



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

Tuesday, October 13, 2020  
COUNCIL CHAMBERS  
2760 CAMERON ROAD, WEST KELOWNA, BC

MEMBERS PRESENT: Mayor Gord Milsom  
Councillor Rick de Jong  
Councillor Doug Findlater  
Councillor Jason Friesen  
Councillor Stephen Johnston  
Councillor Carol Zanon  
Councillor Jayson Zilkie

Staff Present: Paul Gipps, CAO  
Allen Fillion, Director of Engineering / Public Works  
Warren Everton, Director of Finance / CFO  
Sandy Webster, Director of Corporate Initiatives  
Michelle Reid, Director of Human Resources  
Mark Koch, Director of Development Services  
Jason Brolund, Fire Chief  
Brent Magnan, Planning Manager  
Stacey Harding, Parks and Fleet Operations Manager  
Kari O'Rourke, Communications Manager  
Shelley Schnitzler, Legislative Services Manager/Corporate Officer  
Dallas Clowes, Senior Planner

---

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

The meeting was called to order at 1:30 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. In accordance with COVID-19 protocols, a viewing area that could accommodate three members of the public was available. 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. C251/20

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

CARRIED UNANIMOUSLY

**4. ADOPTION OF MINUTES**

**4.1 Minutes of the Special Council Meeting held September 25, 2020 Via Electronic Means and at 2760 Cameron Road, West Kelowna, BC**

It was moved and seconded

Resolution No. C252/20

**THAT** the minutes of the Special Council Meeting held September 25, 2020 Via Electronic Means and at 2760 Cameron Road, West Kelowna, BC be adopted.

CARRIED UNANIMOUSLY

**4.2 Minutes of the Special Council Meeting held September 29, 2020 in the City of West Kelowna Council Chambers**

It was moved and seconded

Resolution No. C253/20

**THAT** the minutes of the Special Council Meeting held September 29, 2020 in the City of West Kelowna Council Chambers be adopted.

CARRIED UNANIMOUSLY

**4.3 Minutes of the Regular Council Meeting held September 29, 2020 in the City of West Kelowna Council Chambers**

It was moved and seconded

Resolution No. C254/20

**THAT** the minutes of the Regular Council Meeting held September 29, 2020 in the City of West Kelowna Council Chambers be adopted.

CARRIED UNANIMOUSLY

**4.4 Minutes of the Special Council Meeting held October 6, 2020 in the City of West Kelowna Council Chambers**

It was moved and seconded

Resolution No. C255/20

**THAT** the minutes of the Special Council Meeting held October 6, 2020 in the City of West Kelowna Council Chambers be adopted.

CARRIED UNANIMOUSLY

**4.5 Minutes of the Special Council Meeting held October 6, 2020 in the City of West Kelowna Council Chambers**

It was moved and seconded

Resolution No. C256/20

**THAT** the minutes of the Special Council Meeting held October 6, 2020 in the City of West Kelowna Council Chambers be adopted.

CARRIED UNANIMOUSLY

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

**5.1 Consideration of a Special Council Meeting to be held October 19 and 20, 2020, Outside the Boundaries of the Municipality**

It was moved and seconded

Resolution No. C257/20

**THAT** Council, in accordance with Section 134.1 of the *Community Charter*, allow a Special Council Meeting of the City of West Kelowna, to be held outside the boundaries of the municipality on Monday, October 19, 2020 at 8:30 a.m., and Tuesday, October 20, 2020 at 8:30 a.m. at the Kelowna Yacht Club, Spinnaker Board Room, 1370 Water Street, Kelowna, B.C. for the purposes of preparing an annual report; and

**THAT** the meeting will be closed to the public in accordance with Section 90 of the *Community Charter*; and

**THAT** Council direct the Corporate Officer to give notice of the Special Council Meeting by posting the change on the Public Notice Posting Place.

CARRIED UNANIMOUSLY

**5.2 Regional District of Central Okanagan Highlights from the October 8, 2020 Regional Board Meeting**

**5.3 Memorandum from Anna Warwick Sears, Okanagan Basin Water Board, dated October 8, 2020 re Okanagan Lake Level Management Considerations**

**6. DELEGATIONS**

**7. UNFINISHED BUSINESS**

**8. DIVISION REPORTS**

**8.1 CHIEF ADMINISTRATIVE OFFICER**

**8.1.1 Rose Valley Water Treatment Plant - Update**

Verbal Update from the CAO

**8.1.2 Rose Valley Water Treatment Plant Local Area Establishment Bylaw No. 280, 2020, and Loan Authorization Bylaw No. 281, 2020**

It was moved and seconded

Resolution No. C258/20

**THAT** Council receive for information, the Certificate of Insufficiency for City of West Kelowna Rose Valley Water Treatment Plant Local Area Service Establishment Bylaw No. 280, 2020 and City of West Kelowna Rose Valley Water Treatment Plant Loan Authorization Bylaw No. 281, 2020; and

**THAT** Council adopt the “City of West Kelowna Rose Valley Water Treatment Plant Local Area Service Establishment Bylaw No. 280, 2020”; and

**THAT** Council adopt the “City of West Kelowna Rose Valley Water Treatment Plant Loan Authorization Bylaw No. 281, 2020”.

CARRIED UNANIMOUSLY

**8.2 FINANCIAL SERVICES / RECREATION AND CULTURE**

**8.2.1 2021 Permissive Tax Exemption Bylaw**

It was moved and seconded

Resolution No. C259/20

**THAT** Council give first, second and third reading to “Property Tax Exemption Bylaw No. 0283, 2020; and

**THAT** notice of intention to proceed with Bylaw No. 0283 be published on the 14th and 21st day of October 2020 in the WestK News newspaper,

circulating in the City of West Kelowna, pursuant to Section 94 of the *Community Charter*.

CARRIED UNANIMOUSLY

### 8.3 DEVELOPMENT SERVICES

#### 8.3.1 P20-01, West Kelowna Community Vision (Preliminary Framework) – Snapshot of Emerging Elements

Information Report from the Senior Planner

Jana Zelenski, Consultant with Lanarc 2015 Consultants Ltd. provided an overview of the Draft Community Vision Document Framework.

*The meeting recessed at 2:18 p.m.*

*The meeting reconvened at 2:28 p.m.*

#### 8.3.2 DVP 20-08 & A 20-02; Development Variance Permit & ALR Non-Farm Use; 2789 Highway 97 S

It was moved and seconded

Resolution No. C260/20

**THAT** Council postpone the issuance of a Development Variance Permit (DVP 20-08) for Lot A, DL 3188, Plan 26860, Except Plan KAP63607 (2789 Highway 97 S); and

**THAT** Council support the request to permit a non-farm use for a winery production and tasting building in the Agricultural Land Reserve (File: A 20-01) Lot A, DL 3188, Plan 26860, Except Plan KAP63607 (2789 Highway 97 S); and further

**THAT** Council direct staff to forward the application to the Agricultural Land Commission for consideration.

CARRIED UNANIMOUSLY

#### 8.3.3 Z 20-02; Zoning Amendment Bylaw No. 0154.91, 2020 (Adoption); 2417 Apollo Road

It was moved and seconded

Resolution No. C261/20

**THAT** Council adopt City of West Kelowna Zoning Amendment Bylaw No. 0154.91, 2020.

CARRIED UNANIMOUSLY

**8.3.4 DP 20-11; Commercial, Multiple Family and Intensive Residential Development Permit; 2417 Apollo Rd**

It was moved and seconded

Resolution No. C262/20

**THAT** Council authorize the issuance of a Development Permit (DP 20-11) to support a mixed commercial and residential building consisting of eight (8) residential units and 110 sq. m. of commercial space, located at 2417 Apollo Road, subject to conditions outlined in the attached Development Permit (*Attachment 1*), including submission of a landscape security in the amount of \$7,656.25.

CARRIED UNANIMOUSLY

**8.3.5 Temporary Expanded Service Area Authorization, LCRB Extension of Blanket Approval**

It was moved and seconded

Resolution No. C263/20

**THAT** Council support the extension of Temporary Expanded Service Area authorizations to October 31, 2021; and,

**THAT** Council direct staff to submit a letter of support to the Liquor and Cannabis Regulation Branch.

CARRIED UNANIMOUSLY

**8.3.6 Corporate Climate Action Update – CARIP Report 2019**

Information Report from the Planner II – Long Range

*The meeting recessed at 4:17 p.m.*

*The meeting reconvened at 4:25 p.m.*

**8.4 ENGINEERING / PUBLIC WORKS / PARKS**

**8.4.1 Cemetery Bylaw Revision 0166.04**

It was moved and seconded

Resolution No. C264/20

**THAT** Council give first, second, and third reading to Westbank Cemetery Amendment Bylaw No. 0166.04, 2020.

CARRIED; Councillor de Jong opposed

**8.4.2 Park and Playground Inspection and Maintenance Policy**

It was moved and seconded

Resolution No. C265/20

**THAT** Council adopt the 'Park and Playground Inspection and Maintenance Policy' dated October 13, 2020.

CARRIED UNANIMOUSLY

**8.5 FIRE RESCUE SERVICES**

**8.5.1 Fire Engine Purchase - RMA/Sourcewell Buying Group**

It was moved and seconded

Resolution No. C266/20

**THAT** Council authorize the purchase of a fire engine, budgeted in 2020; and

**THAT** Council authorize this purchase to be made under an existing RMA/Sourcewell contract, providing the cost falls within the established 2020 budget amount.

CARRIED UNANIMOUSLY

**8.6 CORPORATE INITIATIVES**

**8.7 CORPORATE SERVICES**

**8.7.1 Council Meeting Schedule - 2021**

It was moved and seconded

Resolution No. C267/20

**THAT** Council approve the 2021 City of West Kelowna Meeting Schedule.

CARRIED UNANIMOUSLY

**9. CORRESPONDENCE AND INFORMATION ITEMS**

**10. NOTICE OF MOTION**

**11. ADJOURNMENT OF THE REGULAR MEETING**

The meeting adjourned at 5:03 p.m.

---

MAYOR

---

LEGISLATIVE SERVICES MANAGER/CORPORATE OFFICER