



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

Tuesday, July 27, 2021  
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  
Brad Savoury, Director of Legal Services  
Brent Magnan, Planning Manager  
Shelley Schnitzler, Legislative Services Manager/Corporate Officer  
Kari O'Rourke, Communications and Engagement Manager  
Rebecca Narinesingh, Corporate Records Coordinator

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

The meeting was called to order at 6:04 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 Step 3 of BC's Restart Plan regarding indoor seated gatherings, members of the public were permitted to

attend the Council meeting in person. 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. C242/21

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

CARRIED UNANIMOUSLY

**4. ADOPTION OF MINUTES**

**4.1 Minutes of the Special Council Meeting held Monday, July 12, 2021 in the City of West Kelowna Council Chambers**

It was moved and seconded

Resolution No. C243/21

**THAT** the minutes of the Special Council Meeting held Monday, July 12, 2021 in the City of West Kelowna Council Chambers be adopted.

CARRIED UNANIMOUSLY

**4.2 Minutes of the Special Council Meeting held Tuesday, July 13, 2021 in the City of West Kelowna Council Chambers**

It was moved and seconded

Resolution No. C244/21

**THAT** the minutes of the Special Council Meeting held Tuesday, July 13, 2021 in the City of West Kelowna Council Chambers be adopted.

CARRIED UNANIMOUSLY

**4.3 Minutes of the Regular Council Meeting held Tuesday, July 13, 2021 in the City of West Kelowna Council Chambers**

It was moved and seconded

Resolution No. C245/21

**THAT** the minutes of the Regular Council Meeting held Tuesday, July 13, 2021 in the City of West Kelowna Council Chambers be adopted.

CARRIED UNANIMOUSLY

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

### **5.1 Mayor Milsom**

On behalf of Council, the Mayor conveyed heartfelt thanks to all firefighters and those protecting the BC Hydro power line and other infrastructure as a result of the Brenda Creek wildfire. The Mayor acknowledged the BC Wildfire Service, crews and contractors, West Kelowna fire personnel, and firefighters from neighbouring municipalities, those working in the EOC, international firefighters, BC Hydro crews, Westbank First Nation, and many other emergency responders for protecting our communities.

The Mayor announced that the City has received Grant funding from the Government of Canada and the Province of British Columbia as part of the Covid 19 Resilience Infrastructure Stream in the amount of \$973,150. This funding will support construction of a continuous pathway and bicycle lanes as part of the active transportation network for the Shannon Lake Corridor.

#### **5.1.1 Regional District of Central Okanagan Highlights from the July 8, 2021 Regional Board Meeting**

#### **5.1.2 Take Action on Radon**

## **6. DELEGATIONS**

## **7. UNFINISHED BUSINESS**

## **8. DIVISION REPORTS**

### **8.1 CHIEF ADMINISTRATIVE OFFICER**

#### **8.1.1 2021 Departmental Statistics – 2nd Quarter**

The second quarter departmental stats for 2021 were presented.

#### **8.1.2 Major Project Updates**

The CAO and the Director of Engineering and Public Works presented updates on the following major projects:

- Rose Valley Water Treatment Plant

- Gellatly/Carrington Roundabout
- Stevens/Bartley/Shannon Lake Road roundabout and road upgrades
- Skateboard Park project
- City Hall site servicing
- BC Hydro Power Redundancy

**8.1.3 DP 20-35, FEX 21-01; Development Permit with Variance and Floodplain Exemption; 631 Westside Road**

It was moved and seconded

Resolution No. C246/21

**THAT** Council authorize the issuance of an Aquatic Ecosystem, Hillside, and Sensitive Terrestrial Ecosystem Development Permit for the demolition and subsequent re- construction of a single detached dwelling at 631 Westside Road with a variance to S.10.4.5(g).3 of Zoning Bylaw No. 0154 to reduce the minimum setback to the interior parcel boundary from 1.5 m to 0.1 m; and

**THAT** Council approve a Floodplain Exemption to S.3.24.3(c) of Zoning Bylaw No. 0154 to permit a foundation to be located at a 3.5 m horizontal distance from the natural boundary of a stream, on the condition that the applicant enter into an indemnity covenant with the City, and in accordance with the attached permit (*Attachment 1*).

CARRIED UNANIMOUSLY

**8.2 DEVELOPMENT SERVICES**

**8.2.1 DP 20-16; Development Permit; 3210 Salmon Road**

It was moved and seconded

Resolution No. C247/21

**THAT** Council authorize the issuance of a Development Permit (DP 20-16) to support a proposed 20-unit duplex development located at 3210 Salmon Road, in accordance with the attached permit (*Attachment 1*); and

**THAT** issuance of the Development Permit be conditional upon

- Receipt of wildfire assessment and completion of the works to the satisfaction of the City as per Wildfire Covenant (CA6139772)
- Submission of landscape security in the amount of \$152,091.

CARRIED UNANIMOUSLY

**8.2.2 DP 21-03 with Variances, Development Permit with Variances, 2802 Smith Creek (Stage 2)**

It was moved and seconded

Resolution No. C248/21

**THAT** Council authorize the issuance of a Hillside, Wildfire and Sensitive Terrestrial Ecosystem Development Permit (DP 21-03) to facilitate the proposed fifty-five (55) lot subdivision consisting of site preparation/grading and construction of fifty-four (54) single family lots and one remainder lot on Lot A, District Lot 3478, ODYD, Plan KAP56155, Except Plans KAP56156 and KAP57629 (2802 Smith Creek Road) subject to the conditions outlined in the attached Permit; and

**THAT** Council authorize the following variances to City of West Kelowna Zoning Bylaw No. 0154 in accordance with Schedule 'D' included as part of the Development Permit:

- i. S.10.4.5(g).1 to reduce the front parcel boundary setback:
  - a. On Lots 18 – 20 and 41 - 43 for garage or carport having vehicular entry from the front from 6.0 m to 3.5 m; and for house from 4.5 m to 3.5 m, providing that 6.0 m is maintained from garage to laneway or back of curb/sidewalk;
  - b. On Lots 44 and 45 for a garage or carport having vehicular entry from the front from 6.0 m to 4.5 m, providing that 6.0 m is maintained from garage to laneway or back of curb/sidewalk; and
- ii. That the required minimum frontage for Lots 5 to 15 be varied to allow frontage less than 10% of the perimeter of the parcel as per exemptions permitted by *Local Government Act*, section 512(1), where the required minimum parcel frontage is still greater than the required 16.0 m for the Single Detached Residential (R1) Zone; and

**THAT** issuance of the Development Permit be withheld pending receipt of security for the proposed landscaping restoration in the amount of \$41,500.00; and

**THAT** if the Development Permit with Variances has not been issued within one year from the date of approval, the Permit and Variances shall be deemed to have been refused and the file closed.

CARRIED UNANIMOUSLY

**8.2.3 Z 21-04; OCP Amendment Bylaw No.100.66, 2021 and Zoning Amendment Bylaw No.154.106, 2021 (1st and 2nd Reading); 3830 Gellatly Road South**

It was moved and seconded

Resolution No. C249/21

**THAT** Council give first and second reading to Official Community Plan Amendment Bylaw No.100.66, 2021; and

**THAT** Council give first and second reading to Zoning Amendment Bylaw No.154.106, 2021; and

**THAT** Council direct staff to schedule a Public Hearing for the proposed bylaw amendments.

CARRIED UNANIMOUSLY

The meeting recessed at 7:28 p.m.

The meeting reconvened at 7:40 p.m.

**8.2.4 Z 20-11; Zoning Bylaw Amendment Bylaw No. 0154.102 (3rd Reading); 2416 Saddleback Way**

It was moved and seconded

Resolution No. C250/21

**THAT** Council give third reading to City of West Kelowna Zoning Amendment Bylaw No. 0154.102, 2020 (File: Z 20-11); and

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

- Confirmation of the registration of a Section 219 covenant restricting future development until the Transit Stop on the north side of Asquith Road and related crosswalk improvements have been constructed in general accordance with approved preliminary design drawings and cost estimates to the satisfaction of the Director of Development Services; and
- Receipt of a contribution toward intersection improvements at Asquith Road and Shannon Lake Road in lieu of the requirement for construction of the off-site road improvements at time of future development at a rate of 7% of the total estimated intersection improvement (estimated at approximately \$5,000.00 but to be confirmed prior to adoption).

CARRIED; Councillor Zanon opposed

#### **8.2.5 P20-23 Fees and Charges Bylaw Amendment**

It was moved and seconded

Resolution No. C251/21

**THAT** Council give first, second, and third readings to “CITY OF WEST KELOWNA FEES AND CHARGES AMENDMENT BYLAW NO. 0028.59, 2021”.

CARRIED UNANIMOUSLY

#### **8.2.6 P 21-19; Works and Services Bylaw No. 0249.01 (1st, 2nd, and 3rd); Local Government Act Section 512(1)(a) Delegation**

It was moved and seconded

Resolution No. C252/21

**THAT** Council give first, second and third reading to “City of West Kelowna Works and Services Amendment Bylaw No. 0249.01, 2021” to exempt parcels from statutory minimum parcel frontages as outlined in Section 512 (1)(a) of the *Local Government Act*.

CARRIED UNANIMOUSLY

**8.2.7 1) Amendment to the Offences and Penalties Section of the Sanitary Sewer Uses Bylaw 2) Amendment to the Ticketing Bylaw Schedules**

It was moved and seconded

Resolution No. C253/21

**THAT** Council adopt City of West Kelowna Sanitary Sewer Use Amendment Bylaw No. 0072.02, 2021; and

**THAT** Council adopt Bylaw Notice Enforcement Amendment Bylaw No. 0093.49, 2021; and

**THAT** Council adopt City of West Kelowna Ticket Information Utilization Amendment Bylaw No. 0095.46, 2021.

CARRIED UNANIMOUSLY

**8.2.8 Housekeeping amendment to West Kelowna Business Licensing and Regulations Bylaw 2010 No. 0087**

It was moved and seconded

Resolution No. C254/21

**THAT** Council gives first, second and third reading to City of West Kelowna Business Licensing and Regulations Amendment Bylaw No.0087.13, 2021.

CARRIED UNANIMOUSLY

**8.3 ENGINEERING / PUBLIC WORKS / PARKS**

**8.3.1 Water Supply Update, July 2021**

Information Report from the Director of Engineering and Public Works

**8.3.2 BC Active Transportation Infrastructure Program – 2021 grant intake**

It was moved and seconded

Resolution No. C255/21

**THAT** Council direct staff to apply to the BC Active Transportation Infrastructure Program’s 2021 grant intake, seeking maximum funding of up to 50 per cent of costs to construct shovel-ready improvements



along the Shannon Lake Corridor in the vicinity of Tallus Drive, which would create a continuous link between Westbank Centre, Westbank First Nation and the West Kelowna Business Park; and

**THAT** Council agree to amend the 2021 to 2024 Financial Plan to include the project as a capital investment in 2022, subject to a successful grant application; and,

**THAT** Council authorize the Mayor and Corporate Officer to execute any required contribution agreement with the Province of BC.

CARRIED UNANIMOUSLY

**8.4 FIRE RESCUE SERVICES**

**8.5 CORPORATE INITIATIVES**

**8.6 FINANCIAL SERVICES / RECREATION AND CULTURE**

**8.6.1 Rose Valley Water Treatment Plant Temporary Borrowing Bylaw and Next Steps**

It was moved and seconded

Resolution No. C256/21

**THAT** Council adopt the City of West Kelowna Rose Valley Water Treatment Plant Temporary Borrowing Bylaw No. 0289, 2021.

CARRIED UNANIMOUSLY

**9. CORRESPONDENCE AND INFORMATION ITEMS**

**10. NOTICE OF MOTION**

**11. ADJOURNMENT OF THE REGULAR MEETING**

The meeting adjourned at 8:35 p.m.

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MAYOR

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LEGISLATIVE SERVICES MANAGER/CORPORATE OFFICER