



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

Tuesday, February 11, 2025  
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 Carol Zanon

**MEMBER ABSENT:** Councillor Garrett Millsap

**Staff Present:** Ron Bowles, CAO  
Trevor Seibel, Deputy CAO/Deputy Corporate Officer  
Rob Hillis, Acting Director of Engineering and Operations  
Warren Everton, Director of Finance/CFO  
Jason Brolund, Fire Chief  
Brent Magnan, Director of Community Development  
Lisa Siavashi, Financial Services Manager/Deputy CFO  
Chris Anderson, Public Works Manager  
Mark Roberts, Parks Manager

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

The meeting was called to order at 1:32 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. C028/25

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

CARRIED UNANIMOUSLY

**4. ADOPTION OF MINUTES**

**4.1 Minutes of the Special Council Meeting held Tuesday, January 28, 2025  
in the City of West Kelowna Council Chambers**

It was moved and seconded

Resolution No. C029/25

**THAT** the minutes of the Special Council meeting held Tuesday, January 28, 2025 in the City of West Kelowna Council Chambers be adopted.

CARRIED UNANIMOUSLY

**4.2 Minutes of the Regular Council Meeting held Tuesday, January 28, 2025  
in the City of West Kelowna Council Chambers**

It was moved and seconded

Resolution No. C030/25

**THAT** the minutes of the Regular Council meeting held Tuesday, January 28, 2025 in the City of West Kelowna Council Chambers be adopted.

CARRIED UNANIMOUSLY

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

Mayor Milsom announced that the City of West Kelowna has won the Canadian Award for Financial Reporting for the 2023 Annual Report and congratulated staff for their award winning collaboration.

**6. DELEGATIONS**

**6.1 King Charles III Coronation Medal**

MP Dan Albas provided an overview of the King Charles III Coronation Medal and presented each of the recipients with their medal.

Medal Recipients:

- Tina Bisson
- Melissa Anne Grassmick
- Al Hildebrandt
- Joe Houben
- Adrian Marr
- Dr. Hua Meng
- Ricki Morin
- Carl Zanon

Council recessed at 1:55 p.m.

Council reconvened at 2:06 p.m.

**7. UNFINISHED BUSINESS**

**8. DIVISION REPORTS**

**8.1 CORPORATE SERVICES**

**8.2 LEGISLATIVE & LEGAL**

**8.2.1 Appointment of Corporate Officer**

Trevor Seibel, Deputy CAO/Deputy Corporate Officer, provided an overview of the process to fill the Director of Legislative & Legal Services and the need to appoint the Corporate Officer.

It was moved and seconded

Resolution No. C031/25

**THAT** Council appoint Mark Panneton as the Corporate Officer as per Section 148 of the *Community Charter effective* February 18, 2025.

CARRIED UNANIMOUSLY

**8.2.2 Green Bay Dredging Project - Phase 2 - Local Area Service - Adoption**

Trevor Seibel, Deputy CAO/Deputy Corporate Officer, provided an overview of the Green Bay Dredging Project Phase 2 Local Area Service and was available for questions from Council.

It was moved and seconded

Resolution No. C032/25

**THAT** Council adopt the Green Bay Dredging Project - Phase 2 Establishment Bylaw No. 0324, 2025.

CARRIED UNANIMOUSLY

### **8.3 FINANCE**

### **8.4 COMMUNITY DEVELOPMENT**

#### **8.4.1 Canada Housing Infrastructure Fund**

Rob Hillis, Acting Director of Engineering & Operations, provided an overview of the Canada Housing Infrastructure Fund grant application and was available for questions from Council.

It was moved and seconded

Resolution No. C033/25

**THAT** Council direct staff to apply to the Canada Housing Infrastructure Fund seeking the maximum of 40 percent federal funding contributions for the Westbank Centre PRV Improvement Project (PCWSA PRV #5 Replacement).

**AND THAT** Council agree to the Mayor and Chief Administrative Officer submitting a letter, as part of the grant application, to indicate the City of West Kelowna's support for the project.

**AND THAT** Council agree to amend the Five-Year Financial Plan to reflect federal contributions under the Canada Housing Infrastructure Fund and to also agree, in principle, to provide the City's share of funds, subject to securing grant funding, and in respect of the 2026 Budget deliberation and approval process.

**AND FURTHER THAT** Council authorize the Mayor and/or Chief Administrative Officer to sign the required federal contribution agreement, subject to grant approval.

CARRIED UNANIMOUSLY

#### **8.4.2 Active Transportation Fund**

Rob Hillis, Acting Director of Engineering & Operations, provided an overview of the Active Transportation Fund grant application and was available for questions from Council.

It was moved and seconded

Resolution No. C034/25

**THAT** Council direct staff to apply to the federal Active Transportation Fund requesting the maximum funding contribution of 60 per cent of eligible costs towards construction of Elliott Road active transportation infrastructure from Smith Creek Road to Reece Road;

**AND THAT** Council agree to amend the Five-Year Financial Plan and 10 Year Capital Plan to reflect any federal contributions to be given under the Active Transportation Fund and agree to provide the City's respective share of funds, using available sources, as early as 2026 and no later than 2029, subject to grant approval and annual budget deliberations and approvals;

**AND FURTHER THAT** Council authorize the Mayor and/or Chief Administrative Officer to sign the required federal contribution agreement, subject to grant approval.

CARRIED UNANIMOUSLY

### **8.5 OPERATIONS**

#### **8.5.1 West Kelowna Cemetery Bylaw**

Mark Roberts, Parks Manager, provided an overview of the Cemetery Bylaw update and was available for questions from Council.

It was moved and seconded

Resolution No. C035/25

**THAT** Council give first, second and third reading to the West Kelowna Cemetery Bylaw No. 318;

**AND THAT** Council endorse Option #3 as presented in the "West Kelowna Cemetery Bylaw" report, from the Parks Manager, dated February 3, 2025;

**AND FURTHER THAT** Council authorize staff to include the increased revenues and requested FTE's into the 2025 Financial Plan.

CARRIED; Mayor Milsom and Councillor Johnston opposed

**8.5.2 Rose Valley Reservoir – Source Water Improvements Project Update**

It was moved and seconded

Resolution No. C036/25

**THAT** the report titled "Rose Valley Reservoir - Source Water Improvements Project Update" from the Acting Director of Engineering & Operations, date February 11, 2025, be received for information.

CARRIED UNANIMOUSLY

**8.6 FIRE RESCUE**

**9. CORRESPONDENCE AND INFORMATION ITEMS**

**10. NOTICE OF MOTION**

**11. ADJOURNMENT OF THE REGULAR MEETING**

The meeting adjourned at 3:24 p.m.

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MAYOR

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DEPUTY CAO/DEPUTY CORPORATE OFFICER