nations representatives within the Westbank First Nations (1 member)
- Members at Large - Interested members of the public, including local environmental groups and recycling organizations, owners and operators of private waste facilities, commercial and institutional solid waste generators, haulers and operators.

Group Culture: The PTAC membership shares the common understanding that all participants will:

- Act in a professional and respectful manner;
- Actively listen;
- Act with integrity and;
- Attend meetings with a positive purpose;

Decision Making: The main role of the PTAC is to be an advisory committee to provide recommendations to RDCO Staff for amendments to the SWMP. RDCO staff will bring recommendations

to the Board, as the Board is the decision making body. Ideally, results recommended by the PTAC will be made collaboratively.

Committee Protocol

- The RDCO, in conjunction with a hired consultant, will chair and host the meetings.
- All PTAC members are equal and have equal opportunity to contribute at meetings, as well as responsibility to respect the opinions of others. Committee members are encouraged to actively participate in the discussions and use their experience, education, and insight to speak freely about any issues or opportunities to be considered.
- Committee members are present to give a voice to the community. However, members are equally responsible to listen and understand the views of others. It is only through this dialogue that real consensus can be achieved.
- Members are encouraged to work collaboratively and to be committed to reaching consensus where possible by using an interest-based approach rather than an individual member position-based approach. Consensus will be formally recorded in the meeting's Minutes. Any members unable to agree with the consensus decision may have their objections noted in the Minutes.
- Committee members may choose to express their personal views about the process to others outside the PTAC but may not speak on behalf of or in any way create the impression that they are speaking for the PTAC as a whole. In order to ensure open and honest dialogue, Committee members should not discuss comments or opinions expressed by other Committee members without their knowledge and consent.
- Members will be asked to arrive promptly at meetings.
- Members of the public may observe meetings but will not have speaking rights unless invited to speak by the Chair.
- Members are expected to make their best effort to attend all monthly advisory meetings during the planning process (5 meetings from Feb – June).

Reporting: The Joint Public Technical Advisory Committee reports to the RDCO Board, through RDCO staff.

Meetings: There will be a minimum of five meetings of the PTAC with the provision for additional meetings, workshops or other presentations at the committee's discretion. The RDCO will chair and host all PTAC meeting at the RDCO offices at 1450 KLO Road, Kelowna, BC. Agendas will be posted on the RDCO website at www.regionaldistrict.com/recycle

Resources: RDCO staff will provide administrative support to the PTAC including, but not limited to: arranging meetings, creating agendas, taking minutes, and distributing materials.

PTAC participation is voluntary with no remuneration provided for members' time.

| | |
|---|---|
| <p>Regional District of Central Okanagan Contacts Cynthia Coates, Waste Reduction Facilitator 1450 KLO Road, Kelowna, BC cynthia.coates@cord.bc.ca 250-469-6346</p> | <p>Rae Stewart, Waste Reduction Facilitator 1450 KLO Road, Kelowna, BC rae.stewart@cord.bc.ca 250-469-6258</p> |
|---|---|

Schedule 5: Plan Dispute Resolution Procedures

The parties will make all reasonable efforts to attempt to resolve the dispute in an amicable manner without outside intervention. The Ministry of Environment does not become involved in resolving or making a decision in a dispute.

This dispute resolution procedure may apply to the following types of conflicts:

- Administrative decisions made by Regional District staff
- Interpretation of a statement, bylaw, policy or provision in the plan
- The manner in which the plan or an OC is implemented
- Any other matter not related to a proposed change to the wording of the plan or an OC

| | COLLABORATIVE DECISION MAKING AND DISPUTE RESOLUTION PROCEDURE |
|--|---|
| Negotiation | <ul style="list-style-type: none">• Parties involved in the dispute make all efforts to resolve the dispute on their own.• Parties may make use of a facilitator |
| Plan Advisory Committee (if appropriate) | <ul style="list-style-type: none">• Parties involved in the dispute will have opportunity to speak to the Committee• Committee will review, consider and provide recommendations to the Board |
| Board | <ul style="list-style-type: none">• Parties involved in the dispute will have opportunity to speak to the Board• Board will receive recommendations from the Committee and settle the dispute; or, recommend mediation |
| Mediation | <ul style="list-style-type: none">• Parties involved in the dispute agree on a mediator. If the parties cannot agree on a mediator, the matter shall be referred to the BC Mediation Roster Society or equivalent roster organization for selection of a mediator• All efforts will be made to reach an agreement through mediation• Costs for mediation are shared by the parties in dispute |
| Independent Arbitrator | <ul style="list-style-type: none">• If the dispute cannot be resolved by a mediator, the matter will be referred to arbitration and the dispute will be arbitrated in accordance with the Local Government Act or BC Commercial Arbitration Act• The arbitrator shall make a final, binding decision• Costs for arbitration shall be apportioned at the discretion of the arbitrator |

REPORT TO COUNCIL



Date: August 14, 2017

RIM No. 1250-04

To: City Manager

From: Community Planning Department (LB)

Application: TA15-0008

Applicant: City of Kelowna

Subject: Zoning Bylaw Text Amendment Application

1.0 Recommendation

THAT Bylaw No. 11369 to amend the City of Kelowna Zoning Bylaw No. 8000 be amended at first reading as outlined in the Report from the Community Planning Department dated August 14, 2017;

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

2.0 Purpose

To consider amendments to a Text Amending Bylaw to harmonize carriage house and accessory building regulations to reduce the need for future variance request and improve bylaw administration.

3.0 Community Planning

In April 2017, staff brought forward proposed Zoning Bylaw text amendments to harmonize carriage house and accessory building regulations. Council gave the bylaw first reading on April 24, 2017. Prior to advancing to Public Hearing, staff identified some items where additional clarification would improve implementation and limit conflicts with existing regulations.

The revisions since first reading are as follows:

| Regulation | Initial Proposal | Amended Proposal | Rationale |
|--------------------|---|--|---|
| Minimum Front Yard | Principal dwelling to be located between front lot line and accessory building. | 9.0 m, except 12.0 m in the RR1, RR2 and RR3 zones | More defined regulation generally achieves the objective of having a carriage house set behind a principal dwelling while allowing for some flexibility on larger properties and improving consistency between regulations. |
| Minimum Side Yard | Comply with the requirements for a principal dwelling. | 1.5 m | Provides a better balance between existing regulations. Allows for more useable outdoor |

| | | | |
|-------------------|-------|--|--|
| | | | space while maintaining a buffer to adjacent properties. |
| Minimum Rear Yard | 1.5 m | 1.5 m, except 0.9 m where there is a rear lane | Provides a better balance between existing regulations and creates fewer non-conforming structures. Allows for more useable outdoor space where a lane provides a buffer to adjacent properties. |

4.0 Proposal

4.1 Background

Council gave first reading to the bylaw to harmonize regulations between carriage houses and accessory buildings on April 24, 2017. On further review of the proposed regulations, staff identified the need for some additional amendments to setbacks to improve clarity and minimize inconsistencies between the regulations.

5.0 Application Chronology

Date of Initial Consideration: April 24, 2017

Report Prepared by: Laura Bentley, Planner II

Reviewed by: Terry Barton, Urban Planning Manager

Approved for Inclusion: Ryan Smith, Community Planning Department Manager

CITY OF KELOWNA
BYLAW NO. 11369
TA15-0008 – Miscellaneous Housekeeping Zoning Bylaw No. 8000
Text Amendments

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 **Section 2 – Interpretation, 2.3 General Definitions , CARRIAGE HOUSE** be deleted that reads:

CARRIAGE HOUSE means an additional dwelling unit located within a building that is subordinate to the principal dwelling unit and is a single real estate entity.

And replaced with:

CARRIAGE HOUSE means a **dwelling** unit located within a **building** that is subordinate to the principal **building** on the **lot** and is not an **accessory building or structure**. It shall be a **use** secondary only to the **principal use** of **single dwelling housing**.

2. AND THAT **Section 6 – General Development Regulations, 6.5 Accessory Development** be deleted in its entirety and replaced with a new **6.5 Accessory Development** as attached to and forming part of this bylaw;
3. AND THAT **Section 9 – Specific Use Regulations, 9.5 Secondary Suite and Carriage House, 9.5b Carriage House Regulations** be deleted in its entirety and replaced with a new **9.5b Carriage House Regulations** as attached to and forming part of this bylaw;
4. AND THAT **Section 11 – Agricultural Zones, 11.1 A1 – Agriculture 1 Zone, 11.1.4 Buildings and Structures Permitted** sub-paragraph (d) be deleted in its entirety that reads:

"(d) carriage house (permitted only on properties that have a 'c' designated sub-zone)"

and replace with a new **11.1.4 Buildings and Structures Permitted** sub-paragraph (d) that reads:

"(d) one **carriage house** (A1c only)"

5. AND THAT **Section 11 – Agricultural Zones, 11.1 A1 – Agriculture 1 Zone, 11.1.6 Buildings and Structures Permitted** sub-paragraph (a) be deleted in its entirety that reads:

"a) The maximum **site coverage** is 10% for residential **development** (inclusive of **agri-tourist accommodation**), and it is 35% for **agricultural structures** except it may be increased to 75% for greenhouses with closed wastewater and storm water management systems.

Site coverage of accessory **buildings** or **structures** and **carriage houses** shall not exceed a combined 14%. The maximum floor area of a carriage house shall be 90 m² or 75% of the total floor area of the principal building. The maximum floor area of a carriage house may increase to a maximum of 100 m² only if the carriage house is limited to one (1) storey in height and is less than 75% of the total floor area of the principal building."

and replace with a new **11.1.4 Buildings and Structures Permitted** sub-paragraph (a) that reads:

"(a) The maximum **site coverage** is 10% for residential **development** (inclusive of **agri-tourist accommodation**), and it is 35% for **agricultural structures** except it may be increased to 75% for **greenhouses and plant nurseries** with closed wastewater and storm water management systems."

6. AND THAT **Section 11 – Agricultural Zones, 11.1 A1 – Agriculture 1 Zone, 11.1.6 Development Regulations** sub-paragraph (b) be deleted in its entirety that reads:

"(b) The maximum **height** is the lesser of 9.5 m or 2 ½ **storeys**, except it is 16.0m for **agricultural structures** and 6.0m for **accessory buildings or carriage house**."

and replace with a new **11.1.6 Development Regulations** sub-paragraph (b) that reads:

"(b) The maximum **height** is the lesser of 9.5 m or 2 ½ **storeys**, except it is 16.0 m for **agricultural structures** and it is 6.0 m for **accessory buildings or structures**."

7. AND THAT **Section 11 – Agricultural Zones, 11.1 A1 – Agriculture 1 Zone, 11.1.6 Development Regulations** sub-paragraph (e) be deleted in its entirety that reads:

"(e) The minimum **rear yard** is 10.0 m, except it is 3.0 m for **accessory buildings** and a **carriage house**. A **carriage house** must be located no closer than 4.5 m to the principal **dwelling** and no further than 10m from the principal **dwelling**."

and replace with a new **11.1.6 Development Regulations** sub-paragraph (e) that reads:

"(e) The minimum **rear yard** is 10.0 m, except it is 3.0 m for **accessory buildings or structures**."

8. AND THAT **Section 11 – Agricultural Zones, 11.1 A1 – Agriculture 1 Zone, 11.1.7 Other Regulations** sub-paragraph (g) be deleted in its entirety that reads:

"(g) A carriage house must not be closer than 3.0m to an existing principal building."

9. AND THAT **Section 11 – Agricultural Zones, 11.1 A1 – Agriculture 1 Zone, 11.1.7 Other Regulations** sub-paragraph (i) be deleted in its entirety that reads:

"(i) A **mobile home** may be considered a **carriage house** only in an A1c – Agricultural 1 with Carriage House zone."

10. AND THAT **Section 12 – Rural Residential Zones, 12.1 RR1 – Rural Residential 1 zone, 12.1.4 Building and Structures Permitted** sub-paragraph (c) be deleted in its entirety that reads:

"(c) **carriage house** (permitted only on properties that have a 'c' designated sub-zone)"

and replace with a new **12.1.4 Building and Structures Permitted** sub-paragraph (c) that reads:

"(c) one **carriage house** (RR1c only)"

11. AND THAT **Section 12 – Rural Residential Zones, 12.1 RR1 – Rural Residential 1 zone, 12.1.6 Development Regulations** sub-paragraph (a) be deleted in its entirety that reads:

"(a) The maximum **site coverage** is 10%, except that it is 50% for **greenhouses and plant nurseries**."

Site coverage of accessory **buildings** or **structures** and **carriage house** shall not exceed a combined 14%. The maximum floor area of a carriage house shall be 90 m² or 75% of the total floor area of the principal building. The maximum floor area of a carriage house may increase to a maximum of 100 m² only if the carriage house is limited to one (1) storey in height and is less than 75% of the total floor area of the principal building."

and replace with a new **12.1.6 Development Regulations** sub-paragraph (a) that reads:

"(a) The maximum **site coverage** is 10%, except that it is 50% for **greenhouses and plant nurseries**."

12. AND THAT **Section 12 – Rural Residential Zones, 12.1 RR1 – Rural Residential 1 zone, 12.1.6 Development Regulations** sub-paragraph (b) be deleted in its entirety that reads:

"(b) The maximum **height** is the lesser of 9.5m or 2 ½ storeys, except it is 6.0m for accessory buildings, carriage house, and accessory structures."

and replace with a new **12.1.6 Development Regulations** sub-paragraph (a) that reads:

"(b) The maximum **height** is the lesser of 9.5 m or 2 ½ **storeys**."

13. AND THAT **Section 12 – Rural Residential Zones, 12.1 RR1 – Rural Residential 1 zone, 12.1.6 Development Regulations** sub-paragraph (e) be deleted in its entirety that reads:

"(e) The minimum **rear yard** is 10.0 m, except it is 3.0 m for accessory **buildings**."

and replace with a new **12.1.6 Development Regulations** sub-paragraph (a) that reads:

"(e) The minimum **rear yard** is 10.0 m."

14. AND THAT **Section 11 – Agricultural Zones, 11.1 A1 – Agriculture 1 Zone, 11.1.7 Other Regulations** sub-paragraph (f) be deleted in its entirety that reads:

"(f) A "c" notation shown on Schedule "A" as part of the identified **zone** classification indicates that a **secondary use** in the form of a secondary **dwelling** unit is permitted on the properties so designated, subject to meeting the conditions of **use** of the **zone**. A "c" zoning classification on a property shall be established by rezoning the subject property to the "c" version of the parent **zone**."

and replace with a new **11.1.7 Other Regulations** sub-paragraph (f) that reads:

"(f) A "c" notation shown on Schedule "A" as part of the identified **zone** classification indicates that a **secondary use** in the form of a **carriage house** is permitted on the properties so designated, subject to meeting the conditions of **use** of the **zone**. A "c" zoning classification on a property shall be established by rezoning the subject property to the "c" version of the parent **zone**."

15. AND THAT **Section 12 – Rural Residential Zones, 12.1 RR1 – Rural Residential 1 zone, 12.1.7 Other Regulations** sub-paragraph (g) be deleted in its entirety that reads:

"(g) A **carriage house** must not be closer than 3.0m to an existing principal building."

16. AND THAT **Section 12 – Rural Residential Zones, 12.2 RR2 – Rural Residential 2 zone, 12.2.4 Building and Structures Permitted** sub-paragraph (c) be deleted in its entirety that reads:

"(c) **carriage house** (permitted only on properties that have a 'c' designated sub-zone)"

and replace with a new **12.2.4 Building and Structures Permitted** sub-paragraph (c) be deleted in its entirety that reads:

"(c) one **carriage house** (RR2c only)"

17. AND THAT **Section 12 – Rural Residential Zones, 12.2 RR2 – Rural Residential 2 zone, 12.2.6 Development Regulations** sub-paragraph (a) be deleted in its entirety that reads:

"(a) The maximum **site coverage** is 20%, except that it is 50% for **greenhouses and plant nurseries**.

Site coverage of accessory **buildings** or **structures** and **carriage house** shall not exceed a combined 14%. The maximum floor area of a carriage house shall be 90 m² or 75% of the total floor area of the principal building. The maximum floor area of a carriage house may increase to a maximum of 100 m² only if the carriage house is limited to one (1) storey in height and is less than 75% of the total floor area of the principal building."

and replace with a new **12.2.6 Development Regulations** sub-paragraph (a) be deleted in its entirety that reads:

"(a) The maximum **site coverage** is 20%, except that it is 50% for **greenhouses and plant nurseries**."

18. AND THAT **Section 12 – Rural Residential Zones, 12.2 RR2 – Rural Residential 2 zone, 12.2.6 Development Regulations** sub-paragraph (b) be deleted in its entirety that reads:

"(b) The maximum **height** for principal buildings is the lesser of 9.5m or 2 ½ storeys. The maximum **height** for **accessory buildings** / structures is 4.5m. The maximum **height** for **carriage houses** is 4.8m."

and replace with a new **12.2.6 Development Regulations** sub-paragraph (b) be deleted in its entirety that reads:

"(b) The maximum **height** is the lesser of 9.5 m or 2 ½ **storeys**."

19. AND THAT **Section 12 – Rural Residential Zones, 12.2 RR2 – Rural Residential 2 zone, 12.2.6 Development Regulations** sub-paragraph (e) be deleted in its entirety that reads:

"(e) A "c" notation shown on Schedule "A" as part of the identified **zone** classification indicates that a **secondary use** in the form of a secondary **dwelling** unit is permitted on the properties so designated, subject to meeting the conditions of **use** of the **zone**. A "c" zoning classification on a property shall be established by rezoning the subject property to the "c" version of the parent **zone**."

and replace with a new **12.2.6 Development Regulations** sub-paragraph (e) be deleted in its entirety that reads:

"(e) 12.2.7 Other Regulations (g) A "c" notation shown on Schedule "A" as part of the identified **zone** classification indicates that a **secondary use** in the form of a **carriage house** is permitted on the properties so designated, subject to meeting the conditions of **use** of the **zone**. A "c" zoning classification on a property shall be established by rezoning the subject property to the "c" version of the parent **zone**."

20. AND THAT **Section 12 – Rural Residential Zones, 12.2 RR2 – Rural Residential 2 zone, 12.2.6 Development Regulations** sub-paragraph (f) be deleted in its entirety that reads:
- “(f) The minimum **rear yard** is 9.0 m, except it is 3.0 m for accessory **buildings**.”
- and replace with a new **12.2.6 Development Regulations** sub-paragraph (f) be deleted in its entirety that reads:
- “(f) The minimum **rear yard** is 9.0 m.”
21. AND THAT **Section 12 – Rural Residential Zones, 12.2 RR2 – Rural Residential 2 zone, 12.2.7 Other Regulations** sub-paragraph (f) be deleted in its entirety that reads:
- “(f) A **carriage house** must not be closer than 3.0m to an existing principal building.”
22. AND THAT **Section 12 – Rural Residential Zones, 12.3 RR3 – Rural Residential 2 zone, 12.3.3 Secondary Uses** sub-paragraph (c) be deleted in its entirety that reads:
- (c) **carriage homes** (RR3c only)
- and replace with a new **12.3.3 Secondary Uses** sub-paragraph (f) be deleted in its entirety that reads:
- (c) **carriage house** (RR3c only)
23. AND THAT **Section 12 – Rural Residential Zones, 12.3 RR3 – Rural Residential 2 zone, 12.3.4 Buildings and Structures Permitted** sub-paragraph (c) be deleted in its entirety that reads:
- “(c) **carriage house** (permitted only on properties that have a ‘c’ designated sub-zone)”
- and replace with a new **12.3.4 Buildings and Structures Permitted** sub-paragraph (c) be deleted in its entirety that reads:
- “(c) one **carriage house** (RR3c only)”
24. AND THAT **Section 12 – Rural Residential Zones, 12.3 RR3 – Rural Residential 2 zone, 12.3.6 Development Regulations** sub-paragraph (a) be deleted in its entirety that reads:
- “(a) The maximum **site coverage** is 30%.
- Site** coverage of accessory **buildings** or **structures** and **carriage house** shall not exceed a combined 14%. The maximum floor area of a carriage house shall be 90 m² or 75% of the total floor area of the principal building. The maximum floor area of a carriage house may increase to a maximum of 100 m² only if the carriage house is limited to one (1) storey in height and is less than 75% of the total floor area of the principal building.”
- and replace with a new **12.3.6 Development Regulations** sub-paragraph (a) be deleted in its entirety that reads:
- “(a) The maximum **site coverage** is 30%.”
25. AND THAT **Section 12 – Rural Residential Zones, 12.3 RR3 – Rural Residential 2 zone, 12.3.6 Development Regulations** sub-paragraph (a) be deleted in its entirety that reads:

"(b) The maximum height for principal buildings is the lesser of 9.5m or 2 ½ storeys. The maximum height for accessory buildings / structures is 4.5m. The maximum height for carriage houses is 4.8m."

and replace with a new , **12.3.6 Development Regulations** sub-paragraph (b) be deleted in its entirety that reads:

"(b) The maximum **height** is the lesser of 9.5 m or 2 ½ **storeys**."

26. AND THAT **Section 12 – Rural Residential Zones, 12.3 RR3 – Rural Residential 2 zone, 12.3.6 Development Regulations** sub-paragraph (e) be deleted in its entirety that reads:

"(e) The minimum **rear yard** is 7.5 m, except it is 1.5 m for accessory **buildings**. Where the **lot width** exceeds the **lot depth**, the minimum **rear yard** is 4.5 m provided that one **side yard** shall have a minimum width of 4.5 m."

and replace with a new , **12.3.6 Development Regulations** sub-paragraph (e) be deleted in its entirety that reads:

"(e) The minimum **rear yard** is 7.5 m. Where the **lot width** exceeds the **lot depth**, the minimum **rear yard** is 4.5 m provided that one **side yard** shall have a minimum width of 4.5 m."

27. AND THAT **Section 12 – Rural Residential Zones, 12.3 RR3 – Rural Residential 2 zone, 12.3.7 Other Regulations** sub-paragraph (c) be deleted in its entirety that reads:

"(c) A "c" notation shown on Schedule "A" as part of the identified **zone** classification indicates that a **secondary use** in the form of a secondary **dwelling** unit is permitted on the properties so designated, subject to meeting the conditions of **use** of the **zone**. A "c" zoning classification on a property shall be established by rezoning the subject property to the "c" version of the parent **zone**."

and replace with a new , **12.3.7 Other Regulations** sub-paragraph (c) be deleted in its entirety that reads:

"(c) A "c" notation shown on Schedule "A" as part of the identified **zone** classification indicates that a **secondary use** in the form of a **carriage house** is permitted on the properties so designated, subject to meeting the conditions of **use** of the **zone**. A "c" zoning classification on a property shall be established by rezoning the subject property to the "c" version of the parent **zone**."

28. AND THAT **Section 12 – Rural Residential Zones, 12.3 RR3 – Rural Residential 2 zone, 12.3.7 Other Regulations** sub-paragraph (d) be deleted in its entirety that reads:

"(d) A **carriage house** must not be closer than 3.0m to an existing principal building."

29. AND THAT **Section 13 – Urban Residential Zones, 13.1 RU1 – Large Lot Housing Zones, 13.1.3 Secondary Uses** sub-paragraph (c) be deleted in its entirety that reads:

"(c) **carriage homes** (RU1c only)"

and replace with a new , **13.1.3 Secondary Uses** sub-paragraph (c) be deleted in its entirety that reads:

"(c) **carriage house** (RU1c and RU1hc only)"

30. AND THAT **Section 13 – Urban Residential Zones, 13.1 RU1 – Large Lot Housing Zones, 13.1.4 Buildings and Structures Permitted** sub-paragraph (c) be deleted in its entirety that reads:

“(c) **carriage house** (permitted only on properties that have a ‘c’ designated sub-zone)”

and replace with a new , **13.1.4 Buildings and Structures Permitted** sub-paragraph (c) be deleted in its entirety that reads:

“(c) one **carriage house** (RU1c and RU1hc only)”

31. AND THAT **Section 13 – Urban Residential Zones, 13.1 RU1 – Large Lot Housing Zones, 13.1.6 Development Regulations** sub-paragraph (a) be deleted in its entirety that reads:

“(a) The maximum **site coverage** is 40% and together with driveways and parking areas, shall not exceed 50%.

For all accessory buildings or structures and carriage houses:

- The maximum combined lot coverage of all accessory **buildings** or **structures** and **carriage houses** shall not exceed 14%.
- The maximum combined area of all accessory **buildings / structures** and **carriage houses** (e.g. footprint size) shall not exceed 90 m².
- The maximum net floor area of a carriage house shall not exceed 90 m².
- The maximum net floor area of all carriage houses (including 1 storey carriage houses) shall not exceed 75% of the total net floor area of the principal dwelling.
- If a development contains a carriage house and if the height of all the accessory buildings / structures, and carriage house are limited to one (1) storey then the following bonus applies:
 - The maximum combined lot coverage of all accessory **buildings / structures** and **carriage houses** may be increased to a maximum of 20%
 - The maximum combined area of all accessory **buildings / structures** and **carriage houses** (e.g. footprint size) may be increased to a maximum of 130 m² subject to:
 - The maximum area (e.g. footprint size) of a carriage house shall not exceed 100 m².
 - The maximum area (e.g. footprint size) of all accessory buildings / structures (including garages) shall not exceed 50 m².”

and replace with a new , **13.1.6 Development Regulations** sub-paragraph (a) be deleted in its entirety that reads:

“(a) The maximum **site coverage** is 40% and together with driveways and parking areas, shall not exceed 50%.”

32. AND THAT **Section 13 – Urban Residential Zones, 13.1 RU1 – Large Lot Housing Zones, 13.1.6 Development Regulations** sub-paragraph (b) be deleted in its entirety that reads:

“(b) The maximum height for principal **buildings** shall be:

- i. 9.5 m or 2 ½ **storeys** whichever is the lesser; or
- ii. 2 ½ storeys in the RU1h zone and where any vertical wall element facing a front, flanking **street** or **rear yard** (including **walkout basements**) is the lesser of 6.5 m or 2 **storeys**, above which the **building** shall be stepped back at least 1.2 m; and
- iii. 4.5 m for **accessory buildings or structures**.”

and replace with a new , **13.1.6 Development Regulations** sub-paragraph (b) be deleted in its entirety that reads:

“(b) The maximum **height** for principal **buildings** is:

- i. 9.5 m or 2 ½ **storeys** whichever is the lesser; or

- ii. 2 ½ storeys in the RU1h zone and where any vertical wall element facing a **front, flanking street** or **rear yard** (including **walkout basements**) is the lesser of 6.5 m or 2 **storeys**, above which the **building** shall be stepped back at least 1.2 m.”

- 33. AND THAT **Section 13 – Urban Residential Zones, 13.1 RU1 – Large Lot Housing Zones, 13.1.6 Development Regulations** sub-paragraph (e) be deleted in its entirety that reads:

“(e) The minimum **rear yard** is 7.5 m, except it is 1.5 m for accessory **buildings**. Where the **lot width** exceeds the **lot depth**, the minimum **rear yard** is 4.5 m provided that one **side yard** shall have a minimum width of 4.5 m.”

and replace with a new , **13.1.6 Development Regulations** sub-paragraph (b) be deleted in its entirety that reads:

“(e) The minimum **rear yard** is 7.5 m. Where the **lot width** exceeds the **lot depth**, the minimum **rear yard** is 4.5 m provided that one **side yard** shall have a minimum width of 4.5 m.”

- 34. AND THAT **Section 13 – Urban Residential Zones, 13.1 RU1 – Large Lot Housing Zones, 13.1.6 Development Regulations** sub-paragraph (f) be deleted in its entirety that reads:

“(f) For RU1h zones, the maximum **height** of any vertical wall element facing a front, flanking street or rear yard (including walkout basements) is the lesser of 6.5 m or 2 **storeys**, above which the **building** must be stepped back at least 1.2m.”

- 35. AND THAT **Section 13 – Urban Residential Zones, 13.1 RU1 – Large Lot Housing Zones, 13.1.7 Other Regulations** sub-paragraph (b) be deleted in its entirety that reads:

“(b) A “c” notation shown on Schedule “A” as part of the identified **zone** classification indicates that a **secondary use** in the form of a secondary **dwelling** unit is permitted on the properties so designated, subject to meeting the conditions of **use** of the **zone**. A “c” zoning classification on a property shall be established by rezoning the subject property to the “c” version of the parent **zone**.”

and replace with a new , **13.1.7 Other Regulations** sub-paragraph (b) be deleted in its entirety that reads:

“(b) A “c” notation shown on Schedule “A” as part of the identified **zone** classification indicates that a **secondary use** in the form of a **carriage house** is permitted on the properties so designated, subject to meeting the conditions of **use** of the **zone**. A “c” zoning classification on a property shall be established by rezoning the subject property to the “c” version of the parent **zone**.”

- 36. AND THAT **Section 13 – Urban Residential Zones, 13.1 RU1 – Large Lot Housing Zones, 13.1.7 Other Regulations** sub-paragraph (c) be deleted in its entirety that reads:

“(c) A **carriage house** must not be closer than 3.0m to an existing principal building.”

and replace with a new , **13.1.7 Other Regulations** sub-paragraph (c) be deleted in its entirety that reads:

- 37. AND THAT **Section 13 – Urban Residential Zones, 13.2 RU2 – Medium Lot Housing Zones, 13.2.4 Buildings and Structures Permitted** sub-paragraph (c) be deleted in its entirety that reads:

“(c) **carriage house** (permitted only on properties that have a ‘c’ designated sub-zone)”

and replace with a new , **13.2.4 Buildings and Structures Permitted** sub-paragraph (c) be deleted in its entirety that reads:

“(c) one **carriage house** (RU2c and RU2hc only)”

38. AND THAT **Section 13 – Urban Residential Zones, 13.2 RU2 – Medium Lot Housing Zones, 13.2.6 Development Regulations** sub-paragraph (a) be deleted in its entirety that reads:

“(a) The maximum **site coverage** is 40% and together with driveways and parking areas, shall not exceed 50%.

For all accessory buildings or structures and carriage houses:

- The maximum combined lot coverage of all accessory **buildings** or **structures** and **carriage houses** shall not exceed 14%.
- The maximum combined area of all accessory **buildings / structures** and **carriage houses** (e.g. footprint size) shall not exceed 90 m².
- The maximum net floor area of a carriage house shall not exceed 90 m².
- The maximum net floor area of all carriage houses (including 1 storey carriage houses) shall not exceed 75% of the total net floor area of the principal dwelling.
- If a development contains a carriage house and if the height of all the accessory buildings / structures, and carriage house are limited to one (1) storey then the following bonus applies:
 - The maximum combined lot coverage of all accessory **buildings / structures** and **carriage houses** may be increased to a maximum of 20%
 - The maximum combined area of all accessory **buildings / structures** and **carriage houses** (e.g. footprint size) may be increased to a maximum of 130 m² subject to:
 - The maximum area (e.g. footprint size) of a carriage house shall not exceed 100 m².
 - The maximum area (e.g. footprint size) of all accessory buildings / structures (including garages) shall not exceed 50 m².”

and replace with a new , **13.2.6 Development Regulations** sub-paragraph (c) be deleted in its entirety that reads:

“(a) The maximum **site coverage** is 40% and together with driveways and parking areas, shall not exceed 50%.”

39. AND THAT **Section 13 – Urban Residential Zones, 13.2 RU2 – Medium Lot Housing Zones, 13.2.6 Development Regulations** sub-paragraph (b) be deleted in its entirety that reads:

“(b) The maximum height for principal **buildings** shall be:

- 9.5 m or 2 ½ **storeys** whichever is the lesser; or
- 2 ½ storeys in the RU2h zone and where any vertical wall element facing a front, flanking **street** or **rear yard** (including **walkout basements**) is the lesser of 6.5 m or 2 **storeys**, above which the **building** shall be stepped back at least
- 1.2 m; and
- 4.5 m for **accessory buildings or structures**.”

and replace with a new , **13.2.6 Development Regulations** sub-paragraph (b) be deleted in its entirety that reads:

“(b) The maximum **height** for principal **buildings** is:

- i. 9.5 m or 2 ½ **storeys** whichever is the lesser; or

- ii. 2 ½ **storeys** in the RU2h zone and where any vertical wall element facing a **front, flanking street** or **rear yard** (including **walkout basements**) is the lesser of 6.5 m or 2 **storeys**, above which the **building** shall be stepped back at least 1.2 m.”

40. AND THAT **Section 13 – Urban Residential Zones, 13.2 RU2 – Medium Lot Housing Zones, 13.2.6 Development Regulations** sub-paragraph (e) be deleted in its entirety that reads:

“(e) The minimum **rear yard** is 6.0 m for a 1 or 1 ½ **storey** portion of a **building** and 7.5 m for a 2 or 2 ½ **storey** portion of a **building**, except it is 1.5 m for **accessory buildings**. Where the **lot width** exceeds the **lot depth**, the minimum **rear yard** is 4.5 m provided that one **side yard** shall have a minimum width of 4.5 m.”

and replace with a new , **13.2.6 Development Regulations** sub-paragraph (e) be deleted in its entirety that reads:

“(e) The minimum **rear yard** is 6.0 m for a 1 or 1 ½ **storey** portion of a **building** and 7.5 m for a 2 or 2 ½ **storey** portion of a **building**. Where the **lot width** exceeds the **lot depth**, the minimum **rear yard** is 4.5 m provided that one **side yard** shall have a minimum width of 4.5 m.”

41. AND THAT **Section 13 – Urban Residential Zones, 13.2 RU2 – Medium Lot Housing Zones, 13.2.7 Other Regulations** sub-paragraph (d) be deleted in its entirety that reads:

“(d) A “c” notation shown on Schedule “A” as part of the identified **zone** classification indicates that a **secondary use** in the form of a secondary **dwelling** unit is permitted on the properties so designated, subject to meeting the conditions of **use** of the **zone**. A “c” zoning classification on a property shall be established by rezoning the subject property to the “c” version of the parent **zone**.”

and replace with a new , **13.2.6 Other Regulations** sub-paragraph (d) be deleted in its entirety that reads:

“(d) A “c” notation shown on Schedule “A” as part of the identified **zone** classification indicates that a **secondary use** in the form of a **carriage house** is permitted on the properties so designated, subject to meeting the conditions of **use** of the **zone**. A “c” zoning classification on a property shall be established by rezoning the subject property to the “c” version of the parent **zone**.”

42. AND THAT **Section 13 – Urban Residential Zones, 13.2 RU2 – Medium Lot Housing Zones, 13.2.7 Other Regulations** sub-paragraph (e) be deleted in its entirety that reads:

“(e) A **carriage house** must not be closer than 3.0m to an existing principal building.”

43. AND THAT **Section 13 – Urban Residential Zones, 13.6 RU6 – Two Dwelling Housing Zones, 13.6.4 Buildings and Structures Permitted** sub-paragraph (f) be deleted in its entirety that reads:

“(f) **carriage house**”

and replace with a new , **13.6.4 Buildings and Structures Permitted** sub-paragraph (f) be deleted in its entirety that reads:

“(f) one **carriage house**”

44. AND THAT **Section 13 – Urban Residential Zones, 13.6 RU6 – Two Dwelling Housing Zones, 13.6.6 Development Regulations** sub-paragraph (b) be deleted in its entirety that reads:

“(b) For all accessory buildings or structures and carriage houses:

- The maximum combined lot coverage of all accessory **buildings or structures and carriage houses** shall not exceed 14%.
- The maximum combined area of all accessory **buildings / structures and carriage houses** (e.g. footprint size) shall not exceed 90 m².
- The maximum net floor area of a carriage house shall not exceed 90 m².
- The maximum net floor area of all carriage houses (including 1 storey carriage houses) shall not exceed 75% of the total net floor area of the principal dwelling.
- If a development contains a carriage house and if the height of all the accessory buildings / structures, and carriage house are limited to one (1) storey then the following bonus applies:
 - The maximum combined lot coverage of all accessory **buildings / structures and carriage houses** may be increased to a maximum of 20%
 - The maximum combined area of all accessory **buildings / structures and carriage houses** (e.g. footprint size) may be increased to a maximum of 130 m² subject to:
 - The maximum area (e.g. footprint size) of a carriage house shall not exceed 100 m².
 - The maximum area (e.g. footprint size) of all accessory buildings / structures (including garages) shall not exceed 50 m².”

45. AND THAT **Section 13 – Urban Residential Zones, 13.6 RU6 – Two Dwelling Housing Zones, 13.6.6 Development Regulations** sub-paragraph (d) be deleted in its entirety that reads:

“(d) The maximum height for accessory buildings / structures is 4.5m.”

46. AND THAT **Section 13 – Urban Residential Zones, 13.6 RU6 – Two Dwelling Housing Zones, 13.6.6 Development Regulations** sub-paragraph (e) be deleted in its entirety that reads:

“(e) The maximum height for carriage houses is 4.8 m.”

47. AND THAT **Section 13 – Urban Residential Zones, 13.6 RU6 – Two Dwelling Housing Zones, 13.6.6 Development Regulations** sub-paragraph (h) be deleted in its entirety that reads:

“(h) The minimum site rear yard is 7.5 m, except it is 1.5 m for accessory buildings. Where the lot width exceeds the lot depth, the minimum rear yard is 4.5 m provided that one side yard shall have a minimum width of 4.5 m.”

and replace with a new , **13.6.6 Development Regulations** sub-paragraph (h) be deleted in its entirety that reads:

“(h) The minimum **rear yard** is 7.5 m. Where the **lot width** exceeds the **lot depth**, the minimum **rear yard** is 4.5 m provided that one **side yard** shall have a minimum width of 4.5 m.”

48. AND THAT **Section 13 – Urban Residential Zones, 13.6 RU6 – Two Dwelling Housing Zones, 13.6.7 Development Regulations** sub-paragraph (b) be deleted in its entirety that reads:

"(b) A carriage house must not be closer than 3.0m to an existing principal building."

49. AND THAT **Section 13 – Urban Residential Zones, 13.7 RM1 – Four Dwelling Housing Zones, 13.7.4 Buildings and Structures Permitted** sub-paragraph (a) be deleted in its entirety that reads:

"(a) carriage house"

and replace with a new , **13.6.6 Development Regulations** sub-paragraph (h) be deleted in its entirety that reads:

"(a) one carriage house"

50. AND THAT **Section 13 – Urban Residential Zones, 13.7 RM1 – Four Dwelling Housing Zones, 13.7.6 Development Regulations** sub-paragraph (c) be deleted in its entirety that reads:

"(c) The maximum height is the lesser of 9.5 m or 2 ½ storeys, except it is 4.5 m for accessory buildings and structures."

and replace with a new , **13.7.6 Development Regulations** sub-paragraph (c) be deleted in its entirety that reads:

"(c) The maximum height is the lesser of 9.5 m or 2 ½ storeys."

51. AND THAT **Section 13 – Urban Residential Zones, 13.7 RM1 – Four Dwelling Housing Zones, 13.7.6 Development Regulations** sub-paragraph (f) be deleted in its entirety that reads:

"(f) The minimum site rear yard is 6.0 m for a 1 or 1 ½ storey portion of a building and 7.5 m for a 2 or 2 ½ storey portion of a building, except it is 1.5 m for accessory buildings."

and replace with a new , **13.7.6 Development Regulations** sub-paragraph (f) be deleted in its entirety that reads:

"(f) The minimum rear yard is 6.0 m for a 1 or 1 ½ storey portion of a building and 7.5 m for a 2 or 2 ½ storey portion of a building."

52. AND THAT **Section 17 – Health District Zones, 17.2 HD2 – Hospital and Health Support Services, 17.2.5 Development Regulations** sub-paragraph (b) be deleted in its entirety that reads:

"17.2.5.2 (b) The maximum height is the lesser of 9.5 m or 2 ½ storeys, except it is 4.5m for accessory buildings (which may contain a carriage house.)"

and replace with a new , **13.7.6 Development Regulations** sub-paragraph (f) be deleted in its entirety that reads:

"17.2.5.2 (b) The maximum height is the lesser of 9.5 m or 2 ½ storeys, except it is 4.5 m for accessory buildings or structures."

53. 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 24th day of April, 2017.

Amended at first reading by the Municipal Council this

Considered at a Public Hearing on the

Read a second and third time by the Municipal Council this

Approved under the Transportation Act this

(Approving Officer-Ministry of Transportation)

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk

6.5 Accessory Development

6.5.1 General Regulations

- (a) No person shall erect or permit to be erected a satellite dish, radio or television mast in a residential **zone** that is:
 - i. Located in a required **front** or **side yard** or projects over any **lot line**; and
 - ii. Higher than the **height** permitted for any **accessory structure** in that **zone** unless the property owner or tenant holds a current Amateur Radio License issued by Industry Canada.

6.5.2 Accessory Buildings in Non-Residential Zones

- (a) An **accessory building or structure** in any non-residential **zone** is subject to the **development** regulations for that **zone**.
- (b) Notwithstanding Section 6.5.2(a), an **accessory building or structure** on a **lot** in a non-residential **zone** which abuts a **lot** in a residential **zone** shall not be less than 1.5 m from the boundary of the **lot** in a residential **zone**.
- (c) Notwithstanding Section 6.5.2(a), one half bathroom with a toilet and sink is permitted to a maximum area of 3 m². Bedrooms and / or full bathrooms are not permitted within an **accessory building or structure**, except one full bathroom is permitted in an **accessory building or structure** used exclusively as a pool house.

6.5.3 Accessory Buildings in Residential Zones

- (a) In urban residential **zones**, the maximum **site coverage** for accessory buildings is the lesser of 14% or a footprint 90 m².
- (b) In rural residential **zones**, the maximum **site coverage** for accessory buildings is 14%, except that it is 10% in the RR1 **zone**.
- (c) The maximum **height** is 4.8 m, except it is 6.0 m in the RR1 **zone**.
- (d) The minimum **front yard** is 9.0 m, except in the RR1, RR2 and RR3 zones the minimum **front yard** is 12.0 m. For **double fronting lots**, the minimum **front yard** shall be in accordance with the regulations for a principal **building** in that **zone**.
- (e) The minimum **side yard** is 1.5 m, except:
 - i. for an **accessory building or structure** on an **interior lot line** and with a **gross floor area** of less than 10 m² and a **height** of less than 2.0 m there is no minimum **side yard**; and
 - ii. for mechanical equipment on an **interior lot line** the minimum **side yard** is 1.2 m, except it is 0.2 m in the RU2 and RU3 **zones**.
- (f) The minimum **rear yard** is 1.5 m, except where there is a rear **lane** the minimum **rear yard** is 0.9 m, and in the RR1 and RR2 **zones** the minimum **rear yard** is 3.0 m.
- (g) The minimum distance to the principal **dwelling** is 3.0 m, except if the **gross floor area** of the **accessory building** is less than 20 m², the minimum distance is 1.0 m.

- (h) One half bathroom with a toilet and sink is permitted to a maximum area of 3 m². Bedrooms and / or full bathrooms are not permitted, except one full bathroom is permitted in an **accessory building or structure** used exclusively as a pool house.

9 Specific Use Regulations

9.5 Secondary Suite and Carriage House

9.5b Carriage House Regulations

9.5b.1 Development Regulations in Residential, Health District and Comprehensive Development Zones

- (a) In urban residential, health district and comprehensive development **zones**, where all **accessory buildings** or **carriage houses** are one **storey** in height, the maximum combined **site coverage** of a **carriage house** and all **accessory buildings or structures** is the lesser of 20% or 130 m² and the maximum footprint is 100 m² for a **carriage house** and the maximum footprint is 50 m² for all **accessory buildings or structures**.
- (b) In urban residential, health district and comprehensive development **zones**, where any carriage houses or accessory structures are greater than one storey in height, the maximum combined **site coverage** of a **carriage house** and all **accessory buildings or structures** is the lesser of 14% or 90 m².
- (c) In rural residential **zones**, where all **accessory buildings** or **carriage houses** are one **storey** in height, the maximum combined **site coverage** of a **carriage house** and all **accessory buildings or structures** is the lesser of 20% and the maximum footprint is 100 m² for a **carriage house** and the maximum footprint is 50 m² for all **accessory buildings or structures**.
- (d) In rural residential **zones**, where any carriage houses or accessory structures are greater than one storey in height, the maximum combined **site coverage** of a **carriage house** and all **accessory buildings or structures** is 14%.
- (e) The maximum **net floor area** is the lesser of 100 m² for a single storey carriage house, or 90 m² for a carriage house greater than 1 storey, to a maximum of 75% of the **net floor area** of the principal **dwelling**.
- (f) The maximum upper storey floor area is 75% of the carriage house footprint area..
- (g) The maximum **height** is the lesser of 4.8 m or the **height** of the principal **dwelling**, as measured to the midpoint, except it is the lesser of 6.0 m or the **height** of the principal **dwelling**, as measured to the midpoint in the RR1 **zone**.
- (h) The minimum **front yard** is 9.0 m, except in the RR1c, RR2c and RR3c zones the minimum **front yard** is 12.0 m. For **double fronting lots**, the minimum **front yard** shall be in accordance with the regulations for a principal **building** in that **zone**.
- (i) The minimum **side yard** is 1.5 m.

- (j) The minimum **rear yard** is 1.5 m, except where there is a rear **lane** the minimum **rear yard** is 0.9 m, and in the RR1c and RR2c **zones** the minimum **rear yard** is 3.0 m.
- (k) The minimum distance to a principal **dwelling** is 3.0 m.

9.5b.2 Development Regulations in Agricultural Zones

- (a) The maximum **site coverage** is 90 m², except it is 100 m² if a **carriage house** is limited to one **storey**.
- (b) The maximum **net floor area** is the lesser of 90 m² or 75% of the **net floor area** of the principal **dwelling**.
- (c) The maximum **height** is 6.0 m.
- (d) The minimum **front yard** is 12.0 m except for **double fronting lots**. For **double fronting lots**, a **carriage house** shall be sited in accordance with the regulations for a **single detached house** in that zone.
- (e) The minimum **side yard** is 3.0 m, except it is 4.0 m from a **flanking street**.
- (f) The minimum **rear yard** is 3.0 m.
- (g) The minimum distance to a principal **dwelling** is 4.5 m and the maximum distance is 10.0 m.

9.5b.3 Other Regulations

- (a) A **carriage house** shall be connected to a community sanitary sewer unless the **lot** is at least 1.0 ha and meets the requirements of the **City** and the Medical Health Officer for septic disposal capacity.
- (b) A **carriage house** shall not be stratified.
- (c) In **residential zones**, a **carriage house** shall not be permitted on the same **lot** as a **boarding and lodging house**, a **bed and breakfast home** or a **group home**.
- (d) A minimum of 30 m² of **private open space** shall be provided per **dwelling** unit. The **private open space** shall have a direct connection to a **carriage house** entrance and be defined from other **private open space** with the use of **landscaping**.
- (e) A lit pathway shall be provided between the **front lot line** and a **carriage house** entrance, except it is not required in agricultural **zones** or **rural residential zones**.
- (f) A pathway shall be provided between the on-site **carriage house parking space** and a **carriage house** entrance.
- (g) A **mobile home** may be considered a **carriage house** only in agricultural **zones** where a **carriage house** is permitted.
- (h) In addition to the regulations listed in this Section, other regulations may apply. These include the general **development** regulations of Section 6, the **landscaping**

and fencing provisions of Section 7, the parking and loading regulations of Section 8, and the specific **use** regulations of Section 9.

REPORT TO COUNCIL



Date: July 24, 2017

RIM No. 1250-30

To: City Manager

From: Community Planning Department (LK)

Application: Z17-0035

Owner: J.D. Nelson & Associates Ltd.,
Inc. No. BC0342193

Address: 2240, 2250 & 2260 Ethel Street

Applicant: Faction Architecture Inc.

Subject: Rezoning Application

Existing OCP Designation: HLTH – Health District

Existing Zone: RU6 – Two Dwelling Housing

Proposed Zone: HD2 – Hospital and Health Support Services

1.0 Recommendation

THAT Rezoning Application No. Z17-0035 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lots 22, 23 and 24 District Lot 136 ODYD Plan 11811, located at 2240, 2250 and 2260 Ethel Street, Kelowna, BC from the RU6 – Two Dwelling Housing zone to the HD2 – Hospital and Health Support Services zone, be considered by Council;

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

AND THAT final adoption of the Rezoning Bylaw be considered subsequent to the outstanding conditions of approval as set out in Schedule "A" attached to the Report from the Community Planning Department dated May 24, 2017;

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

2.0 Purpose

To rezone the subject properties to facilitate the development of multiple dwelling housing on the subject properties.

3.0 Community Planning

Community Planning Staff supports the proposed rezoning application to the HD2 zone in order to accommodate a 50-unit multiple dwelling housing project on the three subject parcels. The application is consistent with the Official Community Plan (OCP) Future Land Use Designation of HLTH – Health District.

The proposal consists of three parcels that are located mid-block between Glenwood Avenue and Rose Avenue in the Central City Sector. It is two blocks west of the Guishacan Village Centre and directly across from the Cottonwoods Care Centre. Adding density at this location will be supported by nearby parks, schools, transit, bike routes and proximity to the Guishacan Village Shopping Area. The site is within walking distance to Kelowna General Hospital (KGH) and the project benefits from the Ethel Street Cycling routes with good commuting connections to the Downtown and central parts of the city. The proposed apartment building will help contribute to fulfilling the City's policy of 'Complete Communities' by increasing the residential density of the properties and neighbourhood.

The HD2 zone facilitates the development of multi-family residential buildings in order to provide this type of housing within close proximity to the Kelowna General Hospital and the Cottonwoods Care Centre for potential employees to live in the area, thus reducing reliance on vehicles.

In fulfillment of Council Policy No. 367, the applicant completed public notification and consultation with property owners within 50 m of the subject property.

4.0 Proposal

4.1 Project Description

This project will be the first significant development within the HD2 designated area located along Ethel Street. The proposed development is a 50-unit 4-storey apartment building. The intent is to create a strata development, thus allowing the units to be sold individually. The proposal has 6 ground-oriented 2-storey townhouses with direct access onto Ethel Street. Located behind the townhouses are 44 condo units. The unit breakdown comprises of six three-bedroom units, six two-bedroom + den units, 14 two-bedroom units, eight one-bedroom + den units, four one-bedroom units and 12 studio units. The unit sizes range from 313 ft² (29 m²) up to 1300 ft² (120.77 m²), with private exterior patios or decks.



The Zoning Bylaw Regulations for parking stall requirements have been met with 50 parking stalls provided within an underground parkade and private garages, which are all accessed from the rear laneway. Secure class 1 bicycle parking stalls are located in a designated room within the parkade. The class 2 visitor bike stalls are located adjacent to the main entry at-grade.

Rental Housing Agreement

The HD2 – Health District zone has a provision for a density increase of 0.1 to allow a maximum FAR of 1.4 with a Housing Agreement. The density bump equates to approximately an additional 245 m² of building area. The owner in turn must enter into a Housing Agreement with the City of Kelowna, which will be registered on title. The agreement commits a number of units, equal to the density bump gained (245 m²

minimum) be designated as rental units for a period of not less than 10 years and these units may not be owner occupied or utilized for short-term rentals.

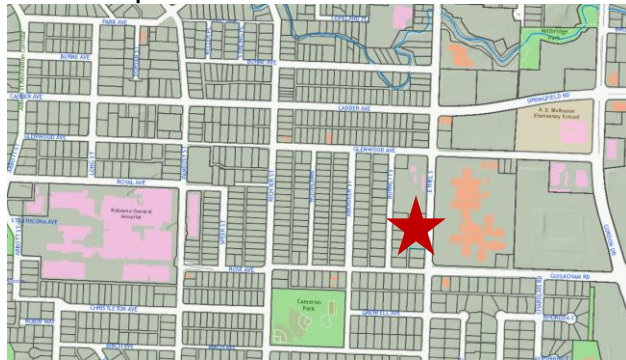
4.2 Site Context

The project consists of 3 parcels that are located along Ethel Street between Rose Avenue and Glenwood Avenue, and is 2 blocks south of Springfield Road. The parcels are bordered by P1- Public & Institutional Zone and RU6 – Two Dwelling Housing to the north, P2 – Education & Minor Institutional to the east and RU6 – Two Dwelling Housing to the south and west. The parcels are designated HLTH – Health District and are within the Permanent Growth Boundary.

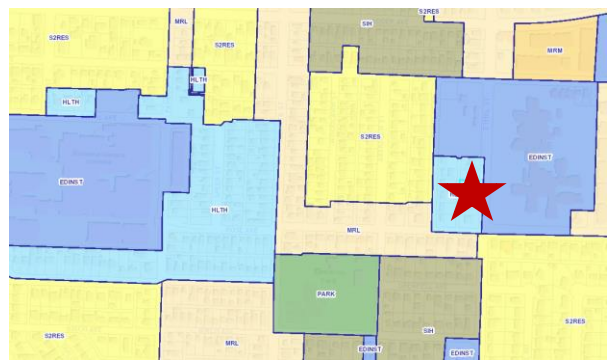
Specifically, adjacent land uses are as follows:

| Orientation | Zoning | Land Use |
|-------------|--|--|
| North | RU6 – Two Dwelling Housing P1 – Major Institutional | Single Dwelling House Interior Health Offices |
| East | P2 – Education & Minor Institutional | Supportive Housing (Cottonwoods) |
| South | RU6 – Two Dwelling Housing | Single & Two Dwelling Housing |
| West | RU6 – Two Dwelling Housing | Single & Two Dwelling Housing |

Context Map:



Future Land Use:



Subject Property Map: 2240, 2250 & 2260 Ethel Street



4.3 Zoning Analysis Table

| Zoning Analysis Table | | |
|---|-----------------------------------|------------------------------|
| CRITERIA | HD ₂ ZONE REQUIREMENTS | PROPOSAL |
| Existing Lot/Subdivision Regulations | | |
| Lot Area | 900 m ² | 2450 m ² |
| Lot Width | 30 m | 65.85 m |
| Lot Depth | 30 m | 37.22 m |
| Development Regulations | | |
| Floor Area Ratio | 1.4 | 1.38 |
| Site Coverage | 55% | 64%❶ |
| Height | 16.50 m | 15.24 m |
| Front Yard | 4.5 m | 3.5 m❷ |
| Side Yard (south) | 1.5 m to parking structure | 4.5 m |
| Side Yard (north) | 1.5 m to parking structure | 4.5 m |
| Rear Yard | 3.0 m | 0.20 m❸ |
| Other Regulations | | |
| Minimum Parking Requirements | 50 stalls | 50 stalls |
| Bicycle Parking | Class I - 25 Class II - 5 | Class I - 25 Class II - 5 |
| Private Open Space | 920 m ² | 1115 m ² |
| ❶ Indicates a requested variance to the site coverage of 55% maximum to 64% proposed. ❷ Indicates a requested variance to the front yard setback from 4.5 m required to 3.5 m proposed. ❸ Indicates a requested variance to the rear yard setback from 3.0m required to 0.20m proposed. | | |

Variances

As indicated in the above Zoning Analysis Table, should the Rezoning application be supported, the current proposal would require three variances. The variances would be to the maximum site coverage, along with the required front and rear yard setbacks and would be requested as part of a separate Development Variance Permit application.

5.0 Current Development Policies

5.1 Kelowna Official Community Plan (OCP)

Chapter 5: Development Process

Complete Communities.¹ Support the development of complete communities with a minimum intensity of approximately 35-40 people and/or jobs per hectare to support basic transit service – a bus every 30 minutes. (approx. 206 people / hectare proposed).

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.

Housing Mix.³ Support a greater mix of housing unit size, form and tenure in new multi-unit residential and mixed use developments.

Ground-Oriented Housing.⁴ Encourage all multiple-unit residential buildings in neighbourhoods with schools and parks to contain ground-oriented units with 2 or more bedrooms so as to provide a family housing choice within the multi-unit rental or ownership markets. High density residential projects in the Downtown area are encouraged to include a ground-oriented housing component, especially where such can be provided on non-arterial and non-collector streets.

6.0 Technical Comments

6.1 Building & Permitting Department

- A Hoarding permit is required and protection of the public from the staging area and the new building area during construction. Location of the staging area and location of any cranes should be established at time of DP.
- A Building Code analysis is required for the structure at time of building permit applications, but the following items may affect the form and character of the building(s):
 - a. Any alternative solution must be accepted by the Chief Building Inspector prior to the release of the Building Permit
 - b. Location, Heights, Colors of mechanical systems and the required screening are to be determined at time of DP

¹ City of Kelowna Official Community Plan, Policy 5.2.4 (Development Process Chapter).

² City of Kelowna Official Community Plan, Policy 5.2.3 (Development Process Chapter).

³ City of Kelowna Official Community Plan, Policy 5.22.11 (Development Process Chapter).

⁴ City of Kelowna Official Community Plan, Policy 5.23.1 (Development Process Chapter).

- c. Any security system that limits access to exiting needs to be addressed in the code analysis by the architect.
- d. Handicap Accessibility to the main floor levels to be provided, ramps may be required. Handicap parking stall(s) to be closest to the main lobby access
- e. Access to the roofs are required per NFPA and guard rails may be required and should be reflected in the plans if required
- f. Vestibule(s) required at access to parkade from units
- g. Door swings can't reduce exit path(s) minimum widths from upper floors. Doors to open in direction of exit when connected to public corridors. Refer to areas along gridline A of the Parking plan and Level 1 plan.
- h. Access to patio roofs are not clearly defined on the drawings. The Development permit drawings to clearly define these accesses. Please revise the drawings and provide a section thru this area as it accesses the lower roof top patios
- i. Floor elevations appear to be confusing near grid B8 of level 1 where additional stairs are required or some stairs are not needed.
- A Geotechnical report is required to address the sub soil conditions and site drainage at time of building permit application. If a soil removal or deposit permit is required, this must be requested at time of Development Permit application.
- We strongly recommend that the developer have his professional consultants review and prepare solutions for potential impact of this development on adjacent properties. Any damage to adjacent properties is a civil action which does not involve the city directly. The items of potential damage claims by adjacent properties are items like settlement of foundations (preload), damage to the structure during construction, undermining & underpinning of existing foundation, additional snow drift on neighbour roofs, excessive noise from mechanical units, vibration damage during foundation preparation work, water infiltration systems, dewatering, etc.
- Mechanical Ventilation inlet and exhausts vents are not clearly defined in these drawings for the enclosed parking level. The location and noise from these units should be addressed at time of Development Permit.
- An exit analysis is required as part of the code analysis at time of building permit application. The exit analysis is to address travel distances within the units and all corridors, number of required exits per area, door swing direction, handrails on each side of exit stairs, width of exits, spatial calculation for any windows in exit stairs, etc.

6.2 Development Engineering Department

Refer to Attachment 'A' dated May 24, 2017.

6.3 Fire Department

- Kelowna Fire Department has no issues with the zoning change.
- Ensure appropriate fire flow as per the subdivision bylaw.
- A fire safety plan as per section 2.8 BCFC is required at occupancy. The fire safety plan and floor plans are to be submitted for approval in AutoCAD Drawing format on a CD as well as a fire pre-plan as per bylaw 10760.
- Fire Department access is to be met as per BCBC 3.2.5. - the lane cannot be deemed reliable for access.

- All requirements of the City of Kelowna Fire and Life Safety Bylaw 10760 shall be met for communications.
- Fire department connection is to be within 45M of a fire hydrant - unobstructed.

6.4 Fortis BC -Electric

- There are FortisBC Inc (Electric) ("FBC(E)") primary distribution facilities along Ethel Street and within the lane adjacent the subject's west property line. Based on the plans submitted, it is unclear whether adequate space has been provided to accommodate the transformation required to service the proposed development. Furthermore, FBC(E) has concerns regarding setback requirements around the existing overhead line in the lane. It is recommended that FBC(E) be contacted as soon as possible to determine servicing and land rights requirements for the proposed design. The applicant is responsible for costs associated with any change to the subject property's existing service, if any, as well as the provision of appropriate land rights where required.
 1. For more information, please refer to FBC(E)'s overhead and underground design requirements:
 2. FortisBC Overhead Design Requirements <http://fortisbc.com/ServiceMeterGuide>
 3. FortisBC Underground Design Specification <http://www.fortisbc.com/InstallGuide>

7.0 **Application Chronology**

Date of Application Received: April 5, 2017
 Date Public Consultation Completed: May 18, 2017
 Date of Amended Plans Received: June 7, 2017

Report prepared by: Lydia Korolchuk, Planner

Reviewed by: Terry Barton, Urban Planning Manager

Reviewed by: Ryan Smith, Community Planning Department Manager

Approved for Inclusion: Doug Gilchrist, Divisional Director, Community Planning & Real Estate

Attachments:

Attachment A: Development Engineering Memorandum
 Site Plan
 Conceptual Elevations
 Landscape Plan



CITY OF KELOWNA
MEMORANDUM

Date: May 24, 2017
File No.: Z17-0035

To: Community Planning (LK)

From: Development Engineering Manager(SM)

Subject: 2240, 2250 & 2260 Ethel Street *REVISED*

HD2

Development Engineering has the following requirements associated with this application. The road and utility upgrading requirements outlined in this report will be a requirement of this development.

The Development Engineering Technologist for this project is Jason Angus

.1) Domestic Water and Fire Protection

- a) The development site is presently serviced with small water services. The developer's consulting mechanical engineer will determine the domestic, fire protection requirements of this proposed development and establish hydrant requirements and service needs. Only one service will be permitted for this development.
- b) The applicant, at his cost, will arrange for the removal of the existing services and the installation of one new larger metered water service and fire hydrant. The new service should tie in to the main on Ethel St. The estimated cost of this construction for bonding purposes is **\$20,000.00**.
- c) The developer must obtain the necessary permits and have all existing utility services disconnected prior to removing or demolishing the existing structures. The City of Kelowna water meter contractor must salvage existing water meters, prior to building demolition. If water meters are not salvaged, the developer will be invoiced for the meters.

.2) Sanitary Sewer

- a) The development site is presently serviced with small diameter sanitary sewer services. Only one service will be permitted for this development. The developer's consulting civil engineer will determine sanitary sizing for this development. The applicant, at his cost, will arrange for the removal of the existing services and and the installation of one new larger service The estimated cost of this construction for bonding purposes is **\$15,000.00**

.3) Storm Drainage

- a) The developer must engage a consulting civil engineer to provide a storm water management plan for these sites which meets the requirements of the City Subdivision Development and Servicing Bylaw 7900. The storm water management plan must also include provision of lot grading plans, minimum basement elevations (MBE), if applicable, and provision of a storm drainage

service and recommendations for onsite drainage containment and disposal systems.

- (b) *Only one service will be permitted for this development. The applicant, at his cost, will arrange the installation of one overflow service. The estimated cost of this construction is **\$8,000.00**.*

.4) Road Improvements

- (a) *Ethel Street fronting this development must be upgraded to an urban standard to including barrier curb & gutter, a separate sidewalk, storm drainage, road fillet & landscaped boulevard and relocation or adjustment of existing utility appurtenances if required to accommodate the upgrading construction.*
- (a) Lane fronting this development must be upgraded to SS-R2 standard to including road fillet and relocation or adjustment of existing utility appurtenances if required to accommodate the upgrading construction. The estimated cost of the road improvements for bonding purposes is **\$1,500.00**

.5) Road Dedication and Subdivision Requirements

By registered plan to provide the following:

- a) Dedicate 0.8m width along the full frontage of the lane.
- b) Lot consolidation.
- c) Grant statutory rights-of-way if required for utility services.

.6) Electric Power and Telecommunication Services

- a) All proposed distribution and service connections are to be installed underground. Existing distribution and service connections, on that portion of a road immediately adjacent to the site, are to be relocated and installed underground as this site is located within the Hospital District centre.
- b) 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.
- c) Re-locate existing poles and utilities, where necessary. Remove aerial trespass (es).

.7) Engineering

Road and utility construction design, construction supervision, and quality control supervision of all off-site and site services including on-site ground recharge drainage collection and disposal systems, must be performed by an approved consulting civil engineer. Designs must be submitted to the City Engineering Department for review and marked "issued for construction" by the City Engineer before construction may begin.

.8) Design and Construction

- a) Design, construction supervision and inspection of all off-site civil works and site servicing must be performed by a Consulting Civil Engineer and all such work is subject to the approval of the City Engineer. Drawings must conform to City standards and requirements.

- b) Engineering drawing submissions are to be in accordance with the City's "Engineering Drawing Submission Requirements" Policy. Please note the number of sets and drawings required for submissions.
- c) Quality Control and Assurance Plans must be provided in accordance with the Subdivision, Development & Servicing Bylaw No. 7900 (refer to Part 5 and Schedule 3).
- d) A "Consulting Engineering Confirmation Letter" (City document 'C') must be completed prior to submission of any designs.
- e) Before any construction related to the requirements of this subdivision application commences, design drawings prepared by a professional engineer must be submitted to the City's Works & Utilities Department. The design drawings must first be "Issued for Construction" by the City Engineer. On examination of design drawings, it may be determined that rights-of-way are required for current or future needs.

.9) Servicing Agreements for Works and Services

- a) A Servicing Agreement is required for all works and services on City lands in accordance with the Subdivision, Development & Servicing Bylaw No. 7900. The applicant's Engineer, prior to preparation of Servicing Agreements, must provide adequate drawings and estimates for the required works. The Servicing Agreement must be in the form as described in Schedule 2 of the bylaw.
- b) Part 3, "Security for Works and Services", of the Bylaw, describes the Bonding and Insurance requirements of the Owner. The liability limit is not to be less than \$5,000,000 and the City is to be

.10) Survey Monuments and Iron Pins

If any legal survey monuments or property iron pins are removed or disturbed during construction, the developer will be invoiced a flat sum of \$1,200.00 per incident to cover the cost of replacement and legal registration. Security bonding will not be released until restitution is made.

.11) Bonding and Levy Summary

(a) Bonding

| | |
|----------------------------|--------------------|
| Water works upgrade | \$20,000.00 |
| Sanitary service upgrade | \$15,000.00 |
| Storm Service | \$ 8,000.00 |
| Lane Frontage Improvements | <u>\$ 1,500.00</u> |

| | |
|---------------|---------------------------|
| Total Bonding | <u>\$44,500.00</u> |
|---------------|---------------------------|

NOTE: The bonding amounts shown above are comprised of estimated construction costs escalated by 140% to include engineering design and contingency protection and are provided for information purposes only. The owner should engage a consulting civil engineer to provide detailed designs and obtain actual tendered construction costs if he wishes to do so. Bonding for required off-site construction must be provided, and may be in the form of cash or an irrevocable letter of credit, in an approved format. The owner must also enter into a servicing agreement in a form provided by the City.

- b) *Only the service upgrades must be completed at this time. The City wishes to defer the remainder of the upgrades to Ethel Street 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 | \$ 937.00 |
| Curb & Gutter | \$ 9,900.00 |
| Sidewalk | \$ 12,375.00 |
| Street Lighting | \$ 3,713.00 |
| Landscape Boulevard | \$ 3,713.00 |
| Road Fillet | \$14,850.00 |
| Total | \$45,488.00 |

.12) Administration Charge

An administration charge will be assessed for processing of this application, review and approval of engineering designs and construction inspection. The administration charge is calculated as (3.5% of Total Off-Site Construction Cost plus GST).

14) Development Permit and Site Related Issues

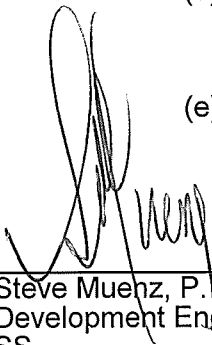
Access and Manoeuvrability

- (i) Access to the site is permitted from the lane as per bylaw.
- (ii) Review and confirm that the development and development site access does not adversely affect the lane operation as a two-way roadway. The minimum clear throat lane width must be 6.4m.

15. Geotechnical Report

As a requirement of this application the owner must provide a geotechnical report prepared by a Professional Engineer qualified in the field of hydro-geotechnical survey to address the following:

- (a) Area ground water characteristics.
- (b) Site suitability for development, unstable soils, etc.
- (c) Drill and / or excavate test holes on the site and install piezometers if necessary. Log test hole data to identify soil characteristics, identify areas of fill if any. Identify unacceptable fill material, analyse soil sulphate content, identify unsuitable underlying soils such as peat, etc. and make recommendations for remediation if necessary.
- (d) List extraordinary requirements that may be required to accommodate construction of roads and underground utilities as well as building foundation designs.
- (e) Additional geotechnical survey may be necessary for building foundations, etc.



Steve Muenz, P. Eng.
Development Engineering Manager
SS

Development Permit Application
Planning Rationale & Urban Design Brief

Ethel Street Development

Kelowna, British Columbia March 17, 2017



Rendering is an artistic interpretation for illustrative purposes only.

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*The Architectural & Civil drawings contained within this document are copies of the original sealed set submitted with this application.

Ethel Street Development Permit Application

Kelowna, British Columbia,

March 17, 2017

1.0 Character & Image:

In harmony with the aspiration to increase density within the health district, this multi-family project endeavors to provide a variety of different medium density housing options. This responds to the increased demand for smaller scale, centrally located, urban alternatives to the traditional single family residence. The composition of the different units, consisting of small studio apartments up to three bedroom townhouses, provides a diverse residence make-up that ultimately will contribute positively to the changing neighbourhood demographic as it transitions toward a more sustainable future.

Ethel Street Development Permit Application

Kelowna, British Columbia,REVISED JUNE 7, 2017

1.1 Preliminary Development Information

| PRELIMINARY DEVELOPMENT INFORMATION | | | | | | | | | | | | | | |
|--|-----------|-------------------------------|------|-------|----------|---------|----------|-------|---------|----------|----------|--------|---|-------------|
| PROJECT: | | Ethel Street Development | | | | | | | | | | | | |
| OWNER: | | J.D. Nelson & Assoc. Ltd. | | | | | | | | | | | | |
| PROJECT NO.: | | 16-008 | | | | | | | | | | | | |
| CIVIC ADDRESS: | | 2240, 2250, 2260 Ethel Street | | | | | | | | | | | | |
| LEGAL ADDRESS: | | Lot 22, 23, 24, Plan 11811 | | | | | | | | | | | | |
| CURRENT ZONING: | | RU6 | | | | | | | | | | | | |
| PROPOSED ZONING: | | HD2 | | | | | | | | | | | | |
| ISSUED FOR: | | Development Permit | | | | | | | | | | | | |
| SUMMARY (ZONING ANALYSIS TABLE BASED ON HD2) | | | | | | | | | | | | | | |
| SITE DETAILS | | | | | | | | | | | | | | |
| Site Area: | | Minimum | | | Proposed | | | | | | | | | |
| | (acres) | | (m2) | | (ft2) | | (acres) | | (m2) | | (ft2) | | | |
| | +/- | 0.22 | +/- | 900 | +/- | 9,688 | +/- | 0.6 | +/- | 2,450.94 | +/- | 26,383 | | |
| | | | | | | | | | | | | | | |
| Site Width: | | Minimum | | | Proposed | | | | | | | | | |
| | | | | | (m) | | (ft) | | (m) | | (ft) | | | |
| | | | | | 30 | | 98.4 | +/- | 65.85 | +/- | 216.0 | | | |
| | | | | | | | | | | | | | | |
| Site Depth: | | Minimum | | | Proposed | | | | | | | | | |
| | | | | | (m) | | (ft) | | (m) | | (ft) | | | |
| | | | | | 30 | | 98.4 | +/- | 37.22 | +/- | 122.0 | | | |
| | | | | | | | | | | | | | | |
| Site Coverage (area): | | Maximum | | | Proposed | | | | | | | | | |
| | | | | | (m2) | | (ft2) | | (m2) | | (ft2) | | | |
| | Buildings | | | | 1,348.0 | | 14,510.4 | +/- | 1,568.8 | +/- | 16,886.0 | | | |
| | | | | | | | | | | | | | | |
| Site Coverage (percentage): | | Maximum | | | Proposed | | | | | | | | | |
| | Buildings | | | | | | | | 55% | +/- | 64.0% | | | |
| | | | | | | | | | | | | | | |
| DEVELOPMENT INFORMATION | | | | | | | | | | | | | | |
| Number & Breakdown of Units: | | | | | | | | | | | | | | |
| Type | LVL | Studio | # | 1Bd | # | 1Bd+Den | # | 2Bd | # | 2Bd+Den | # | 3Bd | # | Total (ft2) |
| TH1 | 1&2 | | | | | | | | | | | ± 1300 | 2 | ± 2600 |
| TH2 | 1&2 | | | | | | | | | ± 1300 | 2 | | | ± 2600 |
| TH3 | 1&2 | | | | | | | | | | | ± 1300 | 2 | ± 2600 |
| A | 2 | ± 313 | 8 | | | | | | | | | | | ± 2504 |
| A1 | 2 | ± 313 | 2 | | | | | | | | | | | ± 626 |
| A1 | 3 | ± 313 | 2 | | | | | | | | | | | ± 626 |
| B | 3 | | | ± 540 | 2 | | | | | | | | | ± 1080 |
| B1 | 1 | | | ± 595 | 2 | | | | | | | | | ± 1190 |
| C | 2 | | | | | ± 620 | 1 | | | | | | | ± 620 |
| C | 3 | | | | | ± 620 | 1 | | | | | | | ± 620 |
| C1 | 1 | | | | | ± 700 | 2 | | | | | | | ± 1400 |
| C1 | 3 | | | | | ± 700 | 2 | | | | | | | ± 1400 |
| C2 | 1 | | | | | ± 745 | 1 | | | | | | | ± 745 |
| C3 | 1 | | | | | ± 785 | 1 | | | | | | | ± 785 |
| D | 2 | | | | | | | ± 745 | 1 | | | | | ± 745 |
| D | 3 | | | | | | | ± 745 | 1 | | | | | ± 745 |
| D1 | 2 | | | | | | | ± 785 | 1 | | | | | ± 785 |
| D1 | 3 | | | | | | | ± 785 | 1 | | | | | ± 785 |
| D2 | 2 | | | | | | | ± 775 | 2 | | | | | ± 1550 |
| D2 | 3 | | | | | | | ± 775 | 2 | | | | | ± 1550 |
| D3 | 2 | | | | | | | ± 740 | 2 | | | | | ± 1480 |
| D3 | 3 | | | | | | | ± 740 | 2 | | | | | ± 1480 |
| D4 | 4 | | | | | | | ± 870 | 2 | | | | | ± 1740 |
| E | 1 | | | | | | | | | ± 850 | 2 | | | ± 1700 |
| E1 | 1 | | | | | | | | | ± 905 | 2 | | | ± 1810 |
| F | 4 | | | | | | | | | | | ± 1265 | 2 | ± 2530 |
| Total | | | 12 | | 4 | | 8 | | 14 | | 6 | | 6 | ± 36296 |
| Total Units | | | | | | | | | | | | | | 50 |

| Floor Area: | | | | | | | | | | | |
|--|-------|------------|--|-----------|-----------|------------|--------|------------|----------|-------------|--------|
| Level | | | | Net (m2)* | | Net (ft2)* | | Gross (m2) | | Gross (ft2) | |
| 1 | | | | +/- | 1,071 | +/- | 11,530 | +/- | 1,265 | +/- | 13,611 |
| 2 | | | | +/- | 1,134 | +/- | 12,210 | +/- | 1,240 | +/- | 13,351 |
| 3 | | | | +/- | 770 | +/- | 8,286 | +/- | 878 | +/- | 9,448 |
| 4 | | | | +/- | 397 | +/- | 4,270 | +/- | 520 | +/- | 5,600 |
| Subtotal | | | | +/- | 3,372 | +/- | 36,296 | +/- | 3,903 | +/- | 42,010 |
| P1 | | | | | | | | +/- | 1,148 | +/- | 12,360 |
| Garage | | | | | | | | +/- | 304 | +/- | 3,276 |
| * As defined in the City of Kelowna Zoning Bylaw | | | | | | | | | | | |
| Floor Area Ratio: | | | | | | | | | Maximum | Proposed | |
| | | | | | | | | | 1.4* | +/- | 1.376 |
| *Based on providing required parking below habitable space of a principle building and entering into a housing agreement | | | | | | | | | | | |
| Building Height: | | | | Maximum | | | | Proposed | | | |
| | | | | (m) | (ft) | | | (m) | (ft) | | |
| | | | | 16.5 | 54 | +/- | | 15.2 | +/- | 50.0 | |
| Building Setbacks (from property line): | | | | Required | | | | Proposed | | | |
| | | | | (m) | (ft) | | | (m) | (ft) | | |
| | Front | (East) | | 4.5 | 14.8 | +/- | | 3.5 | +/- | 11.5 | |
| | Side | (North) | | 4.5/6.0 | 14.8/19.7 | +/- | | 4.5/7.5 | +/- | 14.8/24.6 | |
| | Rear | (West) | | 3.0 | 9.8 | +/- | | 0.2 | +/- | 0.65 | |
| | Side | (South) | | 4.5/6.0 | 14.8/19.7 | +/- | | 4.5/7.5 | +/- | 14.8/24.6 | |
| Private Open Space: | | | | Required | | | | Proposed | | | |
| Type | # | /Unit (m2) | | (m2) | (ft2) | | | (m2) | (ft2) | | |
| Bachelor | 12 | 7.5 | | 90 | 969 | | | | | | |
| 1Bd | 12 | 15 | | 180 | 1938 | | | | | | |
| >1Bd | 26 | 25 | | 650 | 6997 | | | | | | |
| | | | | 920 | 9903 | | +/- | 1,115 | +/- | 12,000 | |
| Parking Stalls: | | | | | | | | | Required | Proposed | |
| | | | | | | | | | 50 | 50 | |
| Loading Spaces: | | | | | | | | | Required | Proposed | |
| | | | | | | | | | 0 | 0 | |
| Bicycle Parking: | | | | | | | | | Required | Proposed | |
| | | | | | | | | | Class I | 25 | |
| | | | | | | | | | Class II | 5 | |

Ethel Street Development Permit Application

Kelowna, British Columbia,

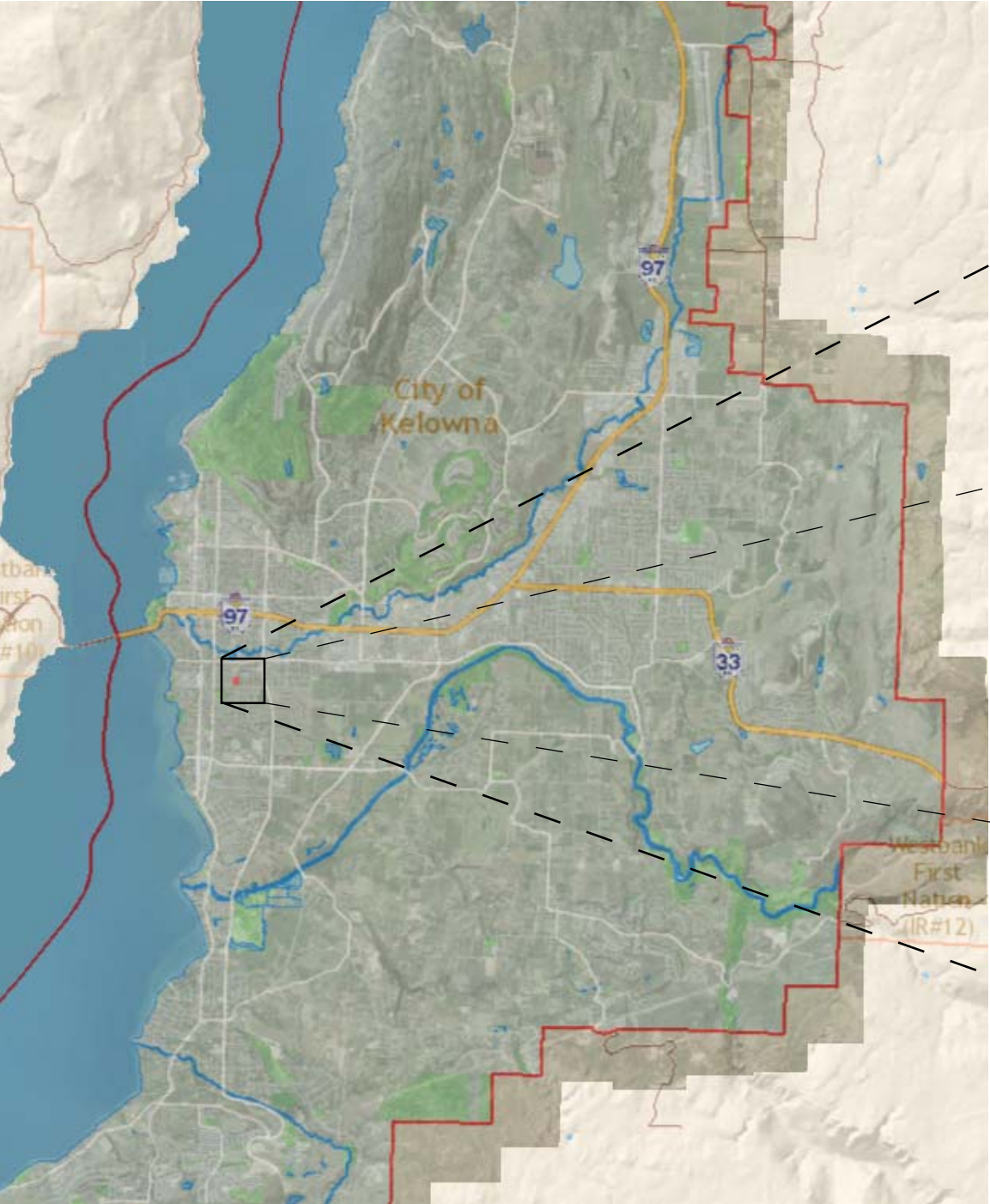
March 17, 2017

2.0 Neighborhood Context:

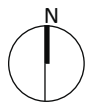
The project consists of 3 parcels that are located on Ethel Street, between Rose Avenue and Glenwood Avenue, two blocks south of Springfield Road. The project site is centrally located between downtown and the Capri Landmark Urban Centre and is close to nearby parks, schools and transit routs. The current zoning is RU6 with a future land use designation as HD2.

Ethel Street Development Permit Application
Kelowna, British Columbia, March 17, 2017

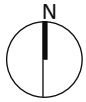
2.1 Location



Map of City of Kelowna N.T.S.

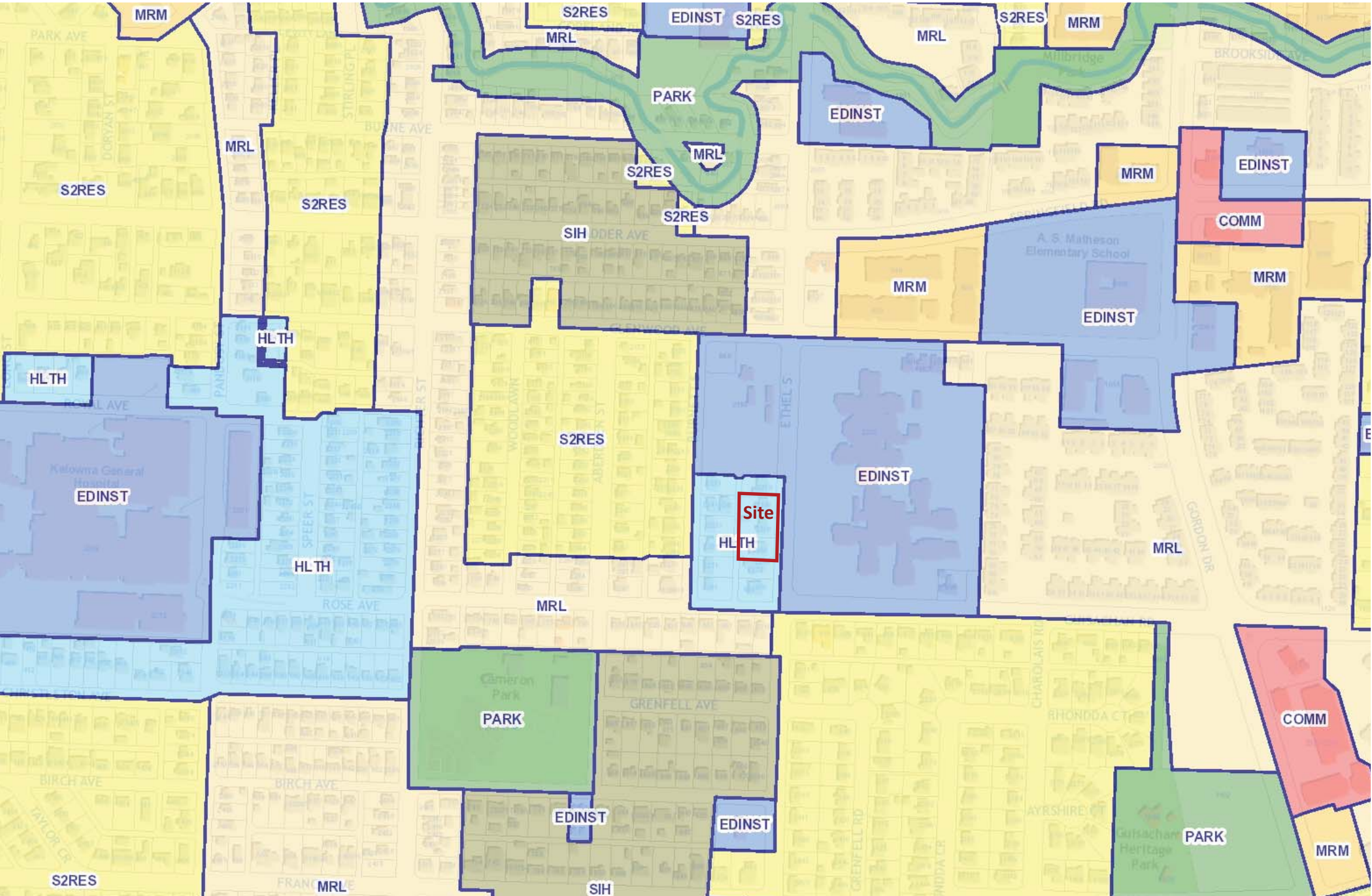


Subject Land & Context Plan N.T.S.



Ethel Street Development Permit Application
Kelowna, British Columbia, March 17, 2017

2.2 City of Kelowna Official Community Plan



Legend

- Future Land Use Text
- Future Land Use
 - Agri-Business
 - Commercial
 - Educational/Major Institutional
 - First Nations Reserve
 - Future Urban Reserve
 - Health District
 - Industrial
 - Industrial - Limited
 - Industrial - Transitional
 - Multiple Unit Residential - Cluster Housing
 - Multiple Unit Residential (High Density)
 - Multiple Unit Residential (Medium Density)
 - Multiple Unit Residential (Low Density)
 - Mixed Use (Residential / Commercial)
 - Mixed Use Tourism
 - Major Park/Open Space (public)
 - Public Service/Utilities
 - Private Recreation
 - Resource Protection Area
 - Service Commercial
 - Single / Two Unit Residential
 - Single / Two Unit Residential - Hillside
 - Sensitive Infill Housing
 - Transportation Corridor
- Area Structure Plan
- Permanent Growth Boundary

N

City of Kelowna OCP - Future Land Use N.T.S.

2.3 Existing Streetscape Photos



Ethel Street Development Permit Application

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March 17, 2017

Existing Streetscapes



Ⓐ Ethel St. & Glenwood Ave. View North



Ⓑ Ethel St. & Glenwood Ave. View NE



Ⓒ Ethel St. & Glenwood Ave. View East



Ⓓ Ethel St. & Glenwood Ave. View West



Ⓔ Ethel St. & Glenwood Ave. View South



South

Ⓕ West Side of Ethel St. North of Site



North



South

Ⓖ West Side of Ethel St. Site and Adjacent Neighbours



Site



Site



Site



North

Ethel Street Development Permit Application

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March 17, 2017

Existing Streetscapes



North

H

East Side of Ethel Street

South



I

Ethel St. & Rose Ave. View NE

J

Ethel St. & Rose Ave. View North

K

Ethel St. & Rose Ave. View South

L

Ethel St. & Rose Ave. View West

M

Rear Lane & Rose Ave. View East

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Existing Streetscapes



N

North End Rear Lane View North



Q

North End Rear Lane View South



R

South End Rear Lane View North



South

O West Side of Rear Lane



North



North

P East Side of Rear Lane



Site



Site



Site



South

Ethel Street Development Permit Application

Kelowna, British Columbia,

REVISED JUNE 7, 2017

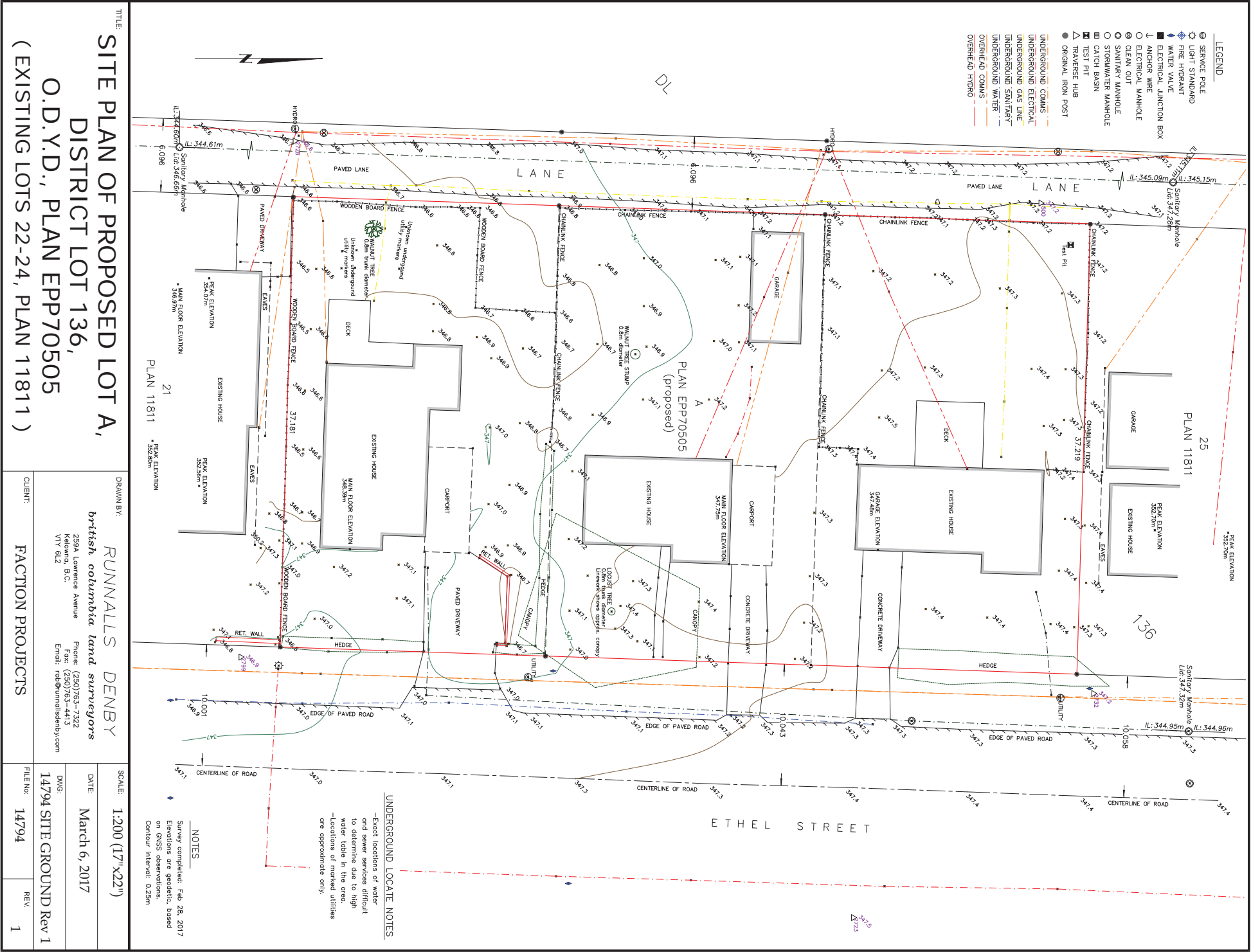
3.0 Site Design

- For the overall site layout, the main design intent is to respond to the existing context while also addressing the future transition envisioned for the neighbourhood.
- The strategy is to step the building mass back, on all four elevations, so that the tallest portion of the building is at a minimum of 6m back from all surrounding property lines.
- The solution centrally locates the main pedestrian entrance off of the Ethel Street frontage and utilizes the rear lane for all vehicular access to the site.
- The six, two-storey townhouse units fronting onto Ethel Street serves to both frame the apartment main entrance as well as provide a pedestrian scaled street interface.
- Heading towards the west, the four-storey apartment building is situated on top of a semi-recessed parkade.
- As permitted in the HD2 zone, the parkade is recessed into the site with no more than 2.0m of the parkade's north and south wall elevations exposed. This serves to benefit the project in multiple ways: It allows for increased covered parking, and consequently increased density. It reduces the overall building height, and consequently its impact on the adjacent neighbours. It provides an opportunity for additional outdoor amenity for the building's residents in the areas where the building is set back, and it keeps the parkade above the water table. In a further effort to screen the exposed parkade walls from the adjacent neighbours, the landscape design proposes having both a fence along the north and south property lines and vertical planting intended to screen the parkade from view.
- By locating the majority of parking stalls under the building, a significant amount of the site will be utilized for both common and private outdoor amenity use.
- In addition to the parkade, the remaining required parking will be located in garages accessed directly off the rear lane.

Variance

As stated, one of the goals for the project is to align with the City of Kelowna's Official Community Plan's objective to increase density through the HD2 zoning designation. With the increased density comes the associated need to provide amenity space for the residents. To address this need, the inclusion of enclosed garages off the rear lane allows the use of the roofs as additional patio spaces. The provision of these garages requires three variances. The first variance is for site coverage percentage. The overall site coverage proposed is 65% which exceeds the 55% permitted in the HD2 zone. To mitigate the impact that the increased site coverage might have on the municipal storm utility, the Civil design proposes to include on-site storm water tanks designed for infiltration and an overflow outlet connecting to the existing storm main within Ethel Street. The second and third requested variances are for the relaxation of the front and rear yard setbacks. The requested variance for the front yard setback is from 4.5m required to 3.5m proposed. The requested rear yard setback is from 1.5m to 0.2m. Based on the ground orientated nature of the six, two-storey townhouse units fronting Ethel Street the request for the reduction of the front yard setback is in keeping with other zones front yard setbacks with similar uses. To help offset the impact of close proximity to the lane, the mass was divided into six clusters with the areas between the clusters containing either stairs to access the private roof top patios or landscaping.

3.1 Site Survey



Site Survey N.T.S.

3.2 Ethel Street Elevation



1 - Ethel Street Elevation
Scale 1/32" = 1'-0"

Ethel Street Development Permit Application

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3.3 Landscape Design



The Ethel Street multifamily development is located between the crossroads of Glenwood Ave. and Guisachan Rd./ Rose Ave., along a major access route for both vehicular, pedestrian and cycling circulation, and across the street from the Cottonwoods Care Centre. The Ethel Street Active Transportation Corridor will make it even more convenient for residents of this development to walk or cycle north to downtown and south to Okanagan College.

A key element to the design was to reinforce the pedestrian character of the project. The development will provide a pedestrian friendly treatment along the Ethel street frontage with the installation of planting and shade trees. The main entrance to the condos includes a wide and inviting courtyard like entry with decorative paving, seating, bike racks, a large feature shade tree and the development signage. As the main entrance is sunken from the street level, stairs and an accessible ramp with handrails provide access for residents and guests. The entrance is reinforced with dense planting and columnar trees that also provide buffering from the townhouse units. Additionally, along Ethel Street on both sides of the main condo entrance, the townhouses each have their own private access paths and gates with a low decorative perimeter fence, front planted with an evergreen hedge. Foundation planting, a shade tree and a private lawn area have been included for each townhouse unit. To connect Ethel Street with the rear lane, a walkway is provided along the north property boundary.

Amidst primarily single family residential properties, another key element to the design was to ensure adequate buffering along the north and south property boundaries. This is achieved with continuous solid screen fencing, shrub planting and trees. Also, climbing vines will be trained up a timber structure attached to the exposed parkade wall for screening. Along the sides and rear lane, planters with flowering ornamental trees will be placed above the parkade and garage roofs and two large deciduous trees will flank the corners of the development along the rear lane to provide soften the edges of the development.

The common roof deck amenity areas accessed from the fourth floor will provide an excellent place for residents to gather. These spaces will take advantage of city and valley views both west and east facing. Each incorporate a decorative topping with flowering ornamental trees in moveable raised planters, and space large enough for programming that could include lounge seating, a fire table, and yoga space.



| ISSUED FOR | | |
|------------|------------|--------------------|
| NO | DATE | DESCRIPTION |
| 1 | 2017-03-17 | Development Permit |

REAR LANE

PROPERTY LINE

PRIVATE PATIOS WITH
DECORATIVE TOPPING (TYP.)

(13) SMALL DECIDUOUS TREE
(MAGNOLIA LILIFLORA x STELLATA
'SUSAN') IN MOVEABLE ROOF DECK
PLANTERS

PARKADE
RAMP

LARGE DECIDUOUS TREE
(FRAXINUS AMERICANA
'JUNGINGER')
CLIMBING VINES (CAMPSIS
RADICANS) ON TIMBER STRUCTURE
ATTACHED TO EXTERIOR PARKADE
WALL

(5) SMALL DECIDUOUS TREES
(MAGNOLIA LILIFLORA x STELLATA
'SUSAN') IN MOVEABLE ROOF DECK
PLANTERS

CONDOS

1.8m HT. SOLID SCREEN FENCE ON
LOW RETAINING WALL ALONG SOUTH
PROPERTY LINE

COMMUNAL OUTDOOR LOUNGE SPACE
AROUND LARGE FIRE TABLE (BY
OTHERS)

(2) SMALL DECIDUOUS TREE
(MAGNOLIA LILIFLORA x STELLATA
'SUSAN') IN MOVEABLE ROOF DECK
PLANTERS

FURNITURE (BY
OTHERS)

LARGE DECIDUOUS TREE
(FRAXINUS AMERICANA
'JUNGINGER')
CLIMBING VINES (HEDERA HELIX) ON
TIMBER STRUCTURE ATTACHED TO
EXTERIOR PARKADE WALL

(5) SMALL DECIDUOUS TREES
(MAGNOLIA LILIFLORA x STELLATA
'SUSAN') IN MOVEABLE ROOF DECK
PLANTERS

CONDOS

COMMON ROOF DECK AMENITY
AREA W/ DECORATIVE TOPPING
FURNITURE (BY OTHERS)

(4) SMALL DECIDUOUS TREE
(MAGNOLIA LILIFLORA x STELLATA
'SUSAN') IN MOVEABLE ROOF DECK
PLANTERS

(3) COLUMNAR DECIDUOUS TREES
(LIRIODENDRON TULIPIFERA
'FASTIGIATUM')

TOWNHOUSES

ORNAMENTAL SHRUBS,
GRASSES, AND PERENNIAL
PLANTINGS (TYP.)

(6) SMALL DECIDUOUS TREE
(LIRIODENDRON TULIPIFERA
'FASTIGIATUM')

CONCRETE RAMP W/
HANDRAILS

CLASS II BIKE RACKS (10
STALLS)

DEVELOPMENT
SIGNAGE

DECORATIVE PAVING AT
ENTRY

CONCRETE STAIRS W/
HANDRAIL

(1) DECIDUOUS FEATURE
TREE (PLATANUS x
ACERIFOLIA 'BLOODGOOD')

BENCH
(TYP.)

TOWNHOUSES

TOWNHOUSE
PATIO
(3) SMALL DECIDUOUS TREES
(LIRIODENDRON TULIPIFERA
'FASTIGIATUM')

1.8m HT. SOLID SCREEN FENCE
ALONG NORTH PROPERTY LINE
CONCRETE PATH CONNECTION FROM
ETHEL TO REAR LANE

PROPERTY LINE

PRIVATE TURF AREA
(TYP.)
LOW ORNAMENTAL FENCE
W/ GATE ACCESS TO
TOWNHOUSES

CONCRETE PATHWAY
(TYP.)

ETHEL STREET

FRONT YARD SET BACK REDUCED TO 3.5M TO
ACCOMMODATE THE 0.8M REAR LANE DEDICATION
REQUESTED BY DEVELOPMENT ENGINEERING. REFER TO
REVISED ARCHITECTURAL SITE PLAN DATED JUNE 7, 2017

EVERGREEN PLANTING BETWEEN SIDEWALK
& FENCE (BUXUS SEMPERVIRENS 'GREEN
GEM')
(6) DECIDUOUS BOULEVARD
TREE (QUERCUS FRAINETTO
'SCHMIDT')

PLANT LIST

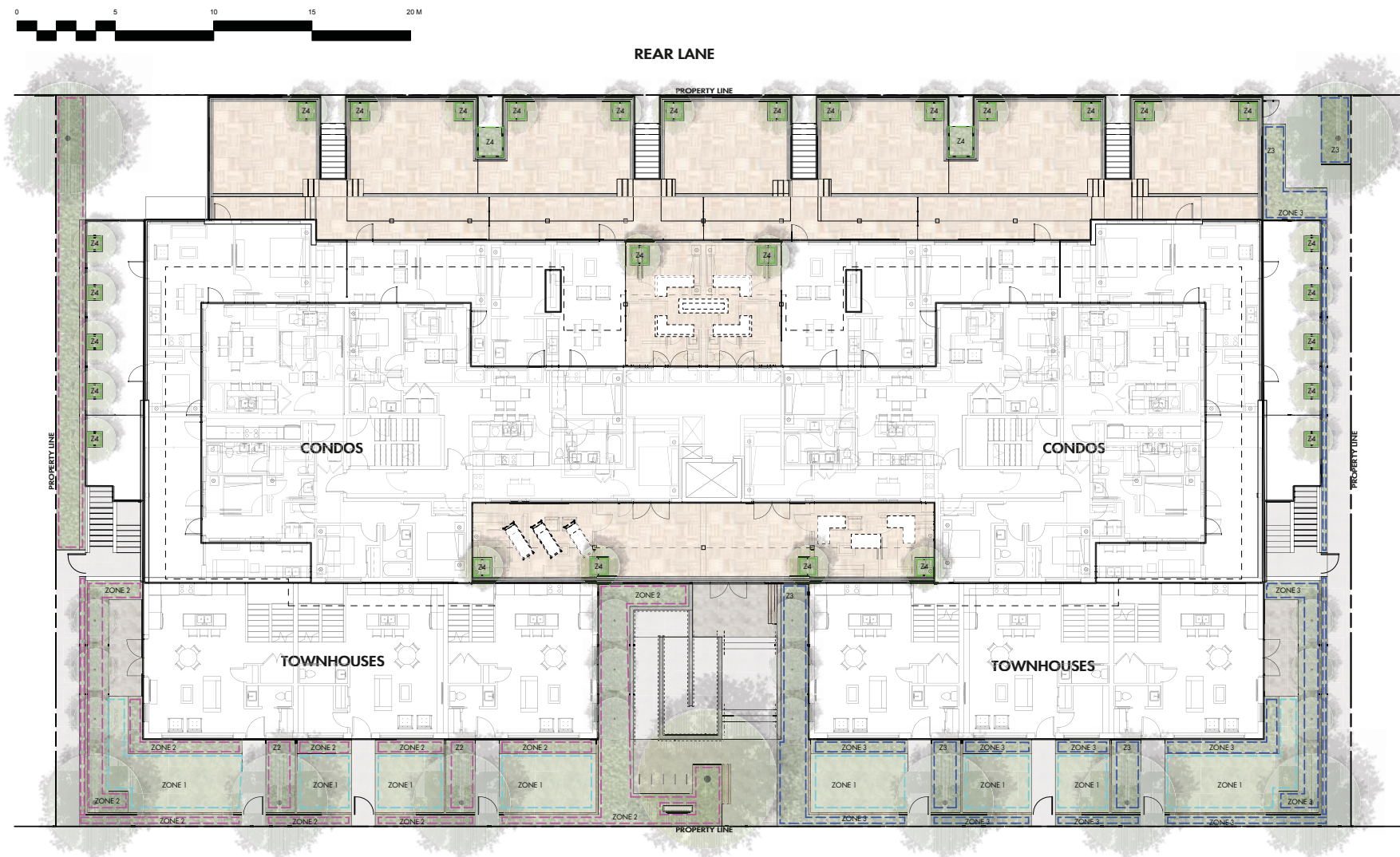
| BOTANICAL NAME | COMMON NAME | QTY | SIZE/SPACING & REMARKS |
|--|----------------------------------|-----|-------------------------------|
| TREES | | | |
| FRAXINUS AMERICANA 'JUNGINGER' | AUTUMN PURPLE ASH | 2 | 6cm CAL. |
| LIRIODENDRON TULIPIFERA 'FASTIGIATUM' | COLUMNAR TULIP TREE | 12 | 6cm CAL. |
| MAGNOLIA LILIFLORA x STELLATA 'SUSAN' | SUSAN MAGNOIA | 24 | 6cm CAL. |
| PLATANUS x ACERIFOLIA 'BLOODGOOD' | LONDON PLANE TREE | 1 | 6cm CAL. |
| QUERCUS FRAINETTO 'SCHMIDT' | FOREST GREEN OAK | 6 | 6cm CAL. |
| PERENNIALS, GRASSES & SHRUBS | | | |
| BUXUS SEMPERVIRENS 'GREEN GEM' | GREEN GEM BOXWOOD | 75 | #02 CONT. /0.6M O.C. SPACING |
| CALAMAGROSTIS ACUTIFLORA 'KARL FOERSTER' | KARL FOERSTER FEATHER REED GRASS | 20 | #01 CONT. /0.9M O.C. SPACING |
| CORNUS ALBA 'SIBIRICA VARIEGATA' | SIBERIAN VARIEGATED DOGWOOD | 17 | #05 CONT. /1.0M O.C. SPACING |
| HEMEROCALLIS 'RUBY STELLA' | RUBY STELLA DAYLILY | 29 | #01 CONT. /0.75M O.C. SPACING |
| HOSTA 'HALCYON' | HALCYON HOSTA | 17 | #01 CONT. /1.0M O.C. SPACING |
| HYDRANGEA ARBORESCENS 'ANNABELLE' | ANNABELLE HYDRANGEA | 8 | #05 CONT. /1.5M O.C. SPACING |
| MISCANTHUS SINENSIS 'GRACILLIMUS' | MAIDEN GRASS | 12 | #01 CONT. /1.2M O.C. SPACING |
| NEPETA X FAASSENII 'WALKER'S LOW' | WALKER'S LOW CATMINT | 20 | #01 CONT. /0.9M O.C. SPACING |
| PACHYSANDRA TERMINALIS | JAPANESE SPURGE | 44 | #01 CONT. /0.6M O.C. SPACING |
| PANICUM VIRGATUM 'ROSTRAHLBUSCH' | RED SWITCH GRASS | 12 | #01 CONT. /1.2M O.C. SPACING |
| PENNISETUM ORIENTALE 'KARLEY ROSE' | KARLEY ROSE FOUNTAIN GRASS | 17 | #01 CONT. /1.0M O.C. SPACING |
| PHILADELPHUS LEWISII | MOCKORANGE | 8 | #02 CONT. /1.5M O.C. SPACING |
| PICEA ABIES 'LITTLE GEM' | LITTLE GEM NORWAY SPRUCE | 29 | #02 CONT. /0.75M O.C. SPACING |
| VINES | | | |
| CAMPIS RADICANS | TRUMPET VINE | 14 | #01 CONT. /1.2M O.C. SPACING |
| HEDERA HELIX | ENGLISH IVY | 14 | #01 CONT. /1.2M O.C. SPACING |

NOTES

1. PLANT MATERIAL AND CONSTRUCTION METHODS SHALL MEET OR EXCEED B.C.L.N.A. STANDARDS.
2. ALL SOFT LANDSCAPE AREAS SHALL BE WATERED BY A FULLY AUTOMATIC TIMED UNDERGROUND IRRIGATION SYSTEM.
3. TREE AND SHRUB BEDS TO BE DRESSED IN A MINIMUM 50mm DOUGLAS RED FIR MULCH OR ROCK MULCH, AS SHOWN IN PLANS. DO NOT PLACE WEED MAT UNDERNEATH TREE AND SHRUB BEDS.
4. TREE AND SHRUB BEDS TO RECEIVE A MINIMUM 300mm DEPTH TOPSOIL PLACEMENT.
5. TURF AREAS FROM SOD SHALL BE NO. 1 GRADE GROWN FROM CERTIFIED SEED OF IMPROVED CULTIVARS REGISTERED FOR SALE IN B.C. AND SHALL BE TOLERANT OF DROUGHT CONDITIONS. A MINIMUM OF 100mm DEPTH OF GROWING MEDIUM IS REQUIRED BENEATH TURF AREAS. TURF AREAS SHALL MEET EXISTING GRADES AND HARD SURFACES FLUSH.

Ethel Street Development Permit Application





Kelowna, British Columbia, March 17, 2017



IRRIGATION NOTES

1. IRRIGATION PRODUCTS AND INSTALLATION METHODS SHALL MEET OR EXCEED THE REQUIREMENTS OF THE WATER USE REGULATION BYLAW NO. 10480 AND THE SUPPLEMENTARY SPECIFICATIONS IN THE CITY OF KELLOWNA BYLAW 7900 (PART 6, SCHEDULE 5).
2. THE IRRIGATION SYSTEM SHALL MEET THE REQUIREMENTS, REGULATIONS, AND BYLAWS OF THE WATER PURVEYOR.
3. THE IRRIGATION SYSTEM SHALL BE EQUIPPED WITH AN APPROVED BACKFLOW PREVENTION DEVICE, WATER METER, AND SHUT OFF VALVE LOCATED OUTSIDE THE BUILDING ACCESSIBLE TO THE CITY.
4. AN APPROVED SMART CONTROLLER SHALL BE INSTALLED. THE IRRIGATION SCHEDULING TIMES SHALL UTILIZE A MAXIMUM ET VALUE OF 7/ MONTH (KELLOWNA JULY ET), TAKING INTO CONSIDERATION SOIL TYPE, SLOPE, AND ANOMALIES.
5. DRIP LINE AND EMITTERS SHALL INCORPORATE TECHNOLOGY TO LIMIT ROOT INTRUSION.
6. IRRIGATION SLEEVES SHALL BE INSTALLED TO ROUTE IRRIGATION LINES UNDER HARD SURFACES AND FEATURES.
7. IRRIGATION PIPE SHALL BE SIZED TO ALLOW FOR A MAXIMUM FLOW OF 1.5m /SEC.
8. A FLOW SENSOR AND MASTER VALVE SHALL BE CONNECTED TO THE CONTROLLER AND PROGRAMMED TO STOP FLOW TO THE SYSTEM IN CASE OF AN IRRIGATION WATER LEAK.

IRRIGATION LEGEND

- 
ZONE #1: LOW FLOW POP UP SPRAY HEADS FOR TURF AREAS.
TOTAL AREA: 1.07 sq.m.
MICROCLIMATE: SOUTH EXPOSURE, PARTIALLY SHADED BY TREES
ESTIMATED ANNUAL WATER USE: 1.05 cu.m.
- 
ZONE #2: HIGH EFFICIENCY SUBSURFACE DRIP IRRIGATION FOR MODERATE WATER USE PLANTING AREAS.
TOTAL AREA: 1.29 sq.m.
MICROCLIMATE: SOUTH WEST EXPOSURE, PARTIALLY SHADED BY TREES
ESTIMATED ANNUAL WATER USE: 72.2 cu.m.
- 
ZONE #3: HIGH EFFICIENCY SUBSURFACE DRIP IRRIGATION FOR MODERATE WATER USE PLANTING AREAS.
TOTAL AREA: 90 sq.m.
MICROCLIMATE: SOUTH EAST EXPOSURE, PARTIALLY SHADED BY TREES
ESTIMATED ANNUAL WATER USE: 10 cu.m.
- 
ZONE #4: HIGH EFFICIENCY SUBSURFACE DRIP IRRIGATION FOR MODERATE WATER USE PLANTING AREAS.
TOTAL AREA: 21 sq.m.
MICROCLIMATE: NORTHEAST-EXPOSURE, PARTIALLY SHADED BY TREES
ESTIMATED ANNUAL WATER USE: 12 cu.m.

WATER CONSERVATION CALCULATIONS

LANDSCAPE MAXIMUM WATER BUDGET (WB) = 347 cu.m. / year
ESTIMATED LANDSCAPE WATER USE (WU) = 286 cu.m. / year
WATER BALANCE = 61 cu.m. / year
*REFER ATTACHED IRRIGATION APPLICATION FOR DETAILED CALCULATIONS

FACTION
ARCHITECTURE

201 - 3935 LAKESHORE ROAD
KELOWNA, BC
V1W 1V3
250-980-4510

Drawings shall be brought to the Architect's attention with time being of the essence

NOTES:

SEAL:



| ISSUED FOR | | |
|------------|------------|--------------------|
| NO | DATE | DESCRIPTION |
| 1 | 2017-03-17 | Development Permit |

CONSULTANTS:



206 - 1889 Spall Road
Kelowna, BC V1Y 4R2
T (250) 868-9270
www.outlanddesign.ca

PROJECT: **ETHEL STREET
DEVELOPMENT |
KELOWNA, BC**

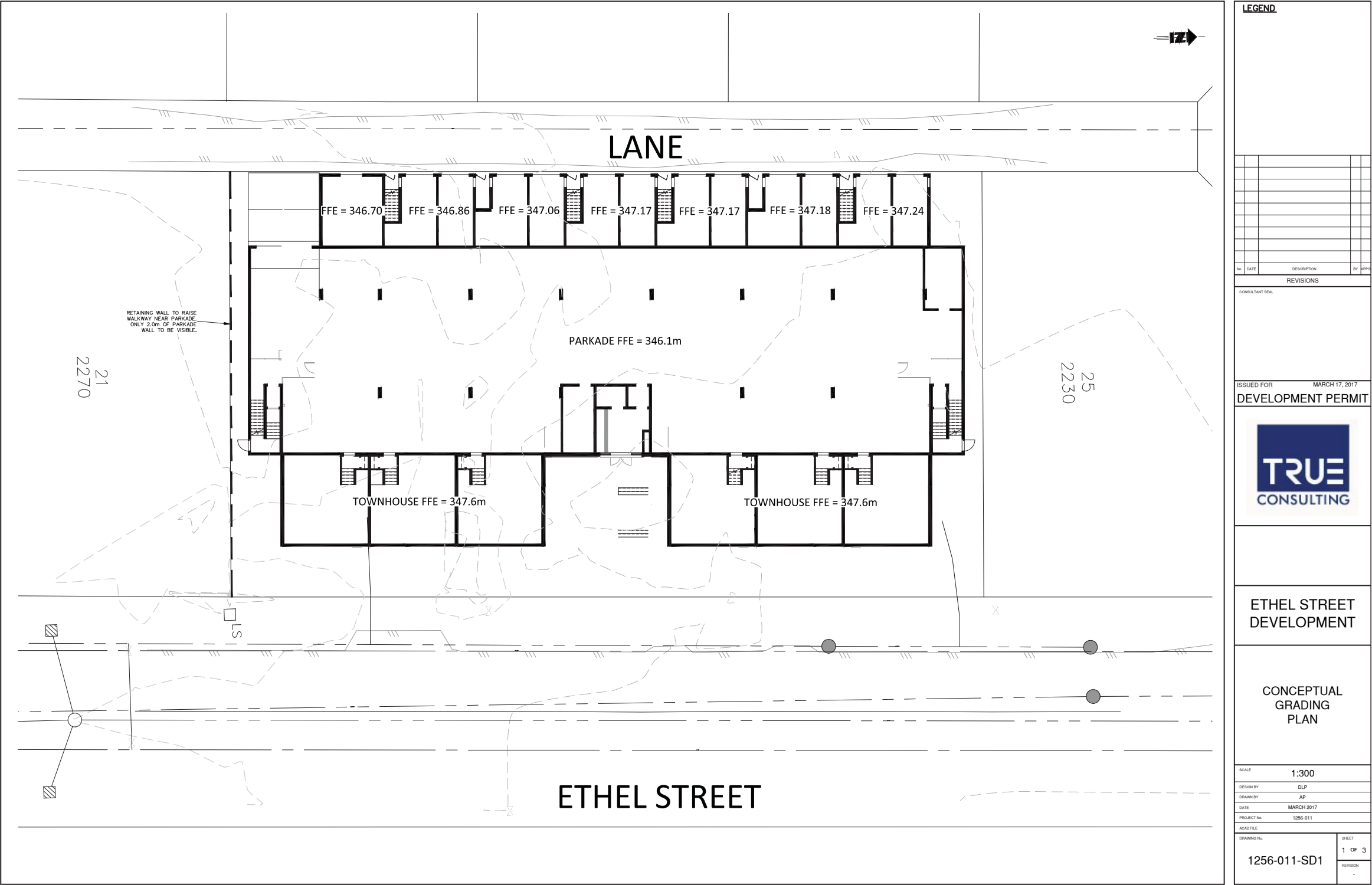
DRAWING DESCRIPTION:

IRRIGATION & WATER
CONSERVATION PLAN

| | | |
|----------------------------|-----------|-------------------------------------|
| PROJECT NO: 17-028 | | DRAWING NO.: L2/2 |
| PLOT SCALE: 1:100 | | |
| DATE ISSUED: 2017-03-17 | | |
| REVIEWED: 2017-03-17 | BY: FB | |

Water Conservation & Irrigation Plan N.T.S.

3.4 Civil Design



Civil Lot Grading Plan N.T.S.



Civil Utilities Site Servicing N.T.S.

March 17, 2017



4.0 Architectural Treatment:

Approaching the site from the east, the townhomes create an interactive, pedestrian scaled interface with the street frontage. The benefits of this approach will be fully realized once the future construction of the Active Transpiration Corridor by the City of Kelowna is complete. The building steps back from the Ethel Street frontage. For the larger apartment building, the massing is downplayed through the strategic placement of extensive exterior living space.

The exterior treatment of the project’s façade employs a mix of glazing, masonry, and fibre cement cladding. The balanced façade composition employs the different materials to frame and articulate various elements of the building. For the townhomes, the use of masonry and fibre cement cladding responds to both the traditional walk-up vernacular and a modern regional context.

Sustainability:

The design of the proposed new multi-family housing project takes into account the following sustainability strategies:

- Selecting plant species that are low maintenance, thereby conserving water,
- Adding trees on the site and adjacent to the building, sidewalk and parking area that provides shade.
- Increasing the density of the existing site to increase the efficiency of land use,
- Design the building envelope to include high efficiency glazing, and increased insulation in wall cavities and roofing system,
- Use low V.O.C. emitting materials and materials that contain re-cycled content,
- Use regional materials and services where possible,
- Utilize natural ventilation,
- Provide access to natural light and views
- High albedo roof

4.1 Conceptual Renderings



Rendering is an artistic interpretation for illustrative purposes only.

North East Corner View from Ethel Street



Rendering is an artistic interpretation for illustrative purposes only.

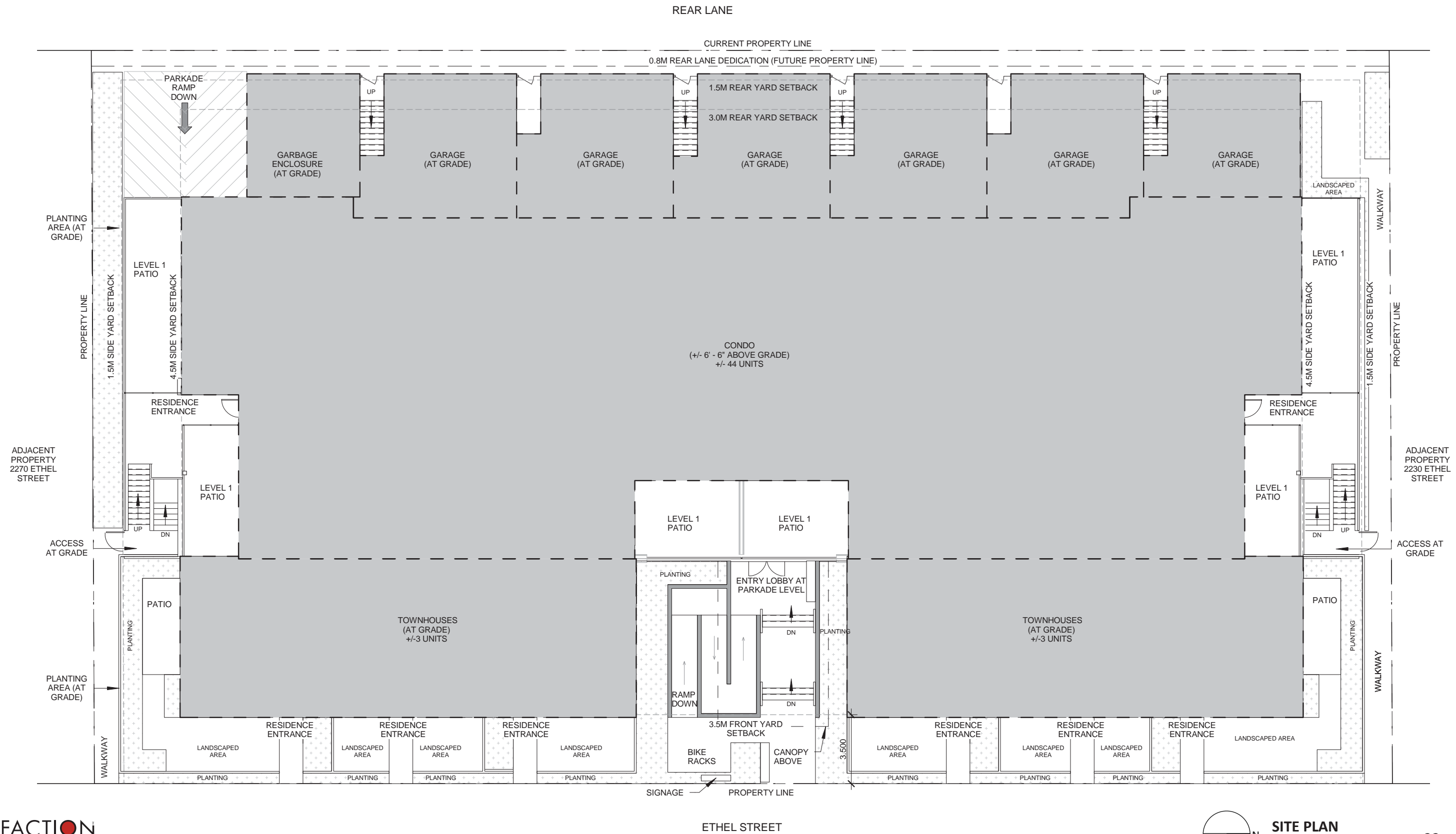
North West Corner from the Rear Lane

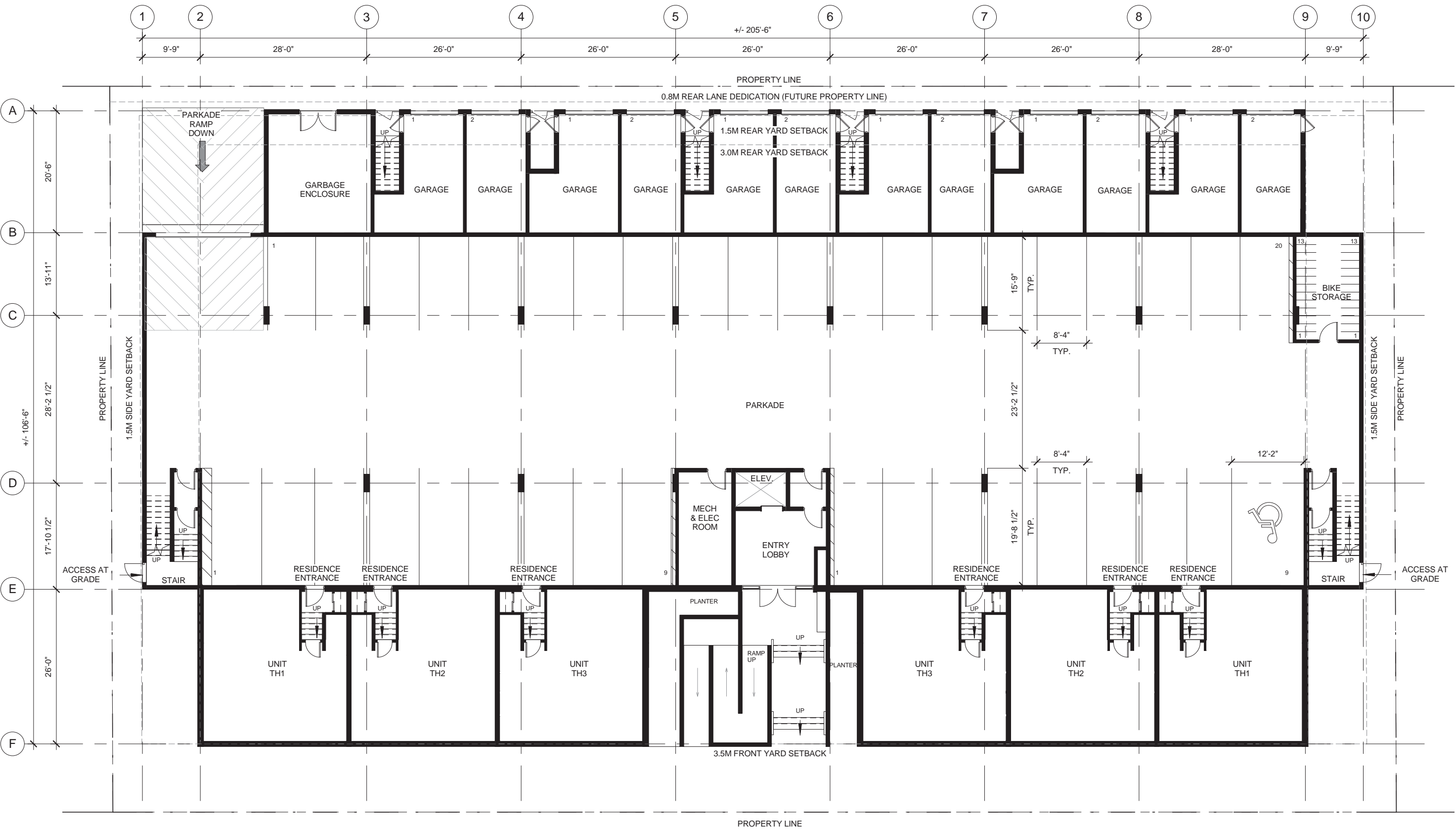


Rendering is an artistic interpretation for illustrative purposes only.

Apartment Main Entry off of Ethel Street

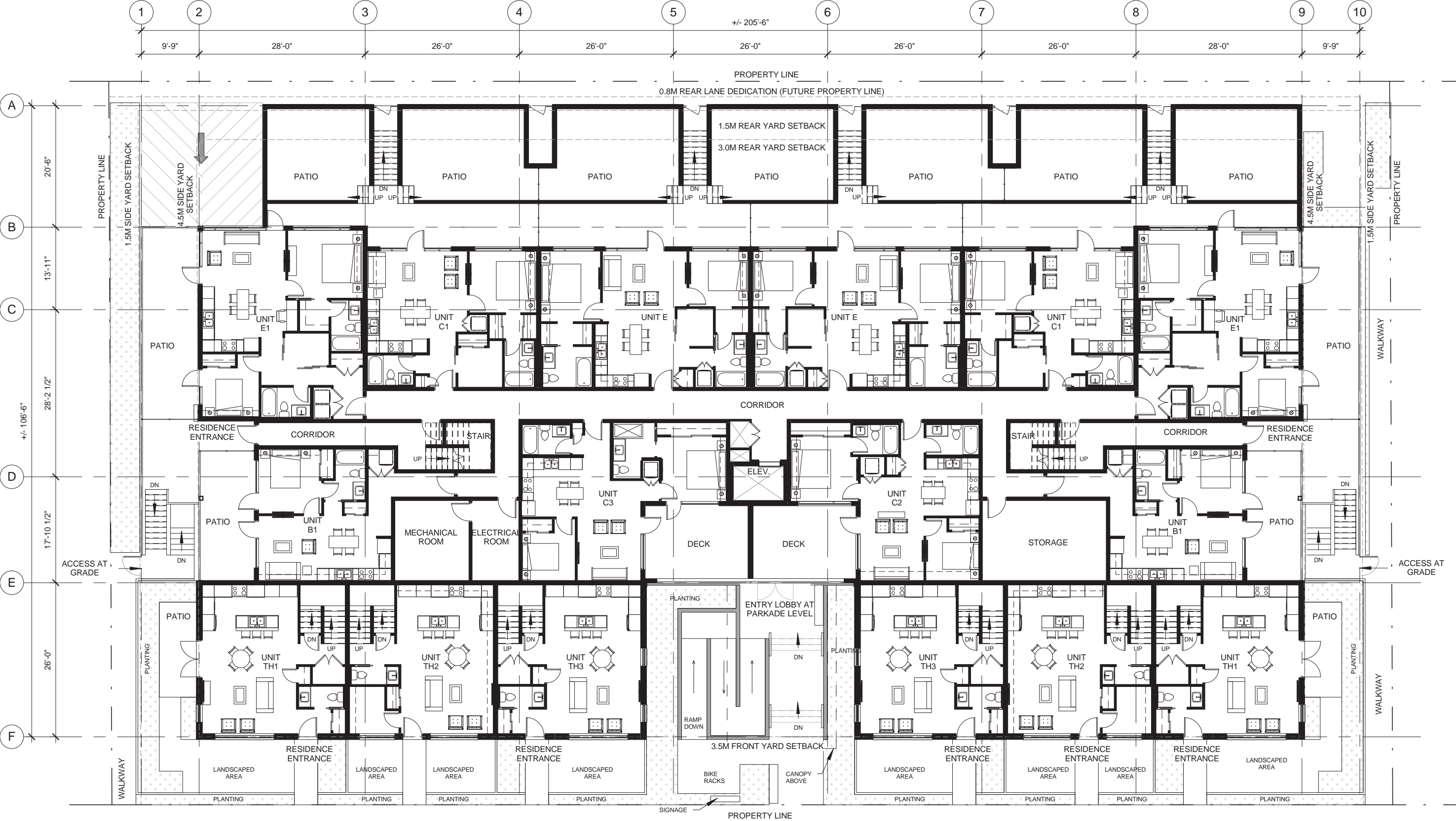
4.2 Architectural Drawings



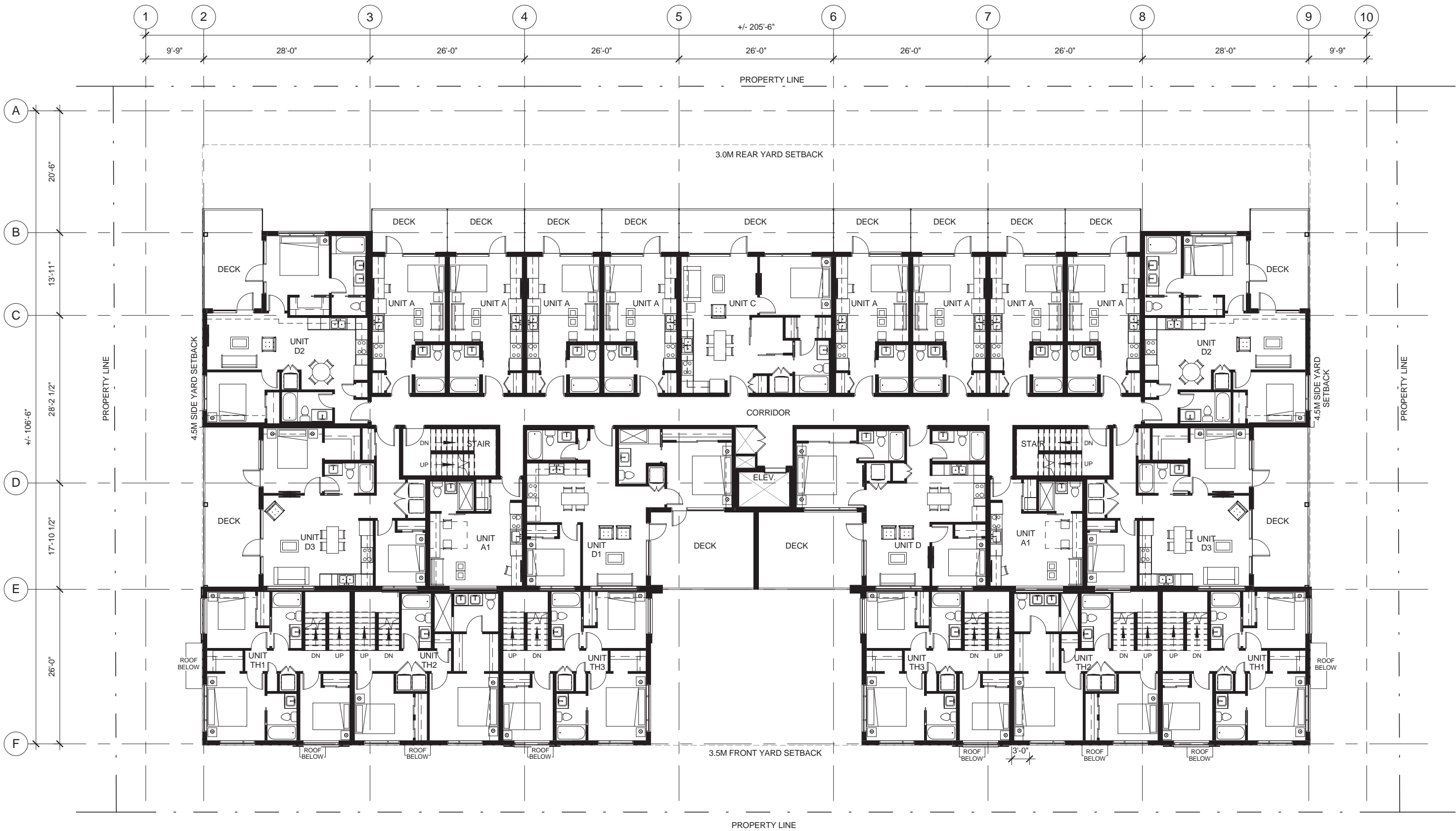


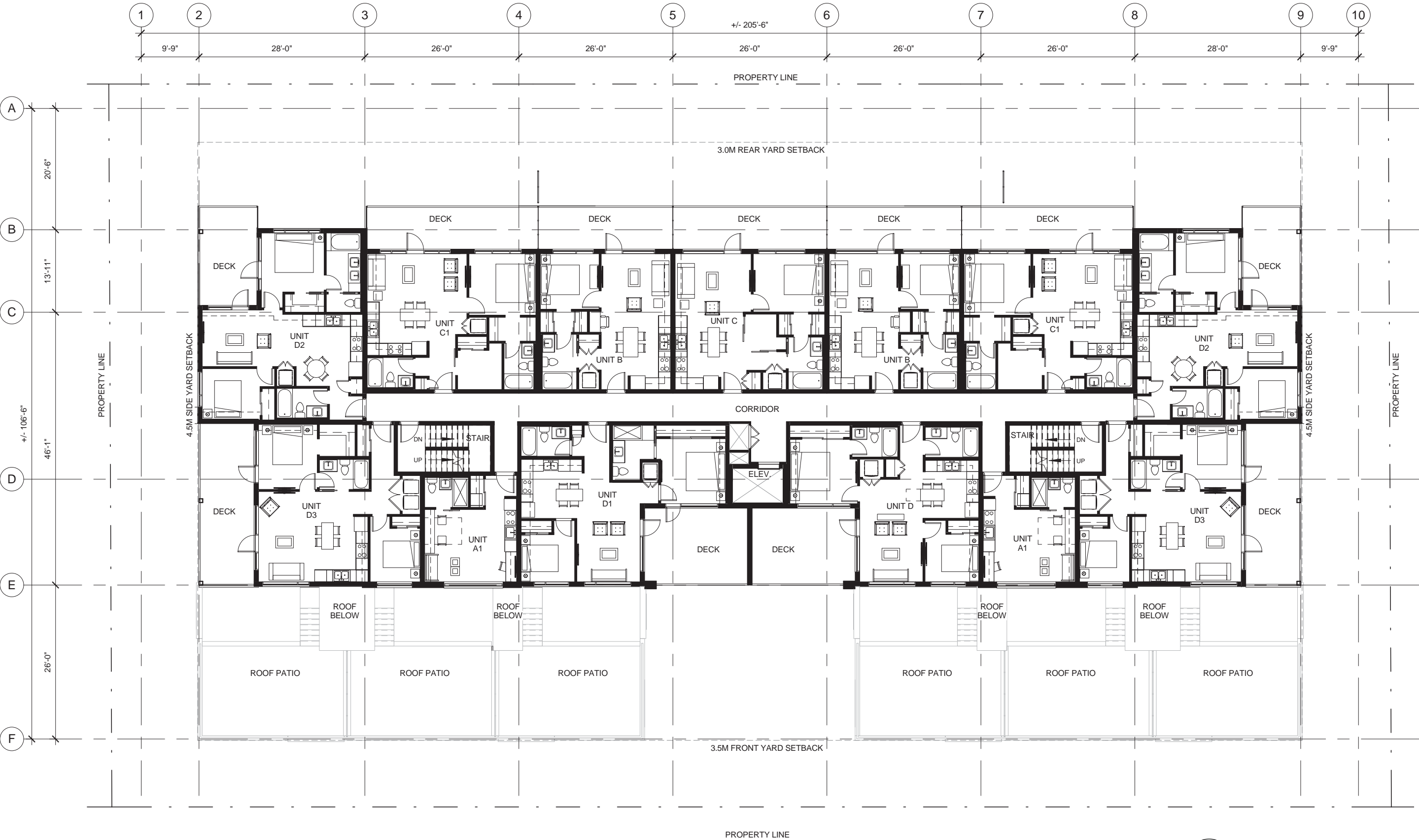
Ethel Street Development Permit Application

Kelowna, British Columbia, REVISED JUNE 7, 2017

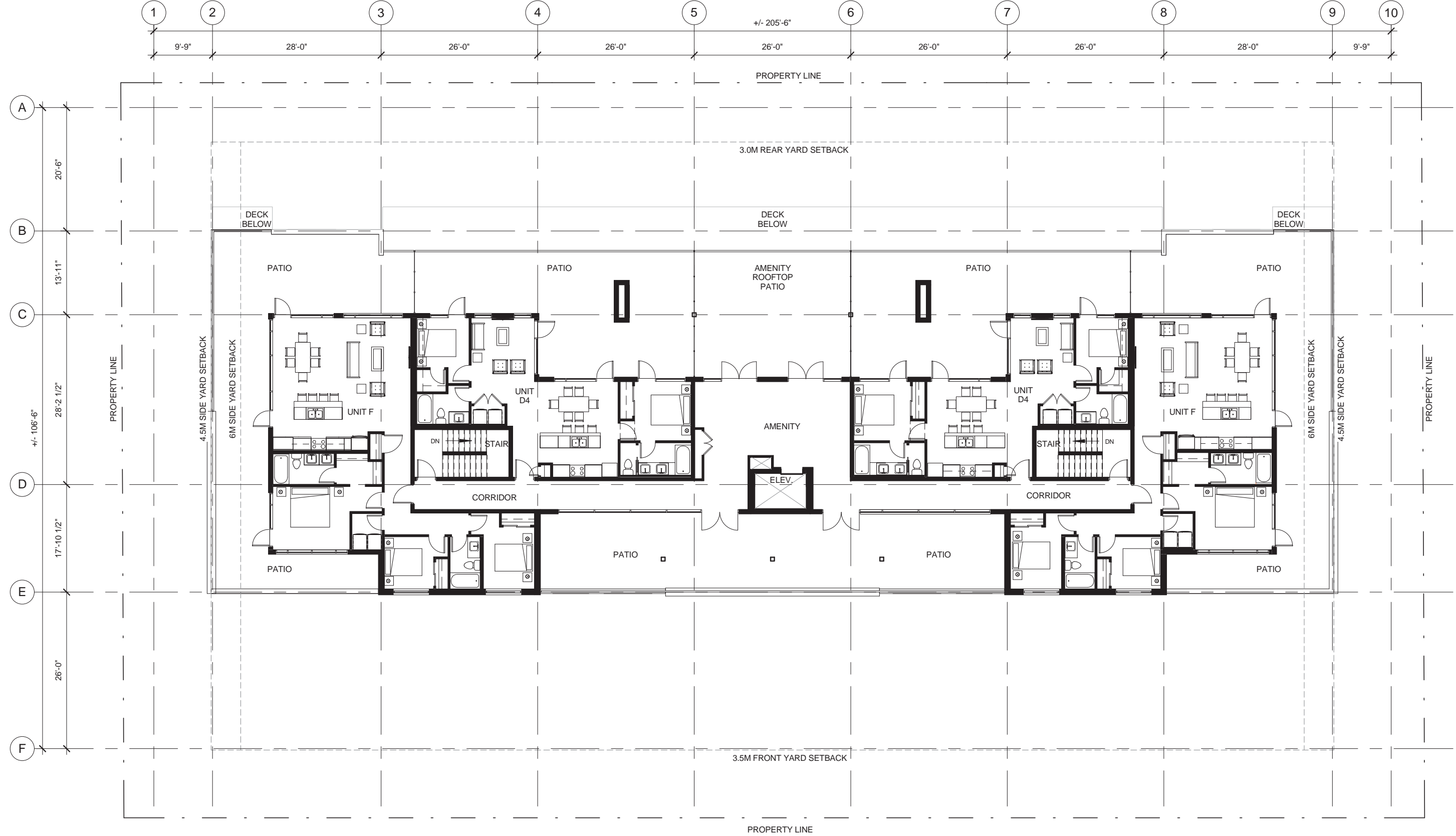


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Kelowna, British Columbia, REVISED JUNE 7, 2017

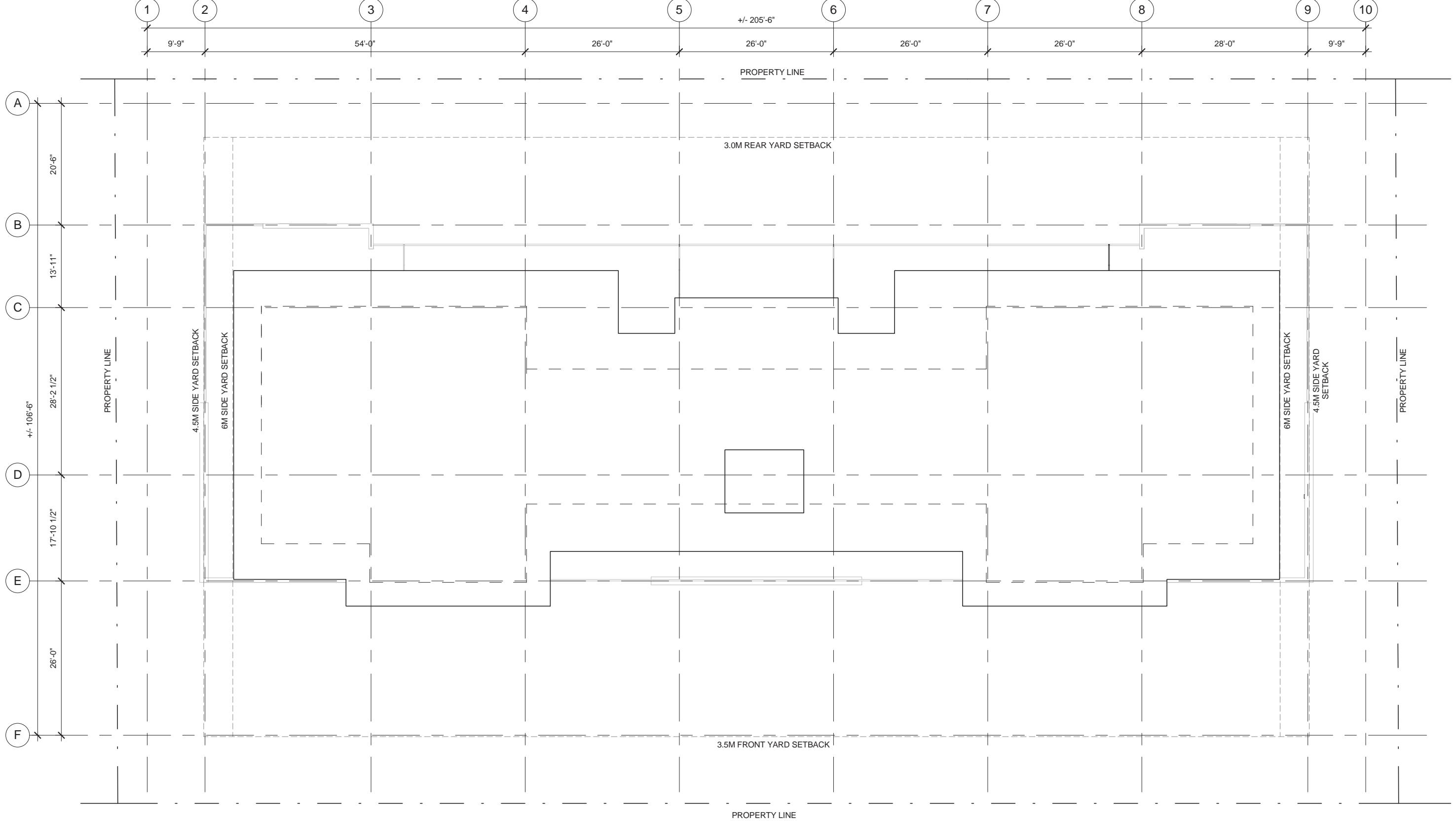




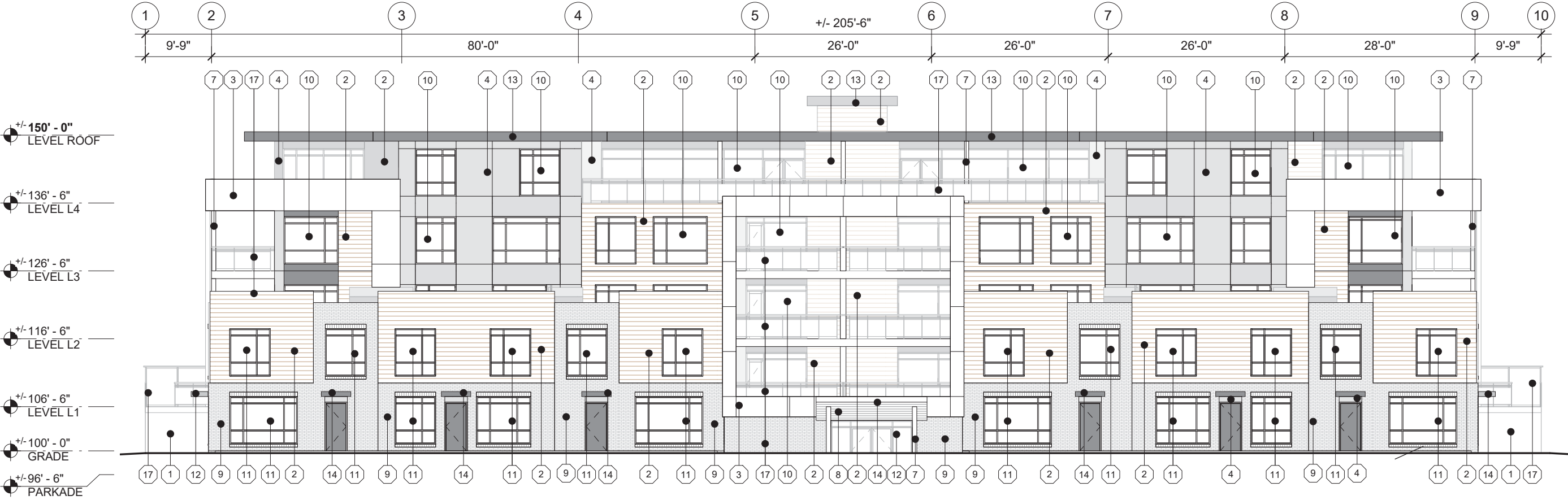
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Kelowna, British Columbia, REVISED JUNE 7, 2017



Ethel Street Development Permit Application
Kelowna, British Columbia, REVISÉ JUNE 7, 2017

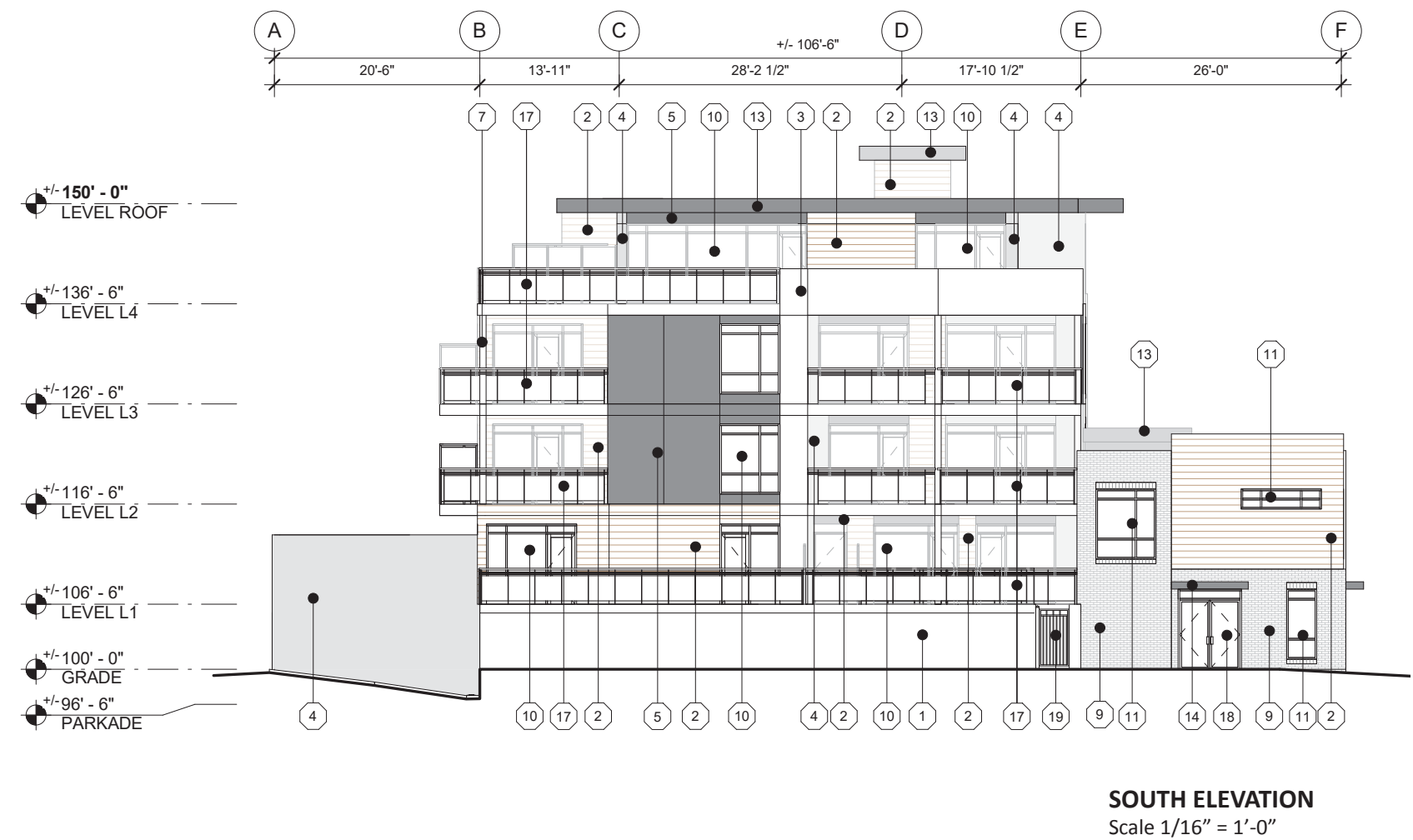


| EXTERIOR FINISH LEGEND | | | |
|------------------------|-------------------------------------|----|----------------------------|
| 1 | CONCRETE FACED INSULATION | 10 | GLAZING FRAME TYPE 1 |
| 2 | FIBRE CEMENT CLADDING (COLOUR 1) | 11 | GLAZING FRAME TYPE 2 |
| 3 | FIBRE CEMENT CLADDING (COLOUR 2) | 12 | GLAZING FRAME TYPE 3 |
| 4 | FIBRE CEMENT CLADDING (COLOUR 3) | 13 | PREFINISHED METAL FLASHING |
| 5 | FIBRE CEMENT CLADDING (COLOUR 4) | 14 | CANOPY |
| 6 | NOT USED | 15 | OVERHEAD DOOR |
| 7 | FIBRE CEMENT CLAD STRUCTURAL COLUMN | 16 | METAL DOOR |
| 8 | FIBRE CEMENT SOFFIT | 17 | METAL AND GLASS GUARDRAIL |
| 9 | MASONRY VENEER | 18 | PATIO DOOR |
| | | 19 | METAL FENCE c/w GATE |



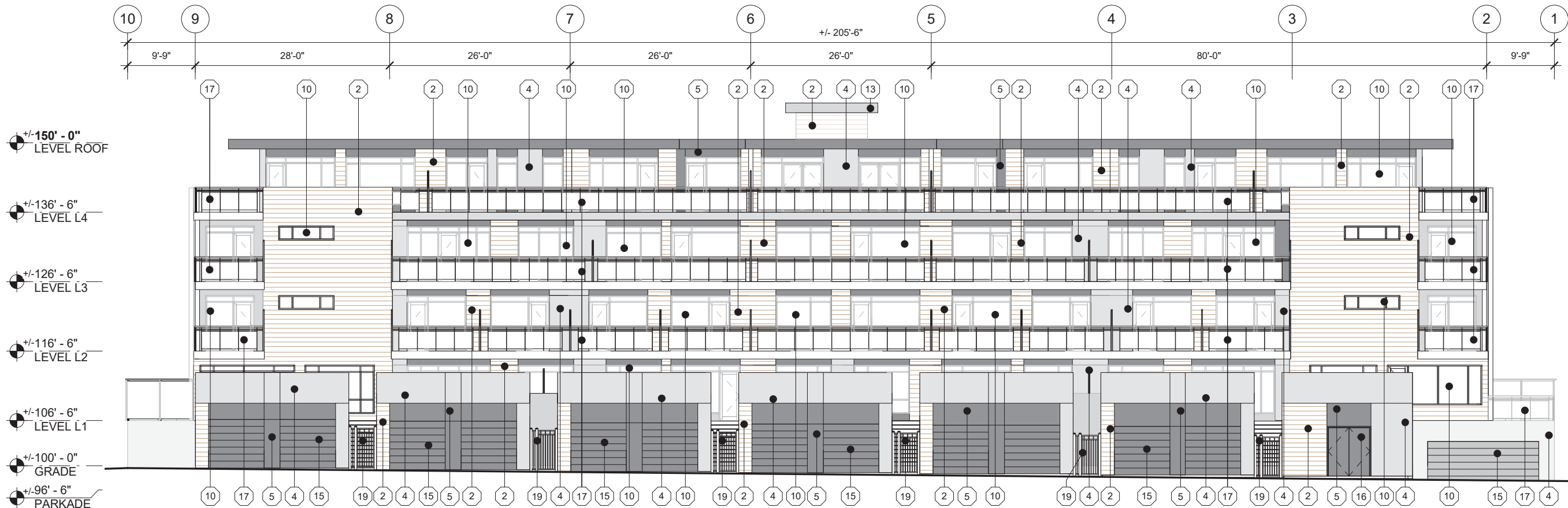
EAST ELEVATION
Scale 1/16" = 1'-0"

| EXTERIOR FINISH LEGEND | | | |
|------------------------|-------------------------------------|----|----------------------------|
| 1 | CONCRETE FACED INSULATION | 10 | GLAZING FRAME TYPE 1 |
| 2 | FIBRE CEMENT CLADDING (COLOUR 1) | 11 | GLAZING FRAME TYPE 2 |
| 3 | FIBRE CEMENT CLADDING (COLOUR 2) | 12 | GLAZING FRAME TYPE 3 |
| 4 | FIBRE CEMENT CLADDING (COLOUR 3) | 13 | PREFINISHED METAL FLASHING |
| 5 | FIBRE CEMENT CLADDING (COLOUR 4) | 14 | CANOPY |
| 6 | NOT USED | 15 | OVERHEAD DOOR |
| 7 | FIBRE CEMENT CLAD STRUCTURAL COLUMN | 16 | METAL DOOR |
| 8 | FIBRE CEMENT SOFFIT | 17 | METAL AND GLASS GUARDRAIL |
| 9 | MASONRY VENEER | 18 | PATIO DOOR |
| | | 19 | METAL FENCE c/w GATE |



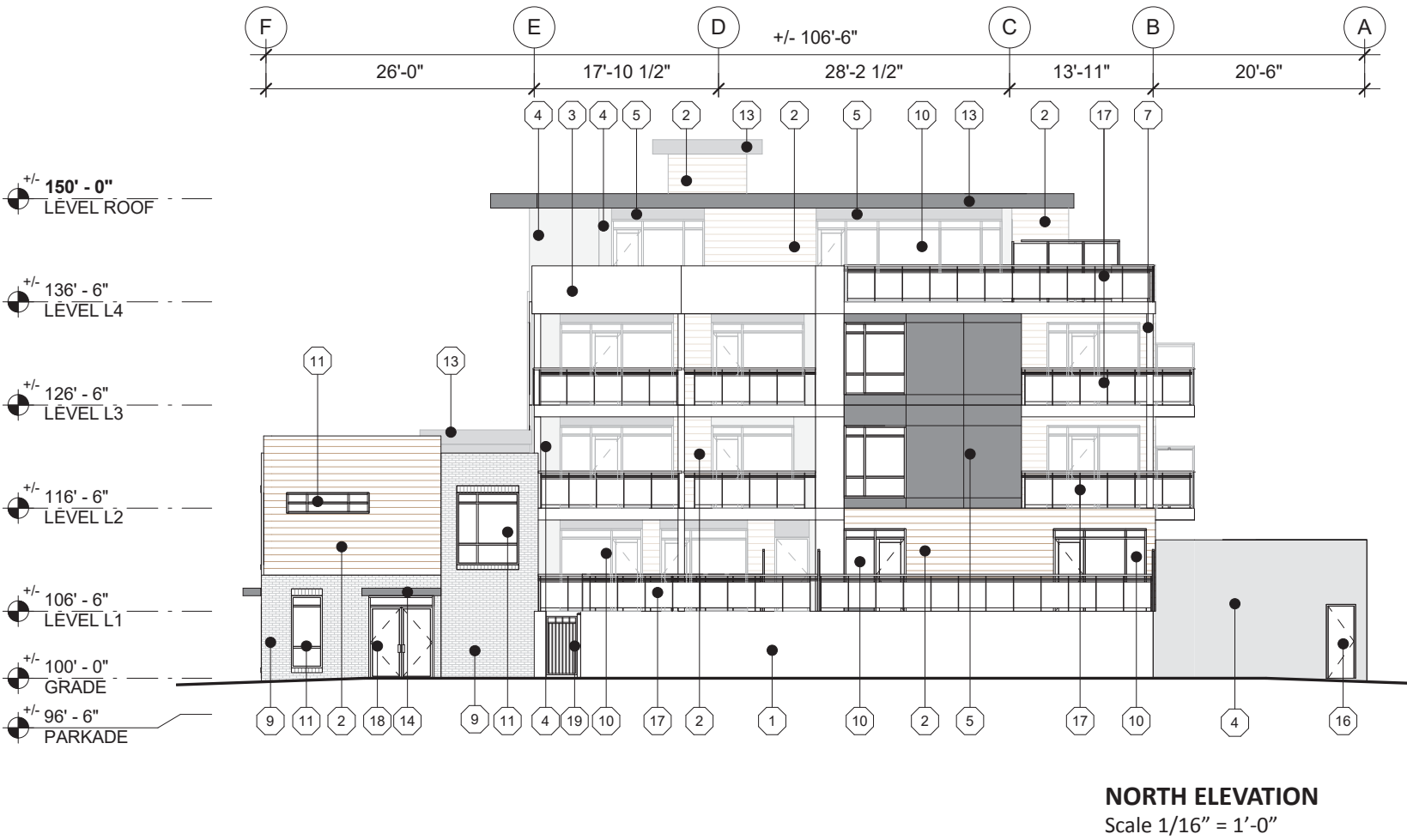
SOUTH ELEVATION
Scale 1/16" = 1'-0"

| EXTERIOR FINISH LEGEND | | | |
|------------------------|-------------------------------------|----|----------------------------|
| 1 | CONCRETE FACED INSULATION | 10 | GLAZING FRAME TYPE 1 |
| 2 | FIBRE CEMENT CLADDING (COLOUR 1) | 11 | GLAZING FRAME TYPE 2 |
| 3 | FIBRE CEMENT CLADDING (COLOUR 2) | 12 | GLAZING FRAME TYPE 3 |
| 4 | FIBRE CEMENT CLADDING (COLOUR 3) | 13 | PREFINISHED METAL FLASHING |
| 5 | FIBRE CEMENT CLADDING (COLOUR 4) | 14 | CANOPY |
| 6 | NOT USED | 15 | OVERHEAD DOOR |
| 7 | FIBRE CEMENT CLAD STRUCTURAL COLUMN | 16 | METAL DOOR |
| 8 | FIBRE CEMENT SOFFIT | 17 | METAL AND GLASS GUARDRAIL |
| 9 | MASONRY VENEER | 18 | PATIO DOOR |
| | | 19 | METAL FENCE c/w GATE |



WEST ELEVATION
Scale 1/16" = 1'-0"

| EXTERIOR FINISH LEGEND | | | |
|------------------------|-------------------------------------|----|----------------------------|
| 1 | CONCRETE FACED INSULATION | 10 | GLAZING FRAME TYPE 1 |
| 2 | FIBRE CEMENT CLADDING (COLOUR 1) | 11 | GLAZING FRAME TYPE 2 |
| 3 | FIBRE CEMENT CLADDING (COLOUR 2) | 12 | GLAZING FRAME TYPE 3 |
| 4 | FIBRE CEMENT CLADDING (COLOUR 3) | 13 | PREFINISHED METAL FLASHING |
| 5 | FIBRE CEMENT CLADDING (COLOUR 4) | 14 | CANOPY |
| 6 | NOT USED | 15 | OVERHEAD DOOR |
| 7 | FIBRE CEMENT CLAD STRUCTURAL COLUMN | 16 | METAL DOOR |
| 8 | FIBRE CEMENT SOFFIT | 17 | METAL AND GLASS GUARDRAIL |
| 9 | MASONRY VENEER | 18 | PATIO DOOR |
| | | 19 | METAL FENCE c/w GATE |





| EXTERIOR FINISH LEGEND | | | |
|------------------------|-------------------------------------|----|----------------------------|
| 1 | CONCRETE FACED INSULATION | 10 | GLAZING FRAME TYPE 1 |
| 2 | FIBRE CEMENT CLADDING (COLOUR 1) | 11 | GLAZING FRAME TYPE 2 |
| 3 | FIBRE CEMENT CLADDING (COLOUR 2) | 12 | GLAZING FRAME TYPE 3 |
| 4 | FIBRE CEMENT CLADDING (COLOUR 3) | 13 | PREFINISHED METAL FLASHING |
| 5 | FIBRE CEMENT CLADDING (COLOUR 4) | 14 | CANOPY |
| 6 | NOT USED | 15 | OVERHEAD DOOR |
| 7 | FIBRE CEMENT CLAD STRUCTURAL COLUMN | 16 | METAL DOOR |
| 8 | FIBRE CEMENT SOFFIT | 17 | METAL AND GLASS GUARDRAIL |
| 9 | MASONRY VENEER | 18 | PATIO DOOR |
| | | 19 | METAL FENCE c/w GATE |

CITY OF KELOWNA
BYLAW NO. 11453
Z17-0035 – 2240, 2250 & 2260 Ethel Street

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 Lots 22, 23 and 24 District Lot 136 ODYD Plan 11811 located on Ethel Street, Kelowna, B.C., from the RU6 – Two Dwelling Housing zone to the HD2 – Hospital and Health Support Services 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

CITY OF KELOWNA

BYLAW NO. 11435

Official Community Plan Amendment No. OCP17-0009 2045 Loseth Road and 1261 Kloppenburg Road

A bylaw to amend the "*Kelowna 2030* – Official Community Plan Bylaw No. 10500".

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

1. THAT Map 4.1 - **GENERALIZED FUTURE LAND USE** of "*Kelowna 2030* – Official Community Plan Bylaw No. 10500" be amended by changing the Generalized Future Land Use designation of portions of:
 - Lot 3 Section 13 Township 26 ODYD Plan KAP86315, located on Loseth Road, Kelowna, BC from the S2RESH – Single / Two Unit Residential – Hillside designation to the PARK – Major Park / Open Space (Public) designation, and from the PARK – Major Park / Open Space (Public) designation to the S2RESH – Single / Two Unit Residential – Hillside designation; and
 - Lot 2 Section 13 Township 26 ODYD Plan KAP86315, located on Kloppenburg Road, Kelowna, BC from the MRL – Multiple Unit Residential (Low Density) designation to the PARK – Major Park / Open Space (Public) designation;as shown on Map "A" attached to and forming part of this bylaw.
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 26th day of June, 2017.

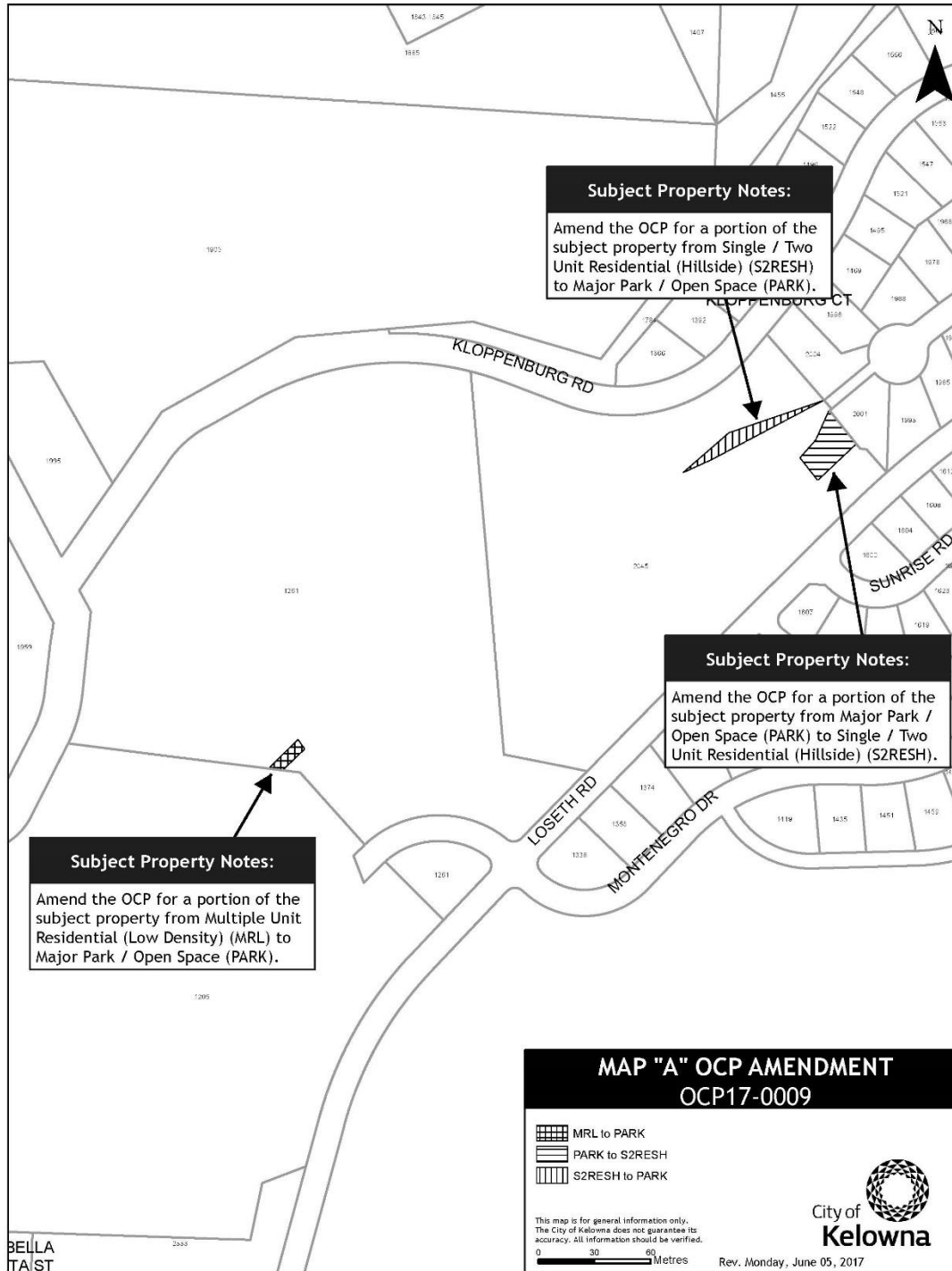
Considered at a Public Hearing on the 11th day of July 2017.

Read a second and third time by the Municipal Council this 11th day of July 2017.

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk



CITY OF KELOWNA

BYLAW NO. 11436

Z17-0024 – 2045 Loseth Road and 1261 Kloppenburg 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 portions of:
 - Lot 3 Section 13 Township 26 ODYD Plan KAP86315, located at 2045 Loseth Road, Kelowna, BC from the RU4h – Low Density Cluster Housing (Hillside Area) zone to the P3 – Parks and Open Space zone, and from the P3 – Parks and Open Space zone to the RU1h – Large Lot Housing (Hillside Area) zone; and
 - Lot 2 Section 13 Township 26 ODYD Plan KAP86315, located at 1261 Kloppenburg Road, Kelowna, BC from the RM3h – Low Density Multiple Housing (Hillside Area) zone to the RM3 – Low Density Multiple Housing zone, and from the A1 – Agriculture 1 zone to the P3 – Parks and Open Space zone.

As shown on Map "B" attached to and forming part of this bylaw.

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 26th day of June, 2017.

Considered at a Public Hearing on the 11th day of July 2017.

Read a second and third time by the Municipal Council this 11th day of July 2017.

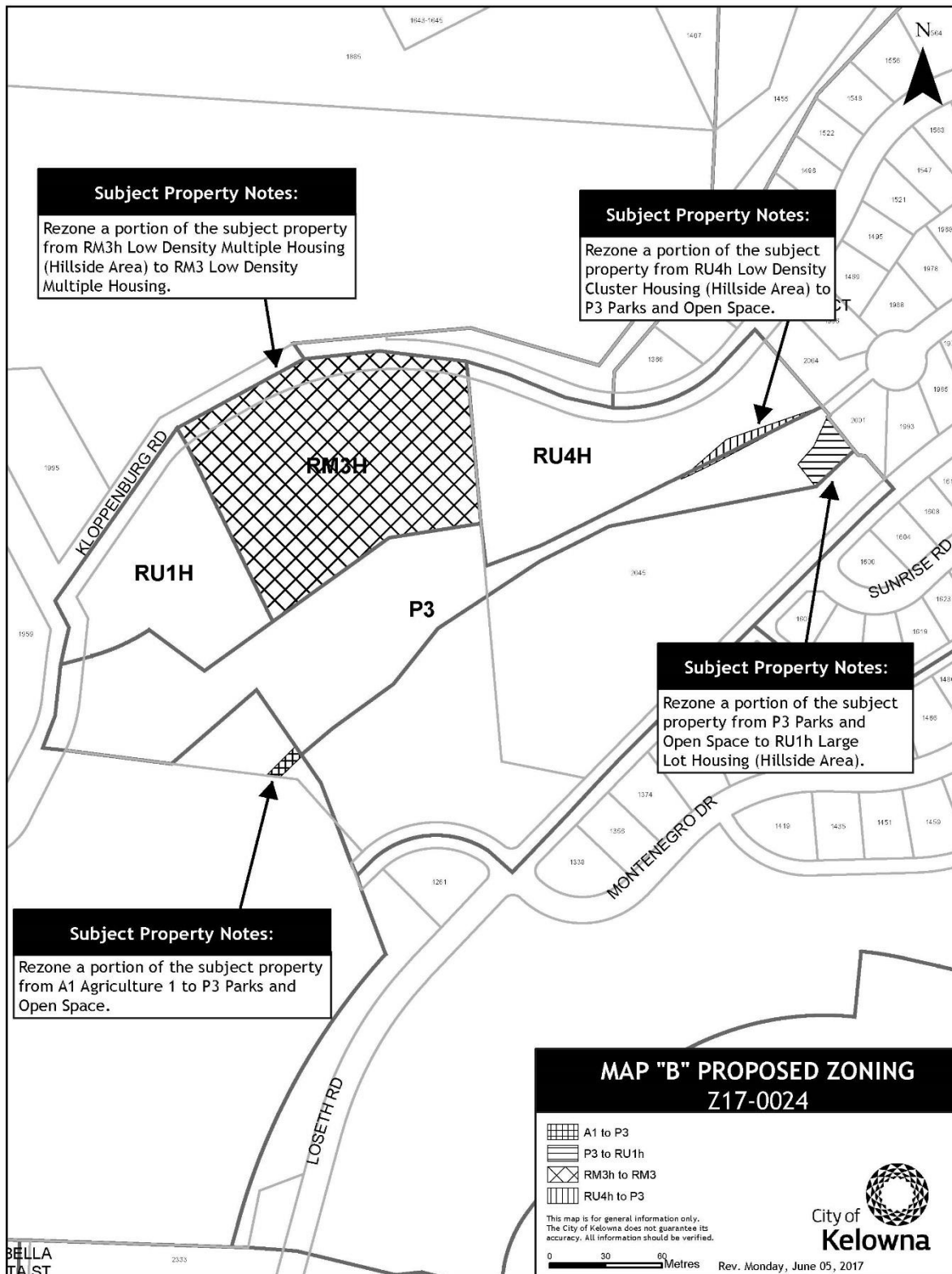
Approved under the Transportation Act this 27th day of July, 2017.

Audrie Henry
(Approving Officer – Ministry of Transportation)

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk



CITY OF KELOWNA

BYLAW NO. 11437

Official Community Plan Amendment No. OCP17-0001 5317 Chute Lake Road

A bylaw to amend the "*Kelowna 2030* – Official Community Plan Bylaw No. 10500".

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

1. THAT Map 4.1 - **GENERALIZED FUTURE LAND USE** of "*Kelowna 2030* – Official Community Plan Bylaw No. 10500" be amended by changing the Generalized Future Land Use designation on Lot 20, Sections 23 and 24, Township 28, SDYD, KAP74693 located on Chute Lake Road, Kelowna, B.C., from the Major Park/Open Space (public) (PARK) designation to the Single/Two Unit Residential (S2RES) designation.
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 26th day of June, 2017.

Considered at a Public Hearing on the 11th day of July, 2017.

Read a second and third time by the Municipal Council this 11th day of July, 2017.

Amended at third reading and Adopted by the Municipal Council this

Mayor

City Clerk

CITY OF KELOWNA

BYLAW NO. 11438 - TA17-0002 – CD2 – Kettle Valley Comprehensive Development

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 **Schedule B – CD 2 – Kettle Valley Comprehensive Development Zone** be amended by:
 - a) Deleting the "Kettle Valley Proposed Regulating Plan" map in its entirety as attached to and forming part of this bylaw as Map A;
 - b) Deleting the "Kettle Valley Regulating Plan" map as attached to and forming part of this bylaw as Map B and replacing it with a new "Kettle Valley Regulating Plan" Map as attached to and forming part of this bylaw as Map C;
 - c) Deleting the "CD2 – Kettle Valley Comprehensive Residential Development – Map 1 Page 4 of 17" map in its entirety as attached to and forming part of this bylaw as Map D;
 - d) Deleting the "CD2 – Kettle Valley Comprehensive Residential Development – Map 1 Page 5 of 17" map as attached to and forming part of this bylaw as Map E and replacing it with a new "CD2 – Kettle Valley Comprehensive Residential Development – Map 1 Page 5 of 17" as attached and forming part of this bylaw as Map F ;
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 26th day of June, 2017.

Considered at a Public Hearing on the 11th day of July, 2017.

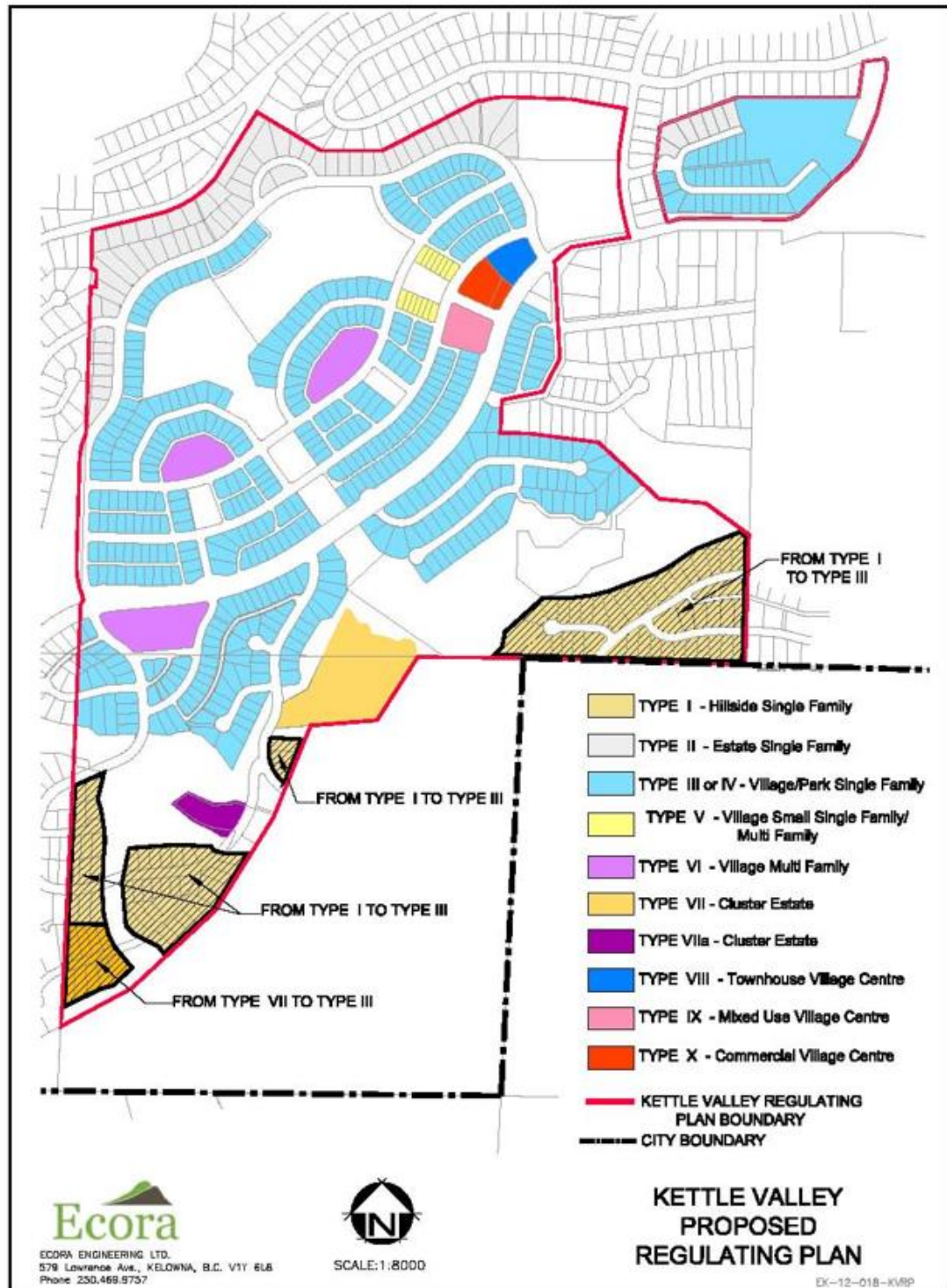
Read a second and third time by the Municipal Council this 11th day of July, 2017.

Adopted by the Municipal Council of the City of Kelowna this

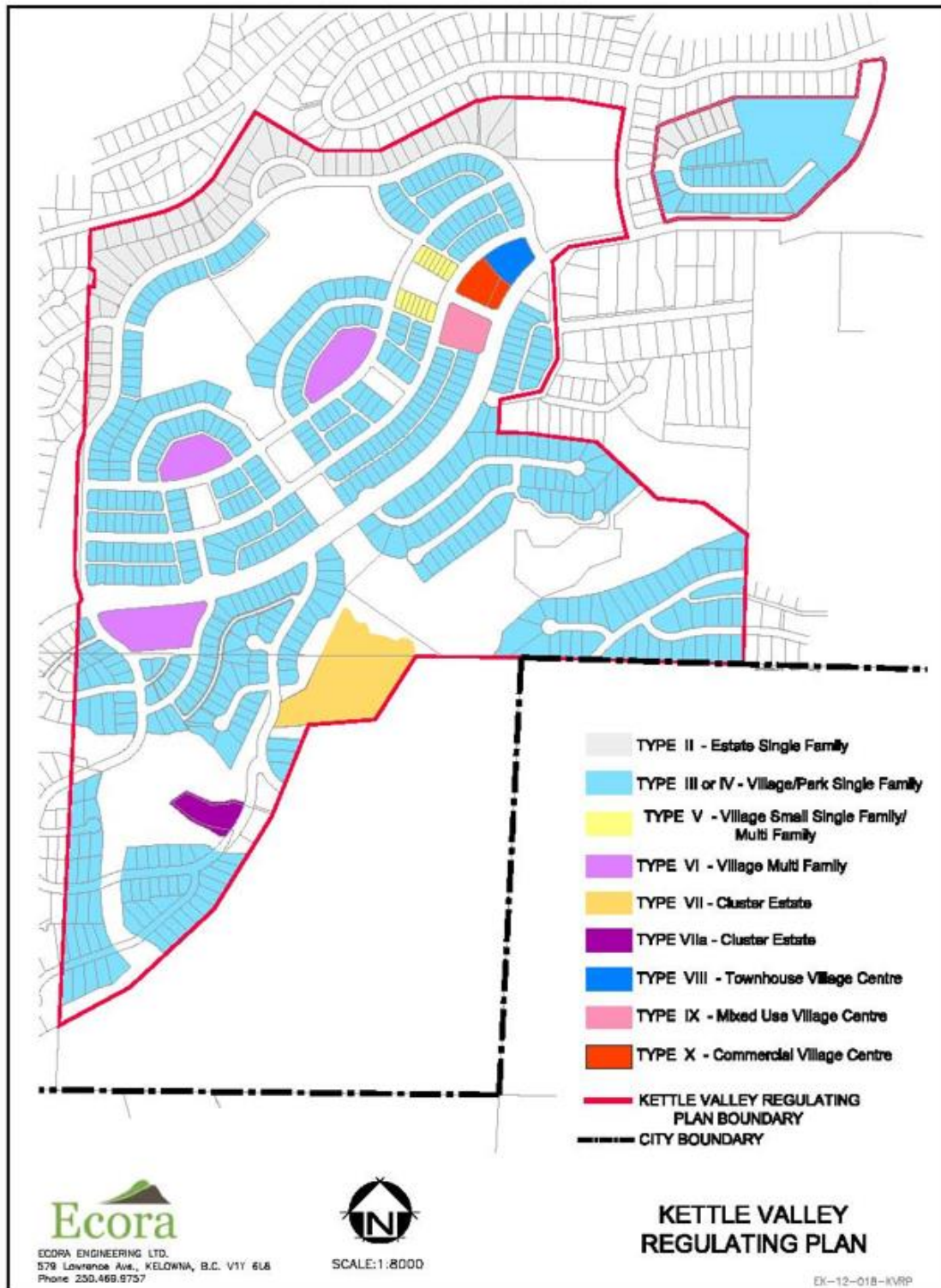
Mayor

City Clerk

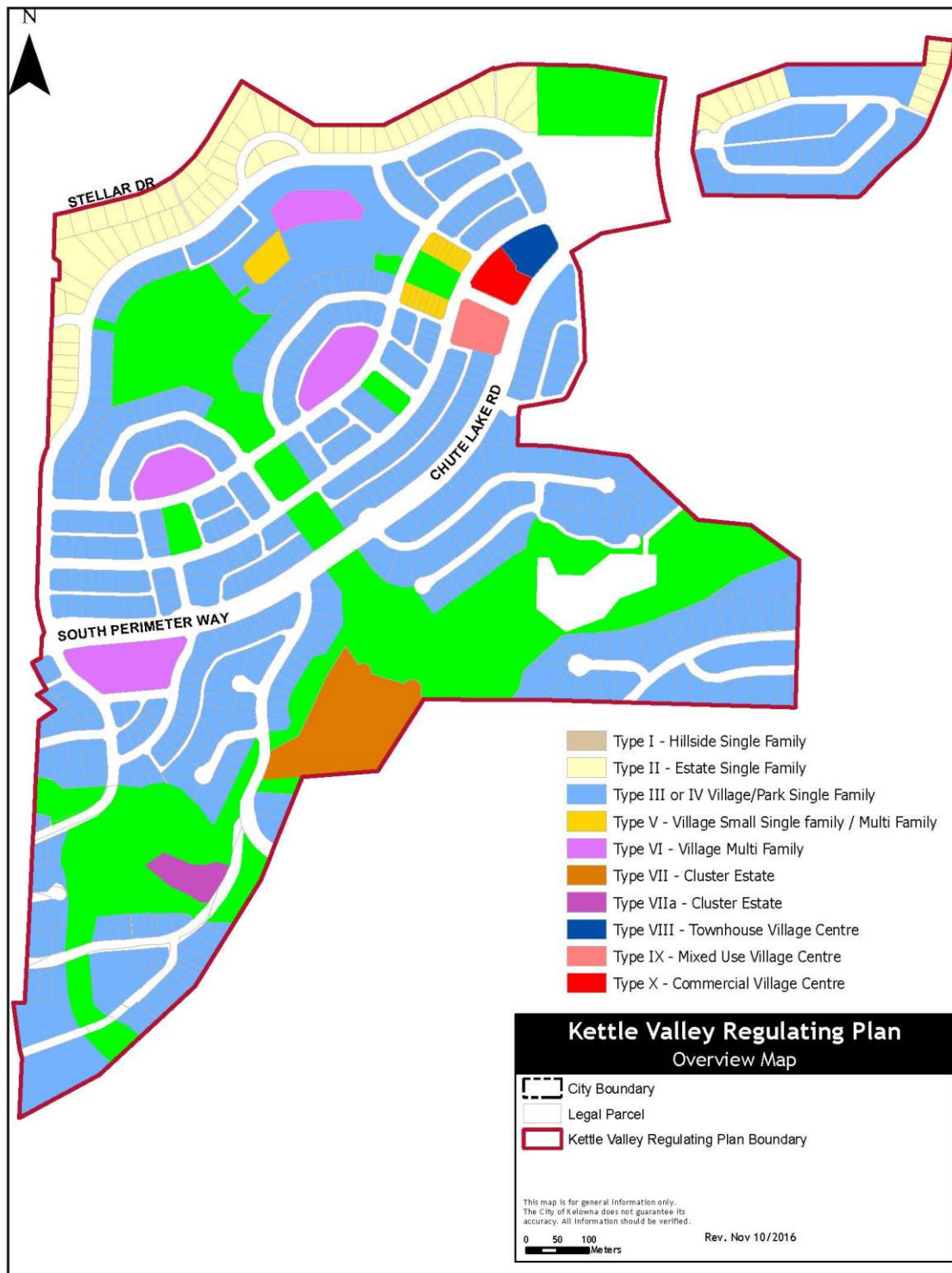
Map A



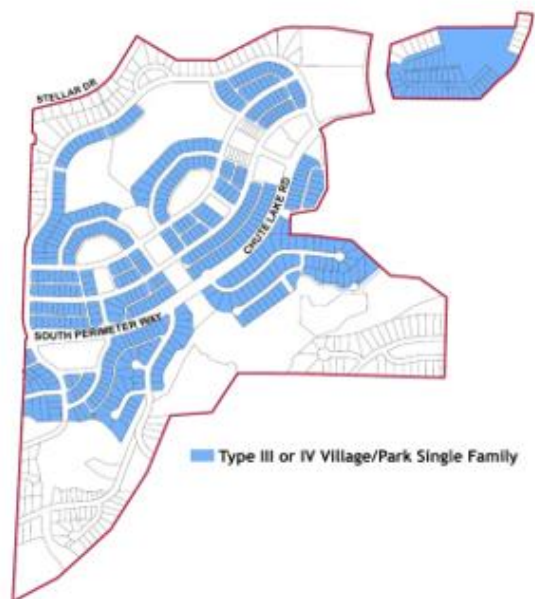
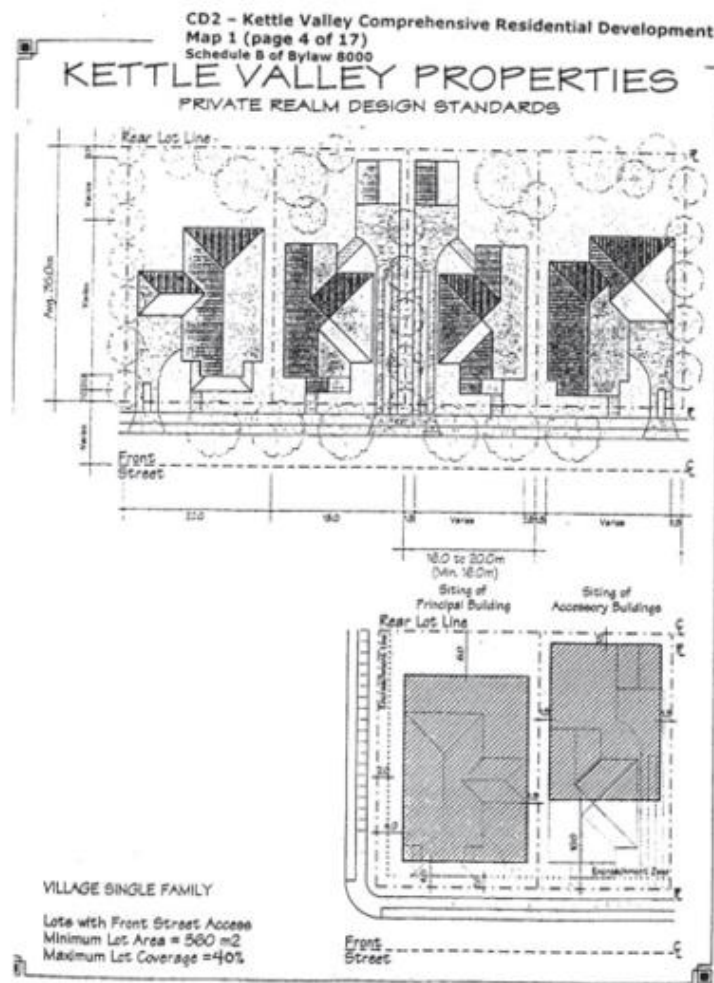
Map B



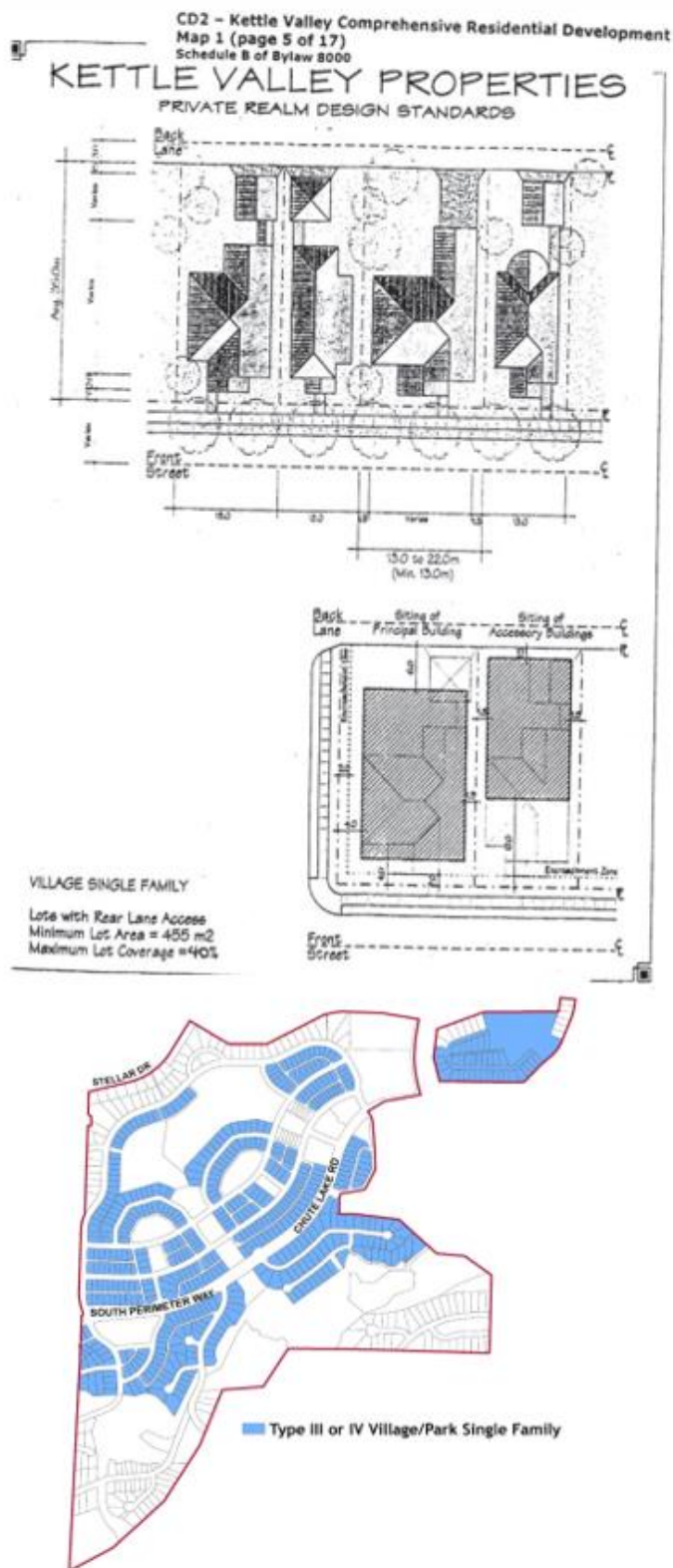
Map C



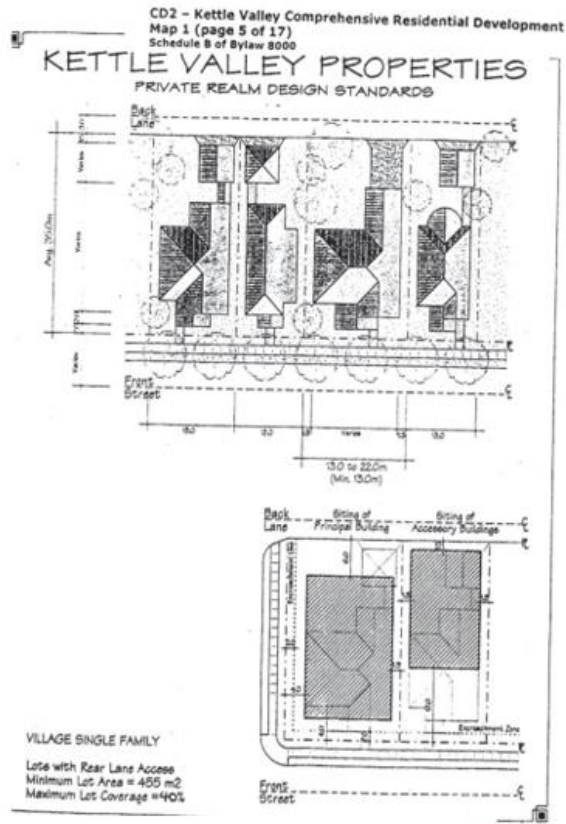
Map D



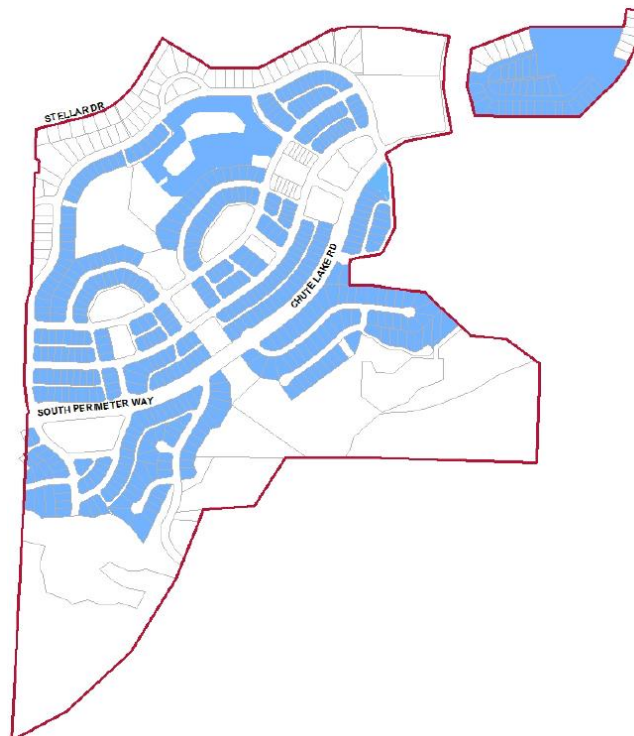
Map E



Map F



■ Type III or IV Village/Park Single F



Report to Council



Date: August 14, 2017

File: 1210-22

To: City Manager

From: Danielle Noble-Brandt, Policy and Planning Department Manager

Subject: Agriculture Plan Endorsement

Report Prepared by: Tracy Guidi, Sustainability Coordinator

Recommendation:

THAT Council, receives, for information, the Report from the Policy and Planning Department Manager dated August 14, 2017 with respect to the *Agriculture Plan*;

AND THAT Council adopt the *Agriculture Plan* as attached to the report of the Policy and Planning Department Manager, dated August 14, 2017;

AND FURTHER THAT Council direct staff to begin implementation of Phase 1 actions as outlined in Table 9 of the *Agriculture Plan* as attached to the report of the Policy and Planning Department Manager, dated August 14, 2017.

Purpose:

To present Council with the final Agriculture Plan for endorsement.

Background:

Agriculture is historically significant in Kelowna, shaping both its development pattern and its economy. Over 12,000 ha (55 per cent) of the City's land base is zoned for agriculture. Yet, this land is often at risk as it tends to be flat, affordable, geographically appealing and often well located, making it attractive for urban development.

Council has identified a priority to "preserve agricultural land," a sentiment that is echoed strongly by the public.¹ Current agricultural policy is directed in part by the 1998 Agriculture Plan. While this Plan

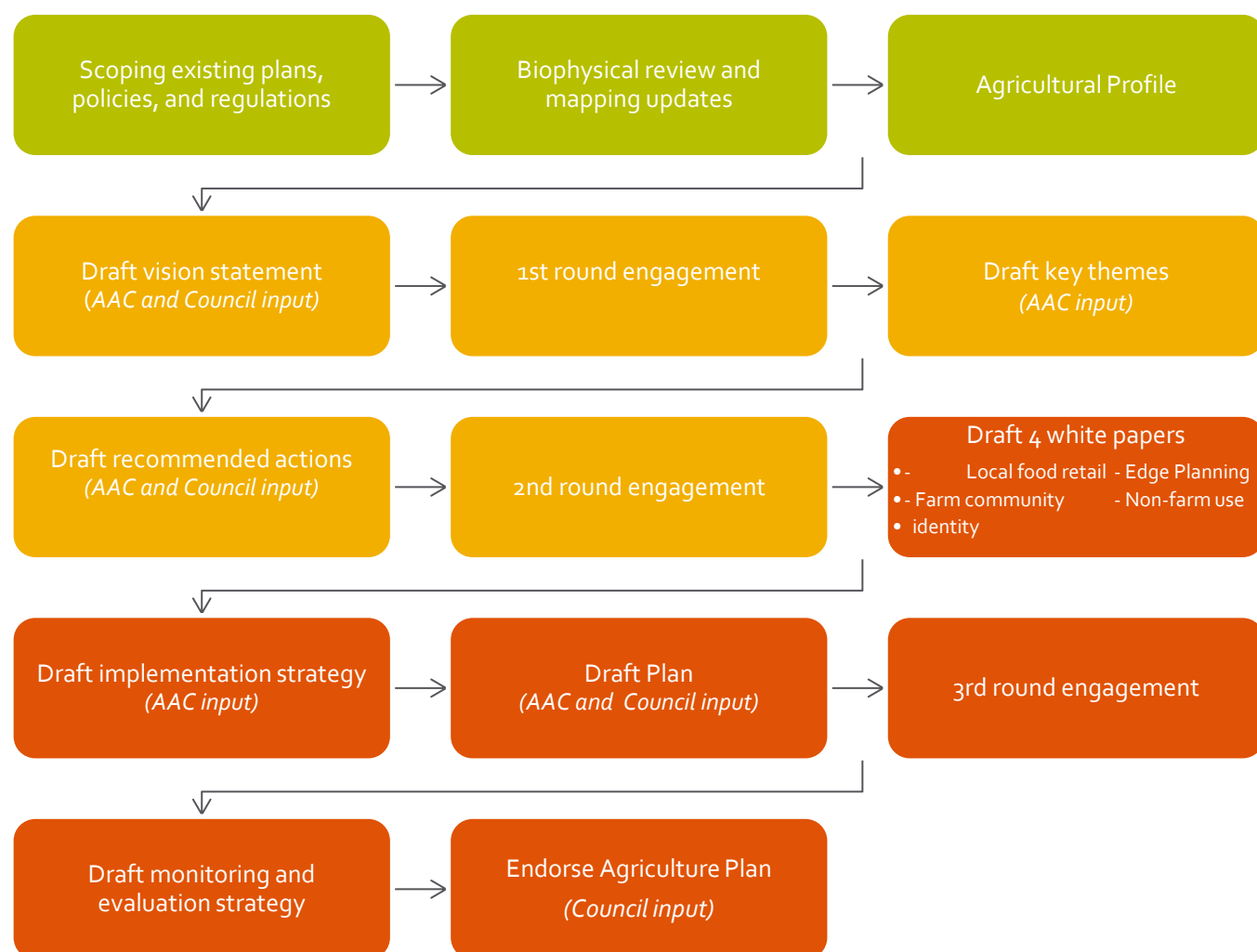
¹In June 2016, as part of the Agriculture Plan update, a survey showed that 95% of 563 respondents felt that policies to preserve farmland were important or very important. Note: the results are qualitative in nature as they are not a statistically valid random sample of all Kelowna citizens.

has served the City well over the past two decades, it is out of date. A major update was necessary to reflect the evolution of local and provincial regulations, and to provide clear and prescriptive policies to preserve and protect agricultural lands for the decades to come.

In the spring of 2016, the City embarked on a process to update the 1998 Agriculture Plan. The process, as outlined in Figure 1, included extensive public and stakeholder engagement, combined with best practice research and input from provincial authorities. A vision was developed for Plan: “Kelowna is a resilient, diverse, and innovative agricultural community that celebrates farming and values farmland and food producers as integral to our healthy food system, economy and culture,”. Guided by this vision, the 2017 Agriculture Plan established the following goals:

1. Develop clear policies that serve to protect and promote agriculture;
2. Identify opportunities to strengthen farming as an economic driver;
3. Increase the amount of, and access to locally grown and produced food;
4. Promote and celebrate the agricultural character of Kelowna; and
5. Build resilience in communities against rising costs of food and risks from climate change

Figure 1: Agriculture Plan development process



Throughout the process, public and stakeholders provided input during three rounds of engagement which helped shape the *Agriculture Plan*. During the third and final round of engagement, hosted in June, 2017 the public and stakeholders demonstrated general support for the Plan, with several organizations providing support letters including Agriculture Land Commission, BC Fruit Growers Association and the Central Okanagan Food Policy Council (see attached).

The 2017 *Agriculture Plan* focuses on providing clear policy and land use direction, ensuring City agricultural policies are current, accurate, defensible, and aligned with other major corporate policy documents as well as provincial standards. The Plan presents 51 actions the City can take a lead role in implementing under four themes:

- **Theme 1: Strengthening local policies and regulations to protect agriculture.** Thirty-four actions are recommended including updates to the Official Community Plan, Farm Development Permit Guidelines, Zoning Bylaw and other key policies and bylaws. Collectively, these actions express a commitment to the preservation and strengthening of farmland and will help to limit non-agricultural development, minimize conflicts between producers and non-producers, and proactively use and manage farmland for agriculture.
- **Theme 2: Stewarding natural resources and the environment for food production.** The eight actions in this theme involve integrating the agricultural sector's needs into existing and/or future environmental initiatives to address concerns over water, climate and buffers.
- **Theme 3: Improving awareness of local agriculture and access to local food.** This theme's eight actions will help increase the visibility of, and access to, local food products as well as to raise the level of understanding about agriculture.
- **Theme 4: Fostering and sustaining farm business and farmland.** The purpose of the only action in this theme is to investigate and support alternative ownership for farmland to ensure it is farmed to its fullest capacity over the long term.

Although primarily focused on what the City can take action on, the *Agricultural Plan* acknowledges that the participation of local governments, senior levels of government, agricultural businesses, community organizations and the public is essential to realize a resilient, sustainable and profitable regional agricultural sector. As such, an additional ten actions have been identified that the City can support but cannot lead due to jurisdictional or capacity constraints.

The *Agriculture Plan* has had several revisions compared to the draft presented to Council on June 12, 2017. These revisions were based on input from last round of engagement, external agencies and staff and are summarized in Table 1.

Table 1: Agriculture Plan Changes since June 12, 2017 Council Presentation

| Action | Draft version | Final version | Reason |
|--------|---|--|---|
| - | - | Monitoring and Engagement Strategy | Included to determine progress of the <i>Agriculture Plan</i> over time. |
| - | - | Appendix C: Engagement Summary | Included to provide highlights of engagement activities that took place during the Plan's development. |
| - | - | Highway markers have been added to the maps. | Open house attendees asked for road names for ease of location identification. |
| 1.1 | - | Actions have been renumbered in Theme 1.1 | Actions in this section were numbered incorrectly in the draft. |
| 1.1a | Restrict additional density (e.g. carriage houses) outside the Permanent Growth Boundary. | Restrict additional density outside the Permanent Growth Boundary. | 'e.g. carriage house' was removed. |
| 1.1f | - | Expand urban agriculture opportunities as a way to improve food system resiliency and promote social inclusion, such as community gardens or urban farming. | Comments received that urban agriculture policy was not addressed in the draft plan. Note: the action to develop a Healthy Food Strategy also addresses urban agriculture policy. |
| 1.2g | Locate uses of urban land adjacent to agricultural land by vulnerable populations to limit interface incompatibilities. | Discourage vulnerable population land uses (i.e. care facilities, schools, etc.) adjacent to agricultural lands to limit interface incompatibilities. | This action was identified as confusing by many who attended the open house and/or completed the online survey. |
| 1.3e | Increase the minimum lot size in the ALR from 2.0ha to 4.0ha. | Update subdivision regulations to increase the minimum lot size in the ALR from 2.0 ha to 4.0 ha. | Action clarified due to confusion of open house attendees. |
| 1.4d | Explore opportunities to better match tax rates with farmland production activities. | Changed from medium priority to high priority. | Industry feedback saw this as a high priority. |
| 2e | Ensure that drought management and response plans are clear and consistent across existing and future water systems. | Action has been removed and subsequent actions in Theme 2 have been renumbered. | Action is beyond the scope of the Agriculture Plan. |
| 2f | Continue to work towards ensuring sustainable, redundant and secure water for all agriculture. | Changed from long timeframe to ongoing timeframe. | Work on the Water Integration Supply Plan has begun and will continue for the long term. |
| 3d | Develop a Healthy Food Strategy for Kelowna. | As part of the Healthy City Strategy, complete the Healthy Food Systems theme area." Note: Additional detail was added to the detailed action (Appendix D) "Pollinator protection strategies should also be addressed as part of the Healthy Food System Theme Area." | Input received from Border Free Bees group demonstrated positive linkages for pollinator policy and agriculture. |

| Action | Draft version | Final version | Reason |
|--------|---|--|--|
| 5e | Encourage farmers to work with the Province to manage troublesome wildlife. | Changed from medium priority to high priority. | Industry feedback saw this as a high priority. |
| 5j | - | Partner and build relationships with community based organizations working on pollinator protection initiatives. | Input received from Border Free Bees group demonstrated positive linkages for pollinator policy and agriculture. |

It should be noted that 2 companion documents supplement the *Agriculture Plan* and that both are available on kelowna.ca/planningprojects:

1. **Agriculture Plan Background Report** – The Background Report provides an overview of the agricultural context of Kelowna, including farming history, summary of biophysical characteristics, types of crops and livestock currently being produced, and the financial health of farms.
2. **Agriculture Plan Engagement Summary** – While Appendix C of the *Agriculture Plan* provides an overview of engagement that took place throughout the development of the Plan, the Engagement Summary provides a comprehensive report on the results from all the engagement sessions.

Once endorsed, implementation of the 51 actions will be initiated according to the *Agriculture Plan's* Implementation Strategy. The Implementation Strategy outlines a phased approach based on timing and priority level associated with each action. The actions are separated into “actions that can be undertaken using existing staff resources” (Table 9) and “actions that require additional resources” (Table 10). In both tables, some actions may require additional budget beyond staffing. Funding options will be investigated and/or budget requests will be made as part of the annual budget cycle if and when necessary.

While the 2017 *Agriculture Plan* will help the City achieve its OCP's goal to “Enable Healthy and Productive Agriculture,” it goes well beyond that. It will:

- Inform upcoming updates to the Official Community Plan;
- Inform upcoming updates to the 20-year Servicing Plan;
- Help achieve the goals of Healthy City Strategy by preserving agricultural land needed to feed a growing population;
- Help the City meet its climate goals by sequestering carbon in perennial crops and reducing transportation emissions to import food from other countries; and
- Help continue the growth of the agricultural economy.²

Ultimately, the Plan's actions are practical solutions that will strengthen agriculture and contribute to Kelowna's long-term sustainability for future decades.

Internal Circulation:

Divisional Director, Community Planning and Strategic Investments
Divisional Director, Corporate Strategic Services
Director Strategic Investments

² Gross farm receipts for all sizes of farms in the Central Okanagan increased 24.4% to \$120,147,514 between 2011 and 2016, [Central Okanagan Economic Profile for Agriculture](#), July 2017.

Director, Business and Entrepreneurial Development
Suburban and Rural Planning Manager
Community Planning Department Manager
Infrastructure Operations Department Manager
Utility Services Manager
Senior Engineer Infrastructure
Senior Airport Finance and Corporate Services Manager
Planner Specialist
Communications Advisor
Engineering Technical Support Coordinator
Design Technician

Existing Policy:

One of the goals of the Official Community Plan is to Enable Healthy and Productive Agriculture by promoting healthy and productive agriculture through diverse strategies that protect farmlands and food production. Policies in the OCP that support this goal include:

- OCP Objective 5.33 Protect and enhance local agriculture. (and all associated policies);
- OCP Objective 5.34 Preserve productive agricultural land. (and all associated policies);
- OCP Policy 7.20.1 Water Availability for Agriculture. Work with stakeholders to ensure the continued delivery of sufficient quantities of water as per best practices for water conservation to ensure continued agricultural productivity; and
- OCP Chapter 15 Farm Protection DP Guidelines.

Agriculture Policy is also currently guided by the 1998 Agriculture Plan.

Financial/Budgetary Considerations:

The cost to complete the 2017 *Agricultural Plan* is approximately \$65,000. The City of Kelowna acknowledges the support of the Real Estate Foundation of BC who granted \$20,000 towards this project. A grant of \$18,590 was also received by Agriculture and Agri-Food Canada and the BC Ministry of Agriculture through programs delivered by the Investment Agriculture Foundation of BC. The remainder of the funds are sourced from the Policy & Planning Department budget.

It should be noted that the full implementation of the Agriculture Plan requires additional funding and possibly resources at various stages. Funding and resourcing options will be investigated and/or budget requests will be made as part of the normal annual budget cycle if and when necessary.

External Agency/Public Comments:

Below is a summary of the engagement to date that has helped inform the 2017 *Agriculture Plan*:

Agricultural Advisory Committee Meetings:

- April 14, 2016 - Strengths, weakness, opportunities, threats, (SWOT) analysis
- May 11, 2016 - Vision workshop
- October 13, 2016 - Policies, recommendations and themes
- December 8, 2016 - Engagement summary and recommended actions
- March 13, 2017 - Draft policy and recommendations

- April 13, 2017 - Implementation strategy
Moved by Jeff Ricketts/Seconded by Keith Duhaime
 THAT the Agricultural Advisory Committee recommends that Council support the phasing of the draft Implementation Strategy for the City of Kelowna Agriculture Plan Update with the following amendments:
 - Action ID 3f under Phase 2 being "Encourage opportunities to meet with community groups, including real estate groups to communicate existing land use policies and impacts of non-farm use on agricultural land. The impacts of farmland speculation on the local agriculture sector should be highlighted." be moved to ongoing and noted as high priority; and
 - Action ID 4a under Phase 3 being "Investigate and support opportunities for alternative ownership models for farmland for the purposes of increasing production levels on
- Moved by Yvonne Herbison/Seconded by Jeff Ricketts**
 THAT the Agricultural Advisory Committee recommends that Council support the additional financial and staffing implications of the draft implantation strategy for the City of Kelowna Agriculture Plan Update as presented by staff at the April 13, 2017 Agricultural Advisory Committee meeting.
- June 8, 2017 - Draft Agriculture Plan
Moved by Ed Schiller/Seconded by Pete Spencer
 THAT the Agricultural Advisory Committee recommends that Council support the 2017 Draft Agriculture Plan as presented to the Committee on June 8, 2017.

Round 1 Engagement

- June 2016 Online Survey (563 completed responses)
- June 8, 2016 Stakeholder Session
- June 8, 2016 Open House (29 people attended)
- June 11, 2016 Open House (40 people attended)
- June 22, 2016 Agriculture Industry Group session
- June 2016 Meeting via phone with Young Agrarians
- June 2016 Meeting via phone with Central Okanagan Food Policy Council

Round 2 Engagement

- November 22 Meeting with YLW
- November 22 Meeting with South East Kelowna Irrigation District
- November 22 Meeting with Okanagan Basin Water Board and the BC Agriculture and Food Climate Action Initiative
- November 22 Small to medium sized farmer conversation (12 participants representing 8 farm operations)
- November 23 Agriculture Industry Group session
- November 23 Stakeholder session
- November 23 Meeting with Tourism Kelowna

Round 3 Engagement

- June, 2017 Online and In-Person Survey (74 completed)

- June 13, 2017 Stakeholder Session
- June 13, 2017 Agriculture Industry Group Session
- June 21, 2017 Open House (40 people attended)

It should be noted that the results from open surveys such as those done in the first and third round of engagement are a collection of opinions and perceptions from interested or potentially affected residents, and not a statistically valid random sample of all Kelowna citizens. The results are qualitative in nature and cannot be said to represent views of all Kelowna citizens.

In addition, letters of support for the *Agriculture Plan* were received from the Agriculture Land Commission, BC Fruit Growers Association and the Central Okanagan Food Policy Council (see attached).

Considerations not applicable to this report:

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Personnel Implications:

Communications Comments:

Alternate Recommendation:

Submitted by:

D. Noble-Brandt, Policy and Planning Department Manager

Approved for inclusion:



DNB

cc:

Divisional Director, Community Planning and Strategic Investments

Divisional Director, Corporate Strategic Services

Director Strategic Investments

Director, Business and Entrepreneurial Development

Suburban and Rural Planning Manager

Community Planning Department Manager

Utility Services Manager

Senior Engineer Infrastructure

Senior Airport Finance and Corporate Services Manager

Planner Specialist

Communications Advisor

Engineering Technical Support Coordinator

Design Technician

Attachments:

Agriculture Plan

Letters of Support:

Agriculture Land Commission Letter of Support

BC Fruit Growers Association Letter of Support

Central Okanagan Food Policy Council Letter of Support

Agriculture Plan

August 2017

kelowna.ca

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Acknowledgements

The City of Kelowna's *Agriculture Plan* is a strategy and policy framework document, resulting from a local planning initiative led by City of Kelowna staff in collaboration with Upland Agricultural Consulting with input from AEL Agroecological Consulting and Bench Site Design.

The project was initiated and coordinated by the City of Kelowna, and was funded in part by the Real Estate Foundation of BC and the governments of Canada and British Columbia through the Investment Agriculture Foundation of BC. Project coordination, key input into the plan, and in-kind support were provided by City of Kelowna staff and the Agricultural Advisory Committee.

Local citizens, stakeholders, survey respondents, and participants of public meetings and focus groups also provided invaluable input and feedback, for which the authors express much gratitude. Images used in this document are used with permission from the authors, unless otherwise indicated. Not for duplication or distribution. All rights reserved.

Funding provided by:



The Government of Canada, the Government of British Columbia and the Investment Agriculture Foundation of BC are pleased to participate in the delivery of this project. We are committed to working with our partners to address issues of importance to the agriculture and agri-food industry in British Columbia. Opinions expressed in this report are those of the authors and not necessarily those of the Government of Canada, the Government of British Columbia and the Investment Agriculture Foundation.

Executive Summary



Kelowna's history and identity is defined by agriculture. With over half of Kelowna's land zoned for agriculture, it is a key consideration in the City's community planning, economic development, and environmental sustainability. Since the City's first Agriculture Plan was developed in 1998, several changes to both the local and provincial policy landscapes have been made. They include:

- Two major Official Community Plan updates;
- The introduction of a Permanent Growth Boundary;
- Adoption of a new Regional Growth Strategy; and
- Changes in provincial agricultural regulations.

This revised *Agriculture Plan* considers agriculture within the current context and attempts to identify and anticipate future changes and challenges. The development of the Agriculture Plan is an important opportunity for the City of Kelowna and the agricultural sector to work towards the following goals:

1. Develop clear policies that serve to protect and promote agriculture;
2. Identify opportunities to strengthen farming as an economic driver;
3. Increase the amount of, and access to, locally grown and produced food;
4. Promote and celebrate the agricultural character of Kelowna; and
5. Build resilience in communities against rising costs of food and risks from climate change.

Through a year-long public and stakeholder engagement process, a vision statement was crafted and key theme areas were identified. The vision statement for the *Agriculture Plan* is:

Agriculture Plan Vision

Kelowna is a resilient, diverse, and innovative agricultural community that celebrates farming and values farmland and food producers as integral to our healthy food system, economy, and culture.

The plan presents 51 recommended actions that the City can take a lead role in implementing, under four themes:

1. **Strengthening local policies and regulations to protect agriculture.** This theme recommends 34 actions including updates to the Official Community Plan, Farm Development Permit Guidelines, Zoning Bylaw, and other key policies and bylaws. Collectively, these policy recommendations express a commitment to the preservation and strengthening of farmland and will help to limit non-agricultural development, minimize conflicts between producers and non-producers, and proactively use and manage farmland for agriculture.
2. **Stewarding natural resources and the environment for food production.** The eight actions in this theme involve integrating the agricultural sector's needs into existing and/or future environmental initiatives and addressing concerns over water, climate and buffers.
3. **Improving awareness of local agriculture and access to local food.** Eight actions have been identified to increase the visibility of, and access to, local food products as well as raise the level of understanding about agriculture.
4. **Fostering and sustaining farm business and farmland.** One action has been identified to investigate and support alternative ownership for farmland to ensure it is farmed to its fullest capacity over the long term.

These actions are supported by a Background Report (companion document), Engagement Summary (companion document) and four policy white papers on the topics of:

- Local food retail opportunities;
- Edge planning strategy and maps;
- Non-farm use of farmland; and
- Farm community identity.

Although developed for the City of Kelowna, the *Agriculture Plan* acknowledges that the participation of local governments, senior levels of government, agricultural businesses, community



organizations, and the public is essential to realize a resilient agricultural sector. As such, an additional 10 actions have been identified that the City can support but cannot lead due to jurisdictional or capacity constraints.

An implementation plan is included to guide the City on the timing and priority levels associated with each of the recommendations. It is expected that many of the recommended policies will help provide direction on the Official Community Plan update, 20-year Servicing Plan, infrastructure decisions, as well as direction for city owned assets. This *Agriculture Plan* is expected to be a robust document that will serve the community for at least the next 10 years.

Agriculture in Kelowna Today



of Kelowna's land base is zoned for agricultural use (12,000 ha)

8,621 ha

of Kelowna's land (approximately 40% of the landbase) is in the Agricultural Land Reserve

14 %

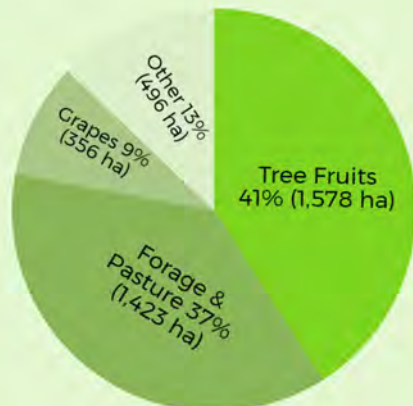
Kelowna had 10,054 ha in the ALR when it was established in 1973



3,915 ha

of Kelowna's ALR land is in active farm use (as of 2014)

3,853 ha of Kelowna's land is used to grow field crops



86 % of Kelowna's cultivated crops use irrigation



parcels of land involved in agriculture



properties with farm class status



average farm parcel size



of farm parcels are smaller than 4 ha



Average gross farm receipts in the Central Okanagan have grown 36% since 2001 to \$96,558 per farm



1% of the Central Okanagan's population is employed in farming (2011 census)



Average age of a farmer in the Central Okanagan is 56.8 years old (2011 census)

Introduction

An Agriculture Plan focuses on a community's farm area to discover practical solutions to challenges, identify opportunities to strengthen farming, and ultimately to contribute to the community's long-term sustainability¹. With over 12,000 ha of the City's land base zoned agricultural (55 per cent), and 8,600 ha in the Agricultural Land Reserve (ALR) (38 per cent), City Council has set a priority to "preserve agricultural land"² (see Map 1: Comparison of ALR lands in 1998 to 2017). Further, the OCP complements this priority with the goal to "enable healthy and productive agriculture."³ The City of Kelowna recognizes that it plays a key role in shaping local farmland and food security.

The intent of agricultural planning is to provide an overview of the current food system and develop policy recommendations, an implementation and monitoring strategy, and an evaluation plan to support the agricultural viability and food resiliency of the community.

In 1998, the City of Kelowna adopted its first Agriculture Plan providing direction for nearly two decades. Since its adoption, the community has grown and a number of major plans and policies have been adopted:

- Two major Official Community Plan updates;
- The introduction of a Permanent Growth Boundary;
- Adoption of a new Regional Growth Strategy; and
- Changes in provincial agricultural regulations.

An update to the 1998 Plan was necessary to respond to the growth and changes. The revised Agriculture Plan presented here considers agriculture in its regional context and attempts to identify and anticipate future changes and challenges. The Plan's focus is to provide clear

Over 12,000 ha (55 per cent) of the City's land base is zoned agricultural and 8,600 ha (38 per cent) is in the ALR.

policy and land use direction and ensure that City agricultural policies are current, accurate, defensible, and aligned with other major corporate policy documents as well as provincial standards. The Agriculture Plan's goals are integrated into a more current and responsive policy document. The goals are to:

1. Develop clear policies that serve to protect and promote agriculture;
2. Identify opportunities to strengthen farming as an economic driver;
3. Increase the amount of, and access to, locally grown and produced food;
4. Promote and celebrate the agricultural character of Kelowna; and
5. Build resilience in communities against rising costs of food and risks from climate change.

Recommended actions highlight opportunities that the City can achieve through an accompanying implementation strategy. The recommended policies will help guide the direction of the Official Community Plan update, 20-year Servicing Plan, infrastructure decisions as well as direction for city owned assets.

Although commissioned by the City of Kelowna, the Plan acknowledges that the participation of local governments, senior levels of government, agricultural businesses, community organizations, and the public is essential to realize a resilient, sustainable and profitable regional agricultural sector.

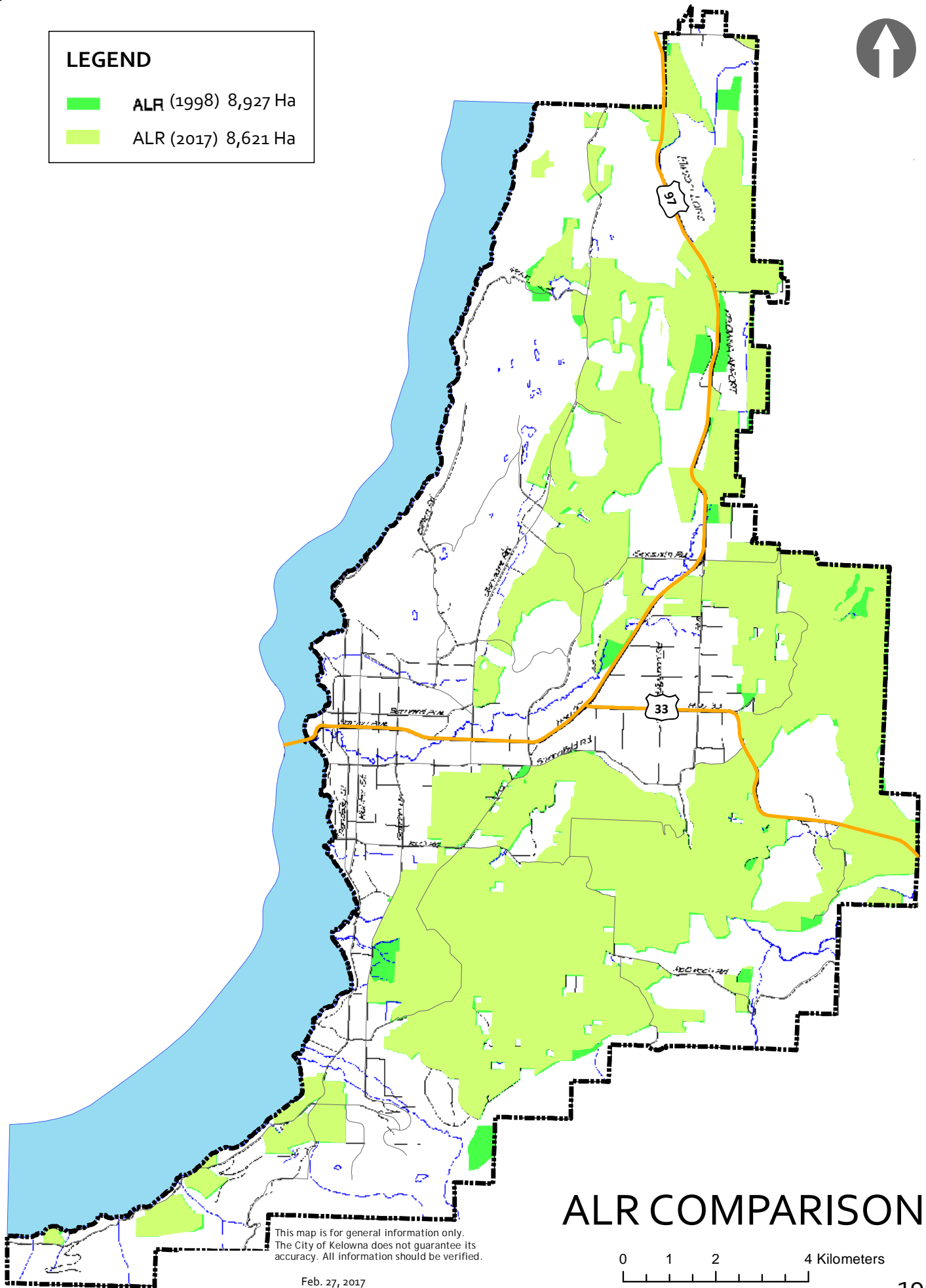
¹ Smith, B. 1998. Planning for Agriculture. BC Ministry of Agriculture publication.
<http://www.al.gov.bc.ca/resmgmt/publist/800Series/822420-1.pdf>

² City of Kelowna, Council Priorities. <https://www.kelowna.ca/city-hall/council/council-priorities>

³ Kelowna 2030 Official Community Plan. Chapter 1 Introduction, page 1.4

LEGEND

- ALR (1998) 8,927 Ha
- ALR (2017) 8,621 Ha



ALR COMPARISON

The agricultural planning process

This final document synthesizes the Background Report, Agricultural Profile, Engagement Strategy, and Policy White Papers into a vision statement, key themes, recommended actions, an implementation strategy, and a monitoring and evaluation strategy.

In order to complete the Agriculture Plan Update, a three phase process was developed as described below and outlined in Figure 2:

- Phase 1: Background Scoping and Agricultural Profile (highlighted in green)
- Phase 2: Public Consultation and Issues Identification (highlighted in yellow)
- Phase 3: Agriculture Plan content development (highlighted in orange)

Initiated in early 2016, the development of the *Agriculture Plan* included the following process and actions:

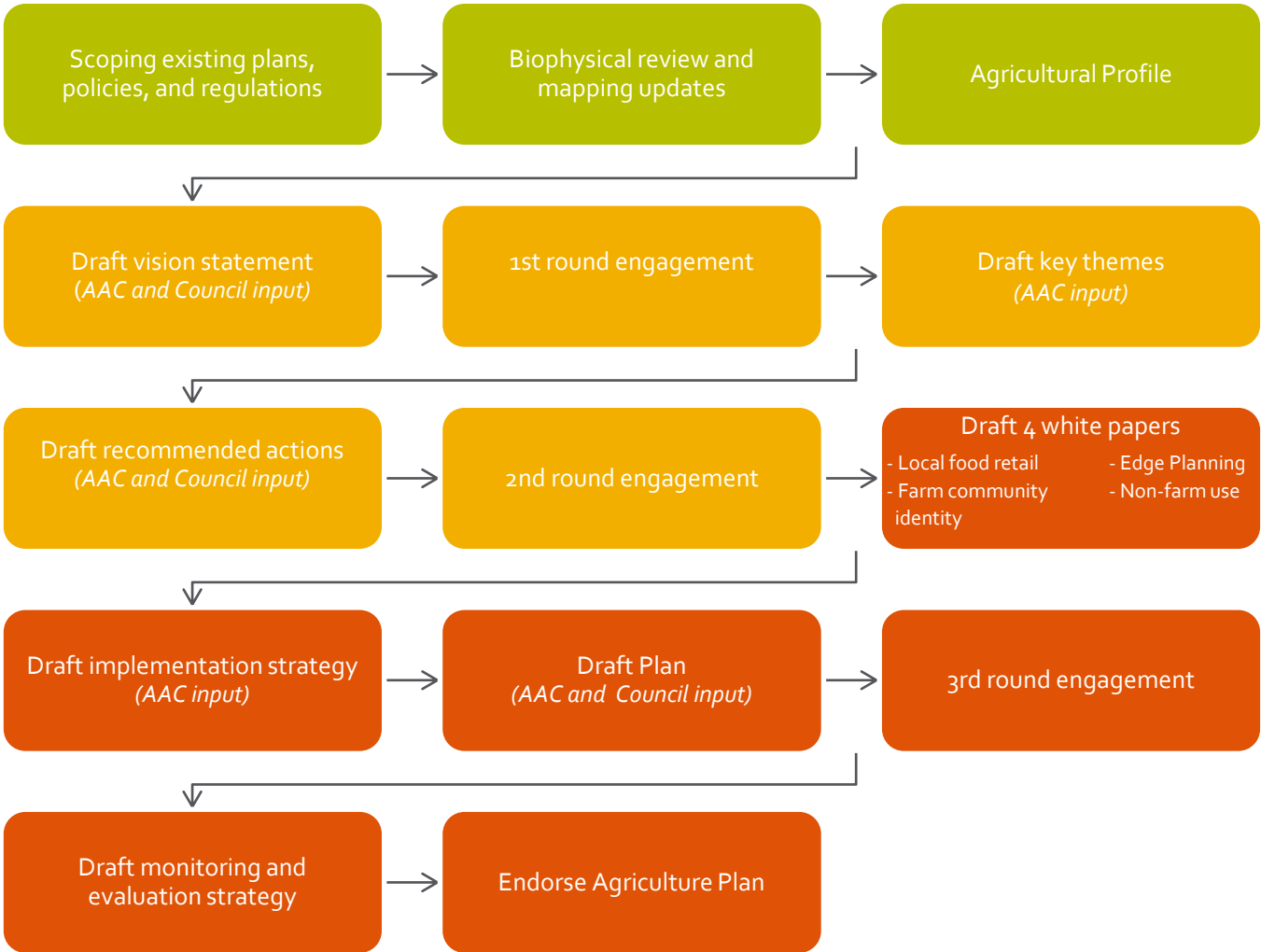


Figure 2. Agriculture Plan development process

Engagement

To ensure the *Agriculture Plan* was well-informed and shaped both by members of the public and key stakeholders, the City offered a variety of opportunities throughout the project to engage residents and gather feedback. Appendix C: Engagement Summary, provides highlights of engagement activities that took place during the development of the City of Kelowna's Agriculture Plan. Complete engagement results are available in the Agriculture Plan Engagement Summary companion document.

Initial consultation was done at the onset of the project to gather input on agricultural issues of concerns and opportunities for improvement in policies and strategies. A total of 563 people, 21 per cent of which identified as farmers, completed a survey on-line or in person at one of two open houses. It should be noted that the survey was an opt-in and open method, and therefore results are qualitative in nature and cannot be said to represent views of all Kelowna citizens.

During the second round of engagement, a series of workshops and conversations were hosted with a variety of key stakeholders, industry groups and small-medium sized farmers. Input was gathered on the Plan's themes and draft recommended actions.

A third final round of engagement was held to ensure the final Plan reflects the communities' desires. This final round included a stakeholder session, an agriculture industry group meeting, and an open house. An exit survey was also provided for those attending the meetings and the open house. A digital copy of the draft plan and the exit survey were made available on the City's website for those who could not attend the meetings or open house.

Further, at six times throughout the Plan's development, workshops were hosted with Council's Agricultural Advisory Committee to gather feedback and direction. At three times



throughout the process, workshops were hosted to gather input from Council on the Plan's direction.

Overall, the input, as illustrated in the Agriculture Plan Engagement Infographic on the following page (Figure 3), in conjunction with best practices and direction from the Ministry of Agriculture's Guide for Bylaw Development in Farming Areas (2015), helped inform the *Agriculture Plan* by identifying strengths and challenges within the local agriculture sector; prioritizing themes; and discussing potential recommendations.



Agriculture Plan Engagement

In June and November 2016 and again in July 2017, we gathered input from stakeholders, industry and the general public on the challenges and opportunities for agriculture in the community.



73%

of survey respondents agree or strongly agree with the vision statement for the Agriculture Plan update:

"Kelowna is a resilient, diverse and innovative agricultural community that celebrates farming and values farmland as integral to our healthy food system, economy and culture."

Top 3 reasons respondents identified for preserving farmland

Food security



Fresh produce, wine & agricultural products



The local economy



21%

of respondents identified themselves as farmers



95%

said policies preserving farmland are important to very important



97%

said they buy local food products when they have the option

Vision Statement

A vision statement is meant to encompass a direction for the future of agriculture in the region and to address key community priorities. It provides direction for the *Agriculture Plan* and the corresponding key opportunities, recommended actions, white papers, and implementation strategy.

Developed with the input of the Agricultural Advisory Committee and further refined with Council's feedback, the vision statement sets the future direction for the *Agriculture Plan*.

The vision statement was presented to stakeholders, members of the public (at the open house and through the online survey) for feedback. 73 per cent of survey respondents indicated that they agreed or strongly agreed with the vision statement. Including the 18 per cent of people who were neutral, the vision statement has a 91 per cent approval rating.

Agriculture Plan Vision

Kelowna is a resilient, diverse, and innovative agricultural community that celebrates farming and values farmland and food producers as integral to our healthy food system, economy, and culture.



Key Themes and Recommended Actions

Over the last year, several engagement events have taken place to craft a vision statement, identify key priority areas, and develop a list of recommended actions to include in the *Agriculture Plan*. Based on this process, four themes and 51 actions emerged. A focus was placed on actions where the City is able to take a leadership role from a jurisdictional perspective.

The following four key themes were identified:

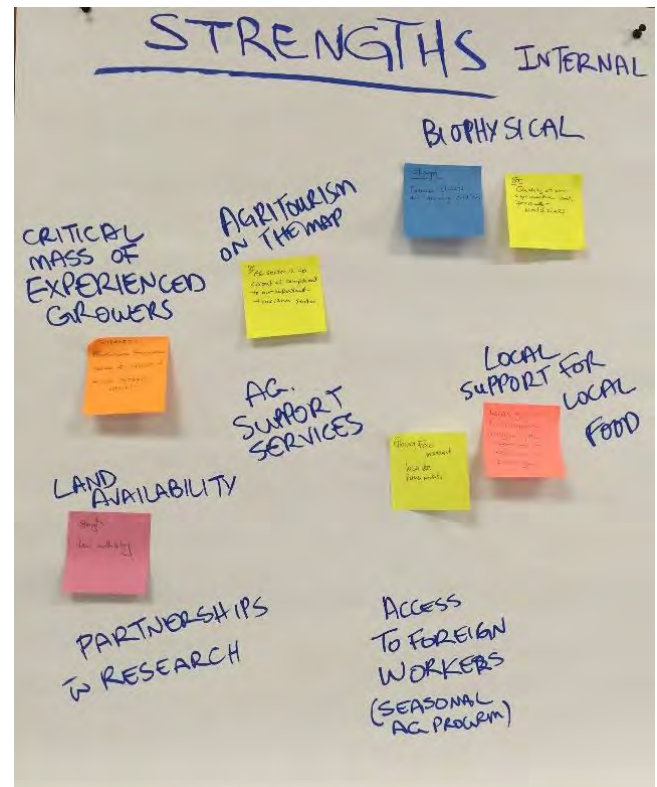
1. Strengthening local policies and regulations to protect agriculture.
2. Stewarding natural resources and the environment for food production.
3. Improving awareness of local agriculture and access to local food.
4. Fostering and sustaining farm businesses and farmland.

These four themes align with the four pillars of sustainability: environmental, social, economic, and cultural as outlined in the City's 2030 Official Community Plan. The following pages identify 51 recommended actions that the City can take a lead role in, followed by an additional list of 10 actions that the City can support. Many of these recommendations are based on research conducted throughout the Agriculture Plan into best practices for local policies and regulations for the food system. This research is presented in a series of white papers, which are referenced in the relevant actions and are included in the Appendices.

Timeframe and priority levels are also identified for each of the actions in the tables. They can be generally interpreted as follows:

Timeframe

| | |
|----------|--|
| Ongoing: | Will require continued efforts over the short-long term timeframe. |
| Short: | To be completed within 1-2 years. |
| Medium: | To be completed within 2-5 years. |
| Long: | To be completed within 5-10 years. |



Priority

| | |
|---------|--|
| High: | Requires urgent action for progress to be made and/or for other actions to succeed. |
| Medium: | Not critical for actions to move forward, but necessary and important. |
| Low: | Less important but still necessary for improvements in the local agriculture system. |

The following tables provide a brief summary of the actions. More details on the actions can be found in Appendix D.

Theme 1: Strengthening local policies and actions to protect agriculture

Kelowna residents are very supportive of agriculture. In a spring 2016 survey, 96% of respondents indicated that policies preserving farmland were important or very important to them. Issues that arose during consultation included:

- Farmland protection opportunities, such as vegetative buffers along the urban-rural boundary, were identified as a need throughout the stakeholder engagement process. The Agricultural Interface Vulnerability Map (Map 2) on the following page highlights the vulnerable areas in Kelowna where conflicts can arise.
- Challenges with regard to land use planning, where islands of residential areas have been created within farmland that now require connecting roads and other infrastructure. Map 3 highlights future roads in Kelowna and how they connect through agricultural land.
- Concerns over the non-farm use of ALR. One common concern was the purchase of farmland with no intention of farming, followed by construction of significantly large homes.

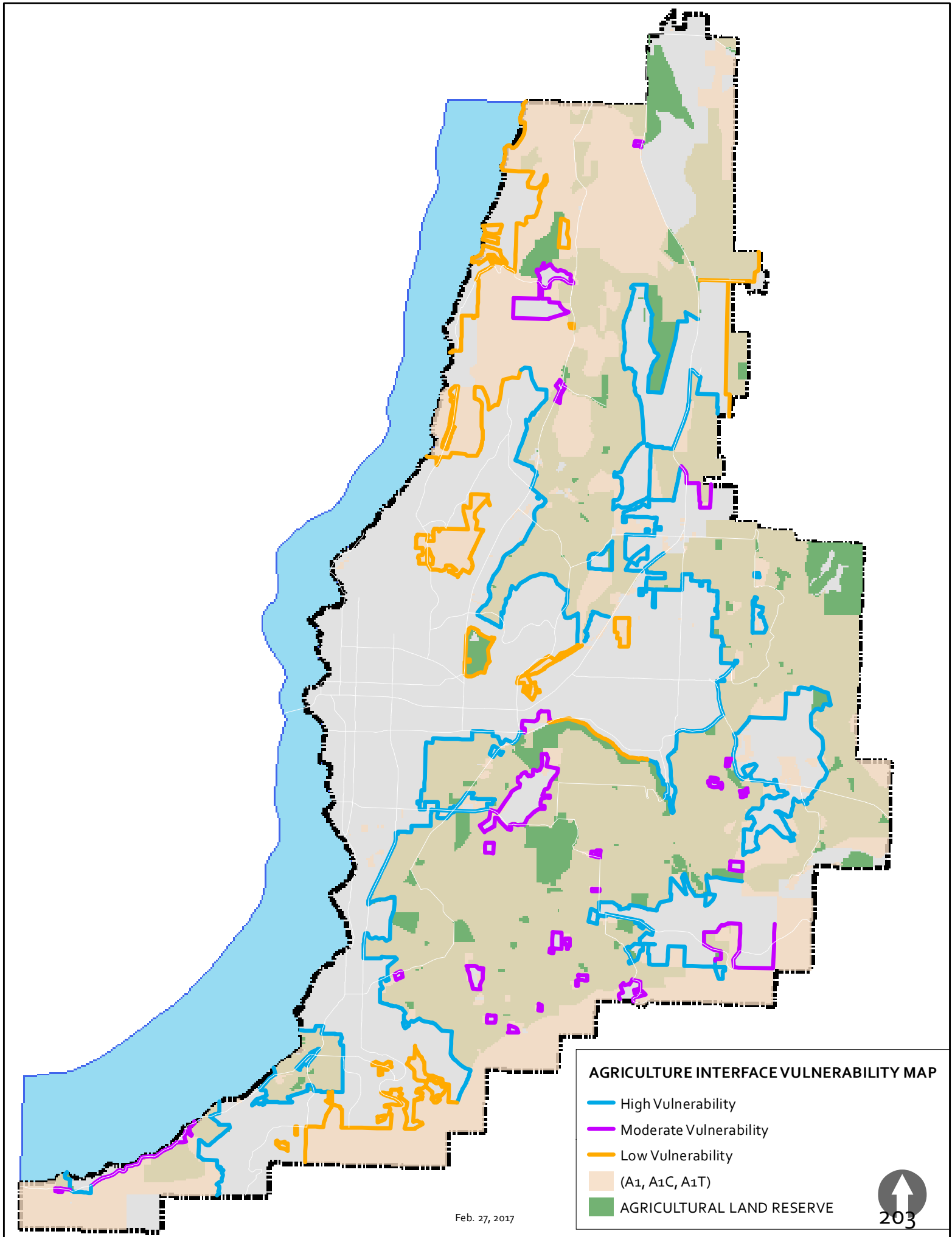
Land use regulation by local governments is established under the Community Charter and the *Local Government Act*. In the following sub-sections, a series of recommendations are made to update policy in the Official Community Plan, Farm Development Permit Guidelines, Zoning Bylaw and several other policies and regulations. Collectively, these policy recommendations express a commitment to the preservation and strengthening of farmland, including the protection of lands capable of agricultural productivity, encouraging a diverse and profitable agricultural sector and supporting a sustainable and resilient local food system. Further, these initiatives will help




to limit non-agricultural development, minimize conflicts between producers and non-producers, and proactively use and manage farmland for agriculture.

This theme has 34 actions that fall within four actionable categories:


- 1.1 Official Community Plan updates (6 actions)
- 1.2 Farm Protection Development Permit Guidelines updates (7 actions)
- 1.3 Zoning Bylaw updates (12 actions)
- 1.4 Actions regarding other policies and regulations (9 actions)




AGRICULTURE ZONING OVERLAYED WITH FUTURE ROADS


 Agricultural Zoning (A1, A1C, A1T)

20 Year Major Road Network (OCP 7.3)


 6 Lane Arterial (including HOV Lanes)

 5 Lane Arterial

 4 Lane Arterial


 3 Lane Arterial


 2 Lane Arterial


 2 Lane Arterial + Center Turn Lane

 2 Lane Major Collector

 2 Lane Minor Collector

 Oneway 2 Lane Eastbound

 Oneway 2 Lane Westbound

 Outside Kelowna

 Land Only

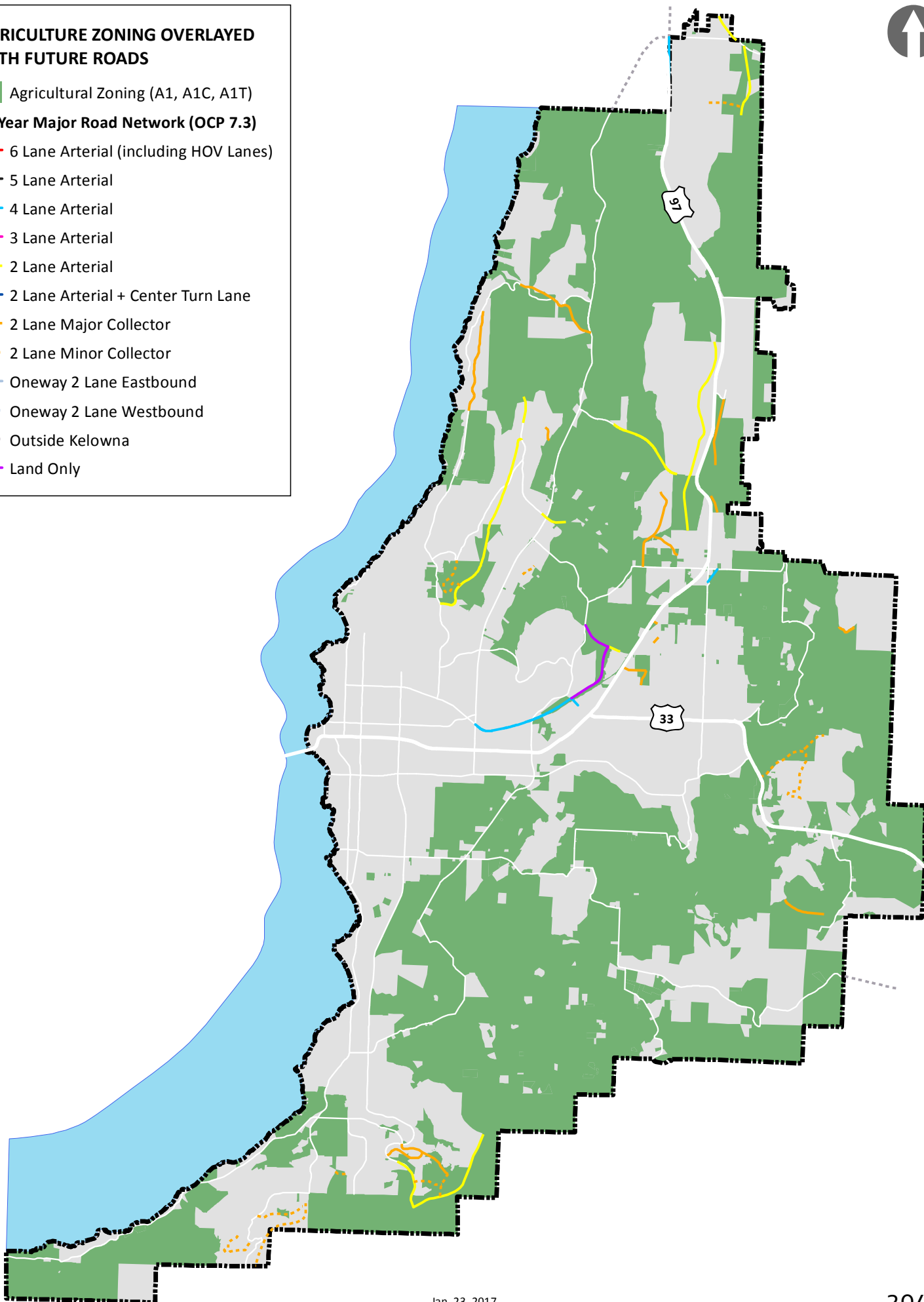


Table 1. Official Community Plan updates

| ID | Actions | Timeframe | Priority |
|------|--|-----------|----------|
| 1.1a | Restrict additional density outside the Permanent Growth Boundary. | Short | High |
| 1.1b | Restrict community sewer service expansion into agricultural areas except where infrastructure is needed to address public health issues and protection of natural assets as identified by the City of Kelowna or senior government. | Short | High |
| 1.1c | Restrict non-farm uses that do not directly benefit agriculture. | Short | High |
| 1.1d | Protect and support the continued designation of Natural Resource Protection Lands for agricultural purposes. | Short | Medium |
| 1.1e | Explore a new OCP Land Use Designation: <i>Transition to Agriculture</i> . | Medium | High |
| 1.1f | Expand urban agriculture opportunities as a way to improve food system resiliency and promote social inclusion, such as community gardens or urban farming. | Short | Medium |

Table 2. Farm Protection Development Permit Guidelines updates

| ID | Actions | Timeframe | Priority |
|------|--|-----------|----------|
| 1.2a | Adopt Residential Footprint policies as per the <i>Non-Farm Use White Paper</i> (see Appendix G). | Short | High |
| 1.2b | Include underground residential services within the Residential Footprint. | Short | High |
| 1.2c | Only structures used exclusively for farm use, or have a direct and on-going benefit to agriculture, may be located outside the Residential Footprint. | Short | High |
| 1.2d | On agricultural lands, locate facilities accessed by the public near the road entrance to reduce the footprint. | Short | High |
| 1.2e | Ensure that the Residential Footprint maximizes the agricultural potential. | Ongoing | Medium |
| 1.2f | Require statutory covenants on non-agricultural land to notify landowners of surrounding “normal farm practices”. | Short | Medium |
| 1.2g | Discourage uses of urban land adjacent to agricultural land by vulnerable populations to limit interface incompatibilities. | Short | Medium |

Table 3. Zoning Bylaw updates

| ID | Actions | Timeframe | Priority |
|------|---|-----------|----------|
| 1.3a | Review and amend the A1 zone to ensure compliance. | Short | High |
| 1.3b | Investigate adopting a maximum home (principal dwelling) total floor area within the A1 zone. | Short | High |
| 1.3c | Revise policy for mobile homes on farmland occupied by the owner’s immediate family. | Short | High |
| 1.3d | Remove “carriage house” as a permitted use within the A1 zoning. | Short | High |

| ID | Actions | Timeframe | Priority |
|------|--|-----------|----------|
| 1.3e | Update zoning bylaw subdivision regulations to increase the minimum lot size in the ALR from 2.0 ha to 4.0 ha. | Short | High |
| 1.3f | Update vegetative buffer specifications as outlined in <i>Edge Planning White Paper</i> (see Appendix F). | Short | High |
| 1.3g | Investigate parking limitations on agricultural lands. | Short | Medium |
| 1.3h | Investigate local food retail opportunities outside of the ALR as described in the <i>Local Food Retail Opportunities White Paper</i> (see Appendix E). | Medium | Medium |
| 1.3i | Revise the definition of “urban agriculture” to include the sale of farm products as a seasonal retail operation. | Short | Medium |
| 1.3j | Designate specific sites and/or zones as suitable for “local produce stands” as per the <i>Local Food Retail Opportunities White Paper</i> (see Appendix E). | Short | Medium |
| 1.3k | Provide regulation for commercial assembly events on farmland that aligns with Ministry of Agriculture and/or ALC regulations. | Short | Low |
| 1.3l | Investigate options to regulate permitted uses in the ALR consistent with the Ministry of Agriculture Bylaw Standards | Short | Medium |

Table 4. Actions regarding other policies and regulations

| ID | Actions | Timeframe | Priority |
|------|--|-----------|----------|
| 1.4a | Maintain and expand the City’s Agricultural Compliance and Enforcement Strategy. | Ongoing | High |
| 1.4b | Establish procedures for zoning compliance review via business license applications on agricultural properties. | Ongoing | High |
| 1.4c | Update the <i>Development Applications Procedures Bylaw</i> to allow for the request of an Agricultural Impact Assessment. | Short | High |
| 1.4d | Explore opportunities to better match tax rates with farmland production activities. | Medium | High |
| 1.4e | Update the <i>Noxious Insect Control Bylaw</i> and <i>Noxious Weeds & Grass Control Bylaw</i> to include current noxious species and diseases. | Medium | Medium |
| 1.4f | Update the <i>Soil Deposit and Removal Bylaw</i> to ensure that it reflects current industry best practices. | Medium | Medium |
| 1.4g | Update the <i>Business License Bylaw</i> to include the new definition of local food sales (as per related actions in 1.3). | Medium | Medium |
| 1.4h | Require a business license for commercial assembly events. | Medium | Medium |
| 1.4i | Investigate opportunities to minimize impacts to agriculture, where possible, during expansion of YLW as outlined in the 2045 Airport Masterplan. | Long | Medium |

Theme 2: Stewarding natural resources and the environment for food production

The Central Okanagan is one of the best growing regions in Canada. With its warm summer climate and fertile soil, it can support a wide variety of crops. Climate and soil were listed as the top strength of farming and food production in Kelowna by survey respondents. However, there are still some environmental challenges facing farmers in the region. Stakeholders and survey respondents commented on the importance of the natural ecology of the land and environmentally sound farming practices to help replenish the soil, recharge water sources and provide habitat for natural pollinators, while using water conservation methods and efficient waste management. Climate change was listed as both an opportunity and a threat by 58 per cent of survey respondents and was a key issue of focus at meetings with stakeholders. It will have effects on nearly all the other issues in this theme, including invasive species and water management.




Map 4 (Sensitive waterways and aquifers in Kelowna) and Map 5 (Hazardous areas that overlap with farmland) on the following pages illustrate the relationship between agriculture and the environment.

The 8 actions in this theme involve integrating the agricultural sector's needs into future and/or existing environmental initiatives.

Table 5. Stewarding natural resources and the environment for food protection.

| ID | Actions | Timeframe | Priority |
|----|---|-----------|----------|
| 2a | Evaluate and monitor City of Kelowna water pricing with the goal of sustaining agriculture. | Ongoing | High |
| 2b | Include agriculture in municipal climate change strategies and plans. | Ongoing | Medium |
| 2c | Implement the actions of the 2015 Central Okanagan Clean Air Strategy to reduce smoke from burning. | Ongoing | Medium |
| 2d | Create consistent water restriction/drought level messaging. | Medium | Medium |
| 2e | Continue to work with the Regional District of Central Okanagan to enforce the <i>Noxious Insect Control Bylaw</i> and <i>Noxious Weeds & Grass Control Bylaw</i> . | Ongoing | Medium |
| 2f | Continue to work towards ensuring sustainable, redundant and secure water for all agriculture. | Ongoing | High |
| 2g | Develop emergency plans (i.e. wildfire, drought) that are inclusive of agriculture. | Long | Medium |
| 2h | Investigate options for vegetative buffers on the urban side of the Permanent Growth Boundary. | Long | Low |


LEGEND


 Agriculture Zoning

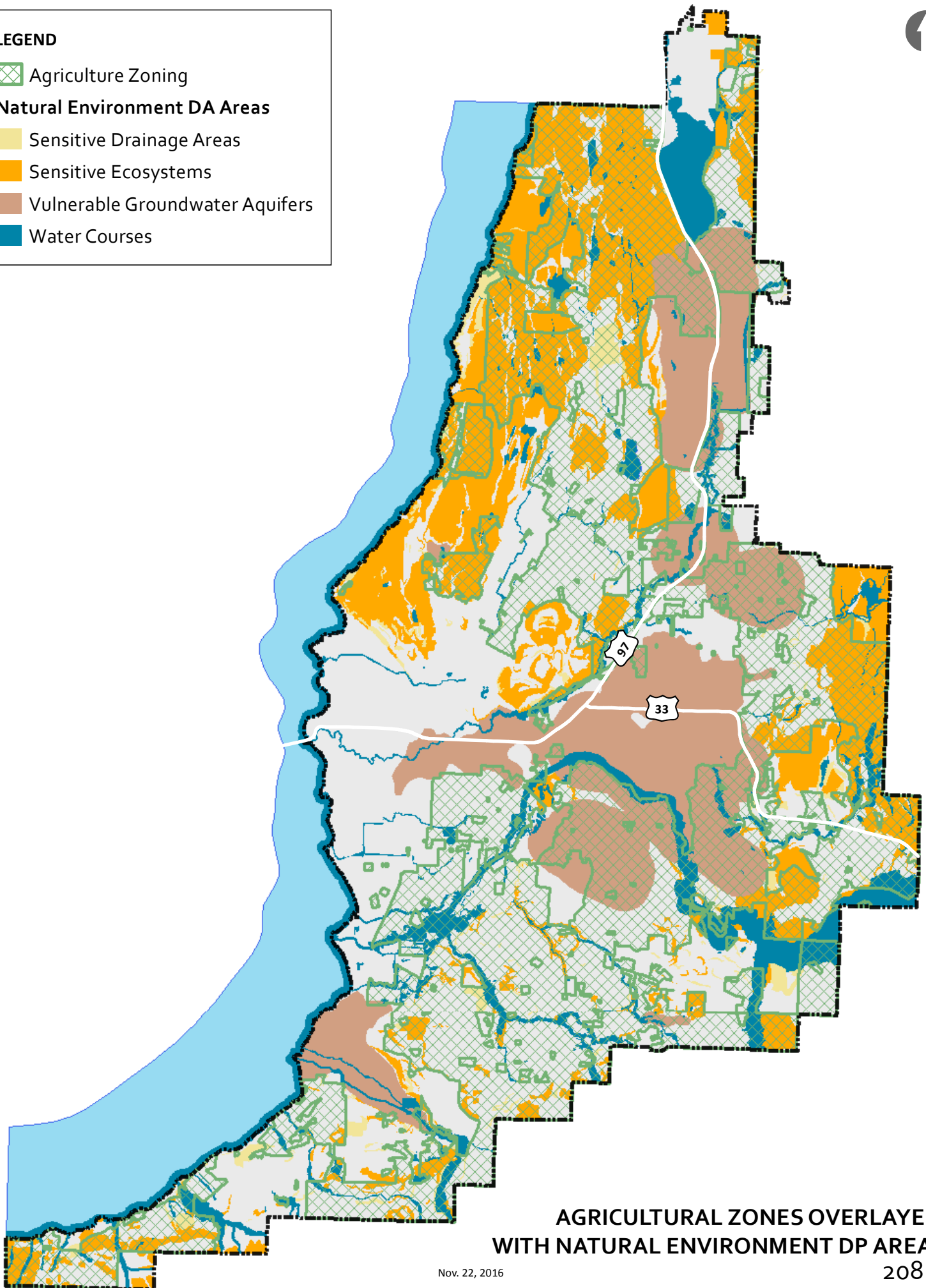
Natural Environment DA Areas

 Sensitive Drainage Areas

 Sensitive Ecosystems

 Vulnerable Groundwater Aquifers



 Water Courses

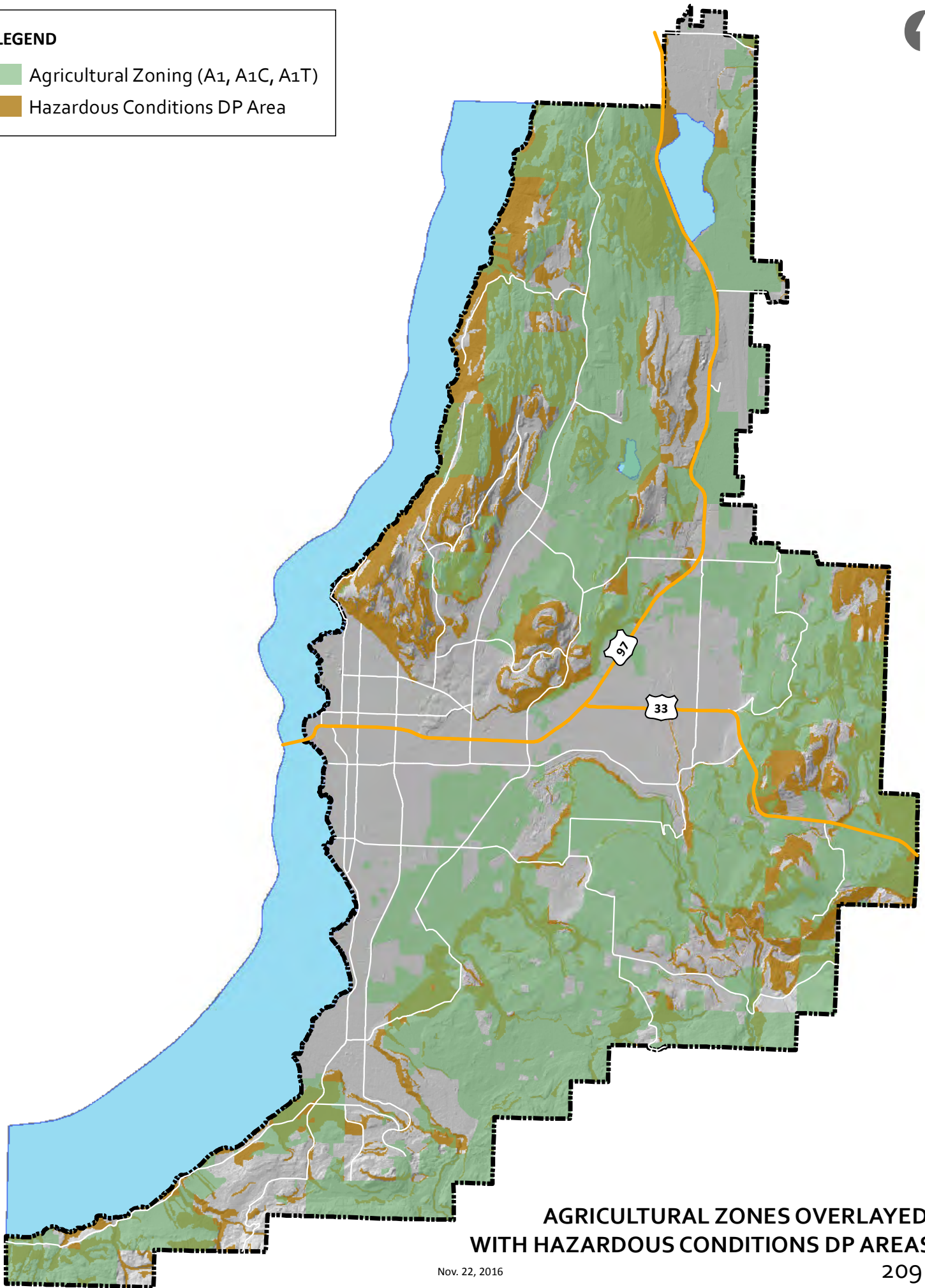


**AGRICULTURAL ZONES OVERLAYED
WITH NATURAL ENVIRONMENT DP AREAS**

Nov. 22, 2016

LEGEND

-  Agricultural Zoning (A1, A1C, A1T)
-  Hazardous Conditions DP Area



**AGRICULTURAL ZONES OVERLAYED
WITH HAZARDOUS CONDITIONS DP AREAS**

Nov. 22, 2016

Theme 3: Improving awareness of local agriculture and access to local food

Support for local agriculture is strong in Kelowna. Almost all of the survey respondents (97 per cent) indicated that they “always” or “sometimes” buy locally grown items when they have that option. While Kelowna residents have indicated strong levels of interest in purchasing local foods, 46 per cent of survey respondents noted that limited access to local products is a challenge. This points to an opportunity to develop alternative local retail opportunities.

Over half (55 per cent) of survey respondents indicated that they were not knowledgeable about the *Right to Farm Act* and normal farm practices. Further, education of community members in regards to agriculture and educational needs for farmers were key concerns raised by stakeholders at community meetings. Farmers themselves indicated they would like opportunities for professional development, yet lack the time. Over half (52 per cent) of the survey respondents noted



that a lack of education about the local food system was a challenge for the agricultural sector. A total of 83 per cent of farmers responding to the survey indicated they were not involved in agri-tourism, which points to an opportunity to expand this aspect of the industry.

The 8 actions in this theme involve increasing the visibility of, and access to, local food products.

Table 6: Improving awareness of local agriculture and access to local food

| ID | Actions | Timeframe | Priority |
|----|--|-----------|----------|
| 3a | Expand programs such as Farm to Flight at YLW. | Ongoing | Medium |
| 3b | Raise the level of understanding about agriculture, considering options outlined in the <i>Farm Community Identity White Paper</i> (see Appendix H). | Ongoing | Medium |
| 3c | Investigate opportunities for pop up markets to sell local produce as described in the <i>Local Food Retail Opportunities White Paper</i> (see Appendix E). | Short | Medium |
| 3d | As part of the Healthy City Strategy, complete the Healthy Food Systems theme area for Kelowna. | Medium | High |
| 3e | Evaluate an Agricultural Signage Program to raise awareness and appreciation for agricultural areas within the City. | Medium | Medium |
| 3f | Communicate land use policies with real estate and community groups. | Ongoing | Medium |
| 3g | Consider the opportunity for farm tours for elected officials and staff. | Medium | Low |
| 3h | Identify opportunities to increase YLW's air cargo service, which could potentially provide the opportunity to ship local agricultural products to additional markets. | Long | Medium |

Theme 4: Fostering and sustaining farm business and farmland

Whether a producer is just starting out or coming from a long family history of farming, obtaining land is challenging. Farmers may require capital to switch crop varieties, upgrade equipment, or modernize practices. These activities all entail investment costs. The cost of farmland in most regions of BC is prohibitive: not only for new farmers but also for those who are taking over longstanding family farm businesses. The top challenges to farming and food production in Kelowna, indicated by survey results were: difficulties accessing land for farming due to speculation, high costs, and capital inputs (73%); competing non-farm uses for farmland (urban - rural edge issues) (70%); and lack of succession planning (age of farmers, no new young farmers) (56%). During stakeholder meetings, there was interest raised by both farmers and non-governmental groups in having the City pursue the option of establishing a farmland trust. This is one area that the City can take a lead role in this theme.



Many of the other actions brought forward during the stakeholder sessions that fall within this theme would require that the City play a supporting role, and those are outlined in the following section. The action in this theme relates to the City’s role in ensuring that farmland is farmed to its fullest capacity over the long term.

Table 7. Fostering and sustaining farm businesses and farmland.

| ID | Action | Timeframe | Priority |
|----|--|-----------|----------|
| 4a | Investigate and support opportunities for alternative ownership models (e.g. farmland trust) for farmland for the purpose of increasing production levels on farmland. | Ongoing | Medium |

Theme 5: Actions where the City of Kelowna plays a supportive role

Support for new farming initiatives is important for growing the sector; however, support is also needed to enhance current farming operations and allow farmers to capitalize on economies of scale. The need to encourage farm product processing and other value-added opportunities regionally is recognized as a way to increase economic viability. Innovation enhances profitability and allows farmers to develop entrepreneurial ideas, gain useful marketing and business management skills, and access capital. One concern raised by local farmers and other stakeholders was the limited amount of supporting infrastructure for agriculture, including secure processing facilities, cold storage and distribution opportunities. This is particularly true for smaller, independent farmers that are not members of larger industry groups. A large-scale commercial composting facility was identified as a resource that would be used by urban and rural food producers alike. The City has the capacity to play a supportive role in initiatives such as these, in addition to supporting goals of other organizations



working in agriculture, such as the Central Okanagan Economic Development Commission (COEDC), Young Agrarians, Okanagan-Kootenay Sterile Insect Release Program (OKSIR), Tourism Kelowna, and other key stakeholders.

There are 10 actions that the City would like to assist with, but does not have the jurisdiction or capacity to play a lead implementation role.

Table 8: Actions where the City plays a supportive role

| ID | Actions | Priority |
|----|---|----------|
| 5a | Continue to support OK Sterile Insect Release program. | High |
| 5b | Continue to support agricultural economic development goals. | Medium |
| 5c | Investigate changes to encourage improved waste diversion (including yard waste collection) as per the 2017 Solid Waste Management Plan. | Medium |
| 5d | Continue to support community groups to determine infrastructure for a permanent farmers' market location. | High |
| 5e | Encourage farmers to work with the Province to manage troublesome wildlife. | High |
| 5f | Encourage initiatives for land linking and mentorship programs for farmers. | Medium |
| 5g | Work with Agriculture and Agri-Food Canada Summerland Research Station and BC Ministry of Environment to determine opportunities for soil maps to be digitized. | Low |
| 5h | Encourage the Province to re-establish agricultural liaison services. | Medium |
| 5i | Encourage the Province to restrict the sale of trees that can negatively impact the agricultural industry. | Medium |
| 5j | Partner and build relationships with community based organizations working on pollinator protection initiatives. | Medium |

Implementation Strategy

The *Agriculture Plan* recommends policies and actions to ensure farm land is protected for the long term. As the development of the Plan inspired a great deal of community input, it is anticipated that implementation will be broadly supported.

The implementation strategy scopes the anticipated timeline and resources required to successfully complete the actions and policies prescribed in the Plan. Of the 61 recommended actions, the City is listed as key lead for 51, some of which will be able to be completed concurrently (e.g. amendments to the OCP, Development Permit Area Guidelines, and/or Zoning Bylaw). Many of the actions and recommendations put forth in this Plan will be implemented through existing staff and financial resources provided by the City of Kelowna. However, additional support (both financial and staff) will be required to execute all the identified actions.

A proposed workplan is provided for the 51 actions that the City of Kelowna can lead in the following two tables. A column on each table identifies when additional budget may be required. Actions in each table are organized according to a proposed implementation timeline:

- **Ongoing:** Actions identified as ongoing are required to be addressed throughout the life of the plan.
- **Phase 1:** This phase tackles the short term-high priority, and short term-medium priority actions with a completion goal of one to two years (2018-2019) after the plan is adopted/endorsed.
- **Phase 2:** This phase includes medium term-medium priority actions. The goal is to be addressing them approximately 3-5 (2020 – 2022) years after the plan is adopted/endorsed.
- **Phase 3:** This phase addresses actions that are longer term in nature approximately 5-10 (2023 – 2027) years after the plan is adopted/endorsed.

Table 9 lists those actions that can be undertaken using existing staff resources. Table 10 identifies those actions that require additional staff resources. Both tables identify some actions that require additional budget beyond staff resourcing. For these actions, funding options will be investigated and/or budget requests will be made as part of the annual budget cycle.

It is anticipated that the amount of work identified in Table 10 will require:

- **1.0 FTE (full time equivalent) planning staff –** With existing staff resources and workloads, an additional planning staff would be required to implement the *Agriculture Plan* in the timeline required. A staff-based approach will result in more focused attention on the implementation strategy and provide direct staffing resources over a number of years. The staff person will provide a central point of contact for the projects.
- **0.5 FTE bylaw officer –** Several of the policies and actions have bylaw implications. Due to the current staff resourcing and workloads, an additional 0.5 FTE bylaw officer dedicated to agriculture will help ensure success of the implemented policies and actions.

Further, there are 9 additional actions as listed in Table 8 above, that would require the leadership of other key stakeholders, with the City playing a supporting role.

Table 9. Implementation actions to be undertaken with existing staff resources.

| Action IDs | Description | Policy and Planning | Community Planning | Enterprise Kelowna | Development Services | Corporate and Protective Services | Infrastructure | Utility Services | Communications | Financial Services | Kelowna Airport | Parks Services | Supporting Organizations | Additional budget required** | Funding addressed in another plan |
|---|--|---------------------|--------------------|--------------------|----------------------|-----------------------------------|----------------|------------------|----------------|--------------------|-----------------|----------------|--------------------------|------------------------------|-----------------------------------|
| Ongoing Actions | | | | | | | | | | | | | | | |
| 1.4 a, b | Maintain the agricultural compliance and enforcement strategy. | | ✓ | | | ✓ | | | | | | | AGRI, ALC | | |
| 1.4 i | Investigate opportunities to minimize impacts, where possible, to agriculture during expansion of YLW as outlined in the 2045 Airport Master Plan. | | ✓ | | | | | | | | ✓ | | | | |
| 2 a | Evaluate and monitor City of Kelowna water pricing with the goal of sustaining agriculture. | | | | | | ✓ | ✓ | | | | | Water user groups | | ✓ |
| 2 b | Include agriculture in municipal climate change strategies and plans. | ✓ | | | | | | | | | | | | | |
| 2 c | Implement the actions of the 2015 Central Okanagan Clean Air Strategy to reduce smoke from burning. | ✓ | | | | | ✓ | | | | | ✓ | RDCO | | ✓ |
| 2 e | Continue to work with the RDCO to enforce the Noxious Insect Control Bylaw and Noxious Weeds & Grass Control Bylaw. Consider informing residents seasonally through a press release. | | ✓ | | | ✓ | | | ✓ | | | | RDCO | | |
| 3 a | Expand programs such as Farm to Flight at YLW to highlight local food and beverage products. | | | | | | | | | | ✓ | | | | ✓ |
| 2 f | Continue to work towards ensuring sustainable, redundant and secure water for all agriculture. | | | | | | ✓ | ✓ | | | | | | | ✓ |
| 3 f | Encourage opportunities to meet with community groups, including real estate groups, to communicate existing land use policies and the impacts of non-farm use on farm land. | | ✓ | | | | | | | | | | | | |
| Actions to be implemented Years 1&2 (2018 – 2019) | | | | | | | | | | | | | | | |
| 1.1 a, b, c, d, f | Amend the OCP to include new policies that protect and enhance farmland. | ✓ | ✓ | | | | | | | | | | | | |

| Action IDs | Description | Policy and Planning | Community Planning | Enterprise Kelowna | Development Services | Corporate and Protective Services | Infrastructure | Utility Services | Communications | Financial Services | Kelowna Airport | Parks Services | Supporting Organizations | Additional budget required** | Funding addressed in another plan |
|--|--|---------------------|--------------------|--------------------|----------------------|-----------------------------------|----------------|------------------|----------------|--------------------|-----------------|----------------|--------------------------|------------------------------|-----------------------------------|
| 1.2 a, b, c, d, e, f, g | Update the Farm Protection DP Guidelines to include regulations regarding residential footprints on farmland and update the requirements for statutory covenants. | ✓ | ✓ | | | | | | | | | | | | |
| 1.4 c | Update the Development Applications Procedures Bylaw to allow the Community Planning Manager to request an Agricultural Impact Assessment. | | ✓ | | | | | | | | | | | | |
| Actions to be completed in Years 3, 4, 5 (2020 – 2022) | | | | | | | | | | | | | | | |
| 1.1 e | Explore a new OCP Land Use Designation: Transition to Agriculture. | ✓ | ✓ | | | | | | | | | | | | |
| 1.4 d | Explore opportunities to better match tax rates with farm land production activities. | | ✓ | ✓ | | | | | | ✓ | | ✓ | | | |
| 1.4 e | Update the Noxious Insect Control Bylaw and Noxious Weeds & Grass Control Bylaw to include current noxious species and diseases. | | | | | | | | | | | ✓ | Invasive Species Council | ✓ | |
| 2 d | Create consistent water restriction / drought level messaging within affected areas or watersheds to ensure highest compliance by users. | | | | | | | ✓ | ✓ | | | | | | ✓ |
| 3 d | Develop a Healthy Food Strategy for Kelowna. | ✓ | | | | | | | | | | | IH | ✓ | ✓ |
| 4 a | Investigate and support opportunities for alternative ownership models for farmland for the purpose of increasing production levels on farmland. | ✓ | ✓ | | | | | | | | | | RDCO | ✓ | |
| Actions to be implemented in Years 5 to 10 (2023 – 2027) | | | | | | | | | | | | | | | |
| 2 g | Develop emergency plans (i.e. wildfire, drought) that are inclusive of agriculture. | ✓ | | | | ✓ | | | | | | ✓ | | | ✓ |
| 3 h | Identify opportunities to increase YLW's air cargo service, which could potentially provide the opportunity to ship local agricultural products to additional markets. | | | | | | | | | | ✓ | | | | ✓ |

Table 10. Implementation actions to be undertaken: additional staff resources required

| Action IDs | Description | Policy and Planning | Community Planning | Enterprise Kelowna | Development Services | Corporate and Protective Services | Infrastructure | Utility Services | Communications | Financial Services | Kelowna Airport | Parks Services | Supporting Organizations | Additional budget required | Funding addressed in another plan |
|--|--|---------------------|--------------------|--------------------|----------------------|-----------------------------------|----------------|------------------|----------------|--------------------|-----------------|----------------|--------------------------|----------------------------|-----------------------------------|
| Ongoing Actions | | | | | | | | | | | | | | | |
| 1.4 a, b | Expand the agricultural compliance and enforcement strategy and establish procedures for zoning compliance review for business license applications on farmland. | | ✓ | | | ✓ | | | | | | | AGRI, ALC | | |
| 3 g | Consider the opportunity for farm tours for elected officials and staff. | | ✓ | | | | | | ✓ | | | | RDCO, Industry | ✓ | |
| 3 b | Use existing communications channels (e.g. website, social media, printed signs, pamphlets) to raise the level of understanding about agriculture as outlined in the <i>Farm Community Identity White Paper</i> . | | ✓ | | | | | | ✓ | | | | | ✓ | |
| Actions to be implemented Years 1&2 (2018 – 2019) | | | | | | | | | | | | | | | |
| 1.3 a, b, c, d, e, f, g | Update the Zoning Bylaw to ensure compliance with Provincial standards, and to include regulations regarding principal dwelling size, secondary dwellings, minimum lot sizes, and parking on farmland. Also update buffer specifications as outlined in <i>Edge Planning White Paper</i> . | | ✓ | | | | | | | | | | AGRI, ALC | | |
| 1.3 i, h, j, 3 c | Investigate opportunities for pop up markets to sell local produce and associated updates to the Zoning Bylaw as described in the <i>Increasing Local Food Access White Paper</i> . | ✓ | ✓ | ✓ | | | | | ✓ | | | | | ✓ | |
| 1.3 k | Provide regulation for commercial assembly events on farmland that aligns with Ministry of Agriculture and ALC regulations. | | ✓ | | | | | | | | | | AGRI, ALC | | |
| Actions to be completed in Years 3, 4, 5 (2020 – 2022) | | | | | | | | | | | | | | | |
| 1.3 l | Investigate options to regulate permitted uses in the ALR consistent with the Ministry of Agriculture Bylaw Standards | | ✓ | | | | | | | | | | | | |
| 1.4 f | Update the <i>Soil Deposit and Removal Bylaw</i> to ensure that it reflects current industry best practices. Consider identifying priority areas, such as the ALR, whereby soil deposit and removal will be restricted. | | ✓ | | ✓ | | | | | | | | | ✓ | |

| Action IDs | Description | Policy and Planning | Community Planning | Enterprise Kelowna | Development Services | Corporate and Protective Services | Infrastructure | Utility Services | Communications | Financial Services | Kelowna Airport | Parks Services | Supporting Organizations | Additional budget required | Funding addressed in another plan |
|---|--|---------------------|--------------------|--------------------|----------------------|-----------------------------------|----------------|------------------|----------------|--------------------|-----------------|----------------|--------------------------|----------------------------|-----------------------------------|
| 1.4 g | Update the <i>Business Licence Bylaw</i> to include the new definition of local food sales. A license should be required for these retail operations whether the stand is on public or private property. | | | ✓ | | ✓ | | | | | | | | ✓ | |
| 1.4 h | Require a business licence for commercial assembly events including conditions such as time parameters and parking requirements. | | ✓ | ✓ | | ✓ | | | | | | | | ✓ | |
| 3 e | Evaluate an Agricultural Signage Program to raise awareness and appreciation for agricultural areas within the City. | | ✓ | | | | | | ✓ | | | | | ✓ | |
| Actions to be implemented in Years 5 to 10 (2023-2027) | | | | | | | | | | | | | | | |
| 2 h | Investigate creative approaches to provide existing neighborhoods on the urban side of the Permanent Growth Boundary with vegetative buffers. | ✓ | ✓ | | | | | | | | | | | ✓ | |

Monitoring and Evaluation Strategy

A monitoring and evaluation strategy has been developed to help guide the Agriculture Plan implementation process. It includes measurable performance indicators to determine progress of the plan over time.

To create the monitoring and evaluation strategy, a series of performance indicators have been identified. These indicators will be measured and

reported at the end of each phase of the Agriculture Plan, and/or as the data becomes available.

The following table presents detailed descriptions of seven indicators along with measures of success (what is being measured), evaluation mechanisms (how it is being measured), and data sources for each.



Table 11 . Agriculture Plan Performance Indicators

| # | Indicator | Measures of Success | Evaluation Mechanism | Data Sources | Frequency of Reporting |
|---|--|---|---|---|---|
| 1 | Short term, medium term and long term actions are implemented according to phases. | <p>A target of 50% (30% with only existing resources) of the recommended actions are completed during phase 1.</p> <p>A target of 25% (20% with only existing resources) of the recommended actions are completed during Phase 2.</p> <p>A target of 25% (50% with only existing resources) of the recommended actions are completed during Phase 3.</p> | Status of short, medium and long term recommended actions are tracked over time. | <p>Updates and amendments to the City's OCP, DP Guidelines, and Zoning Bylaw.</p> <p>Any new projects emerging from the Agriculture Plan.</p> | <p>Baseline data: the versions of the OCP, DP Guidelines, and Zoning Bylaw as of July 2017. Some actions relate to new projects that have yet to be started and therefore no baseline exists for those actions.</p> <p>Frequency of reporting:</p> <ul style="list-style-type: none"> • End of Phase 1 • End of Phase 2 • End of Phase 3 |
| 2 | Ongoing actions are commenced or continued along the entire timeframe of the plan. | <p>A target of 50% (30% with only existing resources) of the ongoing actions are being followed by the end of Phase 1.</p> <p>A target of 75% (50% with only existing resources) of the ongoing actions are being followed by the end of Phase 2.</p> <p>A target of 100% (75% with only existing resources) of the ongoing actions are being followed by the end of Phase 3.</p> | Status of ongoing actions are tracked over time. | <p>Updates and amendments to the City's OCP, DP Guidelines, and Zoning Bylaw.</p> <p>Any new projects emerging from the Ag Plan.</p> | <p>Baseline data: the versions of the OCP, DP Guidelines, and Zoning Bylaw as of July 2017. Some actions relate to new projects that have yet to be started and therefore no baseline exists for those actions.</p> <p>Frequency of reporting:</p> <ul style="list-style-type: none"> • End of Phase 1 • End of Phase 2 • End of Phase 3 |
| 3 | Land acreage in crop production increases. | Number of acres of land in production within the ALR and A1/agriculture zone increases within 10 years of the plan's endorsement. | <p>Track agricultural land under production.</p> <p>Track the number of farms and average number of acres per farm.</p> | <p>Agricultural Land Use Inventory by Ministry of Agriculture (2015 and any future updates).</p> <p>Agriculture Census by Statistics Canada (2016 and every 5 years thereafter).</p> <p>BC Assessment data by BC Assessment (annually).</p> | <p>Baseline data: information from the 2015 Agricultural Land Use Inventory, 2016 Agriculture Census, and 2016 BC Assessment data.</p> <p>Frequency of reporting:</p> <ul style="list-style-type: none"> • Annually (BC Assessment data). • Every 5 years (Agriculture Census data, ALUI data). |

| # | Indicator | Measures of Success | Evaluation Mechanism | Data Sources | Frequency of Reporting |
|---|--|---|--|--|---|
| 4 | New farm operations establish within the City of Kelowna. | <p>The number of active farm operations in the community increases within 10 years of the plan's endorsement.</p> <p>The average age of farmers in the region decreases within 10 years of the plan's endorsement. (While the age is beyond the City's control, it is hoped that the new opportunities will attract younger farmers).</p> | Track the number and demographic profile of farmers within the City. | <p>Agriculture Census by Statistics Canada (2016 and every 5 years thereafter).</p> <p>BC Assessment data by BC Assessment (annually).</p> | <p>Baseline data: information from the 2016 Agriculture Census and 2016 BC Assessment Data.</p> <p>Frequency of reporting:</p> <ul style="list-style-type: none"> End of each Phase (BC Assessment data). Every 5 years (Agriculture Census data). |
| 5 | The number of retail opportunities for local food producers increases. | <p>Business licence bylaw is updated to include licencing for local food sales by the end of Phase 1.</p> <p>Local food products are available in a variety of locations, year-round, by the end of Phase 2.</p> | <p>Examine the trend of business licences once the bylaw has been revised.</p> <p>Track the presence of local food retailers at YLW.</p> | <p>BC Assessment data (annually).</p> <p>City of Kelowna Business Licence database (annually).</p> <p>YLW food sales data (annually).</p> | <p>Baseline data: information from the 2016 BC Assessment Data; 2016 City of Kelowna business licence database; and YLW food sales data for 2016.</p> <p>Frequency of reporting:</p> <ul style="list-style-type: none"> End of Phase 1 End of Phase 2 End of Phase 3 |
| 6 | Compliance and enforcement of non-farm use on farmland is reinforced. | At least 5 non-farm use contraventions are closed off during each of Phase 1, Phase 2, and Phase 3 of the Agriculture Plan. | <p>Additional staff is assigned to Bylaw Services.</p> <p>The City directs resources to reduce the number of contraventions to the <i>ALC Act</i> on farmland.</p> <p>The number of contraventions that are successfully closed off are tracked over time.</p> | <p>City budget (annually).</p> <p>City Bylaw contravention database (ongoing).</p> <p>ALC contravention database (ongoing).</p> | <p>Baseline data: information from the 2016 City budget; the 2016 bylaw contravention database; and 2016 ALC contravention database.</p> <p>Frequency of reporting:</p> <ul style="list-style-type: none"> End of Phase 1 End of Phase 2 End of Phase 3 |

| # | Indicator | Measures of Success | Evaluation Mechanism | Data Sources | Frequency of Reporting |
|---|---|---|---|---|--|
| 7 | Preservation of farmland within and outside of the ALR continues. | The number of hectares has been maintained or increased in the ALR and/or A1. | <p>Comparison of total ALR and/or A1 land year over year.</p> <p>Number of OCP amendments outside of the Permanent Growth Boundary.</p> <p>Number of parcels changed from a Resource Protection Area to an alternate future land use designation.</p> | <p>City of Kelowna GIS data (ongoing).</p> <p>Development application data (ongoing).</p> <p>BC Assessment data by BC Assessment (annually).</p> <p>Agricultural Land Use Inventory by Ministry of Agriculture (2015 and any future updates).</p> <p>Agriculture Census by Statistics Canada (2016 and every 5 years thereafter).</p> | <p>Baseline data: information from the maps produced for the Ag Plan Update; 2015 ALUI data; and 2016 Agriculture Census data.</p> <p>Frequency of reporting:</p> <ul style="list-style-type: none"> • End of each Phase (GIS data, development application data, BC Assessment data). • Every 5 years (ALUI data, Agriculture Census data). |

Conclusion

This updated *Agriculture Plan* for the City of Kelowna fulfills, in part, a commitment by the City set forth in the OCP to preserve agricultural land and enable healthy and productive agriculture. The *Agriculture Plan* will provide all members of the food producing community in Kelowna, along with elected officials, staff, and other leading agencies in the region, with a strong vision and directive towards increasing food production and enhancing the livelihood of those involved in agriculture.

Those involved in Kelowna's food system are passionate and knowledgeable people. The public strongly supports the preservation of farmland and the protection of that land for farming. Small and medium scale producers often struggle to establish a level of production that will allow them to derive their livelihood from the land. At the same time, consumers are clamoring for more options when it comes to buying local food.

The vision, goals, objectives, and recommended implementation actions outlined in this *Agriculture Plan* are all based on community engagement results, as well as best practice research and provincial guideline documents. The plan also includes a discussion of implementation options, a monitoring and evaluation framework, and a list of external funding opportunities.

The development of the *Agriculture Plan* involved a variety of engagement efforts to ensure that the vision statement, theme areas, and recommended actions were crafted with the assistance of key stakeholders in a manner that would be broadly supported by the public. As such, a combination of AAC meetings, stakeholder sessions, a survey, open houses, and one-on-one interviews were conducted to ensure that a wide range of perspectives were incorporated.



The City of Kelowna's agricultural landscape is an integral part of the community's identity. Agricultural land plays an essential role in improving the quality of life of residents, offers an aesthetically diverse landscape, is an essential part of the green infrastructure (retaining rainwater, preventing flooding, and recharging aquifers), and ensures food security. The long-term strategic protection of this vital community asset is important to the community today, and will be critical for future generations.

The *Agriculture Plan* is expected to serve the community for at least the next 10 years and will be used to inform future OCPs updates, the 20-year Servicing Plan, decisions regarding infrastructure and city-owned assets, and more. Most importantly, if the actions presented in this plan are fully implemented, the local farming sector will become strengthened and more resilient as a result - creating positive trickle down effects for the entire community for years to come.

Appendix A: Acronyms

| | |
|-------|--|
| AAC | Agricultural Advisory Committee |
| AGRI | Ministry of Agriculture |
| ALC | Agricultural Land Commission |
| ALR | Agricultural Land Reserve |
| COEDC | Central Okanagan Economic Development Commission |
| DPA | Development Permit Area |
| OCP | Official Community Plan |
| OKSIR | Okanagan-Kootenay Sterile Insect Release |
| RDCO | Regional District of Central Okanagan |
| YLW | Kelowna International Airport |

Appendix B: Glossary

| | | | |
|-----------------------|--|------------------------------|---|
| Agriculture: | Means development or use for the primary production of farm products such as dairy products, poultry products, cattle, hogs, sheep or other animals, wheat or other grains, and vegetables, orchards or other field crops. ⁴ | Residential Footprint | Residential Footprint means the portion of a lot that includes all structures, landscaping, driveways and parking areas associated with the principal dwelling, including but not limited to the principal dwelling, mobile home for family, home based business (minor, major and rural), accessory structures including garage and storage, recreation areas (including pools and sport courts), and outdoor living areas. Structures not included in the residential footprint are agricultural structures, including greenhouses, agricultural and garden stands and those structures associated with temporary farm worker housing footprint. ⁶ |
| Food Security: | All community residents have access to sufficient, safe, healthy and culturally acceptable foods produced in a manner that promotes health, protects the environment and adds economic and social value to communities. ⁵ | | |
| Local Food: | <p>The Canadian Food Inspection Agency has adopted an interim policy that recognizes “local” as:</p> <ul style="list-style-type: none">• <i>Food produced in the province or territory in which it is sold, or</i>• <i>Food sold across provincial borders within 50 km of the originating province or territory</i><p>For the purposes of this plan, “local food” refers to food and food products produced within the Central Okanagan.</p> | | |

⁴ City of Kelowna Zoning Bylaw No.8000
⁵ Kelowna 2030 Official Community Plan

⁶ City of Kelowna Proposed Zoning Bylaw Amendments (File TA16-0015)

Appendix C: Engagement Summary

Introduction

This summary provides highlights of engagement activities that took place during the development of the City of Kelowna's Agriculture Plan. The complete outline of public engagement and input summaries, including survey results, is available as a separate companion document.

The feedback was obtained through the following steps:

- Seven meetings with the AAC between April 2016 and June 2017;
- Three stakeholder sessions (June 2016, November 2016, June 2017);
- Three open houses (two in June 2016 and one in June 2017);
- Three meetings with an agriculture industry group (June 2016, November 2016, June 2017);
- A meeting with small and medium-scale farm operators (November 2016)
- An online key issues survey (with 563 responses) in June 2016;
- A mind-mixer;
- Direct phone calls and face-to-face conversations with YLW, Young Agrarians, Okanagan Basin Water Board, BC Agriculture & Food Climate Action Initiative, South East Kelowna Irrigation District, Tourism Kelowna, and Central Okanagan Economic Development Commission; and
- An exit survey (with 74 responses) in June 2017.

Methodology

Engagement for the Agriculture Plan Update was based on an engagement strategy that was developed at the start of the project to effectively and collaboratively engage the Kelowna community and key stakeholders in the planning process. The strategy uses a combination of the International Association of Public Participation (IAP2)'s core values, principles of Community



Based Social Marketing (CBSM), and the Kepner Tregoe approach.

The purpose of the first round of engagement, hosted in the Spring of 2016, was to introduce the project to the public, gather feedback regarding the Plan's vision statement, and begin to identify strengths, weaknesses, opportunities, and threats for the local agricultural sector. During the engagement, the public had an opportunity to complete a key issues survey online between May 24 and June 30, 2016 or a hard copy at the first two open houses. From the information gathered during this engagement a list of key issues emerged.

During the second round of engagement, in Fall 2016, Key Priority areas and a draft list of recommended actions were presented to stakeholders and farmers so feedback could be gathered.

Towards the end of the project stakeholders and the public had another opportunity to complete an exit survey, either online or in person at an open house to indicate overall level of support for the project.

It should be noted that results from open surveys such as those done during the first and third round of engagement are a collection of opinions and perceptions from interested or potentially affected residents, and not a statistically valid random sample of all Kelowna citizens. The surveys were opt-in and open method, and therefore results are qualitative in nature and cannot be said to represent views of all Kelowna citizens. A summary of the results from both surveys are available in the Engagement Summary companion document to the Agriculture Plan.

Engagement Sessions

AGRICULTURAL ADVISORY COMMITTEE (AAC)

The City of Kelowna Council's AAC acted as a touchstone throughout the planning process, providing guidance and advice at key junctures. The AAC provided input on vision, goals, and priorities; identified approaches to help engage the community in the process; provided feedback on draft policy directions; and reviewed the draft Agriculture Plan Update before it was presented to the public. There were seven AAC meetings that provided project updates, to develop a strong rapport with AAC members, and to ensure that their feedback was incorporated into all deliverables.

- Meeting #1: Introduction to the project, scoping and review of community engagement strategy and stakeholder mapping exercise, April 14, 2016.
- Meeting #2: Vision statement was drafted and a SWOT analysis was discussed, May 11, 2016.
- Meeting #3: Key themes and recommended actions, October 13, 2016.
- Meeting #4: Engagement summary and recommended actions, December 8, 2016.
- Meeting #5: Draft policy and recommendations, March 13, 2017.
- Meeting #6: Implementation strategy, April 13, 2017.
- Meeting #7: Draft Plan review, June 8, 2017.



STAKEHOLDER GROUP

These targeted in-depth discussions provided a deeper level of feedback than from the general public at open houses.

Participants represented:

- BC Fruit Growers Association
- BC Cherry Association
- Central Okanagan Food Policy Council
- Regional District of Central Okanagan
- Central Okanagan Economic Development Commission
- Central Okanagan Community Garden Society
- Westbank First Nation
- Regional Air Quality

The three sessions were facilitated to address the following topics:

- 1 June 2016: Refine and finalize the vision statement, develop a SWOT analysis;
- 2 November 2016: Provide input on draft recommendations and priority policy issues; and
- 3 June 2017: Provide feedback on draft Agriculture Plan Update.

The sessions were invitation-only, with 10-12 targeted individuals invited to each session. The same group of individuals were invited to attend each session, to ensure continuity of the discussion, however not all were able to attend. It is worth noting that, Westbank First Nation (WFN) were only able to participate in the first session. Further,

representatives from the Okanagan Indian Band (OKIB) were invited but did not attend the sessions.

AGRICULTURE INDUSTRY GROUP

Three meetings were held with representatives of agriculture industry to inform them of the purpose of the plan, gather input on the strengths and challenges facing the local agricultural sector and receive feedback on direction of the themes, recommended actions, and the draft Plan.

Participants represented the following groups:

- BC Tree Fruits
- BMO Financial Group (Agricultural Lender)
- IMP2Go Consulting
- PMRA Health Canada
- BC Cherry Association
- Ministry of Agriculture
- Agriculture and Agri-Food Canada
- AgSafe
- Growers Supply
- Grospurt
- Sterile Insect Release Program
- Farm Writer for BC Fruit Growers Magazine

The three meetings with the Agriculture Industry Group were held: June 2016, November 2016, and June 2017.

YOUNG AGRARIANS

The consultant took part in a phone discussion with the Executive Director of the Young Agrarians, on June 13th, 2016. The Director expressed interest in continuing to be involved with the stakeholder sessions and noted that local members will try to attend future Agriculture Plan events.

FOOD POLICY COUNCIL

The consultant took part in a phone discussion with the Director of the Central Okanagan Food Policy Council, on June 30th, 2016. The Food Policy Council subsequently submitted specific comments to be considered as the project moved into the next stages.

FARMER CONVERSATION

In order to drill into issues that may be specifically encountered by operators of small and medium scale farms, a special session was held one evening in November 2016 to hear these concerns and identify opportunities.

Twelve participants attended representing a total of eight farm operations. Farms that were represented included:

- Okanagan Lavender and Herb Farm
- Arlo's Honey Farm
- Suncatcher Farm
- Sunreal Organics
- A & F Ritz Farm
- The Homestead Farm
- Sunshine Farm
- Wise Earth Farm

It should be noted that a second farmer conversation was planned during the third round of engagement, however due to lack of attendance was cancelled. This group was instead invited to attend the stakeholder or open house sessions instead.

ONE-ON-ONE MEETINGS

Several one-on-one meetings took place on November 22 and 23, 2016. These meetings were conducted in order to receive feedback on the draft key themes and recommended actions and ensure that no critical concerns or opportunities were being overlooked. These meetings included:

- Consultant and Kelowna International Airport (YLW);
- Consultant and South East Kelowna Irrigation District;
- Consultant, staff, and Okanagan Basin Water Board and BC Agriculture and Food Climate Action Initiative; and
- Consultant, staff, Tourism Kelowna, and the COEDC.

OPEN HOUSES

Two Open Houses were hosted in June 2016 to identify strengths, weaknesses, opportunities, and threats for the local agricultural sector. Approximately 29 people attended the first on June 8, 2016 at Mission Creek Park in addition to attendance by City councillors, staff and consultants. Nearly 40 people attended the second mini open house on June 11th, 2016 at the Save On Foods, Cooper Road location.

Approximately 40 people attended the final open house to provide their input on the draft Plan on June 21 at Reid Hall, Benvenuto Road. Information panels provided attendees information about the draft Agriculture Plan and staff were available to answer questions.

SURVEYS

563 people participated in the key issues survey between May 24th and June 30th, 2016. Most of the responses were generated through the website (32 per cent), followed by Get Involved Kelowna (25 per cent) and then Facebook posts (19 per cent) and outreach (19 per cent).

An exit survey was also made available online through the City's website between June 11th and June 30th, 2017. Hard copies were distributed during the 3rd Stakeholder Session and 3rd Agriculture Industry Group meeting and at the final open house. A total of 34 online surveys were completed and 40 hard copies were completed, for a total of 74 exit surveys.

Results

ROUND 1 ENGAGEMENT

Of the respondents that completed the survey, 79 per cent (437 out of 552) identified themselves as non-farmers and the majority of those overall respondents classified themselves as gardeners (64 per cent). Only 24 per cent had no direct connection to food production, while 42 per cent had previous generations as food producers in their families. 21 per cent (115) of the respondents self-identified as farmers.



Survey highlights included:

- 95 per cent of respondents indicated that policies preserving farmland were important or very important. Food security was cited as the number one reason to protect farmland.
- Only 41 per cent of respondents felt as though they had good knowledge about local food production and agriculture in the City of Kelowna. Only 8 per cent felt that they were very knowledgeable about the Right to Farm Act.
- 97 per cent of respondents mentioned that they choose to purchase local when they have the opportunity, however there were many reasons given for what prevents or limits those local purchases. 44 per cent of respondents said they would definitely purchase direct from producers if they were located closer to their home.
- 73 per cent of respondents agreed or strongly agreed with the vision statement.
- 31 per cent of respondents said the City has not doing enough to enforce non-farm use on

farmland. A further 34 per cent didn't know if the City was doing enough.

Through responses on strengths and challenges, both through the survey and through the stakeholder discussions, eight key themes emerged during the first round of engagement:

- Theme 1 - Harnessing and stewarding the bio-physical environment: taking advantage of great soil and sun, while minimizing water waste.
- Theme 2 - Increasing consumer awareness and support for local agriculture: introducing Kelowna farms to residents and visitors alike.
- Theme 3 - Managing urban and rural growth & development: keeping non-farm uses off the ALR.
- Theme 4 - Supporting economic development of the agricultural sector: creating farms that create a profit.
- Theme 5 - Improving the experience of farm labourers: enhancing the quality of life for farmworkers.
- Theme 6 - Bridging existing gaps in the food system: getting local food onto local plates.
- Theme 7 - Planning for farm succession: making sure that retirement of the farmer doesn't mean retirement of the farm.
- Theme 8 - Aligning local policies and regulations with the *Agriculture Plan's* vision: providing clear direction for decision-makers.

ROUND 2 ENGAGEMENT

During the November engagement events, participants had the opportunity to provide input on a draft list of recommended actions. In general, stakeholders were supportive of the overall direction of the Agriculture Plan update. Participants provided additions and/or changes to the draft action list. Following the engagement, the actions were further reviewed and vetted prior to the development of the final Plan

During Round 2 Engagement the number of key priority, and theme areas were continually refined.

ROUND 3 ENGAGEMENT

During the final stakeholder and Agriculture Industry Group sessions, in June 2017, discussion focused on which actions had the most support followed by a conversation on implementation and general question and answers. In general, participants in both sessions were supportive of the overall direction of the draft Agriculture Plan.

Attendees of the final open house, in June 2017, also had general support for the draft Agriculture Plan. Discussion during the open house primarily focussed on clarifying questions.

Attendees of all the third round engagement session were encouraged to complete an exit survey and distribute the online version to their networks. A total of 74 surveys were completed (34 online and 40 hard copy).

The following actions received the most support based on survey results and the discussion from the stakeholder and Agriculture Industry group sessions.

- Theme 1: Strengthening local policies and regulations to protect agriculture.
 - Support for OCP, Development Permit Guideline, and zoning updates.
 - Enforcement and compliance.
 - Restrict additional density outside the Permanent Growth Boundary.
- Theme 2: Stewarding natural resources and the environment for food production.
 - Buffers – edge planning recommendations have significant opportunities to reduce conflicts.
 - Noxious weeds bylaw update – OKSIR can help with updating this list.
 - Implementing the Clean Air Strategy.
 - Water security and sustainability – including pricing.

- Theme 3: Improving awareness of local agriculture and access to local food.
 - Investigate opportunities for pop up markets to sell local produce.
 - The signage program – need signs that identify crops.
 - Communications with real estate industry.
 - Farm tours (for City officials, staff, and farmers too). Could partner with RDCO on this.
 - Awareness of practices not just economics.
- Theme 4: Fostering and sustaining farm businesses and farmland.
 - Support for the farmland trust model.
- Supporting Actions:
 - Water security
 - Permanent farmers market location.
 - Liaison and extension services.

Based on the input received during the final round of engagement, actions in the Agriculture Plan were further refined.



Appendix D: Detailed Action Tables

Table 1. Official Community Plan updates: detailed actions

| ID | Actions | Timeframe | Priority |
|------|---|-----------|----------|
| 1.1a | Restrict the expansion of residential development, and resulting potential edge conflicts, into farm areas by prohibiting additional density outside the Permanent Growth Boundary. | Short | High |
| 1.1b | Restrict community sewer service expansion into agricultural areas except where infrastructure is needed to address public health issues and protection of natural assets as identified by the City of Kelowna or senior government. | Short | High |
| 1.1c | Restrict non-farm uses that do not directly benefit agriculture. Only support non-farm uses in farm areas that have a direct and ongoing benefit to agriculture or meet essential requirements of municipal government. | Short | High |
| 1.1d | Protect and support the continued designation of Natural Resource Protection Lands for agricultural purposes regardless of soil types and capabilities assigned for potential for non-soil based agriculture, and the importance of reducing edge effects through farmland. | Short | Medium |
| 1.1e | Explore a new OCP Land Use Designation: <i>Transition to Agriculture</i> for parcels within and outside the Permanent Growth Boundary that are within 300 m of the farm land boundary. | Medium | High |
| 1.1f | Expand urban agriculture opportunities as a way to improve food system resiliency and promote social inclusion, such as community gardens or urban farming. | Short | Medium |

Table 2. Farm Protection Development Permit Guidelines updates: detailed actions

| ID | Actions | Timeframe | Priority |
|------|--|-----------|----------|
| 1.2a | Adopt Residential Footprint policies as per the <i>Non-Farm Use White Paper</i> (see Appendix G) in accordance with provincial standards including residential footprint size, building setbacks, and total floor area of dwelling units. This includes establishing a maximum specific floor area for the Residential Footprint of 2,000 m ² (0.2ha) within the ALR / A1 zone. | Short | High |
| 1.2b | Include underground residential services within the Residential Footprint as required for the structures within it. | Short | High |
| 1.2c | Only structures used exclusively for farm use, or have a direct and on-going benefit to agriculture, may be located outside the Residential Footprint. | Short | High |
| 1.2d | On agricultural lands, locate farm retail sales, wineries, cideries, breweries, distilleries, and any other structures and services related to the public that are defined as farm uses under the ALC Act near the road entrance (or where geographically appropriate), in order to reduce the footprint and extent of services through the property with the intent of maximizing agricultural potential. | Short | High |
| 1.2e | Ensure that the Residential Footprint maximizes the agricultural potential (e.g. soil, topography, etc.) and limits negative impacts on the farm, whether or not the parcel is currently farmed. | Ongoing | Medium |

| ID | Actions | Timeframe | Priority |
|------|--|-----------|----------|
| 1.2f | Update OCP Chapter 15 Farm Protection DP guideline 1.7 to require statutory covenants on non-agricultural land through the development process to notify landowners that “normal farm practices” occur in close proximity as described in the <i>Edge Planning White Paper</i> (see Appendix F). | Short | Medium |
| 1.2g | Discourage uses of urban land adjacent to agricultural land by vulnerable populations to limit interface incompatibilities. | Short | Medium |

Table 3. Zoning Bylaw updates: detailed actions

| ID | Actions | Timeframe | Priority |
|------|--|-----------|----------|
| 1.3a | Review and amend the A1 zone to ensure compliance with Provincial standards and objectives of the Agriculture Plan update. | Short | High |
| 1.3b | Investigate adopting a maximum home (principal dwelling) total floor area within the A1 zone based on Ministry of Agriculture guidelines, and other zones that may also be in the ALR. | Short | High |
| 1.3c | Require that mobile homes on farmland be occupied by the owner’s immediate family, be located on a non-permanent foundation without basement excavation, and be removed from the property within 90 days when no longer occupied. The site must be restored to a condition suitable for agricultural use following removal of the mobile home. | Short | High |
| 1.3d | Remove “carriage house” as a permitted use within the A1 zone. | Short | High |
| 1.3e | Update zoning bylaw subdivision regulations to increase the minimum lot size in the ALR from 2.0 ha to 4.0 ha in order to create a consistent minimum lot size of 4.0 ha for all of the A1 zone. | Short | High |
| 1.3f | Update the Zoning Bylaw to reflect the vegetative buffer specifications as outlined in <i>Edge Planning White Paper</i> (see Appendix F). | Short | High |
| 1.3g | Investigate parking limitations on agricultural lands including permeable surfacing, with the exception of the Residential Footprint. | Short | Medium |
| 1.3h | Create a clear definition in the Zoning Bylaw for local food retail opportunities outside of the ALR as described in the <i>Local Food Retail Opportunities White Paper</i> (see Appendix E). | Medium | Medium |
| 1.3i | Revise the definition of “urban agriculture” to include the sale of farm products as a seasonal retail operation that is temporary in nature. | Short | Medium |
| 1.3j | Designate specific sites and/or zones as suitable for “local produce stands” as per the <i>Local Food Retail Opportunities White Paper</i> (see Appendix E). This may include farm gates of urban farms, commercially-zoned areas, transportation hubs, institutional lands, and/or parking lots and define the allowable structures where retail sales of food are permitted. | Short | Medium |
| 1.3k | Provide regulation for commercial assembly events on farmland that aligns with Ministry of Agriculture and/or ALC regulations. | Short | Low |
| 1.3l | Investigate options to regulate permitted uses in the ALR consistent with the Ministry of Agriculture Bylaw Standards | Short | Medium |

Table 4. Actions regarding other policies and regulations: detailed actions

| ID | Actions | Timeframe | Priority |
|------|---|-----------|----------|
| 1.4a | Continue to enforce permitted uses using the City's <i>Agricultural Enforcement & Compliance Strategy</i> . Expand the current strategy and partner with ALC enforcement and compliance officers to maximize resource efficiencies. This may include meeting with the ALC to share data and information on enforcement efforts. Consider dedicating bylaw staff to issues outside the Permanent Growth Boundary. | Ongoing | High |
| 1.4b | Establish procedures for zoning compliance review for business license applications on agricultural properties. | Ongoing | High |
| 1.4c | Update the <i>Development Applications Procedures Bylaw</i> to allow for the Community Planning Manager to request an Agricultural Impact Assessment by a Professional Agrologist that quantifies the impacts of any proposed development that may affect agricultural activity, such as non-farm use on farmland, rezoning, temporary use permits, and subdivision on lands adjacent to farmland. | Short | High |
| 1.4d | Explore opportunities to better match tax rates with farmland production activities (e.g. tax rates higher for under-utilized land instead of lower farm rates). | Medium | High |
| 1.4e | Update the <i>Noxious Insect Control Bylaw</i> and <i>Noxious Weeds & Grass Control Bylaw</i> to include current noxious species and diseases. Work with the Invasive Species Council of BC and the Regional District of Central Okanagan on this action. | Medium | Medium |
| 1.4f | Update the <i>Soil Deposit and Removal Bylaw</i> to ensure that it reflects current industry best practices. Consider identifying priority areas, such as the ALR, whereby soil deposit and removal will be restricted. Issues to be addressed in a review could include: <ul style="list-style-type: none"> • soil quality, • location of fill deposit, and • amount of soil removal. | Medium | Medium |
| 1.4g | Update the <i>Business License Bylaw</i> to include the new definition of local food sales (as per related actions in 1.3). A license should be required for these retail operations whether the stand is on public or private property. | Medium | Medium |
| 1.4h | Require a business license for commercial assembly events including conditions such as time parameters and parking requirements. | Medium | Medium |
| 1.4i | Investigate opportunities to minimize impacts to agriculture, where possible, during expansion of YLW as outlined in the 2045 Airport Masterplan. | Long | Medium |

Table 5. Stewarding natural resources and the environment for food production: detailed actions

| ID | Actions | Timeframe | Priority |
|----|---|-----------|----------|
| 2a | Evaluate and monitor City of Kelowna water pricing with the goal of sustaining agriculture. | Ongoing | High |
| 2b | Include agriculture in municipal climate change strategies and plans. | Ongoing | Medium |

| ID | Actions | Timeframe | Priority |
|----|---|-----------|----------|
| 2c | Implement the actions of the 2015 Central Okanagan Clean Air Strategy to reduce smoke from burning (e.g. expand agriculture wood waste chipping program, review, update and harmonize burning policies). | Ongoing | Medium |
| 2d | Create consistent water restriction/drought level messaging within affected areas or watersheds to ensure highest compliance by users. | Medium | Medium |
| 2e | Continue to work with the Regional District of Central Okanagan to enforce the <i>Noxious Insect Control Bylaw</i> and <i>Noxious Weeds & Grass Control Bylaw</i> . Consider communicating information to residents seasonally through a press release. | Ongoing | Medium |
| 2f | Continue to work towards ensuring sustainable, redundant and secure water for all agriculture. | Ongoing | High |
| 2g | Develop emergency plans (i.e. wildfire, drought) that are inclusive of agriculture. | Long | Medium |
| 2h | Investigate creative approaches to provide existing neighborhoods on the urban side of the Permanent Growth Boundary with vegetative buffers. Examples may include incentives to increase the number of trees planted in the community. | Long | Low |

Table 6: Improving awareness of local agriculture and access to local food: detailed actions

| ID | Actions | Timeframe | Priority |
|----|---|-----------|----------|
| 3a | Expand programs such as Farm to Flight at YLW to highlight local food and beverage products. | Ongoing | Medium |
| 3b | Use existing communications channels (e.g. website, social media, printed signs, pamphlets) to raise the level of understanding about agriculture policies and activities. Options for consideration are outlined in the <i>Farm Community Identity White Paper</i> (see Appendix H). | Ongoing | Medium |
| 3c | Investigate and communicate opportunities for pop up markets to sell local produce as described in the <i>Local Food Retail Opportunities White Paper</i> (see Appendix E). | Short | Medium |
| 3d | As part of the Healthy City Strategy, complete the Healthy Food Systems theme area for Kelowna. The strategy would address food security issues that are not included within the scope of this Agriculture Plan Update. Explore opportunities for establishing requirements and incentives for shared gardens in new multi-unit developments and other urban agriculture opportunities. Also examine inventory, food storage, distribution, processing and opportunities to redirect food waste. Pollinator protection strategies should also be addressed as part of the Healthy Food System theme area. | Medium | High |
| 3e | Evaluate an Agricultural Signage Program to raise awareness and appreciation for agricultural areas within the City. The signs should be placed along roads used by farm vehicles, along recreational trails, and in agricultural edge planning areas. | Medium | Medium |
| 3f | Encourage opportunities to meet with community groups, including real estate groups, to communicate existing land use policies and the impacts | Medium | Medium |

| ID | Actions | Timeframe | Priority |
|----|--|-----------|----------|
| | of non-farm use on farmland. The impacts of farmland speculation on the local agriculture sector should be highlighted. | | |
| 3g | Consider the opportunity for farm tours for elected officials and staff. The City, in partnership with the agricultural industry, could create opportunities to tour agricultural properties and learn about the role agriculture plays within the city. | Medium | Low |
| 3h | Identify opportunities to increase YLW's air cargo service, which could potentially provide the opportunity to ship local agricultural products to additional markets. | Long | Medium |

Table 7. Fostering and sustaining farm business and farmland: detailed action

| ID | Action | Timeframe | Priority |
|----|---|-----------|----------|
| 4a | Investigate and support opportunities for alternative ownership models for farmland for the purpose of increasing production levels on farmland. The alternative models may include: <ul style="list-style-type: none"> • Allotments (large garden leases); • Incubator farms for new farmers; • A local or regional farmland trust; • Institutional partnerships to increase food production; and/or • Co-operative farming models. | Ongoing | Medium |

Table 8. Actions where the City plays a supportive role: detailed actions

| ID | Actions | Priority |
|----|--|----------|
| 5a | Continue to support OK Sterile Insect Release program and advocate for environmentally friendly alternatives for other pests. | High |
| 5b | Continue to support the agricultural economic development goals of the Central Okanagan Economic Development Commission (COEDC), Okanagan Indian Band and Westbank First Nation. | Medium |
| 5c | Re-evaluate organic waste diversion opportunities and investigate changes to encourage improved waste diversion (including yard waste collection) as per the 2017 Solid Waste Management Plan. | Medium |
| 5d | Continue to support community groups on initiatives to determine infrastructure required for a permanent, year-round farmers market location. | High |
| 5e | Encourage farmers to work with the Province to manage troublesome wildlife. | High |
| 5f | Encourage initiatives for land linking and mentorship programs for farmers. | Medium |
| 5g | Work with Agriculture and Agri-Food Canada's Summerland Research Station and BC Ministry of Environment to determine opportunities for soil maps to be digitized and made available online. | Low |
| 5h | Encourage the Province to re-establish agricultural liaison services. | Medium |
| 5i | Encourage the Province to restrict the sale of trees that can negatively impact the agricultural industry | Medium |
| 5j | Partner and build relationships with community based organizations working on pollinator protection initiatives. | Medium |

Appendix E: Local Food Retail Opportunities White Paper

Introduction

The Okanagan is unique in the country for the wide range of produce it supports. It has an opportunity to be exemplary in opportunities to access fresh farm products. With farmer's markets and produce stands in the City limits, there are great opportunities to access local food. This paper examines how this could be even further developed, and strengthen Kelowna as a vibrant farm community that celebrates fresh local food through access and identity.

This paper examines opportunities to strengthen access to local food through the City and build an identity of Kelowna as a community that supports, celebrates and enjoys fresh produce grown here in the community.

DEFINITIONS

Certain terms appear throughout this report. They are defined here for reference.

Food Access: Ensuring that healthy, high-quality, culturally appropriate options are available and affordable wherever people reach for food and drinks.

Food System: The chain of activities connecting food production, processing, distribution, consumption, and waste management, as well as all the associated regulatory institutions and activities.

BACKGROUND

A 2006 Ipsos-Reid poll and a 2007 survey by Environics found strong support for local food amongst Canadians. The poll noted that 56 per cent of Canadians "always" or "usually" check to see where their fruit and vegetables come from when they are shopping, and 42 per cent regularly buy local food.⁷ However, while these results point to a preference for purchasing local products, they don't indicate the degree of local food accessibility.

Buying local food may involve some inconvenience for the consumer. Farmers markets may be open only one or two days a week, specialty stores that sell local food may not offer one-stop-shopping, and farm gate options may require a lot of travel for a few items. Translating awareness of local food into routine purchasing actions and habitual behavior is a long-term process that requires easy access to local food⁸.

97 per cent of survey respondents indicated that they buy locally grown products when given the option.

A spring 2016 survey of Kelowna residents showed 97 per cent of respondents indicated that they buy locally grown products when given the option⁹. Lack of access and availability was noted by 46 per cent of respondents as a key reason for not purchasing local. Respondents also commented that they didn't have time to go to different farms to purchase products and that farmers' markets were not at convenient times or locations. It was suggested that if local products were more easily accessible that they would be more likely to purchase them. In fact, 89 per cent of respondents

⁷ Food connects us all: Sustainable local food in Southern Ontario. Metcalf Foundation. February 2008.

⁸ Ibid.

⁹ City of Kelowna Agriculture Plan Update survey, 2016. Over 550 individual responses to the survey were obtained over a two-month period, from May 2016 to July 2016.

said they would possibly, probably or definitely purchase directly from producers if they were located closer to their home (i.e. within walking distance, or a 5-minute drive).

Improving access to local food has the potential to redirect purchasing power so that the local economy is enhanced and the financial benefits of local agriculture remain within the community. Benefits can include:

- Fresh food access points in neighbourhood development plans increase the ability for low-income individuals, families and seniors, or those who lack access to reliable transportation to increase the amount of fresh local foods to their diets. This type of planning also creates both senior-friendly and accessible communities, an important consideration given Kelowna's aging population.¹⁰
- Reduces travel time lessens greenhouse gas emissions, plus it encourages mobility and social interaction between neighbours, further supporting a healthy lifestyle in the community¹¹.
- Helps producers get their product to market, which in turn helps build demand, and supports producers by providing them with additional methods to market and sell their products.

Enhancing healthy food retail in Kelowna neighbourhoods can help achieve the Kelowna 2030 Official Community Plan goal of enabling healthy and productive agriculture (Goal #9). The City can play an important role in increasing the availability of fresh produce for residents by creating policies and associated zoning that provide more flexibility for citizens both in terms of locations to purchase fresh local foods as well as an increased variety of healthy food options.



Local produce stands

Local produce stands bring fresh produce into neighbourhoods on push carts, carts powered by bicycles, vans, or small trailers. Local produce stands may also refer to farm gate sales of goods being sold directly on an urban farm property in an area that is otherwise primarily residential. Local produce stands may be run by farmers, for-profit small businesses, or non-profits. The distinction between farmers' markets and local produce stands is that the latter are small, usually only offering one (or a few) specific products, and may be able move around within and between neighbourhoods.

¹⁰ City of Kelowna Community Trends Report 2015

¹¹ A seat at the table: Resource guide for local governments to promote food secure communities. June 2008. Provincial Health Services Authority.

The challenge with local produce stands is that they often fall within a regulatory grey zone between markets and vending, as will be discussed in the next section.

Current local regulatory environment

The City has a number of initiatives and policy that supports retail sale of fresh produce. This section examines current policy with respect to current opportunities and ways that policy could be strengthened to better support retail sales of local food. Current initiatives include:

CITY OF KELOWNA HEALTHY FOOD AND BEVERAGE SALES IMPLEMENTATION PLAN.¹²

In April 2008, the City adopted the five-year Healthy Food and Beverage Sales Implementation Plan to build awareness, switch to packaged and prepared food products that reflect the Healthy Choice Checkmark System, expand the number of vending machines providing healthy packaged food products, and develop new policies for food contracts for city-leased facilities.

FARM TO FLIGHT

The Kelowna Regional Airport YLW has initiated a fresh fruit to flight marketing program, where visitors travelling within Canada can purchase locally grown produce at the airport, in packages specifically designed for aircraft transport. This opportunity, in addition to fresh wine and other locally produced beverage sales, enables travelers to take a bit of Okanagan grown produce back to friends and family.



CITY OF KELOWNA BUSINESS LICENCE BYLAW

The City of Kelowna Business Licence Bylaw (No. 7878, 2012) has definitions for "Fruit Stand" and "Mobile store":

- "Fruit stand" means a business licensed to sell farm produce.
- "Mobile store" means a business that is carried out entirely from a motor vehicle, hand push carts, or self-propelled concession stands whereby the entire stock of goods, wares, merchandise, or foodstuffs offered for sale is actually carried and contained in the mobile unit and are offered for sale and are delivered to the purchaser at the time of sale. Mobile stores are restricted in where they can be established, with designated areas specially in the downtown core (Bernard Avenue, Leon Avenue, and Lawrence Avenue). Hours of operation are restricted.

¹² City of Kelowna Healthy Food and Beverage Sales Implementation Plan.
<http://apps.kelowna.ca/CityPage/Docs/PDFs/Council/Meetings/Council>

[l%20Meetings%202008/2008-04-21/Item%204.4%20-%20Healthy%20Food%20and%20Beverage%20Sales%20Implementation%20Plan.pdf](http://apps.kelowna.ca/CityPage/Docs/PDFs/Council/Meetings/Council/2008-04-21/Item%204.4%20-%20Healthy%20Food%20and%20Beverage%20Sales%20Implementation%20Plan.pdf)

City of Kelowna's Zoning Bylaw

The City of Kelowna Zoning Bylaw includes definitions for "Open-air markets" and "Public markets" that refer mainly to farmers' markets but does not include retail opportunities for individual vendors.

- "Open-air market" is defined as a temporary market comprised of stalls and sheltered premises, for producers for the sale of farm and food, plants, baked goods, prepared and ready-to-eat foods and artisan crafts. The intent of the Open-Air Market is to provide a long term location for a farmers' market group or society.
- "Public market" means an open space concept comprised of stalls and structures for the sale directly by producers of farm and food products, plants, baked goods, prepared and ready-to-eat foods. The first priority of this use is for the sale of local and BC farm and food products. The second priority of this use is for the sale of farm and food products that are not locally grown.
- "Urban Agriculture" is defined as the cultivation of a portion of a parcel for the production of food including fruits, vegetables, nuts and herbs for human consumption only. In the Zoning Bylaw, Urban Agriculture is further categorized as either one with the intention for personal use or one where the intention is for commercial sale, trade, or distribution offsite. Onsite sales are currently not permitted.
- "Market Agriculture" is defined in the Zoning Bylaw as the onsite promotion, exhibition, production and/or sale of agricultural products to the public. Typical uses would be small to mid-scale production of fruits, vegetables, nuts, and animal husbandry. Direct urban farm gate sales would be facilitated if the term "market agriculture" was included in the definition of urban agriculture, and if direction regarding retail activities were also provided within the description of Urban Agriculture in the Zoning Bylaw.

Neither Open-Air Market nor Public Market are listed as primary or secondary permitted uses in any of the Commercial Zones or Public & Institutional



Zones within the current City of Kelowna Zoning Bylaw. Therefore, it is unclear which zones allow for these markets. Furthermore, the fact that individual vendors are not allowed and the requirement of the business operator to be directly involved in the sale of the goods may be problematic for some local produce stand operators.

The City of Kelowna's Property Management department administers the oversight and awarding of concession opportunities, whereby the City advertises the availability of a certain type of concession at a certain location and then invites responses from the public.

The City of Kelowna would not be the first local government to encourage the sale of local food by providing a supportive regulatory environment. Several case studies are described below.

Successful Case Studies

DISTRICT OF SECHELT, BC

Sechelt's Mobile Vending Policy¹³ uses the terms "Peddler" and "Mobile Vendor" to define the type of retail that may incorporate local produce stands.

- "Peddler" is defined as a person selling goods, wares or other merchandise directly to or from the public on a highway or any public place, a private premise or in private premises occupied by the prospective purchaser or in another person's commercial premises.
- "Mobile-vending" means the sale of goods (excluding alcoholic beverages) or services from a mobile apparatus. Mobile vending is permitted as an accessory use in zones where seasonal outdoor market is a permitted use, or in zones where retail is a permitted use, provided the lot area is no less than 2,000 m², or on any municipally owned lands subject to the applicable municipal requirements. Mobile Vending use is only allowed on a lot where a washroom facility is available and must have all applicable health or safety permits posted.

CHILLIWACK, BC

This bylaw has been created to regulate street vending, which is defined as commercial food vendors operating from public lands (i.e. roads, parks, parking lots, etc.) on an annual or seasonal basis.

Every vendor requires an annual or seasonal business license from the City of Chilliwack Licensing Department. Confirmation of inspections/approvals from outside agencies including, but not limited to, the Provincial Health Inspector, City Fire Department, Electrical Inspector and Provincial Gas Inspector may be required as part of the Food Vending Agreement approval process. All conditions stipulated within

the Food Vending Agreement must be met prior to commencement of any vending activity.

Sparkes Sweet Corn is one example that takes advantage of this vending bylaw in Chilliwack and has grown to deliver corn in this method locally grown in Chilliwack, BC.

VICTORIA, BC

FoodRoots is a not for profit co-op distributor of local certified organic and naturally grown produce and foods processed in the Victoria region¹⁴. FoodRoots operates with a unique model: community groups or sponsor organizations provide the location and insurance, and FoodRoots brings the market. FoodRoots is also developing a 'Mobile Market', which will include a tent, table, tablecloths, cashbox, scales, etc., and will be available to community groups and organizations through a deposit system. FoodRoots has also created an online Pocket Market Toolkit which groups can use to guide the development of their operations. The toolkit explores regulatory and operational issues. It also suggests a goal of covering the cost of staff, produce and supplies by the six-week mark.

TORONTO, ON

Grab Some Good: In some neighbourhoods in Toronto, residents must travel more than 1 km to buy fresh produce¹⁵. Toronto Public Health has partnered with FoodShare to bring fresh fruits and vegetables to the city's diverse communities. Grab Some Good markets can be found in subway stations, corner stores and in many neighbourhoods across Toronto. Pop-up markets at subway transit stops provide the convenience of healthy snacks and low cost fruits and vegetables to commuters on their trip home. This collaboration between the City of Toronto, FoodShare, United Way, the University of Toronto's Food Policy

¹³ Sechelt Parks, Lands, and Roads Temporary Rental Bylaw: <http://www.sechelt.ca/Portals/0/Public%20Document%20Library/Bylaws/480,%202008%20-%20Parks%20Lands%20and%20Roads%20Temporary%20Rental.pdf>

¹⁴ FoodRoots Victoria. <http://footroots.ca>

¹⁵ Grab Some Good Program, Toronto. <http://www1.toronto.ca/wps/portal/contentonly?vgnextoid=80ca044e17e32410VgnVCM10000071d60f89RCRD>

Research Initiative, and community groups, has also resulted in a pilot Mobile Good Food Market in eight neighbourhoods.

The mobile market is essentially a small grocery store in a truck, selling affordable fresh produce. The locations, all lower income neighbourhoods outside of the downtown in areas underserved by traditional food retail, were selected through community consultation and access gap analyses. The program is funded through a grant from the Ontario Centres of Excellence.

MONTREAL, QC

Fruixi takes its name from the BIXI bike share system in Montreal, providing local fresh produce for sale by bike to various neighbourhoods in downtown Montreal. The initiative is run by Marché Solidaire Frontenac¹⁶. There are six bike kiosks in parks, hospitals, and public places throughout the summer and fall. The bike kiosks are limited to particular locations and are not allowed on commercial thoroughfares. Relevant regulations include a resolution about special event programming in the public domain, and a regulation concerning peace and order in the public domain.

FERNDALE, WA

Ferndale is located in Whatcom County, an area rich in agricultural productivity. To encourage agricultural business, the City has reduced barriers for farmers wishing to sell their goods,¹⁷ section 5.04.100 of the License Bylaw notes that: *License exemption is provided for any farmer or gardener who sells, delivers or peddles any fruit, vegetables, berries, butter, eggs, fish, milk, poultry, meats, or any farm produce or edibles raised, caught, produced, or manufactured by such person in any place in this state.*

One example of a Ferndale farm who has shown success in local sales is Barbie's Berries, who offer a wide variety of berries throughout the summer growing season¹⁸.

SEATTLE, WA

Urban Farming Ordinance: The definition of urban farming used in Seattle includes selling from the site of the farm, thereby enabling farm gate sales. Vending can happen between 7am and 7pm, but not in rights of way. Urban farms are permitted in residential areas as accessory uses up to the size of 4,000 square feet. Urban farms are permitted as primary or accessory uses in commercial zones with no size restrictions. In industrial zones, urban farms are similarly permitted as primary or accessory uses but are restricted to rooftops or the sides of buildings in some places. Business licenses are required if the produce grown is processed on site (made into jam, for example).

SALT LAKE CITY, UT

Urban Greens Market: The 2013 Salt Lake City Community Food Assessment determined that several neighbourhoods were classified as food deserts by the U.S. Department of Agriculture. To address this issue, Salt Lake City partnered with several non-profits to establish a mobile market and farm stands in these neighbourhoods¹⁹. Grant funds help coordinate and operate market stops from June to November. The markets include sale of fresh produce grown and harvested locally by farmers working with the non-profits.

¹⁶ Fruixi, Montreal.
<http://www.carrefouralimentaire.org/services-et-activites/manger/fruixi/>

¹⁷ City of Ferndale bylaws. <http://www.cityofferndale.org/live-work/business/>

¹⁸ Barbie's Berries, Ferndale. <http://www.barbiesberries.com>

¹⁹ Urban Greens Market, Salt Lake City.
<http://www.slccgreen.com/#!urban-greens-market/snz8l>

KANSAS CITY, MO

Urban agriculture farm gate sales: Kansas City allows residents to grow produce in their front-yards as an accessory use, and allows unprocessed produce to be sold off-site during a specified growing season²⁰. The ordinance also outlines the special use permitting process for operating a community supported agriculture program in a residential area, and it allows internships and apprenticeships in neighborhood gardens or farms.

CHICAGO, IL

Fresh Moves: Fresh Moves is a Chicago-based non-profit running a mobile produce stand out of a bus that moves in neighbourhoods that are considered food deserts²¹. Two Chicago buses that are no longer in service, along with a federal grant to retrofit the buses, are used to provide locally-grown organic and sustainable foods to ten neighborhoods on Chicago's lower income neighbourhoods. The buses will make stops at health clinics, schools, day care centers, farmers markets, parks, housing complexes and other community sites to bring fresh, locally grown produce to community residents.

NEW YORK CITY, NY

Green Carts: New York City's Green Carts program allows vendors to sell raw uncut fruits and vegetables through an extensive network of mobile produce stands to increase the availability of fresh fruits and vegetables in underserved areas of New York²². An initiative of the Department of Health and Mental Hygiene, the Green Cart precincts were chosen based on the results of a community health survey which identified areas where fresh fruit and vegetable consumption is low.

**Recommendations for Kelowna**

The following recommendations are based on a review of the current regulatory environment in Kelowna and lessons learned from existing case studies.

1. **Policy.** The City of Kelowna could improve opportunities for local produce sales by providing supportive policies for local produce stands, such as identifying appropriate locations for them to be situated and ensuring the zoning allows for that use. Some precedence does exist for the City to assist in facilitating small-scale food retail. For example, the City has existing policies and due process regarding concession operators. Concession operators have two separate options with respect to operating a concession business within City limits. They may either pursue operations on privately owned land or they may pursue a partnership with the City in order to

²⁰ Urban agriculture ordinance, Kansas City.
<http://www.kchealthkids.org/wp-content/uploads/2016/02/KCMO-Urban-Ag-Codes-Guide-booklet.pdf>

²¹ Fresh moves, Chicago.
<http://www.growingpower.org/education/chicago-farms-and-projects/fresh-moves/>

²² Green carts, New York City.
<https://www1.nyc.gov/site/doh/health/health-topics/green-carts-vendor.page>

operate on municipal lands. Regardless of whether the operation occurs on private or public lands, a number of key criteria must be met. These include the following:

- A valid business license must be held;
 - Compliance with the City of Kelowna's Zoning Bylaw must occur;
 - Interior Health certification (if selling food) must be held; and
 - Compliance with the City's Business License and Regulation Bylaw No. 7878 must occur.
2. **Definitions.** Create a clear definition of local produce stands that is not overly prescriptive, rather a broad definition that allows for flexibility and stability into the future. Terms such as "vending" and "peddling" are often found in business license and zoning bylaws in local governments areas that support local produce stands. Often "mobile food vendors" refer to food trucks or carts selling hot, prepared foods but the intent with local farm stands is really to provide fresh, raw, fruits and vegetables. Including sale of farm products as an allowable activity within the current definition of an urban farm could enable vending at those locations. The definition could speak to the seasonality of the retail operation as well as the fact that it is temporary in nature (i.e. it will be dismantled and removed every day).
 3. **Licensing.** The Business License Bylaw will need to be updated to include local produce stands once they have been properly defined. A license should be required whether the stand is located on public or private property. The license could stipulate that the goods must originate from the farm. The application process could include the requirement to list the products that will be offered, to submit a drawing or photo of the stand, and to indicate the preferred location of the stand (or indicate if it will be located at an urban farm).

4. **Zoning and permitted areas.** Allow local food stands in appropriate zones. Currently it is difficult to determine where existing business types, such as fruit stands and mobile stores, are allowed to operate. Designate particular sites as suitable for local produce stands in the Zoning Bylaw and within neighbourhood plans. Local produce stands could be located at the farm gate of urban farms, in existing public spaces such as a municipal parks, commercially-zoned areas, streets or parking lots. At first glance, potential sites for local produce stands could include:
 - Commercial zones (gas stations, shopping centre parking lots, strip mall parking lots);
 - Institutional / public zones (school grounds, museums, hospital grounds);
 - Municipal parks throughout Kelowna;
 - Transportation hubs and exchanges (bus loops);
 - Central parking lots (City of Kelowna, public lots); and
 - Parking lots near multifamily housing.
5. **Food desert mapping.** Determine the number and locations for local produce stands through food access mapping (or food desert mapping) and in consultation with the community. Consideration could also be given to allowing more local produce stands in the downtown core. Mapping can help assess the need to set aside land or building locations for local produce stands where these products are otherwise lacking.
6. **Specific requirements.** Other policy could include:
 - Limit the size of the stand.
 - Additional parking stalls may not need to be required as the transaction time is not expected to be lengthy and many locations will be in areas where parking is already available;
 - Access to public washrooms may be desirable, however these washrooms may be located in an adjacent or nearby building (gas station, shopping mall, museum,

library), as is permitted in the District of Sechelt. If operating a local produce stand where the farm is accessory to the residential use, washrooms may not be required.

- One mobile sign (such as a sandwich board) could be permitted at the entrance to the location (shopping centre, park, other grounds) and must be removed when the stand is closed for the day.
 - Food safety permitting, as required by Interior Health, will need to be obtained. In general, the sale of raw produce doesn't require food safety permitting.
 - Liability insurance may be required.
 - Design guidelines could be provided to developers who could then allocate space for local produce stands.
7. **Investigate incentives.** Local government can also provide incentives by purchasing equipment in bulk (such as weatherproof carts), offering low permit fees, and by identifying potential sites near desirable, high-traffic locations.
8. **Supporting policies and plans.** Consider local food access during the development of other plans such as the Healthy City Strategy (including the Community of Ages, Healthy Neighbourhood Design, and Healthy Food System themes), and other neighbourhood plans.
9. **Investigate funding options.** If funding is required for either the food access gap mapping, purchase of bulk carts, or coordination of a pilot project phase, the following organizations may be able to offer support.
- Heart and Stroke Foundation
 - Investment Agriculture Foundation
 - BC Healthy Communities
 - Mountain Equipment Co-op
 - Real Estate Foundation of BC
 - Small Change Fund
 - Community Health Fund

- Rural BC Divident Fund
- BC Community Food Action Initiative

Next Steps

Short term:

1. Meet with community members and stakeholders to establish where local produce stands could have the greatest impact, and identify potential vendors.
2. Conduct food desert mapping to determine where access gaps exist. Note: a UBC Capstone project scheduled for fall 2016 is planning to do some preliminary work on food desert mapping.
3. In addition to local farms (both rural and urban) who may be interested in participating in a local produce stand pilot program, other organizations may be interested in collaborating as stakeholders. These may include:
 - Central Okanagan Food Policy Council
 - Interior Health
 - Tourism Kelowna
 - UBC Okanagan
 - Okanagan College
 - Community Futures Central Okanagan

Medium term:

1. Pilot a project for relevant City areas to test the viability of local produce stands.
2. Use the outcomes of the pilot project to inform longer-term adjustments to City policies and regulations.

Long term:

1. Consider making changes to zoning and other bylaws to create a more welcoming environment for local produce stands.

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Appendix F: Edge Planning for Farmland Protection White Paper

Introduction

OVERVIEW OF THE ISSUE

Agriculture and cities are concentrated in the same areas across BC: the lower mainland, southern Vancouver Island, and the Okanagan Valley. These small areas account for less than 5% of the province's total land area, generate over 80% of the BC's annual gross farm receipts, and are home to more than 80% of residents. Populated areas and fertile land have overlapped for generations, however as urban areas continue to grow and densify, surrounding farmland, forested land, and parklands fall under development pressure. As a result, the interface between agricultural and urban land is often vulnerable to conflict. Common complaints include:

- Noise conflicts (bird scares, machinery noise, early morning activities, wind fans);
- Airborne materials (pesticides, dust, pollen and other allergens);
- Smells (manure);
- Traffic (slow moving vehicles);
- Trespass (potential danger to livestock and people); and
- Littering and illegal dumping.

Edge Planning Areas (EPAs) are the interface areas between agricultural and urban lands, where design and management tools are used to create compatibility between land uses²³. Edge areas that require attention may exist between farmland and residential neighbours, commercial, industrial, or institutional areas. Edges that provide inherent buffers next to farmland include waterways, mountains, ravines, parks and protected greenspace, as well as aggregate extraction

(mining), landfills, transportation corridors, or other utility rights-of-way.

Edge planning is a strategy and a suite of policies available to a local government through their OCP, zoning bylaws, Development Permit area guidelines, and other statutory means. The BC Ministry of Agriculture's Strengthening Farming Program has created bylaw guides for local governments to assist edge planning processes.

Edge planning is also an investigative process to enhance our understanding of the relationship between agricultural and other land uses. This knowledge can then be applied to improving compatibility between the different land uses where they meet at the 'edge'.

Out of the over 550 survey respondents, 95 per cent said that policies preserving farmland were either important or very important.

IMPETUS FOR AN EDGE PLANNING STRATEGY

Results from the spring 2016 survey demonstrated the need for increased planning at the urban/rural edge. Out of the over 500 survey respondents, 95 per cent said that policies preserving farmland were either important or very important. When respondents were asked to indicate reasons for protecting farmland, preserving land for farmers (particularly young farmers) and for future generations was one of the top reasons.

²³ Edge Planning Guide, 2015. BC Ministry of Agriculture. http://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/agricultural-land-and-environment/strengthening-farming/800-series/823100-3_edge_guide_2015.pdf

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Respondents were asked what they would like to see the City of Kelowna do to support the local food system and the top responses were:

- To support farmers and food processors (including access to land) and protect farmland and prevent urban sprawl;
- To manage complaints by urban dwellers related to odour, pesticide spraying, dust, aesthetics, and noise from normal farm activities; and
- To mitigate trespass, property and equipment vandalism, crop damage and theft, livestock harassment, and litter that is being experienced by farmers.

All of these problems, which can result in significant financial losses for farmers, could be resolved through proper edge planning.

Legal Framework for Edge Planning Areas

There are several tools that local governments can use to manage edge conflicts many of which the City of Kelowna is already using. The *Land Title Act* and *Local Government Act* provide local governments with mechanisms to promote compatibility between urban development and farm operations. These mechanisms include decision making abilities for approving officers, Development Permit areas to protect farming, and Farm Bylaws to manage certain farm practices and operations.

FARM PRACTICES PROTECTION ACT

The *Farm Practices Protection (Right to Farm) Act* was passed in 1996. The intent of the Act is to protect farms, using “normal farm practices”, from unwarranted nuisance complaints involving dust, odour, noise and other disturbances. The Farm Practices Board, now called the Farm Industry Review Board (FIRB), was established to deal with complaints that arise from the Act and to determine whether the issue results from normal farm practices. The FPPA protects farms both in

and outside of the ALR, although those outside the ALR must obtain Class 9 (Farm) status from BC Assessment.

LAND TITLE ACT

With the passage of the FPPA, the *Land Title Act* was amended to provide approving officers with opportunities to require buffering at the time of subdivision to protect farming from development and to discourage unnecessary road access into the ALR. A Subdivision Approval Officer has the ability, through the subdivision process, to require that urban development next to farming is done in a manner that lessens the potential for conflict. For example, an approving officer may refuse a plan of subdivision if adequate buffering on the urban side of the interface is not provided or unnecessary roads are proposed to lead into the ALR²⁴.

LOCAL GOVERNMENT ACT

The following planning mechanisms are available for local government edge planning:

- Official Community Plan (OCP)
- Zoning Bylaws
- Development Permit Area for Farming Areas (and associated design guidelines)
- Edge Planning Best Practices

Edge Planning Areas (EPAs) may vary in length and also in width, depending on the land uses affecting each scenario. The BC Ministry of Agriculture recommends 300 m on either side of the ALR boundary be considered for edge planning, but in practice this width varies from municipality to municipality. The EPA is essentially a special management area for the application of edge planning tools and techniques to improve land use compatibility between farming and non-farming areas. The success of edge planning relies on a shared responsibility whereby both agricultural and urban land users and decision makers adopt approaches to ensure compatibility.

²⁴ BC Land Title Act Section 86 (1)(c)(x) and (xi).

Edge planning must provide:

- A clear identification of the edge planning areas;
- Public awareness; and
- The adoption of edge planning strategies, policies and bylaws.

The proposed policies contained in this report have been informed by the OCPs, Development Permit area guidelines, and other policy documents from municipalities across BC²⁵.

Edge Planning Policies and Regulation within Kelowna

The City of Kelowna currently has guidelines and policies to address edge planning in the City. This section will review these policies, and provide recommendations to further strengthen them, both through policy and implementation.

Survey respondents indicated that one of the top reasons for protecting farmland was to preserve land for farmers (particularly young farmers) and for future generations.

EDGE PLANNING IN THE OCP

The OCP contains proposed ALR adjacency policies that are designed to bolster other existing policies. In particular, further densification, particularly of residential and institutional uses (e.g. schools, day cares etc.) is discouraged in areas adjacent to agriculturally-zoned land²⁶.

Opportunities to strengthen the OCP with regard to edge planning include:

- A statement that land uses adjacent to agricultural land must be compatible with farming or have a buffer to minimize the effects of incompatible uses;
- The creation of a 'Transition to Farming' OCP Land Use Designation, with policies aimed at reducing farming land use conflicts, such as limiting the increase of density;
- Options to acquire rural lands in transition areas by the City, and or other community groups or institutions, for innovative agricultural uses such as incubator farming.

EDGE PLANNING IN DP GUIDELINES

The OCP includes DP guidelines that have been established to minimize potential conflicts between active farming and nearby residential neighbours. On properties located adjacent to agricultural lands, buildings must be designed so that they reduce the impact from normal farm operations. This includes maximizing the setback between farmland and non-farmland buildings as well as reducing the number of doors, windows and patios facing agricultural land. Any new developments within the PGB should include a reduction in densities gradually towards the agricultural land boundary and the avoidance of road endings or road frontage next to agricultural land.

Opportunities to strengthen the DP guidelines with regard to edge planning include:

- Requirements to establish effective buffers on the non-farm side.
- Direction regarding the process for establishing a buffer (e.g. rezoning, building permit, development permit, or subdivision processes).

²⁵ In particular, policies and regulations from the Corporation of Delta, City of Richmond, City of Kamloops, City of Abbotsford, City of Surrey, and District of Pitt Meadows were examined.

²⁶ Perhaps the strongest policies related to protecting the agricultural edge include: A Permanent Growth Boundary (PGB): The PGB is used to contain urban growth. Lands outside the permanent growth boundary are not supported for urban uses. Non-ALR land outside the PGB is not supported for any further parcelization; Support for

Transition Uses: Complementary agricultural land uses such as urban agriculture (as defined in the Zoning Bylaw) can be considered along the urban-rural interface to act as a transition between existing urban development and farming operations; and Covenants: Promotion of the use of conservation covenants on agricultural land.

- Statements detailing buffer design submission requirements.
- Statements regarding the maintenance and enhancement of natural buffer areas.
- Acknowledgement of a range of specific edge scenarios.
- Enhanced specifications regarding building setbacks, buffer widths, rear yard setbacks, and ownership of the buffer for each edge scenario.
- Enhanced design features for building upgrades and new developments.
- Description of appropriate vegetation species to be used in the landscape design of the buffers.
- Direction to increase the width of the buffer if the density on the non-farm lot increases.
- Guidelines on installation and maintenance of the buffers including statutory easements or restrictive covenants.
- Specifications regarding edge types and buffer width;
- Use of Agriculture Impact Assessments to quantify the impacts of a proposed development, rezoning subdivision or non-farm use for lots within or adjacent to farm lands.

EDGE PLANNING IN THE ZONING BYLAW

Currently, the Zoning Bylaw contains directives regarding design guidelines for landscape buffers between ALR and non-ALR properties (*Landscaping and Screening Minimum Landscape Buffers*) they could be bolstered by providing more specifications.



Opportunities to strengthen the Zoning Bylaw with regard to edge planning include:

- Specific references to scale, form, and density in areas adjacent to the farm edge.
- Detailed specifications regarding buffers adjacent to specific land uses (this may also be directed through the Farm Protection Development Permit guidelines).
- Include a definition of “No Build Area” to describe buffers adjacent to the ALR that cannot have buildings or structures located.

Recommendations to Enhance Edge Planning

The following policies are suggested for the City of Kelowna to incorporate into the OCP and associated planning documents. These are presented in the following sections:

- OCP Policy
- OCP Development Permit Guidelines
- Actions to support edge planning

OCP POLICY RECOMMENDATIONS

1. **New OCP Land Use Designation: Transition to Agriculture.** Create a new land use designation called “Transition to Agriculture” for parcels within and outside the PGB that are within 300 of the farm land boundary. This land use designation will ensure that land uses adjacent to, but outside of the farm lands minimize impacts on farming. Associated zoning will permit urban agriculture and will require a land use buffer to be established if/when the lots are (re)developed. This Transition to Agriculture area will also allow for a gradual decrease in the density of urban land use to the ALR/AL boundary. Vulnerable areas will be identified that will include pockets of residential areas that are completely surrounded by farm land. Specifically:
 - Subdivision is not supported;
 - Increased density is not supported (with the exception of a secondary suite inside a primary existing dwelling);
 - Transferring density to another OCP land use designation is not supported;
 - Investigate innovative opportunities to increase buffers; and
 - Vulnerable lands are targeted with incentives for retrofitting yards with vegetative buffers.
2. **Agricultural Land Use Designation for Agricultural Lands.** Protect and support the continued designation and use of agricultural land for agricultural purposes regardless of soil

types and capabilities. Encourage locating non-soil based agricultural structures on less productive soils, where feasible, in order to fully utilize prime soil resources.

3. **Prohibit Municipal Sewer Extension of Agricultural Areas.** Prohibit the extension of municipal sewer into the ALR, to avoid speculation and pressure for further urban development.
4. **No Vulnerable Populations Near the ALR or AL Lands.** Discourage uses of urban land adjacent to the permanent growth boundary by vulnerable populations (e.g. Child Care Centres – Major (Daycares), hospitals, senior care facilities and schools).

DEVELOPMENT PERMIT GUIDELINE RECOMMENDATIONS

1. **The following text should be included in the Farm Protection DP Guidelines.** Agricultural buffers (also known as vegetative buffers) are required wherever development is proposed adjacent to parcels zoned A1 – Agriculture 1 and / or in the Agricultural Land Reserve (ALR). The buffer has both a minimum setback to structure requirement as well as a minimum vegetative / fence buffer. A covenant outlining maintenance responsibilities of the vegetative buffer and fence, as well as restrictions regarding plant species that have potential to adversely impact agriculture, is required.
 - The function of the vegetative buffer / fence buffer is to provide:
 - Protection of the non-agricultural parcel from:
 - Dust, noise, airborne particulates and sprays; and
 - Barrier from agricultural spray practices (airborne particulates).
 - Protection of the agricultural parcel by creating:
 - A physical barrier marking a defacto “do not trespass” area;

- Stormwater mitigation area between hard surface runoff or irrigation of development and natural grade of agricultural parcel; and
- Natural area for groundwater recharge/uptake, to mitigate potential groundwater changes due to adjacent soil compaction conditions due to development.

This wording considers and incorporates recommendations 2 through 5, as described below.

2. **Vegetative Buffer Requirement.** Manage the agricultural-urban interface to protect the integrity of agricultural operations by requiring vegetative buffers within the PGB for all parcels adjacent to agricultural lands. The buffer will include fencing, landscaping, and building separations in accordance with the *Farm Protection DP Guidelines*. The buffer requirement may be triggered through Development Permit application, building permit application, rezoning application, and/or subdivision application.

3. **Vegetative Buffer Plans.** Buffers are required for properties at the time of subdivision, rezoning, and building permit, through a Farm Protection Development Permit. The objectives of buffers are to minimize the effects of normal farm practices on urban activities within the PGB through visual and spatial separation. This will also ensure that the urban:rural edge location remains stable over time. General requirements include:

- A vegetative buffer plan and cost estimate designed by a registered landscape architect or agrologist.
- Buffer plans must indicate the location, sizing, and species of all plant material proposed, as well as all existing vegetation to be retained. A focus should be given to species that will not create negative impacts on surrounding farms (i.e. restrict planting of ornamental fruit trees or plants that could create weed problems). Trees

should be a mix of deciduous and conifers and at maturity should have an average height of 10 m, and a minimum crown density that covers the edge five years.

- The buffer is considered a 'no build zone' on the urban side, and these areas must be free of buildings, pools, tennis courts, sheds, garages, or other structures. The exception is accessory structures without living space without windows that open to the agricultural land.
- Fencing should be at least 1.8 m high.
- Issue a building permit for new subdivisions or developments only after the vegetative buffer has been installed.
- Ensure that a deposit (cash security or letters of credit) is secured equal to 100 per cent of the landscaping costs plus 15 per cent contingency to be retained during all stages of development. The deposit can be refunded after 5 years if proof of maintenance of the buffer and the overall health of the vegetation is provided by a Landscape Architect or Professional Agrologist.

4. **Adopt building design specifications that minimize exposure to farm practices.** In addition to minimizing the number of doors, windows, and outdoor patios facing farmland, the DP guidelines should include the following specifications:

- Ensure any required fill deposition is handled sensitively with respect to natural soil regimes during development and construction phases;
- Consider the use of rock boulders within the vegetative buffer design to create firm edges between the buffer and single family developments;
- Cluster buildings to maximize buffering between residences and farmland;
- Site berms, water features, and/or rainwater management features within the setback areas; and
- Encourage the installation of double paned windows or sound-proofed windows.

5. **Require Restrictive Covenants.** As part of a development process, any property that falls within the *Transition to Agriculture Land Use* designation shall register a Restrictive Covenant against that property informing any future purchasers that farm operations take place in the area and that normal farm practices produce noise, odour, and dust that may impact adjacent residential properties. This Restrictive Covenant shall reference a farm operation's acceptable and required farm practices, as identified and in accordance with the *Provincial Right to Farm Act*. The enhanced covenant would include and encompass:

- Maintain the upkeep and integrity of the buffer.
- Inform prospective buyers on the urban side of development restrictions within the edge.
- Inform residents of restrictions of planting species that have potential host pests (e.g. codling moth hosts, in support of the OKSIR program); and
- Inform urban residents of normal farm practices.

Statutory easements can be combined with covenants to ensure that buffers are established and maintained²⁷.

RECOMMENDED ACTIONS TO SUPPORT EDGE PLANNING

1. **Retroactive Vegetative Buffers.** Investigate creative approaches to infilling existing neighbourhoods within the PGB (adjacent to agricultural lands) with vegetative buffers. Target neighbourhoods to create buffers using incentives such as free trees for planting,

partnerships with community groups, schools, or other organizations to conduct the planting.

2. **Explore creation of a Municipal Farmland Trust.** Explore acquiring parcels that are designated as *Transition to Agriculture*, if and when possible, and use them to create a Municipal Farmland Trust. The trust can be used for innovative agricultural activities such as long term leasing or licencing, community gardens, and/or incubator farms. A buy, sever, and sell approach may be explored for *Transition to Agriculture* parcels.
3. **Agricultural Disclosure Agreements.** Use Agricultural Disclosure Agreements, at various stages of real estate transactions and land development, for parcels adjacent to agricultural lands. The agreements will serve to increase awareness of owners about the presence and implications of living near agricultural activity. These statements can be implemented by associating them with no-build areas, building setbacks, and/or buffer requirements.
4. **Encourage Creative Farming Models within and adjacent to agricultural lands.** Encourage and investigate innovative alternative farming models within the agricultural lands and on parcels adjacent to and within agricultural lands, including partnerships with other agencies, non-profit groups and institutions. The alternative models may include:
 - Allotments (large garden leases);
 - Incubator farms for new farmers;
 - Institutional partnerships to increase food production;
 - Co-operative farming models.

²⁷ Sample covenant wording is included in the BC Ministry of Agriculture's Edge Planning Guidelines and includes: "The property owner acknowledges that: the lot is subject to the following restrictions: The vegetated buffer will be maintained; No habitable structures will be built in the rear or side yard abutting the ALR; The walls and windows facing, or at an angle to the ALR, will be constructed with extra sound-proofing and no patios will be built on those sides. Because the lot is close to farm land, some or all of the

following impacts arising from agricultural practices may occur: Noise from farm operations at various times of the day, including propane cannons and other devices used to deter wildlife; Farm odours and chemical spray; Aesthetic appearance of fields (unkempt fields, storage of materials, etc.); and Light from greenhouses.

5. **Develop an Agricultural Signage Program.**

Develop signs to be placed along roads used by farm vehicles, along recreational trails, and incorporate signs into agricultural edge planning. These would be consistent with existing signage programs and may include signs for self-guided farm tours, wine trails, or other agricultural routes and may use a recognizable logo or symbol to ensure visual consistency. Use positive wording and images, such as:

- Kelowna supports agriculture: you are entering an area zoned for farming.
- Farm Road – support your local farming community.
- Your food is being grown here.

Recommendations for Vegetative Buffer Strategy

In many communities, lengthy interfaces exist between farmland and other land uses. The City of Kelowna's agricultural interface includes over 260 km of edge. This is somewhat exacerbated by the existence of pockets (or 'islands') of non-farming areas located within farm land. A map indicating the types of interface areas found along the agricultural boundary in Kelowna is presented in Figure 1.

The seven land use scenarios found along the agricultural boundary in Kelowna are:

- Agricultural/Single-Two Unit residential. This represents the majority of the agricultural edge in Kelowna.
- Agricultural/Multi-unit residential. There are relatively few instances of this scenario.
- Agricultural/Commercial. Particularly along Highway 97.

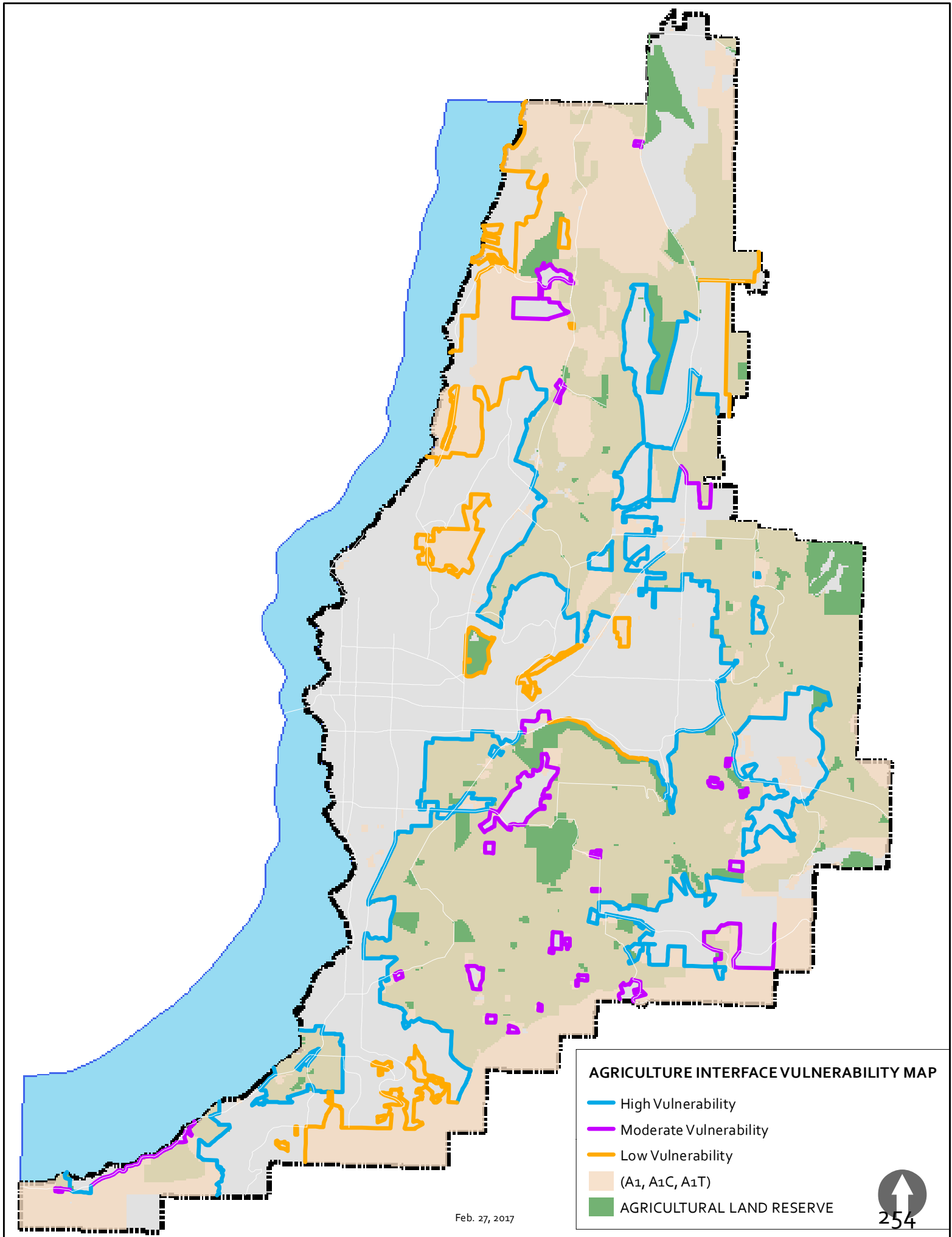


Figure 1. Pockets of residential developments that have been established in farming areas within Kelowna.

- Agricultural/Industrial. Particularly along Highway 97.
- Agricultural/institutional. These are distributed fairly evenly around the edge.
- Agricultural/Park. Distributed evenly throughout the edge.
- Agricultural/First Nations. In two areas: Northern and Eastern edges of the City.

Small areas of residential neighbourhoods fully surrounded by ALR were established prior to the establishment of the ALR (Figure 2). In fact, the establishment of one of these residential subdivisions within Kelowna led to complaints from farmers that ultimately resulted in the establishment of the ALR.²⁸ The majority of the edge sits alongside single family residential zones, however, the edge also includes adjacent commercial, industrial, institutional, and conservation/park areas.

²⁸ M. Collins, 2016. Personal Communications, Planner, Agricultural Land Commission.



RECOMMENDED DESIGN SPECIFICATIONS BASED ON BUFFER TYPES

The following buffer specifications are presented with the expectation that they will be adopted into the City's Zoning Bylaw (and will replace the current standards for all properties abutting agricultural land).

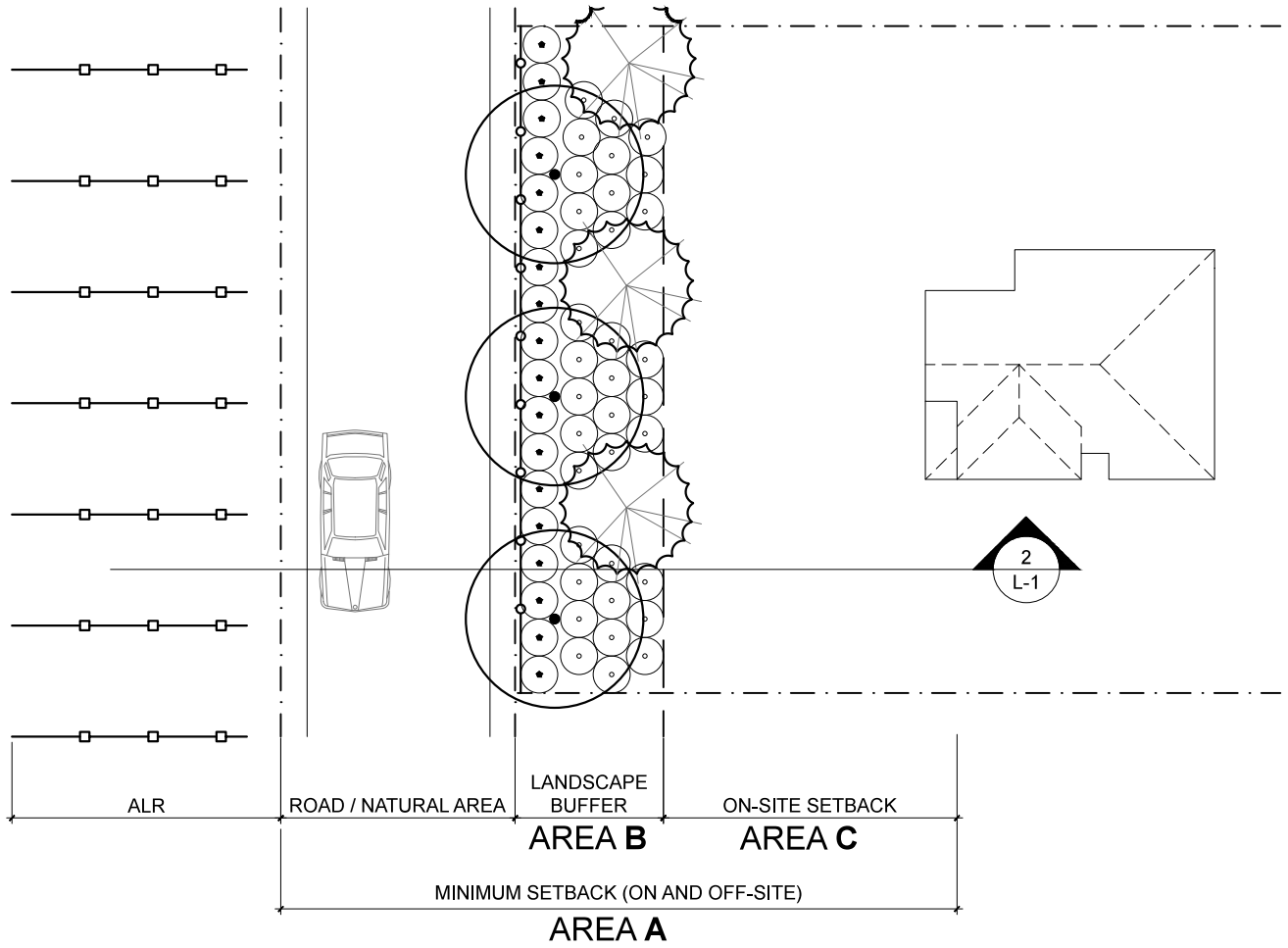
Following the table, a series of drawings provides further explanation to the table.

Table 1. Minimum buffers adjacent to A1 Zone or Agricultural Land Reserve

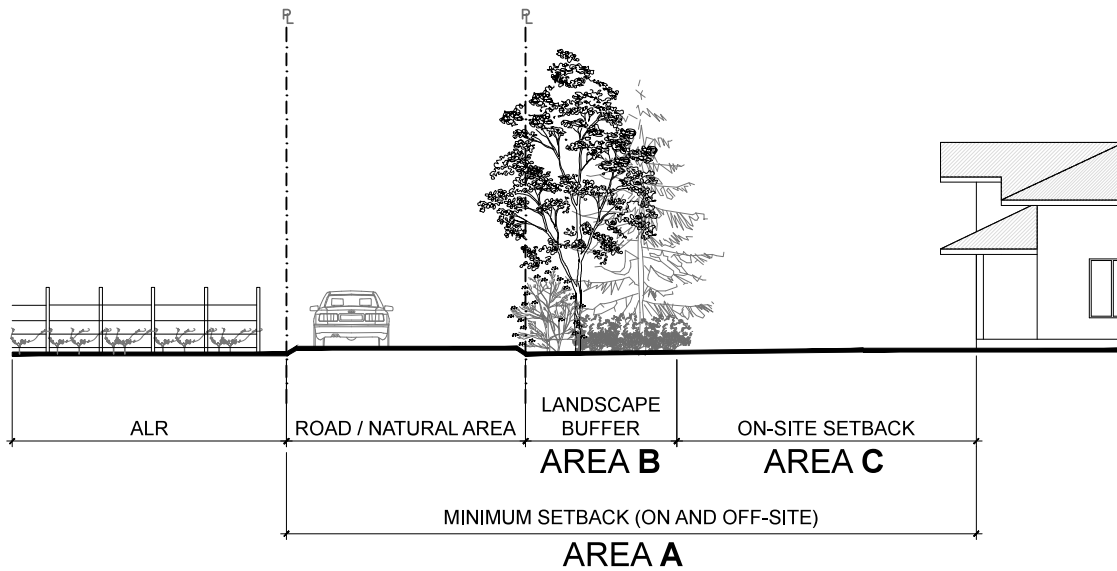
| | Minimum setback (on and off-site) from adjacent agricultural parcel to on-site structures | Minimum on-site landscape buffer | Minimum on-site setback from landscape buffer |
|--|---|----------------------------------|---|
| | AREA A | AREA B | AREA C |
| Single family dwelling existing lot or new subdivision | 15.0 | B1 | As per zone |
| Multi-unit residential | 20.0 | B2 | As per zone |
| Commercial | 15.0 | B2 | As per zone |
| Institutional | 20.0 | B2 | As per zone |
| Industrial | 15.0 | B2 | As per zone |

Table notes:

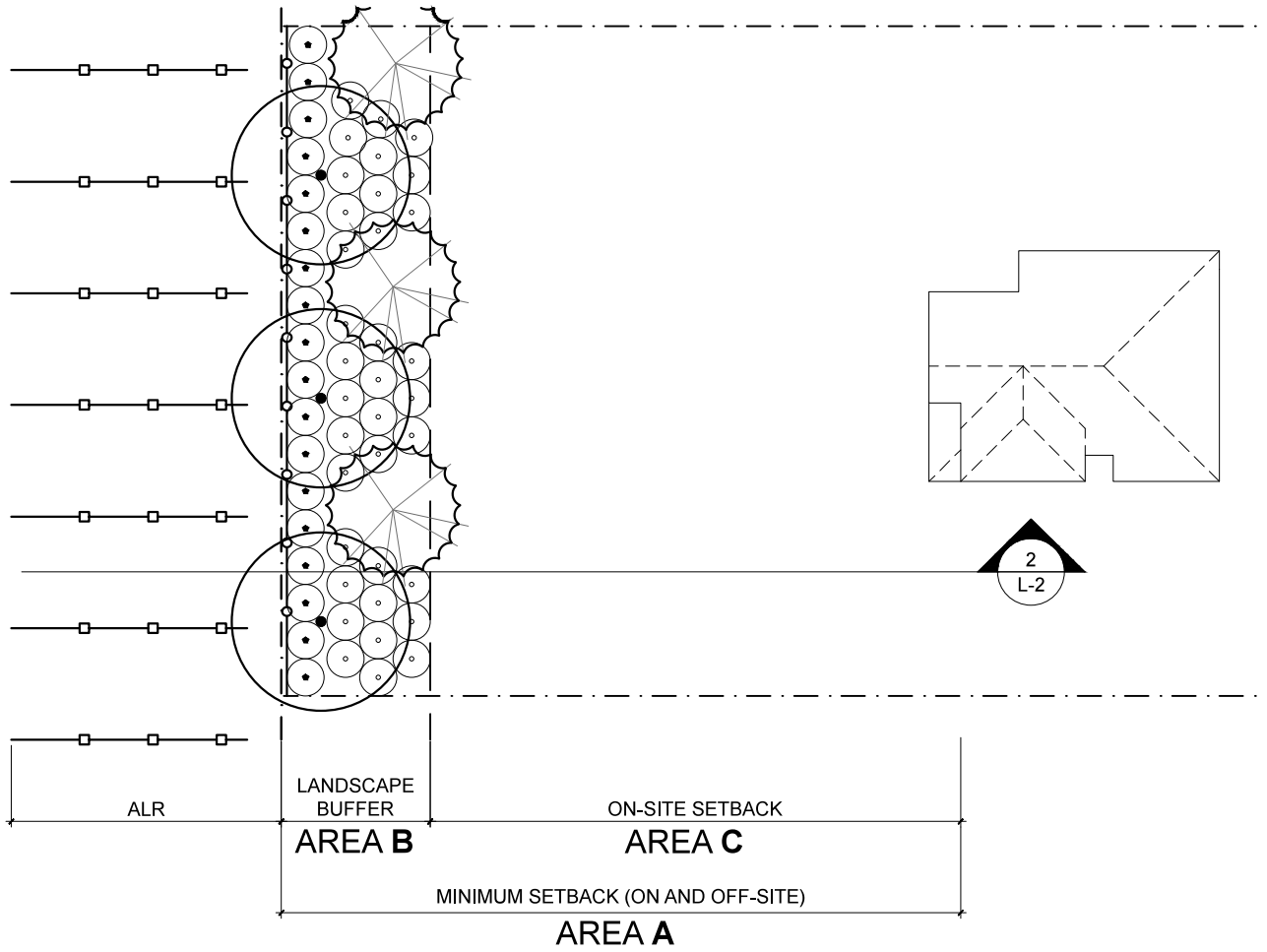
- All minimums must be achieved
- The Area B Minimum On-Site Landscape Buffer is in addition to the required setback of the zone.
- Fencing in Agriculture Buffer to be 1.8 m height wire fabric fence or opaque solid fence.
- In single family residential, an accessory structure may be located in Area C provided the structure is not permitted any indoor plumbing and any structure elevations facing agricultural lands has no openings.
- Required trees within Area B are in addition to those required trees for parking lot spaces or other required buffers.
- In Commercial, Institutional and Industrial zones: Where Area B and Area C minimums have been met, Area A may be waived where a building is proposed with no openings facing adjacent agricultural land.
- Existing vegetation that meets the specifications of required Agriculture Buffer B1 or B2 may be accepted as required buffer.
- On a Single Family Dwelling lot, where a residential footprint is registered on title, the agricultural landscape buffer is only required within the footprint area.



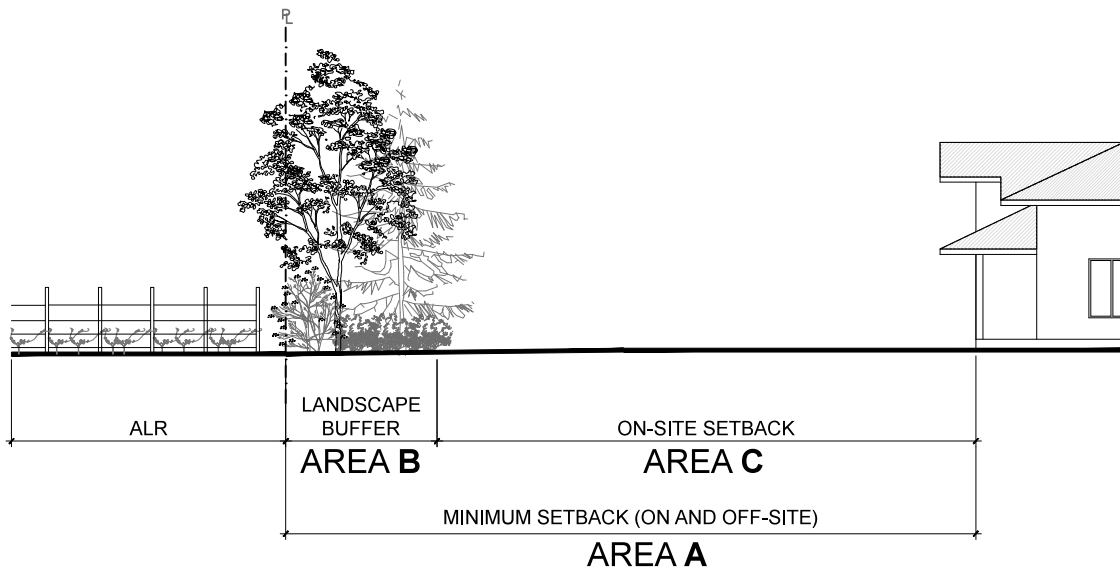
1
L-1 BUFFER (SEPARATED BY ROAD/NATURAL AREA): PLAN
SCALE 1:200



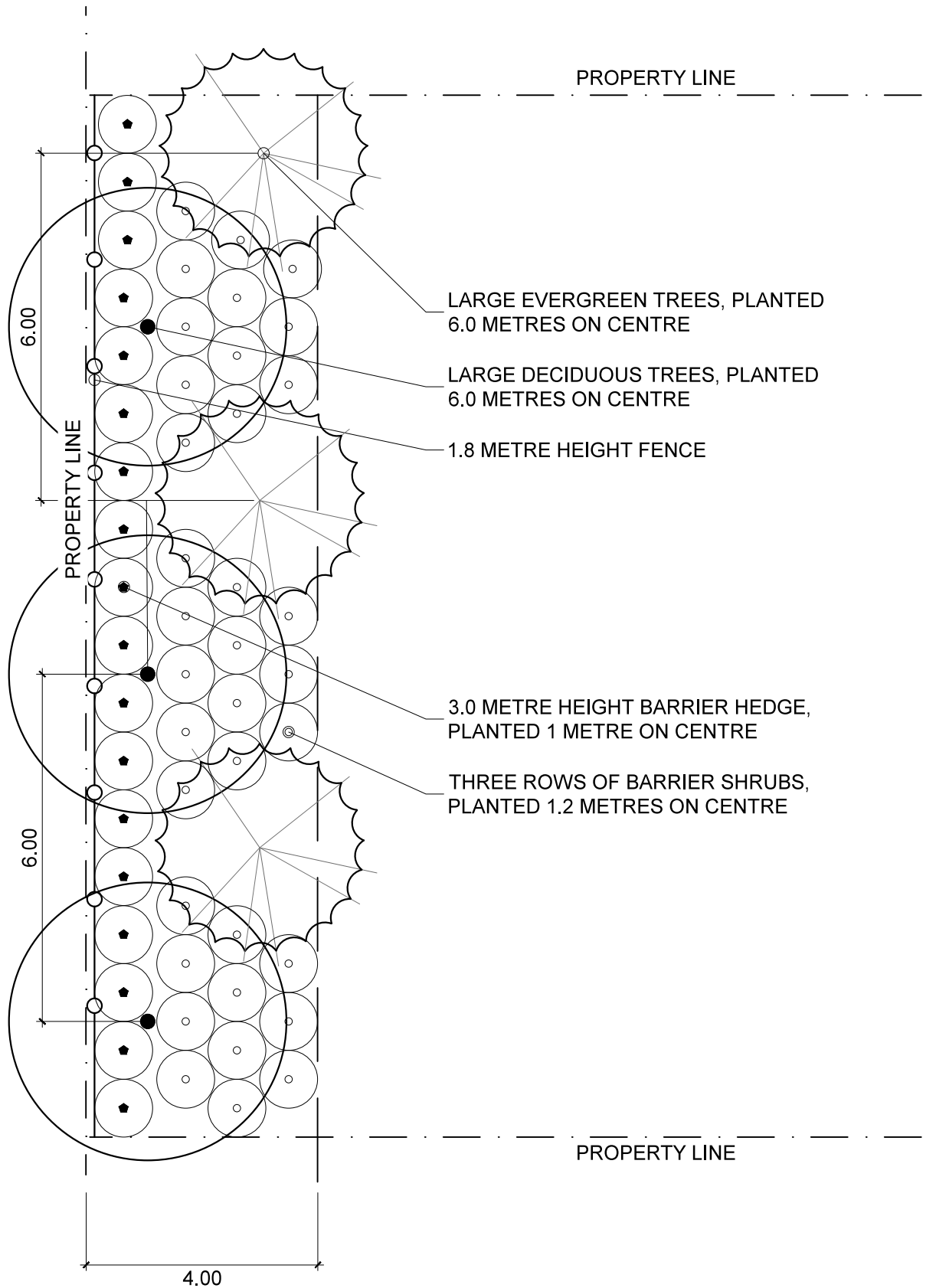
2
L-1 BUFFER (SEPARATED BY ROAD/NATURAL AREA): ELEVATION
SCALE 1:200

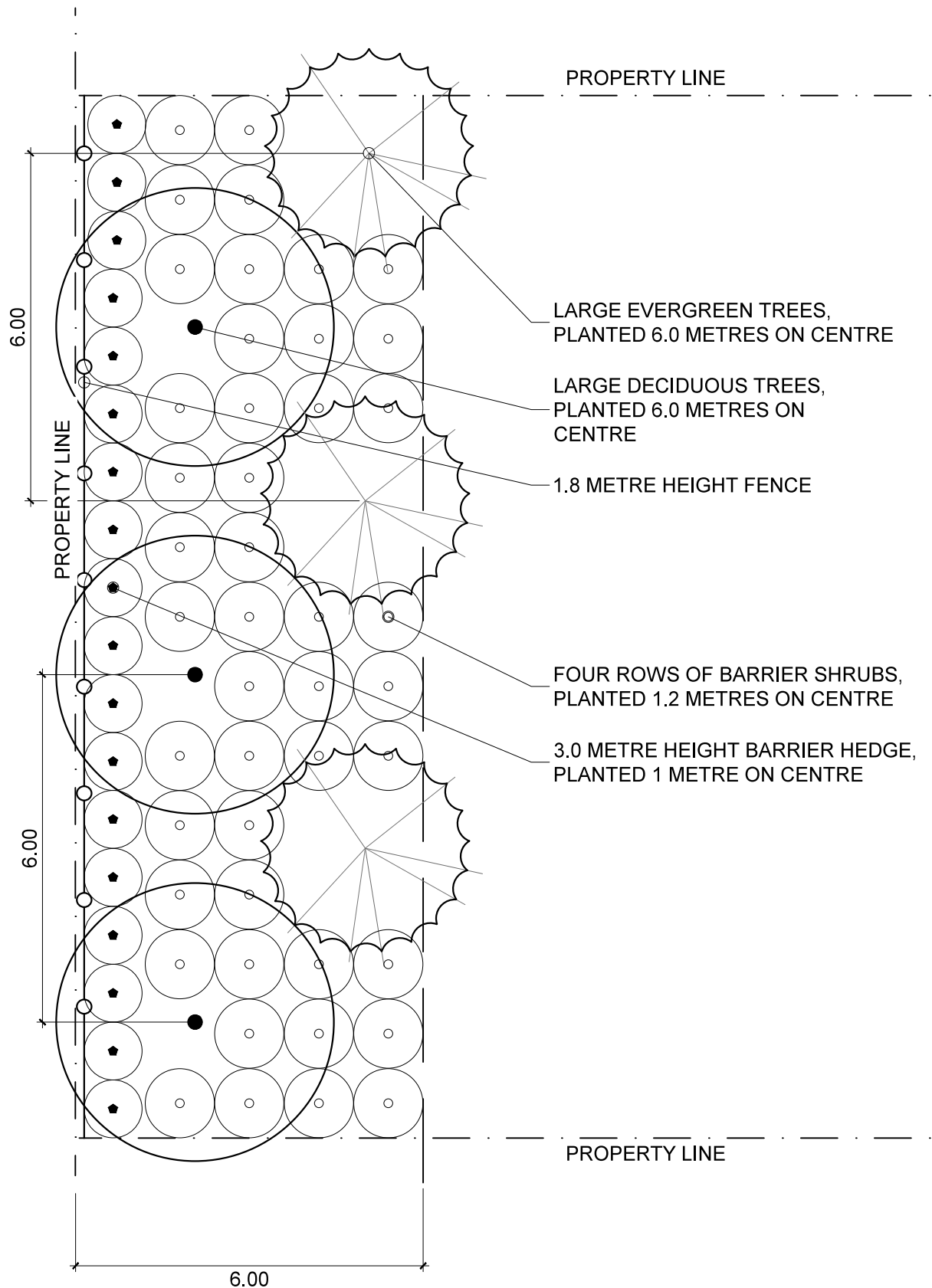


1
L-2 BUFFER (ALR ADJACENT): PLAN
SCALE 1:200



2
L-2 BUFFER (ALR ADJACENT): ELEVATION
SCALE 1:200





Appendix G: Non-Farm Uses on ALR White Paper

Introduction

ISSUE OVERVIEW

Non-farm uses on Agricultural Land Reserve (ALR) include residential and/or commercial uses that typically have limited or no associated agricultural activities and are therefore not accessory to farming. Non-farm uses may include estate homes, multiple dwellings on farmland, commercial landscaping, and/or any other use that is not a farm use under the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation* (the *Regulation*). Under the *Regulation*, a limited number of non-farm uses are permitted, but a local government can regulate or prohibit these through bylaws. Landowners wishing to undertake activities that are not permitted by the *Regulation* and local government policies and bylaws, must apply for a non-farm use application through the Agricultural Land Commission (ALC). These applications are first brought to the City of Kelowna's Agricultural Advisory Committee (AAC) for a recommendation to Council and then City Council can either reject the application or forward it to the ALC.

Non-farm use of farmland is a concern because it is rarely reversed, thus the land becomes alienated from agricultural production for the foreseeable future and likely in perpetuity. The change in land use patterns may also lead to speculation, and creates a valuation based on residential or commercial activities rather than agricultural activities. This leads to unaffordable farmland for those wishing to expand or start a farm business. Furthermore, the siting of residential dwellings away from the edges of a parcel may restrict the placement of future farm buildings and cropping

practices on existing and nearby farming properties.

For farm uses, the ALC has the authority to determine *what* is permitted on ALR while the City of Kelowna (the City) has jurisdiction over *how* those uses may be developed (through building footprints, height, and/or setbacks, and business licensing). These specifications can be directed through the Official Community Plan (OCP), Farm Protection Development Permit (DP), and the Zoning Bylaw. The City of Kelowna is also one of four farm regulated communities under the Local Government Act²⁹ within BC and can therefore impose additional limitations or restrictions regarding where some of these uses are permitted.

COMMUNITY FEEDBACK

In a 2016 survey, completed by over 500 residents, 95 per cent indicated that policies preserving farmland were important or very important. When asked if the City of Kelowna is doing enough to enforce non-farm use of farmland, 31 per cent of respondents indicated that they did not agree that the City was doing enough and 34 per cent said they were unsure. Those who responded that the City was not doing enough were then asked to drill down to identify specific non-farm use issues in Kelowna. The top responses were:

- Storage of boats;
- RVs and truck parking;
- Camping;
- Golf courses;
- Landscaping companies; and
- Gravel pits.

²⁹ Farm bylaws allow for flexibility for issues that cannot be regulated by way of zoning. The local governments of Abbotsford, Delta, Kelowna and Langley Township have the ability to have farm bylaws approved. Langley Township and Abbotsford have had approved and adopted farm bylaws dealing with mushroom growing operations and on-farm composting. Delta included regulations for propane canons

and other noise scare devices for birds in their noise bylaw. Kelowna has not yet enabled any regulations through the farm bylaw mechanism.

There was also concern over estate properties on farmland that may be benefiting from tax breaks even if they are not farmed (or farmed minimally).

When asked about challenges to farming in Kelowna, the top two responses were:

- Difficulties accessing land for farming due to speculation, high costs, and capital inputs (chosen by 73 per cent of respondents); and
- Competing non-farm uses for farmland (urban - rural edge issues) (chosen by 70 per cent of respondents).

During other engagement activities, including stakeholder sessions, it was also noted that some ALR landowners may be unclear as to what uses are or are not permitted on farmland. There appears to be some confusion regarding information disseminated by the Ministry of Agriculture, the ALC, and the City of Kelowna. In particular, some felt that the allowable footprint of non-farm buildings is unclear. While the province can regulate use, the City of Kelowna can regulate footprints, heights, and setbacks of actual buildings.

Regulating Non-Farm Use

The challenge in regulating non-farm use on ALR is to find the right balance between limiting encroachment of urban uses and ensuring that farmers are able to appropriately develop their land for their farm businesses.

For the purpose of this report, the following non-farm uses are considered:

1. Size and siting of the residential footprint (Farm Residential Footprint);
2. Multiple dwellings on farmland; and
3. Commercial operations that are not accessory to farming (e.g. landscaping companies, B&Bs, and non-farm composting).

The first two categories can be managed through policies in the OCP, Farm Protection DP Guidelines,

and the zoning bylaw. The non-farm uses that fall within the third category must be distinguished between those that are farm uses and those that are not. For instance, the *ALC Act* and Regulation allows for composting within limits, such that 50 per cent of the product must be used on the farm, and soil removal and deposit is dealt with by municipalities under a separate bylaw. Gatherings, such as for weddings or music events, are not addressed in this paper. These are considered as short term and temporary in nature and are included in the *Ministry of Agriculture's Agri-tourism Bylaw Standards*.

PROVINCIAL GUIDELINES AND REGULATIONS

Through the Guide to Bylaw Development in Farming Areas³⁰, the BC Ministry of Agriculture sets bylaw standards for farm regulated municipalities including several topics related to non-farm use such as permitted uses, lot coverage, and setbacks. The overall goals of the guide are to:

- Minimize the impacts of residential uses on farm practices and farming potential in farming areas;
- Minimize loss and/or fragmentation of farmland due to residential uses; and
- Minimize the impact of residential uses on increasing costs of farmland.

While the ALC does not provide specifications on size or siting of residences, the ALC is clear regarding multiple dwellings in the ALR. The *Agricultural Land Reserve Use, Subdivision and Procedure Regulation*, allows one single family dwelling per parcel within the ALR. The ALC also includes residential uses that may be regulated or prohibited through bylaw by a local government, including a secondary suite within a single family dwelling and one manufactured home for use by the owner's immediate family.

³⁰ Guide to Bylaw Development in Farming Areas, 2015. BC Ministry of Agriculture. [http://www.alc.gov.bc.ca/assets/alc/assets/library/land-](http://www.alc.gov.bc.ca/assets/alc/assets/library/land-use-planning/guide_for_bylaw_development_in_farming_areas_2015.pdf)

[use-planning/guide_for_bylaw_development_in_farming_areas_2015.pdf](http://www.alc.gov.bc.ca/assets/alc/assets/library/land-use-planning/guide_for_bylaw_development_in_farming_areas_2015.pdf)

Subject to applicable local government bylaws, one single family residential dwelling is allowed. A local government may not approve more than one residence on a parcel of ALR unless additional residences are necessary for farm use³¹. The Ministry of Agriculture issued a Discussion Paper in 2009 which included threshold criteria for farm use. The City of Kelowna requires applicants to apply to the ALC for a non-farm use for second dwellings.

Local Policy and Regulations

Recommendations

The City of Kelowna uses the OCP, Farm Protection Development Permit (DP) Guidelines, and the Zoning Bylaw, to regulate and restrict non-farm uses on agricultural lands. While there are many actions that the City is already taking to protect farmland, the following recommendations present opportunities for the City to strengthen its policies and regulations.

OFFICIAL COMMUNITY PLAN RECOMMENDATIONS

The OCP states that the primary use of agricultural land is agriculture. Non-farm use is only supported if it is consistent with the OCP and zoning, and if it benefits agriculture.

Recommendations to strengthen the OCP include:

1. **Carriage Houses.** Prohibit carriage houses outside the Permanent Growth Boundary.
2. **Temporary Use Permits.**³² Continue to consider using TUPs for non-farm use applications within the ALR/A1 zones if the proposed development may be temporary in

nature. Examples may include commercial use of a portion of the ALR that is ancillary to farming.

3. **Prohibit non-farm use.** Support non-farm uses in farm areas only that have a direct and ongoing benefit to agriculture. Restrict and/or prohibit non-farm uses that do not directly benefit agriculture.

FARM PROTECTION DP GUIDELINES RECOMMENDATIONS

The OCP's Farm Protection DP Guidelines (Chapter 15) directs the design of structures on farmland to occur within a contiguous 'Farm Residential Footprint'. Where appropriate, all buildings and structures, including farm help housing and farm retail sales, should be located within a contiguous area. The current guidelines could be strengthened in accordance with the Ministry standards, including the following:

1. **Residential footprint.** Adopt Farm Residential Footprint policies in accordance with BC Ministry of Agriculture standards, including home plate size, building setbacks, and total floor area of dwelling units.
2. **Maximum floor area.** Establish a maximum specific floor area (m²) for the Farm Residential Footprint. The maximum size of the farm residential footprint should be capped at 2,000 m² (0.2ha or 0.5 acres). Maximum farm home (principal dwelling) total floor area:
 - 465 m² (5,005 sqft) on lots greater than 8 ha.
 - 300 m² (3,552 sqft) on lots less than 8 ha.

³¹ Agricultural Land Commission Act Section 18: Rules for use and subdivision of agricultural land reserve. Unless permitted under this Act,

(a) a local government, a first nation government or an authority, or a board or other agency established by a local government, a first nation government or an authority, or a person or agency that enters into an agreement under the [Local Services Act](#) may not

(i) permit non-farm use of agricultural land or permit a building to be erected on the land except for farm use, or

(ii) approve more than one residence on a parcel of land unless the additional residences are necessary for farm use, and

(b) an approving officer under the [Land Title Act](#), the [Local Government Act](#) or the [Strata Property Act](#) or a person who exercises

the powers of an approving officer under any other Act may not approve a subdivision of agricultural land.

³² A "Temporary Use Permits" (TUP) is a short term option for a non-farm use on a property. These permits can be used to make a short-term exception to the zoning of a property and allow for an industrial or commercial use to occur on a site. Kelowna's OCP outlines that: Temporary Use Permits outside the PGB may be considered on lands designated Resource Protection Area, with a stated time period considerably less than the maximum three (3) year time limit. A Temporary Use Permit on lands in the ALR will require the approval of the Agricultural Land Commission.

3. **Establish location criteria for the Residential Footprint.** Establish a building placement envelope at set distances from front and side lot lines and create building height restrictions, using standards put forward by the BC Ministry of Agriculture. Use minimum and maximum setbacks from the road together with minimum setbacks to the lot lines. Ensure that the farm residential footprint is located close to the road, either at the front (front lot line) or the side (exterior lot line), if it is a corner lot.
4. **Limit negative impact of residential footprint.** Restrict the farm residential footprint (including dwellings, garages, driveways, tennis courts, swimming pools, and any structures and spaces not used exclusively for farming) on agricultural lands to limit the negative impact on fertile soil and on existing and future potential farming operations, whether or not the parcel is currently farmed.
5. **Location of structures.** Require that only structures used exclusively for farm use may be outside the Farm Residential Footprint.
6. **Farm help accommodation.** Adopt the standards put forward by the BC Ministry of Agriculture regarding farm help accommodation³³.
7. **Location of farm residences.** Where no Farm Residential Footprint is established, require the farm residences to be located adjacent to the road frontage in order to reduce potential conflicts between farm and residential uses, and reduce driveway area requirements.
8. **Locate residential footprint to maximize agricultural potential.** Where existing dwellings are not at the road frontage, establish a Farm Residential Footprint that otherwise maximizes the potential agricultural potential of the farm.

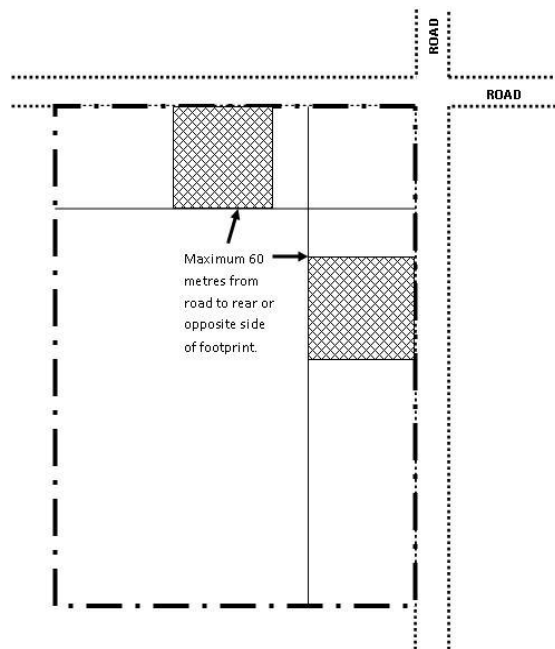


Figure 2. Farm residential footprint setback example (BC Ministry of Agriculture, 2015)

9. **Locate public structures near road entrance.** On agricultural lands, where appropriate, locate farm retail sales, wineries, cideries, breweries, distilleries, and any other structures and services related to the public that are defined as farm uses under the ALC Act near the road entrance, in order to reduce the footprint and extent of services through the property.
10. **Location of residential underground services.** Include residential underground services within the Farm Residential Footprint as required for the structures within it.

ZONING BYLAW RECOMMENDATIONS

The City of Kelowna's Zoning Bylaw allows for several secondary uses within the A1 zone that could be restricted. Recommendations to strengthen the zoning bylaw for both ALR and the A1 zone include:

³³ Temporary Farm Worker Housing in the ALR: Discussion Paper and Standards, 2009. BC Ministry of Agriculture.
<http://www2.gov.bc.ca/assets/gov/farming-natural-resources-and->

[industry/agriculture-and-seafood/agricultural-land-and-environment/strengthening-farming/800-series/800221-1-temp-farm-worker-housing-mar09.pdf](http://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/agricultural-land-and-environment/strengthening-farming/800-series/800221-1-temp-farm-worker-housing-mar09.pdf)

1. **Regulate multiple dwellings.** Restrict the number of dwellings on farmland to one principal farm house (one single family dwelling) which may contain one secondary suite (within the farm house) and one mobile home.
2. **Establish specific criteria for secondary suites and mobile homes as allowable uses.** Secondary suites must be completely enclosed within the same building as the principal dwelling unit and not in an accessory building; be integrated with the principal dwelling unit so as not to externally appear as a separate dwelling unit apart from having an independent entrance; and be limited to one per principal dwelling unit. Allow a mobile/manufactured home within the ALR, located on a non-permanent foundation without basement excavation subject to the following:
 - The manufactured home may only be occupied by: The father, mother, father-in-law, mother-in-law, son, daughter, grandparent, brother, sister, or grandchild of the owner's immediate family and the owner is resident on the property;
 - The manufactured home must be removed from the property within 90 days when no longer occupied. The site must be restored to a condition suitable for agricultural use following removal of the manufactured home.
3. **Remove Carriage Houses as a Permitted Use on Farmland.** Remove the carriage house as a permitted use with the ALR/A1 zoning. Require a non-farm use application to the ALC with any carriage house application in the ALR.
4. **Minimum Lot Size.** Within the ALR, increase the minimum lot size to 4.0 ha.
5. **Allow Temporary Farm Worker Housing, as permitted by City of Kelowna bylaw.** Temporary Farm Worker Housing, as permitted by the City of Kelowna, should be allowed. The TFWH footprint means the portion of a lot that includes all structures, driveways and parking areas associated with the temporary farm worker housing, including but not limited to

structures for cooking, sanitary, living and sleeping. The footprint does not include the vegetated buffer.

6. **Regulation of non-farm vehicles on farmland.** Parking on agricultural lands shall be limited to permeable surfacing, with the exception of the Farm Residential Footprint. Storage of vehicles, other than those that are registered to the landowner, shall not be permitted.
7. **Commercial assembly.** Provide regulation for commercial assembly events on farmland except where permitted by provincial regulation.
8. **Retail Sales.** Further define the allowable structures where retail sales are permitted.

OTHER NON-FARM USE POLICY RECOMMENDATIONS

1. **Agricultural Impact Assessment (Development Applications Procedures Bylaw).** An Agricultural Impact Assessment prepared by a Professional Agrologist, may be required to quantify the impacts of any proposed development that may affect agricultural activity, such as non-farm use on farmland, rezoning, TUPs, subdivision on lands adjacent to farmland.
2. **Communication of Permitted Uses in Agricultural Areas.** Use communication opportunities to provide information about permitted uses in the A1 – Agriculture zone and in the ALR.
3. **Enforcement and Compliance in Agricultural Areas.** Continue to enforce permitted uses using the City's ALR Enforcement Strategy. Expand the current enforcement and compliance strategy and partner with ALC enforcement and compliance officers to maximize resource efficiencies.
4. **Business Licences.** Require a business licence for commercial assembly events including conditions such as time parameters and parking requirements.

Appendix H: Farm Community Identity White Paper



Introduction

ISSUE OVERVIEW

Agriculture contributes to the community in many ways, including local food availability, wine and beverage culture, providing food for global markets, agri-tourism, as well as landscape beauty, and greenfield environmental benefits. In order to raise awareness about local food, this policy paper reviews measures to strengthen Kelowna's agricultural identity, culture, and the benefit agriculture brings to the community.

IDENTIFICATION AND DEFINITION OF THE CHALLENGE

Responses to a survey initiated by the City of Kelowna in 2016 highlighted the need to improve education and awareness amongst consumers regarding the local food system. It was noted that

the local market is theoretically large enough to support local farm businesses; however, shoppers are often purchasing imported food and beverages. By raising public awareness of agriculture and embedding it in a municipality's identity, consumers will begin to view local farmland, agricultural activities, and the resulting food products as a positive and essential part of the region. The notion of farmland protection, respect for farmers, and the celebration of local food becomes woven into the cultural context of the area³⁴.

Other feedback received through the public engagement process for the Agriculture Plan Update included the need for more communication from the City to farmers in topics such as:

- Navigating the municipal regulatory system (e.g. building permits for farm buildings); and
- Available extension services and other farming support tools.

Legal Framework for Developing Agricultural Identity

The Kelowna OCP recognizes that: "Agriculture is a prominent land use in Kelowna and a vital component of the local economy."³⁵ One of the OCP's ten goals is to "Enable Healthy and Productive Agriculture: Promote healthy and productive agriculture through diverse strategies that protect farmlands and food production."³⁶ Recognizing agriculture as one of the ten main goals of the OCP demonstrates the City's commitment to agriculture. Further, there are a variety of policies throughout the OCP aimed at supporting this goal.

³⁴Best practices in local food: a guide for municipalities, <https://www.amo.on.ca/AMO-PDFs/Reports/2013/2013BestPracticesinLocalFoodAGuideforMunicipalities.aspx>

³⁵Kelowna 2030 Official Community Plan, Chapter 15: Farm Protection DP Guidelines, page 15.2

³⁶ Kelowna 2030 Official Community Plan, Chapter 1: Introduction, page 1.4

The City of Kelowna also has also designated Agricultural Zones within the Zoning Bylaw that provide a zone for rural areas with agricultural and complementary uses.

Recommendations to Enhance Kelowna's Agricultural Identity

These recommendations have been adapted from similar actions found in the OCPs and/or Agricultural Plans of communities such as Surrey, Delta, and Abbotsford where agricultural production is also significant within the urban area.

There are a number of initiatives that could be implemented by Kelowna to strengthen support for the farm community and raise awareness about agriculture in the region. Five recommendations have been put forward here for consideration.

1. **Use existing communications channels to raise the level of understanding about agriculture policies and actions.** The City can utilize existing communication channels (e.g. website, social media, printed signs) to arise the level of understanding about agriculture policies and activities. Options to achieve this can include:

- **Website:** Establishing a webpage specifically for agriculture would be a low-cost way to show support for the farm community in Kelowna. It would also provide an effective avenue to share information with both the farming community and the general public. A website was developed for the Agriculture Plan Update to share information on the progress of the update process and elicit feedback from the public. This site could be used as a platform to showcase other agriculturally-focused information such as:
 - Agriculture Plan Update
 - Agriculture Plan Implementation information – priority projects and their progress
 - History of Farming in the Region

- Link to the Agricultural Advisory Committee webpage
- Agricultural Land Use Inventory information
- Kelowna Property Information (i.e. links to mapping software, zoning bylaw information, links to the OCP and the Regional Growth Strategy, etc.)
- Planning Department Contacts and Services
- Links to other resources and community groups such as:
 - Provincial agencies and support programs
 - Central Okanagan Food Policy Council
 - Land access and tenure information
 - Okanagan Basin Water Board
 - Central Okanagan Economic Development Commission
 - Tourism Kelowna
 - Wines of BC
 - Young Agrarians
 - BC Agriculture Council
 - Certified Organic Associations of BC
 - Interior Health
 - UBC Okanagan
- Link to map indicating farm products and locations. This map would be produced by another organization and the City website would link to it directly.
- Information on how the public can support local agriculture through buying local – links to farmers' markets, community garden projects, and gardening workshops.
- Farmer profiles.

- *Enhance agricultural key messaging.* The Communications and Planning departments could work together to establish key agricultural messages that could be used in corporate materials to further demonstrate support for the sector. Components of the agricultural webpage could be converted to printed media such as brochures or factsheets which could be made available at City Hall, local farmers' markets and other venues where this messaging would be worthwhile. Key topics could include:
 - Services and contacts for the farming community.
 - Highlights of City initiatives related to agriculture (i.e. farm sign program, farm tours, etc.).
 - Key bylaws and property information related to agriculture.
- *Information package for farm owners.* An information package could be developed and distributed to new and existing farmers about City agricultural policies and bylaws. This could be distributed as a pamphlet with the property tax notices the first year, then offered on the webpage and to new farmers after that. Material could include:
 - OCP agricultural policies.
 - OCP Development Permit Guideline policies.
 - Zoning bylaw regulations for agriculture.
 - City plans – Agriculture Plan Update.
 - Policies related specifically to agriculture such as buffer zones, development permits, ALC applications.
 - City procedures for issues such as edge planning, or other hot topics.

2. **Develop a “Good Neighbours” pamphlet that provides landowners with information about normal farm practices.** Information on living near agriculture:



- Cowichan Valley Regional District Brochure: So You Want to Move to the Countryside...What Can You Expect? <http://www.cvrld.bc.ca/DocumentCenter/View/65461>
 - Regional District of Nanaimo Rural Areas Guide: Living Near Farms <http://www.rdn.bc.ca/cms/wpattachments/wplD3254atlD7979.pdf>
3. **Undertake an agricultural signage program to raise awareness and appreciation for agricultural areas within the city.** The intent of an agricultural signage program would be to raise awareness and appreciation for agricultural areas within the City. Currently, there are main transportation corridors that run through farm land, which has raised conflict in these areas. By installing signage this could help remind drivers that they are traveling through active farming areas and to respect the work happening here. Signs should be visibly similar and incorporate a logo or symbol for recognition. Positive wording such as:

"Kelowna farmers with slow moving vehicles use these roads too. Support your local farm community."

"Kelowna Supports Agriculture. You are entering an area zoned for farm use. You may experience dust, odour, noise, or slow-moving vehicles."

Another option is to highlight crops being grown in various farm fields. This would also help to raise awareness about farming practices in an amongst the farming areas. This has been tried in Delta and in various places in the United States with success. Example wording could include:

"Apples. This crop was planted by a member of your local farm community. City of Kelowna."

4. **Establish regular farm tours for staff and elected officials.** The City, in partnership with the farming community, could create opportunities for Council, City Staff, and other stakeholders to tour agricultural lands and learn about the role agriculture plays within the community.

The Agricultural Advisory Committee could be involved in the tour, which could take place during the summer or fall months at the height of the growing season. A tour of this nature would raise awareness among City staff and elected officials about the challenges facing farmers in the region, as well as the needs of the farming community. This tour could be held to coincide with other agricultural events and celebrations, or as a stand-alone event.

Considerations such as biosecurity and farm safety will need to be taken into account as well.



Best Practices from Other Communities

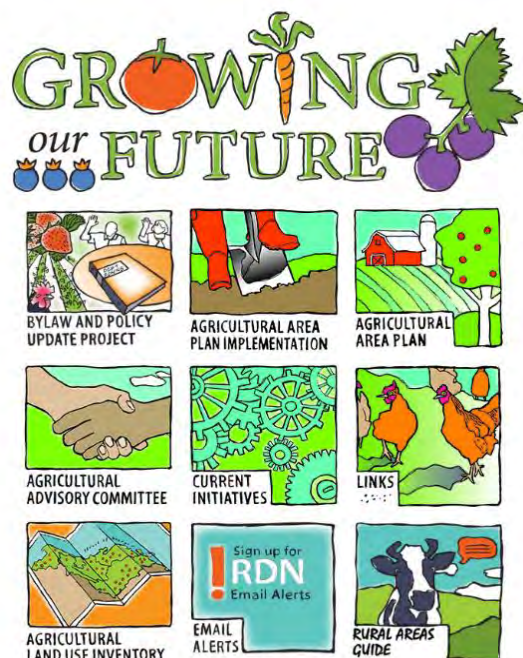
REGIONAL DISTRICT OF NANAIMO – GROWING OUR FUTURE³⁷

During the development of the Regional District of Nanaimo's Agricultural Area Plan, a website was developed to communicate information about the Plan's progress and provide an avenue for feedback from the community. Once the Plan was completed, the site was adapted to share information on the implementation actions of the plan and provide other information to the general public and the farming community. With an interactive, colourful, and user-friendly interface, visitors can find information on a variety of topics such as:

- Bylaw policy update project
- Agricultural Area Plan
- Agricultural Area Plan Implementation
- Agricultural Advisory Committee
- Current Initiatives
- Links to the following information:
 - Provincial Agricultural Government Agencies
 - Applicable Legislation
 - Application Forms
 - RDN Property Information
 - Agricultural Statistics
 - Economic Development Information
 - Environmental Farm Plan Program
 - Community Links
 - Potential Resources
 - Land Access and Tenure
- Agricultural Land Use Inventory
- Email Alerts – Sign up for RDN Email Alerts
- Rural Areas Guide – Living Near Farms

CITY OF SURREY – AGRICULTURE AND FARMING³⁸

The City of Surrey exhibits strong support for their farming community. The City website has a page devoted to Agriculture and Farming, which features information on the land use inventory, City



agricultural policies, current issues, buying local, dyking and drainage, history of farming, starting a farm, and information on their Agriculture Strategy.

The Agricultural Policies highlighted on the website and developed by the City of Surrey include:

- OCP agriculture policies (Agricultural Policies, Food Security Policies, Regional Growth Strategy Agricultural Land Policies, Farm Protection Development Permit Area Guidelines and Maps, etc.);
- Agricultural Zones (Farm Residential Footprint and Zoning Bylaws);
- City Plans (Agriculture Protection and Enhancement Strategy, Surrey Agricultural Plan, Sustainability Charter, Economic Development Strategy);
- City policies on residential buffering and exclusion applications;
- City procedures for additional dwellings in the ALR for farm workers, landscaped buffers for

³⁷ <http://www.rdn.bc.ca/cms.asp?wpID=3254>

³⁸ <http://www.surrey.ca/business-economic-development/1422.aspx>

- residential developments adjacent to farmland, and edge planning; and
- Provincial Legislation.

The Buying Local page features a Community Food Resource Map and the Surrey Farm Fresh Guide along with links to Tourism Surrey and their Food with Thought page.

CORPORATION OF DELTA – AGRICULTURE IN DELTA³⁹

Delta is a community that is based on farming. Over the years, a supportive mayor and council has ensured that, overall, the ALR has been well protected and that some of the most progressive bylaws and regulations concerning agriculture have been developed in Delta. Delta's website offers a comprehensive section on agriculture, including pages on how agriculture is supported in the region. Delta provides significant support for its area farmers through:

- Delta Irrigation Enhancement Project
- Dyking projects
- Investments in transportation infrastructure
- Crop signs – these are posted in the spring on farmers' fields to identify the crop they are cultivating in order to promote agricultural awareness
- Agricultural Plan
- Agricultural Adaptation Plan
- Information on how the public can support local agriculture through buying local – links to farmers' markets, community garden projects, and gardening workshops

Other features of the website include:

- A page on farming history
- Delta Farmer Profiles and short videos highlighting farming and production
- Harvest Calendar indicating when each farm product is available throughout the year
- Information on key farming challenges such as:

- Industry changes
- Salinization
- Waste reduction
- Climate change

WEST KELOWNA – WESTSIDE FARM LOOP⁴⁰

The Westside Farm Loop was developed "to promote awareness of farming in the community, increase visitation and sales and build an appreciation for the bounty of goods produced in West



Kelowna". It consists of more than 15 agricultural experiences that visitors can take part in from u-picks and fruit stands, to a farmers' market, to farm-to-table dining and horseback riding.

Signs have been erected throughout the farming community to lead visitors to each destination and raise awareness that they are traveling through farmland. Maps are provided at participating farms, local hotels, the Visitor Centre, or can be downloaded from the website. All tours are self-guided and touring tips have been created to further increase awareness and understanding.

³⁹ <http://www.delta.ca/environment-sustainability/agriculture/overview>

⁴⁰ <https://westsidefarmloop.wordpress.com/>



Agricultural Land Commission
133–4940 Canada Way
Burnaby, British Columbia V5G 4K6
Tel: 604 660-7000
Fax: 604 660-7033
www.alc.gov.bc.ca

June 1, 2017

ALC File: 46602

Tracy Guidi
Sustainability Coordinator | City of Kelowna
1435 Water St
Kelowna, B.C.
V1Y 1J4

Re: Draft City of Kelowna Agriculture Plan

Thank you for forwarding a draft of the City of Kelowna's draft Agriculture Plan for the Agricultural Land Commission's (the ALC's) review and comment. The ALC is very pleased that the City has taken the initiative to update the 1998 Agriculture Plan and offers the following comments for the City's consideration.

The ALC confirms that the policies and action items identified in the plan document are supportive of agriculture, the goals of the ALC Act, and consistent with many of the bylaw recommendations provided by the ALC to the City in the past decade.

The ALC reaffirms that it considers the proposed following actions to be a priority and a significant benefit to preserving farmland and encouraging farming:

- 1) amending the City zoning bylaw(s) to establish restrictions on the number, size and location of residential structures in the ALR;
- 2) amending the zoning bylaw to increase the minimum parcel size in Agriculture zoned areas to 4 ha (from the current 2 ha);
- 3) bringing all bylaws into consistency with ALC regulations and Ministry of Agriculture bylaw standards.

One policy which is not specifically articulated, but which might bear consideration, is to investigate options for establishing bylaw/administrative processes to ensure that additional dwellings requested for farm help are vetted by the ALC, rather than justified through landowner representation, parcel size, or whether the property has "Farm" assessment status. One option might be to adopt a requirement that all permanent "*additional dwellings for farm help*" be considered through the ALC non-farm use application process (this would not apply to temporary farm worker housing). The ALC would be pleased to provide further advice on the issue, should it be desired.

The ALC also finds it commendable that the Agriculture Plan identifies staffing levels to ensure the implementation of Plan's recommended actions. It strongly recommends that Kelowna Council make it a priority to assign the appropriate resources to ensure that the Agriculture Plan is implemented.

Thank you for the opportunity to comment. If you have any questions about the ALR, or the above comments, please direct them to Martin Collins at (martin.collins@gov.bc.ca) or 604-660-2554.

...2

Yours truly,

PROVINCIAL AGRICULTURAL LAND COMMISSION

Per: 

Martin Collins, Director of Policy and Planning

cc: Anne Skinner, Ministry of Agriculture, Kelowna



The British Columbia Fruit Growers' Association

880 Vaughan Avenue, Kelowna, BC V1Y 7E4
Ph: (250) 762 – 5226 • Fax (250) 861 – 9089
e-mail info@bcfga.com

July 20, 2017

Tracy Guidi
Sustainability Coordinator
City of Kelowna
1435 Water Street,
Kelowna, BC V1Y 1J4

Dear Tracy:

Re: City of Kelowna Agriculture Plan

The BC Fruit Growers Association appreciates the priority and the enormous effort that the City has given to the Agriculture Plan, published May 2017. The plan reflects the current situation and promotes the economic contribution of the agriculture sector in Kelowna. The plan was developed with extensive consultation and went through several iterations to ensure the plan considered the input of all people and groups participating in the process.

The goals of the plan are to

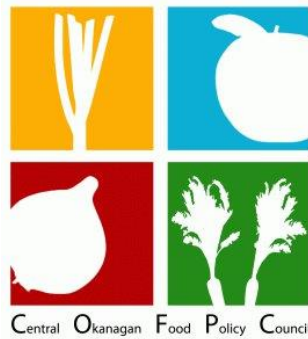
1. Develop clear policies that serve to protect and promote agriculture;
2. Identify opportunities to strengthen farming as an economic driver;
3. Increase the amount of, and access to, locally grown and produced food;
4. Promote and celebrate the agricultural character of Kelowna;
5. Build resilience in communities against rising costs of food and risks from climate change.

The BCFGa strongly endorses all of these goals, and we sincerely appreciate the leadership of the municipality in establishing these goals.

The BCFGa is pleased to support and endorse the Agriculture Plan developed by the City of Kelowna. We look forward to working with the City in ensuring the Agriculture Plan is successful through its implementation and positive impact on agriculture in the City of Kelowna.

Sincerely,

Fred Steele
President



June 27, 2017

Kelowna City Council
City Hall
1435 Water Street
Kelowna, B.C. V1Y 1J4

Re: Agriculture Plan 2017 Staffing Levels

Dear Mayor Basran and City Council:

I am the Chairperson of the Central Okanagan Food Policy Council ("COFPC"). We are a non-profit organization with a volunteer Board of Directors that includes individuals from various sectors of the food system. We can best be described as an "umbrella organization" to bring together citizens, groups and organizations who are passionate about moving towards a resilient and vibrant food system in the Central Okanagan. Our mission is to "nurture a just and sustainable food system through policy, education and food action." Food Action Projects that began as initiatives of our organization include the Okanagan Fruit Tree Project, the Central Okanagan Community Farm and the Food Forest at Mission Creek Park.

I am writing on behalf of the COFPC Board of Directors to advocate for implementation of the Kelowna Agriculture 2017 plan in an efficient and timely manner. Many aspects of this plan align closely with our vision for a resilient food system. These aspects include food security for all citizens, stewardship of our agricultural land, a strengthened local food economy and mitigation of negative impacts of the food system on our natural and built environments. In short, we have a strong interest in seeing this well-crafted Agriculture Plan achieve momentum as soon as possible.

The Agriculture Plan stipulates staffing levels of 1.0 FTE for a City Planner and 0.5 FTE for a Bylaw Officer. These appear to be minimum requirements given the number and scope of the changes that are recommended in the report. The COFPC is also aware that the city will be developing and moving forward with a Healthy Food System Strategy. The related policy documents of this strategy will address food security and sustainable food system issues. Additional staffing beyond the minimums recommended in the 2017 Agriculture Plan could help to ensure that both the Agriculture Plan and the Healthy Food System Strategy are implemented in a timely manner. In turn, this would demonstrate that the City is committed to upholding the mission statement of the Agriculture Plan and to ensuring food security and a sustainable future for agriculture in Kelowna.

Respectfully submitted on behalf of the Board of Directors of the COFPC,
Linda Trepanier
Chairperson
Central Okanagan Food Policy Council
Kelowna, B.C.
cofpcs@gmail.com

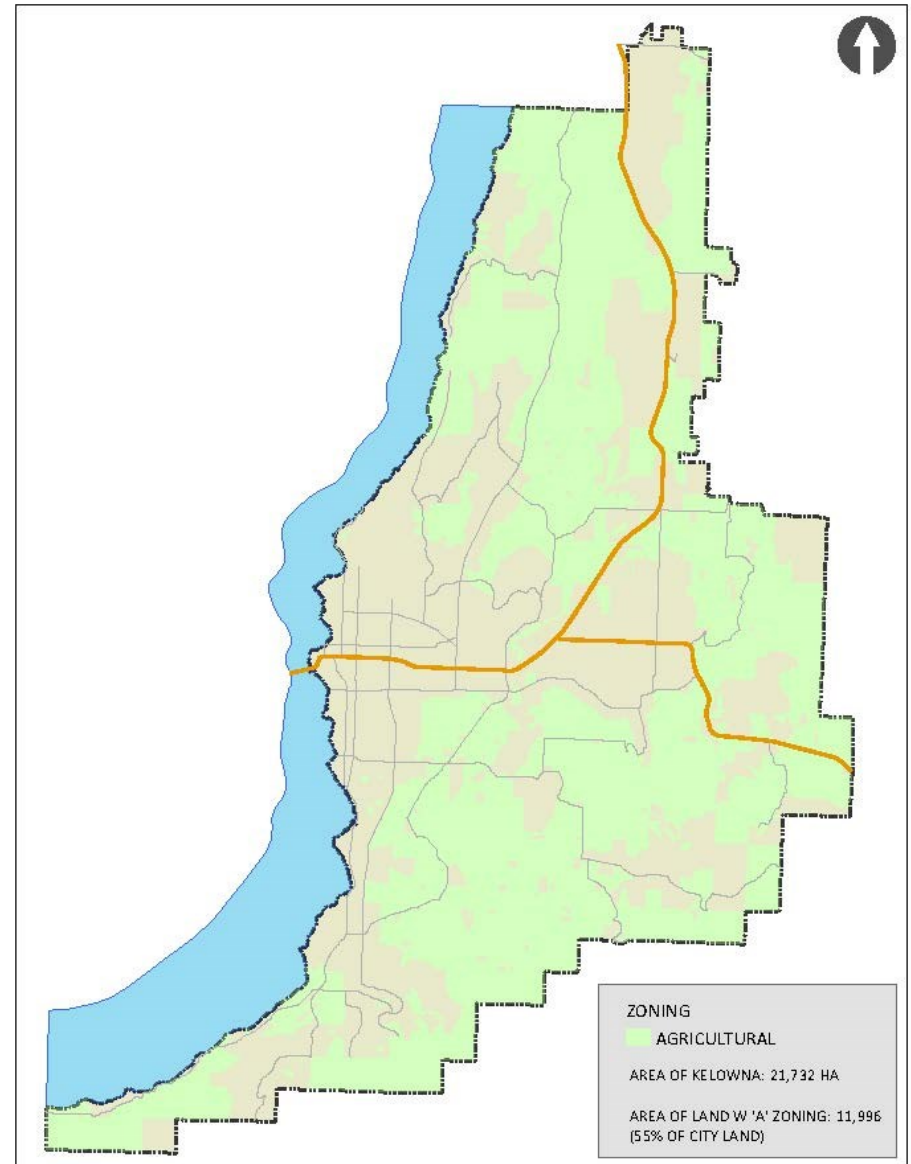


Agriculture Plan Endorsement

August, 2017

Context

- ▶ 11,996 hectares with Agriculture Zoning (~55% of land base)
- ▶ 8,621 hectares in ALR (~40% of land base)



Project goals

- ▶ Develop clear prescriptive policies;
- ▶ Increase the amount of, and access to, locally grown food;
- ▶ Identify opportunities to strengthen farming as an economic driver;
- ▶ Build resilience against rising food costs and climate change; and
- ▶ Promote and celebrate agricultural character of Kelowna.

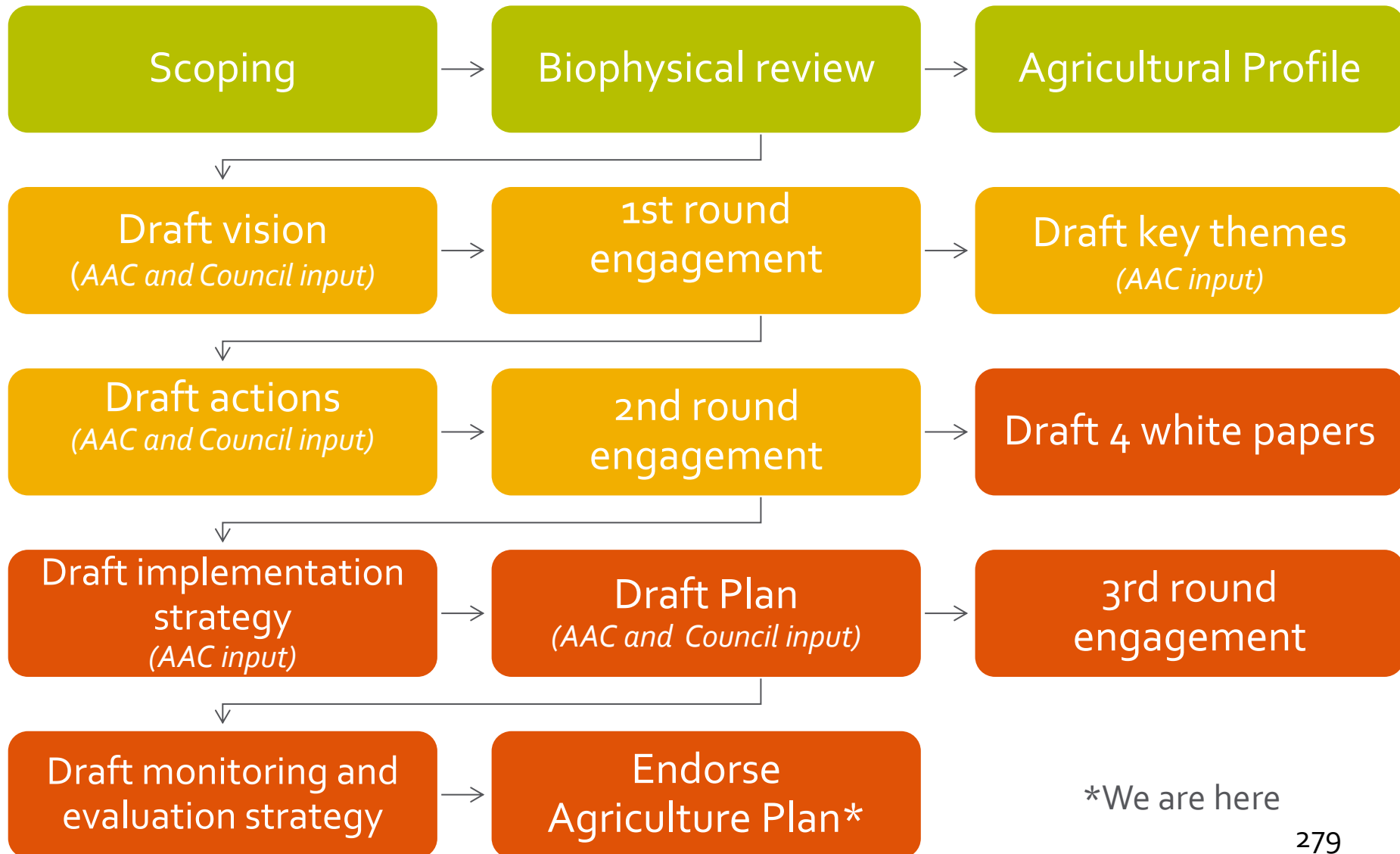


Value of an updated Agriculture Plan

- ▶ Tool to review development applications;
- ▶ Inform the 2040 OCP update;
- ▶ Influence the 20 year Servicing Plan;
- ▶ Direct updates for OCP, Farm DP Guidelines, Zoning Bylaw and other policies; and
- ▶ Encourage collaborative partnerships across the community.



Plan Process





Agriculture Plan Engagement



In June and November 2016 and again in July 2017, we gathered input from stakeholders, industry and the general public on the challenges and opportunities for agriculture in the community.



73%

of survey respondents agree or strongly agree with the vision statement for the Agriculture Plan update:

"Kelowna is a resilient, diverse and innovative agricultural community that celebrates farming and values farmland as integral to our healthy food system, economy and culture."

Final Engagement

- ▶ Ministry and ALC circulation
- ▶ Stakeholder session
- ▶ Open house
- ▶ 74 exit surveys
- ▶ Letters of support
 - ▶ ALC
 - ▶ BCFGA
 - ▶ Food Policy Council



Vision statement

Kelowna is a resilient, diverse and innovative agricultural community that celebrates farming and values farmland as integral to our healthy food system, economy and culture.



Framework for the Actions

- ▶ Based on
 - ▶ Input from engagement
 - ▶ Best practices – White Papers
 - ▶ Local food retail opportunities
 - ▶ Edge planning
 - ▶ Non-farm uses on ALR
 - ▶ Farm Community Identity
 - ▶ Ministry guidelines
- ▶ 52 actions and 10 supporting actions



4 final themes

1. Strengthening local policies and regulations to protect agriculture.
2. Stewarding natural resources and the environment for food production.
3. Improving awareness of local agriculture and access to local food.
4. Fostering and sustaining farm business and farmland.



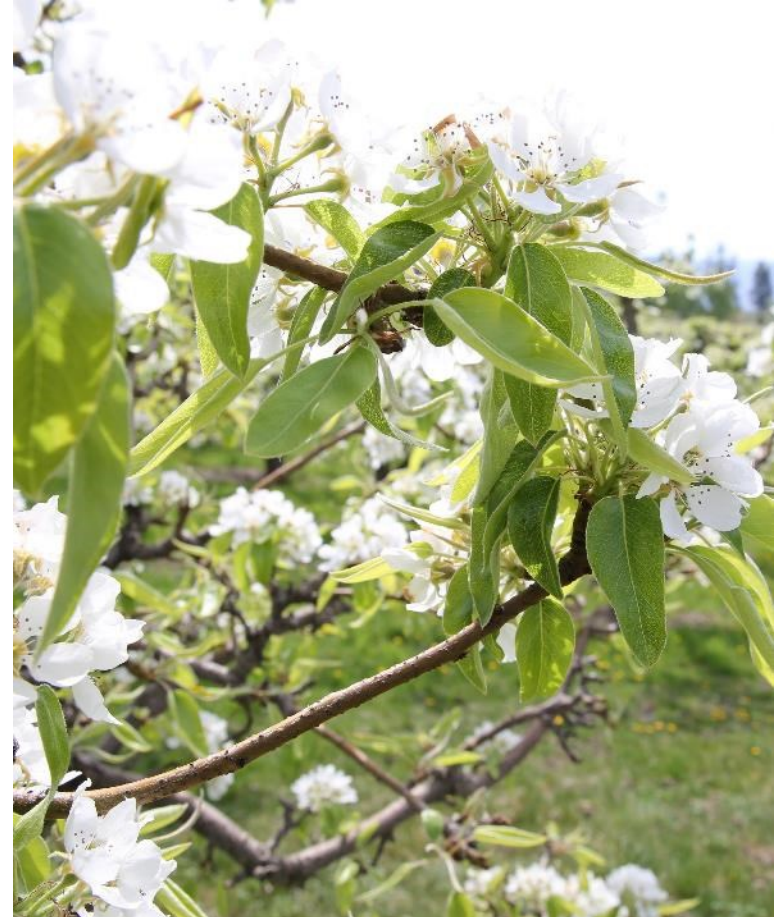
Theme 1 | Strengthening policies to protect agriculture.

- ▶ Objective:
 - ▶ Preserve and strengthen farmland
 - ▶ limit non-agricultural development
 - ▶ minimize conflicts
 - ▶ proactively use farmland for agriculture.
- ▶ 34 actions that include updates
 - ▶ OCP;
 - ▶ Farm DP Guidelines; and
 - ▶ Zoning Bylaw.



Theme 2 | Stewarding natural resources for food production.

- ▶ Objective:
 - ▶ Integrate the agricultural sector's needs into environmental initiatives to address water, climate and vegetative buffer concerns.
- ▶ 9 actions



Theme 3 | Improving awareness and access to local food.

- ▶ Objective:
 - ▶ Increase access to local food products
 - ▶ Raise understanding of agriculture.
- ▶ 8 actions



Theme 4

Fostering farm business

- ▶ Objective:
 - ▶ Investigate alternative ownership for farmland.
- ▶ 1 action:
 - ▶ Investigate alternative ownership models to increase production levels on farmland.



Additional Supporting Actions

- ▶ Objective:
 - ▶ Support implementation where the City does not have jurisdiction or capacity.
- ▶ 10 actions including:
 - ▶ Encourage province to re-establish agricultural liaison services
 - ▶ Encourage land linking and mentorship programs for farmers
 - ▶ Support OKSIR and COEDC
 - ▶ Work with organizations on pollinator protection initiatives



Implementation Strategy

- ▶ Each action has been assessed for:
 - ▶ Priority
 - ▶ Timeline
 - ▶ Resources
- ▶ Implementation outlined for
 - ▶ Ongoing
 - ▶ Phase 1 (2018-2019)
 - ▶ Phase 2 (2020 – 2022)
 - ▶ Phase 3 (2023-2027)
 - ▶ Supporting actions (no timeline provided)

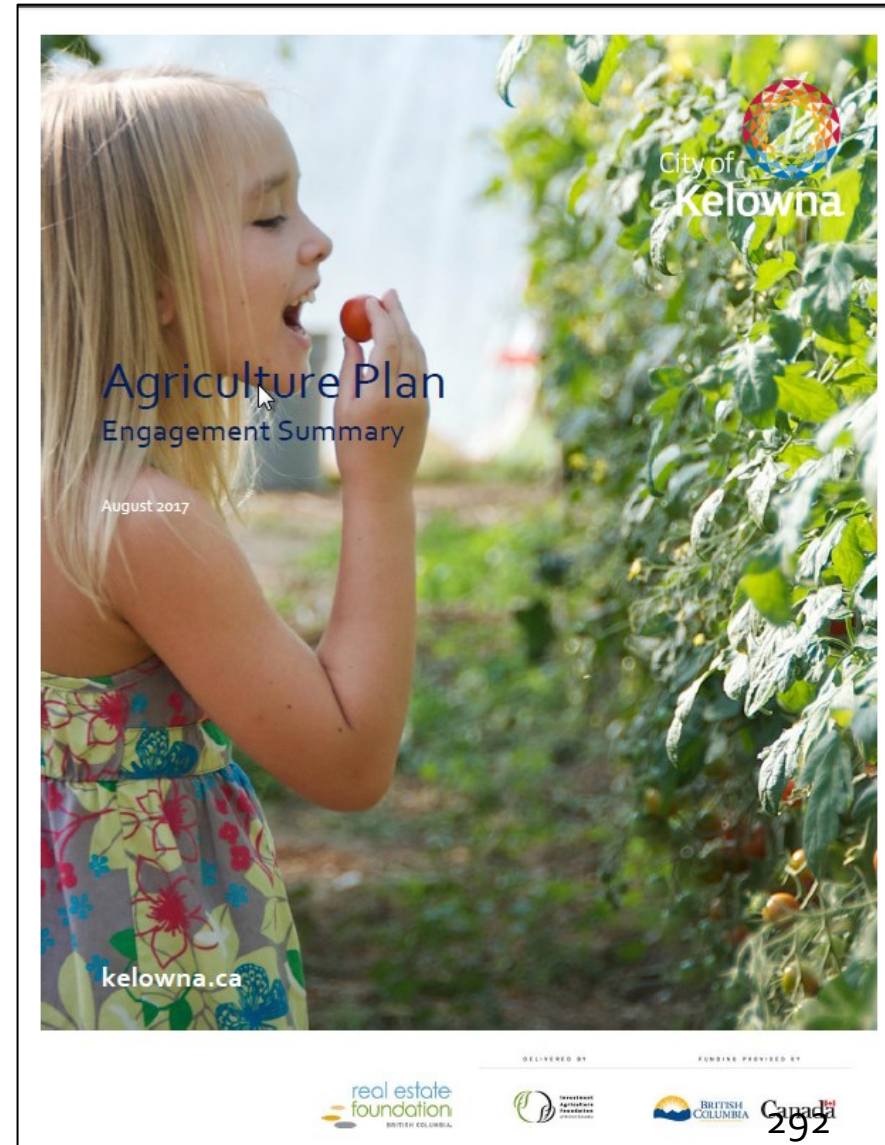
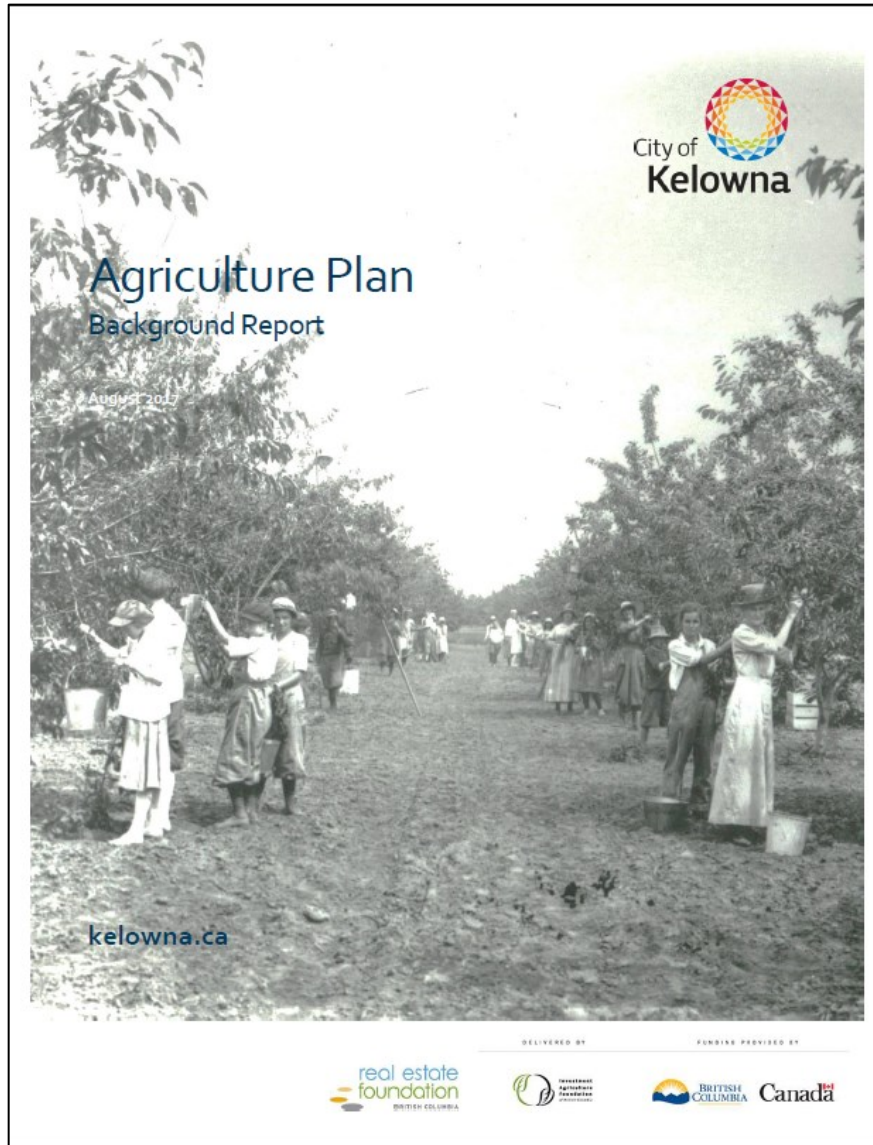


Resourcing Implementation

- ▶ Actions with existing staff resources
 - ▶ Any additional budget requests as part of annual budget cycle
- ▶ Actions with additional staff resources
 - ▶ 1.0 FTE Planning Staff
 - ▶ 0.5 FTE Bylaw Officer



Companion documents



Agriculture Plans across BC



| Feature | Kelowna 2017 | Saanich 2017 | North OK 2015 | Lillooet 2014 | Abbotsford 2011 |
|----------------------------|-----------------|-----------------|------------------|--------------------|-------------------------|
| Farm Bylaw Community | Yes | No | No | No | Yes |
| Mapping updates | Yes | None | None | None | Minimal |
| Research (White papers) | Yes | No | No | No | No |
| Action focus | Local Govt. | Local Govt. | Community | Community | Local Govt. & Community |
| Implement ation Lead | City | District | Undecided | Non-profit society | AAC |
| Funding identified | Yes | Yes | No | No | No ₂₉₃ |

Phase 1: 2018 – 2019

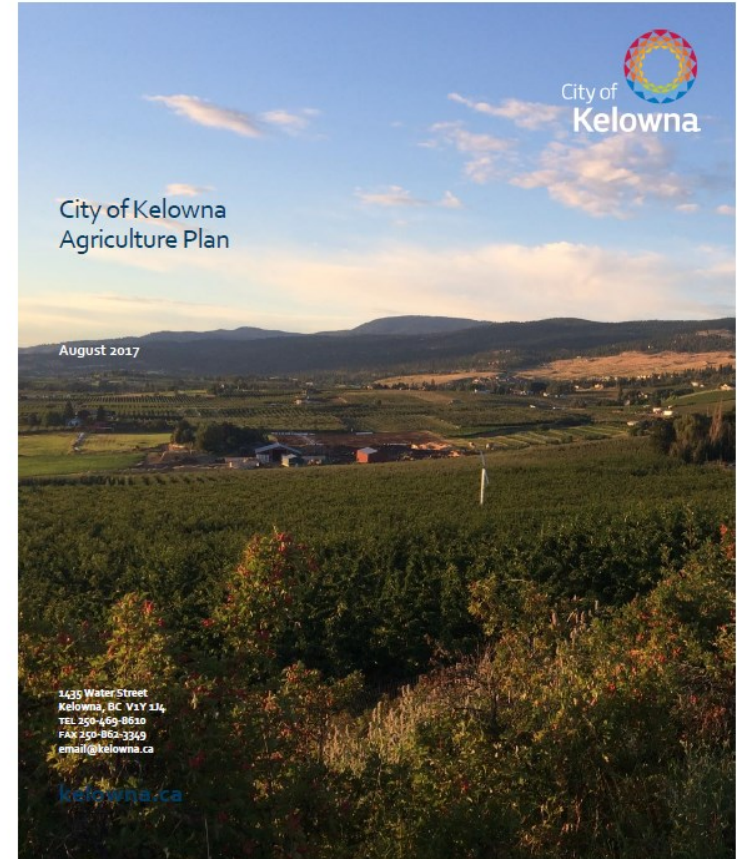
Existing Staff

- ▶ Amend OCP to restrict density, sewer and non farm uses
- ▶ Amend Farm DP Guidelines to address residential footprints, public services, and covenants
- ▶ Update Development Application Procedures Bylaw to request Agricultural Impact Assessment



Looking Ahead

- ▶ Inform future plan updates
 - ▶ Official Community Plan
 - ▶ 20 year Servicing Plan
- ▶ Helps achieve goals of
 - ▶ Council's priority of "preserve agricultural land"
 - ▶ Healthy City Strategy
 - ▶ Climate Action Plan
 - ▶ Growth of agricultural economy



Funding provided in part by:



DELIVERED BY

FUNDING PROVIDED BY





Questions?



Theme 1

Sample Actions

- ▶ OCP updates to:
 - ▶ Restrict density, sewer, and non farm uses in agricultural areas
 - ▶ Explore new *Transition to Agriculture* land use designation
- ▶ Farm DP Guideline updates to:
 - ▶ Include policy on residential footprints and covenants



Theme 1

Sample Actions



- ▶ Zoning Bylaw updates to:
 - ▶ Investigate maximum home floor area
 - ▶ Revise buffer policy
 - ▶ Remove carriage house as a permitted use
 - ▶ Increase minimum lot size
 - ▶ Investigate maximum floor areas, parking limitations and local food retail opportunities
- ▶ Other policy updates
 - ▶ Maintain and expand enforcement strategy
 - ▶ Explore opportunities to better match tax rates with farmland production
 - ▶ Update *Soil and Deposit Removal Bylaw*

Theme 2

Sample Actions

- ▶ Evaluate and monitor City of Kelowna Agriculture water pricing
- ▶ Include agriculture in climate plans
- ▶ Implement *Clean Air Strategy* to reduce smoke from burning
- ▶ Enforce *Noxious Insect and Weed Bylaws*
- ▶ Investigate options for buffers on urban side of PGB



Theme 3

Sample Actions

- ▶ Raise level of understanding using strategies outlined in Farm Community Identity White Paper
- ▶ Develop a Healthy Food Strategy
- ▶ Evaluate an agricultural signage program
- ▶ Communicate land use policies with real estate and community groups



REPORT TO COUNCIL



Date: August 14, 2017
RIM No. 1250-04
To: City Manager
From: Lindsey Ganczar, Community Planning Supervisor
Application: Bylaw No. 10560
Subject: Development Application Fees Bylaw 10560 Amendment

1.0 Recommendation

THAT the City of Kelowna Development Application Fees Bylaw No. 10560 be amended as outlined in the Report from the Community Planning Department dated August 14, 2017 be considered by Council;

AND THAT Council give reading consideration to Bylaw No. 11445 being Amendment No. 6 to the Development Application Fees Bylaw No. 10560.

2.0 Purpose

To consider a housekeeping amendment to the Development Application Fees Bylaw 10560.

3.0 Community Planning

In April 2016, City Council approved an amendment to the *Development Application Fees Bylaw* where fees were increased after having remained the same since 2011. The amendment also approved an automatic increase of approximately two percent (2%) per year related to the British Columbia Consumer Price Index.

In order to improve efficiency in the department and customer service, Staff is proposing that a fee increment chart be included in the Bylaw. By doing so, fees would be approved until the end of 2019, similar to how fees are approved in the *Recreation Cultural Services Fees and Charges Bylaw*.

The proposed fee increment chart shows a fee increase of two percent (2%) every year until 2019, rounded to the nearest five dollars. At that time, a full Bylaw review may occur as mentioned in the Staff report dated April 18, 2016.

Report prepared by:

Lindsey Ganczar, Community Planning Supervisor

Approved for Inclusion:



Ryan Smith, Community Planning Department Manager

Attachments:

None.

CITY OF KELOWNA

BYLAW NO. 11445

Amendment No. 6 to Development Applications Fees Bylaw No. 10560

The Municipal Council of the City of Kelowna, in open meeting assembled, enacts that the City of Kelowna Development Applications Fees Bylaw No. 10560 be amended as follows:

1. THAT **Schedule "A" - DEVELOPMENT APPLICATION FEES – TABLE 1** be deleted in its entirety and replaced with a new **Schedule "A" - DEVELOPMENT APPLICATION FEES – TABLE 1 FEES PURSUANT TO ZONING BYLAW NO. 8000 AND LOCAL GOVERNMENT ACT** as attached to and forming part of this bylaw;
2. AND THAT **Schedule "A" - DEVELOPMENT APPLICATION FEES – TABLE 2 FEES PURSUANT TO SUBDIVISION, DEVELOPMENT, AND SERVICING BYLAW NO. 7900 AND LAND TITLE ACT** be deleted in its entirety and replaced with a new **Schedule "A" - DEVELOPMENT APPLICATION FEES – TABLE 2 FEES PURSUANT TO SUBDIVISION, DEVELOPMENT, AND SERVICING BYLAW NO. 7900 AND LAND TITLE ACT** as attached to and forming part of this bylaw;
3. This bylaw may be cited for all purposes as "Bylaw No. 11445, being Amendment No. 6 to Development Applications Fees Bylaw No.10560."
4. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

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

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk

Schedule "A"

Development Application Fees – Table 2 FEES PURSUANT TO SUBDIVISION, DEVELOPMENT, AND SERVICING BYLAW NO. 7900 AND LAND TITLE ACT

- All fees and charges include relevant provincial and federal taxes unless otherwise stated.
- Annual fee increases are permitted until this bylaw is further amended or replaced.
- The fees and charges as noted in Schedule A will increase by two percent (2%) on January 1 each year.
- All fees and charges shall be calculated to the nearest five (5) dollars.

| Subdivision Category ⁵ | 2016 Fee | 2017 Fee | 2018 Fee | 2019 Fee |
|--|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Fee Simple Subdivision and Bare Land Strata Subdivisions (Preliminary Layout Review) | \$2,000 base fee + \$100.00/lot | \$2,040 base fee + \$100.00/lot | \$2,080 base fee + \$105.00/lot | \$2,120 base fee + \$105.00/lot |
| Technical Subdivision Approval | \$350 | \$355 | \$360 | \$365 |
| Phased Strata Development | \$150 | \$150 | \$155 | \$155 |
| Form "P" Approval | \$300 | \$305 | \$310 | \$315 |
| Form "P" Re-approval | \$300 | \$305 | \$310 | \$315 |
| Preliminary Layout Review (PLR) Renewal | \$250 Per Year | \$255/year | \$260/year | \$265/year |
| Subdivision, Bare Land Strata, Phased Strata & Form "E" Final Re-Approval Fee | \$150 | \$150 | \$155 | \$155 |
| Building Strata Conversions | \$1,000 + \$100/unit over 5 units | \$1,020 + \$100/unit over 5 units | \$1,040 + \$105/unit over 5 units | \$1,060 + \$105/unit over 5 units |
| Soil Removal/Deposit Permit (fines may apply to applications made after work has commenced) | \$250 | \$255 | \$260 | \$265 |
| Road Renaming Applications | \$500 | \$510 | \$520 | \$530 |
| Restrictive Covenant – review, change or removal | \$500 | \$510 | \$520 | \$530 |
| Airspace Parcel Subdivision | \$15,000 | \$15,300 | \$15,605 | \$15,915 |
| Document Administration Fee (including, but not limited to, No Build / No Disturb Covenant, Wildfire Covenant, and ALC Conservation Covenant) | \$150 | \$150 | \$155 | \$155 |

⁵ Subdivision fees are non-refundable.

| Subdivision Category | Application Fee |
|---|---|
| Street / Traffic Sign (Installed by City) | The Owner is responsible for the purchase and installation costs of all signs required for their development. Costs will be determined by Development Engineering. (Third party developer to apply for) (Tax exempt) |
| Survey Monument Fee | \$50.00 per new lot (Tax exempt) |
| Survey Monument Replacements (If disturbed by Construction) | \$1200.00 (Tax exempt) |
| Fire Hydrant Levy | For subdivisions serviced by community water distribution systems: \$250.00 per newly created lot (Tax exempt) Note: In subdivisions where the developer is extending the water mains and installing fire hydrants this levy does not apply. The City shall accumulate the funds accrued from the hydrant levy and these funds shall be used to install fire hydrants as may be required. |
| Latecomer Agreement Processing Fee | \$1000.00 per agreement (No charge for agreements of one day duration) |
| Subdivision and Development Engineering and Inspections Fee Assessed for the Following: <ul style="list-style-type: none"> • Fee Simple Subdivision • Off-site Works | 3.5% of the total cost of off-site construction (minimum \$500.00) determined as follows: <ol style="list-style-type: none"> 1. Full cost of construction for "on-site" (new roads) and "off-site" (existing fronting roads), including clearing, grubbing, blasting, cuts and fills, gravel, compaction, pavement, concrete work, ditches, boulevard work if applicable, etc. 2. All deep utilities such as storm drainage works, sanitary sewer work if applicable and water and fire protection including water utility construction of other water irrigation districts. 3. Costs of civil works only for shallow utilities such as installation costs of ducting for power, telephone and cable TV. The cost of private utility cable work, BC Gas works, service lines, street lighting etc. is <u>not</u> included in the construction cost for administration charge calculations. 4. Consulting Engineering design fees are <u>not</u> included in the administration fee calculation. 5. Administration charge is calculated at 3.0% of the actual construction costs as determined using the above identified items, substantiated by contractor unit prices, or payment invoices, or if levied before construction costs are in, by using the consulting engineer's construction cost estimates. These figures may be adjusted up or down by the City, if in our opinion an adjustment is warranted. This may take the form of a 10% contingency added or deletion of certain items. It is incumbent on the developer to provide actual construction costs if he does not agree with the engineers estimate. |

Schedule "A"

Development Application Fees – Table 3 FEES PURSUANT TO SIGN BYLAW NO. 8235

- All fees and charges include relevant provincial and federal taxes unless otherwise stated.
- Annual fee increases are permitted until this bylaw is further amended or replaced.
- The fees and charges as noted in Schedule A will increase by two percent (2%) on January 1 each year.
- All fees and charges shall be calculated to the nearest five (5) dollars.

| Sign Category ⁶ | Application Fee |
|---------------------------------------|--|
| Temporary Portable Signs | For a period of 30 days or less \$30.00 per sign. For a period of 31 days to 60 days \$40.00 per sign. For a period of 61 days and 90 days \$50.00 per sign. |
| All Signs (Excluding temporary signs) | \$30.00 Minimum plus \$5.00 for each square meter of sign area. For the purposes of fee calculation, sign areas involving a fraction of a square meter shall be calculated to the closest whole meter, and only one side of a two-sided sign shall be counted. |

⁶ Sign permit fees are not refundable if the work authorized by the permit is not commenced.

Report to Council



Date: August 04, 2017
File: 0505-60
To: City Manager
From: Travis Whiting, Fire Chief
Subject: Regional District of Kootenay Boundary Fire Dispatch Contract for Services
Report Prepared by: Candace Friesen

Recommendation:

THAT Council approves the City entering into a contract with the Regional District of Kootenay Boundary to provide fire dispatch and records management in the form attached;

AND THAT the Mayor and City Clerk be authorized to execute all documents associated with this transaction

Purpose:

To have Council approve a five (5) year contract to provide fire dispatch and records management to the Regional District of Kootenay Boundary (RDKB).

Background:

The City of Kelowna has been awarded the fire dispatch contract for the Regional District of Kootenay Boundary, through a successful Request for Proposal process. The attached contract was presented to the Board of RDKB on June 29, 2017 for endorsement and was approved. With Council's endorsement of this contract, staff will begin the process of implementation with an anticipated start date for dispatch services on April 30th, 2018.

Internal Circulation:

Office of the City Clerk
Deputy City Manager
Director of Financial Services
Divisional Director, Communications & Information Services

Financial/Budgetary Considerations:

Revenue increases for the new contract with RDKB will be effective April 2018 and will be included in the 2018 Budget.

Considerations not applicable to this report:

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Existing Policy:

Personnel Implications:

External Agency/Public Comments:

Communications Comments:

Alternate Recommendation:

Submitted by: Travis Whiting, Fire Chief, Kelowna Fire Department

Approved for inclusion:



R. Mayne, Divisional Director, Corporate & Protective Services

THIS AGREEMENT dated for reference the ____ day of _____ 20__.

BETWEEN:

THE CORPORATION OF THE CITY OF KELOWNA
1435 Water Street
Kelowna, B.C. V1Y 1J4

(hereinafter called "Kelowna")

OF THE FIRST PART

AND:

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
843 Rossland Avenue
Trail, BC V1R 4S8

(hereinafter called the "RDKB")

OF THE SECOND PART

WHEREAS:

- A: The *Local Government Act* and the *Community Charter* provide that the corporate powers of local government include the power to make agreements with a public authority respecting activities, works or services within the powers of a party to the agreement, including agreements respecting the undertaking, provision and operation of activities, works and services;
- B: The RDKB issued a Request for Proposals for fire dispatch service (the "RFP");
- C: Kelowna submitted a proposal to the RDKB dated February, 2017 (the "Kelowna Proposal") in response to the RFP; and
- D: The RDKB has agreed to contract with Kelowna for the provision by Kelowna of fire dispatch services to the RDKB in accordance with the terms set out herein for the receipt and processing by means of computer-aided dispatch service and re-transmission of emergency related calls to the RDKB, including selection of optional services regarding records management system.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants and agreements herein contained and subject to the terms and conditions hereinafter set out, the parties hereto mutually agree as follows:

1. Definitions

1.1 In this agreement:

- (a) **“CAD”** means the computer-aided dispatch system maintained and used by Kelowna;
- (b) **“Emergency”** means any reported event for which fire department personnel are directed to attend in response to an actual risk of fire, hazardous material spill, accident, disaster or medical situation for which an incident number is generated;
- (c) **“Fire Departments of the RDKB”** means the list of fire departments established or approved by the RDKB as described in Schedule “C” attached hereto and forming part of this Agreement, and as amended from time to time.
- (d) **“Fire Dispatch Centre”** means the Fire Dispatch Centre maintained by the Kelowna Fire Department;
- (e) **“Service”** means the provision by Kelowna of fire dispatch services to the RDKB in accordance with the requirements as set out in paragraph 2 herein and Schedule “A” attached hereto and forming part of this Agreement; and
- (f) **“Term”** means the term of this Agreement as provided under Section 4.

2. Services

2.1 Throughout the Term, Kelowna will provide the RDKB with fire dispatch and communications services including the following:

- (a) 911 emergency calls for fire department assistance that originate in the RDKB will be received and processed by the Fire Dispatch Centre;
- (b) The Fire Dispatch Centre will use its CAD system to initiate incident reporting and dispatch the call to the required Fire Department of the RDKB;
- (c) After the initial dispatch, the Fire Dispatch Centre will provide full incident command support to the RDKB including the call out of additional resources specific to the

incident (including, through the activation of mutual aid agreements between one or more other local governments and fire departments under which firefighting and other resources are provided in the event of an Emergency) where required by the RDKB. The responsibility of Kelowna for the callout of RDKB personnel in addition to those on shift shall be limited to a single point of contact as mutually agreed to by the Parties; and

(d) The services referred to in Schedule "A" hereto and forming part of this Agreement.

- 2.2 Kelowna will provide Services in accordance with standards and operating procedures utilized by the Kelowna Fire Department unless a variance of such standards or operating procedures is mutually agreed between the Parties.

The Fire Dispatch Center will continue to utilize a performance expectations program with its employees, as outlined in the Kelowna Proposal (*attached as Schedule D*). The three phased program will be based upon NFPA 1221, 2010 standards and will assist in motivating, recognizing and enabling employees to improve performance. This program may be modified from time to time.

It is understood that the Fire Dispatch Center will strive to meet the standard of service for emergency communications in the fire service being the National Fire Protection Association Standard 1221, *Standard for the Installation, Maintenance, and Use of Emergency Services Communications Systems*.

For certainty, any lapse in communication, delay in communication, or miscommunication arising from a failure of the Fire Dispatch Centre communication services as described under section 2.4 will be the sole responsibility of Kelowna.

- 2.3 Kelowna will not be responsible for dispatching RDKB Fire Departments out of their respective specified area.
- 2.4 Kelowna will provide, at the Fire Dispatch Centre, all equipment, computer software and personnel necessary for the provision of fire dispatch and communication services under this Agreement, and will ensure that all Kelowna personnel who participate in providing the Services are fully trained. The RDKB will, on its respective premises, provide all computer hardware and other equipment needed in order to maintain the required service link with the Fire Dispatch Centre. The RDKB will also maintain the radio and paging network used to deliver service in the Kootenay Boundary.
- 2.5 Kelowna will retain all voice recordings of requests for emergency assistance received from within the RDKB for a period of seven (7) years or such longer time as may be required by

law. Kelowna will retain all 911 and other records normally kept by and under its own operating procedures in relation to the dispatch and communication services for a period of two (2) years or such longer time as may be required by law. All records and data maintained by Kelowna will be stored in a secured area, and access to those records and data will be given to duly authorized personnel of the RDKB.

- 2.6 The Parties will meet initially at 3 months, thereafter bi-annually (6 months) or such other frequency as may be mutually agreed, meet for the purposes of resolving issues, sharing information and identifying procedural communications or equipment changes.
- 2.7 Kelowna will provide the service and service levels in accordance with the Kelowna Proposal (*attached as Schedule D*).
- 2.8 All records or recordings and such other data as pertains to Service provided under this Agreement to the RDKB will be and remains exclusively the property of the RDKB and may not be released to others without its express consent. Information may only be released under request of a corporate officer of the RDKB or designates as identified by such corporate officer in writing. Kelowna agrees that all such records, recordings and data will be held in trust by Kelowna as trustee for the sole benefit of the RDKB provided that Kelowna may retain copies. For clarity, all records, recordings and other data remain subject to the retention provisions of section 2.5 of this Agreement.
- 2.9 Kelowna agrees that neither Kelowna nor any person for whom Kelowna is responsible at law will disclose to any person, any information learned about the RDKB, its servants, employees, agents or persons who are subject of an Emergency including any information provided in accordance with the requirements of this Agreement. Kelowna acknowledges and agrees that all such information is confidential and will not be released except in accordance with the requirements of the *Freedom of Information and Protection of Privacy Act, British Columbia*.

3. RDKB Equipment

- 3.1 All radios including base stations, pagers and any other hardware required to facilitate the Service shall be purchased, licensed and maintained by the RDKB, with the exception of equipment within the Fire Dispatch Centre as per proposal (*attached as Schedule D*).
- 3.2 All radio licenses and other related requirements of Industry Canada shall be the responsibility of the RDKB.

4. Term

- 4.1 The term of this Agreement (the “**Term**”) will commence on the 30th day of April 2018 and terminate on the 31st day of December 2022. On or before December 31st, 2021, either party will communicate to the other their interest in negotiating terms of a subsequent agreement and if both parties are in agreement, the parties will commence negotiation of the terms of such subsequent agreement, providing always that failure to reach an agreement on terms will not bind the parties to a subsequent agreement or extension of the current agreement unless otherwise agreed in writing.

5. Fees

- 5.1 For the Service, the RDKB agrees to pay to Kelowna, the fees and charges as contained in Schedule “B” attached hereto and forming part of this Agreement.

6. Indemnity

- 6.1 The RDKB agrees that it will indemnify and save harmless Kelowna, its councilors, employees, and agents from and against any claims, suits, actions, causes of action, costs, damages or expense of any kind that result from:

(a) negligence of the RDKB and its employees, contractors and agents; or

(b) a breach of this Agreement by the RDKB.

- 6.2 Subject to the provisions of section 2.3 of this Agreement, Kelowna agrees it will indemnify and save harmless the RDKB, its directors, employees and agents, from and against any claims, suits, actions, causes of action, costs, damages or expense of any kind that result from:

(a) negligence of Kelowna and its employees, contractors and agents in the provision of the Services; or

(b) a breach of this Agreement by Kelowna.

7. Default and Early Termination

- 7.1 If either party is in breach of this Agreement and the breach is not corrected within thirty (30) days after notice of the breach provided to that party, the party not in breach may terminate this Agreement.
- 7.2 By notice in writing delivered any time after December 31st, 2020, either party may elect to terminate this Agreement, in which case the arrangement for Services provided hereunder

shall be terminated effective twelve (12) months from the date of the said notice. In the event of early termination under this provision, the fees paid to Kelowna as provided herein for the year of the Term in which such termination takes effect shall be prorated.

8. Dispute Resolution

- 8.1 Both RDKB and Kelowna agree to co-operate and use their best efforts to resolve any dispute which may arise regarding this Agreement or the Services contemplated within this Agreement or the responsibilities or rights of each party under it, including the candid and timely disclosure of all relevant information and documentation to each other. If the dispute cannot be resolved, it shall be first referred to each party's managing director responsible for fire dispatch services in order that they may attempt to resolve the dispute. In the event the two representatives are unable to reach agreement regarding the dispute, may be submitted to arbitration by delivery of a Notice of Arbitration in writing to the other party. The arbitration must be conducted by a three-person panel comprised of one appropriately qualified staff person appointed by the parties and one person chosen jointly by the two appointed staff persons, who shall be the chair of the arbitration panel. If the two staff appointees cannot agree on the choice of the chair of the arbitration panel then the chair must be appointed by a Judge of the Supreme Court of British Columbia. The arbitration will be governed by the *Commercial Arbitration Act (British Columbia)*. The place of arbitration will be Penticton, British Columbia, Canada, and the costs will be borne equally by the parties.

9. No Joint Venture

- 9.1 Nothing contained in this Agreement creates a relationship of principal and agent, partnership, joint venture or business enterprise between the parties or gives either party any power or authority to bind or control the other.

10. Notices

- 10.1 Where any notice, request, direction, consent, approval or other communication (any of which is a "Notice") must be given or made by a party under this Agreement. It must be in writing and is effective if delivered in person, sent by registered mail addressed to the party for whom it is intended at the address set forth above in this Agreement, or sent by fax to Kelowna at its fax number - (250) 862-3371, to the attention of the Fire Chief; or sent by fax to the RDKB at its fax number – (250) 368-3990, to the attention of the General Manager, Operations/Deputy CAO. Any Notice is deemed to have been given:

- (a) if delivered in person, when delivered;
- (b) if by registered mail, when the postal receipt is acknowledged by the other party; and

(c) if by fax, 72 hours after the time of faxing.

A party may change its contact information by Notice in the manner set out in this provision.

11. General Provisions

11.1 If any provision of this Agreement is held invalid by a court of competent jurisdiction, the invalid portion shall be severed and the provision that is invalid will not affect the validity of the remainder of this Agreement.

11.2 The RDKB will continue to be responsible for receiving all non-emergency and business calls directly during normal business hours.

11.3 The RDKB will provide Kelowna with all information deemed reasonably necessary by the Kelowna Fire Chief or his designate in order that Kelowna may properly provide the Service and be responsible to update such information on a regular basis as required.

The RDKB will provide a single point of contact for all administration and operational matters.

11.4 Time is of the essence to this Agreement.

11.5 This Agreement will enure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns.

11.6 The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

11.7 No remedy under this Agreement will be deemed to be exclusive but will, where possible, be cumulative, as will all other remedies at law or in equity.

11.8 Whenever the singular, masculine or neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.

11.9 This Agreement will be construed in accordance with and governed by the laws applicable in the laws of the Province of British Columbia.

- 11.10 Section and paragraph headings are inserted for identification purposes only and do not form part of this Agreement.
- 11.11 Neither party may assign this Agreement without the written consent of the other party.
- 11.12 This Agreement and the schedules attached hereto contain(-s) the entire agreement and understanding may not be modified or amended except by written agreement of the parties.
- 11.13 This Agreement contains the entire agreement and understanding of the parties with respect to matters contemplated by this Agreement and supersedes all prior and contemporaneous agreements between and with respect to such matters.
- 11.14 All representations and warranties set forth in this Agreement and all provisions of this Agreement, the full performance of which is not required prior to a termination of this Agreement, shall survive any such termination and be fully enforceable thereunder.
- 11.15 This Agreement may be executed in as many counterparts as may be necessary or by facsimile, each of which will together, for all purposes, constitute one and the same instrument, binding on the parties and each of which will together be deemed to be an original, notwithstanding that all parties are not signatory to the same counterpart or facsimile.

IN WITNESS WHEREOF this Agreement has been executed as of the day and year first above written.

THE CORPORATION OF THE CITY OF KELOWNA
by its authorized signatories:

MAYOR

CITY CLERK

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
by its authorized signatories:

CHAIR

CHIEF ADMINISTRATIVE OFFICER

Schedule A

It is agreed that the Fire Dispatch Centre will provide the following services:

1. Emergency Call Taking
 - a. Emergency telephone call receipt (9-1-1)
 - b. Receive telephone calls regarding emergency incidents
 - c. Receive radio reports regarding emergency incidents
 - d. Receive smoke sighting reports from Forest Lands and Natural Resource Operations
2. Call Processing and Response
 - a. Dispatch resources in accordance with standard operating guidelines, perceived incident level and local response plans, including customized levels of response for individual departments:
 - i. Incident notification via voice paging system, secondary notification via email and/or text messaging, incident details via facsimile or network/internet rip and run report.
 - b. Call and liaise with local fire chiefs/authority regarding nature of incident/complexity, resources required, via radio or telephone.
 - c. Notification acknowledgement confirmation (within x minutes, then activate default no-response procedures).
 - d. Monitor and record calls at the command channel level.
 - e. Will not remotely record calls at the tactical level unless they are repeated channels.
 - f. Receive and process requests for additional resources:
 - i. Including contact with the utility, Emergency Management BC, highways, forestry, rail representatives and other resources as required.
 - g. Generate and maintain initial incident reports for all incidents.
 - h. Incident reporting post conclusion of incident.
 - i. Dedicated telephone number (toll free) for responders to access the dispatch centre.
 - j. Call out of Civic Staff as required.
3. Media Liaison
 - a. Provide limited incident information to media outlets after hours or if Incident Command has not staffed the Information Officer position.
4. Full recording of all 9-1-1, non-emergency telephone and radio (paging and command) communications.

The following Telus requirements should be noted:

1. Processing of 9-1-1 calls will require the availability of E911 Tandem to Tandem trunking and a reconfiguration of the Telus 9-1-1 network.

2. Some splitting and segregation of the 9-1-1 Emergency Service Zone (ESZ) may be required.

The above noted items will be the responsibility of RDKB, working with Telus to obtain and deliver. We will cooperate and offer to leverage our existing contacts and relationships to ensure that this is completed in an expedient and satisfactory manner. In preparing our response to this RFP we have discussed both issues with Telus and both are obtainable within the time frame and using current technology and infrastructure.

The following additional requirements of RDKB should also be noted:

1. This agreement covers standard emergency dispatch services. Any incident or incidents which escalate into an event requiring extraordinary powers under a declaration of a state of local, provincial or federal emergency may require additional human resources (dispatch and related support personnel) to maintain an appropriate level of service. Should additional personnel be required in addition to staff already on duty, current call back rates would apply and be invoiced.
2. RDKB must supply, and keep current; response Operational Guidelines (including mutual and automatic aid agreements) to guide the dispatch centre in assigning an appropriate response to all incidents.
3. The dispatch centre will not be responsible for the processing of non-emergency or administrative phone calls, beyond providing basic information only. Number (s) must be provided such that these callers can be redirected as required.
4. RDKB is responsible for their radio and pager licensing, acquisition, operation and maintenance costs, related to delivery of the service within the RDKB area.
5. All communications equipment and installations will strive to meet NFPA 1221 Standard for the Installation, Maintenance, and Use of Emergency Services Communications Systems.
6. The RDKB ensure that a "Preventative Maintenance" service agreement for all communications equipment is in place and regular maintenance of the equipment to accepted emergency equipment standards is performed.
7. All future additional mobile equipment, or data connection costs, including MobileCAD and/or mobile RMS, is the responsibility of RDKB.
8. RDKB must endeavor to provide a single point of contact for all administration and operational matters.

Proposal Impact on Current Operations:

1. Additions to equipment, software and resources

Additions are required to our FDM RMS software/hardware system as noted in Schedule 'B' of this contract.

Please note the following data requirements:

- a. Any existing RDKB response logic and response zone shape files currently in use.
- b. RDKB map data in the form of shape files (or other file formats able to be converted to shape files) including but not limited to:
 - i. Political boundaries
 - ii. Fire protection areas
 - iii. Fire contract areas
 - iv. Fire response zones
 - v. Fire hydrants and/or water supplies
 - vi. Trails, pathways
 - vii. Parcels
 - viii. Ortho photos
- c. Information will be updated on a regular basis, as required.

Additions and upgrades will be required to our radio system, and these will be dependent on the type of interface agreed on.

2. Enhancements and additions to current dispatch facility

Our current facility includes three dispatch/call taker positions and two call taker positions,

No enhancements or additions to our current dispatch facility are required.

Other Details

1. Ability to customize service to meet specific response protocols for each fire department

All current clients requiring specific response protocols have been met using one or all of the following capabilities with FDM:

- a. Basic back-up apparatus: where a station has more than one piece of apparatus configured to respond to additional calls for service, they can be defined as back up apparatus. Similarly, if a department has more than one station, apparatus from subsequent stations can be identified as back up apparatus to respond in other response zones.
- b. Mutual Aid apparatus: Apparatus from other departments can be defined to respond into other fire protection areas as part of a mutual and/or automatic aid agreement.
- c. Response override: allows the addition/deletion of apparatus based on limitations a department may have.

- d. Day/Time Response override: allows a department to have different responses based on time of day, day of week, holidays, or any other significant date.

As current clients will attest, Kelowna Fire Dispatch has demonstrated its ability and willingness to customize service to meet the unique nature of individual fire departments.

2. Interoperability

Kelowna will fully cooperate and manage communications with the RCMP dispatch centers, BCAS dispatch centers, the Ministry of Forests Wildfire Coordination center, the e-Comm PSAP, and other fire dispatch areas within the geographical area to maintain a cohesive and integrated level of service for all dispatch customers.

As required, Kelowna will coordinate and facilitate working groups to develop multi-agency emergency response solutions.

Kelowna guarantees it is now and shall remain a member of the Association of BC 9-1-1 Service Providers, APCO, and NENA Canada, subject to economic factors and policy decisions.

Other Operational Standards, Policies, Procedures and Protocols

KFD Dispatch Centre guarantees it will use the following industry-standard operational standards, policies, procedures and protocols, as amended or supplanted from time to time:

- a. National Fire Incident Reporting System (NFIRS Standard for Incident Type classification)
 - i. This allows any department adopting this standard to compare themselves to a data set of over 35,000 other departments across North America
- b. Incident Command System using plain language standards
 - i. Adoption of plain language standards
- c. Unique apparatus call sign designations
 - i. As a lesson learned from the 2003 wildfire event, none of the apparatus protected by Fire Dispatch have duplicate call signs (i.e.: There is only one Engine 1, Engine 201, etc.)
 - ii. This allows for seamless large-scale aid to be enacted without confusion and sacrificing crew safety.

3. Insurance

As a minimum, the City shall procure and maintain, at its own expense and cost, the following insurance policies:

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

The policies required by sections b(ii) above shall provide that the RDKB is named as an Additional Insured thereunder.

4. Other Operational Services

In the event Kelowna upgrades its existing technology or decided to provide additional services, the RDKB is guaranteed the option to participate in any upgraded or optional services at that time, provided, however, that the parties can come to mutual agreement regarding the terms of additional or upgraded service.

Kelowna agrees and covenants that existing Service levels provided to RDKB under the term of this Agreement will not be impacted by upgrades to technology or the addition

or change to optional services. In no circumstance will the upgrade or provision of additional services result in termination of this Agreement, other than as provided under section 7.2.

Schedule B

The cost schedule (including adjustment factor) applicable to the first five (5) years of the Term under this Agreement, as presented in the Proposal is as follows:

| Year | 2018 | 2019 | 2020 | 2021 | 2022 |
|-------------|-----------|-----------|-----------|-----------|-----------|
| Operating | \$122,570 | \$136,986 | \$140,410 | \$143,291 | \$147,519 |
| FDM | \$15,065 | \$12,701 | \$12,701 | \$12,701 | \$12,701 |
| Total Costs | \$137,635 | \$149,687 | \$153,111 | \$156,622 | \$160,220 |

The above fees are payable as follows:

Each year, the RDKB will be billed the annual charges for the current calendar year (January 1st – December 31st);

All invoices, bills and charges rendered by Kelowna shall be paid by the RDKB within 30 days of receipt, except in the event of a state of local, provincial or federal emergency requiring additional resources.

Implementation Costs

The annual fees above for 2018 include a one-time fee of \$25,000. In addition to this cost, there is an estimated cost for implementation, as outlined in the proposal (attached as Schedule D), of \$100,700 based on research undertaken as part of the proposal process. Actual costs for implementation may vary from initial estimates and will be the responsibility of the RDKB, subject to the RDKB's written approval of such variance prior to implementation.

Schedule C

Approved Fire Department response agencies:

1. Big White Fire Department (C)
2. Beaverdell Volunteer Fire Department
3. Christina Lake Volunteer Fire Department
4. Grand Forks Fire Rescue (C)
5. Greenwood Volunteer Fire Department
6. Midway Volunteer Fire Department
7. KBRFR Co#1 Rossland
8. KBRFR Co#2 Warfield
9. KBRFR Co#3 Genelle
10. KBRFR Co#4 Trail (C)
11. KBRFR Co#5 Montrose
12. KBRFR Co#6 Fruitvale
13. West Boundary Road Rescue

Schedule D

As per Regional District of Kootenay Boundary Regional Fire Dispatch Service Proposal (attached).

Report to Council



Date: August 14, 2017
File: 1405-01
To: City Manager
From: Matt Friesen, Financial Analyst
Subject: Transit 2017/2018 Annual Operating Agreement

Recommendation:

THAT Council approve the 2017/2018 Annual Operating Agreement between BC Transit and City of Kelowna for Conventional, Community, and Custom transit;

AND THAT the Mayor and City Clerk be authorized to execute the Operating Agreements between BC Transit, the City of Kelowna and FirstCanada ULC covering the period April 1, 2017 to March 31, 2018.

Purpose:

To receive Council approval for the transit 2017/2018 Annual Operating Agreement and receive Council authorization to sign the Annual Operating Agreement.

Background:

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

Each Local Government Partner within the Kelowna Regional Transit System submits the AOA to their Councils for approval. The impacts of the 2017/2018 AOA were included in the City of Kelowna's 2017 Provisional Budget that Council approved in December 2016.

The main areas of increased costs are:

- the operating company's fixed costs
- increased hourly costs due to rate increases
- increases in fleet maintenance

- Increased lease fees

Conventional Transit

The 2017/18 AOA includes a \$486,564 increase in costs for Conventional transit: \$115,355 is related to operating costs; \$371,209 is related to increased lease fees. This represents a 2.34% increase from the 2016/17 AOA presented to Council in August 2016. \$361,525 is the City of Kelowna's portion of the Local Government share of the increase.

Community Transit

Costs increased \$135,630 within the 2017/18 AOA: \$114,004 is related to operating costs; \$21,626 is related to increased lease fees. This represents a 5.65% increase from the 2016/17 AOA presented to Council in August 2016. \$31,008 is the City of Kelowna's portion of the Local Government share of the increase.

Custom Transit

The 2017/18 AOA also includes a \$150,814 increase in costs for Custom transit: \$131,723 in related to operating costs; \$19,091 in related to lease fees. This represents a 4.66% increase from the 2016/17 Amended AOA presented Council in February 2017. \$46,407 is the City of Kelowna's portion of the Local Government share of the increase.

Internal Circulation:

Manager, Integrated Transportation
Manager, Transit and Programs
Divisional Director, Financial Services
Divisional Director, Infrastructure

Legal/Statutory Authority:

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

Financial/Budgetary Considerations:

Existing budget provides for these Annual Operating requirements.

Considerations not applicable to this report:

Legal/Statutory Procedural Requirements:

Existing Policy:

Personnel Implications:

External Agency/Public Comments:

Communications Comments:

Alternate Recommendation:

Submitted by:

M. Friesen, Financial Analyst

Approved for inclusion:



Genelle Davidson, *Divisional Director, Financial Services*

Appendix 1

| CONVENTIONAL TRANSIT | 2016/2017 AOA | 2017/2018 AOA | Total Difference | Percentage Change | Local Gov't Portion 53.31% | City of Kelowna Portion |
|--------------------------------|------------------|------------------|---------------------|----------------------|----------------------------------|-------------------------------|
| Expenditures | | | | | | |
| Total Operating Costs | \$18,332,603 | \$18,447,958 | \$115,355 | | \$61,496 | \$51,380 |
| Total Lease Fees - Local Share | \$2,499,805 | \$2,871,014 | \$371,209 | | \$371,209 | \$310,145 |
| TOTAL COSTS | \$20,832,408 | \$21,318,972 | \$486,564 | 2.34% | \$432,705 | \$361,525 |

| COMMUNITY TRANSIT | 2016/2017 AOA | 2017/2018 AOA | Total Difference | Percentage Change | Local Gov't Portion 53.31% | City of Kelowna Portion |
|--------------------------------|------------------|------------------|---------------------|----------------------|----------------------------------|-------------------------------|
| Expenditures | | | | | | |
| Total Operating Costs | \$2,317,550 | \$2,431,554 | \$114,004 | | \$60,776 | \$22,870 |
| Total Lease Fees - Local Share | \$84,049 | \$105,675 | \$21,626 | | \$21,626 | \$8,138 |
| TOTAL COSTS | \$2,401,599 | \$2,537,229 | \$135,630 | 5.65% | \$82,402 | \$31,008 |

| CUSTOM TRANSIT | 2016/2017 Amended AOA | 2017/2018 AOA | Total Difference | Percentage Change | Local Gov't Portion 33.31% | City of Kelowna Portion |
|--------------------------------|--------------------------|------------------|---------------------|----------------------|----------------------------------|-------------------------------|
| Expenditures | | | | | | |
| Total Operating Costs | \$3,131,200 | \$3,262,923 | \$131,723 | | \$43,877 | \$32,337 |
| Total Lease Fees - Local Share | \$107,717 | \$126,808 | \$19,091 | | \$19,091 | \$14,070 |
| TOTAL COSTS | \$3,238,917 | \$3,389,731 | \$150,814 | 4.66% | \$62,968 | \$46,407 |



Transit 2017/2018 Annual Operating Agreement



Transit 2017/2018 Annual Operating Agreement

- ▶ Effective April 1st to March 31st 2018
- ▶ Largest Tier 1 system among municipal systems
 - ▶ Provides 230,000 hours of service annually
 - ▶ BC Transit covers 46.7% of costs
 - ▶ Municipal partners cover 53.3% of costs

Transit 2017/2018 Annual Operating Agreement

- ▶ Municipal partners pay based on number of services hours
- ▶ Revenues are 100% retained by the municipal partners
 - ▶ Based on 75% passenger counts and 25% services hours
 - ▶ City of Kelowna receives 82.9% of total revenues

Transit 2017/2018 Annual Operating Agreement

- ▶ Cost impacts were included in the 2017 budget
- ▶ Main areas of increased costs:
 - ▶ Operating company's fixed costs
 - ▶ Increased hourly costs due to rate increases
 - ▶ Increases in fleet maintenance
 - ▶ Increased lease fees

| CONVENTIONAL TRANSIT | 2016/2017 AOA | 2017/2018 AOA | Total Difference | Percentage Change | Local Gov't Portion 53.31% | City of Kelowna Portion |
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Questions?