



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

Tuesday, April 22, 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

**MEMBER ABSENT:** Councillor Garrett Millsap  
Councillor Carol Zanon

**Staff Present:** Ron Bowles, Chief Administrative Officer  
Mark Panneton, Director of Legislative & Legal Services/Corporate Officer (via electronic communication facilities)  
Rob Hillis, Acting Director of Engineering & Operations  
Warren Everton, Director of Finance/Chief Financial Officer  
Jason Brolund, Fire Chief  
Brent Magnan, Director of Community Development  
Brendan Dolan, Staff Sargent RCMP  
Erin Goodwin, Facilities & Recreation Manager  
Rebecca Narinesingh, Corporate Records/FOI Specialist  
Natasha Patricelli, Legislative Services Coordinator

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**1. CALL TO ORDER**

The meeting was called to order at 6:02 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 Regional District of Central Okanagan Highlights from the April 17, 2025 Regional Board Meeting (Item 5.1)**

## **3. ADOPTION OF AGENDA**

It was moved and seconded

Resolution No. C090/25

**THAT** the April 22, 2025 Regular Council agenda be amended by:

- adding item 5.1 regarding Regional District of Central Okanagan Highlights from the April 17, 2025 Regional Board Meeting;

**AND THAT** the agenda be adopted as amended.

CARRIED UNANIMOUSLY

## **4. ADOPTION OF MINUTES**

### **4.1 April 8, 2025 Special and Regular Council Minutes**

It was moved and seconded

Resolution No. C091/25

**THAT** the April 8, 2025 Special and Regular Council minutes be adopted.

CARRIED UNANIMOUSLY

## **5. MAYOR AND COUNCILLORS' REPORTS**

Council reminded those interested in serving on the West Kelowna Economic Development Corporation Board that the application deadline is April 25, 2025.

Mayor Milsom thanked West Kelowna's 2025 Snow Stars who lent helping hands to their neighbours' this past winter. In recognition of their good deeds, Council gave a gift card to a local business to each Snow Star – Sandra Andrews, Jack Prosello, Jarrod Brodsky, Steve, and Greg Hendricks.

### **5.1 Regional District of Central Okanagan Highlights from the April 17, 2025 Regional Board Meeting**

Mayor Milsom responded to a Council member's question.

## **6. PRESENTATIONS**

No items.

## **7. DELEGATIONS**

No items.

## **8. UNFINISHED BUSINESS**

No items.

## **9. DIVISION REPORTS**

### **9.1 CORPORATE SERVICES**

#### **9.1.1 Energy Retrofits Update – Royal LePage Place**

The Facilities & Recreation Manager spoke relative to the subject report and responded to questions from Council.

It was moved and seconded

Resolution No. C092/25

**THAT** Council approve the following four (4) recommended energy retrofit projects for Royal LePage Place:

1. ECM-2: Controls Optimization;
2. ECM-4: Optimization of Dehumidifier Operation;
3. ECM-5A: 100 Ton Heat Pump; and
4. ECM-7: Desuperheater

as identified in the report titled “Energy Retrofits Update – Royal LePage Place” from the Facilities and Recreation Manager, dated April 22, 2025;

**AND THAT** the Mayor and Corporate Officer be authorized to execute the updated Fortis BC Implementation Letter dated March 13, 2025 to receive approximately \$540,428 for completing the four (4) energy retrofit projects;

**AND FURTHER THAT** Council approve a budget amendment of an additional \$246,500, to increase the budget from \$1,153,260 to \$1,400,000, for the four (4) energy retrofit projects at a net cost of approximately \$859,572 to be funded through the finance strategy identified in this report.

CARRIED UNANIMOUSLY

### **9.2 LEGISLATIVE & LEGAL**

### **9.2.1 2025 Department Statistics – 1st Quarter**

It was moved and seconded

Resolution No. C093/25

**THAT** the report titled “2025 Department Statistics – 1st Quarter” dated April 22, 2025, from the Legal Assistant be received for information.

CARRIED UNANIMOUSLY

## **9.3 FINANCE**

### **9.3.1 City of West Kelowna Tariff Update**

The Director of Finance/Chief Financial Officer spoke relative to the subject report and responded to questions from Council.

It was moved and seconded

Resolution No. C094/25

**THAT** the report titled “City of West Kelowna Tariff Update” dated April 22, 2025, from the Director of Finance/Chief Financial Officer be received for information.

CARRIED UNANIMOUSLY

### **9.3.2 2025 Transfer Station Parcel Tax Bylaw 0330, 2025**

It was moved and seconded

Resolution No. C095/25

**THAT** Council adopt "Transfer Station Parcel Tax Bylaw No. 0330, 2025".

CARRIED UNANIMOUSLY

### **9.3.3 2025 Sterile Insect Release Parcel Tax Bylaw No. 0328, 2025**

It was moved and seconded

Resolution No. C096/25

**THAT** Council adopt "Sterile Insect Release Parcel Tax Bylaw No. 0328, 2025".

CARRIED UNANIMOUSLY

**9.3.4 2025 Solid Waste and Recycling Program Parcel Tax Bylaw No. 0329, 2025**

It was moved and seconded

Resolution No. C097/25

**THAT** Council adopt "Solid Waste and Recycling Program Parcel Tax Bylaw No. 0329, 2025".

CARRIED UNANIMOUSLY

**9.3.5 2025 Tax Rate Bylaw No. 0327, 2025**

It was moved and seconded

Resolution No. C098/25

**THAT** Council adopt "Tax Rates Bylaw No. 0327, 2025".

CARRIED UNANIMOUSLY

**9.4 COMMUNITY DEVELOPMENT**

**9.4.1 Development Cost Charges Amendment Bylaw No. 0190.03, 2025**

It was moved and seconded

Resolution No. C099/25

**THAT** Council adopt "City of West Kelowna Development Cost Charges Amendment Bylaw No. 0190.03, 2025".

CARRIED UNANIMOUSLY

**9.4.2 City of West Kelowna Zoning Bylaw No. 0320, 2024**

It was moved and seconded

Resolution No. C100/25

**THAT** Council adopt "City of West Kelowna Zoning Bylaw No. 0320, 2024".

CARRIED UNANIMOUSLY

**9.4.3 City of West Kelowna Zoning Bylaw No. 0320 (Consequential Amendments Bylaws)**

It was moved and seconded

Resolution No. C101/25

**THAT** Council adopt the “City of West Kelowna Fees and Charges Amendment Bylaw No. 0028.82, 2024”;

**AND THAT** Council adopt the “City of West Kelowna Bylaw Notice Enforcement Amendment Bylaw No. 0093.56, 2024”;

**AND THAT** Council adopt the “City of West Kelowna Ticket Information Utilization Amendment Bylaw No. 0095.54, 2024”;

**AND THAT** Council adopt the “Development Applications Procedures Amendment Bylaw No. 0260.04, 2024”;

**AND FURTHER THAT** Council adopt the “Affordable and Special Needs Housing Reserve Fund Bylaw No. 0325, 2024”.

CARRIED UNANIMOUSLY

**9.5 OPERATIONS**

No items.

**9.6 FIRE RESCUE**

**9.6.1 Fire Hall 32 Replacement – Project Update No. 4**

The Fire Chief and the Facilities & Recreation Manager spoke relative to the subject report and responded to Councils' questions.

It was moved and seconded

Resolution No. C102/25

**THAT** the report titled “Fire Hall #32 Replacement – Project Update No. 4” dated April 22, 2025, from the Fire Chief and Facilities Manager be received for information.

CARRIED UNANIMOUSLY

**10. CORRESPONDENCE AND INFORMATION ITEMS**

No items.

**11. NOTICE OF MOTION**

**11.1 Notice of Motion regarding Water Meters - Councillor Johnston & Millsap**

*The following Notice of Motion was provided and is scheduled for Council's consideration at the May 13, 2025 regular Council meeting:*

**WHEREAS** the cost of installing pit meters has negatively impacted the cost of building a single family home;

**AND WHEREAS** Council is committed to finding ways to improve housing affordability;

**THEREFORE BE IT RESOLVED THAT** Council remove the requirement for the installation of Pit Meters for Single Family Homes and Duplexes;

**AND THAT** Council direct staff to return to the previous arrangement that allowed for the installation of water meters within Single Family Homes and Duplexes;

**AND FURTHER THAT** Council direct staff to add this item to the Community Development workplan as a future action item without impacting current priorities.

**12. ADJOURNMENT OF THE REGULAR MEETING**

The meeting adjourned at 7:10 p.m.

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MAYOR

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DIRECTOR OF LEGISLATIVE & LEGAL SERVICES/  
CORPORATE OFFICER