



CITY OF WEST KELOWNA
MINUTES OF THE SPECIAL MEETING OF COUNCIL

Monday, January 30, 2023
Tuesday, January 31, 2023
COUNCIL CHAMBERS
2760 CAMERON ROAD, WEST KELOWNA, BC

MEMBERS PRESENT: Mayor Gord Milsom
Councillor Tasha Da Silva
Councillor Rick de Jong
Councillor Jason Friesen
Councillor Stephen Johnston
Councillor Garrett Millsap
Councillor Carol Zanon (arrived at 4:58 p.m.)

Staff Present: Paul Gipps, CAO
Allen Fillion, Director of Engineering / Operations
Warren Everton, Director of Finance / CFO
Sandy Webster, Director of Corporate Initiatives
Jason Brolund, Fire Chief
Brent Magnan, Director of Development Approvals
Corinne Boback, Legislative Services Manager/Corporate Officer
Lisa Siavashi, Financial Services Manager/Deputy CFO
Kevin Bouchier, Recreation and Culture Supervisor
Andrea Mandau, Senior Accountant
Jag Badhan, Senior Accountant
Kari O'Rourke, Communications and Engagement Manager
Chris Anderson, Public Works Manager
Nilton Praticante, Engineering Supervisor
Rob Hillis, Engineering Manager
Mike Cain, Bylaw Services Manager
Mark Roberts, Parks Manager
Erin Goodwin, Facilities and Recreation Manager
Stacey Harding, Fleet Operations and Project Manager
Jeff Fletcher, Facilities Supervisor
Travis Clarke, Information Services Manager

1. CALL THE SPECIAL COUNCIL MEETING TO ORDER

The meeting was called to order on Monday, January 30, 2023 at 4:02 p.m.

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

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

2. INTRODUCTION OF LATE ITEMS

3. ADOPTION OF AGENDA

It was moved and seconded

Resolution No. C021/23

THAT the agenda be adopted as presented.

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

8.2 FINANCIAL SERVICES

8.2.1 Draft 2023 - 2027 Financial Plan, Supplemental Requests and Ten-Year Capital Plan

The Chief Financial Officer acknowledged his team on their hard work and efforts coordinating the budget and provided an overview of the 2023-2027 Financial Plan.

Councillor Zanon joined the meeting at 4:58 p.m.

The meeting recessed at 5:57 p.m.

The meeting reconvened at 6:33 p.m.

SUPPLEMENTAL – NEW FTE’S - 2023

It was moved and seconded

Resolution No. C022/23

THAT Council support the 2023 supplemental New FTE Budget Request:

FTE2023-1 Community Support Officer – Bylaw and Enforcement

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C023/23

THAT Council support the 2023 supplemental New FTE Budget Request:

FTE2023-2 Junior Accountant Clerk – Financial Services

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

It was moved and seconded

Resolution No. C024/23

THAT Council support the 2023 supplemental New FTE Budget Request:

FTE2023-3 Program and Event Coordinator – Facilities Recreation and Culture

DEFEATED; Councillors de Jong, Johnston, Friesen, Zanon and Da Silva opposed

It was moved and seconded

Resolution No. C025/23

THAT Council support the 2023 supplemental New FTE Budget Request:

FTE2023-4 IS Infrastructure and Service Desk Supervisor – Information Services

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C026/23

THAT Council support the 2023 supplemental New FTE Budget Request:

FTE2023-5 Parks and Planning Analyst - Parks

DEFEATED; Councillors Zanon, Da Silva, Johnston, de Jong, Friesen and Millsap opposed

It was moved and seconded

Resolution No. C027/23

THAT Council support the 2023 supplemental New FTE Budget Request:

FTE2023-6 Legal Admin – Legal Services

CARRIED; Councillors Johnston, de Jong and Zanon opposed

It was moved and seconded

Resolution No. C028/23

THAT Council support the 2023 supplemental New FTE Budget Request:

FTE2023-7 Constable – Regular Member – Police Services

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C029/23

THAT Council support the 2023 supplemental New FTE Budget Request:

FTE2023-8 Constable – Regular Member – Police Services

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C030/23

THAT Council support the 2023 supplemental New FTE Budget Request:

FTE2023-9 2 Flexible Firefighters – Fire Department

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C031/23

THAT Council support the 2023 supplemental New FTE Budget Request:

FTE2023-10 Seasonal Bylaw Officer – Bylaw and Enforcement

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C032/23

THAT Council support the 2023 supplemental New FTE Budget Request:

FTE2023-11 POC – Fire Department

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C033/23

THAT Council support the 2023 supplemental New FTE Budget Request:

FTE2023-12 Utility Operator III – Utilities: Water Distribution and Wastewater Collections

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C034/23

THAT Council support the 2023 supplemental New FTE Budget Request:

FTE2023-13 Watershed Operator (Seasonal) – Utilities: Water Distribution and Wastewater Collections; and

FTE2023-14 Watershed Operator (Seasonal) – Utilities: Water Distribution and Wastewater Collections

CARRIED UNANIMOUSLY

SUPPLEMENTAL – NEW FTE’S (FROM 2022)

It was moved and seconded

Resolution No. C035/23

THAT Council support the 2023 supplemental New FTE Budget Request:

FTE2022-15 Operator II – RV-WTP; and

FTE2022-16 Operator I – RV-WTP

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C036/23

THAT Council support the 2023 Capital Budget Request for Roads as follows:

C2023-01 Road Rehab Program \$1,200,000

CARRIED UNANIMOUSLY

The meeting recessed at 8:00 p.m.

The meeting reconvened on Tuesday, January 31, 2023 at 12:03 p.m.

MEMBERS PRESENT: Mayor Gord Milsom
Councillor Tasha Da Silva
Councillor Rick de Jong
Councillor Jason Friesen
Councillor Stephen Johnston
Councillor Garrett Millsap
Councillor Carol Zanon

Staff Present: Paul Gipps, CAO
Allen Fillion, Director of Engineering / Operations
Warren Everton, Director of Finance / CFO
Jason Brolund, Fire Chief
Brent Magnan, Director of Development Approvals
Corinne Boback, Legislative Services Manager/Corporate Officer
Lisa Siavashi, Financial Services Manager/Deputy CFO
Chris Anderson, Public Works Manager
Rob Hillis, Engineering Manager
Mike Cain, Bylaw Services Manager
Mark Roberts, Parks Manager
Erin Goodwin, Facilities and Recreation Manager
Stacey Harding, Fleet Operations and Project Manager
Chad Gartrell, Deputy Fire Chief

Trevor Bredin, Assistant Fire Chief

Nilton Praticante, Engineering Supervisor

Jeff Fletcher, Facilities Supervisor

Kevin Bouchier, Recreation and Culture Supervisor

Andrea Mandau, Senior Accountant

Jag Badhan, Senior Accountant

It was moved and seconded

Resolution No. C037/23

THAT Council support the 2023 Capital Budget Request for Roads as follows:

C2023-02 LED Streetlight Replacements \$300,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C038/23

THAT Council support the 2023 Capital Budget Request for Roads as follows:

C2023-03 Boucherie from Ogden to Gregory, and Pathway from Gregory to Green Bay Construction \$2,400,000

CARRIED; Councillors Zanon and de Jong opposed

It was moved and seconded

Resolution No. C039/23

THAT Council support the 2023 Capital Budget Request for Roads as follows:

C2023-04 Elliott from Smith Creek to Reece, Construction \$250,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C040/23

THAT Council support the 2023 Capital Budget Request for Roads as follows:

C2023-05 Master Transportation Plan Update \$75,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C041/23

THAT Council support the 2023 Capital Budget Request for Roads as follows:

C2023-06 Butt Road Sidewalk and Old Okanagan Intersection Improvements, Construction \$2,750,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C042/23

THAT Council support the 2023 Capital Budget Request for Roads as follows:

THAT C2023-07 Casa Loma Emergency Access \$750,000 be denied until staff bring back additional financial information.

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C043/23

THAT Council support the 2023 Capital Budget Request for Equipment as follows:

C2023-08 Sidewalk Machine with plow, snowblower, flail mower and sand/salt spreader \$340,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C044/23

THAT Council support the 2023 Capital Budget Request for Equipment as follows:

C2023-09 Treatment Plant Supervisor Vehicle – Electric \$48,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C045/23

THAT Council support the 2023 Capital Budget Request for Equipment as follows:

C2023-10 Replacement Garbage Truck \$285,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C046/23

THAT Council support the 2023 Capital Budget Request for Equipment as follows:

C2023-11 Capital Crew Excavator and Trailer \$435,000 be denied.

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C047/23

THAT Council support the 2023 Capital Budget Request for Equipment as follows:

C2023-12 Treatment Plant Crew Cab \$83,000

CARRIED; Councillor Johnston opposed

It was moved and seconded

Resolution No. C048/23

THAT Council support the 2023 Capital Budget Request for Equipment as follows:

C2023-13 Water Reservoir Excavator \$205,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C049/23

THAT Council support the 2023 Capital Budget Request for Equipment as follows:

C2023-14 Utility Operator Pickup \$75,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C050/23

THAT Council support the 2023 Capital Budget Request for Equipment as follows:

C2023-15 Survey Equipment \$50,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C051/23

THAT Council support the 2023 Capital Budget Request for Equipment as follows:

C2023-16 Parks Trailers \$33,000

CARRIED UNANIMOUSLY

The meeting recessed at 1:57 p.m.

The meeting reconvened 2:14 p.m.

Section 3 – Development Services (no capital requests) – The Director of Approvals provided an explanation why there are no capital requests and was available for comments or questions from Council.

It was moved and seconded

Resolution No. C052/23

THAT Council support the 2023 Capital Budget Request for Storm Drainage as follows:

C2023-17 Inverness Culvert Replacement 2023 \$730,000

C2023-18 Mt. Boucherie – Boucherie Road Drainage Improvements \$35,000

C2023-19 Shannon Lake – Shannon Woods Way Diversion Structure \$50,000

C2023-20 Green Bay Neighbourhood Drainage Improvements \$250,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C053/23

THAT Council support the 2023 Capital Budget Request for Pedestrian Infrastructure as follows:

C2023-21 Pedestrian Improvement Program – Sidewalks \$1,500,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C054/23

THAT Council support the 2023 Capital Budget Request for Pedestrian Infrastructure as follows:

C2023-22 Walkway Repairs (Stairs) \$200,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C055/23

THAT Council support the 2023 Capital Budget Request for Cemetery as follows:

C2023-23 Cemetery Marker Placement Strips \$30,000

C2023-24 Future Columbarium Design \$33,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C056/23

THAT Council support the 2023 Capital Budget Request for Parks and Community Amenities as follows:

C2023-25 Bear Proof Garbage Cans \$16,269

C2023-26 Parks Master Plan – Five Year Update \$110,000

C2023-27 Parks Irrigation – Renewal and Replacement (Asset Management) \$100,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C057/23

THAT Council support the 2023 Capital Budget Request for Parks and Community Amenities as follows:

C2023-28 Playground Equipment Replacements (Julia's Junction) \$750,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C058/23

THAT Council support the 2023 Capital Budget Request for Parks and Community Amenities as follows:

C2023-29 Entrance Sign Power \$65,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C059/23

THAT Council support the 2023 Capital Budget Request for Parks and Community Amenities as follows:

C2023-30 Pickleball and Tennis Court Resurfacing (Asset Management) \$126,334

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C060/23

THAT Council support the 2023 Capital Budget Request for General Capital as follows:

C2023-31 Asset Management Plan 2023 \$100,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C061/23

THAT Council support the 2023 Capital Budget Request for Facilities as follows:

C2023-32 MBCC – Conversion Tender Drawings \$150,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C062/23

THAT Council support the 2023 Capital Budget Request for Facilities as follows:

C2023-33 MBCC – Gym Addition Feasibility Study \$40,000 only if the application for a grant is approved.

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C063/23

THAT Council support the 2023 Capital Budget Request for Facilities as follows:

C2023-34 Fire Hall #32 – Facility Replacement (Recommend Parcel Tax) \$8,000,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C064/23

THAT Council support the 2023 Capital Budget Request for Facilities as follows:

C2023-35 Fire Hall #33 – Decontamination Gear Room Addition
\$500,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C065/23

THAT Council support the 2023 Capital Budget Request for Facilities as follows:

C2023-36 Fire Hall #34 – Emergency Generator \$100,000

C2023-37 Fire Hall #34 – HVAC Replacement \$40,000

C2023-38 Fire Hall – Vehicle Exhaust Replacement \$15,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C066/23

THAT Council support the 2023 Capital Budget Request for Facilities as follows:

C2023-39 Johnson Bentley AC – Future Facility Needs Assessment
\$60,000

C2023-40 Arena – Jim Lind – Radiant Heater Replacement \$35,000

C2023-41 Arena – Royal LePage – Electrical Upgrade Study \$25,000

C2023-42 Arena – Royal LePage – Hot Water Boiler \$35,000

C2023-43 Mt. Boucherie Baseball Concession Roof \$20,000

C2023-44 Lions Hall – AC Unit Replacement \$45,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C067/23

THAT Council support the 2023 Capital Budget Request for Facilities as follows:

C2023-45 Operations Centre Construction Phase II \$2,000,000 be denied.

CARRIED; Councillor Friesen opposed

The meeting recessed at 3:44 p.m.

The meeting reconvened 3:54 p.m.

It was moved and seconded

Resolution No. C068/23

THAT the meeting be extended to 7:00 p.m.

CARRIED UNANIMOUSLY

Councillor Zanon left the meeting at 3:55 p.m. and returned at 3:57 p.m.

It was moved and seconded

Resolution No. C069/23

THAT Council support the 2023 Capital Budget Request for Facilities as follows:

C2023-46 RCMP – Expansion Concept Plans \$25,000

C2023-47 RCMP – Office Construction \$30,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C070/23

THAT Council support the 2023 Capital Budget Request for Fire Department Equipment Capital as follows:

C2023-48 Vehicle Replacement Fire Dept – Command/Prevention
\$120,000

CARRIED; Councillors Friesen and Zanon opposed

It was moved and seconded

Resolution No. C071/23

THAT Council support the 2023 Capital Budget Request for Fire Department Equipment Capital as follows:

C2023-49 Fire Truck – Type II Tender \$800,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C072/23

THAT Council support the 2023 Capital Budget Request for Fire Department Equipment Capital as follows:

C2023-50 Hose, Nozzles and Appliances \$100,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C073/23

THAT Council support the 2023 Capital Budget Request for Fire Department Equipment Capital as follows:

C2023-51 Personal Protective Equipment \$81,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C074/23

THAT Council support the 2023 Capital Budget Request for Fire Department Equipment Capital as follows:

C2023-52 Rescue Equipment \$100,000

CARRIED UNANIMOUSLY

Fire Chief Brolund introduced new Assistant Fire Chief Bredin to Council.

It was moved and seconded

Resolution No. C075/23

THAT Council support the 2023 Capital Budget Request for Information Services as follows:

C2023-53 Client Hardware – Replacement \$118,900

C2023-54 Server Replacement – Other (Backup, Tape, DC, Phone) \$12,000

C2023-55 Network Replacement – Wireless Backhaul \$8,000

C2023-56 Tape system to backup data – Tape Drives (Replacement) \$5,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C076/23

THAT Council support the 2023 Capital Budget Request for Information Services as follows:

C2023-57 Main City Software Platform \$2,000,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C077/23

THAT Council support the 2023 Capital Budget Request for Information Services as follows:

C2023-58 Annual Orthophoto/DEM/Contour Update \$40,000

C2023-60 Passwordless Authentication \$11,800

C2023-61 Network Attached Storage – Hardware Replacement \$33,239

C2023-62 CityView Code Enforcement Module \$125,000

C2023-63 CRM Implementation \$15,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C078/23

THAT Council support the 2023 Capital Budget Request for Information Services as follows:

C2023-59 CityView Licensing Module \$125,000

CARRIED; Councillors de Jong and Millsap opposed

It was moved and seconded

Resolution No. C079/23

THAT Council support the 2023 Capital Budget Request for Police Services and Bylaw as follows:

C2023-65 GIS Workstations – Heritage \$17,405

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C080/23

THAT Council support the 2023 Capital Budget Request for Water Utility as follows:

C2023-67 SCADA System Backbone and Upgrades \$733,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C081/23

THAT Council support the 2023 Capital Budget Request for Water Utility as follows:

C2023-68 Fire Hydrant Coverage \$75,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C082/23

THAT Council support the 2023 Capital Budget Request for Water Utility as follows:

C2023-69 Water Master Plan Update \$250,000

CARRIED UNANIMOUSLY

The meeting recessed at 5:30 p.m.

The meeting reconvened at 6:05 p.m.

It was moved and seconded

Resolution No. C083/23

THAT Council support the 2023 Capital Budget Request for Water Utility as follows:

C2023-70 Snow Pillow Monitoring \$30,000

C2023-71 PCWTP Intake Screen and Hypochlorite Design (In addition to \$130,000 budget approved in 2022) \$95,000

C2023-72 PCWTP Intake Screen and Hypochlorite Construction \$2,600,000

C2023-73 PCWTP SCADA Hardware Upgrade \$65,000

C2023-74 PCWTP Vibration Monitoring Equipment \$30,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C084/23

THAT Council support the 2023 Capital Budget Request for Water Utility as follows:

C2023-75 WKW – Water Sample Stations \$50,000

C2023-76 WKW – Electrical and Instrumentation Renewals \$202,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C085/23

THAT Council support the 2023 Capital Budget Request for Sewer Utility as follows:

C2023-77 Sunnyside Lift Station – Safety Improvement and Electrical Upgrade \$150,000

C2023-78 Stevens Road Lift Station Construction (Additional Project Funding Request) (Total Project Cost: \$2,372,000 (DCC \$558,000 + Eqpt Fin \$1,704,000) \$1,122,000

C2023-79 Sewer Utility – Electrical Instrumentation Renewal \$236,900

CARRIED UNANIMOUSLY

8.2.2 2023 Financial Plan Early Approval Requests

It was moved and seconded

Resolution No. C086/23

THAT Council resolve to authorize staff to proceed with the capital expenditures and supplemental FTE staffing requests on the attached Schedules A and B as amended.

CARRIED UNANIMOUSLY

The Mayor provided a summary and discussed wording about keeping the tax rate to 5%.

Mayor Milsom provided a summary of the City of West Kelowna budget and thanked staff for bringing forward a responsible budget.

It was moved and seconded

Resolution No. C087/23

THAT Council allocate the remaining discretionary funds to be invested in City reserve accounts after the completion of the Grant in Aid process; and

THAT the proposed property tax increase remain at 5% until further consideration; and

THAT Council allocate 2.7% to capital reserves.

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C088/23

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 2023-2027; and

THAT Council give first reading to City of West Kelowna 2023-2027 Financial Plan Bylaw No. 0304, 2023.

CARRIED UNANIMOUSLY

8.3 DEVELOPMENT SERVICES

8.4 RECREATION AND CULTURE

8.5 ENGINEERING / PUBLIC WORKS / PARKS

8.6 CORPORATE INITIATIVES

8.7 FIRE RESCUE SERVICES

9. CORRESPONDENCE AND INFORMATION ITEMS

10. NOTICE OF MOTION

11. ADJOURNMENT OF THE SPECIAL MEETING

The meeting adjourned at 6:45 p.m.

MAYOR

LEGISLATIVE SERVICES MANAGER/CORPORATE OFFICER