

**City of Kelowna
Regular Council Meeting
REVISED AGENDA**



Monday, February 3, 2014
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. Confirmation of Minutes

5 - 10

Regular PM Meeting - January 20, 2014

3. Committee Reports

3.1 Uncollectable Property Taxes Receivable

11 - 14

Delinquent taxes that cannot be dealt with using the tax recovery process are deemed non-collectible. In order to write off these accounts, Council approval is required.

3.2 Policy And Write-Off For Uncollectible General Receivables - Council

15 - 21

To obtain the Council endorsement for a policy on the write-off of uncollectible general receivables and approval to write-off uncollectible general receivables for the years: Pre-1996 to 2011.

4. Development Application Reports & Related Bylaws

4.1 Official Community Plan Bylaw Amendment Application No. OCP13-0008 and Rezoning Application No. Z13-0009 - (Off of), (N of) & 2458 Joe Riche Road, Black Mountain Irrigation District

22 - 66

To consider a proposal to construct an ultra-violet water disinfection facility on a portion of the subject properties. An amendment to the Official Community Plan (OCP) Future Land Use designations for a portion of the subject properties is required from part AGR - Resource Protection Area and PARK - Major Park & Open Space, to part PSU - Public Service Utilities and PARK - Major Park & Open Space. A Rezoning from the A1 - Agriculture 1

zone to the P4 - Utilities zone is also required.

- 4.1.1 Bylaw No. 10912 (OCP13-0008) - (Off of), (N of) & 2458 Joe Riche Road, Black Mountain Irrigation District 67 - 70
- Requires a majority of all members of Council (5).**
To give Bylaw No. 10912 first reading in order to change the land use designation of portions of the subject properties from the REP - Resource Protection Area and the PARK - Major Park and Open Space designations to the PSU - Public Services Utilities and the PARK - Major Park and Open Space designations.
- 4.1.2 Bylaw No. 10913 (Z13-0009) - (Off of), (N of) & 2458 Joe Riche Road, Black Mountain Irrigation District 71 - 75
- To give Bylaw No. 10913 first reading in order to rezone parts of the subject properties from the A1 - Agriculture 1 zone to the P4 - Utilities zone.
- 4.2 Official Community Plan Bylaw Amendment Application No. OCP07-0022 and Rezoning Application No. Z07-0073, Rescindment Request - 2728 Pandosy St, Al Stober Construction Ltd. 76 - 79
- To authorize the rescinding of first, second and third readings given to OCP Amending Bylaw No. 10265 and Zone Amending Bylaw No. 10266 and to close the file.
- 4.2.1 Bylaw No. 10265 (OCP07-0022) - 477 Osprey Avenue, Al Stober Construction Ltd. 80 - 80
- Requires a majority of all members of Council (5).**
To rescind first, second and third readings given to Bylaw No. 10265 and to direct staff to close the files.
- 4.2.2 Bylaw No. 10266 (Z07-0073) - 477 Osprey Avenue, Al Stober Construction Ltd. 81 - 81
- To rescind first, second and third readings given to Bylaw No. 10266 and to direct staff to close the file.
- 4.3 Bylaw No. 10906 (Z13-0039) - 1334 St. Paul Street, CTQ Holdings Ltd. 82 - 82
- To adopt Bylaw No. 10906 in order to rezone the subject property from the I2 - General Industrial Zone to the C7 - Central Business Commercial Zone.
- 4.3.1 Development Permit Application No. DP13-0170 - 1334 St Paul Street, CTQ Holdings Ltd. 83 - 95
- To consider the form and character of the proposed exterior renovation of the existing building on the subject property.
- 4.4 *Bylaw No. 10379 (OCP10-0006) - 1069 Laurier Avenue, Jasvinder Kandola* 96 - 96

To adopt Bylaw No.10379 in order to amend the Official Community Plan from the 'Commercial' designation to the 'Multiple Unit Residential - Low Density' designation.

- 4.4.1 **Bylaw No.10380 (Z10-0031) - 1045,1053 and 1069 Laurier Avenue, Jasvinder Kandola** 97 - 97

To adopt Bylaw No.10380 in order to rezone the subject property from the RU6 - Two Dwelling Housing zone to the RM3 - Low Density Multiple Housing zone.

- 4.4.2 **Development Permit Application No. DP10-0047 - 1053 Laurier Avenue, Jasvinder Kandola** 98 - 111

To consider a Development Permit for the form and character of three 4 plex buildings for a total of 12 units

- 4.5 **Rezoning Application No. Z11-0035, Extension Request, 1599 KLO Rd, Robert & Michelle Geismayr** 112 - 114

To extend the date for adoption of Zone Amending Bylaw No. 10569 from February 9, 2014 to February 9, 2015 in order to rezone the subject property from the RU1 – Large Lot Housing zone to the RU6 – Two Dwelling Housing zone, to permit the construction of a second single family dwelling on the subject site.

5. **Bylaws for Adoption (Development Related)**

- 5.1 **Bylaw No. 10738 (Z12-0007) - 483 Poplar Point Drive, Hardie & Karen Deforest** 115 - 115

To adopt Bylaw No. 10738 in order to rezone the subject property from the RU1 - Large Lot Housing zone to the RU6 - Two Dwelling Housing zone.

6. **Non-Development Reports & Related Bylaws**

- 6.1 **2014 Professional Arts Operating Grants** 116 - 122

To approve distribution of annual grants-in-aid to professional arts organizations.

- 6.2 **2014 Operating and Project Grants for Arts, Culture and Heritage Organizations** 123 - 135

The report provides City Council with an update regarding recipients of 2014 Arts, Culture and Heritage Operating and Project Grants, background information about the grant programs and review process, and highlights from final reports provided by 2013 grant recipients.

- 6.3 **Strategic Events Fund - KELOHA** 136 - 152

To seek Council's approval of a grant of \$15,000 from the Strategic Events Fund to support the 2014 Keloha Music and Arts Festival.

6.4 Our Rutland Project Launch 153 - 170

To provide Council with an overview of the Our Rutland project, including community engagement timelines.

7. Bylaws for Adoption (Non-Development Related)

7.1 Bylaw No. 10905 - Amendment No. 23 to Traffic Bylaw No. 8120 171 - 174

To adopt Bylaw No. 10905 in order to amend Traffic Bylaw No. 8120.

7.2 Bylaw No. 10909 - Amendment No. 28 to Airport Fees Bylaw No. 7982 175 - 178

To adopt Bylaw No. 10909 in order to amend Airport Fees Bylaw No. 7982.

8. Mayor and Councillor Items

9. Termination



City of Kelowna Regular Council Meeting Minutes

Date: Monday, January 20, 2014
Location: Council Chamber
City Hall, 1435 Water Street

Council Members Present: Mayor Walter Gray and Councillors Colin Basran, Maxine DeHart, Robert Hobson*, and Luke Stack

Members Absent: Councillors Andre Blancheil, Mohini Singh and Gerry Zimmermann

Staff Present: City Manager, Ron Mattiussi; Deputy City Clerk, Karen Needham; Council Recording Secretary, Sandi Horning ; General Manager, Infrastructure, John Vos*; Divisional Director, Active Living & Culture Division, Jim Gabriel; Community Planning & Real Estate Divisional Director, Doug Gilchrist; Director, Community Planning & Real Estate, Derek Edstrom*; Manager, Urban-Planning/Community Planning & Real Estate, Ryan Smith*; Council Recording Secretary , Joanne Dewar

(* denotes partial attendance)

1. Call to Order

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

Mayor Gray advised that the 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. Confirmation of Minutes

Moved By Councillor Hobson/Seconded By Councillor Stack

R027/14/01/20 THAT the Minutes of the Regular Meetings of December 12, 2013 and January 13, 2014 be confirmed as circulated.

Carried

3. Public in Attendance

3.1. Certificate of Recognition in Occupational Safety and Returning Staff to Work

Staff:

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

Cathy Cook, Executive Director, BC Municipal Safety Association

- Presented two Certificates of Recognition plaques to Council.

4. Development Application Reports & Related Bylaws

4.1. Rezoning Application No. Z09-0007, Rescindment Report - 245 Briarwood Road, P255 Enterprises Ltd.

Staff:

- Provided background information, and confirmed that the applicant has been contacted.

Moved By Councillor Stack/Seconded By Councillor Basran

R028/14/01/20 THAT Bylaw OCP Amending Bylaw No. 10198 (OCP09-0001) and Zone Amending Bylaw No. 10199 (Z09-0007) for the property located at Lot B, Sections 26, Township 26, ODYD, Plan 20270, located on 245 Briarwood Road, Kelowna, BC be forwarded for rescindment consideration;

AND THAT staff be directed to close the file.

Carried

4.1.1. Bylaw No. 10198 (OCP09-0001) - 245 Briarwood Road, P255 Enterprises Ltd.

Moved By Councillor Dehart/Seconded By Councillor Stack

R029/14/01/20 THAT first, second and third readings given to Bylaw No. 10198 be rescinded and the file closed.

Carried

4.1.2. Bylaw No. 10199 (Z09-0007) - 245 Briarwood Road, P355 Enterprises Ltd.

Moved By Councillor Stack/Seconded By Councillor Given

R030/14/02/21 THAT first, second and third readings given to Bylaw No. 10199 be rescinded and the file closed.

Carried

4.2. Rezoning Application No. Z11-0025, Extension Request - 2857 East Kelowna Road, Ian McClellan & Christopher Fehr

Staff:

- Presented reasons for extension and responded to questions from Council.

Moved By Councillor Given/Seconded By Councillor Hobson

R031/14/01/20 THAT in accordance with Development Application Procedures Bylaw No. 10540, the deadline for the adoption of Zone Amending Bylaw No. 10555 for Parcel A (DD145723F & Plan B6784) of Lot 25, Section 16, Township 26, ODYD, Plan 187, located at 2857 East Kelowna Road, Kelowna, BC be extended from January 12, 2014 to January 12, 2015;

AND THAT Council directs staff not to accept further extension requests.

Carried

5. Bylaws for Adoption (Development Related)

5.1. Bylaw No. 10896 (TA13-0008) - Thrift Store Text Amendments to the City of Kelowna Zoning Bylaw No. 8000

Moved By Councillor Basran/Seconded By Councillor Hobson

R032/14/01/20 THAT Bylaw No. 10896 be adopted.

Carried

6. Non-Development Reports & Related Bylaws

6.1. South Padosy Waterfront Redevelopment

Councillor Hobson declared a conflict of interest as there is family property in the area, and left the meeting at 1:57 p.m.

Staff:

- Displayed PowerPoint presentation.
- Provided an overview of the timeline for the proposed redevelopment, and expanded on the Charrette process for public engagement.

- Responded to questions from Council.
- Confirmed the parameters of the redevelopment, including the Paddle Centre, parking, pedestrian and park connections, riparian setbacks, parking, Council Policy 76, and timing.
- Confirmed financial viability, as well as neighbourhood context and design will be considered throughout the process.

Council:

- Emphasized the 'no tax impact' to taxpayers.
- Project is beneficial to the entire community.

Moved By Councillor Given/Seconded By Councillor DeHart

R033/14/01/02 THAT Council receives for information the report from the Manager, Strategic Land Development dated January 15, 2014 with respect to the redevelopment and public engagement initiatives for the Pandosy Waterfront area;

AND THAT Council directs staff to proceed with the communications and engagement process for the redevelopment of Pandosy Waterfront as outlined in the report from the Manager, Strategic Land Development dated January 15, 2014;

AND THAT Council directs staff to proceed with the communications and engagement process based on the site redevelopment parameters identified in the Report of the Manager, Strategic Land Development dated January 15, 2014.

Carried

Councillor Hobson rejoined the meeting at 2:38 p.m.

6.2. City Park Concept Plan

Staff:

- Presented the reasons for recommending the Visitor Centre be moved from the City Park Concept Plan to the newly proposed location.
- Noted a correction in the staff report; the last date that the City Park/Tourism building item was reported to council was August 26, 2012, not August 12, 2012.
- Outlined next steps to be taken.

Moved By Councillor Stack/Seconded By Councillor Basran

R034/14/01/20 THAT Council hears from the Chairman of the Board of Tourism Kelowna regarding the proposed location of the Tourism Kelowna Facility.

Carried

Stan Martindale, Chairman of the Board, Tourism Kelowna

- Confirmed Tourism Kelowna support for the proposed new location.
- Responded to comments and questions from Council.

Moved By Councillor Stack/Seconded By Councillor Basran

R035/14/01/20 THAT Council receive for information the report of the Urban Design Planner dated January 20, 2014;

AND THAT Council direct staff to work with Tourism Kelowna to develop a concept plan to test the feasibility of a Visitor Centre on the parking lot at the west end of Queensway Avenue;

AND THAT Council direct staff to refine the City Park Concept Plan based on input received to date, and report back to Council with a revised Concept Plan that does not include a Visitor Centre building.

Carried

7. Mayor and Councillor Items

Councillor Stack:

- Commented on his attendance at the Central School's 100 year celebration.

Councillor Hobson:

- Noted the passing of Patrick Nichols, former Chair of the North Okanagan Regional District, and long time Vernon City Councillor.

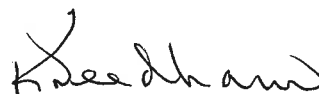
Mayor Gray:

- Noted the passing of Elise Clark, who had spent 19 years as an Alderman with Kelowna City Council from 1974 to 1993.

8. Termination

This meeting was declared terminated at 3:05 pm.

Mayor



Deputy City Clerk

Report to Council



Date: January 27, 2014

Rim No. 0205-41

To: City Manager

From: Mayor Gray, Chair, Audit Committee

Subject: Write-off of Delinquent Property Taxes

Report prepared by: George L King, Revenue Manager

Recommendation:

THAT Council receives, for information, the report from the Audit Committee dated January 27, 2014 with respect to the write-off of delinquent property taxes;

AND THAT Council approve the write-off of delinquent property taxes in the amount of \$111,560.15 for the years 1989 to 2013, as attached to the report from the Audit Committee dated January 27, 2014;

AND THAT Council direct staff to apply to the Minister under section 315.3 of the Local Government Act to manage and dispose of such assets;

AND FURTHER THAT once the Ministerial approval is received all outstanding amounts from other taxing authorities be deducted from their 2014 tax requisitions and each of these taxing authorities be advised.

Purpose:

Delinquent taxes that cannot be dealt with using the tax recovery process are deemed non-collectible. In order to write off these accounts, Council approval is required.

Background:

Staff have exhausted all options to collect the tax accounts as outlined in Appendix A; therefore, the outstanding delinquent accounts are deemed to be non-collectible and should be written off.

The following is a description of the tax accounts deemed uncollectible:

Manufactured Homes

There are instances where either the manufactured home has been removed from the municipality or has been demolished, the municipality is left with no further course of action to collect. Since 1989 there are nine (9) mobile homes totaling \$6,648.86 listed in Appendix A that are no longer traceable, therefore uncollectible.

I.R. #7

With regards to I.R. #7 located within the City of Kelowna boundary, Section 220(1)(e) of the Community Charter allows an exemption for land, improvements or both held and/or occupied by a person of native status, unless that land is leased to or occupied by a person who is not a member of the Band. As a result staff are recommending that ten (10) properties totaling \$94,889.36 listed in Appendix A be written off as these properties were occupied by a person of native status and/or the company leasing the property went bankrupt or had no assets to collect on.

Amalgamated Rolls

In 2010 staff contacted BC Assessment to advise them that when they chose to amalgamate two rolls into one roll they neglected to reduce the assessment value of the old property rolls to zero. This resulted in the property being taxed twice. Unfortunately, given that the amalgamation of the property rolls occurred in 2008, the Assessment Act does not allow a supplemental to be generated to correct this situation. As a result, staff are requesting that the Council support the write-off of \$8,417.10.

Defunct Company

On September 25, 2007 the City was the successful bidder at the 2006 tax sale and acquired the property located on Belgo Rd to be used for the Mission Greenway. While transferring the title, staff were informed that the Kamloops Land Title Office could not transfer the said property as it was in the name of a defunct company (Belgo Land Company Limited) which has been struck from the corporate registry and should have been transferred to the Crown.

At that point staff turned the matter over to the City Solicitor's office who in turn worked with the Provincial Government to successfully transfer the property to the City on May 5, 2013. As title of this property should have been originally transferred to the Crown, who by legislation are tax exempt, staff are requesting that for the years 2002 to 2013 property taxes be written off in the amount of \$1,604.83.

Financial/Budgetary Considerations:

In accordance with Generally Accepted Accounting Principles (GAAP) the uncollectible general receivables items have been written off against revenue in the year that they were determined to be uncollectible; therefore there are no budgetary considerations to be made.

Legal/Statutory Authority:

Section 315.3 of the Local Government Act states that "The minister may confer on a local government further powers to manage and dispose of assets, including taxation revenue, that the minister considers necessary or advisable." Once approved by the minister the municipality would have the authority to write-off the municipal portion of taxes totaling \$49,692.88, associated penalties totaling \$10,731.77, and requisition from all other taxing authorities totaling \$51,135.50. See Appendix A attached.

Considerations not applicable to this report:

Internal Circulation:

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Existing Policy:

Personnel Implications:

External Agency/Public Comments:

Community & Media Relations Comments:

Alternate Recommendation:

Submitted by:

G. King, CPA, CMA, Revenue Manager

Approved for inclusion: ☐ K. Grayston, Director, Financial Services

Roll #	Lot	Plan	Manufactured Home Reg #	Municipal	Library	Regional District	BC Assessment Authority	Regional Hospital District	School	SIR Regional District	Penalties	Total
Manufactured Homes												
19-217-4237064	2	20583	34178	437.34		37.80	10.46	25.11	351.35		86.21	948.28
19-217-11142043			091164	98.33		8.84	1.91	8.15	61.80		56.52	235.55
19-217-30003191			53552	352.13		30.74	6.75	28.53	211.50	1.86	86.37	717.88
19-217-30040980			16399	419.64		34.72	8.09	29.49	264.06	-	137.16	893.16
19-217-4015001		2243	78758	46.10		3.90	0.89	3.69	27.35	-	20.29	102.22
19-217-4379003	12	665	48635	559.59	13.78	48.76	11.07	46.17	339.14	-	101.85	1,120.36
19-217-30050177			54728	322.06	16.07	28.00	6.48	28.85	195.79		95.10	692.35
19-217-3497002	5	1068	40164	252.72	12.77	21.50	4.87	24.04	149.05	-	46.50	511.45
19-217-3827001	1	EPP8620	65904	671.12	33.83	57.36	12.68	62.73	394.81	-	195.08	1,427.61
Subtotal				3,159.03	76.45	271.62	63.20	256.76	1,994.85	1.86	825.08	6,648.86
I.R. #7												
19-217-26060000	Lot 9 IR 7	CLSR 68065		22,261.58		1,268.21	552.13	874.26	22,576.78		5,152.08	52,685.04
19-217-25900032	Lot 32 IR7	KAP45238-CLSR 73694		918.66		77.48	22.13	49.57	732.74		180.06	1,980.64
19-217-26500010	Bay # 1		43652	1,729.04		130.22	39.79	87.06	1,431.88	1.60	348.11	3,767.70
19-217-26500050	Bay # 5		38107	1,307.73		76.91	22.16	51.84	784.85	2.42	224.59	2,470.50
19-217-25999004	14	RSBC731		9,850.14		1,216.07	274.44	917.44	7,722.00	303.11	2,029.32	22,312.52
19-217-25900150	119-1	KAP45458, CLSR 73695		1,139.65	27.98	99.02	22.47	93.76	688.68	6.04	207.76	2,285.36
19-217-25900195	120-2	KAP45458 CLSR 73695		2,263.00	55.65	197.81	44.43	192.65	1,369.39	12.32	413.52	4,548.77
19-217-25900025	25	KAP45238 CLSR 73694		1,593.21	41.37	139.01	31.32	136.17	963.71	6.30	291.12	3,202.21
19-217-30140691			18197	103.08	5.73	9.54	1.91	9.54	61.08	-	19.36	210.24
19-217-26500080			10417	703.58	35.54	59.85	13.57	66.89	415.29	2.00	129.66	1,426.38
Subtotal				41,869.67	166.27	3,274.12	1,024.35	2,479.18	36,746.40	333.79	8,995.58	94,889.36
Amalgamated Rolls												
19-217-7304181	A	55946		114.13	-	5.48	2.76	5.18	135.68	0.91	26.41	290.55
19-217-7304182	A	55946		3,752.16	-	287.56	84.18	271.75	2,944.40	47.72	738.78	8,126.55
Subtotal				3,866.29	-	293.04	86.94	276.93	3,080.08	48.63	765.19	8,417.10
Defunct Company												
19-217-4200005				797.89	21.73	66.27	14.94	66.39	478.03	13.66	145.92	1,604.83
Subtotal				797.89	21.73	66.27	14.94	66.39	478.03	13.66	145.92	1,604.83
Grand Total				49,692.88	264.45	3,905.06	1,189.43	3,079.26	42,299.36	397.94	10,731.77	111,560.15

Report to Council



Date: January 27, 2014
Rim No. 0205-41
To: City Manager
From: Mayor Gray, Chair, Audit Committee
Subject: Policy # 370 & Write-Off Of Uncollectible General Receivables
Report prepared by: George L King, Revenue Manager

Recommendation:

THAT Council receives, for information, the report from the Audit Committee dated January 27, 2014 with respect to the Policy # 370 & Write-Off Of Uncollectible General Receivables;

AND THAT Council endorse Policy # 370 Write-Off Policy for Uncollectible General Receivables as attached to the report from the Audit Committee Dated January 27, 2014;

AND FURTHER THAT Council approve the write-off of general receivables as per Policy # 370 in the amount of \$389,713.29 for the years: Pre-1996 to 2011.

Purpose:

To obtain the Council endorsement for a policy on the write-off of uncollectible general receivables and approval to write-off uncollectible general receivables for the years: Pre-1996 to 2011.

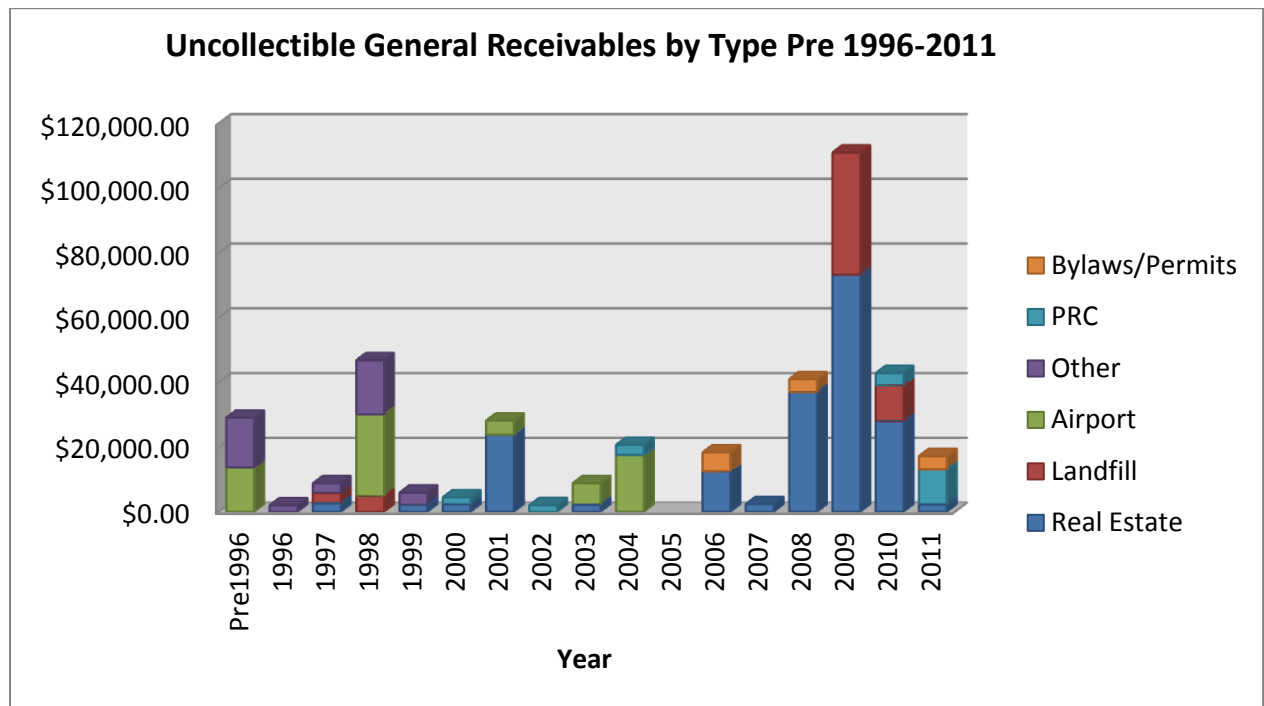
Background:

The periodic purging of delinquent, uncollectible general receivables is a fiscally responsible method to ensure an accurate position of the City's expected revenue.

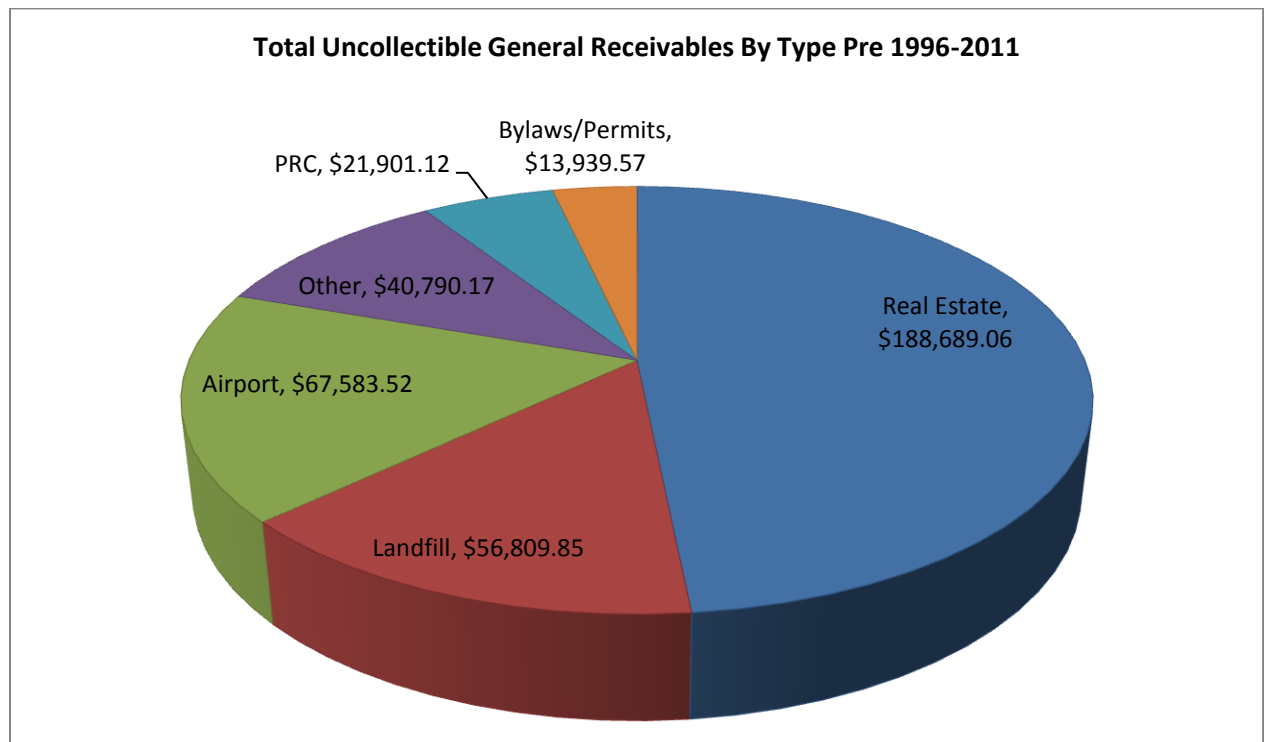
Policy # 370 establishes guidelines and a timeline to be used by staff for customer accounts to be forwarded to the Audit Committee for write-off consideration. Furthermore, it sets authorization levels for write-off of general accounts receivable invoices and accumulated interest balances.

Based on the Policy # 370, staff are recommending a write-off in the amount of \$389,713.29 for the years: Pre-1996 to 2011.

The graph below illustrates the year in which the general receivable became uncollectible and the area the initial charge was from:



The pie chart below illustrates the total amount, by type of general receivable that is being requested to be written off for the period pre-1996 to 2011:



Existing Policy:

The policy as outlined in Appendix A reflects internal procedures which have been followed by City staff. The only additional process is the inclusion of a consistent and regular review of uncollectible customer accounts by the Audit Committee and approval for write-off by Council.

Financial/Budgetary Considerations:

In accordance with GAAP the uncollectible general receivables items have been written off against revenue in the year that they were determined to be uncollectible; therefore there are no budgetary considerations to be made.

Considerations not applicable to this report:

Legal/Statutory Authority:

Internal Circulation:

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Personnel Implications:

External Agency/Public Comments:

Community & Media Relations Comments:

Alternate Recommendation:

Submitted by:

G. King, CPA, CMA, Revenue Manager

Approved for inclusion:



K. Grayston, Director, Financial Services

Appendix A - Write-Off Policy for Uncollectible General Receivables



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

POLICY 370

Council Policy

Write-Off Policy for Uncollectible General Receivables APPROVED @

Contact Department: Financial Services

Policy Statement

The periodic purging of delinquent, uncollectible general receivables is a fiscally responsible method to ensure an accurate position of the City's expected revenue.

Purpose

The purpose of this policy is to set authorization levels for write-off of general accounts receivable invoices and accumulated interest balances; and to establish standard guidelines for write-off of uncollectible general receivables.

Background

In order to establish a consistent and regular review of uncollectible customer accounts by Council, this policy establishes an annual recommendation be presented to City Council for action.

Procedure:

1. General Accounts Receivable Invoices Write-Off:

Collection procedures will be managed through the use of an Aged Trial Balance produced by the corporate financial system. Invoices will be written off once the approver has been satisfied that all reasonable collection efforts have been exhausted or it has been determined that the cost to the City to collect the debt exceeds the value of the debt.

The Revenue Branch will follow the "Credit and Collection Procedure" to attempt to collect outstanding invoice balances. These procedures include but are not limited to mailing written non-payment reminders, verbal requests, negotiate revised payment terms, cross reference to the AP system, draw on security held, transfer to property taxes, legal action and use of a Collection Agency.

a) CREDIT AND COLLECTION PROCEDURE

Credit Application Process:

Credit accounts may be obtained upon submission of a Credit Application and its subsequent favourable response. The following procedures must be completed:

1. The applicant must complete and sign a Credit Approval Request, granting the City of Kelowna permission to research the credit history.
2. The Accounting Assistant (Collections) will conduct a search after receipt of the completed application. The search will consist of confirming credit history with the applicant's bank, and three credit references.
3. The Revenue Manager will review the search results and, where indicated, grant credit account status with appropriate limits. If the search results are unsatisfactory, credit will be refused.

CITY OF KELOWNA

COUNCIL POLICY NO. 370

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Process for Unpaid Accounts:

The following steps are taken:

- (a) 30 days – Within thirty days of the invoice date a statement is sent which states that payment must be received on the last day of the month following the invoice date;
- (b) 60 days – Interest is charged from 31 to 60 days and a statement is sent with a Reminder Notice that indicates the invoices which are past due.
- (c) 90 days – Additional interest charges are applied and a statement is sent with a **second** Reminder Notice that reminds the customer that payment on the listed invoice(s) has still not been received and that prompt payment is required in order to remain in good standing with the City's terms. At this point the customer's ability to charge goods or services will be suspended until payment is received in full. In addition, a landfill account holder, upon written notice, will be denied entry into the Landfill.
- (d) 120 days – Additional interest charges are applied and a statement is sent with a **final** Reminder Notice that indicates to the customers that either immediate payment within 7 business days is required, or develop a mutually agreeable arrangement to discharge the amounts owed; otherwise the City will begin the process to turn the customer account over to a Collection Agency or to the City Solicitor for further action and report the delinquent payment experience to the Credit Reporting Agencies.

Once satisfied that all avenues of collection have been exhausted, authorization to write-off Accounts Receivable is as follows:

- \$0.01 - \$2,000.00 - Revenue Manager
- > \$2,000.00 - City Council Approval

Once approval is obtained, the originating department will be informed and the appropriate journal entries and the invoice(s) will be removed from the Aged Trial Balance.

An Audit Committee report will be prepared annually which will include:

- For information only items under \$2,000.00 that have been written off;
- For Council approval items over \$2,000.00.

Information regarding written off accounts will be retained by the Revenue Branch for 7 years in order to be referred to if future collections situations arise.

Accounts Receivables Write-Off of Finance Charges:

Finance charges are applied monthly to overdue invoices. Interest is accumulated at a rate of 1.5% per month (18% annually) from the invoice due date. Periodically, situations occur that create a rationale to write-off the accrued interest. The Accounts Receivable Write-Off of Finance Charges procedures will be followed when interest charges are written off. Authorization levels dictated by this Policy will be adhered to.

There are many reasons for writing off finance charges. Occasionally payments are misapplied, or there is a timing difference between when payments are received and when they are applied to the account. Credit notes or reversal of charges can be issued after interest has started to accumulate. These situations affect the interest calculation and are beyond the control of the customer. For situations beyond the control of the customer, the Revenue Manager has been given authority to reverse the associated finance charges.

CITY OF KELOWNA

COUNCIL POLICY NO. 370

Page 3 of 4

The requirement to write-off finance charges also arises because Accounts Receivable staff cannot collect payment from the customer. As part of a negotiated settlement The Revenue Manager has the authority to:

- Write-off finance charge amounts up to \$2,000; and/or
- Restructure the finance charge to reflect actual City interest revenue losses for the time period in question.

Once satisfied that all avenues of collection have been exhausted, authorization levels to write-off accumulated

finance charges is as follows:

- \$0.01 - \$2,000.00 – Revenue Manager
- > \$2,000.00 - City Council Approval

The Revenue Manager has the authority to suspend interest being charged against invoices to government agencies, airport customers and customers whose invoices are in dispute.

2. Guidelines for Write-Off of Uncollectible General Receivables

In order for the City to reflect the value of its receivables and ensure that resources are used efficiently and not devoted to the recovery of uncollectible receivables, the timely identification of losses is an essential element in appropriately measuring the value of the City's assets. Therefore, the write-off process is a critical component.

Departments shall recommend write-off actions when an asset meets one of the write-off criteria described below:

A. Criteria For Write-Off Action:

The City shall consider an asset non-recoverable and recommend write-off actions based on the following:

- Assets that cannot be substantiated by evidence or are legally without merit
- Costs of further recovery actions will exceed estimated recovery amounts
- Inability to locate debtor
- Accounts under \$50.00 and delinquent for six months
- Accounts over two years old that have been billed regularly and subject to a diligent collection effort
- Forgiveness of debt as approved by Council
- Accounts returned by a collection agency as uncollectible, and for which no other collection remedy is possible or prudent
- Debtor has declared bankruptcy under the Bankruptcy and Insolvency Act
- Credit balances under \$50.00 and inactive for six months
- Accounts owed by companies no longer in business and for which collection efforts have failed
- Court Judgments
- Compromise of debt by proper authority
- Accounts of deceased persons
- Other reasons to be considered on a case-by-case basis based on GAAP or applicable standards.

Annually, upon review and approval by the Director, Financial Services the Revenue Manager will prepare a summary report to the Audit Committee for final approval by Council.

This report will include the account holder name, type of general receivable, the amount of the write-off, and the rationale for proposing the write-off. In addition, recommendations will be made as to whether the asset will

CITY OF KELOWNA

COUNCIL POLICY NO. 370

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remain with the Collection Agency for possible future recovery.

B. Guidelines For Due Diligence Documentation:

Departments that regularly have outstanding accounts receivable must keep adequate documentation to ensure that due diligence in collection efforts has been exercised. Due diligence is satisfied when:

Statements or invoices are mailed monthly/quarterly; and
Services are discontinued for delinquent customers; or
Special reminders or collection letters are mailed for all past due accounts
Bankruptcy claims filed by deadline
Collection agency is used for all past due accounts
Judgment awarded by court

C. Denial of Requests

Accounts Receivable Write-Off request may be denied based on the criteria listed below. If the request is denied it will be returned to the department and it will become the responsibility of the requesting department to make the necessary corrective actions.

Criteria for Denial of Requests:

- *Insufficient collection efforts have been made or demonstrated*
- *Accounts Receivable is not booked in the General Ledger*
- *Existence of a Lien and future collection is possible*
- *Knowledge that the debt will be collected in the future*
- *Lack of proper approval*

Amendments - N/A

REPORT TO COUNCIL



Date: February 3, 2014

RIM No. 1250-30

To: City Manager

From: Urban Planning, Community Planning & Real Estate (JM)

Application: OCP13-0008
Z13-0009

Owner: Black Mountain Irrigation District (BMID)

Address: (OFF OF) Joe Riche Road
(N OF) Joe Riche Road
2458 Joe Riche Road

Applicant: Agua Consulting Inc. (Bob Hrasko)

Subject: Official Community Plan Amendment & Rezoning Applications

Existing OCP Designation: REP - Resource Protection Area
PARK - Major Park and Open Space

Proposed OCP Designation: PSU - Public Service Utilities

Existing Zone: A1 - Agriculture 1

Proposed Zone: P4 - Utilities

1.0 Recommendation

THAT Official Community Plan Bylaw Amendment No. OCP13-0008 to amend Map 4.1 of the Kelowna 2030 - Official Community Plan Bylaw No. 10500, by changing the Future Land Use designation of parts of Lot D, Section 18 and 19, Township 27, ODYD, Plan KAP80286, located on (N OF) Joe Riche Road, Kelowna, BC; Lot 19, Sections 17, 18 and 19, Township 27, ODYD, Plan 1991, Except Plan 39110, located on (OFF OF) Joe Riche Road, Kelowna, BC; Lot 8, Sections 18 and 19, Township 27, ODYD, Plan 1991, Except Plans KAP80286 and KAP87038, located on 2458 Joe Riche Road, Kelowna, BC, from the REP - Resource Protection Area and the PARK - Major Park and Open Space designations to the PSU - Public Service Utilities designation, as shown on Map "A" attached to the Report of Urban Planning Department dated February 3, 2014, be considered by Council;

AND THAT Council considers the Public Information Session public process to be appropriate consultation for the purpose of Section 879 of the Local Government Act, as outlined in the Report of the Urban Planning Department dated February 3, 2014.

THAT Rezoning Application No. Z13-0009 to amend the City of Kelowna Zoning Bylaw No. 8000 by changing the zoning classification of parts of Lot D, Section 18 and 19, Township 27, ODYD, Plan KAP80286, located on (N OF) Joe Riche Road, Kelowna, BC; Lot 19, Sections 17, 18 and 19, Township 27, ODYD, Plan 1991, Except Plan 39110, located on (OFF OF) Joe Riche Road, Kelowna, BC; Lot 8, Sections 18 and 19, Township 27, ODYD, Plan 1991, Except Plans KAP80286 and

KAP87038, located on 2458 Joe Riche Road, Kelowna, BC, from the A1 - Agriculture 1 zone to the P4 - Utilities zone as shown on Map "B" attached to the Report of the Urban Planning Department dated February 3, 2014, be considered by Council.

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

AND THAT, prior to final adoption, a Memorandum of Understanding respecting the conceptual alignment of linear parks through the subject properties be executed by both the City and the applicant, as outlined in the Report of the Urban Planning Department dated February 3, 2014.

2.0 Purpose

To consider a proposal to construct an ultra-violet water disinfection facility on a portion of the subject properties. An amendment to the Official Community Plan (OCP) Future Land Use designations for a portion of the subject properties is required from part AGR - Resource Protection Area and PARK - Major Park & Open Space, to part PSU - Public Service Utilities and PARK - Major Park & Open Space. A Rezoning from A1 - Agriculture 1 to P4 - Utilities is also required.

3.0 Urban Planning Department

City staff have worked with the applicant team for a considerable period of time to bring this project to a point where all parties are comfortable moving forward for Council consideration. While the project is technically separate from the larger reservoir project, the two must be considered as related for all practical purposes. With this in mind, the applicant has demonstrated the necessity of the treatment facility for the Black Mountain Irrigation District (BMID) water distribution system and the suitability of the location, given the potential development of the reservoir in the future.

Nevertheless, the application presented several challenges. Chief among these was the trail system. Staff and the applicant team spent considerable effort to come to an agreement on an alternate trail alignment that both parties consider to meet or to exceed the City's objectives. The alignment arrived at will provide a unique experience that allows trail users to traverse multiple types of Okanagan ecosystems, while also providing opportunities for exceptional valley views.

In addition to this, the site is surrounded by environmentally sensitive riparian areas, including the bed of Gopher Creek, seasonally wetted areas, and a set of two wetlands. The applicant has worked with environmental planning staff to avoid, where possible, any environmentally sensitive areas. A Natural Environment Development Permit will be processed at a staff level for this project.

Taking into consideration the above points, staff recommend support for both the OCP amendment and proposed Rezoning of the subject site.

4.0 Proposal

4.1 Background

On October 29, 2012, Council forwarded to the Agricultural Land Commission (ALC) an application by the proponent for a Non-Farm Use in order to allow the development of an ultra-violet (UV) water disinfection facility on a portion of the subject lands. On February 21, 2013, the ALC granted approval for the Non-Farm Use (See Resolution #87/2013).

The proposal for an ultra-violet (UV) disinfection facility is linked to a larger reservoir development project by BMID. Initially, the proponent made several concurrent applications to the City in order to receive approval for both projects at once. However, the two projects have very different timelines, and a different set of potential impacts. For these reasons, the single set of applications has subsequently been separated, with each project requiring its own set of land use approvals, including OCP amendments and Rezoning. This has allowed the time sensitive UV disinfection facility project with comparatively minor impacts to be advanced more quickly than the much more complex reservoir project.

The subject properties contain significant components of the area's linear park and recreational trail system (see attached *OCP Linear Corridors/Paths*). Early on in the application process, the applicant team objected to the trail alignment as shown in the OCP. In place of this, the applicant worked with City staff on an alternate alignment for the trail system, which has been agreed to at a conceptual level (see attached *BMID Future Recreational Trail Plan*). In order to defer trail dedication requirements until the major reservoir application proceeds, this conceptual alignment will be entrenched in a Memorandum of Understanding between the City and BMID. In this agreement, the applicant will be required to dedicate or to grant Statutory Right of Ways over the trail lands as part of the larger reservoir rezoning.

The subject application was received prior to the establishment of Council Policy No. 367 respecting applicant-driven public notification and consultation, and is considered exempt from its requirements. As a result, public notification will, in this instance, be limited to the formal notice signage and Public Hearing, should the application be favourably received by Council. Nevertheless, the *Local Government Act* requires that applicants for OCP amendments demonstrate early and ongoing consultation beyond what is offered by the standard Public Hearing. In fulfilment of this requirement, the applicant has provided a summary of consultation efforts undertaken in 2008/2009 regarding this project as well as the larger reservoir project (see attached *BMID Public Consultation Summary*). Staff acknowledge that this consultation is now 5-6 years old; however, the proposal has not changed substantially in the interim. As part of the larger reservoir Rezoning process, additional public consultation efforts will be required.

4.2 Project Description

The applicant is proposing to develop a UV disinfection facility on the subject property to be linked to BMID's existing water distribution infrastructure. According to the applicant, the disinfection facility is required "to upgrade our disinfection capacity so that all microbiological risk are effectively addressed" in accordance with BMID's Operating Permit.

The UV facility will be located in the southern portions of the subject properties (see attached Site Plan). The facility is composed of a total of four buildings, which will be phased in over several years. A driveway access runs from the buildings to the southwest where it meets Joe Riche Road.

In order to link the treatment facility to the broader BMID water distribution infrastructure, the applicant will be installing underground piping to and from the facility. A Natural Environment Development Permit will need to be obtained prior to building construction and pipe installation.

4.3 Site Context

The subject site is located on the south end of three large parcels owned by BMID situated in the Belgo-Black Mountain sector of the city. None of the subject lots is presently developed, and cattle grazing has been the predominant use of the lands.

Within the larger parcels, the subject site rests on a bench which is surrounded on three sides (west, south, east) by riparian gulleys, featuring wetlands, Gopher Creek, and some seasonally wetted areas.

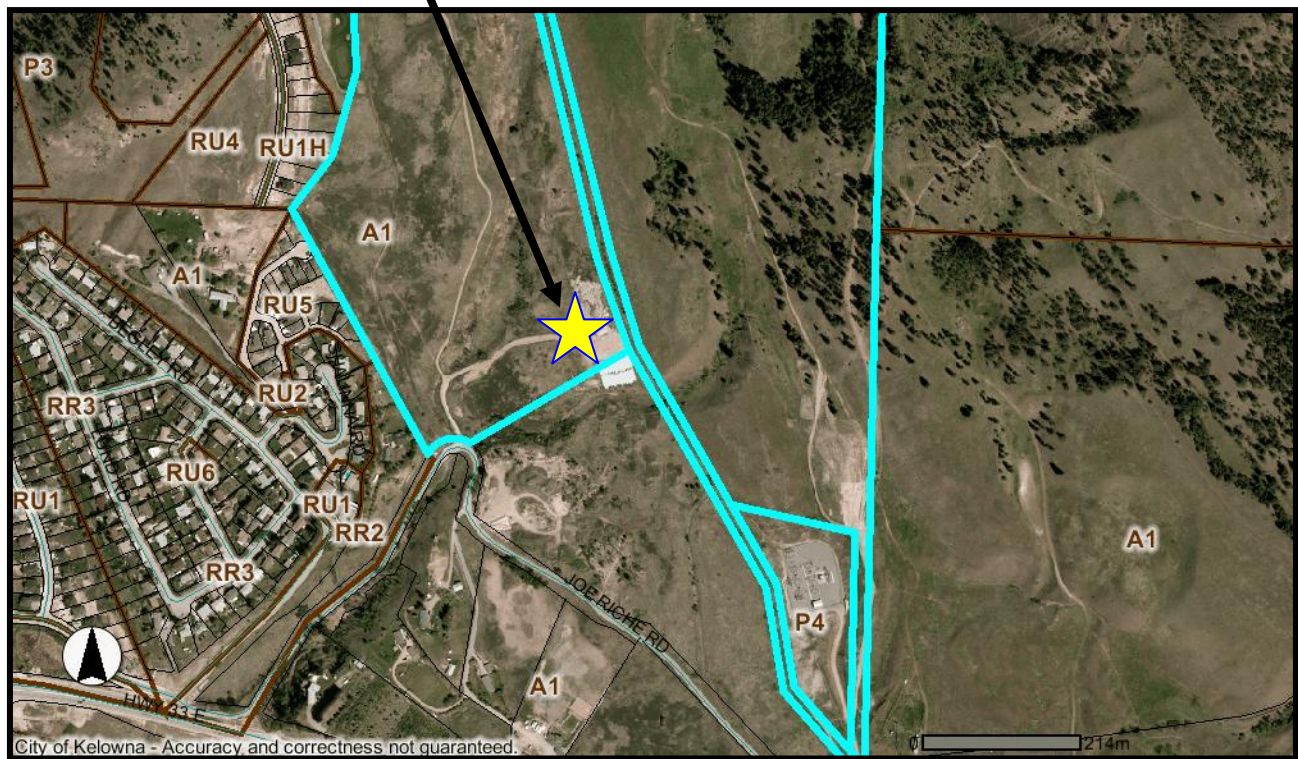
The site is approximately 5.49ha in area and is presently zoned A1 - Agriculture 1. The OCP designation over the site is predominantly REP - Resource Protection Area, with a small portion around Gopher Creek being designated PARK - Major Park and Open Space.

Significant grading has been undertaken under the existing zoning in preparation for this project, including full vehicular access and building sites. Also, a Fortis sub-station has been developed near to the subject site to the southeast.

The area surrounding the subject site is varied, from a golf course and single detached dwellings, to ranch lands and open forest. Specifically, adjacent land uses are as follows:

Orientation	Zoning	Land Use
North	A1 - Agriculture 1	Rangeland
East	RDCO	RDCO, open forest
South	A1 - Agriculture 1 P4 - Utilities	Agriculture Fortis Sub-station
West	A1 - Agriculture 1 RU5 - Bareland Strata RU1 - Large Lot Housing RU1h - Large Lot Housing (hillside) RU2 - Medium Lot Housing RR2 - Rural Residential 2 RU6 - Two Dwelling Housing	Varied residential development

Subject Property Map: Approximate UV Facility Site Location



4.4 Zoning Analysis Table

Zoning Analysis Table		
CRITERIA	P4 ZONE REQUIREMENTS	PROPOSAL*
Existing Lot/Subdivision Regulations		
Site Area	n/a	5.49 ha
Lot Width	n/a	Varied
Lot Depth	n/a	varied
Development Regulations		
Height	10.0 m	TBD
Front Yard	6.0 m	Exceeds
Side Yard (east)	4.5 m 7.5 m adjacent to residential	Exceeds
Side Yard (west)	4.5 m 7.5 m adjacent to residential	Exceeds
Rear Yard	4.5 m 7.5 m adjacent to residential	Exceeds
* This zoning analysis only applies to the first of the proposed buildings. The remaining buildings will undergo zoning analysis at time of Building Permit.		

5.0 Current Development Policies

5.1 Kelowna Official Community Plan (OCP)

Development Process

5.14.2. Dedication of Linear Parks.¹ At subdivision and rezoning for all development types secure a minimum 10-metre wide linear corridor for public access as included in Table 5.1 Linear Park - Public Access and/or are shown on Map 5.9 - Linear Corridors / Paths. The 10-metre wide corridor may be in addition to, and outside, any riparian management area requirements imposed through the Environmental Development Permit (see Chapter 12) requirements of the OCP. On the private property side of the public access corridor, the City may, as necessary, consider stipulating additional “no disturb” zones. Lot line adjustments or other subdivision applications not resulting in the creation of new lots suitable for the construction of buildings permitted under the applicable zoning will be considered exempt from this policy. Linear trail corridors can have the following tenure which will be determined by staff at the time of subdivision or rezoning:

- Titled property in the name of the city as a park, protected area, or
- Road reserve right of way; or
- Statutory right of way.

5.14.3. Applicant’s Costs.² Require that all survey and legal costs incurred with establishing the linear park dedication, as a result of a development application, be the responsibility of the applicant.

5.15.1. No Net Loss of Aquatic Habitat Productivity.³ Require “no net loss” with respect to land use decisions that affect aquatic habitat based on the “no net loss” principle of the Department of Fisheries and Oceans policy. No individual land use or development project should result in a net loss in habitat productivity as determined through environmental assessment in land use decisions and project approvals that affect aquatic habitats as identified on the Natural Environment DP Map 5.5. In the long term the City will strive for a net gain in overall productivity of the city’s aquatic habitats. “Tradeoffs” in the interest of land development will only be supported when longterm net gains in habitat productivity can be substantiated.

5.33.1. Protect Agricultural Land.⁴ Retain the agricultural land base by supporting the ALR and by protecting agricultural lands from development, except as otherwise noted in the City of Kelowna Agricultural Plan. Ensure that the primary use of agricultural land is agriculture, regardless of parcel size.

Infrastructure - Water Servicing Policies

Water Availability for Agriculture.⁵ Work with stakeholders to ensure the continued delivery of sufficient quantities of water as per best practices for water conservation to ensure continued agricultural productivity.

Irrigation District Boundaries and Standards.⁶ Support the necessary amendments to Irrigation District Boundaries as identified on Map 7.4 - Water Supply System to allow expansion to unserved areas, in accordance with the Kelowna Water Servicing Plan and overall OCP objectives

¹ City of Kelowna 2030 Official Community Plan (2011). Chapter 5 (Development Process), Policy 5.14.2.

² City of Kelowna 2030 Official Community Plan (2011). Chapter 5 (Development Process), Policy 5.14.3.

³ City of Kelowna 2030 Official Community Plan (2011). Chapter 5 (Development Process), Policy 5.15.1.

⁴ City of Kelowna 2030 Official Community Plan (2011). Chapter 5 (Development Process), Policy 5.33.1.

⁵ City of Kelowna 2030 Official Community Plan (2011). Chapter 7 (Infrastructure), p. 7.12, Policy 7.20.1.

⁶ City of Kelowna 2030 Official Community Plan (2011). Chapter 7 (Infrastructure), p. 7.12, Policy 7.20.2.

and development phasing, and encourage new installations to be made to ensure compliance with the Canadian Drinking Water guidelines and Interior Health Authority water quality objectives.

6.0 Technical Comments

6.1 Development Engineering Department

See attached Memorandum, dated February 27, 2013.

6.2 Fire Department

Ensure proper Fire Department access as per BCBC.

6.3 FortisBC

FortisBC (electric) does not have any objections to the BMID treatment facility as it is located outside of the Transmission line Right of Way and does not pose any risk to our lines or substation.

7.0 Application Chronology

Date of Application Received: February 12, 2013

Agricultural Advisory Committee:

The above noted application was considered by the Agricultural Advisory Committee as part of a previous application that included the reservoir at the meeting on September 13, 2012 and the following recommendations were passed:

THAT the Agricultural Advisory Committee support Agricultural Land Reserve Application No. A12-0008 for 2458 Joe Rich Road; (N OF) Joe Rich Road; (OFF OF) Joe Rich Road, by Agua Consulting Inc. (BMID), to obtain approval from the ALC under Section 20(3) of the Agricultural Land Commission Act for a Non-Farm Use within the Agricultural Land Reserve (ALR).

THAT the Agricultural Advisory Committee support Official Community Plan Amendment No. OCP12-0007 to change the future land use designation of a portion of the subject property from the Resource Protection Area; Major Park/Open Space (public); Single/Two Unit Residential and Single/Two unit Residential (hillside) to the Resource Protection Area; Major park/Open Space (public) and Public Service Utilities and Rezoning Application No. Z12-0044 from the A1 - Agriculture 1 zone to the A1 - Agriculture 1 and P4 -Utilities zone for 2458 Joe Rich Road; (N of) Joe Rich Road; (off of) Joe Rich Road, by Agua Consulting Inc. (BMID), in order to construct a new reservoir and associated water treatment facilities on portions of the subject properties.

Report prepared by:

James Moore, Land Use Planner

Reviewed by:



Ryan Smith, Urban Planning Manager

Approved for Inclusion



D. Gilchrist, Div. Director, Community Planning & Real Estate

Attachments:

Subject Property Map (1 page)

Site Context Plan (1 page)

Site Development Plan (1 page)

Map "A" - Proposed OCP (1 page)

Map "B" - Proposed Zoning (1 page)

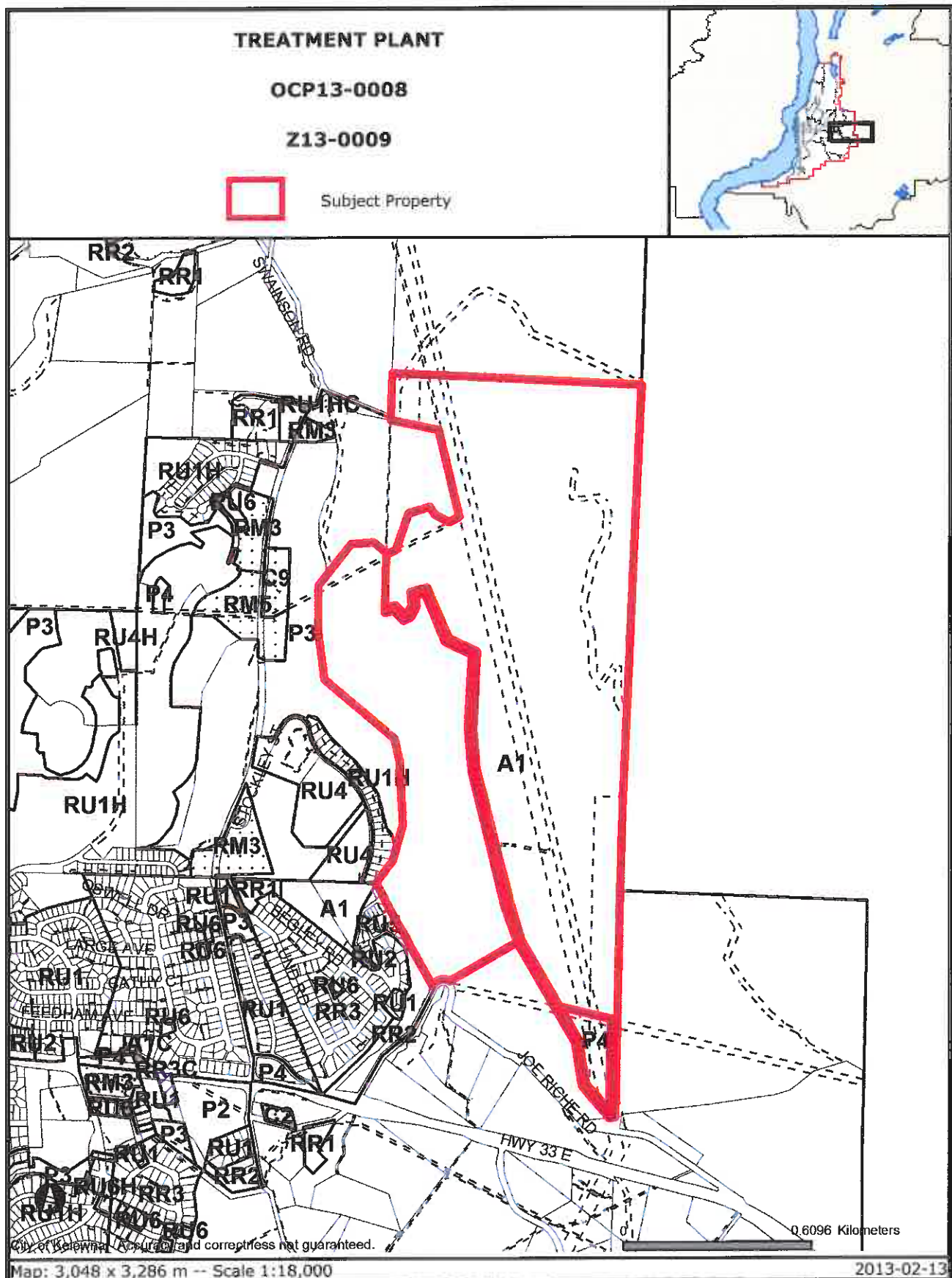
OCP Linear Corridors/Paths (1 page)

BMID Future Recreational Trail Plan (1 page)

Applicant's Summary of Consultation (23 pages)

DRAFT - Memorandum of Understanding (5 pages)

Development Engineering Memorandum, dated February 27, 2013 (1 page)



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.

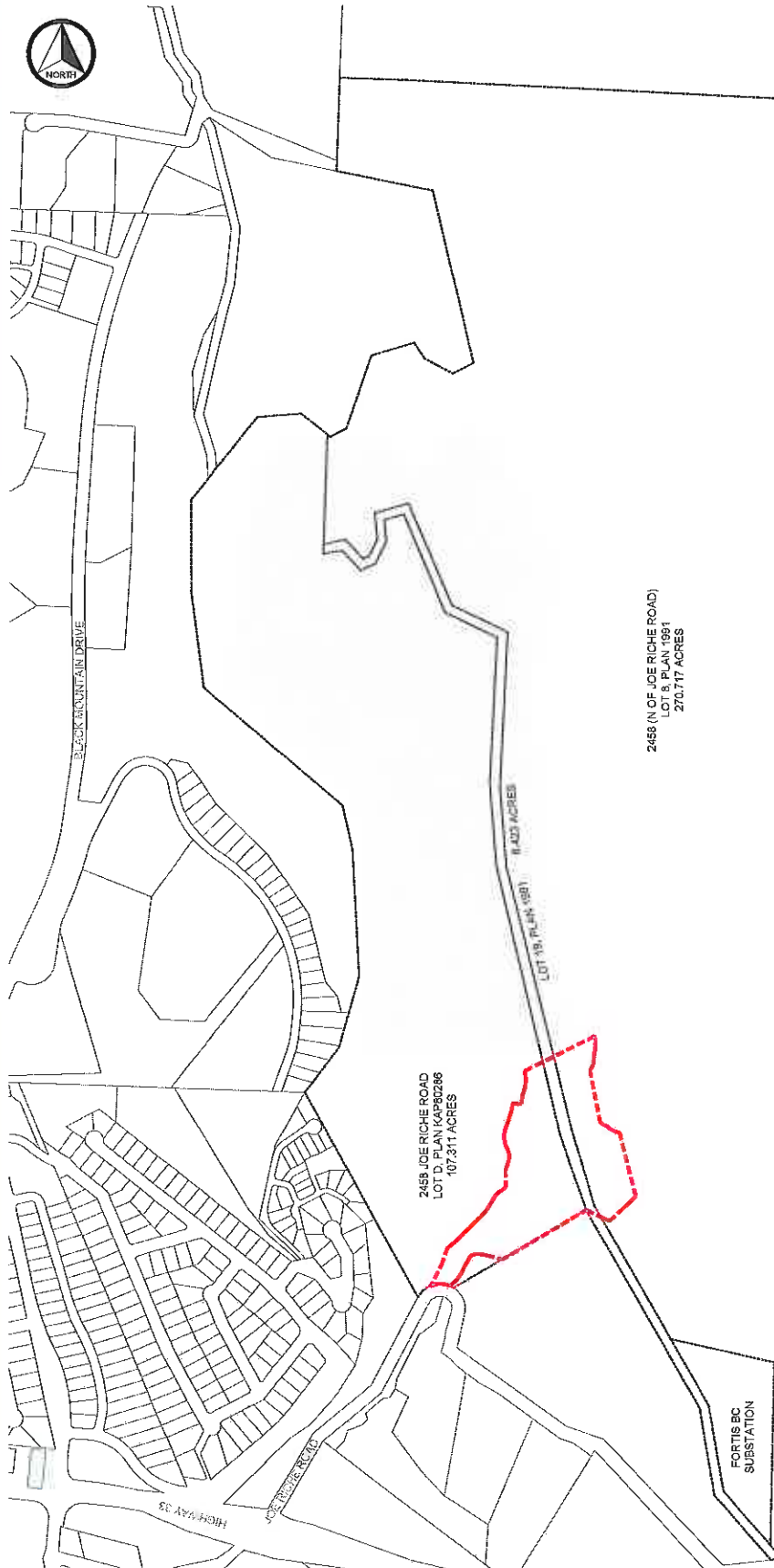


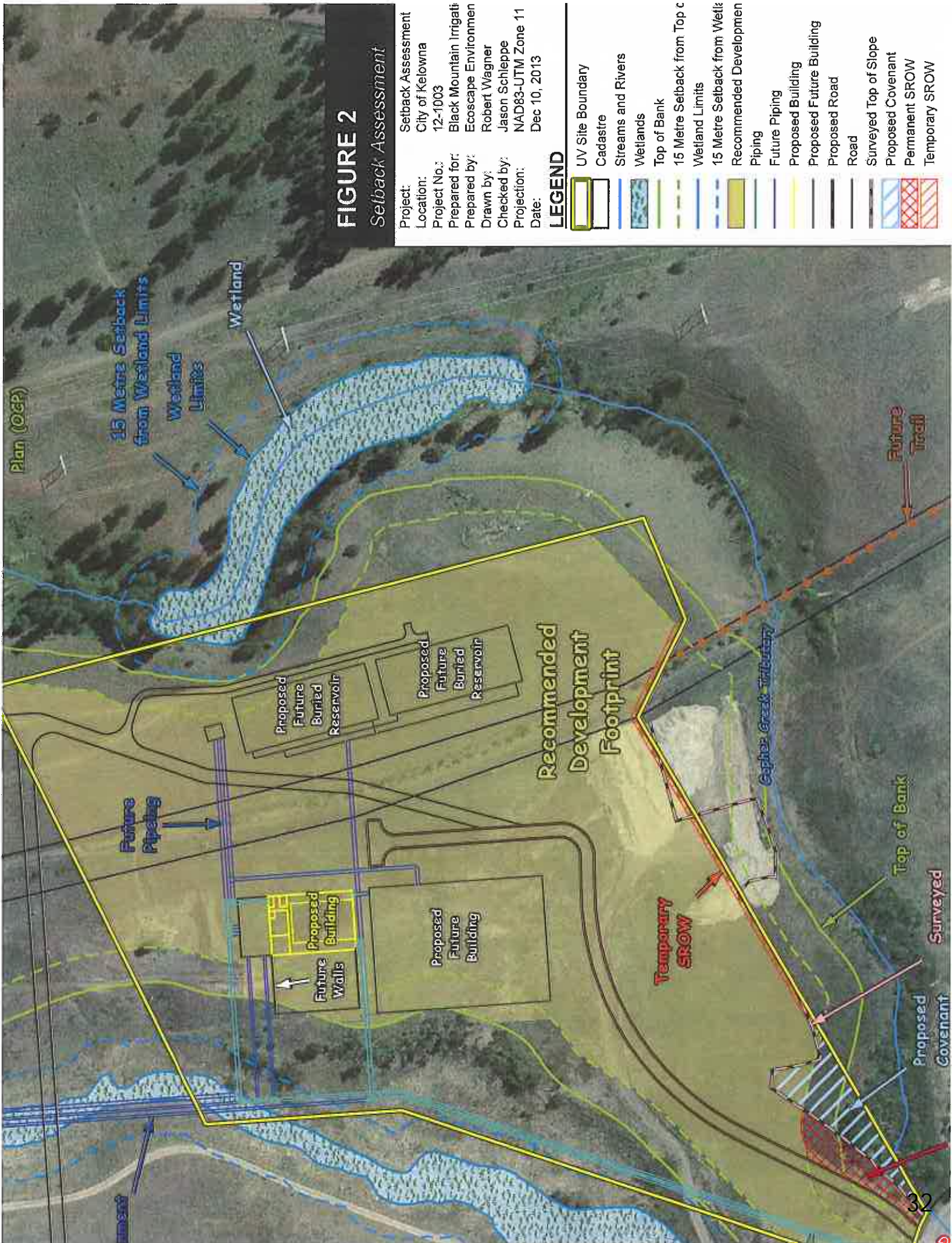
FIGURE A
BLACK MOUNTAIN IRRIGATION DISTRICT
PROPOSED LAND RE-ZONING
WATER TREATMENT SITE

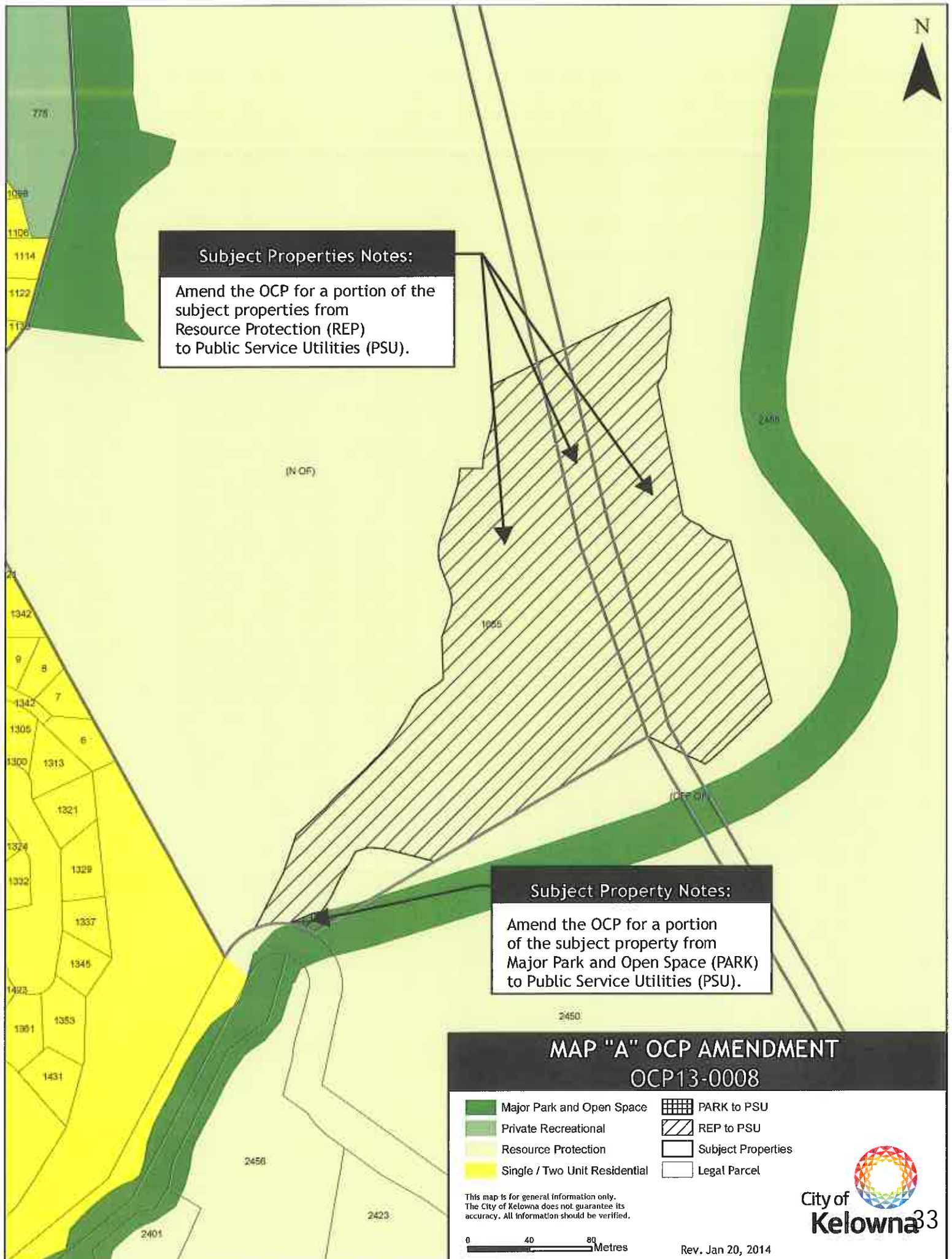
LOT	TOTAL AREA (acres)	EXISTING ZONING (acres)	ADJUSTMENT	PROPOSED ZONING (acres)
LOT D	107.311	A-1 107.311 P-1 0.000	8.073 acres A-1 re-zoned to P-1	A-1 99.238 P-1 8.073
LOT 19	8.423	A-1 8.423 P-1 0.000	1.230 acres A-1 re-zoned to P-1	A-1 7.193 P-1 1.230
LOT 8	270.717	A-1 270.717 P-1 0.000	4.264 acres A-1 re-zoned to P-1	A-1 266.453 P-1 4.264

LEGEND

- PROPOSED RESERVOIR SURFACE
- PROPOSED RE-ZONING AREA
- LOTS TO BE RE-ZONED
- EXISTING LOT LINES









P3

RU1H

Subject Properties Notes:

Rezone a portion of the subject properties from A1 Agriculture 1 to P4 Utilities.

A1

RU5

SHALUNA RD

RR3

RR2




JOE RICHIE RD

RU1

BECKLEY RD

RR3

MAP "B" PROPOSED ZONING
File #Z13-0009

-  Legal Parcel
-  Subject Properties
-  A1 to P4

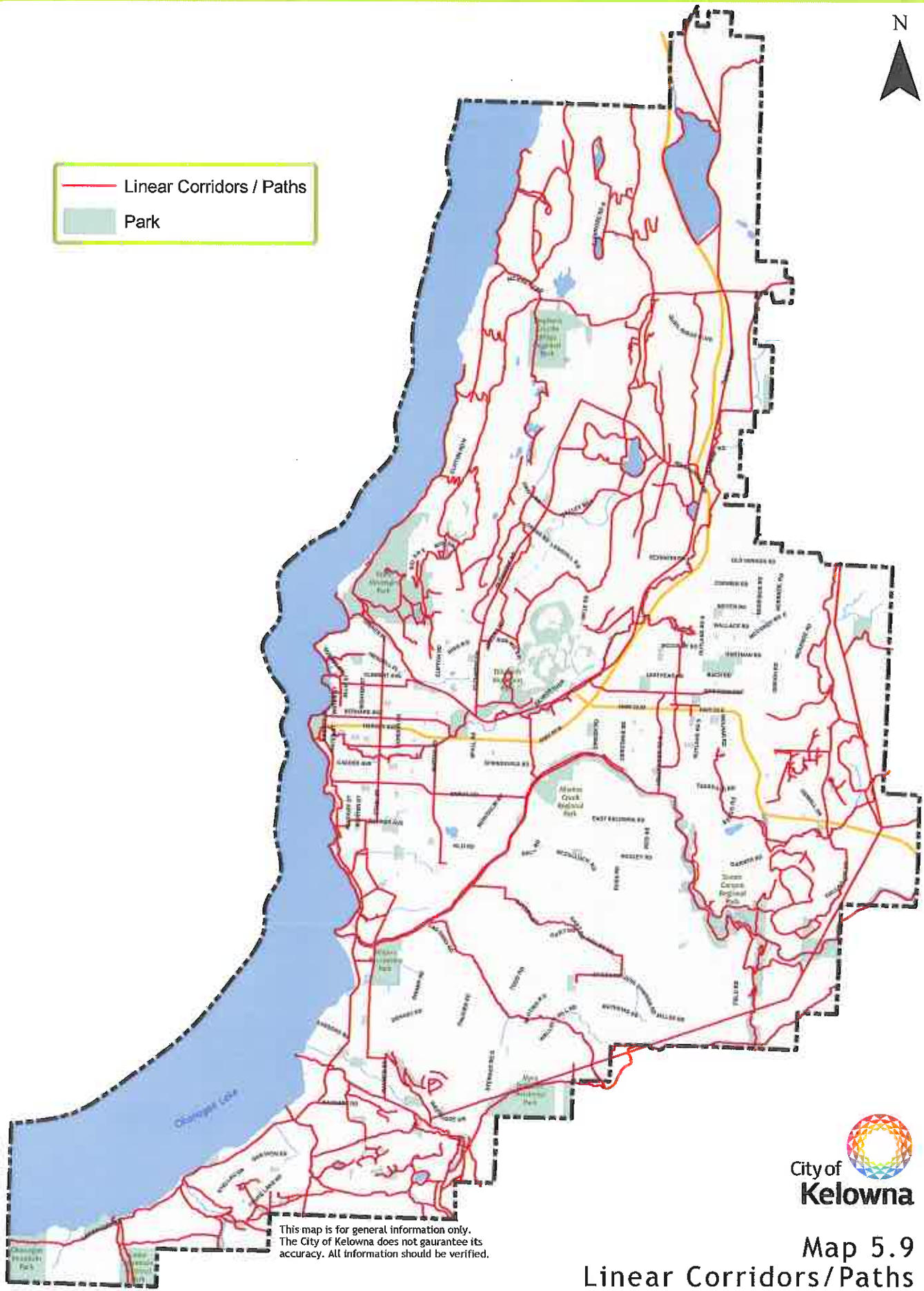
This map is for general information only.
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0 40 80 Metres

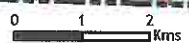
Rev. Jan 20, 2014



- Linear Corridors / Paths
- Park



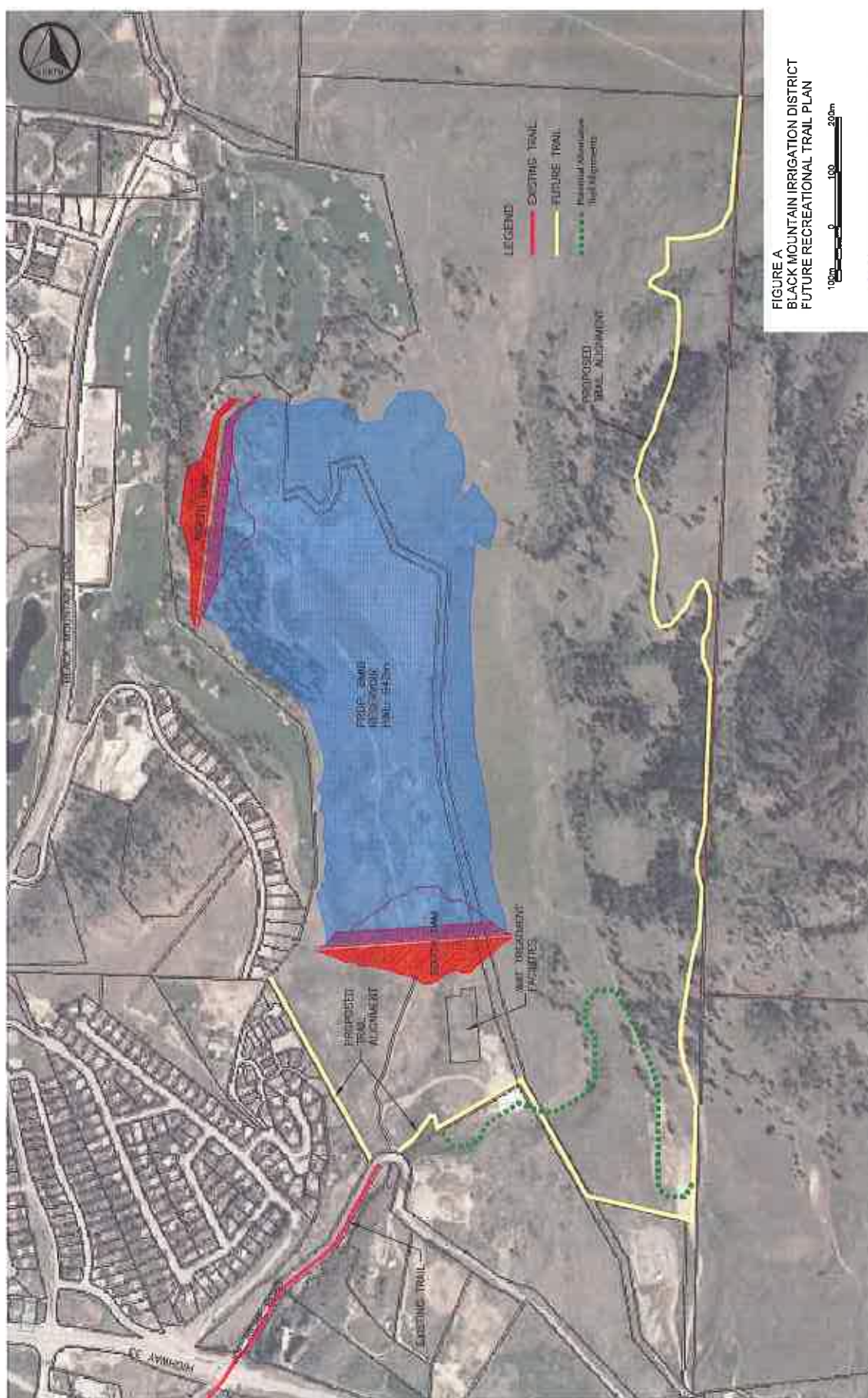
This map is for general information only.
The City of Kelowna does not guarantee its
accuracy. All information should be verified.



Rev. May 30/11



Map 5.9 Linear Corridors/Paths Official Community Plan 2030



James Moore

From: Bob Hrasko [rhrasko@shaw.ca]
Sent: Tuesday, January 21, 2014 3:16 PM
To: James Moore
Subject: RE: Z13-0009 and OCP13-0008 --- BMID Public Consultation Summary
Attachments: LET 1113_08_Stakeholder_Update_Joe Rich Residents.pdf; 090129_FINAL BMID AD_OpenHouse.pdf; 090210_OH_Display_Boards.pdf; tearsheets_BMID_dTOR_Open House_Comment Period.pdf

Importance: High

Attention: James Moore, MCIP, RPP

Re: Public Consultation related to Black Mountain Reservoir and Disinfection Facilities

As part of the BC Environmental Assessment process for Black Mountain Reservoir, BMID, with the assistance of Golder approached the public to communicate information on the Black Mountain Reservoir and water treatment project. The BCEA requirements include a public consultation process which we went through. Letters (example letter attached) were mailed out in November 2008 to the following potential stakeholders. Comments were requested and the recipients included:

- BC Cattleman's Association
- Canada-BC Farm Plan Program
- Ducks Unlimited
- 960 acre land owner to the east of the site (Eichhorst family)
- Fortis BC (electrical utility provider)
- Friends of Mission Creek
- Joe Riche Residents Association
- Kelowna Joint Water Committee
- Kelowna Ogopogo Radio Controllers Club (flying club that was using the reservoir lands)
- Melcor Developments Ltd. (land owner to the west)
- Mission Creek Restoration Working Group (MOE Penticton address)
- Okanagan Water Basin Board
- Okanagan Water Stewardship Council
- Royal Astronomical Society
- Sawchuk Developments
- Westbank First Nations

In addition to the mail outs, we invited the public to an open house held February 10, 2009 at Black Mountain Elementary School (see newspapers). The attached advertisement invitation ran in the local papers and presentations were made at the open house to the public. Copies of the proponents presentation can be provided upon request. Approximately 100 persons came out that night. Response was generally positive and in favour of the reservoir. Only one resident wanted to canoe on the reservoir and was disappointed when he was told it would not be permitted.

We have minimal written correspondence from the public from that evening. I can see if Golder has copies or if there are comments to the BC Environmental Assessment office. We received a waiver from the process in late Feb. 2009 as the reservoir is off-line from any creek or significant water course.

Please advise if you need additional information

Thanks

Bob



Office: (250) 765-5169
Fax: (250) 765-0277
www.bmid.ca

BMID File No.: 2005-13

November 13, 2008

Joe Rich Residents Association
guaranteedauto@uniserve.com

Attention: Mr. Richard Romolock

RE: BLACK MOUNTAIN RESERVOIR PROJECT UPDATE

Dear Mr. Romolock:

The Black Mountain Irrigation District (BMID) is planning to develop a new storage reservoir capable of holding 4,600 megalitres (ML) of water for domestic and irrigation customers. When full, the Black Mountain Reservoir will have a surface area of approximately 35 hectares (86.5 acres). It is located on BMID-owned land in Gopher Flats at the foot of Black Knight Mountain, north of Highway 33.

The Project is a key component of infrastructure for water supply for lands within the City of Kelowna and for the adjacent lands within the Regional District of Central Okanagan. Balancing storage within the new reservoir will secure water supply for the foreseeable future for the BMID and surrounding lands. High quality raw water storage at low elevation will result in a safer water supply, require less stringent water treatment processing, reduced sludge production, reduced chemical usage, and reduced energy costs. Off-line storage of high quality water will enable lower quality water from lower elevation storage sites (*e.g.*, Belgo Reservoir) to be released at critical times of year to support fish habitat and create a more stable regime for the Mission Creek fishery. The Project will also enable the BMID to adapt to potential impacts of climate change.

Major projects of this size and type require an Environmental Assessment Certificate (EAC) under British Columbia's *Environmental Assessment Act*. Environmental assessment (EA) is a planning and evaluation process for predicting the significance of potential effects and supporting decision-making through the early identification of measures to avoid, reduce, or otherwise mitigate potential project impacts. EA studies are underway in preparation for submitting an EAC Application to the B.C. Environmental Assessment Office (BCEAO) in August 2009.

The Project is still in the early stages of the planning and approvals process, with several environmental and detailed engineering studies still to be completed. Pending approval, project construction would begin in the summer of 2010 and the will be operational by the summer of 2012.

Opportunities for Involvement

Stakeholder, First Nations and public consultation are important components of the provincial EA review process. A detailed description of the Black Mountain Reservoir Project is available online at www.bmid.ca, as well as through the BCEAO's electronic Project Information Centre (ePIC) online at www.eao.gov.bc.ca. BMID and its consultants are available to provide additional information and to discuss the Project.

There will be opportunities for review and comment on the Project and results of the EA studies currently underway. Consultation activities will be advertised in local print media as well as through the BMID and BCEAO websites.

If you have questions or comments about the Project, or would like to be contacted directly regarding opportunities for involvement, please contact Pascale Mera (Consultation Manager) at 1 (604) 296-2797 or by email at Pascale_Mera@golder.com.

Yours truly,

Black Mountain Irrigation District



Robert Hrasko, P.Eng.
Administrator

Environmental Assessment of the Proposed Black Mountain Reservoir Project

Open House and Invitation to Comment

Black Mountain Irrigation District (Proponent) is proposing to construct and operate an open surface raw water storage reservoir (and associated infrastructure) in Gopher Flats at the foot of Black Knight Mountain near the eastern boundary of the City of Kelowna (proposed Project). The proposed Project would provide approximately 4,600 megalitres (ML) of low elevation water storage for domestic and irrigation customers by constructing two earth embankment dams. The South Main Dam would be 33 metres high across the south end of Gopher Flats valley. The North Saddle Dam would be 25 metres high and located across the northwest valley opening of the Gopher Flats valley, north of Bell Mountain.

The proposed Project is subject to review under British Columbia's *Environmental Assessment Act*.

The Proponent must obtain an environmental assessment certificate before any work can be undertaken on the proposed Project. However, prior to submission of an application (Application) for a certificate by the Proponent, the Environmental Assessment Office of British Columbia (EAO) must first approve Terms of Reference.

The Terms of Reference will specify the studies to be conducted and the detailed information to be provided by the Proponent in its Application. The EAO has now received draft Terms of Reference from the Proponent and invites comments on this draft.

In order to provide information about the Terms of Reference, and to receive comments from the public, the EAO invites the public to attend an **Open House**. There will be one Open House, to be held as follows:

at: **Black Mountain Elementary School**
on: **February 10, 2009**
from: **4:00 p.m. to 8:00 p.m.**

At 7:00 p.m. there will be a presentation by the EAO on the process with an opportunity to ask questions about the process. A second presentation will also be given by the Proponent in relation to the proposed Project.

If you are unable to attend the Open House, you may still wish to make a written submission. There are 30 days for the submission of comments by the public in relation to the draft Terms of Reference. The comment period will begin on February 9, 2009 and end at midnight on March 11, 2009. All comments received during this comment period in relation to the Terms of Reference will be considered.

The intention of seeking public comments is to ensure that all potential effects – environmental, economic, social, heritage and health – that might result from the Project are identified for consideration as part of the assessment process. At this stage of the process, the primary intent is to receive feedback about the studies or information required for a comprehensive environmental assessment.

After taking public comments into account, the EAO will finalize the Terms of Reference and issue them to the Proponent.

Please submit your comments at the Open House or send your comments to:

Gerry Hamblin
Project Assessment Manager
Environmental Assessment Office
PO Box 9426 Stn Prov Govt
Victoria, B.C. V8W 9V1
Fax (250) 356-6448

Comments by e-mail may be directed to eaoinfo@gov.bc.ca

If you are unable to participate at this time, there will be an additional comment period during the Application review stage when you will also be able to provide comments to the EAO on the proposed Project.

An electronic copy of the Terms of Reference and information regarding the environmental assessment process are available at www.eao.gov.bc.ca. Copies of the Terms of Reference are also available for viewing at:

Okanagan Regional Library – Kelowna Branch
1380 Ellis Street, Kelowna, B.C.

Okanagan Regional Library – Rutland Branch
Plaza 33 Mall, #32 - 301 Hwy. 33 West, Kelowna, B.C.

NOTE: All submissions received by the EAO during the comment period in relation to the proposed Project are considered public and will be posted to the EAO website. If you do not want to have your name posted to the EAO website, please indicate this with your submission and your comments will be kept confidential.



Black Mountain Reservoir Project

Welcome

Welcome to the Black Mountain Irrigation District's Open House for the Black Mountain Reservoir Project.

The purpose of this open house is to:

- **Provide you with information about the Project**
- **Answer your questions**
- **Hear your perspectives and points of view on the Project and studies being undertaken**

Representatives from BMID and their consultants are here to answer your questions.

Before you leave, please take a moment to share your comments on the feedback forms provided.



Black Mountain Reservoir Project

About BMID

An Improvement District that operates as a public utility

Governed by an elected Board of Trustees

One of five water service utilities that supplies and distributes water to the City of Kelowna and adjacent Regional District lands

- Drinking water to over 20,000 residents
- Irrigation water for over 4,100 acres of agricultural land

Mission Creek is our primary water source. Secondary sources include Scotty Creek and groundwater



Black Mountain Reservoir Project

BMID Operations

Watershed supply area is 600 km²

Intakes on Mission and Scotty Creeks

- **Largest licensee on Mission Creek**

Four large storage reservoirs in Mission Creek Watershed

- **Fishhawk Reservoir (1,850 ML @ 5,900m ASL)**
- **Graystoke Reservoir (5,095 ML @ 5,900m ASL)**
- **Belgo Reservoir (6,780 ML @ 4,232m ASL)**
- **Loch Long Reservoir (600 ML @ 6,090m ASL)**

Storage reservoir in Scotty Creek Watershed

- **James Lake (1,500 ML @ 4,200m ASL)**

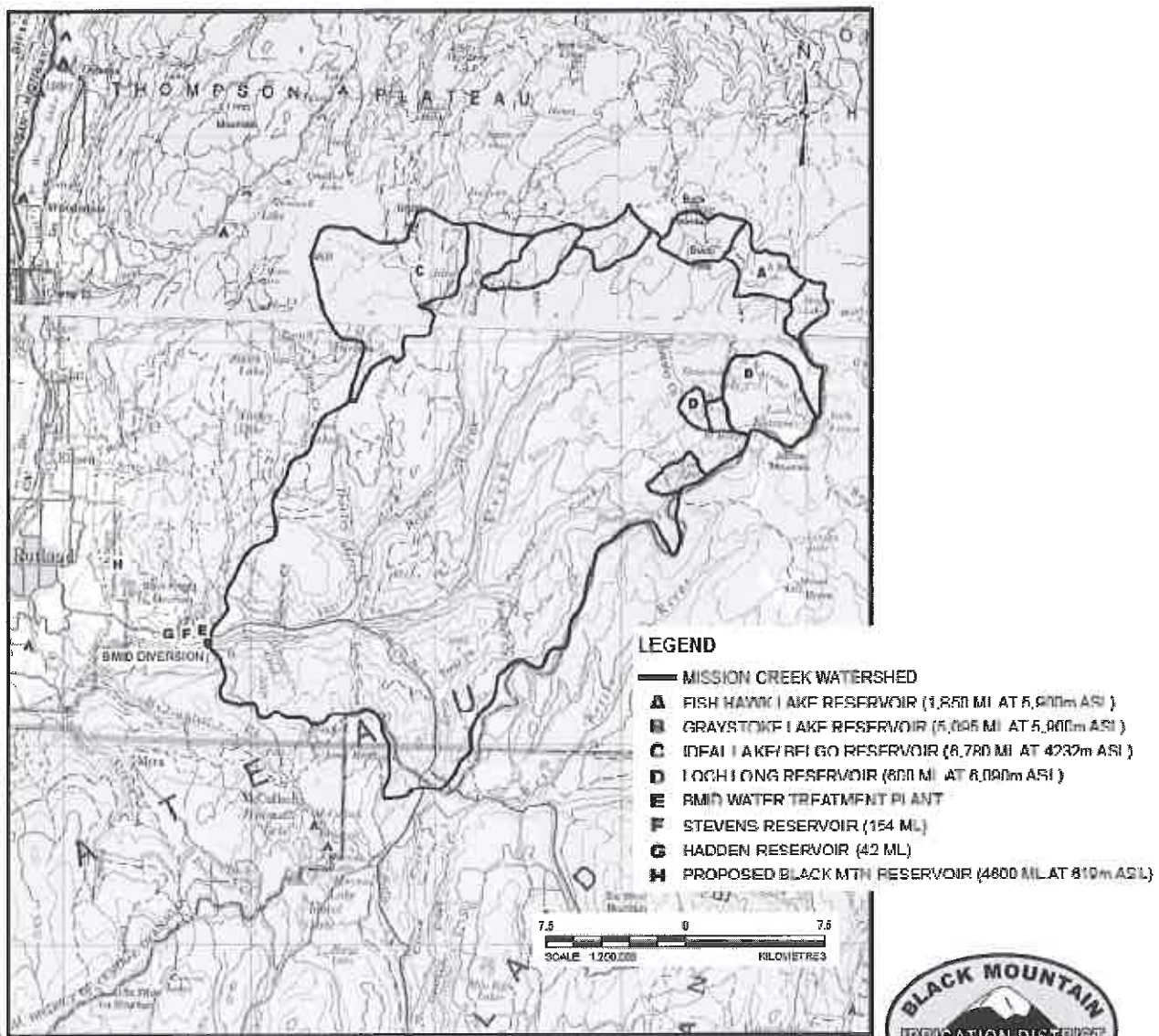
Class IV Water Treatment Plant (105 ML/day)

200 km of water distribution mains



Black Mountain Reservoir Project

Mission Creek Watershed



Black Mountain Reservoir Project

Project Rationale

1. **A low elevation 4,600 megalitre (ML) open surface raw water storage reservoir to store and distribute high quality water for domestic and irrigation customers**
2. **Balance storage to secure water supply for the foreseeable future for BMID and surrounding lands**
3. **Meet water treatment and disinfection upgrade requirements**
4. **Reduce the need for treatment by optimizing the storage and use of high quality water**
5. **Designed and operated to contribute to the sustainability and management of the Mission Creek watershed**



Black Mountain Reservoir Project

Scope of the Project

The Project consists of the following on-site and off-site components:

1. Dams & Reservoir

- South Main Dam - 33 m high across the south end of the Gopher Flats valley
- North Saddle Dam - 25 m high across the NW corner of Gopher Flats valley

2. Conduits

3. Buildings & Structures

- Disinfection and Water Treatment Facilities
- Valve Chamber on Joe Rich Road South

4. Drainage Modifications

5. Perimeter Roads & Fencing

6. Transmission Lines & Power Supply

7. Associated Watermains

- Inlet/Outlet Transmission Mains
- Emergency Drawdown Main from valve chamber to Mission Creek, including energy dissipation structure



Black Mountain Reservoir Project

Public Information & Consultation

Objectives

- Notification and distribution of project information
- Provide opportunities for public input
- Understand public stakeholders concerns and perspectives
- Create open and accountable review process that considers interested parties
- Build relationships with First Nations, stakeholders and the local community

Ongoing consultation activities

- Discussions with ratepayers, First Nations, stakeholders and property owners
- Meetings with interested parties
- Regular project updates

**Input gathered will be considered
in determining the information to
be included in an EA Certificate
Application**



Black Mountain Reservoir Project

Project Cost

The estimated capital cost of the Project is \$25 million.

The Project has been planned for many years. The original concept dates back to the development of the low elevation flume system and tunnel through Black Knight Mountain in 1949. BMID owns the Project site.

Project includes part or all of four separate projects identified in BMID's 2007 Capital Works Plan:

- Project 10 Trunk Main – Reservoir to Swainson
- Project 15 Black Mountain Reservoir
- Project 16 Drawdown Pipe
- Project 17 UV Facility

The project costs will be funded by developers, Capital Expenditure Charges (CECs), and through existing user rates.



Black Mountain Reservoir Project

Preliminary project schedule

Activity	Date
Commence First Nations engagement and public consultation	January 2008 (ongoing)
Initiate environmental assessment (EA) process	August 2008
Public review of Draft Terms of Reference	February 2009
Approved Terms of Reference issued to BMID	April 2009
Undertake required EA studies	Spring 2008 - 2009
EA Application submitted	Nov 2009
Public review of EA Application	January 2010
EA Certificate anticipated	June 2010
Construction Period	Summer 2010 - 2012
Target In-Service Date	Summer 2012

Black Mountain Reservoir Project

What is the “Terms of Reference”

**Framework for content of the Environmental
Assessment Certificate Application**

**Describes the scope of assessment, including
technical studies and consultation processes
with the public and First Nations throughout
the EA review process**

**Identifies topics to be addressed regarding
potential effects of the Project**

- Biological
- Physical
- Socioeconomic, Cultural and Community
- First Nations' Aboriginal Interests



Black Mountain Reservoir Project

“Terms of Reference”

The EA Certificate Application Terms of Reference is structured as follows:

- Introduction
- Information Distribution & Consultation
- Project Description
- Environmental Assessment Methods
- Environmental Effects Assessment
 - Project Setting and Characterization
 - Assessment of Potential Effects
 - Mitigation and Environmental Management
 - Potential Residual Effects
- Significance of Residual Effects
- Environmental Management Program
- Environmental Monitoring & Follow-up
- Conclusions and Commitments



Black Mountain Reservoir Project

The Environmental Assessment Team



12 Technical Study Areas

- Fish and Aquatic Habitat
- Vegetation and Wetlands
- Wildlife and Wildlife Habitat
- Surface Water Hydrology and Groundwater
- Soils, Geology and Terrain Stability
- Air Quality
- Socio-Community and Socioeconomics
- Land and Resource Use
- Atmospheric Noise
- Visual Quality
- Archaeological Resources
- First Nation Interests





EA Information Requirements

Vegetation & Wildlife

Identify and evaluate potential effects on terrestrial wildlife resources, vegetation resources, Species-at-Risk, and sensitive ecosystems. Key considerations include

- **Reptiles and amphibians at risk**
- **Grassland bird species, Western screech-owl, Lewis woodpecker**
- **Great Basin pocket mouse**
- **Habitat loss, alteration and fragmentation**
- **Wetlands and riparian ecosystems**
- **Grassland, riparian woodland and coniferous forest ecosystems**
- **Plants of cultural or economic importance to First Nations**
- **Invasive plant species**





EA Information Requirements

Fisheries & Aquatics

Identify and evaluate potential effects on fish populations, instream and riparian habitat, water quantity and fish passage, and water quality. Key considerations are

- **Potential loss, reduction, or alteration of fish habitat and riparian vegetation**
- **Effects on aquatic ecosystems of Mission and Gopher Creeks**
- **Changes in water quality and quantity, including effects on instream flows for fish**
- **Fish distribution and abundance**

Identify and evaluate potential effects on surface water hydrology and groundwater. Key considerations are

- **Increased runoff**
- **Water quality**
- **Groundwater regime**





EA Information Requirements

Land Use & Terrain Stability

Identify and evaluate potential effects on land and resource use values. Key considerations are

- **Agricultural Land Reserve and agricultural land uses adjacent to the Project area**
- **Settlement land use**
- **Future public recreation/parks land uses**

Identify and evaluate potential effects on soils, geology and terrain stability. Key considerations are

- **Slope stability conditions that could effect the environment, property or public safety**
- **Surface erosion**





EA Information Requirements

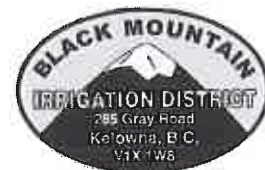
Socio-economic & Community

Identify and evaluate potential social and economic effects and benefits to communities and First Nations. Key considerations are

- Employment and fiscal benefits
- Public safety
- Traffic access and mobility
- Recreational access and opportunities
- First Nations economic and community well-being

Identify and evaluate effects on local communities, including

- Potential noise effects from construction and operation activities
- Potential effects on visual aesthetics (i.e., changes in visual quality)
- Potential for changes in local air quality resulting from fugitive dust and exhaust emissions



EA Information Requirements

Archaeological & Cultural

Identify and evaluate recorded and potential archaeological/heritage sites

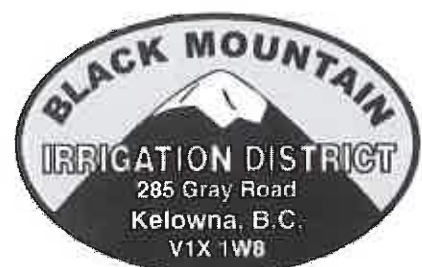
Identify and evaluate potential effects on local First Nations'

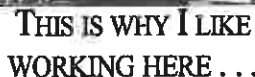
- **Social, economic and community values**
- **Land use values**
- **Traditional cultural, spiritual and subsistence values**



Thank you for coming

**Before you leave, please
take a moment to share
your comments on the
feedback forms provided.**





— Under Employers Inc.

Open House and Invitation to Comment

NOTE: All submissions received by the EAO during the comment period in relation to the proposed Project are considered public and will be posted to the EAO website. If you do not want to have your name posted to the EAO website, please indicate this with your submission and your comments will be kept confidential.

Okanagan Regional Library - Rutland Branch
Plaza 33 Mall, #32-301 Hwy. 33 West, Kelowna, B.C.



59

Memorandum of Understanding

This Memorandum of Understanding ("MOU") dated for reference **January 10, 2014** is

BETWEEN:

BLACK MOUNTAIN IRRIGATION DISTRICT

285 Gray Road, Kelowna BC

V1X 1W8

("BMID")

AND:

CITY OF KELOWNA, 1435 Water Street, Kelowna, British
Columbia, V1Y 1J4

(the "City")

WHEREAS

- A. BMID and the City have reached an understanding on the process for which park trail is to be provided for the City as part of the overall Black Mountain Reservoir Project.
- B. BMID proposes to rezone and develop "The Lands" in phases for future utility purposes "The Works":

"The Lands" defined as:

- 2350 Joe Riche Rd, Kelowna British Columbia,
Lot D, Plan 80286
Lot 19, Plan 1991
Lot 8, Plan 1991
Township 27, ODYD

"The Works" defined as:

- Construction of a UV Water Treatment Facility (Phase 1 Rezoning)
 - Construction of a new Water Reservoir (Phase 2 Rezoning)
- C. BMID and the City have jointly identified the conceptual location for the parkland that will be used for public trail purposes throughout the three identified properties (See Schedule A "Future Recreational Trail Plan").

- D. The City and BMID acknowledge that there are a number of trail alignment options that could potentially be considered to meet the overall intent of the City. BMID's current preferred trail network alignment is outlined in Schedule A.
- E. Due to time constraints surrounding the "Phase 1 Rezoning" application, the provision of surveyed and registered Right of Ways, mapping and other interests in "The Lands" that will be necessary for the future trail alignments will be completed during the "Phase 2 Rezoning".
- F. In connection with the rezoning of "The Lands", BMID will agree to allow the registration of the necessary Statutory Right of Ways to protect the interests of the City in perpetuity. Once the agreed upon trail network is finalized the City will register Statutory Right of Ways to adequately protect the area. The trail standards and widths of the future network option will be agreed upon by BMID and the City of Kelowna, but shall be subject to applicable City of Kelowna standards.
- G. This Park Acquisition Memorandum of Understanding binds the two parties to the above described terms and conditions. If the two parties cannot agree, dispute resolution as per this document will be followed.

The City and BMID covenant and agree as follows:

- 1. All parkland to be dedicated or encumbered by Statutory Right of Way shall be in a state and condition as they presently exist as of the date of signing this MOU. In addition BMID agrees not to place any structures or utilities on the parkland, remove any trees or alter the landscape in anyway, without prior written approval of the City.
- 2. If Kelowna City Council adopts the "Phase 1 Rezoning" then all of the "The Lands" necessary for the agreed upon future trail network will be surveyed (at BMID's cost) and a Statutory Right of Way registered, in whole, in advance of final adoption of the "Phase 2 Rezoning" bylaw.
- 3. Any necessary Temporary Right of Ways, Temporary Construction Agreements or Temporary Access Agreements needed in order to construct the identified trail network will be provided by BMID to the City in a reasonable timeframe, once the agreed upon parkland is transferred to the City.

Dispute Resolution

- 4. The parties acknowledge that the exact area and boundaries of the park corridor will not be determined until "Phase 2 Rezoning". The parties will continue to act in good faith and use their best efforts to resolve any disputes that may arise regarding the precise area and boundaries of the parks.

5. Should the parties be unable to resolve any disputes, either party may notify the other by written notice of the desire to resolve the dispute by mediation.
6. Upon receipt of a Notice the parties agree to submit the dispute to mediation and to bear equally the costs of mediation (excluding any costs for legal counsel).
7. The parties will jointly appoint a mutually acceptable mediator, seeking assistance from the British Columbia International Commercial Arbitration Centre in they have been unable to agree upon such appointment within 20 days of the notice.
8. The parties agree to participate in good faith in the mediation and negotiations related thereto for a period of 30 days following appointment of the mediator, or for such longer period as the parties may agree.
9. If the parties are not successful in resolving the dispute through mediation, or if the mediation has not commenced within 30 days following the delivery of the Notice, then the dispute may be submitted to arbitration pursuant to the Commercial Arbitration Act (British Columbia) to a single arbitrator appointed jointly by the parties.
10. If the parties cannot agree on the choice of an arbitrator, each party shall select a nominee and the nominee shall directly appoint an arbitrator.
11. The order of the arbitrator shall be final and binding upon the parties.
12. The costs of the arbitrator shall be divided equally between the parties. Each party shall bear its own costs.

No Waiver

13. No waiver of default by either party shall be effective unless expressed in writing by the party waiving default, and no condoning, overlooking or excusing by either party of a previous default of the other shall be taken to operate as a waiver of any subsequent default or continuing default, or to in any way defeat or affect the rights and remedies of the non-defaulting party.

Notice

14. Any notice to be given pursuant to this Memorandum of Understanding shall be in writing and may be delivered personally or sent by prepaid mail. The addresses of the parties for the purpose of notice shall be the addresses hereinbefore set out. If notice is delivered personally it may be left at the addresses in the same manner as ordinary mail is left by Canada Post and shall be deemed received when delivered. If notice is mailed it shall be deemed received five (5) days after mailing. Any party may at any time give notice in writing to the other of any change of address and from

and after the receipt of notice the address therein specified shall be deemed to be the address of such party for the giving of notice.

General

15. This Memorandum of Understanding will bind and benefit each party to this Agreement, and its respective successors, administrators, employees, agents, and contractors.
16. If any portion of this Memorandum of Understanding is held invalid by a court of competent jurisdiction, the invalid portion shall be severed and a decision that it is invalid shall not affect the validity of the remainder of this Agreement.
17. This Memorandum of Understanding does not bind City Council in any way to the approval of any future rezoning.
18. This Memorandum of Understanding shall be governed by and construed in accordance with the laws of the Province of British Columbia.
19. Waiver by the City of any breach of any term, covenant or condition of this Memorandum of Understanding by BMID must not be deemed to be a waiver of any subsequent default by BMID. Failure by the City to take any action in respect of any breach of any term, covenant or condition of this Memorandum of Understanding by BMID must not be deemed to be a waiver of such term, covenant or condition.

As evidence of their agreement to be bound by the above terms, the parties each have executed this Memorandum of Understanding on the respective dates written below:

CITY OF KELOWNA by its authorized signatories:)
)
)
_____) C/S
Name:)
)
_____))
Title:)
)
)
_____))
Date)
)

BLACK MOUNTAIN IRRIGATION DISTRICT
by its authorized signatories:)
)
) C/S
_____))
Name:)
)
_____))
Title:)
)
)
_____))
Date)
)

Schedule A

Future Recreational Trail Plan



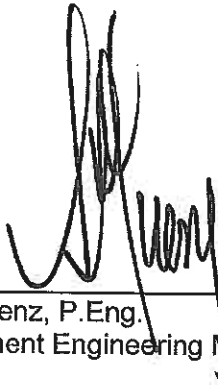
CITY OF KELOWNA
MEMORANDUM

Date: February 27, 2013
File No.: Z13-0009 (Treatment Plan)
To: Land Use Management (JM)
From: Development Engineering Manager (SM)
Subject: 2458 Joe Riche Road –Lot 8 & 19 Plan 1991 and lot D Plan 80286 Sec.23,
Twp. 26, ODYD

The Development Engineering comments and requirements regarding this rezoning application for the construction of a domestic water treatment plan are as follows:

1. General.

- a) The requested zone does not compromise any Municipal Infrastructure.



Steve Muenz, P.Eng.
Development Engineering Manager

B²

BYLAW NO. 10912 - OCP13-0008 - Agua Consulting Inc. (Bob Hrasko) - (OFF OF) Joe Riche Road, (N OF) Joe Riche Road, and 2458 Joe Riche Road - (From REP - Resource Protection Area and the PARK - Major Park and Open Space designations to the PSU - Public Services Utilities and the PARK - Major Park and Open Space designations Designation)

OFFICE OF THE CITY CLERK BYLAW INQUIRY AND WORD ENTRIES					RESCINDS	AMENDS	
Enter CB	1 st	2 nd	3 rd	Adoption		10500	
DATE OF INITIAL CONSIDERATION							

STATUTORY CONDITIONS:

BYLAW NO. 10912

Adopt in conjunction with and BEFORE Bylaw No. 10913
Majority Vote (5)

CONDITIONS:

THERE ARE NO CONDITIONS

MEETING _____, 2014

MEMBERS ABSENT

Moved by Councillor _____

Second by Councillor _____

THAT Bylaw No. 10912 be read a 1st time.

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

Public Hearing - _____, 2014.

Carried.

MEETING _____, 2014

MEMBERS ABSENT

Moved by Councillor _____

Second by Councillor _____

THAT Bylaw No. 10912 be read a 2nd and 3rd time.

Carried.

MEETING _____, 2014

MEMBERS ABSENT

Moved by Councillor _____

Second by Councillor _____

THAT Bylaw No. 10912 be adopted.

Carried.

CITY OF KELOWNA

BYLAW NO. 10912

Official Community Plan Amendment No. OCP13 - 0008
Agua Consulting Inc. - Bob Hrasko
(OFF OF) Joe Riche Road, (N OF) Joe Riche Road, and 2458 Joe Riche 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 designations for a portion of Lot D, Section 18 and 19, Township 27, ODYD, Plan KAP80286, located on (N OF) Joe Riche Road, Kelowna, BC; Lot 19, Sections 17, 18, and 19, Township 27, ODYD, Plan 1991, Except Plan 39110, located on (OFF OF) Joe Riche Road, Kelowna, BC; Lot 8, Sections 18 and 19, Township 27, ODYD, Plan 1991, Except Plans KAP80286 and KAP87038, Located on 2458 Joe Riche Road, Kelowna, BC, from the REP - Resource Protection Area and the PARK - Major Park and Open Space designations to the PSU - Public Services Utilities designations, 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

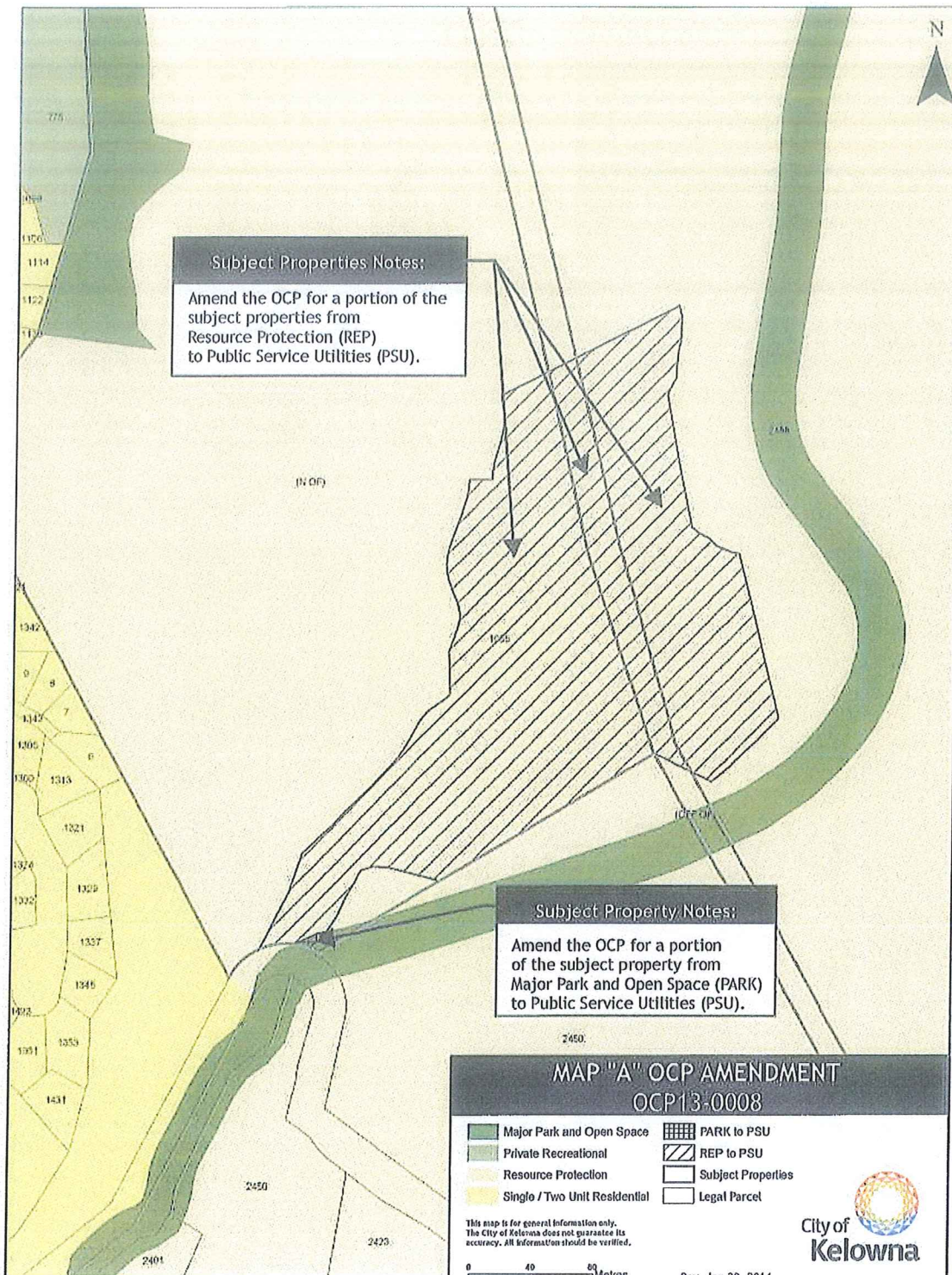
Considered at a Public Hearing on the

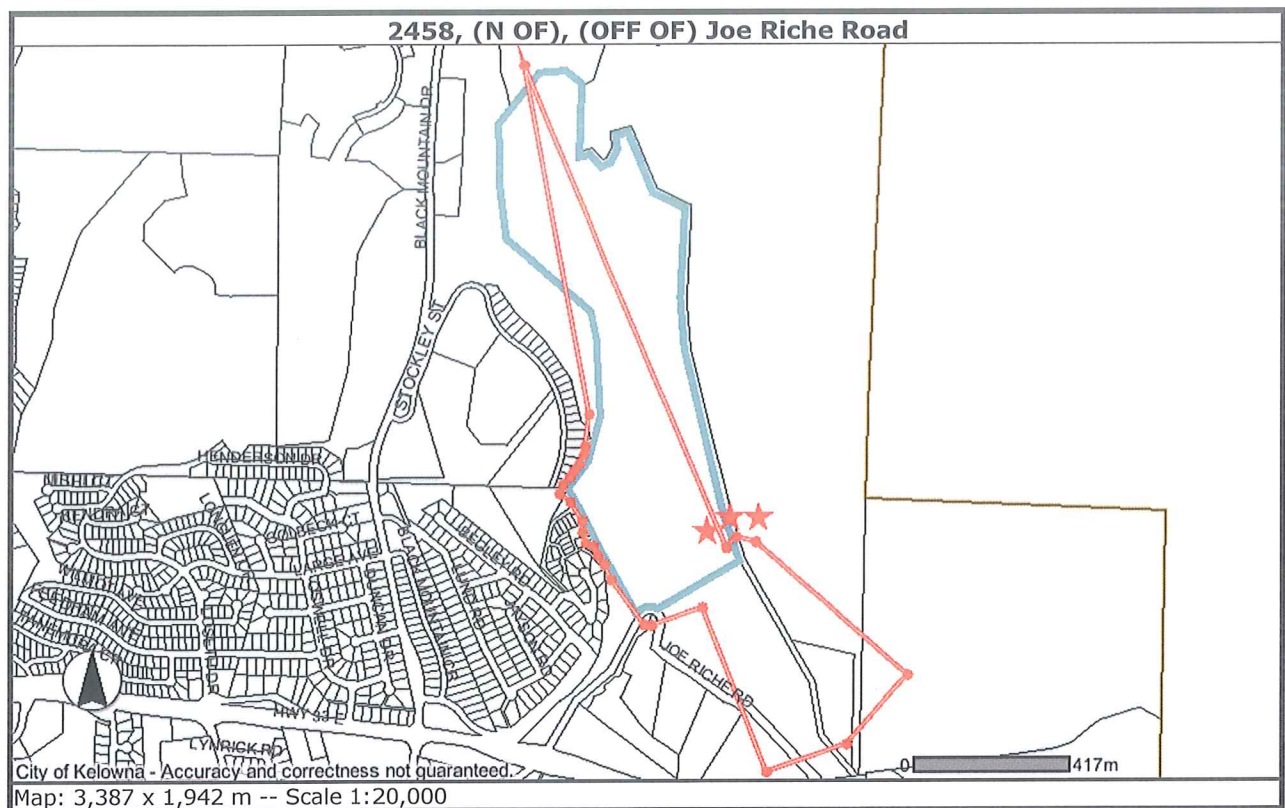
Read a second and third time by the Municipal Council this

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk





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

BYLAW NO. 10913 - Z13-0009 - Black Mountain Irrigation District (BMID) - (OFF OF) Joe Riche Road (N OF) Joe Riche Road, and 2458 Joe Riche Road - (From A1 - Agriculture 1 zone to the P4 - Utilities zone)

OFFICE OF THE CITY CLERK BYLAW INQUIRY AND WORD ENTRIES					RESCINDS	AMENDS
Enter JB	1 st	2 nd	3 rd	Adoption		8000
DATE OF INITIAL CONSIDERATION						

STATUTORY CONDITIONS:

BYLAW NO. 10913

Adopt in conjunction with and BEFORE/AFTER Bylaw No. 10912
MOTi File No.:

CONDITIONS:

A Memorandum of Understanding respecting the conceptual alignment of linear parks through the subject properties be executed by both the City and the applicant, as outlines in the Report of the Urban Planning Department dated February 3, 2013.

MEETING _____, 2014

MEMBERS ABSENT

Moved by Councillor _____

Second by Councillor _____

THAT Bylaw No. 10913 be read a 1st time.

Carried.

Public Hearing - _____, 2014.

MEETING _____, 2014

MEMBERS ABSENT

Moved by Councillor _____

Second by Councillor _____

THAT Bylaw No. 10913 be read a 2nd and 3rd .

Ministry of Transportation and Infrastructure Approval _____, 2014

Carried.

MEETING _____, 2014

MEMBERS ABSENT

Moved by Councillor _____

Second by Councillor _____

THAT Bylaw No. 10913 be adopted.

Carried.

CITY OF KELOWNA
BYLAW NO. 10913
Z13-0009 - Black Mountain Irrigation District (BMID)
(OFF OF) Joe Riche, (N OF) Joe Riche Road, and
2458 Joe Riche 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 parts of Lot D, Section 18 and 19, Township 27, ODYD, Plan KAP80286, located on (N OF) Joe Riche Road, Kelowna, B.C.; Lot 19, Sections 17, 18, and 19, Township 27, ODYD, Plan 1991, Except Plan 39110, located on (OFF OF) Joe Riche Road, Kelowna, BC; Lot 8, Sections 18 and 19, Township 27, ODYD, Plan 1991, Except Plans KAP80286 and KAP87038, located on 2458 Joe Riche Road, Kelowna, BC, From A1 - Agriculture 1 zone to the P4 - Utilities zone as show on Map "B" attached to and forming part of this bylaw.
2. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first time by the Municipal Council this

Considered at a Public Hearing on the

Read a second and third time by the Municipal Council this

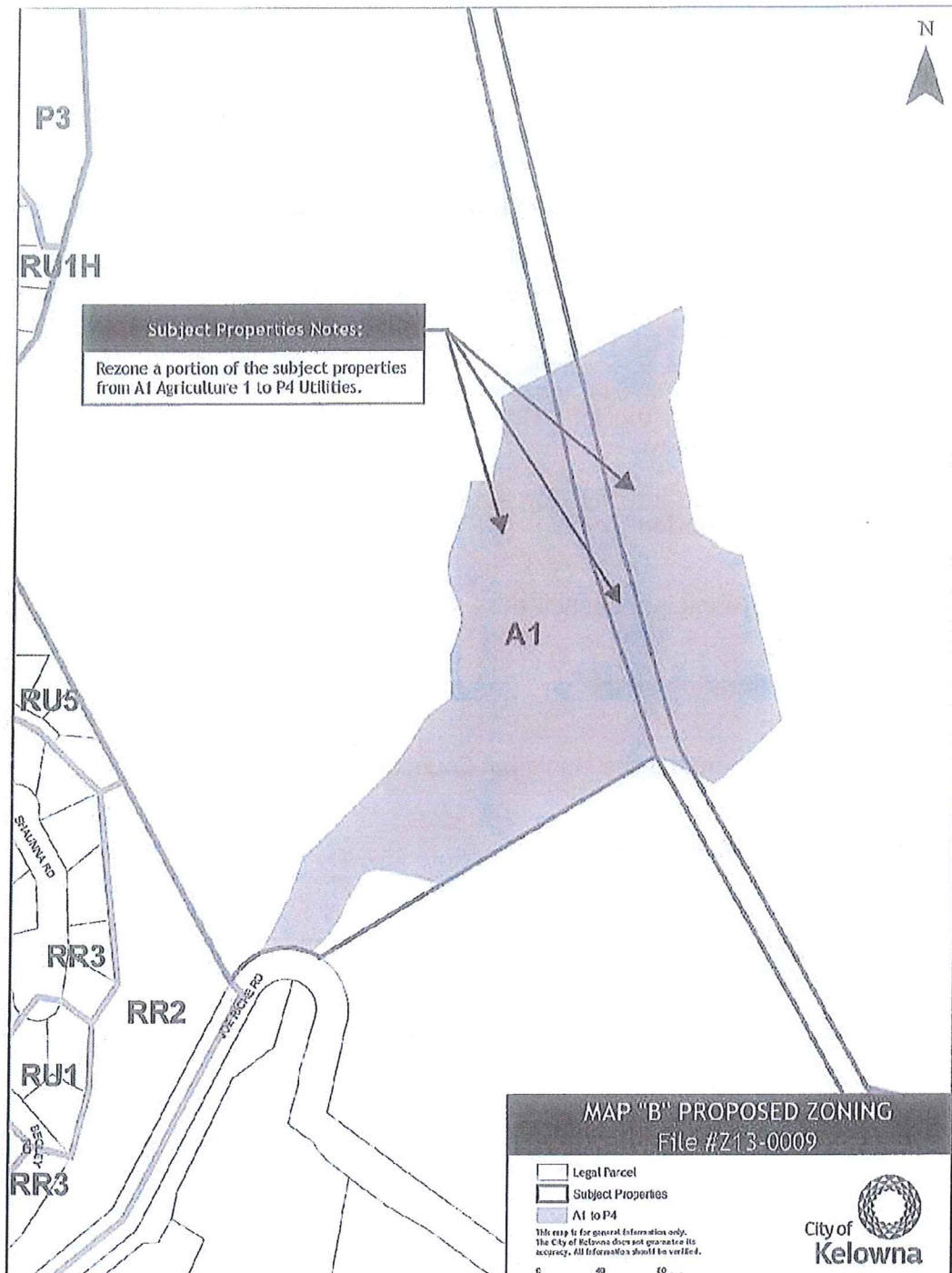
Approved under the Transportation Act

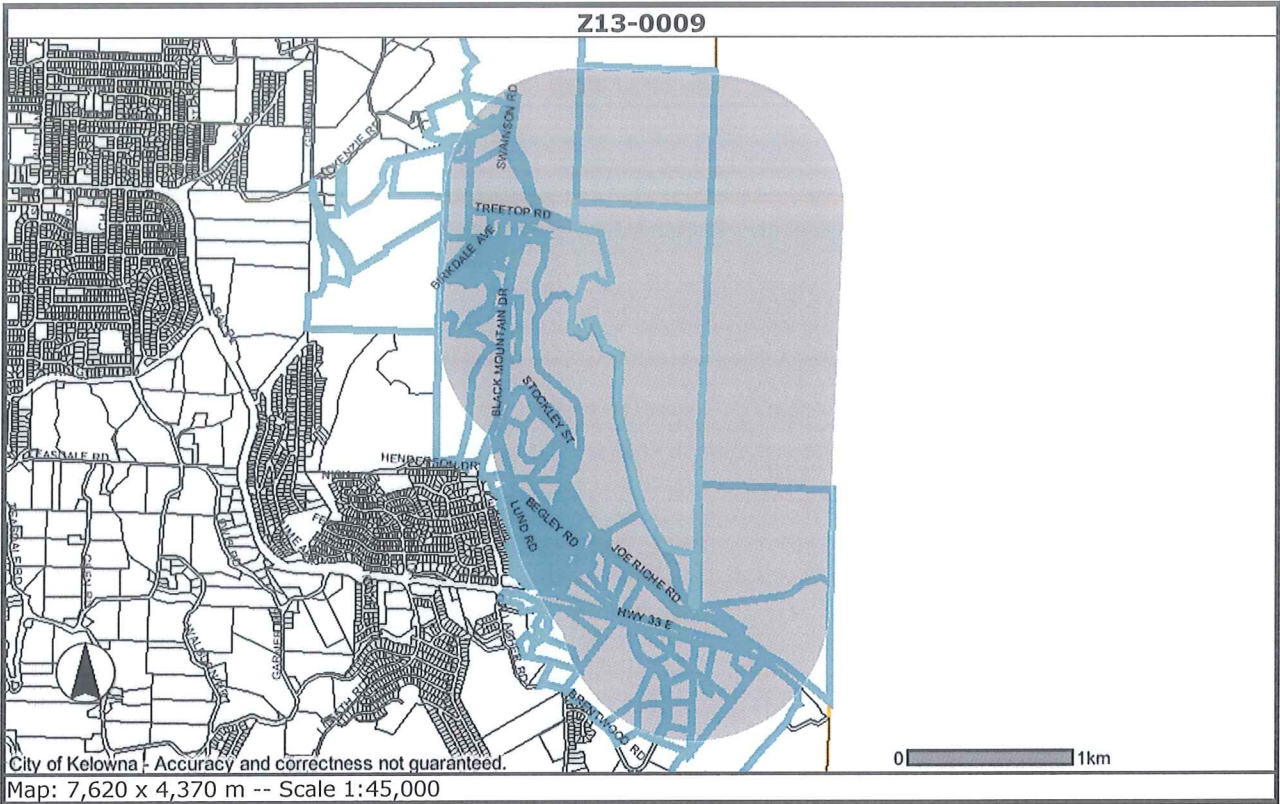
(Approving Officer-Ministry of Transportation)

Adopted by the Municipal Council of the City of Kelowna this

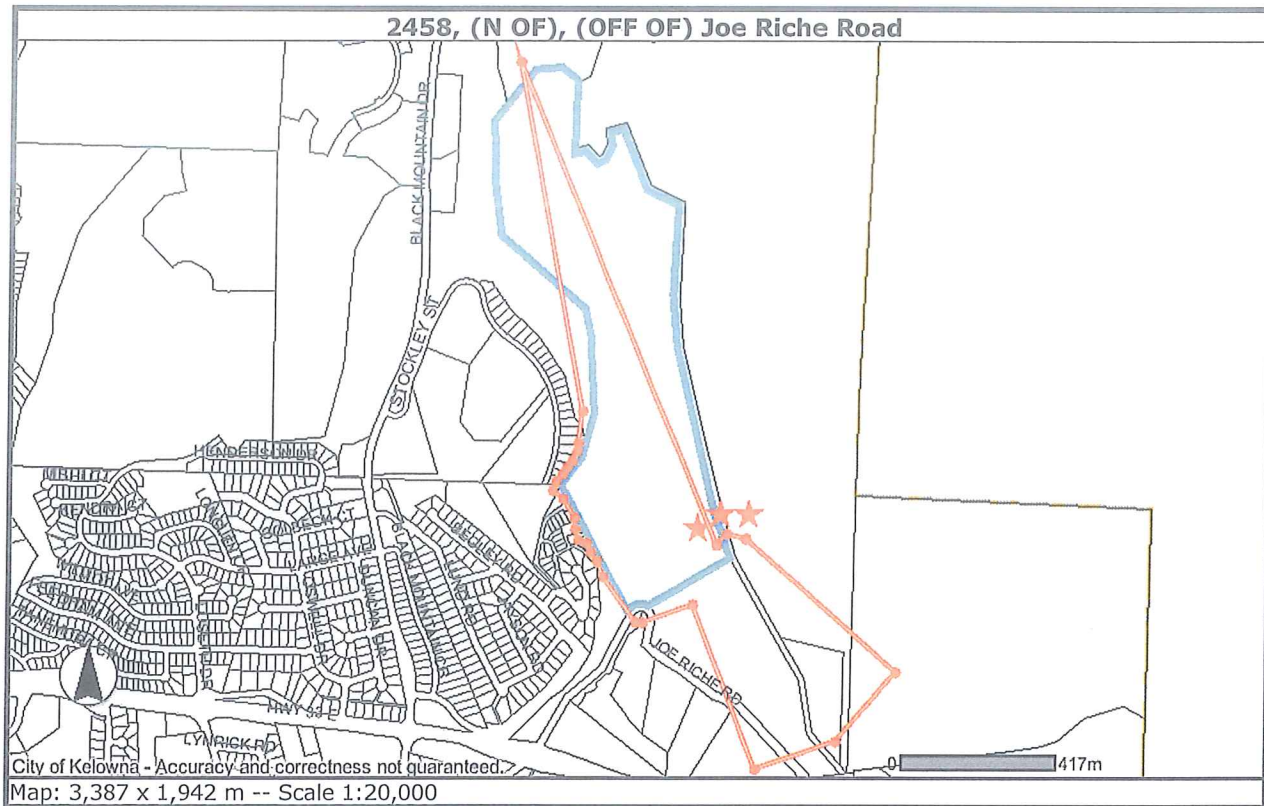
Mayor

City Clerk





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



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

REPORT TO COUNCIL



Date: January 24, 2014

RIM No. 1250-30

To: City Manager

From: Urban Planning, Community Planning & Real Estate (PMc)

Application: OCP07-0022/Z07-0073 **Owner:** Al Stober Construction Ltd.

Address: 2728 Pandosy Street (formerly 477 Osprey Ave. and 2728 Pandosy Street) **Applicant:** Meiklejohn Architects Inc

Subject: Rescinding Bylaw No. 10265 and 10266

Existing OCP Designation: Mixed Use (Residential/Commercial) (MXR)

Existing Zone: P2 - Education and Minor Institutional

Proposed Zone: C4 - Urban centre Commercial

1.0 Recommendation

THAT OCP Amending Bylaw No. 10265 (OCP07-0022) and Zone Amending Bylaw No. 10266 (Z07-0073) for the property located on a portion of Lot 1, DL 14, O.D.Y.D., Plan KAP 91460 (formerly known as Lot 1, DL14, O.D.Y.D., Plan 4280 - Located at 477 Osprey Ave., Kelowna BC,) be forwarded for rescindment consideration;

AND THAT staff be directed to close the file.

2.0 Purpose

To authorize the rescinding of first, second, and third readings given to OCP Amending Bylaw No. 10265 (OCP07-0022) and Zone Amending Bylaw No. 10266 (Z07-0073) and to close the file.

3.0 Land Use Management

OCP Amending Bylaw No. 10265 (OCP07-0022) and Zone Amending Bylaw No. 10266 (Z07-0073) for a portion of Lot 1, DL 14, O.D.Y.D., Plan KAP91460 (formerly known as Lot 1, DL 14, O.D.Y.D., Plan 4280 - Located at 477 Osprey Ave. Kelowna BC,) received second and third readings on December 15, 2009, after the Public Hearing held on the same date.

The applicant was proposing to develop the consolidated site with a seven storey, mixed-use development consisting of grade level retail, five storeys of office uses, and one storey of apartment housing.

After a number of extensions and attempts to facilitate the project moving forward the applicant has indicated that the project will not be advancing in the near future and that the file should be closed. As such, Urban Planning Staff recommend that Council rescind 1st, 2nd and 3rd readings of both associated bylaws, and that the files be closed.

Report prepared by:

Paul McVey - Urban Planning

Reviewed by:

☐

Ryan Smith, Manager, Urban Land Use

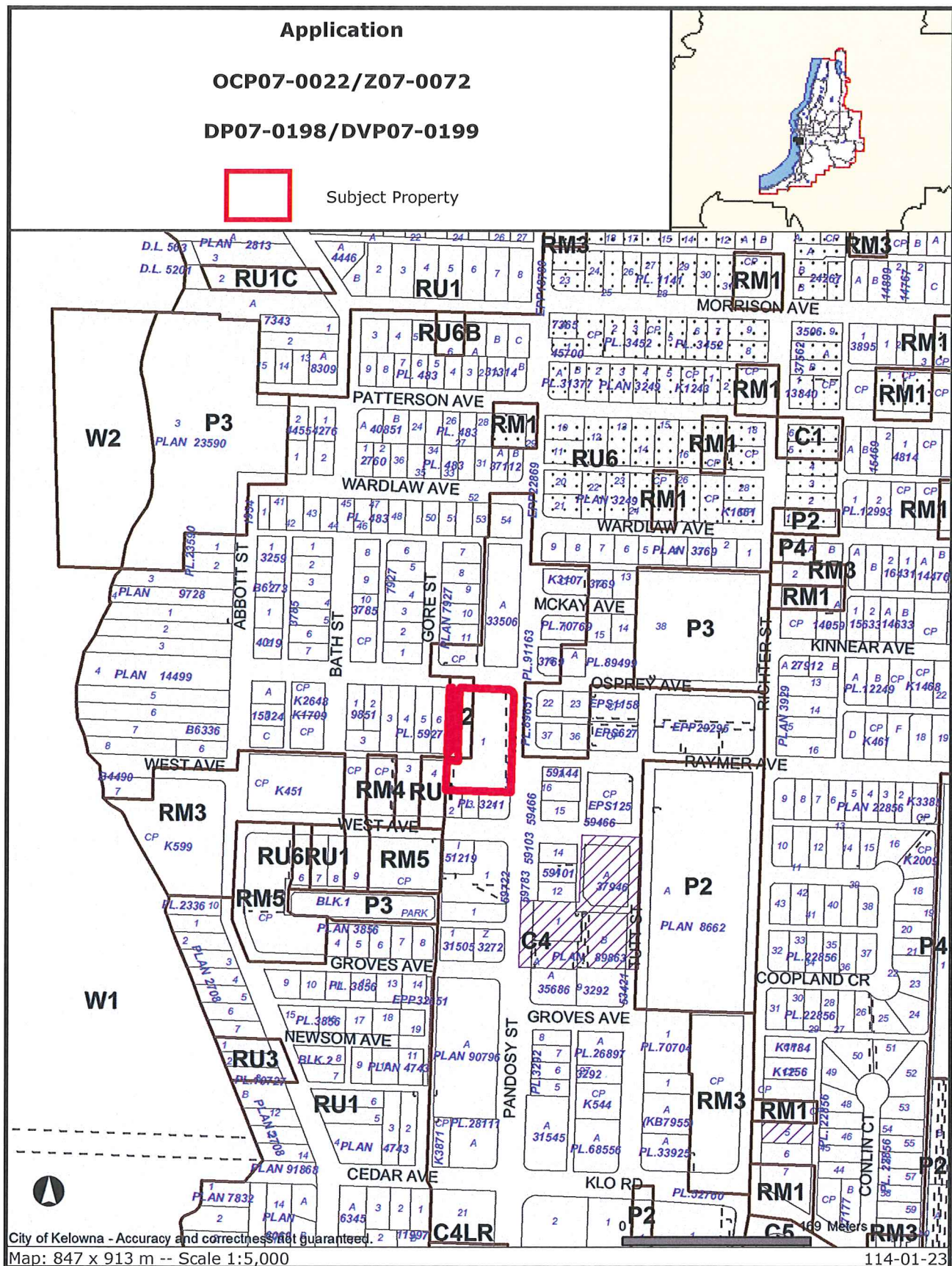
Approved for Inclusion:

☐

Doug Gilchrist, Divisional Director,
Community Planning & Real Estate

Attachments:

Subject Property Map
Site Plan



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.

302 PARK STREET
 FORT LINDEN, A.C.
 TEL: 256.402.7143
 FAX: 256.402.7143
 EMAIL: info@mecklejohn.com

MECKLEJOHN ARCHITECTS, INC.
 223 EDWARDS AVENUE
 FORT LINDEN, A.C.
 TEL: 256.402.7143
 FAX: 256.402.7143
 EMAIL: info@mecklejohn.com



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NO.	DATE	DESCRIPTION
01	2007.07.20	Final for Submittal Phase
02	2007.08.06	Revised for Owner
03	2007.11.15	Revised for Planning, etc.
04	2008.03.13	Revised for Planning, etc.

Project Title
**PANDOSY
 MIXED USE
 BUILDING**
 302 PARK STREET
 FORT LINDEN, A.C.

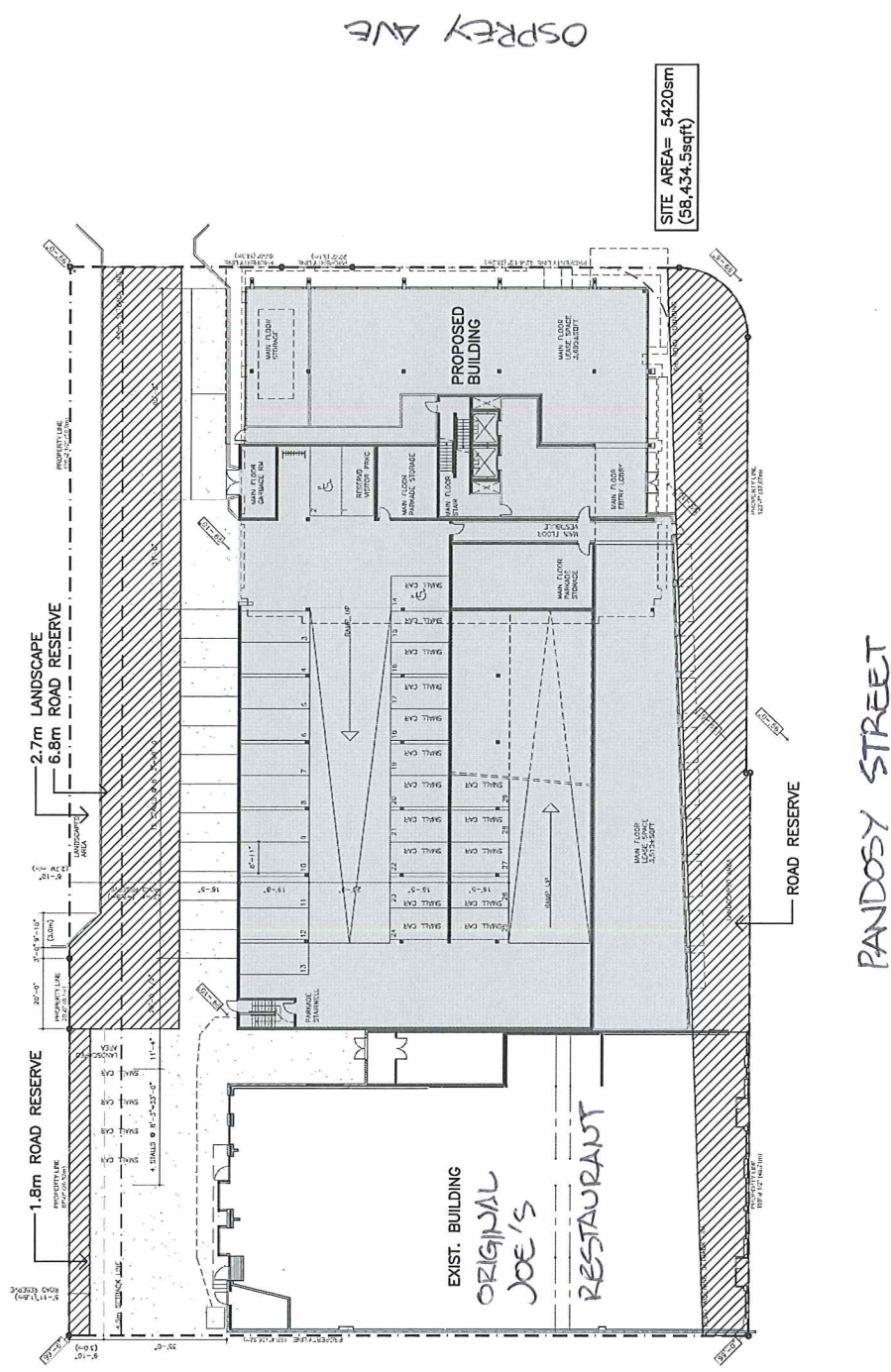
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 OF.
 DRAWINGS ARE NOT TO BE SCALED.
 ALL DIMENSIONS SHALL BE VERIFIED BY THE
 OWNER.

SITE AREA

NO.	DATE	DESCRIPTION
01	2007.07.20	Final for Submittal Phase
02	2007.08.06	Revised for Owner
03	2007.11.15	Revised for Planning, etc.
04	2008.03.13	Revised for Planning, etc.

1 SITE PLAN
 2007 SCALE: 1/8"=1'-0"



CITY OF KELOWNA

BYLAW NO. 10265

Official Community Plan Amendment No. OCP07-0022 – Al Stober Construction Ltd 477 Osprey Avenue

A bylaw to amend the "*Kelowna 2020* – Official Community Plan Bylaw No. 7600".

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

1. THAT Map 19.1 - **GENERALIZED FUTURE LAND USE** of Schedule "A" of "*Kelowna 2020* – Official Community Plan Bylaw No. 7600" be amended by changing the Generalized Future Land Use designation of Lot 1, District Lot 14, ODYD, Plan 4280, located on Osprey Avenue, Kelowna, B.C., from the "Multiple Unit Residential – Medium Density" designation to the "Commercial" designation;
2. AND THAT pursuant to Section 882 of the *Local Government Act*, each reading of this bylaw receive an affirmative vote of a majority of all members of the Council;
3. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first time by the Municipal Council this 16th day of November, 2009.

Considered at a Public Hearing on the 15th day of December, 2009.

Read a second and third time by the Municipal Council this 15th day of December, 2009.

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk

CITY OF KELOWNA
BYLAW NO. 10266
Z07-0073 – Al Stober Construction Ltd
477 Osprey 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 1, District Lot 14, ODYD, Plan 4280 located on Osprey Avenue Kelowna, B.C., from the P2 – Education and Minor Institutional zone to the C4 – Urban Centre Commercial 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 16th day of November, 2009.

Considered at a Public Hearing on the 15th day of December, 2009.

Read a second and third time by the Municipal Council this 15th day of December, 2009.

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk

CITY OF KELOWNA
BYLAW NO. 10906
Z13-0039 - CTQ Holdings Ltd., Inc. No. BC0978670
1334 St. Paul Street

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

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

1. THAT City of Kelowna Zoning Bylaw No. 8000 be amended by changing the zoning classification of Lot 17, District Lot 139, ODYD, Plan 645 located on 1334 St. Paul Street, Kelowna, B.C., from the I2 - General Industrial zone to the C7 - Central Business Commercial 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 16th day of December, 2013.

Considered at a Public Hearing on the 21st day of January, 2014.

Read a second and third time by the Municipal Council this 21st day of January, 2014.

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk

REPORT TO COUNCIL



Date: February 3, 2014

RIM No. 0940-40

To: City Manager

From: Urban Planning, Community Planning & Real Estate (AR)

Application: DP13-0170 **Owner:** CTQ Holdings Ltd., Inc.
No. BC0978670

Address: 1334 St. Paul Street **Applicant:** CTQ Holdings Ltd.

Subject: Development Permit

Existing OCP Designation: Mixed Use (Residential/Commercial)

Existing Zone: I2 - General Industrial

Proposed Zone: C7 - Central Business Commercial

1.0 Recommendation

THAT final adoption of Zone Amending Bylaw No. 10906 be considered by Council;

AND THAT Council authorizes the issuance of Development Permit No. DP13-0170 for Lot 17, District Lot 139, ODYD, Plan 645, located at 1334 St. Paul Street, Kelowna, BC, subject to the following:

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

AND FURTHER THAT the applicant be required to complete the above-noted condition No. 4 within 180 days of Council's approval of the Development Permit Application in order for the permit to be issued.

2.0 Purpose

To consider the form and character of the proposed exterior renovation of the existing building on the subject property.

3.0 Urban Planning Department

Urban Planning staff is supportive of the Development Permit for the proposed exterior renovation of the existing building onsite for office use under the C7 - Central Business Commercial zone, as it is seen to be consistent with the Mixed Use (Residential/Commercial) land use designation for the subject site, and contributes to the gradual transition of former industrial properties to mixed-use commercial within the Downtown City Centre area.

The proposed façade renovation and introduction of front yard landscaping will significantly benefit the visual attractiveness of this site, and contribute positively to the overall improvement of St. Paul Street and Kelowna's Downtown.

4.0 Proposal

4.1 Background

In October 2013, a Rezoning application was submitted under Z13-0039 to rezone the subject property from I2 - General Industrial zone to C7 - Central Business Commercial zone to enable re-use of the existing building for office use, specifically for the business offices of the present corporate property owner as they are seeking to relocate to the downtown area.

On January 21, 2014, Council gave 2nd and 3rd readings to the proposed Rezoning subject to conditions, including the consideration of a Development Permit application prior to final adoption of the zoning amending bylaw. The applicant has now successfully satisfied the conditions of zoning.

4.2 Project Description

The existing, 2-storey building on the subject property was constructed in the 1970s and has been used for a limited range of office and commercial uses permissible under the former I2 zone over the years (e.g., business support services, participant recreational services).

As part of the proposal to re-use the subject building for the current corporate property owner's offices, the building's frontage is proposed to be renovated and modernized, including a new stucco finish and painting; the replacement of windows, doors, and entrance awning; and introduction of front yard landscaping. Sufficient vehicular and bicycle parking can be provided onsite, in the existing rear yard parking area with access from the rear lane.

4.3 Site Context

This 690 m² site is located mid-block on the west side of St. Paul Street, between Doyle and Cawston Avenues, in the Downtown Urban Centre. It is neighboured by multi-storey, mixed-use development to the west and east.

Specifically, adjacent land uses are as follows:

Orientation	Zoning	Land Use
North	I2 - General Industrial	Vacant
East	C7 - Central Business District	Mixed-Use Development (St. Paul Place)
South	I2 - General Industrial	2-Storey Commercial Building
West	C7 - Central Business District	Mixed-Use Development (Ellis Court)

Subject Property Map: 1334 St. Paul Street



The conceptual proposal compares to the proposed C7 zone requirements as follows:

Zoning Analysis Table		
CRITERIA	C7 ZONE REQUIREMENTS	PROPOSAL
Existing Lot/Subdivision Regulations		
Lot Area	200 m ²	689.7 m ²
Lot Width	6 m	15.24 m
Lot Depth	30 m	45.26 m
Development Regulations		
Floor Area Ratio	9.0 FAR	0.61
Height	44 m	8 m (2 storeys)
Front Yard	0 m	1.2 m
Side Yard (south)	0 m	0 m
Side Yard (north)	0 m	0 m
Rear Yard	0 m	24.9 m
Other Regulations		
Minimum Parking Requirements	6 spaces	7 spaces
Bicycle Parking	3 Class I / 1 Class II	Provided
Loading Space	1 space	Provided

5.0 Current Development Policies

5.1 Kelowna Official Community Plan (OCP) - Chapter 5 - Development Process

Compact Urban Form. 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.

Policy 4 - Downtown Development. Support rezoning to C7 use in the downtown Urban Centre area only where properties are surrounded on a minimum of 3 sides by existing C7 zoning. The intent of this policy is to support intensification within the existing core areas of the Downtown.

5.2 Urban Design DP Areas (OCP 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;
- Encourage an appropriate mix of uses and housing types and sizes;
- Design and facilitate beautiful public open spaces that encourage year-round enjoyment;
- Create open, architecturally-pleasing and accessible building facades to the street;
- Improve existing streets and sidewalks to promote alternative transportation.

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 Permit(s);
- 2) A Building Code analysis is required for the structure at time of building permit applications, but the following items may affect the form and character of the building(s):
 - a) The Main floor layout appears to have altered the integrity of the exit stairwell, so revisions may be required or an alternative solution may be required. The architect or engineer of record acting as prime consultant is required to submit for an alternative solution as per the requirements outlined in the 2012 edition of the British Columbia Building Code.
 - b) The rated fire doors at the top of the main stairwell have been removed from the original permit acceptance drawings and are required to maintain the integrity of the fire exit or an alternative solution is required to be approved to maintain minimum code requirements.
 - c) The exiting of the 2nd floor does not appear to meet minimum code requirements (number of exits, travel distance, interconnected floor space, stair rating etc).

- d) The rear exit stairs shown are required to be rated and not allowed to pass in front of main floor windows. The architect of record is to address the fire safety requirements of the code in the permit application drawings.
- e) Guard rails are required for the new rear deck along with any provisions for gates and locks provided in the permit application drawing sets;
- 3) A Structural and Architectural consult will be required to provide drawings and schedules for the new rear deck at time of permit application. The architect of record is to address the NAFS requirements for the installation of the new the doors and windows and provide the appropriate modelling for minimum code compliance to ASHRAE 90.1;
- 4) 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 January 27, 2014

6.3 Fire Department

No concerns.

6.4 FortisBC (Electric)

There are primary distribution facilities along St. Paul Street and within the lane adjacent to the subject's west property line. The applicant is responsible for costs associated with any change to subject's existing service, if any, as well as the provision of appropriate land rights where required. Otherwise, FortisBC Inc. (Electric) has no concerns with this circulation. In order to initiate the design process, the customer must call 1-866-4FORTIS (1-866-436-7847). It should be noted that additional land rights issues may arise from the design process but can be dealt with at that time, prior to construction.

6.5 Shaw Cable

Shaw Communications' interests are unaffected. The applicant should contact Shaw regarding future cable services.

6.6 Telus

TELUS will provide underground facilities to this development. Developer will be required to supply and install conduit as per TELUS policy.

7.0 Application Chronology

Date of Application Received:	October 23, 2013
Public Hearing:	January 21, 2014
Satisfaction of conditions of zoning adoption:	January 27, 2014

Report prepared by:

Abigail Riley, Planner II, Urban Planning

Reviewed by:



Ryan Smith, Manager, Urban Planning

Approved for Inclusion



Doug Gilchrist, Divisional Director, Community Planning & Real Estate

Attachments:

Subject Property Map

Site Plan

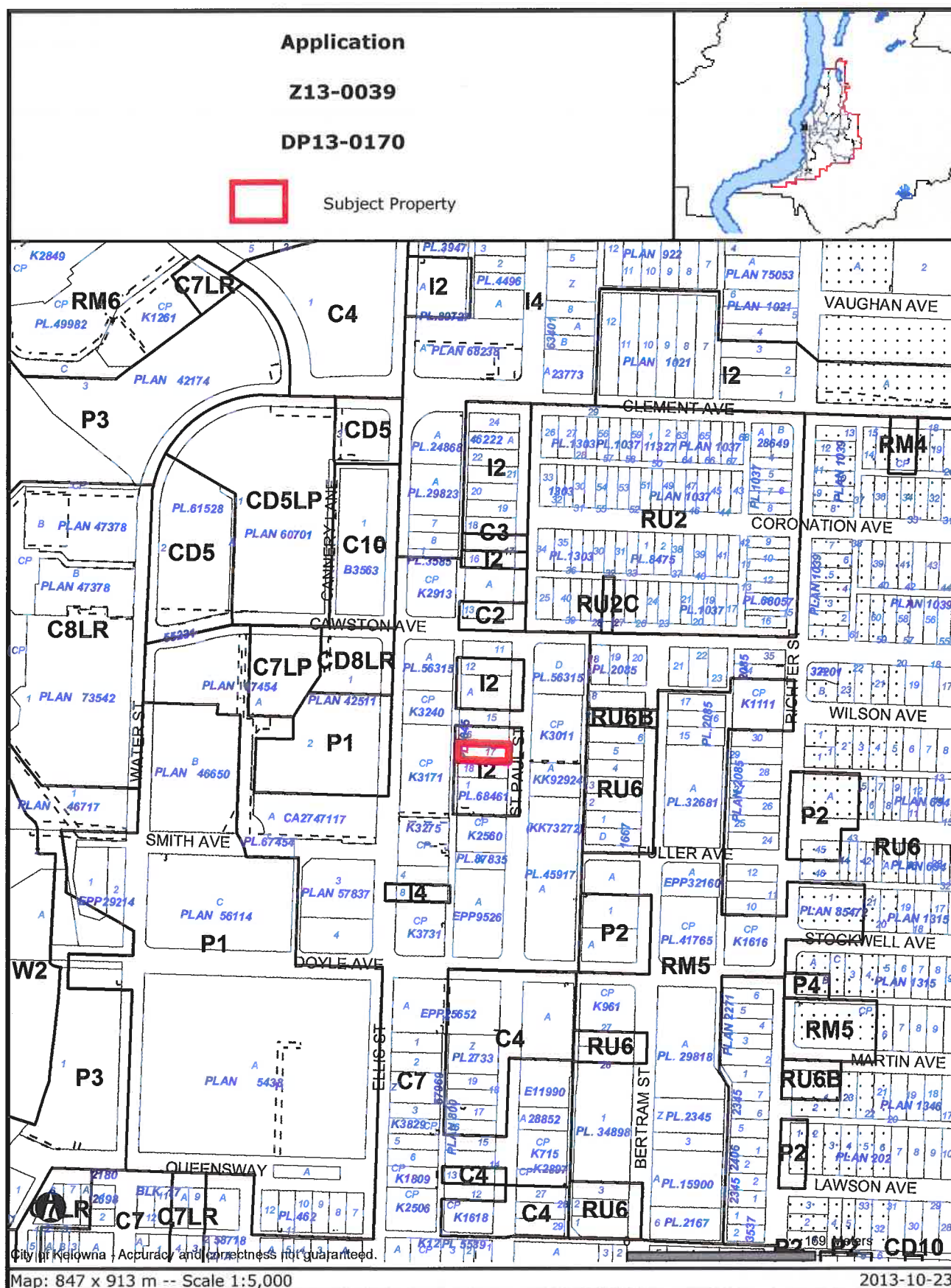
Building Elevations

Conceptual Floor Plans

Landscape Plan

Context/Site Photos

Development Engineering Memorandum, dated January 27, 2014



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.

PROJECT DESCRIPTION:
REZONING FROM I2 TO C7 TO ALLOW FOR A
PROPOSED USE AS OFFICE SPACE IN AN
EXISTING BUILDING AT 1334 ST. PAUL STREET,
KELOWNA, BC

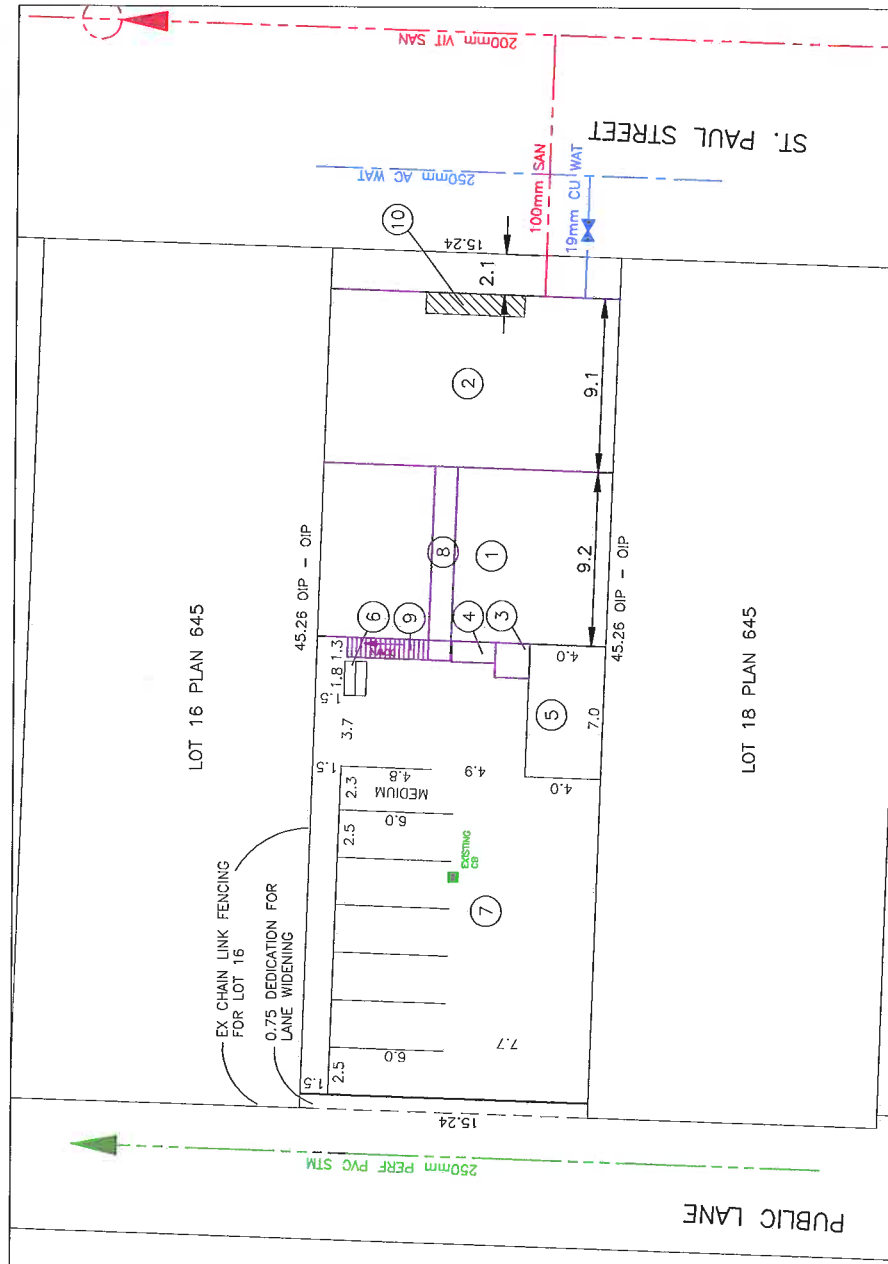
LEGAL DESCRIPTION:
LOT 17, DL 139, PLAN 645, O.D.Y.D.

BUILDING LOWER LEVEL GFA 278.7 sqm
BUILDING UPPER FLOOR GFA 139.4 sqm
WATER AND SANITARY SEWER SERVICES EXIST TO BUILDING

SITE FEATURES KEY:

- 1 EXISTING SINGLE STOREY SECTION
- 2 EXISTING TWO STOREY SECTION – MAX EXTERIOR WALL HEIGHT = 8.0m
- 3 EXISTING ELECTRICAL TRANSFORMERS VAULT 1.8x1.8m
- 4 EXISTING UTILITY SERVICE ROOM 1.1x2.3m
- 5 PROPOSED LOADING ZONE 4.0x7.0m
- 6 PROPOSED BICYCLE PARKING (2 STALLS)
- 7 PROPOSED PARKING LAYOUT ON EXISTING ASPHALT AREA (7 STALLS PROVIDED)
 - 6 FULL SIZE STALLS
 - AND 1 MEDIUM SIZE STALL
- 8 PARKING REQUIRED FOR C7 ZONING = 6 STALLS MINIMUM AND 8 STALLS MAXIMUM
EXISTING ASPHALT AREA IS FROM BACK OF BUILDING TO WEST PL FOR THE COMPLETE 15.2m WIDTH OF THE LOT.
- 9 PROPOSED WOODEN WALKWAY c/w METAL HANDRAILS ON LOWER ROOF
- 10 PROPOSED FIRE ESCAPE STAIRS c/w METAL HANDRAILS
- 11 5.5 sq.m. AREA TO BE ENCLOSED – MAIN FLOOR ONLY. UPPER FLOOR EXISTS OVER THIS AREA.

CTQ HOLDINGS LTD
OFFICE BUILDING
1334 ST. PAUL STREET, KELOWNA
REZONING APPLICATION SITE PLAN
REVISED NOVEMBER 28, 2013
CITY FILE Z13-0039



REVISED PLANS

NOV 29 2013

CITY OF KELOWNA
Land Use Management

ACADEMIA

is farms part of development

2113-0170.

CTQ-1234-5-TE.dwg November 28, 2013 Harry Byl



PROPOSED FRONT ELEVATION



PROPOSED REAR ELEVATION



EXISTING FRONT ELEVATION



EXISTING REAR ELEVATION



SOUTH SIDE ELEVATION



NORTH SIDE ELEVATION



Proposed Colors
Building Facade

Development Permit Application

1334 St. Paul Street Kelowna BC

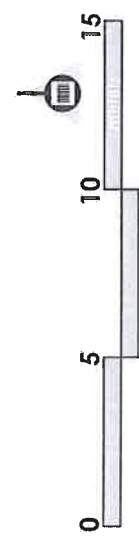
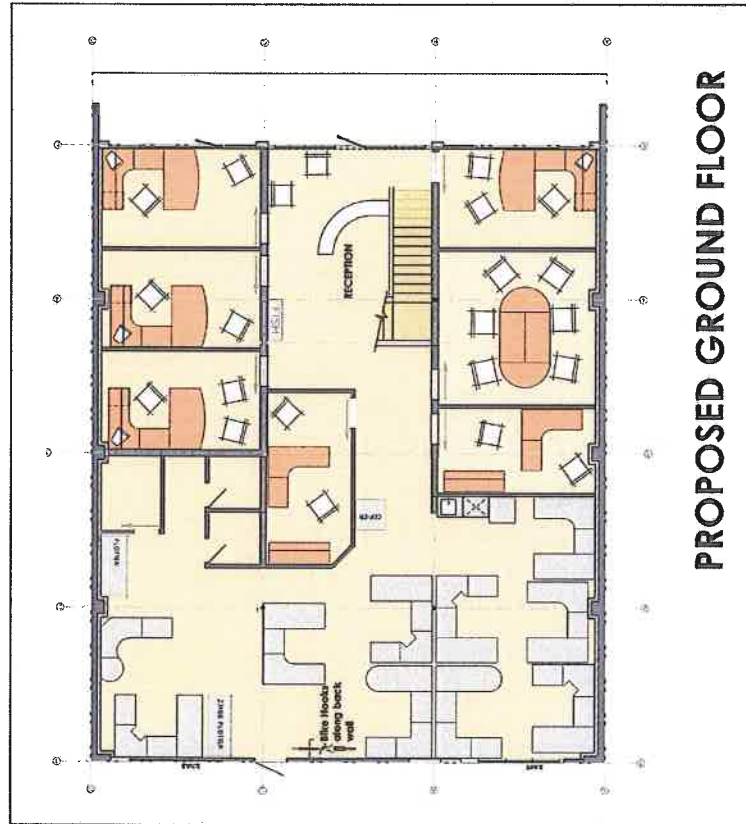
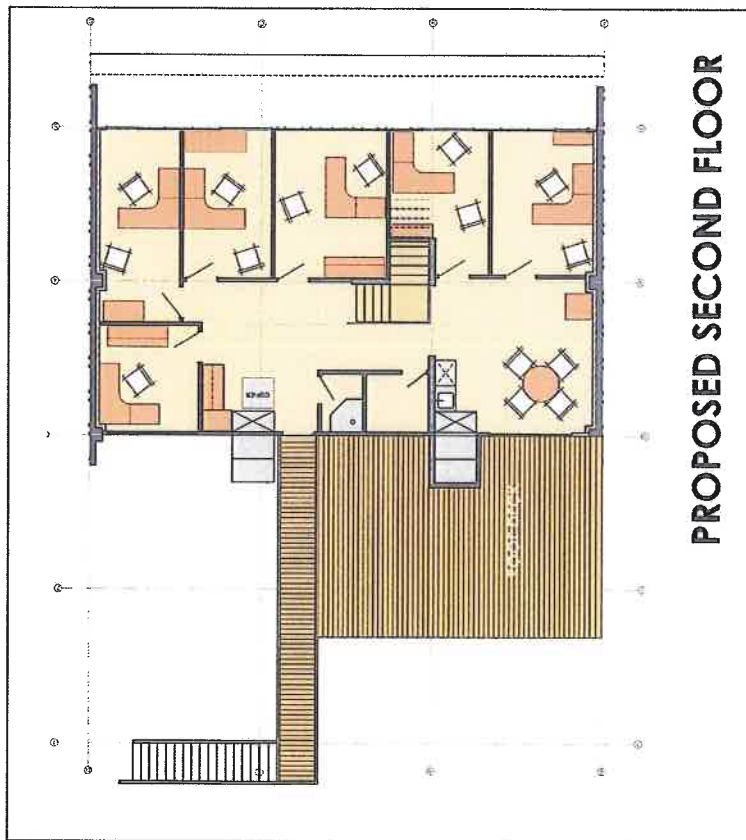
October 9, 2013

SCHEDULE B:

This forms part of development

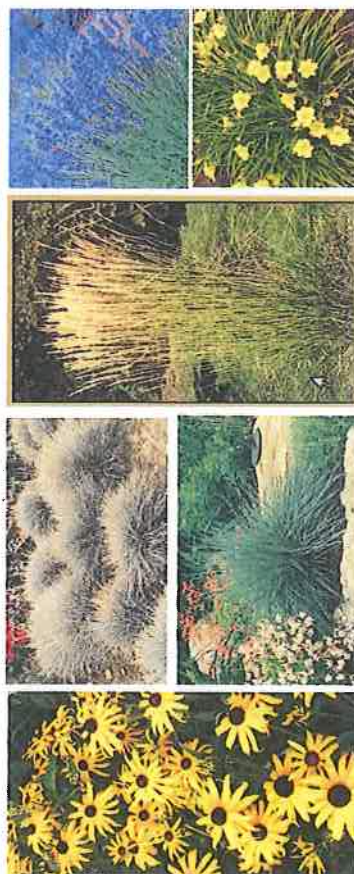
Permit # **D13-0170**

CTO
ENGINEERING PLANNING URBAN DESIGN

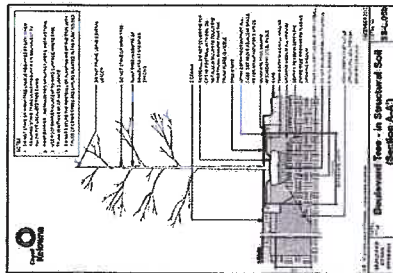


Development Permit Application
1334 St. Paul Street Kelowna BC

October 9, 2013	



Proposed Bike Rack



Votes

- [illegible]

[illegible]

Preliminary Landscape Concept

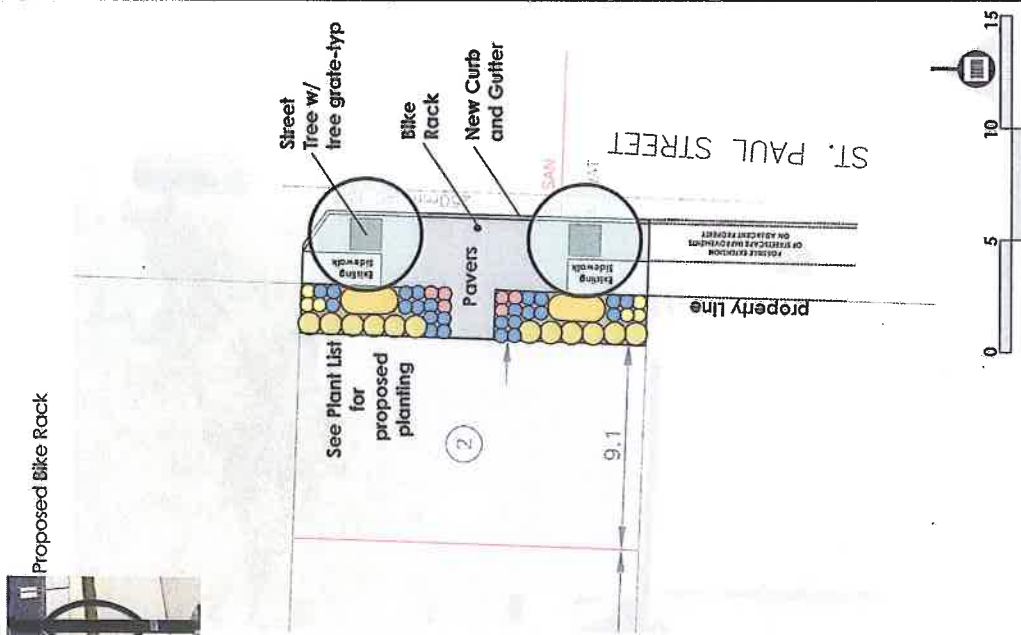
Development Permit Application

1334 St. Paul Street Kelowna BC

Scanned with CamScanner

This forms part of development Permit # DR 13-0170.

October 9 2013





FRONT ELEVATION



REAR ELEVATION



STREETSCAPE
LOOKING SOUTH



STREETSCAPE
LOOKING NORTH



SOUTH SIDE ELEVATION



NORTH SIDE ELEVATION



STREETSCAPE
EXISTING SIDEWALK AND PARKING



CONTEXT PLAN AND EXISTING CONDITIONS

Development Permit Application

1334 St. Paul Street Kelowna BC

October 9, 2013

CTQ

ENGINEERING PLANNING URBAN DESIGN

CITY OF KELOWNA

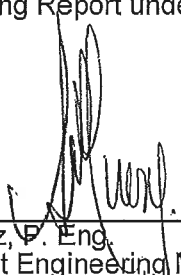
MEMORANDUM

Date: January 27, 2014
File No.: DP13-0170
To: Urban Planning Department (AR)
From: Development Engineer Manager
Subject: 1334 St Paul Street

The Development Engineering comments and requirements regarding this Development Permit application are as follows:

1. **General.**

- a) All the offsite infrastructure and services upgrades are addressed in the Development Engineering Report under file Z13-0039.



Steve Muenz, P. Eng.
Development Engineering Manager

SS

CITY OF KELOWNA

BYLAW NO. 10379

Official Community Plan Amendment No. OCP10-0006 – Jasvinder and Navjot Kandola 1069 Laurier Avenue

A bylaw to amend the "*Kelowna 2020* – Official Community Plan Bylaw No. 7600".

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

1. THAT Map 19.1 - **GENERALIZED FUTURE LAND USE** of Schedule "A" of "*Kelowna 2020* – Official Community Plan Bylaw No. 7600" be amended by changing the Generalized Future Land Use designation of the east ½ of Lot 10, District Lot 138, ODYD, Plan 578, located on Laurier Avenue, Kelowna, B.C., from the "Commercial" designation to the "Multiple Unit Residential – Low Density" designation;
2. AND THAT pursuant to Section 882 of the *Local Government Act*, each reading of this bylaw receive an affirmative vote of a majority of all members of the Council;
3. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first time by the Municipal Council this 12th day of July, 2010.

Considered at a Public Hearing on the 10th day of August, 2010.

Read a second and third time by the Municipal Council this 10th day of August, 2010.

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk

CITY OF KELOWNA

BYLAW NO. 10380

Z10-0031 – Jasvinder and Navjot Kandola and 656752 BC Ltd 1045, 1053 and 1069 Laurier 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 the east ½ of Lot 11 shown on Plan B4050, District Lot 138, ODYD, Plan 578; the west ½ of Lot 10, District Lot 138, ODYD, Plan 578; the east ½ of Lot 10, District Lot 138, ODYD, Plan 578, located on Laurier Avenue, 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 12th day of July, 2010.

Considered at a Public Hearing on the 10th day of August, 2010.

Read a second and third time by the Municipal Council this 10th day of August, 2010.

Approved under the Transportation Act this 27th day of September, 2010.

Lynda Lochhead
(Approving Officer-Ministry of Transportation)

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk

REPORT TO COUNCIL



Date: 2/3/2014
RIM No. 1250-30
To: City Manager
From: Urban Planning, Community Planning & Real Estate (AW)
Application: DP10-0047 **Owner:** Jasvinder Kandola
Address: 1053 Laurier Avenue **Applicant:** GTA Architecture Inc.
Subject: Development Permit

Existing OCP Designation: Multiple Unit Residential - Low Density & Commercial
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 authorize the issuance of Development Permit No. DP10-0047 for Lot 1, District Lot 138, ODYD, Plan KAP91928, located at 1053 Laurier Avenue, Kelowna B.C., subject to the following:

1. The dimensions and siting of the building to be constructed on the land be in general accordance with Schedule "A";
2. The exterior design and finish of the building to be constructed on the land be in general accordance with Schedule "B";
3. Landscaping to be provided on the land be in general accordance with Schedule "C".
4. Permeable pavers be provided in the parking areas as shown on Schedule "C"

AND THAT the applicant be required to complete the above-noted condition No. 3 within 180 days of Council approval of the Development Permit application in order for the permit to be issued.

2.0 Purpose

To consider a Development Permit for the form and character of three 4 plex buildings for a total of 12 units.

3.0 Land Use Management

The project introduces a sympathetic height profile that is sensitively integrated into the existing residential neighbourhood. A project of this nature could act as a catalyst for similar projects in the future. The proposed design is an appropriate response to a land use transition from residential to commercial which occurs in this area. As the project is located just outside the Capri Urban Centre there are a number of amenities within walking distance.

The separation of the project into three buildings reduces the massing of the development. The proposed colours and materials are of a high quality and will fit well within the neighbourhood. The proposed development has a modern architectural style that will maintain a strong residential character as this neighbourhood transitions. The private open space will be located on private decks. In conjunction with the overall form and character of the buildings, the result will be a pleasingly residential feel. Given the positive attributes of the development discussed above, Staff support the proposal.

4.0 Proposal

4.1 Project Description

The purpose of this application is to rezone the subject properties from RU6 - Two Dwelling Housing to RM3 - Low Density Multiple Housing and to amend the Official Community Plan (OCP) for the property located at 1069 Laurier Avenue from Commercial to Multiple Unit Residential - Low Density in order to accommodate the development of three separate 4-plex developments.

At present the subject properties are not served by a rear lane, and as such the applicant has proposed a private drive aisle to access the rear of the development and to screen the parking behind the buildings. In order to accommodate the drive aisle and to screen the parking from the street the applicant is proposing to maximize the permitted site coverage. In order to help offset the increased site coverage, permeable pavers will be used for the parking area. The proposed colours and materials consist of two different stuccos, stone veneer and stained wood facia. A number of trees are proposed along the street frontage while a few trees will be located within the parking area.

The application compares to the requirements of Zoning Bylaw No. 8000 as follows:

Zoning Analysis Table		
CRITERIA	RM3 ZONE REQUIREMENTS	PROPOSAL
Development Regulations		
Floor Area Ratio	0.75	0.5
Height	10m / 3 Storeys	6.9 m / 2 Storeys
Front Yard	1.5m	4.5m
Side Yard (east)	4.0m	4.5m
Side Yard (west)	4.0m	4.5m
Rear Yard	7.5m	15.4m
Building Separation	3.0m	4.5m
Site Coverage (Building)	40%	28%
Site Coverage (Building, parking, driveway)	65% with provision of permeable pavers	65% with provision of permeable pavers
Other Regulations		

Minimum Parking Requirements	24 stalls	24 stalls
Bicycle Parking	Class I - 6 spaces Class II - 2 spaces	Class I - 12 spaces (In Unit) Class II - 2 spaces
Private Open Space	300m ²	350m ²

4.2 Subject Property Map: 1053 Laurier Avenue



The surrounding area has been developed with a variety of uses. The adjacent land uses are as follows:

Direction	Zoning Designation	Land Use
North	C9 - Tourist Commercial RU6 - Two Dwelling Housing	Commercial / Residential
West	RU6 - Two Dwelling Housing	Residential
South	RU6 - Two Dwelling Housing & C4 - Urban Centre Commercial	Residential / Commercial
East	C4 - Urban Centre Commercial	Residential / Commercial

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.'

5.2 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;
- Encourage an appropriate mix of uses and housing types and sizes;
- 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.

Guidelines

Relationship to the Street (Objective 2.0)

- Ensure streetwall height is proportional (0.75:1 maximum) to the width of the street as measured from building face to building face. Any development that exceeds this height must utilize a podium and step back above the streetwall;
- Provide for public movement, street furniture, and building access zones to be incorporated into sidewalks adjacent to development;
- Design buildings to occupy 100% of a property's frontage along streets, eliminating elements that disrupt the streetwall such as off-street parking, dead spaces, empty lots, or driveways;
- Coordinate building setbacks with adjacent sidewalks to increase the space for public use (i.e., utilize a building setback or building indentation as a patio space or seating

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).

area, incorporate corner rounding into the public realm with specialized paving treatment and street furniture);

6.0 Technical Comments

6.1 Building & Permitting Department

- Potential spatial issues between buildings that may affect the amount of unprotected openings. This may affect the form and character of the buildings from the sides only. The designer to provide spatial calculations at time of building permit application.
- Architectural drawings for building permit require a code analysis. Also required on the drawings are details on the fire separations between units along with the rating(s) of the man doors at time of building permit application.

6.2 Development Engineering Department

Addressed with Z10-0031.

6.3 Fire Department

Visible addressing for each unit is required from Laurier Ave. No parking signs are to be provided along the access lane

7.0 Application Chronology

Date of Application Received:	April 21 st , 2010
Public Hearing:	July 12 th , 2010
Zoning Conditions Addressed:	January 27 th , 2014

Report prepared by:

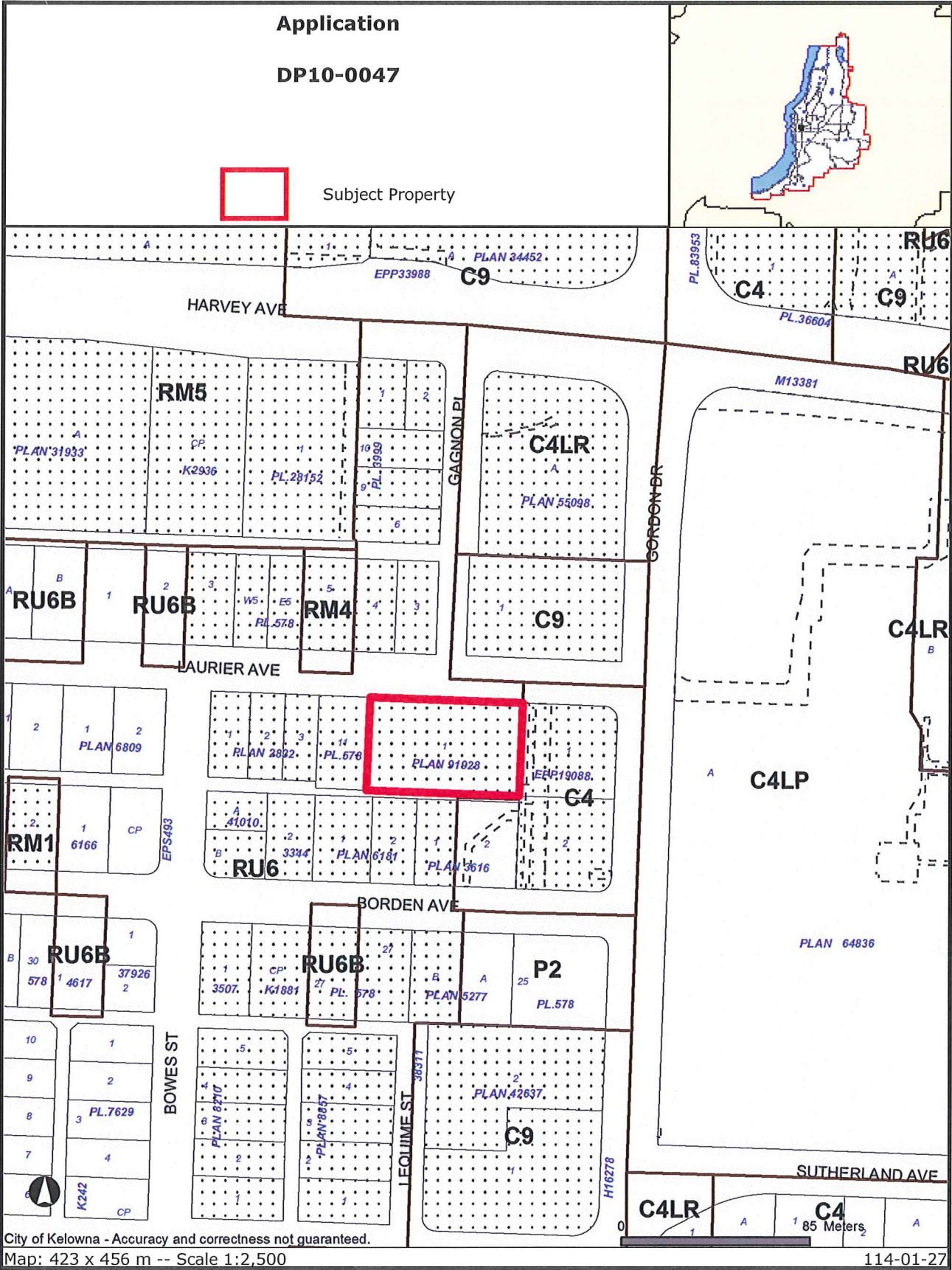
Alec Warrender, Land Use Planner

Reviewed by: ☐ Ryan Smith, Manager, Urban Land Use

Approved Inclusion: ☐ D. Gilchrist, Community Planning & Real Estate Divisional Director

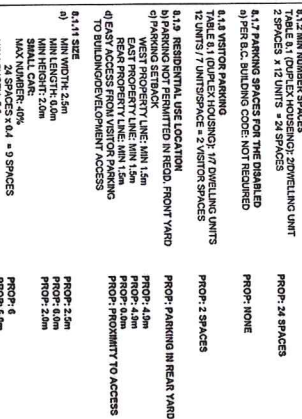
Attachments:

Site Plan
Building Elevations
Conceptual Elevations
Landscape Plan



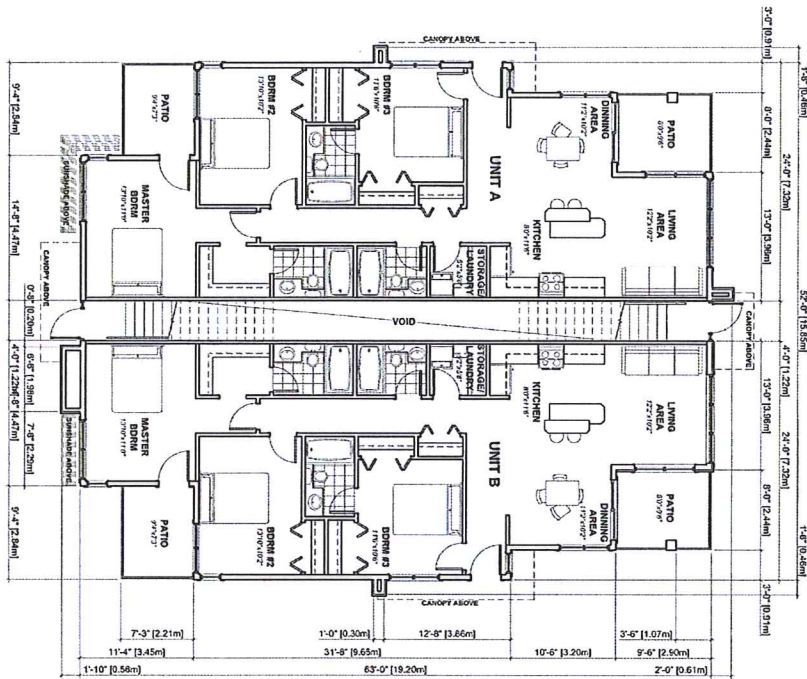
Certain layers such as lots, zoning and dp areas are updated bi-weekly. This map is for general information only.
The City of Kelowna does not guarantee its accuracy. All information should be verified.

PROJECT INFO:
CITY ADDRESS: 1000 W. 10TH ST. & 1000 LAUREN AVE., KILGOMNY, NC.
PROJECT TO BE DETERMINED
LEGAL ADDRESS:
CURRENT: W. J AND E } OF LOT 10, PLAN 579 AND E } OF LOT 11, SHOWN ON PLAN 84905, PLAN 579 D.L. 130, CD 12/21
ZONING: CURRENT: R0.6 PROP: RM3

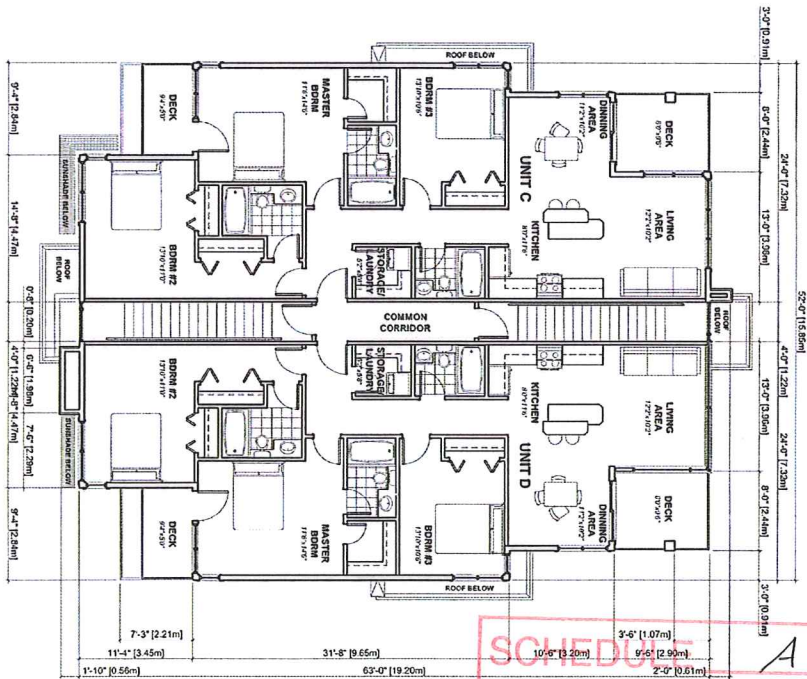
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1 MAIN FLOOR PLAN - TYPICAL BLDG A, B, & C



2 2ND FLOOR PLAN - TYPICAL BLDG A, B, & C



SCHEDULE A
This forms part of development
Permit # DP10-0047



DATE	BY	REVISION
2018.12.18	AS NOTED	A2.0
2018.12.18	FILED	AS NOTED

FLOOR
PLANS

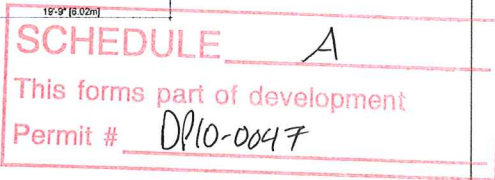
LAKEVIEW
4 FLOORS
Kelowna, BC


gta
Geary Engineering Architects Ltd.
215-1885 Sprucefield Rd
V1Y 5K5 Kelowna, BC
Tel: 250/779-1488
Fax: 250/779-1488
www.gearyarchitects.ca

DATE	BY	REVISION
2018.12.18	AS NOTED	A2.0
2018.12.18	FILED	AS NOTED

DEVELOPMENT PERMIT &
REZONING DRAWINGS
NOT FOR CONSTRUCTION

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- PREPARED AND WITHOUT THE WRITTEN CONSENT OF THE
- ARCHITECT OR ENGINEER
- ANY REPRODUCTION OF THIS DRAWING WITHOUT THE
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- IS A VIOLATION OF THE PROFESSIONAL ACT AND
- MAY BE SUBJECT TO PROSECUTION

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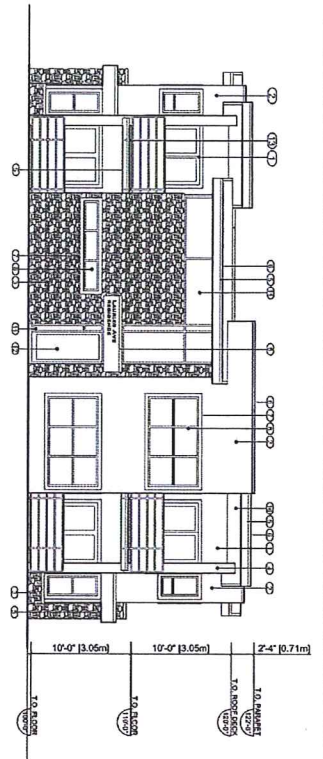
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LHM APRIL 1, 2010		FILE: A10-03	

LACRIFER AVE.
+PLEXES
Kelowna, BC

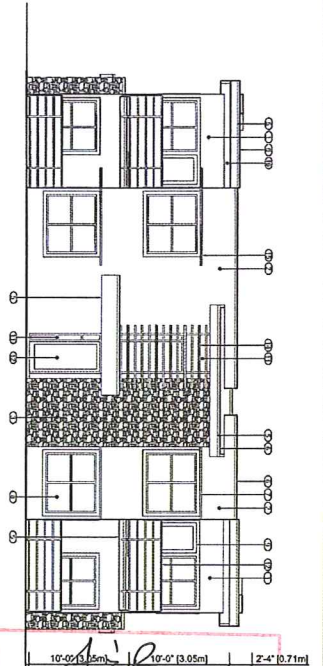
Gerry Tomposzewski Architect Ltd.
243-1009 Springfield Rd
Kelowna, British Columbia,
V1Y 5N5
Fax: 250/879-4366
Telephone: 250/879-1608
email: gtooffice@shawtel.co

eta

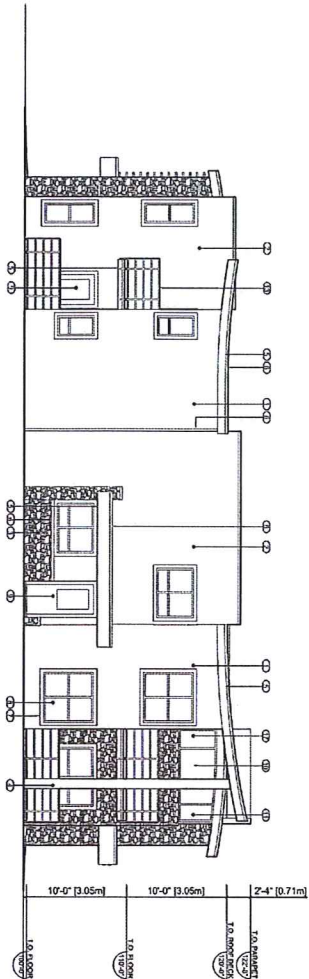
36



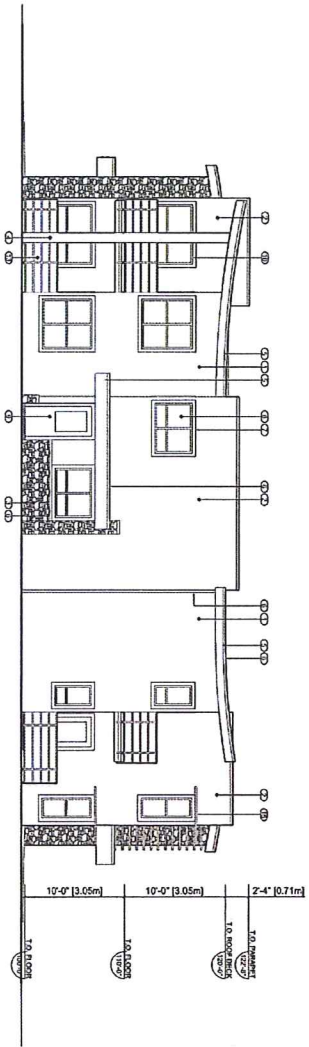
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2 SOUTH ELEVATION - TYPICAL BLDG A, B, & C
Scale: 3/16" = 1'-0"

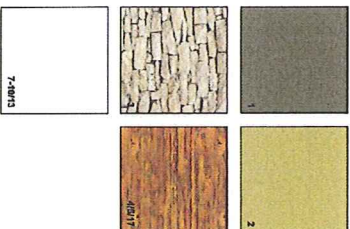


3 EAST ELEVATION - TYPICAL BLDG A, B, & C
Scale: 3/16" = 1'-0"



4 WEST ELEVATION - TYPICAL BLDG A, B, & C
Scale: 3/16" = 1'-0"

- MATERIAL LEGEND:**
1. STUCCO (COLOR 1: PEARL)
 2. STUCCO (COLOR 2: LIGHT)
 3. SANITIZED STONE VENEER
 4. STAINED WOOD PANEL
 5. STAINED WOOD PANEL
 6. PRE-FINISHED METAL FLASHING
 7. VINYL EDGEMOOD TRIM
 8. EXTERIOR VINYL DOOR
 9. VINYL PATIO SLIDING DOOR
 10. VINYL PATIO SLIDING DOOR
 11. ALUMINUM ENTRANCE DOOR
 12. PRE-FINISHED ALUMINUM GUARD RAIL
 13. WOOD LOUVERS
 14. WOOD LOUVERS
 15. SUNSHADES
 16. STAINED WOOD SPINDLE
 17. STAINED WOOD SPINDLE



SCHEDULE
This forms part of Development
Permit # **DP10-0047**

DEVELOPMENT PERMIT & REZONING DRAWINGS NOT FOR CONSTRUCTION

NO.	DESCRIPTION	DATE	BY	CHKD BY
1	PREPARED BY ARCHITECT			
2	REVIEWED BY ARCHITECT			
3	REVIEWED BY ENGINEER			
4	REVIEWED BY CITY ENGINEER			
5	REVIEWED BY CITY ENGINEER			
6	REVIEWED BY CITY ENGINEER			
7	REVIEWED BY CITY ENGINEER			
8	REVIEWED BY CITY ENGINEER			
9	REVIEWED BY CITY ENGINEER			
10	REVIEWED BY CITY ENGINEER			
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20	REVIEWED BY CITY ENGINEER			

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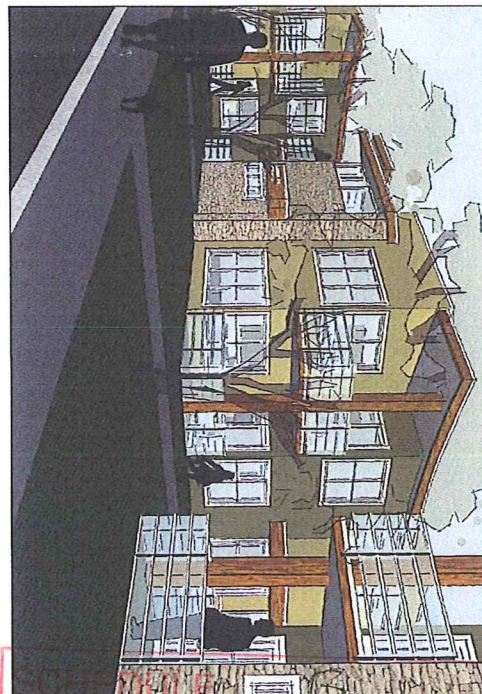
242-1885 Schedule A
V17 500 British Columbia
Phone: 250/779-1206
Fax: 250/779-1206
www.gta.ca

**LAURIE AVE.
+ FLEXES**
Kelowna, BC

**BUILDING
ELEVATIONS**

A3.0

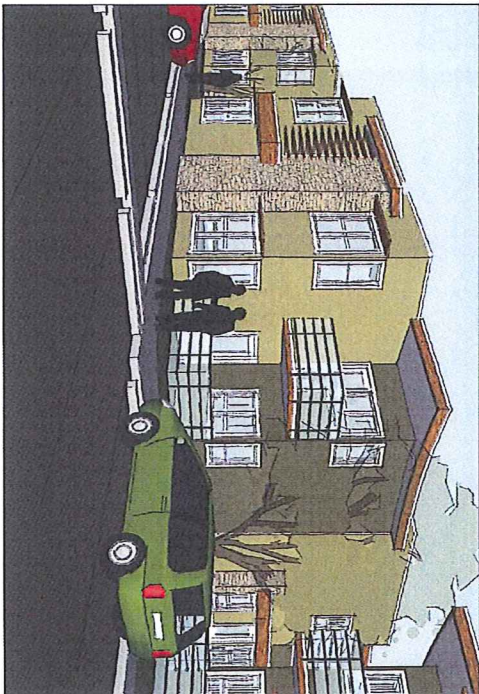
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FILE: A3.0



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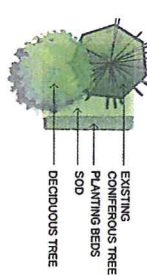
Gerry Thompson Architects Ltd.
243-1088 Springfield Rd
Kelowna, British Columbia,
V1Y 5V5
Fax: 250/879-4266
Telephone: 250/879-1668
email: gthompson@shaw.ca

LACRIER AVE.
+PLEXES
Kelowna, BC

SECRET

PERSPECTIVES

DATE JDC	SERIES NO.
0-00-00 AS NOTED	A0.2
TOTAL AS NOTED	
DATE APRIL 1, 2010	
	FILE: A10-03

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SCHEDULE C
This forms part of development
Permit # DD10-0047

REPORT TO COUNCIL



Date: February 3, 2014

RIM No. 1250-30

To: City Manager

From: Urban Planning, Community Planning & Real Estate (AR)

Application: Z11-0035 **Owner:** Robert & Michelle Geismayr

Address: 1599 KLO Rd **Applicant:** Robert & Michelle Geismayr

Subject: Rezoning Extension Application

Existing OCP Designation: S2RES - Single/Two Unit Residential

Existing Zone: RU1 - Large Lot Housing

Proposed Zone: RU6 - Two Dwelling Housing

1.0 Recommendation

THAT in accordance with Development Application Procedures Bylaw No. 10540, the deadline for the adoption of Amending Bylaw No. 10569 (Z11-0035), Lot 4, District Lot 131, ODYD, Plan 17156, except Plan KAP78069, located at 1599 KLO Road, Kelowna, BC be extended from February 9, 2014 to February 9, 2015;

AND FURTHER THAT Council directs staff not to accept further extension requests.

2.0 Purpose

The applicant is seeking an extension for an application to rezone the subject property from the RU1 - Large Lot Housing zone to the RU6 - Two Dwelling Housing zone, to permit the construction of a second single family dwelling on the subject site.

3.0 Urban Planning Department

Section 2.12.1 of Procedure Bylaw No. 10540 states that:

In the event that an application made pursuant to this bylaw is one (1) year old or older and has been inactive for a period of six (6) months or greater:

- a) The application will be deemed to be abandoned and the applicant will be notified in writing that the file will be closed;
- b) Any bylaw that has not received final adoption will be of no force and effect;

- c) In the case of an amendment application, the City Clerk will place on the agenda of a meeting of Council a motion to rescind all readings of the bylaw associated with that Amendment application.

Section 2.12.2 of the Procedures Bylaw makes provision for Council to consider an extension to an amending bylaw for up to a period of twelve (12) months.

By-Law No. 10569 received second and third readings on August 9, 2011 after the Public Hearing held on the same date. The bylaw has received two (2) prior extensions from Council, the latest of which expires on February 9, 2014. The applicant wishes to have the application remain open for an additional twelve (12) months from the previous extension granted by Council on March 25, 2013 in order to secure the finance costs to meet site servicing requirements. This project remains unchanged and is the same in all respects as originally applied for.

This is the third extension that the applicant has requested. The owners are presently living abroad until June 2014 and submitted an extension application in August 2013 in anticipation, so that the outstanding requirements of rezoning could be addressed following their return home. The requested extension would afford reasonable time in which to satisfy the outstanding requirements.

The Urban Development Branch recommends Council consider the subject request for an extension favourably. The Branch also recommends Council direct staff not to accept further extension requests.

Report prepared by:

Abigail Riley, Planner II, Urban Planning

Reviewed by:

☐

Ryan Smith - Manager, Urban Planning

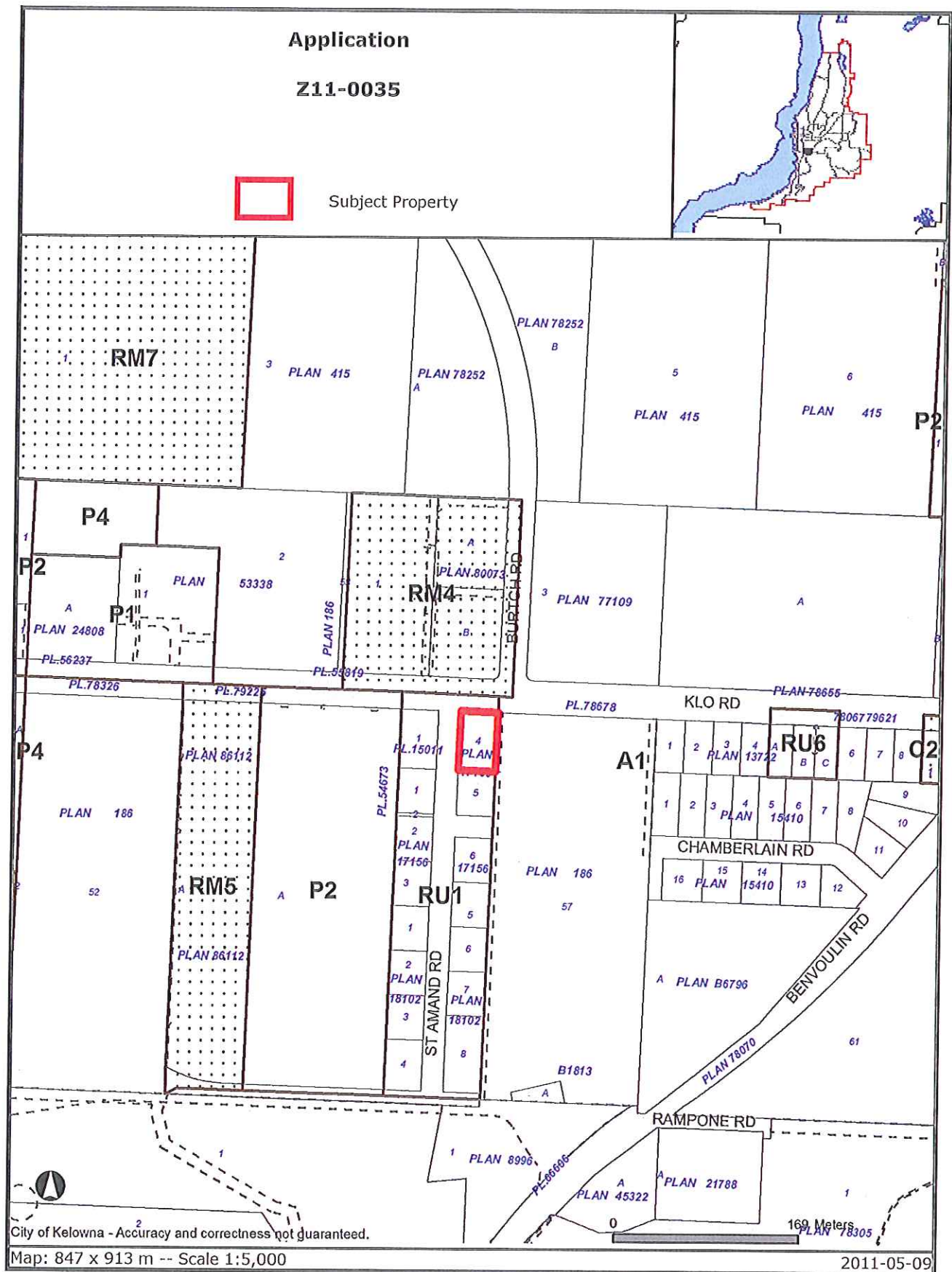
Approved for Inclusion

☐

Doug Gilchrist - Divisional Director, Community Planning & Real Estate

Attachments:

Subject Property Map



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.

CITY OF KELOWNA
BYLAW NO. 10738
Z12-0007 - Karen Deforest
483 Poplar Point Drive

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 1, District Lot 219, ODYD, Plan 8711 located on Poplar Point Drive, Kelowna, B.C., from the RU1 - Large Lot Housing zone to the RU6 - Two Dwelling 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 9th day of July, 2012.

Considered at a Public Hearing on the 7th day of August, 2012.

Read a second and third time by the Municipal Council this 7th day of August, 2012.

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk

Report to Council



Date: January 29, 2014
File: 0710-20
To: City Manager
From: Sandra Kochan, Cultural Services Manager
Subject: 2014 Professional Arts Operating Grants

Recommendation:

THAT COUNCIL receives, for information, the report dated January 29, 2014 from the Cultural Services Manager;

AND THAT COUNCIL approves 2014 Professional Arts Operating Grants as recommended in the report dated January 29, 2014 from the Cultural Services Manager, for the following organizations:

- \$25,000 to the Okanagan Artists Alternative Association (operating as Alternator Centre for Contemporary Art); and
- \$55,000 to the Okanagan Symphony Society

AND FURTHER THAT COUNCIL directs staff to report back with information and recommendations regarding 2014 funding for the Kelowna Ballet Society.

Purpose:

To approve distribution of annual grants-in-aid to professional arts organizations.

Background:

Professional Arts Grants are available for:

'Organizations that have ongoing paid professional artistic leadership and administration and that pay principle artistic contributors for their services in accordance with generally accepted professional standards. Eligible activities include creative collaboration between professional artists and community members.'

For the last several years, three Kelowna-based organizations have received annual Professional Arts Grants:

- Okanagan Artists Alternative Association (operating as Alternator Centre for Contemporary Art) - 2013 funding \$25,000;
- Kelowna Ballet Society (operating as Ballet Kelowna) - 2013 funding \$30,000; and

- Okanagan Symphony Society - 2013 funding \$55,000.

Staff is not aware of any additional non-profit arts organizations which currently meet the eligibility requirements for professional arts funding. However, this may change in the future.

The total funding available for Professional Arts Grants in 2014 is \$110,000.

Review of Festivals Kelowna programs and services is typically part of the annual professional arts grant process. With the expiry of the Festivals Kelowna Service Agreement at the end of 2013, a comprehensive review was carried out during the recently completed proposal and Service Agreement renewal process. Information will be forthcoming in a direct report by the organization to Council in March, 2014. Festivals Kelowna funding is a stand-alone item in base budget and is governed by the terms of the Service Agreement, and therefore approval of the funding is not requested in this report.

Update regarding Ballet Kelowna:

Approximately one year ago, staff were advised that Ballet Kelowna intended to cancel a portion of its 2012/13 performance season and wind down its operations. Since that time, the Society has attracted considerable support from the community and other funders which enabled the completion of most of the 2012/13 season and reinstatement of its dancers and performances for the 2013/14 season. The current season will conclude with a performance at the Kelowna Community Theatre on April 25 which will also mark the retirement of founding Artistic Director David LaHay.

On January 23, 2014 the organization publicly announced that, through a team composed of a new Board of Directors, an interim Executive Director and an experienced non-profit consultant, they are immediately embarking on a selection process for Mr. LaHay's successor. Also underway is preliminary planning and budgeting for the 2014/15 season. Although the organization's financial projections to fiscal year end June 30, 2014 are positive, financial information about the 2014/15 fiscal year needs to be reviewed by staff in order to provide 2014 funding recommendations to Council.

Staff are advised that additional information will be available from Ballet Kelowna in mid-to-late February and staff will return with another report and recommendations at that time. In the interim, funding decisions for the other two professional organizations can and should proceed.

Representatives of Ballet Kelowna will provide a Public in Attendance report to Council in March, 2014.

Professional Arts Grant process:

The review process has been in place since 2010 and consists of:

- a written request to each organization in mid-October, 2013 for various financial, programming and organizational information. The deadline for submission of these materials was November 29, 2013;
- a staff review in January, 2014 of submitted materials and previous years' evaluations and reports. The review focused on three key areas: finances, programming and governance;
- an in person meeting between Cultural Services staff and management representatives from each organization during the week of January 20, 2014;

- pending approval of grants by Council, preparation of review notes with a follow up letter to each organization. In some cases more information has been requested and recommendations for improvement in particular areas have been noted.

Organization presentations to Council are tentatively scheduled as follows:

March 3 - Okanagan Symphony
March 10 - Festivals Kelowna

March 17 - Ballet Kelowna
March 24 - Alternator Centre

The highlights from the staff review are provided in the attached Appendix A.

Internal Circulation:

Director, Active Living & Culture Division
Communications Consultant, Communications & Information Services

Existing Policy:

Council Policy 274 - Cultural Policy

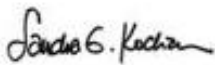
Financial/Budgetary Considerations:

Active Living & Culture base budget, administered through Cultural Services, for grants-in-aid to professional arts organizations is a total of \$110,000 to be distributed among eligible organizations in accordance with the annual review/approval process. The existing base budget for Festivals Kelowna is \$248,500.

Considerations not applicable to this report:

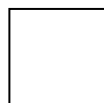
Legal/Statutory Authority
Legal/Statutory Procedural Requirements
Personnel Implications
External Agency/Public Comments
Communications Comments
Alternate Recommendation

Submitted by:



S. Kochan, Cultural Services Manager

Approved for inclusion:



J. Gabriel, Director, Active Living & Culture Division

cc: Director, Active Living & Culture Division
Communications Consultant, Communications & Information Services
General Manager, Okanagan Symphony Orchestra
Executive Director, Alternator Centre for Contemporary Art
Interim Executive Director, Ballet Kelowna

APPENDIX A - 2014 PROFESSIONAL ARTS OPERATING GRANTS
JANUARY 29, 2014 Report from the Cultural Services Manager

Highlights from staff review:

Okanagan Symphony:

Programming:

2013/14 is the Symphony's 54th season. Maestra Rosemary Thomson and the orchestra continue to offer a diverse repertoire for audiences of all ages and interests including Masterworks performances, Family Matinees, a special Christmas concert, and the commissioning of new work. Planning is also well underway for the 2014/15 season.

Highlights from both seasons:

- November 2013 'Birthday Bash' - in celebration of the 25th anniversary of the Youth Symphony of the Okanagan, this program featured 16 year old Armstrong violinist Colleen Venables who has performed with the Youth Symphony and the Okanagan Symphony for many years. In 2012, Ms. Venables was the only Canadian and one of twenty in the world accepted to the finals of the Yehudi Menuhin Junior competition. Repertoire included a world premiere of new work composed by Youth Symphony founder Imant Raminsh. The concert's finale, Tchaikovsky's 1812 Overture, brought together 117 musicians from both orchestras on one stage.
- March 2014 'Symphonic Slam with Shane' - special project grants have enabled the Symphony to commission new work by Vancouver based composers Jocelyn Morlock and Jordan Nobles, and new text from renowned poet Shane Koyczan which will be set to new and existing orchestral music. This performance is a world premiere for these new works.
- May 2014 'Asian Celebration' - this program during Asian Heritage Month features Ensemble Liberta from Kelowna's Sister City, Kasugai, Japan, visiting violin soloist Suzanne Hou performing 'The Butterfly Lovers Violin Concerto' written for her father who was imprisoned during China's cultural revolution, and the local Yamabiko Taiko Drummers with the orchestra for a dramatic finale. Music from five different Asian cultures is included in the program.
- November 2014 Family Matinee - in collaboration with Okanagan Rhythmic Gymnastics, the Symphony will create an entirely new program built around dance and gymnastic elements, designed to appeal to family and young audiences.
- March 2015 'Your Story at the Symphony' - building on a successful initial project in 2012, the Symphony will once again reach out to the community to engage children and youth in innovative, original performance for a Family Matinee. A writing contest for SD23 students will bring the winners on stage to recite their work alongside the orchestra, and a collaboration with Bumbershoot Childrens Theatre will help bring the stories to life with costumes and movement.

The total audience for Symphony programs in 2013 was 17,348. Kelowna audiences represented 50 per cent of this total. The subscriber base in Kelowna is holding steady and the subscriber base in Penticton and Vernon is showing modest growth. This is positive given that many orchestras in North America are experiencing a decline in subscriptions.

Attendance at school programs has increased by 117 per cent over previous years and shows are being added in Kelowna and Vernon.

The orchestra continues to be an influential and effective collaborator in the community by involving other groups in its performances, reaching out across cultures, genres and disciplines, and contributing time and effort to initiatives led by others.

Financial:

City of Kelowna funding remains at approximately 5 per cent of the Symphony's total budget. In recognition of the orchestra's regional presence, both the Regional District of North Okanagan and the City of Penticton are also providing a total of \$19,000 in additional operating support.

The BC Arts Council and the Canada Council for the Arts continue to provide both operating and project support, and the organization recently qualified for increased access to Gaming funding.

The organization's overall financial picture remains positive, with robust levels of earned revenue (45 per cent of total budget) and fundraising (26 per cent). Fiscal year end 2013 indicates a positive net return of just under 10 per cent which provides stability and the ability to manage contingencies. A total of four fundraising events are planned for 2014, organized by a volunteer committee.

Production costs account for approximately 65 per cent of expenditures.

Organizational:

The 8 member Board of Directors includes representation from communities throughout the Okanagan, with a strong skill set including legal, financial planning, business administration, fundraising and HR.

The Board, with assistance from a professional consultant, has embarked on a major strategic planning project which will emphasize the use of market research to prioritize programming and demographic targets. One of the main priorities is completing a thorough audience survey/analysis. The Board has also prioritized improved governance training.

The organization has very active committees including Programming, Development, Strategic Planning, Finance and Events.

The Orchestra employs 18 core musicians through a multi-year collective agreement, as well as a full time Executive Director and a number of contract positions including Music Director, Office Administrator, Personnel/Stage Manager and Marketing/Customer Service.

The Symphony will, in spring 2014, be moving into its new office space at Knowles House, a City-owned heritage building at the corner of Ethel Street and Bernard Avenue. This space enables the Symphony to house storage, staff and meeting space in one location, and also provides an easily accessible and welcoming location for the public to purchase tickets and obtain information.

Alternator Centre for Contemporary Art:

Programming:

The Alternator's mandate is to provide an alternative forum and venue for a range of contemporary art practices including performance, video, installation, visual art and interventions in the public realm. Many of their programs and projects engage with social issues.

Founded in 1988, the Alternator is the longest-established Artist-Run Centre in the interior of the province, and is one of only 70 such Centres in the country to receive ongoing operating funding from the Canada Council for the Arts. There are over 170 Artist-Run Centres in Canada. The Centre is prominently located on the main floor of the Rotary Centre for the Arts, directly across from the main reception desk.

All professional artists who exhibit at the Alternator are paid in accordance with CARFAC (Canadian Artists Representation) standard fee schedules. As part of exhibiting at the Centre, artists are encouraged to consider how their work can be shared with the community beyond the gallery walls, through activities and events.

The Centre currently has 300 members predominantly in the 18-35 age range. Membership is provided at reasonable cost and volunteers who work a prescribed number of hours are eligible for no-cost membership.

The Alternator has a significant on line and social media presence through a variety of platforms. Attendance for Centre programming in 2013 was 7,780 which represents an increase of approximately 19 per cent over 2012.

The Centre provides a spectrum of opportunities for artists in a variety of ways and spaces:

- a) The Members' Gallery provides exhibition and presentation space for members from the community who can show their work, and host events and activities which contribute to the development of their creative careers. This space and the Centre's Community Programming Policy has enabled new connections with local groups as diverse as Studio 9 School of the Arts, Okanagan Rainbow Coalition and the Orchard Valley Quilters Guild, as well as UBCO students and the technology community. The Alternator is assisting Accelerate Okanagan with complementary programming for StartUp Week in March, 2014.
- b) The Main Gallery continues to host exhibitions by Canadian and international professional contemporary artists, with a focus on work which is engaged, experimental and collaborative. Themes for professional exhibitions in 2014 include contemporary interpretations of the 'archive,' environment, land use and development, and modern versus antiquated materials and processes. This space will host five major exhibitions in 2014, featuring artists from the UK, Alberta, Nova Scotia, Quebec and British Columbia. In order to deepen community engagement around professional exhibitions, the Centre will produce a series of free broadsheets with content from local writers and curators which will use clear, concise language and create a welcoming point of entry for people who may not be familiar with the Centre or contemporary art practice.
- c) Local artists can submit proposals for use of the Alternator's Studio 111 space at the Rotary Centre for the Arts as an incubator for new projects. In the past the space has been used for production of a local 'zine, creation of the Father Pandosy sculpture by

local artist Crystal Przybille, and a 6 month residency by Cool Arts. Crystal Przybille is returning to the studio in 2014 for work on her new sculpture of Chief Sookinchute.

- d) The Centre will host six sessions of its ongoing Alterknowledge discussion series, co-presented with UBCO. Topics are inspired by current professional programming at the Centre and presented through the lens of the University's Cultural Studies program.
- e) Further partnership with UBCO is reflected in the continuing Intermission series of five exhibitions which allows UBCO Fine Arts students to gain necessary skills in curating, installing, marketing and discussing their work.

Financial:

Reinstatement of Gaming funding and increased support from the City of Kelowna and the BC Arts Council has stabilized the Alternator's finances and enabled paid part-time assistance for the single full time staff person. This has, in turn, allowed for development of additional programming and community engagement.

Funds from the City of Kelowna constitute approximately 18 per cent of the Centre's annual operating budget. This is combined with a significant amount of provincial and federal support. Government funds represent approximately 81 per cent of the total budget.

Three major fundraising initiatives are planned for 2014. Fundraising revenue is approximately 6 per cent of the organization's annual budget.

Organizational:

An eight-member volunteer Board of Directors represents a good range of skills in accounting, volunteer management, outreach and critical discourse, and is involved in five active committees: Volunteer, Events, Fundraising, HR and Programming. The Board's involvement has contributed to an improved work/life balance for the full time Artistic Director. Through a 2014 Organization Development grant from the City of Kelowna, the Board and staff will work with a consultant in 2014 to improve governance effectiveness and organization impact.

A Board Manual and a range of policies regarding governance and management of the organization have been developed by the Board and staff over the last two years. Financial systems, reporting and budgeting processes, with assistance from bookkeeping and accounting professionals, are in place. The Board is actively involved in self-evaluation, succession planning and Board recruitment on an ongoing basis.

The organization has identified fundraising as a top priority for 2014.

Report to Council



Date: January 29, 2014
File: 0710-20
To: City Manager
From: Sandra Kochan, Cultural Services Manager
Subject: 2014 Operating and Project Grants for Arts, Culture and Heritage Organizations

Recommendation:

THAT Council receives, for information, the list of 2014 recipients for Arts, Culture & Heritage Operating Grants and Project Grants as outlined in the report dated January 29, 2014 from the Cultural Services Manager.

Purpose:

The report provides City Council with an update regarding recipients of 2014 Arts, Culture and Heritage Operating and Project Grants, background information about the grant programs and review process, and highlights from final reports provided by 2013 grant recipients.

Background:

The Active Living & Culture Division manages a number of grant programs providing funding to community organizations.

The two programs encompassed in this report are:

Arts, Culture & Heritage Operating Grants:

- The purpose of operating grants is to support the day-to-day operations of local non-profit arts, culture and heritage organizations. Eligible organizations have a mandate focused on arts, culture and heritage programs and services for the public and must demonstrate financial need, organizational effectiveness and community engagement and impact.
- The 2014 guidelines are posted on kelowna.ca/culture. The application deadline was November 29, 2013.
- As reported to Council on September 30, 2013, more detailed feedback will be provided to 2014 applicants through staff. Feedback will be based on commentary from the grant review committee, and will specify, where warranted, aspects of organizational effectiveness or community engagement which can be improved. Organizations returning to the program in subsequent years will be required to

demonstrate how they have responded to the feedback and worked to make the necessary improvements. Lack or insufficiency of response will be considered in future applications and may result in a reduction of support.

This approach mirrors the 'fair notice' practices used by a number of public sector arts funding agencies in Canada, and provides an additional tool for ensuring accountability in the provision of operating support.

Arts, Culture & Heritage Project Grants:

- The purpose of project grants is to support eligible expenses for festivals, events and projects which have an arts, culture and heritage focus. Any non-profit organization may apply for a grant - applicants do not need to have an arts, culture or heritage mandate. Projects may be new or existing, should be unique and viable, and must demonstrate community support through matching funding. A maximum of \$10,000 in matching funding is available for up to three consecutive years.
- The 2014 guidelines are posted on kelowna.ca/culture. The application deadline was November 29, 2013.
- In 2014, Project Grant guidelines were revised to introduce eligibility for grants to support Organization Development Projects, defined as 'an activity or initiative to develop the organization's capacity and sustainability through improved governance, planning, training, fund development, audience development or program review.' Eligible expenses include fees for participation in reputable programs for Board, volunteer or management development, and consulting fees associated with planning projects.

These grants are provided on a matching basis, and therefore organizations must also invest their own resources in Organization Development Projects.

Any organization undertaking an Organization Development Project with City support will be required to provide a Final Report which documents measurable outcomes.

The objective is to support the development of strong non-profit leadership skills, and organizations which are healthy, resilient and responsive to the communities they serve.

2014 Guidelines for the Operating and Project Grant programs were approved by Council on September 30, 2013.

A summary of the grant process for 2014 is provided below:

PHASE ONE Oct-Dec 2013 Application Preparation & Intake	PHASE TWO Nov 2013-Jan 2014 Review Committees & Review Process	PHASE THREE Jan-Feb 2014 Grant Awards & Distribution
Publication of guidelines and application forms (Oct)	COF convenes and trains two committees for Operating & Project grants (Oct-Nov) Staff convene a separate committee for Community Public Art grants	Staff contacts all applicants to advise on results and provide feedback from Committee review (late Jan/early Feb)
Two public information workshops (Oct)	Committees receive and complete independent review of all applications (Dec-Jan)	Staff report to Council re: grant awards (early Feb)
Staff support for applicants preparing applications (Oct-Nov)	Each committee meets in roundtable to decide on grant awards (Jan)	Follow up correspondence from staff to all applicants (Feb)
Application deadline Nov. 29	Committee minutes prepared and provided to staff (Jan)	Grant awards paid to recipients prior to end of February
Staff screening of applications Dec. 2-6		
Applications to Central Okanagan Foundation (COF) by Dec. 11		

Internal Circulation:

Director, Active Living & Culture Division
Communications Consultant, Communications & Information Services

Existing Policy:

This report is submitted pursuant to Council Policy 274 (Cultural Policy).

External Agency/Public Comments:

This report has been prepared in consultation with the Central Okanagan Foundation.

Considerations not applicable to this report:

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

Submitted by:



S. Kochan, Cultural Services Manager

Approved for inclusion:



J. Gabriel, Director, Active Living & Culture Division

Attachments:

- Schedule A - 2014 Operating Grant Recipients
- Schedule B - 2014 Project Grant Recipients
- Schedule C - Independent Review and the Role of the Central Okanagan Foundation
- Schedule D - Highlights from 2013 Final Reports
- Schedule E - Summary of Grant Activity 2010-2014

cc: Director, Active Living & Culture Division
Communications Consultant, Communications & Information Services
Grants Manager, Central Okanagan Foundation

Schedule A - 2014 Operating Grant Recipients
Report from Cultural Services Manager, January 29, 2014

	ORGANIZATION (* denotes new recipient)	OPERATING GRANT 2014	DESCRIPTION
1	Bumbershoot Childrens' Theatre	\$10,000	Introduces youth and children to theatre with their very first performance opportunities. Provides community classes and workshops, assistance to schools and educational theatre for youth grades K-8.
2	Central Okanagan Heritage Society	\$12,000	Owns, operates and maintains several prominent heritage buildings and delivers heritage based events, programs and services throughout the year.
3	Centre Culturel Francophone de L'Okanagan	\$8,000	Owns and operates the French Cultural Centre and provides programs which share and celebrate French culture in Canada including summer camps, language classes, art exhibitions and performances.
4	Chamber Music Kelowna	\$9,000	Programs an annual performance series which brings acclaimed classical performers to Kelowna. Outreach to youth through classes, workshops and school performances.
5	Cool Arts Society	\$8,000	Provides art experiences for adults and teens with 'diversabilities' through regular workshops, exhibitions and events. Collaborates extensively with other organizations.
6	Creative Okanagan*	\$1,500	Provides career development and education for emerging artists by linking them with performance opportunities and the broader community
7	Dolyna Ukrainian Cultural Society	\$1,500	Provides programs which celebrate Ukrainian culture in Canada, including dance, language, food, traditions and special events. The dance group has professional instruction and is winning awards.
8	Kelowna City Concert Band Society	\$6,000	50 musicians of all ages, both amateur and professional, perform at a variety of annual events such as Canada Day, Remembrance Day, and for official events such as City Council inauguration ceremonies.
9	Kelowna Community Music School Society	\$8,500	Over 600 students benefit from

			private and group lessons offering a high level of music instruction and a strong community presence through musical collaboration and performance.
10	Viva Musica Society (Kelowna Summer Theatre Festival)	\$10,000	2014 will mark the third year for the annual Summer Theatre Festival providing professional performance opportunity for new/emerging actors.
11	Kiwanis Music Festival Society	\$5,000	A month long event, open to participants of all ages in a variety of disciplines, including dance and rock 'n roll which were introduced in 2013. There were over 4,500 participants in 2013.
12	Okanagan Chinese Canadian Association	\$6,800	The organization builds public appreciation of Chinese culture through classes, events, welcome of new arrivals, and collaboration with other organizations for Asian Heritage Month.
13	Okanagan Festival Singers	\$5,000	Produces and performs large works such as Handel's Messiah. Young singers and other choirs from the community, as well as Symphony musicians are often part of the larger group for performances.
14	Okanagan Historical Society	\$10,000	Operates and maintains the Father Pandosy Mission site and delivers programs and events which share the story of the site with residents and visitors.
15	Ponderosa Spinners & Weavers	\$1,000	Fosters fibre arts through public demonstrations, classes and a hands-on educational program for SD23 Grade 3 classes. Actively collaborates with other organizations and events.
	TOTAL GRANTS AWARDED	\$102,300	

Schedule B - 2014 Project Grant Recipients
Report from Cultural Services Manager, January 29, 2014

	ORGANIZATION (* denotes new project or recipient)	PROJECT	PROJECT GRANT 2014	DESCRIPTION
1	Bumbershoot Childrens' Theatre	Organization Development - Governance & Administrative Review	\$3,000	Evaluation and development of organizational governance and administration. Experienced consultant will work with and mentor staff and Board to improve financial processes and planning, enable future visioning and build stronger administrative systems.
2	Central Okanagan Heritage Society	Guisachan Heritage Park Brochure	\$1,450	Creation of a self-guided interpretive tour brochure (print and digital format) for Guisachan Heritage Park.
3	Centre Culturel Francophone de L'Okanagan	Maple Fest March 29-30, 2014	\$10,000	Family friendly annual celebration of Francophone culture including food, music, crafts, dancers, storytelling, displays and a traditional breakfast, all in the Cultural District. Anticipated attendance of 2,500+
4	Kelowna Art Gallery	Organization Development - Membership & Donor Base Upgrade Project	\$5,400	The project will provide the Gallery with software, staff training, and new procedures and goals for attracting sponsors and donors and managing memberships. The project objective is to generate funds for the Gallery on a long term basis.
5	Kelowna Visual & Performing Arts Centre Society (Rotary Centre for the Arts)	Organization Development - Strategic Business Plan for Food & Beverage Support Services	\$5,000	Catering at the RCA is a key part of facility rentals and activity. A professional consultant will analyze and advise on financial and operational models for food and beverage service that are sustainable and aligned with the facility's operations and objectives.
6	Kiwanis Festival Society*	National Music Festival Aug 9-16, 2014	\$10,000	The Federation of Canadian Music Festivals (FCMF) hosts an annual festival in a different location each year. This is the first time the national festival has come to the BC Interior. The Festival

				brings performers, adjudicators, families and audiences to the community for two days of classical music competition and adjudication followed by a finale Awards concert at the Rotary Centre for the Arts.
7	Okanagan Artists Alternative Association (Alternator Centre for Contemporary Art) & Cool Arts Society - joint application	Organization Development - Board training in efficacy, fundraising and marketing	\$2,600	This is a joint application by two organizations which share similar challenges and need for Board training. A professional consultant will work with the Boards and staff of both organizations to address gaps in Board productivity and skills.
8	Okanagan Chinese Canadian Association	Asian Heritage Month May 1-25, 2014	\$7,000	The month long celebration includes multiple events such as an exhibition at the Kelowna Art Gallery, Taste of Asia dine around at local restaurants, Asian Move Nights, an exhibition at the Okanagan Heritage Museum, performances and displays. It is a collaborative effort between a number of Asian cultural groups. Anticipated attendance 5,000+
9	Okanagan Symphony Orchestra	Asian Celebration concert during Asian Heritage Month May 10, 2014	\$5,000	This unique concert to celebrate Asian Heritage Month features performances by a variety of local and visiting musicians, including Ensemble Liberta from Kelowna's sister city Kasugai, Japan, local taiko drummers, and traditional music from a variety of Asian cultures. Anticipated attendance 850.
10	Society of Canadian Visual Artists*	Okanagan Art Show & Inspiration Symposium May 9-10, 2014	\$2,100	Professional artists will provide presentations, panel discussions, workshops and demonstrations for local artists seeking to improve their skills. There will also be a public art exhibition. Anticipated attendance 200.
		TOTAL GRANTS AWARDED	\$51,550	

Schedule C - Independent Review and the Role of the Central Okanagan Foundation
Report from Cultural Services Manager, January 29, 2014

The Central Okanagan Foundation has worked with Cultural Services since 2010 to administer an arms-length, independent evaluation process for both Operating and Project grants. This relationship is governed by a Memorandum of Agreement which is reviewed each year.

Highlights from the agreement:

- The Foundation recruits and trains the Review Committees, provides applications to the committee members, and convenes and facilitates the committee meetings where grant recommendations are formulated;
- The Foundation forwards grant recommendations to the City;
- Cultural Services is responsible for the grant program guidelines, forms, information workshops, working with applicants and distribution of funds.
- The annual fee paid to the Foundation is \$10,000, from the Cultural Services administration budget.

The principle of arm's length review and the role of independent review committees:

External, independent, arm's length review of grant applications (often called 'peer review' meaning that applications are reviewed by knowledgeable peers of applicant organizations) is a principle enshrined in most arts grants programs.

The underlying principles of peer assessment are fairness, transparency and independence.

Fairness:

- ✓ Review by people who understand the cultural sector or the particular discipline
- ✓ Review based solely on the merits of the application within the program guidelines and criteria
- ✓ Equal opportunity to all applicants - all applicants are treated the same way

Transparency:

- ✓ Program guidelines and criteria are clear and publicly accessible
- ✓ Applicants are provided with information and assistance before, during and after the application process
- ✓ The public is assured that funding is distributed in a fair, equitable and accountable manner which is supported by a declared process and documentation

Independence:

- ✓ Applicants know that their applications are evaluated based on known criteria free from other pressures and influences

Composition of the grant review committee:

The Central Okanagan Foundation, in consultation with Cultural Services, determines the composition of grant review committees. Six committee members (with alternates) are selected for each program. They are selected based on their experience, merit and familiarity with grant processes and the local arts, culture and heritage community. To the extent possible, the committee will also reflect the diversity of the community at large and the range of disciplines and activities reflected in the list of applicants.

The work of committee members is governed by Terms of Reference prepared by the Central Okanagan Foundation. The Terms of Reference include clear procedural direction in the event of a real or perceived conflict of interest. Committee meetings are chaired by the Foundation's Grants Manager. City staff are present at Committee meetings as observers and to provide information support, but they do not participate in discussions or decision making. Grant awards are developed by consensus of the committees.

Since 2011, an experienced cultural non-profit professional from outside the Okanagan region has been invited to participate as a reviewer for both Operating and Project grants.

The benefits of an external committee member are:

- ✓ Depth of experience in adjudication of arts and culture grants - experienced reviewers can spot the merits and flaws in applications quickly and offer good analysis
- ✓ No risk of conflict of interest or personal bias - it is easier for external reviewers to remain objective about the merits of an application when they are not tied to, or familiar with the work of particular organizations
- ✓ Other committee members observe and learn at a higher level - experienced reviewers can assist others in objectively reviewing the merits of an application against the program criteria and guidelines and help resist the temptation to rely on personal experience and preferences
- ✓ External member gains unique knowledge about Kelowna's cultural community - this builds awareness of the diversity and quality of local offerings, something that may not be widely known outside our community
- ✓ New knowledge and perspective - external reviewers bring with them knowledge about new arts practices, projects, and events which may be only at the emergence stage locally - their perspective assists in determining whether unique, new ideas being proposed are feasible and realistic.

Schedule D - Highlights from 2013 Final Reports
Report from Cultural Services Manager, January 29, 2014

Recipients of Operating and Project Grants are required to file a final report within a prescribed timeline describing their use of City of Kelowna funding and the benefits and impact achieved. Information provided in the reports is helpful to Cultural Services in a variety of ways, including documenting successes, community participation and benefit and ideas for further cultural programming. Highlights from noteworthy 2013 achievements are provided below.

Note: not all recipients are included below - sampling only		
Highlights from Final Reports re: 2013 Operating Grants		
Organization	Amt rec'd	Summary
Bumbershoot Childrens' Theatre	\$10,000	Bumbershoot attracted audiences of over 3,200 people for its own productions in 2013, and also collaborated with the Okanagan Symphony in its sold out production of Peter & The Wolf. Over 370 young performers participated in acting classes, summer camps and performance experiences, including two one-week residencies at local schools. Feedback from young actors and their parents demonstrates how Bumbershoot experiences build confidence, self-esteem and other skills which are just as important in life as they are on stage.
Intercultural Society of the Central Okanagan	\$5,000	In addition to continuing work to build awareness about Global Millennium Development Goals and the value of diversity and multiculturalism, ISCO organized Global Citizen Week which, through 7 different events attracted over 4,500 people. Key events supported by the City of Kelowna include the Global Music Fest and the Artists Eye on the World. The organization also collaborated with other groups for Asian Heritage Month celebrations in May.
Okanagan Historical Society (Father Pandosy Mission)	\$10,000	Funds from the City of Kelowna are used to support primary maintenance of the site, most of which is completed with volunteer labour. In 2013, the group was able to remediate storm damage to trees and drainage systems, create some new tourism promotion materials, host the annual Antique Tractor Show which attracted a crowd of 1,000+ and establish a small contingency fund to deal with emergency building repairs.
Chamber Music Kelowna	\$9,000	Chamber Music Kelowna presented 5 main stage concerts by nationally and internationally acclaimed classical musicians in their 2012/2013 season, which attracted consistently full houses at the Rotary Centre for the Arts, and culminated in a performance by the world famous Tokyo String Quartet as part of their global farewell tour which also included Tokyo, Berlin, London and major US centres. Chamber Music performers also provided special free performances for student audiences at UBCO, Mt. Boucherie Secondary, and the Rotary Centre for the Arts.

Highlights from Final Reports re: 2013 Project Grants		
Cool Arts - Lamb to Loom Project	\$1,200	This project took 25 Cool Arts artists out to a local farm to experience how sheep's wool is sheared, washed and dyed in preparation for carding, spinning and weaving. The Ponderosa Spinners and Weavers group helped the artists learn various skills. A variety of creations were made from the wool and now are part of an educational display at the BC Orchard Industry Museum in the Laurel Packinghouse.
Cathedral Church of St. Michael & All Angels - Cathedral Centennial Heritage Festival	\$10,000	This grant supported cultural celebrations in honour of the Cathedral's Centennial in 2013. More than 1,250 people attended a choral concert, classical music performance and Heritage Festival which welcomed people of all ages. The Festival included tours, displays and activities which communicated the history of the Cathedral in the community. Organizers commented that the celebrations re-invigorated pride about the Cathedral's public role in the community and reinforced the importance of forging new connections. The municipal support was key in leveraging further support from the Department of Canadian Heritage.
Kelowna Visual & Performing Arts Centre Society (Rotary Centre for the Arts) - Arts After School Programming	\$3,500	This programming operated 3-5 pm, 3 days a week, in the spring of 2013. 95 young people attended drop-in classes in visual arts, drama, dance, drumming and singing. Resident and local professional artists were hired to facilitate the programming. Funding was used for art supplies and instructor fees. Program fees were modest and rates were reduced if more than one child per family was enrolled. One unanticipated result was that the RCA made new connections with families involved in home schooling, who felt that this programming was particularly valuable. The program was also supported by a TELUS community grant.
Okanagan Symphony Orchestra - How Canada Came to Be	\$5,500	This project restaged a work created by award-winning local educator Rhonda Draper which conveys Canadian history through music. More than 300 elementary school students were involved in the production as choristers, actors, dancers and narrators. A 6-camera team of students from the Centre for Arts & Technology recorded both performances and the rehearsal as part of their course work, and a DVD will be released with the edited footage. The daytime performance was attended by over 1,900 students, and the evening performance attracted a sell-out audience of 1,200. There are already 100 pre-orders for the DVD which will enable the show to 'tour' throughout the province.

Schedule E - Summary of Grant Activity 2010-2014
Report from Cultural Services Manager, January 29, 2014

YEAR	DETAILS	OPERATING	PROJECT
2010	\$ available	\$80,000	\$70,000
	# of applications	15	28
	\$ requested	\$133,200	\$292,274
	# of grant awards	12	15
	\$ total awards	\$77,500	\$67,500
2011	\$ available	\$110,000	\$70,000
	# of applications	21	22
	\$ requested	\$177,700	\$134,825
	# of grant awards	16	12
	\$ total awards	\$95,200	\$70,000
2012	\$ available	\$110,000	\$70,000
	# of applications	20	24
	\$ requested	\$186,370	\$141,488
	# of grant awards	18	17
	\$ total awards	\$110,000	\$70,000
2013	\$ available	\$111,500	\$65,000
	# of applications	22	17
	\$ requested	\$190,900	\$100,457
	# of grant awards	17	13
	\$ total awards	\$111,235 ¹	\$65,000
2014	\$ available	\$110,000	\$65,000
	# of applications	17	16
	\$ requested	\$133,800	\$107,407
	# of grant awards	15	10
	\$ total awards	\$102,300	\$51,550

¹ This includes \$110,000 in Operating Grants and one \$1,235 Travel Grant to support attendance by one organization at the National Arts Marketing Conference in Portland, Oregon in November, 2013. The Travel Grant is not available in 2014.

Report to Council



Date: 1/29/2014
File: 0710-20
To: City Manager
From: Mariko Siggers, Event Development Supervisor
Subject: Strategic Events Fund - Keloha Music and Arts Festival

Recommendation:

THAT Council receives, for information, the report from the Event Development Supervisor dated January 29, 2014 regarding a grant from the Strategic Events Fund for the 2014 Keloha Music and Arts Festival;

AND THAT Council approves a grant of \$15,000 from the Strategic Events Fund to support the 2014 Keloha Music and Arts Festival.

Purpose:

To seek Council's approval of a grant of \$15,000 from the Strategic Events Fund to support the 2014 Keloha Music and Arts Festival.

Background:

Strategic Events Fund

The Strategic Events Fund was developed and implemented in 2013. It is designed to procure new events (within the first three years) or develop existing ones that complement Kelowna's culture and event landscape. There are no in-take dates for this fund; instead, the event development staff, in consultation with other stakeholders, evaluate opportunities as they are identified. Events are measured against a number of criteria:

- Broad appeal across demographics
- High quality, unique events
- Financially and environmentally sustainable
- Supported by the community
- Elevation of community profile
- Partnership opportunities and community involvement
- Economic impact
- Capacity of event organizer to carry out the project

Keloha Music and Arts Festival

The Keloha Music and Arts Festival exemplifies many of the criteria for the Strategic Events Fund. It is a three day festival that has taken place in Waterfront Park in early July of 2012

and 2013. The focus of this festival is eclectic, indie music complimented by a tropical feeling venue with visual art and creative elements. The event attracted about 4000 people per day with about half its audience coming from outside the Okanagan. Because of the diverse programming, the festival appeals to a broad age group. Children are welcome and activities are planned for them. KELOHA showcases Kelowna as a tropical paradise and enhances the image of a resort destination.

While well received by the community and participants, the event has not reached a point where it is financially viable. To attract a larger audience in 2013, Wet Ape increased expenses to book some higher profile acts. This didn't result in a sufficient increase in ticket sales to offset the additional expense. Wet Ape recorded a net loss of \$100,000 for KELOHA in 2013.

Despite the financial setback Wet Ape is committed to success. A more prudent approach to planning and budget management is occurring in 2014. To make the festival sustainable, Wet Ape has set a preliminary budget to avoid repeating the \$100,000 shortfall recorded in 2013. They will reduce their expenses by \$50,000 through careful procurement of talent, suppliers, décor and staffing. To improve their bottom line by another \$25,000, they have secured private partnerships. Big Surf has increased their sponsorship by 40 per cent. In addition to two new sponsors, all sponsors from 2013 have committed to returning in 2014. As well, further support has been offered from their radio partners. To secure the additional \$25,000 of their goal, Wet Ape has asked the City and Tourism Kelowna for support.

Tourism Kelowna has invested \$12,500 in KELOHA over the past two years and will continue to offer support to KELOHA through promotions and other avenues in-kind.

The City can contribute in two ways:

1. RCMP costs - based on the previous two KELOHA festivals, RCMP have confirmed that the festival does not require the level of staffing it had in the previous two years. The demographics and genre of music attract a crowd that is reasonable to manage. With a similar event set up and crowd numbers, RCMP have indicated they are comfortable with a reduction in service levels resulting in a cost savings between \$3,500 and \$6,000.
2. Strategic Events Fund - As 2014 will be its third year of production, KELOHA meets the criteria for a "new event" and is eligible for a maximum grant of \$25,000. KELOHA meets the objectives of the Strategic Events Fund:
 - *Creating unique, unforgettable experiences* - KELOHA was designed for Kelowna. It showcases the natural assets and celebrates the vibrant arts and music culture that exists here. There are many components to the festival which provide attendees a multitude of creative, active and artistic experiences.
 - *Generating positive exposure for Kelowna* -KELOHA exhibits an arts, culture and music experience that Kelowna can be proud to host. It is a homegrown event that showcases some of the best natural and cultural attributes of the city. The media exposure is extensive in BC and Alberta and has an estimated value of around \$350,000 annually.
 - *Building extensive, long lasting legacies* -With KELOHA's lakeside ambiance and eclectic musical line-up, it has the potential to be a marquee event within the

summer festival line-up. Priding themselves on being “local” Wet Ape engages talent, staff, volunteers, artists and organizations from within the community.

Staff believe a strategic investment at this time will assist KELOHA in achieving financial viability and recommend that a grant of \$15,000 be awarded to Wet Ape for the production of KELOHA in 2014. In combination with the reduction in RCMP services, the total impact the City will have on Wet Ape’s budget will be approximately \$20,000. This one-time investment of strategic fund dollars will provide significant support to Wet Ape and will encourage them to develop and grow the event in Kelowna this coming summer. Having spent over \$1 million in the past two years to produce this festival, Wet Ape is committed to achieving success.

Both Wet Ape and City staff have noticed a three-year trend with other events. Often it’s during the third year that the event reaches the “tipping point” where reputation and fan base support through ticket sales or registration and make the event viable. While there is no guarantee of success, KELOHA has gained momentum in its first two years and has potential to become a mainstay in the Western Canadian summer festival line-up. In the event that revenue targets are not met again, there is a risk that 2014 could be the last year for this festival. However, staff are confident in Wet Ape’s ability to engage a broad demographic and geographic area, thereby generating the necessary revenue to be sustainable.

Community Benefit

Staff support a \$15,000 grant to KELOHA because of the significant community benefits that it generates:

- Alignment with the City’s event development goals
- Estimated economic impact of \$1.5 million including over \$18,500 in park rental fees to the City
- More than 2,500 ticket holders from outside the Okanagan in 2013
- Media exposure in print and online estimated at over \$350,000 in value.
- Partnerships with local artists and organizations which aid in their development
- Strong volunteer development program

As a condition of funding, the City will require a final report to be submitted which outlines the specific enhancements in these areas. KELOHA aligns with the overall goals for event development, has been a highlight in the summer event schedule and is developing into an important festival in our event landscape.

Internal Circulation: Divisional Director, Active Living and Cultural Services; Manager, Sport & Event Development Manager;

Financial/Budgetary Considerations: Annually, \$25,000 is budgeted in the Strategic Events Fund. Grants under \$10,000 are approved through City staff while requests greater than \$10,000 are considered by Council. Unused funds are carried forward at the end of the year. Currently, there is \$40,000 available in the fund. Staff recommend that \$15,000 be granted to Wet Ape for the production of the 2014 KELOHA Festival.

External Agency/Public Comments: Tourism Kelowna is supportive of staff’s recommendation.

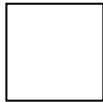
Considerations not applicable to this report:

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:
Personnel Implications:
Alternate Recommendation:
Existing Policy:
Communications Comments:

Submitted by:
M. Siggers, Event Development Supervisor

Approved for inclusion:



J. Gabriel, Divisional Director, Active Living and Culture

Attachments:

1. KELOHA Overview

cc: Divisional Director, Active Living & Culture
Manager, Cultural Services
Manager, Sport & Event Development
Divisional Director, Communications & Information Services



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<http://www.youtube.com/watch?v=v0HlurJl8dM>

INTRODUCTION

KELOHA is a music and arts festival that prides itself on being 'a waterfront escape into music and art'. It takes place in Kelowna's Waterfront Park, along Okanagan Lake, at the beginning of July. It's owned and operated by Wet Ape Productions (the same company that owns and operates Center of Gravity in Kelowna). It includes 2 stages, arts exhibitions and installations, a beverage garden, and an exhibitors' village. The line-up features over 30 bands with an eclectic mix of rock, indie, alternative, country, and folk. This will be its third year and it has received great reviews from the media, patrons, city officials, artists, and local businesses from its first 2 years.

Mandate

To build a community based music and arts festival that showcases great up and coming talent; as well as, international performers in a fun interactive atmosphere that can be enjoyed by all ages.

Location

Kelowna's Waterfront Park (refer to the Venue Map in Appendix B)

Dates

Friday, July 11th, 5 – 10PM

Saturday, July 12th, 1 – 10PM

Sunday, July 13th, 1 – 10PM

Attendance

KELOHA is all-ages and draws fans from across Western Canada. In 2013 the festival had 15,000 guests through the gates during the 3 days and we expect over 20,000 in 2014.



DEVELOPMENT

The concept behind KELOHA is to build a tropical themed eclectic outdoor music and arts festival that draws fans from across Western Canada. When guests cross Harmony Bridge and enter the venue we want them to feel like they have escaped into a beautiful tropical world of music and art. There are tiki torches, palm trees, dancers, paddle boards, themed signage, and the two stages are built on the water in intimate settings which help artists connect with the audience.

Strategic Plan

The strategic plan is to establish a festival at the beginning of the summer, when no other major ticketed event is happening in the Okanagan Valley; feature live music that showcases the latest trends in the entertainment industry; highlight Kelowna's natural beauty in our marketing campaign; embrace the emerging music and arts scene of the city; keep the festival inclusive and actively recruit local artists to showcase their talents at the festival; and continue to partner with the right local organizations that fit with our mandate and help grow the festival.

Sustainability

Most festivals and events take approximately 3 years before they become financially sustainable. The main reason for this is that it takes a couple years to establish a loyal fan base that attends regularly. Many festivals will see a tipping point, with a large increase in attendance, after this 3 year period. Based on our experience with COG and our research and feedback from the bands and festival guests attending KELOHA we are confident that it will pass the break-even this summer (in it's first 2 years KELOHA lost money). KELOHA draws a wide range of ages and has received positive reviews from a large demographic. We feel that the festival has a wide appeal and is already building a loyal fan based that will support the festival year after year. Our confidence that KELOHA will succeed in Kelowna is strong enough that we're willing to invest another \$600,000 into the festival for 2014.



ECONOMIC VIABILITY

In 2013 KELOHA had an economic impact of over \$1,500,000 on the local economy. The event itself costs over \$600,000 and over \$400,000 of that is spent directly in Kelowna with local suppliers, businesses, venues, hotels, and subcontractors. For each of the 3 days at the festival there are approximately 2,000 out of town guests that spend \$125/day on average in the city. KELOHA also has a major media campaign which is valued at over \$350,000 in media exposure.

Financial Requirements

To move forward with KELOHA 2014 we need to confirm \$50,000 in additional support (compared to the 2013 festival). We have approached this target as a combined effort by ourselves, our sponsors and suppliers, Tourism Kelowna, and the City of Kelowna. Whether we receive support in the form of cash or cost savings it has essentially the same affect on the bottom line.

On our end we have already been able to trim some of the fat from our expenses; some of our key sponsors have already committed to increased cash commitments; and our major suppliers have offered us further discounts on their rates. We figure this will make up approximately \$25,000 of our \$50,000 target.

We are asking the City of Kelowna and Tourism Kelowna to work together to provide financial support and cost savings to the total amount of \$25,000.



COMMUNITY

KELOHA partners with as many of the right local organizations as possible for the benefit of the festival and the community. KELOHA stakeholders include Music BC, Tourism Kelowna, Festivals Kelowna, Centre for Arts and Technology, Oranj Fitness, Okanagan Gymnastics Centre, Rally4Life, SUP4Life, K-Comp, and KBAAD.

Volunteers/Subcontracts

Wet Ape, the company which produces KELOHA, is a Kelowna based production company that employs a number of local subcontractors and provides a number of opportunities for volunteers and members of the community to get involved in the festival.

Environmental Impact

KELOHA takes place at Kelowna's Waterfront Park which includes a beautiful amphitheatre along Okanagan Lake. We are able to minimize the impact on the local residents by leaving the boardwalk open until noon each day. KELOHA also has a number of green initiatives and is very careful to minimize the impact on Waterfront Park and preserve the natural spaces.

Accessibility

KELOHA has a low ticket price and attractive hotel room packages to help draw out of town guests. The cost of admission per day is approximately \$40 and \$100 for the weekend.



PRODUCTION COMPANY

Wet Ape Productions is a Kelowna based company that oversees all aspects of KELOHA including: concept development, branding, marketing/promotions, logistics, staffing, project management systems, budget management, financing, talent booking, security plans, emergency access plans, sponsorship acquisition, food and beverage services, production design, media partnerships, web and social media content, communications, hospitality, and waste management.

Wet Ape Productions

Wet Ape (Wet Ape Ltd.) was established in 2007 for the purpose of creating and developing unique sport, music, and cultural events across Western Canada. Our vision is to 'create people's favourite moments' and our mission is to enrich people's lives by creating innovative experiences that are exceptionally executed. We own part of a mid-sized special events venue in Vancouver, The Imperial, and we have created and produced a wide variety of events in arenas, outdoor amphitheatres, and concert halls; however, Wet Ape's speciality is creating and producing large outdoor festivals. Wet Ape is the proud owner of Canada's hottest beach festival, Center of Gravity, which draws over 30,000 guests/year; as well as, the KELOHA which draws over 15,000 guests/year.



MEDIA/LEGACY

KELOHA has the ability to create a new depth to Kelowna's culture. Kelowna has an emerging music and arts scene and KELOHA is the perfect venue to showcase this to Western Canada. KELOHA can help redefine how tourists see Kelowna's culture and appreciate the growing music and arts scene of the city.

Media

KELOHA includes a major media campaign that will reach across Western Canada. The campaign includes major media buys in Kelowna, Vancouver, and Kamloops; a PR campaign that targets Vancouver, Calgary, and Edmonton; sponsor partners' retail promotions across BC and Alberta; and promoter teams set up in Kelowna, Kamloops, Vancouver, Edmonton, and Calgary. The campaign will be valued at over \$350,000 in media exposure.

Legacy

Kelowna currently has some great festivals and events and KELOHA is great fit as a marquee event within the current events calendar. It is unique, inclusive in its nature, and is complimentary to the current event landscape and culture of the city. KELOHA will continue to grow over the next 2 or 3 years and we will continually look to engage more local musicians, artisans, and related organizations; as well as, to expand to additional venues throughout the city.



THE MUSIC

Island Stage

Island Stage is at the heart of Waterfront Park. The stage is located in the middle of a beautiful cove surrounded by a grass amphitheatre. The artists are primarily indie, alternative, and rock bands. It runs from 5 – 10PM on Friday and 1:30 – 10PM on Saturday and Sunday. The headliners take stage at 8:45PM each evening. Past performers include MGMT, Matt & Kim, MUTEMATH, Cold War Kids, AWOLNATION, Tokyo Police Club, The Sheepdogs, The Joy Formidable, Arkells, Atlas Genuis, Cults, Capital Cities, The Trews, Current Swell, The Matinee, The Zolas, Graffiti6, Dan Mangan, The Limousines, The Dudes, and many more.

Sandbar Stage

Sandbar Stage is located at the north end of the beach facing directly south. The entertainment will run from 1 – 6PM on Saturday and Sunday. The headliners take stage at 4:45PM each afternoon. Sandbar Stage is along the lake so guests can enjoy the performances from the water. Past performers include The Boom Booms, Shad, Humans, Hey Ocean, Dirty Radio, and many more.

Lineup

The 2014 line-up will have a heavy emphasis on indie bands but we will also feature alternative, rock, electro pop, country, and folk. This is an amazing event for a true music fan: intimate venues in beautiful locations with amazing live acts. There will be a wide variety of artists, but they will all have one thing in common; they will all put on an amazing live show.



THE ARTS

Art Ave is a great place for kids, families and the young at heart. Filled with interactive activities for all ages, Art Ave aims to get your creative juices flowing! Featuring local exhibitors and live art creation by local artisans.

A Celebration of Arts

Art Ave will feature a craft tent presented by Nannysitters and Just Be Friends where children (and the young at heart) are invited to create colorful keepsakes. Nannysitters are also pleased to be providing short-term child-minding at the craft tent throughout the weekend. Other stations designed to engage attendees to hone their creative skills and to encourage play will be a DIY tie-dye booth, KELOHA photobooth, chalk drawing and sand castle building. The Okanagan Observatory will also be on-site providing event goers with a peek into space with their one of a kind Sun-Viewing Telescope.

Other activities will include acrobatic performances by Okanagan Gymnastics, drop-in yoga, and a hashtag (#) activated bubble machine. KELOHA-themed live art installations will also be created throughout the weekend by Okanagan and surrounding area artists.

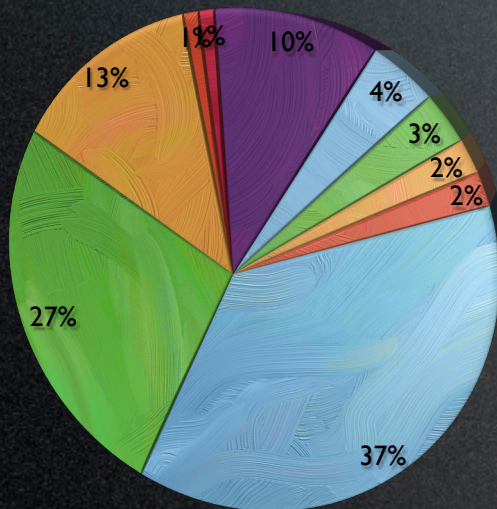
Not only will Art Ave be a place to explore creative expression on individual levels, but it will also represent a forum for networking within the community - featuring and highlighting local artists, businesses and art initiatives as a way of connecting people of all ages with a tangible contemporary art scene. By involving the arts through Art Ave, KELOHA expands on the traditional music festival format, encouraging individual creativity, play and community involvement in a family-friendly environment.



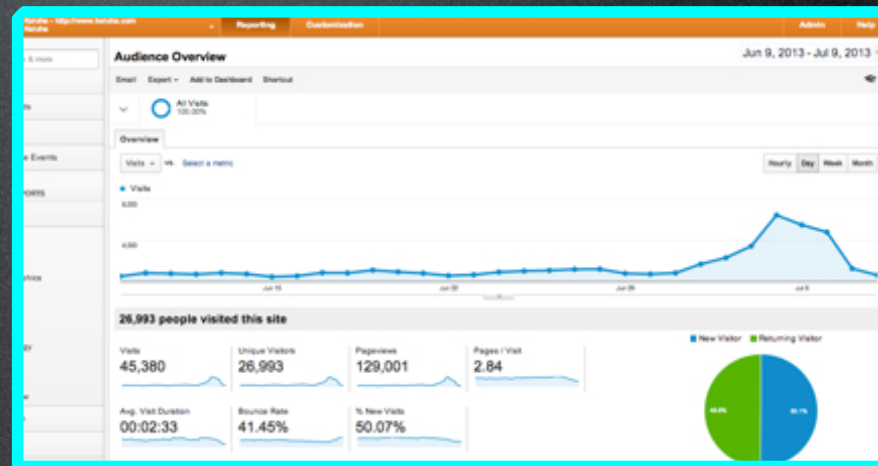
DEMOGRAPHICS

Locations

- Kelowna (37%)
- Lower Mainland (27%)
- Interior (other) (13%)
- Calgary (1%)
- Edmonton (1%)
- BC (other) (10%)
- Canada (other) (4%)
- Alberta (other) (3%)
- Vancouver Island (2%)
- USA (2%)



CATEGORY	STATISTICS
Age	65% are between 19 to 30 years of age
Gender	58% female, 42% male
Lifestyle	majority are young students/professionals who lead active, social lives
Attendance	20,000 guests expected over the 3 days
Website	129,000 page views / month (peak time)
Viral Vids	over 15,000 views for promotional videos
Facebook	over 4,333 fans
Twitter	over 1,275 followers



APPENDIX A: MAP



APPENDIX B: SCHEDULE

JULY 11	KELOHA - FRIDAY
5 – 10pm	Gates Open
5 – 10pm	Village (The Plaza, Sunset Way, and Art Ave)
5:30 – 10pm	Island Stage
5:30 – 9pm	Lakeside Lounge & Paradise Cove (19+)
8:30 – 10pm	Headliner – Island Stage

JULY 12/13	KELOHA - SAT & SUN
1 – 10pm	Gates Open
1 – 10pm	Village (The Plaza, Sunset Way, and Art Ave)
1 – 6pm	Sandbar Stage
1:30 – 10pm	Island Stage
2 – 9pm	Lakeside Lounge & Paradise Cove (19+)
8:30 – 10pm	Headliner – Island Stage



Report to Council



Date: 1/16/2014
File: 1200-40
To: City Manager
From: Michelle Kam, Sustainability Coordinator
Subject: *Our Rutland* Project Launch

Recommendation:

That Council receives, for information, the report from the Sustainability Coordinator dated January 16, 2014, with respect to the *Our Rutland* Project Launch.

Purpose:

To provide Council with an overview of the *Our Rutland* project, including community engagement timelines.

Background:

The *Our Rutland* project is a community engagement process that is intended to catalyze the Rutland Town Centre through capital projects and/or community programming by building on ideas from stakeholders, residents and businesses. This project will help generate positive momentum through community-determined Rutland-focused actions. This project will be a partnership with key stakeholders including The Rutland Unified Stakeholders Team (TRUST), Uptown Rutland Business Association (URBA) and the Rutland Residents Association.

\$100,000 is available for *Our Rutland* projects which can be used towards either one large project or several smaller projects. Projects can be capital infrastructure or community program initiatives and must deliver on the following parameters:

- One time funding (not on-going operational funding)
- Are within the limits of the Rutland Town Centre boundary (see attached map)
- Needs to be implemented and/or constructed by September 30th, 2014
- Ideas not to exceed the \$100,000 budget allocated (unless external funding is secured)
- Level of support from the community

Projects that are out of scope include:

- Large capital projects that have been identified in previous Rutland planning documents
- Re-branding or marketing of the Rutland sector
- Highway 33 improvements that are Provincial in nature

As part of the *Our Rutland* project, Staff will collaborate and empower residents, businesses, and stakeholders and encourage them to work together. The community will be involved throughout numerous avenues of this project including: project ideas, project selection, as well as the opportunity to implement projects and/or programs, depending on the selected project. There will also be an opportunity to leverage investment through community partnerships.

An *Our Rutland* Community Panel has been created to work with City staff throughout this project to help promote the project and review project ideas. This seven person panel consists of representatives from TRUST, URBA, Rutland Residents Association and residents to represent the diverse voices in the community.

Over twenty Rutland stakeholders participated in a project idea brainstorming session on January 16, 2014. Many of these key stakeholders have agreed to champion the *Our Rutland* project by providing project ideas, sharing the project with their social network and / or attending public consultation events. Numerous community consultation events will be held during this project (see attached poster for details).

The following are key timelines for the *Our Rutland* project:

- Project launch (February 3)
- Project Ideas from Community (February 3 to 20)
- Feasibility Analysis (February 24 to March 5)
- Community Voting on Ideas (March 10 to 20)
- Tendering / Bid process (April)
- Project Construction / Implementation (May to September)
- Project Celebrations (October)

The *Our Rutland* project will continue to add value to the Rutland Town Centre through up to \$100,000 in capital infrastructure and/or community programs and build upon the \$25 million capital investment in the area over the past two years. Ultimately, the *Our Rutland* project aims to create an engaged community and spark additional community projects and pride in Rutland.

Internal Circulation:

Senior Communications Consultant
Manager, Parks and Public Places

Financial/Budgetary Considerations:

\$110,000 has been approved for this project. \$10,000 will be used towards the public engagement, Communications Strategy and project management. \$100,000 will be used for capital project(s) and/or community programs.

Communications Comments:

An online portal at getinvolved.kelowna.ca will be launched on February 3. Staff and TRUST members are partnering together to ensure in-person community consultation opportunities will be available during this project.

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:

M. Kam, Sustainability Coordinator

Approved for inclusion:



Danielle Noble-Brandt
Department Manager, Policy & Planning

Attachments:

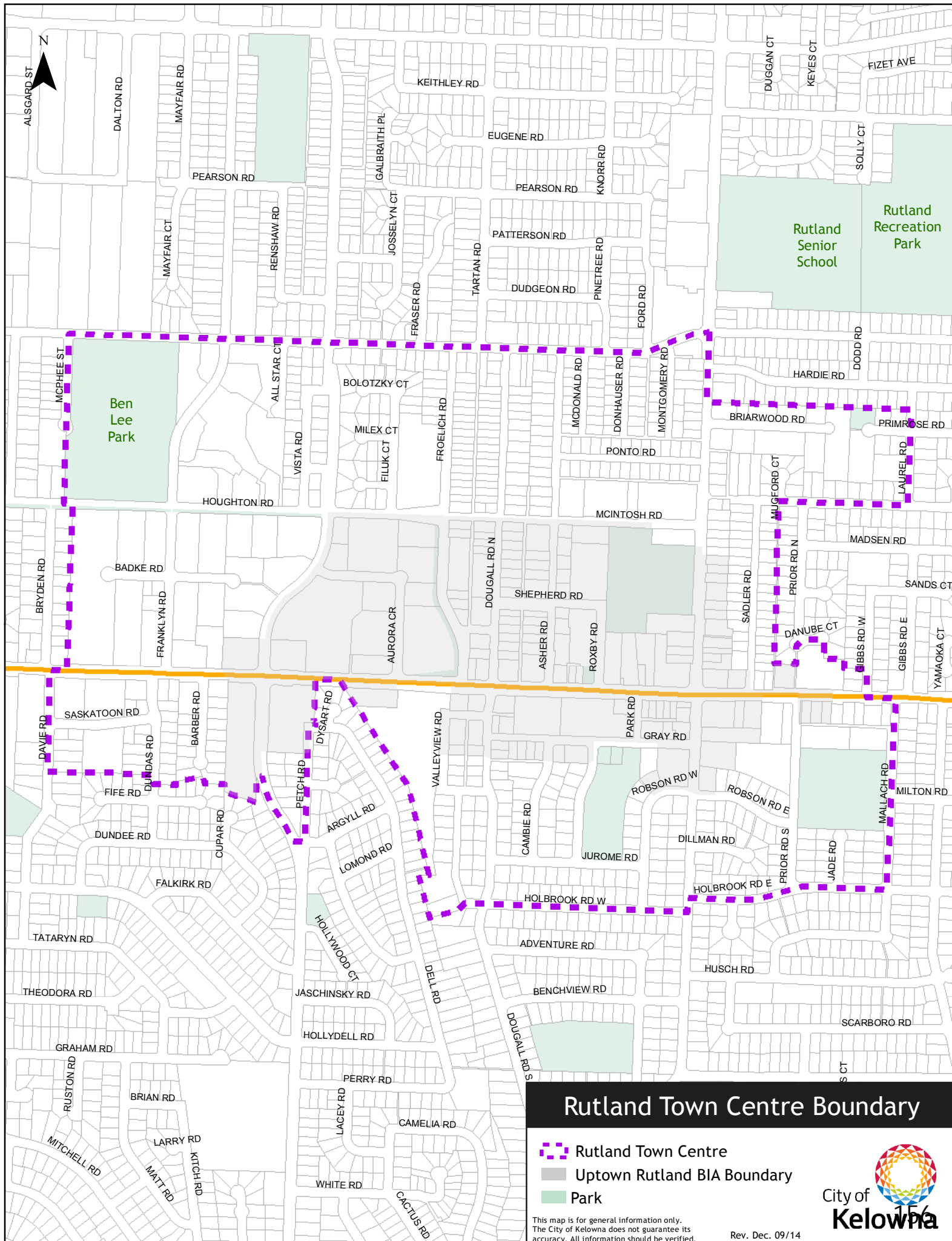
Rutland Town Centre boundary map

Our Rutland Poster

cc:

Manager, Parks and Open Space Projects

Manager, Community and Neighbourhood Projects



OUR RUTLAND



\$100K Worth of Ideas!

In building on Rutland's assets, the City of Kelowna and community partners invite you to share your \$100K Worth of Ideas from **February 3 to 21**, to be invested in the Rutland Town Centre.

- ▶ Share your ideas and pass it on
- ▶ Support others
- ▶ Indicate your favourite



Visit
getinvolved.kelowna.ca



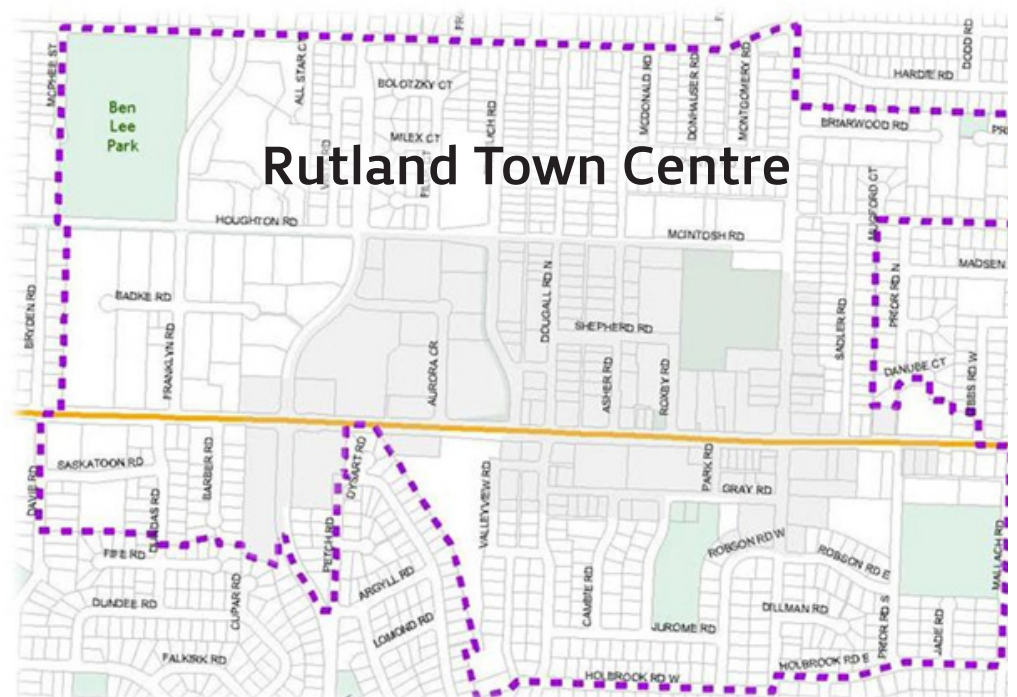
Email
ourRutland@kelowna.ca



In-Person

URBA Uptown After Hours Event (Feb 5, 5 to 7pm at Army, Navy & Airforce Vets Club)
Plaza 33 (Feb 6 from noon - 2:30pm)
Willow Park Plaza (Feb 6 from 3 to 5:30pm) - to be confirmed
Rutland Centennial Hall Flea Market (Feb 9 & 16 from 9am to noon)
Rutland Activities Centre (Feb 11 from 9:30 to 11:30am)
YMCA (Feb 11 from 4 to 6pm)

Or drop off ideas at Uptown Rutland Office at 148 Valleyview Road.



Your ideas + Action = Change

City of **Kelowna**

TRUST
The Rutland Unified
StakeholdersTeam

OUR RUTLAND PROJECT

Council Meeting: February 3, 2014



RUTLAND ASSETS

- ▶ \$25 million capital investment alone in the past two years (new transit facilities, community parks, sidewalks/landscaping, and improvements to recreation facilities)
- ▶ The best established systems of parks than any other community in the City.



RUTLAND ASSETS

- ▶ Numerous recreation and sporting opportunities
- ▶ A community made up of citizens with strong roots
- ▶ An ideal location on the door step to UBC Okanagan.



2014 RUTLAND BUDGET

- ▶ \$600,000 for Bulman Road bridge improvements
- ▶ \$400,000 for Rutland Centennial sportsfields improvements
- ▶ \$300,000 for Rutland Activities Centre repairs
- ▶ \$70,000 for Rutland Arena lighting improvements
- ▶ \$100,000 for *Our Rutland* project.



OUR RUTLAND PROJECT OVERVIEW

- ▶ \$100,000 for *Our Rutland* project
- ▶ Capital infrastructure and/or community programs
- ▶ Community-determined Rutland-focused actions
- ▶ Partnership with stakeholders and the community
- ▶ Pilot for the Strong Neighbourhoods project



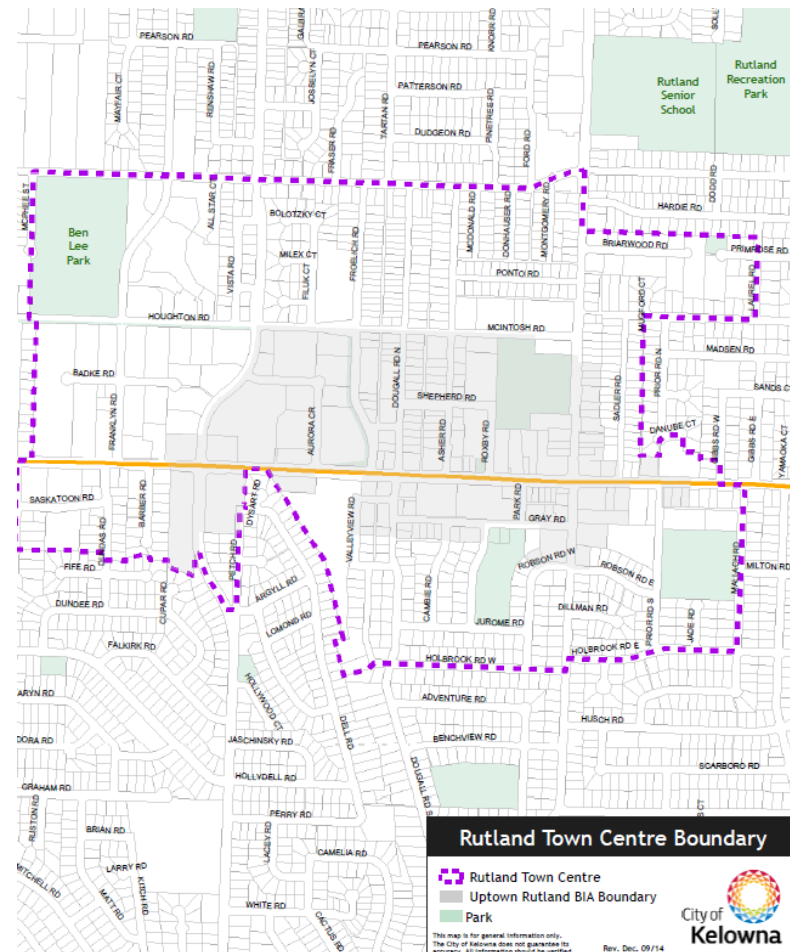
OUR RUTLAND PROJECT OVERVIEW

- ▶ Funding can go towards one large project or several small projects
- ▶ Funding can go towards one location or several locations
- ▶ Projects can be implemented by the City or by the community



PROJECT PARAMETERS

- ▶ One time funding (not ongoing operational funding)
- ▶ Are within the limits of the Rutland Town Centre boundary
- ▶ Needs to be implemented and/or constructed by September 30, 2014
- ▶ Ideas not to exceed the \$100,000 budget allocated (unless external funding secured)
- ▶ Level of support from the community



OUT OF SCOPE

- ▶ Large capital projects that have been identified in previous Rutland planning documents
- ▶ Re-branding or marketing of the Rutland sector
- ▶ Highway 33 improvements that are Provincial in nature

PROJECT IDEAS

- ▶ Public space improvements/enhancements i.e. street furniture (benches), gardens, lighting, crime / safety improvements
- ▶ Arts, culture, agricultural and recreational initiatives i.e. pop-up parks/farmer's market, wall murals
- ▶ Existing community asset improvements i.e. signage
- ▶ Future community programs that might not be available today but would be welcomed in the future i.e. dancing in the park

IDEAS

+ ACTION

= CHANGE

PROCESS AND WORK TO DATE

- ▶ Budget approval for *Our Rutland* project (December 2013)
- ▶ Development of project parameters and communications strategy (December 2013 to January 2014)
- ▶ Initial Stakeholder meeting (December 19, 2013)
- ▶ Rutland stakeholder meeting (January 15, 2014)



PROCESS AND 2014 TIMELINES

- ▶ Create Rutland Community Panel (January)
- ▶ Consultation and Outreach
 - ▶ Project ideas (February 4-20)
 - ▶ Feasibility Analysis (Feb 24-March 5)
 - ▶ Voting on Ideas (March 10-20)
 - ▶ Tendering / Bid Process (April)



PROCESS AND 2014 TIMELINES

- ▶ Project Implementation (May to September)
- ▶ Measuring Success (October to November)



COMMUNITY ENGAGEMENT

- ▶ Getinvolved.kelowna.ca
- ▶ Share your ideas and pass it on (online and in person consultation)
- ▶ Support others
- ▶ Indicate your favourite
- ▶ Social media channels include Facebook at facebook/cityofkelowna or Twitter using #OurRutland
- ▶ Drop off ideas to URBA office.

OUR RUTLAND



\$100K Worth of Ideas!

In building on Rutland assets, the City of Kelowna and community partners invite you to share your \$100K Worth of Ideas from February 3 to 21, to be invested in the Rutland Town Centre.

Find out how you can make your ideas real.



Online
getinvolved.kelowna.ca



Email
ourRutland@kelowna.ca



Phone
250-469-8982



In person
Uptown Rutland
Office

City of Kelowna

TRUST
The Rutland Unified
Stakeholders Team

CITY OF KELOWNA

BYLAW NO. 10905

Amendment No. 23 to Traffic Bylaw No. 8120

The Municipal Council of the City of Kelowna, in open meeting assembled, enacts that the City of Kelowna Traffic Bylaw No. 8120 be amended as follows:

1. THAT the permeable that reads:

“Pursuant to the Motor Vehicle Act and the Local Government Act, the Municipal Council of the City of Kelowna, in open meeting assembled, enacts as follows:”

be deleted in its entirety and replaced with:

“Pursuant to the *Community Charter*, *Local Government Act* and the *Motor Vehicle Act*, the Municipal Council of the City of Kelowna, in open meeting assembled, enacts as follows:”

2. AND THAT PART 1 - INTRODUCTION, 1.4 Definitions be amended by adding new definitions in their appropriate locations as follows:

“Annual Parking Rate Adjustments” means rate adjustments that will be implemented, as required, in order to maintain parity with inflation.

“Consumer Price Index” or “CPI” means the British Columbia Edition, all items, will be the reference for the purposes of this bylaw.

“Long Term Parking Lot”, means any means any area owned or operated by the City for the purpose of providing Off-street Pay Parking where hourly, daily and monthly parking may be available.

“Off-Street Pay Parking” means any area or facility owned or operated by the City for the purpose of providing off-street parking where a fee must be paid to park.

“On-Street Pay Parking” means any metered space owned or operated by the City for the purpose of providing on-street parking where a fee must be paid to park.

“Pay Station” means an electronic appliance designed for the purpose of gauging and indicating a time within which the operator of a vehicle may park the vehicle in a metered space.

“Pay by Licence Plate” means a system established by or on behalf of the city under which the operator of a vehicle may pay the fee for parking the vehicle in a metered space remotely at a pay station in accordance with the requirements of that system as indicated on or at the pay station.

“Pay by Phone” means a system established by or on behalf of the city under which a person may:

- (i) set up a credit card account with a City approved supplier, and
- (ii) pay the fee for parking a vehicle in a metered space remotely by telephone or internet application in accordance with the requirements of that system.

“Short Term Parking Lot”, means any area owned or operated by the City for the purpose of providing **Off-street Pay Parking** where only hourly parking is available.

“Structured Parking Garage”, means any multi-level facility owned or operated by the City for the purpose of providing **Off-street Pay Parking**.

3. AND THAT PART 4 - PARKING REGULATIONS be amended by:

- a) adding a new sub-section 4.3.3 **On-Street Pay Parking & Short Term Parking Lot** that reads:

“4.3.3 On-Street Pay Parking & Short Term Parking Lot

A person parked in a **metered space** or **short term parking lot** where the head of the **parking meter** indicates time remaining or who displays a valid receipt issued from a City operated **pay station**, paid a fee for parking the vehicle in a metered space remotely at a pay station using the **Pay by Licence Plate** option, or has purchased time utilizing a City approved **Pay by Phone** provider by entering their correct licence plate number, shall not be subject to the penalties provided for a breach of Subsection 4.1.2(hh.1) or (hh.2) of this Part so long as the meter, receipt, or **Pay by Phone** session remains valid and subsisting.”

- b) deleting the title that reads **“4.4 Reserved Off-Street Parking”** and replacing it with the a new title that reads **“4.4 Off-Street Parking”**; and

- c) adding a new sub-section 4.4.2 **Off-Street Pay Parking (Long Term Parking Lot)** under 4.4 **Off-Street Parking** that reads:

“4.4.2 Off-Street Pay Parking (Long Term Parking Lot). A person parked in a **metered space** within a **long term parking lot** where the head of the **parking meter** indicates time remaining, displays a valid monthly parking permit for the said parking lot, displays a valid receipt issued from a City operated **pay station**, paid a fee for parking the vehicle in a metered space remotely at a pay station using the **Pay by Licence Plate** option or has purchased time utilizing a City approved **Pay by Phone** provider by entering their correct licence plate number, shall not be subject to the penalties provided for a breach of Subsection 4.1.2(dd),(hh.1) or (hh.2) of this Part so long as the meter, receipt, or **Pay by Phone** session remains valid and subsisting.”

- d) Adding a new sub-section 4.4.3 **Off-Street Pay Parking (Structured Parking Garage)** under 4.4 **Off-Street Parking** that reads:

“4.4.3 Off-Street Pay Parking (Structured Parking Garage). A person parked in a **metered space** within a **structured parking garage** where the head of the **parking meter** indicates time remaining, displays a valid monthly parking permit for the said parking lot, displays a valid receipt issued from a City operated **pay station**, paid a fee for parking the vehicle in a metered space remotely at a pay station using the **Pay by Licence Plate** option or has purchased time utilizing a City approved **Pay by Phone** provider by entering their correct licence plate number, shall not be subject to the penalties provided for a breach of Subsection 4.1.2(dd),(hh.1) or (hh.2) of this Part so long as the meter, receipt, or **Pay by Phone** session remains valid and subsisting.”

4. AND THAT SCHEDULE "A" FEES, PART 4 - PARKING REGULATIONS be amended by adding in its appropriate location the following:

"Subsection 4.3.3 On-Street Pay Parking & Short Term Parking Lot**

<u>FEE</u>	<u>PERMITTED PARKING TIME</u>
\$0.25*	12 Minutes
\$0.50*	24 Minutes
\$0.75*	36 Minutes
\$1.00*	48 Minutes
\$1.25*	60 Minutes (1 hour)
\$1.50*	72 Minutes
\$2.00*	96 Minutes
\$2.50*	120 Minutes (2 hours)

* Applicable taxes are included.

***** Designated Off-Street Pay Parking - "Short Term Parking Lots":***

- Water Street Boat Launch Lot (1354 Water Street)
- Ellis & Lawrence Lot A (483 Lawrence Avenue)

5. AND THAT SCHEDULE "A" FEES, PART 4 - PARKING REGULATIONS be further amended by adding in its appropriate location the following:

Subsection 4.4.2(a) - Off-Street Pay Parking (Long Term Parking Lot)

<u>FEE</u>	<u>PERMITTED PARKING TIME</u>
\$0.25*	15 Minutes
\$0.50*	30 Minutes
\$1.00*	Per 60 Minutes (1 Hour) - (\$5.00 daily maximum)
\$5.00*	1 Day (Standard Vehicle - Regular Operating Hours for Lot)
\$2.50*	1 Day (Motorcycle - Regular Operating Hours for Lot)
\$5.00*	24 Hour Parking for Vehicle & Boat Trailer (Cook Road Boat Launch Only)
\$5.00*	Special Event Parking

*Applicable taxes are included.

\$66.00**	1 Month - Random Parking
\$99.00**	1 Month - Reserved Stall***

**Plus Applicable taxes.

Above Rates apply to all City Owned Parking Lots not otherwise specified in this bylaw.

**** Available only in specified parking lots.*

Subsection 4.4.2(b) - Off-Street Pay Parking - Peripheral Lot (Long Term Parking Lot)

<u>FEE</u>	<u>PERMITTED PARKING TIME</u>
\$0.25*	15 Minutes
\$0.50*	30 Minutes
\$1.00*	Per 60 Minutes (1 Hour) - (\$5.00 daily maximum)
\$5.00*	1 Day (Standard Vehicle - Regular Operating Hours for Lot)
\$2.50*	1 Day (Motorcycle - Regular Operating Hours for Lot)
\$5.00*	Special Event Parking

*Applicable taxes are included.

\$53.00** 1 Month - Random Parking

**Plus Applicable taxes.

Available only in designated Off-Street Pay Parking - Peripheral Lots located at:

- St. Paul Street at Cawston Avenue (1311 St Paul Street)
- Waterfront Park (Dolphins Lot) (1200 Water Street)
- Rosemead Lot (1750 Chapman Place)

Subsection 4.4.3 Off-Street Pay Parking (Structured Parking Garage)

<u>FEE</u>	<u>PERMITTED PARKING TIME</u>
\$ 0.25*	15 minutes
\$ 0.50*	30 minutes
\$ 1.00*	Per 60 Minutes (1 Hour) - (\$5.00 daily maximum)
\$ 5.00*	1 Day (Standard Vehicle - Regular Operating Hours for Lot)
\$ 2.50*	1 Day (Motorcycle - Regular Operating Hours for Lot)
\$ 5.00*	Special Event Parking

*Applicable taxes are included.

\$ 66.00** 1 Month - Random Parking

\$ 99.00** 1 Month - Reserved Stall***

**Plus Applicable taxes.

The baseline for all parking rates based upon the 2013 Consumer Price Index (CPI). Annual Parking Rate Adjustments will be made on June 1st, based on the CPI (all items) value from the preceding year. Any adjustments will be rounded to the nearest \$0.25 for ease of use by customers paying with cash/coin. Any annual adjustments that do not result in an amendment will be compounded until such time an increase is indicated.

6. This bylaw may be cited for all purposes as "Bylaw No. 10905, being Amendment No. 23 to Traffic Bylaw No. 8120."
7. This bylaw shall come into full force and effect and be binding on all persons as of June 1, 2014.

Read a first, second and third time by the Municipal Council this 27th day of January, 2014.

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk

CITY OF KELOWNA

BYLAW NO. 10909

Amendment No. 28 to Airport Fees Bylaw No. 7982

The Municipal Council of the City of Kelowna, in open meeting assembled, enacts that the City of Kelowna Airport Fees Bylaw No. 10909 be amended as follows:

1. THAT Section 1. AIRCRAFT LANDING FEES that reads:

“1.1(a) Effective January 1, 2012: Landing fees for Jet and Turbine aircraft will be \$5.57 per 1,000 kgs or fraction thereof, of maximum take-off weight.

1.1(b) Effective January 1, 2013: Landing fees for Jet and Turbine aircraft will be \$5.84 per 1, 000 kgs or fraction thereof, of maximum take-off weight.”

be deleted in its entirety and replaced with the following:

“1.1(a) Effective January 1, 2013: Landing fees for Jet and Turbine aircraft will be \$5.84 per 1,000 kgs or fraction thereof, of maximum take-off weight.

1.1(b) Effective April 1, 2014: Landing fees for Jet and Turbine aircraft will be \$6.04 per 1,000 kgs or fraction thereof, of maximum take-off weight.”

2. AND THAT Section 2. GENERAL TERMINAL FEES that reads:

	<u>Effective Jan.1/12</u>	<u>Effective Jan.1/13</u>
Number of Passenger Seats in Aircraft	Cost per Aircraft per use	Cost per Aircraft per use
01 - 09	\$11.04	\$12.15
10 - 15	\$26.32	\$28.96
16 - 25	\$40.68	\$44.75
26 - 45	\$71.40	\$78.54
46 - 60	\$101.66	\$111.83
61 - 89	\$162.23	\$178.45
90 - 125	\$223.39	\$245.73
126 - 150	\$264.13	\$290.55
151 - 200	\$365.13	\$401.64
201 - 250	\$475.97	\$523.57
251 - 300	\$586.71	\$645.38
301 - 400	\$701.26	\$771.39
Over 400	\$864.42	\$950.87

be deleted in its entirety and replaced with the following:

	<u>Effective Jan. 1/13</u>	<u>Effective Apr. 1/14</u>
Number of Passenger Seats in Aircraft	Cost per Aircraft per use	Cost per Aircraft per use
01 - 09	\$12.15	\$12.39
10 - 15	\$28.96	\$29.54
16 - 25	\$44.75	\$45.65
26 - 45	\$78.54	\$80.11
46 - 60	\$111.83	\$114.07
61 - 89	\$178.45	\$182.02
90 - 125	\$245.73	\$250.64
126 - 150	\$290.55	\$296.36
151 - 200	\$401.64	\$409.67
201 - 250	\$523.57	\$534.04
251 - 300	\$645.38	\$658.29
301 - 400	\$771.39	\$786.82
Over 400	\$950.87	\$969.89

3. AND THAT Section 4. FUEL CONCESSION FEES that reads:

"The charges for fuel concession fees are as follows:

- 4.1 Aviation gasoline \$.0501 cents per litre
- 4.2 Aircraft engine crankcase lubricating oil \$.0123 cents per litre"

be deleted in its entirety and replaced with the following:

"Effective April 1, 2014 the charges for fuel concession fees are as follows:

- 4.1 Aviation gasoline \$.075 cents per litre
- 4.2 Aircraft engine crankcase lubricating oil \$.013 cents per litre"

4. AND THAT Section 12. LAND RENTAL RATES that reads:

- "±.50 acres = \$0.87 per square foot
- 1.0 - 5.0 acres = \$0.58 per square foot
- 6.0 - 10.0 acres = \$0.50 per square foot
- 11.0 - 20.0 acres = \$0.42 per square foot"

be deleted in its entirety and replaced with the following:

- "±.50 acres = \$0.8739 per square foot
- 1.0 - 5.0 acres = \$0.5826 per square foot
- 6.0 - 10.0 acres = \$0.4994 per square foot
- 11.0 - 20.0 acres = \$0.4162 per square foot"

5. AND THAT Section 14. AUTOMOBILE PARKING FEES that reads:

"Effective April 1, 2013

14.1 PARKING LOTS:

- (a) Short Term Lot First 15 minutes free
\$1.50 for the 1st hour or part thereof
(includes first 15 minutes)

\$2.50 for each additional hour or part thereof to a maximum of \$17.00 per 24 hours
\$845.00 for "Gold Pass" a six month pre-purchase program.

- (b) Long Term Lot
First 15 minutes free
\$1.50 per hour or part thereof (includes first 15 minutes), to a maximum of \$11.00 per 24 hours and a weekly maximum rate of \$52.00.
- (c) North End Lot & North Airport Way
First 24 hours free
\$7.00 for each additional 24 hours or part thereof."

be deleted in its entirety and replaced with the following:

"Effective April 1, 2014
14.1 PARKING LOTS:

- (a) Short Term Lot
First 15 minutes free
\$1.50 for the 1st hour or part thereof (includes first 15 minutes)
\$2.50 for each additional hour or part thereof to a maximum of \$18.50 per 24 hours
\$900.00 for "Gold Pass" a six month pre-purchase program.
- (b) Long Term Lot
First 15 minutes free
\$1.50 per hour or part thereof (includes first 15 minutes), to a maximum of \$12.00 per 24 hours and a weekly maximum rate of \$62.00.
- (c) North End Lot & North Airport Way
First 24 hours free
\$8.00 for each additional 24 hours or part thereof."

6. AND THAT Section 21. **AIRPORT FUEL TRUCK LICENCE FEE** that reads:

"A charge of \$0.033 per kilogram based on the Gross Vehicle Weight of the vehicle."

be deleted in its entirety and replaced with the following:

"Effective Feb. 15, 2014 a charge of \$0.040 per kilogram based on the Gross Vehicle Weight of the vehicle."

7. AND THAT Section 25. **SECURITY FEES AND CHARGES - EFFECTIVE APRIL 15, 2009** that reads:

"25. Security Fees and Charges - Effective April 15, 2009:

- 25.1 Lost or damaged security Restricted Area Identification Card (RAIC)
 - a. 1st Offence \$25.00
 - b. 2nd Offence \$50.00
 - c. 3rd and subsequent Offences \$75.00

Note: Fee is waived if security RAIC is considered stolen and police file number or ICBC claim number is produced to verify

- 25.2 Failure to Return RAIC on termination of employment - \$25.00 (charged to employer)
- 25.3 Lost Visitor Security Pass - \$25.00 (charged to escort)
- 25.4 Lost Security Key - \$25.00
- 25.5 Lost Parking Decal - \$25.00"

be deleted in its entirety and replaced with the following:

"25. Security Fees and Charges - Effective February 15, 2014:

- 25.1 Lost or damaged security Restricted Area Identification Card (RAIC)
 - a. 1st Offence \$50.00
 - b. 2nd Offence \$100.00
 - c. 3rd and subsequent Offences \$150.00

Note: Fee is waived if security RAIC is considered stolen and police file number or ICBC claim number is produced to verify

- 25.2 Failure to Return RAIC on termination of employment - \$25.00 (charged to employer)
- 25.3 Lost Visitor Security Pass - \$25.00 (charged to escort)
- 25.4 Lost Security Key - \$25.00
- 25.5 Lost Parking Decal - \$25.00
- 25.6 Lost Fuel Cards
 - a. 1st Offence \$50.00
 - b. 2nd Offence \$100.00
 - c. 3rd and subsequent Offences \$150.00"

- 8. This bylaw may be cited for all purposes as "Bylaw No. 10909, being Amendment No. 28 to Airport Fees Bylaw No. 7982."
- 9. This bylaw shall come into full force and effect and is binding on all persons as and from the date of adoption.

Read a first, second and third time by the Municipal Council this 27th of January, 2014.

Adopted by the Municipal Council of the City of Kelowna this

Mayor

City Clerk