



CITY OF WEST KELOWNA
REGULAR COUNCIL MINUTES

Tuesday, November 25, 2025
COUNCIL CHAMBERS
3731 OLD OKANAGAN HWY, WEST KELOWNA, BC

MEMBERS PRESENT: Mayor Gord Milsom
Councillor Tasha Da Silva
Councillor Rick de Jong (via electronic communications facilities)
Councillor Jason Friesen (via electronic communication facilities)
Councillor Stephen Johnston
Councillor Garrett Millsap

MEMBER ABSENT: Councillor Carol Zanon

Staff Present: Ron Bowles, Chief Administrative Officer
Mark Panneton, Director of Legislative & Legal Services/Corporate Officer
Polly Palmer, Legislative Services Manager/Deputy Corporate Officer
Jason Brolund, Fire Chief/General Manager of Protective Services
Karla Campbell, General Manager of Corporate Services
Brent Magnan, General Manager of Community Development
Patrick Pulak, General Manager of Operations
Lisa Siavashi, Financial Services Manager/Acting Chief Financial Officer
Rob Hillis, Senior Manager of Engineering & Capital Projects
Bob Dargatz, Development Manager/Approving Officer
Chris Anderson, Public Works Manager
Angele Clarke, Long Range Planning Manager
Erin Goodwin, Facilities & Recreation Manager
Chris Oliver, Planning Manager
Ashley Stewart, Communications Manager

1. CALL TO ORDER

Mayor Milsom called the meeting to order at 6:24 p.m., acknowledged that the meeting was being held on the traditional territory of the Syilx/Okanagan Peoples, stated that the meeting was open to the public, and informed that: all representations

to Council form part of the public record; and the 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. C270/25

THAT the November 25, 2025 regular Council agenda be adopted as presented.

CARRIED UNANIMOUSLY

4. ADOPTION OF MINUTES

4.1 November 4, 2025 Regular Council Minutes

The Mayor provided clarification regarding his comments as referenced in Item 5.1 RDCO Board Highlights from the November 4, 2025 regular Council meeting, including that the allocation of funds pertains specifically to regional transportation planning, and not to transportation related programs such as bike to work initiatives or school safety officer programs.

It was moved and seconded

Resolution No. C271/25

THAT the November 4, 2025 regular Council minutes be adopted.

CARRIED UNANIMOUSLY

4.2 November 18, 2025 Special Council Minutes

It was moved and seconded

Resolution No. C272/25

THAT the November 18, 2025 special Council minutes be adopted.

CARRIED UNANIMOUSLY

5. MAYOR AND COUNCILLORS' REPORTS

5.1 Regional District of Central Okanagan - Highlights from the November 20, 2025 Regional Board Meeting

A Councillor spoke relative to advocacy in opposition to Bill M216 Professional Reliance Act and requested that the City write a letter. The Mayor informed that he would work with staff to prepare and send a letter on behalf of Council.

The Mayor spoke relative to the election of Chair and Vice-Chair for the Regional Board.

The Mayor provided community announcements including:

- Condolences on behalf of Council for the passing of Peachland Councillor Keith Thom;
- The draft 2026 Budget is now available for public consultation; and
- Budget meetings regarding the 2026 annual Financial Plan will be held on December 3 & 4.

The Mayor highlighted the upcoming community events, including:

- Light Up returns to Brown Road on December 5 at 5:00 p.m., with Santa turning on the lights at 5:30 p.m., and ending with fireworks at 7:45 p.m.;
- the Firefighters' Annual Food Drive will be in local neighbourhoods on December 2 and 3 from 5:00 - 8:00 p.m. to collect non-perishable food items and cash donations. Donations can also be dropped off at any fire station until January 4, 2026; and
- the Annual Twinkle Tour - Nominations for your favourite light display in our community are open until December 16. Residents are encouraged to take a self-guided tour of West Kelowna's festive displays through the online twinkle tour map.

5.2 Appointments and Alternates

It was moved and seconded

Resolution No. C273/25

THAT Council appoint Councillor Da Silva, as representative, and Councillor Friesen as the alternate, to the Central Okanagan Economic Development Commission for a one-year term ending November 3, 2026;

AND THAT Council appoint Councillor Da Silva, as representative, and Councillor Millsap as the alternate, to the Okanagan Regional Library Board for a one-year term ending November 3, 2026;

AND THAT Council appoint Councillor de Jong, as representative, and Councillor Millsap as the alternate, to the Airport Advisory Committee for a one-year term ending November 3, 2026;

AND FURTHER THAT Council appoint Councillor Zanon, as representative, and Councillor Millsap as the alternate, to the Municipal Insurance Association for a one-year term ending November 3, 2026.

CARRIED UNANIMOUSLY

6. PRESENTATIONS

No items.

7. DELEGATIONS

7.1 Electronic Fire Danger Rating Signs

John Martin (Ashes to Advocacy Committee) spoke relative to the proposed donation of the Electronic Fire Danger Rating Signs. John Martin and staff responded to Council's questions.

It was moved and seconded

Resolution No. C274/25

THAT staff prepare a report regarding the request for a letter of support from the Ashes to Advocacy Committee regarding fundraising to purchase Electronic Fire Danger Rating Signs for the West Kelowna community.

CARRIED UNANIMOUSLY

8. UNFINISHED BUSINESS

Councillor Millsap spoke relative to the following Notice of Motion and staff responded to Council's questions.

It was moved and seconded

Resolution No. C275/25

WHEREAS the City of West Kelowna has not established a comprehensive regulatory framework to manage and mitigate the spread of noxious weeds and invasive trees;

AND WHEREAS the noxious weeds provisions in "City of West Kelowna Good Neighbour Bylaw No. 0151, 2018" are not adequate;

THEREFORE BE IT RESOLVED THAT staff develop and bring forward a Noxious Weeds and Invasive Tree bylaw for Council's consideration.

It was moved and seconded

Resolution No. C276/25

THAT the main motion be amended by adding:

"AND FURTHER THAT staff update "District of West Kelowna Noxious Insect Control Bylaw No. 0167, 2013" to align with similar bylaws in the region"

to the main motion.

CARRIED UNANIMOUSLY

As the first amendment motion passed, the main motion as amended now reads as follows:

Resolution No. C275/25

WHEREAS the City of West Kelowna has not established a comprehensive regulatory framework to manage and mitigate the spread of noxious weeds and invasive trees;

AND WHEREAS the noxious weeds provisions in "City of West Kelowna Good Neighbour Bylaw No. 0151, 2018" are not adequate;

THEREFORE BE IT RESOLVED THAT staff develop and bring forward a Noxious Weeds and Invasive Tree bylaw for Council's consideration;

AND FURTHER THAT staff update "District of West Kelowna Noxious Insect Control Bylaw No. 0167, 2013" to align with similar bylaws in the region.

It was moved and seconded

Resolution No. C277/25

THAT the main motion be amended by adding:

"AND FURTHER THAT a staff report with regard to both bylaws be brought back within 6 months"

to the end of the main motion.

CARRIED UNANIMOUSLY

As the second amendment motion passed, the main motion as amended now reads as follows and the question was called on the main motion as amended:

Resolution No. C275/25

WHEREAS the City of West Kelowna has not established a comprehensive regulatory framework to manage and mitigate the spread of noxious weeds and invasive trees;

AND WHEREAS the noxious weeds provisions in “City of West Kelowna Good Neighbour Bylaw No. 0151, 2018” are not adequate;

THEREFORE BE IT RESOLVED THAT staff develop and bring forward a Noxious Weeds and Invasive Tree bylaw for Council's consideration;

AND FURTHER THAT staff update "District of West Kelowna Noxious Insect Control Bylaw No. 0167, 2013" to align with similar bylaws in the region;

AND FURTHER THAT a staff report with regard to both bylaws be brought back within 6 months.

CARRIED UNANIMOUSLY

9. DIVISION REPORTS

9.1 2026 Budget Workshop–Water and Sewer Reserves and Capital Funding

Staff provided a presentation and responded to Council's questions.

It was moved and seconded

Resolution No. C278/25

THAT the staff report titled "2026 Budget Workshop-Water and Sewer Reserves and Capital Funding", dated November 25, 2025, be received for information.

CARRIED UNANIMOUSLY

9.2 A 25-01, ALR Inclusion/Exclusion Application, Gellatly Road

It was moved and seconded

Resolution No. C279/25

THAT Council support the request to exclude a 0.45 hectare portion of Lot 3, DL 487, ODYD, Plan 316, except Plan 17635 (PID: 011-375-248), fronting Gellatly Road, from the Agricultural Land Reserve;

AND THAT Council support the request to include a 0.45 hectare portion of Lot A, DL 487, ODYD, Plan 12966 (PID: 009-333-363), fronting Gellatly Road, into the Agricultural Land Reserve;

AND FURTHER THAT Council directs Staff to forward the exclusion and inclusion applications (CWK File: A25-01) to the Agricultural Land Commission for consideration.

CARRIED UNANIMOUSLY

9.3 Z 25-05; Zoning Bylaw Amendment; 3720 Old Okanagan Highway

Staff provided a presentation and responded to Council's questions.

It was moved and seconded

Resolution No. C280/25

THAT "City of West Kelowna Zoning Bylaw Amendment No. 320.11, 2025" be read a first, second, and third time;

AND THAT Council direct staff to schedule the bylaw for consideration of adoption following:

- the approval of the Bylaw from Ministry of Transportation and Transit; and
- the registration of a Section 219 Covenant to restrict building height so that no building be constructed that is considered a 'high building' under the BC Building Code.

CARRIED UNANIMOUSLY

Mayor Milsom, with the consent of Council, declared a recess at 7:42 p.m. The meeting reconvened at 7:59 p.m. with all members of Council present.

9.4 Official Community Plan Bylaw Amendment – Alignment with Small-Scale Multi-Unit Housing and Interim Housing Needs Report (First and Second Reading)

It was moved and seconded

Resolution No. C281/25

THAT "City of West Kelowna Official Community Plan Amendment Bylaw No. 0300.08, 2025" be read a first and second time;

AND THAT "City of West Kelowna Official Community Plan Amendment Bylaw No. 0300.08, 2025" be scheduled for Public Hearing prior to third reading.

CARRIED; Councillors Johnston and Millsap voted in the negative.

9.5 RDCO Fringe Planning Areas, Planning Services Agreement Update

It was moved and seconded

Resolution No. C282/25

THAT Council approve "Planning Services Agreement, January 1, 2026 - December 31, 2030" between the Regional District of Central Okanagan and the City of West Kelowna as attached to the report dated November 25, 2025

regarding “RDCO Fringe Planning Areas, Planning Services Agreement Update”;

AND THAT the Mayor and Corporate Officer be authorized to execute the agreement.

CARRIED UNANIMOUSLY

9.6 Water Regulation Amendment Bylaw No. 0274.03, 2025

It was moved and seconded

Resolution No. C283/25

THAT “Water Regulation Amendment Bylaw No. 0274.03, 2025” be read a first, second, and third time.

CARRIED UNANIMOUSLY

9.7 Water Meter Backlog Project Update

Staff provided a presentation and responded to Council's questions.

It was moved and seconded

Resolution No. C284/25

THAT the staff report titled "Water Meter Backlog Project Update", dated November 25, 2025, be received for information.

CARRIED UNANIMOUSLY

9.8 Fire Hall 32 Replacement – Project Update No. 6

It was moved and seconded

Resolution No. C285/25

THAT the staff report titled “Fire Hall #32 Replacement – Project Update No. 6”, dated November 25, 2025, be received for information.

CARRIED UNANIMOUSLY

9.9 West Kelowna Fire Rescue Modular Building Options

It was moved and seconded

Resolution No. C286/25

THAT Council direct staff to proceed with Option #3 (return West Kelowna Fire Rescue modular building to lessor) as identified in the staff report dated November 25, 2025.

CARRIED UNANIMOUSLY

9.10 Antique Fire Apparatus – Transfer

It was moved and seconded

Resolution No. C287/25

THAT the provisions of the City of West Kelowna Purchasing Policy, which governs the disposal of surplus assets, be waived to facilitate the in-kind donation of the Antique Fire Truck (the “vehicle”) to the Westbank Museum;

AND THAT the in-kind transfer of the vehicle to the Westbank Museum be approved;

AND FURTHER THAT the Mayor and Corporate Officer be authorized to execute the necessary documents to facilitate the transfer of the vehicle to the Westbank Museum.

CARRIED UNANIMOUSLY

9.11 Fire Rescue Establishment and Operations Amendment Bylaw

It was moved and seconded

Resolution No. C288/25

THAT “City of West Kelowna Fire Rescue Establishment and Operations Amendment Bylaw No. 0114.05, 2025” be read a first, second and third time.

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C289/25

THAT “City of West Kelowna Ticket Information Utilization Amendment Bylaw No. 0095.56, 2025” be read a first, second and third time.

CARRIED UNANIMOUSLY

10. CORRESPONDENCE AND INFORMATION ITEMS

No items.

11. NOTICE OF MOTION

11.1 Notice of Motion Regarding Neighbourhood Community Associations - Councillor de Jong

Councillor de Jong provided a notice of motion as follows:

WHEREAS at the November 18, 2025 special Council meeting, the neighbourhood community associations collectively requested changes to the Neighbourhood Community Associations Policy No. 0011;

THEREFORE BE IT RESOLVED THAT:

1. Neighbourhood Community Associations Policy No. 0011 (the “Policy”) be modified to increase the annual grant funding to a maximum of \$1000 for the purpose of covering the costs of Directors’ Liability Insurance and BC Societies Act membership fees; and
2. Staff bring forward a report for Council’s consideration regarding the following potential changes to the Policy:
 - The waiver of the rental fees for City facilities for neighbourhood community association meetings and events; and
 - The inclusion of neighbourhood community association contact information and a link to each community association’s website on the City of West Kelowna website.

12. ADJOURNMENT

The meeting adjourned at 9:03 p.m.

MAYOR

DIRECTOR OF LEGISLATIVE & LEGAL SERVICES/
CORPORATE OFFICER