



CITY OF WEST KELOWNA
MINUTES OF THE REGULAR MEETING OF COUNCIL

Tuesday, March 26, 2024
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

MEMBER ABSENT: Councillor Carol Zanon

Staff Present: Ron Mattiussi, Interim CAO
Trevor Seibel, Deputy CAO / Deputy Corporate Officer (virtual)
Allen Fillion, Director of Engineering / Operations
Sandy Webster, Director of Corporate Initiatives (virtual)
Bob Dargatz, Development Manager/Approving Officer
Lisa Siavashi, Financial Services Manager/Deputy CFO
Chris Oliver, Planning Manager
Rebecca Narinesingh, Corporate Records/FOI Specialist
Kandice Brzezynski, Senior Business Licensing and Building Official

1. CALL THE REGULAR COUNCIL MEETING TO ORDER

The meeting was called to order at 6:04 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. C096/24

THAT the agenda be adopted as presented.

CARRIED UNANIMOUSLY

4. ADOPTION OF MINUTES

4.1 Minutes of the Special Council Meeting held Tuesday, March 12, 2024 in the City of West Kelowna Council Chambers

It was moved and seconded

Resolution No. C097/24

THAT the minutes of the Special Council Meeting held Tuesday, March 12, 2024 in the City of West Kelowna Council Chambers be adopted.

CARRIED UNANIMOUSLY

4.2 Minutes of the Regular Council Meeting held Tuesday, March 12, 2024 in the City of West Kelowna Council Chambers

It was moved and seconded

Resolution No. C098/24

THAT the minutes of the Regular Council Meeting held Tuesday, March 12, 2024 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, March 14, 2024 Regional Board Meeting

6. DELEGATIONS

7. UNFINISHED BUSINESS

8. DIVISION REPORTS

8.1 CHIEF ADMINISTRATIVE OFFICER

8.1.1 Sufficiency Report for the Fire Hall #32 Replacement Project - Alternative Approval Process

It was moved and seconded

Resolution No. C099/24

THAT the report titled “Sufficiency Report for the Fire #32 Replacement Project – Alternative Approval Process”, dated March 26, 2024 from the Legislative Services Manager/Corporate Officer and Deputy CAO/Deputy Corporate Officer, be received for information;

AND THAT City of West Kelowna Loan Authorization Bylaw No. 0313, 2023 be adopted.

CARRIED UNANIMOUSLY

8.1.2 City Hall Project Update

It was moved and seconded

Resolution No. C100/24

THAT the report titled “City Hall Project Update” dated March 26, 2024 from the Deputy CAO, be received for information.

CARRIED UNANIMOUSLY

8.2 FINANCIAL SERVICES

8.2.1 Utility Fee Amendments Bylaw No. 0028.81, 2024

It was moved and seconded

Resolution No. C101/24

THAT Council adopt “City of West Kelowna Fees and Charges Amendment Bylaw No. 0028.81, 2024”.

CARRIED UNANIMOUSLY

8.2.2 2024 Parcel Tax Roll Review Panel

It was moved and seconded

Resolution No. C102/24

THAT Council appoint Councillor de Jong, Councillor Da Silva and Mayor Milsom to form a Parcel Tax Roll Review Panel; and

THAT Council direct staff to schedule a meeting of the Parcel Tax Roll Review Panel for 1:15 pm on Tuesday, April 9th, 2024; and further

THAT Council direct staff to give notice of the meeting in accordance with Section 94 of the *Community Charter*.

CARRIED UNANIMOUSLY

8.3 DEVELOPMENT SERVICES

8.3.1 Resource Request – Provincial Housing Initiatives

It was moved and seconded

Resolution No. C103/24

THAT Council direct staff to amend the 2024 Financial Plan to incorporate the necessary staffing resources to address the provincial housing initiatives and to fund up to the amount of \$377,145 from the Unallocated Surplus Reserve.

CARRIED UNANIMOUSLY

8.3.2 Z 23-12; OCP and Zoning Bylaw Amendments; (Post Public Hearing Options, Third & Adopt); Unaddressed Boucherie Road OCP Bylaws - Requires a majority of all members of Council (4).

It was moved and seconded

Resolution No. C104/24

THAT Council give third reading and adopt OCP Amendment Bylaw No. 300.04,2024 & Zoning Amendment Bylaw No. 0265.24, 2024 (File Z 23-12).

CARRIED UNANIMOUSLY

8.3.3 Z 21-05; OCP and Zoning Bylaw Amendments; (Post Public Hearing Options, Third); 3636 McIver Road

It was moved and seconded

Resolution No. C105/24

THAT Council give third reading to OCP Amendment Bylaw No. 300.03,2024 & Zoning Amendment Bylaw No. 0265.23, 2024 (File Z 21-05)

THAT Council direct staff to direct staff to schedule the bylaws for consideration of adoption following registration of a Section 219 Covenant to secure servicing and infrastructure works as a condition of zoning, including preliminary design and cost estimates to the satisfaction of the City and as described in this report for the following:

- Frontage improvements along Mclver Road per existing covenant CA3050232 (a new covenant will be registered on title to 3636 Mclver)
- Proportional contribution toward a future left-turn lane at the intersection of Glenrosa Road and Mclver Road;
- Proportional contribution toward a pathway or sidewalk on Mclver Road to connect the development to Glenrosa Road;
- Connection of the pedestrian pathway in Phase 3 through Phase 4 to Mclver Road;
- Prepare and submit a Stormwater Management Plan to address catchment areas within the subject property, future upstream phases, and existing phases that are currently detained by the temporary stormwater management constructed within Phase 2 of the Glen Eagles Subdivision and
- Clean the ditch and repair collapsed culverts in the south ditch on Mclver Road.

CARRIED UNANIMOUSLY

8.3.4 Z 21-05.1; Zoning Part Lot Amendments Bylaw No. 0265.25, (First to Adopt); 3640 Mclver Road and 3625 Gates Road

It was moved and seconded

Resolution No. C106/24

THAT City of West Kelowna Zoning Bylaw Amendment No. 0265.25, 2024; 3640 Mclver Road and 3625 Gates Road be given first, second, third reading and adoption.

CARRIED UNANIMOUSLY

8.3.5 P 23-14 – Short Term Rental Regulations – Post Public Hearing Options

Pursuant to Section 100 of the *Community Charter*, Councillor Millsap declared a conflict of interest regarding Item 8.3.5 P 23-14 as he operates a Short Term Accommodation/Bed and Breakfast in West Kelowna.

Councillor Millsap left the meeting at 6:49 p.m.

It was moved and seconded

Resolution No. C107/24

THAT Council give third reading as amended to the City of West Kelowna Zoning Amendment Bylaw No. 0265.20, 2023.

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C108/24

THAT Council direct staff to develop a report outlining the scope required for implementation of RC3 to the Short Term Rental policy.

CARRIED UNANIMOUSLY

Councillor Millsap returned to the meeting at 7:25 p.m.

8.4 RECREATION AND CULTURE

8.5 ENGINEERING / PUBLIC WORKS / PARKS

8.5.1 Disaster Risk Reduction – Climate Adaptation grant application

It was moved and seconded

Resolution No. C109/24

THAT Council direct staff to apply to the Community Emergency Preparedness Fund seeking funding under the Disaster Risk Reduction – Climate Adaptation stream to construct flood mitigation measures along McDougall Creek; and,

THAT Council agree to amend the 2024 to 2028 Financial Plan, as may be required, to reflect grant funding; and,

THAT Council authorize the Mayor and Chief Administrative Officer to execute the required contribution agreement, in the event of a successful application.

CARRIED UNANIMOUSLY

8.5.2 Development Cost Charges Bylaw (No.0190) Amendment

It was moved and seconded

Resolution No. C110/24

THAT Council give first, second, and third readings to the “City of West Kelowna Development Cost Charges Amendment Bylaw No.0190.02, 2024”.

CARRIED UNANIMOUSLY

8.6 CORPORATE INITIATIVES

8.7 FIRE RESCUE SERVICES

9. CORRESPONDENCE AND INFORMATION ITEMS

10. NOTICE OF MOTION

11. ADJOURNMENT OF THE REGULAR MEETING

The meeting adjourned at 7:35 p.m.

MAYOR

LEGISLATIVE SERVICES MANAGER/CORPORATE OFFICER