



INFORMATION ONLY COUNCIL REPORT

To: Mayor and Council

Date: February 13, 2024

From: Trevor Seibel, Deputy CAO

Subject: **Launch of the Alternative Approval Process: Fire Hall 32 Replacement Project**

Report Prepared by: Corinne Boback, Legislative Services Manager / Corporate Officer

PURPOSE

To provide Council and the community with information on the launch of the Alternative Approval Process (AAP) for the Fire Hall 32 Replacement Project.

STRATEGIC AREA(S) OF FOCUS

Invest in Infrastructure – We will invest in building, improving and maintaining infrastructure to meet the needs of, and to provide a high quality of life for, current and future generations.

Foster Safety and Well-Being – We will pursue through direct action, advocacy, and collaboration with local and regional service providers, investments in community health, needs-based housing, emergency preparedness, policing, and other services that foster safety and well-being in West Kelowna.

BACKGROUND

At the November 28, 2023, Regular Meeting, Council approved the AAP to seek Elector Approval to borrow up to \$8,000,000 for the Fire Hall 32 Replacement Project. Additionally, Council gave 1st, 2nd and 3rd reading to Fire Hall 32 Loan Authorization Bylaw #0313, 2023. Staff forwarded the bylaw to the Ministry of Municipal Affairs for Statutory Approval and statutory approval was granted on December 13, 2023.

At the January 23, 2024, Regular Council meeting, Council approved the elector response form and set the closing date of Friday March 15, 2024 at 4:00pm for the AAP.

Furthermore, at the same meeting, staff addressed the statutory procedural requirements pursuant to Section 86 of the *Community Charter*, and the notice requirements set by

Section 94.2. As previously indicated, notices will be posted on the public notice board at City Hall, advertised in the newspaper, and posted on the City's website on Wednesday, February 14, 2024.

This information report is to provide Council and the community with the confirmed AAP information, timelines and guidelines for participation.

To be eligible to participate in the AAP, electors must meet the following criteria:

- be eighteen years of age or older; and
- be a Canadian citizen; and
- reside in British Columbia for at least six months; and
- reside in, **OR** be the registered owner of real property (and have been designated as the elector in regard to that property for at least 30 days) in the City of West Kelowna; and
- not be disqualified by the Local Government Act or any other enactment or otherwise disqualified by law from voting in local elections; and
- be entitled to sign this alternative approval process elector response form and have not previously signed an alternative approval process elector response form for the proposed Bylaw.

The AAP is only for those who reside or own property within the municipal boundaries of the City of West Kelowna.

The elector response forms will be available during regular office hours, 8:30 a.m. to 4:30 p.m., Monday through Friday (excluding statutory holidays), at the City of West Kelowna City Hall, 2760 Cameron Road, West Kelowna, BC or on the City's website at www.westkelownacity.ca/aap starting at 8:30am on Thursday, February 15, 2024. Additionally, eligible electors may request a form to be sent electronically by emailing legislative.services@westkelownacity.ca.

Completed elector response forms must be submitted using one of the following options, by Friday, March 15, 2023, at 4pm:

- Mail or hand delivery to West Kelowna City Hall, 2760 Cameron Road, West Kelowna, BC, V1Z 2T6; or
- Facsimile at 778-797-1001; or
- Email at legislative.services@westkelownacity.ca

Elector Approval will be obtained if the number of elector responses received by the end of the alternative approval process is less than 10% of the number of electors. Based on the 2023 information from CivicInfo BC, the total number of eligible electors is 28,098 (10% is 2,810).

It should be noted, an elector response form is only required if you do **NOT** support the long-term borrowing of funds for the Fire Hall 32 Replacement Project.

If you **DO** support the borrowing of funds towards the Fire Hall 32 Replacement Project, **no action is required.**

Staff have provided the confirmed timelines and tactics in the table below.

DATE	TACTIC
Nov 28, 2023	Council gave 1 st , 2 nd and 3 rd reading at the Regular Council Meeting to the Fire Hall 32 Loan Authorization Bylaw #0313, 2023 with approval to proceed with Provincial requirements to conduct an Alternative Approval Process (AAP)
Dec 13, 2023	Ministry of Municipal Affairs granted statutory approval to proceed with the AAP
Jan 23, 2024	Staff provided advanced notice of the AAP (Feb 15 – Mar 15) and obtained Council approval of the form and process to proceed at the Regular Council Meeting
Jan 29	AAP information and display boards were provided at the first budget open house
Feb 8	AAP information and display boards were provided at the second budget open house
Feb 13	Staff provide Council with an information report to reiterate the AAP dates (Feb 15 – Mar 15) at the Regular Council Meeting
Feb 14	AAP Information Live on City webpage (www.westkelownacity.ca/aap)
Feb 14	Statutory Newspaper Ad printed: Westside Weekly Newspaper and posted to the City's Notice Board
Feb 14	Statutory Newspaper Ad posted to Public Notices webpage (www.westkelownacity.ca/publicnotices)
Feb 14	Council Highlights issued to public to reiterate the AAP dates (Feb 15 – Mar 15)
Feb 15	AAP Begins at 8:30 a.m., Elector Response Form posted on website and printed copies available at City Hall, 2760 Cameron Road, West Kelowna
Feb 15	Public Service Announcement issued to launch the AAP to the public and media
Feb 15	Social Media Posts issued to launch the AAP on City's social feeds
Mar 11	Social Media Posts issued to remind the public of the close of the AAP on Mar 15
Mar 15	AAP Concludes at 4:00 p.m.
March 26 or earlier	Regular Council Meeting held to announce results and next steps

FINANCIAL IMPLICATIONS

The estimated costs to undertake an AAP have not changed from the amounts provided in the November 28, 2023 Council report. The costs will include staff time (wages), printing costs for the AAP forms as well as the legislatively required advertisements in the newspaper. The total costs won't be known until the completion of the AAP process and all invoices received.

COUNCIL REPORT / RESOLUTION HISTORY

Date	Report Topic / Resolution	Resolution No.
January 23, 2024	<p>THAT the elector response form, as attached to the report titled "Alternative Approval Process Form – Fire Hall 32 Replacement Project" dated January 23, 2024 from the Legislative Services Manager/Corporate Officer, be approved;</p> <p>AND THAT Friday, March 15, 2024 at 4:00pm be set as the deadline for receipt of the elector response forms.</p>	C048/24
November 28, 2023	<p>THAT Council direct Administration to complete an Alternative Approval Process (AAP), to gain elector assent, in 2024, for the Firehall 32 Project;</p> <p>AND THAT "City of West Kelowna Loan Authorization Bylaw No. 0313, 2023", a bylaw to authorize the borrowing of up to \$8,000,000 towards the construction of a new Fire Hall 32 building, be read a first, second and third time, by title only, on this 28th of November 2023.</p>	C387/23

REVIEWED BY

Sandy Webster, Director of Corporate Initiatives

APPROVED FOR THE AGENDA BY

Trevor Seibel, Deputy CAO

Powerpoint: Yes No

Attachments: None