CITY OF WEST KELOWNA

MINUTES OF THE SPECIAL MEETING OF COUNCIL

Thursday, December 10, 2020
COUNCIL CHAMBERS
2760 CAMERON ROAD, WEST KELOWNA, BC

MEMBERS PRESENT: Mayor Gord Milsom
Councillor Rick de Jong
Councillor Doug Findlater
Councillor Jason Friesen
Councillor Stephen Johnston
Councillor Carol Zanon
Councillor Jayson Zilkie

Staff Present: Paul Gipps, CAO
Allen Fillion, Director of Engineering and Public Works
Warren Everton, CFO
Jason Brolund, Fire Chief
Sandy Webster, Director of Corporate Initiatives
Michelle Reid, Director of Human Resources
Mark Koch, Director of Development Services
Shelley Schnitzler, Legislative Services Manager/Corporate Officer
Lisa Siavashi, Financial Services Manager/Deputy CFO
Stacey Harding, Parks and Fleet Operations Manager
Erin Goodwin, Facilities and Recreation Manager
Rob Hillis, Engineering Manager
Mike Cain, Bylaw Services Manager
Chris Anderson, Public Works Manager
Chad Gartrell, Assistant Fire Chief
Travis Clarke, Information Services Manager
Duncan Dixon, Staff Sgt., RCMP
Kari O'Rourke, Communications Manager
Kathi Watt, Police Services Supervisor
Jeff Fletcher, Facilities Supervisor
Dan Ricciuti, Utilities Supervisor
Andrea Mandau, Senior Accountant
Jag Badhan, Senior Accountant

1. CALL THE SPECIAL COUNCIL MEETING TO ORDER

The meeting was called to order at 9:03 a.m..

It was acknowledged that this meeting was held on the traditional territory of the Syilx/Okanagan Peoples.

Procedural Motion:

It was moved and seconded

Resolution No. C320/20

WHEREAS the Minister of Public Safety and Solicitor General, under the *Emergency Program Act*, has issued Ministerial Order No. M192, dated June 17, 2020 in regards to "Local Government Meetings and Bylaw Process (COVID-19) Order No. 3", therefore be it resolved;

THAT Council does not allow members of the public to attend this open meeting as the meeting space will not accommodate members of the public in accordance with the requirements or recommendations under the *Public Health Act*; and

THAT Council hereby notifies the public that this meeting is being webcast live and will be archived on the City's website to ensure openness, transparency, accessibility and accountability in respect of the meeting.

CARRIED UNANIMOUSLY

2. INTRODUCTION OF LATE ITEMS

2.1 Replacement Page 15 of the Agenda package

2.2 Replacement Page 49 of the Financial Plan document

3. ADOPTION OF AGENDA

It was moved and seconded

Resolution No. C321/20

THAT the agenda be adopted as amended.

CARRIED UNANIMOUSLY

4. ADOPTION OF MINUTES

5. MAYOR AND COUNCILLOR'S REPORTS

6. DELEGATIONS

7. UNFINISHED BUSINESS

8. DIVISION REPORTS

8.1 CHIEF ADMINISTRATIVE OFFICER

The CAO provided an introduction of the 2021 proposed budget.

8.2 FINANCIAL SERVICES

8.2.1 Draft 2021-2025 Financial Plan, Supplemental Requests and Ten-Year Capital Plan

The CFO provided an overview of the 2021-2025 Financial Plan.

The meeting recessed at 10:18 a.m.
The meeting reconvened at 10:33 a.m.

It was moved and seconded

Resolution No. C322/20

THAT Council support the 2021 supplemental Budget Requests:

S2021-1 Material Disposal Costs - $10,000 – Public Works – Roads and Drainage;

S2021-2 Winter Sale and Sand Purchase - $8,000 – Public Works – Roads and Drainage;

S2021-3 Contract Services Sidewalk Repairs - $10,000 – Public Works – Roads and Drainage;

S2021-4 Storm Pond – Annual Sediment Removal Program - $50,000 – Public Works – Roads and Drainage;

S2021-5 Rock Fall and Slope Maintenance - $50,000 – Public Works – Roads and Drainage;

S2021-6 Critical Spare/Emergency Equipment - $75,000 – Public Works – Powers Creek Water Treatment Plant.

CARRIED UNANIMOUSLY

SUPPLEMENTAL – NEW FTE'S - 2021

It was moved and seconded

Resolution No. C323/20

THAT Council support the 2021 supplemental New FTE Budget Request:

FTE2021-1 Business Licensing Supervisor – Bylaw Compliance

CARRIED; Councillors Johnston and Zilkie opposed

It was moved and seconded

Resolution No. C324/20

THAT Council support the 2021 supplemental Budget Request:

FTE2021-2 Engineering Tech II – Engineering

CARRIED; Councillors Findlater and Johnston opposed

The meeting recessed at 11:58 a.m.
The meeting reconvened at 12:31 p.m.

It was moved and seconded

Resolution No. C325/20

THAT Council support the 2021 supplemental Budget Request:

FTE2021-3 Police Services Assistant – Police Services

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C326/20

THAT Council support the 2021 supplemental Budget Request:

F2021-8 Regular Member – Police Services, with consideration of the funding formula to be presented at time of second reading of the bylaw.

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C327/20

THAT Council support the 2021 supplemental Budget Request:

FTE2021-4 Relief Mechanic – Fleet

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C328/20

THAT Council support the 2021 supplemental Budget Request:

FTE2021-5 Intermediate Accounting Clerk – Finance

CARRIED; Councillors Findlater and Johnston opposed

It was moved and seconded

Resolution No. C329/20

THAT Council support the 2021 supplemental Budget Request:

FTE2021-6 Term: Communications Advisor – Communications

DEFEATED; Councillors de Jong, Johnston, Findlater, Friesen, and Zilkie opposed

It was moved and seconded

Resolution No. C330/20

THAT Council support the 2021 supplemental Budget Request:

FTE2021-7 Human Resource Assistant – Human Resources

CARRIED; Councillor Findlater opposed

SUPPLEMENTAL – NEW FTE'S (FROM 2020)

It was moved and seconded

Resolution No. C331/20

THAT Council support the 2021 supplemental New FTE Budget Request:

FTE2020-2 Parks Maintenance Operator II – Parks

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C332/20

THAT Council support the 2021 supplemental New FTE Budget Request:

FTE2020-6 Turf Mowing Crew – Parks

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C333/20

THAT Council support the 2021 supplemental New FTE Budget Request:

FTE2020-8 GIS Coordinator – Information Services

CARRIED; Councillor Johnston opposed

It was moved and seconded

Resolution No. C334/20

THAT Council support the 2021 supplemental New FTE Budget Request:

FTE2020-9 Roads and Drainage Foreman – Roads Drainage

DEFEATED; Councillors de Jong, Johnston, Friesen, Findlater, and Zilkie opposed

The meeting recessed at 1:55 p.m.
The meeting reconvened at 2:12 p.m.

It was moved and seconded

Resolution No. C3335/20

THAT Council consider and resolve that FTE 2020-9 be reconsidered; and

THAT Staff be directed to look at opportunities to reduce the equivalent costs.

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C336/20

THAT Council consider and resolve to initiate a 5-year pilot project starting in 2021 to bring in a 4 person capital works crew to be funded from capital; and further

THAT Staff report back on the projects and the timing of the projects to be undertaken, on a quarterly basis.

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C337/20

THAT Council support the 2021 Capital Budget Request for Roads as follows:

C2021-01 Road Rehab Program $1,200,000

C2021-02 Pavement Management Plan $100,000

C2021-03 Gellatly Road North and Carrington Road Intersection Improvements $2,500,000

C2021-04 Shannon Lake Bartley and Stevens Roads Intersection Improvements $2,800,000

C2021-05 Shannon View Slope Improvements $440,000

C2021-06 Bridges Maintenance – Per Stantec Bridge Maintenance Report $190,000

C2021-07 Westlake Road Turtle Fencing $40,000

CARRIED; Councillor de Jong opposed

It was moved and seconded

Resolution No. C338/20

THAT Council support the 2021 Capital Budget Request for Equipment as follows:

C2021-18 Zamboni Replacement $200,000

CARRIED; Councillors de Jong and Findlater opposed

It was moved and seconded

Resolution No. C339/20

THAT Council support the 2021 Capital Budget Request for Equipment as follows:

C2021-17 Asphalt Hot-Box and Equipment $103,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C340/20

THAT Council support the 2021 Capital Budget Request for Equipment as follows:

C2021-16 Hook Truck $100,000

DEFEATED; Councillors de Jong, Findlater, Johnston and Zilkie opposed

It was moved and seconded

Resolution No. C341/20

THAT Council support the 2021 Capital Budget Request for Equipment as follows:

C2021-08 Parks Maintenance Equipment $44,700

C2021-09 Sidewalk Snow Blower Attachment $23,000

C2021-10 Utilities Truck Replacements Pickups (2) $90,000

C2021-11 Plate Compactor $22,000

C2021-12 New Trailer $18,000

C2021-13 Utilities Truck Replacement – Cube Truck $93,000

C2021-14 Backhoe Replacement $160,000

C2021-15 Bobcat Replacement $95,000

C2021-19 Community Policing Van $38,000

CARRIED UNANIMOUSLY

The meeting recessed at 3:45 p.m.
The meeting reconvened at 4:01 p.m.

It was moved and seconded

Resolution No. C342/20

THAT Council support the 2021 Capital Budget Request for Development Services as follows:

C2021-20 Development Cost Charge (DCC) Bylaw 0190 Review and Update $100,000

C2021-21 Corporate Climate Action Plan $70,000

C2021-22 Official Community Plan Review $135,000

C2021-23 Point In Time Count $10,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C343/20

THAT Council support the 2021 Capital Budget Request for Storm Drainage as follows:

C2021-24 Rosewood to Westlake Drainage and Dam Release $455,000

C2021-25 Lansbury Way Drainage Improvements $300,000

C2021-26 Surrey Road Drainage Improvements $50,000

C2021-27 Spyglass to Westview Channel Improvements $85,000

C2021-28 Flood Risk Assessment $180,000

C2021-29 Inverness Culvert Replacement $100,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C344/20

THAT Council support the 2021 Capital Budget Request for Pedestrian Infrastructure as follows:

C2021-30 Pedestrian Improvement Program – Sidewalks $1,200,000

C2021-31 Recreation / Lakeside Trails $100,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C345/20

THAT Council support the 2021 Capital Budget Request for Parks and Community Amenities as follows:

C2021-41 Parks Master Plan – Five Year Update $80,000

DEFEATED; Councillors de Jong, Johnston, Friesen, Findlater, Zilkie and Zanon opposed

It was moved and seconded

Resolution No. C346/20

THAT Council support the 2021 Capital Budget Request for Parks and Community Amenities as follows:

C2021-32 Infield Soil Replacements – Ranch CR1-A.5 $12,000

C2021-33 Casa Loma Dock Improvements CR4.2 $137,000

C2021-34 Playground Repairs $50,000

C2021-35 Beach Access Property Alignments $50,000

C2021-36 Repave Hall #32 Front Lot $24,000

C2021-37 Geese Deterrent Lighting $7,500

C2021-38 Christmas Display Improvements $40,000

C2021-39 Boucherie Parking Lot Improvements $20,000

C2021-40 Bear Proof Garbage Cans $12,000

C2021-42 Parks Irrigation – Renewal and Replacement $40,000

C2021-43 Playground Equipment Replacements – New $75,000

C2021-44 Mount Boucherie Courtyard Surface Replacement $75,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C347/20

THAT the meeting be extended to 6:00 p.m.

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C348/20

THAT Council support the 2021 Capital Budget Request for General Capital as follows:

C2021-45 Asset Management Plan Implementation $100,000

CARRIED; Councillor Findlater opposed

It was moved and seconded

Resolution No. C349/20

THAT Council support the 2021 Capital Budget Request for Facilities as follows:

C2021-46 Fire Hall #31 – Fall Protection $60,000

C2021-47 Fire Hall #31 – Dorm Renovations $25,000

C2021-48 Fire Hall #31 – Security Fence and Gate $15,000

C2021-49 Fire Hall #32 – Tender Drawings (Recommend Parcel Tax) $750,000

C2021-50 Johnson Bentley Aquatic Centre – Fitness Equipment Upgrade $18,000

C2021-51 Arena – Jim Lind – Ammonia Chiller Replacement $450,000

C2021-52 Seniors' Centre – Air Conditioner Replacement $25,000

C2021-53 Public Works Yard Site Preparation and Tender Drawings $275,000

C2021-54 City Hall – Concept Plan, Tender Drawings and Consulting Services $2,000,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C350/20

THAT Council support the 2021 Capital Budget Request for Fire Department Equipment as follows:

C2021-55 Self Contained Breathing Apparatus $1,072,000

CARRIED; Councillor Zilkie opposed

Mayor Milsom left the meeting at 5:32 p.m.

It was moved and seconded

Resolution No. C351/20

THAT Council support the 2021 Capital Budget Request for Fire Department Equipment as follows:

C2021-56 Personal Protective Equipment $90,000

CARRIED UNANIMOUSLY (Mayor Milsom was not present for the vote)

Mayor Milsom returned to the meeting at 5:36 p.m.

It was moved and seconded

Resolution No. C352/20

THAT Council support the 2021 Capital Budget Request for Information Services as follows:

C2021-57 Server Replacement – Core $36,000

C2021-58 Network Replacement – Access/Layer 3 Switches $43,275

C2021-59 Network Replacement – Wireless Access Points $13,600

C2021-60 Annual Orthophoto/Dem/Contour Update $40,000

C2021-61 External Endpoint Management $5,500

C2021-62 Non-Microsoft Patching $5,300

C2021-63 Datacentre – Power Distribution Units $13,200

C2021-64 CityView Software Enhancement – Online Permit Application $40,000

C2021-65 Budget Software $100,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C353/20

THAT Council support the 2021 Capital Budget Request for Water Utility as follows:

C2021-66 Powers Creek Water Treatment Plant Emergency Call Out Upgrade $35,000

C2021-67 Powers Creek Water Treatment Plan Compressor Replacement $44,100

C2021-68 Powers Creek Water Treatment Plant Cybersecurity Upgrade $30,000

C2021-69 Powers Creek Water Treatment Plant Flash Mix Repair/Upgrade $43,600

C2021-70 Powers Creek Water Treatment Plant Power Meter $22,215

C2021-71 Rose Valley Water Treatment Plant – Borrowing $23,500,000

C2021-72 CWK Back Flow Prevention $25,000

C2021-73 Hydrant Extensions $84,925

C2021-74 Phase 10 Generator $122,400

C2021-75 Sunnyside Intake Screen Replacement $65,250

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C354/20

THAT the 2021 Grants In Aid be approved in principle.

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C355/20

THAT the meeting be extended to 6:15 p.m.

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C356/20

THAT Council direct staff to incorporate the supported supplemental budget requests, capital projects, additions and deletions into the City of West Kelowna's Financial Plan for 2021-2025; and

THAT Council give first reading to City of West Kelowna 2021-2025 Financial Plan Bylaw No. 0284, 2020.

CARRIED; Councillor Findlater opposed

8.2.2 2021 Financial Plan Early Approval Requests

It was moved and seconded

Resolution No. C357/20

THAT Council authorize staff to proceed with the capital expenditures, supplemental FTE's and supplemental requests on the attached Schedules A and Schedule B as amended, to include the Design Technologist, to remove FTE2021-6 Term Communications Advisor, to remove C02021-16 Hook Truck, and to remove C2021-41 Parks Master Plan – Five Year Update.

CARRIED UNANIMOUSLY

9. CORRESPONDENCE AND INFORMATION ITEMS

10. NOTICE OF MOTION

11. ADJOURNMENT OF THE SPECIAL MEETING

The meeting adjourned at 6:08 p.m.

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MAYOR

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LEGISLATIVE SERVICES MANAGER/CORPORATE OFFICER