



CITY OF WEST KELOWNA
MINUTES OF THE REGULAR MEETING OF COUNCIL

Tuesday, March 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 Garrett Millsap
Councillor Carol Zanon

Staff Present: Ron Bowles, Chief Administrative Officer
Mark Panneton, Director of Legislative and Legal Services/Corporate Officer
Rob Hillis, Acting Director of Engineering and Operations
Warren Everton, Director of Finance/Chief Financial Officer
Brent Magnan, Director of Community Development
Lisa Siavashi, Financial Services Manager/Deputy Chief Financial Officer
Chris Oliver, Planning Manager
Mark Roberts, Parks Manager
Brittany Nichols, Long Range Planning Manager
Carla Eaton, Senior Planner - Long Range

1. CALL THE REGULAR COUNCIL MEETING TO ORDER

The meeting was called to order at 1:31 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

2.1 Replacement of West Kelowna Cemetery Bylaw No. 318 and Modified Recommended Motion (Item 9.5.1)

A replacement bylaw was provided for Council's consideration due to modifications required prior to bylaw adoption.

2.2 Councillor Johnston - Notice of Motion (Item 11.1)

Councillor Johnston provided a Notice of Motion. It may be scheduled for Council consideration at a future regular Council meeting.

3. ADOPTION OF AGENDA

It was moved and seconded

Resolution No. C052/25

THAT the March 11, 2025 regular Council agenda be amended by:

- moving consideration of Item 9.4.2. regarding P 22-08, Zoning Bylaw No. 320 (Discussion Points following Deferral of Adoption) to immediately following consideration of Item 9.6.1;
- adding to Item 9.5.1 a modified copy of 'West Kelowna Cemetery Bylaw No. 318'; and
- adding new Item 11.1 regarding 2490 Shannon Woods Drive – Request for Staff Report to Section 11 – Notice of Motion;

AND THAT the agenda be adopted as amended.

CARRIED UNANIMOUSLY

4. ADOPTION OF MINUTES

4.1 Minutes of the Special Council Meeting held Tuesday, February 25, 2025 in the City of West Kelowna Council Chambers

It was moved and seconded

Resolution No. C053/25

THAT the minutes of the Special Council meeting held Tuesday, February 25, 2025 in the City of West Kelowna Council Chambers be adopted.

CARRIED UNANIMOUSLY

4.2 Minutes of the Public Hearing held Tuesday, February 25, 2025 in the City of West Kelowna Council Chambers

It was moved and seconded

Resolution No. C054/25

THAT the minutes of the Public Hearing held Tuesday, February 25, 2025 in the City of West Kelowna Council Chambers be adopted.

CARRIED UNANIMOUSLY

4.3 Minutes of the Regular Council Meeting held Tuesday, February 25, 2025 in the City of West Kelowna Council Chambers

Mayor Milsom informed that he had voted in opposition to Item 8.1.1, and requested that the February 25, 2025 regular Council minutes be amended accordingly.

It was moved and seconded

Resolution No. C055/25

THAT the minutes of the Regular Council Meeting held Tuesday, February 25, 2025 in the City of West Kelowna Council Chambers be amended to reflect Mayor Milsom's opposition to Item 8.1.1;

AND THAT the February 25, 2025 regular Council minutes be adopted as amended.

CARRIED UNANIMOUSLY

5. MAYOR AND COUNCILLOR'S REPORTS

Council congratulated the recipients of the Greater Westside Board of Trade's annual Key Business Awards that were held on February 27. Nicole Richard of Wax Pencil Imagery received the Geoffrey Paynter Citizen of the Year Award. Lakesider Brewing was awarded Business of the Year. Other winners were:

- Brent Ducharme Marketing;
- Bylands Garden Centre;
- Dr. Cara Curtis and NEXT Clinic;

- Hergott Law;
- Okanagan Pasta Company;
- Potentia Human Resources;
- Rose Valley Veterinary Hospital;
- Sncewips Heritage Museum;
- The Cake Mama; and
- Westbank Museum.

Council also thanked the Government of Canada and the Canada Mortgage and Housing Corporation for providing the City with nearly \$8 million under the Housing Accelerator Fund to help fast-track 233 additional homes within the next three years and to support the construction of 780 units over the next decade.

6. PRESENTATIONS

6.1 BDO Canada LLP

Sinéad Scanlon, CPA, CA Engagement Partner, BDO provided an Audit Planning PowerPoint presentation and responded to Council's questions. She also congratulated the City of West Kelowna on receiving the Canadian Award for Financial Reporting from the Government Finance Officers Association of Canada and the United States for the 2023 Audited Financial Statements and Annual Report.

7. DELEGATIONS

No items.

8. UNFINISHED BUSINESS

No items.

9. DIVISION REPORTS

9.1 CORPORATE SERVICES

No items.

9.2 LEGISLATIVE & LEGAL

No items.

9.3 FINANCE

9.3.1 Utility and Financial Fee Amendments Bylaw No. 0028.83, 2025

It was moved and seconded

Resolution No. C056/25

THAT Council give first, second and third reading to “Fees and Charges Amendment Bylaw No. 0028.83, 2025”.

CARRIED UNANIMOUSLY

9.3.2 Adoption of the 2025-2029 Financial Plan and Ten-Year Capital Plan

It was moved and seconded

Resolution No. C057/25

THAT Council adopt the “City of West Kelowna Financial Plan Bylaw 0323, 2024”.

CARRIED UNANIMOUSLY

9.4 COMMUNITY DEVELOPMENT

9.4.1 Provincial Housing Target Order – Progress Report 1.1

It was moved and seconded

Resolution No. C058/25

THAT Council receive, for information, the Provincial Housing Target Order Progress Report 1.1 for the first six-month period from August 1, 2024, to January 31, 2025.

CARRIED UNANIMOUSLY

9.4.2 P 22-08, Zoning Bylaw No. 320 (Discussion Points following Deferral of Adoption)

It was moved and seconded

Resolution No. C063/25

THAT Council vary the provisions of “Council Procedure Bylaw No. 0258, 2018” (as amended) to allow for informal discussion during Item 9.4.2 regarding P 22-08, Zoning Bylaw No. 320 (Discussion Points following Deferral of Adoption) only, including discussion of the item without a motion on the floor.

CARRIED UNANIMOUSLY

The meeting recessed at 2:45 p.m.

The meeting reconvened at 3:00 p.m., with all members of Council present.

The Director of Community Development provided a PowerPoint presentation regarding Zoning Bylaw No. 320 which included discussion points following the deferral of adoption.

9.5 OPERATIONS

9.5.1 West Kelowna Cemetery Bylaw No. 318 – Consideration of Adoption

It was moved and seconded

Resolution No. C059/25

THAT Council rescind third reading of proposed "West Kelowna Cemetery Bylaw No. 318."

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C060/25

THAT Council modify proposed "West Kelowna Cemetery Bylaw No. 318" by:

- replacing the words "a fund" with "an account" in Section 15.2;
- replacing the words "Care Fund" with "Capital Reserve Account" in Section 15.2 (a);
- removing the words "Reserve Fund" in Section 15.3; and
- replacing Schedule A with a new Schedule A.

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C061/25

THAT Council give third reading to proposed "West Kelowna Cemetery Bylaw No. 318", as modified.

CARRIED UNANIMOUSLY

9.6 FIRE RESCUE

9.6.1 2025 UBCM-CEPF Grant for EOC Training and Equipment

It was moved and seconded

Resolution No. C062/25

THAT Council support the Regional District of the Central Okanagan (RDCO) 2025 grant application to the Union of British Columbia Municipalities (UBCM) Community Emergency Preparedness Fund (CEPF) for Emergency Operations Centre (EOC) and Training stream;

AND THAT the RDCO be authorized to apply for, receive and manage the grant funding on behalf of the City of West Kelowna.

CARRIED UNANIMOUSLY

10. CORRESPONDENCE AND INFORMATION ITEMS

No items.

11. NOTICE OF MOTION

11.1 Councillor Johnston - Notice of Motion

The following Notice of Motion was provided and is scheduled for Council's consideration at the March 25, 2025 regular Council meeting:

THAT staff be directed to conduct a preliminary, high-level review of the portion of 2490 Shannon Woods Drive fronting Shannon Lake Road to generally determine whether there are potential challenges, such as encumbrances on the land, that would prevent the construction of a Community Centre/Day Care Facility as proposed by the Shannon Lake Neighbourhood Association;

AND THAT staff report back to Council with a brief report summarizing their findings.

12. ADJOURNMENT OF THE REGULAR MEETING

The meeting adjourned at 5:36 p.m.

MAYOR

DIRECTOR OF LEGISLATIVE & LEGAL SERVICES/
CORPORATE OFFICER