



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

Tuesday, December 7, 2021  
Wednesday, December 8, 2021  
COUNCIL CHAMBERS  
2760 CAMERON ROAD, WEST KELOWNA, BC

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

MEMBERS ABSENT: Councillor Rick de Jong

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  
Brad Savoury, Director of Legal Services  
Jason Brolund, Fire Chief  
Duncan Dixon, Staff Sgt., RCMP  
Rob Pikola, Inspector, RCMP  
Shelley Schnitzler, Legislative Services Manager/Corporate Officer  
Lisa Siavashi, Financial Services Manager/Deputy CFO  
Stacey Harding, Parks and Fleet Operations Manager  
Chris Anderson, Public Works Manager  
Erin Goodwin, Facilities and Recreation Manager  
Brent Magnan, Planning Manager  
Lionel Bateman, Assistant Fire Chief  
Kevin Bouchier, Recreation and Culture Supervisor  
Jeff Fletcher, Facilities Supervisor  
Kathi Watt, Police Services Supervisor  
Andrea Mandau, Senior Accountant  
Jag Badhan, Senior Accountant  
Rebecca Narinesingh, Corporate Records Coordinator

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

The meeting was called to order at 12:01 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. In accordance with COVID-19 protocols, Interior Health Restrictions, and the City's COVID-19 Safety Plan regarding indoor seated gatherings and events, limited seating was provided. 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. C352/21

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

CARRIED UNANIMOUSLY

**4. ADOPTION OF MINUTES**

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

**6. DELEGATIONS**

**7. UNFINISHED BUSINESS**

**8. DIVISION REPORTS**

**8.1 DEVELOPMENT SERVICES**

**8.2 ENGINEERING / PUBLIC WORKS / PARKS**

**8.3 FIRE RESCUE SERVICES**

**8.4 CORPORATE INITIATIVES**

**8.5 FINANCIAL SERVICES / RECREATION AND CULTURE**

**8.5.1 Draft 2022-2026 Financial Plan, Supplemental Requests and Ten-Year Capital Plan**

The meeting recessed at 1:34 p.m.

The meeting reconvened at 12:00 p.m. on December 8, 2021

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  
Brad Savoury, Director of Legal Services  
Jason Brolund, Fire Chief  
Duncan Dixon, Staff Sgt., RCMP  
Shelley Schnitzler, Legislative Services Manager/Corporate Officer  
Lisa Siavashi, Financial Services Manager/Deputy CFO  
Stacey Harding, Parks and Fleet Operations Manager  
Rob Hillis, Engineering Manager  
Chris Anderson, Public Works Manager  
Erin Goodwin, Facilities and Recreation Manager  
Travis Clark, Information Services Manager  
Brent Magnan, Planning Manager  
Lionel Bateman, Assistant Fire Chief  
Chad Gartrell, Assistant Fire Chief  
Nilton Praticante, Engineering Supervisor  
Jeff Fletcher, Facilities Supervisor  
Kathi Watt, Police Services Supervisor  
Jag Badhan, Senior Accountant  
Rebecca Narinesingh, Corporate Records Coordinator

It was moved and seconded

Resolution No. C353/21

**THAT** Council support the 2022 Capital Budget Request for Roads as follows:

C2022-01 Road Rehab Program \$1,200,000

C2022-02 LED Streetlight Replacements \$300,000

C2022-03 Shannon Lake IR to Asquith Construction \$250,000

C2022-04 Butt Road Sidewalk and Old Okanagan Intersection Improvements, Design \$150,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C354/21

**THAT** Council support the 2022 Capital Budget Request for Equipment as follows:

C2022-05 New and Replacement Equipment \$394,000

C2022-06 Roads Single Axle Dump \$180,000

C2022-07 Utility Boat \$90,000

C2022-08 WKW – 1 Ton Pick Up Truck 4x4 with Plow (Treatment) \$100,000

C2022-09 Utilities – Snow Plow (Treatment) \$12,000

C2022-11 Engineering vehicle - Hybrid \$36,000

C2022-12 Asphalt Grinder \$35,000

C2022-13 Tire Machine and Balancer \$20,000

C2022-14 Treatment Plant Trailer \$16,000

C2022-15 Treatment Plant Forklift \$45,000

C2022-16 Utilities – 4x4 Pickup \$53,500

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C355/21

**THAT** Council support the 2022 Capital Budget Request for Development Services as follows:

C2022-17 Westbank Centre Plan Review \$50,000

C2022-18 Housing Strategy \$50,000

C2022-19 Parking Study \$30,000

CARRIED UNANIMOUSLY

The meeting recessed at 1:37 p.m.

The meeting reconvened at 1:48 p.m.

It was moved and seconded

Resolution No. C356/21

**THAT** Council support the 2022 Capital Budget Request for Storm Drainage as follows:

C2022-20 Webber to Inverness Storm Improvements \$400,000

C2022-21 Lakeview – Lakeview Road Storm Sewer Upgrades  
\$150,000

C2022-22 Green Bay Neighbourhood Drainage Design \$100,000

C2022-23 Upper/Lower McDougall Creek Restoration Project (DFA)  
\$200,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C357/21

**THAT** Council support the 2022 Capital Budget Request for Pedestrian Infras./Cemetery/Waterfront/Land Acquisition as follows:

C2022-24 Pedestrian Improvement Program - Sidewalks \$1,110,000

C2022-25 City Fibre Infrastructure with Sidewalks \$90,000

C2022-26 Recreation Trails Masterplan \$35,000

C2022-27 Bartley Sidewalk Improvements \$400,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C358/21

**THAT** Council support the 2022 Capital Budget Request for Parks and Community Amenities as follows:

C2022-28 Upgrade Marjorie Pritchard Park per Plan \$250,000

C2022-29 Dog Park \$45,000

C2022-30 Boucherie Diamond Sand Base Transition CR1-A2  
\$80,000

C2022-31 Bear Proof Garbage Cans \$15,000

C2022-32 Parks Irrigation – Renewal and Replacement \$40,000

C2022-33 Playground Equipment Replacements \$125,000

C2022-34 Community Garden Relocation \$70,000

C2022-35 Beach Access Improvements \$185,000

C2022-36 Waterfront Gazebo Replacements \$15,000

C2022-37 Property Improvements (2) \$125,000

C2022-38 Parking Pad Firehall #31 \$70,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C359/21

**THAT** Council support the 2022 Capital Budget Request for General Capital as follows:

C2022-39 General Municipal Election \$58,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C360/21

**THAT** Council support the 2022 Capital Budget Request for Facilities as follows:

C2022-47 Public Works Yard – Fire Training Center (Phase 2) for  
\$350,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C361/21

**THAT** Council support the 2022 Capital Budget Request for Facilities  
as follows:

C2022-40 Municipal Hall – Community Centre Conversion – Concept  
Plan \$80,000

C2022-41 Fire House 30 Property Renovations \$100,000

C2022-42 Fire Hall #33 – Gear Room Design \$25,000

C2022-43 Johnson Bentley AC – Boiler Replacement \$26,000

C2022-44 Johnson Bentley AC – Roof Top Unit Replacement  
\$14,000

C2022-45 Arena – Jim Lind – Hot Water Tanks \$60,000

CARRIED UNANIMOUSLY

The meeting recessed at 3:16 p.m.

The meeting reconvened at 3:26 p.m.

It was moved and seconded

Resolution No. C362/21

**THAT** Council support the 2022 Capital Budget Request for Fire  
Department Equipment as follows:

C2022-48 Vehicle Replacement Fire Dept – Command/Prevention  
\$100,000

C2022-49 Fire Truck – Type 6 Engine \$450,000

C2022-50 Personal Protective Equipment \$90,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C363/21

**THAT** Council support the 2022 Capital Budget Request for Information Services as follows:

C2022-51 Client Hardware – Replacement \$105,400

C2022-52 Replacement of Councillors' Laptops, Routers Phones, iPads and Printers \$50,000

C2022-53 Wide Format Plotter / Scanner Replacement \$21,000

C2022-54 Photocopier Replacements \$66,328

C2022-55 Intranet Site Redesign \$25,000

C2022-56 CityView Electronic Plan Review \$65,000

C2022-57 Downtown Fibre Optic Network \$110,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C364/21

**THAT** Council support the 2022 Capital Budget Request RCMP and Bylaw as follows:

C2022-58 RCMP Vehicle \$60,401

C2022-59 Desks \$20,365

C2022-60 Exterior Camera System and Recorder \$41,000

C2022-61 RCMP Police Vehicle (Traffic Vehicles) \$120,802

C2022-62 RCMP Police Vehicle (Unmarked) \$47,000

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C365/21

**THAT** Council support the 2022 Capital Budget Request for Facilities as follows:

C2022-46 Public Works Yard – Design/Tender Drawings/and Phase 1 Construction \$5,000,000

CARRIED; Councillor de Jong opposed



It was moved and seconded

Resolution No. C366/21

**THAT** Council extend the meeting to 5:30 p.m.

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C367/21

**THAT** Council support the 2022 Capital Budget Request Water Utility as follows:

C2022-63 Scada System Upgrades as Recommended by Interior Instruments a Division of COARIX \$190,000

C2022-64 West Kelowna Estates Transmission Mains \$5,650,000

C2022-65 Sunnyside Transmission Main \$2,900,000

C2022-66 Fire Hydrant Coverage \$75,073

C2022-67 Dam Safety Review \$150,000

C2022-68 Glenrosa Reservoir Re-chlorination \$150,000

C2022-69 PCWSA PRV #5 Design \$150,000

C2022-70 PCWTP Intake Screen and Hypochlorite Design \$130,000

C2022-71 PCWTP SCADA Hardware Upgrade \$50,000

C2022-72 PCWTP Diversion Improvements \$450,000

C2022-73 WKW – Spare Pipe and Appurtenances \$100,500

C2022-74 WKW – Electrical and Instrumentation Renewals \$149,025

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C368/21

**THAT** Council support the 2022 Capital Budget Request Sewer Utility as follows:

C2022-75 Sunnyside Lift Station – Safety Improvements and Electrical Upgrade \$400,000

C2022-76 Stevens Road Lift Station Construction \$1,150,000

C2022-77 Critical Spare Lift Station Pumps \$80,000

C2022-78 Electrical and Instrumentation Renewal \$111,300

CARRIED UNANIMOUSLY

It was moved and seconded

Resolution No. C369/21

**THAT** Council direct staff to incorporate the supported supplemental budget requests, capital projects, additions and deletions into the City of West Kelowna's Financial Plan for 2022-2026; and

**THAT** Council give first reading to City of West Kelowna 2022-2026 Financial Plan Bylaw No. 0292, 2022.

CARRIED; Councillor Findlater opposed

#### **8.5.2 2022 Financial Plan Early Approval Requests**

It was moved and seconded

Resolution No. C370/21

**THAT** Council postpone consideration of early approvals until December 14, 2021.

CARRIED UNANIMOUSLY

### **8.6 CORPORATE SERVICES**

### **8.7 CHIEF ADMINISTRATIVE OFFICER**

## **9. CORRESPONDENCE AND INFORMATION ITEMS**

## **10. NOTICE OF MOTION**

## **11. ADJOURNMENT OF THE SPECIAL MEETING**

The meeting adjourned at 4:59 p.m.

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MAYOR

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LEGISLATIVE SERVICES MANAGER/CORPORATE OFFICER