



## CITY OF WEST KELOWNA

MINUTES OF THE SPECIAL MEETING OF COUNCIL  
HELD AT THE CITY OF WEST KELOWNA COUNCIL CHAMBERS,  
2760 CAMERON ROAD, WEST KELOWNA, BC  
ON TUESDAY, FEBRUARY 28, 2017

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MEMBERS PRESENT: His Worship Mayor Doug Findlater

Councillor Rick de Jong  
Councillor Rusty Ensign  
Councillor Rosalind Neis  
Councillor Bryden Winsby  
Councillor Carol Zanon

Absent: Councillor Duane Ophus

Staff Present: Jim Zaffino, CAO  
Tracey Batten, Deputy CAO  
Nancy Henderson, GM of Development Services  
Allen Fillion, GM of Engineering and Public Works  
Brent Magnan, Planning Manager  
Jaleen Rousseau, Planner  
Neil Wyatt, IT Support Services  
Shelley Schnitzler, Legislative Services Manager

1. **CALL THE SPECIAL COUNCIL MEETING TO ORDER:**

The meeting was called to order at 2:02 p.m.

This meeting is open to the public and all representations to Council form part of the public record. This meeting is being webcast live and will be archived on the City's website.

2. **INTRODUCTION OF LATE ITEMS:**

3. **ADOPTION OF AGENDA:**

**It was moved and seconded**

**THAT** the agenda be adopted as amended.

C155/17 **CARRIED UNANIMOUSLY**

4. **ADOPTION OF MINUTES:**

5. **MAYOR AND COUNCILLOR'S REPORTS:**

6. **PRESENTATIONS:**

7. **DELEGATIONS:**

8. **UNFINISHED BUSINESS:**

9. **DIVISION REPORTS:**

9.1 CHIEF ADMINISTRATIVE OFFICER

9.2 DEVELOPMENT SERVICES

9.2.1 Secondary Suite and Carriage House Workshop 2017

Information Report from the Planner

DECISION POINTS

1) **Orientation of Suite Entrance**

It was moved and seconded

**THAT** Council direct staff to amend the regulations to allow the suite entrance to face the same highway as the principal dwelling entrance provided the suite entrance appears subordinate to the entrance of the principal residence.

C156/17 CARRIED UNANIMOUSLY

2) **Suites in RC3 Zoned Parcels, Zoning Bylaw No. 0154, S.10.3**

It was moved and seconded

**THAT** Council direct staff to amend the regulations to allow secondary suites in RC3 zones on parcels with a minimum parcel size of 550 m<sup>2</sup>, provided they can meet the suite related requirements outlined in S.3.16 and Part 4 of the Zoning Bylaw.

C157/17 CARRIED UNANIMOUSLY

3) **Suites in CD Zones, Zoning Bylaw No. 0154, and Part 14**

It was moved and seconded

**THAT** Council direct staff to undertake a review of existing CD zones to determine if suites should be included as a permitted use on parcels with a minimum size of 550 m<sup>2</sup>, provided that they can meet the suite related requirements outlined in S.3.16 and Part 4 of the Zoning Bylaw.

C158/17 CARRIED UNANIMOUSLY

- 4) **1.5 storey carriage house with the upper portion at 75% of the Main Floor, Zoning Bylaw No. 0154, S.3.26.6**

It was moved and seconded

**THAT** Council direct staff to not make changes to Section 3.26.6 of Zoning Bylaw No. 0154.

C159/17 CARRIED; Councillors Ensign and Neis opposed.

- 5) **Roof Peak Height, Zoning Bylaw No. 0154, 3.26.5**

It was moved and seconded

**THAT** Council direct staff to not make changes to Section 3.26.6 of Zoning Bylaw No. 0154.

C160/17 CARRIED; Councillor Ensign opposed.

- 6) **Decks and Patios as Prohibited, Zoning Bylaw No. 0154, 3.26.12**

It was moved and seconded

**THAT** Council direct staff to not make changes to Section 3.16.12 of Zoning Bylaw No. 0154.

C161/17 CARRIED; Councillor Neis opposed

- 7) **Maximum Gross Floor Area (GFA), Zoning Bylaw No. 0154, S.3.26.4 Table 3.12**

It was moved and seconded

**THAT** Council direct staff to not make changes to Section 3.26.4, Table 3.12 of Zoning Bylaw No. 0154.

C162/17 CARRIED; Councillor Ensign opposed

- 8) **Solid Screening Requirement S.3.26.11**

It was moved and seconded

**THAT** Council direct staff to amend the regulation to reduce the screening requirement so that it applies to the area adjacent to the carriage house structure and amenity space only.

C163/17 CARRIED UNANIMOUSLY

9) **Shared Access Sign Off, Zoning Bylaw No. 0154, S.3.16.5**

Councillor Ensign declared a Conflict of Interest as his family built one of the access lanes, and left the Council Chambers at 3:08 p.m.

It was moved and seconded

**THAT** Council direct staff to remove the requirement for sign-off by all shared access owners, easement holders or strata councils, where applicable, when a secondary suite or carriage house is legalized.

C164/17 CARRIED; Councillors de Jong and Zanon opposed.

Councillor Ensign returned to the Council table at 3:18 p.m.

10) **Business License Requirement, Bylaw No. 0087. S.2.13**

It was moved and seconded

**THAT** Council direct staff to eliminate the business license requirement.

C165/17 DEFEATED; Mayor Findlater, Councillors Neis, Winsby and Zanon

It was moved and seconded

**THAT** Council direct staff to not make changes to this regulation

C166/17 CARRIED; Councillors de Jong and Ensign opposed.

11) **Enforcement, Secondary Suite Policy, S.4.7 & Zoning Bylaw No. 0154**

It was moved and seconded

**THAT** Council postpone making a decision on Decision Point 11 pending the Bylaw Enforcement Policy Council discussion scheduled for March 28.

C167/17 CARRIED UNANIMOUSLY

12) **Enforcement, Secondary Suite Policy, S.4.7 & Zoning Bylaw No. 0154**

It was moved and seconded

**THAT** Council direct staff to increase opportunities to educate property owners of the responsibility for legalization and risks of not meeting basic safety requirements related to the operation of secondary suites and carriage houses.

C168/17 CARRIED UNANIMOUSLY

9.3 ENGINEERING AND PUBLIC WORKS

9.4 FINANCE, ADMINISTRATIVE AND PROTECTIVE SERVICES

10. **CORRESPONDENCE AND INFORMATION ITEMS:**

11. **NOTICE OF MOTION:**

12. **OTHER BUSINESS:**

13. **ADJOURNMENT OF THE SPECIAL MEETING:**

The meeting adjourned at 3:45 p.m.

'Doug Findlater'

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M A Y O R

CERTIFIED CORRECT:

'Shelley Schnitzler'

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LEGISLATIVE SERVICES MANAGER