

**City of Kelowna
Regular Council Meeting
AGENDA**



Monday, June 24, 2013
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 feed is being broadcast and recorded by CastaNet and a delayed broadcast is shown on Shaw Cable.

2. Development Application Reports & Related Bylaws

- 2.1 Official Community Plan Bylaw Amendment Application No. OCP13-0010 and Rezoning Application No. Z13-0018 - Various Addresses on Central Avenue, Richter Street and Cambridge Avenue, Provincial Rental Housing Corporation

6 - 54

To amend the Official Community Plan Future Land Use Designation from Multiple Unit Residential - Low Density to Multiple Unit Residential - Low Density & Multiple Unit Residential - Medium Density, and to rezone the subject properties from RU6 - Two Dwelling Housing & RM2 - Low Density Row Housing to RM3 - Low Density Multiple Housing & RM5 - Medium Density Multiple Housing. The project consists of a 50 unit market townhouse development on a portion of subject properties and the 4 storey, 50 unit seniors' supportive housing apartment building with 20 family oriented townhouses.

- 2.1.1 Bylaw No. 10860 (OCP13-0010) - Various Addresses on Central Avenue, Richter Street and Cambridge Avenue, Provincial Rental Housing Corporation

55 - 56

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

To give Bylaw No. 10860 first reading.

2.1.2	Bylaw No. 10861 (Z13-0018) - Various Addresses on Central Avenue, Richter Street and Cambridge Avenue	57 - 58
	To give Bylaw No. 10861 first reading.	
2.2	Rezoning Application No. Z11-0051 - 2641 Longhill Road, Richard & Walter Denman	59 - 71
	To amend the Zoning Bylaw from RR2 - Rural Residential 2 zone to RR2c - Rural Residential 2 with Carriage House zone in order to legalize an existing carriage house on the subject property.	
2.2.1	Bylaw No. 10862 (Z11-0051) - 2641 Longhill Road, Richard & Walter Denman	72 - 72
	To give Bylaw No. 10862 first reading.	
2.3	Official Community Plan Bylaw Amendment Application No. OCP13-0006 and Rezoning Application No. Z13-0007, Supplemental Report - 3505 Lakeshore Road, Timothy Pinnell & Judith Kopan	73 - 99
	To include the property located at 3505 Lakeshore Road to the proposal to amend the Official Community Plan Future Land Use Designation from Single / Two Unit Residential to Multiple Unit Residential - Low Density for the property located at 3510 Landie Road, and to rezone all of the subject properties from RU6 - Two Dwelling Housing to the RM3 - Low Density Multiple Housing zone in order to accommodate a 38 unit proposed row housing development.	
2.3.1	Bylaw No. 10843 (OCP13-0006) - 3505 Lakeshore Road, Timothy Pinnell & Judith Kopan	100 - 100
	Requires a majority of all Members of Council (5).	
	To amend Bylaw No. 10843 at first reading.	
2.3.2	Bylaw No. 10844 (Z13-0007) - 3505 Lakeshore Road, Timothy Pinnell & Judith Kopan	101 - 101
	To amend Bylaw No. 10844 at first reading.	
2.4	Development Permit Application No. DP13-0079 - 1360 Ellis Street, City of Kelowna	102 - 131
	To consider a Development Permit for the form and character of the proposed library parkade expansion.	

3. Non-Development Reports & Related Bylaws

3.1 Emergency Mutual Aid Agreement 132 - 157

To renew the Emergency Mutual Aid Agreement for between the City of Kelowna and the Regional District of Central Okanagan (RDCO), District of West Kelowna, District of Lake Country and the District of Peachland for a five (5) year term.

3.2 Fire & Life Safety Bylaw 158 - 173

The Fire Prevention Regulation Bylaw No. 6110-88, Fireworks Bylaw No. 8789 and the Petroleum Products Storage Tank Bylaw No. 8267 required updating, and has been consolidated to form the new Fire and Life Safety Bylaw No. 10760.

3.2.1 Bylaw No. 10760 - Fire & Life Safety Bylaw 174 - 222

To give Bylaw No. 10760 first, second and third readings.

3.2.2 Bylaw No. 10761 - Amendment No. 6 to Bylaw Notice Enforcement Bylaw No. 10475 223 - 229

To give Bylaw No. 10761 first, second and third readings.

3.3 Frequency of Fire Inspections 230 - 232

The current frequency of fire inspections policy requires a variety of fire inspection frequencies based Occupancy Classification. Staff recommends adjusting the frequency of fire inspections based on level of risk and compliance by occupancy classification

3.4 Transit 3 Year Service Plan 2014-16 233 - 263

To receive as information a strategy for public transit expansions from 2014 to 2016 and to receive Council support to have BC Transit enter into an agreement with UBCM for one-time supplemental funding provided from Federal Gas Taxes.

3.5 Transit Revenue Sharing Agreement 264 - 266

Transit system revenue is collected system wide (cash fares, pass sales, UPASS, bus advertising) and is retained by the municipal partners with distribution on an agreed upon basis. All local governments now have their own transit operating agreements so the existing 2002 agreement needs to be

updated to include the new partners. The method of splitting revenue also needs to be changed to a new agreed upon practice to respond to data capabilities and the principles of equity for all partners within the system. This report proposes a new method of revenue splitting (75% ridership based and 25% service hour based) to be applied effective May 1, 2013.

3.6 2012 Annual Report 267 - 369

To meet legislated reporting requirements for annual financial statements and provide contextual information for the data contained in the remuneration reports.

3.7 Strategic Community Investment Funds 370 - 371

To provide Council with information on the Strategic Community Investment Funds program for 2012.

3.8 Kelowna Paddle Centre 372 - 377

To seek Council's support for staff to allow the Kelowna Outrigger Canoe Club Association to apply for a temporary use permit for use of 3050 Abbott Street as the location for the Kelowna Paddle Centre. In addition, that Council authorizes staff to continue discussions with the Kelowna Outrigger Canoe Club Association towards the development of an agreement for the temporary use of this property.

3.9 Fleet Management 378 - 393

The purpose of the report is to provide City Council information on the implementation of a Fleet Management System.

3.10 John Hindle Drive, Phase 2 Land Update 394 - 395

To update Council with respect to the land component of John Hindle Drive Phase 2 from the new Landfill Entrance, to UBCO.

3.11 Official Community Plan Indicators 396 - 409

To assess progress on achieving the objectives of the Official Community Plan. This is the second Official Community Plan Indicators report, containing a baseline as well as two successive years worth of data.

4. Mayor and Councillor Items

5. Termination

REPORT TO COUNCIL



Date: June 7th, 2013

RIM No. 1250-30

To: City Manager

From: Land Use Management, Community Sustainability (AW)

Application: OCP13-0010 / Z13-0018 **Owner:** Provincial Rental Housing Corporation, Inc. No. BC0052129

Address: 602-650, 678, 668 Central Avenue
648-650, 668-670, 680-692 Richter Street **Applicant:** Norr Architects Planners
603-607, 609-611, 621-631, 661-663, 671-673, 681-689, 641 Cambridge Avenue

Subject: OCP Amendment & Rezoning Applications

Existing OCP Designation: Multiple Unit Residential - Low Density

Proposed OCP Designation: Multiple Unit Residential - Low Density & Multiple Unit Residential - Medium Density

Existing Zones: RU6 - Two Dwelling Housing & RM2 - Low Density Row Housing

Proposed Zones: RM3 - Low Density Multiple Housing & RM5 - Medium Density Multiple Housing

1.0 Recommendation

That Official Community Plan Bylaw Amendment No. OCP13-0010 to amend Map 19.1 of the Kelowna 2030 - Official Community Plan Bylaw No. 10500 by changing the Future Land Use designation of Lot A, District Lot 9, ODYD, Plan 13927, located at 602-650 Central Avenue, Lot 1, District Lot 9, ODYD, Plan 4317, located at 603-607 Cambridge Avenue, Lot 2, District Lot 9, ODYD, Plan 4317, located at 609-611 Cambridge Avenue, Lot 3, District Lot 9, ODYD, Plan 4317, located at 621-631 Cambridge Avenue, Lot 1, District Lot 9, ODYD, Plan 7822, located at 661-663 Cambridge Avenue, Lot 2, District Lot 9, ODYD, Plan 7822, located at 671-673 Cambridge Avenue, Lot 3, District Lot 9, ODYD, Plan 7822, located at 681-689 Cambridge Avenue, Lot 4, District Lot 9, ODYD, Plan 7822, located at 648-650 Richter Street, Lot 5, District Lot 9, ODYD, Plan 7822, located at 668-670 Richter Street, Lot 6, District Lot 9, ODYD, Plan 7822, located at 680-692 Richter Street, Lot 13, District Lot 9, ODYD, Plan 4317, located at 678 Central Avenue, Lot 4, District Lot 9, ODYD, Plan 4317, located at 641 Cambridge Avenue, Lot 14, District Lot 9, ODYD, Plan 4317, located at 668 Central Avenue from Multiple Unit Residential - Low Density to Multiple Unit Residential - Low Density & Multiple Unit Residential - Medium Density, as shown on Map "A" attached to the Report of the Land Use Management Department dated March 8th, 2013, be considered by Council;

AND THAT Council considers the applicant's April 20th, 2013 Public Involvement Report and documented Public Open Houses to be appropriate consultation for the purpose of Section 879 of the Local Government Act, as outlined in the Report of the Land Use Management Department dated June 7th, 2013;

AND THAT Rezoning Application No. Z13-0018 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot A, District Lot 9, ODYD, Plan 13927, located at 602-650 Central Avenue, Lot 1, District Lot 9, ODYD, Plan 4317, located at 603-607 Cambridge Avenue, Lot 2, District Lot 9, ODYD, Plan 4317, located at 609-611 Cambridge Avenue, Lot 3, District Lot 9, ODYD, Plan 4317, located at 621-631 Cambridge Avenue, Lot 1, District Lot 9, ODYD, Plan 7822, located at 661-663 Cambridge Avenue, Lot 2, District Lot 9, ODYD, Plan 7822, located at 671-673 Cambridge Avenue, Lot 3, District Lot 9, ODYD, Plan 7822, located at 681-689 Cambridge Avenue, Lot 4, District Lot 9, ODYD, Plan 7822, located at 648-650 Richter Street, Lot 5, District Lot 9, ODYD, Plan 7822, located at 668-670 Richter Street, Lot 6, District Lot 9, ODYD, Plan 7822, located at 680-692 Richter Street, Lot 13, District Lot 9, ODYD, Plan 4317, located at 678 Central Avenue, Lot 4, District Lot 9, ODYD, Plan 4317, located at 641 Cambridge Avenue, Lot 14, District Lot 9, ODYD, Plan 4317, located at 668 Central Avenue from RU6 - Two Dwelling Housing & RM2 - Low Density Row Housing to RM3 - Low Density Multiple Housing & RM5 - Medium Density Multiple Housing be considered by Council;

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

AND FURTHER THAT final adoption of the Zone Amending Bylaw be considered in conjunction with Council's consideration of a Development Permit and Development Variance Permit on the subject properties;

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

AND FURTHER THAT final adoption of the Zone Amending Bylaw be considered subsequent to the submission of a plan of subdivision to consolidate the properties.

2.0 Purpose

To amend the Official Community Plan Future Land Use Designation from Multiple Unit Residential - Low Density to Multiple Unit Residential - Low Density & Multiple Unit Residential - Medium Density, and to rezone the subject properties from RU6 - Two Dwelling Housing & RM2 - Low Density Row Housing to RM3 - Low Density Multiple Housing & RM5 - Medium Density Multiple Housing. The project consists of a 50 unit market townhouse development on a portion of subject properties and the 4 storey, 50 unit seniors' supportive housing apartment building with 20 family oriented townhouses.

3.0 Land Use Management

The Pleasantvale redevelopment concept proposes to rezone the subject properties from RM2 - Low Density Row Housing and RU6 - Two Dwelling Housing to RM3 - Low Density Multiple Housing and RM5 - Medium Density Multiple Housing. The RM3 rezoning complies with the Official Community Plan future land use designation but the area proposed for the RM5 portion of the

project requires an OCP amendment to the Multiple Unit Residential - Medium Density designation. The OCP amendment is requested to accommodate the senior's apartment building.

The applicant undertook a well organized public consultation process in order to engage the neighbourhood and shape the project in a manner that best suited the surrounding context. The main outcome was how to appropriately deal with the additional height introduced into the neighbourhood by the seniors apartment building. This process resulted in a proposal that has successfully placed the height and massing of the seniors apartment building in the centre of the parcel with the goal of mitigating any negative impacts associated with the height by stepping back the top storey from Richter Street. The concept also has a large majority of the street frontages line with 2 ½ storey buildings.

Staff are supportive of the proposed development. While the project will result in a physical change to the neighbourhood new seniors and family oriented housing will be provided on site renewing an important form of housing. The existing structures are nearing the end of their lifespan and providing new housing options for seniors is an important objective of the Official Community Plan. Should Council support the land use, a Development Permit and Development Variance Permit will be submitted for Council consideration at a later date.

4.0 Proposal

4.1 Background

The subject properties create a 1.26 hectare city block located in the North End bounded by Central Avenue, Cambridge Avenue, Kingsway Avenue and Richter Street. The non-profit Pleasantvale Homes Society has been operating 50 low income seniors' housing units on most of the site for 55 years. The remainder of the block consists of two single family lots and the laneway owned by the City of Kelowna. There is one remaining single family lot privately owned that does not form part of this application. The Pleasantvale Housing Society has been investigating redevelopment opportunities to maintain the seniors housing stock for a number of years. In 2009 the properties were transferred to BC Housing to help the project move forward and achieve several key objectives.

The block, which has long been designated for redevelopment in anticipation of new senior's housing, is firmly surrounded by Single / Two Unit Residential designated properties. The project is located at the base of Knox Mountain Park and near Sutherland Bay in an ideal residential location where residents would continue to have convenient access to park amenities in a quiet residential setting. One of the properties in the block is under private ownership and will not be rezoned as part of this application process. The one property that remains under private ownership would ideally be consolidated into the project at some point in the future to provide for a more comprehensive approach to redevelopment. The RM5 portion of the project can proceed as it does not involve this property, the RM3 layout would be adjusted accordingly.

4.2 Project Description

The project features three different forms of housing organized into one comprehensively planned development. Surface parking is provided for the apartment building and the affordable townhome units while the market townhomes will likely have individual garages. One access point will be provided from Richter Street and two access points will be located on Kingsway. The key site planning characteristics include:

- Except for a small portion of the Richter Street frontage the streets will be fronted with 2½ storey townhomes;
- 4-storey apartment building is setback from north and south neighbours
- Apartment building steps back after 3rd storey along Richter Street frontage;
- Linear paths bisect the site with internal walkways between townhomes;
- Seniors’ building has a small open yard space to the south of the building.

Site Planning

The subject properties create a 1.26 hectare city block located in the North End bounded by Central Avenue, Cambridge Avenue, Kingsway Avenue and Richter Street. The site programming includes 50 affordable seniors units in a 4 storey apartment building, 20 affordable rental townhouse units directed at families in two 10 unit buildings and 50 market townhouse units in a series of buildings. Surface parking is provided for the apartment building and the affordable townhome units while the market townhomes will likely have individual garages. One access point will be provided from Richter Street and two access points will be located on Kingsway. Circulation has been handled entirely onsite and the each of the buildings are oriented towards the street helping to maintain the residential character of the area. The senior’s apartment building has been strategically located with the bulk of the building surrounded by townhomes and the fourth storey stepped back to reduce the massing along Richter Street.

Variances

A few minor variances are required in order to accommodate the proposed development, they have been kept to a minimum to limit the impact on the neighbouring properties. Each form of development requires a site coverage variance; the RM3 layout results in a 63.2% site coverage for buildings, driveways and parking where 60% is permitted and the RM5 component has a site coverage for buildings of 40.7% where 40% is permitted. The two other variances are setback variances where there are no anticipated negative impacts for neighbouring residents.

The project compares to Zoning Bylaw No. 8000 as follows:

Zoning Analysis Table

CRITERIA	RM3 ZONE REQUIREMENTS	RM3 PROPOSAL	RM5 ZONE REQUIREMENTS	RM5 PROPOSAL
Development Regulations				
Floor Area Ratio	0.75	0.75	1.1	1.09
Height	10.0m / 3 Storeys	9.5m / 2 ½ Storeys	18.0m / 4.5 Storeys	13.0m / 4 Storeys
Front Yard	4.0m	4.5m	6.0m 3.0m entry projection	6.0m 3.3m entry projection*
Side Yard (south)	1.5m	4.5m	4.5m	4.5m
Side Yard (north)	1.5m	4.5m	4.5m	4.5m
Rear Yard	7.5m	9.0m	9.0m	1.0m*
Site Cov - Buildings Buildings, driveways & Parking	40% 60%	33.6% 63.2%*	40% 65%	40.7%* 57.2%
Other Regulations				
Minimum Parking Requirements	100 stalls 7 Visitor Stalls	100 stalls 7 Visitor Stalls	24 stalls	24 stalls
Bicycle Parking	Class I: 25 spaces Class II: 5 spaces	Class I: 50 spaces Class II: 1 spaces	Class I: 35 spaces Class II: 7 spaces	Class I: 35 spaces Class II: 7 spaces

- * Vary the site coverage for buildings, driveways and parking on the RM3 site from 60% permitted to 63.2% proposed.
- * Vary permitted projection into a entrance canopy on the RM5 site from 3.0m permitted to 3.3m proposed.
- * Vary the rear yard setback for the RM5 site from 9.0m required to 1.0m proposed.
- * Vary the site coverage for buildings on the RM5 site from 40% permitted to 40.7% proposed.

4.3 Site Context

Subject Property Map:



The subject property is located in the North End area of town in a predominantly single family neighbourhood. Adjacent land uses are as follows:

Orientation	Zoning	Land Use
North	RU6 - Two Dwelling Housing	Residential
East	RU6 - Two Dwelling Housing	Residential
South	RU6 - Two Dwelling Housing	Residential
West	RU6 - Two Dwelling Housing	Residential

5.0 Current Development Policies

5.1 Kelowna Official Community Plan (OCP)

Staff recommends that the applicants April 20th, 2013 Public Involvement Report and documented Public Open Houses be considered appropriate consultation for the purpose of Section 879 of the *Local Government Act*, and that the process is sufficiently early and does not

need to be further ongoing in this case. Furthermore, additional consultation with the Regional District of Central Okanagan is not required in this case.

5.2 Current Development Policies - Kelowna Official Community Plan 2030 (OCP)

5.2.1 Development Process (Chapter 5)

Ensure opportunities are available for greater use of active transportation and transit to: improve community health; reduce greenhouse gas emissions; and increase resilience in the face of higher energy prices (Objective 5.10)

Maximize Pedestrian / Cycling Connectivity. Require that pedestrian and cyclist movement and infrastructure be addressed in the review and approval of all City and private sector developments, including provision of sidewalks and trails and recognition of frequently used connections and informal pedestrian routes.

Transit Infrastructure. Require that transit service needs to be integrated into community designs and development proposals to optimize access to transit service and incorporate essential infrastructure on transit routes identified.

5.2.2 Social Sustainability (Chapter 10)

Objective 10.1 Promote social well-being and quality of life by providing facilities and services for all community members.

Objective 10.3 Support the creation of affordable and safe rental, non-market and/or special needs housing.

Housing Availability (Policy .1). Support the provision of housing for all members of the community, including those in core housing need or requiring special needs housing (transitional, age in place, emergency or shelter).

6.0 Technical Comments

6.1 Building & Permitting Department

- Demolition permits are required for any existing building(s).
- Development Cost Charges (DCC's) are required to be paid prior to issuance of any Building Permit(s) for new construction.
- This is an area with a potentially high ground water table, a geotechnical engineer will be required to establish a safe building elevation and safe bearing capacities.
- Full Plan check for Building Code related issues will be done at time of Building Permit applications.

6.2 Development Engineering Department

See Attached.

6.3 Fire Department

Fire department access, fire flows, and hydrants as per the BC Building Code and City of Kelowna Subdivision Bylaw #7900. The Subdivision Bylaw #7900 requires a minimum of 150ltr/sec fire flows. Primary emergency access is from Richter St. Additional comments will be required at the building permit application.

6.4 Fortis BC - Gas

FortisBC gas division has reviewed the above mentioned referral and there is an existing 60mm DP gas main running down the lane will need to be abandoned/altered/renewed to accommodate proposed new structures. Right-of-way may also be required.

6.5 Public Health Inspector

See Attached.

7.0 Application Chronology

Date of Application Received: April 14th, 2013

Report prepared by:

Alec Warrender, Land Use Planner

Reviewed by:

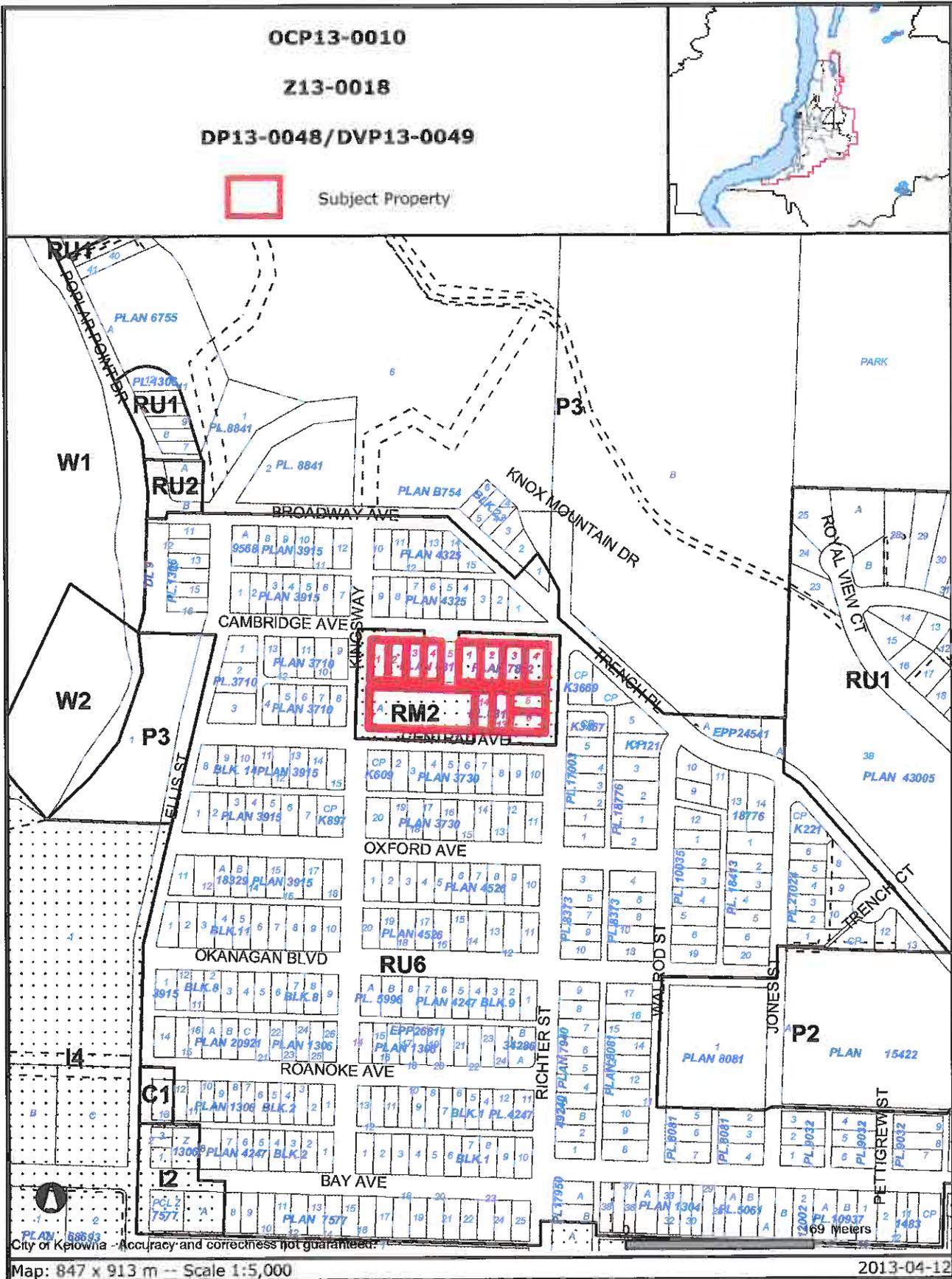
Danielle Noble, Manager, Urban Land Use

Approved for Inclusion

D. Gilchrist, A. General Manager, Community Sustainability

Attachments:

- Map A
- Subject Property Map
- Pleasantvale context
- Apartment Building Renderings
- Applicant's Letter of Rationale
- Public Involvement Report
- Interior Health Letter
- Development Engineering Requirements



City of Kelowna - Accuracy and correctness not guaranteed.

Map: 847 x 913 m -- Scale 1:5,000

2013-04-12

Certain layers such as lots, zoning and dp areas are updated bi-weekly. This map is for general information only. The City of Kelowna does not guarantee its accuracy. All information should be verified.

BROADWAY AVE

KNOX MOUNTAIN DR



Subject Properties Notes:

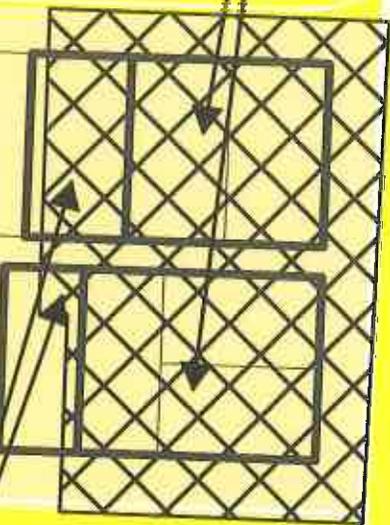
Amend the OCP for the Subject Properties from Multiple Unit Residential (Low Density) (MRL) to Multiple Unit Residential (Medium Density) (MRM).

CAMBRIDGE AVE

TRENCH PL

KINGSWAY

CENTRAL AVE



Subject Properties Notes:

Amend the OCP for portions of the Subject Properties from Multiple Unit Residential (Low Density) (MRL) to Multiple Unit Residential (Medium Density) (MRM).

RICHTER ST

OXFORD AVE

MAP "A" OCP AMENDMENT
OCP13-0010

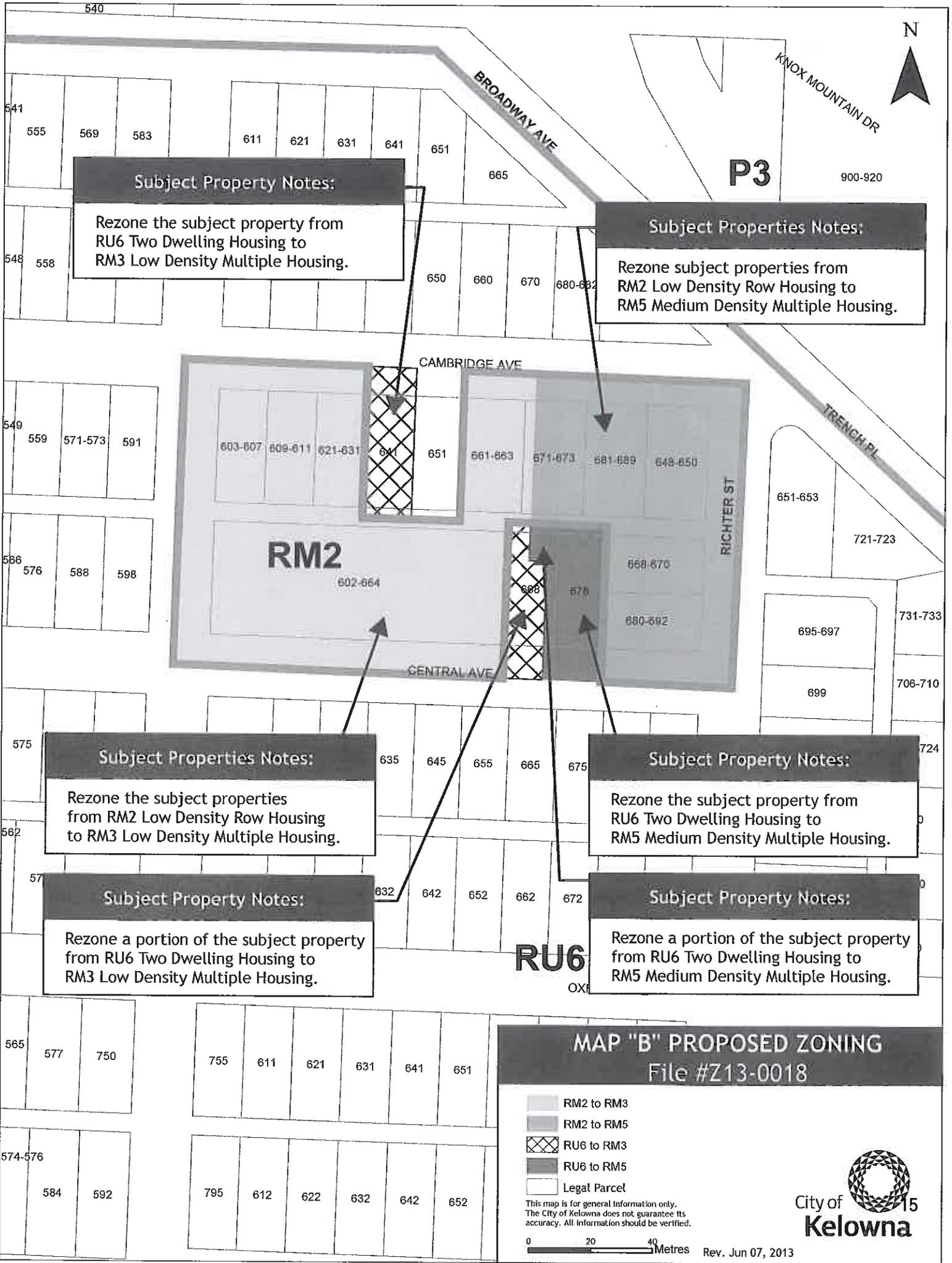
- Multiple Unit Residential (Low Density)
- Major Park and Open Space
- Single / Two Unit Residential
- Subject Properties
- MRL to MRM
- Legal Parcel

This map is for general information only.
 The City of Kelowna does not guarantee its accuracy. All information should be verified.

0 20 40 Metres

Rev. Jun 07, 2013





Subject Property Notes:
 Rezone the subject property from
 RU6 Two Dwelling Housing to
 RM3 Low Density Multiple Housing.

Subject Properties Notes:
 Rezone subject properties from
 RM2 Low Density Row Housing to
 RM5 Medium Density Multiple Housing.

Subject Properties Notes:
 Rezone the subject properties
 from RM2 Low Density Row Housing
 to RM3 Low Density Multiple Housing.

Subject Property Notes:
 Rezone the subject property from
 RU6 Two Dwelling Housing to
 RM5 Medium Density Multiple Housing.

Subject Property Notes:
 Rezone a portion of the subject property
 from RU6 Two Dwelling Housing to
 RM3 Low Density Multiple Housing.

Subject Property Notes:
 Rezone a portion of the subject property
 from RU6 Two Dwelling Housing to
 RM5 Medium Density Multiple Housing.

MAP "B" PROPOSED ZONING
 File #Z13-0018

- RM2 to RM3
- RM2 to RM5
- RU6 to RM3
- RU6 to RM5
- Legal Parcel

This map is for general information only.
 The City of Kelowna does not guarantee its
 accuracy. All information should be verified.



PLANNING & REDEVELOPMENT PRINCIPLES

- 1 *Replace 50 affordable low income rental units for independent seniors.*
- 2 *Add 20 independent affordable rental units.*
- 3 *Add housing units for sale or rent at market prices to help pay for the construction of the 70 independent affordable units.*
- 4 *Actively engage Pleasantvale Homes residents, surrounding neighbours and property owners, along with other interested people, in discussions about the form of the housing to be developed and the number of housing units on the site.*
- 5 *Work with the City of Kelowna to prepare a redevelopment plan for the Pleasantvale site that meets the needs of the project and fulfills the City's Development Application and legal requirements.*
- 6 *Provide environmental sustainability standards that will be consistent with other projects completed by BC Housing.*
- 7 *Provide to the City of Kelowna the Development Application by April 18, 2013.*



01

STUDY AREA
1:500

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NORR
ARCHITECTS PLANNERS INC.

Project
PLEASANTVALE HOMES

Drawing Title
STUDY AREA

Date 2012-04-04	Project No. OCVA12-0018
Scale 1:500	Ref. Drawing SK00-00-01
Drawn R.RONO	Sketch No. ASK-01

PLEASANTVALE SITE PHOTOS FROM KNOX MOUNTAIN

View from the Northeast



View from the North



Pleasantvale Homes Kelowna BC



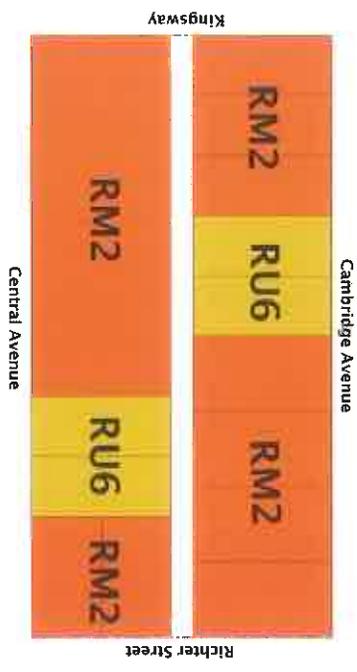
NORR

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Email: info@job8.ca

PLEASANTVALE LAND USE

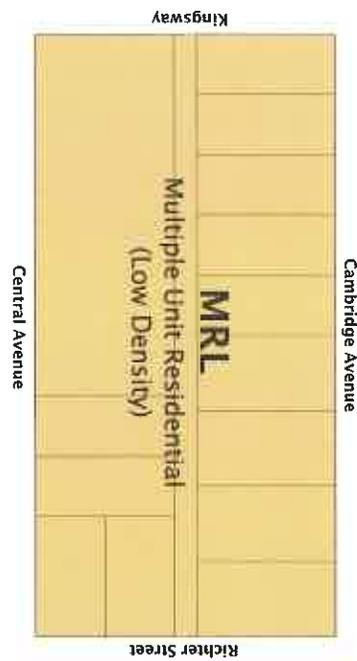
Current Zoning



RM2 - Low Density Row Housing
 Floor Area (FAR) = up to 0.63
 Max. Height = 9.5m or 2.5 storeys

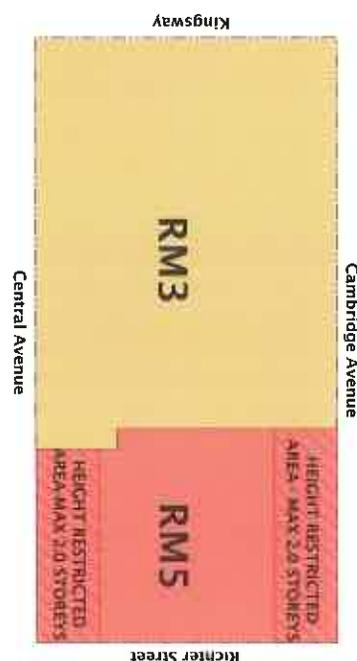
RU6 - Two Dwelling Housing
 (Single Family or Duplex)
 Building Coverage = up to 40% of site
 Max. Height = 9.5m or 2.5 storeys

OCP Zoning



MRL - Multiple Unit Residential
 (Contemplated Zones = RM1/RM2/RM3)
 Floor Area (FAR) = up to 0.75
 Max. Height = 9.5m or 2.5 storeys

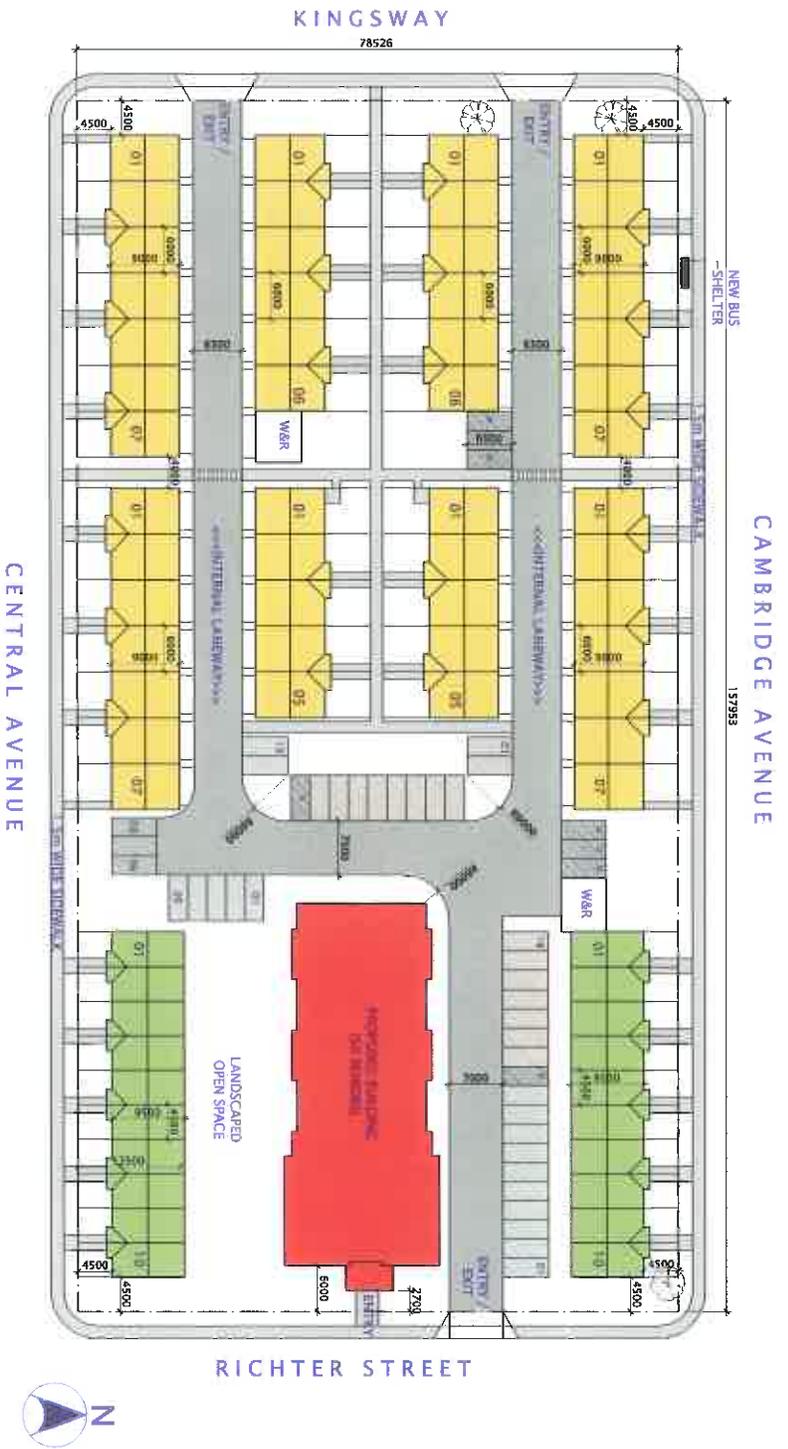
Proposed Zoning



RM3 - Low Density Multiple Housing
 Floor Area (FAR) = up to 0.75
 Max. Height = 9.5m or 2.5 storeys

RM5 - Medium Density Multiple Housing
 Floor Area (FAR) = up to 1.4
 Max. Height = 16.5m or 4.0 storeys

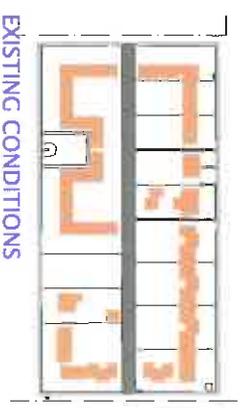
PLEASANTVALE REDEVELOPMENT CONCEPT PLAN



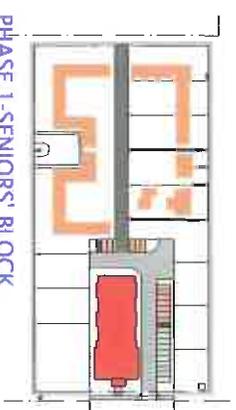
- LEGEND**
- 50 UNITS - SENIORS' RENTAL HOUSING
 - 20 UNITS - AFFORDABLE RENTAL TOWNHOMES
 - 50 UNITS - TOWNHOMES FOR SALE

Pleasantvale Homes Kelowna BC

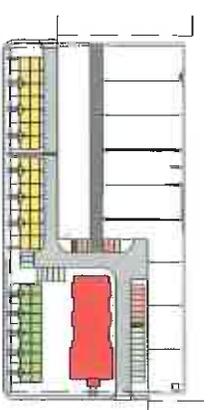
REDEVELOPMENT PHASES



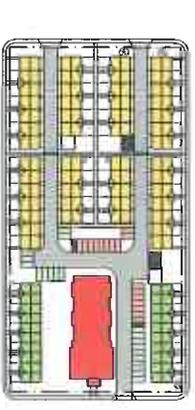
EXISTING CONDITIONS



PHASE 1 - SENIORS' BLOCK



POTENTIAL PHASE 2



COMPLETED PROJECT

NORR
 NORR Architects
 Planners Inc.
 BC Housing

PLEASANTVALE REDEVELOPMENT ILLUSTRATIVE PLAN



Neighbourhood Integration

- majority of neighbours face 2 & 2 1/2 storey townhomes
- 4-storey seniors' apartment is set back from north and south neighbours
- east neighbours face the short length of the 4-storey apartment
- three site driveways exist – two on Kingsway and one on Richter

Phasing Strategy

- new seniors' apartment is located at the east of the site allowing for construction to begin while many seniors can remain on-site during redevelopment

Open Space and Connectivity

- linear pathways bisect the site with prominent internal walkway between townhomes for sale
- seniors' apartment has a modest open space south of the building shared with affordable townhomes

Site Integration

- seniors' apartment and affordable townhomes are located at the east of the site
- affordable housing has separate common space south of the seniors' apartment

PLEASANTVALE SENIORS' BUILDING VIEW ANALYSIS
CENTRAL AVENUE - VIEW TO NORTH



PLEASANTVALE REDEVELOPMENT | DATE 08/04/2013 | PROJECT # DCVA 12-0018 | PROJECT MANAGER BT | DRAWN BY JC/RR

PLEASANTVALE SENIORS' BUILDING VIEW ANALYSIS

RICHTER STREET - VIEW TO NORTH-WEST



PLEASANTVALE REDEVELOPMENT DATE: 08/04/2013 PROJECT #: OCVA 12-0018 PROJECT MANAGER: BT DRAWN BY: JC/RR



April 9, 2013

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

Attention: Land Use Management Department

Dear Sir / Madam:

**RE: Pleasantvale Redevelopment - Description of Proposed Development
OCP Amendment, Rezoning, Form & Character DP Application**

Subject Property: District Lot 9 Osoyoos Division Yale District Plan 13927 Lot A, Plan 7822 Lots 1 to 6,
13, 14 & Plan 4317 Lots 1 to 4.

NORR Architects Planners, on behalf of BC Housing, acting for the registered owner's Provincial Rental Housing Corporation, is pleased to be submitting this application for Rezoning, OCP Amendment and Form & Character DP related to the Pleasantvale site. The Pleasantvale site is a 1.26 ha city block located in the North End bounded by the streets Central Avenue, Cambridge Avenue, Kingsway Avenue and Richter Street (see enclosed Study Area map and Site Photos). The non-profit Pleasantvale Homes Society (PHS) has been operating 50 low-income seniors' housing units on most of this site for 55 years. The remainder of the block consists of two single-family lots and a laneway that were owned by the City of Kelowna, a single-family home operated by PHS and a privately owned single family lot. It should be noted, that the privately owned lot is technically not part of this application; although the property has been included in this comprehensive redevelopment proposal for the entire block, assuming future purchase by the City.

PHS has been investigating redevelopment opportunities to maintain this seniors housing stock since 2007, however, given the challenges of maintaining the aging buildings and determining a feasible and comprehensive redevelopment plan, a partnership was sought with BC Housing and the City of Kelowna. In 2009, through negotiations with the City of Kelowna, both PHS and the City agreed to transfer their ownership interest in the properties to BC Housing to direct the redevelopment of the entire. In the summer of 2010, an agreement (Memorandum of Understanding - MOU) between the three parties was finalized, transferring the lands to BC Housing*, which stipulated several key conditions including:

- BC Housing is obligated to redevelop all or part of the site within seven years or the site will revert back to the City and Society.
- A commitment to replace the existing seniors' housing on the site with 50 low income seniors' units and to provide an additional 20 units for low to moderate income households.
- Commitment to continued affordable rent for existing tenants, before, during and after any moves and a return to the Pleasantvale site.

*The redevelopment and transfer of the interest in land by the City and PHS to BC Housing was through BC Housing's land holding company, the Provincial Rental Housing Corporation.

These commitments from the City of Kelowna, BC Housing and the PHS represent a very meaningful understanding of the critical need to secure affordable housing well into the future, especially for low income seniors. The achievement of these commitments also highlights important actions in realizing many of the policy goals outlined in the Social Sustainability chapter of the City of Kelowna's 2030 OCP. It is for these reasons, that after several months of comprehensive public consultation, financial analysis and design exercises, NORR, is very happy to be submitting this application to fulfill a major component of BC Housing's commitment in the MOU. It is hoped that this application is recognized for its comprehensive process along with meaningful engagement and collaboration between BC Housing, City staff, current Pleasantvale residents, the community and non-profit operators like the Pleasantvale Housing Society.

The following sections further outline the redevelopment proposal, rationale for particular design decisions and the process that was undertaken to arrive at the submitted plan.

Guiding Redevelopment Principles

Early in the project, the NORR team in conjunction with BC Housing developed a set of guiding Redevelopment Principles (see enclosed) which were followed throughout the process.

Among the principles, the need for a robust and transparent stakeholder engagement plan was a main tenet of the team's goals. In association with local consultation specialist, Juliet Anderton, numerous stakeholder engagements were conducted, including walking tours of the site, workshops, open houses and individual meetings. Although it was not possible to account for everyone's suggestions or fully satisfy all the stakeholders, it is strongly believed that through an engaging and interactive process the resulting application is significantly better by including and considering early feedback in the design process. The attached Public Involvement Report provides a much more detailed explanation for the events that the Pleasantvale team held throughout the design process, which again achieved policy goals set out in the Social Sustainability chapter of the OCP.

Another important guiding principle that shaped the Pleasantvale Redevelopment proposal was the need to achieve economic viability. With capital funding not available, BC Housing committed to the Pleasantvale project with an understanding that a market-based component would be required to assist in subsidizing the construction of the affordable units. This principle provided the base rationale for the OCP Amendment and Rezoning strategy in this proposal. Without the model of financial equilibrium, there would be no clear alternative to redevelop the Pleasantvale site.

Site Program and Conceptual Plan

The Pleasantvale site program was determined through an iterative financial analysis process where local development and construction costs were considered and balanced with projections in the context of the near and long-term real estate market trends in Kelowna. The results of this comprehensive exercise, lead to the conclusion that to redevelop the 50 seniors units on the Pleasantvale site and also include an additional 20 affordable and ground-oriented rental units, at least 50 market townhouse units would be necessary for the project to be viable. Additionally, the form of construction for the 50 seniors' units would have to be in a cost and space efficient form. The resulting site program includes 50 affordable seniors units in a 4- storey apartment, 20 affordable rental townhouse units directed at

families in 2 buildings of 10 units and 50 market townhouse units in a series of buildings. This program is represented on the enclosed Conceptual Plan and further explanation for the design and orientation of this plan is provided below.

Land Use

The Pleasantvale Redevelopment application proposes to rezone the site from RM2 and RU6 to a combination of RM3 and RM5. The enclosed Proposed Land Use Plan illustrates the proposal graphically and the table below outlines the specifics.

Existing Zone	Future Land Use Designation	Proposed Zone	Site Size (ha)
RM2 / RU6	MRL - Multiple Unit Residential (Low Density)	RM3	0.83
RM2 / RU6	MRL - Multiple Unit Residential (Low Density)	RM5	0.43
Total			1.26

The proposed RM3 site which includes the 50 market townhouse conveniently complies with the OCP as the MRL designation contemplates a future RM3 zone. As a result, this portion of the Pleasantvale site requires only a rezoning approval.

However, the RM5 site proposal constitutes both a rezoning and an amendment to the OCP because of the 4-storey apartment that is required to accommodate the low-income seniors housing units. Although it is understood that the form and density is not contemplated on the Pleasantvale site in the OCP, the rationale for this amendment is based on Kelowna’s desire to achieve Social Sustainability as outlined in the policies of Chapter 10 of the OCP. This OCP amendment is proposed only for this affordable housing portion of the site and in turn will ensure affordable housing stock for seniors and families in Kelowna long into the future. At the same time, to respect the vision of the OCP character of the surrounding neighbourhood, it is understood that if approved, this amendment would require the larger building form to be appropriately designed to ensure integration into the existing neighbourhood. These details are outlined further in the section below.

Site Planning

Three redevelopment concepts were created for the Pleasantvale site, all with the same site program as described above: 50 low-income seniors’ apartment units, 20 affordable townhouse units and 50 market townhouse units. The three concepts which included input from a community design workshop were presented to the public at an open house and as outlined in the Public Involvement Report, additional feedback was attained regarding the various concepts. The preferred concept that constitutes this application and which is shown on the Pleasantvale Redevelopment Concept Plan, was favoured by all stakeholders including the community, BC Housing, City staff and the consultant team.

A summary of the site statistics of the proposed redevelopment are as follows:

	RM3 Site	RM5 Site	Total Site
Site Area (sq. m)	8,266	4,298	12,564
Market Townhouses Units	50		50
Affordable Townhouse Units		20	20
Affordable Apartment Units	0	50	50
Total Units	50	70	120
Net Building Area (sq. m)	6,100	4,474	10,574
FAR	0.74	1.04	0.84

A significant consideration for BC Housing in choosing a preferred plan was the logistics associated with the transition of the seniors into a new facility. Relocations can be traumatic for seniors and minimizing moves was an important concern. As illustrated on the enclosed Concept Plan, the phasing of this redevelopment scheme allows for the majority of seniors to remain on the Pleasantvale site in the existing units during the construction of the new apartment building.

Another main driver in choosing the preferred redevelopment plan involved the feedback received from the North End community through the various meetings, workshops and open houses. Understandably, the neighbours of Pleasantvale had and have concerns about any new development being properly integrated into the existing neighbourhood context. As a result, much consideration was given to the various streetscape interfaces of the proposed redevelopment along with elements such as open space, connectivity, and vehicular access among other features. In the end, the preferred plan which is being submitted as this application, best addresses the concerns of the neighbours and allowed for the best balance between site design elements and financial feasibility. The enclosed Illustrative Plan lists a number of redevelopment characteristics for the plan with a full colour illustration plan that better represents the eventual built product. The key site planning characteristics that were achieved with the preferred plan include:

- Most neighbours facing 2 & 2 ½ storey townhomes
- 4-storey seniors' apartment is set back from north and south neighbours
- East neighbours face short width of 4-storey apartment (also see below how the interface was further broken-down by stepping back the east side of the building)
- Linear pathways bisect the site with prominent internal walkways between townhomes
- Seniors' building has a modest open space south of the building

Thought was also given to the position of the market townhomes. The east-west orientation of the townhouse rows was purposely chosen providing a cadence for both the townhomes and laneways that is consistent with the planning orientation that is found in the North End. Furthermore, the

outward orientation of the townhouses facing Cambridge and Central provide for a pedestrian friendly interface that will activate the streets. While the inward focus of the townhouses located between the laneways create a linear promenade that becomes the shared social and recreational space of that community within a community.

The final Pleasantvale site plan was achieved conscientiously with attempts to honestly address stakeholder concerns surrounding neighbourhood integration. To this end, several variances to the bylaws are proposed with this application. The list of variances is summarized with a site plan in the application package. All of the variances are considered to be reasonable and not egregiously different than from the bylaws prescribed. Minor site coverage and setback variances are required given the unique nature of the sites and are a result of the desire to subdivide the site in two parcels. In effect, the rear setbacks typically found are not provided because the sites have been designed holistically. The proposed parking variance for the seniors' building is most notably different from the bylaw; however, as the Bunt transportation assessment explains, a 1 stall for 3 units parking ratio for low-income, affordable housing is standard practice with this use.

Architectural Design

In addition to the OCP Amendment and Rezoning application, this application also includes a Form & Character Development Permit submission for the low-income seniors' apartment building. As a result, the architectural details for both the affordable and market townhouse units have not yet been developed. It is expected that a separate DP application will be submitted for these buildings.

The design of the seniors' building was performed in the context of the Urban Design DP Guidelines provided in Chapter 14 of the OCP. The seniors' building follows a more traditional aesthetic to achieve good integration with the heritage elements of the North End neighbourhood. Hipped roofs with open gable ends over balconies echo the style of the surrounding single-family and duplex homes. The slate blue horizontal Hardie plank is matched with an off-white more uniform Hardie panel. These complementary colours and materials are highlighted by generous use of heavy timber structural details that support the balconies around the building, all providing a strong character to the building. The fourth floor is purposefully clad in the off-white panel and topped with an aesthetically detailed gable ends to provide a "lightness" to the highest storey. The windows of the building are generously sized and highlighted with white trim that is also used for vertical brackets on the building and along with the horizontal roof eaves, with the intent of framing and segmenting the elevations.

The east elevation of the building on Richter is the primary and only direct interface of the seniors' building to the neighbourhood. As such, this elevation has been given the greatest consideration with regard to scale and mass in an attempt to achieve an appropriate pedestrian friendly feeling and aesthetic. As can be seen in the drawings and renderings, the front entry for the new residence reaches out to the neighbourhood with a covered exterior entrance framed by heavy timber columns. Setback and extending both north and south from the entry canopy are shed roofs over the first level intended to mimic the surrounding lower rise houses. At the north side of the entry, this first floor cover provides an important functional role in providing shelter for both those residence entering and exiting the bike/scooter room and those waiting for the southbound bus on Richter Street. Above the first floor, the second and third floors are "broken-up" architecturally by the balcony and by off-setting of the plane of the building. The third floor is also topped with a shed roof parapet to again connect to the local aesthetic. The fourth level is stepped back significantly and purposefully lessens the massing

directly adjacent to the street and it is expected that the fourth floor massing will not be felt at street level.

The west, internal elevation of the building is also activated with a rear entrance and balconies facing west toward the lake. The entrance at the rear of the building is expected to be utilized as residents will come and go accessing the building from the series of site pathways.

In addition to achieving a level of architectural design that properly allows subsidized housing projects to fit well within an existing neighbourhood, BC Housing is also committed to incorporating green building elements into the Pleasantvale project. This includes the seniors' apartment and the affordable townhouses. There are several good precedents in Kelowna and the region where BC Housing has met a high standard of sustainable design including energy efficiency and use of local material among other elements and these same standards will be met for the Pleasantvale Redevelopment. With an appreciation that non-profit organizations need and want to operate cost effective and healthy facilities, sustainable elements are a given of the Pleasantvale project.

Landscape Design

The landscape design strategy of the Pleasantvale site is intended to emphasize the opportunities that were afforded by the site planning decisions while also incorporating relevant CPTED principles. This includes highlighting and celebrating the available open space and connectivity that has been designed into the redevelopment plan, through the use of appropriate hardscape and local soft landscaping. It also includes replacing the perimeter trees of the site with mature trees to regain the coverage and feel of the existing condition.

Site pathways also permeate the Pleasantvale site to promote circulation and connection. A moderated size, south-facing open space has also been provided for the seniors adjacent to the apartment building. It is envisioned that this space will include several benches for rest and gathering at appropriate times of the year along with raised planting boxes that are to be used by the residence. Given the generous open space that is available for the Pleasantvale residents today, it was important to design a functional space for the seniors. To this end, the south garden space is directly adjacent to the common room in the facility to allow for a functional "indoor / outdoor" use of the entire space. A tool shed is also provided in the building to encourage gardening and active outdoor activities. Included in this program could be gathering spot under a temporary tent cover on the open grass area, as Pleasantvale residents currently do. The smaller scale soft landscaping will be complementary to the rest of the development by appropriately adding colour and by also maintaining appropriate local species to blend into the adjacent Knox Mountain and conserve water.

With regard to CPTED principles, use of good edge definition to create defensible spaces while retaining lines of sight into and out of the various areas was included. In particular, the landscape sequences public, semi-private and private space through a series of vegetative bands and good visibility is provided for all building entrances. Privacy hedges at the patios are partial, allowing clear views of unit entries from various angles and are expected to be maintaining at a one metre height. All site furnishings selected are of a durable commercial grade, making them resistant to vandalism. Lighting is provided by bollards along the main walkway adjacent to the building. The entries and landscape are illuminated by a series of building mounted lights. All fixtures will be vandal resistant. LED units are contemplated owing to their long service life and low power consumption.

Infrastructure Considerations

Included with the application package is a Servicing Brief completed by Pilling & Associates and a Transportation Assessment Review by Bunt & Associates. The Servicing Brief outlines the strategies for the municipal connections to the site and indicates that current City services are adequate to accommodate the Pleasantvale Redevelopment. The transportation review outlines the effect of the Pleasantvale proposal and also indicates that traffic impact will be minimal.

Conclusion

To conclude, we respectfully request support and approval of this OCP Amendment, Rezoning and Development Permit application for the Pleasantvale site. The need for affordable housing for both seniors and families in Kelowna and the Central Okanagan is well documented. Significant efforts were expended to both comply with existing policy as best as possible and also minimize the impact of any redevelopment on the surrounding community. In light of the positive outcomes of these efforts, we strongly believe that the benefits associated with the Pleasantvale Redevelopment plan far outweigh the compromises.

We look forward to continuing our work on the Pleasantvale Redevelopment project and eventually realizing the vision we have set-out. Please do not hesitate to contact me with any questions or request for additional information.

Sincerely,

NORR Architects Planners Inc.



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BC Housing Pleasantvale Homes Redevelopment

Public Involvement Report

April 2013

Prepared by: Juliet Anderton



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SUPPORTING DOCUMENTS:

Public Involvement Feedback Summaries

http://www.bchousing.org/Initiatives/Redeveloping/Pleasantvale/Public_involvement

SECTION 1: INTRODUCTION

► 1.0 Purpose

The Pleasantvale Homes Public Involvement Report (the report) describes the process and outcomes of the public involvement initiative undertaken as part of the BC Housing Management Commission's proposal for the redevelopment of the Pleasantvale Homes city block in Kelowna, British Columbia. The seven-month process was designed and implemented by NORR Architects Planners Inc. and Juliet Anderton Consulting Inc. The project development and public involvement outcomes ultimately contributed to a proposal to the City of Kelowna (City) in April 2013 that included the following main components: 50 affordable seniors' rental apartment units (4 storeys), 20 affordable rental townhomes (2 storeys) and 50 market townhomes (2 ½ storeys). The report was prepared in April 2013 and will accompany the formal development application to the City.

The report begins with a brief discussion of background information specific to the role of the BC Housing Management Commission (BC Housing) and the scope of the public involvement process. The report continues by describing the public process undertaken and by highlighting the key participant groups and themes that emerged. Report appendices outline event details and participation numbers and account in detail for the notification and advertising associated with each public event. Supporting documents to the report include public involvement comment summaries for each of the seven primary events.

► 1.1 Background

Pleasantvale Homes (Pleasantvale) is located in Kelowna, British Columbia, in the city's North End neighbourhood.¹ Pleasantvale was founded by the Rotary Club of Kelowna over 55 years ago and continues to be operated by the Club's Pleasantvale Homes Society (PHS). The complex currently provides 50 units of low-income seniors' housing.

In recent years, it became clear the housing units were at or near the end of their useful life. Concerns emerged from PHS about their ability to continue to maintain the older housing. In 2007, the Society received financial assistance from BC Housing to see if the site could be redeveloped to secure affordable seniors' housing well into the future. It became apparent that any detailed site redevelopment by PHS would be a large undertaking for the volunteer board; as a result, the board sought out partnerships.

In 2009, through negotiations with the City, both PHS and the City agreed to transfer their ownership interest in their existing properties on the block to BC Housing.² In the summer of 2010, an agreement (Memorandum of Understanding - MOU) between the three parties was finalized and properties were transferred to BC Housing in the fall of 2011.

The MOU committed BC Housing to redeveloping all or part of the site by 2017, replacing the seniors' housing on the site with 50 low income seniors' units, and providing an additional 20 units of affordable housing. In addition to the 70 units of affordable housing, the redevelopment partnership assumed an additional number (undetermined at the time) of market townhomes would be proposed to support the construction cost of the

¹ The Pleasantvale Homes city block is bounded by Central Avenue to the south, Cambridge Avenue to the north, Richter Street to the east and Kingsway to the west.

² At this time, the City had ownership of the rear lane and two single-family lots.

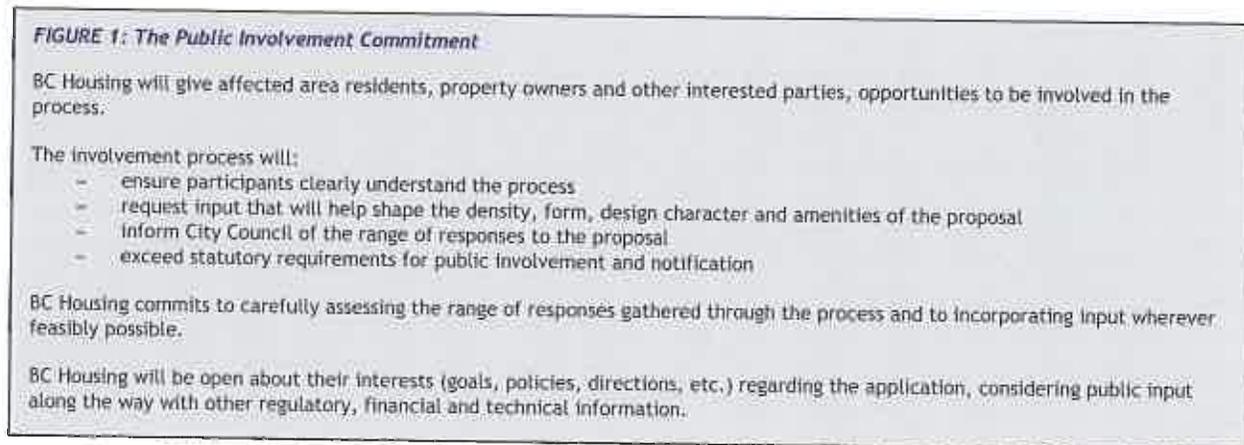
affordable units. BC Housing was obliged by the MOU to submit the redevelopment application to the City no later than April 18, 2013, and to build the 50 units of low-income seniors' housing by October 18, 2018.³

In August 2012, BC Housing moved forward with the process to prepare the redevelopment plan for the Pleasantvale city block. Guided by the terms of the MOU, BC Housing hired NORR Architects Planners Inc. to facilitate a redevelopment application to the City and, in association with Juliet Anderton Consulting Inc., to oversee activities for a comprehensive public involvement process.

SECTION 2: PUBLIC INVOLVEMENT PROCESS

► 2.0 Introduction

In August of 2012, at the start of the project to prepare the Pleasantvale Redevelopment Plan, BC Housing committed to a public involvement process that aligned with best practices and exceeded statutory and municipal requirements and guidelines.⁴ BC Housing's investment in this process was an acknowledgement of the complex nature of the redevelopment project. The process would be designed to provide BC Housing a thorough understanding of the range of interests people had in relation to the project. Feedback would be carefully considered at each stage of the process along with project information gathered through technical studies and housing-market research and from BC Housing and the City. Figure 1 outlines the commitment to public involvement BC Housing made at the start of the project.



► 2.1 Potential Stakeholders

A full range of potential stakeholders was explored at the start of the process to ensure the public involvement process would be inclusive of interested parties and that notification and advertising methods would reach those most affected by the project (see Appendix 1: Potential Stakeholder List). Although two groups emerged as the primary focus of the public process - namely, the Pleasantvale seniors and North End residents - notification and advertising methods provided opportunities for many other individuals and groups to find information and participate in events. Appendix 2 details the notification and advertising undertaken

³ BC Housing also committed to continue affordable rents for existing Pleasantvale seniors, before, during and after any moves to or from Pleasantvale, and to high environmental standards, consistent with other BC Housing projects of the day.

⁴ Principles and Best Practices of Public Participation, Office of the Auditor General of British Columbia:
<http://www.bcauditor.com/online/pubs/394/394>

in relation to all public events (see Appendix 2: Notification & Advertising). In many ways, as public bodies, the City and BC Housing also represented the interest of the public who did not specifically choose to be involved in the project but who have an investment in the project outcomes.

► 2.2 Consultation Process and Communications

The public involvement process unfolded in five main phases, through seven main public involvement events. The process was designed to be generative in nature so that each time public groups were approached it was to build on what had been learned through previous events and other information-gathering efforts that paralleled the public involvement process. Methods of consultation primarily focused on meetings and open houses to allow for face-to-face interaction to reflect the complexity of the discussion.

As noted above, the Pleasantvale seniors and North End residents were the primary focus of consultation efforts. The Kelowna Downtown Knox Mountain Neighbourhood Association (KDKM) contributed early in the process to provide input into the design of the public involvement plan itself and the association also used its membership network to distribute project information door-to-door and by email. The specific communication needs of Pleasantvale seniors warranted at times that information and Q&A sheets be hand delivered and presentations be held on site at Pleasantvale. In addition, the Pleasantvale Homes on-site office supported seniors by distributing and maintaining records of hard copies of project materials.

A contact list was developed throughout the project to provide notifications by email of up-coming events. BC Housing also supported communication efforts with a project-specific website launched mid-way through the process.

Figure 2, The Public Involvement Process & Consultation Methods, provides a full account of the phases and associated public events. Appendix 3 outlines the event details, the input gathering tools and the materials presented to participants (see Appendix 3: Event Details & Participation).

FIGURE 2: The Public Involvement Process & Consultation Methods

PHASE 1 - PROJECT INTRODUCTIONS (Sept 2012)		
1.1	Meetings with Kelowna Downtown Knox Mountain Neighbourhood Association (KDKM) and PH seniors to: <ul style="list-style-type: none"> - introduce the project team - outline proposed timelines and processes - outline BC Housing's commitments to seniors of PH and the housing transition process - respond to initial questions - provide project contacts - receive feedback on interests, issues and the proposed public involvement plan. 	<ul style="list-style-type: none"> • Sept 17, 2013, Open House at PH with seniors • Sept 27, 2013, Meeting with KDKM Executive
PHASE 2 - UNDERSTANDING UNIQUE NEIGHBOURHOOD INTERESTS (Oct 2012)		
2.1	Neighbourhood walking tour and tour wrap-up information meeting with interested North End residents and members of KDKM to provide a forum for locals to express the unique qualities of the area and neighbourhood interests and issues.	<ul style="list-style-type: none"> • October 18, 2012, Walking Tour and Tour Wrap-Up Information Meeting with North End residents and members of KDKM • October 18, 2012, PH Site Walking Tour with PH seniors and Wrap-Up Session at the PH office
2.2	PH site walking tour and tour wrap-up information meeting at the PH office to provide a forum for PH seniors to express the unique qualities of the site and tenant interests and issues.	
PHASE 3 - EXPLORING NEIGHBOURHOOD VALUES & DESIGN IDEAS (Nov 2012)		
3.1	Interactive Workshop/Design Charrette with neighbourhood residents and PH seniors to explore values and understand residents' design ideas and priorities related to building height, massing, green space, architectural elements, and site layout.	<ul style="list-style-type: none"> • November 14, 2012, Design Ideas Workshop with PH seniors and North End residents • November 15, 2012, Design Ideas Open House with the general public
3.2	Design Ideas Open House (OH-1) (the evening following the Design Ideas Workshop) to provide information and capture broader <i>public</i> feedback on design ideas and priorities through conversation and a questionnaire. All tools and materials produced from the Design Ideas Workshop were available for interaction and discussion.	
PHASE 4 - DESIGN CONCEPTS PRESENTATION (Feb 2013)		
4.1	Design Concepts Open House (OH-2) to present three design concepts based on a feasible redevelopment program and to capture feedback about preferences through conversation and a questionnaire.	<ul style="list-style-type: none"> • February 13, 2013, Design Concepts Open House • February 13, 2013, Design Concepts Tenant Presentation
4.2	Design Concepts presentation to PH seniors to capture feedback specific to tenant interests.	
PHASE 5 - REDEVELOPMENT PROPOSAL (March 2013)		
5.1	Redevelopment Proposal Concluding Open House (OH-3) to present the redevelopment proposal that would be provided to the City and to answer questions concerning decisions made.	<ul style="list-style-type: none"> • March 26, 2013, Redevelopment Proposal Concluding Open House • March 26, 2013, Floor Plan Design Tenant Presentation • Public Hearing - TBD
5.2	Floor Plan Design Tenant Presentation at PH to present the proposed floor plan for the seniors' affordable housing.	
5.3	Public review and Statutory Public Hearing of redevelopment proposal at City Hall.	

SECTION 3: PUBLIC FEEDBACK

► 3.0 Introduction

This section of the public involvement report highlights overarching themes and comment themes heard from participants through the meetings, open houses, questionnaires and the other means of communication (e.g. website comments and participant emails). The primary focus is on the feedback heard from the two predominant participant groups, the North End residents and the Pleasantvale seniors. Comment themes have been supplemented with context that outlines how these themes and the feedback shaped the nature of the proposed project.

The task of generating themes is a valuable way for observers of the process to understand significant currents of public feedback; however, the author encourages those interested in a more comprehensive understanding of the full range of views expressed throughout the process to consult the public involvement summaries for each of the seven primary events. These summaries can be found on the BC Housing project website at http://www.bchousing.org/Initiatives/Redeveloping/Pleasantvale/Public_involvement.

► 3.1 Participation

Approximately 85 separate people either actively participated in the process (attending multiple events) or provided input on a one-time basis. Approximately 35 North End residents (and/or owners) actively participated in the process, although many more provided comments throughout the process. In general terms, as might be expected, residents owning homes and living within the city blocks surrounding Pleasantvale were the most interested in the project.

Of the seniors living at Pleasantvale, approximately 15 actively participated in the process. Another significant group of participants was made up of members of the Rotary Club of Kelowna and Pleasantvale Housing Society. Members, and other participants, actively advocated on behalf of the interests of the seniors and more generally on behalf of all those in need of affordable in Kelowna. Participation for each event is set out in Appendix 3: Event Details & Participation.

► 3.2 Overarching Themes

Three overarching themes were heard through the feedback process.

Overarching Theme 1 - Neighbourhood Character

There was a strong desire from participants to ensure the project does not negatively affect the character of the neighbourhood. Residents largely describe the neighbourhood as quiet and comfortable and are concerned about the impacts on the existing neighbourhood associated with building height, the density of development, traffic, parking and changes to the tree canopy.

Overarching Theme 2 - Community Integration

Participants were looking for design features, gathering areas and walking paths that would enhance the sense of community in the North End neighbourhood and encourage new residents to interact with the neighbourhood and participate in the community life of the neighbourhood. Many Pleasantvale seniors were looking for indoor and outdoor common spaces that would also allow them to socialize among themselves.

Overarching Theme 3 - Environmental Sustainability

Many participants wanted the project to advance environmental values through green building design, drought tolerant landscaping, preserving and replacing the existing tree canopy on the site and within boulevards, preserving green space in setbacks and common areas, and providing opportunities for individual and community gardening on the site.

► 3.3 Comment Themes

The following table outlines the comment themes heard through the feedback process and provides a brief description of how the feedback affected the project.

Figure 3: Feedback Comment Themes

Theme A: Building Height	How did this feedback affect the design?
<p>There was strong emphasis from a number of participants that the project should not exceed three storeys. Participants were concerned about the impact on their view, their sunlight, and the overall impact on the character of the neighbourhood. Some participants suggested building setbacks and step-backs from the street to help mitigate impacts. A number of Cambridge residents were not in support of design concepts that presented the four-storey seniors' building along this frontage.</p>	<ul style="list-style-type: none"> - All market townhomes and affordable townhomes are proposed under two and a half or two storeys. To support cost-effective construction and the efficient use of public funding, the seniors' apartment is proposed at four storeys. - The site design concept for the seniors' building was the best option considered to support views through the site and reduce shadows and garnered the most support of the three concepts presented. - The longest sides of the seniors' building are set back from Central and Cambridge, within the block itself, and the shortest length of the seniors' building faces Richter. The architectural design façade facing Richter steps back to upper storeys.
Theme B: Building Form and Density	How did this feedback affect the design?
<p>Several participants voiced their concern with the total number of units proposed on the site, the compact architectural form of the buildings on the site and the overall impact of the architecture style on the "sense of place" and character of the neighbourhood. Many participants were interested in a creative approach to building form and architecture with a mix of styles that fit with the character of the neighbourhood.</p>	<ul style="list-style-type: none"> - The project contemplated a range of densities for the block. After hearing from the community, the project moved forward with a townhome form for the market housing. Townhomes were the lowest scale form that could meet BC Housing's financial constraints and the City's future land use vision for the site as set out in the City's Official Community Plan.
Theme C: Parking	How did this feedback affect the design?
<p>Most participants who were concerned about parking were interested in the project accommodating all associated parking on the site. A smaller number of participants were looking for a site design that did not dedicate on-site space for parking but rather retained these areas as green space, encouraged transit and/or car sharing. Some participants were clear they did not want the location of the parking and vehicle access to the site to encourage traffic within the neighbourhood.</p>	<ul style="list-style-type: none"> - Parking for each use will be clearly marked and each housing type has its parking spaces allocated on site. - Parking for townhomes will be provided on site in a manner consistent with the zoning bylaw. Visitor parking will require a variance to the proposed zone from seven to three stalls. - 17 spaces are provided for seniors. This includes a variance (from the 50 spaces required) to better reflect the seniors' existing pattern of car ownership and scooter ownership, as well as the proximity of the site to services and the downtown, and the availability of transit services. - Site access to the seniors' apartment building is located on Richter.

Figure 3: Feedback Comment Themes cont.

<i>Theme D: Green Space & Trees</i>	<i>How did this feedback affect the design?</i>
<p>A high level of importance was assigned to retaining or replacing healthy trees, planting new trees, and more generally to preserving the feel of the existing tree canopy on the site. Many participants also suggested the need for gardening areas on site.</p>	<ul style="list-style-type: none"> - Seniors have a green space set aside for their use to the south of the building, including a common gardening space with raised planter boxes for their use. - Existing trees on the site will be replaced at a 2:1 ratio or at a 1:1 ratio with mature trees. - The plan allows the large Blue Spruce to be retained.
<i>Theme E: Social Interaction</i>	<i>How did this feedback affect the design?</i>
<p>Many participants expressed a desire for the redevelopment to include design features and amenities that would encourage interaction with the existing neighbourhood and build on the sense of community in the North End.</p>	<ul style="list-style-type: none"> - All housing facing Central and Cambridge is ground oriented. Rear garages allow front entries and main rooms to support “eyes on the street” and connection with neighbours. - Landscaping, open spaces and pathways promote interaction and permeability more than any other block in the North End. - Windows are provided in the common room overlooking the gardening area to provide transparency. - The community garden invites seniors into outdoor social spaces to interact with each other and neighbourhood residents. - A sizable common room is provided within the seniors’ building for the residents. - CPTED (Crime Prevention Through Environment Design) will be followed to help mitigate problems regarding personal safety and security.
<i>Theme F: Sustainable Buildings & Landscaping</i>	<i>How did this feedback affect the design?</i>
<p>Many participants expressed a desire for environmentally sustainable buildings and landscaping (xeriscaping), including use of natural materials and colour schemes.</p>	<ul style="list-style-type: none"> - BC Housing is committed to sustainable building practices for the 70 affordable units that are consistent with other BC Housing projects of the day. The landscape plan is made up of native plants and subsurface irrigation systems are incorporated. The seniors’ building incorporates natural wood detailing and natural colour schemes to reflect the local landscape. Storm water infiltration areas will be developed on the site.

► 3.4 Comment Themes – Pleasantvale Seniors

The following section outlines the responses, grouped as themes, heard specifically from the seniors living at Pleasantvale. As noted above, many more comments were heard and recorded and the author encourages those interested in a more comprehensive understanding of the full range of views expressed throughout the process to consult the public involvement summaries for each of the consultation events with the Pleasantvale seniors. These summaries can be found on the BC Housing project website at http://www.bchousing.org/Initiatives/Redeveloping/Pleasantvale/Public_involvement.

A few seniors were interested in the overall redevelopment plan for the block; however, the majority of participants’ interests focused on their continued need for stable and affordable housing, and the specific nature of the seniors’ building and apartment units. Operational questions and concerns raised by participants throughout the process have been communicated directly to BC Housing and are not covered comprehensively below. Themes are focused on aspects of the participant feedback related to the terms and scope of the City’s redevelopment application.

Figure 4: Feedback Comment Themes - Pleasantvale Seniors

<i>Theme A: Housing Transition</i>	<i>How did this feedback affect the plan?</i>
Many participants expressed concerns related to the transition from their existing housing to future housing in the new seniors’ building. Concerns related to rental rates, the potential for temporary relocation out of the neighbourhood and related impacts of the transition.	<ul style="list-style-type: none"> - The proposed concept allows for project construction phasing that has the potential to accommodate many seniors on the Pleasantvale site while the new building is constructed. - BC Housing has committed to a clear set of housing transition principles, including a commitment to continue affordable rents for existing Pleasantvale seniors, before, during and after any moves to or from Pleasantvale. - BC Housing will work with seniors and their families to ensure the transition process is as smooth as possible.
<i>Theme B: Suite Size & Storage</i>	<i>How did this feedback affect the plan?</i>
A number of participants were interested in larger housing units than are currently provided for at Pleasantvale and space for storage of household belongings, scooters and/or bicycles.	- All seniors’ suites are planned as one-bedroom units, approximately 550 ft ² in size. Some space is set out for storage within the unit and there will be common bike and scooter storage on the main floor.
<i>Theme C: Gathering & Gardening Spaces</i>	<i>How did this feedback affect the plan?</i>
Participants expressed a desire for common indoor and outdoor social spaces that would allow a sense of community to grow among the seniors. Some participants indicated a need for a common gardening space with southern exposure.	<ul style="list-style-type: none"> - A common room with a social area, a kitchen and a washroom will be provided on the main floor by the front entry. - Space has been provided for common gardening including two raised planter boxes with southern exposure. Operational elements of the common garden area will be finalized with the future operator.
<i>Theme D: Balconies & Patios</i>	<i>How did this feedback affect the plan?</i>
Participants currently have both front and back ground-level access from their suites and were very interested in balconies and patios in the new building.	- All suites will have balconies. Ground-level suites will have patios with direct access to the garden or laneway.

Figure 4: Feedback Comment Themes - Pleasantvale Seniors cont.

<i>Theme E: Laundry</i>	<i>How did this feedback affect the plan?</i>
Participants were curious if the units would include in-suite laundry and were interested in the accessibility of common laundry facilities.	<ul style="list-style-type: none"> - A common laundry room has been provided for in the design of the main floor and laundry hook-ups are provided for within the units. The housing operator will determine the future policy on connecting into the services and will make the final decision on the function of the room set aside for common laundry use.
<i>Theme F: Pets</i>	<i>How did this feedback affect the plan?</i>
A number of the seniors currently have pets. They were clear that these pets are very special to them and that they wanted to take the pets with them to the new suites.	<ul style="list-style-type: none"> - Residents currently with pets will be allowed to bring their pet(s) with them to their new home. The housing operator will determine the future operational policy on pets.
<i>Theme G: Noise</i>	<i>How did this feedback affect the plan?</i>
Participants commenting on preliminary site designs generally liked some separation from the market housing to encourage quite spaces and privacy.	<ul style="list-style-type: none"> -- The seniors' building is located on the east side of the site from the market townhomes providing for some separation from market housing. Upper stories provide views to the mountains and lake and step back from main traffic street (Richter St.).
<i>Theme H: Parking and Transit</i>	<i>How did this feedback affect the plan?</i>
Some participants were interested in convenient routes of access to parking areas and transit stops.	<ul style="list-style-type: none"> - Parking for seniors will be provided on the site for 17 vehicles. - Two bus stops are included in the design. The bus stop on Cambridge will include a bus shelter and the bus stop on Richter will be supported by a waiting area sheltered by the front entrance overhang to the seniors' building.
<i>Theme I: Accessibility</i>	<i>How did this feedback affect the plan?</i>
Participants indicated that they were interested in features that would allow them to remain independent for as long as possible.	<ul style="list-style-type: none"> - Features to encourage accessibility within the suites will be incorporated wherever possible. All seniors' homes and common spaces will be fully accessible to allow visitors in wheelchairs to easily move within the building.
<i>Theme J: Safety & Security</i>	<i>How did this feedback affect the plan?</i>
Many seniors expressed curiosity about the security features of the new building.	<ul style="list-style-type: none"> - CPTED (Crime Prevention Through Environment Design) will be followed to help mitigate problems regarding personal safety and security. Windows are provided in the common room overlooking the gardening area to provide transparency.

► 3.5 Additional Points of Interest

In addition to the themes noted in the sections above, the public involvement process revealed a number of other points worth taking note of, including the following:

- There appeared to be a general understanding among all participants that a solution needed to be found to rebuild the affordable housing for the seniors.
- A number of participants were interested in the process because of the potential for future employment in the engineering and/or construction fields.
- A number of North End neighbourhood residents were interested in the potential to downsize from their existing single-family house to one of the new market units, while remaining in their neighbourhood.
- A number of participants were interested in renting the affordable units and/or the possibility of family members renting the affordable units.
- There was virtually no opposition to the “affordable” element of the seniors’ housing and only a few participants who openly opposed the affordable rental family townhomes.
- Throughout the process many people expressed appreciation for the opportunity to be involved in the process and to learn about the project.

SECTION 4: NEXT STEPS

This report represents the culmination of the seven-month public involvement process for the Pleasantvale Homes redevelopment project. Continued communication with North End residents, the Pleasantvale seniors and other members of the public will be an important component to the success of the project.

In order for the project to move forward, the City will first consider bylaw amendments to the zoning and future land use designation of the properties proposed for the seniors’ apartment and affordable townhomes, and to the zoning of the properties proposed for the market townhomes. A development permit will also be considered for the seniors’ apartment. Approvals from the City will also be required to create new property lines and allow for variances to the regulations of the proposed zones. Each of these processes have associated municipal and/or statutory communication requirements or guidelines that will be fulfilled by BC Housing.

► APPENDIX 1: POTENTIAL STAKEHOLDER LIST (JULY 2012)

BC Housing

- Development Services, Executive & Associated interest

City of Kelowna

- Mayor and Council
- City staff

Development Circulation Agencies

- Fortis BC
- Other development circulation agencies (e.g., TELUS, Shaw)

Rotary Club and Pleasantvale Homes Society

- Board and President
- Membership

Pleasantvale Residents

- Existing residents
- Family members
- Support resources

Residents of the four single-family homes

- three owned by BC Housing
- one owned privately

Kelowna Downtown Knox Mountain Neighbourhood Association (KDKM)

- Executive
- Membership

Neighbourhood Residents and Non-Resident Property Owners

- Resident owners and renters
- Non-residents owners

Friends of Knox Mountain

Future Affordable Rental Unit Residents

Future Market Rental Unit Residents

Non-Profit Housing Operators

Central Okanagan & Southern Interior Construction Association (SICA)

Urban Development Institute (UDI) - Okanagan

Central Okanagan Heritage Society

General Public - Kelowna and Okanagan

Local Media

► APPENDIX 2: NOTIFICATION & ADVERTISING

Public Involvement Events		Notification Methods										
		PH Society Board Email	PH Seniors' Letter	KDKM ¹ Contact Email	FKM ² Contact Email	Project Contact List Email	Flyer and/or Postcard to all North End Residents**	Flyer/Postcard to all Residents/Owners on adjacent blocks	Capital News Advertisement	Daily Courier Advertisement	BC Housing Website (Live Nov.20/2012)	On-Site Poster Presentation Board
2012												
Aug 28	Meeting with PH Society Board	✓										
Sept 17	Open House with PH Seniors		✓									
Sept 27	Meeting with KDKM Executive Members			✓								
Oct 18	Neighbourhood Walking Tour & Wrap-Up with KDKM & NE Residents			✓	✓	✓	✓	✓				
Oct 18	Site Walking Tour & Wrap-Up with PH Seniors		✓									
Nov 14	Design Ideas Workshop with PH Seniors & NE Residents		✓	✓	✓	✓		✓				
Nov 15	Design Ideas Public Open House	✓	✓	✓	✓	✓	✓	✓	✓	✓		
2013												
Feb 13	Design Concepts Public Open House	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Feb 13	Design Concepts PH Seniors' Presentation		✓									
Feb 13	Design Concepts PH Society Board Presentation	✓										
Mar 26	Floor Plan Design PH Seniors' Presentation		✓									
Mar 26	Floor Plan Design PH Society Board Presentation	✓										
Mar 26	Redevelopment Proposal Public Open House	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
TBD	Public Hearing	✓	✓	✓	✓	✓			✓	✓	✓	✓

¹KDKM – Kelowna Downtown Knox Mountain Neighbourhood Association

²FKM – Friends of Knox Mountain

► **APPENDIX 3: EVENT DETAILS & PARTICIPATION**

Public Involvement Events	Event Details	Time & Location	Information Presented	Feedback Tools	Input Received Used To:
2012					
Sept 6	Meeting with PH Society Board Participation: 7	4:00 - 5:00 pm PH Office	Project Background Public Involvement Plan	Q&A Note-taking	<i>confirm public involvement plan understand seniors' up-front concerns & interests</i>
Sept 17	Open House with PH Seniors Participation: 28	3:00 - 7:00 pm PH Office	New materials: - Planning and Redevelopment Principles - Planning Approvals, Estimated Timelines - Housing Transition Principles - Housing Transition Process	Q&A Note-taking Comment Form	<i>understand seniors' up-front concerns & interests</i>
Sept 27	Meeting with KDKM Executive Members Participation: 4	6:00 - 7:00 pm Water Street Seniors' Centre	All previous presentation materials.	Q&A Note-taking	<i>confirm public involvement plan understand neighbourhood's up-front concerns & interests</i>
Oct 18	Neighbourhood Walking Tour & Wrap-Up with KDKM & NE Residents Participation: 17	4:30 - 5:45 pm NE Neigh. 6:00 - 7:00 pm Laurel Packinghouse	New materials: - Neighbourhood Residents Walking Tour Sketch Map	Participant Map Sketches Comment Form Note-taking	<i>understand special elements and features of the North End neighbourhood</i>
Oct 18	Site Walking Tour & Wrap-Up with PH Seniors Participation: 8	1:00 - 2:00 pm PH Site 2:00 - 2:30 pm PH Office	New materials: - PH Seniors' Walking Tour Sketch Map	Participant Map Sketches Comment Form Note-taking	<i>understand special elements and features of the PH Site</i>
Nov 14	Design Ideas Workshop with PH Seniors & NE Residents Participation: 28	5:00 - 8:00 pm Laurel Packinghouse	New materials: - Architectural Design Ideas - Site Planning Design Ideas - Form, Density, Height, 3-D Interactive Scale Model	Priority-setting Dot-mocracy Priority-setting Participant Reporting Note-taking Comment Form	<i>understand priorities of North End residents and seniors related to form, density, height, site planning and architecture</i>

Public Involvement Events		Event Details	Time & Location	Information Presented	Feedback Tools	Input Received Used To:
Nov 15 (2012)	Design Ideas Public Open House Participation: 32	5:30 - 7:30 pm Laurel Packinghouse	New materials: - Participant Outcomes from the Design Ideas Workshop	Questionnaire & Comment Form Note-taking	<i>understand public priorities related to form, density, height, site planning and architecture</i>	
2013						
Feb 13	Design Concepts Public Open House Participation: 65	5:30 - 7:30 pm Laurel Packinghouse	New materials: - Redevelopment Program & Rationale - Redevelopment Design Elements - 3 Design Concepts - 3 Site Plans, Statistics, Phasing - 3 Site Sections	Questionnaire & Comment Form Note-taking	<i>determine public priorities for a preferred design concept to prepare the redevelopment proposal</i>	
Feb 13	Design Concepts PH Seniors' Presentation Participation: 6	3:30 - 4:00 pm Laurel Packinghouse	All previous presentation materials.	Q&A Note-taking	<i>determine PH seniors' priorities for a preferred design concept to prepare the redevelopment proposal</i>	
Feb 13	Design Concepts PH Society Board Presentation Participation: 6	4:30 - 5:00 pm Laurel Packinghouse	All previous presentation materials.	Q&A Note-taking	<i>determine priorities for a preferred design concept from the perspective of the PH Society</i>	
Mar 26	Floor Plan Design PH Seniors' Presentation Participation: 12	3 :00 - 4:00 pm PH Office	New materials: - Redevelopment Proposal - Typical Unit Plan for Seniors' Housing - Typical Floor Plan for Seniors' Housing	Q&A Note-taking Comment Form	<i>communicate proposed seniors' building and proposal and answer questions, receive comments</i>	
Mar 26	Floor Plan Design PH Society Board Presentation Participation: 5	4:00 - 4:30 pm PH Office	New materials: - Redevelopment Proposal - Typical Unit Plan for Seniors' Housing - Typical Floor Plan for Seniors' Housing	Q&A Note-taking Comment Form	<i>communicate proposed seniors' building and proposal and answer questions, receive comments</i>	
Mar 26	Redevelopment Proposal Public Open House Participation: 32	5:30 - 7:30 pm Laurel Packinghouse	New materials: - Redevelopment Proposal - Design Concept - Site Plan, Statistics, Phasing - Site Section	Comment Form Note-taking	<i>communicate proposal, answer questions, receive comments</i>	
TBD	Public Hearing	TBD - City Hall	TBD	Council Minutes	TBD	



Interior Health

FILE COPY

May 1, 2013

Alec Warrender
Land Use Management Department
City of Kelowna
1435 Water Street
Kelowna, BC V1Y 1J4

Dear Alec,

RE: Rezoning Application Z13-0018, OCP13-0010, DP13-0048, DVP13-0049
Central/Cambridge Ave; Richter Street

Thank you for the opportunity to respond to this Rezoning, OCP Amendment and Form and Character Development Permit for the Pleasantvale site from a population health perspective.

This site has offered the community a valuable asset in the provision of low-income seniors housing. This development will continue to provide this type of housing and add affordable rental townhouse units directed at families. To ensure the financial viability for the project, 50 market townhouses units will also be developed. This is a realistic balance between addressing both the social and economic needs of the community.

It may be of interest that the current population breakdown for seniors within the Central Okanagan Service Area is;

Population 65+: 34,773 (18%)
Population 75+: 16,773 (9%)
Population 85+: 5,236 (3%)
Total: 56,782

The number of seniors that currently reside in care (IHA funded excluding private pay) is:

Assisted Living; 221
Residential Care: 1381
Total: 1602

Based on these figures the remaining 55,180 seniors are in alternate types of housing and as they age will require housing with increasing levels of support services and amenities.

Bus: (250) 980-5077
Fax: (250) 980-5060
Web: interiorhealth.ca

HEALTH PROTECTION
"Less Risk, Better Health"
2nd Floor, 1835 Gordon Drive Kelowna, BC V1Y 3H5

This project will offer much needed affordable seniors housing. According to the Statistics Canada 2008 data, seniors in housing need within the Kelowna Census Metropolitan Area represent 54% of the senior's population. According to the Centre for Housing Policy;

“Stable, affordable housing may improve health outcomes for individuals with chronic illnesses and disabilities, and the elderly, by providing a stable and efficient platform for the ongoing delivery of health care and other necessary services”

This proposal will also provide 20 affordable housing units directed at families. Research has shown the benefits of intergenerational interaction for older adults. The benefits; physical, social and cognitive, improve health for older adults and improves educational opportunities for children. In addition, data from the Canadian Community Health Survey (2006) show that seniors who report a strong sense of community belonging are 62 percent more likely to be in good health, compared to 49 percent who feel less connected. This proposal offers both intergenerational and social interaction for all generations.

Interior Health is in support of this application as it aligns with the concept that improving housing options helps to improve health outcomes. Please contact me if you have any questions or comments at pam.moore@interiorhealth.ca.

Sincerely,



Pam Moore CPHI (C)
Healthy Community Environments
Interior Health Authority

CITY OF KELOWNA
MEMORANDUM

Date: May 29, 2013
File No.: Z13-0018

To: Land Use Management Department (AW)

From: Development Engineering Manager (SM)

Subject: Central – Cambridge Ave & Richter Street (Pleasantvale Homes) *REVISED*

The Development Engineering Department has the following comments and requirements associated with this application to rezone from RU-1 to RM3/RM5. 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 Sergio Sartori

General

- a) The postal authorities must be contacted to determine whether or not a "community mailbox" will be utilized, and if so, its location should be determined and the proposed location shown on the construction plans. Please contact the Canadian Post Corporation, Delivery Services, P.O. Box 2110, Vancouver, B.C. V6B 4Z3 (604) 662-1381 in this regard.
- b) Where there is a possibility of a high water table or surcharging of storm drains during major storm events, non-basement buildings may be required. This must be determined by the engineer and detailed on the Lot Grading Plan required in the drainage section.
- c) Provide easements as may be required.
- d) The proposed multifamily development triggers a traffic impact assessment. The applicant's transportation engineer shall contact the city's Transportation Planning group who will determine the terms of reference for the study. Recommendations from the Traffic Impact Analysis (TIA) will become requirements of rezoning.
- e) Lot consolidation will be required.

1. Domestic Water and Fire Protection

- (a) The existing lots are serviced with small diameter water services (11). The developer's consulting mechanical engineer will determine the domestic and fire protection requirements of this proposed development and establish hydrant requirements and service needs.
- (b) Only one service/lot will be permitted for this development. The applicant, at his cost, will arrange for the removal of all existing services and the installation of fire hydrants and one new larger metered water service. The estimated cost of this construction for bonding purposes is **\$40,000.00**

- (c) The area has two hydrants ~190m apart on Central Ave and two hydrants ~130m apart on Cambridge Ave which exceeds the Bylaw for multi-family developments. Also all the hydrants are color coded green which indicates a maximum of 95 l/s capacity. Additional hydrants will be required and the existing 100mm. C.I. main on Central Ave and 150mm A.C main on Richter Street between the hydrants should be replaced with a 200mm. PVC While replacing the water mains, the 13mm. services to the adjacent properties should be upgraded at the City's cost.
- (d) If it is determined that upgrades to the remaining water distribution system must be made to achieve the required fire flows, additional bonding will be required.
- (e) A water meter is mandatory for this development and must be installed inside the building on the water service inlet as required by the City Plumbing Regulation and Water Regulation bylaws. The developer or building contractor must purchase the meter from the City at the time of application for a building permit from the Inspection Services Department, and prepare the meter setter at his cost. Boulevard landscaping, complete with underground irrigation system, must be integrated with the on-site irrigation system.
- (f) 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) A report is required to address if the existing sanitary infrastructure is sized adequately for the proposed development, in accordance with current City of Kelowna Bylaws and Policies. The report must indicate what system upgrading will be necessary.
- (b) The 150mm AC main on Kingsway Street does not meet existing bylaw standards for minimum pipe size and must be upgraded to a 200mm PVC pipe.
- (c) The developer's consulting mechanical engineer will determine the requirements of this proposed development and establish the required size and preferred location of the new services. Only one service/lot will be permitted for this development. The applicant, at his cost, will arrange for the removal of all existing small diameter services (12) and the installation of new larger services. The estimated cost of this construction for bonding purposes is **\$35,000.00**

3. Storm Drainage

- (a) The developer must engage a consulting civil engineer to provide a storm water management plan which meets the requirements of the City Storm Water Management Policy and Design Manual. The storm water management plan must also include provision of a lot grading plan, identify minimum basement elevation (MBE), overland drainage routes, floodplain elevations and setbacks, and provision of a storm drainage service for the lot and /or recommendations for onsite drainage containment and disposal systems. The on-site drainage systems may be connected to the street drainage system with an overflow service The estimated cost of this construction for bonding purposes is **\$5,000.00**
- (b) The subject development must include the design of drainage facilities for Cambridge Ave and Kingsway Street fronting this development, including piped drainage systems, drywells, catch basins and curb and gutter construction. The cost of the work was included in the road design calculations.
- (c) Storm drainage systems and overflow service(s) for the site will be reviewed and approved by Engineering when site servicing designs are submitted.

4. Road Improvements

- (a) Central Ave must be upgraded to a full urban standard along the full frontage of this proposed development, including curb and gutter, sidewalk, storm drainage system including catch basins, manholes / dry-wells, pavement widening and line painting. Also required is a landscaped boulevard complete with underground irrigation system, street lighting and re-location or adjustment of utility appurtenances if required to accommodate the upgrading construction. The estimated cost for this construction for bonding purposes is **\$63,000.00**.
- (b) Cambridge Ave must be upgraded to a full urban standard along the full frontage of this proposed development, including curb and gutter, monolithic sidewalk, bus stop zone complete with shelter, piped storm drainage system including catch basins, manholes / dry-wells and pavement widening. Also required is a landscaped boulevard complete with underground irrigation system, street lighting and re-location or adjustment of utility appurtenances if required to accommodate the upgrading construction. The estimated cost for this construction for bonding purposes is **\$88,000.00**.
- (c) Kingsway Street must be upgraded to a full urban standard along the full frontage of this proposed development, including curb and gutter, monolithic sidewalk, piped storm drainage system including catch basins, manholes / dry-wells and pavement widening. Also required is a landscaped boulevard complete with underground irrigation system, street lighting and re-location or adjustment of utility appurtenances if required to accommodate the upgrading construction. The estimated cost for this construction for bonding purposes is **\$41,000.00**.
- a) Richter Street Ave must be upgraded to a full urban standard along the full frontage of this proposed development, including curb and gutter, monolithic sidewalk, bus stop zone, piped storm drainage system including catch basins, manholes / dry-wells and pavement widening. Existing overhead wires are to be located underground.
- (d) Also required is a landscaped boulevard complete with underground irrigation system, street lighting and re-location or adjustment of utility appurtenances if required to accommodate the upgrading construction. The estimated cost for this construction for bonding purposes is **\$38,000.00**

5. Road Dedication and Subdivision Requirements

By registered plan to provide the following:

- (a) Grant Statutory Rights Of Way if required for utility services.
- (b) Dedicate a corner rounding of a 6.0m radius at Central Ave & Kingsway Street intersection.
- (c) Dedicate a corner rounding of a 6.0m radius at Central Ave & Richter Street intersection.
- (d) Dedicate a corner rounding of a 6.0m radius at Cambridge Ave & Richter Street intersection.
- (e) Dedicate a corner rounding of a 6.0m radius at Cambridge Ave & Kingsway Street intersection.
- (f) Lot consolidation.
- (g) If any road dedication or closure affects lands encumbered by a Utility right-of-way (such as Hydro, Telus, Gas, etc.) please obtain the approval of the utility. Any works required by the utility as a consequence of the road dedication or closure must be incorporated in the construction drawings submitted to the City's Development Manager.

6. Electric Power and Telecommunication Services

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. It is the developer's responsibility to make a servicing application with the respective electric power, telephone and cable transmission companies to arrange for these services, which would be at the applicant's cost. If the electrical source is on the west side of Lakeshore Road, this source must be in underground ducts.

7. Street Lighting

Street lighting including underground ducts must be confirmed by Fortis for potential upgrading fronting on the proposed development. The cost of this requirement is

8. Engineering

Road and utility construction design, construction supervision, and quality control supervision of all off-site and site services including on-site 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.

9. Bonding and Levy Summary

(a) Bonding

Service Upgrades	\$ 80,000.00
Central Ave Frontage Improvements	\$ 60,000.00
Cambridge Ave Frontage Improvements	\$ 85,000.00
Kingsway Street Frontage Improvements	\$ 40,000.00
Richter Street Frontage Improvements	<u>\$ 37,000.00</u>
Total	\$ 302,000.00

NOTE: The bonding amount 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.

10. Development Permit and Site Related Issues

- (a) *The submitted drawings showing 2 driveway access points onto Kingsway Street will require parking be restricted for the full frontage of Kingsway Street with "No Parking Anytime" signs. In addition, sight distances at the all corners including those at the driveways must be reviewed. This may affect the on site landscaping design.*

(b) Access and Manoeuvrability

- (i) An SU-9 standard size vehicle must be able to manoeuvre onto and off the site without requiring a reverse movement onto public roadways.

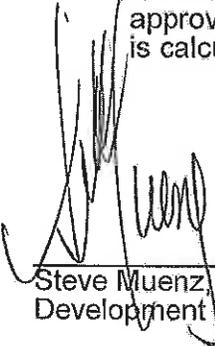
11. Geotechnical Report

As a requirement of this application and building permit approval the applicant must provide a comprehensive geotechnical report prepared by a Professional Engineer qualified in the field of hydro-geotechnical survey to address the following:

- (a) Area ground water characteristics, including water sources on the site.
- (b) Site suitability for development; i.e. unstable soils, foundation requirements 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.

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% of Total Off-Site Construction Cost plus GST)



Steve Muenz, P. Eng.
Development Engineering Manager

SS

CITY OF KELOWNA

BYLAW NO. 10860

**Official Community Plan Amendment No. OCP13 -0010
Provincial Rental Housing Corporation
602-650, 678 and 668 Central Avenue
648-650, 668-670, 680-692 Richter Street
603-607, 609-611, 621-631, 661-663, 671-673, 681-689 and 641
Cambridge Avenue**

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 Lot A, District Lot 9, ODYD, Plan 13927, located at 602-650 Central Avenue, Lot 1, District Lot 9, ODYD, Plan 4317, located at 603-607 Cambridge Avenue, Lot 2, District Lot 9, ODYD, Plan 4317, located at 609-611 Cambridge Avenue, Lot 3, District Lot 9, ODYD, Plan 4317, located at 621-631 Cambridge Avenue, Lot 1, District Lot 9, ODYD, Plan 7822, located at 661-663 Cambridge Avenue, Lot 2, District Lot 9, ODYD, Plan 7822, located at 671-673 Cambridge Avenue, Lot 3, District Lot 9, ODYD, Plan 7822, located at 681-689 Cambridge Avenue, Lot 4, District Lot 9, ODYD, Plan 7822, located at 648-650 Richter Street, Lot 5, District Lot 9, ODYD, Plan 7822, located at 668-670 Richter Street, Lot 6, District Lot 9, ODYD, Plan 7822, located at 680-692 Richter Street, Lot 13, District Lot 9, ODYD, Plan 4317, located at 678 Central Avenue, Lot 4, District Lot 9, ODYD, Plan 4317, located at 641 Cambridge Avenue, Lot 14, District Lot 9, ODYD, Plan 4317, located at 668 Central Avenue from Multiple Unit Residential - Low Density to Multiple Unit Residential - Low Density & Multiple Unit Residential - Medium Density as per 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

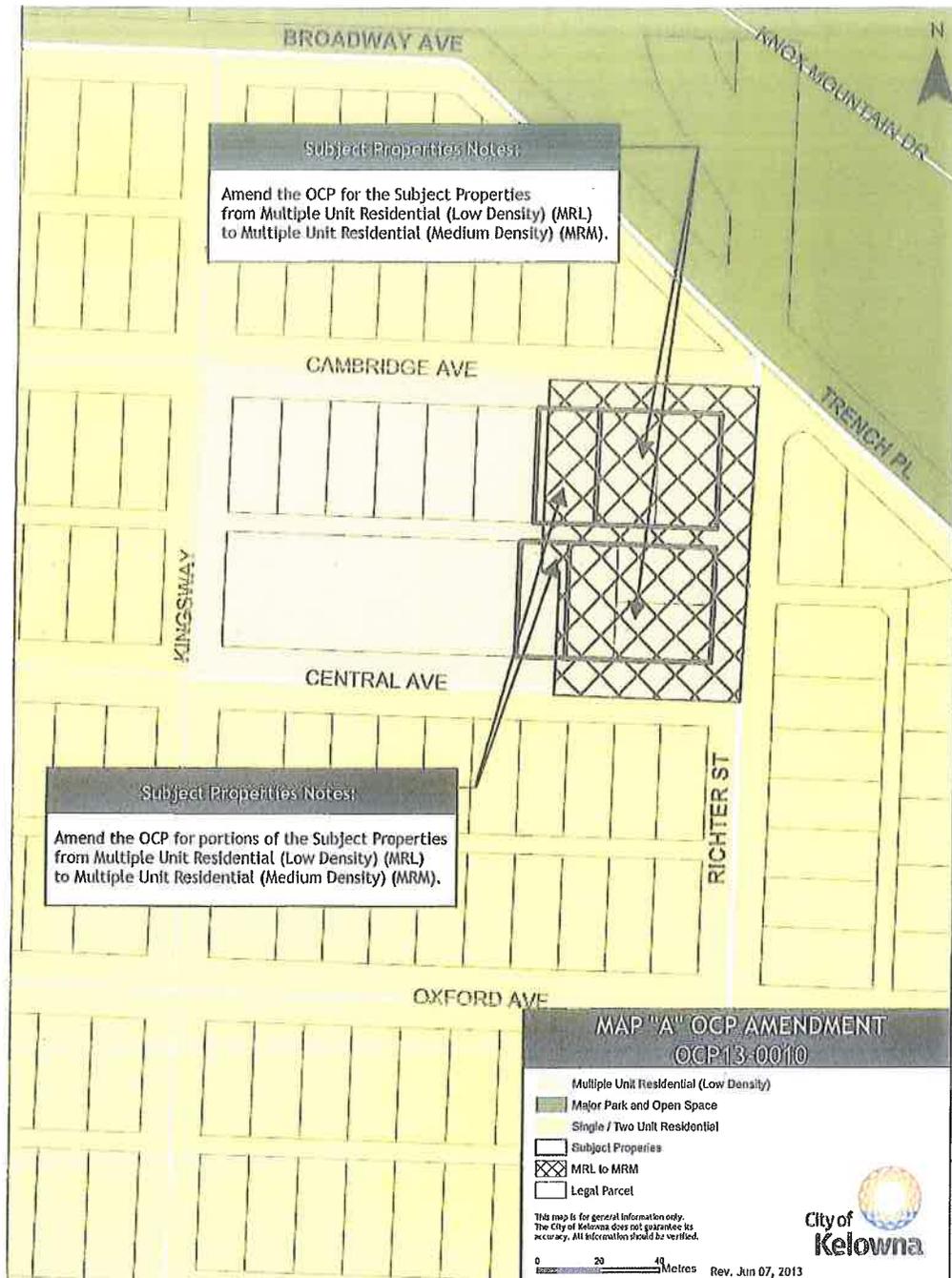
Considered at a Public Hearing on the

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. 10861

**Z13-0018 - Provincial Rental Housing Corporation
602-650, 678 and 668 Central Avenue
648-650, 668-670, 680-692 Richter Street
603-607, 609-611, 621-631, 661-663, 671-673, 681-689 and 641
Cambridge Avenue**

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 Lot A, District Lot 9, ODYD, Plan 13927, located at 602-650 Central Avenue, Lot 1, District Lot 9, ODYD, Plan 4317, located at 603-607 Cambridge Avenue, Lot 2, District Lot 9, ODYD, Plan 4317, located at 609-611 Cambridge Avenue, Lot 3, District Lot 9, ODYD, Plan 4317, located at 621-631 Cambridge Avenue, Lot 1, District Lot 9, ODYD, Plan 7822, located at 661-663 Cambridge Avenue, Lot 2, District Lot 9, ODYD, Plan 7822, located at 671-673 Cambridge Avenue, Lot 3, District Lot 9, ODYD, Plan 7822, located at 681-689 Cambridge Avenue, Lot 4, District Lot 9, ODYD, Plan 7822, located at 648-650 Richter Street, Lot 5, District Lot 9, ODYD, Plan 7822, located at 668-670 Richter Street, Lot 6, District Lot 9, ODYD, Plan 7822, located at 680-692 Richter Street, Lot 13, District Lot 9, ODYD, Plan 4317, located at 678 Central Avenue, Lot 4, District Lot 9, ODYD, Plan 4317, located at 641 Cambridge Avenue, Lot 14, District Lot 9, ODYD, Plan 4317, located at 668 Central Avenue from the RU6 - Two Dwelling Housing and RM2 - Low Density Row Housing zones to the RM3 - Low Density Multiple Housing and RM5 - Medium Density Multiple Housing zones as per Map "B" as attached 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

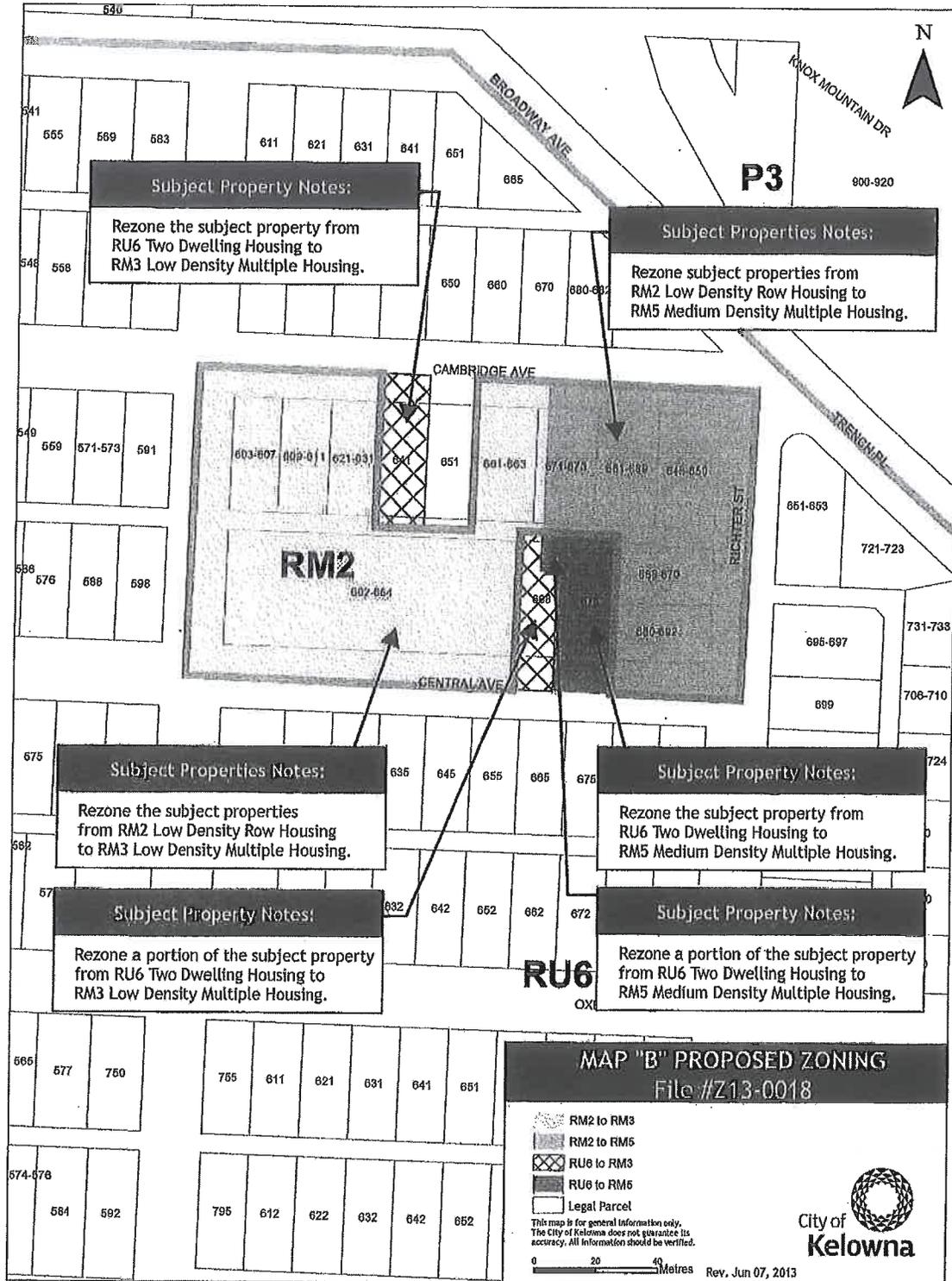
Considered at a Public Hearing on the

Read a second and third time by the Municipal Council this

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk



REPORT TO COUNCIL



Date: June 6, 2013
RIM No. 1250-30
To: City Manager
From: Land Use Management, Community Sustainability (JM)
Application: Z11-0051 **Owners:** Richard & Walter Denman
Address: 2641 Longhill Road **Applicant:** Richard Denman
Subject: Rezoning Application
Existing OCP Designation: S2RES - Single / Two Unit Residential
Existing Zone: RR2 - Rural Residential 2
Proposed Zone: RR2c - Rural Residential 2 with Carriage House

1.0 Recommendation

THAT Rezoning Application No. Z11-0051 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot 2, Section 34, Township 26, ODYD, Plan 39180, located on 2641 Longhill Road, Kelowna, BC from the RR2 - Rural Residential 2 zone to the RR2c - Rural Residential 2 with Carriage House zone be considered by Council;

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

AND FURTHER THAT final adoption of the Zone Amending Bylaw be considered subsequent to the requirements of the Glenmore-Ellison Improvement District being completed to their satisfaction;

AND THAT the suite be eligible for final occupancy prior to final adoption of the zone;

AND FURTHER THAT final adoption of the Zone Amending Bylaw be considered following registration of a Section 219 restrictive covenant on title limiting the number of bedrooms, inclusive of all buildings and structures, to a total of three (3), for wastewater purposes.

2.0 Purpose

To amend the Zoning Bylaw from RR2 - Rural Residential 2 zone to RR2c - Rural Residential 2 with Carriage House zone in order to legalize an existing carriage house on the subject property.

3.0 Land Use Management

Land Use Management staff are generally supportive of the proposed development, as it is seen to further the objectives of the Official Community Plan (OCP) respecting the provision of a variety of housing forms at various income levels.

Nevertheless, when situated in urban areas, carriage houses achieve many of the objectives of the OCP by providing additional density and diversity in a manner that is sensitive to existing established neighbourhoods. In developed areas, this additional density makes more efficient use of infrastructure. However, it is less clear that the objectives of the OCP are being met where carriage houses are developed in very rural or agricultural areas. In these areas, though supported by policy, it should be recognized that additional residential units place a greater burden on limited infrastructure, and increase the likelihood that residents will be dependent on single occupant vehicle use.

4.0 Proposal

4.1 Background

In 2010, the proponent made application for a building permit for an existing accessory building on the subject property. At that time, it was discovered that the accessory building was being occupied illegally and operated as a carriage house. The proponent was advised that a rezoning would be required to legalize the use.

The application has been subject to several delays related to family health concerns of the applicant, and to a major fire that occurred on the property, causing significant damage.

4.2 Project Description

The applicant proposes to legalize an existing carriage house on the subject property. The carriage house was a former accessory building that was converted into a single storey, one-bedroom dwelling being approximately 45m² in area.

The carriage house is situated at the southwest corner of the subject property, and is linked to both the principal dwelling and to the existing paved driveway via a lit concrete staircase. Parking for the carriage house is provided in the paved driveway area.

The carriage house is at a grade approximately 3 metres higher than that of the principal dwelling, which provides a considerable degree of privacy. Private open space surrounds the carriage house and features a wooden deck.

The subject property is serviced by the Glenmore-Ellison Improvement District (GEID) for water, and is on septic. The existing septic system was designed to accommodate a maximum of three (3) bedrooms. According to the applicant, the existing principal dwelling contains two bedrooms, and the carriage house contains only one bedroom. As a condition of approval, the applicant has agreed to register on title a restrictive covenant limiting the total number of bedrooms on the parcel to three (3). Should the total number of bedrooms exceed this limit, a full assessment by a Certified Wastewater Practitioner will be triggered.

A Development Permit to evaluate the form and character of the proposed carriage house conversion is required and will be executed at a staff level.

4.3 Site Context

The subject 0.4ha property is situated on the south side of Longhill Road partway between Rifle and Sexsmith Roads in the Glenmore-Clifton-Dilworth sector. The parcel is located within a rural

residential cluster that is not within the Agricultural Land Reserve (ALR), but surrounded largely by agricultural development in the ALR. The property is within the Permanent Growth Boundary.

The lot presently contains one principal dwelling and an accessory building. Within the rural residential cluster, the subject property would be the first to develop a carriage house.

Specifically, adjacent land uses are as follows:

Orientation	Zoning	Land Use
North	RR3 - Rural Residential 3	Large lot single dwelling housing
East	RR2 - Rural Residential 2	Large lot single dwelling housing
South	RR2 - Rural Residential 2	Large lot single dwelling housing
West	RR2 - Rural Residential 2	Large lot single dwelling housing

Subject Property Map: 2641 Longhill Road



4.4 Zoning Analysis Table

Zoning Analysis Table		
CRITERIA	RR2c ZONE REQUIREMENTS	PROPOSAL
Existing Lot/Subdivision Regulations		
Lot Area	4,000 m ²	4,000 m ²
Lot Width	36.0 m	71.43 m
Lot Depth	30.0 m	56.0 m
Development Regulations		
Height (principal dwelling)	9.5 m (2 ½ storeys)	1 storey
Height (carriage house)	4.5 m (1 ½ storeys)	1 storey (~3.5m)

Front Yard	6.0 m	exceeds
Side Yard (west)	3.0 m	5.67 m
Side Yard (east)	3.0 m	Exceeds
Rear Yard	3.0 m	8.63 m
Other Regulations		
Minimum Parking Requirements	3 stalls	exceeds
Private Open Space	30 m ²	exceeds

5.0 Current Development Policies

5.1 Kelowna Official Community Plan (OCP)

The Official Community Plan (OCP) Future Land Use designation for the subject property is S2RES - Single / Two Unit Residential.

6.0 Technical Comments

6.1 Building & Permitting Department

- 1) Development Cost Charges (DCC's) are required to be paid prior to issuance of any Building Permits.
- 2) Operable bedroom windows required as per the 2006 edition of the British Columbia Building Code (BCBC 06).
- 3) Full Plan check for Building Code related issues will be done at time of Building Permit applications.

6.2 Development Engineering Department

See attached Development Engineering Memorandum, dated July 8, 2011.

6.3 Bylaw Services

Bylaw Services has an open Service Request for failure to obtain building permits and a possible suite. The Service Request was generated on April 29, 2011 and remains open to date.

6.4 Fire Department

An unobstructed and easily distinguishable fire-fighter access path, of 1100 mm, from the street to the back of the property line as well to the secondary detached suite main entrance is required.

If a fence is ever constructed between the dwellings an 1100 mm, clear width, gate is required. Any gate is to open with out special knowledge.

The addresses for both residences are to be visible from Longhill Rd.

6.5 Public Health Inspector

As the Property is serviced by an existing onsite wastewater system, we will require confirmation from an Authorized Person, pursuant to the B.C. Sewerage System Regulation, that the increased use of the wastewater system associated with the addition will not cause or contribute to a health hazard. Onsite wastewater systems are designed for specific daily wastewater flows, and an increase in this flow beyond their designed capacity can lead to premature failure.

Please note that the community water system (GEID) indicated for connection to this proposed development does not meet the 43210 Drinking Water Objectives as previously provided, and is

currently or frequently on a Water Quality Advisory. As per Section 17(2) of the Public Health Act Transitional Regulation (BC Reg. 51/2009 amended to 296/2010), the landlord must supply safe and potable water.

As the proposal will allow for the creation of a secondary suite, we support this application from a healthy built environment perspective. Secondary suites are important for providing increased housing density and availability at all price points, especially in areas that are generally less dense, or have low vacancy rates.

6.6 Irrigation District (GEID)

See letter from the Glenmore-Ellison Improvement District, dated July 20, 2011.

6.7 Shaw Cable

Owner/developer to supply & install underground conduit system unless new house and carriage homes to be serviced aerial.

7.0 Application Chronology

Date of Application Received: June 17, 2011

Several family-related issues and a major house fire are responsible for the lengthy delay in this application.

Outstanding Information Received: May 28, 2013

Report prepared by:

James Moore, Land Use Planner

Reviewed by: Danielle Noble, Urban Land Use Manager

Approved for Inclusion: Doug Gilchrist, General Manager of Community Sustainability

Attachments:

Subject Property Map

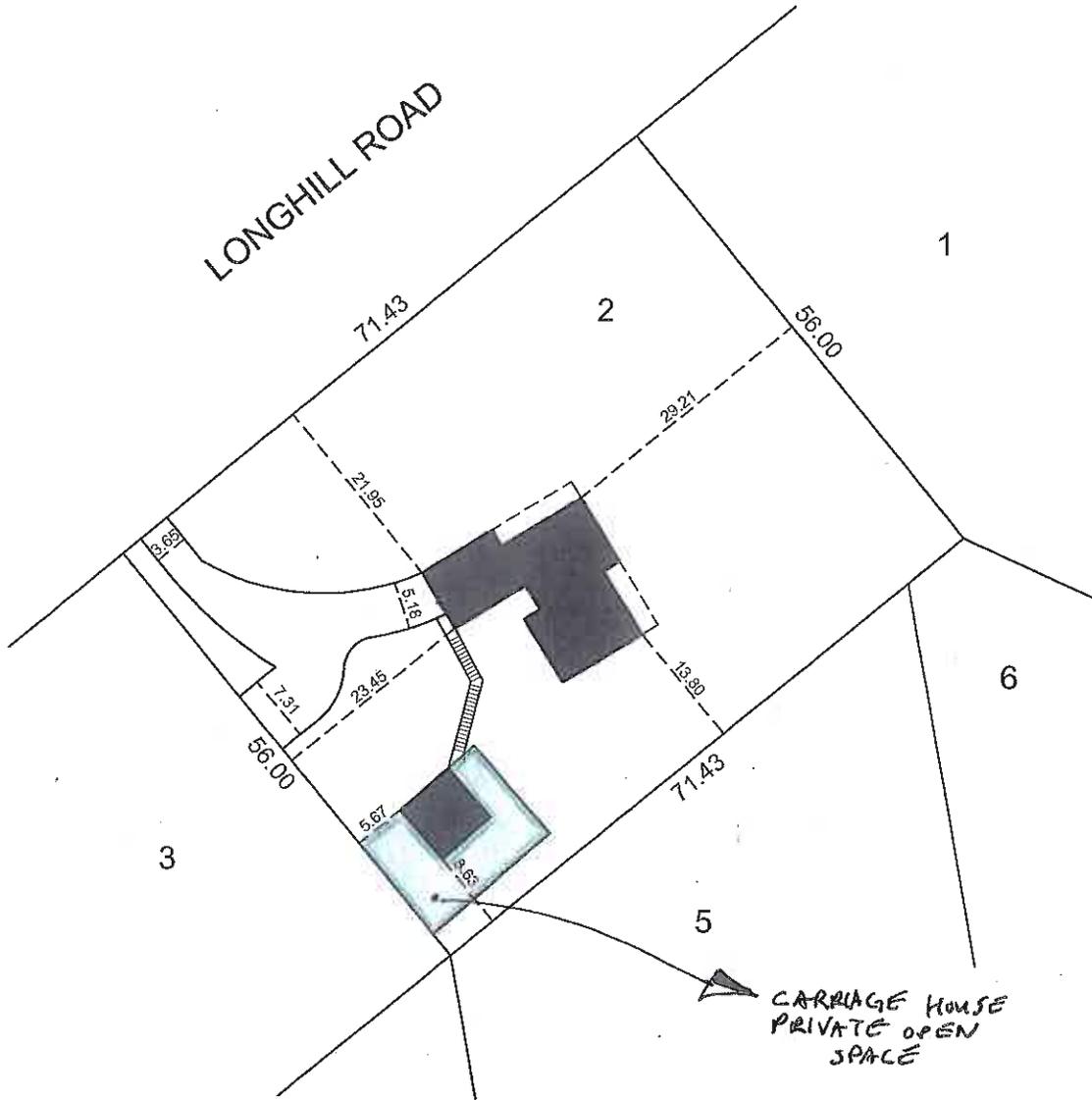
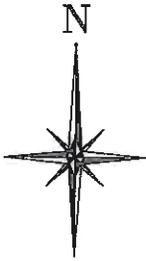
Site Plan

Conceptual Elevations

Context/Site Photos

Letter from Glenmore-Ellison Improvement District, dated July 20, 2011

Development Engineering Memorandum, dated June 8, 2011



ALL DISTANCES ARE IN METERS

LOT DIMENSIONS ARE FROM REGISTERED RECORDS
THIS PLAN IS PREPARED FOR MORTGAGE PURPOSES
ONLY AND IS NOT TO BE USED FOR THE ESTABLISHMENT
OF PROPERTY BOUNDARIES.

project
Lot 2, Plan 39180
Section 34
T.P. 26, O.D.Y.D

drawing
2641 Longhill Road
Kelowna, BC

drawn by
SCR
scale
1:500

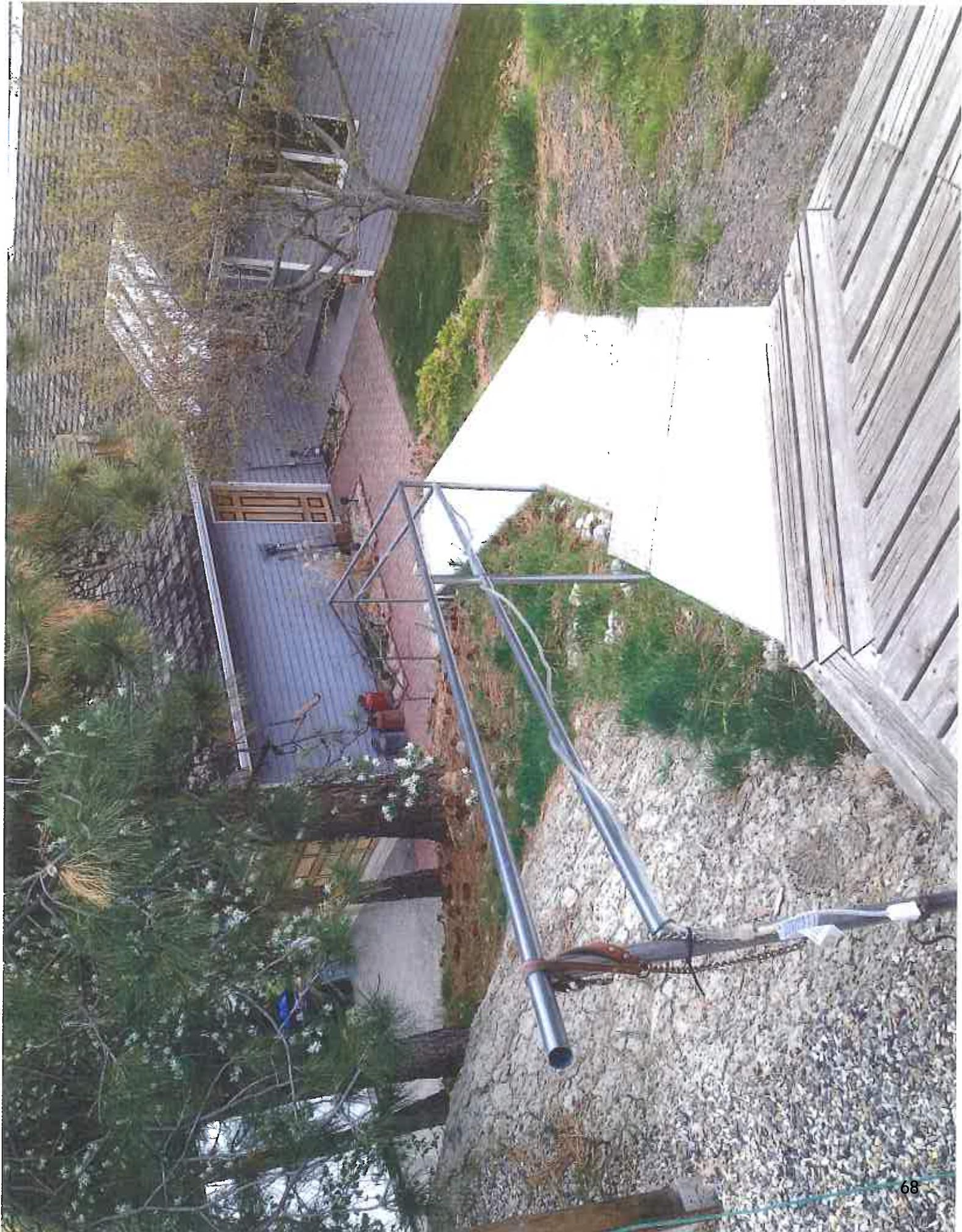
date
May 2013
of
1

sheet

S1











Glenmore-Ellison Improvement District

445 Glenmore Road
Kelowna, BC V1V 1Z6

Email: glenmore.ellison@shaw.ca

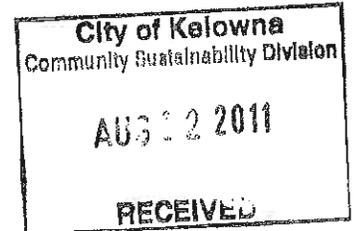
Website: www.glenmoreellison.com

Fax: 250-763-5688

Phone: 250-763-6506

July 20, 2011

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



Attention: James Moore (via email to hbenmore@kelowna.ca)

Re: Applications Z0051 & DP11-0106
Lot 2, Plan 39180 – 2641 Longhill Rd.

Glenmore-Ellison Improvement District (GEID) has completed a review of the proposed rezoning application of Lot 2, Plan 39180 from RR2 to RR2S to permit the conversion of an existing garage to a carriage house. The subject property is located within GEID boundaries.

At present, the property is assessed by GEID with 0.99 acres of "C2" grade (land with water) with one single family residence. The following sections describe the water servicing requirements to meet GEID servicing bylaws and policies.

Capital Expenditure Charges (CEC's)

GEID Bylaw #135, approved by the Board of Trustees and now awaiting approval by the Ministry of Community, Sport & Cultural Development, stipulates that CEC's are payable at a charge of \$3,840.00 for an additional dwelling under the RR2 zoning. These rates are subject to change without notice, and CEC's will be charged as per the Bylaw that governs at the time of payment.

Waterworks and Metering

The property is currently serviced with one domestic service connection. All water to the proposed carriage house must be supplied through the existing house. If a larger service connection is required, GEID will install the service at the landowner's cost.

Metering, with costs borne by the applicant, is required for new dwellings built since 2004 as well as for housing newly connecting to GEID's system. A residential meter is a requirement of this application and will be installed by GEID's contractor, CORIX Utilities in the existing house to capture all domestic water for the property.

CITY OF KELOWNA
MEMORANDUM

Date: July 8, 2011
File No.: Z11-0051
To: Land Use Management Department (JM)
From: Development Engineering Manager
Subject: 2641 Longhill Rd – Lot 2, Plan 39180

The Development Engineering requirements and comments pertaining to this application, to rezone the subject property from RR2 to RR2S are as follows:

1. Domestic water and fire protection.

This development is within the service area of the Glenmore Ellison Irrigation District (GEID). The developer is required to make satisfactory arrangements with the GEID for these items. All charges for service connection and upgrading costs are to be paid directly to the GEID.

2. Sanitary Sewer.

- a) The lot is currently not serviced by the municipal sanitary system.
- b) Sanitary sewage is to be handled by an on-site sewage disposal system subject to approval of the Public Health Inspector.

3. Power and Telecommunication Services.

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.



Steve Muenz, P. Eng.
Development Engineering Manager

DC

CITY OF KELOWNA
BYLAW NO. 10862
Z11-0051 - Richard and Walter Denman
2641 Longhill 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 Lot 2, Section 34, Township 26, ODYD, Plan 39180 located on Longhill Road, Kelowna, B.C., from the RR2 - Rural Residential 2 zone to the RR2c - Rural Residential 2 with Carriage House zone.
2. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first time by the Municipal Council this

Considered at a Public Hearing on the

Read a second and third time by the Municipal Council this

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk

REPORT TO COUNCIL



Date: June 14th, 2013

RIM No. 1250-30

To: City Manager

From: Land Use Management, Community Sustainability (AW)

Application: OCP13-0006 / Z13-0007 **Owner:** Timothy G. Pinnell and
Judith A. Kopan

Address: 3505 Lakeshore Road **Applicant:** Northern Lights Land
Development Corporation,
Inc. No. A0063828

Subject: Supplemental Report - OCP Amendment & Rezoning Applications

Existing OCP Designation: Single / Two Unit Residential & Multiple Unit Residential - Low
Density

Proposed OCP Designation: Multiple Unit Residential - Low Density

Existing Zone: RU6 - Two Dwelling Housing

Proposed Zone: RM3 - Low Density Multiple Housing

1.0 Recommendation

THAT Council receive for information the Supplemental Report from the Land Use Management Department dated June 14th, 2013;

AND THAT Official Community Plan Bylaw Amendment Application No. OCP13-0006 (BL10843) be amended at 1st reading to amend Map 4.1 of the Kelowna 2030 - Official Community Plan Bylaw No. 10500 by changing the Future Land Use designation of Lot A, D.L. 134, ODYD, Plan 8219 Except Plan 17308, located at 3505 Lakeshore Road from Single / Two Unit Residential to Multiple Unit Residential - Low Density, as shown on Map "A" attached to the report of the Land Use Management Department dated June 14th, 2013, be considered by Council;

AND FURTHER THAT the Rezoning Application No. Z13-0007 (BL10844) be amended at 1st reading to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of Lot A, D.L. 134, ODYD, Plan 8219 Except Plan 17308, located at 3505 Lakeshore Road from RU6 - Two Dwelling Housing to RM3 - Low Density Multiple Housing be considered by Council;

2.0 Purpose

To include the property located at 3505 Lakeshore Road to the proposal to amend the Official Community Plan Future Land Use Designation from Single / Two Unit Residential to Multiple Unit Residential - Low Density for the property located at 3510 Landie Road, and to rezone all of the subject properties from RU6 - Two Dwelling Housing to the RM3 - Low Density Multiple Housing zone in order to accommodate a 38 unit proposed row housing development.

3.0 Land Use Management

Land Use Management staff are supportive of adding the additional parcel to the proposal, as it allows the proposal to be more comprehensively planned and programmed for the site. The RM3 - Low Density Multiple Housing zone is the appropriate zone and facilitates a form of housing needed to support the adjacent South Pandosy Urban Centre. The subject properties are located across the street from the southern tip of the South Pandosy Urban Centre, along the Lakeshore Road bus route, within walking distance to Casorso Elementary School and various other amenities. The OCP amendment proposed for 3510 Landie and 3505 Lakeshore Road is not of concern and allows for a more comprehensively designed project. Providing a ground oriented form of housing will help create a diverse mix of housing opportunities in this central location. As this is the transition area from the urban centre to the existing single family neighbourhood, a sensitive interface is desired and this development is one of several anticipated to redevelop near the southern gateway to the Pandosy Town Centre. As such, the form and character of the project should acknowledge its proximity to the lake, Gyro Beach, urban centre and the adjacent single family neighbourhood. The applicant has consulted with neighbours as outlined in Council Policy No. 367, and a summary of the consultation process is attached.

The proposed variances are required given the lot configuration, however are considered acceptable for this scale of project. Favorably, the revised project has reduced the variances allowing for a more suitable layout. A Development Permit & Development Variance Permit will be forwarded to Council at a later date.

4.0 Proposal

4.1 Project Description

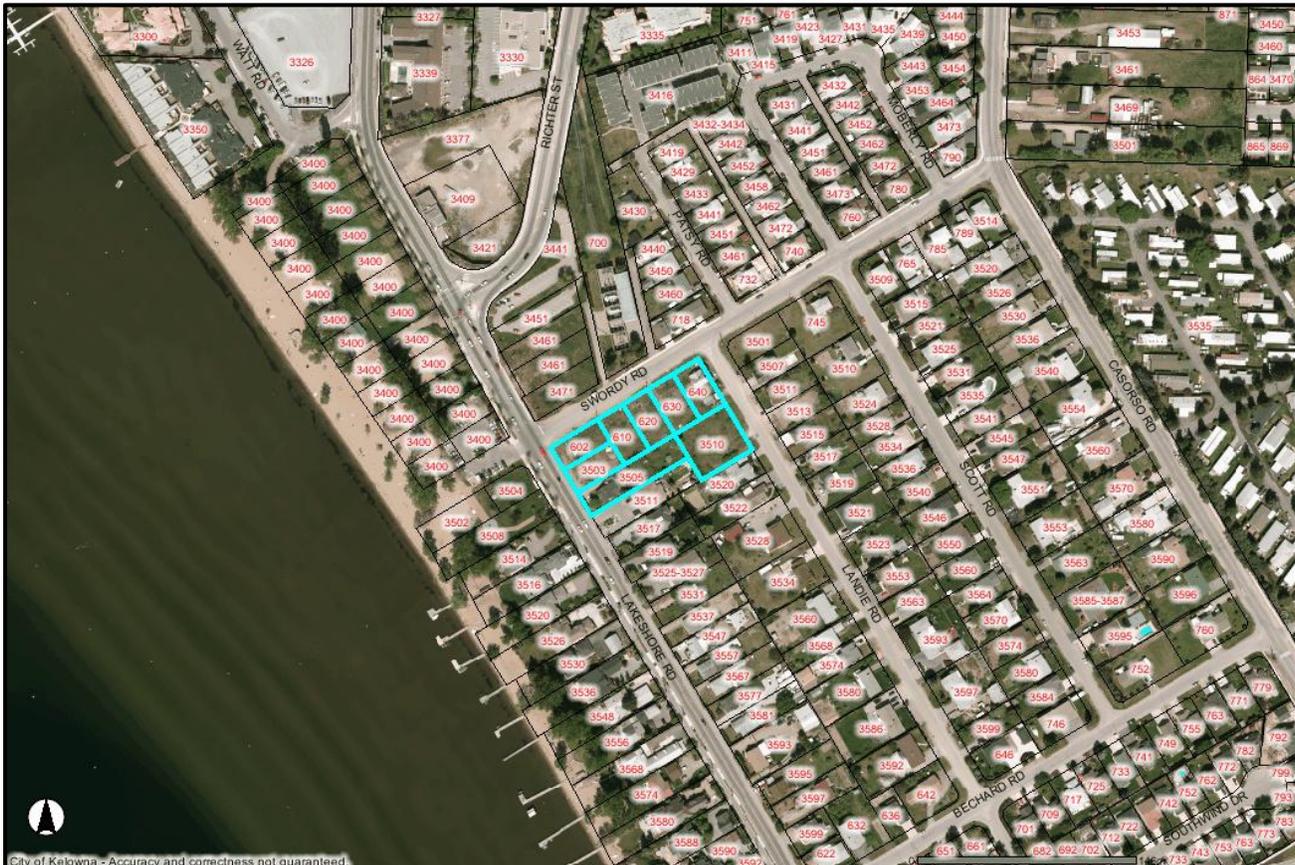
The amended project has increased the number of units from 31 to a total of 38 dwelling units divided between 9 buildings, 18 - 2 bedroom units and 20 - 3 bedroom units. Principal vehicular access for the units is via a driveway from Swordy Road. Parking for the development is within the personal garages with an additional 8 visitor stalls spread throughout the site. Long term bicycle parking is provided within the garages, and short term bicycle parking will be located on site. Pedestrian circulation is provided between buildings, through the property and a sidewalk will be provided along Lakeshore, Swordy and Landie Road. A 30m cross section is required along the length of the Lakeshore Road frontage to accommodate the future road cross section. A portion of the area will be secured through a road reserve which will allow the applicant to landscape and maintain this area until the road reserve area is required and triggered by the City. This will allow for a finished landscape frontage in the meantime instead of large leave strip along Lakeshore Road directly across from Gyro Beach. On that note, each frontage provides a strong pedestrian orientation, with main building entrances and patios facing the street. Staff have encouraged the applicant to consider design elements for the corner of Lakeshore & Swordy that will help to further identify and anchor the most visible portion of the project. Such design elements serve to activate these building frontages, with heightened levels of pedestrian activity and visual interest. The buildings are representative of a more contemporary aesthetic, having flat roofs and clean building lines.

The proposal compares to Zoning Bylaw No. 8000, as follows:

Zoning Analysis Table		
CRITERIA	RM3 ZONE REQUIREMENTS	PROPOSAL
Development Regulations		
Floor Area Ratio	0.80	0.743
Site Coverage - Buildings	40%	36%
Site Coverage- Bldgs & Driveways	60%	55%
Height	10.0m / 3 Storeys 9.5m / 2.5 storeys - 7.5m from Single / Two Unit designation	9.46m / 2.5 storeys
Front Yard (w)	1.5m	4.5m
Side Yard (n)	1.5m	4.5m
Side Yard (s)	4.0m	2.29m ¹
Rear Yard (e)	7.5m	3.48m ²
Building Separation	3.0m	3.0m
Other Regulations		
Minimum Parking Requirements	72 stalls total	87 stalls 77 stalls + 10 visitor stalls
Bicycle Parking	Class I: 19 stalls Class II: 4 stalls	Class I: 38 stalls Class II: 4 stalls
Private Open Space	950m ²	3000m ²
¹ To vary the side yard (south) setback from 4.0m required to 2.76m proposed. ² To vary the rear yard setback from 7.5m required to 3.48m proposed.		

4.2 Site Context

Subject Property Map:



The subject properties are located just south of the South Pandosy Urban Centre across Lakeshore Road from Gyro Beach. Adjacent land uses are as follows:

Orientation	Zoning	Land Use
North	RU6 - Two Dwelling Housing	Vacant
East	RU6 - Two Dwelling Housing	Residential
South	RU6 - Two Dwelling Housing	Residential
West	P3 - Parks & Open Space	Gyro Beach

5.0 Current Development Policies

5.1 Kelowna Official Community Plan (OCP)

Development Process

Compact Urban Form.¹ 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.

Ground-Oriented Housing.² Encourage all multi-unit residential buildings in neighbourhoods with schools and parks to contain ground-oriented units with 2 or more bedrooms to provide a family housing choice within 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.⁷

6.0 Technical Comments

6.1 Building & Permitting Department

- Demolition permits are required for any existing building(s).
- Development Cost Charges (DCC's) are required to be paid prior to issuance of any Building Permit(s) for new construction
- Size and location of all signage to be clearly defined as part of the development permit
- A minimum Geodetic Elevation of 343.66 meters is required for all habitable spaces including garage space.
- A Building Code analysis is required for the structure(s) at time of building permit applications, but the following items may affect the form and character of the building(s):
 - The British Columbia Building Code (BCBC) may define Buildings 2 & 3 as well as buildings 4 & 5 as a single structure unless the use of a firewall(s) is to be utilized. A complete building code analysis would be required to be reviewed prior to complete comments being provided.
 - Spatial calculations for between buildings 2 & 3 as well as buildings 4 & 5 to be reviewed prior to the release of the development permit.
- Full Plan check for Building Code related issues will be done at time of Building Permit applications

¹ City of Kelowna Official Community Plan, Policy 5.2.3 (Development Process Chapter).

² City of Kelowna Official Community Plan, Policy 5.23.1 (Development Process Chapter).

6.2 Development Engineering Department

See Attached.

6.3 Fire Department

Fire department access, fire flows, and hydrants as per the BC Building Code and City of Kelowna Subdivision Bylaw #7900. The Subdivision Bylaw requires a minimum of 150ltr/sec flow. The access road is to be a minimum of 6M in width with no parking signs provided along the roadway. Additional comments will be required at the building permit applications.

6.4 Fortis BC - Gas

Please be advised FortisBC has no concerns with the above mentioned referral.

7.0 Application Chronology

Date of Application Received: February 1st, 2013

Public Consultation & Notification: April 3rd, 2013 & May 3rd, 2013

The applicant consulted with neighbours within 50m of the proposed development as noted in Council Policy No. 367.

Report prepared by:

Alec Warrender, Land Use Planner

Reviewed by:

Danielle Noble, Urban Planning Manager

Approved for Inclusion
Division

D. Gilchrist, GM of Community Planning & Real Estate

Attachments:

Map A

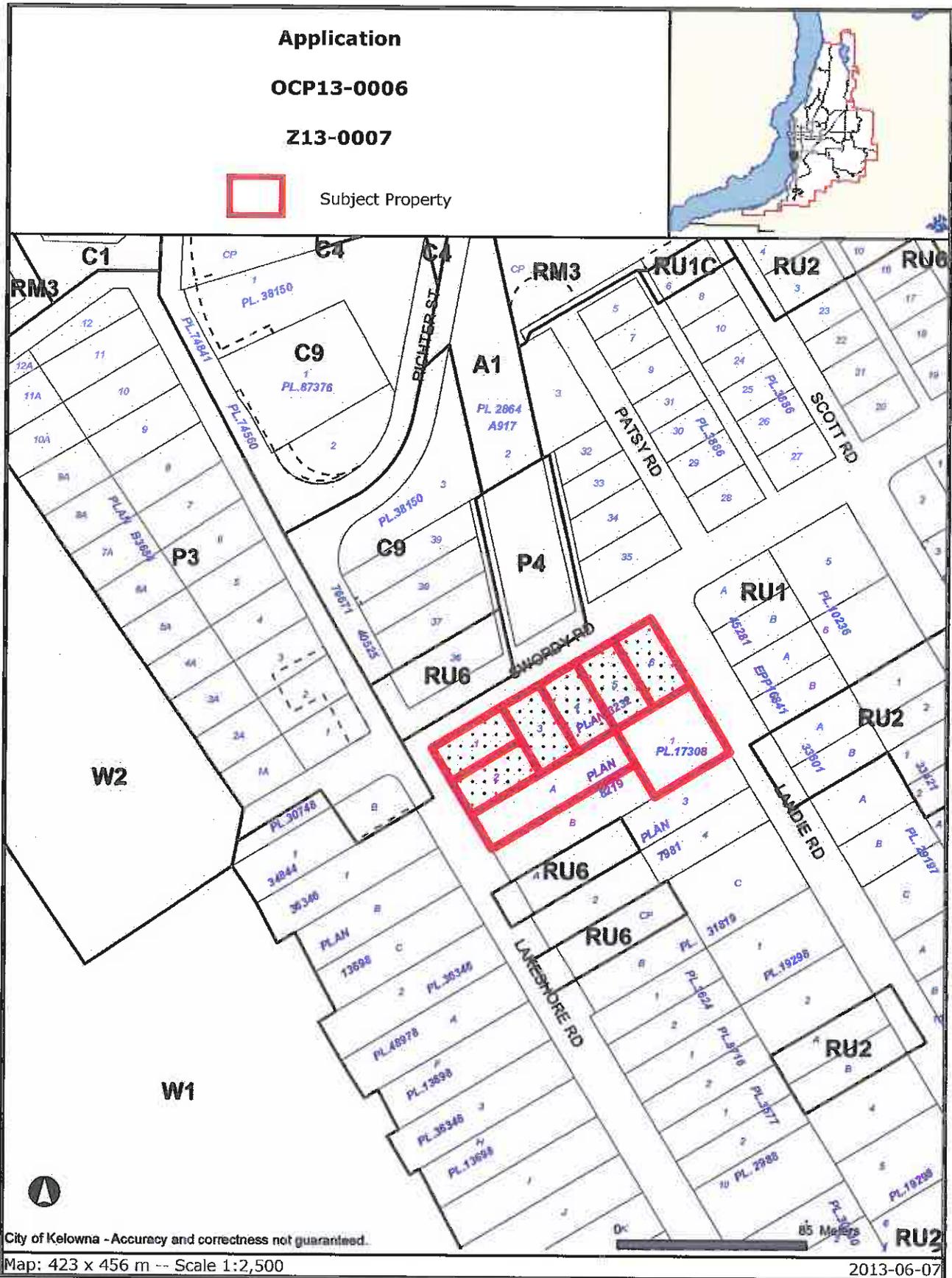
Subject Property Map

Site Plan

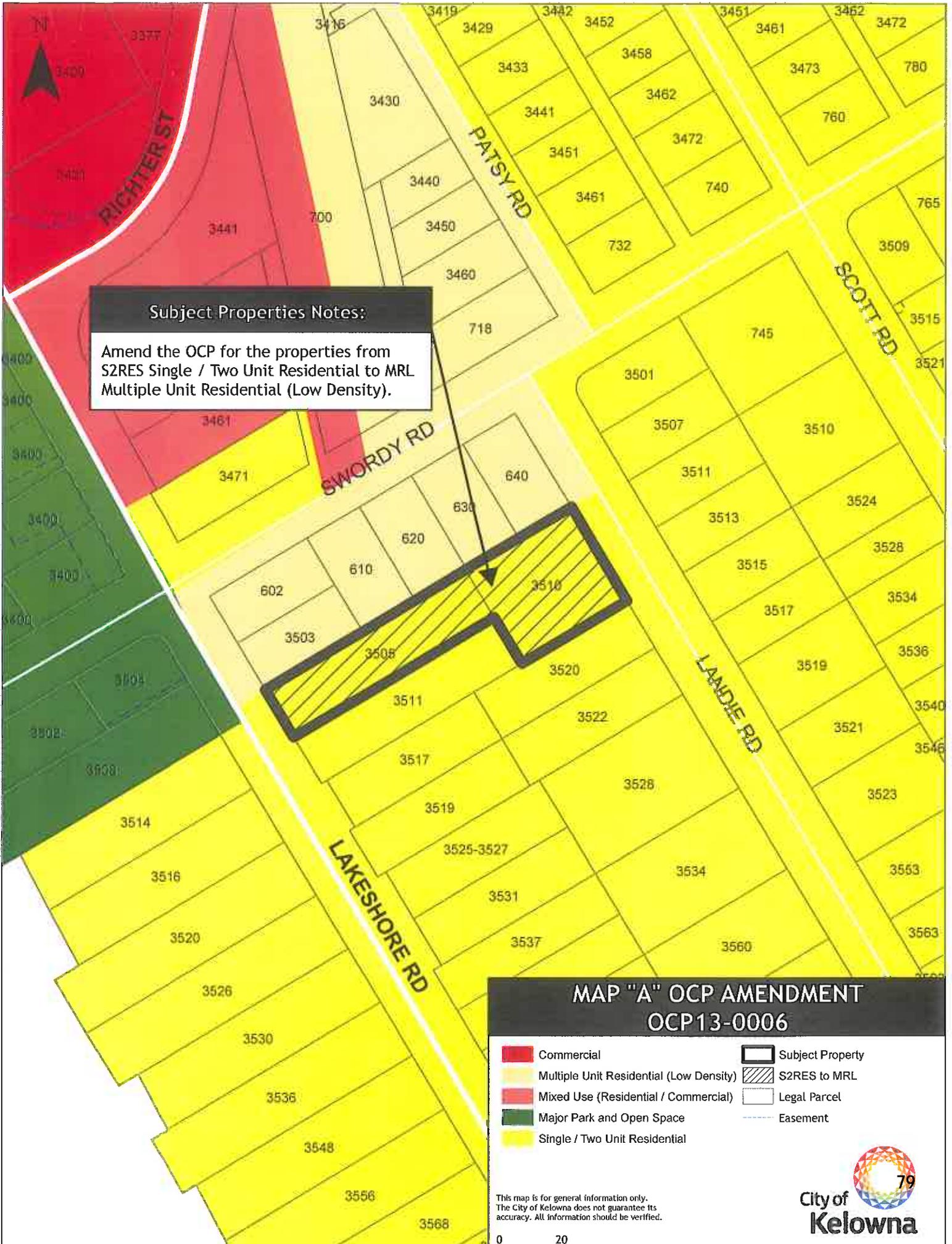
Elevations & Renderings

Development Engineering Requirements

2nd Neighbourhood Consultation Summary



Certain layers such as lots, zoning and dp areas are updated bi-weekly. This map is for general information only.
 The City of Kelowna does not guarantee its accuracy. All information should be verified.



Subject Properties Notes:
 Amend the OCP for the properties from S2RES Single / Two Unit Residential to MRL Multiple Unit Residential (Low Density).

**MAP "A" OCP AMENDMENT
 OCP13-0006**

- Commercial
- Multiple Unit Residential (Low Density)
- Mixed Use (Residential / Commercial)
- Major Park and Open Space
- Single / Two Unit Residential
- Subject Property
- S2RES to MRL
- Legal Parcel
- Easement

This map is for general information only. The City of Kelowna does not guarantee its accuracy. All information should be verified.



GYRO BEACH TOWNHOMES

CONSULTANTS:

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 NEW TOWN ARCHITECTURE
 1450 PANDOSY STREET
 FETOWNA, B.C. V1T 1T3
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ENGINEERING
 CIVIL ENGINEERING
 2500 BRITISH COLUMBIA STREET
 VANCOUVER, B.C. V6J 1K6
 WWW.CIVILENGINEERING.COM

DRAWING INDEX:

Drawing No.	Description
DP0.01	COVER
DP1.01	SITE LEVEL 01
DP1.02	SITE LEVEL 02
DP1.03	SITE MASSING
DP2.01	PLANS AND ELEVATIONS - 3 PLEX
DP2.02	PLANS AND ELEVATIONS - 3 PLEX
DP2.03	PLANS AND ELEVATIONS - 4 PLEX
DP2.04	PLANS AND ELEVATIONS - 4 PLEX
DP2.05	PLANS AND ELEVATIONS - 5 PLEX

20100513 - Cover for site plan

Area	Site	Area	Site	Area	Site
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20100513 - Cover for site plan

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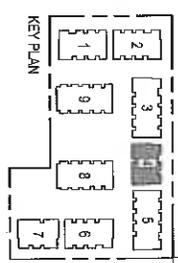
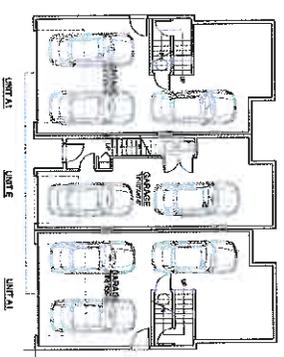
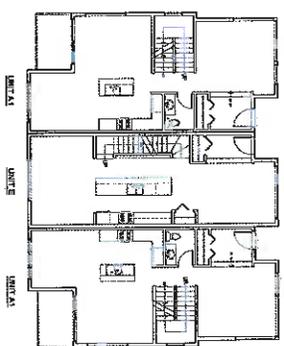
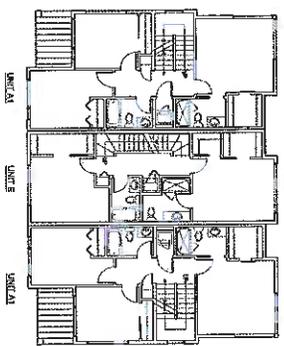
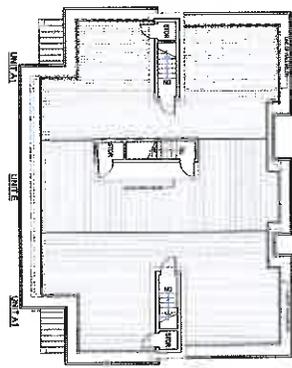
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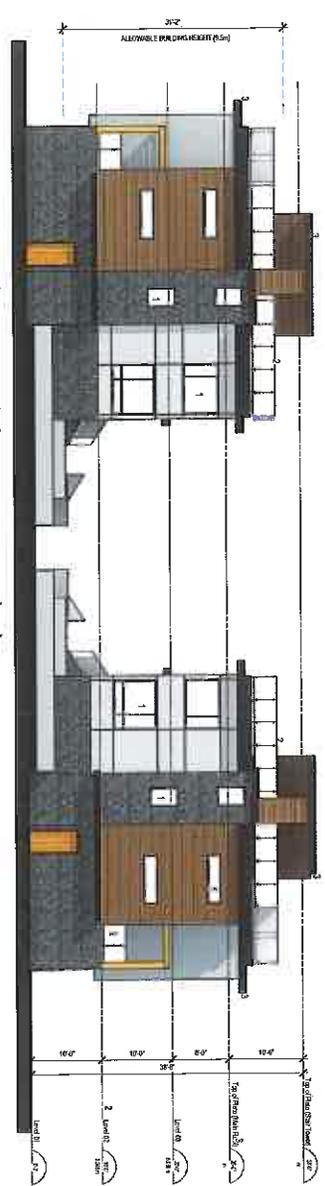
MATERIAL LEGEND	
1	CLEAR GLASS WINDOWS
2	METAL SILING WITH GLASS INFILL PANELS
3	SLACK PASKA
STUCCO	
HORIZONTAL SILING	
PANEL BORDERS	

elevation front

elevation back



elevations side



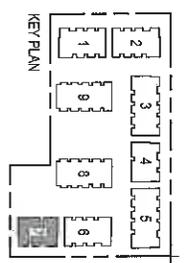
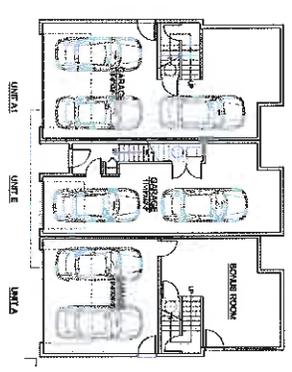
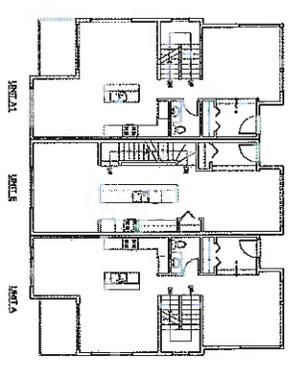
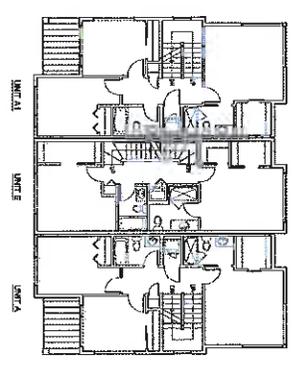
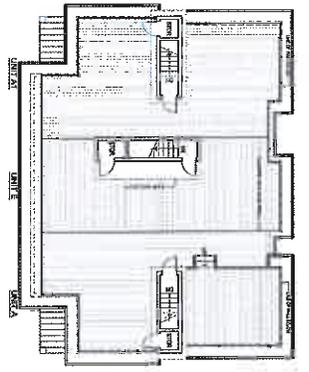
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 PROJECTS
 DYNOBATCH HOMES



project no. 2254
 drawing title
 3PDX@SINGOY
 1450 RANDOLPH STREET
 KILGORE, NC 27749
 WWW.NEWTOWNARCHITECTURE.COM
 PROJECTS
 DYNOBATCH HOMES
 prepared by: JPL
 checked by: JPL
 date: 08/11/17
 scale: AS SHOWN
 sheet no. DP2.01
 sheet total: 02/01



MATERIAL LEGEND

- 1 CLASH PLASTERWORK
- 2 METAL SLATING WITH 10% SS INFL. PANELS
- 3 BLACK PASCAL

STUCCO

HORIZONTAL SLATS

PANEL BOARDS

elevation front

elevation back

elevations side



NOTES

1. All elevations are shown in perspective.
2. All elevations are shown in perspective.
3. All elevations are shown in perspective.
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 - NOT FOR PERMITTING
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 - FOR PRELIMINARY CONTRACT ADMINISTRATION ONLY
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1415 PANDOLF STREET
 FREDERICK, MD 21703
 WWW.NEWTOWNARCHITECTURE.COM

PROJECT:
 OROO BEACH TOWNHOUSES

PROJECT NO.: 3225

DATE: 02/20/2018

SCALE: 1/8" = 1'-0"

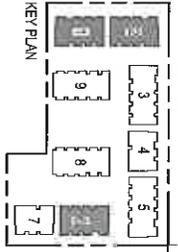
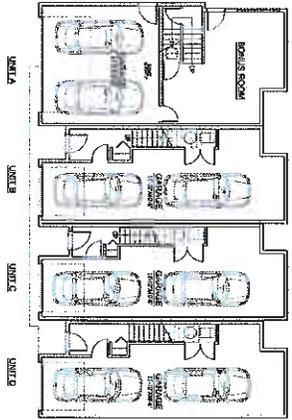
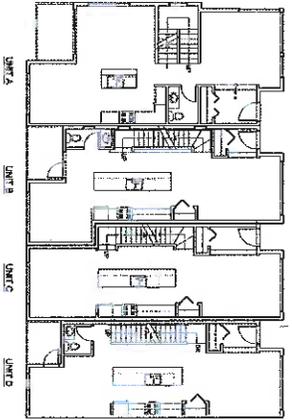
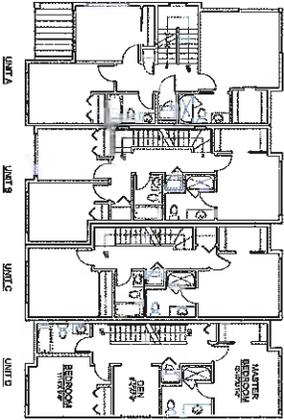
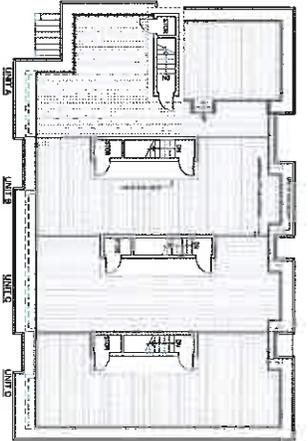
DESIGNED BY: SHELBY @ LANDE

DATE: 02/20/2018

SCALE: 1/8" = 1'-0"

PROJECT NO.: DP2.02

DATE: 02/20/2018



MATERIAL LEGEND

- 1 CLEAR GLASS WINDOWS
- 2 BLACK GLASS WINDOWS WITH COLORED METAL FINISHES
- 3 BLACK FINISH
- 4 STUCCO
- 5 HORIZONTAL SIDING
- 6 PANEL BOARDS

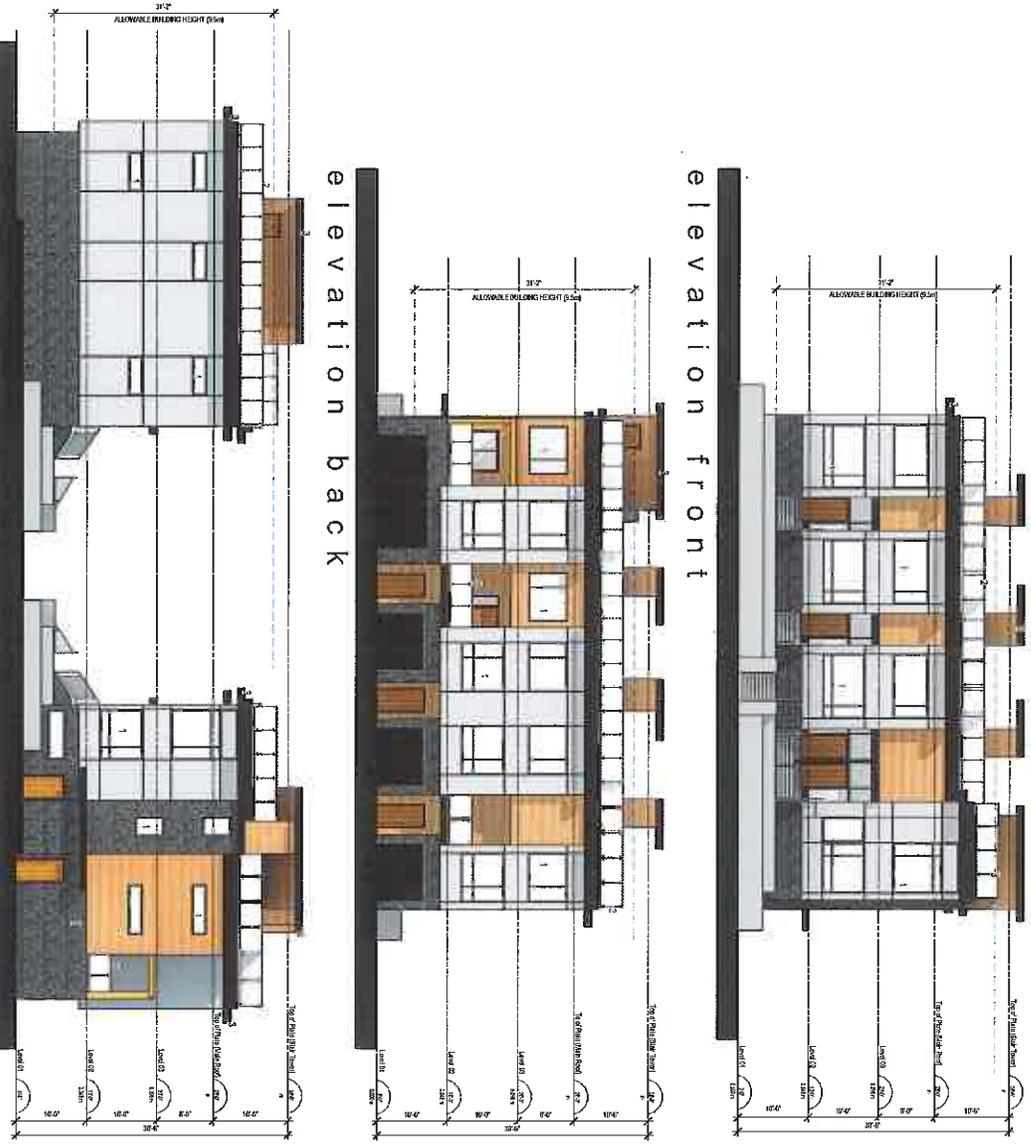
NOTES

1. ALL DIMENSIONS ARE IN METERS UNLESS OTHERWISE NOTED.
2. FINISHES AND MATERIALS TO BE DETERMINED BY THE ARCHITECT.
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elevation front

elevation back

elevations side



- FINISHES**
- 1. CLEAR GLASS WINDOWS
 - 2. BLACK GLASS WINDOWS WITH COLORED METAL FINISHES
 - 3. BLACK FINISH
 - 4. STUCCO
 - 5. HORIZONTAL SIDING
 - 6. PANEL BOARDS



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PROJECT
 1110 RANGOST STREET
 VANCOUVER, BC
 2024
 ARCHITECT
 AP-LEX

DATE
 18-11-24
PROJECT NO.
 DP2.103

CITY OF KELOWNA
MEMORANDUM

Date: May 31, 2013
File No.: Z13-0007

To: Land Use Management Department (AW)

From: Development Engineering Manager (SM)

Subject: Lakeshore Rd at Swordy Rd Landie Rd - *Revised* - Gyro Beach Development
LOT 1-6 PLAN 3232, LOT A PLAN 8219 & LOT 1 PLAN 17308

The Development Engineering Department has the following comments and requirements associated with this application to rezone from RU-1 to RM3. 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 Sergio Sartori

1. Domestic Water and Fire Protection

- (a) The existing lots are serviced with small diameter water services. The developer's consulting mechanical engineer will determine the domestic and fire protection requirements of this proposed development and establish hydrant requirements and service needs.
- (b) Only one service will be permitted for this development. The applicant, at his cost, will arrange for the removal of all existing services and the installation of fire hydrants and one new larger metered water service. The estimated cost of this construction for bonding purposes is **\$30,000.00**
- (c) If it is determined that upgrades to the remaining water distribution system must be made to achieve the required fire flows, additional bonding will be required.
- (d) A water meter is mandatory for this development and must be installed inside the building on the water service inlet as required by the City Plumbing Regulation and Water Regulation bylaws. The developer or building contractor must purchase the meter from the City at the time of application for a building permit from the Inspection Services Department, and prepare the meter setter at his cost. Boulevard landscaping, complete with underground irrigation system, must be integrated with the on-site irrigation system.
- (e) 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 developer's consulting mechanical engineer will determine the requirements of this proposed development and establish the required size and preferred location of the new service. Only one service will be permitted for this development. The applicant, at his cost, will arrange for the removal of all existing small diameter services and the installation of a new larger service. The estimated cost of this construction for bonding purposes is **\$20,000.00**

3. Storm Drainage

- (a) The developer must engage a consulting civil engineer to provide a storm water management plan which meets the requirements of the City Storm Water Management Policy and Design Manual. The storm water management plan must also include provision of a lot grading plan, identify minimum basement elevation (MBE), overland drainage routes, floodplain elevations and setbacks, and provision of a storm drainage service for the lot and /or recommendations for onsite drainage containment and disposal systems. The on-site drainage systems may be connected to the street drainage system with an overflow service. The estimated cost of this construction for bonding purposes is **\$5,000.00**
- (b) The subject development must include the design of drainage facilities for Lakeshore Road, Swordy road and Landie Road fronting this development, including piped drainage systems, drywells, catch basins and curb and gutter construction. The cost of the work was included in the road design calculations.
- (c) Storm drainage systems and overflow service(s) for the site will be reviewed and approved by Engineering when site servicing designs are submitted.

4. Road Improvements

- (a) Lakeshore Road must be upgraded to a full urban standard along the full frontage of this proposed development, including curb and gutter, separate sidewalk, storm drainage system including catch basins, manholes / dry-wells, pavement widening and line painting. Also required is a landscaped boulevard complete with underground irrigation system, street lighting and re-location or adjustment of utility appurtenances if required to accommodate the upgrading construction. *The estimated cost for this construction for bonding purposes is **\$40,000.00**.* Not included in the estimate are costs for pole relocations.
- (b) Landie Road must be upgraded to a full urban standard (SS-R5) along the full frontage of this proposed development, including a barrier curb and gutter, monolithic sidewalk, piped storm drainage system including catch basins, manholes / dry-wells and pavement widening. Service upgrades will require additional road cuts. The developer will be required to provide a pavement overlay to the road centerline. Also required is a landscaped boulevard complete with underground irrigation system, street lighting and re-location or adjustment of utility appurtenances if required to accommodate the upgrading construction. *The estimated cost for this construction for bonding purposes is **\$60,000.00**.*

- (c) Swordy Road fronting this development site is presently constructed to a rural paved standard. The road must be upgraded to a full urban standard (SS-R5) along the full frontage of this proposed development, including a barrier curb and gutter, monolithic sidewalk, piped storm drainage system including catch basins, manholes / dry-wells and pavement widening. Service upgrades will require additional road cuts. The developer will be required to provide a pavement overlay to the road centerline. Also required is a landscaped boulevard complete with underground irrigation system, street lighting and re-location or adjustment of utility appurtenances if required to accommodate the upgrading construction. The estimated cost for this construction for bonding purposes is **\$95,000.00**.

5. Road Dedication and Subdivision Requirements

By registered plan to provide the following:

- (a) Grant Statutory Rights Of Way if required for utility services.
- (b) Provide an additional highway allowance widening along the frontage of Lakeshore of ~10m as indicated on Associated Engineering Preliminary Design Drawing 2383-RW - 101 Rev. No. 3
- (c) Dedicate a corner rounding of a 6.0m radius at the Lakeshore, Swordy Road property line intersection.
- (d) Dedicate a corner rounding of a 6.0m radius at the Swordy, Landie Road property line intersection.
- (e) Lot consolidation.
- (f) If any road dedication or closure affects lands encumbered by a Utility right-of-way (such as Hydro, Telus, Gas, etc.) please obtain the approval of the utility. Any works required by the utility as a consequence of the road dedication or closure must be incorporated in the construction drawings submitted to the City's Development Manager.

6. Electric Power and Telecommunication Services

The existing overhead electrical and telecommunication distribution wiring on Lakeshore Road fronting this development must be relocated to an approved offset within the proposed boulevard area. The developer may choose to have the wiring installed in an underground duct system. The buildings must be connected by underground services.

It is the developer's responsibility to make a servicing application with the respective electric power, telephone and cable transmission companies to arrange for these services, which would be at the applicant's cost. If the electrical source is on the west side of Lakeshore Road, this source must be in underground ducts.

7. Street Lighting

Street lighting including underground ducts must be installed on Landie Road, Swordy Road and Lakeshore Road fronting on the proposed development. The cost of this requirement is included in the roads upgrading item.

8. Engineering

Road and utility construction design, construction supervision, and quality control supervision of all off-site and site services including on-site 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.

9. 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.

10. Bonding and Levy Summary(a) Bonding

Service Upgrades	\$ 55,000.00
<i>Lakeshore Road Frontage Improvements</i>	<i>\$ 40,000.00</i>
<i>Landie Road Frontage Improvements</i>	<i>\$ 60,000.00</i>
Swordy Road Frontage Improvements	\$ 95,000.00

Total **\$ 250,000.00**

NOTE: The bonding amount 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.

11. Development Permit and Site Related Issues

- (a) The submitted drawings will require a complete redesign to facilitate the additional highway allowance widening along the frontage of Lakeshore Road.
- (b) A site grading plan, a site servicing plan and a storm drainage plan are a requirement of this application. Site servicing issues and road access will be further reviewed and comments related to site development will be addressed when a detailed site development design or building permit application is received.
- (c) Access and Manoeuvrability
 - (i) Vehicular access onto Lakeshore Road will not be permitted. The proposed access location onto Swordy Road is acceptable as shown.
 - (ii) An SU-9 standard size vehicle must be able to manoeuvre onto and off the site without requiring a reverse movement onto public roadways.

12. Geotechnical Report

As a requirement of this application and building permit approval the applicant must provide a comprehensive geotechnical report prepared by a Professional Engineer qualified in the field of hydro-geotechnical survey to address the following:

- (a) Area ground water characteristics, including water sources on the site.
- (b) Site suitability for development; i.e. unstable soils, foundation requirements 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.

13. Latecomer Provisions

- a) Under the provisions of the Local Government Act, Latecomer provisions are available for the Storm mains installed on;
 - i) Swordy Road
 - ii) Landie Road
- b) The consulting engineer is to prepare and submit the Latecomer information. The City will prepare the actual Latecomer Agreement(s) and forward to the owner(s) for signature. The Latecomer Agreements must be submitted for Council's adoption prior to the notice to proceed with the works and/or subdivision approval.
- c) The Latecomer Processing Fee: \$1,000.00 (plus HST) per agreement (no charge for 1 day agreements), if applicable.

14. 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% of Total Off-Site Construction Cost plus HST)

Steve Muenz, P. Eng.
Development Engineering Manager

SS/jf

COMMUNITY INFORMATION

April 2013

Purpose:

To inform neighbouring residents of the rezoning applications in process, file reference Z13-0007. The application includes a request to rezone the properties from the existing RU-1, Large Lot Housing to RM-3, Low density multi family. All but two of the individual properties are forecast for the requested use within the current Official Community Plan (OCP). An OCP Amendment will be required for the lots that are not already forecast for this use (3505 Lakeshore Road & 3510 Landie Road). The eight properties will be consolidated into a single lot to accommodate the requested zone and Development Permit.

Subject Properties:

602, 610, 620, 630, 640 Swordy Road - Lots 1, 3, 4, 5, 6, DL 134, ODYD, Plan 3232
3503 Lakeshore Road - Lot 2 DL 134, ODYD, Plan 3232
3505 Lakeshore Road - Lot A, DL 134, ODYD, Plan 8219
3510 Landie Road - Lot 1, DL 134, ODYD, Plan 17308

Project Description:

The proposal is for a 38 unit townhouse development located on eight lots bounded to the west by Lakeshore Road, the north by Swordy Road and the east by Landie Road. The townhomes will be configured into seven 2.5 storey blocks (3-5 units each) adjacent to the street frontage and two blocks (5 units each) within the centre of the site.

All parking for the units will be covered with a mixture of side by side and tandem garages with additional 10 guest stalls. Parking access will be by a 6.0m internal lane system accessed from Swordy Road. The design provides a nice transition between the existing single family residential neighbourhood and the denser multiple family zones forecast in the Official Community Plan north of this site.

Method for Feedback: Comments and/or Questions

Phone: New Town Architecture Inc. 250-860-8185
Email: info@gyrobeach.ca or pauls@newtownservices.net
Fax: New Town Architecture Inc. 250-860-0985

Contact Information:

Agent for Applicant: New Town Architecture Inc., 1464 St Paul St., Kelowna, B.C., V1Y 2E6
Contact: Pat McCusker, patrickm@newtownservices.net
Contact: Paul Shuster, pauls@newtownservices.net
Tel: 250-860-8185 Fax: 250-860-0985

City of Kelowna: Land Use Management Department
1435 Water Street, Kelowna, B.C., V1Y 1J4
Land Use Planner; Alec Warrender, Tel: 250-469-8776 Fax: 250-862-3320

GYRO BEACH TOWNHOMES

2012.07.24



PROPOSED OCP ZONING AREA ADJUSTMENT



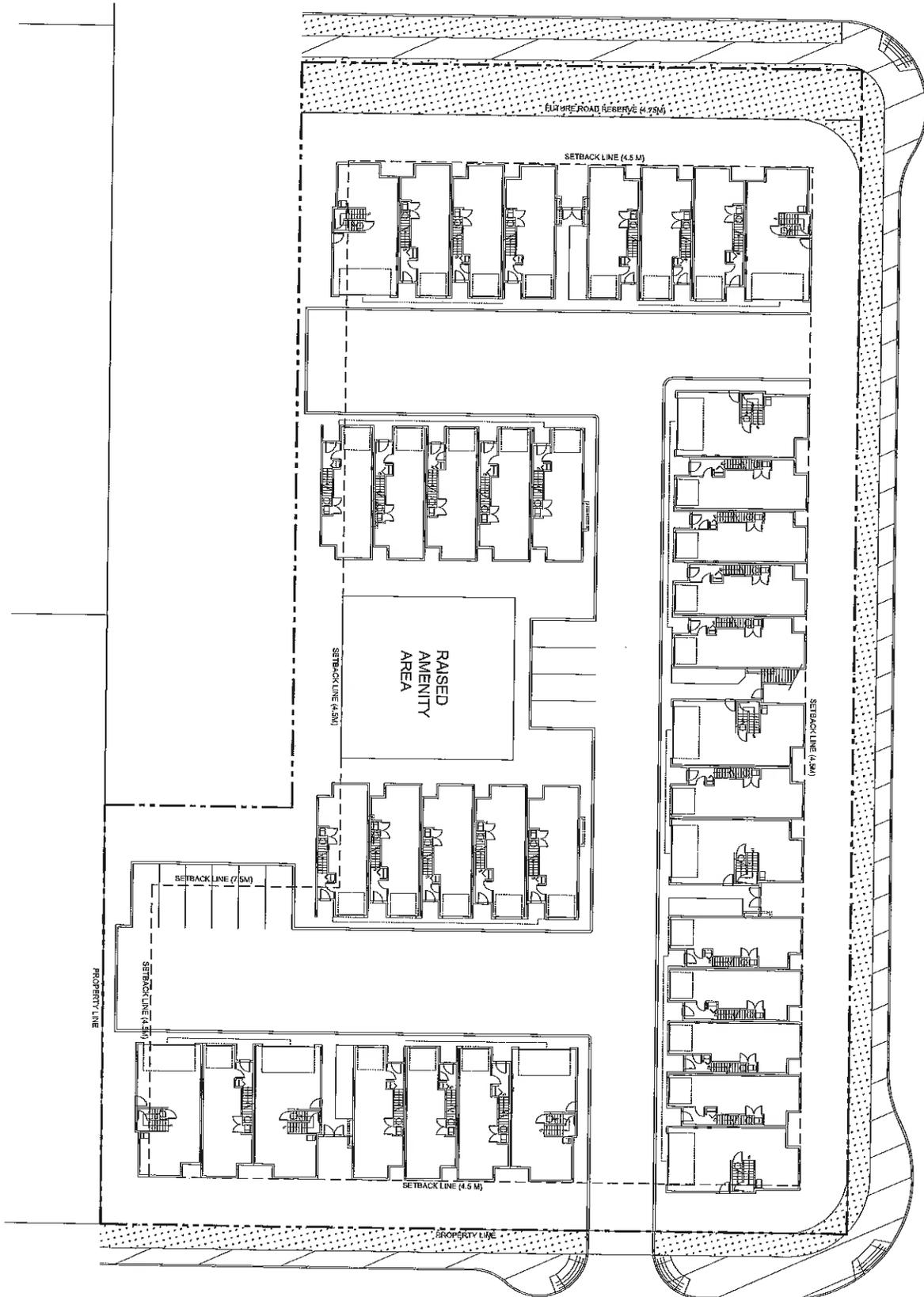
GYRO BEACH TOWNHOMES

2012.07.24

CONTEXT MAP



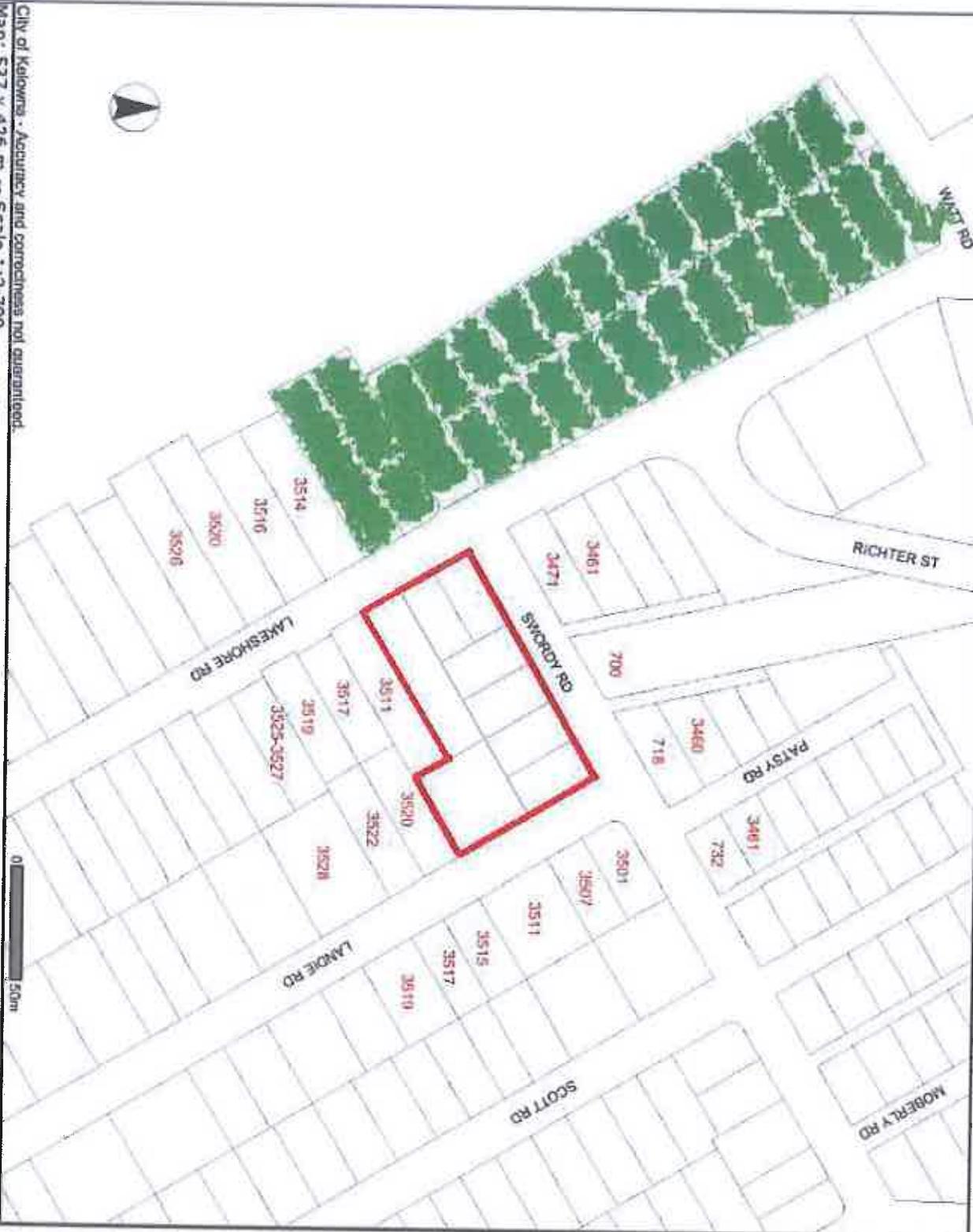
LAKESHORE ROAD



SWORDY ROAD



Z13-0007 - Neighbour Consultation (50m) - As Indicated



City of Kelowna - Accuracy and correctness not guaranteed.
Map: 537 x 426 m -- Scale 1:2,700



CITY OF KELOWNA

BYLAW NO. 10843

**Official Community Plan Amendment No. OCP13-0006 -
Northern Lights Land Development Corporation, Inc. No. A0063828
3503 and 3505 Lakeshore Road, 602, 610, 620, 630 and 640 Swordy
Road and 3510 Landie 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 Lot 1, District Lot 134, ODYD, Plan 17308, located on Landie Road and Lot A, District Lot 134, ODYD, Plan 8219, Except Plan 17308, located at 3505 Lakeshore Road, Kelowna, B.C., from the Single/Two Unit Residential designation to the Multiple Unit Residential - Low Density 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 22nd day of April, 2013.

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

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk

CITY OF KELOWNA

BYLAW NO. 10844

**Z13-0007 - Northern Lights Land Development Corporation,
Inc. No. A0063828
3503 and 3505 Lakeshore Road and 602, 610, 620, 630 & 640
Swordy Road and 3510 Landie 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 Lot 2, D.L. 134, ODYD, Plan 3232, located at 3503 Lakeshore Road, Lot A, District Lot 134, ODYD, Plan 8219, Execpt Plan 17308, located at 3505 Lakeshore Road, Lot 1, D.L. 134, ODYD, Plan 3232, located at 602 Swordy Road, Lot 3, D.L. 134, ODYD, Plan 3232, located at 610 Swordy Road, Lot 4, D.L. 134, ODYD, Plan 3232, located at 620 Swordy Road, Lot 5, D.L. 134, ODYD, Plan 3232, located at 630 Swordy Road, Lot 6, D.L. 134, ODYD, Plan 3232, located at 640 Swordy Road, Lot 1, D.L. 134, ODYD, Plan 17308, located at 3510 Landie Road, Kelowna, B.C., from the RU6 - Two Dwelling Housing zone to the RM3 - Low Density Multiple Housing zone.
2. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first time by the Municipal Council this 22nd day of April, 2013.

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

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk

additional 193 stalls in order to help offset surface parking that will be lost as part of the IHA Administration building.

To ensure a high quality urban environment, significant ground level retail space will be designed into the library parkade on both Smith and Ellis Streets. This retail space works toward making the street a more pedestrian friendly space and contributes to enhancing the commercial / retail viability of Ellis Street near Doyle Avenue. The proposed design has more than the required minimum retail space incorporated to ensure that the space is commercially viable for the long term. The architectural finishing takes inspiration from the existing parkade and adjacent library but introduces a more modern aesthetic. The high quality finishing will ensure that the parkade expansion is a positive addition to the downtown core.

4.0 Proposal

4.1 Project Description

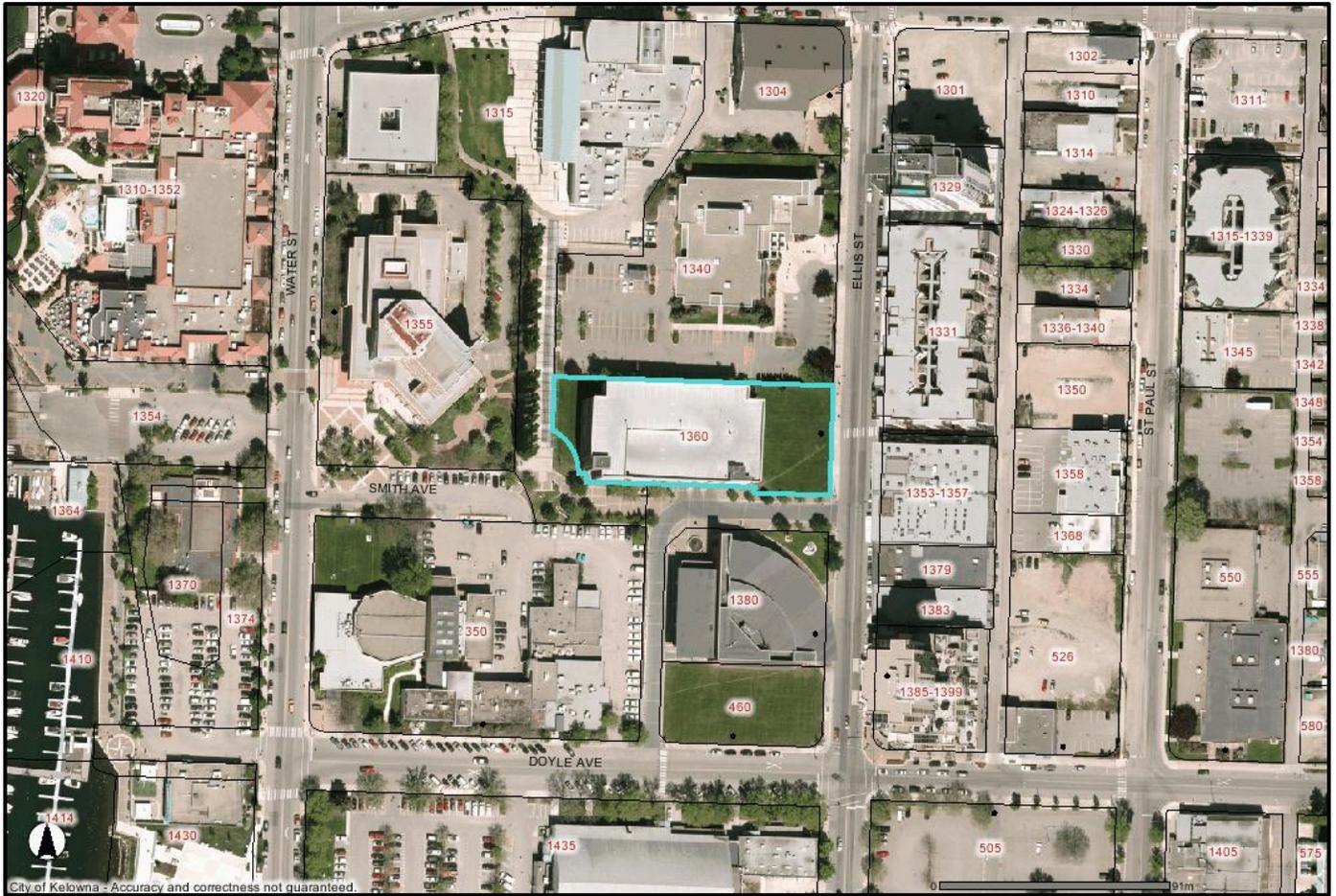
To meet parking requirements for the new IHA building and to enhance weekend and evening parking in the area, expansion of the existing Library Parkade to the vacant parcel to the east. The library parkade expansion will provide an additional 193 parking stalls that will be made available to the public and is intended to replace many of the current surface parking stalls which will be lost at the IH building site and the new Ellis Parkade building site. The project features four at-grade commercial retail units that are setback creating a sheltered arcade that will help animate the street. There are 4 levels of parking that will be screened with glazing and window boxes. The materials consist of architectural concrete, Glue Laminated Timbers, Heritage Clay Masonry Block (to match the library), glazing and steel canopy, screens and trellis structures. The streetscape along Ellis street will also be improved as part of the project and will tie into the existing theme. Landscaping will be added along the northern property line to help screen the least detailed façade. Signage and lighting have been well integrated into the design scheme and there are plans to incorporate public art into the window boxes to further help screen the parking and add visual interest.

The project compares to Zoning Bylaw No. 8000 as follows:

Zoning Analysis Table		
CRITERIA	C7 ZONE REQUIREMENTS	PROPOSAL
Development Regulations		
Floor Area Ratio	9.0	4.6
Height	44m	13.8m / 4 Storeys
Front Yard	0.0m	0.0m
Side Yard (south)	0.0m	0.0m
Side Yard (north)	0.0m	0.0m
Rear Yard	0.0m	3.0m
Parking	10 stalls (CRU Parking)	402 existing 193 proposed 595 Total

4.2 Site Context

Subject Property Map: 1360 Ellis Street



The subject property is located within the Cultural District in the Downtown Urban Centre, the expansion is abutting the existing parkade and directly north of the public library.

Specifically, adjacent land uses are as follows:

Orientation	Zoning	Land Use
North	P1 - Major Institutional	IHA Health Clinic
East	C7 - Business Centre Commercial	Mixed Use (Residential / Commercial)
South	C7 - Business Centre Commercial	Public Library
West	P1 - Major Institutional C7 - Business Centre Commercial	Court House Art Walk

5.0 Current Development Policies

5.1.1 Urban Design Development Permit Areas (Chapter 14) - Revitalization Design Guidelines

Objectives

- Use appropriate architectural features and detailing of buildings and landscapes to define area character;
- Convey a strong sense of authenticity through high quality urban design that is distinctive of Kelowna;
- Enhance the urban centre's main street character in a manner consistent with the area's character;
- Provide for a scale and massing of buildings that promotes an enjoyable living, pedestrian, working, shopping and service experience;
- Design and facilitate beautiful public open spaces that encourage year-round enjoyment;
- Create open, architecturally-pleasing and accessible building facades to the street; and
- Improve existing streets and sidewalks to promote alternative transportation.

Downtown Considerations

- Articulate the street façade in a vertical rhythm that is consistent with the traditional subdivision pattern (i.e., maintain the character of narrow buildings and storefronts through changing materials, patterns, reveals, setbacks, façade portions, or design elements to maintain façade widths);
- Incorporate a level of detailing that conveys a sense of craftsmanship consistent with the era in which original downtown buildings were built (i.e., incorporate architectural features such as quoins, traditional brick patterns, pediments, keystones, recessed entrances, etc.);
- Windows should be set back from the building face (as opposed to flush) and include headers and sills;
- Windows at street level should keep the sills low for displays of retail goods and for high visibility into interior spaces;
- Upper floor windows should have vertical proportions where the height is at a minimum, 1.5 times the width;
- Brick and cut stone are preferred building materials, where appropriate. Materials should emulate a range of colours found on prominent buildings located Downtown;
- Incorporate high quality signage utilizing traditional size, style, fonts and design. Prominent and colourful signage creating a rich visual character is encouraged, however, illuminated signs in fluorescent colours are discouraged.

6.0 Technical Comments

6.1 Building & Permitting Department

- This building is required to be of non-combustible construction. Any proposed deviance from this requirement of BCBC 12 requires an approved alternate solution report approved prior to the release of the Development Permit.
- A minimum Geodetic Elevation of 343.66 meters is required for all habitable spaces including the parking garage(s).

- A Geotechnical report is required to address the sub soil conditions and potential impact on neighbouring properties. A Geotechnical pier review may be required at time of building 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, additional snow drift on neighbour roofs, excessive noise from mechanical units, vibration damage during foundation preparation work etc.
- Guards are required on all floors & all stairwells for this new structure..
- A fire resistance rating is required for garbage enclosure room(s). The drawings submitted for building permit are to clearly identify how this rating will be achieved.
- Size and location of all signage to be clearly defined as part of the development permit
- Awnings over city property require an indemnification agreement(s).
- 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.
- A hard surface treatment is required for all exits on gridline p14a and are required to lead to the street.
- Full Plan check for Building Code related issues will be done at time of Building Permit applications

6.2 Development Engineering Department

See Attached.

6.3 Fire Department

- A Construction fire safety plan is required prior to the start of construction and updated as required.
- An updated 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 or DVD to facilitate Fire Department pre-planning for this structure.
- Adequate egress shall be maintained through the parkade during construction.
- Maintain access to fire department connections and hydrants during construction

6.4 Fortis BC - Gas

FortisBC gas division has reviewed the above mentioned referral and has no concerns.

6.5 Fortis BC - Electric

No comment provided.

7.0 Application Chronology

Date Application Received: May 23rd, 2013

Report prepared by:

Alec Warrender, Land Use Planner

Reviewed by:

Danielle Noble, Manager, Urban Land Use

Approved for Inclusion
Sustainability

D. Gilchrist, GM, Planning & Real Estate Division

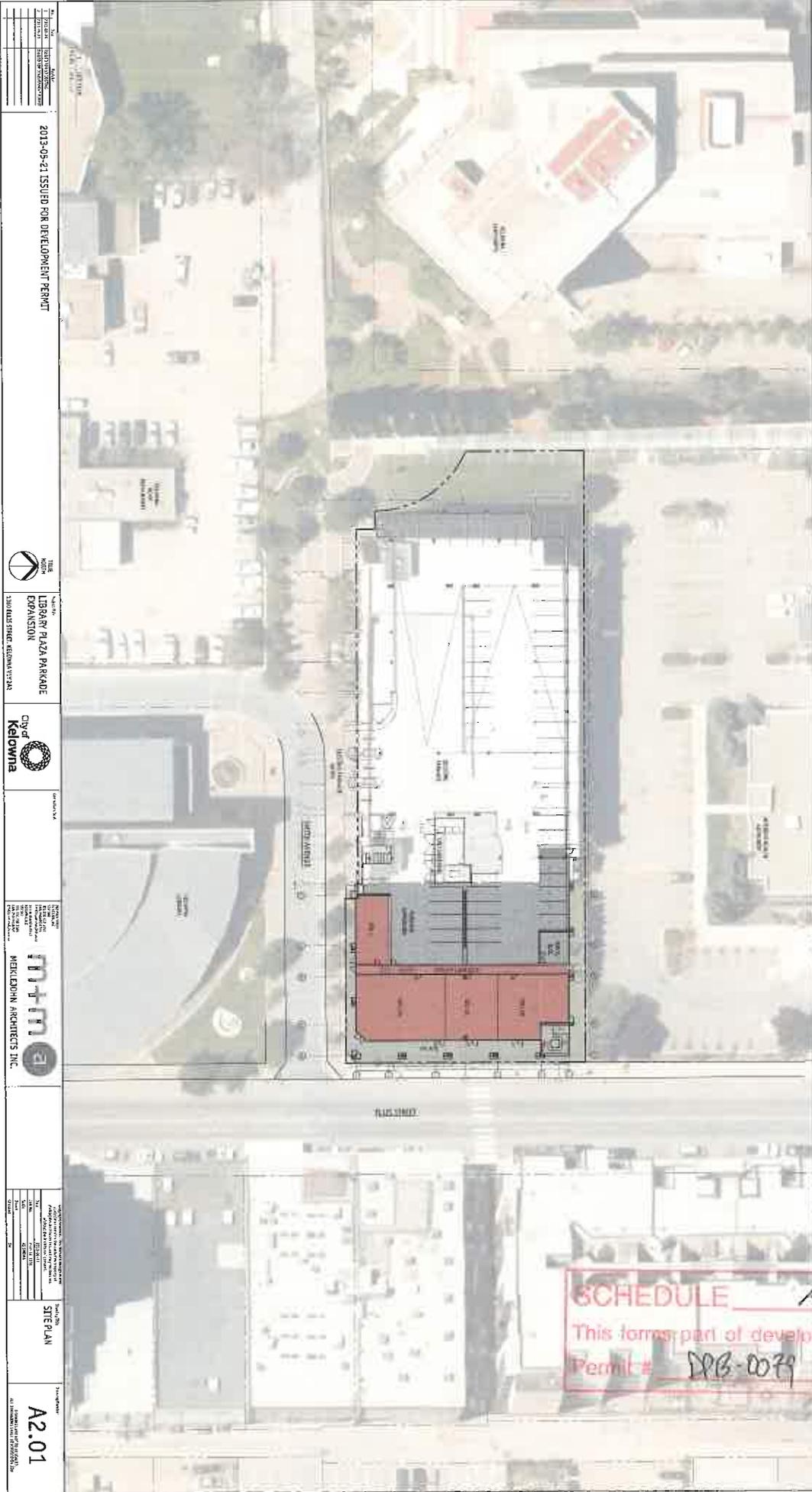
Attachments:

Subject Property Map

Site Plan

Elevations & Renderings

Development Engineering Requirements



DATE	DESCRIPTION

2013-05-21 ISSUED FOR DEVELOPMENT PERMIT

TITLE: LIBRARY PLAZA PARKADE EXPANSION
 3480 DAS STREET, KELLOWNA, BC



PROJECT NO. 13-001



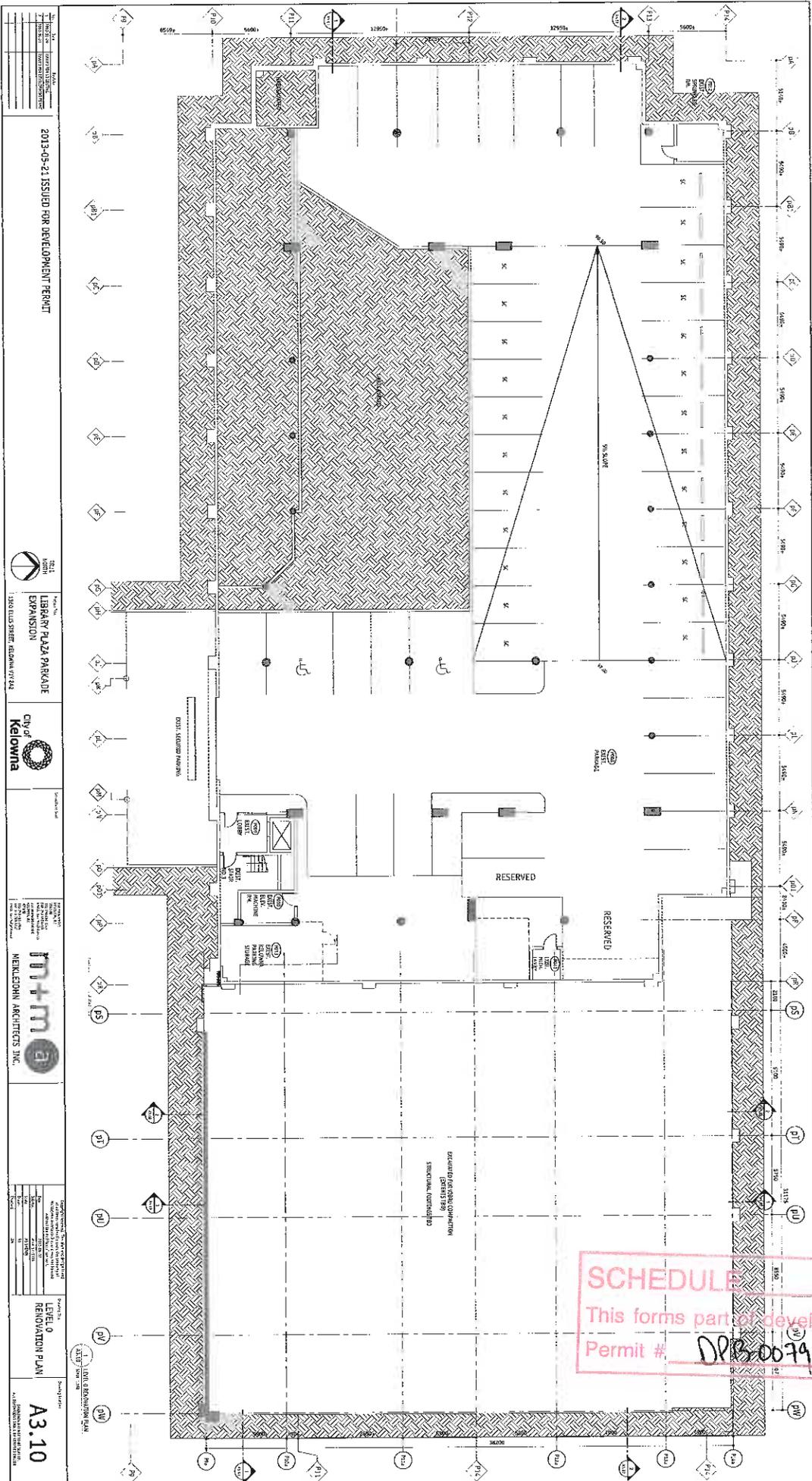
DATE	DESCRIPTION

PROJECT NO. 13-001

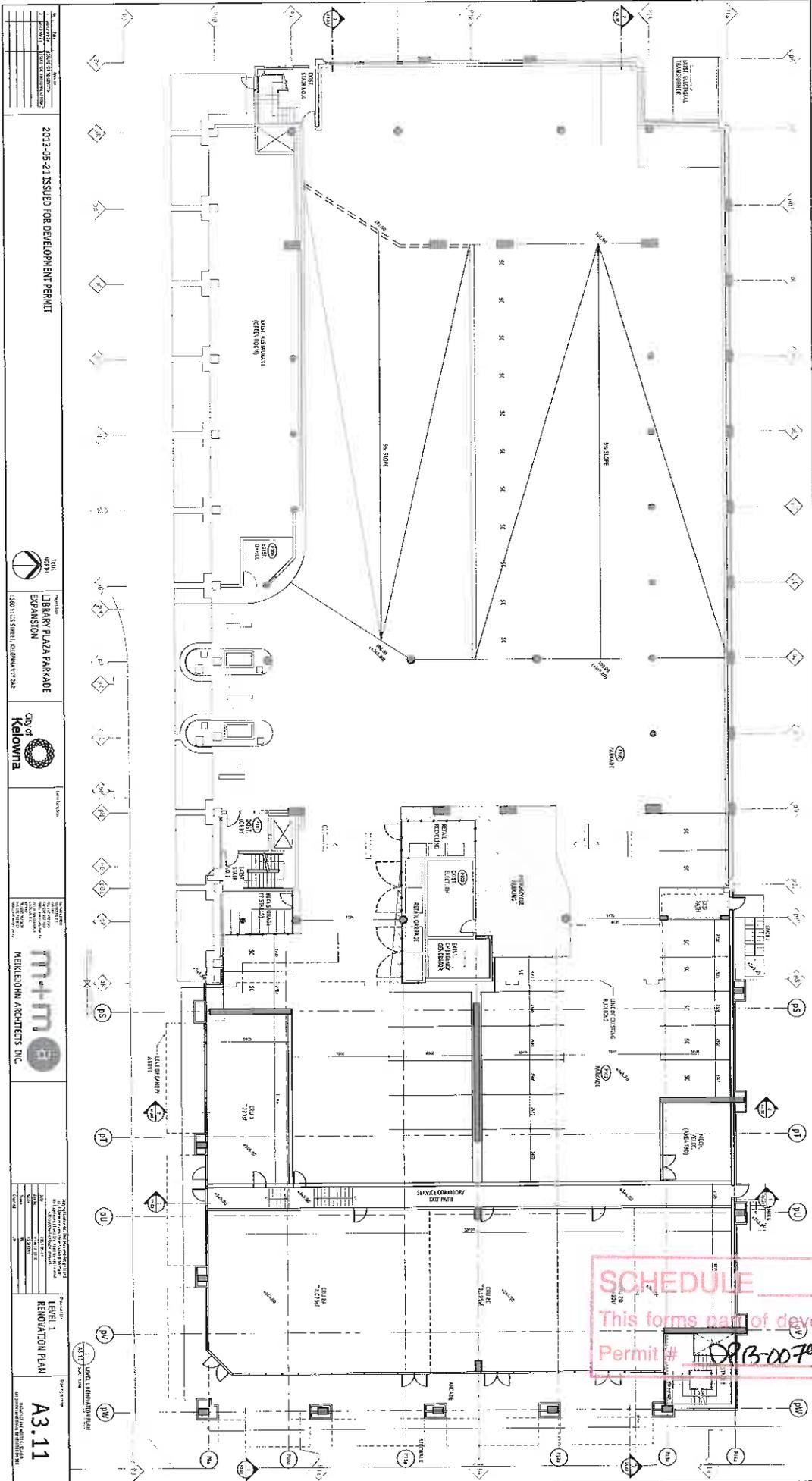
SITE PLAN

A2.01

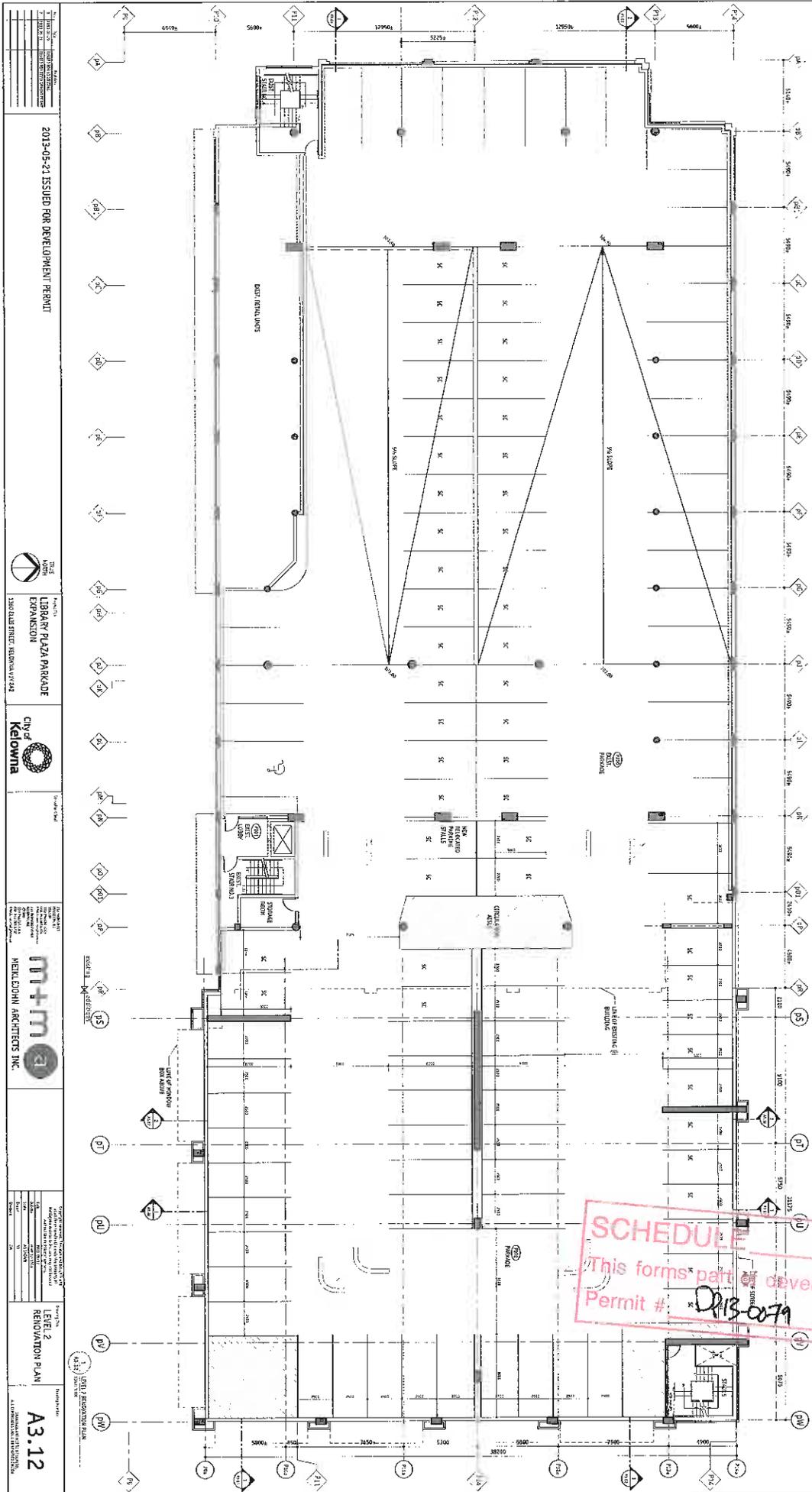
SCHEDULE A
 This forms part of development
 Permit # **DPB-0079**



2013-05-21 ISSUED FOR DEVELOPMENT PERMIT
 LIBRARY PLAZA ARCADE EXPANSION
 City of Kalamazoo
 MEKLETON ARCHITECTS INC.
 LEVEL 0 RENOVATION PLAN
 A3.10

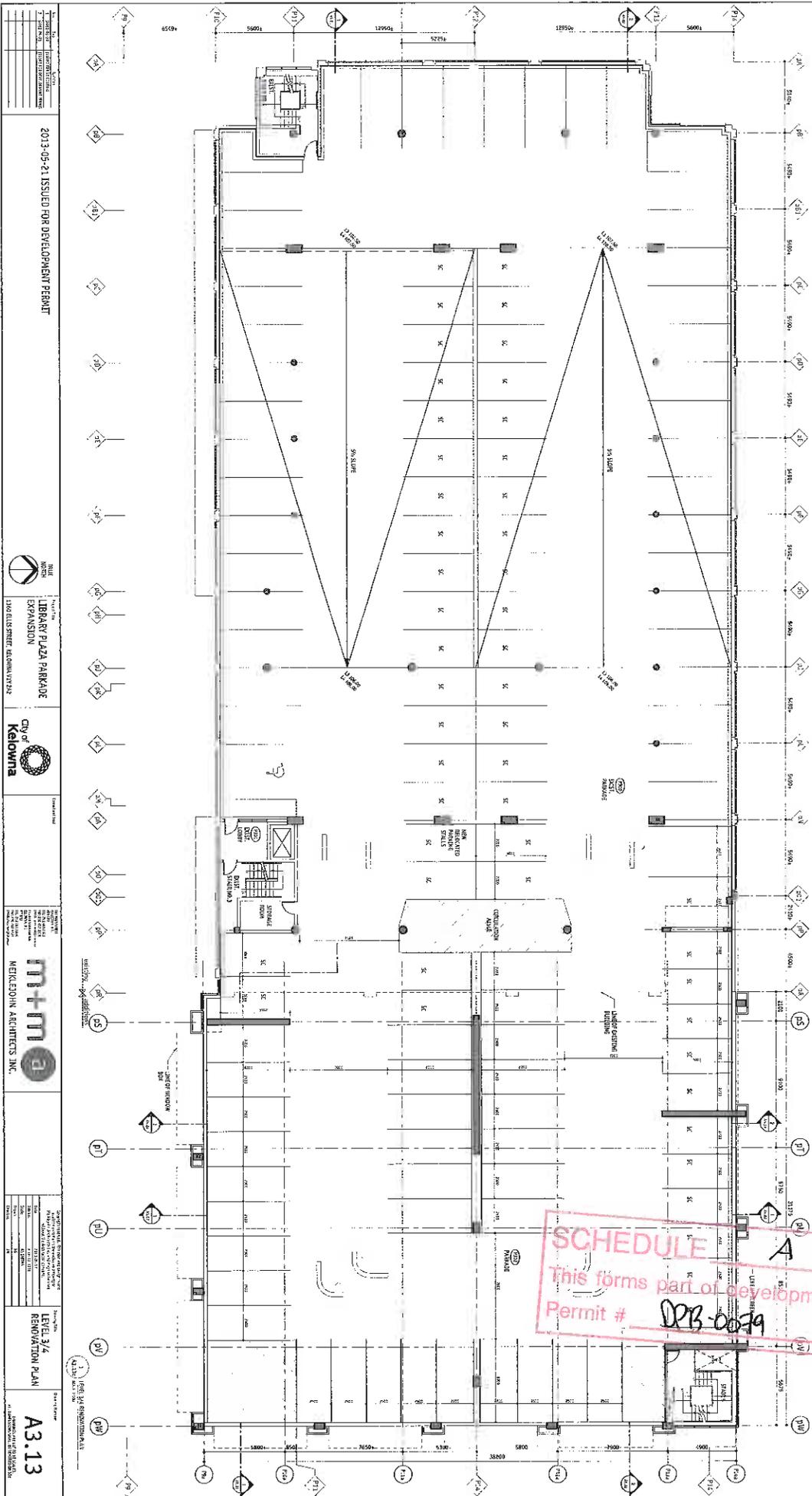


2013-05-21 ISSUED FOR DEVELOPMENT PERMIT
 LIBRARY PLAZA PARKADE EXPANSION
 13801-123 STREET, EDMONTON, ALTA
 City of KALOWNA
 MEREDITH ARCHITECTS INC.
 LEVEL 1 RENOVATION PLAN
 A3.11



SCHEDULE A
 This forms part of development
 Permit # DP13-0079

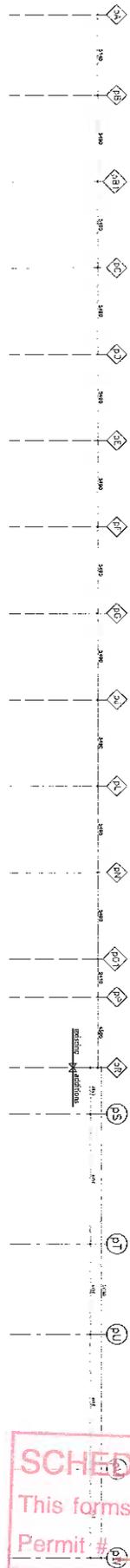
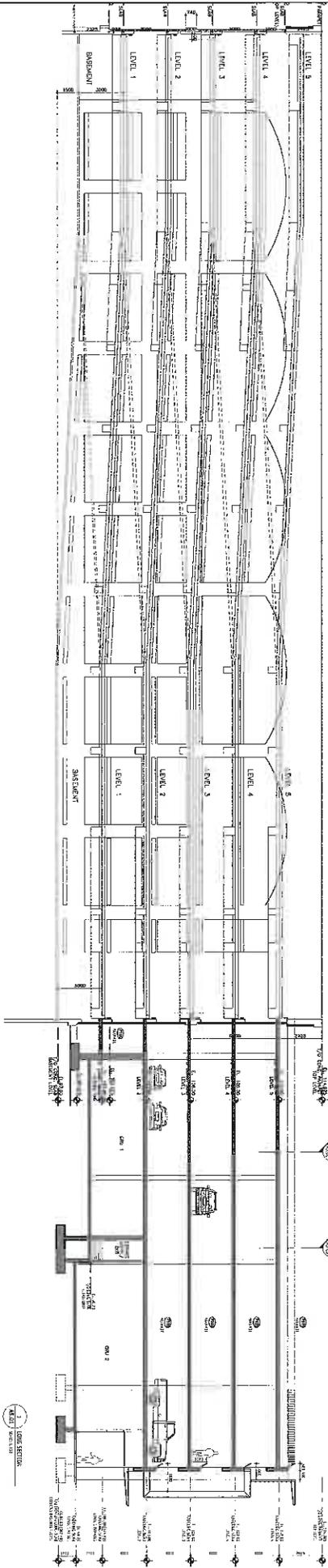
<p>Project Name: LIBRARY PLAZA PARKADE Division: LIBRARY PLAZA PARKADE City of Kelowna</p>	<p>Project No: 2013-05-21 ISSUED FOR DEVELOPMENT PERMIT</p>	<p>City of Kelowna LIBRARY PLAZA PARKADE DIVISION</p>	<p>Architect: M+M+A MEMLCOHN ARCHITECTS INC.</p>	<p>Level: LEVEL 2 Plan: RENOVATION PLAN Scale: AS SHOWN</p>	<p>Permit No: A3.12</p>
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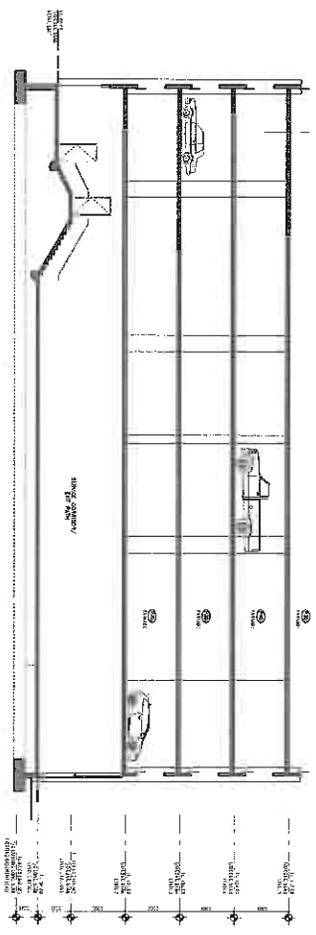
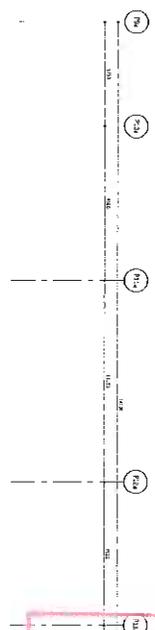
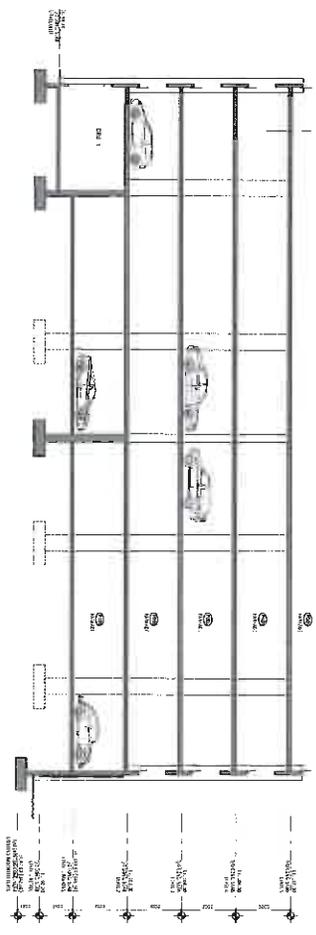
SCHEDULE A
 This forms part of development
 Permit # DPB-0079

PROJECT NO. 2013-05-21 PROJECT NAME LIBRARY PLAZA PARKADE EXPANSION PROJECT ADDRESS 1140 ELSIE STREET, AUCKLAND, NZ	 CITY OF KAWHIA	 MEIKLEOH ARCHITECTS INC.	DATE 15/05/2013 DRAWN BY [Name] CHECKED BY [Name] PROJECT MANAGER [Name]	SHEET NO. A3.13 SHEET TITLE LEVEL 3/4 RENOVATION PLAN PROJECT TITLE LIBRARY PLAZA PARKADE EXPANSION	2013-05-21 ISSUED FOR DEVELOPMENT PERMIT
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Project No.	2013-05-21 ISSUED FOR DEVELOPMENT PERMIT
Project Name	LIBRARY PLAZA PARKADE EXPANSION
City of Kelowna	
130 GILLESPIE, KELLOWNA BC V2Y 4G2	
Architect	M+M ARCHITECTS INC.
Project No.	LONG SECTION NEW & EXISTING
Sheet No.	A5.01

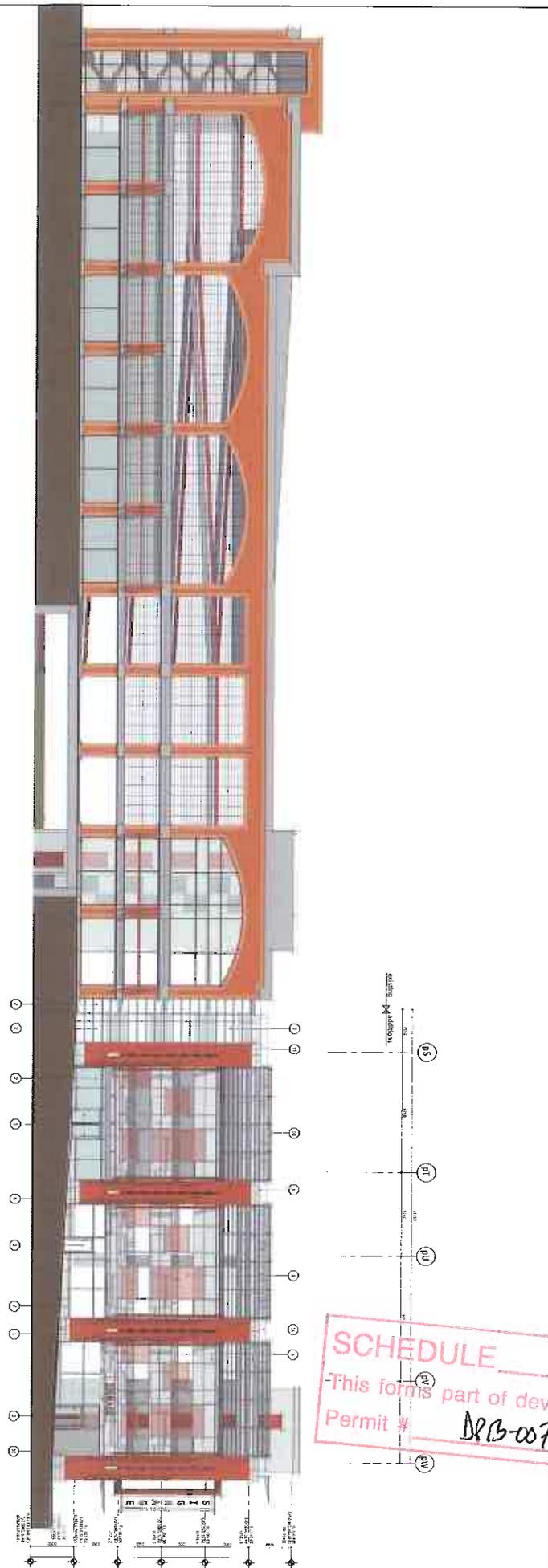


SCHEDULE A
 This forms part of development
 Permit # **DRB-0079**



SCHEDULE A
 This forms part of development
 Permit # **DPB0079**

No. 10 No. 11 No. 12 No. 13 No. 14 No. 15 No. 16 No. 17 No. 18 No. 19 No. 20 No. 21 No. 22 No. 23 No. 24 No. 25 No. 26 No. 27 No. 28 No. 29 No. 30 No. 31 No. 32 No. 33 No. 34 No. 35 No. 36 No. 37 No. 38 No. 39 No. 40 No. 41 No. 42 No. 43 No. 44 No. 45 No. 46 No. 47 No. 48 No. 49 No. 50 No. 51 No. 52 No. 53 No. 54 No. 55 No. 56 No. 57 No. 58 No. 59 No. 60 No. 61 No. 62 No. 63 No. 64 No. 65 No. 66 No. 67 No. 68 No. 69 No. 70 No. 71 No. 72 No. 73 No. 74 No. 75 No. 76 No. 77 No. 78 No. 79 No. 80 No. 81 No. 82 No. 83 No. 84 No. 85 No. 86 No. 87 No. 88 No. 89 No. 90 No. 91 No. 92 No. 93 No. 94 No. 95 No. 96 No. 97 No. 98 No. 99 No. 100	2013-05-21 ISSUED FOR DEVELOPMENT PERMIT LIBRARI PLAZA PARADE EXPANSION LANS CLUSTER, KEDAH DARUL AMAN			CROSS SECTION NEW	A5.02
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SCHEDULE A
 This forms part of development
 Permit # DRB-0079



NEW BUILDING ELEMENTS/NOTE	EXISTING BUILDING REVISIONS/NOTE
1. New window units	1. Existing window units
2. New door units	2. Existing door units
3. New wall panels	3. Existing wall panels
4. New roof panels	4. Existing roof panels
5. New floor panels	5. Existing floor panels
6. New ceiling panels	6. Existing ceiling panels
7. New lighting fixtures	7. Existing lighting fixtures
8. New mechanical units	8. Existing mechanical units
9. New electrical units	9. Existing electrical units
10. New plumbing units	10. Existing plumbing units
11. New fire alarm units	11. Existing fire alarm units
12. New security units	12. Existing security units
13. New accessibility features	13. Existing accessibility features
14. New signage	14. Existing signage
15. New landscaping	15. Existing landscaping
16. New site work	16. Existing site work
17. New materials	17. Existing materials
18. New finishes	18. Existing finishes
19. New colors	19. Existing colors
20. New textures	20. Existing textures

2013-05-21 ISSUED FOR DEVELOPMENT PERMIT

LIBRARY PLAZA PARADE EXPANSION

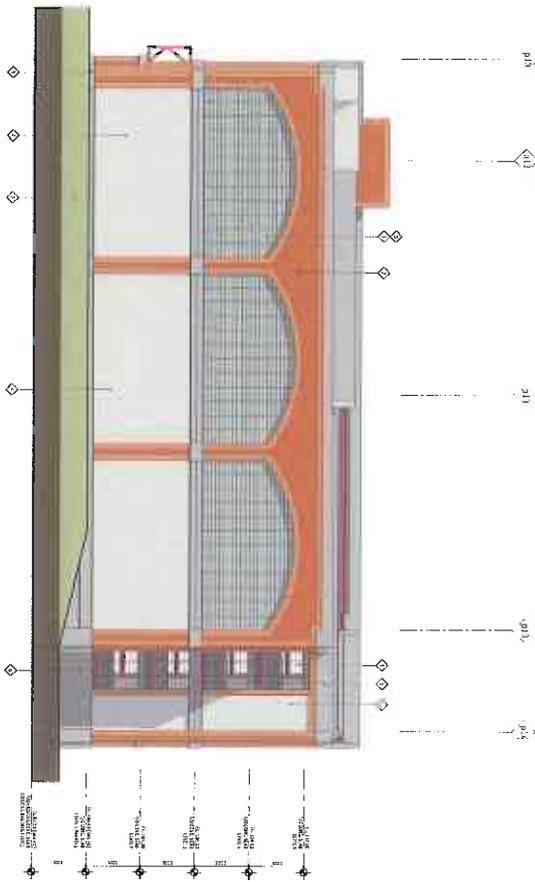
1300 ELUS STREET, GEORGETOWN, ONTARIO

City of Kelowna

MERLEDOHN ARCHITECTS INC.

SOUTH ELEVATION

A4.01



PROPOSED ELEVATION KEY:		EXISTING BUILDING ELEVATION KEY:	
1	EXISTING BUILDING	1	EXISTING BUILDING
2	PROPOSED BUILDING	2	EXISTING BUILDING
3	PROPOSED BUILDING	3	EXISTING BUILDING
4	PROPOSED BUILDING	4	EXISTING BUILDING
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SCHEDULE A
 This forms part of development
 Permit # DRB-0079

2013-05-21 ISSUED FOR DEVELOPMENT PERMIT

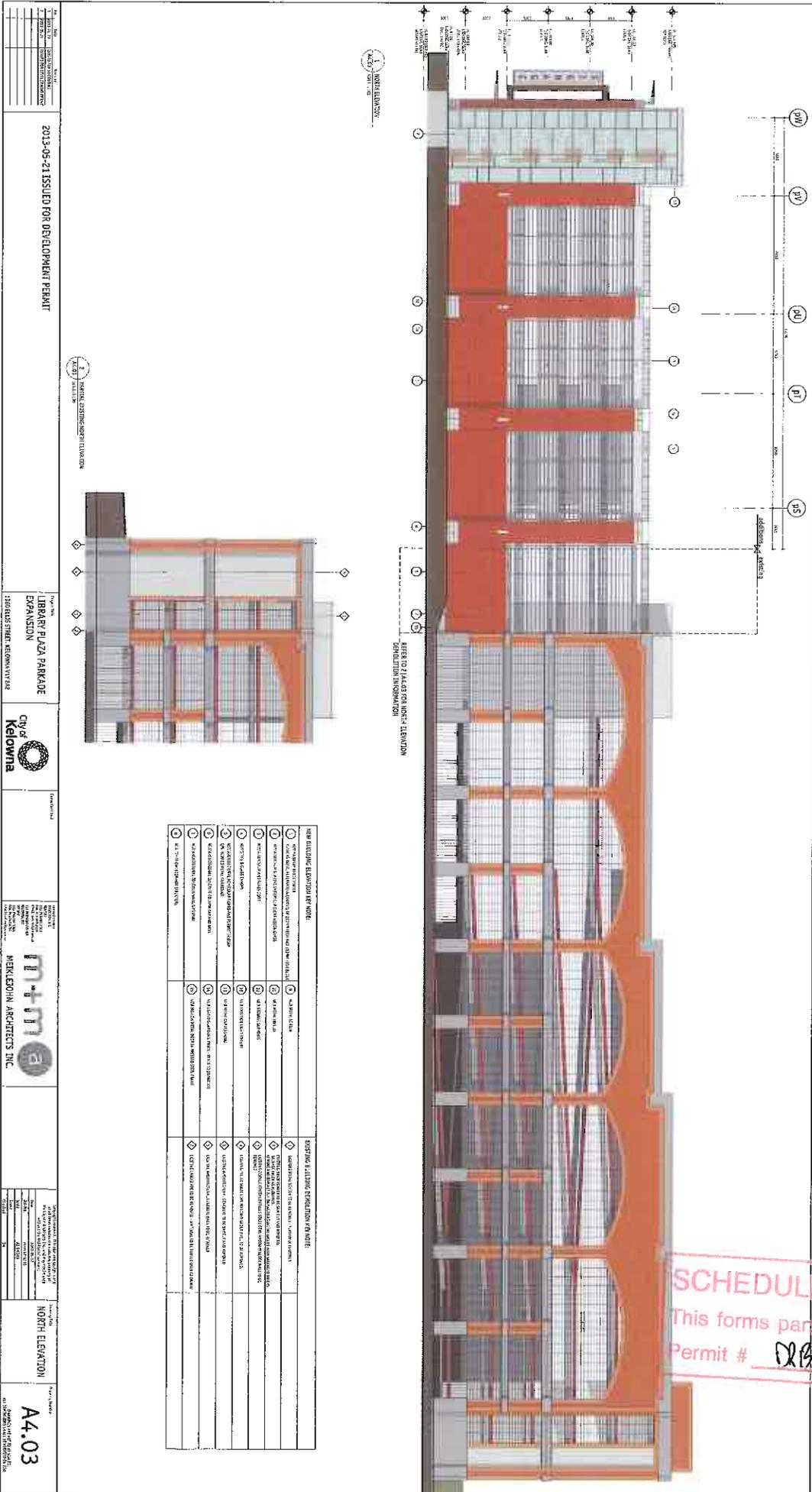
Project Title: **LIBRARY PLAZA PARADE EXPANSION**

City of Kelowna

MELEODIN ARCHITECTS INC.

EAST ELEVATIONS

A4.02



1 NORTH ELEVATION

SEE ELEVATION A
SEE ELEVATION B
SEE ELEVATION C

NEW BUILDING ELEVATION NOTE	EXISTING BUILDING ELEVATION NOTE
1. REFERENCE TO OTHER SHEETS	1. REFERENCE TO OTHER SHEETS
2. FINISHES AND MATERIALS TO BE SHOWN AS NOTED	2. FINISHES AND MATERIALS TO BE SHOWN AS NOTED
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SCHEDULE A
This forms part of development
Permit # 1219-0679

2013-05-21 ISSUED FOR DEVELOPMENT PERMIT

LIBRARY PLAZA PARKADE EXPANSION

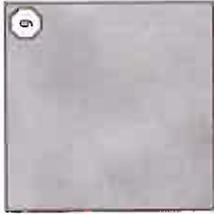
3800 EAST STANG, KELLOWAY, BC

CITY OF KELLOWAY

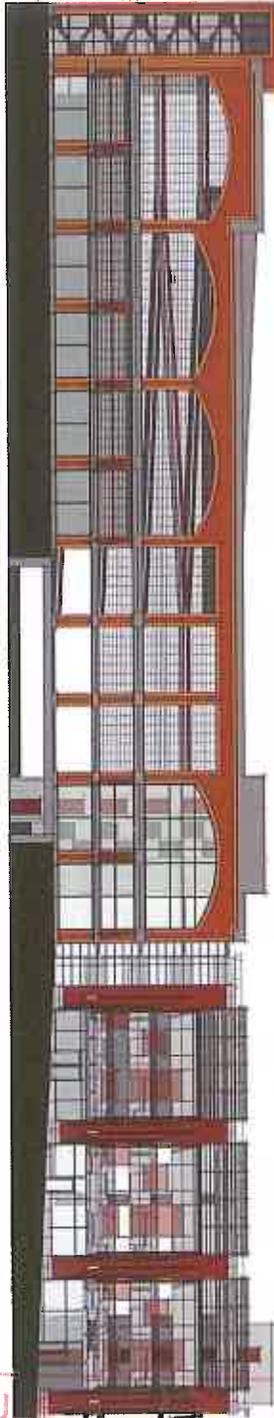
MERLETON ARCHITECTS INC.

NORTH ELEVATION

A4.03



6
Architectural Concrete
Evenly Spaced Form Ties
Medium Sandblasting
Clear Sealer Finish



South Elevation

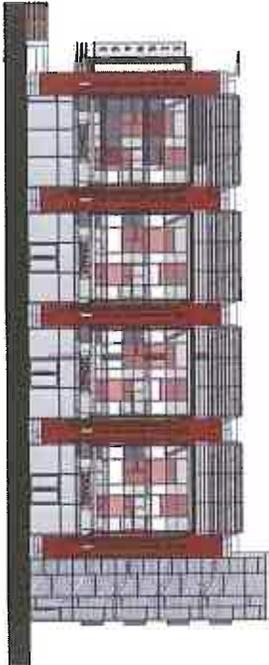


2
Storefront/Curtainwall
Clear Anodized Frames
Clear Low-E Glass

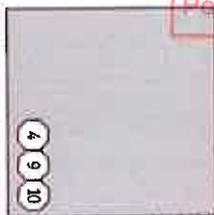
SCHEDULE
This forms part of Development
Permit # DP3 0079



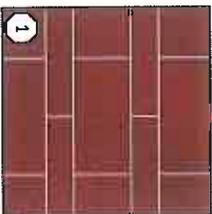
8
Wood Structure
Glue Laminated Timber
Medium Stain



East Elevation



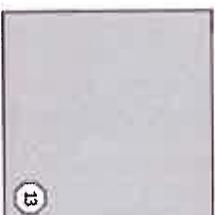
4 9 10
Painted Steel Canopy/Screen, Trellis
Light Grey



1
Masonry Block Veneer
Heritage Red (to match Library)
Alternating Vertical Heights
Running Bond



North Elevation



13
Pre-Finished Metal Flashing
Light Grey Base
Dark Grey Top



CITY OF KELOWNA
MEMORANDUM

Date: June 14, 2013
File No.: DP13-0079
To: Land Use Management Department (AW)
From: Development Engineering Manager
Subject: 1360 Ellis Street Parkade Expansion

Development Engineering has the following comments and 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 Sergio Sartori.

1. General

- (a) Provide easements as may be required.

2. Domestic Water and Fire Protection

- (a) The developer's consulting mechanical engineer will determine the domestic and fire protection requirements of this proposed development and establish hydrant requirements and service needs.
- (b) This property is currently serviced with a 150mm water service.
- (c) Servicing requirements will be reviewed by Development Engineering when a Site Servicing Plan is submitted. Upgrades, if required will be at the applicant's cost and bonding will be required.

3. Sanitary Sewer

- (a) The developer's consulting mechanical engineer will determine the development requirements of this development and establish the service needs.
- (b) Our records indicate that this property is connected with a 100mm & 150mm diameter sewer services. It is anticipated that the existing servicing will be suitable.

4. Storm Drainage

- (a) The developer must engage a consulting civil engineer to provide a storm water management plan for this site which meets the requirements of the City Storm Water Management Policy and Design Manual.
- (b) Our records indicate that this property is serviced with a 200mm diameter service. It is anticipated that the existing servicing will be suitable.

5. Roads

- a) Ellis Street fronting this development site is urbanized.

6. Development Permit and Site Related Issues

- (a) Indicate on the Site Plan, the locations of loading bays as well as the garbage and recycle bins.

7. Geotechnical Report

As a requirement of this application and building permit approval the applicant must provide a comprehensive geotechnical report prepared by a Professional Engineer qualified in the field of hydro-geotechnical survey to address the following:

- (a) Area ground water characteristics, including water sources on the site.
- (b) Site suitability for development; i.e. unstable soils, foundation requirements etc.
- (c) List extraordinary requirements that may be required to accommodate construction of roads and underground utilities as well as building foundation designs.
- (d) Additional geotechnical survey may be necessary for building foundations, etc.

8. Power and Telecommunication Services and Street Lights

- (a) Prior to issuance of Building Permit, the applicant must 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.

9. Design and Construction

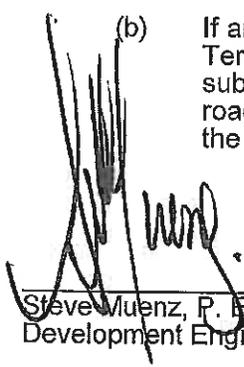
- (a) Design, construction supervision and inspection of all off-site civil works and site servicing must be performed by a Consulting Civil Engineer and all such work is subject to the approval of the City Engineer. Drawings must conform to City standards and requirements.
- (b) Engineering drawing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

10. Servicing Agreements for Works and Services

- (a) A Servicing Agreement is required for all offsite 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 named on the insurance policy as an additional insured.

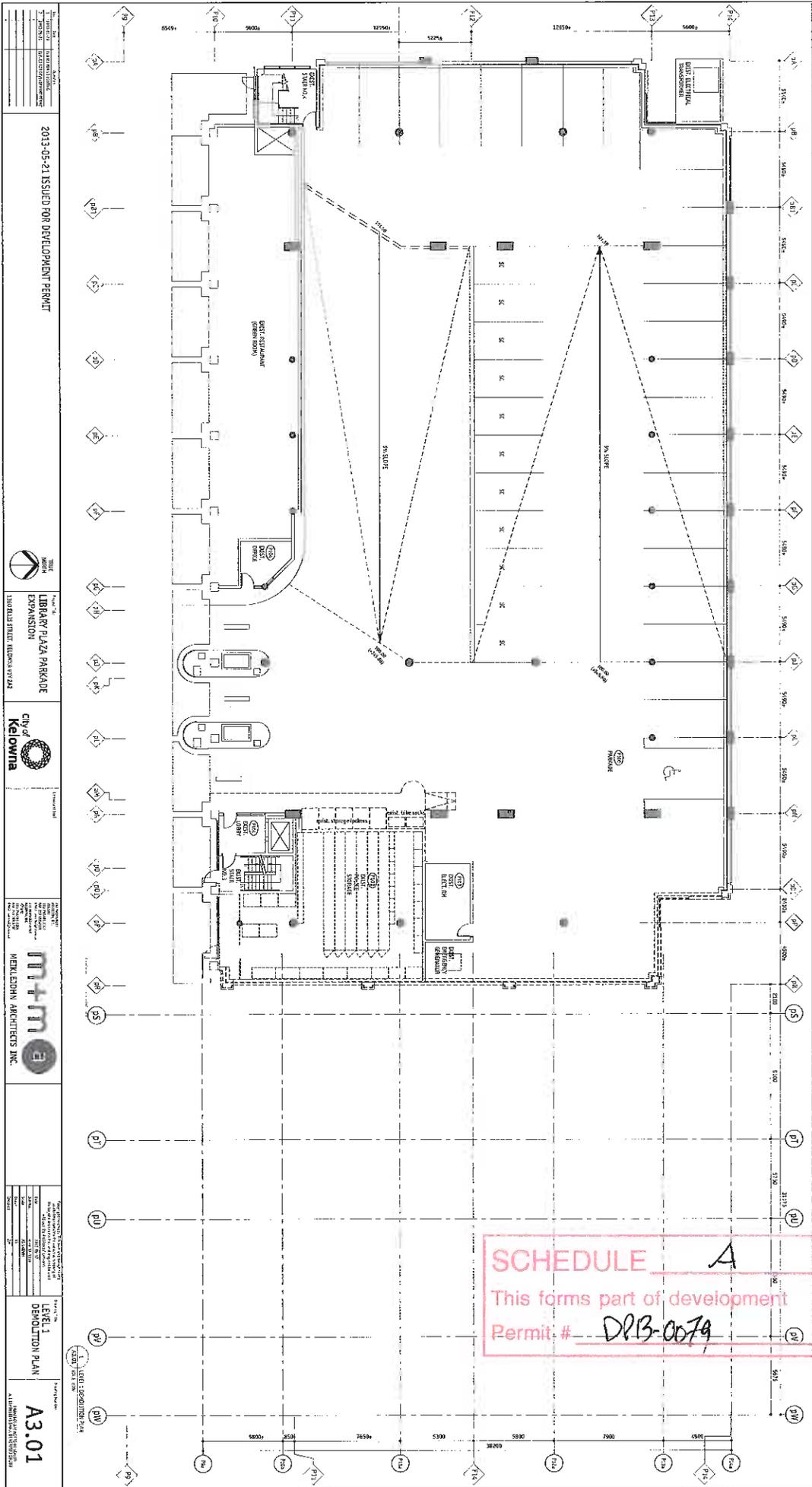
11. Other Engineering Comments

- (a) Provide all necessary Statutory Rights-of-Way for any utility corridors required, including those on proposed or existing City Lands.
- (b) If any road dedication affects lands encumbered by a Utility right-of-way (such as Terasen, etc.) please obtain the approval of the utility prior to application for final subdivision approval. Any works required by the utility as a consequence of the road dedication must be incorporated in the construction drawings submitted to the City's Development Manager.



Steve Muenz, P. Eng.
Development Engineering Manager

SS



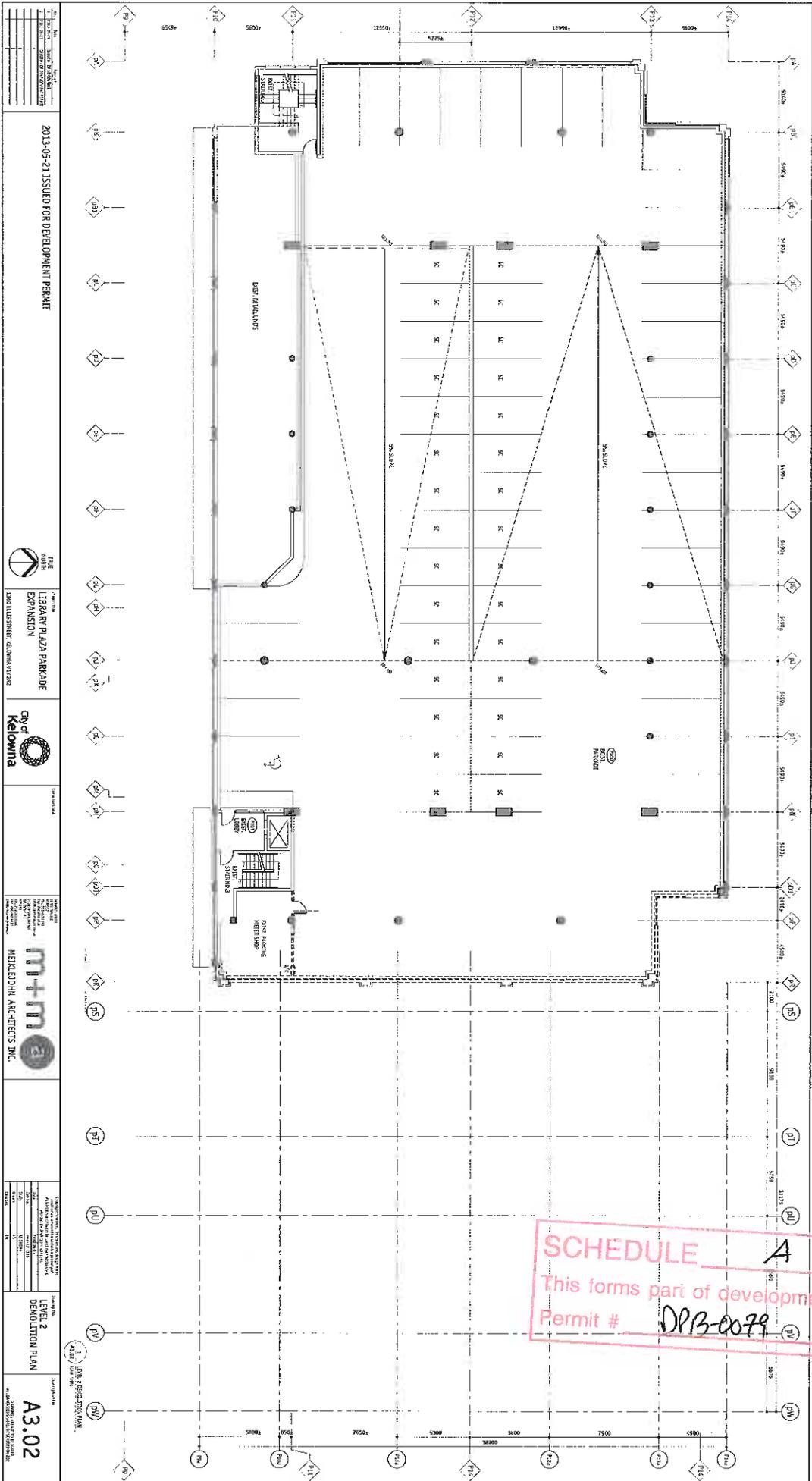
SCHEDULE A
 This forms part of development
 Permit # DRB-0079

2013-05-21 ISSUED FOR DEVELOPMENT PERMIT

City of Kelowna
 LIBRARY PLAZA PARKADE EXPANSION
 1300 KALUS STREET, KELOWNA BC V1Y 4A4

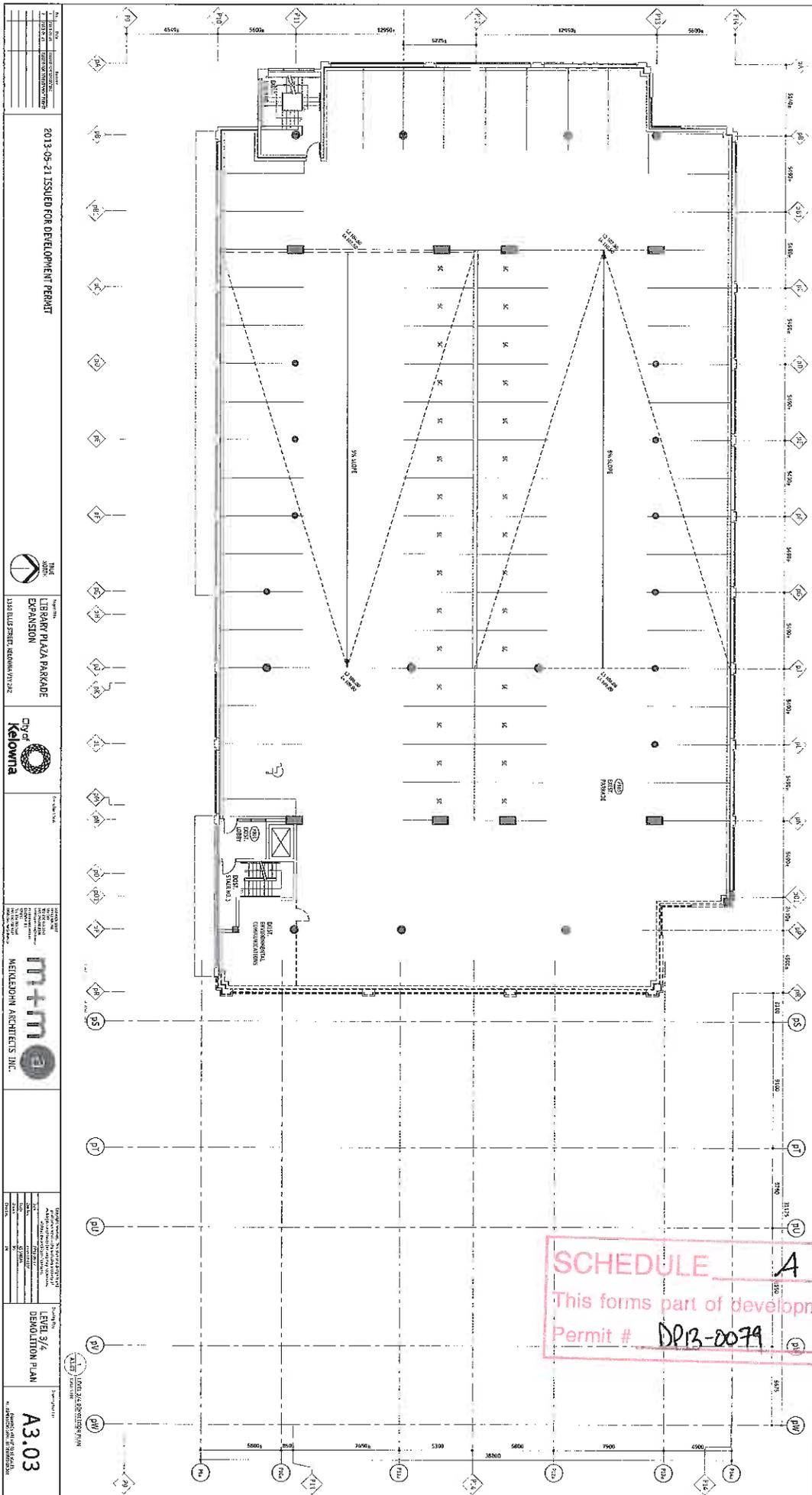
M+M ARCHITECTS INC.
 1000 KALUS STREET, KELOWNA BC V1Y 4A4

LEVEL 1 DEMOLITION PLAN
A3.01



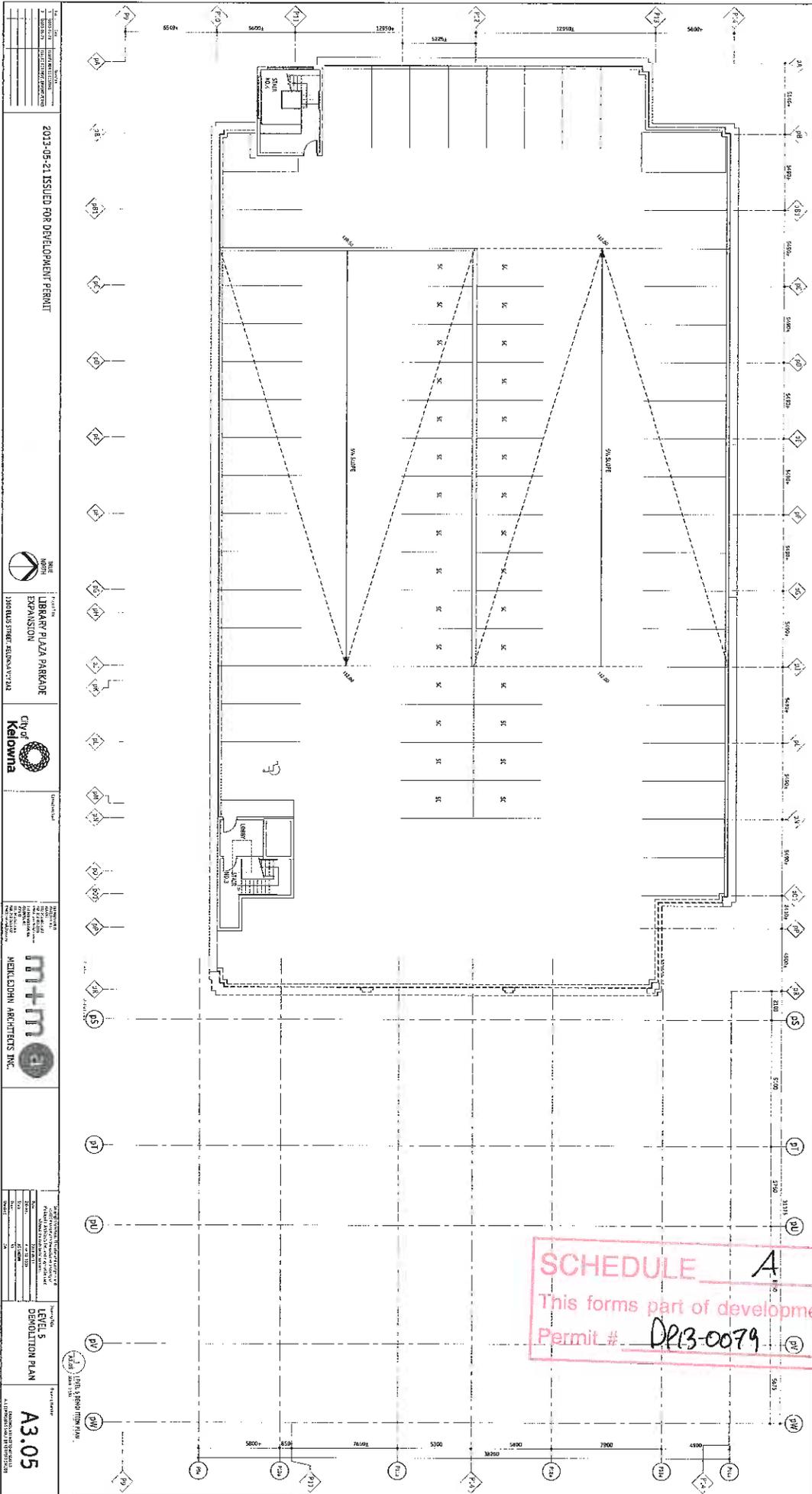
SCHEDULE A
 This forms part of development
 Permit # DRB-0079

PROJECT TITLE LIBRARY PLAZA PARKADE EXPANSION	CITY OF Kelowna	ARCHITECT m+m MELKIDON ARCHITECTS INC.	PROJECT NO. 2013-05-01 ISSUED FOR DEVELOPMENT PERMIT	SHEET NO. A3.02
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SCHEDULE A
 This forms part of development
 Permit # **DP13-0079**

2013-05-21 ISSUED FOR DEVELOPMENT PERMIT	
	City of KELOWNA
	m+m ARCHITECTS INC.
PROJECT: LEBARON PLAZA PARKADE EXPANSION LOCATION: 1100 BAYVIEW AVENUE, KELOWNA, BC	
DRAWING NO: A3.03 DATE: 2013-05-21	
SCALE: AS SHOWN	
PROJECT NO: 1100 BAYVIEW AVENUE, KELOWNA, BC	
DRAWING NO: A3.03	
DATE: 2013-05-21	
SCALE: AS SHOWN	
PROJECT NO: 1100 BAYVIEW AVENUE, KELOWNA, BC	



PROJECT NO. 2013-05-21 ISSUED FOR DEVELOPMENT PERMIT
 PROJECT NAME LIBRARY PLAZA PARKADE EXPANSION
 PROJECT ADDRESS 1000 S. STATE STREET, SEASIDE, CA 94134
 CITY OF KALIFORNIA
 ARCHITECT M+M ARCHITECTS INC.
 DATE 05/21/2013
 SHEET NO. A3.05
 LEVEL 5 DEMOLITION PLAN
 ALL DIMENSIONS IN FEET AND INCHES

SCHEDULE A
 This forms part of development
 Permit # DP13-0079

Report to Council



Date: May 27, 2013
Rim No. 0505-15
To: City Manager
From: Jeffrey G. Carlisle, Fire Chief
Subject: Emergency Mutual Aid Agreement
Report Prepared by: Sandy Scott

Recommendation:

THAT Council receives, for information, the Report from the Fire Chief dated May 27, 2013 regarding the Emergency Mutual Aid Agreement.

AND THAT the Mayor and City Clerk be authorized to execute the Emergency Mutual Aid Agreement in the form attached to the report of the Fire Chief dated May 27, 2013.

Purpose:

To renew the Emergency Mutual Aid Agreement for between the City of Kelowna and the Regional District of Central Okanagan (RDCO), District of West Kelowna, District of Lake Country and the District of Peachland for a five (5) year term.

Background:

All Fire Departments within the Central Okanagan Regional District have entered into a mutual aid agreement, which allows for emergency resources to be provided by parties outside the fire protection boundaries of the party who requests the emergency resources. The agreement also contains provisions for cost recovery associated with equipment and staff resources responding to an incident.

This Agreement shall be for a five (5) year term for the period January 1, 2013 to December 31, 2017. This Agreement may only be modified and extended as agreed upon in writing between all parties from time to time.

Internal Circulation:

Director Financial Services
Fire Department

City Clerk

Financial/Budgetary Considerations:

Where costs are incurred by a responding fire department for resources, the said department may submit an account to the fire department requesting the Mutual Aid. The submitted account for resource costs shall be based on Schedule 1 to the Emergency Mutual Aid Agreement which is based on the Provincial Inter-Agency Working Group Remuneration Rates.

Considerations not applicable to this report:

Legal/Statutory Authority: N/A

Legal/Statutory Procedural Requirements: N/A

Existing Policy: N/A

Personnel Implications: N/A

External Agency/Public Comments: N/A

Communications Comments: N/A

Alternate Recommendation: N/A

Submitted by:

J. Carlisle, CFO, MA, CD
Fire Chief, Kelowna Fire Department

Approved for inclusion:



P. Macklem, General Manager, Corporate Sustainability

cc: Risk Manager

EMERGENCY MUTUAL AID AGREEMENT

This agreement made as of this day of February, 2013.

BETWEEN: CITY OF KELOWNA
 a municipal corporation
 having its offices at 1435 Water Street
 Kelowna, British Columbia

OF THE FIRST PART

AND: THE CORPORATION OF THE
 DISTRICT OF PEACHLAND
 a municipal corporation
 having its offices at 5806 Beach Avenue
 Peachland, British Columbia

OF THE SECOND PART

AND: REGIONAL DISTRICT OF CENTRAL OKANAGAN
 a regional district
 having its offices at 1450 K.L.O. Road
 Kelowna, British Columbia

OF THE THIRD PART

AND: DISTRICT OF WEST KELOWNA
 a municipal corporation
 having its offices at 2760 Cameron Road
 West Kelowna, British Columbia

OF THE FOURTH PART

AND: DISTRICT OF LAKE COUNTRY
 a municipal corporation
 having its offices at 10150 Bottom Wood Lake Road
 Lake Country, British Columbia

OF THE FIFTH PART

1. DEFINITIONS

In this Agreement, unless the context otherwise requires,

- (a) "Chief Fire Official" or "Official" means, for each party, the senior fire official responsible for the fire services of that party within the respective fire protection areas, or the official's authorized delegate to act on his behalf;
- (b) "Emergency" or "Emergencies" means a real or anticipated occurrence that in the opinion of the Chief Fire Official cannot be brought under control by the use of local emergency resources and that endangers the health, safety or welfare of people or may cause widespread damage to property and which does not constitute a declaration of a state of local emergency within the meaning of the Emergency Program Act R.S.B.C. 1996 c.111, as amended.
- (c) "Emergency Resources" means apparatus, equipment, consumables and people as specified within Schedule 1 and held by, in the service of, or directly available to the fire services of a party;
- (d) "Mutual Aid" means Emergency Resources provided by a party outside the boundaries of the party that requested the Emergency Resources;
- (e) "Providing Party" means a party receiving a request for assistance under this Agreement;
- (f) "Requesting Party" means a party requesting assistance under this Agreement;
- (g) "Response Area" means those areas contained within the fire district jurisdiction of those Parties associated with this Agreement.

2. TERM

- (a) This Agreement shall remain in force and effect for a period of five (5) years from the date of execution;
- (b) This agreement shall replace the former Mutual Aid Agreement dated March 2008 and between these parties.
- (c) Any Party to this Agreement may terminate its rights and obligations under this Agreement by giving to the other Parties six (6) months notice in writing of its intention to do so.
- (d) This Agreement shall not be assignable to any other Party or Parties without the prior written consent of the other Parties to this Agreement.
- (d) In the event of either a State of Local Emergency or a Provincial State of Emergency being declared by the Province of British Columbia, this Agreement shall not apply to the parties.

3. INCLUDED FIRE DEPARTMENTS

- (a) For the purposes of this Agreement, the region consists of its component fire departments as follows:

City of Kelowna:

- (i) Kelowna Fire Department
- (ii) Kelowna International Airport Operations and Fire Department

District of Peachland

District of West Kelowna

District of Lake Country

Regional District of Central Okanagan:

- (i) Ellison Fire Department
- (ii) Joe Rich Fire Department
- (iii) Wilson's Landing Fire Department
- (iv) North Westside Fire Department

4. ASSISTANCE RESPONSE

The procedure to be followed by the Requesting Party and by the Providing Party pursuant to this Agreement shall be as follows, and as provided in clauses 5 to 11.1:

- (a) Where a Chief Fire Official determines that an Emergency is occurring or is imminent, the Chief Fire Official shall in the sole and absolute discretion of the Chief Fire Official, decide whether the Emergency is one that requires Mutual Aid and may request Emergency Resources under this Agreement.

5. COOPERATION

- (a) The parties agree that an area covered by fire protection services shall not be, as a result of this Agreement, left unprotected and further so as to ensure that this protection is maintained, all requests for Mutual Aid shall be made and coordinated through the Regional Fire Dispatch Centre, who shall dispatch the appropriate fire department and through the Fire Chief or his designate shall arrange for back up protection to the fire protection district responding to the Mutual Aid request. At no time shall the Regional Fire Dispatch Centre deploy any Mutual Aid Emergency Resources that have not been specifically asked for and by a Requesting Party to this agreement.
- (b) The parties agree to consult on a regular basis through their Chief Fire Officials on the best ways to achieve the optimum deployment of Emergency Resources to control Emergencies within the region.

6. AVAILABILITY OF EMERGENCY EQUIPMENT AND PERSONNEL

- (a) A Chief Fire Official who receives a request for Emergency Resources from any other Chief Fire Official in the manner provided in this Agreement may respond with local equipment available to assist to control the Emergency, but nothing herein shall be construed so as to require a Chief Fire Official to dispatch Emergency Resources, or any part thereof that, in the sole and absolute discretion of the Providing Party Official:
 - (i) are unavailable or are not considered to be available;
 - (ii) are inadequate to deal with the situation
 - (iii) are placed in an unacceptable risk of injury or damage as a result of weather, site conditions, real or perceived violence, or any other reason; or
 - (iv) are required to deal with higher priority situations, or situations that can be responded to in less time.
- (b) The Chief Fire Official of the Providing Party shall:
 - (i) have a reasonable amount of time to determine the full extent of Emergency Resources in the Providing Party's jurisdiction and select, in his sole discretion, those Emergency Resources that are available to assist the Requesting Party at the Incident;
 - (ii) direct and dispatch those available Emergency resources to the Incident in the Response Area to assist in emergency response.
- (c) When making a request under section 6 (a) of this Agreement, the Chief Fire Official of the Requesting party shall: specify the type of fire apparatus and the number of staff required from the Providing Party for the incident.

7. CONTROL & SAFETY

- (a) The Chief Fire Official within the area of the Emergency shall remain in-charge and direct all Mutual Aid Emergency Resources in co-operation with the Chief Fire Official of the Providing Party.
- (b) The Chief Fire Official of the Requesting Party shall:
 - (i) direct the available Emergency Resources provided by the Providing Party at the Emergency using the Incident Command Systems, and adhering to recognized principles of accountability for responder personnel safety.
 - (ii) assume command of the Emergency and direct the Emergency Resources provided by the Providing Party at the Emergency in a diligent and accountable manner
 - (iii) and, provide a Safety Officer(s) to the Emergency.

8. RELEASE

- (a) As soon as the Emergency has been brought under control any Mutual Aid Emergency Resources of personnel and apparatus and shall be released first before any local resources are released.

9. EQUIPMENT RELEASE

- (a) All equipment or supplies other than apparatus and personnel provided as Emergency Resources to the Requesting Party shall be returned to the providing party within 24 hours after it is no longer required for the incident. Equipment shall be deemed to be provided in good working order unless otherwise noted by the Requesting Party in time of acceptance. If equipment is not returned in good working order, the Requesting Party shall repair or replace the equipment (not including apparatus) and provide the Providing Party with replacement equipment in the meantime.

10. RECALL

- (a) The Chief Fire Official of the Providing Party shall have the ability to recall those available Emergency Resources at any time for emergency response in the jurisdiction of the Providing Party at the sole discretion of the Chief Fire Official of the Providing Party. If the Emergency Resources are called upon by the Providing Party to leave an emergency the Providing Party shall not be liable for any loss, costs, damages and expenses whatsoever in connection with leaving an emergency.

11. COST

- (a) Where costs are incurred by a responding fire department for manpower, the said department may submit an account to the fire department requesting the Mutual Aid. The submitted account for manpower costs shall be based on Schedule 1 to this Agreement. The requesting department shall pay the account submitted by the responding department within 60 days of receipt of invoice.
- (b) The Requesting Party shall reimburse the Providing Party all costs for any consumable items used at the Incident or any equipment that is damaged beyond repair or destroyed as a result of the Incident.
- (c) Where costs are incurred by a responding fire department for apparatus costs, the said department may submit an account to the fire department requesting the Mutual Aid. The submitted account for apparatus costs shall be based on Schedule 1 to this Agreement. The requesting department shall pay the account submitted by the responding department within 60 days of receipt of invoice.

12. INDEMNITY

- (a) It is understood and agreed by each party hereto that a party requesting or accepting Emergency Resources under this shall indemnify and save harmless the responding/assisting parties, their officers, agents and employees from any and all liabilities, actions, damages and claims of whatever nature or kind arising out of the Emergency.
- (b) In the event that a responding Providing Party acts independently of the Requesting Party then the Providing Party shall not be entitled to indemnity pursuant to this article, but shall be responsible for its own legal liabilities and shall accordingly indemnify and save harmless the Requesting Party under this Agreement for any and all liabilities, actions, damages and claims of whatever nature or kind arising out of the independent act of the Providing Party in connection with the Emergency.
- (c) Notwithstanding part (b) of this article, the Providing Party shall not be liable for any loss, costs, damages and expenses whatsoever in connection with failure to supply the Emergency Resources for any reason whatsoever, or for any delay in arrival of the Emergency Resources for any reason whatsoever.

13. INSURANCE

- (a) Each party to this Agreement shall keep in force third party liability insurance coverage to a minimum of ten million (\$10,000,000.00) dollars and each such policy shall add all other parties to this Agreement as additional named insured when rendering aid pursuant to this Agreement.
- (b) Each Party to this agreement shall prove third Party liability coverage by sending a copy of the liability insurance for the Party to the Regional District of Central Okanagan's Treasurer once this agreement has been signed by the Party and available upon request.
- (d) Without limiting the foregoing the City of Kelowna shall ensure that it carries airport operations liability insurance to a minimum of ten million (\$10,000,000.00) dollars that adds all other parties to this Agreement as additional named insured (Schedule 2).

14. DISPUTE

- (a) In case of any dispute arising between two or more Parties as to their rights and obligations under this Agreement, a Party shall be entitled to give the other Party or Parties notice of such dispute and to request a dispute resolution process between the Fire Chiefs and administrators/board chairperson and if unsuccessful then arbitration thereof; and that Party may, with respect to the particular matters in dispute, agree to submit same to arbitration by a single arbitrator in accordance with the Commercial Arbitration Act, R.S.B.C. 1996, c.55, as amended.

15. DEFAULT WAIVER

- (a) Waiver of default by any Party to this Agreement shall not be deemed to be a waiver of default for any other Party.

16. NOTICES

- (a) Notices or other communication (other than a request for emergency response under this Agreement) shall be in writing and shall be sufficiently given if delivered to a Fire Chief personally or left at the Fire Chief's office or mailed by prepaid express mail to the addresses on the this page hereof, attention the Fire Chief. Any notice delivered shall be deemed to be given and received at the time of delivery. Any notice mailed shall be deemed to have been given and received on the expiration of six (6) days after it is posted, addressed in accordance with the provisions herein, or such address as may from time to time be notified in writing by the parties hereto, provided that if there shall be between the time of mailing and the actual receipt of the notice a mail strike, slow down or other labour dispute which might affect the delivery of such notice by the mails, then such notice shall only be effective if actually delivered.

Fire Chief
City of Kelowna Fire Department
2255 Enterprise Way
Kelowna, BC V1Y 8B8

Fire Chief
District of Peachland
4401 – 3rd Street
Peachland, BC VOH 1X7

Fire Chief
Kelowna International Airport
#1-5533 Airport Way
Kelowna, BC V1V 1S1

Fire Chief
District of Lake Country
10150 Bottom Wood Lake Road
Lake Country, BC V4V 2M1

Fire Chief
District of West Kelowna
2760 Cameron Road
West Kelowna, BC V1Z 2T6

Fire Chief
Ellison Fire Department
c/o Regional District of Central
Okanagan
1450 KLO Road
Kelowna, BC V1W 3Z4

Fire Chief
Joe Rich Fire Department
c/o Regional District of Central
Okanagan
1450 KLO Rd
Kelowna, BC V1W 3Z4

Fire Chief
Wilson's Landing Fire Department
c/o Regional District of Central
Okanagan
1450 KLO Road
Kelowna, BC V1W 3Z4

Fire Chief
North Westside Road Fire
Department
c/o Regional District of Central
Okanagan
1450 KLO Rd
Kelowna, BC V1W 3Z4

17. HEADINGS

- (a) Section and paragraph headings are inserted for identification purposes only and do form a part of the agreement.

18. LANGUAGE

- (a) Wherever the singular or masculine are used throughout this Agreement, the same shall be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.

19. LAW APPLICABLE

- (a) This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia.

IN WITNESS WHEREOF the parties hereto have executed this agreement the day and year first above written.

CITY OF KELOWNA

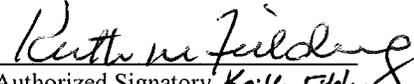
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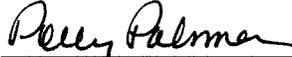
Authorized Signatory

Authorized Signatory

THE CORPORATION OF THE
DISTRICT OF PEACHLAND

Per:

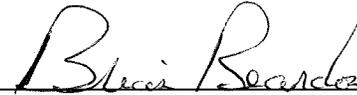

Authorized Signatory **Keith Fielding**
MAYOR


Authorized Signatory
Polly Palmer
Corporate Officer

REGIONAL DISTRICT OF
CENTRAL OKANAGAN

Per:


Authorized Signatory **ROBERT HOBSON**
CHAIR


Authorized Signatory

BRIAN REARDON
CHIEF ADMINISTRATIVE OFFICER
REGIONAL DISTRICT OF CENTRAL OKANAGAN

DISTRICT OF WEST KELOWNA

Per:



Authorized Signatory

Doug Findlater, Mayor

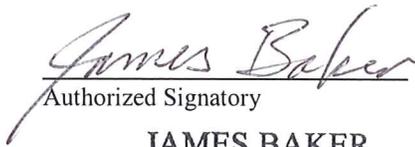


Authorized Signatory

Tracey Batten, City Clerk

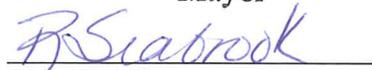
DISTRICT OF LAKE COUNTRY

Per:



Authorized Signatory

JAMES BAKER
Mayor



Authorized Signatory

REYNA SEABROOK
Corporate Officer

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SCHEDULE 2

ATTACHING TO AND FORMING PART OF POLICY NO. V75099

In the name of: H.M. THE QUEEN IN RIGHT OF CANADA ET AL

Is it agreed to cover, as required, as additional insured those municipalities and other similar organizations whilst their services are being utilized within the airport perimeters including the ways and means in connection with the provision of emergency rescue services.

Subject to the policy cover, terms, conditions, limitations and exclusions.

Dated as per Policy Schedule.

SCHEDULE I

Further to Section 11 of the Mutual Aid Agreement, all apparatus and personnel rates shall be in accordance to the Inter Agency Working Group Report as amended or replaced from time to time.

INTER-AGENCY WORKING GROUP REPORT

REIMBURSEMENT RATES

JUNE 28, 2004
REVISED JUNE 17, 2008
REVISED JULY 29, 2010
REVISED – JUNE 2011

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1 INTRODUCTION

The Office of the Fire Commissioner (OFC) review of operations and the Firestorm 2003 Provincial Review identified a need for the province to establish realistic and equitable rental rates for fire apparatus and personnel when responding to a State of Emergency declared by the province. An Inter-Agency Working Group was established and tasked with researching fire service rental rates and developing guidelines for deployment, apparatus rates and specialist position or personnel rates. Members of the Interagency Working Group represented the following organizations:

- Union of British Columbia Municipalities
- Fire Chief's Association of British Columbia
- Province of British Columbia
 - Office of the Fire Commissioner
 - Wildfire Management Branch
 - Emergency Management BC

The Interagency Working Group met on numerous occasions between February and June, 2004 to negotiate and create this document. The rates and terms of deployment were ratified on June 16, 2004 by the key stakeholders included in the list above.

The rates included in this document reflect the reimbursement rates for structural fire department response to a **provincial deployment of fire apparatus** such as during a State of Emergency declared by the Province or a provincial request for resources.

The Ministry of Forests Operating Guideline #1.06.01 (All-Found Reimbursement Rates for Out of Jurisdiction Response) will be reviewed for provincial consistency respecting reimbursement rates for structural fire department response out of jurisdiction. Other components of the Ministry of Forests Operating Guideline will not be affected by this document or agreement.

The reimbursement rates and fee schedules contained within this report are for recognized structural fire department response to a provincial state of emergency or provincial request for resources. Contractors will be reimbursed according to the Government of British Columbia Blue Book rates or by special contractual agreement where the equipment is not specified in the Blue Book.

This is a living document that will be reviewed annually and revised as required.

2 BACKGROUND

During the provincial state of emergency declared between August 2 and September 15, 2003 numerous fire departments assisted the affected communities. The need for clear Operating Guidelines was determined immediately and identified as required information for future provincial fire response by Structural Fire Departments. The reimbursement guidelines suggested in the following sections address issues discussed and agreed to by the Interagency Working Group, with input from their respective organization members and stakeholders.

During the 2003 Provincial State of Emergency, fire departments were reimbursed at rates that were considerably higher than rental rates for comparably valued private sector equipment. Government must be accountable and responsible for all expenditures, including rental rates, during a Provincial State of Emergency.

This document refers to Expense Authority in many of the sections. For the purposes of this document, a Expense Authority is defined as a provincial employee who has been granted the authority to make purchases on the governments' behalf.

3 DEPLOYMENT

Apparatus and personnel deployed by the Province and reimbursed by the Province are considered a provincial resource and any decisions to re-deploy or release from an incident are determined by the Province. Regarding resources under direction of the Province, local governments or site Incident Commanders should consult with OFC representatives prior to any termination of incident or redeployment.

The primary objective of a Structural Fire Department during wildland urban interface fires is considered protection of Priority Zone 1 as defined in FireSmart (10 metre fuel modified area immediately adjacent to structures, otherwise known as defensible space).

While provincial liability and worksafeBC coverage is provided on provincial deployments via the EPA (EMBC task number), it is recommended that departments sending resources contact their respective insurer to ensure there are not any limitations preventing them from assisting in an out of jurisdiction deployment. It is also recommended the departments sending resources check their vehicle insurance policy to ensure they have coverage when travelling to another region.

3.1 Deployment Process

The OFC will maintain a database of fire apparatus that recognized structural fire departments are prepared to make available for provincial deployment. During Provincial Declarations of Emergency or a Provincial request for resources, the OFC will make lists of specific apparatus available for provincial deployment. Apparatus typing according to ICS 420-1 will be confirmed prior to provincial deployment.

Depending on the geographical location of an incident, apparatus transport options such as commercial transport will be mutually determined. Apparatus deployed by the Province may be required to report to a provincial camp location where mechanical safety inspections, proof of insurance, equipment inventories, Personal Protective Equipment (P.P.E.) inventories and crew briefings may be verified prior to deployment to provincial staging. Each department supplying apparatus for provincial deployment shall provide an equipment checklist for each vehicle. Provincial staging locations will be established, with provincial resources managed by OFC representatives.

3.1.1 Personnel Transport

Personal and department vehicles used to transport personnel will be reimbursed as per the current Provincial Government mileage rate, with prior Expense Authority approval. The province reserves the right to recommend and pay for other economical alternatives for apparatus and crew transport. The province will cover extraordinary costs such as ferry fares and highway tolls (receipts must be provided).

3.1.2 Personal Protective Equipment

Personnel responding to a provincial request for fire resources will report to a pre-designated location with all Personal Protective Equipment. Employers are required to provide all special clothing and maintain it in a good state of repair. The required equipment shall include, but not be limited to:

- Full Turn-Out Gear (Not required for SPU crews)
- Gloves
- Approved Eye Protection
- Approved Respiratory Protection or Dust Mask
- Approved Head Protection
- Coveralls or wildland shirts/pants made of Cotton or Nomex, preferably Nomex
- Minimum 6" high Lace or Zip-up Leather Work Boots

THE RATES AND FEE SCHEDULES CONTAINED WITHIN THIS DOCUMENT APPLY TO APPARATUS AND PERSONNEL FROM RECOGNIZED STRUCTURAL FIRE DEPARTMENTS ONLY

- Flashlight

Safety equipment such as leather gloves and dust masks will be replaced by the province if damaged or worn out during provincial response efforts.

Personal Protective Equipment not in the responder's possession at orientation will be issued by the province when practical, with actual cost deducted from the payment to the department or local government.

3.2 Deployment Periods

The deployment periods discussed in this document are intended for a Provincial Declaration of Emergency or a Provincial request for resources.

On the initial day of deployment, reimbursement will be for actual hours travelled and/or worked. Subsequent days will be reimbursed at a minimum of 12 hours per day or for actual hours worked if greater than twelve hours. Departments returning to their home jurisdiction daily will be reimbursed for actual hours travelled and worked each day.

Deployment periods for long-term emergency events requiring provincial resourcing of apparatus and personnel will be for a minimum of 6 days and a maximum of 14 days. Costs associated with backfilling of **career personnel**, shall be agreed to prior to deployment and with Expense Authority approval. The province will reimburse fire departments for costs associated with crew rotations falling within the 6 to 14 day deployments (including transportation, wages and authorized expenses). Departments choosing to rotate personnel prior to a minimum 6 day deployment period shall do so at their own expense.

3.3 Food and Lodging

The provincial Logistics Section or local EOC may arrange for provision of meals and lodging for responders during Provincial Declarations of Emergency. This will be communicated to responding personnel at Provincial Camp and Staging. Crews are expected to stay in a fire camp during their deployment to wildland urban interface events.

When meals are not explicitly provided by the province, provincial government Group 1 per diem reimbursement rates apply. Where lodging is not explicitly provided by the province, BC government approved accommodation rates apply. In areas where meals and/or accommodation are in excess of provincially approved rates, prior approval by a Provincial spending authority is required. The accommodation rates are available for **lodging only** and do not cover

THE RATES AND FEE SCHEDULES CONTAINED WITHIN THIS DOCUMENT APPLY TO APPARATUS AND PERSONNEL FROM RECOGNIZED STRUCTURAL FIRE DEPARTMENTS ONLY

additional costs such as long distance telephone calls, room service, hotel food service meals, liquor or pay-per-view television services.

The province is not responsible for any unauthorized expenses incurred by personnel responding on behalf of the province. Receipts for approved expenses must be provided for reimbursement.

3.4 Record Keeping

Apparatus and personnel deployed by the province may be issued a Staging/Activity Binder that will include forms for record keeping (same rate for travel, staging and active time). Travel time, staging time and active time shall be recorded. Daily records of deployment must be signed off by OFC representatives and shall be provided to Finance and Administration for all personnel and apparatus.

3.5 Post-Deployment Procedures

Apparatus and personnel shall only be released by the Office of the Fire Commissioner or their representatives. Released apparatus and personnel may be subject to a check-out procedure and may be provided with a summary of their deployment to aid record keeping and invoicing.

Any damaged or lost equipment must be reported to OFC representative and a signed list of those items must be obtained prior to departure. This is particularly important for damaged or lost SPU equipment claims made for equipment that is under the care and supervision of their own personnel..

In the case of SPU equipment, substitute items may be provided until actual items are located during demobilization.

Invoices may be submitted to the province for reimbursement bi-weekly or following provincial deployment.

4 APPARATUS REMUNERATION GUIDELINES

Communities and fire departments providing apparatus requested by the province will be reimbursed by the province according to the following guidelines. Apparatus has been typed according to ICS 420-1 and minimum requirements for equipment and capabilities have been listed (**all capacities are listed in US and Imp Gallons**). Apparatus to be equipped with appropriate appliances, nozzles, spanners, and hand tools to be operationally ready.

THE RATES AND FEE SCHEDULES CONTAINED WITHIN THIS DOCUMENT APPLY TO APPARATUS AND PERSONNEL FROM RECOGNIZED STRUCTURAL FIRE DEPARTMENTS ONLY

Reimbursement rates listed are for All-Found and Bare apparatus. All-Found apparatus includes vehicle, insurance, all minimum required equipment and appliances, minimum personnel (see Sections 4.1 – 4.5), fuel and routine maintenance costs. Bare apparatus rates cover the same basic requirements as All-Found with the exception of personnel.

In some circumstances, bare rates have not been listed due to specialized knowledge required to safely operate the apparatus (i.e. Truck Company). If fuel is not readily available from commercial or retail sources it shall be provided by the province.

For both All-Found and Bare rates, routine maintenance is the responsibility of the supplying department. However, damage as a result of a provincial deployment that is reported to OFC representative prior to departure and release will be reimbursed for by the province with Expense Authority approval.

4.1 Engines*¹

Minimum Requirements	Types			
	Structure Engines		Wildland Engines	
	1	2	3 & CAFS	4
Pump	1000 GPM	500 GPM	120 GPM	50 GPM
	825 IGPM	425 IGPM	100 IGPM	40 IGPM
Water Tank	400 Gal.	400 Gal.	300 Gal.	200 Gal.
	325 IG	325 IG	250 IG	175 IG
Hose 2 ½"	1200 Ft.	1000 Ft.	-	-
Hose 1 ½"	400 Ft.	500 Ft.	1000 Ft.	300 Ft.
Hose 1"	200 Ft.	300 Ft.	800 Ft.	800 Ft.
Ladder	20 Ft. Ext.	20 Ft. Ext.	-	-
Master Stream	500 GPM	-	-	-
Personnel	4 with SCBA	3 with SCBA	3 with SCBA	3 with SCBA
All-Found Rate	\$537/hour	\$445/hour	\$418/hour	\$313/hour
Bare Rate	\$285/hour	\$257/hour	\$230/hour	\$125/hour

*Consumables such as foam will be supplied or reimbursed by the province

4.2 Truck Company

Minimum Requirements	Types	
	1	2
Aerial (Specify Aerial, Platform or Elevated Stream)	75 Ft.	50 Ft.
Elevated Stream*	500 GPM	500 GPM
	425 IGPM	425 IGPM

¹ Type 1 and 2 engines are only used in municipal areas.

THE RATES AND FEE SCHEDULES CONTAINED WITHIN THIS DOCUMENT APPLY TO APPARATUS AND PERSONNEL FROM RECOGNIZED STRUCTURAL FIRE DEPARTMENTS ONLY

Ground Ladders	115 Ft. (Total)	115 Ft. (Total)
Personnel	4	4
All-Found Rate	\$746/hour	\$641/hour

* Elevated Stream capacities are listed in US Gallons

4.3 Water Tender

Minimum Requirements	Types		
	1	2	3
Pump	300 GPM	120 GPM	50 GPM
	250 IGPM	100 IGPM	40 IGPM
Water Tank	2000 Gal.	1000 Gal.	1000 Gal.
	1600 IG	800 IG	800 IG
Personnel	2	2	2
All-Found Rate	\$333/hour	\$278/hour	\$252/hour
Bare Rate	\$207/hour	\$152/hour	\$126/hour

4.4 Brush Patrol

Minimum Requirements	
Pump	15 GPM
	12 IGPM
Hose 1"	150 Ft.
Tank	75 Gal.
	60 IG
Personnel	2*
All-Found Rate	\$199/hour
Bare Rate	\$73/hour

* Varies from ICS 420-1 typing requiring minimum of one operator

4.5 Mobile Communications

Minimum Requirements	Types		
	1	2	3
Consoles/Workstations	2	2	1
Frequency Capability	Multi-Range*, Programmable	Multi-Range*, Programmable	Single Range**, Programmable
Power Source	Internal	Internal	External
Telephone Systems	6 Trunk/16 Extension Lines		
Personnel	2	2	1
All-Found Rate	\$281/hour	\$228/hour	\$139/hour

*Multi-Range: 150-174 MHz, 450-470 MHz, 800 MHz (Simplex & Repeated)

**Single Range: 150-174 MHz only

4.6 Other Apparatus

THE RATES AND FEE SCHEDULES CONTAINED WITHIN THIS DOCUMENT APPLY TO APPARATUS AND PERSONNEL FROM RECOGNIZED STRUCTURAL FIRE DEPARTMENTS ONLY

Fire department vehicles and/or apparatus not included on the schedules above are not compensated unless agreed to in writing by a Provincial Contract Manager and approved by an Expense Authority. Province of British Columbia Blue Book rates may apply.

4.7 Special Resources

Special Resources include, but are not limited to, Heavy Rescue, HazMat, Fire Boat, Technical Resources or Mechanical Services. Special Resources will be reimbursed at rates that have been negotiated by a contract manager and pre-approved by an Expense Authority.

4.8 Damaged Apparatus/Equipment

Any damage or loss to apparatus or equipment shall be immediately reported to OFC representatives and Operations Section Chief. The Fire Commissioner's Office intends to reimburse for uninsured losses suffered to Local Government Fire Department equipment while in the service of the Office of the Fire Commissioner. Claims shall be based on the age, kind and quality of equipment.

5 PERSONNEL WAGE RATES

The province may require fire fighters and management personnel as additional resources during major emergency events. Those fire fighters and management personnel who are conscripted, seconded or contracted will be reimbursed according to the following schedules.

5.1 Fire Fighters

In some circumstances, fire fighters may be required to respond as single resources without apparatus. In addition, it may be necessary to assign personnel to apparatus to increase the minimum staffing identified in the tables above. Additional and single resource personnel will be reimbursed according to the following table.

Fire Fighter Wage Rates	
Volunteer Fire Department Personnel	Salary/wages at their regular place of employment or \$34.00/hour which ever is greater
Career Fire Department Personnel	Fire Fighter Collective Agreements (wages and benefits)

**THE RATES AND FEE SCHEDULES CONTAINED WITHIN THIS DOCUMENT APPLY TO APPARATUS
AND PERSONNEL FROM RECOGNIZED STRUCTURAL FIRE DEPARTMENTS ONLY**

6 STRUCTURE PROTECTION UNITS (SPU)

Minimum Requirements	Types – (See Appendix “A” for Definitions of typing)		
	TYPE 1	TYPE 2	TYPE 3
Personnel	5	5	4
Standby Rate @ Home Station	\$1625	\$1500	\$1225
Standby Rate @ Staged Location	\$1625	\$1500	\$1225
Deployment Rate – Equipment Only	\$3400	\$3275	\$3000
All Found Rate Unit Opened	\$7560/day with up to 12hr staff work time & \$330/add. hr staff work over 12 hrs.	\$7060/day with up to 12hr staff work time & \$330/add. hr staff work over 12 hrs.	\$5060/day with up to 12hr staff work time & \$268/ add hr staff work over 12 hrs.
All Found Rate Unit Closed	\$6310	\$6060	\$4210

- All crews include 1 supervisor
- SPU to be deployed with 2 support vehicles (tow and staff) which are included in the All Found Rate above. Mileage to be paid as per current Provincial rate.

7 SUMMARY

The remuneration rates contained in this document apply to recognized structural fire departments and personnel responding to a provincial deployment of fire apparatus and personnel. The rates will be reviewed annually and adjusted where required

THE RATES AND FEE SCHEDULES CONTAINED WITHIN THIS DOCUMENT APPLY TO APPARATUS AND PERSONNEL FROM RECOGNIZED STRUCTURAL FIRE DEPARTMENTS ONLY

Overtime entitlement and rates shall be according to Collective Agreements for personnel covered by Fire Fighter Collective Agreements, all other responders shall be paid straight time for actual hours worked.

5.2 Specialist Positions

The OFC and province may require experienced fire service members to fill positions in the emergency management organization of the province. Personnel who are seconded, conscripted or contracted will be reimbursed according to the following schedule. Specialists will be reimbursed for actual hours travelled or worked on initial day of deployment and minimum 12 hours per day or actual hours worked if greater than 12 hours for subsequent days.

Deputies shall be paid the same rates as the Directors whom they work under since they are expected to fill the more senior position if the need arises. Where Collective Agreements, Management Contract rates, or regular hourly rates vary from the rates listed in this draft, the higher rate shall apply. All rates for specialist positions are hourly, reviewed annually and revised as required.

5.2.1 Ministry Operation Centre (or site level where applicable)

OFC Liaison Officer (PREOC & EOC)	\$56
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5.2.2 Site Level

Incident Commander (Unified Command)	\$56
Structural Branch Director	\$56
Structure Protection Specialist	\$56
Strike Force/Task Force Leader	\$56
Technical Specialist	\$56

5.2.3 Site or Provincial Fire Department

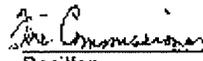
Regional Coordinator	\$56
Deputy Regional Coordinator	\$56
Fire Fighter	See Section 5.1

**THE RATES AND FEE SCHEDULES CONTAINED WITHIN THIS DOCUMENT APPLY TO APPARATUS
AND PERSONNEL FROM RECOGNIZED STRUCTURAL FIRE DEPARTMENTS ONLY**

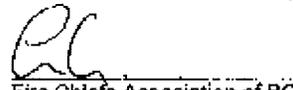
The Reimbursement Rate Document has been reviewed by representatives of the undersigned agencies. The agencies agree to the use of the terms and rates as set out in this document until such time that the document is revised and updated or notification is given to all parties that they are no longer a participant in the agreement.



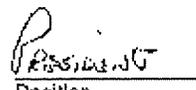
Office of the Fire Commissioner



Fire Commissioner July 15, 2011
Position Date



Fire Chiefs Association of BC



President 07-11-2011
Position Date

**THE RATES AND FEE SCHEDULES CONTAINED WITHIN THIS DOCUMENT APPLY TO APPARATUS
AND PERSONNEL FROM RECOGNIZED STRUCTURAL FIRE DEPARTMENTS ONLY**

Appendix A – SPU Minimum Requirements

				Structure Protection Unit Type Requirements		
Category	Item	Description	Unit	Minimum Type	Minimum Type	Minimum Type
				One No less than	Two No less than	Three No less than
Sprinklers	<i>Roof</i>	Butterfly type (Fire Caddie config)	heads	50	30	20
	<i>Large</i>	large 1" impact	heads	100	50	25
	<i>Medium</i>	3/4"	heads	100 med / small	50 med / small	30 med / small
	<i>Small</i>	1/2"	heads			
Hose	<i>Econoflow</i>	15 ft	lengths	800	400	250
		30 ft	lengths	200	100	40
	1.5"	50 ft	lengths	12	12	10
		100 ft	lengths	15	15	15
	2.5"	50 ft	lengths	25	15	10
Water Thieves	<i>5/8" x 1/5"</i>		qty	275	150	75
	<i>1/5" x 2.5"</i>		qty	30	20	10
	<i>5/8" gated Y</i>		adapters	40	30	20
	<i>1.5" 3-way</i>		valves	50	20	10
Adapters	<i>Hydrant Kit</i>	4" Storx to 2.5"		1		
		5" Storx to 2.5"		1		
		2.5 gated Ys		1	1	1
		2.5" to 1.5"	adapters	30	5	
Pumps	<i>Mk III</i>			4	4	2
	<i>BB</i>			1		
	<i>Honda</i>			3		
	<i>Pump Tool kit</i>			4	2	1
Bladders	<i>2500 gal. Portable</i>			2	1	1
	<i>150 Gal Pillows</i>			2		
Foam Kit	<i>Inductors/nozzles</i>			4		
	<i>Foam Pails</i>			5		
Other Items	<i>Ladders</i>	up to 24' ext	ladders	4	1	1
	<i>FF Hand tools</i>		kits	2	1	1
	<i>Impact Drivers</i>		qty	4	3	2
	<i>Carpenters Tools</i>		kits	1	1	1
	<i>Radios</i>		qty	3	2	1
	<i>Pulaski</i>			4	2	1
	<i>Poly</i>	200 ft	rolls	2	2	1
	<i>McLeod Tool</i>			4	2	1
	<i>Signage/Spray Paint</i>	2x2	sign boards	20	10	5
	<i>Lighting Kit</i>	2 - light	stands	1	0	0
	<i>Chainsaw</i>	kit c/w PPE	kits	1	1	

Report to Council



Date: May 27, 2013
Rim No. 0600-10
To: City Manager
From: Jeffrey G. Carlisle, Fire Chief
Subject: Fire & Life Safety Bylaw
Report Prepared by: Sandy Scott

Recommendation:

THAT Council receives for information, the Report from the Fire Chief dated May 27, 2013 with regards to consolidating current City Regulatory Bylaws into the new “Fire and Life Safety” Bylaw No. 10760;

AND THAT Council gives reading consideration to Bylaw No. 10760 being the new “Fire & Life Safety Bylaw”;

AND THAT Bylaw No. 10761 being “Amendment No. 6 to Bylaw Notice Enforcement Bylaw No. 10475” be given reading consideration;

AND FURTHER THAT after adoption of the Fire & Life Safety Bylaw No. 10760 Council repeal the Fire Prevention Regulation Bylaw No. 6110-88, the Fireworks Bylaw No. 8789 and Petroleum Products Storage Tank Bylaw No. 8267.

Purpose:

The Fire Prevention Regulation Bylaw No. 6110-88, Fireworks Bylaw No. 8789 and the Petroleum Products Storage Tank Bylaw No. 8267 required updating, and has been consolidated to form the new Fire and Life Safety Bylaw No. 10760.

Background:

The Kelowna Fire Department made updating, consolidating and improvement of the Fire and Life Safety Bylaw a priority. A number of changes and additions are recommended to enhance the public safety system for the citizens of Kelowna and to provide additional enforcement capabilities. Changes in the newly drafted bylaw No. 10760 have undergone legal review and include the following generalized revisions:

- Housekeeping to organize and update references;

- Open burning venting index update
- Additions:
 - Part 5 Fire Protection Equipment
 - Part 6 Fire Alarm Systems
 - Part 7 Emergency Access & Evacuation

The following changes are also recommended to Bylaw No. 10475 with regards to fines;

- Fine changes as per Bylaw No. 10761

Staff will engage Community & Media Relations Department to communicate the changes and updates to the public through various media messaging tools and avenues.

Internal Circulation:

Office of the City Clerk
Director Development Services

Legal/Statutory Authority:

Community Charter
Section 8 - Fundamental Powers (Council Authority)
Section 63 - Protection of persons and property
Section 66 - Powers Authorized by Council/Fire Chief Powers
Fire Services Act

Legal/Statutory Procedural Requirements:

British Columbia Fire Code
British Columbia Building Code

External Agency/Public Comments:

Circulated to RDCO (Regional District of Central Okanagan)

Considerations not applicable to this report:

Existing Policy: N/A
Financial/Budgetary Considerations: N/A
Personnel Implications: N/A
Communications Comments: N/A
Alternate Recommendation: N/A

Submitted by:

J. Carlisle, CFO, MA, CD
Fire Chief, Kelowna Fire Department

Approved for inclusion:



P. Macklem, General Manager, Corporate Sustainability

cc:

Infrastructure Planning

Communications

Property Management

Recreation Services

Park Services

Development Services

Bylaw Services

RCMP

Civic Operations

Airport Operations



Kelowna
Fire Department

FIRE & LIFE SAFETY BYLAW



OVERVIEW

- ▶ Purpose
- ▶ Background
- ▶ What's New
- ▶ Summary
- ▶ Recommendation

PURPOSE

- ▶ Fire & Life Safety Bylaw Consolidates:
 - ▶ Fire Prevention Regulation Bylaw No.6110-88
 - ▶ Fireworks Bylaw No.8789
 - ▶ Petroleum Storage Tank Bylaw No.8267

BACKGROUND

- ▶ Fire Prevention Model & Focus (3 E's)
 - ▶ Education
 - ▶ Engineering
 - ▶ Enforcement

WHAT'S NEW

- ▶ Housekeeping
- ▶ Updated Open Burning section to align with current venting index requirements

- ▶ Added Part 5 - Fire Protection Equipment
 - ▶ Notice of Responsibility Form
 - ▶ Sprinkler/Standpipes in Demolition Buildings
- ▶ Added Part 6 - Fire Alarm Systems
 - ▶ Contact Persons
- ▶ Added Part 7 - Emergency Access & Evacuation
 - ▶ Pre-Incident Planning

- ▶ Added Part 8 - Regulation of Fire Hazards
 - ▶ Removal of Fire Hazards
 - ▶ Refuse & Recycling Containers
 - ▶ Vacant Premises
 - ▶ Damaged Buildings
 - ▶ Combustible Dust & Removal

- ▶ Added Part 9 - Safety to Life
 - ▶ Storage in Buildings, Service Rooms or Areas
 - ▶ Tampering with Fire Protection Equipment

- ▶ Added Part 18 - Enforcement
 - ▶ Fire Orders
 - ▶ Penalties

- ▶ Added Part 22 - Fees & Cost Recovery
 - ▶ False Alarm Incident Fees
 - ▶ Permit & Service Fees

- ▶ Overall bylaw language has been corrected and re-written for clarity.

- ▶ Update the bylaw Notice of Enforcement Bylaw No.10475:
 - ▶ Open Burning fines
 - ▶ Fine for burning a structure for the purpose of demolition
 - ▶ Fine for obstructed access or egress
 - ▶ Fine for fail to install smoke alarm
 - ▶ Increased compliance agreements

SUMMARY

- ▶ **New Fire & Life Safety Bylaw**
 - ▶ Focuses on Education and good engineering practices
 - ▶ Creates efficiencies
 - ▶ Cost recovery
 - ▶ Enhances the Life Safety System
 - ▶ Additional enforcement abilities

RECOMMENDATION

- ▶ That council give reading consideration to the new Fire & Life Safety Bylaw No.10760;
- ▶ That council give reading consideration to Amendment No.6 to Bylaw Notice of Enforcement Bylaw No. 10475;
- ▶ And Further that after adoption, Council repeal the Fire Prevenion Regulation Bylaw No.6110-88, the Fire Works Bylaw No. 8789 & Petroleum Products Storage Tank Bylaw No. 8267.

THANK YOU



CITY OF KELOWNA

BYLAW NO. 10760

FIRE & LIFE SAFETY BYLAW

WHEREAS the *Community Charter S.B.C. 2003, c. 26*, as amended from time to time, provides that a municipality has the fundamental powers to impose the requirements in relation to municipal services, firecrackers, fireworks and explosives and to the health, safety or protection of persons or property;

AND WHEREAS the *Community Charter S.B.C. 2003, c. 26*, as amended from time to time, provides that a Municipality may by bylaw authorize the Municipal Fire Chief and designate to exercise powers for fire related inspections and prevention;

AND WHEREAS, the *Community Charter S.B.C. 2003, c. 26* and *Fire Services Act and Regulations* , as amended from time to time, a Municipality may by bylaw regulate the prevention and control of fires and for regulating the conduct of persons at or near fires;

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

PART ONE: ADOPTION AND APPLICATION OF THE FIRE CODE

- 1.1 The Fire Code, as amended or replaced from time to time, is adopted and made part of this Bylaw, such that every provision of the Fire Code shall be considered a provision of this Bylaw.
- 1.2 Any person who contravenes, violates or fails to comply with a provision of the Fire Code or this Bylaw commits an offence under this Bylaw.
- 1.3 This Bylaw comes into force and takes effect on the date of its adoption by Council.

PART TWO: INTERPRETATION AND GENERAL PROVISIONS

2.1 Words and Phrases

- 2.1.1 Unless specifically defined herein, words and phrases used in this Bylaw shall be construed in accordance with the meanings assigned to them by the *Fire Services Act*, the Building Code, the Fire Code or the *Community Charter S.B.C. 2003, c. 26*, as the context and circumstances require.

2.2 References

- 2.2.1 Any reference to the Fire Chief shall include a reference to any person duly authorized by the Fire Chief to exercise any of the Fire Chief's powers or to carry out any of the Fire Chief's duties under this Bylaw.

2.3 Definitions

- 2.3.1 Schedule "A" of this Bylaw contains definitions of words and phrases used in this Bylaw.

2.4 Severability

- 2.4.1 If any part, section, subsection or phrase of this Bylaw is held to be invalid by a court of competent jurisdiction, the invalid portion shall be severed and the remainder of the Bylaw will be deemed to have been enacted without the invalid portion.

2.5 Application

- 2.5.1 The provisions of this Bylaw apply to all buildings, structures, properties, mobile vendors and conditions within the City and, for certainty, apply to both existing buildings and buildings under construction.

2.6 Gender and Number

- 2.6.1 Wherever the singular or masculine is used in this Bylaw, the same shall be construed as meaning the plural, feminine or the body corporate or politic where the context so requires.

PART THREE: FIRE DEPARTMENT

3.1 Continuation

- 3.1.1 The Fire Department is hereby continued for the purposes of providing fire suppression, first medical response, fire inspections, fire investigations, public education, fire training, fire dispatch, emergency management and rescue services contemplated under this Bylaw.

3.2 Fire Chief

- 3.2.2 The Fire Chief and any officer, member or other person authorized by the Fire Chief to act on behalf of the Fire Chief, may exercise one or more of the following powers:

- a) make and enforce rules for the proper and efficient administration and operation of the Fire Department and change, replace or withdraw the rules;
- b) enter on property and inspect premises for conditions that may cause a fire, increase the danger of a fire or increase the danger to persons or property from fire;
- c) take measures considered necessary to prevent, investigate and suppress fires, including the demolition of buildings and other structures to prevent the spreading of fires;
- d) require an owner or occupier to undertake any actions the Fire Chief or designate considers necessary for the purpose of removing or reducing any condition or circumstance the Fire Chief or designate considers is a fire hazard or increases the danger to life;
- e) exercise the following powers under of the Fire Services Act:
 - i) if an emergency arising from a fire hazard or from a risk of explosion causes the Fire Chief or designate to apprehend imminent and serious danger to life or property, or of a panic, the Fire Chief or designate may immediately take steps to remove the hazard or risk;
 - ii) if the Fire Chief or designate believes that conditions exist in or near a hotel or public building, that, in the event of a fire, natural disaster, or other emergency incident might seriously endanger life or property, the Fire Chief or designate may immediately take action to remedy the conditions to eliminate the danger and may evacuate and close the hotel or public building; and

without limiting the foregoing, for these purposes may evacuate a building or area, and may call on police and other fire prevention authorities who have jurisdiction to provide assistance;

- f) provide for assistance response;
- g) enforce this Bylaw and any other City bylaws, rules, orders and regulations for the prevention and suppression of fire and the protection of life and property;
- h) inquire into, investigate and record the causes of fires in the City;
- i) collect and disseminate information in regard to fires in the City;
- j) investigate and make inquiries into fires;
- k) research best practices in methods of the areas identified in part 3.1.1;
- l) provide, advise and make recommendations to other officers and employees of the City, to Council, and to the public, in accordance with any applicable City policies and procedures, the British Columbia Building Code, British Columbia Fire Code and the Fire Services Act in relation to:
 - i) the provision of adequate water supply and pressure;
 - ii) the installation and maintenance of fire protection equipment;

- iii) the enforcement of measures for the prevention suppression of fire and the protection of life and property;
 - iv) life safety or rescue equipment; and
 - v) fire prevention generally.
- m) In addition to any agreement to provide services beyond the boundary of the City, at the discretion of the Fire Chief, the fire department may, where consent in accordance with s. 13 of the Community Charter has been provided, respond to requests for assistance beyond the boundary of the City, including but not limited to;
- a) fire suppression;
 - b) technical rescue
 - c) assistance where there is a risk of immediate harm to persons or property including:
 - i) medical emergencies
 - ii) hazardous materials incidents
 - iii) traffic accidents.

3.3 Right to Enter

- 3.3.1 The Fire Chief, designate or Bylaw Enforcement Officers are authorized to enter on property at any time in order to ascertain whether the requirements of this bylaw are being met.

3.4 Prevention, Control and Enforcement

- 3.4.1 The Fire Department may, to the extent authorized by sections 8(3)(g) and 66 of the *Community Charter S.B.. 2003, c. 26*, take all necessary measures for the prevention, suppression, control and extinguishment of fires, for mitigating the effects of incidents involving dangerous goods, Natural and/or Man Made Disasters and for the protection of life and property, including conducting assistance response and administering emergency medical services.

3.5 No Interference

- 3.5.1 No person shall interfere with or obstruct the entry of any member or officer onto any land to which entry is made or attempted pursuant to the provisions of this bylaw.
- 3.5.2 No person shall interfere with or refuse to permit any member or officer to enter into or upon premises in relation to which an alarm or other request for assistance has been received or in or upon which a member or officer has reasonable grounds to believe that an incident has occurred or may occur.
- 3.5.3 No person shall interfere with any member or officer or refuse to permit any member or officer to enter into or upon premises or a fire scene to determine
- a) the cause and origin of a fire;
 - b) the activation of a fire alarm system, or

- c) the presence and functioning of a sprinkler system or other fire or life safety protection system.

3.6 Prohibition Against Entry

- 3.6.1 A person must not, except as authorized by the Fire Chief, an officer or a member in charge at an incident:
 - a) enter any building or premises threatened by a building incident;
 - b) enter within an area designated by ropes, guards or tape erected by or under the direction of a peace officer or a member across or around any street, lane, alley or building; or
 - c) refuse to move from such designated area when directed to do so by a peace officer or member.

3.7 False Representation

- 3.7.1 A person must not make false representation as to being a member of the Fire Department, or wear or display any Fire Department badge, cap, button, insignia or other paraphernalia for the purpose of such false representation.

3.8 No Obstruction at Assistance Response

- 3.8.1 A person must not impede, hinder or obstruct any member at an assistance response and every person must comply with orders or directions of a member engaged in an assistance response.
- 3.8.2 Any person refusing to comply with an order of a member under Section 3.8.1 may be removed from the scene of such assistance response by a peace officer or any member.

3.9 Fire Department Training

- 3.9.1 Notwithstanding any other provisions of this Bylaw, the Fire Department may burn buildings, structures or other materials for the purpose of training its personnel, educating the public on the dangers of fire or for the purpose of eliminating hazards.

PART FOUR: PERMITS

4.1 Permit Required

- 4.1.1 Every person must obtain a permit issued by the Fire Chief or designate to do any of the following:
- a) installation and removal of gasoline, diesel or oil tanks or dispensing pumps;
 - b) store flammable or combustible liquids in stationary or underground tanks;
 - c) use open flames for display purposes;
 - d) discharge, fire or set off any consumer fireworks or display fireworks as defined under Schedule "A", attached to and forming part of this Bylaw;
 - e) install high rack storage in excess of 12'in height;
 - f) start or permit a fire of any kind whatsoever in the open air unless otherwise permitted within this Bylaw;

4.2 Permit Application

- 4.2.1 Every application for a permit shall be made in the form prescribed by the Fire Chief at the Main Fire Hall Administration Office at 2255 Enterprise Way, Kelowna B.C. during normal business hours between 08:00am -4:00pm Monday to Friday excluding holidays.

4.3 Permit Issuance

- 4.3.1 Council hereby delegates to the Fire Chief, including the Fire Chief's designate, the authority under section 2.4, Division C - Part 2 of the Fire Code to give or deny approval for a permit required under that Division and Part of the Fire Code and to issue permits under this Bylaw.
- 4.3.2 Where an application for a permit is made to the Fire Department on the prescribed form, the Fire Chief or designate may issue the permit if:
- a) the receptacles, vehicles, buildings or other places to be used have been inspected and approved by a Fire Inspector, where the Fire Chief or designate considers such inspection necessary;
 - b) the applicant has paid the applicable fee prescribed in Schedule "B" of this Bylaw.

4.4 Permit Conditions

- 4.4.1 Every permit required by Section 4.1 shall be subject to the following conditions:
- a) a permit may not be transferred to another person;
 - b) the Fire Chief or designate may suspend or revoke a permit if there is a violation of:
 - i) any condition under which the permit was issued, or
 - ii) any requirement of this Bylaw or other applicable legislation; and
 - c) the permit must be posted in a conspicuous place in or on the premises which are subject to the permit, or carried at all times during the permitted use or activity and produced on request by a member.

4.5 Open Air Burning

4.5.1 Except in accordance with permission in part 4.5 hereunder, no person shall start or permit a fire of any kind whatsoever in the open air within the City of Kelowna, without first having obtained a written permit to do so from the Fire Chief or the Fire Chief's designate.

4.5.2 No permit is required for open air burning:

- a) for the following outdoor appliances; outdoor fire pit, outdoor fireplace and barbeque provided;
 - i) The appliance is CSA/ULC, CGA or equivalent approved;
 - ii) The appliance is fuelled by natural gas, propane, gel or charcoal briquette only;
 - iii) Clearance to combustibles - a minimum of 1 meter clearance must be maintained from the nearest structure, property line, overhead tree or other combustible material for gas fueled appliances;
 - iv) The installation of gas fuelled appliances must be approved by the authority having jurisdiction and installed in accordance to manufacturers specifications;
 - v) Supervision - the operator must keep the unit under constant supervision when in use;
 - vi) Provisions for fire protection - provide an adequate extinguishing agent such as a fire extinguisher or garden hose; and
 - vii) No person shall burn, or allow to be burned, refuse, waste or wood in a barbeque, outdoor fire pit or outdoor fireplace.
- b) by the Fire Department for the purpose of training members in structural fire fighting methods, fire investigation procedures, public education or for the purpose of elimination of fire hazards.

- 4.5.3 In addition to the conditions established in Section 4.4.1, every permit issued for open air burning shall be subject to the following requirements and conditions:
- a) no open air burning may be started or permitted on lots less than one (1) hectare (2.47 acres);
 - b) a minimum of one (1) adult must be in attendance at all times during burning;
 - c) a burning site pile shall be not less than 30.5 metres (100 feet) from
 - i) any combustible structure or combustible material;
 - ii) any standing timber and surrounding brush; or
 - iii) any watercourse;
 - d) A burning pile shall be not less than 30.5 metres (100 feet) from the property lines of all adjacent improved lots in developed areas, except that this distance may be reduced if considered safe by the Fire Chief, and written consent is obtained from the occupiers of all adjacent improved lots;
 - e) Materials to be burned originate only from the property on which the burning permit is issued, and the materials to be burned under the burning permit are restricted to prunings, branches, tree trunks or other dry piled products of land cleaning. Stumps or other material in excess of eight (8) inches in diameter, shall not be burned unless they have been allowed to dry for at least two (2) years or to the satisfaction of the Fire Chief or designate;
 - f) Compostable materials, including grass clippings, leaves, tree needles, garden waste and weeds, shall not be burned;
 - g) open burning is prohibited when the venting index is less than 65 or the particulate matter PM 2.5 concentration (24 hour rolling average) is 15 $\mu\text{g}/\text{m}^3$ or greater. Permit holders are required to ensure these conditions on the day they want to burn;
 - h) in all cases:
 - i) rubber tires, oil, petroleum products, tar, asphalt products, batteries, refuse, plastic, construction material, or non-dried materials of any kind shall not be used to start, fuel or feed a fire; and
 - ii) standing crops and grasslands shall not be burned;
 - i) if, at anytime a permit is suspended or cancelled, the fire must be extinguished, a new permit applied for in writing, and the site and operation re-inspected before recommencing burning;
 - j) The operating of a domestic outdoor or backyard incinerator or any structure serving as a domestic incinerator is expressly prohibited;
 - k) No person shall start a fire upon the land of another without permission of the owner thereof or his agent;

- l) Subject to any conditions that may be imposed pursuant to this bylaw, permits shall be issued only during the period of October 1st to April 30th each year, provided that where the Fire Chief or designate considers it safe to do so, he may issue a permit for any time during the year under such conditions and restrictions he considers necessary;
- m) In addition to any other remedy or offence imposed by this bylaw, a person who starts a fire without a valid permit pursuant to this Part shall be responsible for the costs of providing the additional personnel and equipment that the Fire Chief or designate may deem necessary to extinguish the fire or to suppress any escape or threatened escape of the fire;
- n) The permit may be revoked or suspended where, in the opinion of the Fire Chief or designate, open air burning under the prevailing weather conditions or other circumstances could reasonably be expected to be hazardous to public safety or to create a nuisance;
- o) The permit holder shall comply with all other conditions, restrictions and requirements imposed by the Fire Chief or designate.

4.5.4 For certainty a permit for open air burning may not be issued for the open burning of wood, trees, stumps, shrubbery and woody debris that results from the land being cleared or partially cleared of vegetation to help prepare the land for a different non-farming use (eg: farmland to residential, forest land to residential, forest land to open areas, or rural lands to subdivisions, etc).

4.5.5 Without limiting section 4.5.1, the Fire Chief or designate may, but is not required to, issue a permit:

- a) to allow burning of wood debris for the purpose of fuel reduction or hazard abatement on private or public property;
- b) for the purpose of burning wood waste removed from any property, of less than 1.0 hectares (2.47 acres) in size damaged by the Mountain Pine Beetle or Western Pine Beetle infestation. Damaged material may be burned on property other than that of its place of origin. Such a permit shall specify the conditions and restrictions the Fire Chief or designate determines are necessary, and shall specify the location at which the waste is to be burned;
- c) to allow pit or trench burning for the purpose of fuel modification or land clearing on the property of origin or on properties other than the property of origin.

4.5.6 Despite section 4.5.3(n), the Fire Chief or designate may issue a permit at any time during the year where it is considered safe to do so and may include such conditions and restrictions as deemed necessary to ensure the burning may be conducted safely.

- 4.5.7 Despite section 4.5.3 the Fire Chief or designate may include the following conditions or requirements in a permit for open air burning:
- a) an adequate fire fighting water supply, firefighting equipment and staff capable of deoploying the water supply and firefighting equipment be readily available;
 - b) the burning site must be inspected and approved by the Fire Chief or designate prior to the commencement of operations and is subject to future inspections at any time.
- 4.5.8 The Fire Chief or designate may refuse to issue and may revoke or suspend a permit for open air burning if, in the opinion of the Fire Chief or designate, burning under the prevailing weather conditions or other circumstances could reasonably be expected to be hazardous to public safety or health or to create a nuisance.

PART FIVE: FIRE PROTECTION EQUIPMENT

5.1 Buildings and Occupancies

- 5.1.1 Every owner of premises must ensure that all fire protection equipment required under the Building Code or Fire Code shall be inspected, tested and maintained in accordance with good engineering practices and the applicable standards, requirements and guidelines of the British Columbia Building Code, the City's *Building Bylaw No. 7245*, the British Columbia Fire Code, this Bylaw and all other applicable enactments, all as amended or replaced from time to time, and any equivalents or alternative solutions required or accepted under those enactments.
- 5.1.2 A "Notice of Responsibility" form shall be used to document and officially notify building owners/ representative(s) of what is expected of them by the Kelowna Fire Department regarding the restoration of the building's fire protection systems and the owner/ representative's fire watch duties.
- The "Notice of Responsibility" form may be used in the following circumstances:
- a) When a building's fire protection system(s) have been compromised.
 - b) When a building's fire protection system will not restore to normal working condition.
 - c) When a FIRE WATCH is required.

5.2 Connections for Building Sprinkler and Standpipe Systems

- 5.2.1 Fire Department pumper connections shall be located and positioned in accordance with the British Columbia Building Code or as approved by the Fire Chief or designate.

- 5.2.2 All Fire Department pumper connections and protective caps shall be kept in place at all times and, where such connections or protective caps are missing, the building owner or occupier shall promptly cause the connections to be examined for accumulated material, back-flushed if such material is present or suspected, or upon the direction of a Fire Inspector, and shall ensure the connections and caps are replaced.
- 5.2.3 Every owner or occupier of a building must ensure that accesses to Fire Department connections for sprinklers or standpipe systems are clearly identified, functional, kept in good repair and maintained free of obstructions at all times.
- 5.2.4 Every owner or occupier of a building shall ensure that signs are displayed identifying:
 - a) which Fire Department connection serves a particular sprinkler or standpipe system; and
 - b) the maximum pumping inlet pressure at a Fire Department connection.

5.3 Sprinkler Systems

- 5.3.1 Every owner of premises for which a sprinkler system is required under the British Columbia Building Code must, in accordance with the requirements of the British Columbia Fire Code, British Columbia Building Code, and applicable NFPA (National Fire Protection Association) standards, maintain, repair and upgrade the sprinkler system to accommodate any material change in use or occupancy that results in a greater fire hazard than that which the sprinkler system was intended to accommodate.
- 5.3.2 Where a Fire Inspector considers that a change in the use or occupancy of a building equipped with a sprinkler system may create an increased fire hazard, such that the use or occupancy exceeds the criteria for which the sprinkler system was designed, the Fire Inspector may require the owner or occupier to provide confirmation to the Fire Inspector by a professional engineer that the design limitations of the original sprinkler system installation standard have not been exceeded.
- 5.3.3 The confirmation referred to in Section 5.3.2 shall be in a form acceptable to the Fire Inspector and shall identify, without limitation:
 - a) the sprinkler design standard used for comparative analysis;
 - b) the available water supply for sprinkler and hose allowances;
 - c) the current:
 - i) occupancy hazard or commodity classification,
 - ii) method of packaging and encapsulation,
 - iii) method of storage of commodities (e.g. by rack, palletized, solid pile, solid shelving),
 - iv) height of storage, and
 - v) clearance between racks, piles or stacks;

- d) the required level of manual firefighting equipment (e.g. fire hose and portable fire extinguishers);
- e) the required and available density of water application;
- f) the required design area of water application;
- g) the fire alarm system and central station connection(s); and
- h) a statement of the current status and level of performance of the sprinkler system, including whether the sprinkler system conforms or does not conform to the identified design standard, and if nonconforming, provide specific instructions for the improvement of the sprinkler system, reduction of the fuel load or other alternative solutions acceptable to the Fire Inspector.

5.3.4 Fire sprinkler isolation valves shall be installed so that they are readily accessible. Should the isolation valves be installed higher than 7 feet in height from the floor level, ladders acceptable to the Fire Chief or designate shall be permanently affixed to the wall to provide access.

5.3.5 Fire sprinkler control valves and/or fire sprinkler “trees” shall not be installed in a location which is obstructed by adjacent mechanical systems. An unobstructed access of 1m shall be provided in front of each control valve and a center line radius of 50 cm on either side of the control valve.

5.4 Sprinkler System or Standpipe Operations - Building Demolition

5.4.1 When a building equipped with a sprinkler system or a standpipe is being demolished, the system or standpipe shall be maintained in operation, subject to sequential deactivation, until the demolition work is completed.

5.5 Smoke Alarms

5.5.1 The owner and occupier of every premise with residential occupancy must ensure that smoke alarms are maintained, tested, repaired and replaced in accordance with the requirements of the manufacturer.

5.5.2 Smoke alarms shall be provided in accordance to the British Columbia Building Code and British Columbia Fire Code and Amendments thereto.

5.6 Fire Hydrants

5.6.1 The fire hose connection type, hydrant colour coding and location of all fire hydrants and other Fire Department connections shall be subject to the approval of the Fire Chief or designate.

- 5.6.2 No person except a member shall use or take water from any fire hydrant or standpipe, nor make any attachment thereto, without first obtaining written permission from the authority having jurisdiction.
- 5.6.3 A person must not tamper with the mechanical operation of a fire hydrant.
- 5.6.4 A person must not remove a fire hydrant from its authorized or required location unless authorized to do so by the Fire Chief and in accordance with any direction, conditions, measures or requirements of the Fire Chief.

5.7 Fire Hydrant Maintenance

- 5.7.1 All hydrants shall be maintained and inspected in accordance with the British Columbia Fire Code and the National Fire Protection Association (NFPA) standards.
- 5.7.2 Owner(s) and/or occupier(s) of property where a fire hydrant is located having knowledge of a fire hydrant out of service must notify the fire department as soon as practicable.
- 5.7.3 Owner(s) and/or occupier(s) of property who should have responsibility for the maintenance of such hydrants must tag all out of service hydrants with a tag indicating the hydrant is out of service.

5.8 Fire Hydrants on Private Property

- 5.8.1 Where a fire hydrant is located on private property, the owner or occupier of the premises must:
 - a) maintain the space around the fire hydrant with stable ground cover and a clear and unobstructed area for a radius of at least one (1) metre; and
 - b) maintain ground cover and clearance around the hydrant so as to provide a clear view of the fire hydrant from the street when being approached from either direction.
- 5.8.2 If an owner or occupier fails to properly maintain the ground cover and clearance around a fire hydrant as required by Section 5.8.1, the Fire Chief or designate may issue an order to the owner or occupier to provide stable ground cover and clearance around the hydrant within a time period specified in the order.
- 5.8.3 If an owner or occupier fails to comply with an order issued under Section 5.8.2 within the time specified in the order, the City may enter onto the property and carry out such work at the cost of the owner.
- 5.8.4 The owner or occupier of premises on which a private fire hydrant is installed, must ensure that the hydrant is maintained in good working condition at all times and that the hydrant is inspected, serviced and tested in accordance to Part 5.7 of this Bylaw by a Qualified Technician.
- 5.8.5 Without limiting Section 5.8.4, the owner of property on which a private fire hydrant is installed must:

- a) once a year, have the private hydrant flushed and drained and have all the threads of outlets and caps greased with waterproof grease; and
- b) provide the Fire Chief or designate with a written report of the inspection, servicing and testing performed on the private fire hydrant during the previous twelve months on a form approved by the AHJ.
- c) Provide the Fire Chief or designate with a written report of the flow test performed on new fire hydrants in accordance to NFPA 291 on a form approved by the AHJ. A combination of actual flow and modeling is acceptable
- d) All fire hydrant color coding shall be based on NFPA 291 Standards.

5.9 Premises Under Construction

- 5.9.1 The owner of premises under construction must ensure that an emergency access route is provided that:
 - a) is finished in accordance to the requirements set forth in City of Kelowna Subdivision, Development and Servicing Bylaw No. 7900 or other surface materials acceptable to the Fire Chief or designate;
 - b) provides adequate access for Fire Department apparatus;
 - c) is clearly designated as an emergency access route;
 - d) is maintained at all times free of obstruction; and
 - e) is secured with a gate, bollard, chain or other structure or assembly approved by the Fire Chief or designate prior to installation.
- 5.9.2 Every owner of premises under construction must ensure that water supplies for fire protection are installed when construction commences or as determined by the Fire Chief or Engineer.
- 5.9.3 Every owner of premises under construction must ensure that the Fire Department is notified of all newly installed fire hydrants prior to their installation so as to permit testing and approval of all such hydrants.
- 5.9.4 During construction, servicing or repairs of private fire hydrants and water supply systems, the owner of the premises must ensure that all fire hydrant conditions affecting fire safety, such as fire hydrants temporarily out of service, low water volumes and low water pressures, are immediately made known to the Fire Department.

5.10 Emergency Access Routes

- 5.10.1 Every gate, bollard, chain or other structure used to secure a required primary or secondary emergency access route must be approved by the Fire Chief or designate prior to installation.
- 5.10.2 Every emergency access route must be clearly marked with permanent signage, or with highway marking of lines and words, in a size and colour approved by the Fire Chief or designate, which must read:

FIRE LANE - NO PARKING

- 5.10.3 Every owner of premises shall ensure that an emergency access route, when secured by a gate, bollard, chain or other structure, has a permanent mounted sign on each side of the obstruction, of a size no less than sixty (60) cm by seventy-five (75) cm, which must read:

**EMERGENCY ACCESS ONLY
NO PARKING OR OTHER OBSTRUCTIONS
Fire and Life Safety Bylaw No. 10760**

- 5.10.4 A person must not:
- a) park a vehicle in an emergency access route; or
 - b) interfere with, hinder or obstruct access to an emergency access route by Fire Department apparatus
- unless authorized to do so by the Fire Chief or designate and in accordance with any direction, conditions, measures or requirements of the Fire Chief or designate.

5.11 Fire Protection Equipment Orders

- 5.11.1 The Fire Chief or designate may order the owner of an existing multiple-family residential, assembly, mercantile, business and personal services, industrial, care or detention occupancy to provide or make alterations to fire protection equipment and systems including heat and smoke detection, fire alarms, fire extinguishers, sprinkler systems, exit signs, emergency lighting, fire separations and means of egress in order to provide adequate life safety to its occupants, provided that the requirements of any such order may not exceed those established by the British Columbia Building Code or British Columbia Fire Code or building regulations established in accordance with the Building Code or Fire Code. An owner may satisfy the requirements of an order through equivalents or alternative solutions accepted by the Fire Chief or designate.

PART SIX: FIRE ALARM SYSTEMS

6.1 Contact Persons

- 6.1.1 The owner or occupier of any premises with a fire alarm system monitored by an outside monitoring agency must ensure that at least one contact person is available 24 hours a day to attend, when notified by the monitoring agency, to enter and secure the premises at a building incident.
- 6.1.2 The owner or occupier of any premises with a fire alarm system not monitored by an outside monitoring agency must maintain and provide to the Fire Department a current list containing the names and telephone numbers of three

(3) contact persons, at least one of whom is available 24 hours a day to attend, enter and secure the premises at a building incident, and must notify the Fire Department promptly of any changes in the names or addresses of contact persons.

- 6.1.3 Every contact person designated under Section 6.1.1 or 6.1.2 must have full access to the premises for which they have responsibility and must be able to take control of and secure the premises from the Fire Department on completion of assistance response or other incident.
- 6.1.4 Where a contact person fails to respond to a fire alarm and attend the premises:
 - a) the Fire Department may use whatever means are necessary to gain entry to the premises to investigate the fire alarm without payment to the owner or occupier of any compensation whatsoever for damage caused to the premises by such forced entry while the Fire Department is on scene.
- 6.1.5 Where a contact person fails to respond to a fire alarm and attend the premises within 45 minutes:
 - b) the owner or occupier of the premises shall be liable to reimburse the City, at the rates specified in Schedule "B", for the cost to the City of all time during which Fire Department apparatus and members were required to remain on standby at the premises, commencing after the 45 minute time period specified in this Section, until such time as a contact person, owner or occupier arrives to attend at, provide access to, or secure the premises.

6.2 Activation

- 6.2.1 A person must not activate a fire alarm system unless:
 - a) there is a fire;
 - b) the person reasonably believes that a fire or other incident is occurring or is imminent; or
 - c) the activation is carried out for testing purposes by authorized person(s).

PART SEVEN: EMERGENCY ACCESS AND EVACUATION

7.1 Construction Fire Safety Plan

- 7.1.1 Before construction of any building commences the owner or occupier of the property must contact the Fire Department to determine whether a fire safety plan is required.
- 7.1.2 Where the Fire Chief or designate determines that a fire safety plan is required, the owner or occupier must:

- a) prepare the construction fire safety plan in a form, format and diagram template acceptable to the Fire Chief or designate and submit the construction fire safety plan to the Fire Prevention Branch for review;
- b) ensure a copy of the construction fire safety plan is maintained on the premises in a location and manner acceptable to the Fire Chief or designate to allow for reference by the Fire Department.

7.2 Fire Safety Plan

7.2.1 The owner or occupier of any building required by the British Columbia Fire Code to have a fire safety plan prepared in cooperation with the Fire Department must:

- a) prepare the fire safety plan in a form, format and diagram template acceptable to the Fire Chief or designate and submit the fire safety plan to the Fire Prevention Branch for review;
- b) pay the fee prescribed in Schedule “B” of this Bylaw for review of the fire safety plan;
- c) review the fire safety plan at least annually in accordance with the requirements of the British Columbia Fire Code and if material changes have occurred in relation to the building, use, or occupancy, submit an updated plan to the Fire Prevention Branch for review; and
- d) locate the fire safety plan on the premises in a location and manner acceptable to the Fire Chief or designate to allow for reference by the Fire Department. The Fire Chief or designate may require the fire safety plan to be stored in a fire safety plan storage box, of a type and in a location approved by the Fire Chief or designate and accessible by any member using a Fire Department lock box key.

ensure that the analysis required by the British Columbia Building Code in cases of new construction or a change in occupancy relevant to fire and life safety is submitted as part of the Fire Safety Plan.

7.2.2 in every case where a fire safety plan for a building is required by the British Columbia Fire Code, the required supervisory staff must consist of a Fire Safety Director and at least one Deputy Fire Safety Director to act when the Fire Safety Director is absent.

7.2.3 In every case where a fire safety plan for a building is required by the British Columbia Fire Code, either the Fire Safety Director or the Deputy Fire Safety Director must be present at the premises. .

7.3 Pre Incident Plan

7.3.1 The Fire Chief or designate may require, in addition to a Fire Safety Plan, a Pre-Incident Plan submitted in a form acceptable to the Fire Chief or designate;

7.3.2 An owner of a building without a Fire Alarm System, other than a single family dwelling, duplex or triplex, shall submit in a form acceptable to the Fire Chief or designate a current Pre-Incident Plan.

- 7.3.3 The owner of a building or structure who has submitted a Pre-Incident Plan to the Fire Chief or designate shall each year, before the expiry of one (1) year from the last approval of this Pre-Incident Plan, revise it and resubmit it to the Fire Chief or designate if any changes are necessary as a consequence of changes to the building, utilities or Fire and Life Safety Equipment.

7.4 Access and Keys

- 7.4.1 Every owner or occupier of
- a) premises having a fire alarm system or an automatic fire sprinkler system; and
 - b) all apartment buildings, whether rental or strata owned;
 - c) all buildings for which the British Columbia Fire Code requires a Fire Safety Plan;
 - d) strata titled developments

must ensure that access is readily available and any keys required to obtain access to the following areas are readily accessible, and in an approved Fire Department lock box in a location acceptable to the Fire Chief or designate and such keys are clearly marked:

- e) all common floor areas, service rooms and roof areas;
 - f) all doors that are locked from the exit stairs to floor areas;
 - g) as required to recall elevators and to permit independent operation of each elevator;
 - h) all fire alarm control and annunciator panels and fire fighter telephone boxes; and
 - i) all gates on access routes;
 - j) all firefighting equipment storage rooms where equipped;
 - k) as may be required by the Fire Chief or designate for the purpose of responding to the fire alarm system or automatic fire sprinkler system.
- 7.4.2 The information on the proposed location of the lock box or key tube shall be provided to the City at the time of application for a building permit.

7.5 Obstructions

- 7.5.1 A person must not install or maintain any wire, barbed wire, razor ribbon, fence, cable, aerial, antenna or other obstruction on any building roof, parapet wall or openings in an exterior wall required by the British Columbia Building Code or the British Columbia Fire Code for Fire Department access, so as to obstruct access or egress, cause a hazardous condition, or interfere with Fire Department operations in the event of fire or other incident.

7.6 Storage on Roofs

- 7.6.1 A person must not cause to be placed, stored, or maintained upon any roof or balcony any hazardous materials or any material or object which may interfere with access or egress or Fire Department operations in case of fire or other emergency, and shall remove all such objects or materials upon the order of the Fire Chief or designate.

7.7 Passageways on Roofs

- 7.7.1 A person must not obstruct access passageways on a roof surface.

7.8 Evacuation of Buildings

- 7.8.1 The Fire Chief or officer in charge at a building or other incident may order the evacuation of a building, structure or area which, in the opinion of the Fire Chief or officer in charge, is endangered by fire or other risk to life, and no person other than the Fire Chief, a member or other person authorized by the Fire Chief or the officer in charge at an incident, shall remain in or enter that building, structure or area after such an order is made.
- 7.8.2 The Fire Chief or officer in charge at an incident may post a notice on any building or structure warning that occupancy of the building may be hazardous or that no occupancy of the building is permitted.

7.9 Street Addresses

- 7.9.1 An owner of real property in the City shall ensure that street addresses are displayed in accordance with the City of Kelowna Building Numbering Bylaw No. 7071, as amended or replaced from time to time.

PART EIGHT: REGULATION OF FIRE HAZARDS

8.1 Removal of Fire Hazards

- 8.1.1 A person must not cause or permit combustible materials, growth, waste or rubbish of any kind to accumulate in or around premises in such a manner as to endanger property or to constitute a fire hazard.
- 8.1.2 A Fire Inspector may issue an order to any person to remove or otherwise deal with an accumulation of materials or growth referred to in Section 8.1.1, and upon receipt of such order, that person shall take whatever action is specified in the Fire Inspector's order within the time period specified therein, failing which the Fire Department may take whatever action is necessary to remove the

fire hazard at the expense of the person to whom the order is directed or the owner or occupier of the premises.

- 8.1.3 Lids on all containers and doors to rooms or spaces provided for the storage of combustible materials or flammable materials shall be kept closed at all times except when such materials are being placed in the containers, rooms or spaces.
- 8.1.4 No person shall make, construct, maintain or keep an ash-pit or depository for ashes within the City unless the same shall be constructed of brick or other fireproof or non-combustible material.
- 8.1.5 No person shall deposit ashes or other materials taken from any stove, furnace, barbecue or fireplace (or taken from any place in or on which any fire shall have been made) within one (1) meter of any combustible material. All ashes shall be deposited in a non-combustible receptacle.

8.2 Refuse and Recycling Containers

- 8.2.1 Subject to Subsections 8.2.2 and 8.3.3, an owner or occupier of premises with multifamily residential, commercial, professional service, institutional, industrial or assembly occupancies must ensure that all refuse and recycling containers used be non-combustible including lids, unless approved by the Fire Chief or designate and are stored not less than three (3) meters from any:
 - a) combustible materials including, without limitation, construction materials; or
 - b) unprotected building openings or overhangs.
- 8.2.2 Where the Fire Chief or designate has specifically approved the location of the refuse or recycling container as requiring less than 3 meters clearance from any combustible materials, construction materials, unprotected building opening or overhangs, the clearance required by paragraph 8.2.1 does not apply,
- 8.2.3 Where the clearances required by paragraph 8.2.1 are not feasible, a non-combustible container with self-closing lids and no hold-open devices may be stored in a location approved by the Fire Chief or designate and not less than one (1) meter from combustible materials, standing vegetation or unprotected building openings.

8.3 Flammable or Combustible Liquids

- 8.3.1 A person must ensure that all flammable or combustible liquids are stored in accordance with the British Columbia Fire Code.
- 8.3.2 A person must not use any flammable or combustible liquid which reasonably could be expected to endanger life or property for the purposes of cleaning within any building.

8.4 Order to Remove Flammable or Combustible Material

- 8.4.1 A Fire Inspector may issue an order to an owner or occupier of premises to remove, dispose of or otherwise deal with flammable or combustible material, including but not limited to combustible or flammable liquid, combustible metal, and flammable fibre or gas where such material endangers life or property or is being kept or stored in contrary to the British Columbia Fire Code or this Bylaw. Upon receiving an order of the Fire Chief or designate, a person must remove, dispose of or otherwise deal with the flammable or combustible material immediately or within a time period established in the order, failing which the Fire Department may take whatever action is necessary to remove the flammable or combustible material at the expense of the person to whom the order is directed or the owner or occupier of the premises.

8.5 Vehicle Fuel Tank

- 8.5.1 Without limiting any other provision in this Section, an owner of a vehicle must ensure that fuel within the vehicle's fuel tank is removed to a safe area prior to any adjustment to, or relocation of, the fuel tank from its original position on the vehicle.

8.6 Explosion or Potential Explosion, Emission or Spill of Dangerous Goods

- 8.6.1 Every owner or occupier of premises or a motor vehicle, vessel or railway rolling stock, must report immediately to the Fire Chief or designate when an explosion or a discharge, emission, escape or spill of dangerous goods occurs or where the potential exists for an explosion or a discharge, emission, escape or spill of dangerous goods.

8.7 Vacant Premises

- 8.7.1 For the purpose of this Section, vacant premises includes a lot, building or other structure in respect of which a water or electricity service has been intentionally discontinued, other than for temporary maintenance, repair or upgrading, so that the condition of the premises is not suitable for human habitation or other occupancy that is normally permitted.
- 8.7.2 The owner of vacant premises must promptly act to ensure that, at all times:
- a) the premises are free from litter and debris or accumulations of combustible or flammable materials except where storage of combustible or flammable materials is in strict accordance with the British Columbia Fire Code and this Bylaw; and
 - b) all openings in the premises are securely closed and fastened in a manner acceptable to the Fire Chief or designate so as to prevent fires and the entry of unauthorized persons.
 - c) Sprinkler and fire alarm systems remain operational as per requirements of the British Columbia Fire Code.

- 8.7.3 Where an owner fails to securely close a vacant building as required by Subsection 8.7.2 (b), the Fire Chief or designate may, by notice in writing, order the owner to secure the building or other part of the vacant premises against unauthorized entry in a manner set out in the notice.
- 8.7.4 If an owner of vacant premises fails to bring the premises into compliance with this Bylaw within twenty-four (24) hours of receiving a notice under Subsection 8.7.3, or if the Fire Chief or designate is unable to contact the owner within twenty-four (24) hours of finding vacant premises in an unsecured state, the Fire Chief or designate may cause the premises to be secured by City employees or agents, who may board up or otherwise secure doors, windows and other points of entry into the premises in order to prevent fires and unauthorized entry, at the cost and expense of the owner.

8.8 Damaged Buildings

- 8.8.1 The owner of a building, property or other structure that has been damaged due to fire, explosion, natural or manmade disaster or similar event must immediately act to ensure that the building, property or other structure is guarded or that all openings and points of entry into the building or property are kept securely closed and fastened in a manner acceptable to the Fire Chief or designate so as to prevent the entry of unauthorized persons. If the owner fails to provide the necessary security within 2 hours of being notified by the Fire Department or following an incident, the Fire Chief or designate may cause the work to be carried out at the cost and expense of the owner.

8.9 Exhibits, Fairs, Trade Shows or Vehicle Displays

- 8.9.1 Every owner or occupier of premises containing or used for an exhibit, fair display, trade show display or vehicle display must comply with all applicable provisions of the Fire Code and, without limiting the generality of the foregoing, must ensure that:
- a) no exhibit or display is placed in a lobby or foyer or so as to obstruct the required width of an exit way;
 - b) aisles of a minimum of three (3) meters (10 feet) are maintained at all times between displays and the travelled distance to an exit door by an aisle is in accordance with the British Columbia Building Code;
 - c) a display of automobiles, motorcycles, scooters, or other vehicles in a public building, other than a building constructed and classified for such purpose by the British Columbia Building Code, meets the following requirements:
 - i) vehicle batteries must be disconnected and the battery cables placed or tied in a position to prevent accidental battery contact;
 - ii) fuel tanks must be equipped with a key-locking cap or other similar device; and
 - iii) the quantity of fuel in the fuel tanks must not exceed the lesser of one quarter (1/4) of the tank capacity or nineteen (19) litres (5 gallons).

8.10 Commercial Cooking Equipment

- 8.10.1 Every owner or occupier of a commercial cooking facility must ensure that the cooking equipment is inspected and maintained in accordance with the requirements of the British Columbia Fire Code and, without limiting the generality of the foregoing, must ensure that:
- a) all filters, grease removal devices, ducts and other appurtenances of commercial cooking equipment are inspected at least weekly to prevent grease and other combustible residues;
 - b) all commercial cooking equipment exhaust systems are serviced and cleaned in accordance to the fire code by a Qualified Technician; and
 - c) the instructions for manually operating the fire protection systems are posted conspicuously in the kitchen as part of a fire safety plan.

8.11 Dangerous Goods

- 8.11.1 If the Fire Chief or designate is satisfied on reasonable and probable grounds that a discharge, emission or escape of dangerous goods has occurred and that immediate action is necessary in order to carry out any reasonable emergency measures, he or she may take such action or cause such action to be taken by any person the Fire Chief or designate considers is qualified to do so.

8.12 Combustible Dust and Removal

- 8.12.1 A person must not cause, permit or allow the accumulation of any combustible dust or particulate on floors, walls, ledges, or other exposed building structural members, piping, conduit, electrical equipment, surface or on the roof of any building on which dust may settle, where the accumulation is sufficient to create a fire hazard or risk of explosion.
- 8.12.2 A person must not use compressed air or other means to blow combustible dust from ledges, walls and other areas unless all machinery in the area has been shut down and all sources of ignition removed.
- 8.12.3 The removal and collection of small quantities of loose combustible dust may be accomplished with an approved industrial vacuum cleaning system.
- 8.12.4 A person must ensure that metallic dust must be stored in tightly covered metal containers in a cool, dry place.

8.13 Electrical Extension Cords

- 8.13.1 A person must not create a fire hazard by using an extension cord as a substitute for permanent wiring.

PART NINE: SAFETY TO LIFE

9.1 Exits and Means of Egress

- 9.1.1 Every owner or occupier of premises must at all times ensure that all exits and means of egress required under the British Columbia Building Code, *Fire Services Act*, British Columbia Fire Code or the City's *Building Bylaw No. 7245*, all as amended from time to time, are properly maintained and remain unobstructed at all times.
- 9.1.2 An owner or occupier must not install or permit or allow the use of a smoke emitting security alarm system or other such system which upon activation may obstruct an exit or means of egress or potentially result in confusion to occupiers or to fire fighters.
- 9.1.3 An owner or occupier must ensure that every required exit door located in a floor area shall be served by an aisle that:
- a) is kept clear at all times of any materials or products;
 - b) has a clear width of not less than 1100 mm (44 inches), or as required by the British Columbia Building Code;
 - c) is provided with adequate emergency lighting coverage;
- 9.1.4 No locking devices other than locking devices permitted by the British Columbia Building Code shall be installed on any required exit doors.
- 9.1.5 An owner of a building which is equipped with a passenger elevator must ensure that a sign is displayed directly above the elevator call button on each floor reading:

**IN CASE OF FIRE, USE EXIT STAIRWAY
DO NOT USE ELEVATOR**

- 9.1.6 The dimensions of each sign required under Subsection 9.1.5 must be at least 75 mm by 130 mm in size and printed on permanent red and white, or white on red plastic laminate or equivalent material.
- 9.1.7 The owner of every building having three or more storeys must conspicuously display in all stairwells at each floor level, numbers or signs identifying each floor level. If numbers are used, the minimum height of those numbers shall be 150 mm. If wording is used, the dimensions and type must not be less than 50 mm by 150 mm on permanent red on white, or white on red plastic laminate or equivalent material.
- 9.1.8 A person must not hinder or obstruct the self-closing operation of doors in fire separations or doors separating stair enclosures from the remainder of the building.
- 9.1.9 A person must not stand, loiter, sit in or otherwise obstruct the aisles, passages or stairways of any church, theatre, hall, skating rink or other place of amusement or public resort or assembly.

- 9.1.10 An owner or occupier of premises must ensure that exit signs are maintained in a clean and legible condition and must be clearly illuminated from behind where such illumination is required by the British Columbia Building Code.
- 9.1.11 An owner or occupier of premises must ensure that self-contained emergency lighting unit equipment and emergency lights are inspected and tested at intervals not greater than one month to ensure that emergency lights will function upon failure of the primary power supply, and at intervals not greater than 12 months to ensure the unit will provide emergency lighting for a duration equal to the design criterion.

9.2 Storage in Buildings, Service Rooms or Areas

- 9.2.1 Every owner or occupier of a building must ensure that no materials or items are stored in storage locker room aisles, elevator rooms, boiler rooms, furnace rooms, rooms that accommodate air-conditioning or heating appliances, pumps, compressors or other building services, except that, the Fire Chief or designate may permit limited or restricted storage of specific materials or items as part of a fire safety plan.
- 9.2.2 Every electrical room and electrical vault shall conform to the *Electrical Safety Regulation* of the *Safety Standards Act* of British Columbia, as amended.

9.3 Tampering with Fire Protection Equipment

- 9.3.1 A person must not tamper with, alter or damage any fire protection equipment or use or operate any fire extinguisher or other fire protection equipment except for the purpose of testing or for the purpose for which the extinguisher or equipment is intended.

PART TEN: INSPECTIONS OF PREMISES

10.1 Authority for Inspection

- 10.1.1 The Fire Chief and any member designated in writing by the Fire Chief are hereby authorized to enter at all reasonable times upon any premises to inspect and determine whether or not:
 - a) the premises are in such a state of disrepair that a fire starting therein might spread so rapidly as to endanger life or other premises or property;
 - b) the premises are so used or occupied that fire would endanger life or property;
 - c) combustible or explosive materials are being kept on the premises or other flammable conditions exist in or about the premises so as to endanger life or property;
 - d) in the opinion of the Fire Chief or a member, a fire hazard exists in or about the premises; or

- e) the requirements of this Bylaw and the British Columbia Fire Code are being complied with.

10.2 Entry for Inspection

- 10.2.1 A person must not obstruct, hinder or prevent the Fire Chief or any member from entering into or upon any premises for the purpose of inspecting the premises in the ordinary course of their duties.

PART ELEVEN: INSPECTION OF BUILDINGS

11.1 Frequency of Inspections delegated

- 11.1.1 The authority and duty of the Council under the Fire Services Act to establish, revise and implement a regular system of inspections of hotels, public buildings, churches, theatres, halls, or other buildings used as a place of public resort in the City is delegated to the Fire Chief;
 - a) and for this purpose the Fire Chief is delegated the authority to establish a system of regular inspections which will provide different frequencies of inspection depending on a building's British Columbia Building Code building classification, it's use, age and fire risk assessment;
 - b) amend the frequency of inspection schedules from time to time;
 - c) provide one copy of the current frequency of inspection schedule to each person who requests one.
- 11.1.2 The Fire Chief must report to Council as and when requested by Council on the inspection system created and implemented under section 11.1.1 of this Bylaw.

PART TWELVE: INSPECTION AND TESTING OF FIRE PROTECTION EQUIPMENT

12.1 Maintenance and Testing of Emergency Equipment

- 12.1.1 Every person who is required under a provision of the Fire Code to perform or cause to be performed, annually or less frequently than annually, an inspection or test of fire protection equipment for a hotel or public building, or to perform or cause to be performed an inspection or test of fire suppression systems in commercial kitchen exhaust systems, shall ensure that:
 - a) the inspection or test is performed by a qualified technician and in accordance with the Fire Code; and
 - b) the inspection or test is recorded, or the fire protection equipment is tagged or labeled in accordance with the Fire Code, this Bylaw, as amended

from time to time, and in a manner acceptable to the authority having jurisdiction.

- 12.1.2 Every person who owns, controls or otherwise has charge of any fixed fire protection equipment must notify the Fire Department at any time such system or systems are inoperable or taken out of service, and must notify the Fire Department again when service is restored.
- 12.1.3 Every qualified technician who carries out inspections and maintenance of fire protection equipment must use the Inspection and Testing form approved under ULC, NFPA, CSA and CGA as amended or replaced from time to time, and must forward a copy of the completed form upon completion of the inspection or maintenance to the owner or occupier of the building. Upon request by the Fire Chief or designate, the owner or occupier must provide a copy of the completed form to the Fire Department.
- 12.1.4 A person must not undertake any work or testing on fire protection equipment or life safety systems that sends an alarm directly to an alarm monitoring company without prior notice to that alarm monitoring company.
- 12.1.5 The owner or occupier of every building that is equipped with a fire alarm system that is not continuously monitored by an approved monitoring agency must ensure that at each manual fire alarm pull station, a permanent sign is mounted reading:

LOCAL ALARM ONLY – IN CASE OF FIRE, TELEPHONE 9-1-1

The dimensions of each such sign must be not less than 50 mm by 100 mm in size and be printed on permanent red on white, or white on red plastic laminate or equivalent material.

PART THIRTEEN: CONTROL OF FIRE ACCESS

13.1 Fire Roads, Fire Trails & Firebreaks

- 13.1.1 The Fire Chief or designate may erect or install gates, cables or other devices and may securely lock the same to prevent the use by unauthorized persons of any emergency access route, truck trail, driveway, path or highway, whether or not a public highway, over which the Fire Department has the lawful right to pass, whether by easement, license, City ownership or possession or otherwise, for purposes relating to fire protection or control and where the exercise of the rights under this section would not be incompatible with the tenure or permission granted.

PART FOURTEEN: HIGH BUILDINGS

14.1 Buildings 6 or more storeys

- 14.1.1 The owner of any building of six or more storeys, and for which an application for a building permit is submitted to the City after August 1, 2008, shall ensure that;
- a) pressurized stairwells are marked clearly, including roof access stairwells; stairwell doors shall be marked on both sides;
 - b) an approved Fire Department lock box is installed in accordance with section 7.4 of this Bylaw;
 - c) there is a room or closet on every sixth floor above grade or above the main entrance lobby, that is dedicated and clearly identified as a “firefighting equipment” storage area, and is at least 18 inches deep by 3 feet wide and is accessible by a standard height locked person door; and
 - d) each firefighting equipment storage area is equipped with the following:
 - i) eight (8) SCOTT self contained breathing apparatus cylinders (4500psi, 30 minute carbon fibre, part number SCT804721-01);
 - ii) a rack suitable and approved by the Fire Chief of designate for storing the SCOTT cylinders noted in paragraph (i) above;
 - iii) four (4) lengths of 2 ½ inch X 50 feet Ultra-Lite Supreme High Rise fire fighting hose with BCT, meeting the requirements of NFPA 1961 latest edition and ULC. Orange in color;
twelve (12) 2 ½ inch high rise hose straps: dimensions - 2 inches wide webbing, 24 inches long, 2 inch welded steel loop, 4 inch red indicator pull tab;
one (1) J140F TFT 65 X 38 shutoff w/ 1 3/8 waterway 2.5 inch threads BAT/BCT;
one (1) FSS10 -IF TFT smooth bore tip w 1 1/8 (28mm) tip/ 1.5 inch NPSH threads;
two (2) 65mm female swivel BAT X 60 degree elbow with male BAT 65mm discharge, firelite anodized aluminum;
one (1) 2 ½ inch M/BAT X 1 ½ inch F/NPSH firelite adapter;
one (1) 2 ½ inch inline pressure guage BAT/BCT threads - Akron Style 35;
two (2) hose spanners; and
one (1) high rise appliance bag (to carry adapters and appliances)
 - e) a copy of the construction fire safety plan is provided in accordance to section 7.1 of this Bylaw;
 - f) a copy of the building fire safety plan is provided in accordance to section 7.2 of this Bylaw.

- 14.1.2 If any of the information required to be supplied pursuant to section 14.1 of this Bylaw should change, the owner shall notify the Fire Chief or designate immediately of such change.

PART FIFTEEN: COMMUNICATIONS

15.1 Emergency Services Communications Equipment

15.1.1 If the design of a proposed building does not, in the opinion of the Fire Chief or designate, facilitate or permit emergency services communication between the interior of the building and the Fire Department personnel assembling at the exterior of the building in response to an incident, the owner must install and maintain in or on the building one of the following:

- a) a passive antenna or radiating cable system;
- b) an internal multiple antenna system with unidirectional or bi-directional amplifiers as needed;
- c) a voting receiver system; or
- d) any other system proposed by the owner and approved in writing by the Fire Chief or designate as meeting the requirements of the emergency services communications system.

PART SEVENTEEN: FIREWORKS

17.1 Regulations

- 17.1.1 No person shall sell or offer for sale any firecrackers or fireworks within the City.
- 17.1.2 No person shall discharge, fire or set off any firecrackers or Fireworks within the City, unless authorized under this bylaw.
- 17.1.3 No person shall store Display Fireworks within the City unless authorized under this bylaw.
- 17.1.4 No person shall use, set off or allow to be used or set off any fireworks in such a place or in such a manner as might create danger or constitute a nuisance to any person or property, or to do or cause or allow any unsafe act or omission at the time and place for the setting off of any fireworks.
- 17.1.5 Except as provided in Section 17.2 of this bylaw, no person shall discharge, fire or set off any fireworks, unless the person has obtained a valid Permit from the City.

17.2 Permit for Fireworks

- 17.2.1 The Fire Chief or designate is hereby authorized to issue a Permit to any person or organization for the purpose of the observance or celebration of any special event or festival by the use of fireworks, subject to the terms and conditions outlined in this bylaw.
- 17.2.2 Every application for a permit pursuant to this Section shall be made by the person setting off the fireworks, shall be in writing, addressed to the Fire Chief.
- 17.2.3 Every applicant for a Fireworks Permit pursuant to this Section shall hold a current and valid Fireworks Supervisors and/or Pyrotechnics Certification Card as issued by Natural Resources Canada.
- 17.2.4 The applicant shall, without limiting its obligations or liabilities under the Fireworks Permit, procure and maintain, at its own expense and cost, the insurance policy listed in the Fireworks Permit. The insurance policy shall be maintained continuously from the date of commencement of the Fireworks Permit until the date of the expiry of the Fireworks Permit or such further period as may be specified in the Permit.
- 17.2.5 An applicant shall submit a written agreement from the owner of the property on which the Fireworks is to take place and a written agreement from any Sponsoring Organization of the Fireworks. In the case of Fireworks that are to take place on City owned property, a Permit under the City's Outdoor Events Bylaw No. 8358 may be required or alternatively a letter of authorization from the City's Director of Leisure Services is required.
- 17.2.6 Every Permit authorized pursuant to this Section shall be in the form prescribed in the Fireworks Permit, and shall be issued by the Fire Chief or designate. Prior to the issuance of a Fireworks Permit, the applicant shall provide evidence of the insurance required under Section 17.2.4 of this Bylaw
- 17.2.7 Fireworks set off from a barge, vessel or floating platform on inland waters for the observance or celebration of any special event or festival in the City shall abide by this Bylaw.
- 17.2.8 Fireworks shall end prior to 11:00pm and may not commence prior to 8:00am on any day and shall be started and completed within the time period specified on the Permit, except as otherwise authorized by the Fire Chief or designate.
- 17.2.9 Fireworks may be inspected by the Kelowna Fire Department to ensure all safety aspects have been adhered to as set out in the Act and in accordance with this Bylaw.
- 17.2.10 The Fire Chief or designate is hereby authorized to revoke a Permit issued under this Bylaw at any time.
- 17.2.11 The Fireworks shall be set off by the person to whom the Permit is issued and shall be conducted in a manner that is consistent with all safety procedures required under the Act.
- 17.2.12 A Permit issued under this Bylaw is non-transferable.
- 17.2.13 All Fireworks and all debris from the Fireworks shall be removed and safely disposed of by the Permit Holder as soon as practical after the Fireworks is completed and on or before the expiry of the Permit.

PART EIGHTEEN: ENFORCEMENT

18.1 Fire Orders

- 18.1.1 In addition to authority provided for orders by the Fire Chief or designate elsewhere in this Bylaw, if a person contravenes or fails to comply fully with any provision of this Bylaw, or if conditions exist in or upon any premises which in the opinion of the Fire Chief or designate, constitute a fire hazard or other danger to life or property, the Fire Chief or designate may, in writing, issue such order to that person as necessary to ensure full and proper compliance with this Bylaw or to remove or otherwise deal with the fire hazard or other danger.
- 18.1.2 An order made by the Fire Chief or designate under this Bylaw may be served:
- a) by delivering it or causing it to be delivered to the person to whom it is directed;
 - b) by sending the order by mail to the last known address of the property owner; or
 - c) if the person to whom it is directed cannot be found, is not known or refuses to accept service of the order, by posting a copy of the order in a conspicuous place on the premises that is subject to the order.
- 18.1.3 If an order has been posted in accordance with 18.1.2, a person must not remove, deface or destroy the order.
- 18.1.4 A person against whom an order has been made by a designate of the Fire Chief under this Bylaw may, before the expiration of ten days from the date of the order, appeal in writing to the Fire Chief, who may uphold the order, vary or set aside the order of a Fire Inspector, or issue an alternative order.
- 18.1.5 Every order issued by the Fire Chief or a Fire Inspector shall state a date by which the order shall be carried out, which date shall, in the discretion of the issuer, have regard to the degree of urgency involved in correcting or removing conditions which may tend to increase the hazard of fire or danger to life and property.
- 18.1.6 Where a person is in default of an order made pursuant to this Bylaw, the City by its employees, servants or agents may enter the premises and effect such work as is required in the notice at the cost and expense of the owner or occupier of the premises, payable upon receipt of invoice from the City.

18.2 Penalties

- 18.2.1 Any person guilty of an infraction of this Bylaw shall be liable for a penalty under the City of Kelowna Bylaw Notice of Enforcement Bylaw No. 10475 as amended or replaced from time to time.

18.2.2 A person who:

- a) contravenes, violates or fails to comply with any provision of this Bylaw or of any permit or order issued under this Bylaw;
- b) suffers or allows any act or thing to be done in contravention or violation of this Bylaw or any permit or order issued under this Bylaw; or
- c) fails or neglects to do anything required to be done under this Bylaw or any permit or order issued under this Bylaw;

commits an offence and is liable on summary conviction to a penalty not exceeding Ten Thousand Dollars (\$10,000.00) and the cost of prosecution.

Each day a violation of the provisions of this bylaw exists or is permitted to exist shall constitute a separate offence.

PART 19: PETROLEUM PRODUCTS STORAGE TANKS

19.1 Above Ground & Below Ground Petroleum Products Storage Tanks

19.1.1 In addition to the provisions of this bylaw, owners and operators of petroleum products storage tank systems shall comply with all other applicable statutes and regulations, including, without limitation, *the Waste Management Act, British Columbia Fire Code, Canada Shipping Act, National Fire Code, and British Columbia Coastal Marina Facility and Operating Standards*. In the event of any conflict between this bylaw and any other statute or regulation the more strict shall apply.

19.2 Duty of Care

19.2.1 This bylaw does not create a duty of care in respect of the City, its Mayor, Council, officers, employees or other persons acting on behalf of the City concerning any matter in this bylaw or enforcement or failure to enforce the provisions of this bylaw. It shall be the responsibility of the Owner or Operator of petroleum products storage tanks or storage tank systems to ensure compliance with this bylaw and all other statutes and regulations. Neither a failure to administer or enforce or incomplete or inadequate administration or enforcement of this bylaw or any error, omission or other neglect in respect to this bylaw shall give rise to a cause of action in favour of any person including an Owner or Operator.

19.3 Site Designation

19.3.1 All existing or proposed site of underground or above ground petroleum products storage tank systems are hereby designated and classified as Class A sites within the meaning of the Codes.

19.4 Design, Construction and Installation of Storage Tank Systems

- 19.4.1 The design, construction and installation of above ground and underground storage tank systems containing petroleum products and allied petroleum products shall be in accordance with the CCME Above Ground Storage Tank Code, the Underground Storage Tank Code and the Fire Code.

19.5 Approval to Construct Storage Tank systems

- 19.5.1 No person shall construct or cause to be constructed, installed, operated or altered an above ground storage tank or underground storage tank system without first obtaining an Installation Permit from the Fire Department.

19.6 Site Requirements for Storage Tanks

- 19.6.1 Above ground storage tanks and underground storage tanks shall not be located above underground utilities of any kind including, without limitation, water, storm or sewer lines, gas lines, telephone or television cable.

19.7 U.L.C. Label

- 19.7.1 All storage tanks shall be certified prior to installation.

19.8 Leak Detection

- 19.8.1 All above ground storage tanks and underground storage tanks including piping shall be tested for leaks and shall contain such leak detection devices and methods required by the CCME Above Ground Storage Tank Code and the Underground Storage Tank Code.

19.9 Record Keeping

- 19.9.1 a. Every Owner or Operator of an above ground storage tank and/or underground storage tank system shall maintain the following records:
- i. Leak detection test results including line leak testing and precision leak tests.
 - ii. Inventory control records in accordance with the Fire Code.
- b. Every Owner or Operator of an above ground storage tank and/or underground storage tank system shall maintain such further records as required by the CCME Above Ground Storage Tank Code and the Underground Storage Tank Code.

19.10 Operation and Maintenance

- 19.10.1 Every Owner or Operator of an above ground storage tank or underground storage tank system shall operate and maintain the storage tank system in accordance with the CCME Above Ground Storage Tank Code and the Underground Storage Tank Code.

19.11 Alteration

- 19.11.1 The alteration of an above ground storage tank or underground storage tank system must be in accordance with the CCME Above Ground Storage Tank Code and the Underground Storage Tank Code.

19.12 Handling

- 19.12.1 The handling of petroleum products or allied petroleum products involving an above ground storage tank system or underground storage tank system must be in accordance with the Fire Code and the CCME Above Ground Storage Tank Code and the Underground Storage Tank Code.

19.13 Removal

- 19.13.1 All abandoned storage tank systems shall be removed. Prior to removal the Owner or Operator shall provide all available site investigation information to the City and shall apply for a storage tank removal Permit from the Fire Department. During tank removal the Owner or Operator shall arrange for a Fire Inspector to be present. Removal of an above ground storage tank or underground storage tank must be performed in accordance with the Fire Code and the CCME Above Ground Storage Tank Code and the Underground Storage Tank Code.

PART TWENTY: MARINE FUELLING FACILITIES

20.1 Application

- 20.1.1 All service stations operating as a marine fuelling facility must comply with this bylaw.

20.2 Approval to Construct Marine Fuelling Facility

- 20.2.1 No person shall install or operate a marine fuel service station facility without first obtaining an Installation Permit.

20.3 Site Regulations

- 20.3.1 All Marine Fuelling Facilities shall be located in accordance with the Fire Code and the *British Columbia Coastal Marina Facility and Operating Standards* for environmentally sensitive sites.

20.4 U.L.C. Label

- 20.4.1 All Marine Fuelling Facilities shall be certified prior to installation.

20.5 Compliance

- 20.5.1 All marine service stations using underground or above ground storage tanks must comply with Part 20 of this Bylaw.

20.6 Fuel Dispensing and Remote Pumping Stations

- 20.6.1 All dispensing pumps located over a body of water must be installed on piers, wharves, or floating docks, or be located on shore, or on piers made of solid fill. Installation must be in conformance with the Fire Code and the *British Columbia Coastal Marina Facility and Operating Standards* for environmentally sensitive sites.

20.7 Standards

- 20.7.1 All underground and above ground storage tanks must be designed, constructed, installed, operated, maintained or altered in accordance with the Codes.

20.8 Location

- 20.8.1 Where storage tanks are located at an elevation that produces a gravity head on the dispensing device the tank outlet must be equipped and installed so that liquid cannot flow by gravity from the tank in the event of piping or hose failure.

20.9 Leak Detection

- 20.9.1 All underground storage tanks including piping shall be tested for leaks and shall contain such leak detection devices and methods required by the CCME Underground Storage Tank Code.

20.10 Spill Containment Kit

- 20.10.1 A portable spill containment kit must be kept at the dispensing area at all times. The spill containment kit must include absorbent booms and pads in sufficient quantity to meet the needs of the facility so as to address minor spillage.

20.11 Containment

- 20.11.1 The product transfer area around the land based storage tanks must be paved with concrete and graded, curbed or diked to contain all spills that occur during product transfer. The spills collected must be contained, treated and disposed of in accordance with the City Sanitary Sewer/Storm Drainage Regulation Bylaw No. 6618-90 and the *British Columbia Coastal Marina Facility and Operating Standards* where applicable.

20.12 Monitoring

- 20.12.1 a. Leak Detection. All storage tanks including piping must be tested for leaks at the time of installation. A leak test shall be performed at least annually. A leak test must be performed when inventory records indicate losses greater than 0.5 percent of monthly tank throughput or when five consecutive loss/gain computations show a loss.
- b. Record Keeping. Every owner or operator of a marina fuelling system shall maintain the following records
- i. Leak detection test results including line testing and all leak tests;
 - ii. inventory control records in accordance with the Fire Code;
 - iii. such further records as required by the Codes.

20.13 Operation and Staff Training

- 20.13.1 All staff must be fully trained in the operation of the facility and training must include spill prevention, containment and control. Only properly trained personnel shall dispense fuel. Self-serve operations are prohibited.

PART TWENTY ONE: AVIATION FUELLING FACILITIES

21.1

- 21.1.1 No owner or operator of an aviation fuelling facility located at the Kelowna International Airport shall operate a mobile fuel truck without having an approved storage tank system located at the Airport.

PART TWENTY TWO: FEES AND COST RECOVERY

22.1 Permit and Service Fees

- 22.1.1 A person must pay a fee as prescribed in Schedule "B" of this Bylaw for the following;
- a) a permit required under Part Four;
 - b) review of a new fire safety plan;
 - c) review of an existing or amended fire safety plan;
 - d) review of a fire safety plan for demolition and construction;
 - e) special request services;
 - f) fire records search/comfort letter;
 - g) fire reports;
 - h) fire inspection reports;

- i) copies of audio recordings;
- j) no PR to attend incident within designated time
- k) the fire department response to a False Alarm where it is the second or greater number of False Alarms originating from one Fire Alarm system in any twelve(12) month period and the fee is payable by the owner or occupier of the property in which the Fire Alarm system is installed.

22.2 Inspection Fees

22.2.1 Every person who obtains any of the following inspections by the Fire Department must pay the applicable fee prescribed in Schedule “B” of this Bylaw:

- a) an inspection of a building, structure or site conducted at the request of the owner, owners representative or occupier (and where not otherwise provided for under this Bylaw) to determine compliance with this Bylaw or the Fire Code; or
- b) re-inspection of premises after an order has been issued under this Bylaw where deficiencies remain.

22.3 No Relief from Other Fees

22.3.1 Payment of any of the fees specified in Section 19.1 or 19.2 does not relieve a person from the requirement to pay any other fee prescribed under the Fire Code, the Building Code, the *Fire Services Act*, another City bylaw or any other applicable legislation.

22.4 Nuisance and Dangerous Goods Incidents

22.4.1 Every person who, willfully or recklessly and without reasonable cause, causes a nuisance or disturbance by:

- a) setting a fire to which the Fire Department must respond;
- b) making or causing to be made a false alarm;
- c) causing a fire or loss that can be directly attributed to the use of fireworks contrary to the requirements and restrictions of this Bylaw, as amended, or;
- d) carrying out open air burning of combustible materials without a permit;

shall, in addition to any penalty imposed under this Bylaw or otherwise by law, shall be liable to pay the actual costs and expenses incurred by the Fire Department in abating that nuisance by responding to and investigating the fire, loss or false alarm, calculated in accordance with the rates set out in Schedule “B” of this Bylaw.

- 22.4.2 Every owner, carrier, agency, organization or other person having responsibility for the transport, storage or use of dangerous goods, shall be responsible, at that person's own cost and expense, for the clean-up and safe disposal of all such dangerous goods arising from any incident, and a person who fails to do so shall be liable to pay the actual costs and expenses incurred by the City of Kelowna;
- a) the costs and expenses incurred by the City of Kelowna or its contractors or agents for the clean-up and safe transport and disposal of the dangerous goods; and
 - b) the costs incurred by the City of Kelowna in mitigating the dangerous goods incident, including without limitation, equipment replacement and decontamination costs.

22.5 False Alarm Incident Fees

- 22.5.1 The owner or occupier of premises containing a fire alarm system shall, on the occurrence of a second false alarm and for each subsequent false alarm occurring in any twelve (12) month period to which the Fire Department must respond, pay the City a fee for each such false alarm in accordance with Schedule B.
- 22.5.2 Where an owner or occupier notifies the Fire Department that an alarm from a fire alarm system is a false alarm before a vehicle leaves a fire station, the fee prescribed in Schedule "B" shall Not apply
- 22.5.3 The Fire Chief is authorized to implement a false alarm reduction program, in a form and format determined by the Fire Chief or designate, for any building where the frequent activation of a false alarm signal in the building has, in the opinion of the Fire Chief, reduced or affected safety to life and property.

22.6 Security Alarm Incident Fees

- 22.6.1 Where the Fire Department is required to respond to any alarm that results from a security alarm system being routed to the Fire Department, the owner or occupier of the premises must pay the applicable fee prescribed in Schedule "B" for false alarms as described in 22.5 of this Bylaw.

22.7 Fire Alarm Testing Fee

- 22.7.1 Where a person fails to notify the monitoring company or the Fire Department when carrying out testing, repair, maintenance, adjustments or alterations to a fire alarm system, as required by this Bylaw, and such failure results in the activation of the fire alarm system requiring a response by the Fire Department, that person must pay the applicable fee prescribed in Schedule "B" of this Bylaw.

22.8 General Fee Regulations

- 22.8.1 Where more than one person is liable to pay a fee or pay for the actual costs and expenses incurred by the Fire Department, the fee or the costs and expenses may be imposed among the persons involved on a pro rata basis.
- 22.8.2 Where under this Bylaw the City is authorized or required to provide work or services to lands or improvements, and the costs incurred by the City in carrying out such work or services are not paid when due and payable, the City may recover those costs from the owner of the lands or improvements in the same manner and with the same remedies as ordinary taxes and, if the costs remain unpaid on December 31, they shall be deemed to be taxes in arrears.

PART TWENTY THREE: REPEAL

23.1 Repeal of Previous Bylaw

- 23.1.1 The Fire Prevention Regulation Bylaw No. 6110-88, and all amendments thereto, are hereby repealed.
- 23.1.2 The Fireworks Bylaw No. 8789, 2002 and all amendments thereto, are hereby repealed.
- 23.1.3 The Petroleum Products Storage Tank Bylaw No. 8267, 2003 and all amendments thereto, are hereby repealed.

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"

Interpretation

In this Bylaw:

"**Abandoned or Abandonment**" means a petroleum products storage tank system that has not been used for more than two years for the purpose of handling petroleum products or allied petroleum products;

"**Above Ground Storage Tank**" means a petroleum products storage tank system with more than 90 percent of the storage tank volume above surface grade;

"**Above Ground Storage Tank System**" means one or more above ground storage tanks with all connecting piping both above ground and underground including pumps and product transfer apparatus, diking, overfill protection equipment and associated spill containment and collection apparatus;

"**accessory building**" means a building that is subordinate to the principal use building on the parcel and does not contain a dwelling unit;

"**Allied Petroleum Products**" means a mixture of hydrocarbons other than a petroleum product that may be water miscible and may have a density greater than water and includes thinners, solvents and chemical as defined and referred to in the Codes; "Alter or Alteration" means to enlarge, reduce, refurbish, upgrade, remove or dispose of a storage tank system;

"**apparatus**" means any vehicle machinery, device, equipment or material used for fire protection or assistance response and any vehicle used to transport members or supplies;

"**assistance response**" means aid provided in respect of fires, alarms, explosions, medical assistance, floods, earthquakes or other natural disasters, escape of dangerous goods, rail or aeronautical incidents, motor vehicle or other accidents, or circumstances necessitating rescue efforts;

"**AHJ - authority having jurisdiction**" means the Fire Chief or persons designated by the Fire Chief to exercise any authority under this Bylaw and any person or agency authorized by this or any other bylaw, regulation or statute to inspect or approve any thing or place;

"**building**" means any structure used or intended for supporting or sheltering any use or occupancy;

"**Building Bylaw**" means the City of Kelowna Building Bylaw No. 7245;

"**Building Code**" means the *British Columbia Building Code*, as amended or re-enacted from time to time;

"**building incident**" includes a fire, alarm, explosion, medical assistance call, flood, earthquake or other natural disaster, escape of dangerous goods, motor vehicle or other accident, or circumstances necessitating rescue efforts that occurs at a building or on the property on which the building is situated;

"Building Inspector" means the Building and Permitting Branch Manager of the City of Kelowna or those positions designated by Council under Section 1 of the *Local Government Act*;

"Building Permit" means a permit issued pursuant to the Building Bylaw;

"Bylaw Enforcement Officer" shall mean the person or persons appointed from time to time by the Council as Bylaw Enforcement Officers;

"CCME" means the Canadian Council of Ministers of the Environment;

"CCME Above Ground Storage Tank Code" means applicable section(s) of the CCME Environmental Code of Practice for Aboveground and Underground Storage Tank Systems containing Petroleum Products and Allied Petroleum Products;

"CCME Underground Storage Tank Code" means applicable section(s) of the CCME Environmental Code of Practice for Aboveground and Underground Storage Tank Systems containing Petroleum Products and Allied Petroleum Products;

"Certified" means when used in reference to a storage tank, a component or accessory that the product has been investigated by the Underwriters Laboratories of Canada (U.L.C.) and found to comply with its requirements and is being produced under its service program and identified with its authorized marking;

"chief building official" means the person designated or appointed to that position by the City, and any person named by Council to act in place of the chief building official;

"City" means the City of Kelowna and the geographic area governed thereby, as the context requires;

"Code or Codes" means the CCME Environmental Code of Practice for Aboveground and Underground Storage Tank Systems containing Petroleum Products and Allied Petroleum Products;"

"combustible dust" means dusts and particles that are ignitable and liable to produce an explosion;

"combustible fibre" means finely divided, combustible vegetable or animal fibres and thin sheets or flakes of such materials which, in a loose, unbaled condition, present a flash fire hazard, including but not limited to cotton, wool, hemp, sisal, jute, kapok, paper and cloth;

"combustible liquid" means a liquid having a flash point at or above 37.8 degrees Celsius and below 93.3 degrees Celsius.

"combustible material" means any material capable of being ignited;

"combustible metal" means a metal, including but not limited to magnesium, titanium, sodium, potassium, calcium, lithium, hafnium, zirconium, zinc, thorium, uranium, plutonium

or other similar metals, which ignites easily when in the form of fine particles or molten metal;

“**construct**” includes build, erect, install, repair, alter, add, enlarge, move, locate, relocate or reconstruct;

“**construction**” includes a building, erection, installation, repair, alteration, addition, enlargement, or reconstruction;

“**consumer fireworks**” means outdoor, low-hazard recreational fireworks described within Subdivision 1 of Division 2 of Class 7 of the Explosives Regulations, C.R.C., c. 599 and includes showers, fountains, golden rain, Roman candles, volcanoes, sparklers and caps for toy guns.

“**Council**” means Council for the City;

“**dangerous goods**” means those products or substances that are regulated under the Canada *Transportation of Dangerous Goods Act* and its Regulation, as amended from time to time;

“**Deputy Fire Safety Director**” means a person appointed in writing by a building owner, business owner or a Fire Safety Director and given the responsibility and necessary authority to supervise and maintain a fire safety plan in the absence of the Fire Safety Director;

“**display fireworks**” means outdoor, high-hazard recreational fireworks described within Subdivision 2 of Division 2 of Class 7 of the Explosives Regulations, C.R.C., c. 599 and includes display shells, bombshells, large wheels, barrages, bombardos, waterfalls and mines.

“**Dwelling Unit**” means a suite operated as a housekeeping unit, used or intended to be used as a residence and usually containing cooking, eating, living, sleeping and sanitary;

“**emergency access route**” means portion of a roadway or yard providing an access route for fire department vehicles from a public thoroughfare, as required under the Building Code;

“**engineer**” means a person registered or licensed as a Professional Engineer pursuant to the provisions of the Engineers’ and Geoscientists’ Act of British Columbia.

“**explosion**” means a rapid release of energy, that may or may not be preceded or followed by a fire, which produces a pressure wave or shock wave in air and is usually accompanied by a loud noise;

“**extension cord**” means a portable, flexible electrical cord of any length which has one male connector on one end and one or more female connectors on the other;

“**false fire alarm**” means malicious false alarm and nuisance false alarm;

- (a) malicious false alarm , as referred to in Schedule A , means the negligent or intentional misuse of a fire alarm system resulting in the activation of the system, but does not include the activation of a fire alarm system under circumstances that would have a used a careful or prudent person to believe that a fire related emergency was in progress at the owner’s building or in circumstances where the owner has notified the Fire Department in advance of work being done on the fire alarm system that could cause a false fire alarm;
- (b) nuisance false alarm , as referred to in Schedule A , means the activation of a fire alarm system through a mechanical failure, equipment malfunction or improper maintenance or installation of the system, but does not include the activation of a fire alarm system where the activation occurred as a result of accidental damage to the system;

“fire alarm system” means a device or devices installed on or in real property and designed to issue a warning of a fire by activating an audible alarm signal or alerting a monitoring facility but does not include a fire alarm system that is intended to alert only the occupants of the dwelling unit in which it is installed;

“Fire Chief” means the Director of Fire Department Services for the City, acting as head of the Fire Department, or a person designated to act in the place of the Fire Chief;

“Fire Code” means the Fire Code Regulation made under the *Fire Services Act* of British Columbia, as amended or replaced from time to time;

“firecrackers” means small fireworks with fuses used primarily as noise makers and for pyrotechnic effect;

“Fire Department” means the Kelowna Fire Department established in 1906 and continued under this Bylaw;

“fire hazard” means any condition, arrangement or act which increases the likelihood of fire or which may provide a ready fuel supply to augment the spread or intensity of a fire or which may obstruct, delay, hinder, or interfere with the operations of the Fire Department or the egress of occupants in the event of fire;

“Fire Inspector” means the Fire Chief and every member of the Fire Department or any other person designated as such by the Fire Chief by name or office or otherwise, authorized to act on the behalf of the Fire Chief who shall have the authority under this Bylaw to carry out inspections as authorized by this Bylaw and the Fire Services Act;

“fire protection equipment” includes but is not limited to, fire alarm systems, automatic sprinkler systems, special extinguisher systems, portable fire extinguishers, fire hydrants, water supplies for fire protection, standpipe and hose systems, fixed pipe fire suppression systems in commercial cooking exhaust systems, smoke control measures and emergency power installations;

“Fire Safety Director” means a person appointed in writing by a building owner or business owner and given the responsibility and necessary authority to supervise and maintain a fire safety plan;

“fire safety plan” means a fire safety plan for a building required under the British Columbia Fire Code and this Bylaw, that includes, without limitation,

- a) emergency procedures to be used in case of fire,
- b) training and appointment of designated supervisory staff to carry out fire safety duties,
- c) documents showing the type, location and operation of fire emergency systems,
- d) the holding of fire drills,
- e) the control of fire hazards, and
- f) inspection and maintenance of facilities for the safety of the building's occupants;

“Fire Services Act” means the Fire Services Act, RSBC 1996, c. 144, as amended or replaced from time to time;

“firewatch” The assignment of a person or persons to an area for the express purpose of notifying the fire department, the building occupants, or both of an emergency; preventing a fire from occurring; extinguishing small fires; or protecting the public from fire or life safety Dangers

“fireworks” means any product or device manufactured or used to produce an explosion, detonation or pyrotechnic effect and includes fireworks, composition and manufactured fireworks as defined in the *Explosives Act*, R.S.C. 1985, c. E-17 or anything within the definition of fireworks under the *Fireworks Act*, R.S.B.C. 1996, c. 146;

“flammable gas” means a gas which can ignite readily and burn rapidly or explosively;

“flammable liquid” shall have the meaning ascribed to it in the Fire Code;

“flammable material” means any free burning material including but not limited to solids, combustible dust, combustible fibres, flammable liquid, flammable gas, and liquified flammable gas;

“flash point” means the minimum temperature at which a liquid within a container gives off vapour in sufficient concentration to form an ignitable mixture with air near the surface of the liquid;

“floor area” means the space on any storey of a building between exterior walls and required firewalls, including the space occupied by interior walls and partitions, but not including exits, vertical service spaces, and their enclosing assemblies.

“Handling” means the storing, transmitting, transporting or distributing of petroleum products or allied petroleum products and includes putting petroleum products into the fuel tank of a motor vehicle, vessel, aircraft or into a container;

“incident” means an event or situation to which the Fire Department has responded or would normally respond;

“Installation Permit” means a permit issued pursuant to the Fire Code;

“institutional occupancy” means the occupancy or use of a building or part thereof by persons who are involuntarily detained, or detained for penal or correctional purposes, or whose liberty is restricted, or require special care or treatment because of age, mental or physical limitations;

“Leak” means any loss of petroleum products or allied petroleum products because of a defect in underground or above ground storage tank systems;

“Leak Test or Leak Detection” means a device or method that is capable of detecting leaks in underground or above ground petroleum storage tank systems and includes Levels 1, 2, 3 or 4 leak detection as defined in and required by the Codes;

“member” means a person employed by the City and holding a position within the Fire Department;

“member in charge” means the senior member at the scene of an incident or the member that is appointed as such by the Fire Chief;

“Mobile Fuel Truck” means a vehicle used to transfer motive fuel from an approved storage tank system and dispense it to an aircraft, vessel or vehicle;

“Motive Fuel” means any fuel to power a vehicle, aircraft or vessel;

“multiple-family residential” means a residential occupancy of a building to which, pursuant to clause 1.3.3.2 of the Building Code. Part 3 of the B.C. Building Code applies;

“occupancy” means the use or intended use of a building or part thereof for the shelter or support of persons, animals or property;

“occupier” includes an owner or agent of the owner, a tenant, lessee, user, agent and any other person who has a right of access to, possession and control of a building or other premises to which this Bylaw applies;

“officer” means the Fire Chief, Deputy Fire Chief, Platoon Captain, Training Officer, Assistant Training Officer, Fire Prevention Officer, Administration Officer, a Captain and a Lieutenant and a member designated by the Fire Chief to act in the capacity of an officer;

“officer in charge” means the senior member of the Fire Department who is present at an incident or a member appointed as such by the Fire Chief;

“open burning” means burning piled products at grade with natural air flow;

“Operator” means a person who is responsible for the operation of an installation where petroleum products storage tanks or storage tank systems are located;

“owner” means a person who has ownership or control of real or personal property, and includes, without limitation,

- a) the registered owner of an estate in fee simple,
- b) the tenant for life under a registered life estate,
- c) the registered holder of the last registered agreement for sale, and
- d) in relation to common property and common facilities in a strata plan, the strata corporation;
- e) any person who has legal ownership or has been assigned the custody or control or management of a petroleum products storage tank or storage tank system;
- f) For the purposes of this Bylaw the Owner of the lands in or on which an underground or above ground storage tank system is located shall be deemed to be the Owner of the storage tank system unless the Owner of the lands satisfies the City to the contrary;

“permit” means a current and valid document issued by the Fire Chief or a member authorizing a person to carry out a procedure or undertaking described in the permit, or to use, store or transport materials under conditions stipulated in the permit;

“person” shall mean and include any individual, corporation, partnership or party and the heirs, executors, administrators, property owner or other legal representative of the same, to whom the context can apply according to Law. The singular shall also include the plural and the masculine shall also include the feminine;

“Petroleum Product” means a single product or a mixture of at least 70 percent hydrocarbons refined from crude oil with or without additives that is used or could be used as a fuel, lubricant, motive fuel or power transmitter. Without restricting the foregoing such products include gasoline, diesel fuel, aviation fuel, kerosene, naphtha, lubricating oil, fuel oil, engine oil and used oil;

“pit or trench burning” means burning in a trench below grade using a mechanical air system to accelerate burning with a minimum of smoke;

“pre-incident plan” means a plan relating to a building, approved by, and in a format acceptable to, the Fire Chief or designate, that:

- (a) Identifies all potential hazards to the lives of fire fighting or building occupants;
- (b) Shows the building layout and identifies the type of materials used in the construction of the building;
- (c) Identifies the type and location of all fire fighting equipment and resources and utility shut offs on site; and

(d) Identifies the location, type and quantity of any hazardous materials or dangerous goods on site.

“premises” includes the whole or any part of a lot of real property and any buildings or structures on the property;

“Pressurized Stairwells” A type of smoke-control system in which stair shafts are mechanically pressurized, with respect to the fire area, with outdoor air to keep smoke from contaminating them during a fire incident.

“public fire hydrant” A fire hydrant situated and maintained for public use on a public right-of-way (or easement) to provide water for use by the fire department in controlling and extinguishing fires. The location of a public fire hydrant is such that it is accessible for immediate and unrestricted use by the fire department at all times. Public fire hydrants are owned and maintained by the government entity (ex. city, village, etc.) which is responsible for maintaining the hydrants and water supply distribution system in operating condition at all times and is authorized to levy taxes to fund the operation and maintenance programs.

“private fire hydrant” A fire hydrant located on privately owned property, or on streets not dedicated to public use. Although a private fire hydrant may be connected to a public water supply system, maintenance of the hydrant and access to the hydrant is the responsibility of the property owner. Private hydrants are normally required where buildings are so located on the property, or are of such size and configuration that a normal hose lay from a public hydrant would not reach all points on the outside of the building;

“qualified technician” means a person having certification acceptable to the Fire Chief or designate, that qualifies the person to perform inspections and testing on fire protection equipment in accordance to manufacturers specifications;

“security alarm system” means a device or devices installed on or in real property and designed to warn of criminal activity or unauthorized entry by activating an audible alarm signal or alerting a monitoring facility;

“Service Station” means any premises at which petroleum products or other motive fuels are put into the fuel tanks of vehicles, aircraft or vessels;

“Site” means a lot or property upon which there is located or intended to be located on or more petroleum products storage tanks or storage tanks systems;

“smoke alarm” means a combined smoke detector and audible alarm device designed to sound an alarm within the dwelling unit, suite, or room in which it is located upon detection of smoke within that room or suite.

“sprinkler system” means an integrated system of underground and overhead piping designed in accordance with fire protection standards which is normally activated by heat from a fire and discharges water over the fire area;

"Storage Tank" means a closed container with a capacity of more than 230 litres that is designed to be installed either underground or above ground in a fixed location for the storage of petroleum products or allied petroleum products;

"Storage Tank System" means an underground or above ground storage tank system;

"storey" means that portion of a building which is situated between the top of any floor and the top of the floor next above it, and if there is no floor above it, that portion between the top of such floor and the ceiling above it; and

"structure" means a construction or portion thereof, of any kind, whether fixed to, supported or sunk into land or water, except landscaping, fences, paving and retaining structures less than 1.22 metres in height.

"suite" means a single room or series of rooms of complementary use, operated under a single tenancy, and includes individual guest rooms in motels, hotels, boarding houses, rooming houses and dormitories.

"temporary building" means temporary structures, such as construction site structures, seasonal storage buildings, special events structures, emergency facilities and similar structures, as determined by the chief building official.

"U.L.C." means Underwriters Laboratories of Canada;

"Underground Storage Tank" means a storage tank that is partially or completely buried by or covered with earth, backfill or concrete;

"Underground Storage Tank System" means one or more completely buried and/or partially buried storage tanks including all underground and above ground connections, piping, pumps and dispensers; and

"Used oil" means an oil from industrial and non industrial sources that has been acquired for lubricating or other purposes and has become unsuitable for its original purpose due to the presence of impurities or the loss of original properties and shall include lubricating oils (engine, turbine or gear), hydraulic fluids (including transmission fluids) and insulating oils.

Words and phrases that are not defined in this bylaw shall have the meaning defined in the Codes or, if not defined, meanings that are commonly assigned to them in the context in which they are used in the Codes and in this bylaw.

SCHEDULE "B"

FEES AND COST RECOVERY

Permit & Fee Service	Section	Fee
Burning Permit - <i>in effect as of October 1, 2013</i>	4.5	\$20.00
Land Clearing Burn Permit - <i>in effect as of October 1, 2013</i>	4.5	\$150.00
Fireworks Permit - Consumer Fireworks Low Hazard	4.1	\$75.00
Fireworks Permit - Display Fireworks High Hazard	4.1	\$150.00
Fuel Dispensing/Underground Tank Permit	4.1.1	\$100.00
Fuel Tank Removal Permit	4.1.1	\$100.00
High Rack Storage Permit (>12')	4.1.1	\$100.00
Special Request Service/person hour – min 2 hours	22.1	\$45.00
Re-inspection after order	22.2	\$100.00 hr
Fire Safety Plan Review - Initial	22.1	\$100.00
Fire Safety Plan Review - subsequent reviews	22.1	\$50.00
Fire Records Search Comfort Letter	22.1	\$100.00
Fire Reports	22.1	\$40.00 per incident
Fire Inspection Reports	22.1	\$40.00 per report
Copy of Audio Recording	22.1	\$30.00 per incident
Fee for no PR to attend incident within designated time	22.1	\$200
False Alarm Fee: 1st Alarm	22.1	No Charge
False Alarm Fee: 2nd Alarm	22.1	\$150.00
False Alarm Fee: 3rd Alarm	22.1	\$250.00

CITY OF KELOWNA

BYLAW NO. 10761

Amendment No. 6 to Bylaw Notice Enforcement Bylaw No. 10475

The Municipal Council of the City of Kelowna, in open meeting assembled, enacts that City of Kelowna Bylaw Notice Enforcement Bylaw No. 10475 be amended as follows:

- 1) THAT Schedule "A", be amended by deleting the Fire Prevention Regulation Bylaw No. 6610-88 in its entirety that reads:

Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available (*Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes")
Fire Prevention Regulation Bylaw No. 6110-88						
6110-89	6.1(a)	Start fire without permit	\$100.00	\$90.00	\$110.00	No
6110-89	6.1 (a)(i)	Appliance is not CSA/ULC approved	\$345.00	\$300.00	\$390.00	Yes
6110-89	6.1 (a)(ii)	Appliance is fuelled by unapproved fuel	\$345.00	\$300.00	\$390.00	Yes
6110-89	6.1 (a)(iii)	Fail to provide 1 meter clearance	\$345.00	\$300.00	\$390.00	Yes
6110-89	6.1 (a)(iv)	No Approval from the Provincial Gas , Inspection Branch	\$345.00	\$300.00	\$390.00	Yes
6110-89	6.1 (a)(v)	Inadequate supervision	\$345.00	\$300.00	\$390.00	Yes
6110-89	6.1 (a)(vi)	Fail to provide adequate extinguishing agent	\$345.00	\$300.00	\$390.00	Yes
6110-89	6.1 (a)(vii)	Burning of refuse, waste or wood	\$345.00	\$300.00	\$390.00	Yes
6110-89	6.1(b)	Burn materials other than from property	\$100.00	\$90.00	\$110.00	No
6110-89	6.1(b)	Fail to comply with burning conditions	\$100.00	\$90.00	\$110.00	Yes
6110-89	6.1(c)	Fail to have competent person in charge of fire	\$100.00	\$90.00	\$110.00	No

6110-89	6.1(d)	Operate a back yard incinerator	\$100.00	\$90.00	\$110.00	No
6110-89	6.1(e)	Burn prohibited materials	\$100.00	\$90.00	\$110.00	No
6110-89	6.1(f)	Burn construction materials	\$100.00	\$90.00	\$110.00	No
6110-89	6.1(g)	Start a fire without permission	\$100.00	\$90.00	\$110.00	No
6110-89	6.2 (a)(i)	Fail to maintain fire alarm system	\$100.00	\$90.00	\$110.00	Yes
6110-89	6.2 (a)(ii)	Fail to maintain emergency exit lighting	\$100.00	\$90.00	\$110.00	Yes
6110-89	6.2 (a)(iii)	Fail to maintain Fire Department vehicle access	\$100.00	\$90.00	\$110.00	Yes
6110-89	6.2 (a)(iv)	Fail to maintain commercial cooking equipment	\$100.00	\$90.00	\$110.00	Yes
6110-89	6.2 (a)(v)	Fail to supply/maintain portable fire extinguishers	\$50.00	\$45.00	\$55.00	Yes
6110-89	6.2 (a)(vi)	Fail to maintain means of egress	\$100.00	\$90.00	\$110.00	Yes
6110-89	6.2 (a)(vii)	Fail to provide/maintain fire safety plan	\$100.00	\$90.00	\$110.00	Yes
6110-89	6.2 (a)(viii)	Fail to maintain automatic sprinkler/standpipe and hose system	\$100.00	\$90.00	\$110.00	Yes
6110-89	6.2 (a)(ix)	Fail to maintain fire hydrant	\$100.00	\$90.00	\$110.00	Yes
6110-89	6.2 (a)(x)	Fail to adhere to posted occupant loads (overcrowding)	\$500.00	\$450.00	\$500.00	No
6110-89	6.2 (a)(xi)	Fail to maintain fire suppression system	\$500.00	\$450.00	\$500.00	Yes
6110-89	6.2(b)	Keep an ash pit other than provided for	\$100.00	\$90.00	\$110.00	No
6110-89	6.2(c)	Fail to place ashes in non-combustible receptacle	\$100.00	\$90.00	\$110.00	No
6110-89	6.2(d)	Accumulation of combustible materials in alley/premises/sidewalk	\$150.00	\$125.00	\$175.00	Yes
6110-89	6.2(e)	Fail to secure vacant building	\$500.00	\$450.00	\$500.00	Yes
6110-89	6.3(a)	Sell inflammable liquids in unapproved container	\$150.00	\$125.00	\$175.00	No
6110-89	6.4(c)	Connect to fire hydrant without approval	\$100.00	\$90.00	\$110.00	Yes
6110-89	6.5(a)	Fail to install smoke alarm	\$100.00	\$90.00	\$110.00	Yes
6110-89	6.5(b)	Fail to test smoke alarm	\$100.00	\$90.00	\$110.00	No
6110-89	6.5(c)	Fail to install approved smoke alarm	\$100.00	\$90.00	\$110.00	Yes
6110-89	7.1	Impede firefighter at fire	\$500.00	\$450.00	\$500.00	No
6110-89	7.2	Enter designated fire area	\$100.00	\$90.00	\$110.00	No

Fire Prevention Regulation Bylaw No. 6110-88 has been amended by BL10487 and BL10490

And replacing it with the following NEW Fire and Life Safety Bylaw No. 10760 as follows:

Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available (*Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes")
Fire and Life Safety Bylaw No. 10760						
PART ONE: ADOPTION AND APPLICATION OF THE FIRE CODE						
10760	1.1	Failure to post adequate No Smoking Signs	\$50.00	\$40.00	\$60.00	Yes
10760	1.1	Fail to supply/maintain approved fire extinguisher	\$100.00	\$90.00	\$110.00	Yes
10760	1.1	Fail to adhere to posted occupant loads(overcrowding)	\$500.00	\$450.00	\$500.00	Yes
10760	1.1	Failure to practice fire drill	\$100.00	\$90.00	\$110.00	Yes
10760	1.1	Failure to install fire alarm/sprinkler system	\$250.00	\$200.00	\$300.00	No
10760	1.1	Failure to post emergency evacuation plan	\$100.00	\$90.00	\$110.00	Yes
10760	1.1	Failure to provide Emergency Vehicle Access	\$100.00	\$90.00	\$110.00	Yes
10760	1.1	High Rack storage exceeds permissible height	\$250.00	\$200.00	\$300.00	Yes
PART THREE: FIRE DEPARTMENT						
10760	3.6	Enter designated fire area	\$100.00	\$90.00	\$110.00	Yes
10760	3.7	Impersonate a member of the Fire Department	\$500.00	\$450.00	\$500.00	No
10760	3.8	Obstruction of Fire Chief or Designate	\$500.00	\$450.00	\$500.00	No
10760	3.8	Interference with Fire Hose line	\$500.00	\$450.00	\$500.00	No
PART FOUR: PERMITS						
10760	4.1	Set Off Consumer Fireworks without permit	\$250.00	\$200.00	\$300.00	Yes
10760	4.1	Set Off Display Fireworks without permit	\$500.00	\$450.00	\$500.00	Yes
10760	4.1	Unpermitted Fuel Tank	\$100.00	\$90.00	\$110.00	Yes
10760	4.1	Start a fire without a Permit	\$345.00	\$300.00	\$390.00	No
10760	4.5	Fail to comply with burning conditions	\$345.00	\$300.00	\$390.00	No
10760	4.5	Burn prohibited materials	\$345.00	\$300.00	\$390.00	No

10760	4.5	Burn a structure for the purpose of demolition	\$5,000.00	\$5000.00	\$5000.00	No
10760	4.5	Start a fire without permission	\$345.00	\$300.00	\$390.00	No
10760	4.5.2	Inadequate supervision	\$345.00	\$300.00	\$390.00	Yes
10760	4.5.2	Appliance not CSA/ULC/CGA or equivalent approved	\$345.00	\$300.00	\$390.00	Yes
10760	4.5.2	Appliance fuelled by unapproved fuel	\$345.00	\$300.00	\$390.00	Yes
10760	4.5.2	Fail to provide 1 meter clearance	\$345.00	\$300.00	\$390.00	No
10760	4.5.2	No approval from Authority Having Jurisdiction on Gas Inspection	\$345.00	\$300.00	\$390.00	Yes
10760	4.5.2	Fail to provide adequate extinguishing agent	\$345.00	\$300.00	\$390.00	Yes
10760	4.5.2	Burning of refuse, waste or wood	\$345.00	\$300.00	\$390.00	No
10760	4.5.3	Burn materials other than from property	\$345.00	\$300.00	\$390.00	No
10760	4.5.3	Operate a backyard incinerator	\$345.00	\$300.00	\$390.00	Yes
PART FIVE: FIRE PROTECTION EQUIPMENT						
10760	5.1	Spray Operations without conforming spray booth.	\$500.00	\$450.00	\$500.00	Yes
10760	5.1	Obstructed FD Access Route	\$500.00	\$450.00	\$500.00	Yes
10760	5.1	Failure to institute a fire watch	\$500.00	\$450.00	\$500.00	No
10760	5.2	Failure to provide signage on Fire Dept. connection	\$100.00	\$90.00	\$110.00	Yes
10760	5.2.3	Obstruct access to Fire Dept. Connection or Standpipe	\$100.00	\$90.00	\$110.00	Yes
10760	5.3	Hydraulic Calculations on Sprinkler not provided (per riser)	\$100.00	\$90.00	\$110.00	Yes
10760	5.5	No smoke alarm on premise	\$250.00	\$200.00	\$300.00	No
10760	5.5	Insufficient number of smoke alarms on premise	\$250.00	\$200.00	\$300.00	Yes
10760	5.6.2	Unauthorized use of hydrant	\$250.00	\$200.00	\$300.00	Yes
10760	5.6.3	Tamper with hydrant	\$250.00	\$200.00	\$300.00	No
10760	5.7	Fail to provide hydrant maintenance/testing documentation	\$100.00	\$90.00	\$110.00	Yes
10760	5.7	Fail to tag hydrant out of service	\$100.00	\$90.00	\$110.00	No
10760	5.8	Obstruction within one (1) meter of fire hydrant	\$100.00	\$90.00	\$110.00	Yes
10760	5.8	Fail to maintain/inspect hydrant	\$100.00	\$90.00	\$110.00	Yes
PART SIX: FIRE ALARM SYSTEMS						
10760	6.1	Failure to provide contact information	\$100.00	\$90.00	\$110.00	Yes
10760	6.2	Cause or allow false alarm	\$500.00	\$450.00	\$500.00	Yes
PART SEVEN: EMERGENCY ACCESS AND EVACUATION						
10760	7.2	Fail to submit Fire Safety Plan	\$100.00	\$90.00	\$110.00	Yes
10760	7.2.1	Failure to provide/maintain Fire Safety Plan on site	\$100.00	\$90.00	\$110.00	Yes

10760	7.8	Failure to evacuate during fire alarm	\$100.00	\$90.00	\$110.00	Yes
PART EIGHT: REGULATION OF FIRE HAZARDS						
10760	8.1	Accumulation of combustible materials in alley, premises, sidewalk	\$100.00	\$90.00	\$110.00	Yes
10760	8.1.4	Keep an ash pit other than provided for	\$100.00	\$90.00	\$110.00	Yes
10760	8.1.5	Fail to place ashes in non-combustible receptacle	\$100.00	\$90.00	\$110.00	Yes
10760	8.2	Failure to maintain refuse container clearances	\$100.00	\$90.00	\$110.00	Yes
10760	8.3	Store flammable products in underground parkades	\$250.00	\$200.00	\$300.00	Yes
10760	8.3	Unsafe storage of flammable liquids	\$100.00	\$90.00	\$110.00	Yes
10760	8.7	Failure to secure vacant building	\$500.00	\$450.00	\$500.00	Yes
10760	8.10	Fail to maintain commercial cooking equipment	\$100.00	\$90.00	\$110.00	Yes
10760	8.10	Fail to maintain fire suppression system	\$100.00	\$90.00	\$110.00	No
PART NINE: SAFETY TO LIFE						
10760	9.1	Obstructed Access or Egress - A2 Licensed Beverage Est & B-2	\$500.00	\$450.00	\$500.00	No
10760	9.1	Obstructed Access or Egress	\$100.00	\$90.00	\$110.00	No
10760	9.1	Failure to maintain fire door separations	\$100.00	\$90.00	\$110.00	Yes
10760	9.1	Unauthorized installation of locking devices on required exit doors	\$250.00	\$200.00	\$300.00	Yes
PART TEN: INSPECTIONS OF PREMISES						
10760	10.2	Failure to provide access for fire inspection after owner advised	\$75.00	\$50.00	\$100.00	Yes
PART TWELVE: INSPECTION AND TESTING OF FIRE PROTECTION EQUIPMENT						
10760	12.1	Fail to notify of testing, repair of Alarm System	\$100.00	\$90.00	\$110.00	Yes
10760	12.1	Fail to maintain and test fire alarm	\$250.00	\$200.00	\$300.00	Yes
10760	12.1	Fail to maintain and test sprinkler/standpipe and/or hose system	\$250.00	\$200.00	\$300.00	Yes
10760	12.1	Fail to retain records of fire life safety systems	\$100.00	\$90.00	\$110.00	Yes
10760	12.1	Fail to test/maintain/provide emergency lights or exit signs	\$100.00	\$90.00	\$110.00	Yes
PART SEVENTEEN: FIREWORKS						
10760	17.1.1	Sell/offer for sale fireworks	\$100.00	\$90.00	\$110.00	No
10760	17.1.3	Store display fireworks	\$100.00	\$90.00	\$110.00	No
10760	17.2.8	Discharge fireworks outside approved time	\$100.00	\$90.00	\$110.00	No
10760	17.2.13	Fail to remove and dispose of fireworks and debris	\$100.00	\$90.00	\$110.00	Yes

2. AND THAT Schedule "A", be amended by deleting the Fireworks Bylaw No. 8789 in its entirety that reads:

Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available (*Maximum 50% Reduction in Penalty Amount Where Compliance Agreement is Shown as "Yes")
FIREWORKS BYLAW NO. 8789						
8789	3.1	Sell/offer for sale firecrackers/fireworks	\$100.00	\$90.00	\$110.00	Yes
8789	3.2	Discharge/fire/set-off firecrackers/fireworks	\$50.00	\$45.00	\$55.00	No
8789	3.3	Store display fireworks	\$100.00	\$90.00	\$110.00	Yes
8789	3.4	Set off fireworks in unsafe manner	\$100.00	\$90.00	\$110.00	No
8789	3.5	Discharge/fire/set-off fireworks without valid permit	\$100.00	\$90.00	\$110.00	Yes
8789	4.7	Discharge fireworks outside approved time	\$50.00	\$45.00	\$55.00	No
8789	4.12	Fail to remove and dispose of fireworks and debris	\$75.00	\$65.00	\$85.00	No

2. This bylaw shall come into force and take effect as and from the date of adoption.
3. This bylaw may be cited as Bylaw No. 107601 being "Amendment No. 6 to Bylaw Notice Enforcement Bylaw No. 10475".

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

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk

Report to Council



Date: Date
Rim No. 0160-20
To: City Manager
From: Jeffrey G. Carlisle, Fire Chief
Subject: Frequency of Fire Inspections
Report Prepared by: [delete if report is prepared by signatory]

Recommendation:

THAT Council amends Council Policy #181, by adopting the following frequency of fire inspections for buildings in the City of Kelowna

Purpose:

The current frequency of fire inspections policy requires a variety of fire inspection frequencies based Occupancy Classification. Staff recommends adjusting the frequency of fire inspections based on level of risk and compliance by occupancy classification

Background:

Under the Fire Services Act, a municipal council must provide for a regular system of inspection of hotels and public buildings in the municipality. Since the last amendment to Council Policy #181 in 2010, staff has analyzed code compliance with risk based on occupancy classifications and recommends the following changes to Policy #181:

- Amend Group A, division II Night Clubs from 4 times per calendar year to 2 times per calendar year
- Amend Group A, Division II, Coffee Shops/Deli from twice per calendar year to once every two calendar years
- Amend Group B, Division II Group Homes, Rest Homes and Hospitals from 3 times per calendar year to 2 times per calendar year

The above recommended amendments to Council Policy #181 will enable staff to focus more time on non-compliance occupancies which will reduce the overall deficiency levels and further reduce the risks to the public and responders in the City of Kelowna.

Internal Circulation:

Office of the City Clerk
Communications
Development Services
Bylaw Service

Legal/Statutory Authority:

Community Charter, Fire Services Act

Legal/Statutory Procedural Requirements:

British Columbia Fire Code, British Columbia Building Code

Existing Policy:

Frequency of Fire Inspections Council Policy No. 181

Considerations not applicable to this report:

Existing Policy: **N/A**

Financial/Budgetary Considerations: **N/A**

Personnel Implications: **N/A**

Alternate Recommendation: **N/A**

External Agency/Public Comments: **N/A**

Submitted by:

J. Carlisle, CFO, MA, CD
Fire Chief, Kelowna Fire Department

Approved for inclusion:



P. Macklem, General Manager, Corporate Sustainability



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

Council Policy

Frequency of Fire Inspections

APPROVED January 23, 1990

RESOLUTION: R244/10/03/29

REPLACING: R1184/04/12/13; R892/99/11/01; R775/1998/10/05; R77/1990/01/23

DATE OF LAST REVIEW: March 2010

THAT Council adopt the following Frequency of Fire Inspections Policy:

<u>Group/Division</u>	<u>Occupancy</u>	<u>Inspection</u>
Group A, Division I	Theatres	Once every two Calendar Years
Group A, Division II	Churches, Halls	Once every two Calendar Years
Group A, Division II	Night Clubs	2 times per Calendar Year
Group A, Division II	Schools	Once per Calendar Year
Group A, Division II	Large Day Cares	Once per Calendar Year
Group A, Division II	Restaurants, Pubs	Twice per Calendar Year
Group A, Division II	Coffee Shops/Deli	Once every two Calendar Years
Group A, Division III	Arenas	Once every two Calendar Years
Group B, Division II	Group Homes	2 times per Calendar Year
Group B, Division II	Rest Homes, Hospitals	3 times per Calendar Year
Group C	Hotels, Motels	Once per Calendar Year
Group C	Apartments	Once per Calendar Year
Group D	Doctors Offices/Banks	Once every two Calendar Years
Group E	Retail	Once every two Calendar Years
Group F, Division I	Bulk Plants	Once per Calendar Year
Group F, Division I	Fibreglass/Spray Paint	Once per Calendar Year
Group F, Division I	High Hazard Industrial	Once per Calendar Year
Group F, Division II	Service Stations	Once per Calendar Year
Group F, Division II	Medium to Low Hazard Industrial	Once every two Calendar Years
Group F, Division II & III	Low Hazard Industrial	Once per Calendar Year

REASON FOR POLICY

To develop an inspection system in which the frequencies of inspection are reasonable, without compromising life or fire safety.

LEGISLATIVE AUTHORITY

Fire Services Act

PROCEDURE FOR IMPLEMENTATION

Fire inspections are arranged through the Fire Department.

Report to Council



Date: June 13, 2013
File: 1405-04
To: City Manager
From: Jerry Dombowsky, Regional Program Manager
Subject: Transit 3 Year Service Plan 2014-16

Recommendation:

THAT Council receive as information the Three Year Service Plan for public transit service expansions from 2014 to 2016 as prepared by BC Transit in consultation with City staff;

AND THAT staff prepare budget submissions based on the Three Year Service Plan for the 2014 budget and future budgets, for review by Council as part of the annual budget process;

AND FURTHER THAT Council support BC Transit entering into an agreement with UBCM for the use of \$4.4m in approved Regionally Significant Gas Tax Funding to be applied to the pre-payment of bus lease fees for the service expansions noted in this report and any additional expansions or bus replacements as scheduled.

Purpose:

To receive as information a strategy for public transit expansions from 2014 to 2016 and to receive Council support to have BC Transit enter into an agreement with UBCM for one-time supplemental funding provided from Federal Gas Taxes.

Background:

Strategic Planning

The City has been working progressively for many years to develop the local public transit service as a strong and viable alternative mode of transportation. A number of initiatives since 2003 have led to the implementation of a higher order of public transit service in Kelowna. These initiatives have included:

- Central Okanagan Smart Transit Plan (2004-2005)
- Capital Funding Study (2006)
- UBC U-Pass & Enhanced Hwy 97 Transit Service (2007)

- Rapid Bus Phase 1 Implementation (2008-2010)
- Kelowna 2030 OCP (2010-2011)
- Transit Future Plan (2010-2011)
- Rapid Bus Phases 2 & 3, Project Definition Report (2010-2012)
- Rapid Bus Phase 2 & 3 Implementation (current)

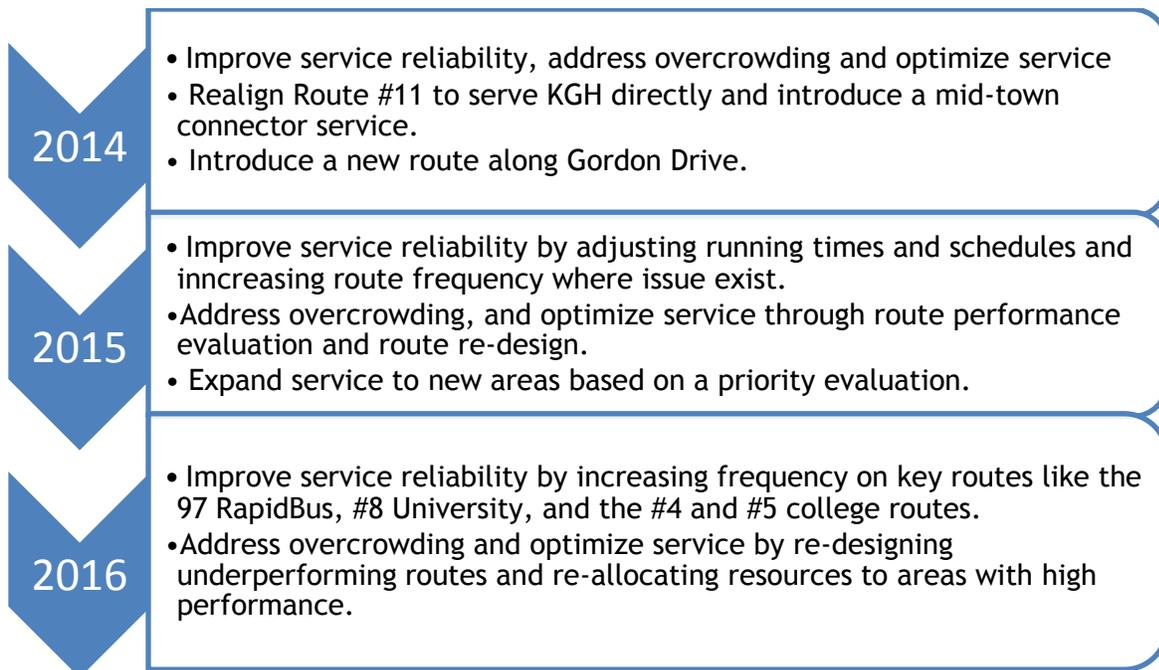
As the community grows, it is important for the City to proactively plan public transit expansions to best serve future mobility needs. The Transit Future Plan suggests an average annual increase for Kelowna of 11,000 service hours required to meet the provincial and local government demand targets. These targets are for a doubling of ridership by 2020 (from 4.3M to 8M rides/yr) and almost fourfold transit ridership (16M rides/yr) by 2035.

The 3 Year Service Plan, attached, provides the initial strategy in the deployment of new transit services. It continues to support land development in and around the City’s urban centres and along key arterial road corridors.

In addition to supporting a compact urban form, the 2013-2015 Service Plan targets other key markets. The key target markets (or destination) addressed for new public transit riders over the next three years include:

- Okanagan College/KSS/KLO Middle School
- UBC Okanagan
- Kelowna General Hospital
- Upper and Lower Mission
- North End
- Rutland Centre

Highlights of Proposed Service Expansions



Senior Government Funding

The Central Okanagan has been allocated federal Regionally Significant Gas Tax funding through the Union of BC Municipalities. The Regional District, in consultation with the local governments of the Central Okanagan has designated approximately \$4.4 million of these funds for the purchase or lease pre-payment of new or replacement buses for the Kelowna Regional Transit system. Allowing for the provincial share of the new bus purchases, this could purchase over thirteen new conventional buses and in turn significantly reduce the incremental costs of the expansions outlined in the Service Plan. There are 11 new buses proposed in this Service Plan. There would be an annual lease payment saving of \$412,426 through the gas tax funding if all these expansions are implemented. These funds must be used by March 2018.

Once a service option and funding has been approved an Implementation Agreement Memorandum of Understanding (MOU) will be developed for signature by BC Transit and the City. The MOU will outline roles and responsibilities for both parties.

The provincial government is an ongoing partner with local governments through BC Transit. Approximately 46% of the operating costs of local transit service are funded provincially. Subject to City Council's approval of first the Service Plan and then the annual budget, BC Transit will seek approval of the provincial funding share of the transit expansions and build this into their 3-year budgets.

Transit Infrastructure

The attached Three Year Service Plan 2014-2016 does not address the requirement for new transit infrastructure. The main route expansion that will require new infrastructure is Gordon Drive from the Mission Recreation Complex to Downtown Kelowna which is planned for implementation in 2014. Staff will assess the route to determine the infrastructure requirements prior to Council's 2014 budget deliberations. Staff are currently investigating the potential to share key transit stop and amenity costs with BC Transit.

The current transit yard facility can accommodate the plan's proposed fleet expansion, but should any infrastructure changes be required to accommodate an expanded fleet, it will be brought back to Council for approval.

Annual Service Performance Reviews

As the city or an individual community grows and changes, it is necessary to review and adjust transit services to ensure that the service type and quality effectively meets market demand and customer needs. An annual system level review is conducted to assess the performance of all transit routes. The minimum performance targets outlined in the Transit Future Plan were used to guide the short-term planning.

Routes which are experiencing issues due to over subscription, low ridership or unreliability are identified for remedial action which may include route revisions, scheduling changes, additional marketing or if necessary, termination of service. As reported to City Council at their regular meeting on March 11, 2013 only one route is performing below the minimum standard (#9 Shoppers Shuttle). Close attention will be paid to this route to evaluate the need to make adjustments that will keep it viable.

Internal Circulation:

Director, Financial Services

External Agency/Public Comments:

The report has been reviewed and endorsed by BC Transit.

Financial/Budgetary Considerations

If approved through the annual budget process, the proposed net annual budget impact for the City with the expansions shown in the Service Plan is as follows:

	2014	2015	2016
Sept. introduction cost	\$121,398	\$83,578	\$136,526
Annualized cost	\$363,199	\$250,049	\$408,458

There will also be ongoing base funding increases required each year. Since service changes are implemented in September of each year, the first year costs are lower as reflected in the chart above.

Submitted by:



J. Dombowsky, Regional Programs Manager

Approved for inclusion:



R. Westlake, Director, Regional Services

cc:

- K. Grayston, Director, Financial Services
- S. Harvard, Regional Transit Manager, BC Transit
- M. Boyd, Senior Transit Planner, BC Transit

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:

City of Kelowna

Three Year Service Plan (2014 – 2016)



June 2013

City of Kelowna



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Acknowledgements

BC Transit would like to thank the City of Kelowna and its area community members who provided input into this plan. In particular, the elected officials and staff of the City of Kelowna, the transit staff of Kelowna Regional Transit and all residents and organizations who provided information.

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1. Executive Summary

1.1 Introduction

The City of Kelowna approved the Central Okanagan Transit Future Plan in August 2011 as the guiding document for expansion of public transit over the next 25 years. This three year plan is designed to achieve the goals and objectives of the long range plan by outlining detailed transit expansion and optimization plans for the next three years.

The Central Okanagan Transit Future Plan, completed in 2011, outlines a 25-year vision for Transit in Kelowna and the rest of the Central Okanagan. It establishes a goal of achieving 7 per cent mode share by 2035, which translates to 11 million more annual rides over existing levels (4.7M in 2012). This three-year plan is designed to support the Transit Future Plan by outlining the immediate priorities and strategic implementation packages. It includes additional details such as service hours, fleet requirements, estimated cost and estimated revenue. This plan informs the budgeting process for both BC Transit and the City of Kelowna.

The intention of this three-year plan is to continue to build transit ridership in the City of Kelowna in support of the mode share targets outlined in the Transit Future Plan. The proposed projects are in coordination with the City of Kelowna's smart growth and community goals. In addition to service expansion projects, this plan also addresses opportunities to improve and optimize the existing service.

1.2 2013 Service Change Summary

For 2013, the City of Kelowna did not approve any expansion hours. Therefore all service changes that took place in 2013 were made within the existing envelope of resources. A summary of the changes is below:

April 2013:

- Service reliability improvements (revised running times and connections)
- Seasonal service reductions (U-Pass service)

June 2013:

- Seasonal service reductions (School service)

September 2013:

- Route optimization on the #14 Black Mountain and #17 Southridge
- Revised routing on the #23 Lake Country
- Service reliability improvements
- Seasonal reinstatements (U-Pass and School service)
- Opening of Rutland Transit Exchange

1.3 Gas Tax

The Central Okanagan has been allocated federal Regionally Significant Gas Tax funding through the Union of BC Municipalities. The Regional District, in consultation with the local governments of the Central Okanagan has designated approximately \$4.4 million of these funds for the purchase or lease pre-payment of new or replacement buses for the Kelowna Regional Transit system. Allowing for the provincial share of the new bus purchases, this could purchase over thirteen new conventional buses and in turn significantly reduce the incremental costs of the expansions outlined in the Service Plan. The savings incurred from the gas tax is summarized in the service options table.

1.4 Service Options

Based on the vision of the Central Okanagan Transit Future Plan, the community goals, a review of existing Kelowna transit service and findings from analysis and public feedback, a set of service change proposals have been developed and prioritized for routes serving the City within the Kelowna Regional Transit System. The proposals include options to improve service, infrastructure and community transit support initiatives. Following the table is a map of the proposed network changes and the transportation impact to the surrounding public facilities, institutions, developments and neighborhoods. More information on the community growth can be found in Section 3 and a more detailed summary of the service options can be found in Section 4.

Please note that all costs contained herein are estimates based on the 2013/14 Kelowna Regional Annual Operating Agreement; including average fare, cost per hour, and vehicle lease fees.¹ Ridership estimates are primarily based on minimum performance standards. Service hours are estimated at the planning level, meaning that detailed scheduling has not been conducted to determine other factors such as time required to travel to the garage and other operational implications. The vehicles required are exclusive of additional fleet that may be necessary to ensure that the spare ratio is sufficient. These costs do not reflect any potential changes in the proportional division of costs between other partners in the Kelowna Regional Transit System.

¹ Any adjustment in proportional costs or revenue distribution will be discussed in a separate document.

Service Option Summary: Estimated Additional Annual Impacts (City of Kelowna)

Service Proposal	Buses	Service Hours	Rides	Total Revenue	Total Costs (Operating Cost and Vehicle Costs)	Annual Gas Tax Vehicle Lease Savings	Net Municipal Share of Costs (Annual)**	Net Municipal Share of Costs (Part Year)***	BC Transit Share of Costs (Annual)
2014									
1. Improve service reliability, address overcrowding and optimize service	1	1,520	22,800	\$26,400	\$189,461	(\$36,571)	\$55,106	\$18,419	\$71,384
2. Realign Route #11 and introduce a mid-town connector service	1	3,330	66,600	\$77,300	\$371,522	(\$36,571)	\$101,262	\$33,847	\$156,389
3. Introduce a new route along Gordon Drive	2	6,800	136,000	\$157,800	\$757,124	(\$73,141)	\$206,831	\$69,133	\$319,352
2013 Total	4	11,650	225,400	\$261,500	\$1,318,107	(\$146,283)	\$363,199	\$121,398	\$547,125
2015									
4. Improve service reliability, address overcrowding and optimize service	2	3,030	45,500	\$52,800	\$391,936	(\$74,970)	\$116,175	\$38,831	\$147,991
5. Expand service to new areas	1	3,030	30,300	\$35,100	\$354,451	(\$37,485)	\$133,875	\$44,747	\$147,991
2014 Total	3	6,060	75,800	\$87,900	\$746,387	(\$112,455)	\$250,049	\$83,578	\$295,983
2016									
6. Improve service reliability, address overcrowding and optimize service	4	10,060	150,900	\$175,000	\$1,248,151	(\$153,688)	\$408,458	\$136,526	\$511,005
2015 Total	4	10,060	150,900	\$175,000	\$1,248,151	(\$153,688)	\$408,458	\$136,526	\$511,005
2014-2016	11	27,770	452,100	\$524,400	\$3,312,645	(\$412,426)	\$1,021,707	\$341,502	\$1,354,112

** The costs shown above identify The City of Kelowna's portion, are based on 2012/13 AOA averages, do not reflect an increase in base costs and do not reflect any potential changes in the proportional division of costs between other partners in the Kelowna Transit System.

***Part year costs are based on September implementations

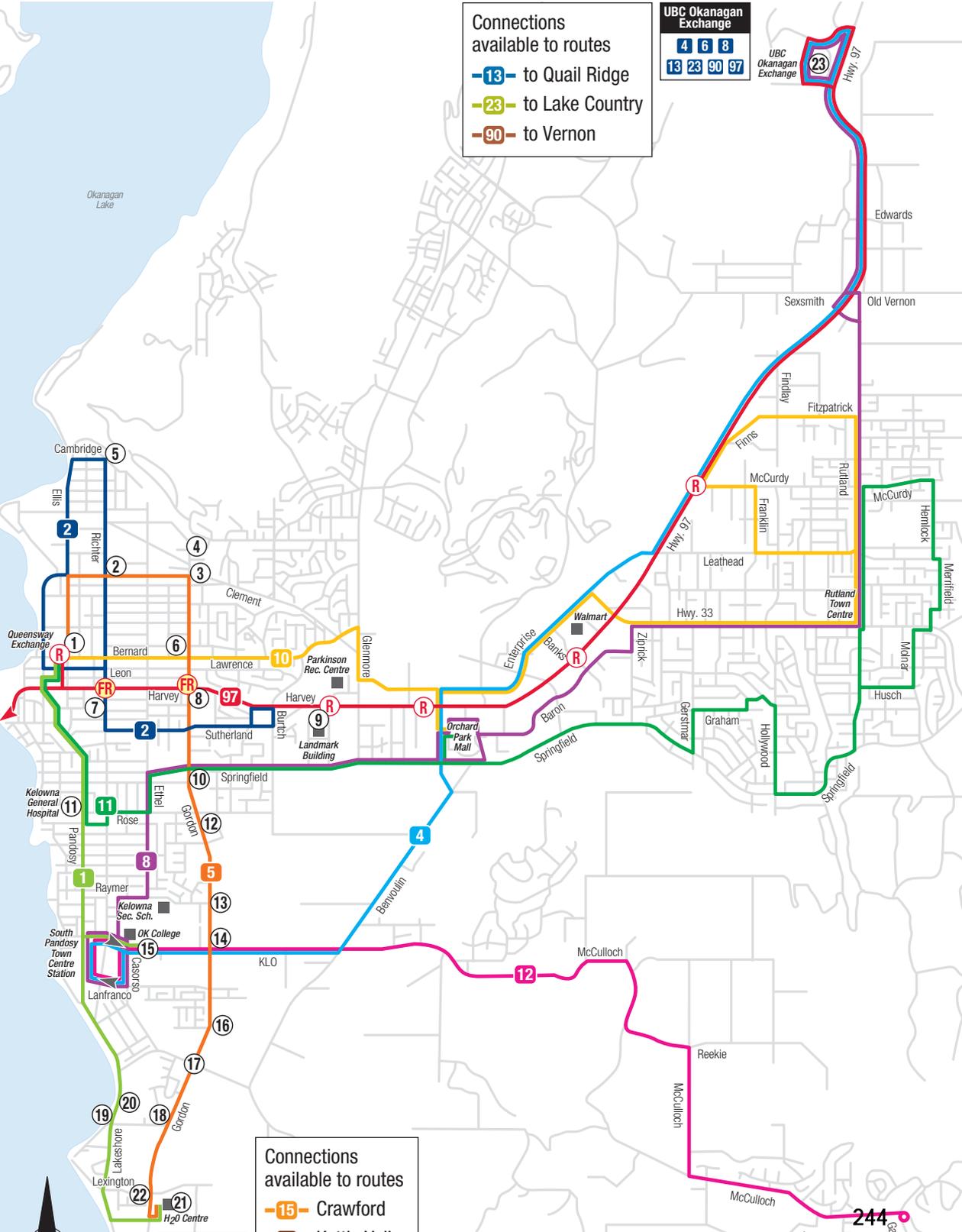
Kelowna 3-Year Plan 2014-2016

Connections available to routes

- 13** - to Quail Ridge
- 23** - to Lake Country
- 90** - to Vernon

UBC Okanagan Exchange

4	6	8	
13	23	90	97



Connections available to routes

- 15** - Crawford
- 16** - Kettle Valley
- 17** - Southridge

Mission Rec. Exchange

1	15	16	17
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Note: Only relevant routes are shown. Transit maps show transit routes, exchanges and relevant landmarks to help riders use the transit system. They are not complete street maps.

Location

Location	Transportation Impact
① Downtown Interior Health Admin Building	Multi story office tower - 800 to 1,000 jobs
② Future RCMP Detachment	300 officers plus support staff
③ Gordon Dr/Clement Ave	650 population, 112 jobs within 400m radius - includes new Northwoods Retirement Home
④ Brant Ave Town Homes	18 new town homes
⑤ Pleasantvale	BC Housing redevelopment - 50 low income seniors units, 20 low to moderate income market homes
⑥ Bernard Ave at Gordon Dr/Centuria	1,200 residents, 175 jobs within 400m radius - includes Centuria Urban Village
⑦ Central Green	Future mixed use development - 13 acre site, 700 residents
⑧ Hwy 97/Gordon Dr/Capri	867 population, 425 jobs within 400m radius. Future Capri redevelopment - mixed use commercial/residential with towers
⑨ Landmark Business Center	Commercial and office space - 1,000 employees and growing
⑩ Gordon Dr/Springfield Rd	872 population, 111 jobs within 400m radius
⑪ Kelowna General Hospital	Ongoing multi phase campus development - 622,000 sq. feet of new space. 300 to 500 additional employees plus significant patient increase. 1,270 employees reside within 10km of site
⑫ Guisachan Village area	377 population, 195 jobs within 400m radius
⑬ Gordon Dr/Raymer Ave	423 population, 125 jobs within 400m radius
⑭ Gordon Dr/KLO Rd	576 population, 114 jobs within 400m radius
⑮ Okanagan College	4,357 full time employees and students (4931 - all Central Okanagan sites). Projected 5,200 students/staff by 2016 at KLO campus
⑯ Windemere Retirement Resort	480 population
⑰ Gordon Dr/Casorso Rd	336 population, 58 jobs - within 400m radius. Mission Meadows development - multi phase residential condominiums
⑱ Gordon Dr/Cook Rd	263 population, 79 jobs - within 400m radius
⑲ Manteo Resort/Lakeshore at Cook	Major recreation/tourist area. Manteo expansion includes 3 phase/15 year build out - 18 town homes, 10 and 12 story towers
⑳ Hiawatha/Rotary Beach	Major recreation/tourist area. Hiawatha site - 18 acres redevelopment including 317 residential condos, 204 town homes, 150 hotel units, conference center. Multiple buildings, high rise towers
㉑ Mission Recreation Park/Exchange	Major City/Regionally significant facilities - water park, sports fields, indoor soccer, hockey, regional library, sports practitioners, gym and new transit exchange
㉒ Gordon Dr/Lexington	310 population, 43 jobs (doesn't include Lequime - growing residential zone)
㉓ UBCO and area	8,553 full time employees and students. Over 9,000 expected by 2016. Surrounding development plans to boost area population - University Heights, Diamond Mountain, adjacent commercial/industrial, and hotel

Routes

- 1 - Lakeshore	- 8 - University	- 97 - Express
- 2 - North End/Midtown Connector	- 10 - North Rutland	Ⓡ Rapid Bus Station
- 4 - Pandosy/UBCO Express	- 11 - Rutland	Ⓡ Future Rapid Bus Station
- 5 - Gordon Drive (New Route)	- 12 - McCulloch	

1.5 Transit Garage Capacity

Transit expansion opportunities over the next few years are constrained by the existing capacity of the transit garage. The transit garage was originally designed to hold 70 heavy duty vehicles, and was expanded in 2007 to accommodate a fleet of 96. The garage is now at capacity, therefore any expansion will require infrastructure changes.

Discussions are underway between the local government partners and BC Transit as to the future strategy of transit facilities in the region.

1.6 Next Steps: Suggested Path to Staged Implementation

The report recommends implementing the service changes options in a staged approach. This will allow the most critical needs and cost-effective options to be implemented first. It is also recognized that service needs and/or local government capacity to fund transit improvements may change over time. Therefore, options for implementation which require expansion to service hours or vehicles will need to be confirmed on an annual basis for the subsequent year as part of the local budget approval process. All new fleet requests stemming from any service expansion will likely trigger a new bus order, therefore necessitating an 18-24 month lead time before expected delivery and introduction to revenue service.

Also, it is recognized that the implementation of any option requiring expansion is dependent on BC Transit's fiscal year budget, as well as the allocation of available provincial transit expansion funding between transit systems as determined through BC Transit's Transit Improvement Program (TIP).

Once local government has approved a service option or combination of options for implementation – and local and provincial funding has been approved, if required – an Implementation Agreement Memorandum of Understanding (MOU) will be developed for signature by the City and BC Transit. This MOU outlines the exact service changes to be developed for implementation and the roles and timeline for implementation.

1.7 Recommendations

It is recommended that the City of Kelowna:

- **Receive this report as information and provide direction to City staff prior to finalization by BC Transit staff;**

2. Introduction

The City of Kelowna approved the Central Okanagan Transit Future Plan in August 2011 as the guiding document for expansion of public transit over the next 25 years. This three year plan is designed to achieve the goals and objectives of the long range plan by outlining detailed transit expansion and optimization plans for the next three years.

The Central Okanagan Transit Future Plan outlines a 25-year vision for Transit in Kelowna and the rest of the Central Okanagan. It establishes a goal of achieving 7 per cent mode share by 2035, which translates to 11 million more annual rides over existing levels (4.7M in 2012). This three-year plan is designed to support the Transit Future Plan by outlining the immediate priorities and strategic implementation packages. It includes additional details such as service hours, fleet requirements, estimated cost and estimated revenue. This plan informs the budgeting process for both BC Transit and the City of Kelowna.

The intention of this three-year plan is to continue to build transit ridership in the City of Kelowna in support of the mode share targets outlined in the Transit Future Plan. The proposed projects are in coordination with the City of Kelowna's smart growth and community goals. In addition to service expansion projects, this plan also addresses opportunities to improve and optimize the existing service.

2.1 Guiding Principles

There are an infinite number of ways in which a transit system can be improved or enhanced. To keep this plan focused on what can be feasibly implemented as well as meet the critical needs of the community, the following guiding principles have been applied:

- Minimize inconveniences imposed on current customers;
- Place more emphasis on immediate needs;
- Improve reliability and accessibility of the transit system; and
- Improve lines of communication with stakeholders and customers.

These principles have provided an important foundation in the development and evaluation of the service change options.

3. Community Development

This section summarizes the community development taking place in the City of Kelowna and its impact to the transportation network. The exact locations of these developments can be found on the map in Section 1.

3.1 Demographic Changes and Travel Behaviour

With projected population and employment growth, travel demand is expected to continue to grow in Kelowna and the Central Okanagan over the mid to long term. With the ageing of the population, and expected increase in urban employment and post-secondary student enrollment, it is also expected that more people will rely on transit services for travel. In addition, the rising cost of fuel and other vehicle costs will also serve to increase the demand for transit services.

Projected growth data indicates certain key areas where demand is likely to occur. Overall, the City will continue to be a key destination for employment, education, and as a service base for the entire region. Given the amount of both private and public investment in the downtown city core, demand for transit service in this area is projected to increase in the short to mid-term. Improvements and additions to transit infrastructure through the RapidBus project in the way of new stops and facilities will help to grow transit demand as well, with the potential to stimulate development to take advantage of the new amenities. Areas of intensification are identified whereby increased transit services should be made available.

An effective transit system is required to provide alternative transportation to everyone in the community. Strategic investment in municipal services and infrastructure, and the enhancement of citizen's quality of life through the support of social, cultural and environmental initiatives are two Kelowna Council priorities that are reinforced through careful and considered investment in transit. The reduction of traffic congestion, reduction in capital investment in road infrastructure, reduction of greenhouse gas emissions, and the provision of convenient yet cost effective travel services for commuters, students, seniors and others are key benefits of a well-designed transit plan.

3.2 Growth Trends

In the past five year period, building permits for 3,265 units have been issued. While this falls below the OCP projections for growth, it is the considered belief that the turning-point to enter a period of slow recovery has been reached and that the next five years will bear a more robust growth scenario nearer the forecast of 5,600 units. The bulk of new units recently has tended to be suburban single detached housing, particularly in the Glenmore Highlands and Southwest Mission areas of the city, and some townhouse development, primarily because market conditions support phased development as a way of mitigating market risk. As a result, multi-family inventories continue to be drawn down allowing more opportunity in the coming years. Typically, single detached / semi-detached units will occur in the inner / outer suburbs while townhouse and apartment projects will be mostly located within the urban core, served by the primary transit network.

3.3 Downtown Development

A number of landmark developments are occurring in the downtown Kelowna core area that will have an important impact on the demand for transit services over the next three year period. The \$14 million investment in a revitalized Bernard Avenue is the stepping stone for a number of other projects that will stimulate growth as the downtown begins to realize its potential as a dynamic centre of commerce, residence and culture.

Among the exciting developments are the \$5 million Pier Marina project, which will offer a greatly enhanced lakefront experience for residents and visitors alike. The new Interior Health building to be located on Doyle Avenue will include the addition of 800 – 1,000 employees relocated from scattered locations throughout the city, plus 160,000 square feet of retail space that could generate an additional 175 employees. Construction of the new building will be underway shortly, with occupancy intended for late 2015. The project includes the construction of a new parkade and an addition to the existing Library Parkade which will only add to the significant construction employment and demand for goods and services.

Another landmark downtown project is the construction of the new RCMP facility on Clement Avenue at a cost of \$45 million. The existing RCMP site which has room for 250 RCMP staff will be expanded to a capacity of 300 when moved to the new site. Occupancy is intended for 2016 / 2017. The Kelowna Yacht Club is also being re-developed and expanded with occupancy intended for 2014. In addition, the Queensway Transit Exchange is planned for re-development in 2014 as part of the RapidBus federal/provincial initiative.

The sum of all the expansion or re-development currently occurring in the downtown core has the potential to impact the demand for transit in a number of ways. Increased employment will mean growth potential for the commuter market. Growing commercial and recreational demand as a result of an enhanced downtown also has potential to impact transit ridership at off-peak times. Finally, an expected increase in interest in the downtown as a residential and cultural area will provide transit demand over the longer term if investments are made today.

3.4 Post Secondary Educational Institutions

The University of British Columbia will continue to be the single largest contributor to the success of transit in the city and region over the span of this three year transit plan. Current enrollment is about 8,300 with the potential for another 200 over the next year, and up to 9,000 by 2015/16. The UBC Student U-PASS provides a predictable and growing source of ridership and revenue. Transit service levels need to be responsive to this growth as a result.

Current enrollment at the Okanagan College KLO campus is 4,400. There is a planned centralization of off-campus trades instruction to the main KLO campus which will add an additional 700 – 750 students to this location (occupancy intended for spring 2016). While the KLO campus is well served by transit routes, the combination of Kelowna Senior Secondary, KLO Middle School and Okanagan College creates ongoing peak capacity concerns. Discussions about the introduction of a U-PASS at Okanagan College continue, with strong support from College Administration. A U-PASS initiative at Okanagan College would give ridership a strong boost and provide a stable and predictable source of revenue, but would require capacity expansion.

3.5 Other Development

The new 211,000 square foot office building at Landmark Square plus the new 178,000 square foot parkade adds potential for about 1,050 people with occupancy imminent. While this immediate occupancy may be from other buildings in the complex, it is expected that the additional space will allow existing tenants to expand over the mid-term.

Kelowna General Hospital's new Centennial Building opened in 2012 at a cost of \$218-million while the \$39 million Heart and Surgical Centre will open in 2015. While staffing will be largely via the relocation of employees from other existing areas of the hospital, there has been a recent addition of

250 staff for cardiac surgery and they anticipate growth of 300– 500 staff over the next five to ten years.

Kelowna General Hospital has completed a corporate Transit Demand Management Plan in which transit plays a critical role in the future of employee travel. In the plan, both Rutland and West Kelowna were identified as significant areas of pent up demand for transit service. Enhancements to transit service to better accommodate this growth market via direction connections to KGH are required and are proposed within this three year transit plan. Changes to start or end of service times are under consideration to support shift workers. Further gains by way of an employer pass program are also under consideration.

Other developments likely outside the three year scope of this plan, but worthy of consideration include:

- the re-development of the Capri site to accommodate high density residential;
- the Central Green project which could accommodate up to 700 residential units and 600,000 square feet of retail/commercial space; and
- School District #23 expansions including a new Middle School in the Ponds area of the Upper Mission.

Growth in the single family residential market is projected to continue in the Upper Mission area, impacting the demand for transit services. Residential and commercial growth is also expected in the Lower Mission area, as developments like the Hiawatha site and Manteo develop or expand in this active residential and tourist commercial area. The existing population of the Lower and Upper Mission communities is approximately 11,700. It is forecast that the area will accommodate an additional 6,700 people and 1,700 jobs by 2035. Traffic impact assessments indicate a need for a shift from Lakeshore Road to Gordon Drive to accommodate future road volumes. This three year transit plan sets the stage to accommodate travel patterns in this area in the future.

4. Service Change Plan

The subsequent table summarizes the service change options from 2014 to 2016 as well as the advantages and disadvantages and approximate costs of each option.

Service Option Summary: Estimated Additional Annual Impacts (City of Kelowna)

Service Proposal	Buses	Service Hours	Rides	Total Revenue	Total Costs (Operating Cost and Vehicle Costs)	Annual Gas Tax Vehicle Lease Savings	Net Municipal Share of Costs (Annual)**	Net Municipal Share of Costs (Part Year)***	BC Transit Share of Costs (Annual)
2014									
1. Improve service reliability, address overcrowding and optimize service	1	1,520	22,800	\$26,400	\$189,461	(\$36,571)	\$55,106	\$18,419	\$71,384
2. Realign Route #11 and introduce a mid-town connector service	1	3,330	66,600	\$77,300	\$371,522	(\$36,571)	\$101,262	\$33,847	\$156,389
3. Introduce a new route along Gordon Drive	2	6,800	136,000	\$157,800	\$757,124	(\$73,141)	\$206,831	\$69,133	\$319,352
2013 Total	4	11,650	225,400	\$261,500	\$1,318,107	(\$146,283)	\$363,199	\$121,398	\$547,125
2015									
4. Improve service reliability, address overcrowding and optimize service	2	3,030	45,500	\$52,800	\$391,936	(\$74,970)	\$116,175	\$38,831	\$147,991
5. Expand service to new areas	1	3,030	30,300	\$35,100	\$354,451	(\$37,485)	\$133,875	\$44,747	\$147,991
2014 Total	3	6,060	75,800	\$87,900	\$746,387	(\$112,455)	\$250,049	\$83,578	\$295,983
2016									
6. Improve service reliability, address overcrowding and optimize service	4	10,060	150,900	\$175,000	\$1,248,151	(\$153,688)	\$408,458	\$136,526	\$511,005
2015 Total	4	10,060	150,900	\$175,000	\$1,248,151	(\$153,688)	\$408,458	\$136,526	\$511,005
2014-2016	11	27,770	452,100	\$524,400	\$3,312,645	(\$412,426)	\$1,021,707	\$341,502	\$1,354,112

** The costs shown above identify The City of Kelowna's portion, are based on 2012/13 AOA averages, do not reflect an increase in base costs and do not reflect any potential changes in the proportional division of costs between other partners in the Kelowna Transit System.

***Part year costs are based on September implementations

4.1 Proposed 2014 Service Changes

#1: Improve service reliability, address over-crowding and optimize service

For 2014, 1,500 annual service hours and one expansion bus are allocated to improving service reliability, addressing over-crowding and optimizing service. Service optimization includes work done to adjust service levels to best match demand, schedule and routing changes to attract specific passenger markets, and other changes made to improve the operational efficiency of the system.

Service reliability on a transit system can have significant impacts on its provider and both existing and potential customers. To customers, unreliable service affects their perception of service quality and transit's ease of use compared to the other mode choices, while to transit agencies, this translates to loss of ridership and revenues and higher costs to provide additional service to compensate for unreliable service operations. For the Kelowna region, the most common causes of service unreliability are passenger loads, traffic issues and variable running times.

For Kelowna, the best strategy to deal with service reliability issues is to schedule running times that are reflective of actual operating conditions and to resolve overcrowding issues. Some of the potential investment areas include:

- Identify service with reliability issues and adjust schedules
- Develop Frequent Transit Network (FTN)
- Improve service on the 97 RapidBus
- Improve service on the 4 Pandosy/UBCO Express
- Improve service on the #6 Glenmore/UBCO Express and/or the #7 Glenmore

In addition to addressing service reliability issues, investigating opportunities for service optimization should also be continued. These proposals are based on system performance evidence, public feedback and operational review. The process to pursue these projects includes an annual system level review. Then, to better understand how the City's service is performing within the Regional System, routes primarily servicing the City of Kelowna will solely be reviewed. Problematic or underperforming routes will be investigated further to determine opportunities for optimization. Issues identified can be both positive and negative, ranging from pass-ups due to over subscription, low ridership or unreliability. Automatic Passenger Counters (APC's) data is the primary source of information and is supplemented by GFI farebox data.

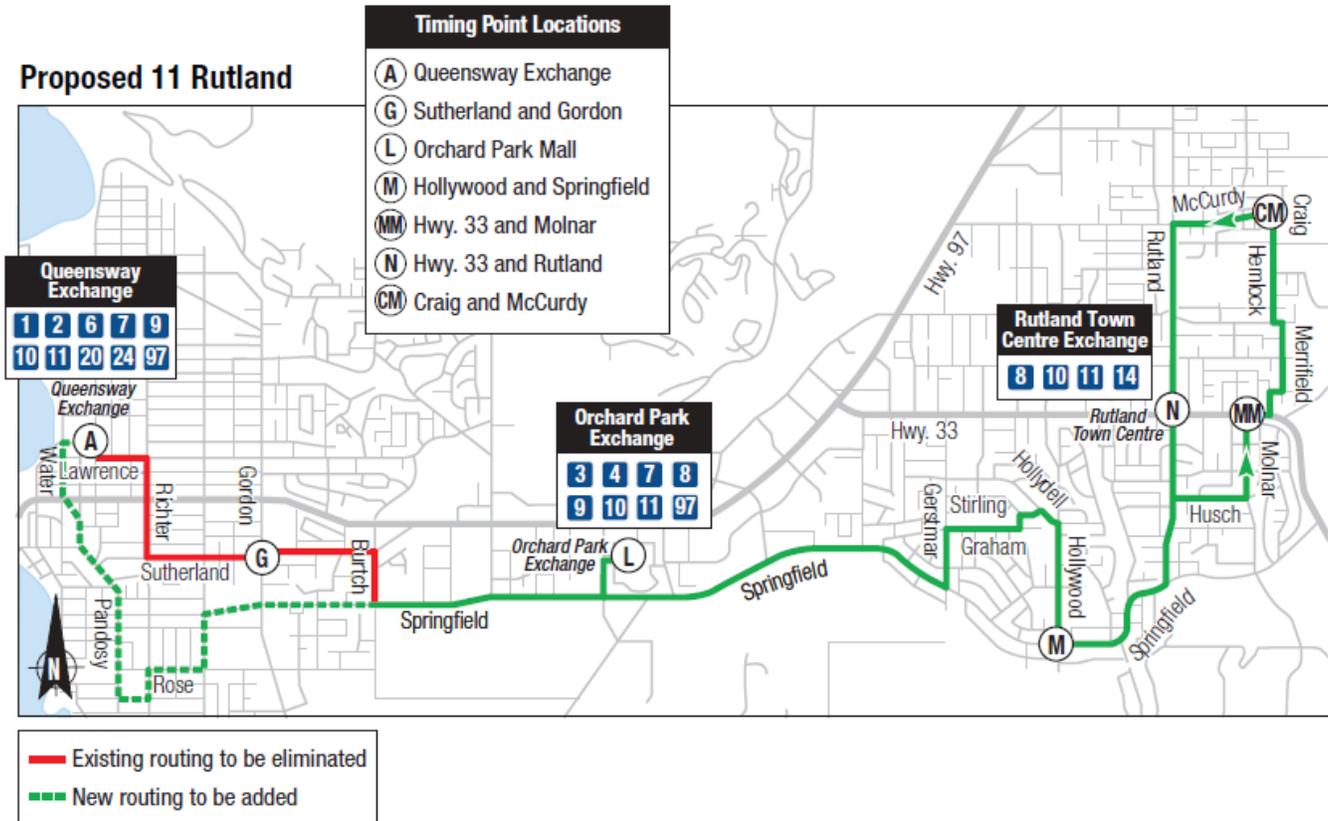
Potential optimization projects could include:

- Re-designing underperforming services, such as using a different vehicle type or changing routing or scheduling
- Re-allocating underperforming resources to areas with high performance

Initial High Level Estimate – Additional Annual Impacts			
Proposal 1: Improve service reliability, address over-crowding and optimize service			
Service Hours:	1,520	Total Cost:	\$189,461
Annual Ridership:	22,800	Gas Tax Savings:	(\$36,571)
Vehicles Required:	1	Net Local Share of Costs:	\$55,106
Passenger Revenue:	\$26,400	Provincial Share of Costs:	\$71,384

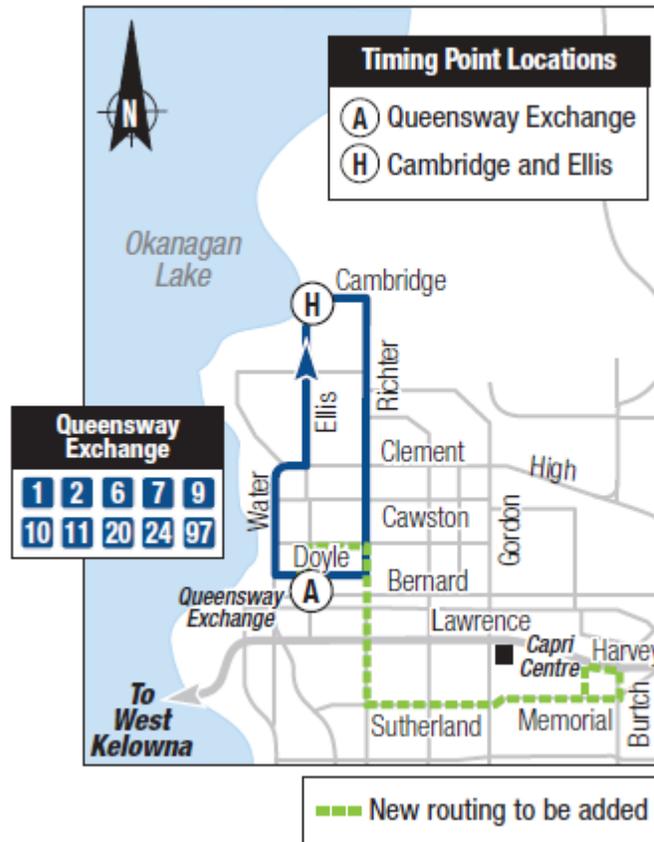
#2: Realign Route #11 Rutland and introduce mid-town connector service

The Kelowna General Hospital continues to place major demands on the City's transportation network. As noted in the community development section, with additional hospital expansion planned in the future, transit demand is only expected to grow. Currently, the only transit service that provides access to the hospital is the #1 Lakeshore. As a result, the #1 Lakeshore experiences significant crowding and service reliability issues as it serves all customers travelling from downtown to the hospital, Okanagan College, Pandosy Town Centre and Mission. The realignment of the #11 Rutland to serve the hospital will provide an improved east-west connection between Rutland, Kelowna General Hospital and downtown Kelowna.



As a result of the proposed #11 Rutland realignment, there is a loss of service coverage along Sutherland Drive. In replace of this is a new-mid town connector route is proposed to provide service coverage to Sutherland Drive and other corridors that were previously served by the #11 Rutland. A potential option for this mid-town connector service would be to extend the existing #2 North End Shuttle to this area.

Proposed 2 North End/Midtown Connector



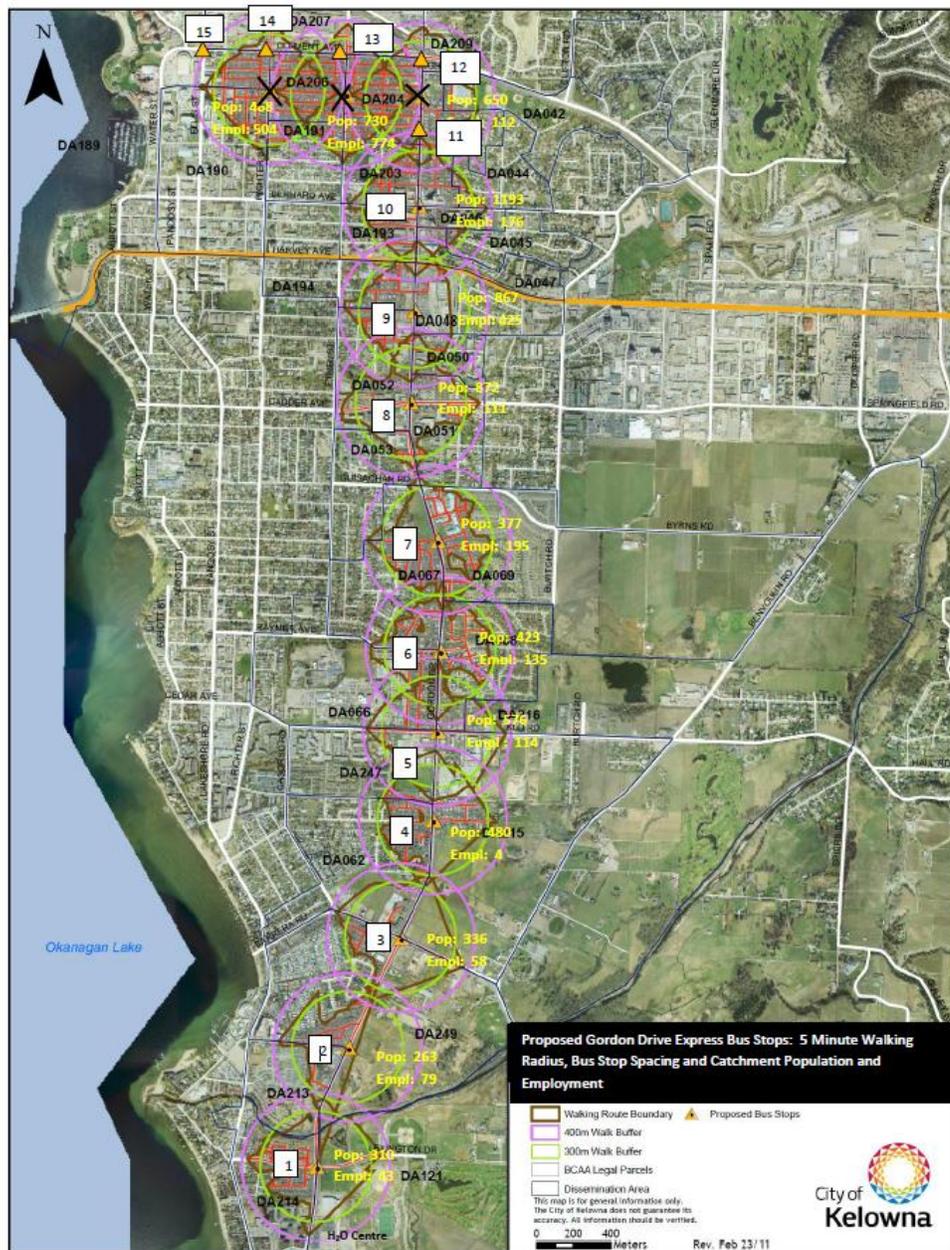
Initial High Level Estimate – Additional Annual Impacts			
Proposal 2: Realign Route #11 Rutland and introduce mid-town connector service			
Service Hours:	3,330	Total Cost:	\$371,522
Annual Ridership:	66,600	Gas Tax Savings:	(\$36,571)
Vehicles Required:	1	Net Local Share of Costs:	\$101,262
Passenger Revenue:	\$77,300	Provincial Share of Costs:	\$156,389

#3: Introduce a new route along Gordon Drive

In accordance with the Transit Future Plan for the Central Okanagan, a new route along Gordon Drive between Mission Rec. Exchange and downtown Kelowna is proposed. The Gordon Drive route will provide new sustainable transportation options for people who live and work in the area and provide direct connections between major travel destinations (e.g. Downtown Kelowna, Highway 97 RapidBus corridor, Okanagan College and the H2O/Capital News Centre). The route will also complement existing transit services in the Lakeshore Road/Pandosy Street corridor, thereby providing increased capacity to service future growth in south Kelowna.

There are approximately 7,000 people and 2,700 jobs which are located within walking distance (i.e. 400 metres) of the proposed Gordon Drive route. Additionally, residents of the Lower and Upper Mission communities will be able to access the Gordon Drive route and the Route #1 Lakeshore via the local feeder bus network.

The existing population of the Lower and Upper Mission communities is approximately 11,700. Additionally, it is forecast that the area will accommodate an additional 6,700 people and 1,700 jobs by 2035. Therefore, the total potential catchment population for the new Gordon Drive route, including the Lower and Upper Mission area, is 18,700 people and 2,700 jobs, with projected growth to 25,300 people and 4,400 jobs respectively by 2035.

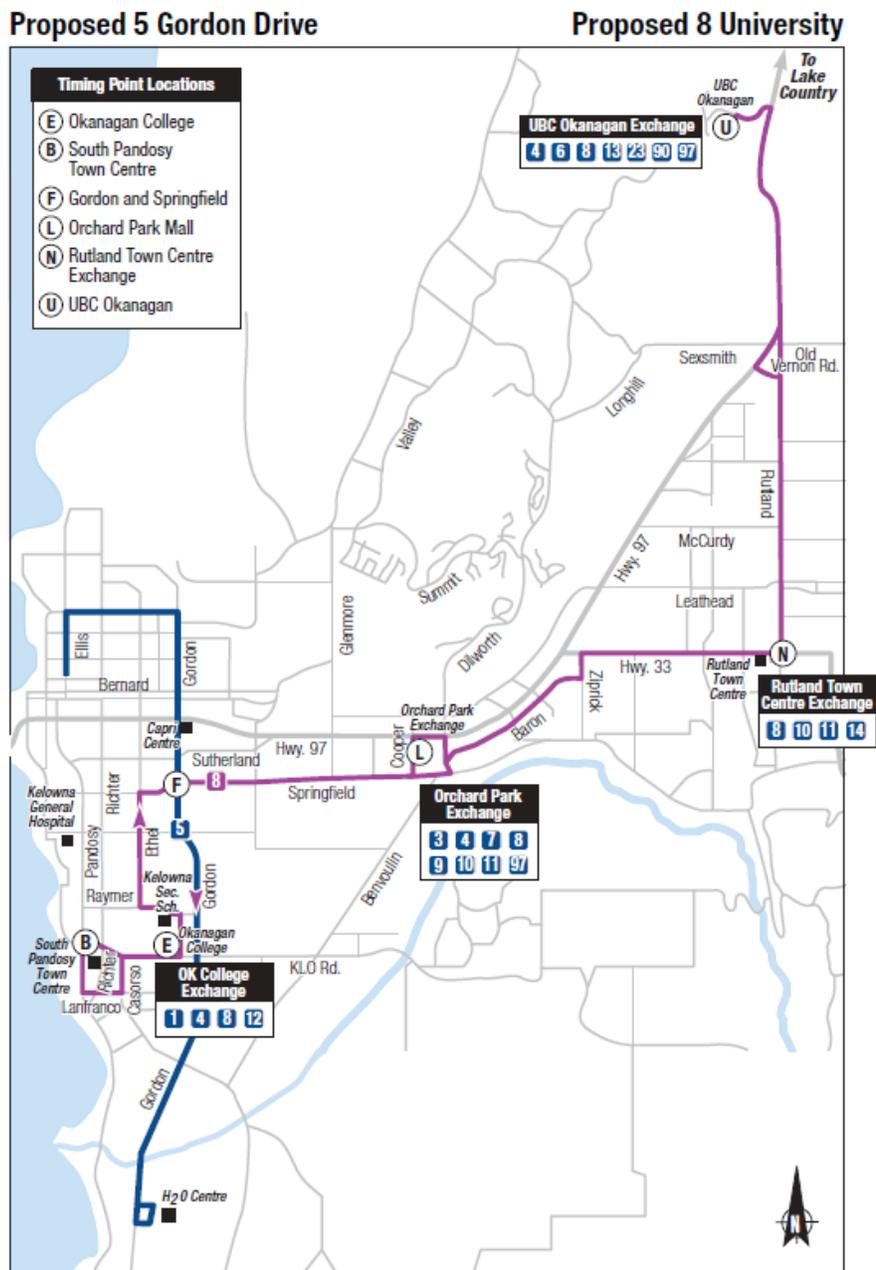


It will provide a new, direct north-south link serving several popular destinations and areas with high density. It is also designed to provide direct connections to the new Gordon Drive RapidBus station, Okanagan College and the commercial and business developments along the corridor. In addition to attracting new ridership, the proposed route will also help alleviate existing capacity concerns on the #1 Lakeshore and #8 University.

The proposed service levels and hours of operation are summarized below. Note that these proposed service levels are introductory levels and it is expected that they would be improved in the future as demand increases.

Weekdays				Weekends	
AM peak	Midday	PM peak	Evening	Saturday	Sunday/Holiday
06:00-09:00	9:00-15:00	15:00-18:00	18:00-21:00	08:00-18:00	09:00-17:00
30	60	30	60	60	60

The introduction of the new route will also provide an opportunity to re-align the #8 University to reduce route redundancy on Gordon Drive. On the following page is a map of the proposed routing of the revised #8 and new #5.



Initial High Level Estimate – Additional Annual Impacts

Proposal 3: Introduce Gordon Drive service

Service Hours:	6,800	Total Cost:	\$757,124
Annual Ridership:	136,000	Gas Tax Savings:	(\$73,141)
Vehicles Required:	2	Net Local Share of Costs:	\$206,831
Passenger Revenue:	\$157,800	Provincial Share of Costs:	\$319,352

4.2 2014 Infrastructure Changes

Introduce bus stops on Gordon Drive

The new Gordon Drive service outlined in section 3 above must be supported by investment in new bus stop infrastructure detailed within the Gordon Drive Infrastructure Capital Plan. 15 bus stop pairs are proposed along the route at strategic locations that will provide access to new and existing transit markets, major destinations and cross connections to existing FTN routes and Rapid Bus. 6 bus bays with pads and shelters are proposed on Gordon Drive at the major corridors of KLO Rd, Springfield Rd and Harvey Ave (two provided within the Rapid Bus Program). 19 new curb side bus stops with varying levels of amenities are required elsewhere throughout the corridor. A further requirement of 5 bus bays may be triggered in future years by the redevelopment of the Clement Ave corridor between Gordon Drive and Ellis St. The Clement Ave stop locations provide service to the major cross streets of Richter St, Ethel St and Ellis St and service existing and developing markets in these areas. Additionally minor bus stop improvements and implementation of new stops will be required along routes #8 and #11 to support their restructuring.

Good quality, accessible, comfortable and visible customer amenities are critical to ensuring a quality customer experience when using the transit system. Amenities serve to attract ridership and boost the image and profile of transit services in the community. Success of new services such as the Gordon Drive route depend in part on provision of these facilities. The City of Kelowna's Transit Stop Design Templates and BC Transit's Bus Stop Design Guidelines served as the primary references in developing the Infrastructure Plan for the Gordon Drive route. These references ensure that all operational, accessibility and customer service standards are met.

Capital costs associated with the Gordon Drive service and restructuring of routes #8 and #11 are not included within this report. Please reference the Gordon Drive Capital Plan for cost estimates.

Introduce RapidBus stations on Gordon Drive and Richter Street

Two new RapidBus stations are expected to open in Kelowna in 2014: on Harvey at Richter Street and on Harvey at Gordon Drive. These stations are strategically located to complement the existing and proposed transit network. These stations will be fully accessible and will have all of the passenger amenities that currently exist at the other stations/stops (including shelters, benches, garbage cans and schedule holders).

In addition to two new stops in the City of Kelowna, in West Kelowna the Mount Boucherie Transit Exchange and Westbank Transit Exchange are also expected to open in 2014. As a result of the opening of these new stations, combined with the existing stations in Westbank First Nation, it is expected that demand on the 97 RapidBus will continue to increase. As a result, resources set aside to address service reliability may be used to address overcrowding on the 97 RapidBus. Refer to the map in the Executive Summary for the exact locations of these new stops.

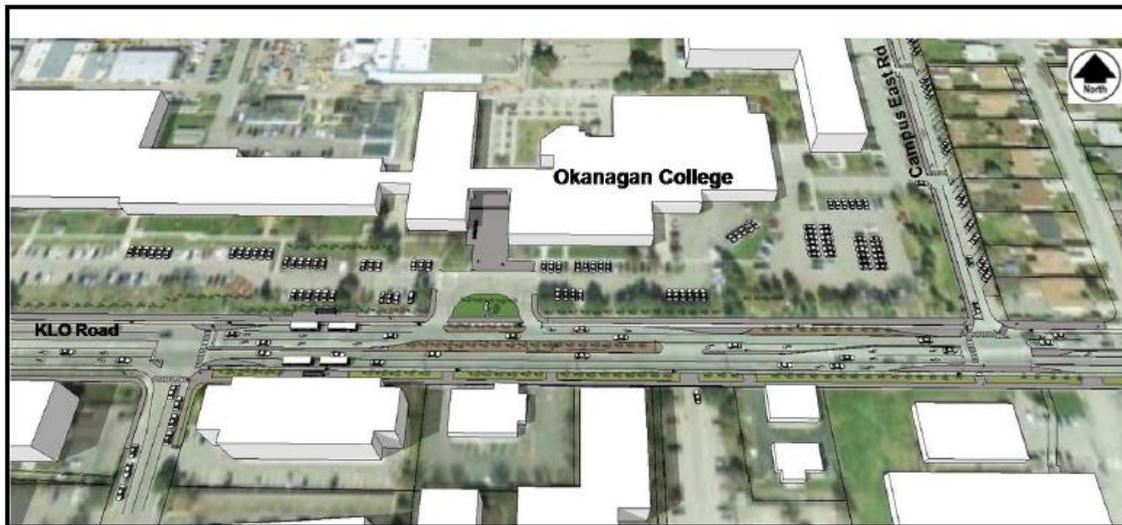
Introduce revised Okanagan College exchange

The City of Kelowna is working closely with Okanagan College to develop new design concepts to improve access, route directness and coverage.

The proposed design concepts include two new bus pull-outs on KLO Road, adjacent to the main campus entrance, capable of accommodating at least two full size buses. These facilities will improve the efficiency and convenience of transit service by consolidating existing transit stops to a single location in each direction. The revised roadway cross-section will be capable of accommodating future travel demand as a result of the future growth strategy in south Kelowna.

The proposed traffic calming and access control measures will also reduce vehicle speeds through an area which has high pedestrian crossing volumes and numerous driveways thus improving overall traffic safety. The proposed transit pull-outs will also incorporate new transit amenities such as additional standard shelters and benches to provide a higher level of comfort and convenience for transit users.

Figure 1: Okanagan College Concept from the RapidBus Project Definition Report



4.3 Proposed 2015 Service Changes

#4: Improve service reliability, address over-crowding and optimize service

For 2015, 3,000 annual service hours and two buses are set aside for 2015 to improve service reliability, address over-crowding and optimize service. Some of the potential investment areas include:

- Identify service with reliability issues and adjust schedules
- Develop Frequent Transit Network (FTN)
- Improve service on the 97 RapidBus
- Improve service on U-Pass routes

Potential optimization projects could include:

- Re-designing underperforming services
- Re-allocating underperforming resources to areas with high performance

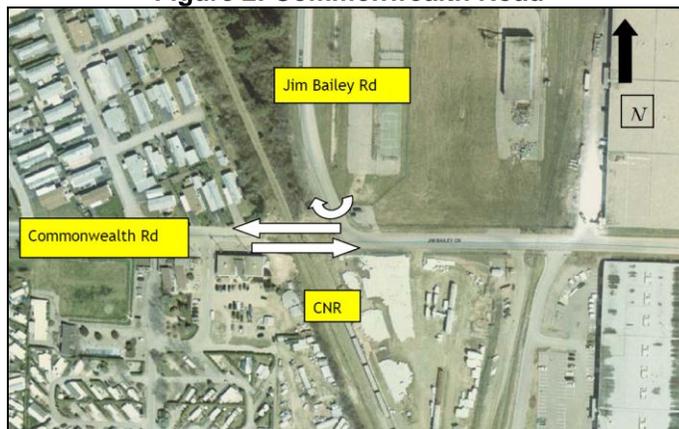
Initial High Level Estimate – Additional Annual Impacts			
Proposal 4: Improve service reliability, address over-crowding and optimize service			
Service Hours:	3,030	Total Cost:	\$391,936
Annual Ridership:	45,500	Gas Tax Savings:	(\$74,970)
Vehicles Required:	2	Net Local Share of Costs:	\$116,175
Passenger Revenue:	\$52,800	Provincial Share of Costs:	\$147,991

#5: Expand service to new areas

For 2015, 3,000 annual service hours and one bus will be set aside to expand service to new areas. One potential candidate for new service is along Commonwealth Road.

Commonwealth Road is the main access road for two major mobile home developments – Holiday Park and Meadowbrook Estates. The roadway currently terminates west of the Canadian National Railway line, which is leased to the Kelowna Pacific Railway. Previous transportation planning studies have identified a requirement for an extension of the road into the Jim Bailey Industrial park to provide an alternate vehicular access to Beaver Lake Road. Prior to any introduction of transit service along this corridor an at grade crossing of the railway tracks will be needed, which will require approval from the Railway Company, Transport Canada and the Okanagan Indian Band who own the land required for the road extension.

Figure 2: Commonwealth Road



Based on land use and transportation/traffic factors, the optimum long term transit solution for this area is to develop a new transit route to provide direct access to the mobile home parks and Jim Bailey Industrial Area via an extension of Commonwealth Road. This new route could be integrated with transit services operating within the District of Lake Country to enable Lake Country and Kelowna residents to access employment opportunities in the Jim Bailey Industrial Park. Residents of Meadowlark Estates and Holiday Park would also be able to access major destinations in Kelowna and Lake Country. This option would maximize the potential pool of riders and thus support a high quality (frequency) and duration (hours of operation) than a separate route which serves only the existing Commonwealth Road mobile home parks.

Initial High Level Estimate – Additional Annual Impacts			
Proposal 5: Expand service to new areas			
Service Hours:	3,030	Total Cost:	\$354,451
Annual Ridership:	30,300	Gas Tax Savings:	(\$37,485)
Vehicles Required:	1	Net Local Share of Costs:	\$133,875
Passenger Revenue:	\$35,100	Provincial Share of Costs:	\$147,991

4.4 Proposed 2016 Service Changes

#6: Improve service reliability, address over-crowding and optimize service

For 2016, 10,000 annual service hours and four buses are set aside for 2015 to continue to improve service reliability, address over-crowding and optimize service. Some of the potential investment areas include:

- Identify service with reliability issues and adjust schedules
- Develop Frequent Transit Network (FTN)
- Improve service on the 97 RapidBus
- Improve service on U-Pass routes

Potential optimization projects could include:

- Re-designing underperforming services
- Re-allocating underperforming resources to areas with high performance

Initial High Level Estimate – Additional Annual Impacts			
Proposal 8: Improve service reliability, address over-crowding and optimize service			
Service Hours:	10,060	Total Cost:	\$1,248,151
Annual Ridership:	150,900	Gas Tax Savings:	(\$153,688)
Vehicles Required:	4	Net Local Share of Costs:	\$408,458
Passenger Revenue:	\$175,000	Provincial Share of Costs:	\$511,005

4.5 2016 Infrastructure Changes

Rutland Town Centre network integration

Recognized as a key urban centre in the City of Kelowna's Official Community Plan, the Rutland Town Centre has been the focus of a number of key planning initiatives in an effort to realize the vision of creating an attractive transit-oriented town centre.

Included in the transit investments in Rutland is a new two lane road on Shepherd Road between Dougall Road and Roxby Road that includes:

- Wide sidewalks
- Traffic calming measures and parking lanes on either side of Shepherd Road that can be utilized in the future for three additional bus pull-outs
- Landscaping with pedestrian crosswalks at mid-block
- Street lighting

Figure 3: Rendering of Rutland Town Centre Exchange



Most of the above work will be completed in 2013 and some routes (e.g. #14 Black Mountain) will immediately start using the new transit exchange. As part of the long-term plan, the City of Kelowna is planning on extending Shepherd Road to Rutland Road. Once this extension is achieved, then the existing transit route network will be revised to utilize the new exchange. Routes that will be potentially realigned include the #8 University, #10 North Rutland and #11 Rutland.

4.6 Custom Transit

Based on analysis of the Custom Transit system in Kelowna, the ridership is quite high. Given the high demand for Custom Transit, as an alternative to expanding the Custom Transit resources, it is recommended that the City of Kelowna and BC Transit pursue opportunities to encourage existing handyDART users to migrate to the fully accessible conventional system by providing education and outreach on how to use the system. Seniors and persons with a disability are under-represented on the current conventional system and should be considered as potential growth markets.

Another option would be to encourage the operating company to provide a conventional bus for scheduled outreach sessions at seniors' centers. This is very helpful in increasing seniors' confidence in using conventional transit in that they have the opportunity to learn/practice taking their mobility aids (scooters, wheelchairs, walkers, etc.) on and off the bus at their own pace – without a bus full of people watching them. BC Transit also provides stickers for riders to put on their scooters to show that they have completed the “training” and that the mobility aid is bus-friendly.

BC Transit also produces a handout that summarizes the transit options and procedures for using the handyDART service. BC Transit is currently in the process of updating this document with information on the handyDART system as well as the conventional system.

By encouraging existing handyDART riders to use the conventional system the benefits would include reduced over-demand on the existing handyDART system, increased ridership on the conventional system and increased revenue.

BC Transit is also currently undertaking a pilot project in the Comox Valley and nearby Vernon Regional Transit Systems to improve the handyDART registration process. Rather than applicants filling in a paper application, this new process is more interactive in order to better assess each applicants individual transit needs and abilities. This revised process could potentially encourage handyDART customers to use the conventional system. Once the pilot project has proceeded, BC Transit will share the results with City staff.

4.7 Community Transit Supportive Initiatives

Given the growth of the City that is expected over the next several years, the City should continue to invest in programs to encourage the use of active transportation like transit, walking and biking. With rising oil prices and increasing environmental concerns, it is vital that investments be made to attract residents to these alternatives. Some strategies include:

- Continue employee transit incentive programs (ProPass);
- Introduce a “Transit Day” where City staff and elected officials ride the buses and greet the customers;
- Pursue the U-Pass program expansion.

Additionally, understanding the interdependencies between land use patterns and transit productivity is critically important to a successful transit system. The combined location decisions and land use planning choices made by individuals, institutions, developers and municipalities directly influence the level of transit mobility they can expect. Therefore, it is important that all land-use decisions made in the City of Kelowna consider the impacts it will have to the transit system in the short and long term. BC Transit is committed to working with the City, as well as developers and the general public to support the active transportation methods in the City of Kelowna

The City may find it helpful to use BC Transit's development referral service, which enables local governments to send larger-scale development or rezoning proposals to BC Transit for comment. As part of this referral process, BC Transit reviews the proposal and provides local government with comments on how the proposed development fits with the existing transit network, the outlook for future transit service to the development area, and comments on pedestrian links or transit amenities that would make the development more transit-friendly.

Development referrals can be sent to developmentreferrals@bctransit.com.

5. Conclusions

5.1 Implementation Considerations

The report recommends implementing the service changes options in a staged approach. This will allow the most critical needs and cost-effective options to be implemented first. It is also recognized that service needs and/or local government capacity to fund transit improvements may change over time. Therefore, options for implementation which require expansion to service hours or vehicles will need to be confirmed on an annual basis for the subsequent year as part of the local budget approval process. All new fleet requests stemming from any service expansion will likely trigger a new bus order, therefore necessitating an 18-24 month lead time before expected delivery and introduction to revenue service.

Also, it is recognized that the implementation of any option requiring expansion is dependent on BC Transit's fiscal year budget, as well as the allocation of available provincial transit expansion funding between transit systems as determined through BC Transit's Transit Improvement Program (TIP).

Once local government has approved a service option or combination of options for implementation – and local and provincial funding has been approved, if required – an Implementation Agreement Memorandum of Understanding (MOU) will be developed for signature by the City and BC Transit. This MOU outlines the exact service changes to be developed for implementation and the roles and timeline for implementation.

5.2 Transit Garage Capacity

Transit expansion opportunities over the next few years are constrained by the existing capacity of the transit garage. The transit garage was originally designed to hold 70 heavy duty vehicles, and was expanded in 2007 to accommodate a fleet of 96. The garage is now at capacity, therefore any expansion will require infrastructure changes.

Discussions are underway between the local government partners and BC Transit as to the future strategy of transit facilities in the region.

5.3 Recommendations

It is recommended that the City of Kelowna:

- **Receive this report as information and provide direction to City staff prior to finalization by BC Transit staff.**

Report to Council



Date: May 29, 2013
Rim No. 1405-04
To: City Manager
From: Jerry Dombowsky, Regional Programs Manager
Subject: Transit Revenue Sharing Agreement

Recommendation:

THAT Council endorse the revenue sharing principles for the provision of conventional transit service in the Kelowna Regional Transit system based on a 75% Ridership and 25% Service Hour split as recommended by the Strategic Transportation Partnership of the Central Okanagan - CAO Committee.

Purpose:

Transit system revenue is collected system wide (cash fares, pass sales, UPASS, bus advertising) and is retained by the municipal partners with distribution on an agreed upon basis. All local governments now have their own transit operating agreements so the existing 2002 agreement needs to be updated to include the new partners. The method of splitting revenue also needs to be changed to a new agreed upon practice to respond to data capabilities and the principles of equity for all partners within the system. This report proposes a new method of revenue splitting (75% ridership based and 25% service hour based) to be applied effective May 1, 2013.

Background:

The Kelowna Regional Transit System presently shares transit revenues from a historical agreement whereby partners receive a proportional share of system revenue based on ridership in their area. The last formal revenue sharing agreement was in 2002. Since that time the system has expanded from 3 partners to 6, requiring the partners to update the old agreement or enter into a new one.

In March, a workshop of the local partner's Chief Financial Officers was hosted by Regional Services STPCO staff to review the principles of revenue sharing; data and technology; best practices; and proposed revenue sharing models. The models proposed included revenue splits based on ridership; service hours; population; assessments; and a combination of methods. There are a number of issues with the current model and it was agreed that given concerns with full reliance on ridership data, the inter-community nature of a number of

routes, and the social/economic benefits having strong rural-based partners, that a combination of Ridership and Service hours was a better model for the regional transit system. The service hour model is the simplest and most commonly used method of revenue sharing in multi-partner transit systems.

Accordingly, it was proposed that a hybrid of the Service Hours/Net Cost Model and Ridership Model be used - with revenue allocation being based 75% in proportion to ridership and 25% in proportion to service hour costs. The estimated impact to net costs would be as follows:

- Kelowna would pay \$79,987 more annually than today,
- West Kelowna would pay \$32,898 less,
- Lake Country would pay \$27,676 less,
- Westbank First Nation would pay \$8,639 less,
- Peachland would pay \$9,417 less, and
- RDCO would pay \$437 less.

It was also proposed that the new revenue splits should be applied as of May 1st 2013, and continue indefinitely.

The revenue splitting proposal was brought to the CAO Committee of the Strategic Transportation Partnership of the Central Okanagan in May, at which point it received unanimous approval to forward the recommendation to each local partner's Board or Council for their approval. A sample Revenue Sharing agreement is attached.

Internal Circulation:

Financial/Budgetary Considerations:

Financial Services will amend its revenue splitting practice effective May 1, 2013. It is anticipated that the 2013 revenue reduction for the City of Kelowna will be \$52,667 (from the May 1 change) and that shortfall will be covered by reduced transit costs or revenues higher than estimated during 2013, similar to 2012 results.

Considerations not applicable to this report:

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Existing Policy:

Personnel Implications:

External Agency/Public Comments:

Communications Comments:

Submitted by:

J. Dombowsky, Regional Programs Manager

Approved for inclusion:



RW

cc: Director of Financial Services

Kelowna Regional Transit Revenue Sharing Agreement

City of Kelowna, District of West Kelowna, Westbank First Nation, District of Lake Country,
District of Peachland, Regional District of Central Okanagan

Revenue Sharing

All system revenues will be shared based on the most recent passenger count information available on each route as a percentage of the total system partners (ridership), and based on service hour costs as a percentage of the total system partner's costs as provided by BC Transit.

75% of revenue will be allocated based on ridership per local government partner and the remaining 25% of revenue will be allocated based on service hour costs per partner.

Expenditures

Total operating costs and total lease fees will be shared based on the hours of service costs provided to each local partner, based on data provided by BC Transit. Extra service hours are to be paid by the benefitting partner and are budgeted based on 75% for the City of Kelowna and 25% for West Kelowna. The extra service hours are to be included in the total system hours in calculating the percentages applicable to each partner.

Municipal administration costs continue to be retained by the City of Kelowna for general administration costs.

Agreed to on this ____ day of _____, 2013

City of Kelowna

District of West Kelowna

Westbank First Nation

District of Lake Country

District of Peachland

Regional District of Central Okanagan

Report to Council



Date: June 14, 2013
Rim No. 0270-02
To: City Manager
From: Jackie Dueck, Systems and Reporting Manager
Subject: 2012 Annual Report

Recommendation:

THAT Council receives, for information, the Annual Report for the year ended December 31, 2012 attached to the Report of the Systems and Reporting Manager dated June 14, 2013;

AND THAT Council receives, for information, the Council Remuneration and Expense report, Employee Remuneration report and schedule of Payment for the Provision of Goods and Services attached to the Report of the Systems and Reporting Manager dated June 14, 2013.

Purpose:

To meet legislated reporting requirements for annual financial statements and provide contextual information for the data contained in the remuneration reports.

Background:

In May, the City of Kelowna's annual financial statements for the year ended December 31, 2012 were reviewed by the Audit Committee; these statements were subsequently approved by Council.

In addition to the financial statements, the Annual Report summarizes the City's strategic plan, highlights actions and efforts taken in 2012 to achieve that plan and outlines plans for 2013 that will build upon 2012 and prior year efforts.

A report on permissive tax exemptions granted by Council is included in the annual report. The amount reported in this section is the municipal portion of taxes exempted for the year 2012 as required under the Community Charter. A report is also included on Development Cost Charges to indicate the activity for charges received, expenditures made and any waivers or reductions for each DCC group.

Within the Annual Report, following the Audited Consolidated Statements and Notes to Consolidated Statements, is the Statistical Review, in graphic format for the years 2008 through 2012.

The statement of Council remuneration and expenses, employee remuneration report, and the schedule of payment for the provision of goods and services are prepared annually as part of the Financial Information Act reporting requirements.

The 2012 employee remuneration report shows an increase of 3 staff earning more than \$75,000 over the 2011 level. There was an increase of two Management staff, 3 IAFF staff and a decrease of 2 Cupe staff. The number of staff is impacted by contract increases and the amount of overtime worked which affect those positions that were previously just under the \$75,000 threshold now being included in the list.

The chart below provides a summary of the changes by employee group:

Remuneration Comparison 2012 - 2011			
	2012	2011	Change
>\$75,000	Number	Number	Number
Management	101	99	2
IAFF	96	93	3
CUPE	59	61	-2
Total	256	253	3

The total employee remuneration for 2012 has increased by approximately \$1.1 million to \$59.5 million. The increase in remuneration is due to a combination of negotiated labour contract increases and additional staff budgeted for 2012.

Legal/Statutory Authority:

The Community Charter section 98 “Annual municipal report” requires that the annual report be prepared by June 30th of each year, that it is available for public inspection and is available at the annual meeting. Section 99 of the Community Charter states that Council must consider, at a council meeting or other public meeting, the annual report and submissions and questions from the public.

The Financial Information Regulations section 9(2) requires that a Municipality have the Statement of Financial Information approved by its Council and by the officer assigned responsibility for financial administration under the Local Government Act.

Considerations not applicable to this report:

Internal Circulation:

Legal/Statutory Procedural Requirements:

Existing Policy:

Financial/Budgetary Considerations:

Personnel Implications:

External Agency/Public Comments:

Communications Comments:

Alternate Recommendation:

Submitted by:

J. Dueck, Systems and Reporting Manager

Approved for inclusion:

KG

cc:

P. Macklem, General Manager Corporate Sustainability

C. Weaden, Director of Communications

S. Leatherdale, Director of Human Resources



WE ARE KELOWNA



2012 Annual Report

For the year ended December 31, 2012

Kelowna, British Columbia, Canada



Community Awards & Accolades

- Transportation Association of Canada 2012 National Sustainable Urban Transportation Award for the Active Transportation Network component of the 20-year Servicing Plan and Financing Strategy that supports the 2030 OCP and forms part of the Development Cost Charge Bylaw
- 2012 Canadian Society for Civil Engineers Award for Governmental Leadership in Sustainable Infrastructure
- International Association of Business Communicators (IABC) Gold Quill Award and “best of the best” for Communications Audit
- Heritage Canada Foundation National Achievement Award received for the Laurel Packinghouse restoration project
- FortisBC PowerSense Conservation Excellence Award for Waste Water Treatment Facility expansion and upgrades

Produced by the Communications and Financial Services Departments of the City of Kelowna in cooperation with all civic departments and agencies.



LEADING THE DEVELOPMENT OF A

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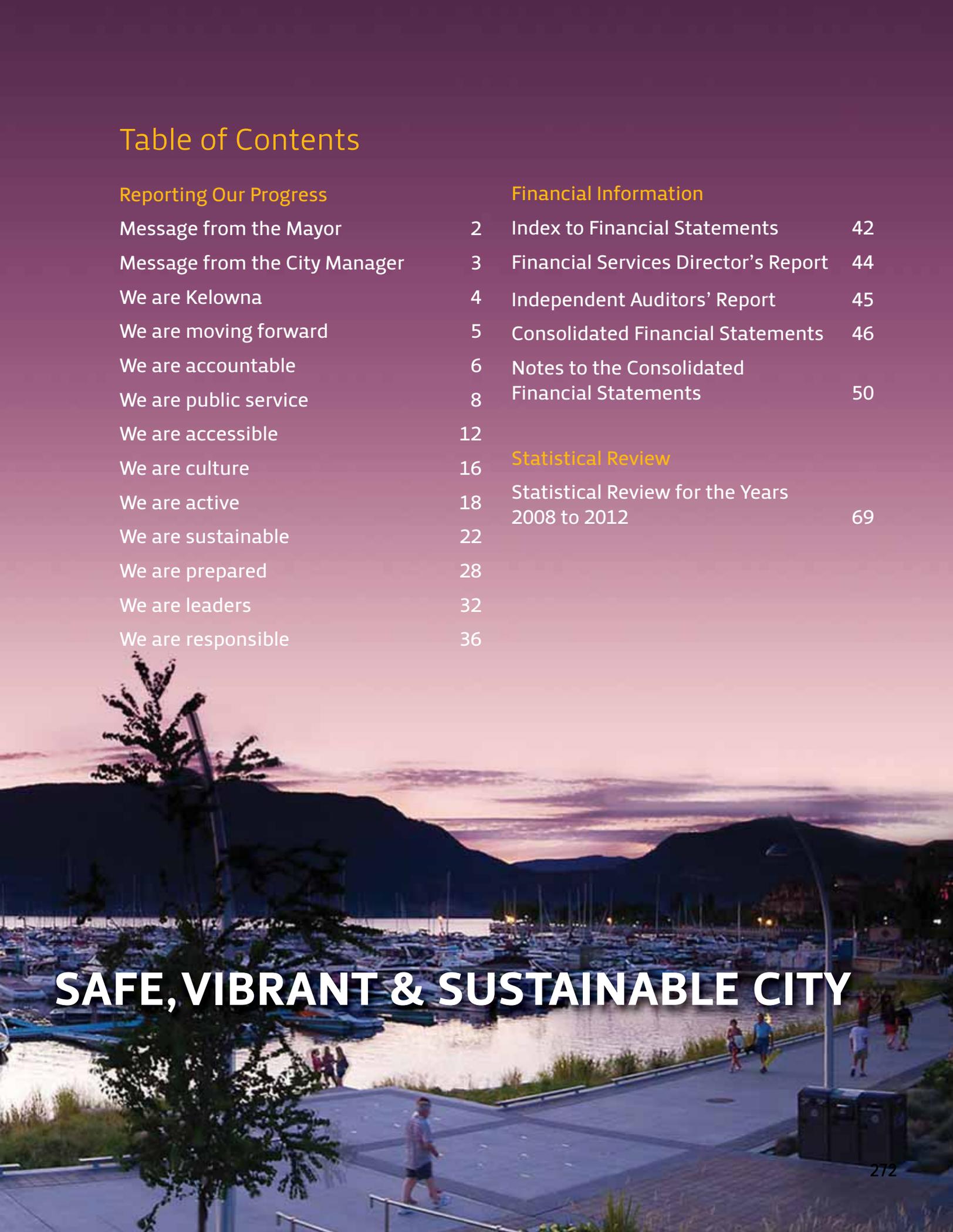
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SAFE, VIBRANT & SUSTAINABLE CITY

MESSAGE FROM KELOWNA MAYOR WALTER GRAY



I always look forward to this chance to reflect on the state of our city. This year's annual report theme perfectly captures the pride we feel for Kelowna and our accomplishments in 2012. This report is an opportunity to celebrate the contributions made by our citizens, Council and visitors toward improving our city in so many ways.

As a municipality, we deliver several hundred services and we need to make sure they're efficient and effective.

We invest in infrastructure that adds to our quality of life and attracts new businesses. We are an active city, featuring the most extensive network of bike paths per capita in Canada and H₂O Adventure + Fitness Centre, the largest municipal indoor water park in Canada. We are accessible, welcoming 1.4 million passengers a year at Kelowna International Airport, which has direct access to 60 worldwide destinations every day.

This year, as part of the overall move to stimulate and grow the city's economy, we created an Executive Director of Business Development at City Hall, provided grants to groups that enhance our community and developed rules and processes that help the community grow and keep it orderly.

The priorities we set for ourselves on Council match this year's achievements and commitment to:

Grow our economy, by conducting more than 110 competitive bidding processes and awarding more than \$51 million in goods and services to private businesses.

Focus on results, when we decided to add 12 new RCMP staff based on recommendations in a needs analysis of appropriate police staffing levels for a city our size. Community safety is among the top priorities our citizens tell us they want. With adequate resources, we are moving to proactive policing and targeting prolific repeat offenders.

We increased housing availability with a more streamlined approval process for secondary suites in single-family

dwellings and an updated housing strategy that gave incentives for purpose-built rental units.

We introduced bus service to Mission Recreation Park and Quail Ridge, along with late-night buses on the 97 express route Friday and Saturday. We acted decisively to approve design and construction of the McKinley road safety improvements along the Glenmore reservoir.

Deliver on our plan, by placing greater emphasis on relationship building, partnerships and encouraging creativity and innovation to accomplish our objectives. We completed five park development partnerships including a joint venture to construct walking trails at the base of Black Mountain Drive near Lund Park.

Move opportunities forward, with \$100 million in public investments downtown since 1995, the parks and cultural district facilities we've built have attracted new residents and investors. The new downtown plan anticipates that in less than 20 years the area will have nearly 5,000 more people living there than today.

Kelowna boasts the amenities of a major city and is truly a great place to live. The efforts of our community and our staff in 2012 laid the foundation for continued growth and a vibrant future. We are Kelowna!

A handwritten signature in black ink that reads "Walter Gray". The signature is written in a cursive, flowing style.

Walter Gray
Mayor, City of Kelowna

MESSAGE FROM CITY MANAGER RON MATTIUSSI

The City of Kelowna is proud to be part of the wider Okanagan community. Local business and government agencies in the city recognize the value strong partnerships bring to Kelowna, helping us and the entire region achieve success.

Council has set our priorities to grow the economy, enhance the quality of life for residents, focus on results, deliver on city plans and provide proactive and pragmatic leadership.

To further these goals in 2012 we've expanded transit services, increased water treatment capacity, upgraded sports and recreation facilities, improved roads and added multi-use pathways, and provided more than \$1.82 million to support cultural organizations.

The number of building permits issued over the last decade in Kelowna puts us at the top of the list of municipalities our size and in the ballpark of larger cities with strong development growth. Investment at the Okanagan campus of the University of British Columbia, Okanagan College, Kelowna International Airport and in health services at Kelowna General Hospital has solidified Kelowna as the commercial and institutional centre of the B.C. Interior and will contribute to our growth in the years ahead.

Looking ahead, we've probably experienced the last prolonged building boom we're likely to see for a while. With the baby boomers retiring sensitivity to tax increases becomes more acute and every level of government is facing a prolonged period of financial restraint. It's time for governments to work toward a change in the way we conduct business.

At the City, we're in the midst of changing the corporate culture, with the goal of being a high-performing, customer-focused organization. Part of that process is an aggressive assessment of the services we provide, our business processes, our fees and charges, the way we consult with the community and our customer service initiatives.



Kelowna really is a dynamic city. We have development growth, even in slower times. We have natural beauty that attracts new residents. We have investment from private businesses and governments.

The City's role in all of this is to make those strategic investments, provide businesses with the information and resources they need to get on with their plans, and make the experience of living and visiting here as positive as it can be.

Most importantly, we have a strengthening sense of community. An Ipsos Research cross-Canada poll in 2012 found that 96 per cent of citizens rated their quality of life in Kelowna as good to very good. Citizens also said that rather than lower taxes, they want new services and facilities and our approach is to continue to invest in amenities and services that enhance the experience of living and visiting here.

Because to create the kind of city that people want to continue moving to and investing in, we need to build a great community. One that's clean, efficient, welcoming and sustainable. Our community has heart and soul and our citizens are proud to be from Kelowna and even prouder to show it to the world. Together, we are Kelowna.

Ron Mattiussi
City Manager

119,000 **POPULATION**

428 KM **BIKE LANES**

559 **HOUSING STARTS**

1,055 **HECTARES OF PARKLAND**

9,144 **BUSINESS LICENSES**

1.44 M **AIRPORT PASSENGERS**

1.5 M **TOURISTS**

4.97 M **TRANSIT RIDERS**

\$39 M **PROTECTIVE SERVICES**

\$287 M **BUILDING PERMITS**

\$960,000 **NON-PROFIT TAX EXEMPTIONS**

508 **DEVELOPMENT APPLICATIONS**

\$340,000 **PROFESSIONAL ARTS GRANTS**

45,000 **HOURS OF RECREATION PROGRAMMING**

1,412 **BIKE TO WORK WEEK PARTICIPANTS**

7,000 **GRAFFITI REMOVALS**

**WE ARE
KELOWNA**

WE ARE MOVING FORWARD

Vision: To be the best mid-sized city in North America

Strategic Plan

GROW OUR ECONOMY

Council will act as a catalyst for sustained, quality employment opportunities and prosperity by actively pursuing partnerships, strategic investment in municipal services and infrastructure, and re-investment in existing assets.

Council's priority is to:

Work proactively with landowners and investors to encourage attractive waterfront and downtown development: public pier, downtown hotel, Bernard Avenue revitalization

Expand Kelowna International Airport

Develop a plan for Cedar Avenue and revitalize the Rutland Town Centre

Collaborate with key stakeholders to secure agreements for a new tourism centre and technology centre

Support policies and incentives to encourage economic development

ENHANCE CITIZENS' QUALITY OF LIFE

Council will enhance citizens' quality of life by leveraging strong financial decisions to support social, cultural and environmental initiatives.

Council's priority is to:

- Enhance the sense of safety in the community
- Develop a new park strategy
- Encourage diversity of housing options
- Increase mobility opportunities
- Engage the community
- Respect the natural environment
- Work with stakeholders to create a one-stop shop for services to support those in need in the downtown core

FOCUS ON RESULTS

Council will ensure Kelowna progresses towards its community goals through innovation.

Council's priority is to:

- Collaborate with applicants, investors and the community, working together towards solutions
- Apply new approaches in service delivery, financing and facility investment
- Leverage investment through strategic community, public and private sector partnerships

DELIVER ON OUR PLAN

Council will work with citizens, partners and applicants to move opportunities forward that create value for the community.

Council's priority is to:

- Align current plans and policies and focus on consistent implementation

PROACTIVE & PRAGMATIC LEADERSHIP

Council will focus on providing pragmatic leadership to achieve key outcomes.

Council's priority is to:

- Focus on the big picture
- Employ fair-but-firm decision making

WE ARE ACCOUNTABLE

TAKING ACTION IN 2013

- Aid in the growth and progress of Kelowna as a desirable place to do business
- Aid in the growth and progress of Kelowna as a desirable place to visit, shop and tour
- Increase the diversity of employment opportunities

At the City of Kelowna, we are sharpening our focus to deliver on our plans. Initiatives that grow our community's tax base and help businesses thrive are fundamental to the health of the economy and the success of all other initiatives.

DOWNTOWN PLAN

We completed the Downtown Plan and long range population projections for downtown to provide a vision for future needs.

The plan sets out a strategy to attract people downtown, enhance the safety in the area and attract private sector investment. It is anticipated that the downtown area will attract just over 4,800 new residents by 2030.

To attract new investment, the plan includes incentives such as, for certain areas, waiving between 75 and 100 per cent of municipal taxes to a maximum term of 10 years.

PUBLIC PIER AND MARINA

One of the 25 recommendations of the Downtown Plan was to construct a public pier.

We finalized agreements for the design, construction, operation and maintenance of a new public pier and marina by a private proponent.

The pier and marina contract was awarded to Westcorp Properties through a bidding opportunity which will invest \$5 million for a full-service marina, including day moorage, boat rentals, fueling station and a public viewing deck. The City contributed \$200,000 toward the project's design work.

BERNARD AVENUE REVITALIZATION

We completed Phase 1 of the \$14-million Bernard Avenue revitalization project. A full-time Business Liaison supported merchants during the construction period. The project, funded in part by a \$1.25 million investment from property owners, will rejuvenate downtown's main commercial street and replace aging utilities and roadway. Work on the two-year project will stop during peak retail seasons in the summer and winter. Construction completion is expected in 2014.

ELECTRICAL UTILITY

We received elector approval to proceed with the Electrical Utility Restructuring opportunity and sale of assets to FortisBC.

We supported the FortisBC proposal to the British Columbia Utilities Commission (BCUC) to install a District Energy System downtown, and to become one of the first customers of energy created from waste biomass. The BCUC approved a pipeline project to supply landfill gas to FortisBC.

INTERIOR HEALTH AUTHORITY

An agreement was negotiated for a new Interior Health headquarters on downtown land purchased from the city, which will result in 1,000 new workers in the downtown core. We received elector support to proceed with construction of a new parkade and expansion of an existing parkade to accommodate parking for Interior Health and expand public parking options downtown.

LOOKING FORWARD TO 2013-2014

- Implement the Downtown Plan
- Replace City Park washroom, concession and office capacity that was destroyed in Pavillion fire
- Expand Library parkade with additional stalls and commercial/retail space²⁷⁸
- Construct the final phase of Stuart Park

WE ARE PUBLIC SERVICE

TAKING ACTION IN 2013

- Reduce traffic congestion on City streets and Highway 97
- Realize construction of housing forms and prices that meet the needs of Kelowna residents
- Achieve accessible, high quality living and working environment
- Provide infrastructure that keeps pace with population growth and evolving opportunities
- Sensitively integrate new development with heritage resources and existing urban, agricultural and rural areas
- Provide meaningful opportunities for a broad range of input from residents and agencies on major directions taken by the City

Kelowna's tax base supports services and amenities that contribute to an excellent quality of life. We maintain one of the lowest business and residential property tax rates in B.C. communities with populations of more than 75,000. We continued to partner in support of economic and tourism development and to prepare for future growth.

UTILITY IMPROVEMENTS

We completed the Kelowna Integrated Water Supply Plan and executed a Memorandum of Understanding with the city's four irrigation districts. This plan provides an integrated city-wide approach to domestic water of high quality to all residents of Kelowna and establishes a framework for funding applications to senior government assistance.

Installation of an oil/grit separator on the Mill Creek storm outfall at Enterprise Way near Hardy Street to capture and remove hydrocarbons, heavy metals and suspended solids from storm run-off was completed.

We completed construction of water, sewer, electrical and gas utility works to support the subdivision and development of Central Green, a new sustainable community located near downtown Kelowna. Marketing material was developed with all available parcels listed for disposition.

The Maude Roxby water well rehabilitation was completed.

INFRASTRUCTURE IMPROVEMENTS

Construction commenced on the first leg of John Hindle Drive and new landfill facility. The works include a new entrance to Glenmore landfill facility, new scales and buildings, wheel wash facility and a hazardous waste building at a cost of \$9.4 million.

We completed a \$2.48-million road resurfacing program, including 15 streets requiring 80,000-square-metres of asphalt. The program included utility upgrades with 114 manhole and 112 water box adjustments and various sanitary and drainage system repairs. A sidewalk inspection was completed with 95 per cent of Priority 1 repairs undertaken.

We responded to more than 1,800 roadway related service requests.

We reviewed and analyzed more than 100 locations for traffic calming requests, installed traffic calming solutions, including the Dodd Road traffic calming speed hump and launched the Springfield Road "Green Wave" speed reduction initiative. More than 600 stop sign posts were enhanced with highly reflective tape, partially funded by the Insurance Corporation of B.C. and installed pedestrian-controlled countdown timers at five high-volume intersections.

Design and construction of McKinley Road safety improvements along the Glenmore Reservoir were completed.

The second construction phase of Airport Way was completed. This \$1.1-million project involved a sewer main upgrade, road reconstruction with new street lighting and the extension of the multi-use pathway from Aerospace Drive to Airport Way.

A committee was formed with other utilities to reduce copper theft. A pilot program to install tamper-proof bolts on electrical infrastructure was established.

DEVELOPMENT ACTIVITY

The total value of building permits issued in 2012 exceeded \$287 million. The number of building permits processed was 1,866, a 2.8 per cent increase over 2011. Development applications processed decreased to 508 from 569 in 2011, including applications for 129 new subdivision applications resulting in 84 new lots.

We partnered with developers for Frost Road water main upsizing and Mountainside Park and Black Mountain Trail development.

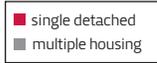
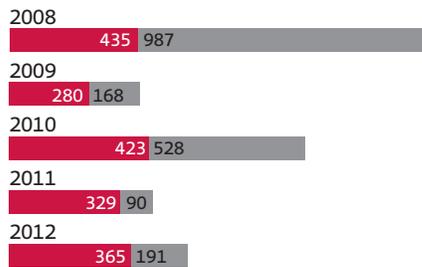
Property was purchased for the Glenmore Landfill expansion and the former Water Street Senior Centre building was scheduled for demolition to make way for Phase 2 of Stuart Park and the new Kelowna Yacht Club clubhouse.

Housing Strategy recommendations were advanced, including implementation of a streamlined process for secondary suites in single-family dwellings and amendment of the secondary suites bylaw.

A development permit was issued for the Interior Heart and Surgical Centre building.

Residential Development

building units



An Executive Director of Business Development was appointed to facilitate information sharing and strengthen relationships with local businesses, institutions and major organizations.

FACILITY IMPROVEMENTS

We completed a number of building upgrades, including the installation of acoustic paneling in the H₂O Adventure + Fitness Centre to reduce the ambient noise level. The cost of the project was \$230,000.

The Laurel Packinghouse also saw some further upgrades with installation of a new air conditioning system and the addition of an accessibility ramp.

At Memorial Arena, we installed a new transformer and primary electrical system.

GRAFFITI MANAGEMENT

We spent more than \$264,000 on graffiti eradication in 2012. Removing graffiti remains a priority, as staff responded to more than 7,000 service requests, a response rate increase of more than 82 per cent since 2010.

We aim to remove graffiti on City property within 24 hours of it being reported and support property owners affected by graffiti vandalism by providing free paint.

We covered more than 100 utility boxes with anti-graffiti wrap material.





**LOOKING
FORWARD TO
2013-2014**

- Ensure future developments follow the sustainable guidelines of the Official Community Plan
- Implement shoreline protection at Walnut Avenue, City Park and Poplar Point
- Construct new administration building at Glenmore Landfill to meet facility needs



Meeting Place
Salle de Réunion

Alarm Will Sound
L'alarme se déclenche

**WE ARE
ACCESSIBLE**

Powered by a talented and diverse team of employees, the City of Kelowna is pursuing operational excellence through innovative strategies that engage residents and inspire continuous improvement. We are fostering top performance within our city government to achieve responsive customer service that puts people first.

2012 CITIZENS SURVEY

The citizens survey is conducted every three years to gauge public satisfaction with municipal programs and services, and to gain insight into citizens' rankings of service priorities. Ninety-six per cent of residents rated their quality of life in Kelowna as "good" to "very good" while 81 per cent say they receive good value for their taxes.

YOUR LINK TO THE WORLD

Passenger numbers at Kelowna International Airport (YLW) established a record volume of 1,440,952 – 3.7 per cent above 2011 passenger total of 1,390,187.

New service to Los Angeles was launched in November, with seasonal Saturday service by WestJet and in December daily year-round service by YLW's newest air carrier, United Airlines was launched. Northwestern Air added non-stop service to Red Deer on Fridays and Sundays.

To improve the customer experience, luggage carts were made available free for passengers and valet vehicle parking service was introduced. For an additional \$15, passengers can leave their vehicle with the valet and have it waiting for them next to the airport terminal at the end of their trip.

The new international arrivals hall and customs facility was completed and is able to process 250 passengers per hour. A second White Spot restaurant was opened in the airport terminal.

Two open houses to promote Kelowna International Airport's winter and summer travel markets were held, attracting approximately 1,000 participants to each event.

Airport Advisory Committee membership was expanded to include the communities of Summerland, Penticton, Oliver, Osoyoos and Okanagan Falls to better represent the airport's catchment area.

Airport Passengers

2008	1,389,883
2009	1,367,631
2010	1,391,725
2011	1,390,187
2012	1,440,952



GETTING CONNECTED

We engage every day with our community and residents and are always looking for processes and technology to improve that access.

In addition to traditional communications channels, we invest in keeping the conversation going online and through social media. In 2012 there were more than 11,000 e-Subscribers for City of Kelowna email news updates (nearly tripling since December 2011), close to 6,000 Twitter followers and more than 800 Facebook connections. Kelowna International Airport interacted with more than 4,200 Twitter followers and 3,700 Facebook connections.

New websites for specific programs were launched to be more comprehensive information portals, including the Emergency Operations Centre, smartTRIPS, an updated Kelowna Community Theatre website, online billing for utilities and creation of a new open data website.

An express line was introduced in City Hall to improve permit process times for plumbing, natural gas, building demolition, above-ground swimming pools, accessory structures and minor fire restorations.

A new seven kilometre fibre optic backbone cable was installed between City Hall and the Enterprise Fire Hall to improve connection speeds for the Emergency Operation Centre, and provide future high-speed connections to City facilities, such as Yards, Landfill, and the proposed Public Safety Building.

Numerous workshops were hosted to invite public input, including Housing Workshop, Heritage Asset Management Strategy Workshop and Building Height Workshop.

The 13th Youth Forum invited students from Grades 8-12 to share thoughts, concerns and ideas about outdoor events.

Residents are turning to the Internet to contact the city with service requests. In 2012 we received more than 22,000 requests for service. Twelve per cent of those requests came from our website. We also deployed a mobile service request system, compatible with smartphones and smart devices, including iPhones, Androids, Blackberries, tablets and iPads.





WE ARE CULTURE



Kelowna's culture is a unique blend of urban sophistication, stunning natural landscape and rich agricultural history. As a municipal government, we take a leadership role in facilitating and promoting culture. From the vibrant cultural district to spirited concerts and festivals, Kelowna's creative sector creates more than 1,700 jobs with an annual economic impact of more than \$140 million.

PUBLIC ART

The Father Pandosy Mission 150th Anniversary commemorative sculpture was unveiled in May. Located in the heart of the Father Pandosy Mission heritage site, this artwork was a collaboration by artist Crystal Przybille, the Okanagan Historical Society, the Roman Catholic Bishop of Nelson, and the City of Kelowna. Consultation with Westbank First Nation helped shape the final form of the sculpture. The artwork has been donated to the City of Kelowna which is proud to include it in the City's public art collection.

We revamped the Public Art Program and initiated art projects for the Bernard Avenue Revitalization and the Ellis Street Parkade.

COMMUNITY THEATRE

The Kelowna Community Theatre marked its 50th season with a special performance showcase and promotions. A media launch in June kicked off the celebrations with a backstage tour during stage preparations for Beatlemania.

With support from Canadian Heritage a \$260,000 upgrade to the theatre's acoustic and amplified sound system was completed over two years.

In 2012, the Theatre held performances on 227 nights attracting 101,000 people.

ARTS, CULTURAL & HERITAGE GRANTS

We distributed \$110,000 in Arts, Culture and Heritage grants to 18 organizations providing heritage, music, theatre, visual arts, youth and multicultural services and programs.

We distributed \$70,000 in Project Grants to 17 organizations, including nine new applicants.

We distributed \$340,000 Professional Arts Grants to four groups, including Festivals Kelowna.

Cultural facility operators, including the Rotary Centre for the Arts, the Kelowna Art Gallery and Kelowna Museums, received financial support from the City of Kelowna of approximately \$1.3 million.

The Rotary Centre for the Arts completed negotiations and received Council approval for a new 10-year lease and operating agreement.

FESTIVALS

Over 90,000 people attended Canada Day and Parks Alive! events, including over 3,000 at the inaugural New York New Year's event in Stuart Park.





WE ARE ACTIVE

TAKING ACTION IN 2013

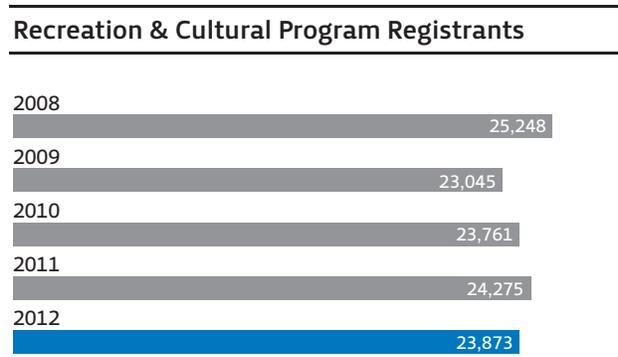
- Promote health and wellness initiatives
- Ensure the availability of fiscal and human resources to provide quality City services
- Provide meaningful opportunities for a broad range of input from residents and agencies on major directions taken by the City

With a corporate focus on creating more engaged communities, we are making participation in City programs easier. Three aquatic centers, four arenas and dedicated sport and recreation parks provide sport rental space and deliver a broad spectrum of multi-age recreation and cultural programming for individuals of all abilities.

RECREATION

We planned 4,500 registered programs, equating to 45,000 hours of multi-age programming for individuals of all abilities at 14 schools, nine City facilities, 26 sport fields/courts and 43 parks including 30 Family Active Nights and three licensed Out of School Programs.

Local sport organizations received \$27,450 in Sport Event Development Grants to host 15 events, contributing approximately \$4.4 million to the local economy. Athletic Excellence Grants supported 34 grant applications in the amount of \$12,100.



Source: City of Kelowna, Recreation & Cultural Services
(Does not include registration from the Kelowna Family Y and the H₂O Adventure & Fitness Centre)

PARKINSON ACTIVITY CENTRE

The Parkinson Activity Centre opened with a ribbon-cutting celebration in November. The multi-use facility is a two-storey building with 10,000 square feet of space.

Next door at the Parkinson Recreation Centre, we added a new pool lift for persons with a disability, thanks to an \$8,000 donation by the Rotary Club.

H₂O ADVENTURE + FITNESS CENTRE

The H₂O hosted the Canadian Masters National Swim Meet, the largest swim meet ever held in Kelowna, where two world records were set. The meet had more than 500 participants and was supported by a City’s Sports Event Development Grant.

Negotiations for a renewed management and operating agreement with the YMCA of the Okanagan were completed.

AMENITY IMPROVEMENTS

Roofing and structural repairs were completed at the Badminton Club.

Aging playgrounds were replaced at Moraine, Fairhall and Edith Gay parks. Development of Gopher Creek Linear Park trail, pedestrian bridge and underpass lighting was completed, as well as environmental restoration and Apex Trail upgrades in Knox Mountain Park.

Minor improvements, including leveling, reseeding and drainage improvements were completed at Mission small dog park.

The Walnut Avenue park retaining wall repair was completed.

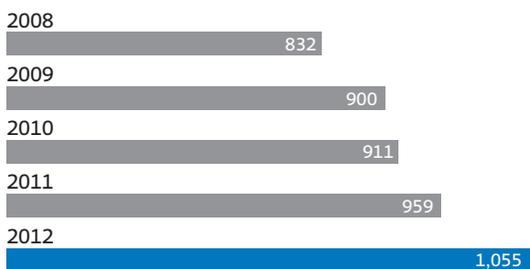
The City Park concession/washroom plaza design and construction was completed to replace the facility lost in the City Park pavilion fire. A location analysis was completed and public engagement process initiated for the Tourism Kelowna Visitor Information Centre in City Park.



Over 100 outdoor event applications and park bookings were processed this year.

Municipal Parkland

hectares



Source: City of Kelowna, Infrastructure Planning

PARKLAND ACQUISITION

We assumed maintenance of 79 hectares of properties, 3.7 kilometres of new trails, 10.5 kilometres of new multi-use corridors, and 1,100 metres of new medians. Properties were purchased for Mill Creek and Bellevue Creek Linear Park corridors as well as for Glenmore Recreation Park and Ballou Park Active Parks Network.

Gas Tax funding of \$1.4 million was secured for Rails with Trails from Spall to Dilworth Road.

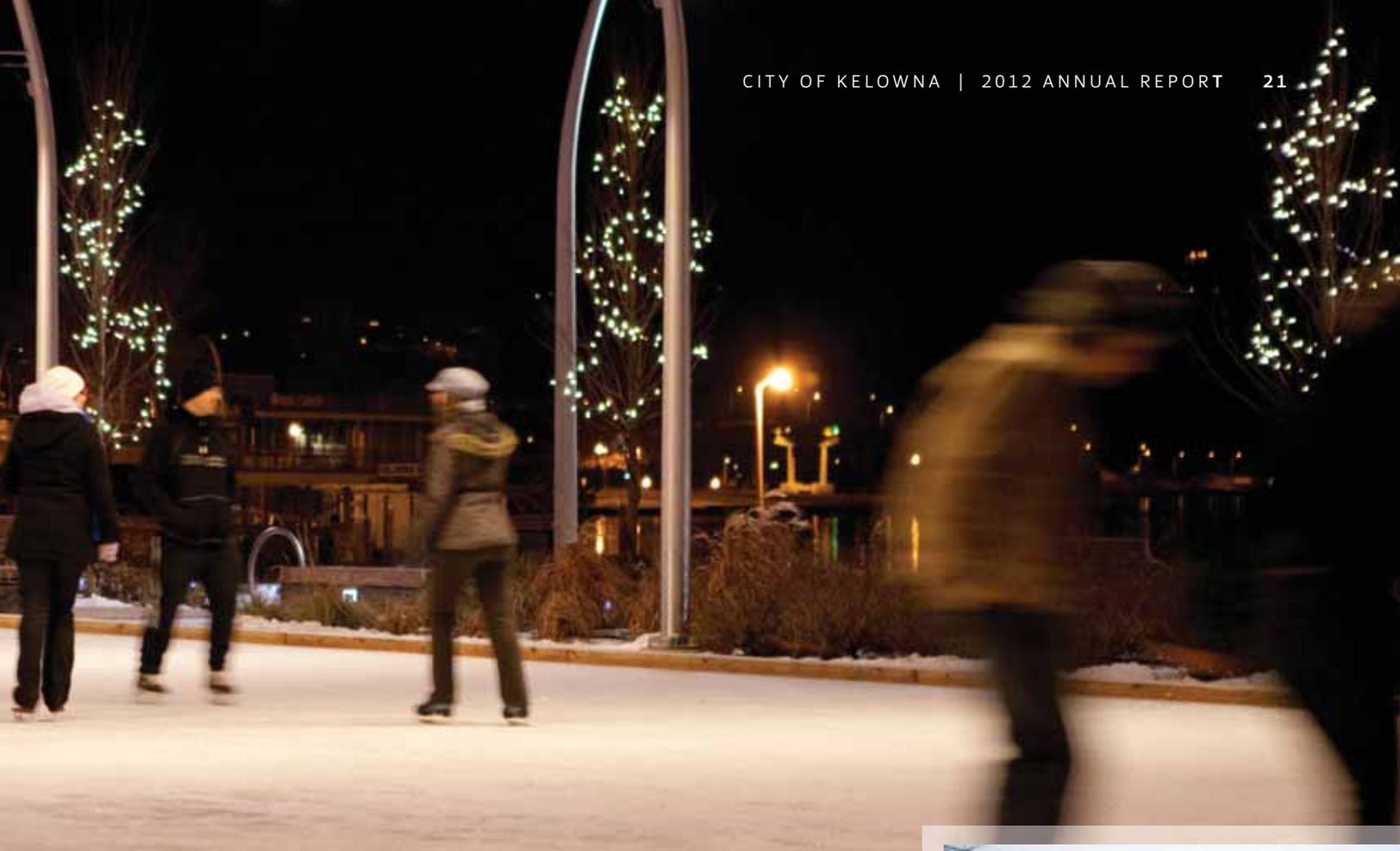
OUTDOOR EVENTS

Over 100 outdoor event applications and park bookings were processed, including charity fundraiser events, street festivals, marathons and the Parks Alive! free public concerts. These included the inaugural Keloha Music & Arts Festival in Waterfront Park; 64th Across the Lake Swim; 30th Pushor Mitchell Apple Triathlon; 16th annual BMO Okanagan International Marathon; Downtown Kelowna Block Party; Rutland September Days; Step Up Your Game 3x3 basketball tourney and the Scarecrow Festival.

The sixth annual Center of Gravity Festival had record attendance over the three-day weekend and sold out with 7,000 tickets.

We were proud to participate in the 25th Anniversary of Rick Hansen's Man in Motion World Tour that retraced the Canadian portion of Rick's tour. Rick Hansen himself joined some of the 45 medal bearers for an end-of-day celebration in our community.

A statistically valid survey showed 72 per cent of respondents supported the City of Kelowna submission to bid on being the new host of IRONMAN Canada and we were one of the three finalists selected by the World



Triathlon Corporation. The city remains committed to establishing Kelowna as a centre for multi-sport excellence, a leader in active living and home to a number of large-scale athletic events. We plan to follow through on a volunteer recruitment and retention strategy that will benefit other events in Kelowna.

We completed supply, installation and energizing high-mast sports lighting for the two newest softball diamonds at Mission Recreation Park. The Glenmore Sports field was reconfigured to accommodate more user groups by removing a section of shale area and putting in grass to create an additional sports field.



LOOKING FORWARD TO 2013-2014

- Implement the Cultural Plan
- Continue the upgrade and expansion of the City's waterfront parks
- Complete Family Y structural repairs
- Construct historical Cameron House structure repairs



WE ARE SUSTAINABLE

TAKING ACTION IN 2013

- Conserve Kelowna's water resources
- Preserve and promote the enhancement of air quality within Kelowna's air shed
- Manage human impacts on our natural environment, including Okanagan Lake and the surrounding hillsides

One of Kelowna's greatest assets is our environment. We are taking important steps to continue our environmental protection and educational outreach programs, including protecting natural areas and water quality.

COMMUNITY CLIMATE ACTION PLAN

Kelowna's Community Climate Action Plan was endorsed by City Council. It establishes actions to help reach the Official Community Plan goal of reducing community greenhouse gases 33 per cent below 2007 levels by 2020.

The extensive plan sets out strategies to reduce community greenhouse gas emissions in five key areas:

- The way we get around
- The energy we use
- The waste we create
- Community planning – including our own corporate plans to become carbon neutral
- Technology – adopting innovative technology

Strategies include the introduction of district energy, encouraging compact development and reducing the amount of vehicle kilometres travelled.

GREEN CITY OPERATIONS

We have reduced the City's carbon footprint, at the same time we've been working with the community to support residents as they make changes to reduce reliance on fossil fuels.

We are working with utility companies and major stakeholders to provide new programs, opportunities, infrastructure and incentives to help reach the 33 per cent reduction target.

We received \$1.26 million from Canada's Federal Gas Tax General Strategic Priorities Fund and Innovations Fund Grants to support our efforts to reduce greenhouse gas

emissions and create energy cost savings. These funds are being applied to a number of projects, including a geothermal heating system for Kelowna International Airport, a building optimization program for City Hall and H₂O Adventure + Fitness Centre and further enhancements to the existing systems at the wastewater treatment plant.

We also received an additional \$253,000 in funding from Canada's Gas Tax Fund to support creation of a long-term sustainable infrastructure plan prioritizing and evaluating performance of the City's capital investments over the next 20 years.

Corporate Greenhouse Gas Emissions

tonnes CO₂



Source: City of Kelowna, Infrastructure Planning

Includes corporate energy of civic buildings, vehicle fleet, street and park lighting and water, wastewater and solid waste operations. Corrections have been made for 2010 & 2011 due to changes in the collection of information.

ENVIRONMENTAL OUTREACH

Environmental protection is a pillar of the City's strategic plan and a strong priority for residents.

The Adopt-a-Stream and Yellow Fish Road programs saw 26 volunteer groups donate more than 279 hours to clean local streams in 2012. Seventy-three bags of garbage were collected and 92 yellow fish emblems were painted on storm drains, alerting residents to the environmental consequence of dumping toxic materials. Five new groups joined the Adopt-a-Stream program – bringing the total number of groups in Kelowna to 26.

The Pesticide-Free awareness campaign and retailer program continued and four Pesticide-Free gardening workshops were offered to 86 participating residents.

Individuals, businesses and groups were recognized for their sustainable approach through the Mayor's Environmental Achievement Awards. As of 2013 the awards will be incorporated as part of the Civic and Community Awards event.

ACTIVE TRANSPORTATION

We continued to invest in bike lanes, multi-use pathways and transit infrastructure that will improve commuting options, help to reduce greenhouse gas emissions and traffic congestion.

A Regional Active Transportation Master Plan was completed in partnership with other Central Okanagan local governments. The plan was submitted to the Union of BC Municipalities as a guide for distribution of regionally significant Gas Tax funding.

This year, we launched the smartTRIPS initiative that encouraged all Central Okanagan residents to be healthy and active by reducing drive-alone trips. A targeted pilot program in the Pandosy area ran from April to June. Over 10 weeks, participants tracking their trips recorded an average of more than 25 trips per person totaling more than 12,500 kilometres of active trips — approximately the distance from Kelowna to the southern tip of South America. Sixty-two per cent of participating households reported reduced car use and 50 per cent increased bike use.

A second smartTRIPS pilot was announced for 2013 in the Springvalley neighborhood.

The City hosted the eighth annual Bike to Work/School Week with a record 1,412 participants from 257 workplace teams, including 314 first-time participants. The community event encouraged everyone to try commuter cycling by providing resources and support for new and continuing cyclists. Participants combined to pedal more than 57,000 kilometres.

Including the Bike to School participants, more than 3,300 people cycled during that week. By using bikes rather than motor vehicles, 13 tonnes of carbon dioxide emissions were saved in just one week.

The Central Okanagan's participation rate continues to grow, placing third among the 20 participating B.C. communities, following the larger communities of Metro Vancouver and Victoria.

A trial for on-street bicycle parking was piloted at GioBean, a café on Water Street downtown where two vehicle stalls were replaced with 24 bicycle stalls.

The Safe Routes to School project, undertaken to promote active transportation and use of transit among students attending Glenmore Elementary School, completed a number of prominent upgrades at intersections in the vicinity to further promote safe, walkable routes to school. The upgraded intersections included: High Road and Kennedy Street, and High Road and Lowland Street, where enhanced raised cross-walks with textured surfaces were added and curb extensions and changes to the design of vehicle lanes resulted in the overall calming of traffic.



TRANSIT

Transit ridership reached 4.97 million, up from 4.76 million in 2011. New service to the Mission Recreation Park and Quail Ridge was introduced, along with late-night bus service on the 97 Express route Friday and Saturday.

The Mission Recreation Transit Exchange was opened. Conveniently located between the Capital News Centre and the H₂O Adventure + Fitness Centre, it functions as a transfer point for Mission community bus routes to connect with the high-frequency Lakeshore route, providing connections to all Kelowna Regional Transit routes.

Project infrastructure for the Mission Recreation Transit Exchange — including curbs, concrete pads, sidewalks and shelters — was substantially funded through a \$292,000 grant from Canada's Gas Tax Fund.

Design and tender of the Shepherd Road transit exchange in Rutland's urban centre was completed. Construction is underway for completion in 2013.

We also assisted BC Transit in preparing a three-year (2013-2015) expansion plan.

WASTE MANAGEMENT & RECYCLING

The Glenmore Landfill diverted 34.8 per cent of refuse destined for disposal for reuse, recycling or composting.

More than 32,455 metric tonnes of yard and wood waste were composted to create GlenGrow. Sales of GlenGrow compost reached \$101,000. Revenue from OgoGrow compost reached \$454,000.

Design of the new Glenmore Landfill administration building was completed using Industrial Ecology Principles and construction of the new entrance began. Regional compost facility staff improved site management, resulting in fewer odour complaints — six compared to 48 in 2011.

In Kelowna we saw 2,621 cubic metres of wood waste chipped rather than burned through the Regional District Agricultural Woodwaste Chipping Program and 23 woodstove exchanges to replace inefficient woodstoves with high-efficiency models, thereby avoiding the negative impact on air quality.

A partnership with FortisBC to sell landfill gas for scrubbing and distribution in the natural gas grid as a "green" fuel was approved by the British Columbia Utilities Commission.





WATER AND WASTEWATER

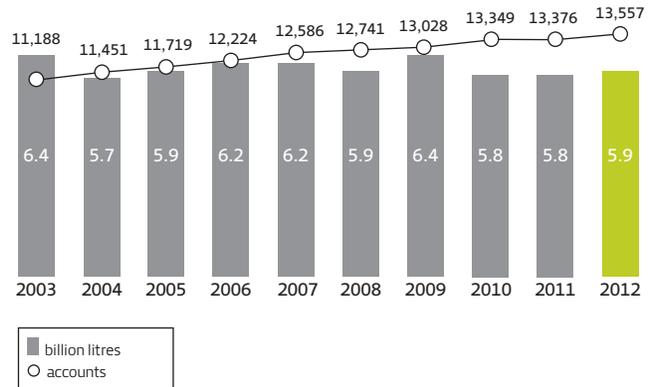
The recently upgraded Wastewater Treatment Facility won the FortisBC Conservation Award for a 534,000 kwh reduction between 2011 and 2012. With this project, the facility nearly doubled its capacity to treat water while accommodating the City’s sewer servicing needs beyond 2030. As part of the expansion, new equipment was installed to increase the facility’s energy efficiency and reduce the use of potable water. Innovative technologies include ultraviolet light disinfection of effluent and a state-of-the-art odour control system. The new maintenance building was built to LEED Gold Standards and included ways to reduce energy and GHG emissions, conserve water and create a healthy work environment.

PAPERLESS SERVICES

A new version of the Activity and Program Guide was launched, moving from an area-wide home delivery of the guide to marketing an online version. Greater online access and registration allowed the reduction in print copies from 40,000 to 20,000.

Utilities billing services have also moved online, encouraging customers to go paperless. More than 1,300 customers registered for the eCare utility billing program in 2012.

Residential Water Consumption





**LOOKING
FORWARD TO
2013-2014**

- Implement the Community Climate Action Plan
- Continue water conservation and energy management initiatives
- Integration of water supply and treatment across the city
- Second pilot of the smartTRIPS neighbourhood program to increase biking, walking, transit ridership and carpooling to reduce drive alone trips



**WE ARE
PREPARED**

We are proud of how our firefighters, RCMP and other agencies work as a team for community safety by using their highly developed skills and abilities to provide critical, life saving services.

NATURAL FORCES MITIGATION

Prior to the spring run-off season we were proactive in removing potential blockages such as beaver dams and debris blockages and completed the flood control structure on Mill Creek.

We completed construction of a 150-metre section of dike along Mission Creek. This portion of dike was identified as at risk for flooding. The dike costs were covered under the Provincial Emergency Program. Woody debris accumulations on beaches from the spring run-off were very heavy. By late June, 158 tonnes of wood were removed from public beaches by Park Services and taken to the landfill for composting.

The Province of British Columbia provided \$162,500 to remove more than 1,000 dead or damaged trees caused by the mountain pine beetle.

Hot Sands Beach and the promenade in City Park continued to be threatened by erosion. Repairs were made to a temporary retaining wall along the beach that was being undermined by wave action.

A gravel trap was constructed at Priest Creek to capture and minimize downstream sediment transported along the creek. Together with high levels of runoff, the sediments were responsible for clogging culverts and stream channels which caused the creek to flood its banks and resulted in damage to properties adjacent to the stream. The basins were constructed just prior to the spring freshet and have proven invaluable in reducing flooding incidents.

Operations staff cleaned the basin three times, excavating about 1,500 cubic metres of sand and gravel from the basin.

EMERGENCY OPERATIONS

A new Regional Emergency Operations Centre website was launched — www.cordemergency.ca — which provides residents and visitors of the Central Okanagan with information about emergency preparedness, emergency status updates and contact details.

More than 1,160 people have subscribed to receive updates direct to their email inboxes.

This year was the wettest June on record in Kelowna and the Emergency Operations Centre was activated to support the response to flooding and, later in the season, wildfires.

The Emergency Operations Centre coordinated funding for more than \$250,000 in emergency works and was activated to support major incidents across the region, including the evacuation of 1,500 residents who were threatened by the Trepanier Wildfire.

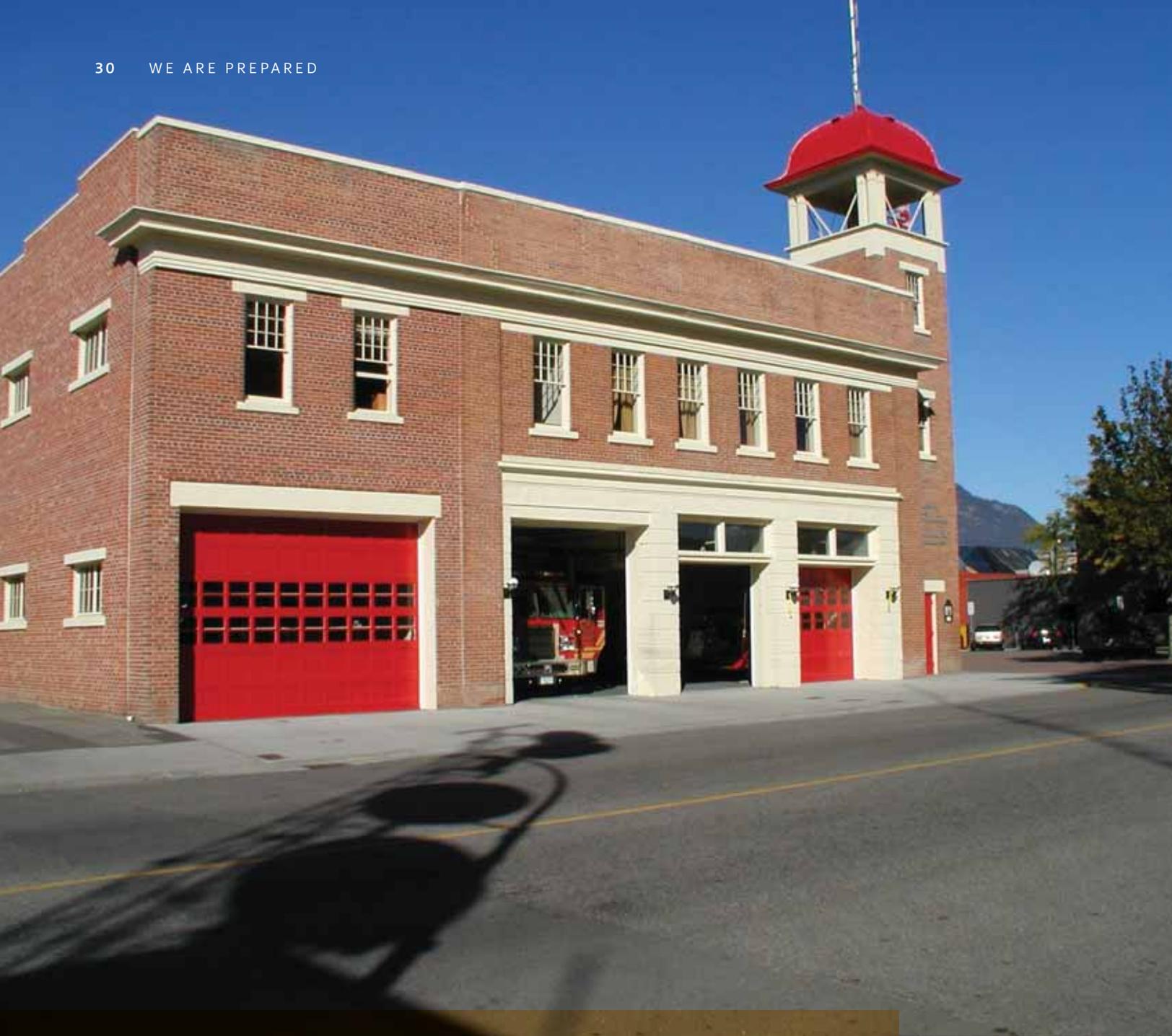
CRISIS EXERCISES

Emergency response exercises tested the region's response capability in the event of an aviation disaster.

A tabletop emergency exercise took place in May. More than 100 participants from 40-plus agencies met at the Okanagan campus of the University of British Columbia in response to a simulated major aircraft accident.

A full-scale Operation Unity Emergency Response Exercise was hosted by the Kelowna International Airport and Kelowna Fire Department in September.

With more than 41 agencies involved and more than 300 participants, this was the largest emergency preparedness exercise ever organized in our region and one of the largest in the province, rivaled only by exercises that led up to the 2010 Winter Olympic Games in Vancouver.



PROTECTIVE SERVICES

The RCMP experienced an increase in calls for service, 71,482 in 2012 up from 64,000 in 2011. There was an overall reduction in reported crimes compared to 2011 and Statistics Canada reported a 14 per cent annual reduction in serious crimes in Kelowna compared to 2011. The majority of the increase for calls for service came from approximately 4,800 calls related to misdialed 911 calls (3,200) and traffic ticket disputes (1,600).

The Kelowna RCMP detachment operated with 152 full-time members. We added 12 new RCMP staff in the 2012 budget in support of a consultant's recommendations

and developed a Crime Reduction Strategy to track annual progress. The officers were added to the regular member compliment as of January 1, 2013.

We collaborated with the RCMP on preparation of the Crime Reduction Strategy and a funding plan to achieve the increased police officers required.

We deployed a video surveillance system that enhanced community and corporate security and safety, while respecting privacy rights of the public and staff.

FIRE DEPARTMENT

In 2012, we faced a number of large scale emergencies including structure fires at Burtch Plaza, Coast Capri Hotel and The Highlands Retirement Residence. In total, property damage due to fire was estimated at \$5.8 million in property value, and an estimated \$220 million in property value was saved as a result of fire fighting efforts.

Operating from seven fire stations, the department responded to 10,075 incidents including 1,666 fires, 789 motor vehicle accidents and 6,420 first medical response calls. This is up 6 per cent from 9,518 calls in 2011. The fire dispatch centre processed 32,113 incidents, answering the average 911 call in less than six seconds. On average, fire crews were dispatched in less than 28 seconds.

Fire prevention remained a key part of our year-round outreach, with the department completing more than 5,000 building fire inspections which included inspection of over 50,884 fire and life safety systems within those buildings. In addition, enhanced public education efforts have reduced fire inspection deficiency rates by 10 per cent over 2011.

The department operated with 122 career members (96 firefighters) as well as 51 paid on-call members. The Fire Safety House Program educated 6,434 children from 35 schools about fire prevention and how to react in the event of a fire.

The first MobileCAD computers were installed in mid-March. This computer software links fire apparatus in the field electronically with the dispatch centre, providing mapping, incident details and property information. The truck location is tracked via GPS and the status of the truck is updated using touch-screen buttons. The balance of front line fire apparatus will be equipped with MobileCAD in 2013.

Fire Incidents



Source: City of Kelowna Fire Department

COMMUNITY SAFETY

City of Kelowna Bylaw Services saw an 18 per cent decrease in calls for service from 9,100 in 2011, to 7,499 in 2012.

This decrease is due to the creation of a Parking Management Department where time zone traffic enforcement calls were re-directed from Bylaw Services.

The most common Bylaw compliance files for 2012 were noise complaints, zoning (secondary suites), parking enforcement and violations under the Parks Bylaw.

Fleet Management Systems were installed in 75 City vehicles. These systems monitor maintenance, driver usage, engine data, vehicle location and routing information. The application will reduce fuel and operating costs, greenhouse gas emissions, maintenance and mileage while improving resource allocation. It also improves citizen and driver safety, productivity and customer service.

The airport added a new aircraft rescue and firefighting vehicle and two new snow chassis.

SOCIAL SERVICES

We provided a number of grants to support community needs, including a \$100,600 affordable rental housing grant for the creation of eight rental suites in a building planned for Leathead Road; \$49,300 in grants for community social development were provided to organizations such as Canadian Mental Health Association, Kelowna Gospel Mission and Project Literacy Kelowna Society and \$22,000 in grants to prevent the sexual exploitation of youth went to the Elizabeth Fry Society, New Opportunities for Women and the YMCA / YWCA of the Central Okanagan.



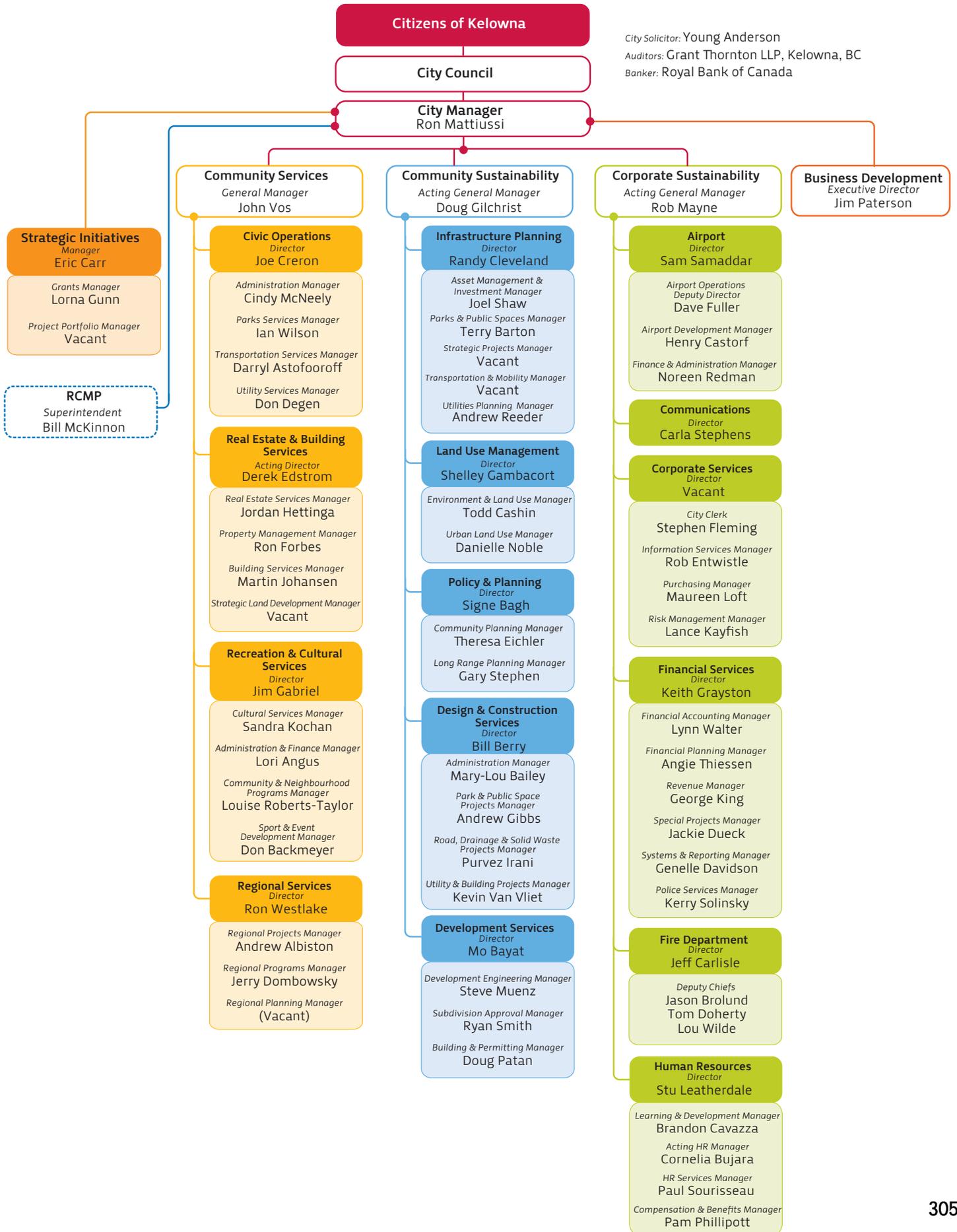
**WE ARE
LEADERS**

The City of Kelowna is proud to be part of the wider Okanagan community. Local businesses and government agencies in the city recognize the value strong partnerships bring to Kelowna, helping us and the entire region achieve success.

Kelowna is governed by an elected City Council comprised of a mayor and eight councillors. Together they provide leadership and direction to the City Manager and City Administration.

City Council 2012: (Back Row) Robert Hobson, Gail Given, Mayor Walter Gray, Colin Basran, Andre Blanleil
(Front Row) Luke Stack, Mohini Singh, Maxine DeHart, Gerry Zimmermann,





INTER-MUNICIPAL SERVICES

Kelowna, West Kelowna, Vernon and Penticton continued their work on common municipal issues including transit governance, the Okanagan Basin Water Board and environmental permitting.

Two joint letters were signed by Kelowna Mayor Walter Gray, Vernon Mayor Rob Sawatzky, West Kelowna Mayor Doug Findlater and Penticton Mayor Dan Ashton. One letter requested funding support from other levels of government for forest fire mitigation for private landowners. The second, addressed to all member municipalities of the Union of BC Municipalities, sought support for a change in the allocation of the Regional Significant Project funding under the Gas Tax Agreement to allow more opportunity to pursue projects that meet individual municipal needs.

CITY MANAGER

Appointed by City Council as Chief Administrative Officer, the City Manager implements City Council policies and manages day-to-day operations to ensure citizens have access to the services needed to sustain and enhance their quality of life.

Ron Mattiussi led the implementation of the Corporate Plan to build the corporate capacity necessary to deliver on City Council's directions and the goals of the community.

We are working to continually improve. We've reviewed our services and look to our staff for ways to improve service delivery through innovation and responsiveness. More than 600 City of Kelowna staff participated in a feedback survey and provided 1,500 ideas for improvement.

Early in the year, the new Corporate Plan was rolled-out to employees. The plan set out priority projects in six areas of focus:

- Performance excellence
- Passionate public service
- Responsive customer service
- Engaged communities
- Pioneering leadership
- Sustainable city

One of the first projects underway looks at improving efficiencies and cost-effectiveness throughout the organization. The rollout to staff also reinforced the City's internal core values: Balance, Excellence, Service and Teamwork.

COMMUNICATIONS

Our Communications department continued to provide support for marketing and public outreach. A two-year contract for an Agency of Record was awarded to local Pulse Group. As the primary Agency of Record, Pulse Group provides a full range of professional marketing services including strategic marketing, creative services and media planning, buying and tracking.

The department developed and implemented public outreach strategies for numerous City initiatives including the Downtown Plan, Climate Change Action Plan, Bernard Revitalization and the 2012 Budget.

Launched in 2010, the City's electronic subscription service (e-Subscribe) helped residents "get connected" with the City of Kelowna. The number of e-Subscribers in the system reached more than 11,000 in 2012. Citizens were also kept informed through the City's official website, kelowna.ca, which saw nearly 1.5 million visits, and local media reported on more than 310 news releases.

HUMAN RESOURCES

We reduced recruitment expenses by more than 40 per cent from 2011 while reducing the time to fill open positions by 10 per cent. In addition to reducing the total number of new employees hired through 2012, we reduced paid advertising by using less costly web-based recruitment methods and leveraging relationships with UBC Okanagan and Okanagan College. A new four-year collective agreement with the International Brotherhood of Electrical Workers signifies continuing positive labour relations and good value for taxpayers.

Through the Employee and Family Assistance Program (EFAP), we completed eight Stress Management workshops involving more than 200 employees. Performance Review Skills workshops were conducted with managers, and all management and exempt staff completed performance reviews to discuss performance over the past year and set specific performance goals for 2012.

We were pleased to be recognized by the United Way of the Central and South Okanagan / Similkameen with a Spirit Award which is presented to volunteers and organizations in the community who have put forth an exceptional effort during the annual campaign.

Service Recognition awards were increased by 20 per cent and we recognized 89 employees for long service and 10 retiring employees.

We continued to provide high quality Human Resources service with a lower HR staff-to-employee ratio than the BC Public Sector average.

WE ARE RESPONSIBLE



The City is committed to sound fiscal management and the delivery of services at the lowest long term cost to the taxpayer. In 2012, this commitment to excellence was once again recognized by the Government Finance Officers Association. The City was awarded, for the eleventh year, the Distinguished Budget Presentation Award and for the tenth year, the Canadian Award for Financial Reporting.

Canadian Award for Financial Reporting

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Canadian Award for Financial Reporting to the City of Kelowna for its annual financial report for the fiscal year ended December 31, 2011. The Canadian Award for Financial Reporting program was established to encourage municipal governments throughout Canada to publish high quality financial reports and to provide peer recognition and technical guidance for officials preparing these reports.

In order to be awarded a Canadian Award for Financial Reporting, a government unit must publish an easily readable and efficiently organized annual financial report, whose contents conform to program standards. Such reports should go beyond the minimum requirements of generally accepted accounting principles and demonstrate an effort to clearly communicate the municipal government's financial picture, enhance an understanding of financial reporting by municipal governments, and address user needs.

A Canadian Award for Financial Reporting is valid for a period of one year only. We believe our current report continues to conform to the Canadian Award for Financial Reporting program requirements, and we are submitting it to the GFOA.



Government Finance Officers Association

Canadian Award for Financial Reporting

Presented to

**City of Kelowna
British Columbia**

For its Annual
Financial Report
for the Year Ended

December 31, 2011

Executive Director/CEO

Provision of Services & Support for Growth

The 2012 taxation increase averaged 1.1 per cent for all property classes, an increase to reflect the economic conditions both locally and globally but still support the current level of services delivered to the citizens of Kelowna. The utilization of tax revenue and development cost charges generated from new growth assist in providing a balanced approach to the expansion of services and infrastructure required to accommodate growth within the municipality.

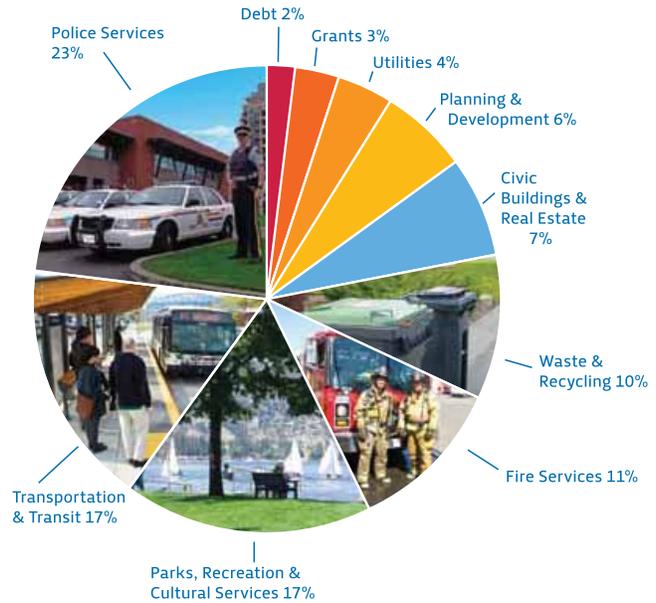
The City budgeted to collect a total of \$192 million in taxation revenues, 54 per cent of which was retained for municipal purposes. The remaining 46 per cent is levied by the provincial government to provide funding for schools, by the Regional District of Central Okanagan for shared services and by BC Assessment to cover the City's share of the costs associated with providing assessment information.

The City has historically relied on pay-as-you-go rather than debt financing for major infrastructure needs wherever possible in achieving strategic servicing goals. The decision to construct major community recreation facilities has necessitated a shift in this strategy for financing purposes to more appropriately assign associated debt repayment to those taxpayers who will benefit most over time. In 2012, 4.1 cents of each municipal tax dollar collected was budgeted for tax-supported debt servicing programs. Annual debt repayment costs are anticipated to increase above six cents over the next five years based on the 10-Year Capital Plan. Pay-as-you-go capital project funding represented 16 per cent of the 2012 taxation requirement.

City Reserves

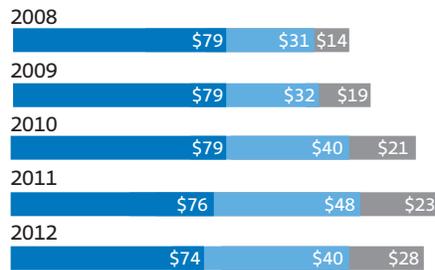
Maintenance of adequate levels of reserves and surplus continues to play a significant role in achieving a level of financial stability for Kelowna taxpayers and ratepayers. Reserves fall into two categories, the most significant of which is a capital reserve to ensure that existing City equipment and infrastructure can be maintained, and an operating reserve to ensure that unusual and unforeseen operating conditions can be met without the need for extraordinary tax increases.

Breakdown of Municipal Tax 2012



Consolidated Reserves & Surplus

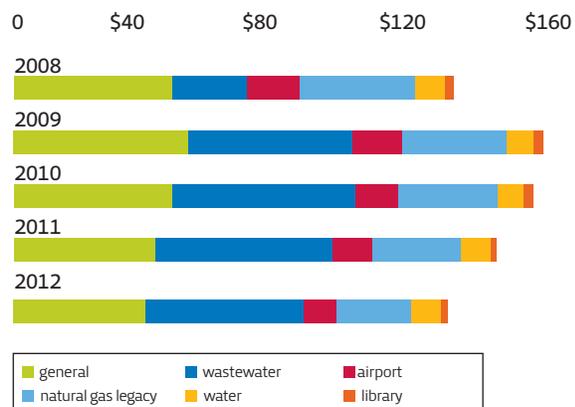
millions



■ reserve for future expenditures ■ statutory reserve ■ surplus

Long Term Debt

millions



Source: City of Kelowna, Financial Department

DEVELOPMENT COST CHARGES

Development cost charges (DCCs) are monies that are collected from land developers and builders by a municipality to offset some of the infrastructure expenditures to service the needs of growth-related development. Imposed by bylaw pursuant to the Local Government Act, the charges are intended to facilitate development by providing a method to finance capital projects related to roads, drainage, sewers, water and parkland.

The City's DCC program supports community development and integrates with longer-term plans. Infrastructure requirements are based on the Official Community Plan that estimates a resulting population of 161,701 by the end of 2030. The 20-Year Servicing Plan and Financing Strategy provides the infrastructure requirements to 2030 along with the cost sharing for various projects. Cost sharing methodologies reflect the level of benefit to existing taxpayers and new growth. Charges are based on the demand placed on services by different residential types, commercial, industrial and institutional growth.

The 2030 Official Community Plan was prepared and approved in 2011. The latest update to the Official Community Plan impacted DCC rates with the changes taking effect in June, 2011. With this new plan the total cost of the program is \$709 million. Approximately 56 per cent or \$400 million relates to the Arterial Roads program.

Local governments are permitted to temporarily lend available money from one DCC reserve fund to another. The money, along with appropriate interest, must be returned to the original reserve fund. For 2012, a deficit in Water Sector D reserve fund was covered from Water Sector A, a deficit in Sewer Sector A was covered from Sewer Sector B and a deficit in the Parks DCC reserve was covered by Roads Sector A.

Municipal Assist Factor

The Local Government Act requires local governments to assist in the cost of new infrastructure. The municipal assist factor reflects Council and the community's support

towards the financing costs of new infrastructure. The level of the assist, determined by City Council, reflects a benefit to the existing population while encouraging development and housing affordability.

City of Kelowna Assist Factor

Roads	15%
Parks	8%
Water and Wastewater	1%

Major Project Expenditures in 2012

Roads

\$4.7 million - Rutland Road property acquisition, Highway 33, along with debt repayment

Parks

\$6.2 million - Dehart Road Park, Casorso Road, Glenmore Recreation Park, Moubray Road

Water

\$0.3 million - Cedar Creek Pump station and Infrastructure Planning

Wastewater Treatment

\$6.2 million - debt repayment and Wastewater Treatment plant expansion

Wastewater Trunks

\$0.5 million - debt repayment

Future Plans

For 2013, DCC expenditures include \$2.5 million for Highway 33, \$1.6 million for Lakeshore Road, \$1.4 million for debt payments, \$0.7 million for South Mission Roads and \$0.4 million for John Hindle Drive. The Parks program includes \$0.9 million for potential parkland acquisitions and \$1.3 million for property debt payments. For the Wastewater Utility there is \$5.8 million for debt payments and \$0.7 million for Lakeshore Wastewater Trunk. The Water DCC program includes \$0.5 million for Royal View water main, \$3.1 million for the Cedar Creek pump station and \$1.1 million for the Stellar Booster Station.

Development Cost Charges Reserve Fund

thousands of dollars

	Opening Balance	Receipts	Interest	Transfers Out	Closing Balance	Reductions/Waivers*
Roads	\$ 13,354	\$ 2,366	\$ 340	\$ 2,727	\$ 13,333	\$ 37
Parks	3,375	1,201	13	6,197	(1,408)	42
Water	11,269	113	311	335	11,358	0
Wastewater	6,985	1,314	132	6,680	1,751	21
Drainage	3,446	0	92	1,940	1,598	0
	\$ 38,629	\$ 4,994	\$ 888	\$ 17,879	\$ 26,632	\$ 100

* Waivers are for affordable rental housing and are paid for through taxation.

Source: City of Kelowna Financial Services

FINANCIAL MANAGEMENT STRATEGIES

There are various strategies adopted by Council that guide the City of Kelowna in managing a vibrant and sustainable community. These strategies were updated in 2003 and are included in the City's ten-year plans.

Capital Pay-As-You-Go Strategy

Half of new construction taxation revenue each year is to be allocated to capital, increasing the percentage of capital to municipal taxation to a maximum of 30 per cent.

Civic Buildings Strategy

Buildings will be planned and constructed as required, subject to funding availability, with a focus on public-private partnerships in the development of these future civic buildings.

Debt Management Strategy

The existing strategy of using alternative funding for discretionary expenditures, capitalizing on debt reduction opportunities and using short term borrowing and agreements for sale has been maintained. Maximum debt servicing should not exceed five per cent of annual taxation demand.

Generation/Disposition of Surplus Strategy

One million dollars is to be allocated to reserves each year from annual surplus in order to mitigate the need for abnormal tax increases or incurring of new debt and to provide for capital expenditure opportunities which might otherwise require an alternative approval and/or referendum process.

Investment and Cash Strategy

The City will maintain sufficient short term liquid assets to enable it to meet its annual operating budget as required. Due to the uncertain nature of future expenses, the portfolio will focus on high quality, liquid securities.

Major Recreational Facilities Strategy

Major recreational/cultural facilities are budgeted with substantial emphasis on funding from private-public partnerships, public sector partnering and other contributions. Pay-as-you-go capital and reserve funding will be required to minimize long-term debt financing.

Park Acquisition Strategy

This plan provides for the parkland acquisition standard of 2.2 hectares per thousand of population and the acquisition of natural space by means other than cash outlay.

Parks Development Strategy

Parks development costs will be a function of the capital allocation deemed reasonable annually and are to be shared by the community rather than through increased development cost charge fees.

Pavement Management Strategy

Annual general revenue contributions are to increase from the baseline of \$1.9 million over the ten year program.

Storm Drainage Retrofit Strategy

Annual general revenue contribution of \$1.6 million is provided to fund storm drainage retrofits over the ten-year plan.

Waterfront Amenities Strategy

An annual allocation is provided for some waterfront land acquisitions but the emphasis is on private enterprise or community contributions to develop other amenities.

Top 10 Principal Corporate Taxpayers

2012

Legal Name	Type of Property
1 Orchard Park Shopping Centre	Shopping Mall
2 Delta Hotels No. 48 Holdings Ltd.	Hotel & Convention Centre
3 Inland Natural Gas Co Ltd.	Gas Utility
4 FortisBC Inc.	Electrical Utility
5 Mcintosh Properties Ltd.	Shopping Mall
6 4231 Investments Ltd.	Shopping Mall
7 Wal-Mart Canada Corp.	Shopping Mall
8 Victor Projects Ltd.	Developer
9 Dilworth Shopping Centre Ltd.	Shopping Mall
10 Tolko Industries Ltd.	Forest Products Industry

2011

Legal Name	Type Of Property
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8 Dilworth Shopping Centre Ltd.	Shopping Mall
9 Victor Projects Ltd.	Developer
10 Tolko Industries Ltd.	Forest Products Industry

PERMISSIVE TAX EXEMPTIONS

Art Gallery, Museum, Heritage, Cultural Purpose

Central Okanagan Heritage Society	\$9,288
Centre Culturel Français de l' Okanagan	\$2,538
City of Kelowna Library Society	\$81,918
Kelowna Art Gallery	\$66,047
Kelowna Museum	
The Okanagan Heritage Museum	\$5,255
Kelowna Museums Society (Laurel Packinghouse)	\$35,749
Kelowna Visual and Performing Arts Centre Society	\$69,183
Okanagan Military Museum Society	\$3,022
Roman Catholic Bishop of Nelson Pandosy Mission	\$1,745

Athletic or Service Club

Central Okanagan Land Trust	\$10,235
Central Okanagan Small Boat Association	\$22,372
East Kelowna Community Hall Association	\$1,725
Kelowna & District Boys & Girls Club	\$8,145
Kelowna & District Fish & Game Club	\$4,543
Kelowna Badminton Club	\$5,904
Kelowna Curling Club	\$27,788
Kelowna Lawn Bowling Club	\$6,823
Kelowna Major Men's' Fastball Association	\$15,684
Kelowna Minor Fastball Society	\$4,855
Kelowna Riding Club	\$4,107
Kelowna Yoga House Society	\$6,043
Nature Trust of BC	\$41,600
Okanagan Boys & Girls Clubs	\$62,270
Okanagan Gymnastic Centre	\$12,636
Okanagan Mission Community Hall Association	\$3,843
Rutland Park Society	\$17,757
Scouts Canada	\$9,518

Charitable or Philanthropic

Adult Integrated Mental Health Services Society	\$2,632
Alzheimer Society of BC	\$3,629
Arion Therapeutic Riding Association	\$4,487
BC Society for Prevention of Cruelty to Animals	\$7,135
BHF Building Healthy Families	\$1,472
Big Brothers Big Sisters of the Okanagan Society	\$3,958
Bridges to New Life Society	\$3,017
Canadian Mental Health Association	\$5,608
Central Okanagan Child Development Association	\$14,722
Central Okanagan Emergency Shelter Society	\$2,926
Columbus Holding Society	\$3,863
Father DeLestre Columbus Society	\$2,805
German - Canadian Harmonie Club	\$4,907
Howard-Fry Housing Society	\$1,565
John Howard Society of the Central and South Okanagan	\$1,617

Kalano Club of Kelowna	\$3,350
Kelowna & District S.H.A.R.E. Society	\$8,909
Kelowna & District Safety Council Society	\$2,734
Kelowna & District Society for Community Living	\$7,472
Kelowna Centre for Positive Living Society	\$1,444
Kelowna Child Care Society	\$2,775
Kelowna Community Food Bank Society	\$10,789

Kelowna Community Music Society	\$3,210
Kelowna Community Resources & Crisis	\$3,172
Kelowna Elks Lodge No 52	\$1,635
Kelowna Gospel Mission Society	\$12,109
Kelowna Italian Club	\$2,079
Kelowna Sr. Citizens Society of BC	\$4,910
Kelowna(#26) Royal Canadian Legion	\$2,310
KGH - Rutland Auxiliary Thrift Shop	\$6,741
Ki-Low-Na Friendship Society	\$19,681
MADAY Society for Seniors	\$2,898
National Society of Hope	\$3,064
New Opportunities for Women (NOW)	
Canada Society	\$23,523
Okanagan Halfway House Society Inc	\$5,058
Okanagan Mental Health Services Society	\$2,693
Reach Out Youth Counseling & Services Society	\$3,687
Resurrection Recovery Resource Society Inc.	\$5,913
Salvation Army Community Resource Centre	\$19,057
Society of Vincent De Paul of Central Okanagan	\$2,763
The Bridge Youth & Family Services Society	\$4,238
The Society of Housing Opportunities and Progressive Employment	\$1,624
Willow Park Mennonite Brethren Church	\$13,671

Housing Construction (Elderly Citizens) Act

Seventh Day Adventist Church	\$2,657
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Private Hospital Licensed Under Community Care Facility Act

Canadian Cancer Society	\$37,203
Crossroads Treatment Centre Society	\$11,969
Interior Health Authority	\$112,098

Public Worship-Church Hall

Kelowna Free Methodist Church	\$2,881
Christian Science Society of Kelowna	\$3,037
St. Michaels Anglican Church	\$5,713

Total value of municipal taxes exempted \$962,003



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REPORT FROM THE DIRECTOR FINANCIAL SERVICES

May 2013

The Mayor and Council
City of Kelowna

Your Worship and Members of Council

I am pleased to submit the City of Kelowna's 2012 Annual Financial Report for the year ended December 31, 2012, as required by Sections 98 and 167 of the Community Charter. The report includes the Auditor's report, the 2012 audited financial statements and supplementary information for the City of Kelowna.

The financial statements for the year ended December 31, 2012 were prepared by City staff in accordance with generally accepted accounting principles for local governments, as recommended by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants. Management is responsible for implementing and maintaining a system of internal controls to ensure that reliable financial statements and schedules are prepared and that these statements are consistent with other reporting requirements as part of the Financial Information Act. These statements were audited by Grant Thornton LLP and their responsibility was to express an opinion based on the results of the audit. The audit was planned and performed to obtain reasonable assurance as to whether the financial statements were free of material error or misstatement. The statements have been reviewed by the City's Audit Committee, whose responsibility is to ensure the financial statements are comprehensive, reliable and understandable.

The City strengthened its financial position in 2012 with accumulated surplus increasing by \$34 million to over \$1.67 billion. Revenues increased by \$15 million from 2011 mainly related to an increase in fees and charges (\$8.1 million) and in Development Cost Charge contributions (\$7.0 million). Expenditures at \$251.5 million are almost identical to 2011 however Electrical utility bulk power costs were higher and General Government costs lower than last year.



The General Fund ended the year with a \$2,049,000 surplus from operations which was 2.1 per cent of the 2012 taxation demand. The tax increase of 1.1 per cent provided for existing service levels for most departments and increased the protective services area. This reflects the core corporate values in the development of a safe, vibrant and sustainable city.

The Annual Report provides an opportunity to communicate with stakeholders and other report users on the City's 2012 financial performance along with related information on projects and financial strategies. Continuing to focus on current economic conditions with a long term strategic planning view will align the financial capacity with community service requirements.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "K. Grayston". The signature is fluid and cursive, written over a light-colored background.

Keith Grayston, CGA
Director, Financial Services



Grant Thornton LLP
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Kelowna, BC V1Y 2A8

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Independent Auditors' Report

To the Members of Council of the City of Kelowna

We have audited the accompanying consolidated financial statements of the City of Kelowna (the "City"), which comprise the consolidated statement of financial position as at December 31, 2012, and the consolidated statement of operations and accumulated surplus, consolidated statement of changes in net financial assets and consolidated statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's responsibility for the consolidated financial statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the City's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of the City of Kelowna as at December 31, 2012, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Kelowna, BC
May 7, 2013

Grant Thornton LLP
Chartered Accountants

Consolidated Statement of Financial Position

As at December 31, 2012 (in thousands of dollars)

	Actual 2012	Actual 2011
Financial Assets		
Cash and temporary investments (Note 3)	\$ 211,092	\$ 216,017
Accounts receivable (Note 3)	29,986	37,158
Accrued interest	463	412
Long term investments (Note 8)	6,000	6,000
Property held for resale	591	217
Other	24	35
	248,156	259,839
Financial Liabilities		
Accounts payable	42,201	44,886
Performance deposits	7,457	6,156
Deferred revenue (Note 3)	35,562	34,230
Deferred development cost charges (Note 3)	26,632	38,629
Long term debt	134,913	149,528
	246,765	273,429
Net Financial Assets (Liabilities)	1,391	(13,590)
Non-Financial Assets		
Prepaid expenses	1,449	1,506
Inventory	1,324	1,725
Work in progress (Note 4)	104,548	120,824
Tangible capital assets (Note 4)	1,566,769	1,531,444
	1,674,090	1,655,499
Accumulated Surplus (Note 5)	\$ 1,675,481	\$ 1,641,909

Contingent liabilities and Commitments (Notes 6 and 7)

See accompanying notes to the consolidated financial statements.



Keith Grayston, CGA
Director, Financial Services



Walter Gray
Mayor, City of Kelowna

Consolidated Statement of Operations and Accumulated Surplus

For the year ended December 31, 2012 (in thousands of dollars)

	<u>Budget 2012</u>	<u>Actual 2012</u>	<u>Actual 2011</u>
Revenue			
Taxation	\$ 110,560	\$ 110,493	\$ 107,662
Fees and charges	120,155	129,689	121,598
Interest earned	4,280	5,267	5,854
DCC contributions	17,480	17,879	10,918
Contribution from other governments	32,319	17,593	19,842
Other capital contributions	414	2,915	4,179
Gain on disposal of tangible capital assets	-	1,274	479
	<hr/> 285,208	<hr/> 285,110	<hr/> 270,532
Expenses			
General government services	22,079	17,140	19,882
Protective services	44,785	43,077	43,296
Transportation services	30,740	30,297	30,738
Recreational and cultural services	30,638	30,153	29,512
Other services	16,985	15,490	16,187
Airport operations	10,160	10,214	9,357
Electrical utility	23,818	24,403	22,234
Wastewater utility	9,400	8,450	8,557
Water utility	5,565	4,830	5,077
Amortization of tangible capital assets	-	57,329	56,348
Debt charges	10,431	10,155	10,125
	<hr/> 204,601	<hr/> 251,538	<hr/> 251,313
Excess of Revenue Over Expenses	<hr/> \$ 80,607	<hr/> 33,572	<hr/> 19,219
Accumulated Surplus, beginning of year		1,641,909	1,622,690
Accumulated Surplus, end of year		<hr/> \$ 1,675,481	<hr/> \$ 1,641,909

See accompanying notes to the consolidated financial statements.

Consolidated Statement of Changes in Net Financial Assets

For the year ended December 31, 2012 (in thousands of dollars)

	Budget 2012	Actual 2012	Actual 2011
Excess of Revenue Over Expenses	\$ 80,607	\$ 33,572	\$ 19,219
Amortization of tangible capital assets	-	57,329	56,348
Proceeds from disposal of tangible capital assets	-	2,509	3,102
Gain on disposal of tangible capital assets	-	(1,274)	(479)
Acquisition of tangible capital assets	(149,734)	(77,613)	(65,446)
Change in inventory and prepaid expenses	-	458	(997)
	(69,127)	14,981	11,747
Net Financial Assets (Liabilities), beginning of year	(13,590)	(13,590)	(25,337)
Net Financial Assets (Liabilities), end of year	\$ (82,717)	\$ 1,391	\$ (13,590)

See accompanying notes to the consolidated financial statements.

Consolidated Statement of Cash Flow

For the year ended December 31, 2012 (in thousands of dollars)

	Actual 2012	Actual 2011
Net cash inflow (outflow) related to the following activities		
Operating		
Excess of Revenue Over Expenses	\$ 33,572	\$ 19,219
Adjustment for non-cash items		
Amortization of tangible capital assets	57,329	56,348
Gain on disposal of tangible capital assets	(1,274)	(479)
Other capital contributions	(2,915)	(2,938)
Developer contributions of tangible capital assets	(5,317)	(4,001)
Decrease (increase) in non-cash financial assets		
Accounts receivable	7,172	6,195
Inventory and prepaid expenses	458	(997)
Other assets	(40)	(39)
Increase (decrease) in non-cash liabilities		
Accounts payable	(2,685)	3,380
Deferred development cost charges	(11,997)	(4,505)
Other liabilities	2,633	1,017
	76,936	73,200
Capital		
Acquisition of tangible capital assets	(72,670)	(61,662)
Proceeds from disposal of tangible capital assets	2,509	3,102
	(70,161)	(58,560)
Financing		
Issuance of long term debt	-	5,800
Repayment of long term debt	(11,700)	(12,183)
	(11,700)	(6,383)
Net increase (decrease) in cash and temporary investments	(4,925)	8,257
Cash and temporary investments, beginning of year	216,017	207,760
Cash and temporary investments, end of year	\$ 211,092	\$ 216,017
Supplemental cash flow information		
Interest paid	\$ 10,154	\$ 10,107
Non-cash capital activities		
Acquisition of tangible capital assets through developer contributions	\$ 5,317	\$ 4,001
Property held for resale transferred from tangible capital assets	\$ 591	\$ 217

See accompanying notes to the consolidated financial statements.

Notes to the Consolidated Financial Statements

December 31, 2012 (all tabular amounts reported in 000's of dollars)

The notes to the consolidated financial statements are an integral part of the statements. They explain the significant accounting and reporting policies and principles underlying these statements. They also provide relevant supplementary information and explanations which cannot be conveniently expressed in the consolidated financial statements.

1. SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements have been prepared in accordance with Canadian public sector accounting standards.

The following is a summary of the City's significant accounting policies:

Basis of presentation

The City of Kelowna's resources and operations are segregated into General, Airport, Electrical Utility, Wastewater Utility, Water Utility, Natural Gas Legacy, Development Cost Charges and Statutory Reserve Funds for accounting and financial reporting purposes. The consolidated financial statements include all the accounts of these funds. All material interfund transactions and balances have been eliminated within the consolidated financial statements.

The City of Kelowna Library Society is controlled by the City of Kelowna through its appointment of the members of the society. Accordingly, the consolidated financial statements include all the accounts of the society.

Accrual accounting

The accrual method for reporting revenues and expenses has been used.

Inventory

Inventory is valued at the lower of cost, determined principally on a weighted average and specific item basis, or replacement cost.

Work in progress

Work in progress represents capital projects under construction but not yet completed and are valued at cost.

Tangible capital assets

The City records tangible capital assets including assets held as work in progress or capital lease at cost, in the period they were acquired or when the asset is put into use.

All tangible capital assets are valued at cost which includes all costs directly attributable to acquisition, construction, development or betterment of the tangible capital asset.

Assets owned by the City but not paid for by the City including contributions, dedications, gifts and donations, are valued at fair value at the date of contribution, dedication, gift or donation, where fair value is reasonably determinable.

Amortization

The cost less residual value of the tangible capital assets is amortized on a straight-line basis over the useful lives of the asset as follows:

Asset Type	Useful Life Years
Parks infrastructure	
Playground equipment	15 - 20
Artificial turf field	10 - 12
Washrooms, concessions, picnic shelters	40 - 50
Outdoor pools, spray pools	50 - 60
Building structure	40 - 75
Building improvements	
Exterior envelope	30 - 40
HVAC systems	10 - 12
Roofs	15 - 20
Electrical/plumbing/fire	15 - 20
Site works-asphalt, water & sewer lines, etc	10 - 100
Machinery & equipment	
General equipment	7 - 10
Grounds equipment and machinery	10 - 15
Heavy construction equipment	5 - 10
Vehicles	
Cars and light trucks	5 - 10
Fire trucks	15 - 20
IT infrastructure	
Hardware	4 - 5
Software	5 - 10
Telephone system	7 - 10
Infrastructure (dependent upon component and material)	
Electrical	20 - 25
Water	10 - 100
Wastewater	10 - 100
Drainage	10 - 100
Transportation	10 - 100

One half of the annual amortization is charged in the year of acquisition and in the year of disposal. Land and Work in Progress are not amortized.

Contributions of Tangible Capital Assets

Tangible capital assets received as contributions are recorded at their fair market value. Contributions received in 2012 were \$5.3 million (2011 - \$4.0 million).

Intangible Assets

Intangible assets include works of art and historic assets located throughout the City. They are not reflected in these consolidated financial statements due to the subjectivity of their value.

Interest Capitalization

The City of Kelowna only capitalizes interest on projects being financed internally which will require debenture borrowing upon completion. Interest is calculated on monthly expenditures at the Royal Bank of Canada bank prime rate less 2%. Capitalized interest for 2012 was \$450 (2011 - \$83,000)

Municipal Finance Authority cash deposits and demand notes

The City issues the majority of its debt instruments through the Municipal Finance Authority. As a condition of these borrowings, a portion of the debenture proceeds is withheld by the Municipal Finance Authority as a debt reserve fund. The City also executes demand notes in connection with each debenture whereby the City may be required to loan certain amounts to the Municipal Finance Authority. These demand notes are contingent in nature. The Debt Reserve and Demand Note balances are as follows:

	2012	2011
Cash Deposits held by MFA	\$ 2,642	\$ 2,574
Demand Notes held by MFA	8,019	8,039
	<u>\$ 10,661</u>	<u>\$ 10,613</u>

Reserves for future expenditures

Reserves for future expenditures are non-statutory reserves which represent an appropriation of surplus for specific purposes. Transfers to reserves for future expenditures include funds to finance incomplete projects and accumulations for specific purposes.

Statutory reserve funds

The use of these funds is restricted by the Community Charter and associated Municipal Bylaws. Statutory reserve funds are funded 100% by cash and temporary investments.

Revenue recognition

Taxation revenue

Annual levies for non-optional municipal services and general administrative services are recorded as taxes for municipal purposes. Levies imposed by other taxing authorities are not included as taxes for municipal purposes. Taxes are recognized as revenue in the year they are levied.

Through the BC Assessment appeal process taxes may be adjusted by way of supplementary roll adjustments. The affects of these adjustments on taxes are recognized at the time they are awarded.

Fees and charges revenue

Charges for transportation, environmental health, building permits, electrical, water, wastewater, natural gas and airport are included in this category. These revenues are recorded on the accrual basis and recognized as earned which is usually when services are provided or facilities are utilized.

DCC contributions

DCCs are recognized as revenue during the period in which the related costs are incurred.

Government transfers

Government transfers are recognized as revenue in the period that the transfer is authorized, eligibility criteria, if any, have been met by the City, and a reasonable estimate of the amount to be received can be made.

Investment income

The City's investments are disclosed in Note 3.

Investment income is recorded on the accrual basis and recognized when earned.

A portion of the City's investments are invested in pooled funds of the Municipal Finance Authority of British Columbia. Earnings on these funds are allocated to the members from time to time based on the market value of the pool. The City recognizes only its share of the realized earnings of the pool. This revenue is recorded as investment income and the amount is added to the cost of the units held.

To the extent that investments have no stated rate of return, investment income is recognized as it is received.

Expenses

Expenses are recorded in the period in which the goods or services are acquired and a liability is incurred.

Use of estimates

Management has made estimates and assumptions that affect the amounts reported in preparing these financial statements. Actual results could differ from the estimates. Significant areas requiring the use of management estimates relate to the determination of tangible capital assets estimated useful life and related amortization, landfill post closure costs and settlement costs associated with outstanding legal actions.

2. FUTURE ACCOUNTING CHANGES

PS 3410 – Government transfers

This section replaces the existing Section PS 3410 Government transfers. This section establishes standards for recognition, presentation and disclosure for government transfers to individuals, organizations and other governments from both a transferring government and a recipient government perspective. This section applies to fiscal years beginning on or after April 1, 2012, with early adoption permitted.

PS 3260 – Liability for contaminated sites

This section establishes the recognition, measurement and disclosure requirements for reporting liabilities associated with remediation of contaminated sites. The section does not deal with tangible capital asset retirement obligations, liabilities associated with the disposal or sale of a tangible capital asset and acquisition/betterment costs for tangible capital assets that are less than the future economic benefits. This section applies to fiscal years beginning on or after April 1, 2014, with early adoption permitted.

PS 3450 – Financial instruments

This section establishes standards for recognizing and measuring financial assets, financial liabilities and non-financial derivatives. This section applies to fiscal years beginning on or after April 1, 2015, with early adoption permitted.

PS 2601 – Foreign currency translation

This section revises and replaces the existing Section PS 2600 Foreign currency translation. This section applies to fiscal years beginning on or after April 1, 2015, with early adoption permitted.

PS 1201 – Financial statement presentation

This section revises and replaces the existing Section PS 1200 Financial statement presentation. This section applies to fiscal years beginning on or after April 1, 2015, with early adoption permitted.

3. FINANCIAL ASSETS AND LIABILITIES

Cash and temporary investments

Cash and temporary investments are recorded at cost and are comprised of the following:

Type of Investment	2012	2011
Cash	\$ 18,482	\$ 32,382
Municipal Finance Authority bond/intermediate funds	32,082	42,055
Provincial and bank issued accrual notes and debentures	120,436	111,425
Guaranteed investment certificates and deposit notes	40,092	30,155
Total cash and temporary investments	\$ 211,092	\$ 216,017

The temporary investments held are readily convertible to cash and are therefore included in Cash and temporary investments.

Accounts receivable

Accounts receivable are recorded net of allowance and are comprised of the following:

Type of Receivable	2012	2011
Property Tax	\$ 6,487	\$ 6,541
Trade Receivables	11,722	16,228
Due from Federal Government	2,261	2,606
Due from Provincial Government	1,241	2,167
Due from Regional Government	56	87
Utilities	6,986	7,099
Deferred Development Cost Charges	1,233	2,430
Total Accounts Receivable	\$ 29,986	\$ 37,158

Operating line of credit

The City has an operating line of credit with the Royal Bank of Canada for an authorized amount of \$5.0 million, bearing interest at bank prime rate. At December 31, 2012 the balance outstanding was \$nil (2011 - \$nil).

Deferred revenue

The City records deferred revenue for funds received in advance on services not yet rendered and is recognized into revenue during the period in which the service is provided. The City also records deferred revenue when a contract specifies how the resources are to be used and therefore funds received in advance are deferred until the period in which the requirements are met. Because these funds are restricted in nature they are shown as a liability.

Deferred Revenue by Type	2012	2011
Tax prepayments	\$ 15,254	\$ 14,516
Construction	13,055	12,426
Local Service Areas	3,778	3,785
Other	2,597	2,621
Grants	878	882
	<u>\$ 35,562</u>	<u>\$ 34,230</u>

Deferred Development Cost Charges (DCC)

The City collects development cost charges (DCC) to pay for a proportionate share of infrastructure related to new growth. In accordance with the Local Government Act, these funds must be deposited into a separate reserve fund. Because these funds are restricted in nature they are shown as a liability.

Deferred DCC by Type	2012	2011	Deferred DCC	2012	2011
Roads	\$ 13,333	\$ 13,354	Balance, beginning of year	\$ 38,629	\$ 43,134
Parks	(1,408)	3,575	Return on investments	888	1,320
Drainage	1,598	3,446	DCC collected in the year	4,994	5,093
Wastewater	1,751	6,985		<u>5,882</u>	<u>6,413</u>
Water	11,358	11,269	DCC contributions recognized as revenue	(17,879)	(10,918)
Total Deferred DCC	<u>\$ 26,632</u>	<u>\$ 38,629</u>	Balance, end of year	<u>\$ 26,632</u>	<u>\$ 38,629</u>

Debt as a percentage of total expenditures	2012	2011	2010	2009	2008
	53.64%	59.50%	64.66%	68.61%	60.77%

Other Payable

The BC Ministry of Transportation has agreed to allow the City to repay its share of the infrastructure for the Highway 33 reconstruction project over a 3 year term. The City repaid \$3.0 million in 2011, \$3.0 million in 2012 and an estimate of \$2.9 million remains to be paid in 2013. This payable does not bear interest.

The City has a long term payable of \$1.5 million (2011 – \$3.0 million) with Risso Estates Ltd. The remaining obligation of \$1.5 million will be paid in 2013. The long term payable bears interest at Royal Bank prime rate, is secured by specific park land and is paid annually.

Long term debt

Debtenture debt principal is reported net of sinking fund balances. Interest rates on long term debt ranged from 3.15% to 10.07%. The weighted average rate for 2012 was 4.73% (2011 – 4.69%). Principal repayments for the next five years are as follows:

	2013	2014	2015	2016	2017
General Fund	\$ 2,531	\$ 2,531	\$ 2,514	\$ 2,514	\$ 2,494
Airport Fund	1,333	1,333	1,333	1,333	1,333
Wastewater Fund	4,604	4,604	4,197	4,157	4,157
Water Fund	333	333	333	333	333
Natural Gas Legacy Fund	1,699	1,699	1,699	1,699	1,699
Library Society	386	422	460	502	179
	<u>\$ 10,886</u>	<u>\$ 10,922</u>	<u>\$ 10,536</u>	<u>\$ 10,538</u>	<u>\$ 10,195</u>

4. TANGIBLE CAPITAL ASSETS AND WORK IN PROGRESS

	2012 Work in Progress	2012 Tangible Capital Assets (NBV)	2011 Work In Progress	2011 Tangible Capital Assets (NBV)
Land	\$ 90	\$ 180,139	\$ 99	\$ 158,786
Land Improvements	4,073	30,931	1,806	31,690
Buildings	11,127	167,827	12,217	163,258
Infrastructure	85,124	1,110,295	104,983	1,097,997
Machinery and Equipment	4,134	39,978	1,719	40,514
Natural Gas System (Capital Lease)	-	37,599	-	39,199
	\$ 104,548	\$ 1,566,769	\$ 120,824	\$ 1,531,444

Schedule 1 provides a break down of tangible capital assets and work in progress by function showing the cost, accumulated amortization and net book value of the tangible capital assets.

5. ACCUMULATED SURPLUS

	Reserves for Future Expenditures	Statutory Reserves	Fund Surpluses	Investment in Tangible Capital Assets	Total 2012	Total 2011
Accumulated surplus, beginning of year	\$ 76,080	\$ 47,950	\$ 22,720	\$ 1,495,159	\$ 1,641,909	\$ 1,622,690
Excess of revenue over expenses	98	1,582	66,249	(34,357)	33,572	19,219
Transfers	(2,004)	(9,660)	11,664	-	-	-
Acquisition of tangible capital assets	-	-	(60,833)	60,833	-	-
Repayment of long term debt	-	-	(11,700)	11,700	-	-
Accumulated surplus, end of year	\$ 74,174	\$ 39,872	\$ 28,100	\$ 1,533,335	\$ 1,675,481	\$ 1,641,909

Accumulated Surplus detail as follows:

	Balances, Beginning of Year	Transfer From	Transfer To	Interest and other	Balances, End of Year
Non-Statutory Reserves					
General Fund Reserve	\$ 37,364	\$ 10,572	\$ 15,481	\$ (164)	\$ 42,109
Airport Fund Reserve	21,279	17,941	10,608	185	14,131
Electrical Fund Reserve	3,523	1,659	1,299	13	3,176
Waste Water Fund Reserve	8,504	1,379	170	18	7,313
Water Fund Reserve	5,410	462	2,451	46	7,445
	76,080	32,013	30,009	98	74,174
Statutory Reserves					
Parking Reserve	1,378	552	723	39	1,588
Land Reserve	9,477	3,683	2,551	263	8,608
Capital Works, Machinery & Equip Reserve	37,095	19,668	10,969	1,280	29,676
	47,950	23,903	14,243	1,582	39,872
Surplus by Fund					
General Fund Surplus	1,699	71,212	32,874	38,402	1,763
Airport Fund Surplus	271	10,875	1,333	9,542	271
Electrical Fund Surplus	4,003	4,507	623	4,507	4,626
Waste Water Fund Surplus	10,345	15,039	8,792	10,006	14,104
Water Fund Surplus	1,490	1,968	1,186	1,547	2,255
Natural Gas Legacy Surplus	4,746	3,614	1,892	1,891	4,915
Library Surplus	166	708	354	354	166
Accumulated Surplus	22,720	107,923	47,054	66,249	28,100
Investment in Non Financial Assets					
Investment in Tangible Capital Assets	1,495,159	49,026	121,559	(34,357)	1,533,335
Accumulated Surplus	\$ 1,641,909	\$ 212,865	\$ 212,865	\$ 33,572	\$ 1,675,481

6. Contingent Liabilities**Regional District of Central Okanagan**

Regional District debt is, under the provisions of the Local Government Act, a direct, joint and several liability of the District and each member municipality within the District including the City of Kelowna.

The loan agreements with the Regional District of Central Okanagan and the Municipal Finance Authority provide that if at any time the scheduled payments provided for in the agreements are not sufficient to meet the Authority's obligation with respect to such borrowing, the resulting deficiency becomes a liability of the member municipalities

Pension liability

The City and its employees contribute to the Municipal Pension Plan (the Plan), a jointly trusteed pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer

contributory pension plan. Basic pension benefits provided are based on a formula. The Plan has about 176,000 active members and approximately 67,000 retired members. Active members include approximately 35,000 contributors from local governments.

The most recent valuation as at December 31, 2009 indicated a \$1.024 billion funding deficit for basic pension benefits. The next valuation will be as at December 31, 2012 with results available in 2013. Defined contribution plan accounting is applied to the Plan as the Plan exposes the participating entities to actuarial risks associated with the current and former employees of other entities, with the result that there is no consistent and reliable basis for allocating the obligation, Plan assets and cost to individual entities participating in the Plan.

The City of Kelowna paid \$5.3 million (2011 - \$4.7 million) for employer contributions while employee contributions were \$4.4 million (2011 - \$3.9 million) to the plan in fiscal 2012.

Post employment benefits

The City of Kelowna does not accrue expenses for post employment benefits such as retirement allowances or compensated absences (sick leave). City employees retiring do not receive any retirement allowance that either vests or accrues over the period of employment. Sick benefits do not accrue and are not vested. The City recognizes the expense for sick time when the event obligates the City to pay.

Legal actions

The City of Kelowna is currently engaged in certain legal actions, the outcome of which is not determinable at this time. Accordingly, no provision has been made in the accounts for these actions.

The amount of loss, if any, arising from these contingent liabilities will be recorded in the accounts in the period in which the loss is realized. The City of Kelowna has insurance policies and financial reserves to offset associated risks.

Royal Canadian Mounted Police Contract

The City of Kelowna does not accrue expenses for banked time earned by RCMP members during their term of service as under the terms of the contract the City is only billed for actual costs. The City recognizes the expense for banked time when the event obligates the City to pay.

The Federal Government and the Royal Canadian Mounted Police are currently disputing a retroactive wage increase to the members dating back to 2009. While the outcome of the dispute is unknown at this time, under the terms of the contract the City of Kelowna may be required to pay the retroactive increase, estimated to be approximately \$1.0 million, to the members should the ruling be upheld. The City will recognize the expense for any retroactive wages it is obligated to pay when the dispute is resolved.

7. COMMITMENTS

Agreements, contracts and purchase orders

The City has entered into various agreements and contracts for services and construction with periods ranging from one to five years.

The City has purchase orders open as at December 31, 2012 which have not been recorded in the accounts. Due to the reporting capabilities in the Agresso financial system the balance of these open purchase orders are not determinable at this time. The funding for the majority of these obligations has been set aside in reserves for future expenditures. These amounts will be recorded in the accounts in the period the goods and services, to which they relate, are received.

Landfill closure and post closure costs

As recommended by PSAB and regulated by the Ministry of Water, Land and Air Protection, the City has agreed to

obligations regarding the operation of the landfill site. These obligations include recognition of closure and post-closure liability. The City's estimated liability for these expenditures is recognized as the landfill site's capacity is used. The reported liability of \$3.5 million (2011 - \$3.5 million) represents the portion of the estimated total expenditure recognized as at December 31, 2012. The liability and annual expenditure is calculated based on the ratio of current usage to the total capacity of the site and the discounted estimated future cash flows associated with closure and post closure activities.

The reported liability is based on estimates and assumptions with respect to events extending over the remaining life of the landfill. The remaining capacity of the landfill site is estimated at 17.6 million tonnes, which is 92.5% of the site's total capacity. The future cash flows for closure and post-closure cost is estimated at \$11.9 million as at December 31, 2012. The landfill site is expected to reach its capacity in 2075.

Kelowna Family Y Centre loan guarantee agreement

The City has, under the terms of the partnering agreement between the City of Kelowna and YMCA-YWCA of Central Okanagan, guaranteed repayment in the event that the YMCA-YWCA of Central Okanagan defaults on a \$1.8 million, 20 year loan. Under the agreement the City shall resume operation of the facility and assume responsibility for the repayment of the debt incurred by the YMCA-YWCA of Central Okanagan. During 2012 an amendment was made to the agreement for additional financing of \$700,000. As at December 31, 2012 the outstanding loan balance was \$1,380,522 (2011 - \$ 768,750).

Multi-Purpose Facility Public/Private Partnership

The City has, under the terms of the Preferred Share Agreement between the City of Kelowna and RG Properties Ltd., purchased 6.0 million of preferred shares in RG Arenas (Kelowna) Ltd. at a cost of \$1 per share. The terms and conditions of the purchase are subject to the terms of a Tripartite Agreement between the City of Kelowna, Royal Bank of Canada and RG Arenas (Kelowna) Ltd., RG Properties Ltd., Prospero Canadian Land Investment Fund Ltd. group of companies.

The City has, under the terms of the above noted Tripartite Agreement, committed to the annual purchase of community use time at the Multi-Purpose facility, commencing with substantial completion, on November 10, 1999 under the following terms:

- (i) \$1.3 million per annum for Years 1 to 3 comprised of a payment of \$1.1 million, which for Years 2 and 3 is subject to a minimum CPI increase of 1% per annum and a maximum average CPI increase of 5% per annum, plus an annual payment of \$150,000 without any adjustment for CPI;
- (ii) \$1.2 million per annum for Years 4 to 7, subject to

- a minimum CPI increase of 1% per annum and a maximum average CPI increase of 5% per annum;
- (iii) \$1.2 million per annum for Years 8 to 10, subject to a minimum CPI increase of 1% per annum and a maximum average CPI increase of 5% per annum, minus \$150,000 per annum;
 - (iv) \$1.0 million per annum for Years 11 to 20, subject to a minimum CPI increase of 1% per annum and a maximum average CPI increase of 5% per annum; and
 - (v) \$0.5 million per annum for Years 21 to 30, subject to a minimum CPI increase of 1% per annum and a maximum average CPI increase of 5% per annum.

The year 2012 represented year 13 of the agreement.

Should the City not exercise, in its sole discretion, its option to renew any future term for community use time in the Multi-Purpose facility, under the above terms it shall be required to make a lump sum payment to RG Arenas (Kelowna) Ltd. on or before the 15th day of one of year 6, 11, 16, 21 or 26 commencing with the year of substantial completion in the following amounts:

2005	Year 6	\$13.2 million
2010	Year 11	\$11.9 million
2015	Year 16	\$10.4 million
2020	Year 21	\$6.7 million
2025	Year 26	\$4.5 million

Upon such payment, no further amounts will be payable to RG Arenas (Kelowna) Ltd. and the City will have the right to the community use time for the period from the beginning of the year in which the payment was made until November 9, 2029 without any additional payment. The City did exercise its option to renew the purchase of community use time under the above annual payments terms and accordingly did not make either of the lump sum payment of \$13.2 or \$11.9 million otherwise due to RG Arenas (Kelowna) Ltd. in years 6 or 11.

Royal Canadian Mounted Police Services

The Province of British Columbia and the Federal Government have an agreement with the Royal Canadian Mounted Police to provide police services for various municipalities in the Province. This agreement has a 20 year term expiring on March 31, 2032.

8. LONG-TERM INVESTMENTS

Kelowna Developments Ltd.

The investment in Kelowna Developments Ltd., a wholly owned subsidiary, is carried at its cost of \$2. The company is inactive with no assets or liabilities and is being retained for potential future use.

RG Arenas (Kelowna) Ltd.

The investment in preferred shares in RG Arenas (Kelowna) Ltd. is carried at its cost of \$6.0 million.

The shares were purchased under the terms of the Preferred Share Agreement between the City of Kelowna and RG Properties Ltd. and are to be retained until 2028 per the terms of that agreement described in Note 7.

9. LETTERS OF CREDIT

In addition to the performance deposits reflected in cash balances, the City is holding irrevocable Letters of Credit in the amount of \$22.9 million (2011 - \$22.8 million) which were received from depositors to ensure their performance of works to be undertaken within the City. These amounts are not reflected in the financial statements but are available to satisfy any liabilities arising from non-performance by the depositors. Included in the \$22.9 million, the City is holding irrevocable Letters of Credit in the amount of \$1.2 million (2011 - \$2.4 million) which are received from developers to ensure payment of development cost charges in future years.

10. CAPITAL LEASE PAYABLE

The City has entered into an agreement with FortisBC Energy Inc. ("Fortis") that has resulted in the creation of the Natural Gas Legacy Fund.

Capital lease

Under the terms of the agreement the City entered into a 35 year capital lease with Fortis on November 1, 2001 for the natural gas distribution system within the City's municipal boundary. The City has prepaid \$47.5 million of the capital lease obligation and has financed the prepayment through debenture debt. The remaining obligation of \$2.3 million, which is included in long term debt, will be paid with annual lease payments of \$260,870 including interest based on Fortis approved pre-tax weighted average cost of capital of 10.072%.

Operating lease

The City also entered into a 17 year operating lease with Fortis on November 1, 2001 whereby the City leases back to Fortis the operations of the gas distribution system. Under the operating lease Fortis is required to make annual lease payments to the City calculated by a formula specified in the agreement which is based on the total annual revenue generated by the transaction. At the end of the 17 year term Fortis has the option of making a termination payment to the City equal to the unamortized portion of the City's \$47.5 million prepayment under the capital lease, which is estimated to be \$27.0 million, or negotiate a new 18 year operating lease with a continuation of the annual lease payments which existed under the previous 17 year operating lease.

Annual lease revenues for the past five years are:

2008	\$5.1 million
2009	\$4.9 million
2010	\$5.0 million
2011	\$4.8 million
2012	\$4.6 million

11. CITY OF KELOWNA LIBRARY SOCIETY

In March 1997, the City transferred the Library building and land located on Ellis Street in the City of Kelowna and the related mortgage loan to the City of Kelowna Library Society, a non-profit society. The City has guaranteed the repayment of the mortgage. As at December 31, 2012 the mortgage balance was \$1.9 million (2011 - \$2.3 million). The City has taken back an option to purchase these assets at a nominal value. The Society's financial information is included in with the City of Kelowna consolidated financial statements.

12. TRUST FUNDS

In accordance with PSAB recommendations for local governments, trust funds are not included in the City's consolidated financial statements. The City administers a Cemetery Maintenance Fund for the perpetual care and maintenance of the City owned and operated cemetery. As at December 31, 2012 the Trust Fund balance is \$2.1 million (2011 - \$2.0million).

13. SEGMENTED INFORMATION

The City of Kelowna is connecting communities and providing a multitude of services to the citizens of Kelowna. The City's operations and activities are organized and reported by funds and departments. The General Fund reports on operations, funded primarily by property taxes, which include services provided by the City such as general government, protective services, transportation services, recreation and cultural services, as well as public health, and environmental and development services. The City also operates its own airport and City utilities comprised of the electrical, wastewater and water systems that are self-sustaining operations. Operating results reported by the following segments are included in Schedule 2.

General Government

General Government operations are primarily funded by property taxation and business tax revenues. The expenses within the department are for executive and legislative costs, general administration, and other general government areas such as community service grants and rental property operating costs within the municipality. The general revenue reported under the department includes revenues associated with taxation, business tax revenues and senior government payments in lieu of taxes. These revenues have not been apportioned to other departments supported by the General Fund.

Protective Services

Protective services are comprised of police services provided by the Royal Canadian Mounted Police and municipal administration, fire protection services, building inspection services and bylaw enforcement as well as the Provincial Emergency Program.

Police services include administration, crime investigation and prevention, traffic, prisoner custody and court liaison expenses.

The fire department is responsible for effective fire protection and public safety services to the City. This includes fire suppression and rescue, prevention and investigation, specialty rescue/first medical responses and fire safety inspections.

Costs for maintenance and repair of police and fire buildings are included in this section.

Transportation Services

Transportation services are responsible for the delivery of municipal public works services related to the planning, development and maintenance of streets and roads, bridges, drainage systems, street lights, traffic lights and signals, parking lots and on-street parking, and public transit as well as maintenance of workshops, yards and other buildings. The mandate is to provide a safe, efficient, environmentally-sensitive and cost-effective transportation network.

Recreation & Cultural Services

Recreation & cultural services provide services related to recreation, leisure and culture including administration and program costs as well as grounds and building maintenance. Facilities managed within this area include parks and playgrounds, arenas, swimming pools, beaches, boat launches, stadiums as well as community and seniors centers. The H2O Adventure & Fitness Centre, Parkinson Recreation Centre, Kelowna Community Theatre, Kelowna Museum, Kelowna Art Gallery and the Rotary Centre for the Arts are some of the larger facilities included.

Other Services

(Public Health/Environmental/Development Services)

Public health services are comprised of cemetery operations and maintenance, environmental and development services including community planning and zoning as well as landfill operations.

Airport Services

The Airport, owned and operated by the City of Kelowna, provides quality airport services in a safe and cost effective manner in compliance with Federal regulations. The Airport is accounted for in its own fund.

Electrical Services

The Electrical Division oversees the delivery of reliable and safe electricity within the City's electrical utility boundary. FortisBC supplies power to the electric utility. FortisBC provides all network operations for the distribution system including maintenance, capital project planning, management and construction and electric meter management. The Electrical Utility is accounted for in its own fund.

Wastewater Services

Kelowna's sanitary sewer system collects, conveys, treats and disposes of domestic wastewater (derived from the home) and industrial wastewater (resulting from business use, manufacturing and processing). The system currently services approximately 70% of Kelowna's population and continues to be extended to unserved areas. Kelowna's wastewater system has a treatment capacity of 72 million liters per day. Wastewater Utility is accounted for in its own fund.

Water Services

The Water Utility is responsible for planning, designing, building, operating and maintaining the City's Water Utility and is one of five water suppliers operating within Kelowna's boundaries. The Water Utility is accounted for in its own fund.

Natural Gas Legacy Services

Natural Gas Legacy Fund was created from an agreement with FortisBC Energy Inc. for a 35 year capital lease for the natural gas distribution system within the City's municipal boundary and a 17 year operating lease whereby the City leases back to FortisBC Energy Inc. the operations of the gas distribution system. The Natural Gas Legacy Fund is accounted for in its own fund.

Library Services

The City of Kelowna Library Society is a non-profit society instituted and controlled by the City of Kelowna. The Society was incorporated for the purpose of establishing, operating, and maintaining libraries and library services for the benefit of the City of Kelowna and its citizens. Financial statements for the Society are prepared separately and are consolidated with the City of Kelowna.

Statutory Reserves

Statutory Reserves include funds for parking, land and capital works, machinery and equipment.

14. EXPENSES BY OBJECT

Total consolidated expenses by object are itemized in Schedule 2 – Segmented information.

15. BUDGET DATA

The budget figures are from the Annual Five-Year Financial Plan Bylaw adopted before May 15 of each year. Subsequent amendments have been made by Council to reflect changes in the budget as required by law. Amortization of tangible capital assets was not included in the budget. The table below shows the reconciliation between the approved budget and the budget presented in these consolidated financial statements.

Budget Amount

Revenue	
Operating budget	\$ 249,229
Capital budget	35,979
	<u>285,208</u>
Expenses	
Operating budget	204,601
Capital budget	149,734
	<u>354,335</u>
Annual deficit per approved budget	<u>(69,127)</u>
Tangible capital asset purchases	149,734
Annual surplus per statement of operations	<u>\$ 80,607</u>

16. COMPARATIVE FIGURES

The comparative revenues and expenses have been restated to reflect the netting of internal changes in the amount of \$9.5 million. There was no impact on the excess of revenue over expense, accumulated surpluses or statement of financial position.

17. SUBSEQUENT EVENT

The City of Kelowna's electrical utility was transferred to FortisBC with the completed purchase of the City's electrical assets on March 29, 2013 for proceeds of \$55,000,000. The sale follows the successful completion of a public approval process by both the B.C. Utilities Commission and the City's alternative approval process.

Schedule 1 - Tangible Capital Assets

For the Year Ended December 31, 2012 (in thousands of dollars)

	Machinery & Equipment							
	Land	Land Improvements	Buildings	Vehicles	Other Machinery & Equipment	Computer	Misc	Subtotal Machinery & Equipment
Cost								
Balance, beginning of year	\$ 158,786	\$ 54,138	\$ 257,596	\$ 23,827	\$ 44,085	\$ 12,166	\$ 3,769	\$ 83,847
Add: additions during the year	22,938	1,385	13,029	3,769	1,031	635	28	5,463
Less: capital held for resale	(591)	-	-	-	-	-	-	-
Less: disposals during the year	(994)	-	(94)	(902)	-	-	-	(902)
Balance, end of year	180,139	55,523	270,531	26,694	45,116	12,801	3,797	88,408
Accumulated amortization								
Balance, beginning of year	-	22,448	94,338	10,811	23,890	7,838	794	43,333
Add: amortization	-	2,144	8,423	1,888	2,641	1,039	227	5,795
Less: accumulated amortization on disposals	-	-	(57)	(698)	-	-	-	(698)
Balance, end of year	-	24,592	102,704	12,001	26,531	8,877	1,021	48,430
Net book value of tangible capital assets	\$ 180,139	\$ 30,931	\$ 167,827	\$ 14,693	\$ 18,585	\$ 3,924	\$ 2,776	\$ 39,978
Work in progress	\$ 90	\$ 4,073	\$ 11,127	\$ -	\$ 1,218	\$ 661	\$ 2,255	\$ 4,134

Infrastructure

Plant & Facilities	Roads, Lanes Sidewalks & Bike Paths	Bridges Tunnels & Overpasses	Underground, Overhead & Other Networks	Airport Infrastructure	Subtotal Infrastructure	Natural Gas Capital Lease	Total 2012	Total 2011
\$ 98,485	\$ 443,981	\$ 28,643	\$ 1,051,584	\$ 31,513	\$ 1,654,206	\$ 55,609	\$ 2,264,182	\$ 2,184,932
12,060	31,938	963	6,370	334	51,665	-	94,480	82,820
-	-	-	-	-	-	-	(591)	(218)
-	-	-	-	-	-	-	(1,990)	(3,352)
110,545	475,919	29,606	1,057,954	31,847	1,705,871	55,609	2,356,081	2,264,182
39,861	179,824	5,830	314,442	16,252	556,209	16,410	732,738	677,119
3,289	17,308	410	16,847	1,513	39,367	1,600	57,329	56,348
-	-	-	-	-	-	-	(755)	(729)
43,150	197,132	6,240	331,289	17,765	595,576	18,010	789,312	732,738
\$ 67,395	\$ 278,787	\$ 23,366	\$ 726,665	\$ 14,082	\$ 1,110,295	\$ 37,599	\$ 1,566,769	\$ 1,531,444
\$ 59,879	\$ 4,863	\$ 559	\$ 9,226	\$ 10,597	\$ 85,124	\$ -	104,548	120,824
							\$ 1,671,317	\$ 1,652,268

Schedule 2 - Segmented Information

For the Year Ended December 31, 2012 (in thousands of dollars)

	General Gov't	Protective Services	Transportation Services	Recreation & Cultural Services	Other Services	Airport Services
Revenue						
Taxation	\$ 107,235	\$ -	\$ 109	\$ -	\$ -	\$ -
Fees and charges	26,715	430	7,249	4,260	11,266	20,099
Interest earned	3,198	-	-	-	-	197
DCC contribution	-	-	2,728	6,196	1,940	-
Contribution from other governments	3,670	3,688	8,603	169	102	1,063
Other capital contributions	499	-	-	-	-	166
Gain on disposal of tangible capital assets	1,274	-	-	-	-	-
	142,591	4,118	18,689	10,625	13,308	21,525
Expenses						
Salaries and benefits	13,701	21,398	8,034	9,511	4,738	3,483
Contract and professional services	3,320	1,730	20,403	7,490	7,018	594
RCMP contract	-	19,725	-	-	-	369
Materials and supplies	4,913	1,076	176	9,402	1,036	4,622
Equipment	186	317	2,207	1,421	1,561	6
Allocations	(4,707)	-	(313)	(118)	(670)	965
Cost recoveries	(782)	(1,600)	(547)	(459)	(271)	(515)
Grants and external transfers	363	91	31	1,067	1,702	-
Utilities	101	237	292	1,281	80	524
Amortization of tangible capital assets	1,483	927	25,142	8,238	1,367	4,257
Total before debt	18,578	43,901	56,062	37,833	16,561	14,305
Debt interest and fiscal services	2,798	-	-	-	-	744
Total operating expenses	21,376	43,901	56,062	37,833	16,561	15,049
Excess (deficiency) revenue over expenses	\$ 121,215	\$ (39,783)	\$ (37,373)	\$ (27,208)	\$ (3,253)	\$ 6,476

Electrical Services	Wastewater Services	Water Services	Natural Gas Legacy Services	Library Services	Statutory Reserves	2012
\$ -	\$ 1,748	\$ 1,401	\$ -	\$ -	\$ -	\$ 110,493
31,020	14,190	8,641	4,805	782	232	129,689
125	309	87	-	-	1,351	5,267
-	6,680	335	-	-	-	17,879
-	298	-	-	-	-	17,593
-	759	55	1,436	-	-	2,915
-	-	-	-	-	-	1,274
31,145	23,984	10,519	6,241	782	1,583	285,110
131	2,815	1,852	-	15	-	65,678
2,120	567	518	-	141	-	43,901
-	-	-	-	-	-	20,094
22,714	577	732	-	26	-	45,274
-	590	365	-	-	-	6,653
1,529	2,657	681	20	-	-	44
3	(252)	(76)	-	(7)	-	(4,506)
-	-	-	-	-	-	3,254
-	127	363	-	20	-	3,662
1,175	8,487	4,491	1,600	162	-	57,329
27,672	15,568	8,926	1,620	357	-	241,383
-	3,040	493	2,894	186	-	10,155
27,672	18,608	9,419	4,514	543	-	251,538
\$ 3,473	\$ 5,376	\$ 1,100	\$ 1,727	\$ 239	\$ 1,583	\$ 33,572

Schedule 2 - Segmented Information

For the Year Ended December 31, 2011 (in thousands of dollars)

	General Gov't	Protective Services	Transportation Services	Recreation & Cultural Services	Other Services	Airport Services
Revenue						
Taxation	\$ 104,152	\$ -	\$ 149	\$ -	\$ -	\$ -
Fees and charges	23,003	378	5,334	4,294	13,443	18,787
Interest earned	3,818	-	-	-	-	236
DCC contribution	-	-	5,876	2,924	7	-
Contribution from other governments	6,575	3,596	7,219	266	1,347	409
Other capital contributions	1,555	-	-	-	-	108
Gain on disposal of tangible capital assets	754	-	(110)	(164)	-	(1)
	139,857	3,974	18,468	7,320	14,797	19,539
Expenses						
Salaries and benefits	14,283	21,027	7,986	8,659	5,123	3,179
Contract and professional services	3,852	1,706	19,356	7,485	7,031	449
RCMP contract	-	20,060	-	-	-	357
Materials and supplies	5,020	1,018	1,093	8,825	962	4,147
Equipment	235	328	2,362	1,425	1,786	10
Allocations	(4,574)	-	(240)	(118)	(725)	907
Cost recoveries	539	(1,434)	(370)	(252)	(6)	(507)
Grants and external transfers	343	114	50	1,264	1,602	-
Utilities	143	373	1,272	1,734	125	541
Amortization of tangible capital assets	1,277	897	25,088	7,888	1,206	4,142
Total before debt	21,118	44,089	56,597	36,910	17,104	13,225
Debt interest and fiscal services	2,663	-	-	-	-	744
Total operating expenses	23,781	44,089	56,597	36,910	17,104	13,969
Excess (deficiency) revenue over expenses	\$ 116,076	\$ (40,115)	\$ (38,129)	\$ (29,590)	\$ (2,307)	\$ 5,570

Electrical Services	Wastewater Services	Water Services	Natural Gas Legacy Services	Library Services	Statutory Reserves	2011
\$ -	\$ 1,973	\$ 1,388	\$ -	\$ -	\$ -	\$ 107,662
29,812	13,710	7,022	4,993	793	29	121,598
142	263	78	-	-	1,317	5,854
-	1,516	595	-	-	-	10,918
-	400	30	-	-	-	19,842
54	1,013	200	1,249	-	-	4,179
-	-	-	-	-	-	479
30,008	18,875	9,313	6,242	793	1,346	270,532
70	2,631	1,962	-	21	-	64,941
1,731	516	645	-	135	-	42,906
-	-	-	-	-	-	20,417
21,031	561	606	-	25	-	43,278
-	565	385	-	-	-	7,096
1,407	2,724	654	-	-	-	35
-	(6)	(19)	-	-	-	(2,055)
-	-	-	-	-	-	3,373
3	242	391	-	28	-	4,849
1,118	8,496	4,464	1,600	172	-	56,348
25,347	15,729	9,088	1,600	381	-	241,188
-	3,113	494	2,896	215	-	10,125
25,347	18,842	9,582	4,496	596	-	251,313
\$ 4,661	\$ 33	\$ (269)	\$ 1,746	\$ 197	\$ 1,346	\$ 19,219

Schedule 3- Long Term Debt

For the Year Ended December 31, 2012 (in thousands of dollars)

Long Term Debt - General Fund

Debenture Debt

Year of Maturity	Purpose	Debt Balance Dec 31, 2012	Sinking Fund Balance Dec 31, 2012	Amount of Issue	Current Interest Rate %
Public Works					
2019	South Pandosy Spec Area 1	\$ 108	\$ 126	234	5.99
2019	South Pandosy Spec Area 2	189	221	410	5.99
2019	Automated Curb Side Carts	3,559	1,251	4,810	4.13
2021	Downtown Parkade	1,109	,091	2,200	4.43
2022	Chapman Parkade	2,523	1,548	4,071	5.37
2028	DCC Roads 6	723	3,677	10,400	5.15
Local Improvements					
2014	Local Improvements	85	482	567	5.00
2016	Local Improvements	112	281	393	4.00
2016	Local Improvements	77	192	269	4.43
2017	Local Improvements	19	35	54	4.82
2019	Local Improvements	32	37	69	3.15
Recreation and Cultural					
2021	Kokanee Gym Facility	285	215	500	5.69
2027	H ₂ O Centre	22,499	5,001	27,500	4.82
2027	Kokanee Gymnastic	654	146	800	4.82
2028	H ₂ O Centre	1,712	288	2,000	5.15
Total Debt General Fund		\$ 39,686	\$ 14,591	\$ 54,277	

Long Term Debt - Wastewater Fund

Debenture Debt

Year of Maturity	Purpose	Debt Balance Dec 31, 2012	Sinking Fund Balance Dec 31, 2012	Amount of Issue	Current Interest Rate %
Specified Area Programs					
2015	Spec. Area 17 - Mission Flats	\$ 295	\$ 1,055	\$ 1,350	4.75
2018	Spec. Area 18 - Caramillo	55	80	135	4.65
2018	Spec. Area 19 - Poplar Point	31	46	77	4.65
2022	Spec. Area 22A - Gerstmar	24	15	39	6.06
2024	Spec. Area 21A - McKenzie Bench	960	390	1,350	4.98
2024	Spec. Area 22B - Vista Rd	57	22	79	4.98
2024	Spec. Area 22C - Hein Rd	189	77	266	4.98
2024	Spec. Area 22D - Elwyn Rd	106	43	149	4.98
2024	Spec. Area 22E - Dease Rd	68	28	96	4.98
2024	Spec. Area 22F - Mills Rd	244	98 3	42	4.98
2024	Spec. Area 29 - Campion Cambro	622	252	874	4.98
2024	Spec. Area 30 - Acland	259	105	364	4.98
2025	Spec. Area 20 - North Rutland	5,012	1,810	6,822	4.17
2025	Spec. Area 28A - Okaview	469	169	638	4.17
2028	Spec Area 26 - Fisher Rd	1,733	288	2,021	5.15
2028	Spec Area 34 - Country Rhodes	373	62	435	5.15
2028	Spec Area 36 - Clifton	229	38	267	5.15
Sewer Improvement Programs					
2014	Glenwood Sewer Main Replacement	16	74	90	3.15
2014	Long St. Sewer Main Replacement	11	53	64	3.15
2019	Byrns Baron Main	2,155	1,711	3,866	4.98
Sewage Treatment Plant					
2014	Sewer Treatment Plant Phase III	1,424	6,576	8,000	5.99
2019	Waste Water Treatment Expansion	14,800	5,200	20,000	4.90
2019	Waste Water Treatment Expansion	7,400	2,600	10,000	4.13
2020	Waste Water Treatment Expansion	8,302	1,698	10,000	4.00
2031	Brandt's Creek Tradewaste Treatment	3,610	190	3,800	4.00
Total Debt Wastewater Fund		\$ 48,444	\$ 22,680	\$ 71,124	

Long Term Debt - Water Fund

Debenture Debt

Year of Maturity	Purpose	Debt Balance Dec 31, 2012	Sinking Fund Balance Dec 31, 2012	Amount of Issue	Current Interest Rate %
Specified Area Programs					
2023	Spec. Area 16 - Byrns	\$ 26	\$ 13	\$ 39	4.78
2024	Spec. Area 18 - Lakeshore	17	7	24	4.98
2028	Spec. Area 26 - Fisher Rd	255	42	297	5.15
Water Improvement Programs					
2028	Cedar Creek Pump Station	6,496	1,081	7,577	5.15
2031	Poplar Point Pump Station Upgrade	1,934	66	2,000	4.00
Total Debt Water Fund		\$ 8,728	\$ 1,209	\$ 9,937	

Long Term Debt - Airport Fund

Debenture Debt

2018	Airport Expansion	\$ 10,341	\$ 5,659	\$ 16,000	4.65
Total Debt Airport Fund		\$ 10,341	\$ 5,659	\$ 16,000	

Long Term Debt - Natural Gas Legacy Fund

Debenture Debt

2018	Leased Capital Assets	\$ 14,165	\$ 15,635	\$ 29,800	4.43
2018	Leased Capital Assets	9,269	10,231	19,500	4.43
		\$ 23,434	\$ 25,866	\$ 49,300	
Capital Lease Payable		2,331		2,396	10.072
Total Debt Natural Gas Legacy Fund		\$ 25,765		\$ 51,696	

Long Term Debt - Library

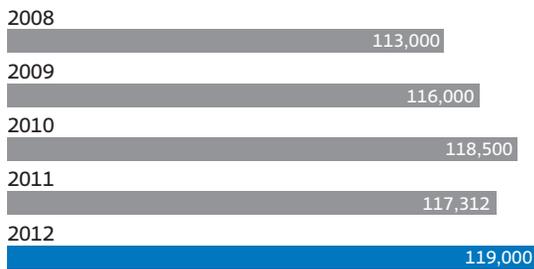
2017 Mortgage - Building		\$ 1,949		\$ 5,100	8.94
Total Debt Library Fund		\$ 1,949		\$ 5,100	

Grand Total Long Term Debt

\$ 134,913	\$ 70,005	\$ 208,134
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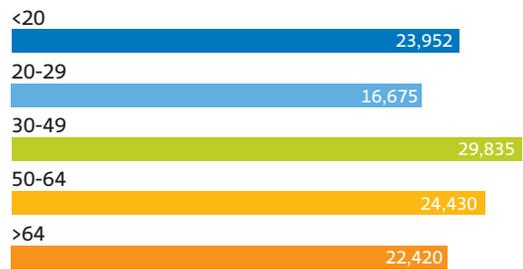
2008 TO 2012 STATISTICAL REVIEW

Population



Note: 2011 reflects the official census data

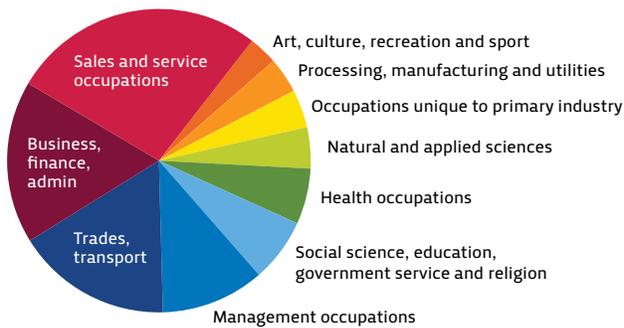
Age of Population



Source: 2011 Census

Occupation

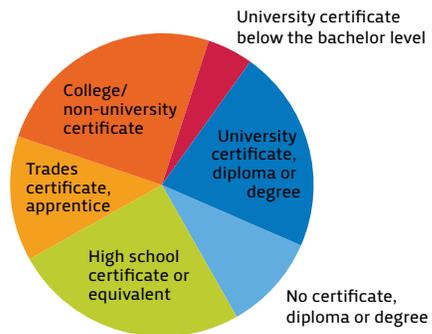
labour force 15 years and over



Source: 2006 Canada Census

Education

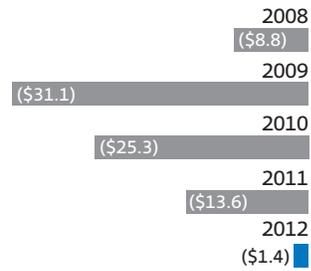
population aged 25-64



Source: 2006 Canada Census

Net Financial Assets (Liabilities)

millions



Source: City of Kelowna Financial Services

Accumulated Surplus

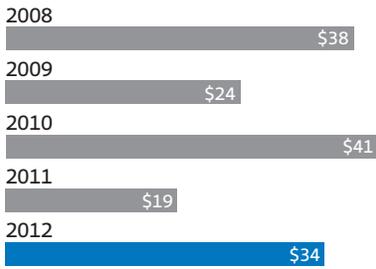
billions



Source: City of Kelowna Financial Services

Annual Surplus

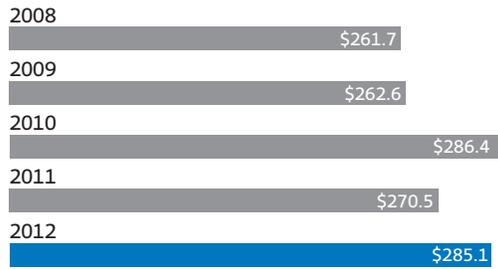
millions



Source: City of Kelowna Financial Services

Consolidated Revenues

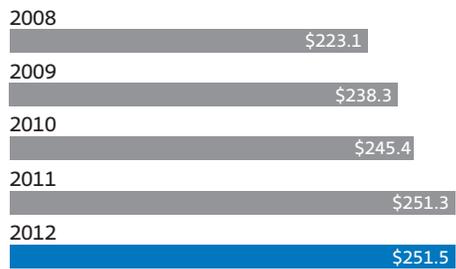
thousands



Source: City of Kelowna Financial Services

Consolidated Expenses

millions



Source: City of Kelowna Financial Services

Consolidated Revenues*millions*

	2008	2009	2010	2011	2012
Fees & charges	\$ 118.7	\$ 121.5	\$ 126.3	\$ 121.6	\$ 129.7
Taxation	94.8	100.6	103.9	107.6	110.5
Contributions from other governments	24.5	22.2	33.6	19.8	17.6
DCC contributions	14.3	12.2	15.4	10.9	17.9
Interest earned	7.2	4.1	4.7	5.8	5.3
Other	2.2	2.1	2.6	4.2	2.9
Gain on disposal of tangible capital assets	-	-	-	.5	1.3
Total	\$ 261.7	\$ 262.7	\$ 286.4	\$ 270.5	\$ 285.1

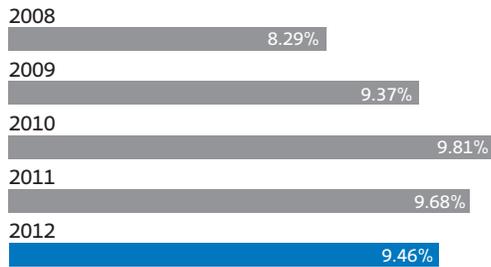
Consolidated Expenses by Function*millions*

	2008	2009	2010	2011	2012
General Government Services	\$ 13.7	\$ 14.1	\$ 16.3	\$ 19.9	\$ 17.1
Protective Services	37.8	40.1	39.6	43.3	43.1
Transportation Services	32.5	32.4	34.4	30.7	30.3
Recreation & Cultural Services	29.0	29.8	30.4	29.5	30.2
Other Services	15.6	18.8	16.9	16.2	15.5
Airport Operations	8.4	9.0	8.6	9.4	10.2
Electrical Utility	19.0	20.7	21.4	22.2	24.4
Wastewater Utility	7.5	8.2	8.7	8.6	8.5
Water Utility	4.8	5.3	4.9	5.1	4.8
Amortization On Tangible Capital Assets	47.2	50.6	53.2	56.3	57.3
Debt Charges	7.6	9.1	9.9	10.1	10.1
Loss On Tangible Capital Asset Disposal	-	0.1	1.1	-	-
Total	\$ 223.1	\$ 238.3	\$ 245.4	\$ 251.3	\$ 251.5

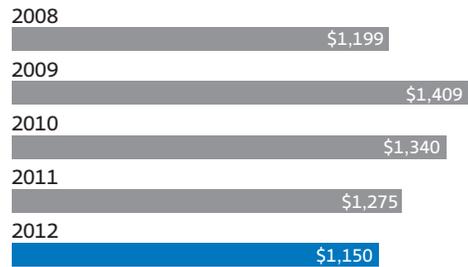
Consolidated Expenses by Object*millions*

	2008	2009	2010	2011	2012
Salaries & Benefits	\$ 55.8	\$ 59.5	\$ 61.7	\$ 64.9	\$ 65.7
Amortization of Tangible Capital Assets	47.2	50.6	53.2	56.4	57.3
Materials & Supplies	44.0	44.2	47.7	43.3	45.3
Contract & Professional Services	39.8	44.2	40.5	42.9	43.9
Rcmp Contract	16.2	17.2	17.2	20.4	20.1
Debt Interest & Fiscal Services	7.6	9.1	9.9	10.1	10.2
Equipment	5.8	6.3	7.6	7.1	6.7
Utilities	4.9	5.5	5.8	4.9	3.6
Grants And External Transfers	3.0	3.3	4.1	3.4	3.3
Allocations	0.1	(0.1)	-	-	.04
Loss On Disposal of Tangible Capital Assets	-	0.1	1.1	-	-
Cost Recoveries	(1.3)	(1.6)	(3.5)	(2.1)	(4.5)
Total	\$ 223.1	\$ 238.3	\$ 245.4	\$ 251.3	\$ 251.5

Consolidates Debt Charges as a Percentage of Taxation

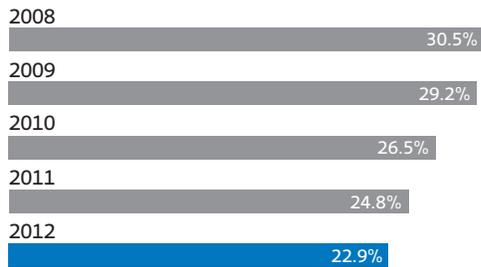


Consolidated Long Term Debt Per Capita

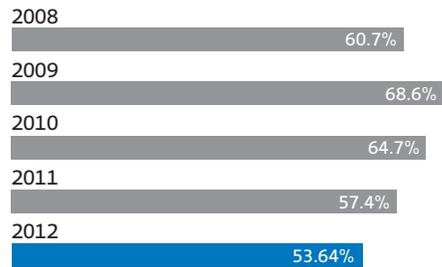


Source: City of Kelowna Financial Services

General Debenture Debt Charges as a Percentage of Total General Expenditures



Consolidated Debt as a Percentage of Total General Expenditures



Assessment for General Taxation

billions



Taxation Demand

millions



Source: City of Kelowna Financial Services

Tax Collected

millions

	2008	2009	2010	2011	2012
City of Kelowna	\$ 88.5	\$ 90.1	\$ 93.2	\$ 95.8	\$ 98.2
School Tax	59.3	62.4	63.4	66.3	65.0
Regional Hospital	7.0	7.5	9.0	9.6	10.2
Regional District	8.1	8.6	8.9	9.2	9.3
BC Assessment	1.8	2.0	2.1	2.0	1.9
Total Property Tax Collected	\$ 164.7	\$ 170.5	\$ 176.6	\$ 182.9	\$ 184.6

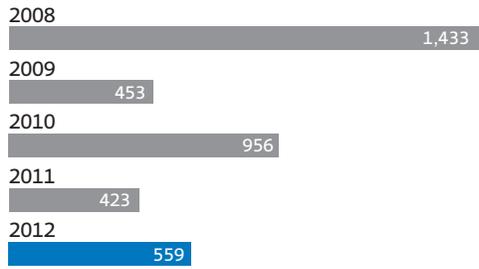
Total Levies

millions

	2008	2009	2010	2011	2012
City of Kelowna	\$ 88.5	\$ 90.1	\$ 93.2	\$ 96.8	\$ 99.5
School Tax	59.3	62.4	63.4	66.9	65.8
Regional Hospital	7.0	7.5	9.0	9.6	10.3
Regional District	8.1	8.6	8.9	9.2	9.5
BC Assessment	1.8	2.0	2.1	2.0	1.9
Total Property Tax Levies	\$ 164.7	\$ 170.5	\$ 176.6	\$ 184.5	\$ 187.1

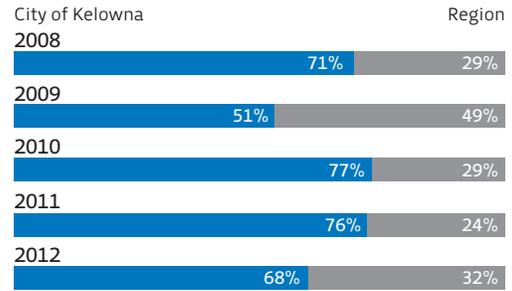
Source: City of Kelowna Financial Services

Housing Starts



Source: City of Kelowna Development Services

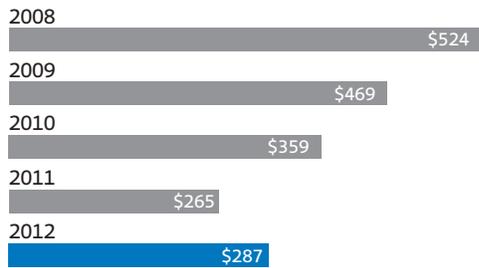
Regional Housing Starts



Source: City of Kelowna Policy & Planning

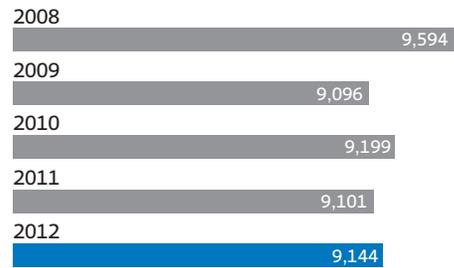
Value of New Developments

millions



Source: City of Kelowna Development Services

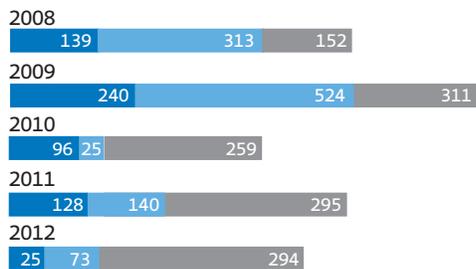
Business Licences



Source: City of Kelowna Development Services

Development Floor Space

square footage (thousands)



Source: City of Kelowna Development Services

WE ARE OUTSTANDING

The City of Kelowna is extending its sincere congratulations to all nominees and recipients of this year's 38th Annual Civic & Community Awards.

Teen Honour in the Arts	Quinn Bates
Honour in the Arts	Anna Jacyszyn
Young Female of the Year	Kelsi Taron
Young Male of the Year	Eli McAlpine
The Central Okanagan Foundation Volunteer Organization of the Year	Karis Support Society
Woman of the Year - Sarah Donald Treadgold Memorial Award	Shaun Bos
Man of the Year - Fred Macklin Memorial Award	Ken Thompson
Corporate Community of the Year Small to Medium Business	Loyal Hair Therapy
Large Business	Interior Savings Credit Union
Champion for the Environment Individual	Michael Ross
Business	Best Western Plus Kelowna Hotel & Suites
Bob Giordano Memorial Award	Hal Hennenfent
Athletic Team of the Year	OKM Senior Boy's Soccer Team
Bryan Couling Memorial Award	
Augie Ciancone Memorial Award Female	Olivia Johnson
Male	Ryan Linttell
Athlete of the Year Female	Jen Woods
Male	Rostam Turner
Anita Tozer Memorial Award	Tim Schroeder



City of 
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2012 Council Remuneration and Expenses, Employee Remuneration and Expenses, Payment for the Provision of Goods or Services

For the year ended December 31, 2012

June 2013



CITY OF KELOWNA**Council Remuneration and Expense Report**
for the year ended December 31, 2012

Surname	First Name	Taxable Remuneration	Non-taxable Allowance	Other Expenses	Benefits
Mayor					
Gray	Walter	63,634	29,717	6,879	-
Councillors					
Basran	Colin	21,269	10,634	3,036	-
Blanleil	Andre	21,269	10,634	497	-
DeHart	Maxine	21,269	10,634	4,524	-
Given	Gail	21,269	10,634	2,543	-
Hobson	Robert	21,269	10,634	1,809	-
Singh	Mohini	21,036	10,518	302	-
Stack	Luke	20,802	10,401	2,262	-
Zimmermann	Gerald B	21,036	10,518	2,172	-
Total Council		\$ 232,852	\$ 114,326	\$ 24,025	\$ -

CITY OF KELOWNA
 Schedule of Remuneration and Expenses paid to or on behalf of each employee
 for the year ended December 31, 2012

Surname	First Name	Position	Remuneration	Expenses
MANAGEMENT				
Abrey	Brian	Infrastructure Systems Manager	93,782	6,702
Albiston	Andrew	Regional Projects Manager	93,752	-
Angus	Lori	Recreation Administration & Finance Mgr	81,313	2,013
Astofooroff	Darryl	Transportation Services Mgr	99,671	179
Backmeyer	Donald	Sport & Event Development Mgr	86,422	933
Bagh	Signe	Infrastructure Planning Director	125,657	2,715
Bailey	Mary-Lou	Administration Manager	77,469	-
Barton	Terry	Parks & Public Places Mgr	88,742	2,842
Bayat	Mo	Development Services Director	124,864	2,036
Belgrove	Darrell	Assist Chief, Airport Operations & Fire	76,703	4,838
Berry	William	Design & Construction Services Director	126,899	5,752
Booth	Neil	Airport Fire Chief	83,546	5,512
Brolund	Jason	Dep F/Chief, Comm & Emerg Prog	123,154	783
Bryans	Stephen	Roads Operations Supervisor	85,668	-
Bujara	Cornelia	HR Manager - Corporate Svcs	82,348	2,030
Butchart	Brian	Systems Development Manager	102,174	1,744
Carlisle	Jeffrey	Fire Chief	136,691	10,601
Carr	Eric	Strategic Initiatives Department Manager	114,577	1,791
Cashin	Todd	Environment & Land Use Manager	91,115	969
Castorf	Henry W	Airport Development Manager	91,480	3,265
Clement	Shirley	Learning & Development MGR	79,928	-
Cleveland	Randy	Infrastructure Planning Director	125,010	2,858
Creron	Joe	Civic Operations Director	144,363	1,841
Davidson	Genelle	Systems & Reporting Manager	93,649	10,101
Degen	Don	Utility Services Manager	79,606	127
Doherty	Thomas	Dep F/Chief, Adm,Trg&Fire Prev	121,045	6,623
Dombowsky	Jerry	Regional Programs Management Mgr	90,727	1,710
Drachenberg	Neil	Airport Safety & Security Mgr	92,912	8,969
Dray	David	Maintenance Development Supervisor	86,393	131
Dueck	Jackie	Special Projects Manager	93,330	2,981
Edstrom	Derek	Real Estate & Building Services Director	94,477	2,704
Eichler	Theresa	Community Planning Manager	92,369	307
Elchitz	Phillip	Airport Duty Manager	79,864	491
Entwistle	Robert	Information Services Manager	114,225	1,548
Fitzgerald	Darla	Police Administration Supervisor	76,789	800
Fleming	Stephen	City Clerk	103,474	2,935
Forbes	Ronald	Property Manager	81,300	2,020
Fuller	David	Airport Operations Deputy Dir	115,459	29,335
Gabriel	Jim	Recreation & Cultural Services Director	134,528	1,592
Gambacort	Shelley	Policy & Planning Director	125,311	258
Gibbs	Andrew	Park & Public Space Projects Mgr	97,706	491
Gilchrist	Douglas	Community Sustainability GM	136,023	6,573
Gosselin	Michael	Waste Water Treatment Supervisor	91,112	5,468
Graham	David	Strategic Initiatives	104,762	1,240
Grayston	Keith	Financial Services Director	131,875	272
Gunn	Lorna	Grants Manager	87,552	3,923
Hall	James	Airport Operations Manager	97,023	12,694
Hettinga	Jordan	Real Estate Services Manager	98,332	735

Surname	First Name	Position	Remuneration	Expenses
Irani	Purvez	Roads, Drainage & Solid Waste Projects Mgr	102,535	457
Johansen	Martin	Building Services Manager	94,950	4,531
Kayfish	Lance	Risk Manager	95,605	1,291
King	George	Revenue Manager	84,973	3,549
Kochan	Sandra	Cultural Services Manager	81,059	3,310
Kowal	Terry	Building Inspector Supervisor	88,596	113
Leatherdale	Stuart	Human Resources Director	123,482	3,379
Light	Gordon	Biosolids Supervisor	81,946	756
Loft	Maureen	Purchasing Manager	99,057	3,210
Macklem	Paul	Corporate Sustainability GM	188,796	2,003
Mattiussi	Ronald	City Manager	254,554	11,345
Mayne	Rob	Corporate Services Director	126,946	1,797
McNeely	Cindy	Electrical & Administration Mgr	86,152	657
Muenz	Steven	Development Engineering Mgr	120,378	1,185
Muller	Kenneth	Landfill Supervisor	82,050	653
Murrell	Michael	Utilities Network Supervisor	87,841	1,166
Nadasde	Wayne	Utilities Construction Supervisor	84,883	927
Needham	Karen	Legislative Services Supervisor	81,842	1,640
Noble	Danielle	Urban Land Use Manager	86,073	5,214
Patan	Douglas	Building & Permitting Manager	103,989	1,221
Paterson	Jim	Executive Director of Business Development	167,547	5,348
Philippot	Pamela	Compensation & Benefits Manager	81,340	1,813
Redman	Noreen	Airport Finance & Administration Mgr	82,338	4,531
Reeder	Andrew	Utilities Planning Manager	97,119	298
Rideout	Anita	Client Services Supervisor	75,169	1,245
Roberts-Taylor	Louise	Community & Neighbourhood Programs Mgr	79,449	2,304
Ryder	Norman	Cemetery Manager	79,819	-
Samaddar	Sam	Airport Director	156,268	8,475
Sandberg	Jo-Ann	Training & Safety Coordinator	76,436	892
Shaw	Joel	Capital Assets & Investments Mgr	102,220	5,986
Smith	Ryan	Subdivision Approval Manager	107,391	839
Solinsky	Kerry	Police Services Manager	90,296	196
Sophonow	Ted	Parks, Beaches & Sportsfields Supervisor	85,189	555
Soros	Alf	Fleet Services Supervisor	84,751	127
Sourisseau	Paul	HR Manager - Community Svcs	101,494	-
Stephen	Gary	Long Range Planning Manager	84,454	81
Stewart	Blair	Urban Forestry Supervisor	83,821	3,428
Thiessen	Angie	Financial Planning Manager	94,199	2,248
Thompson	Darin	Roads Construction Supervisor	83,787	1,569
Truch	Peter	Transportation & Mobility Mgr	86,129	1,307
Van Vliet	Kevin	Utility & Building Projects Mgr	100,394	770
Vos	John	Community Services GM	188,868	2,937
Walter	Lynn	Financial Accounting Manager	93,447	200
Watt	Mark	Strategic Projects manager	95,555	3,935
Weaden	Carla M	Communications Director	120,753	1,076
Weaden	Adrian	Water Quality & Pumpstations Supervisor	85,933	1,110
Westlake	Ronald	Regional Services Director	130,729	7,148
Wilde	Louis	Deputy Fire Chief	126,112	1,454
Wilson	Ian	Parks Services Manager	107,024	-
Wilson	Tom	Communications Supervisor	79,917	-
Wollin	Wilfred	Traffic Operations Supervisor	91,014	127
Yakimchuk	Joseph	Airport Duty Manager	81,300	5,222
Zahara	Randy	Community Theatre Manager	84,538	3,201

Surname	First Name	Position	Remuneration	Expenses
FIREFIGHTERS				
Baillie	John	Firefighter	89,225	76
Barth	Neil	Captain	103,888	-
Barton	Patrick	Firefighter	86,680	114
Benson	Adam	Firefighter	88,582	516
Bonkowski	Glenn	Firefighter	85,289	-
Bostock	Bruce	Captain	101,378	76
Brandel	Steve	Firefighter	85,660	-
Brownlee	Michael	Firefighter	90,243	-
Buchanan	Robbie	Captain	101,404	76
Calhoun	Dale	Platoon Captain	115,067	-
Chasca	Danny	Lieutenant	96,918	76
Chatham	Allan J	Captain	99,110	76
Clarke	Scott	Firefighter	90,822	76
Cronquist	Scott	Firefighter	87,428	-
Daft	Gregory	Fire Prevention Officer	105,472	1,009
Dais	Jarret	Firefighter	91,053	-
Darchuk	Gordon	Lieutenant	101,713	76
Dion	Ryan	Firefighter	82,007	76
Enseleit	Calvin	Firefighter	92,626	76
Euper	Richard J	Fire Inspector	79,579	239
Fenton	Lee	Firefighter	82,826	173
Gesi	Sandra	Dispatch Centre Operator	83,316	-
Golling	Ronald	Captain	103,349	-
Graf	Scott	Firefighter	83,370	-
Hall	Steven	Captain	101,310	76
Hawley	Michael	Dispatch Centre Operator	85,919	-
Hill	Timothy	Captain	104,273	112
Hill	Michael	Firefighter	88,200	76
Hollier	Lawrence	Captain	101,587	112
Hrynew	Shannon	Dispatch Centre Operator	80,486	-
Jacobson	Kenneth	Training Officer	117,071	2,042
Jacobson	Kyle	Firefighter	85,301	84
Johnson	Paul	Fire Inspector	90,450	561
Johnston	Todd	Firefighter	92,687	414
Johnstone	Pamela	Fire Administration Officer	91,564	2,303
Keating	Lawrence	Firefighter	84,255	76
Kelly	John	Captain	106,866	112
Kiehlbauch	Shayne	Firefighter	90,066	76
Kinnear	Matthew	Firefighter	79,908	76
Kolar	Joseph	Firefighter	88,016	160
Kranabetter	Mark	Firefighter	90,228	76
Kroschinsky	Brian	Firefighter	84,207	-
Lang	Corrie	Firefighter	86,614	31
Leimert	David	Captain	99,669	-
Light	Timothy V	Platoon Captain	115,847	-
Lipkovits	Allan	Firefighter	84,356	76
Mamchur	Troy	Firefighter	84,272	-
McCarthy	David	Firefighter	84,595	275
Melnyk	Tracy	Firefighter	85,654	-
Miller	Dennis	Captain	104,613	-
Moffat	Robert	Firefighter	89,527	394
Moore	Brian	Fire Administration Officer II	105,959	2,314

Surname	First Name	Position	Remuneration	Expenses
Nanci	Enzo	Firefighter	84,265	-
Nykilchuk	Bryan	Firefighter	81,922	76
Orban	Christopher	Firefighter	84,093	-
Pacholzuk	Gayanne	Fire Inspector	89,512	2,378
Paley	Glenn	Assistant Training Officer	106,866	3,074
Payer	Scott	Firefighter	85,346	-
Pellett	Ryan	Firefighter	81,473	-
Pfenning	Brad	Firefighter	84,736	-
Picklyk	Jason	Firefighter	87,947	76
Pinda	Ronald	Captain	102,791	76
Roelofs	Henry	Platoon Captain	109,594	-
Roshinsky	Steven	Lieutenant	98,473	76
Rossi	Sy	Firefighter	85,179	-
Rubuliak	Christopher	Firefighter	80,125	198
Sanger	Troy E	Firefighter	84,081	-
Schleppe	Robert	Captain	106,609	76
Schraeder	Jeremy B	Firefighter	83,246	-
Serres	Lawrence	Platoon Captain	106,810	-
Shaw	Douglas	Firefighter	84,128	486
Shemley	Craig	Firefighter	79,106	97
Simpson	Eric	Captain	100,552	76
Skeldon	Robert	Firefighter	93,072	-
Sparks	Alana	Relief Dispatch Operator	75,196	-
Springer	Jonathan	Relief Dispatch Operator	80,399	-
Stantic	Peter	Firefighter	89,696	317
Stephens	Kelly	Captain	103,476	76
Stewart	Craig T	Firefighter	84,212	129
Stoodley	Jason	Firefighter	87,866	76
Szabadi	Thomas	Firefighter	80,109	-
Twamley	Jason	Firefighter	85,222	-
Van De Sype	Russell	Fire Inspector	80,776	-
Volk	Micah	Firefighter	96,234	76
Wallick	Steve	Captain	107,393	76
Wentland	Jeremy	Firefighter	85,982	76
Weremy	Kevin	Firefighter	86,645	31
Wiberg	Kyle	Firefighter	86,958	-
Wiersma	Larry	Firefighter	85,430	76
Williamson	Andrea	Dispatch Centre Operator	82,391	-
Wright	John	Firefighter	86,335	76
Wudrich	Shawn	Firefighter	87,010	-
Young	Stacey	Firefighter	91,667	-
Zimmermann	Lorne	Lieutenant	95,583	76
Zimmermann	Christopher	Firefighter	92,556	76
Zol	Diano	Firefighter	84,021	-
CUPE STAFF				
Anderson	Cody	Airport Operations Specialist/Firefighter	79,534	147
Aulenback	Dale	Inspector II Gas & Plumbing	76,574	818
Backstrom	William	Foreman Roadways	86,030	2,314
Bille	Michael	Business Systems Analyst	80,655	-
Blackburn	Kymandalu Y	Business Systems Analyst	81,503	-
Bouw	Kristine	Planner Specialist	85,823	829
Bunce	Bruce	Traffic Signals Technician	92,343	300

Surname	First Name	Position	Remuneration	Expenses
Bundschuh	John	Traffic Signals Technician	84,674	881
Cairney	Brian	Traffic Signals Technician	91,033	1,608
Campbell	Laurens	Engineering Traffic Technician	79,816	-
Dacre	Bruce	Design Technician	85,377	-
Ebanks	James	Airport Operations Specialist/Firefighter	80,489	234
Egely	Steven	Mechanic	79,664	1,621
Elliott	Derrick	Airport Operations Specialist/Firefighter Crew Captain	90,276	220
Esplen	Jack	Foreman Water Distrib & Sewer Collection	79,487	-
Fisher	Joe	Foreman Utilities Construction	97,092	1,890
Floor	Timothy	Business Systems Analyst	85,089	-
Ford	Robert	Senior Wastewater Treatment Operator	75,549	243
Gregoire	Kent	Airport Duty Manager	82,651	-
Grills	Kevin	Mechanic Shop Foreman	75,651	3,228
Haley	Barbara	Airport Operations Specialist/Firefighter	78,592	259
Hanson	Kelly	Design Technician	82,793	3,424
Harborne	Neil	Inspector II Gas & Plumbing	76,430	-
Hilstob	Brian	Landfill Foreman	78,194	624
Humes	D Michael	Senior Wastewater Treatment Operator	75,219	712
Jennejohn	Ryan	Design Technician	79,825	988
Johnson	Kim	Cement Finisher	86,019	25
Kehler	Ron	Network Systems Analyst	82,143	210
Koole	Paul	Inspector II Gas & Plumbing	76,574	1,130
Lamothe	Miguel	Design Technician	79,079	-
Levang	Kent	Financial Analyst	78,922	-
McCormick	Patrick	Planner Specialist	76,185	1,227
McKay	John	Design Technician	79,769	-
Moody	Cameron	Cross Connection Program Coordinator	84,752	-
Morrison	Charlene	Business Systems Analyst	79,349	-
Nicoloyannis	Elia	Airport Operations Specialist/Firefighter	80,979	237
O`Sullivan	Ryan	Design Technician	78,603	-
Oliveira	Brian	Engineering Traffic Technician	79,052	-
Palmer	Fred	Airport Operations Specialist/Firefighter Crew Captain	87,502	717
Pighin	Dean	Instrumentation Electrical Technician	75,486	-
Postras	Maurice	Inspector II Gas & Plumbing	76,363	682
Rutley	William H	Instrument Electrical Technician	75,695	-
Ryder	Trevor	Business Systems Analyst	80,005	-
Salisbury	Kenneth	Foreman Utilities Maintenance	87,635	534
Schaad	Fred L	Design Technician	78,459	-
Schierling	David	Pipelayer	75,866	845
Seneshen	Darren	Foreman Utilities Construction	85,353	1,397
Smith	Cameron	Airport Operations Specialist/Firefighter	87,252	509
Smith	Steve	Airport Operations Specialist/Firefighter Crew Captain	78,529	381
Smith	Laurie	Business Systems Analyst	75,549	-
Soroka	Brent	Sewer Equipment Operator	77,882	-
Torgerson	Mark	Foreman Utilities	88,184	1,275
Tripathi	Mahesh	Traffic Technician	79,713	4,292
Udala	Harvey	Equipment Operator V	80,180	-
Vleeming	Kevin	Airport Operations Specialist/Firefighter	82,704	2,099
Voth	Daniel	Design Technician	77,855	494
Wahl	Kevin	Design Technician	79,696	494
Whittle	Brian	Traffic Signals Technician	88,148	178
Zandvliet	Brian	Network Systems Analyst	77,286	1,530

Surname	First Name	Position	Remuneration	Expenses
Employees less than \$75,000			35,005,814	203,392
Total of all Employees*			\$ 58,864,210	\$ 542,281

* Prepared under the Financial Information Regulation, Schedule 1, Section 6 (2),(3),(4),(5) and (6)

STATEMENT OF SEVERANCE AGREEMENTS**

There were five severance agreements under which payment commenced between the City of Kelowna and its employees during the fiscal year 2012.

These agreements represented 20.96 months of salary and benefits.

**Prepared under the Financial Information Regulation, Schedule 1, subsection 6(7)

RECONCILIATION PER SECTION 6 (2) (d)

Total Employees (including council)	\$ 59,097,062
Total per Expenditure by Function and Object- Salaries & Benefits	\$ 65,678,000
Variance, difference Fringe Benefits- Employer portion	\$ 6,580,938

CITY OF KELOWNA
 Schedule of Payments
 for the year ended December 31, 2012

Supplier's Name	Amount
0791082 BC LTD. DBA PRECISION TREE SERVICE	78,887
0814112 BC LTD	101,239
0832958 BC LTD	146,112
0902488 BC LTD	28,611
24/7 TRAFFIC CONTROL	109,374
357581 B.C. LTD.	47,299
4 REFUEL CANADA LP	267,208
566214 B.C. LTD	31,418
620241 BC LTD.O/A AB CONTRACTING	676,837
896963 ALBERTA LTD.	64,466
A.G. APPEL ENTERPRISES LTD.	235,704
ABC PIPE CLEANING SERVICES LTD.	59,045
ACCELERATE COMMUNICATIONS GROUP INC	27,303
ACKLANDS-GRAINGER INC	61,926
ACTIVE NETWORK LTD	30,365
ACTON CONSULTING LTD.	55,347
ACUERE CONSULTING	44,286
ADVANTAGE ASSET TRACKING INC.	97,009
ADVANTAGE MANAGEMENT CONSULTING	38,192
AECOM CANADA LTD	251,652
AL STOBER CONSTRUCTION LTD	65,174
ALEXANDER HOLBURN BEAUDIN & LANG LLP	143,701
ALLANS HOSE N ALL	76,219
ALPINE BUILDING MAINTENANCE INC	168,450
ALPINE LINE PAINTING	49,902
ANACHEMIA CANADA INC.	31,770
ANDREW SHERET LIMITED	44,010
ANSELL CONSTRUCTION LTD	247,431
AON REED STENHOUSE INC.	928,705
APPLE CANADA INC.	67,328
ARC ASPHALT RECYCLING INC.	2,463,556
ARTHON CONTRACTORS INC	47,399
ASSOCIATED ENGINEERING B.C. LTD.	481,376
ASTRAL MEDIA RADIO G.P.	106,266
ATLAS POWER SWEEPING LTD.	199,265
AVENSYS	46,986
BALLET KELOWNA	27,638
BARTLE & GIBSON CO. LTD	40,882
BASF CANADA INC	217,092
BC ASSESSMENT AUTHORITY	1,973,127
BC HYDRO	59,671
BC SAFETY AUTHORITY	29,061

Supplier's Name	Amount
BC TRANSIT	8,412,739
BCRM SERVICES LTD	48,858
BEAR MOUNTAIN CONSTRUCTION LTD.	84,207
BEECH DEVELOPMENTS LTD.	68,127
BEE-CLEAN BUILDING MAINTENANCE INC.	39,850
BELL MOBILITY INC	28,588
BELSHER ASSOCIATES INC.	25,632
BELTERRA CORPORATION	28,928
BLACK & MCDONALD LIMITED	2,467,053
BLACK MOUNTAIN IRRIGATION DISTRICT	88,205
BLACK PRESS GROUP LTD.	55,565
BLUE VALLEY AQUATIC LANDSCAPES LTD.	36,539
BMO LENDING OPERATIONS SUPPORT CENTRE	26,634
BOARDWALK COMMUNICATIONS LTD	130,715
BOULEVARD TRANSPORTATION GROUP	62,322
BPR CONSTRUCTION LTD	66,055
BRAD RUSTAD AND SONS CONTRACTING	57,968
BRAEMAR DEVELOPMENTS O/A T231 ENTERPRISES	56,026
BRANDALLIANCE	35,086
BRANDT TRACTOR LTD	55,556
BRENNTAG CANADA INC.	128,661
BRY-MAC MECHANICAL LTD	93,661
CABIN FORESTRY SERVICES LTD.	48,956
CALGARY AIRPORT AUTHORITY	141,750
CALGON CARBON CORPORATION	32,654
CAMERON BUILDING MAINTENANCE INC.	191,683
CANADA POST CORPORATION	44,802
CANADA SAFETY EQUIPMENT LTD.	102,806
CANADA SAVINGS BONDS	287,972
CANADIAN DEWATERING LTD.	30,811
CANADIAN UNION OF PUBLIC EMPLOYEES	685,140
CANDOX LTD	55,493
CANSEL	27,114
CAPRI INSURANCE-POWICK	235,782
CASTANET.NET	34,490
CASTLEWOOD HOLDINGS LTD.	233,651
CAT RENTAL STORE, THE	98,099
CAVELL HOLDINGS INC.	31,563
CCL PROJECT MANAGEMENT	109,130
CEI ARCHITECTURE PLANNING INTERIORS	178,333
CENOKA JANITORIAL SERVICES	49,280
CENTRAL OKANAGAN FOUNDATION	94,300
CENTRAL OKANAGAN HERITAGE SOCIETY	109,977
CENTRAL OKANAGAN REGIONAL HOSPITAL	10,305,508
CENTRE GROUP COMMERCIAL REALTY "IN TRUST"	100,000
CERTIFIED ENSEMBLE SERVICES	57,605

Supplier's Name	Amount
CGL CONTRACTING LTD	8,884,716
CH2M HILL CANADA LIMITED	156,131
CHANCE 'S BULK UNLOADING	327,532
CHBC TV	55,000
CHECKMATE CABS LTD.	170,259
CHEVRON CANADA LIMITED	1,817,021
CHINOOK SOLUTIONS INC.	32,748
CHUBB EDWARDS	251,736
CIBC	29,024
CIMCO REFRIGERATION	57,617
CINTAS THE UNIFORM PEOPLE	64,487
CLARIANT CANADA INC.	145,488
CLEARTECH INDUSTRIES INC.	167,334
CMW INSURANCE SERVICES LTD	57,697
COAST CAPRI HOTEL	30,709
COLUMBIA FUELS - A DIVISION OF PARKLAND FUEL CORPORATION	39,706
COMMERCE CENTRE IN TRUST	39,138
COMMISSIONAIRES BC	2,107,276
COMPETITION GLASS COMPANY LTD.	35,493
CONSOLIDATED MANAGEMENT CONSULTANTS LTD	217,515
COOKSON MOTORS LTD.	389,968
COPCAN CONTRACTING LTD.	534,806
CORIX UTILITIES INC.	2,249,352
CORIX WATER PRODUCTS LIMITED PARTNERSHIP	331,982
CORNERSTONE PLANNING GROUP	90,553
CORPORATE EXPRESS	168,338
COWBOY FORESTRY LTD	209,196
CSH CHATSWORTH SUITES INC.	57,635
D & E COMMUNICATIONS	54,375
DAN 'S TIRE SERVICE	39,040
DATA GROUP INTERNATIONAL INC	31,384
DAVARA HOLDINGS	101,820
DAVID B. COLQUHOUN TRANSPORTATION CONSULTING	46,648
DB PERKS & ASSOCIATES LTD	40,275
DELEURME ENTERPRISES (B.C)	37,288
DELL CANADA INC.	386,496
DELNOR CONSTRUCTION INC.	4,756,508
DELTA GRAND OKANAGAN RESORT	127,550
DIALOG BC ARCHITECTURE ENGINEERING INTERIOR DESIGN PLANNING INC.	616,579
DISTRICT OF LAKE COUNTRY	357,410
DISTRICT OF WEST KELOWNA	454,663
DIVERSIFIED REHABILITATION GROUP INC	32,680
DIVING DYNAMICS	33,918
DMD & ASSOCIATES LTD	31,009
DOWNTOWN KELOWNA ASSOCIATION	744,968
DREAMLAND HOLDINGS LTD.	61,592

Supplier's Name	Amount
DREYER BROS. SOUND	73,795
EBA ENGINEERING CONSULTANTS LTD	442,373
EBB ENVIRONMENTAL CONSULTANTS INC	96,750
ECONOLITE CANADA INC.	269,229
ECOSCAPE ENVIRONMENTAL CONSULTANTS LTD.	36,178
ED SMITH TRUCKING LTD.	55,362
ELECTION SYSTEMS & SOFTWARE LLC	32,567
ELECTRIC MOTOR & PUMP SERVICE LTD.	114,917
ELECTROMEGA LTEE/ LTD.	30,561
ELJAY IRRIGATION LTD.	27,681
EMCO CORPORATION	188,019
EMIL ANDERSON CONSTRUCTION (EAC) INC.	1,347,676
ENSEICOM INC	109,926
ENSIGN BROS. ENTERPRISES LTD.	85,842
ESRI CANADA LIMITED	61,078
EVERGREEN BUILDING MAINTENANCE INC.	282,170
EXCEL DEWATERING	91,299
EXCEL METAL FAB. LTD.	35,332
EXOVA INC.	75,271
FARMER MECHANICAL	27,503
FDM SOFTWARE LTD.	101,780
FERGUSON LAND SURVEYING & GEOMATICS LTD.	30,028
FESTIVALS KELOWNA SOCIETY	257,157
FINNING INTERNATIONAL INC.	39,467
FLAMAN, CRYSTAL	43,236
FOCUS CORPORATION	915,366
FOREMAN EQUIPMENT LTD.	34,720
FORTIS BC ENERGY INC.	306,863
FORTIS BC INC.	28,766,275
FORTIS PACIFIC HOLDINGS INC.	6,849,100
FORTISBC - NATURAL GAS	779,786
FOUNTAIN TIRE KELOWNA LTD.	59,417
FRENCH, KEN AND NOREEN	45,000
GASSER, ROBERT & AUDREY	32,969
GENERAL PAINT CORP.	82,351
GLENMORE STORE LTD.	63,288
GLENMORE-ELLISON IMPROVEMENT DISTRICT	75,034
GLOBAL ROADWAY MAINTENANCE INC.	135,406
GODDARD, MARK W.	34,632
GOLDER ASSOCIATES LTD.	304,113
GOOD WATER WAREHOUSE INC	38,977
GOODE PROPERTIES INC.	50,210
GRAHAM CONSTRUCTION & ENGINEERING (1985)	69,440
GRANT THORNTON LLP	83,944
GRASSMICK 'S EXCAVATING LTD.	245,750
GRAYHAWK INDUSTRIES LTD.	86,990

Supplier's Name	Amount
GREAT WEST EQUIPMENT	82,140
GREENWAVE TRANSPORT LTD.	97,440
GUILLEVIN INTERNATIONAL CO	302,961
H2OKANAGAN WATER CONSERVATION LTD.	228,142
HANSCOMB LTD.	58,310
HAYTER CONSTRUCTION LTD.	280,461
HEENAN BLAIKIE	33,966
HERITAGE OFFICE FURNISHINGS LTD.	76,897
HOULE ELECTRIC LTD	1,792,556
HUME-SMITH CONTRACTING & DEVELOPMENT LTD.	26,766
HUNGRY HOUND RESTAURANT	42,962
HUSKY OIL MARKETING CO	241,913
HYPERION RESEARCH LTD.	50,861
IMPERIAL PARKING CANADA CORPORATION	673,786
IMS INFRASTRUCTURE MANAGEMENT SERVICES	78,015
INTERCITY RECYCLE LTD.	111,180
INTERIOR ELECTRONICS LTD.	33,325
INTERIOR LAND RECLAMATION	121,411
INTERIOR PORTABLE RENTALS LTD.	84,979
INTERIOR SEPTIC TANK SERVICE (2010) LTD.	31,631
INTERIOR TESTING SERVICES LTD.	60,168
INTERPROVINCIAL TRAFFIC SERVICES LTD.	257,091
INTERVISTAS CONSULTING INC.	40,067
IPL INC	95,285
IRON HORSE DEVELOPMENTS LTD	27,115
ITGROOVE PROFESSIONAL SERVICES LTD.	26,392
J.S. FOSTER CORPORATION	37,534
JADE BAY CONSTRUCTORS LTD.	33,711
JNJ EXCAVATING INC.	28,740
JOHN KUNOW	40,055
JULIET ANDERTON CONSULTING INC	34,091
JUSTICE INSTITUTE OF B.C.	32,541
KATIM ENTERPRISES LTD	78,444
KELDON ELECTRIC & DATA LTD	48,944
KELOWNA ART GALLERY	492,193
KELOWNA CABS (1981) LTD.	189,858
KELOWNA CAPITAL NEWS LTD.	119,599
KELOWNA CHAINSAWS	66,064
KELOWNA DAILY COURIER , THE	39,527
KELOWNA FLIGHTCRAFT	25,519
KELOWNA FORD LINCOLN SALES LTD.	27,217
KELOWNA MUSEUMS SOCIETY	642,984
KELOWNA PACIFIC RAILWAY LTD.	87,737
KELOWNA PROFESSIONAL FIREFIGHTERS	204,183
KELOWNA READY-MIX INC.	33,810
KELOWNA ROOFING (1984) LTD.	89,376

Supplier's Name	Amount
KELOWNA STEEL FABRICATORS LTD.	31,836
KELOWNA VISUAL & PERFORMING ARTS CENTRE SOCIETY	280,300
KELOWNA WATERWORKS	27,897
KENT-MACPHERSON	44,166
KIPP INDUSTRIES LTD	30,173
KON KAST PRODUCTS (2005) LTD	223,029
KOST FIRE SAFETY	25,445
LAFRENTZ ROAD MARKING	75,563
LAHAWK ENTERPRISES	117,944
LAVERNE O'BRIEN TRUCKING	40,795
LEIGHFISHER CANADA INC	222,969
LEVELTON CONSULTANTS LTD.	30,790
LIFE FITNESS	77,632
LMG LUCID MGMT GROUP LTD.	51,406
LYNX BRAND FENCE PRODUCTS (2004) INC.	105,171
MADGE CONTRACTING	25,760
MAGNUM RESULTS CORP.	32,521
MANULIFE FINANCIAL	4,761,584
MAPLE REINDERS INC.	2,774,856
MAPLEHEATH RANCH LTD	800,000
MARLEN TRANSPORT LTD	33,040
MASONLIFT LTD.	43,718
MATTHEWS CANADA LTD.	28,076
MCELHANNEY CONSULTING SERVICES LTD	236,501
MEARL'S MACHINE WORKS LTD	73,822
MEDTEQ SOLUTIONS CA LTD	33,264
MEIKLEJOHN ARCHITECTS INC.	171,218
MERTIN NISSAN LTD.	71,155
METRO MOTORS LTD.	49,195
METTLER-TOLEDO INC.	89,211
MGC CONSTRUCTION LTD	109,106
MICHELIN NORTH AMERICA (CANADA) INC.	48,751
MIDDLETON'S CUSTOM ROOFING & TORCH WORKS	99,853
MIDVALLEY SHEET METAL LTD.	30,726
MILLENNIUM PROTECTION INC.	63,664
MIND SMART HEALTH INC.	35,750
MINISTER OF FINANCE	39,271,568
MIOVISION TECHNOLOGIES INC.	63,862
MMM GROUP LTD	277,377
MONERIS	103,385
MONTROSE MORTGAGE	541,932
MORFCO SUPPLIES LTD.	61,139
MSLI, GP	119,630
MUD BAY DRILLING CO LTD	71,503
MULTI-POWER PRODUCTS LTD.	38,943
MUNICIPAL INSURANCE ASSOCIATION OF BC	793,461

Supplier's Name	Amount
MYRON 'S DOOR AND GATE SYSTEMS INC	47,501
NAPA AUTO PARTS	161,255
NEILSON-WELCH CONSULTING INC.	75,667
NEWALTA CORPORATION	51,190
NO FEAR CLEANING	85,323
NO. 21 GREAT PROJECTS LTD.	364,819
NORSTEEL BUILDING SYSTEMS LTD.	317,494
NORTHWOOD RETIREMENT RESORTS LTD	39,401
NU-GRO LTD	121,196
O 'CONNOR MOTORS	37,860
OAKCREEK GOLF & TURF INC.	56,734
OCEAN MARKER SPORT SURFACES LTD	25,650
OK BUILDERS SUPPLIES LTD.	287,415
OK ENVIRONMENTAL WASTE SYSTEMS LTD	3,291,811
OK EXCAVATING	542,806
OKANAGAN AUCTION SERVICES LTD	32,306
OKANAGAN BOYS & GIRLS CLUB	422,130
OKANAGAN GYPSUM RECYCLING INC.	297,830
OKANAGAN IRON WORX	48,657
OKANAGAN REGIONAL LIBRARY	5,115,346
OKANAGAN RESTORATION SERVICES LTD.	172,258
OKANAGAN STAINLESS LTD	27,797
OKANAGAN SYMPHONY SOCIETY	64,746
OKANAGAN TRAINING AND DEVELOPMENT COUNCIL	48,696
OKANAGAN VALLEY PETROLEUM SERVICES LTD.	227,636
OMEGA COMMUNICATIONS LTD.	125,254
ORACLE CANADA ULC	25,395
ORCHARD FORD SALES LTD.	231,962
ORCHARD PARK SHOPPING CENTRES HOLDINGS INC	36,437
OUTLAND DESIGN LTD	29,795
OWEN BIRD LAW CORPORATION	283,901
PACIFIC CONVEYORS LTD	222,746
PACIFIC SPORT OKANAGAN	58,693
PAYPAL	36,528
PC URBAN (BRANDT 'S CREEK) LP	72,419
PC URBAN (SOUTHWINDS) LP	221,619
PCL CONSTRUCTORS WESTCOAST INC	285,498
PENSION CORPORATION	9,725,876
PETER G. ORDYNEC ARCHITECT LTD.	25,490
PETERS BROS. CONSTRUCTION LTD.	749,376
PIER MAC SAND & GRAVEL	141,680
PINNACLE ROOFING LTD	40,651
POWER CONCEPTS LTD.	35,140
PRECISE PARKLINK INC.	124,652
PREMIER GRAPHICS	82,791
PRICES ALARM SYSTEMS	46,935

Supplier's Name	Amount
PRINCESS AUTO	28,340
PRO JANITORIAL INC	64,488
PROCESS FOUR	39,194
PRODUCTION SUPPLY CO LTD	34,716
PROSIGN	33,977
PULSE GROUP MEDIA & COMMUNICATIONS LTD.	199,019
PUROLATOR INC.	29,972
Q-103.1 AND POWER 104	30,816
QUALITY CHAIN LINK FENCING LTD.	63,303
R & L EXCAVATING	48,957
R J P HOLDINGS LTD	138,049
R. KIM PERRY AND ASSOCIATES INC.	69,459
R. NICHOLLS DISTRIBUTORS INC.	27,686
R.G. ARENAS (KELOWNA) LTD.	1,487,516
R-355 ENTERPRISES	1,106,199
RECEIVER GENERAL FOR CANADA	34,605,987
REDLINE BOBCAT SERVICES LTD.	275,185
REED BUSINESS INFORMATION	25,507
REGIONAL DISTRICT OF CENTRAL OKANAGAN	31,426,990
REGIONAL DISTRICT OF NORTH OKANAGAN	57,080
RG FACILITIES (MISSION) LTD.	33,741
RICOH CANADA INC	146,272
RISSO ESTATES LTD	1,575,298
RITE-WAY FENCING INC.	36,404
ROADWAYS TRAFFIC PRODUCTS LTD	150,501
ROBERT PROSSER & ASSOCIATES INC.	26,950
ROCKY MOUNTAIN PHOENIX	84,807
ROGERS WIRELESS INC.	259,527
RONA REVY INC.	37,793
ROYAL BANK OF CANADA	49,045
ROYAL STAR ENTERPRISES INC.	1,066,563
ROYALE LANDSCAPING LTD	1,219,597
RUNNALLS DENBY	83,097
RUTLAND WATERWORKS DISTRICT	54,436
SALLOUM, LAWRENCE T.	28,393
SAWCHUK DEVELOPMENTS CO. LTD	3,690,170
SCHOOL DISTRICT #23	33,934
SCOTIABANK	25,494
SECURE TRAFFIC CONTROL LTD.	503,027
SECURIGUARD SERVICES LTD	95,321
SERANI BROS CONTRACTORS LTD	48,914
SHAW CABLESYSTEMS	40,372
SHERINE INDUSTRIES LTD.	41,380
SHORELINE PILE DRIVING	85,792
SIEMENS CANADA LIMITED	114,164
SIERRA LANDSCAPING LTD	310,607

Supplier's Name	Amount
SINGLA BROS HOLDINGS LTD	124,672
SITE360 CONSULTING INC.	80,571
SLAVIN, JIM	76,586
SLR CONSULTING (CANADA) LTD.	63,901
SMARTE CARTE INC.	50,972
SNC LAVALIN INC.	431,099
SOURCE OFFICE FURNISHING	37,936
SOUTH EAST KELOWNA IRRIGATION DISTRICT	54,523
SQUARE ONE PAVING LTD.	124,971
SSA QUANTITY SURVEYORS AND PROJECT CONSULTANTS LTD	72,982
STANTEC CONSULTING LTD. (SCL)	640,619
STYLES, SHANE	36,152
SUMMERFIELD LANDS LTD	48,812
SUNCOR ENERGY PRODUCTS PARTNERSHIP	27,719
SUN-OKA VALLEY TRANSPORT	221,869
SUPER SAVE DISPOSAL INC	57,126
SWING TIME DISTRIBUTORS LTD	63,466
T2 SYSTEMS CANADA INC	71,473
TAJ CAFE	44,689
TASCMET CLINICAL FX	29,120
TCC THE CLEANING COMPANY CO LTD	174,879
TD CANADA TRUST	126,844
TEAM EAGLE LTD	2,895,687
TELUS COMMUNICATIONS COMPANY	65,925
TELUS COMMUNICATIONS INC.	242,833
TELUS SERVICES INC	149,847
TENNANT COMPANY	47,361
THE AGENCY GROUP	37,328
THE JF GROUP	54,390
THOMAS SCOTT SIGNCRAFT LTD.	36,126
THYSSENKRUPP AIRPORT SYSTEMS INC	225,714
TIME BUSINESS MACHINES LTD.	68,813
TOLKO INDUSTRIES LTD	151,836
TOPS OFFICE PRODUCTS LTD.	40,872
TOURISM KELOWNA	1,763,008
TRAFCO (CANADA)	50,386
TRANS CANADA TRAFFIC INC	33,794
TRANS-WESTERN ELECTRIC LTD.	53,197
TRUE CONSULTING GROUP	238,047
TT CONTRACTORS LTD	574,316
TURN-KEY CONTROLS	46,460
TYCO FIRE PROTECTION PRODUCTS	39,175
UNICARE FERNBRAE HOLDINGS INC	68,340
UNION OF BC MUNICIPALITIES	63,988
UNIT4 BUSINESS SOFTWARE CORPORATION	447,563
UNITED ROTARY BRUSH CORP. OF CANADA	32,769

Supplier's Name	Amount
UNIVERSITY OF BRITISH COLUMBIA	45,000
UPTOWN RUTLAND BUSINESS ASSOCIATION	151,000
URBAN SYSTEMS LTD.	584,449
VACHON, VICTOR G.	43,305
VALHALLA TRAILS LTD.	61,778
VALLEY CURBING LTD	70,623
VALLEY MAINTENANCE & OPERATIONS	245,840
VALLEY TRAFFIC SYSTEMS INC	30,689
VAN GURP AND COMPANY	34,286
VANCOUVER INTERNATIONAL AIRPORT AUTHORITY	197,602
VAN-KEL IRRIGATION	107,910
VECCHIO, JOEY	43,257
VIMAR EQUIPMENT LTD.	141,473
WAJAX EQUIPMENT	141,898
WASTE MANAGEMENT OF CANADA CORPORATION	68,242
WATERKIND CONSULTING SERVICES LTD.	33,541
WATERTRAX INC.	27,170
WAYPOINT TRUCK EQUIPMENT INC.	120,524
WB-120 HOLDINGS	34,300
WDL JOINT VENTURES	27,253
WESCO DISTRIBUTION - CANADA INC.	54,974
WEST COAST MACHINERY LTD.	27,420
WESTLAKE PAVING & AGGREGATES LTD	718,024
WEST-WIND NURSERIES LTD.	34,564
WHOLESALE FIRE & RESCUE LTD.	59,242
WILDERMAN, JON	104,685
WILDSTONE SPECIAL PROJECTS DIVISION LTD	532,212
WINN RENTALS LTD	204,775
WISHBONE INDUSTRIES LTD.	31,385
WITMAR DEVELOPMENTS LTD	482,571
WOLSELEY WATERWORKS GROUP	159,461
WORKSAFE BC	560,778
WORMAN RESOURCES INC.	77,928
WPS CANADA INC.	265,775
XLR8 INVESTMENTS LTD	25,517
YADWINDER, BANSAL	30,182
YMCA-YWCA OF THE CENTRAL OKANAGAN	822,081
YOUNG ANDERSON	428,710
YOUNG ANDERSON "IN TRUST"	17,817,965
YVONNE O 'SHAUGHNESSY	34,974
 VENDOR PAYMENTS LESS THAN 25,000	 9,978,693
 TOTAL PAYMENTS	 <u>\$ 313,637,492</u>

Supplier's Name	Amount
RECONCILIATION (in thousands of dollars)	
Total Vendor Payments	\$ 313,637
Total per Expenditure by Function and Object for 2012	251,538
Less: Salaries and Benefits per Expenditure by Function and Object for 2012	(65,678)
Amortization of tangible capital assets	(57,329)
Add: Payments made to other Taxing Authorities	86,496
Acquisition of tangible capital assets	77,613
Net accrual adjustment	6,877
Repayment of long term debt	11,700
Performance deposit and deferred revenue refunds	1,996
Miscellaneous	424
	<u>\$ 313,637</u>
**Variance	<u><u>\$ 0</u></u>

* Prepared under the Financial Information Regulation, Schedule 1, Section 7 and the Financial Information Act, section 2

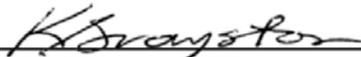
CITY OF KELOWNA
Schedule of Payments
for the year ended December 31, 2012

Supplier's Name	Amount
DOWNTOWN AMBASSADOR PROGRAM	45,000
DOWNTOWN KELOWNA ASSOCIATION	652,000
FESTIVALS KELOWNA	248,500
KELOWNA ART GALLERY	477,193
KELOWNA ARTS FOUNDATION GRANT	204,300
KELOWNA MUSEUM ASSOCIATION	636,480
KELOWNA VISUAL & PERFORMING ARTS	280,300
KELOWNA YOUTH & FAMILY CENTRE (COMMERCE CENTRE)	35,556
MISCELLANEOUS COMMUNITY SERVICE GRANTS	93,307
OKANAGAN BOYS & GIRLS CLUB	348,521
TOURISM KELOWNA	346,430
YMCA-YWCA OF THE CENTRAL OKANAGAN	1,983,278
TOTAL GRANTS OR CONTRIBUTIONS INCLUDED	<u><u>\$5,350,865</u></u>

* Prepared under the Financial Information Regulation, Schedule 1, Section 7(2)

Statement of Financial Information Approval
for the year ended December 31, 2012

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.



Keith Grayston, CGA
Director, Financial Services



Walter Gray
Mayor

June 20, 2013

June 20, 2013

* Prepared pursuant to the Financial information Regulation, Schedule 1, section 9



City Hall
1435 Water Street
Kelowna, BC V1Y 1J4
TEL 250 469-8542
FAX 250 862-3316
ask@kelowna.ca

kelowna.ca

Report to Council



Date: June 14, 2013
Rim No. 0710-70
To: City Manager
From: Keith Grayston, Director, Financial Services
Subject: Strategic Community Investment Funds

Recommendation:

THAT Council receive the Strategic Community Investment Funds report from the Director, Financial Services dated June 14, 2013 for information.

Purpose:

To provide Council with information on the Strategic Community Investment Funds program for 2012.

Background:

In 2009, the Provincial Government replaced the Traffic Fine Revenue Sharing Grant with the Strategic Community Investment Funds (SCI). Later, changes were made to provide financial certainty and earlier access to the Provincial funding and covered the 2011 to 2014 time frame. Overall there was no additional funding but the funding for 2012 was increased to provide support while local and provincial economies improve.

To be eligible to receive the funds the City signed a funds agreement and agreed to:

1. Develop a plan that sets out the intended uses and performance targets for the funds; and,
2. Report publicly on the plan and progress made toward achieving performance targets.

Under the Traffic Fine Revenue Sharing Grant the initial funds were spent on new RCMP members and municipal police staff. Future grants were then used to pay the ongoing costs of those additional police enforcement resources.

Intended Use of the fund is - to support police enforcement.

Performance Target is - 100% of the fund will be used to support police enforcement over the term of the SCI Agreement.

Progress made in the reporting period (2012) - 74% of the SCI funds were used to support police enforcement during 2012. The remaining 26% of the funding was placed into reserve and will be brought in during the 2013 and 2014 reporting periods. There is a Crime Reduction Strategy currently in place that uses both existing RCMP members and additional approved members to reduce the crime level and the calls for service within the City of Kelowna.

Legal/Statutory Procedural Requirements:

This report is required to be prepared by June 30th in each year of the agreement to ensure the next installment of SCI funding may be transferred.

Financial/Budgetary Considerations:

Expenditures of the SCI funding has been matched to the annual budget of \$1,447,150 to avoid fluctuations in the tax requirement over the four years of the program (2011-2014).

Considerations not applicable to this report:

Internal Circulation:

Legal/Statutory Authority:

Existing Policy:

Personnel Implications:

External Agency/Public Comments:

Communications Comments:

Alternate Recommendation:

Submitted by:

Keith Grayston, CGA
Director, Financial Services

Approved for inclusion:



Paul Macklem, GM Corporate Sustainability

cc: Financial Planning Manager

Report to Council



Date: June 19, 2013
Rim No. 0610-41
To: City Manager
From: Director, Recreation & Cultural Services
Subject: Kelowna Paddle Centre

Recommendation:

THAT Council receives the report from the Director, Recreation & Cultural Services, dated June 19, 2013, regarding the proposal to establish the Kelowna Paddle Centre;

AND THAT Council authorize staff to allow the Kelowna Outrigger Canoe Club Association to apply for a temporary use permit for use of 3050 Abbott Street as the location for the Kelowna Paddle Centre;

AND FURTHER THAT Council authorize staff to continue discussions with the Kelowna Outrigger Canoe Club Association towards the development of an agreement for the temporary use of 3050 Abbott Street as the location for the Kelowna Paddle Centre.

Purpose:

To seek Council's support for staff to allow the Kelowna Outrigger Canoe Club Association to apply for a temporary use permit for use of 3050 Abbott Street as the location for the Kelowna Paddle Centre. In addition, that Council authorizes staff to continue discussions with the Kelowna Outrigger Canoe Club Association towards the development of an agreement for the temporary use of this property.

Background:

Kelowna has a long tradition of paddling along the shores of Okanagan Lake. Dating back to the early "Regatta" days, paddling events brought Kelowna residents together for social and competitive engagement. The Kelowna Aquatic Facility located at City Park acted as home base for many of the paddlers. When the facility was destroyed by fire in 1969 the paddling club and equipment were lost.

Paddling continues to be a strong and growing activity in the community. The club structures, operating models and level of activity vary among the different groups. Existing paddling clubs in Kelowna include the Kelowna Outrigger Canoe Club Association, Kelowna Standup

Paddleboard Club, Kelowna Canoe/Kayak Club, Kelowna Dragon Boat Club and Kelowna Rowing Club (currently located in West Kelowna). In addition there is other semi formal and start up paddling disciplines emerging (i.e. sprint canoe/kayak). These clubs currently operate out of various spaces around Kelowna.

Kelowna Paddle Centre Proposal:

A group of paddling enthusiasts that includes representation from the Kelowna Outrigger Canoe Club Association and paddling disciplines representing the standup paddleboard and sprint canoe/kayak community has provided a proposal to create a paddle centre in Kelowna. The Kelowna Outrigger Canoe Club Association is the lead group for this proposal.

While the proposal is not inclusive of all paddling disciplines, as a pilot project, it begins to merge three of the disciplines under one structure and facility. This would provide the opportunity for synergy among the paddling disciplines and help them address challenges cooperatively including recruiting and developing coaches, program and club development, recruiting and maintaining members, developing a sustainable financial model and establishing a community presence.

Key aspects of the proposal:

- A request for temporary use of City of Kelowna land to pilot a paddle centre and to start the development of a comprehensive paddling organization representing three of the paddling disciplines. Once the foundation is set, this group would undertake planning and programming for a permanent site and would consider the inclusion of other paddling clubs and disciplines currently operating in Kelowna.
- Initial efforts (Phase One) would focus on club development (i.e. governance), site set up and management, club activities (i.e. training, coach development), marketing and promotion, limited program development, neighbourhood engagement and blending of the disciplines onto one site.
- The longer term objective (Phase Two) would include planning for a permanent site. These efforts would consider inclusion of other paddling disciplines, site development and program planning and development (i.e. national training centre for outrigger and standup paddleboards, adaptive paddling and school programs).

As outlined in their proposal, the values of the Kelowna Paddle Centre would also provide community benefits. Their stated values are:

- Promote healthy, active living
- Paddling programs for everyone regardless of age and ability
- Establish safe, friendly, encouraging, challenging, fun environment
- Encourage community members to reach their personal fitness goals

Site requirements for a paddling centre include the following:

- A zero depth entry into the lake, with a sandy shoreline and relatively shallow water in the paddling area
- A relatively quiet area, away from power boat traffic
- Water that is sheltered from windy conditions
- Close proximity to an area of commerce
- A site that allows for secure storage of equipment

- A site which does not require costly improvements in the pilot years

Site Evaluation:

A number of sites were considered through discussions with the Kelowna Outrigger Canoe Club Association. These included Kinsmen Park, Gyro Park and its adjacent gravel parking area, north end of Rotary Beach, beach access sites, City Park, Sarsons Beach/Okanagan Mission Activity Centre and the vacant lot at 3050 Abbott Street (identified in Schedule A).

In evaluating the site requirements against the potential sites, while all sites had pros and cons, the Abbott St. property became the preferred site.

It is important to note that the Official Community Plan identifies redevelopment of the Cedar Avenue area, although specific site plans have not been approved to date.

Next Steps:

Should Council support the recommendations, the next steps include:

1. Obtain a temporary use permit for the site
 - a. Address site specific requirements such as grading, parking, fencing and structures.
2. Continue discussions with the Kelowna Outrigger Canoe Club Association towards the development of an agreement to use the site. Key aspects of the agreement would include:
 - a. A 'good neighbour' principle that addresses operational considerations such as parking management, site cleanliness, minimize site noise beyond the activity of the sport, specific hours of operation and ongoing neighbourhood communication.
 - b. A three (3) year term to coincide with the length of the temporary use permit. Expiration or cancellation of the temporary use permit will result in termination of this agreement.
 - c. A clause that the City may cancel the agreement at any time, for any reason by providing 60 days notice.
 - d. Identification of requirements and responsibilities for initial set-up costs.
 - i. Preliminary estimates for basic site preparation related to off street parking is \$20,000.
 - e. A provision that the club is responsible for ongoing maintenance of the site.
 - f. A requirement for reporting back annually on club and program development.

Internal Circulation: General Manager, Community Services; Acting Director of Real Estate & Building Services; Manager, Urban Land Use; Manager-Property Management; Communications Supervisor-Community Communications; Acting Strategic Land Development Manager

Personnel Implications: Staff from Recreation & Cultural Services will continue to work with the Paddling Club from a sport development perspective.

External Agency/Public Comments: The Kelowna Paddle Centre proposal has already received several letters of support from related federal and provincial paddling associations, the Rotary Club of Kelowna as well as paddling clubs from other cities offering mentoring opportunities.

Communications Comments: As part of the temporary use permit process, the Kelowna Outrigger Canoe Club will be required to notify and consult neighbours on the new use for the property. This effort will be supported by the City of Kelowna.

Considerations not applicable to this report:

Legal/Statutory Authority

Legal/Statutory Procedural Requirements

Existing Policy

Financial/Budgetary Considerations

Alternate Recommendation

Submitted by:



J. Gabriel, Director, Recreation & Cultural Services

Approved for inclusion:

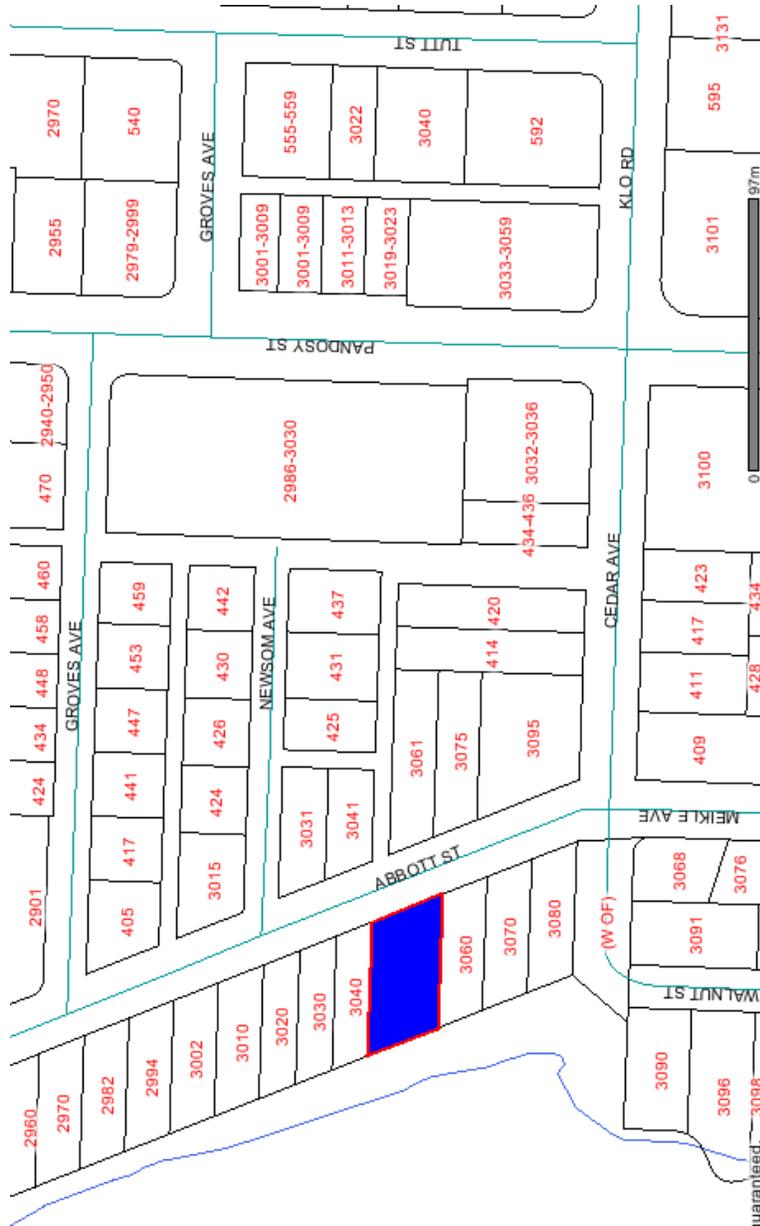


J. Vos, General Manager, Community Services

Attachment: Schedule A

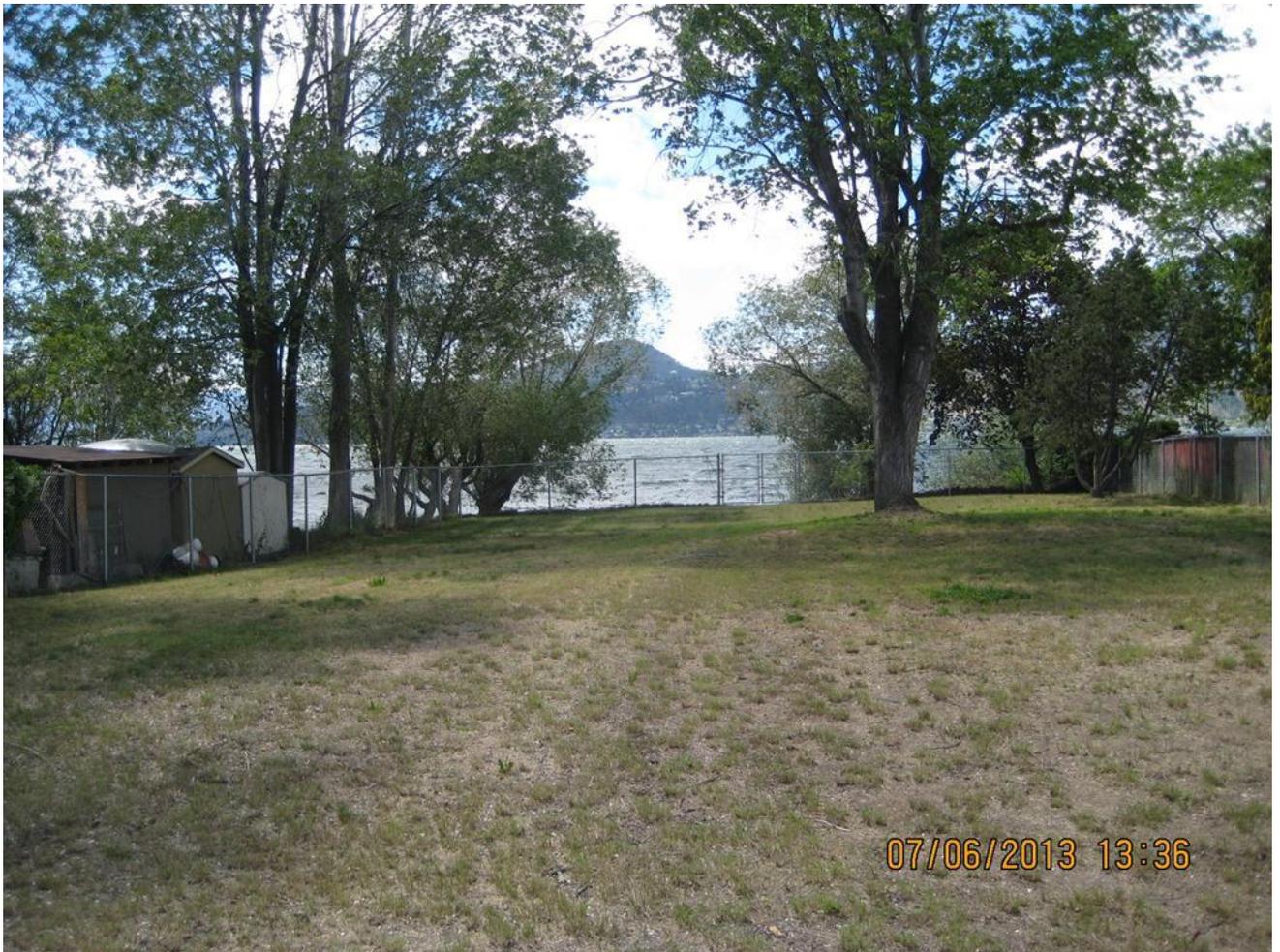
cc: General Manager, Community Services
Acting General Manager, Community Sustainability
Director, Communications
Acting Director, Real Estate & Building Services

Schedule A
Kelowna Paddle Centre Subject Property



City of Kelowna - Accuracy and correctness not guaranteed.

Schedule A
Kelowna Paddle Centre Subject Property



Report to Council



Date: June 17, 2013
Rim No. 1280-02
To: City Manager
From: Joe Creron, Acting GM, Community Services
Subject: Fleet Management

Recommendation:

That Council receives, for information, the report from the Acting General Manager Community Services dated June 17, 2013 with respect to Fleet Management.

Purpose:

The purpose of the report is to provide City Council information on the implementation of a Fleet Management System.

Background:

Over the past several years, the City of Kelowna has researched and tested various fleet management systems that are available in North America. These systems have numerous benefits including:

- improve management of fleet,
- increase productivity,
- enhance risk management and safety,
- improve driver habits,
- efficiently address complaints, and
- improve environmental practices.

Our goal was to implement a system that would: improve management and responsible use of our fleet asset which is valued in the order of \$24 million; reduce fuel consumption and greenhouse gas production; reduce operating costs; provide real-time tracking on accurate base mapping; track the entire fleet with unlimited expansion; recognize the individual vehicle and driver; be user-friendly; improve customer service; deliver engine diagnostics in a timely manner; give instantaneous performance feedback to the driver; provide automatic reporting to supervisors; implement within existing resources; report when onboard

equipment is operating; enhance safety; identify poor driver habits and enhance risk management.

In 2012, the City of Kelowna partnered with the City of Vernon and the City of Penticton to develop and issue a Request for Proposal (RFP). This partnership offered many benefits including a price reduction due to the number of units being purchased and the combined system needs identified through the collaboration of all three cities. Sixteen proposals were received and were then narrowed down to three, each of which was tested. Proponents were evaluated based on proponent experience and product knowledge; quality and performance of system and equipment offered; references; degree of suitability with RFP requirements; price of hardware and monthly airtime, rate increases and guaranteed pricing; flexibility of carrier choice; and customer ownership of data, years of storage and customer access.

The successful proponent was Advantage Asset Tracking and the system used is called GeoTab. The total cost for the City of Kelowna for hardware and installation was \$105,000 and for monitoring the cost is \$121,000 per year. Our goal is that these costs will be offset with fuel savings, reduced maintenance costs, decreased capital costs by right sizing the fleet and increased employee productivity. The City's annual fuel budget is over \$1.5 million. With a projected 15 per cent reduction in litres of fuel, that would lead to an annual savings of \$225,000, which we hope to achieve after three years of operation.

The system has been in place for about five months and we have experienced fuel reductions at City Yards, Parks and Landfill in the order of 54,000 litres, largely due to a reduction in idling, improved productivity through improved route planning, in-cab alerts improving driver behaviour and automatic reporting highlighting areas of concern and improvement. We have also had a 7,500 litre increase in fuel at the Commonage Biosolids plant due to a process change adding 20% more inventory. Although we have been operating the system for a short period of time, we believe these improvements build efficient practices into service delivery and work towards achieving our vision of being the Best Mid-sized City in North America.

Internal Circulation:
Communications

Considerations not applicable to this report:

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Existing Policy:

Financial/Budgetary Considerations:

Personnel Implications:

External Agency/Public Comments:

Communications Comments:

Alternate Recommendation:

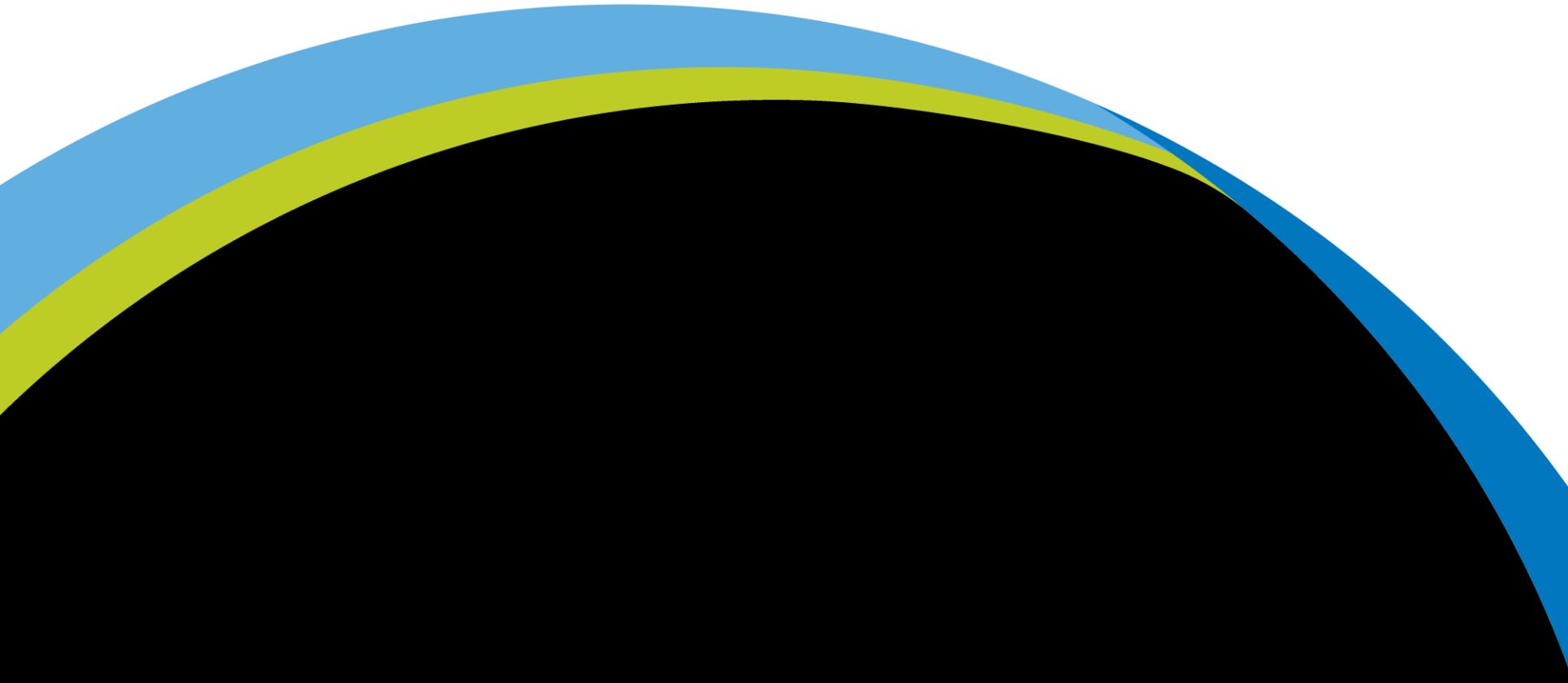
Submitted by:

Joe Creron, Acting GM, Community Services

Cc Darryl Astofooroff, Transportation Services Manager
Alf Soros, Fleet Services Supervisor

FLEET MANAGEMENT SYSTEM

June 2013



WHY USE A FLEET MANAGEMENT SYSTEM?

- ▶ Save money
- ▶ Reduce greenhouse gas
- ▶ Enhance risk management & improve safety
- ▶ Improve productivity
- ▶ Improve asset management
- ▶ Improve driver habits
- ▶ Protect staff & efficiently address complaints

CITY OF KELOWNA'S EXPERIENCE

- ▶ Kelowna, Vernon and Penticton partnership
- ▶ Collaboration = better product
- ▶ Better RFP evaluation
- ▶ Better pricing
- ▶ RFP (best value) not a tender

Goal: 15 per cent fuel reduction in three years = \$225,000

SYSTEM REQUIREMENTS

- ▶ Real time tracking....live....follow on map
- ▶ Accurate base mapping and integration
- ▶ Track entire fleet of vehicles and equipment
- ▶ Individual Vehicle & Driver Recognition
- ▶ Engine Diagnostics
- ▶ Automatic reporting to supervisors
- ▶ Immediate feedback to driver

SYSTEM REQUIREMENTS

- ▶ Identify when on-board equipment is operating
- ▶ Identify poor driving habits
- ▶ Identify unnecessary travel
- ▶ Able to expand to future fleet and contractors

RFP EVALUATION

1. Proponents experience & product knowledge
2. Quality & performance of equipment offered
3. References
4. Degree of suitability with city requirement
5. Price of hardware and monthly airtime
6. Flexibility of carrier choice
7. Rate increases, guaranteed pricing term
8. Customer ownership of data, years of storage and customer access. Where is it hosted?

PROPONENT & SYSTEM COSTS

Advantage Asset Tracking (system: GeoTab)

Cost to City of Kelowna:

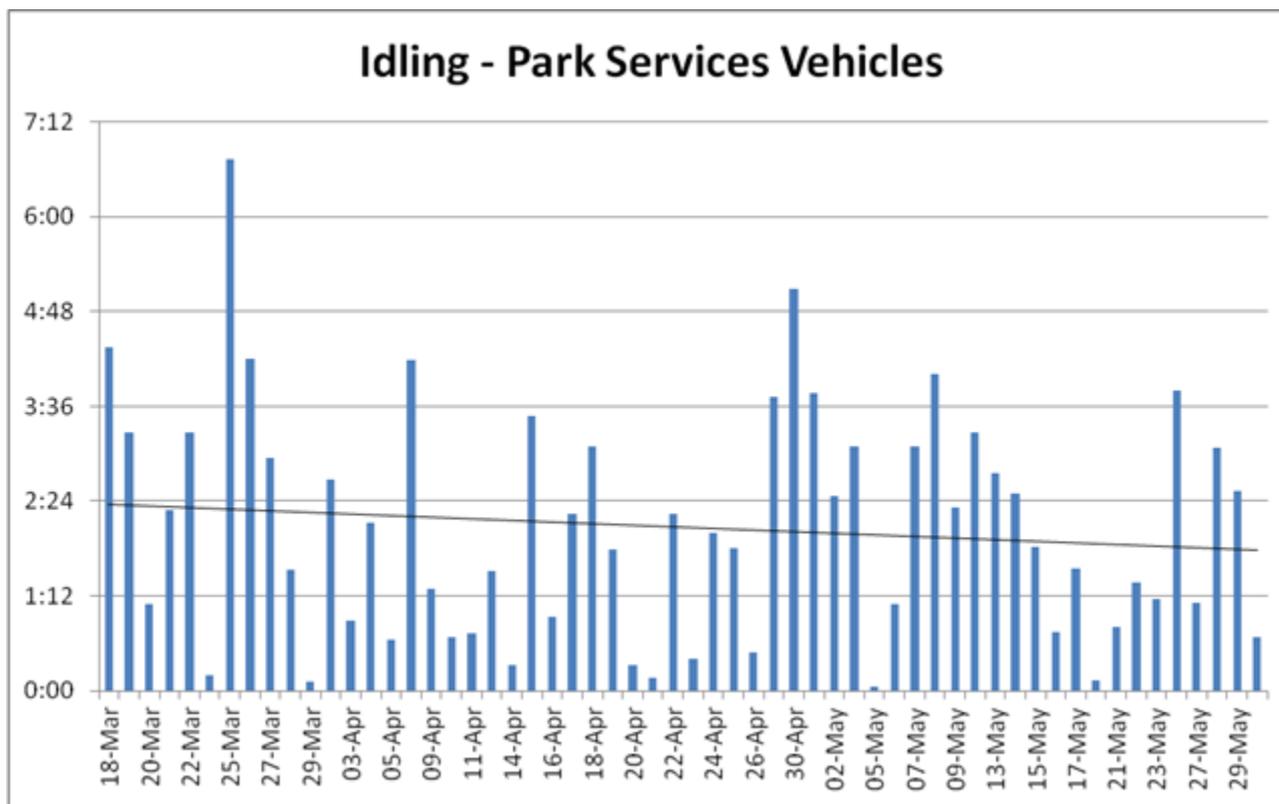
Hardware cost	\$ 75,000
Installation cost	<u>\$ 30,000</u>
	\$105,000

Annual monitoring cost	\$121,626
------------------------	-----------

RESULTS

- ▶ Without turning on the alerts 15% savings in fuel (month in 2011 compared to month in 2012) in some areas
- ▶ One equipment operator reduced daily idling from 3 hr per day (15 litres of fuel) to 1.5 hr per day (7.5 litres of fuel) = save \$9.15 daily = \$2,287.50 per year by just seeing a report and no alerts.....simple communication
- ▶ Or saving 1,875 litres of fuel per year
- ▶ Or reducing 4.3 tons of carbon per year

RESULTS



RESULTS

- ▶ Used 54,000 less litres of fuel in first five months at City Yard, Parks and Landfill

- ▶ Used 7,500 more litres of fuel at Commonage Bio Solids plant in Vernon.

CONCLUSION

- ▶ Reduce fuel costs and save money
- ▶ Reduce carbon footprint
- ▶ Improve productivity
- ▶ Improve risk and asset management
- ▶ Protect and improve our greatest asset-staff
- ▶ Improve lifecycle of vehicles & equipment
- ▶ Implementation without new funding
- ▶ Provide data for analysis and improvement

CONCLUSION

Getting Started & Help

Summary

Map

Vehicles

Drivers & Activity

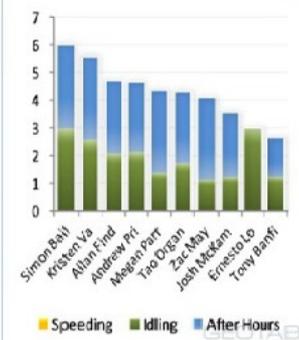
Engine & Maintenance

Zones & Messages

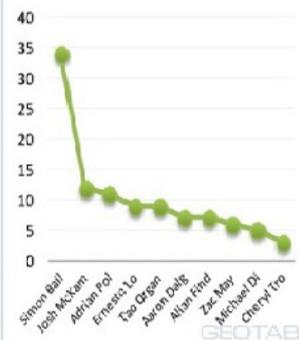
Rules & Groups

Administration

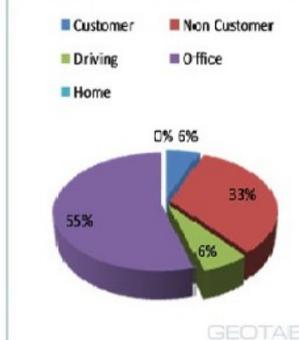
Basic Driver Score (last week)



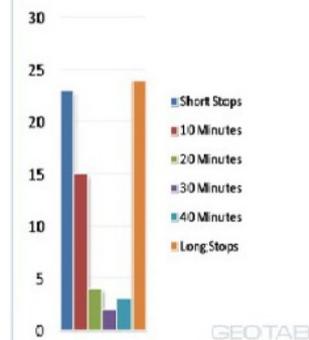
Percentage of time Idling (yesterday)



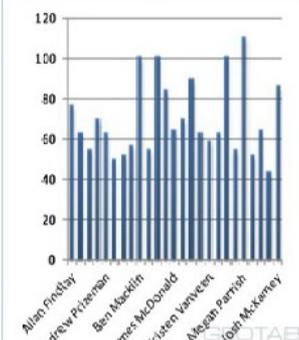
Activity Summary (today)



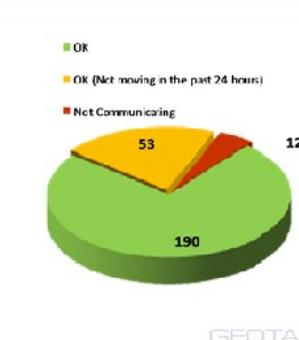
Number of Stops (yesterday)



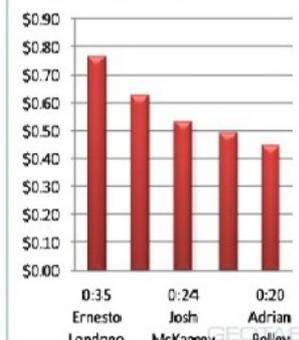
Top Speeders



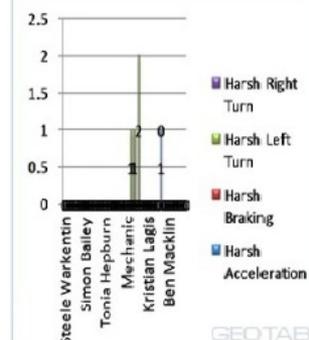
Watchdog Report



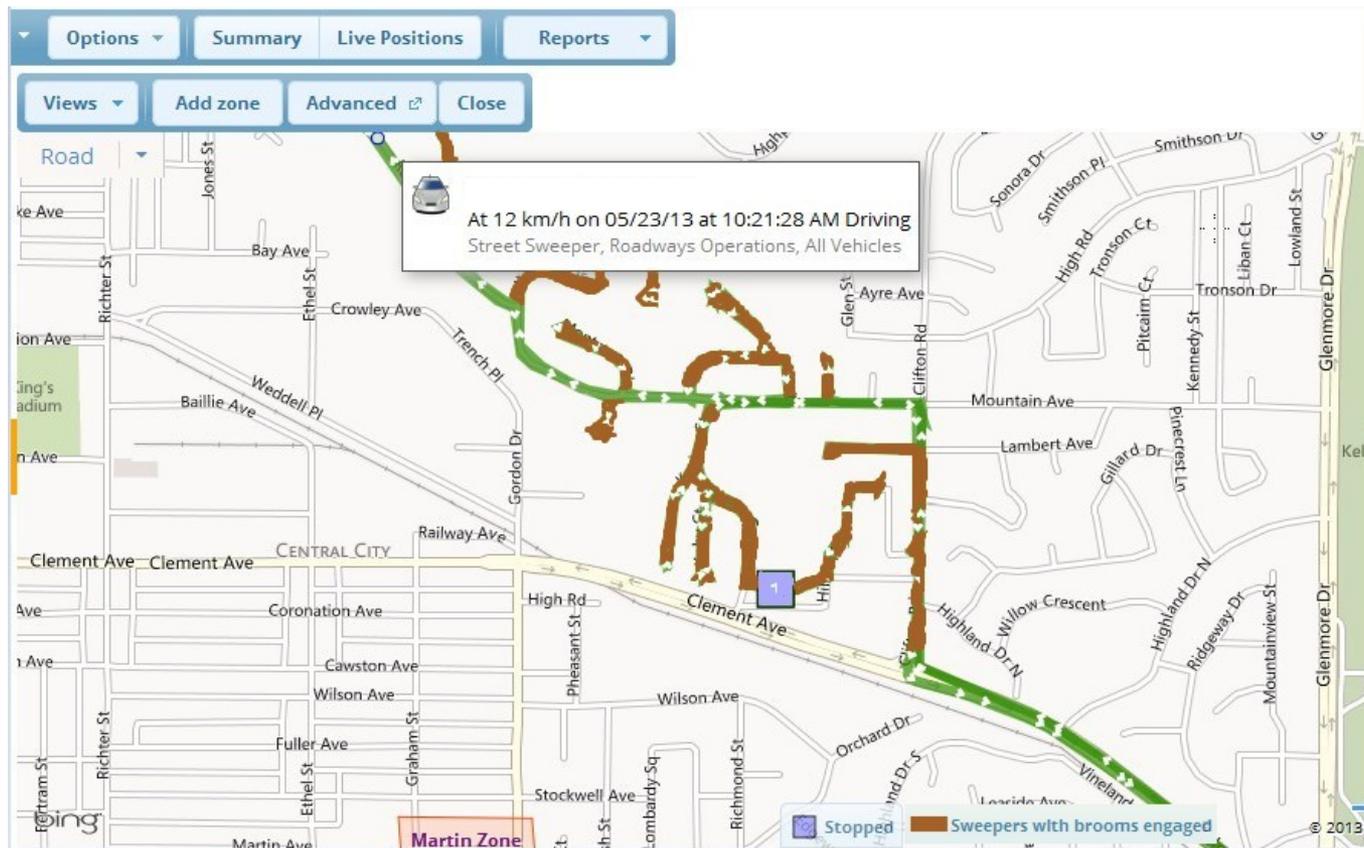
Top 5 Idle Spend (last week)



Top 5 Accelerometer Data (this week)



CONCLUSION



Report to Council



Date: June 18, 2013
Rim No. 1110-21-012-001
To: City Manager
From: J. Hettinga, Manager, Real Estate Services
Subject: John Hindle Drive, Phase 2 Land Update

Recommendation:

THAT Council receives, for information, the Report of the Manager, Real Estate Services dated June 18, 2013, with respect to the land component of John Hindle Drive Phase 2.

Purpose:

To update Council with respect to the land component of John Hindle Drive Phase 2 from the new Landfill Entrance, to UBCO.

Background:

John Hindle Drive, linking Glenmore Road to UBCO, was included in the 20 Year Major Road Network Plan that is an integral part of the City's current Official Community Plan. The road provides an east-west connection between Glenmore Road and Highway 97 reducing trip distance and road congestion. The first phase of John Hindle (~1,100 meters) is now constructed, and phase two (~1,300 meters) is currently in the design stage.

Council had approved funds in the 2013 municipal budget for the acquisition of necessary lands for the completion of John Hindle Drive. During the first half of 2013, Staff have worked with the property owners of 1079 Curtis Road and have been able to reach a mutually acceptable contract for the outright purchase of the entire property. Based on the current contract, the City will have possession of the property in the later half of summer 2013. By purchasing the land now, the road design can move forward without any restriction of alignment due to the residence.

The next step for the John Hindle Drive project are to:

- Complete final design of the road
- Make application to the Agricultural Land Commission to exclude the road area from the Agricultural Land Reserve
- Acquire the remaining portions of land from the 2 or 3 remaining properties
- Tender the road construction

Final design is anticipated to be completed by the summer of 2014, with application to the Agricultural Land Commission for approval and the remaining land acquisitions completed by the end of 2014. This phase of road is currently scheduled to be constructed in 2015-2017 as per the recently endorsed 2020 Capital Plan.

Existing Policy:

The 20 year Road Network Plan, approved by Council in 2011 identified John Hindle Drive as a top priority road for the City to concentrate DCC funds for land acquisition and construction.

Internal Circulation:

Manager, Transportation & Mobility

Considerations not applicable to this report:

Internal Circulation:

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Financial/Budgetary Considerations:

Personnel Implications:

External Agency/Public Comments:

Communications Comments:

Alternate Recommendation:

Submitted by:

J. Hettinga, Manager, Real Estate Services

Approved for inclusion:



D. Gilchrist, General Manager,
Community Planning & Real Estate

cc: M. Hasan, Manager, Transportation & Mobility

Report to Council



Date: June 18, 2013
Rim No. 1200-40
To: City Manager
From: Planner Specialist
Subject: Official Community Plan Indicators

Recommendation:

THAT Council receives for information the report of the Planner Specialist, dated June 18, 2013 with respect to the Official Community Plan indicators.

Purpose:

To assess progress on achieving the objectives of the Official Community Plan. This is the second Official Community Plan Indicators report, containing a baseline as well as two successive years worth of data.

Background:

On May 30th, 2011, Council adopted the 2030 Official Community Plan.

According to community input into the Official Community Plan (OCP) 2010 - 2030, residents want a city where:

- Urban communities are compact and walkable;
- Housing is available and affordable for all residents;
- People feel safe downtown and in their own neighbourhoods;
- The natural environment (land and water) is protected and preserved;
- Walking paths and bicycle routes connect to key destinations;
- The economy is growing, vibrant and bringing in new businesses;
- Buildings and public spaces are attractive places; and,
- Recreation and cultural opportunities are plentiful.

The Official Community Plan 2010-2030 has been created to realize the community's vision for a sustainable community while keeping the best of what already exists, such as the waterfront, parklands and water quality.

Throughout the extensive community consultation process during the development of the OCP, residents expressed a strong desire to continue to make Kelowna a vibrant city which is designed to achieve economic growth, environmental protection, social development and cultural liveliness.

Indicators are a way to assess the extent to which community goals are being achieved. Measuring progress will provide information on where changes may need to be considered for goals to be achieved. Alternatively, should it be decided that goals are no longer relevant, the goals themselves can be changed. In either situation, the objective is to align the City's and community's efforts with community goals.

Attachment 1 provides information on progress towards the vision and goals of the 2030 OCP. Indicators were selected to, in a balanced fashion, represent the broad range of economic, environmental, social and cultural objectives of the OCP. Key criteria were that the indicators had to be meaningful and based on data that would be readily available on an annual basis.

June 2012 was the first year that the OCP was measured and summarized in a report based on adherence to goals and objectives. Where data was available, a base case was established and one subsequent year was measured. The 2012 report provided the reference point and basis to begin to establish trends moving forward.

This year's report builds on the previous report and contains the 2012 data as well as results from the third year the OCP indicators were assessed, providing further measurement on progress on OCP goals and objectives. In the majority of cases, three years worth of data is now available. However, it should be noted that three years worth of data does not necessarily make a trend. Anomalies may be present in the context of just three years of data.

According to the indicators table (Attachment 1), the City is moving towards achieving OCP goals. Of the 27 indicators, 14 are trending in a positive direction, 4 are trending in a negative direction, 6 saw minimal change from the previous year, and 3 do not yet have enough data to determine a trend. Of the 3 without enough data, 2 do not have consistent data for the current year, and 1 will have data available in 2014.

Highlights from the indicators are that:

- Generally, new commercial space is being directed to the urban centres and within the Permanent Growth Boundary. Even though 2012 saw a lower percentage of new commercial directed to the urban centres, the square footage that was in the urban centres exceeded the total commercial for each of the past two years.
- The conditions for a healthy housing supply are being put in place. However, there continues to be a disconnect between median incomes and median house prices making housing affordability an issue for many residents.
- The crime rate and traffic crash rate are both continuing to trend down, indicating that Kelowna is moving towards being a safer community.

- The economy is keeping pace in terms of median income relative to the provincial median, and the number of businesses with employees has increased.
- Parks and transportation dollars are being spent in the urban core in support of OCP objectives of increasing private investment in the central part of the city.
- Recreational opportunities remain strong and hours of programs have increased concurrently with population growth.
- An increase in the number of community gardens is benefiting both access to food and opportunities for social interactions.

At this point in time, data was not available for all indicators. In future years data will be available for all indicators and will be tabulated. The intent is to continue to report annually on progress towards achieving the objectives of the Official Community Plan. By the time the next OCP review is undertaken in 2017, there should be enough data to help determine where refinements may be needed.

Internal Circulation:

Divisional Director, Community Planning and Real Estate
 Director, Recreation & Cultural Services
 Director, Regional Services
 Manager, Environment & Land Use
 Manager, Community Planning
 Manager, Transportation & Mobility
 Subdivision Approving Officer, Subdivision
 Community Police Coordinator, Police Services

Financial/Budgetary Considerations:

Staff will monitor the indicators for a few years and if trends are not moving in the desired direction, staff will then return with suggestions for how favourable changes may be achieved. Where there are personnel or budgetary implications, such would be identified at that time.

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:

G. March, Planner Specialist
G. Stephen, Long Range Planning Manager

Approved for inclusion:

Signe Bagh, Director of Policy & Planning



Attachment: OCP Indicators 2013

cc:

Divisional Director, Community Planning and Real Estate
Director, Recreation & Cultural Services
Director, Regional Services
Manager, Environment & Land Use
Manager, Community Planning
Manager, Transportation & Mobility
Subdivision Approving Officer, Subdivision
Community Police Coordinator, Police Services

OCP INDICATORS (Attachment 1)

What do we want to see more of (goals)?	Source of Criteria (all from OCP)	What is the Measure?	What were we at when tracking began?	Where were we at previously?	Where are we at now?	Desired Performance	Trend	Performance
1 Containment of urban growth	Goal 1, Goal 8, Policy 5.3.1	A) What % of new residential units in Kelowna are located within the Urban Centres as well as the Urban Core? (<i>defer Urban Core until 2013</i>)	A) 13.4% of new residential units (2010)	A) 5.9% of new residential units (2011)	A) 3.6% of new residential units within Urban Centres (2012); 17.5% of units in Urban Core (2012)	A) 43%	A) Down	
		B) What % of new commercial square footage is located within the Urban Centres?	B) 86.1% of new commercial (2010)	B) 82.2% of new commercial (2011)	B) 65.6% of new commercial (2012)	B) 80%	B) Down	
		C) How much building space has been added as a result of changes to the Permanent Growth Boundary?	C) 0 sq. ft. (2011)	C) 0 sq. ft. (no change to PGB over past year)	C) 0 sq. ft. (no change to PGB over past year)	C) 0 sq ft	C) No change	
2 Complete suburbs	Policy 5.2.3.	What % of the total urbanized (excl. agricultural) suburban (outside Core, inside PGB) land base is made up of commercial, institutional, and special needs housing?	7.11% (BCAA 2011)	6.83% (BCAA 2012)	7.03% (BCAA 2013)	Up	Down	
3 Affordable housing	Goal 2	A) How many years of wages working at the median labour force income does it take to purchase the median priced house?	A) 6.9 years (2009)	A) 7.0 years (2010)	A) 6.7 years (2011)	A) 3.5 years	A) Down	
		B) What is the rental vacancy rate?	B) 3.0% (2009)	B) 3.5% (2010)	B) 3.0% (2011)	B) 3 - 5%	B) Down	
		C) What is the supply of available designated single-family residential land?	C) Data not available	C) 1,678 acres = 19.8 years (2012)	C) 1,650 acres = 17.3 years (2013)	C) 17 years	C) Down	
		D) What is the supply of designated multi-family residential land?	D) Data not available	D) 2,965 acres = 77.4 years (2012)	D) 2,963 acres = 73.1 years (2013)	D) 34 years	D) Down	
4 Streets that provide for pedestrians	Goal 3	What % of our street network has sidewalks or multi-use corridors? <i>No sidewalk data at this time. Summer 2012 - plans for creating a sidewalk inventory. No sidewalk inventory as of June 2013.</i>	Data not available	0.27:1 sidewalk to road added in 2011 (2.3 km of sidewalk and 8.4 km of road constructed)	0.03:1 sidewalk to road added in 2012 (0.7 km of sidewalk and 23.1 km of road constructed)	Up	Down	
5 Streets (infrastructure) that provide for cyclists	Goal 3	What % of our street network has bike lanes or paths? (How many kilometers of bicycle infrastructure are in Kelowna?)	Data not available	22% (2011)	22% (2012)	Up	No change	
6 Balanced transportation network	Goal 3	What is the modal split between walking, cycling, vehicles? <i>Defer until improved traffic counting program in place.</i>	Data not available	0.5% cyclists; 3.5% pedestrians; 96% vehicles (2011) * *	Consistent data not available at this time	Increase biking and walking	No trend yet	*
7 Development within 400 m of transit	Goal 3, Policy 5.3.2	What % of our population lives within 400 m of a transit stop?	49.2% (2007 Census)	47.3% (2012)	Data not available due to late 2011 census data release	Up	Down	
8 Efficient energy use (electricity and gas)	Goal 4	A) Is the per household use of electricity going down?	A) 12,032 kWh per household (2010)	A) 12,148 kWh per household (2011)	A) 11,876 kWh per household (2012)	A) Down	A) Down	
		B) Is the per household use of natural gas going down? (not weather normalized)	B) 73.2 GJ per household (2010)	B) 78.4 GJ per household (2011)	B) 74.0 GJ per household (2012)	B) Down	B) Down	
9 Well paying jobs	Goal 5	What is the median household income for those employed in Kelowna relative to the provincial median?	96% (\$64,566 Kelowna median) (2010)	97% (\$66,116 Kelowna median) (2011)	97% (\$66,843 Kelowna median) (2012)	Equivalent or higher than provincial median	No change relative to provincial median	
10 Growing businesses	Vision, Goal 5	How many business with employees are there in Kelowna (CMA)?	7,657 businesses with employees (2010)	7,454 businesses with employees (2011). This represents a -2.7% change from 2010.	7,740 businesses with employees (2012). This represents a 3.7 increase from 2011.	Up	Up	
11 Protected sensitive ecosystems	Goal 6	What % of Kelowna's land base is under formal and permanent environmental protection?	Data not available	5.5% (2012)	5.7% (2013)	Up	Up	
12 Protection of steep slopes	Policy 5.15.12	How many lots have been approved on slopes > 30%, where not provided by ASP's or subdivision approved prior to May 30, 2011?	Data not available	0 (2012)	6 (2013)	0 lots	Up	
13 Parks close to population centres	Goal 7, Policy 7.12.5, Goal 8	What % of Kelowna residents live within 400 meters of a park?	84.5% (2007)	83.6% (2012)	86.8% (2013)	Up	Up	
14 Increased recreational opportunities	Vision, Goal 5, Goal 7	How many public program hours were delivered per capita?	0.3 hours delivered per capita (2010)	0.3 hours delivered per capita (2011)	0.3 hours delivered per capita (2012)	Up	No change	
15 Distinctive and attractive neighbourhoods	Goal 8	A) What % of parks and transportation dollars are invested in the Urban Core?	A) 41.6% (2011)	A) 78.0% (2012)	A) 71.6% (2013)	A) Up	A) Up	
		B) What percent of total assessed value is within Urban Core, relative to the rest of City?	B) 50% (2011)	B) 49% (2012)	B) 49% (2013)	B) Up	B) Down	
16 Food production	Goal 9	A) What % of Kelowna's land base is actively farmed?	A) 22.6% actively farmed (2011)	A) 22.3% actively farmed (2012)	A) 22.7% actively farmed (2013)	A) Up	A) Up	
		B) How many community gardens are there in Kelowna?	B) 7 community gardens (2011)	B) 9 community gardens (2012)	B) 11 community gardens (2013)	B) Up	B) Up	
17 Safety	Vision	A) What is the incidence of crimes against persons as related to population (crime rate)?	A) 21.1 crimes reported for every 1,000 people (2009 crime rate)	A) 19.9 crimes reported for every 1,000 people (2010 crime rate)	A) 18.5 crimes reported for every 1,000 people (2011 violent crime rate)	A) Down	A) Down	
		B) What is the incidence of motor vehicle crashes as related to population?	B) 74.3 crashes reported for every 1,000 people (2009)	B) 68.9 crashes reported for every 1,000 people (2010)	B) 64.8 crashes reported for every 1,000 people (2011)	B) Down	B) Down	
18 Increased cultural opportunities	Vision, Goal 10	How many cultural facilities and community events does Kelowna have per capita? <i>Defer until 2014 when cultural indicators will be released.</i>	n/a	n/a	n/a	Up	n/a	*

* The performance is undetermined since data was not available for more than one year. By 2014, all of the missing indicators will be available.

** The modal split is skewed towards vehicle traffic because data was only available for limited intersections. Also, some traffic counts were done in November, when less people typically cycle. A comprehensive series of intersections have been identified and will be used in the future.

Legend:

- Performance moving in right direction
- Performance moving in wrong direction
- Yearly difference in performance is minimal
- Not enough data to determine performance

OFFICIAL COMMUNITY PLAN INDICATORS 2013



PRESENTATION OVERVIEW

1. Background
2. Indicators
3. Data
4. Results
5. Annual Comparison
6. Moving forward / Next steps



BACKGROUND

- ▶ May 30th, 2011, Council adopted the 2030 Official Community Plan
- ▶ Metrics required to measure progress
- ▶ Indicators developed
- ▶ Indicators are a way to assess the extent to which community goals are being achieved
- ▶ This is the second OCP Indicators report

INDICATORS

- ▶ Indicators selected to represent a balance between the economic, environmental, social, and cultural objectives of the OCP
- ▶ Indicators needed to be meaningful with data readily available on an annual basis

DATA

- ▶ Dissecting the data:
 - ▶ Some indicators only have two years worth of data
 - ▶ Some indicators have three years worth of data
 - ▶ Not all data available this year
 - ▶ Will have data for all indicators in 2014

INDICATOR SCORECARD

- ▶ 14 indicators trending in a positive direction
- ▶ 4 trending in a negative direction
- ▶ 6 show results very similar to previous year
- ▶ 3 do not yet have enough data to show a trend



COMPARISON TO PREVIOUS YEAR

Indicator Performance	2012 Report	2013 Report
Positive Direction 	11	14
Negative Direction 	7	4
Minimal Change 	4	6
Not Enough Data 	6	3

TRENDS AFTER TWO YEARS

- ▶ Urban communities are becoming more compact
- ▶ Housing affordability continues to be an issue for many residents
- ▶ Crime rate continues to move down
- ▶ Median incomes are increasing
- ▶ Recreational opportunities remain strong

MOVING FORWARD

- ▶ Continue to collect indicator data annually
- ▶ Continue to report to Council annually

