



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

Tuesday, July 25, 2023  
COUNCIL CHAMBERS  
2760 CAMERON ROAD, WEST KELOWNA, BC

**MEMBERS PRESENT:** Mayor Gord Milsom  
Councillor Tasha Da Silva  
Councillor Rick de Jong (virtual) (left the meeting at 8:01 p.m.)  
Councillor Jason Friesen  
Councillor Stephen Johnston  
Councillor Garrett Millsap  
Councillor Carol Zanon

**Staff Present:** Paul Gipps, CAO  
Trevor Seibel, Deputy CAO / Deputy Corporate Officer  
Warren Everton, Director of Finance / CFO  
Sandy Webster, Director of Corporate Initiatives  
Jason Brolund, Fire Chief  
Brent Magnan, Director of Development Approvals  
Duncan Dixon, Staff Sgt., RCMP  
Rob Pikola, Inspector, RCMP  
Corinne Boback, Legislative Services Manager/Corporate Officer  
Chris Oliver, Planning Manager  
Rob Hillis, Engineering Manager  
Mike Cain, Bylaw Services Manager  
Stacey Harding, Fleet Operations & Project Manager

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

The meeting was called to order at 6:00 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

### 2.1 Submission for A21-08 Variances, Subdivision and Non-Adhering Residential Use with Variances, 3716 and 3792 Carrall Road (Item 8.3.3)

Correspondence received from Westbank First Nation.

### 2.2 Councillor Johnston - Notice of Motion (Item 10.1)

*The following is provided as Notice of Motion and may be scheduled for Council consideration at a future regular Council meeting:*

WHEREAS Council recognizes the housing affordability challenges faced by residents within our city and this province;

and WHEREAS Council seeks to reduce barriers and remove regulations that negatively impact housing affordability in our city;

and WHEREAS the City of West Kelowna Water Regulation Bylaw No. 274, 2021, Section 7.10 currently supports the installation of water meter pits where a parcel owner fails to provide adequate, convenient, and unobstructed access to the City;

**THAT** Council direct staff to prepare a report on water meters in pits with options to amend the City of West Kelowna Water Regulation Bylaw No. 274, 2021, to remove the requirement to have water meters installed within water meter pits for new residential construction; and

**THAT** Council direct staff to bring forward a report with options to amend the City of West Kelowna Water Regulation Bylaw No. 274, 2021 back to Council for first, second and third readings for the September 12, 2023 Council Meeting.

### 2.3 Amendment to the Terms and Reference for the Accessibility and Inclusion Committee (Item 5.1)

**THAT** the Terms of Reference for the Accessibility and Inclusion Committee be amended by changing the number of voting members from seven (7) to eight (8).

## 3. ADOPTION OF AGENDA

It was moved and seconded

Resolution No. C282/23

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

CARRIED UNANIMOUSLY

#### 4. ADOPTION OF MINUTES

##### 4.1 Minutes of the Special Council Meeting held Tuesday, July 11, 2023 in the City of West Kelowna Council Chambers

It was moved and seconded

Resolution No. C283/23

**THAT** the minutes of the Special Council Meeting held Tuesday, July 11, 2023 in the City of West Kelowna Council Chambers be adopted.

CARRIED UNANIMOUSLY

##### 4.2 Minutes of the Regular Council Meeting held Tuesday, July 11, 2023 in the City of West Kelowna Council Chambers

It was moved and seconded

Resolution No. C284/23

**THAT** the Minutes of the Regular Council Meeting held Tuesday, July 11, 2023 in the City of West Kelowna Council Chambers be adopted.

CARRIED UNANIMOUSLY

The Mayor introduced an additional late item to amend the Terms of Reference for the Accessibility and Inclusion Committee.

It was moved and seconded

Resolution No. C285/23

**THAT** the agenda be adopted as amended to include the addition of amending the Terms of Reference for the Accessibility and Inclusion Committee.

CARRIED UNANIMOUSLY

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

##### 5.1 Rise and Report

It was moved and seconded

Resolution No. C286/23

**THAT** the Terms of Reference for the Accessibility and Inclusion Committee be amended by changing the number of voting members from seven (7) to eight (8).

CARRIED UNANIMOUSLY

The following individuals have been selected to serve on the Accessibility and Inclusion Committee for a two-year term, ending July 22, 2025:

Ensign, Russell (Rusty)

Grassmick, Melissa

Hartwig, Karen

Henriques, Candice

Krus, Mieke

Needham, Danielle

Newman, Sonia

Spindor, Vittoria

**5.2 Regional District of Central Okanagan Highlights from the Thursday, July 6, 2023 Regional Board Meeting**

**6. DELEGATIONS**

**7. UNFINISHED BUSINESS**

**8. DIVISION REPORTS**

**8.1 CHIEF ADMINISTRATIVE OFFICER**

**8.1.1 Boucherie Project Update July 25, 2023**

It was moved and seconded

Resolution No. C287/23

**THAT** staff proceed with additional design work for the Gregory Road to Sunnyside Road shoulder widening, bank armoring and barrier placement, at an estimated cost of \$50,000, funded from the Boucherie Multi Use Path Project surplus funds; and

**THAT** staff proceed with the construction of the Gregory Road to Sunnyside Road shoulder widening, bank armoring and barrier

placement, at a cost not to exceed \$400,000, funded from the Boucherie Multi Use Path Project surplus funds.

CARRIED; Councillor Friesen opposed

It was moved and seconded

Resolution No. C288/23

**THAT** staff proceed with the construction of the Mission Hill Road and Boucherie Road safety improvements, at an estimated cost of \$400,000, funded from the Improvement Restricted Reserve.

CARRIED UNANIMOUSLY

### **8.1.2 2023 Department Statistics – 2nd Quarter**

The Chief Administrative Officer introduced the 2nd Quarter, 2023 Department Statistics and informed Council that staff were present to answer questions.

## **8.2 FINANCIAL SERVICES**

### **8.2.1 Reserve Funds Overview**

The Director of Finance / Chief Financial Officer provided a PowerPoint presentation update on the Reserve Fund Overview and was available for questions and comments from Council.

## **8.3 DEVELOPMENT SERVICES**

### **8.3.1 P 22-05; City of West Kelowna Housing Strategy (Draft Strategy)**

The Director of Development Approvals introduced Nancy Henderson and Meredith Baldwin (virtual) from Urban Systems who provided a PowerPoint presentation on the overview of the City of West Kelowna's Housing Strategy discussing the four Key Directions for City housing policy and were available for questions and comments from Council.

The Director of Development Approvals provided an update on the Proposed Housing Accelerator Fund (HAF) Initiative update and was available for questions and comments from Council.

The meeting recessed at 8:01 p.m.

The meeting reconvened at 8:12 p.m.

**8.3.2 Z 22-08; Zoning Amendment Bylaw No. 02565.12, 2023 (Second Reading); 2741 Auburn Road**

The Director of Development Approvals provided an overview for Council and introduced Tom Baumgartner from Align Engineering.

Tom Baumgartner provided a PowerPoint presentation on the traffic analysis.

The Director of Development Approvals and Tom Baumgartner were available for questions and comments from Council.

It was moved and seconded

Resolution No. C289/23

**THAT** Council postpone second reading to the City of West Kelowna Zoning Amendment Bylaw No. 0265.12, 2023 (File: Z 22-08).

CARRIED; Councillor Millsap opposed

**8.3.3 A 21-08 w/ Variances, Subdivision and Non-Adhering Residential Use with Variances, 3716 and 3792 Carrall Road**

Following the PowerPoint presentation from the Planning Manager, Kirstin Wakal and Natasha Kendal, the Applicant(s) provided a verbal presentation on the request for a lot line adjustment to Council and were available for questions and comments.

It was moved and seconded

Resolution No. C290/23

**THAT** Council provide support for the Subdivision and Non-Adhering Residential Use in the Agricultural Land Reserve and forward the application to the Agricultural Land Commission for consideration; and

**THAT** Council approve and authorize issuance of a Development Variance Permit to Zoning Bylaw No. 0265 S.3.19.2 to increase the size of a Carriage House (located at 3792 Carrall Road) from 90m<sup>2</sup> to 131m<sup>2</sup> and to S.3.19.9 to include a patio greater than 0.6m in height on an A1 – Agricultural zoned property, subject to Agricultural Land Commission approval of the Subdivision and Non-Adhering Residential Use application; and

**THAT** Covenant LB386881 be discharged subject to Agricultural Land Commission approval of the Subdivision and Non-Adhering Residential Use; and

**THAT** the applicant apply for a Subdivision application with the City's Development Engineering department subject to Agricultural Land Commission approval of the Subdivision and Non-Adhering Residential Use.

DEFEATED; Mayor Milsom, Councillors Friesen and Millsap opposed

It was moved and seconded

Resolution No. C291/23

**THAT** Council deny application (A 21-08) for a two-lot subdivision in the ALR; and

**THAT** Council deny application (A 21-08) for a Non-Adhering Residential Use; and

**THAT** Council deny the application for a variance to Zoning Bylaw No. 0265 S. 3.19.2 to increase the size of a Carriage House from 90m<sup>2</sup> to 131m<sup>2</sup> and to S.3.19.9 to include a patio greater than 0.6m in height for the dwelling at 3792 Carrall Road; and

**THAT** Council direct staff not to discharge the existing covenant LB386881 restricting the use of the accessory dwelling for agricultural purposes (Agricultural Worker Dwelling); and

**THAT** Council direct staff to close the file for application (A 21-08).

DEFEATED; Councillors Da Silva, Johnston and Zanon opposed

It was moved and seconded

Resolution No. C292/23

**THAT** Council defer consideration of the application (A 21-08).

CARRIED UNANIMOUSLY

#### **8.3.4 Additional Construction Requirements for Construction Sites**

It was moved and seconded

Resolution No. C293/23

**THAT** Council adopt City of West Kelowna Building Regulation Bylaw Amendment No. 0086.07, 2023; and

**THAT** Council adopt City of West Kelowna Fees and Charges Amendment Bylaw No. 0028.75, 2023; and

**THAT** Council adopt City of West Kelowna Good Neighbour Amendment Bylaw No. 0151.03, 2023; and

**THAT** Council adopt City of West Kelowna Ticket Information Utilization Amendment Bylaw No. 0095.49, 2023; and

**THAT** Council adopt City of West Kelowna Ticket Information Utilization Amendment Bylaw No. 0095.50, 2023; and

**THAT** Council adopt City of West Kelowna Bylaw Enforcement Notice Bylaw Amendment Bylaw No. 0093.51, 2023; and

**THAT** Council adopt City of West Kelowna Bylaw Enforcement Notice Bylaw Amendment Bylaw No. 0093.52, 2023.

CARRIED UNANIMOUSLY

## **8.4 RECREATION AND CULTURE**

### **8.4.1 Fees and Charges Bylaw Amendments – Bylaw No.0028.77, 2023 – Recreation and Culture**

It was moved and seconded

Resolution No. C294/23

**THAT** Council adopt City of West Kelowna Fees and Charges Amendment Bylaw No. 0028.77, 2023.

CARRIED UNANIMOUSLY

## **8.5 ENGINEERING / PUBLIC WORKS / PARKS**

### **8.5.1 Local Area Service Inclusion - 1135 Westside Road**

It was moved and seconded

Resolution No. C295/23

**THAT** Council receives the Certificate of Sufficiency from the Corporate Officer pertaining to the owner initiated Local Area Service



(LAS) petition to provide water service to District Lot 668, ODYD, Portion N 210 Ft, Except Plan 43386 (PID 011-555-190); and

**THAT** Amendment Bylaw No. 0280.02 being “City of West Kelowna Rose Valley Water Treatment Plant Local Area Service Establishment Bylaw No. 0280 2020” be given first, second and third reading.

CARRIED UNANIMOUSLY

### **8.5.2 Summer 2023 Water Supply Update**

The Engineering Manager provided an update on the Summer 2023 Water Supply and was available for questions and comments from Council.

## **8.6 CORPORATE INITIATIVES**

## **8.7 FIRE RESCUE SERVICES**

# **9. CORRESPONDENCE AND INFORMATION ITEMS**

# **10. NOTICE OF MOTION**

## **10.1 Councillor Johnston**

*The following was provided as Notice of Motion and is scheduled for Council consideration at the August 22, 2023 regular Council meeting:*

WHEREAS Council recognizes the housing affordability challenges faced by residents within our city and this province;

and WHEREAS Council seeks to reduce barriers and remove regulations that negatively impact housing affordability in our city;

and WHEREAS the City of West Kelowna Water Regulation Bylaw No. 274, 2021, Section 7.10 currently supports the installation of water meter pits where a parcel owner fails to provide adequate, convenient, and unobstructed access to the City;

**THAT** Council direct staff to prepare a report on water meters in pits with options to amend the City of West Kelowna Water Regulation Bylaw No. 274, 2021, to remove the requirement to have water meters installed within water meter pits for new residential construction; and

**THAT** Council direct staff to bring forward a report with options to amend the City of West Kelowna Water Regulation Bylaw No. 274, 2021 back to Council for first, second and third readings for the September 12, 2023 Council Meeting.

**11. ADJOURNMENT OF THE REGULAR MEETING**

The meeting adjourned at 9:58 p.m.

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MAYOR

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LEGISLATIVE SERVICES MANAGER/CORPORATE OFFICER