



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

Tuesday, March 25, 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  
Trevor Seibel, Deputy Chief Administrative Officer/Deputy  
Corporate Officer  
Mark Panneton, Director of Legislative & Legal  
Services/Corporate Officer  
Rob Hillis, Acting Director of Engineering & Operations  
Lisa Siavashi, Financial Services Manager/Deputy Chief Financial  
Officer  
Chris Oliver, Planning Manager  
Erin Goodwin, Facilities & Recreation Manager  
Mark Roberts, Parks Manager

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**1. CALL TO ORDER**

The meeting was called to order at 6:01 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**

No items.

**3. ADOPTION OF AGENDA**

It was moved and seconded

Resolution No. C065/25

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

CARRIED UNANIMOUSLY

**4. ADOPTION OF MINUTES**

**4.1 March 11, 2025 Special and Regular Council Minutes**

It was moved and seconded

Resolution No. C066/25

**THAT** the March 11, 2025 Special and Regular Council minutes be adopted.

CARRIED UNANIMOUSLY

**5. MAYOR AND COUNCILLORS' REPORTS**

Council announced the establishment of the West Kelowna Economic Development Corporation (WKEDC). The WKEDC will pursue economic growth and prosperity for our community, and the City is seeking applicants to serve on the Board of Directors.

Council thanked Deputy Chief Administrative Officer Trevor Seibel for exemplary service to the City of West Kelowna for the past two years and wished him success in his new role as the City of Armstrong's new Chief Administrative Officer.

Mayor Milsom reported that he and the Chief Administrative Officer met with several Ministers in March to advocate for funding and other provincial supports for Council's Strategic priorities for our growing community.

Council and the City of West Kelowna expressed a steadfast commitment to truth and reconciliation, and sincere condolences to residential school survivors and their families who have been hurt by recent racist rhetoric and denialist statements.

Mayor Milsom noted that the City of West Kelowna's popular Urban Re-Leaf tree planting program is back for its fifth year. Council thanked everyone for supporting this program and helping to keep West Kelowna green and climate friendly.

Council invited the public to the 2025 Spring Art Exhibition at Westbank Lions Community Centre to meet more than twenty incredible local artists who will have their works on display.

**5.1 Regional District of Central Okanagan Highlights from the March 20, 2025 Regional Board Meeting**

A Council member referred to reports reviewing Regional Fire Rescue Services, and requested a response from the Regional District of Central Okanagan as to how the Board's budget reflects progress on meeting the needs of Regional Fire Rescue Services.

**6. PRESENTATIONS**

**6.1 Regional District of Central Okanagan Economic Development Commission (COEDC)**

Krista Mallory, Manager, Central Okanagan Economic Development Commission provided a COEDC Strategic Plan PowerPoint presentation and written submissions, and responded to Council's questions.

**6.2 Fortis BC Operating Agreement Overview**

Shelley Martens, Manager, Community & Indigenous Relations provided a Fortis BC Operating Agreement PowerPoint presentation and Council members commented.

**7. DELEGATIONS**

No items.

**8. UNFINISHED BUSINESS**

**8.1 Councillor Johnston - Motion Regarding 2490 Shannon Woods Drive**

It was moved and seconded

Resolution No. C067/25

**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.

CARRIED; Councillor de Jong opposed

## 9. DIVISION REPORTS

### 9.1 CORPORATE SERVICES

#### 9.1.1 Contract Award – City Hall Council Chambers Acoustic Upgrade

It was moved and seconded

Resolution No. C068/25

**THAT** Council award the City Hall Council Chambers Acoustic Upgrade (C2025-39) contract to Sunco Drywall Ltd for the amount of \$112,540.00 + GST.

CARRIED UNANIMOUSLY

### 9.2 LEGISLATIVE & LEGAL

No items.

### 9.3 FINANCE

#### 9.3.1 Utility Fee Amendments Bylaw 0028.83, 2025

It was moved and seconded

Resolution No. C069/25

**THAT** Council adopt “City of West Kelowna Fees and Charges Amendment Bylaw No. 0028.83, 2025”.

CARRIED UNANIMOUSLY

#### 9.3.2 2025 Parcel Tax Roll Review Panel

It was moved and seconded

Resolution No. C070/25

**THAT** Council appoint Councillors Zanon, Johnston and da Silva 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 8<sup>th</sup>, 2025;

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

CARRIED UNANIMOUSLY

## 9.4 COMMUNITY DEVELOPMENT

### 9.4.1 Z 24-06; Zoning Amendment; 3011, 3021 & 3031 Ourtoland Road

It was moved and seconded

Resolution No. C071/25

**THAT** Zoning Amendment Bylaw No. 0265.31 be given first, second and third reading;

**AND THAT** Council direct staff to schedule Zoning Bylaw Amendment No. 0265.31 for adoption following the completion of the following third reading conditions:

- A no build covenant be registered across two subject properties (3021, 3031 Ourtoland Road) to ensure construction completion of a pedestrian connection and off-site improvements between Oak Barrel Place and Ourtoland Road;
- Dedication of right of way on 3031 Ourtoland for the pedestrian connection;
- A road reserve covenant be registered to provide access to 3080 Boucherie Road; and
- An agricultural protection covenant be registered on 3011 Ourtoland Road.

CARRIED UNANIMOUSLY

## 9.5 OPERATIONS

### 9.5.1 Waterfront Licenses of Occupation

It was moved and seconded

Resolution No. C072/25

**THAT** Council agree to acquire a License of Occupation for a term of 30 years for the purposes of public swimming and a boat ramp for the following properties:

- All that unsurveyed Crown foreshore being part of the bed of Okanagan Lake fronting on that part of District Lot 487, Osoyoos Division Yale District, shown as Park and Road on Plan 35335, containing 0.150 hectares, more or less (Pebble Beach Park);

- All that unsurveyed Crown foreshore being part of the bed of Okanagan Lake fronting on that part of District Lot 487, Osoyoos Division Yale District, shown as Park on Plan 18840, containing 0.30 hectares, more or less (Marina Park);
- All the unsurveyed Crown Foreshore being part of the bed of Okanagan Lake and fronting on that part of DL434, shown as Road on Plan 16444, ODYD, containing 0.70ha, more or less (Pritchard Park);
- All that unsurveyed Crown foreshore being part of the bed of Okanagan Lake fronting on that part of District Lot 485, Osoyoos Division Yale District, shown as Park and Road on Plan 42401, containing 0.13 hectares, more or less (Casa Rio Park);
- All that unsurveyed Crown foreshore being part of the bed of Okanagan Lake fronting on District Lots 521 and 485, Osoyoos Division Yale District, containing 0.23 hectares, more or less (Casa Loma Beach, Dupuis Boat Launch, Casa Loma Dock and Casa Loma Waterfront Access).

**AND THAT** Council agree to acquire a License of Occupation for a term of 30 years for public recreation and park purposes for the lands located at:

- All that unsurveyed Crown foreshore being part of the bed of Okanagan Lake fronting on Gellatly Bay, Osoyoos Division Yale District, containing 47.90 hectares, more or less (Gellatly Bay).

CARRIED UNANIMOUSLY

#### **9.5.2 West Kelowna Cemetery Bylaw No. 318 – Consideration of Adoption**

It was moved and seconded

Resolution No. C073/25

**THAT** Council adopt “West Kelowna Cemetery Bylaw No. 318.”

CARRIED UNANIMOUSLY

#### **9.6 FIRE RESCUE**

No items.

**10. CORRESPONDENCE AND INFORMATION ITEMS**

No items.

**11. NOTICE OF MOTION**

No items.

**12. ADJOURNMENT**

The meeting adjourned at 7:34 p.m.

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MAYOR

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DIRECTOR OF LEGISLATIVE & LEGAL SERVICES/  
CORPORATE OFFICER