



CITY OF WEST KELOWNA
MINUTES OF THE SPECIAL MEETING OF COUNCIL

Tuesday, December 12, 2023
Wednesday, December 13, 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 9:06 a.m.)

Staff Present: Paul Gipps, CAO
Trevor Seibel, Deputy CAO / Deputy Corporate Officer
Allen Fillion, Director of Engineering / Operations
Warren Everton, Director of Finance / CFO
Sandy Webster, Director of Corporate Initiatives
Michelle Reid, Director of Human Resources
Jason Brolund, Fire Chief
Brad Savoury, Director of Legal Services
Brent Magnan, Director of Development Approvals
Corinne Boback, Legislative Services Manager/Corporate Officer
Lisa Siavashi, Financial Services Manager/Deputy CFO
Andrea Mandau, Senior Accountant

1. CALL THE SPECIAL COUNCIL MEETING TO ORDER

The meeting was called to order at 9:02 a.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. C400/23

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 2024 – 2028 Financial Plan, Supplemental Requests and Ten-Year Capital Plan

SUPPLEMENTAL - NEW FTE'S - 2024

It was moved and seconded

Resolution No. C401/23

THAT Council support the 2024 supplemental New FTE Budget Request:

FTE2024-1 Assistant Fire Chief - Fire Department

CARRIED UNANIMOUSLY

Council decided to hear a summary of each FTE prior to making a decision on each individual FTE.

The meeting recessed at 11:10 a.m.

The meeting reconvened on Wednesday, December 13, 2023 at 12:10 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
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Brad Savoury, Director of Legal Services
Brent Magnan, Director of Development Approvals
Corinne Boback, Legislative Services Manager/Corporate Officer
Lisa Siavashi, Financial Services Manager/Deputy CFO
Rob Pikola, Inspector, RCMP
Mark Roberts, Parks Manager
Stacey Harding, Fleet Operations and Project Manager
Chris Anderson, Public Works Manager
Erin Goodwin, Facilities and Recreation Manager
Nilton Praticante, Engineering Supervisor
Andrea Mandau, Senior Accountant
Jag Badhan, Purchasing Agent

The CFO provided a summary of what was discussed on the FTE's from Tuesday, December 12, 2023 and continued providing summaries of each FTE.

The meeting recessed at 1:00 p.m.

The meeting reconvened at 1:19 p.m.

The Director of Engineering and Operations provided a PowerPoint on the 2024 Capital Plan Major Projects.

It was moved and seconded

Resolution No. C414/23

THAT Council support the 2024 Capital Budget Request for Roads as follows:

C2024-1 Road Rehab Program \$2,100,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C415/23

THAT Council support the 2024 Capital Budget Request for Roads as follows:

C2024-2 LED Streetlight Replacements \$300,000

CARRIED; Councillor de Jong opposed

It was moved and seconded

Resolution No. C416/23

THAT Council support the 2024 Capital Budget Request for Roads as follows:

C2024-3 Shannon Lake Road - WFN Boundary to Swite Road
\$5,175,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C417/23

THAT Council defer the 2024 Capital Budget Request for Equipment as follows:

C2024-4 Mechanical Road Sweeper \$530,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C418/23

THAT Council support the 2024 Capital Budget Request for Equipment as follows:

C2024-5 Bylaw Dept. Replacement Truck \$80,000

CARRIED; Councillors Millsap, de Jong and Johnston opposed

It was moved and seconded

Resolution No. C419/23

THAT Council support the 2024 Capital Budget Request for Equipment as follows:

C2024-6 Recreation Dept. Replacement Truck \$85,000

CARRIED; Councillor de Jong opposed

It was moved and seconded

Resolution No. C420/23

THAT Council defer the 2024 Capital Budget Request for Equipment as follows:

C2024-7 Operations Yard Loader \$400,000

CARRIED; Mayor Milsom opposed

It was moved and seconded

Resolution No. C421/23

THAT Council deny the 2024 Capital Budget Request for Equipment as follows:

C2024-8 Capital Works Crew Tandem Axle Pup Trailer \$80,000

DEFEATED; Mayor Milsom and Councillors Zanon, Da Silva and Friesen opposed

It was moved and seconded

Resolution No. C422/23

THAT Council support the 2024 Capital Budget Request for Equipment as follows:

C2024-8 Capital Works Crew Tandem Axle Pup Trailer \$80,000

CARRIED; Councillors Johnston, de Jong and Millsap opposed

It was moved and seconded

Resolution No. C423/23

THAT Council support the 2024 Capital Budget Request for Equipment as follows:

C2024-9 Capital Works Crew Drum Roller \$80,000

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

It was moved and seconded

Resolution No. C424/23

THAT Council deny the 2024 Capital Budget Request for Equipment as follows:

C2024-10 RVWTP Utility Vehicle \$40,000

CARRIED: Mayor Milsom opposed

It was moved and seconded

Resolution No. C425/23

THAT Council support the 2024 Capital Budget Request for Equipment as follows:

C2024-11 RVWTP Snow Plow \$19,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C426/23

THAT Council support the 2024 Capital Budget Request for Equipment as follows:

C2024-12 RVWTP Scissor Lift \$38,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C427/23

THAT Council support the 2024 Capital Budget Request for Equipment as follows:

C2024-13 Cap. Crew Tri Axle Equipment Trailer \$70,000

CARRIED; Councillor de Jong opposed

It was moved and seconded

Resolution No. C428/23

THAT Council support the 2024 Capital Budget Request for Equipment as follows:

C2024-14 Capital Works Crew Plate Tamper \$19,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C429/23

THAT Council support the 2024 Capital Budget Request for Equipment as follows:

C2024-15 Parks & Treatment Plant Truck Sanders \$27,000 (1 sander only)

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C430/23

THAT Council support the 2024 Capital Budget Request for Equipment as follows:

C2024-16 Facilities Tradesman Van \$70,000

CARRIED UNANIMOUSLY

This approval is contingent to the FTE being filled.

It was moved and seconded

Resolution No. C431/23

THAT Council support the 2024 Capital Budget Request for Equipment as follows:

C2024-17 Upper Reservoir Equipment Trailer \$16,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C432/23

THAT Council support the 2024 Capital Budget Request for Equipment as follows:

C2024-18 Capital Works Crew Truck \$88,000

CARRIED UNANIMOUSLY

This approval is contingent to the FTE being filled.

The meeting recessed at 3:07 p.m.

The meeting reconvened at 3:23 p.m.

The meeting recessed due to technical difficulties at 3:28 p.m. and reconvened at 3:36 p.m.

It was moved and seconded

Resolution No. C433/23

THAT Council support the 2024 Capital Budget Request for Development Services as follows:

C2024-19 Industrial Lands Study \$100,000

CARRIED; Mayor Milsom, Councillors Millsap and Zanon opposed

It was moved and seconded

Resolution No. C434/23

THAT Council support the 2024 Capital Budget Request for Development Services as follows:

C2024-20 Raymer - Comprehensive Development Plan \$75,000;

C2024-21 Infill Strategy \$150,000; and

C2024-22 Unique Identifier Count \$15,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C435/23

THAT Council support the 2024 Capital Budget Request for Storm Drainage as follows:

C2024-23 Horizon Drive Erosion Protection \$52,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C436/23

THAT Council support the 2024 Capital Budget Request for Storm Drainage as follows:

C2024-24 Broadview Road Culvert Upgrades \$750,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C437/23

THAT Council support the 2024 Capital Budget Request for Storm Drainage as follows:

C2024-25 Capital Crew Drainage Improvements \$175,000

CARRIED; Councillor de Jong opposed

It was moved and seconded

Resolution No. C438/23

THAT Council support the 2024 Capital Budget Request for Pedestrian Infrastructure as follows:

C2024-26 Pedestrian Improvement Program - Sidewalks \$1,500,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C439/23

THAT Council deny the 2024 Capital Budget Request for Pedestrian Infrastructure as follows:

C2024-27 Multi Use Path Connections \$380,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C440/23

THAT the Multi Use Path Connection project is forwarded to the future discussion on the Community Growth Funding.

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C441/23

THAT Council support the 2024 Capital Budget Request for Cemetery as follows:

C2024-28 Westbank Cemetery New Columbaria \$225,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C442/23

THAT Council support the 2024 Capital Budget Request for Parks and Community Amenities as follows:

C2024-29 Bear Proof Garbage Cans \$16,800

C2024-30 Parks Irrigation - Renewal and Replacement \$103,000

C2024-31 Parks Gazebo Replacement \$60,000

C2024-32 Gellatly Boat Launch Dredging \$183,000

C2024-33 Baseball/Softball Infield Shale Replacement \$11,220

C2024-34 Playground Safety Repairs \$50,000

C2024-35 Casa Loma Dock Replacement \$51,000

C2024-36 Dog Parks \$38,500

C2024-37 Line Trimmer Replacement \$20,000

C2024-38 Grass/Turf Top Dresser \$10,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C443/23

THAT Council support the 2024 Capital Budget Request for General Capital as follows:

C2024-39 Asset Management Plan 2023 \$200,000

C2024-40 Glenrosa Secondary Emergency Egress \$125,000

C2024-41 Emission Reduction Projects (LGCAP) \$614,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C444/23

THAT Council support the 2024 Capital Budget Request for Facilities as follows:

C2024-42 City Hall - Floor Scrubber \$20,000

CARRIED; Councillor de Jong opposed

It was moved and seconded

Resolution No. C445/23

THAT Council deny the 2024 Capital Budget Request for Facilities as follows:

C2024-43 MBCC - New Spaces Gym Addition and Reno \$5,500,000

AND THAT staff bring this item back to the January 23, 2024 Regular Council meeting for review.

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C446/23

THAT Council support the 2024 Capital Budget Request for Facilities as follows:

C2024-44 Fire Hall #32 - Facility Replacement \$6,314,900

AND THAT the \$1,177,900 of the Fire Hall #32 Facility Replacement project be used from the Community Growth Fund.

CARRIED; Councillor Da Silva opposed

It was moved and seconded

Resolution No. C447/23

THAT Council support the 2024 Capital Budget Request for Facilities as follows:

C2024-45 Johnson Bentley A.C. - Fitness Equipment Upgrade \$20,000

C2024-46 JBMAC - Butterfly Valve Replacement \$20,000

C2024-47 JBMAC - Lane Rope Replacement \$12,000

C2024-48 JBMAC - Plastic Gutter Grates \$10,000

C2024-49 JBMAC - LED Lighting Upgrade \$65,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C448/23

THAT Council deny the 2024 Capital Budget Request for Facilities as follows:

C2024-50 Arena - Score Clock Replacement and Gondola Expansion \$600,000

AND THAT staff defer this item to the Council discussions on dispersal of the Growing Communities BC Fund.

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C449/23

THAT Council support the 2024 Capital Budget Request for Facilities as follows:

C2024-51 Arena - RLP - Energy Retrofits \$1,800,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C450/23

THAT Council support the 2024 Capital Budget Request for Facilities as follows:

C2024-52 Arena - RLP - Flush Valve Replacement \$22,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C451/23

THAT Council support the 2024 Capital Budget Request for Facilities as follows:

C2024-53 Lions Hall - Kitchen Cabinet Upgrade \$50,000

CARRIED; Councillors Zanon, de Jong and Millsap opposed

It was moved and seconded

Resolution No. C452/23

THAT Council support the 2024 Capital Budget Request for Facilities as follows:

C2024-54 RCMP - Door Access Upgrades \$30,000

CARRIED UNANIMOUSLY

The meeting recessed at 5:06 p.m.

The meeting reconvened at 5:36 p.m.

It was moved and seconded

Resolution No. C453/23

THAT Council support the 2024 Capital Budget Request for Equipment - Fire Department as follows:

C2024-55 Fire Truck - Quint \$1,900,000

AND THAT staff bring this item to the Council discussions on dispersal of the Growing Communities BC Fund.

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C454/23

THAT Council support the 2024 Capital Budget Request for Equipment - Fire Department as follows:

C2024-56 30 Gas Detection Units \$55,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C455/23

THAT Council support the 2024 Capital Budget Request for Equipment - Fire Department as follows:

C2024-57 High Building Equipment \$30,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C456/23

THAT Council support the 2024 Capital Budget Request for Equipment
- Fire Department as follows:

C2024-58 FH 30 Completion \$75,000

CARRIED; Councillor de Jong opposed

It was moved and seconded

Resolution No. C457/23

THAT Council support the 2024 Capital Budget Request for Equipment
- Fire Department as follows:

C2024-59 Personnel Transport Vans \$180,000

DEFEATED; Councillors Millsap, Johnston, Zannon and de Jong
opposed

It was moved and seconded

Resolution No. C458/23

THAT Council support the 2024 Capital Budget Request for Equipment
- Fire Department as follows:

C2024-59 Personnel Transport Van \$90,000

CARRIED; Mayor Milsom opposed

It was moved and seconded

Resolution No. C459/23

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

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C460/23

THAT Council support the 2024 Capital Budget Request for Information Services as follows:

C2024-60 Client Hardware - Replacement \$230,385

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C461/23

THAT Council support the 2024 Capital Budget Request for Information Services as follows:

C2024-61 Network Replacement - Wireless Backhaul \$11,300

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C462/23

THAT Council deny the 2024 Capital Budget Request for Information Services as follows:

C2024-63 Starlink Internet \$9,870

CARRIED; Councillors Zanon, Friesen and Mayor Milsom opposed

It was moved and seconded

Resolution No. C463/23

THAT Council support the 2024 Capital Budget Request for Information Services as follows:

C2024-64 Optical Character Recognition (OCR) Document Processing \$7,310

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C464/23

THAT Council support the 2024 Capital Budget Request for Information Services as follows:

C2024-65 Mass Notification Software \$14,025

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C465/23

THAT Council support the 2024 Capital Budget Request for Information Services as follows:

C2024-66 Hypervisor Replacement Proof-of-Concept \$35,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C466/23

THAT Council deny the 2024 Capital Budget Request for Information Services as follows:

C2024-70 Operations Yard IT Equipment \$49,570

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C467/23

THAT Council support the 2024 Capital Budget Request for Information Services as follows:

C2024-71 Network Replacement - SFP Modules \$24,500

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C468/23

THAT Council support the 2024 Capital Budget Request for Information Services as follows:

C2024-62 Two-way Radio Network Design and Construction \$179,463

DEFEATED: Councillors Johnston, de Jong, Friesen and Millsap opposed

It was moved and seconded

Resolution No. C469/23

THAT the meeting be extended to 7:30 p.m.

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C470/23

THAT Council support the 2024 Capital Budget Request for Information Services as follows:

C2024-67 Artificial Intelligence - Zammo AI and Microsoft Azure AI
\$70,560

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

It was moved and seconded

Resolution No. C471/23

THAT Council support the 2024 Capital Budget Request for Information Services as follows:

C2024-68 Artificial Intelligence - Microsoft Syntex Proof-of-Concept
\$10,000

CARRIED: Councillors Zanon, Johnston and de Jong opposed

It was moved and seconded

Resolution No. C472/23

THAT Council support the 2024 Capital Budget Request for Information Services as follows:

C2024-69 Artificial Intelligence - Microsoft Co-Pilot Proof-of-Concept
\$23,600

CARRIED: Councillors Zanon, Johnston and de Jong opposed

It was moved and seconded

Resolution No. C473/23

THAT Council support the 2024 Capital Budget Request for Police Services and Bylaw as follows:

C2024-72 RCMP Vehicle \$67,652

C2024-74 RCMP Vehicle - New \$67,652

C2024-75 RCMP Vehicle - New \$67,652

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C474/23

THAT Council support the 2024 Capital Budget Request for Police Services and Bylaw as follows:

C2024-73 RCMP Automated Licence Plate Recognition \$20,930

CARRIED; Councillors de Jong and Millsap opposed

It was moved and seconded

Resolution No. C475/23

THAT Council support the 2024 Capital Budget Request for Water Utility as follows:

C2024-76 SCADA System Backbone and Upgrades \$250,000

C2024-77 Fire Hydrant Coverage \$75,000

C2024-78 PCWTP Diversion Structure (Construction) \$750,000

C2024-79 WKW - Hydrant Upgrade Program (Fire Flow Review and Painting) \$150,000

C2024-80 WKW - Water Sample Stations \$67,000

C2024-81 RV - Raw Water Intake Pipe Replacement \$60,000

C2024-82 PC - PCWTP Reservoir Repairs \$50,000

C2024-83 PC - Backwash Automation Project \$20,000

C2024-84 PC - Cyber Security (Ph.2) \$50,000

C2024-85 Dam Safety Review - Very High Important Dams \$250,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C476/23

THAT Council support the 2024 Capital Budget Request for Sewer Utility as follows:

C2024-86 Sewer Utility Master Plan Update \$100,000

C2024-87 Ensign Lift Station Improvements \$40,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C477/23

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

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C478/23

THAT Council support the 2024 supplemental New FTE Budget Request:

FTE2024-10 Facilities Operator II - Facilities

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

It was moved and seconded

Resolution No. C479/23

THAT Council support the 2024 supplemental New FTE Budget Request:

FTE2024-11 Planner III (Priority Housing) - Planning

FTE2024-12 Long Range Planning Manager - Planning

FTE2024-13 Attainable Housing Coordinator - Planning

These positions will not proceed until the Housing Accelerator funding has been approved.

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C480/23

THAT Council support the 2024 supplemental New FTE Budget Request:

FTE2024-14 Labour/Grade Person - Capital Works Crew Operation

FTE2024-15 Seasonal Summer Student - Capital Works Crew Operation

CARRIED; Councillors de Jong, Johnston and Zanon opposed

It was moved and seconded

Resolution No. C481/23

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 2024-2028; and

THAT Council endorse the 6.85% percent tax increase for 2024; and

THAT Council give first reading to City of West Kelowna 2024-2028 Financial Plan Bylaw No. 0312, 2023.

CARRIED UNANIMOUSLY

8.2.2 2024 Financial Plan Early Approval Requests

It was moved and seconded

Resolution No. C482/23

THAT Council authorize staff to proceed with the capital expenditures and supplemental FTE staffing requests in Schedules A and B attached to the report titled "2024 Financial Plan Early Approval Requests" dated December 13, 2023 as amended.

CARRIED; Councillors Zanon and de Jong opposed

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 8:02 p.m.

MAYOR

LEGISLATIVE SERVICES MANAGER/CORPORATE OFFICER