



CITY OF WEST KELOWNA
MINUTES OF THE SPECIAL MEETING OF COUNCIL

Wednesday, December 18, 2024
Thursday, December 19, 2024
COUNCIL CHAMBERS
3731 OLD OKANAGAN HWY, 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 (virtual)
Councillor Carol Zanon

Staff Present: Ron Bowles, CAO
Trevor Seibel, Deputy CAO/Deputy Corporate Officer
Warren Everton, Director of Finance/CFO
Jason Brolund, Fire Chief
Brent Magnan, Director of Development Approvals
Rob Hillis, Acting Director of Engineering and Operations
Lisa Siavashi, Financial Services Manager/Deputy CFO
Andrea Mandau, Accounting Supervisor
Kelly Isaak, Financial Analyst - Capital
Mark Roberts, Parks Manager
Erin Goodwin, Facilities and Recreation Manager
Chris Anderson, Public Works Manager
Nilton Praticante, Engineering Manager

1. CALL THE SPECIAL COUNCIL MEETING TO ORDER

The meeting was called to order at 2:04 p.m. on Wednesday, December 18, 2024.

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. C307/24

THAT the agenda be adopted as presented.

CARRIED UNANIMOUSLY

4. ADOPTION OF MINUTES

4.1 Minutes of the Special Council Meeting held Tuesday, December 10, 2024 in the City of West Kelowna Council Chambers

It was moved and seconded

Resolution No. C308/24

THAT the minutes of the Special Council meeting held Tuesday, December 10, 2024 in the City of West Kelowna Council Chambers be adopted.

CARRIED UNANIMOUSLY

4.2 Minutes of the Regular Council Meeting held Tuesday, December 10, 2024 in the City of West Kelowna Council Chambers

Trevor Seibel, Deputy CAO/Deputy Corporate Officer advised that the table in section 8.3.3, Resolution No. C301/24, needed to be amended to incorporate the following changes:

Apartment Building Type	Bonus Density Rate
Residential only, wood frame, condominium tenures	\$71.00/m2 (\$6.60/sf)
Mixed-use (condominium residential above commercial), up to maximum height (wood frame)	\$71.00/m2 (\$6.60/sf)

Residential only, concrete, condominium tenure	\$71.00/m2 (\$6.60/sf)
Mixed-use, concrete, condominium residential above commercial	\$71.00/m2 (\$6.60/sf)
100% Market rental development (wood frame or concrete), 13 storeys and up to maximum height	\$71.00/m2 (\$6.60/sf)
100% Market rental development (wood frame or concrete), up to and including 12 storeys	Does not apply

It was moved and seconded

Resolution No. C309/24

THAT the minutes of the Regular Council meeting held on Tuesday, December 10, 2024 in the City of West Kelowna Council Chambers be adopted as amended.

CARRIED UNANIMOUSLY

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 2025 – 2029 Financial Plan, Supplemental Requests and Ten-Year Capital Plan

Warren Everton, Director of Finance/CFO, made a presentation on the Draft 2025-2029 Financial Plan and was available for questions from Council.

It was moved and seconded

Resolution No. C310/24

THAT Council support Option 2 for funding the Policing Additions by funding 2 officers in 2025 and extending the overall funding strategy to 2031.

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C311/24

THAT Council support the 2025 Supplemental Budget Request S2025-1 Transit Security - Contract Security Services for West Kelowna Transit Exchanges.

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C312/24

THAT Council support the 2025 Supplemental Budget Request S2025-2 - Increase in Wildfire Activities Funding.

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C313/24

THAT Council support the 2025 Supplemental Budget Request S2025-3 - Paid On Call Enhancements with \$2 per hour increase.

CARRIED UNANIMOUSLY

The meeting was recessed at 3:42 p.m.

The meeting was reconvened at 3:54 p.m.

It was moved and seconded

Resolution No. C314/24

THAT Council support the 2025 FTE requests (FTE2025-1 through FTE2025-12 inclusive) as presented in the 2025 General Fund Summary.

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C315/24

THAT Council support the 2025 FTE requests (FTE2025-13 through FTE2025-16 inclusive) as presented in the 2025 Utility Fund Summary.

CARRIED UNANIMOUSLY

The meeting was recessed at 4:21 p.m.

The meeting was reconvened at 4:32 p.m.

It was moved and seconded

Resolution No. C316/24

THAT Council support the 2025 Capital Budget Request for Roads as follows:

C2025-1 Road Rehab Program \$2,500,000

C2025-2 LED Streetlight Replacements \$350,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C317/24

THAT Council support the 2025 Capital Budget Request for Equipment as follows:

C2025-3 Replacement Equipment \$710,000

C2025-4 Roads - Electric Mower \$65,000

C2025-5 Roads - Sander Box and Plow \$45,000

C2025-6 Parks - Sander Unit \$25,000

C2025-8 WTP Forklift \$70,000

C2025-9 FTE2025-2 - Facilities - Van \$105,000

C2025-10 FTE2025-6 - Roads - Electric Pickup \$80,000

C2025-11 FTE2025-7 - Parks - 550 Crew Cab w Dump Box \$175,000

C2025-12 FTE2025-8 - Parks - Half Ton Crew Cab \$85,000

C2025-13 FTE2025-8 - Parks - Groundmaster 3500D Sidewinder \$75,000

C2025-14 FTE2025-13 - Utilities 1 ton Long Box \$98,000

C2025-15 FTE2025-15 - WTP - Electric Pickup \$80,000

C2025-16 FTE2025-16 - WTP - Electric Pickup \$80,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C318/24

THAT Council support the 2025 Capital Budget Request for Development Services as follows:

C2025-17 ACC Bylaw Development \$50,000

C2025-18 Community Safety Plan \$50,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C319/24

THAT Council support the 2025 Capital Budget Request for Storm Drainage as follows:

C2025-19 Capital Construction Crew Drainage Projects \$500,000

C2025-20 McDougall Creek - Capacity Improvements \$525,000

C2025-21 Update Master Drainage Plan \$250,000

C2025-22 Menu Road Storm Improvements \$350,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C320/24

THAT Council support the 2025 Capital Budget Request for Pedestrian Infrastructure as follows:

C2025-23 Pedestrian Improvement Program - Sidewalks; Supplement to Pedestrian Improvement for Horizon Drive \$1,000,000

C2025-24 Transit Stop Improvements \$50,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C321/24

THAT Council extend the Special Council meeting until 6:15 p.m.

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C322/24

THAT Council support the 2025 Capital Budget Request for Parks and Community Amenities as follows:

C2025-25 Bike Skills Park \$10,000

C2025-26 Asphalt Repair \$42,000

C2025-27 Bear Proof Garbage Cans \$18,000

C2025-28 Parks Irrigation - Renewal and Replacement \$78,000

C2025-29 Property Improvements (2) \$25,000

C2025-30 Anders Tennis Court Replacement \$845,000

C2025-31 Playground Safety Repairs \$66,500

C2025-32 Security Cameras \$50,000

C2025-33 Mar Fee Concept Plan (L3.1) \$120,000

C2025-34 Memorial Park Plan (L7.1) \$100,000

C2025-35 Ranch Park Upgrades (I1.2) \$350,000

C2025-36 Pritchard Park Landscape Improvements \$20,000

CARRIED UNANIMOUSLY

The meeting recessed at 6:09 p.m. on December 18, 2024.

The meeting reconvened at 2:02 p.m. on December 19, 2024.

MEMBERS PRESENT: Mayor Gord Milsom
Councillor Tasha Da Silva
Councillor Rick de Jong
Councillor Jason Friesen
Councillor Stephen Johnston
Councillor Garrett Millsap (virtual)
Councillor Carol Zanon

Staff Present: Ron Bowles, CAO
Trevor Seibel, Deputy CAO/Deputy Corporate Officer
Warren Everton, Director of Finance/CFO
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Kelly Isaak, Financial Analyst - Capital
Mark Roberts, Parks Manager
Erin Goodwin, Facilities and Recreation Manager
Chris Anderson, Public Works Manager
Nilton Praticante, Engineering Manager

Staff provided follow up information on the Policing Vacancies, Glenrosa Second Access Corridor Study and the Parks Master Plan implementation.

It was moved and seconded

Resolution No. C323/24

THAT Council support the Glenrosa Second Access Corridor Study, moving the project from 2027 to 2025, in the amount of \$300,000 to be funded from Capital Reserves.

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C324/24

THAT Council support the 2025 Capital Budget Request for General Capital as follows:

C2025-37 Infrastructure Gap \$50,000

CARRIED; Councillors de Jong, Johnston and Zanon opposed

It was moved and seconded

Resolution No. C325/24

THAT Council support the 2025 Capital Budget Request for General Capital as follows:

C2025-38 Regional Household Travel Survey \$32,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C326/24

THAT Council support the 2025 Capital Budget Request for Facilities as follows:

C2025-39 City Hall - Council Chambers Acoustic Upgrade \$115,000

C2025-40 City Hall - Parking Lot Design \$80,000

C2025-41 Fire Hall #33 - Roof Replacement \$300,000

C2025-42 Fire Hall #34 - Roof Replacement \$400,000

C2025-43 JBMAC - Furnace Replacement \$18,000

C2025-44 Johnson Bentley AC - Lockers \$290,000

C2025-45 Arena - Jim Lind - Roof Replacement \$700,000

C2025-46 Arena - Condenser Replacement \$600,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C327/24

THAT Council support the 2025 Capital Budget Request for Fire Department Equipment as follows:

C2025-48 Personal Transport Van \$110,000

CARRIED; Councillors de Jong, Zanon and Millsap opposed

It was moved and seconded

Resolution No. C328/24

THAT Council support the 2025 Capital Budget Request for Fire Department Equipment as follows:

C2025-47 Personal Protective Equipment \$90,000

C2025-49 Self Contained Breathing Apparatus (SCBA) face pieces \$34,500

C2025-50 Public Works Yard - Fire Training Centre Ph II \$280,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C329/24

THAT Council support the 2025 Capital Budget Request for Information Services as follows:

C2025-51 Client Hardware - Replacement \$191,175

C2025-52 Network Hardware Replacements \$78,650

C2025-53 Network Attached Storage Replacement \$12,180

C2025-54 Annual Orthophoto/DEM/Contour Update \$40,000

C2025-55 Corporate Cybersecurity Risk Assessment \$47,040

C2025-56 Council Chambers Equipment Replacement \$277,920

C2025-57 Cisco ISE Upgrade \$22,630

C2025-58 ESRI ArcGIS Pro Migration \$10,000

C2025-59 ESRI Platform Upgrade \$41,000

C2025-61 Microsoft Data Loss Prevention \$37,000

C2025-63 Paperless-EDRMS Project Assistance \$100,000

C2025-64 WestMap Upgrade \$40,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C330/24

THAT Council support the 2025 Capital Budget Request for Information Services as follows:

C2025-60 Microsoft Azure IaaS Landing Zone Design and Implementation \$26,000

C2025-62 NearMap Imagery \$18,000

CARRIED; Councillor Da Silva opposed

The meeting recessed at 3:37 p.m.

The meeting reconvened at 3:51 p.m.

It was moved and seconded

Resolution No. C331/24

THAT Council support the 2025 Capital Budget Request for Police Services and Bylaw as follows:

C2025-65 Police Services Interview and Monitor Room \$30,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C332/24

THAT Council support the 2025 Capital Budget Request for Water Utility as follows:

C2025-66 SCADA System Backbone and Upgrades \$180,000

C2025-67 Powers Creek Water Treatment Plant Access Improvements \$100,000

C2025-68 Rose Valley Dam Spillway Improvements, Design \$500,000

C2025-69 PCWSA PRV #5 Replacement - PRV Optimization Land Acquisition \$250,000

C2025-70 PCWTP Life Cycle Analysis Report \$75,000

C2025-71 WKW - Re-Chlorination Stations \$150,000

- C2025-72 WKW - Water Sample Stations \$67,000
- C2025-73 PCWTP - Streaming Current Analyzer \$30,000
- C2025-74 PCWTP - Cathodic Protection \$54,000
- C2025-75 PCWTP - Intake Road Safety Improvements \$80,000
- C2025-76 WKW - Security Improvements \$132,000
- C2025-77 WKW - Cathodic Protection \$150,000
- C2025-78 WKW - Water Meter Replacements \$1,640,000
- C2025-79 Old Okanagan Butt Water Main \$400,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C333/24

THAT Council support the 2025 Capital Budget Request for Sewer Utility as follows:

- C2025-80 Sewer Model Update \$50,000
- C2025-81 Pritchard / Green Bay Lift Stations Upgrades (Design) \$200,000
- C2025-82 Replacement of 200mm with 250mm Main on Horizon Drive \$90,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C334/24

THAT Council direct staff to reduce the Finance Admin – Contingency line item by \$150,000.

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C335/24

THAT Council support Infrastructure Funding with 1% to Infrastructure Allocation and 1% to Capital Reserves.

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C336/24

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 2025-2029;

AND THAT Council give first reading to City of West Kelowna 2025-2029 Financial Plan Bylaw No. 0323, 2024.

CARRIED UNANIMOUSLY

8.2.2 2025 Financial Plan Early Approval Request

It was moved and seconded

Resolution No. C337/24

THAT Council authorize staff to proceed with the capital expenditures and supplemental FTE staffing requests in Schedules A, as amended, and B attached to the report titled "2025 Financial Plan Early Approval Requests" from the Financial Services Manager/Deputy CFO, dated December 19, 2024.

CARRIED UNANIMOUSLY

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 4:49 p.m.

MAYOR

DEPUTY CAO/DEPUTY CORPORATE OFFICER