



**CITY OF WEST KELOWNA**  
**MINUTES OF THE REGULAR MEETING OF COUNCIL**

Tuesday, June 13, 2023  
COUNCIL CHAMBERS  
2760 CAMERON ROAD, WEST KELOWNA, BC

**MEMBERS PRESENT:** Mayor Gord Milsom (arrived at 2:32 p.m.)  
Councillor Tasha Da Silva  
Councillor Rick de Jong  
Councillor Jason Friesen  
Councillor Stephen Johnston (Acting Mayor)  
Councillor Garrett Millsap  
Councillor Carol Zanon

**Staff Present:** Paul Gipps, CAO/Deputy Corporate Officer  
Allen Fillion, Director of Engineering / Operations  
Warren Everton, Director of Finance / CFO  
Sandy Webster, Director of Corporate Initiatives (virtual)  
Michelle Reid, Director of Human Resources  
Jason Brolund, Fire Chief  
Brent Magnan, Director of Development Approvals  
Mark Roberts, Parks Manager  
Stacey Harding, Fleet Operations and Project Manager  
Erin Goodwin, Facilities and Recreation Manager  
Jeremy Frick, Building and Licensing Manager (arrived at 3:52 p.m.)  
Bryce Stirling, FireSmart/Wildfire Prevention Specialist  
Carla Eaton, Senior Planner - Long Range (arrived at 3:52 p.m.)  
Collette Beggs, Executive Assistant

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**1. CALL THE REGULAR COUNCIL MEETING TO ORDER**

The meeting was called to order at 1:31 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. 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. C223/23

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

CARRIED UNANIMOUSLY

**4. ADOPTION OF MINUTES**

**4.1 Minutes of the Special Council Meeting held Tuesday, May 23, 2023 in the City of West Kelowna Council Chambers**

It was moved and seconded

Resolution No. C224/23

**THAT** the minutes of the Special Council meeting held Tuesday, May 23, 2023 in the City of West Kelowna Council Chambers be adopted.

CARRIED UNANIMOUSLY

**4.2 Minutes of the Regular Council Meeting held Tuesday, May 23, 2023 in the City of West Kelowna Council Chambers**

It was moved and seconded

Resolution No. C225/23

**THAT** the minutes of the Regular Council meeting held Tuesday, May 23, 2023 in the City of West Kelowna Council Chambers be adopted.

CARRIED UNANIMOUSLY

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

**5.1 Regional District of Central Okanagan Highlights from the Thursday, May 18, 2023 Regional Board Meeting**

**5.2 Regional District of Central Okanagan Highlights from the Thursday, June 1, 2023 Regional Board Meeting**

**6. DELEGATIONS**

**7. UNFINISHED BUSINESS**

## 8. DIVISION REPORTS

### 8.1 CHIEF ADMINISTRATIVE OFFICER

#### 8.1.1 Emergency Preparedness Update

The Fire Chief, Fleet Operations and Project Manager, Facilities and Recreation Manager, Parks Manager and FireSmart and Wildfire Mitigation Specialist provided an Emergency Preparedness Update on floods, wildfires, extreme heat, severe weather and other incidents. An update was also given on wildfire mitigation work and the FireSmart Program.

#### 8.1.2 New Select Committee of Council: Accessibility and Inclusion Committee

It was moved and seconded

Resolution No. C226/23

**THAT** Council approves the Accessibility and Inclusion Committee's Terms of Reference as amended;

**THAT** Council directs staff to seek the new Accessibility and Inclusion Committee's membership through means of public advertisements and recruitment; and

**THAT** Council directs staff to bring the list of volunteers back to Council for appointment of the members.

CARRIED UNANIMOUSLY

#### 8.1.3 Sufficiency Report for the Owner Initiated Local Area Service for Green Bay Dredge Project Phase 1

It was moved and seconded

Resolution No. C227/23

**THAT** Council receives for information, the report from the CAO pertaining to the receipt of owner initiated Local Area Service (LAS) petitions for the Green Bay Dredge Project Phase 1 for the engineering, biological, and environmental work required to obtain the necessary permits required to complete Phase 2 which would dredge the mouth of the bay; and

**THAT** Council authorize the work to be conducted by Arsenault Environmental Consulting Ltd and Tetra Tech Canada Inc. to provide

the affected owners with a refined estimate on the work to be done for the dredging of the Green Bay Area; and

**THAT** Council receives the Certificate of Sufficiency from the Corporate Officer pertaining to the owner initiated Local Area Service (LAS) petitions for the Green Bay Dredge Project Phase 1; and

**THAT** Council give first, second and third reading to Bylaw No. 0309 being the Green Bay Dredging Project - Phase 1 Establishment Bylaw.

CARRIED UNANIMOUSLY

#### **8.1.4 Casa Loma Multi Use Path Construction**

The Fleet Operations and Project Manager provided an update on the Casa Loma multi-use path construction timelines and the emergency egress project.

#### **8.1.5 Site Selected Fire Hall #32**

The Chief Administrative Officer identified a site within a proposed portion of the Anders Park area for the replacement Fire Hall #32 in the Lakeview Heights neighbourhood.

#### **8.1.6 Establishment of the West Kelowna Economic Development Corporation**

It was moved and seconded

Resolution No. C228/23

**THAT** Council approve the formation of a West Kelowna Economic Development Corporation, created pursuant to section 185 of the *Community Charter* as a municipal corporation wholly-owned by the City of West Kelowna;

**THAT** Council direct the Director of Legal Services and Risk Management to request and obtain the approval of the Inspector of Municipalities to establish the Corporation; and

**THAT** Council direct staff to report back with confirmation of the approval from the Inspector of Municipalities, and outline next steps in establishing the Board of Directors.

CARRIED UNANIMOUSLY

## **8.2 FINANCIAL SERVICES**

### **8.2.1 2023-24 BC Transit Annual Operating Agreement**

It was moved and seconded

Resolution No. C229/23

**THAT** Council authorize the Mayor and Corporate Officer to execute the 2023-24 Annual Operating Agreement (AOA) between British Columbia Transit and the City of West Kelowna.

CARRIED UNANIMOUSLY

### **8.2.2 Growing Communities Reserve Establishment**

It was moved and seconded

Resolution No. C230/23

**THAT** Council adopt "Growing Communities Reserve Establishment Bylaw No. 0310, 2023".

CARRIED UNANIMOUSLY

The meeting recessed at 4:01 p.m.

The meeting reconvened at 4:47 p.m.

## **8.3 DEVELOPMENT SERVICES**

### **8.3.1 P 21-01; Official Community Plan Bylaw No. 300, 2023 (1st Reading)**

It was moved and seconded

Resolution No. C231/23

**THAT** Council direct staff to report back to align the Gellatly Neighbourhood Centre with the Gellatly Village Plan.

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C232/23

**THAT** Council direct staff to expand the residential shoulder North to Berring Road and Westbank Urban Commercial, extend to Butt Road.

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C233/23

**THAT** Council direct staff to amend the OCP bylaw to extend the Westbank Urban Centre Commercial Core designation to the South for all lands located West of the future extension of Elliott Road, up to and including 3898 Brown Road, except the 50 m buffer from the Agriculture designated property and the top of the slope that borders Glen Canyon Regional Park.

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

It was moved and seconded

Resolution No. C234/23

**THAT** Council direct staff to remove Item 9 from 2.18.2 from Natural Areas and Public Parks Policies.

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C235/23

**THAT** Council direct staff to amend Westbank Urban Centre residential shoulders area C to change the uses located at grade up to 4 stories for commercial and institutional.

**THAT** Council direct staff to amend Westbank Urban Centre shoulder to allow commercial and institutional from grade up to 4 stories.

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C236/23

**THAT** the meeting be extended to 8:00 p.m.

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C237/23

**THAT** Council direct staff to amend the Industrial Land Use designation to allow ancillary caretaker units.

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C238/23

**THAT** Council defer first reading to the “City of West Kelowna Official Community Plan Bylaw No. 0300, 2023”.

CARRIED UNANIMOUSLY

**8.3.2 P 21-01; Official Community Plan Bylaw No. 300, 2023  
(Consideration of Financial and Waste Management Plan)**

It was moved and seconded

Resolution No. C239/23

**THAT** Council defer “City of West Kelowna Official Community Plan Bylaw No. 0300, 2023” in conjunction with the Financial Plan as per *Local Government Act* Section 477(3)(a)(i); and

**THAT** Council defer “City of West Kelowna Official Community Plan Bylaw No. 0300, 2023” in conjunction with the Waste Management Plan as per *Local Government Act* Section 477(3)(a)(ii).

CARRIED UNANIMOUSLY

**8.3.3 Additional Construction Requirements for Construction Sites**

It was moved and seconded

Resolution No. C240/23

**THAT** Council gives first, second, and third reading to the City of West Kelowna Building Regulation Bylaw Amendment No. 0086.07, 2023; and

**THAT** Council gives first, second, and third reading to the City of West Kelowna Fees and Charges Amendment Bylaw No. 0028.75, 2023; and

**THAT** Council gives first, second, and third reading to the City of West Kelowna Good Neighbour Amendment Bylaw No. 0151.03, 2023; and

**THAT** Council gives first, second, and third reading to the City of West Kelowna Ticket Information Utilization Amendment Bylaw No. 0095.49, 2023; and

**THAT** Council gives first, second, and third reading to the City of West Kelowna Ticket Information Utilization Amendment Bylaw No. 0095.50, 2023; and

**THAT** Council gives first, second, and third reading to the City of West Kelowna Bylaw Enforcement Notice Bylaw Amendment Bylaw No. 0093.51, 2023; and

**THAT** Council gives first, second, and third reading to the City of West Kelowna Bylaw Enforcement Notice Bylaw Amendment Bylaw No. 0093.52, 2023.

CARRIED UNANIMOUSLY

#### **8.3.4 Complete Communities Program Application**

It was moved and seconded

Resolution No. C241/23

**THAT** Council direct staff to apply to the Complete Communities Program, seeking \$150,000, to support the creation of the City of West Kelowna's Infill Housing Strategy; and

**THAT** Council agree to amend the 2023 to 2027 Financial Plan, as may be required, to reflect any grant funding contributed towards the City's Infill Housing Strategy; and

**THAT** Council direct staff to manage the grant in accordance with the Complete Community Program's requirements; and

**THAT** Council authorize the Mayor and/or the Chief Administrative Officer to execute the required contribution agreement for a successful grant application.

CARRIED UNANIMOUSLY

#### **8.3.5 A 23-02; Non-Farm Use Application; 1221 Hudson Road and 3044 Sandstone Drive**

It was moved and seconded

Resolution No. C242/23

**THAT** Council support the Non-Farm Use Application to allow for all school district-related uses at 1221 Hudson Road and 3044 Sandstone Drive for as long as the properties are owned and operated by the School District; and

**THAT** Council direct staff to forward the application to the Agricultural Land Commission for consideration.

CARRIED UNANIMOUSLY

**8.3.6 P 22-03; Development Application Process Review Streamlining – Bill 26 Phase 2 (Adoption)**

It was moved and seconded

Resolution No. C243/23

**THAT** Council decides a public hearing will not be held for a Zoning Bylaw which is consistent with the Official Community Plan pursuant to the *Local Government Act*, subject to requirements in the City of West Kelowna Development Applications Procedures Bylaw; and

**THAT** Council adopt to City of West Kelowna Development Applications Procedures Amendment Bylaw No. 0260.02, 2023; and

**THAT** Council adopt City of West Kelowna Public Notice Bylaw No. 0303, 2023.

CARRIED UNANIMOUSLY

**8.4 RECREATION AND CULTURE**

**8.4.1 Update on Summer Community Events**

The Recreation and Culture Supervisor and Branden Jewsbury, Westside Celebration Society provided an update on the upcoming community summer events.

It was moved and seconded

Resolution No. C244/23

**THAT** the meeting be extended to 8:08 p.m.

CARRIED UNANIMOUSLY

**8.5 ENGINEERING / PUBLIC WORKS / PARKS**

**8.6 CORPORATE INITIATIVES**

**8.7 FIRE RESCUE SERVICES**

**8.7.1 Fire Rescue Establishment and Operations Amendment Bylaw  
(Adoption)**

It was moved and seconded

Resolution No. C245/23

**THAT** Council adopt the “City of West Kelowna Fire Rescue Establishment and Operations Amendment Bylaw No. 0114.04, 2023”;  
and

**THAT** Council adopt the “City of West Kelowna Ticket Information Utilization Amendment Bylaw No. 0095.48, 2022”.

CARRIED UNANIMOUSLY

**9. CORRESPONDENCE AND INFORMATION ITEMS**

**10. NOTICE OF MOTION**

**11. ADJOURNMENT OF THE REGULAR MEETING**

The meeting adjourned at 8:03 p.m.

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MAYOR

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LEGISLATIVE SERVICES MANAGER/CORPORATE OFFICER